

Selectboard Minutes  
September 24, 2024

Present: Jenn Jones, chair  
Andy Artimovich via Teams  
Jon Morgan  
Paul Kleinman  
Letty Bedard

At 6:00pm, Jones called the meeting to order.

The Board signed the payroll and accounts payable summary register.

Bedard motioned to allow Artimovich to participate remotely, Kleinman seconded, all in favor, motion carried.

Kleinman motioned, seconded by Morgan, to accept the consent agenda which consisted of public minutes from September 3<sup>rd</sup>, the non-public minutes of September 3<sup>rd</sup>, an amendment was made to reflect that Artimovich was not present, the treasurer's report (found at the end of these minutes), and the following building permits:

- Hammerfest, LLC, 286 South Rd, Plan Examination
- Gifford & Matha Wilcox, 348 South Rd, Plan Examination
- Berlo Revocable Trust, 38 Scrabble Rd, Plan Examination
- River Run Development, 7 Taylor Circle, Plan Examination
- Wayne & Kari Morrill, 370 South Road, Minor Project

Artimovich – abstained; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

At 6:03pm, Jones opened the meeting up to public comment. Seeing none, Jones closed public comment at 6:04.

Police Chief Ventura was present to discuss car 4, and the cost of repairing the vehicle versus buying a new one. Car 4 is in need of repairs estimated at \$5,877 to get it back on the road, there would be additional repairs and maintenance needed above and beyond the estimate. Car 4 has 160,000 miles on it currently. The Board and Chief Ventura discussed the cruiser replacement schedule that Chief Ventura is putting in place. Chief Ventura stated that not repairing or replacing the vehicle would affect that schedule with more wear and tear on the remainder of the fleet. Chief Ventura said he could probably absorb about \$25,000 into the budget. Bedard suggested authorizing the purchase of a new cruiser from the general operating budget with the understanding that if Chief Ventura overspends his budget, it is because this purchase was authorized. After some further discussion Bedard motioned to expend up to \$73,000 for a new cruiser, Morgan seconded. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

Amy and Paul Powers, Fremont, were present to request a refund for summer camp. Jones recused herself from any voting regarding this discussion. Rec Director Gray was present to provide feedback. The Powers family stated they enrolled their 2 children in summer camp through the Brentwood Recreation Center for 3 weeks, they stated that their children attended 1 out of the 4 planned field trips and that they had safety concerns which lead them to withdraw their children early from the program. Gray stated that the reasons for the refund denial were because the camp was staffed for the number of kids enrolled and no way to make up that revenue, also, the first request was described as a disappointment in camp activities and only after the denial did the Powers family expressed safety concerns. Morgan stated that the Rec Commission has discussed this situation, and they voted to support Gray in his decision to provide the family with a partial refund of \$180, the cost of the field trips that the children did not attend. Rec Director Gray stated that 1 field trip was rescheduled during the summer, all other trips were attended. Kleinman motioned to provide the family with a full refund of \$855, there was no second, motion died. Morgan motioned to deny the request for a full refund and to support the partial refund of \$180, Artimovich

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seconded. Artimovich – aye; Morgan – aye; Kleinman – nay; Bedard – aye; Jones – abstained. Motion passed, 3-1-1.

The Department Heads were present to discuss the state of their current budget and to let the Board know what to expect in their budget for 2025.

Gray, Recreation, is looking to add a program coordinator and should have rough numbers next week, expects an increase.

Rick Murphy, Emergency Management, expects a level funded budget.

Daphne Woss, Town Clerk/Tax Collector & Elections. Revenue is up. Increasing working hours for herself and Deputy Town Clerk/Tax Collector to provide better coverage. Elections budget will decrease due to having less elections. A police detail line will be added to the election budget, the number of officers needed will depend on the type of election. The new voting machine will be purchased with ARPA funds, there will be a demonstration October 16<sup>th</sup> at the Brentwood Recreation Center.

Lt. Doty, PD, expects an increase. The PD plans to add a cruiser to the budget. The funds for the 10<sup>th</sup> officer that was encumbered from 2023 will be moved into the budget. They are looking into pay adjustments, Corporals being promoted to Sergeants, as well as COLA and merit increases. Lt. Doty stated that the State has mandated more training hours, this will also result in a significant increase. Dues and subscriptions will likely have a minimal increase. The Prosecutor's fee is also expected to increase.

Joyce Keegal, Cemetery, expects an increase of approximately \$371.92 or 2.59%.

Wayne Robinson, Highway, current budget is on track. Robinson expects no major changes at this time. Will be looking to add another full-time position (potentially 2026) as the Town accepts more roads.

