

Selectboard Minutes  
October 22, 2024

Present: Jenn Jones, chair  
Andy Artimovich  
Jon Morgan  
Paul Kleinmann  
Letty Bedard

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

The Board signed the payroll and accounts payable summary register.

Artimovich motioned, seconded by Morgan to accept the consent agenda which consisted of public minutes from October 15<sup>th</sup>, the non-public minutes of October 15<sup>th</sup>, the treasurer's report (found at the end of these minutes), and the following building permits:

- Stephen & Leanne Floyd, 80 South Road, Minor Project
- Scott & Brenda Barthelemy, 470 Route 125, Solar
- Richard & Genevieve Rowe, 293 Middle Road, Plan Examination
- Mark & Donna Babine, 113 Crawley Falls Road, Electrical
- River Run Development, 7 Taylor Circle, Plumbing
- Edward Schleich, 50 Prescott Road, Electrical

Jones noted that the invoice from McFarland Ford pertaining to the rec van was higher than normal due to brake work and that the Board was resigning the check because it is less than was anticipated.

All were in favor. Motion passed.

Before opening public comment Jones stated that the Board will not be commenting on the matter involving Town Administrator Karen Clement and/or Chief of Police John Ventura as the Board does not comment on personnel matters. Jones reassured the public that when it is possible to update the public the Board would do so.

At 6:04pm, Jones opened the meeting up to public comment.

Julie Velevis, Rec Commission Chair, without speaking with the Commission but having spoken to the Recreation Director, recommends putting the Brentwood Newsletter on an agenda with more notice. Speaking as a private citizen, spoke in support of the Brentwood Newsletter.

Doug Finan, Gove Road, spoke in support of the Brentwood Newsletter.

Kathy Beggin, Parshley Lane, spoke in favor of the Brentwood Newsletter.

Michelle Siudut, Middle Road, inquired about the ongoing investigation. The Board had no comment at this time.

Melissa Litchfield, Eleanor's Way, spoke in favor of the Brentwood Newsletter.

Jim Michaud, Route 125, spoke in support of the Brentwood Newsletter.

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Jim McIntyre, Mohawk Lane, spoke in support of the Brentwood Newsletter.

Elizabeth Faria, South Road, asked if there was anything the public could do to support the Town at this time. Jones stated that if anyone had any specific skills or knowledge and wanted to help to please contact the Selectboard.

Albert Belanger, Middle Road, felt the Selectboard should explain their votes. Jones stated she would explain her vote this evening as she had last week.

Jones closed public comment at 6:21pm.

The Brentwood Newsletter was discussed. Jones explained that the Board had reviewed all background information. Artimovich and Kleinman again spoke in favor of paying the invoice. Morgan and Bedard had no comment. Jones explained that reviewing the emails did not change her perspective. Hajjar was present to represent the BNL. After some discussion Artimovich suggested penalizing the BNL by 10%, there was some back and forth about the percentage. Kleinman motions to penalize the BNL 25%, seconded by Artimovich. Artimovich – aye; Morgan – nay; Kleinman – aye; Bedard – nay; Jones – aye. Motion passed 3-2.

The Board set the tax rate using the DRA recommendations. Jones explained how the tax rate is set based on the budget that was set in March. Jones explained that DRA informs the town of how much they will need for both schools, the county and the town and the Board then decides how much unassigned funds, present at the end of 2023, to apply to that balance to reduce the tax burden on the citizens. Jones reminded everyone that next year is a reevaluation year, the DRA recommends a bigger buffer the year before a reevaluation. Jones stated that in the past Brentwood has retained an approximately \$1 million buffer. Jones stated that last year the Board was able to reduce the tax rate by 10% due to an unusually high unassigned fund balance of \$2.7 million. This year's unassigned fund balance is \$1.8 million. The Board discussed tax rate options. Jones and Bedard recommending staying around the \$1 million retention as done in the recent past. Artimovich motioned for a 4.5% retention, setting the town tax rate at \$5.25, seconded by Kleinman. Artimovich – aye; Morgan – abstain; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed 4-1. Artimovich stated the total number, for county, local and state will be \$25.17.

Jim Hajjar, Cemetery Trustees. Chair, was present to discuss the Cemetery budget which is up 2.6%. Hajjar explained the increase is due solely to wages and also explained that the Clerk's Stipend is now part of the Super Intendent's salary. Artimovich motioned, seconded by Morgan to approve the \$14,740 Cemetery budget, all were in favor, motion carried.

Hajjar gave a presentation on the Town's need for a new cemetery.

The Information Systems budget was discussed. Jones explained that the increase is due to contractual and subscription increases. Artimovich motioned to approve the \$84,842 Information Systems budget, seconded by Morgan. All in favor, motion carried.

The Board reviewed the level funded Budget Committee budget. Bedard motioned, seconded by Artimovich, to approve the \$500 Budget Committee budget, seconded by Artimovich. All in favor, motion carried.

Jones read a letter to the Board announcing Treasurer, Joyce Gallant's retirement. The Board discussed the need to post this position as quickly as possible. The Board also discussed the need for a Deputy Treasurer and a Finance Director.

The Board discussed a meeting with Kip Kaiser, Code Enforcement/Building Inspector, Officer-In-Charge Lieutenant Doty and a member of the Selectboard to discuss the status of the remediation project. Morgan requested a town email address be set up for the grant writer.

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The Board discussed a folder for low dollar amount expenditures.

Morgan and Bedard shared with the Board they met with Fire Chief Bird recently and he made them aware of his impending retirement. Morgan and Bedard stated that brings up the need for a Deputy Chief. Artimovich recommends putting this topic on an upcoming agenda, other Board members agreed. This discussion will likely be on next week’s agenda. Bedard mentioned a wage study and plan to grow the Brentwood Fire Department, these discussions will likely be on the November 12<sup>th</sup> agenda.

Jones stated the Budget Committee approved 6 budgets at their recent meeting. The committee recommends putting overtime in a line separate from wages.

At 8:00pm, Artimovich motioned, seconded by Bedard, to enter nonpublic for personnel, reputation, and legal. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion passed.

The Board came out of non-public session at 8:39pm. Motion made by Bedard to seal the non-public minutes, second by Kleinman, and all voted in favor by roll call vote. At 8:40pm, a motion was made by Bedard to adjourn the meeting, second by Kleinman, and all voted in favor.

Respectfully submitted,

Jillian Benedix

WEEKLY TREASURER'S REPORT				
DATE:			<b>10/22/2024</b>	
<b>General Fund:</b>		<b>TD BANK</b>		
Previous Balance:		3,400,721.53		
Deposits:		78,920.00		
Payroll:		34,089.03	DDP: \$34,089.03	
			CHK: \$	
FICA:		8061.00		
A/P:		76,088.26	Reg A/P Cks \$28,681.14	NHRS \$47,407.12
			Swasey \$	CO-OP: \$
Transfer to Impact Fees		9,386.00		
Voided Cks				
Account Balance:		3,352,017.24		
Interest Earned YTD:		126,980.70		
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Joyce A. Gallant, Treasurer				