Becky Dunham, Conservation Commission & Regional Associations. Regional Associations will be level funded. The Conservation Commission will add 3 lines, mileage, consultants, and land maintenance. Expect an increase of about 20% to approximately \$15,000. Dunham discussed the need for a computer for Conservation, she will work with Bedard to move files to OneDrive.

Kip Kaiser, Code Enforcement, anticipates an increase of 3.5-4%. Kaiser stated he will likely need office support 10-15 hours per week in the near future.

Chief Bird, Fire, expects an increase in several lines including gear, wages and training. Chief Bird stated that he can provide a rough budget to include wage adjustments but needs time to research trainings and their cost. The fire department's wages were adjusted approximately 2 years ago, Chief Bird would like them to be more inline of what the Police Officer's in town make and make the wages more competitive with other towns. The Board asked about the effect of Exeter Hospital discontinuing their ALS service, Chief Bird stated there is a need for cross training in small departments such as Brentwood's.

Janice Weirs, Library, expects an overall increase of about 3.4%. This is due in part to increased media costs, staffing changes and the need for new computers.

Mark Kennedy, Planning Board & Zoning Board of Adjustment. Kennedy stated that the Planning Board has voted to expend \$2,300 on additional microphones for the Cross room. The Planning Board has been discussing changing their process for publishing the Master Plan, rather than 1-3 chapters per year the Planning Board would like to complete the Master Plan in its entirety at one time. The Selectboard discussed how the Planning Board could accomplish this financially.

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The Planning Board is hoping to encumber funds to update their road standards and possibly their stormwater ordinances. The Planning Board expects a minimal increase due to wage increases, inflation and an increase in hours for the Town Planner to review ZBA applications.

Kennedy offered a reminder to all Department Heads while working on their budgets to add any projects or purchases over \$10,000 to the Capital Improvements Plan.

Jack Mitchell, Budget Committee, expects a level funded budget.

Clement, General Government. An increase in the Executive Office budget is expected for drug and alcohol testing, preemployment testing and post-accident testing. A new vendor is needed as Exeter Hospital is closing their Center for Occupational Health. Assessing and Mapping contracts will be level funded. Expect a small inflationary increase in the IT budget. The trash contract is coming due the end of this year, expect about an 18% increase. The previous contract was signed in 2019 and did not absorb any covid increases. Debt services will see an increase. Insurance is expected to increase, those rates are typically set in late October. Clement anticipates a change in the Welfare Director, the potential budgetary effects are unknown at this time.

The Board discussed adding a utilities line to the budget, this conversation was put on hold until more research can be done to see the pros and cons.

Jones closed the Department Head Meeting.

The Board moved on to regular business. Clement provided the Board with a new elderly exemption; all criteria has been met. Bedard motioned to approve the elderly exemption, seconded by Morgan. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

The Board is in receipt of an Intent to Cut for 193 North Road. Morgan motioned to sign the Intent to Cut, seconded by Bedard. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

The Planning Board is looking to apply for the Housing Opportunity Grant 2.0, they have asked the Selectboard for a letter of support. Kleinman motioned to sign the letter of support, seconded by Morgan. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

The Board is in receipt of an appointment slip for Carole Belliveau for Inspector of Election to expire August 1, 2026. Bedard motioned to sign the appointment slip, seconded by Kleinman. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

Morgan stated there is a Rec meeting tomorrow evening. He also stated the grant writer contract is under review.

Bedard informed the Board that the Planning Board conditionally approved an expansion of MTI Polyexe on Pine Road.

Bedard asked about the status of the internet. Clement stated she has not received the contract back from Fidium at this time. Bedard asked about implementing 2 factor authentication for Town email accounts. Clement stated this has been discussed with Block 5, they are recommending a cyber security audit and for the Town to create a Cyber Security Policy, it is likely that 2 factor authentication will be part of that policy. The Board will discuss this more at a future meeting.

Bedard asked about a data retention policy regarding emails, this would fall under a Tech Policy that the Town will discuss at a future time.

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Jones reported that the Budget Committee had their site walk at the library. Jones attended the Municipal Building Committee meeting where they received some preliminary numbers, they will continue working towards a municipal building to include a Police Department and Town Office.

At 8:07pm, Morgan motioned, seconded by Kleinman, to enter nonpublic for personnel, safety and security. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

At 8:32, Bedard made a motion to come out of non-public and seal the minutes, 2nd by Morgan, all in favor.

At 8:33, Bedard made motion to adjourn, 2nd by Morgan, all in favor.

Respectfully submitted,

Jillian Benedix