

Selectboard Minutes
May 20, 2025

Present: Paul Kleinman, Chair
Letty Bedard
Andy Artimovich
Jon Morgan
Jim Michaud

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

The Board signed the payroll and accounts payable summary register.

Artimovich motioned, seconded by Michaud, to accept the consent agenda which consisted of public minutes from May 6th, the non-public minutes from May 6th, which are sealed. Michaud – aye; Artimovich – aye; Bedard – abstained; Morgan – abstained; Kleinman – aye. Motion carried, 4-0-1.

Chief Doty was present to discuss a letter received by the Selectboard from the New England Dragway (NED). Chief Doty and Michaud are working with NED to resolve any issues. Hansen will draft a response and invite Paul Laurente to a future meeting.

Deputy Fire Chief Olsen and Chief Bird were present to discuss purchasing a tanker. Olsen states that they need to agree to buy the tanker by the end of the week to purchase the tanker at \$450,000. Olsen also stated this tanker is needed for the ISO. There is \$422,000 in the truck fund and \$551,000 in the revolving fund. Bedard asked when a new ambulance will be needed, Chief Bird stated approximately 6 years. Doug Finan, Gove Road asked about the “ISO,” Olsen stated it referred to an insurance rating. Jim Berlo, Scrabble Road, urged the selectboard to consult legal counsel, he does not feel the Board can utilize funds from the revolving fund. Chief Bird stated that the revolving fund covers “rescue vehicles,” as the utility truck was purchased in 2014 with these funds. Bruce Stevens, South Road, asked for truck specs, Olsen stated it is a tanker, it is “water on wheels.” Mark Kennedy, Prescott Road, asked if it is anticipated that any other trucks will need to be replaced in the next 6-8 years. Chief Bird replied this should be the last big purchase for a while. Michaud motioned to approve the purchase of the tanker conditional on review of the purchase and sales agreement language by Hansen and Kleinman, and to allow the fire department to sign the purchase and sales agreement on behalf of the selectboard; seconded by Artimovich. All were in favor, motion carried. Artimovich read from the 2010 Town Meeting minutes, the “ambulance revolving fund” is for fire, rescue and medical supplies, vehicles, etc.

Jim Berlo, Scrabble Road, point of order, what was voted on; it was explained.

The Board reviewed the job description for the part time position in the town clerk/tax collector’s office. The position will be 16 hours per week, with no benefits; there is money in the budget to support this position. This position could be combined with a part-time finance position and/or increased to 20 hours per week; the money is in the budget this year but would need to be increased next year.

The Board reviewed the job description for finance assistant, multiple scenarios were presented, full/part time and hiring a consultant. Craig Colby has been recommended by the town’s auditors to assist with reviewing the town’s finances. Colby would bring us up to date in terms of reconciling all accounts through 2024 and the present. Morgan asked about the previous finance contractor, Kleinman stated she had reconciled 2023. Bedard asked why this is just being brought to the Board’s attention now. Hansen stated that the Board has already discussed this, Bedard stated the public should know, Hansen stated the nonpublic minutes regarding the Board’s discussion have been unsealed. Town Clerk/Tax Collector Woss

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stated that the finger pointing needs to stop. Bedard removed herself from the selectboard's table and sat at the table for public comment. Elizabeth Faria, South Road, had her hand up and spoke first, she had comments regarding the consultant recommended by the auditor. Letty Bedard, Middle Road, speaking as a private citizen, not a selectperson, read a passage from the job posting for town administrator, "The town administrator acts as the liaison between the selectboard and department heads, town boards and commissions, and the public. Coordinates the daily administrative functions of the office as a selectboard and a town office. Oversees finance, human resources, legal, assessing, welfare, and information systems." Bedard stated, "the question that was asked earlier is, if you have been overseeing those departments since January, why are we just finding out about this need for another human now?" Michaud responded that this was discussed at great length earlier and it was determined that Hansen was hired with the understanding that a finance assistant would be hired. Bedard asked who said that. Morgan stated that he agrees there is a need for a finance person, Morgan expressed concern regarding maintaining this position as it was not included in the recent budgetary process. There was discussion between board members at the selectboard table, they were in agreement that there is a need for a finance person, and some concerns regarding how this position will be funded. Kleinman asked Bedard if she would like to rejoin the board. "Honestly, not really, but I was elected to do so," stated Bedard. Jim Berlo, Scrabble Road, had comments regarding the length of the job description, "its crazy." Berlo also had questions regarding the finance contractor and if there is a guarantee that he will complete the work in the time given. Morgan commented that he would like weekly or biweekly updates from the finance contractor. Berlo asked if there is personnel in house to carry his completions forward without hiring another person. Kleinman explained that was why they are discussing a finance assistant. Bedard interrupted and stated no, they want to hire another person. Mark Kennedy, Land Use Administrator, asked if the finance person will assist with the Planning Board finances. Elizabeth Faria, South Road, asked if 2023 has been reconciled, it has. Michelle Siudut, Middle Road, had comments regarding the current state of Brentwood's finances and suggested reviewing all jobs in town **before adding another position.** Bruce Stevens, South Road, had comments regarding moving forward with correcting Brentwood's finances. There was a discussion regarding what budget line the finance contractor should be applied to. Artimovich suggests creating a line item in a budget for this position and the finance person for expense tracking purposes. Michelle Siudut, budget committee, commented **that expenses need to be applied to the appropriate lines for accurate accounting.** Bedard stated that she emailed the town treasurer last week saying that she "could do the reconciliations with a spreadsheet in 20 minutes a month."

Morgan motioned, seconded by Artimovich, to hire Colby with the expectation of biweekly reports. Michaud – aye; Artimovich – aye; Bedard – nay; Morgan – aye; Kleinman – aye. Motion carried, 4-1.

There was discussion regarding the level of education needed and more discussion regarding full or part time and combining the position with the town clerk/tax collector position or making it a standalone position.

Bedard motions to allow Woss to hire someone for 16 hours per week, seconded by Michaud. All in favor, motion carried.

Bedard motioned, to approve hiring a full-time finance director for 30-35 hours per week, could become 40 hours per week, starting at \$30-35 per hour, more depending on experience, seconded by Artimovich. Artimovich amended the motion to state that the finance director position will be a minimum of 35 hours per week. Bedard was agreeable to the amendment. Michelle Siudut, Middle Road, asked if full time is necessary. Michaud – aye; Artimovich – aye; Bedard – aye; Morgan – nay; Kleinman – aye. Motion carried, 4-1.

Monica Burns and Patty Kaselauskas were present representing Mill Pond Crossing residents in asking if the town will plow their road this upcoming season. Artimovich stated that homeowners' associations limit liability on towns and roads are typically not adopted by the town. Mark Kennedy, Land Use Administrator, stated the road is not built to town standards as there is no right of way and no shoulder. He would recommend the town engineer review at Mill Pond Crossing's cost. Kleinman asked if the highway department had reviewed the proposal, Kennedy stated they have not. Kaselauskas stated

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that she had spoken with the highway department, and they do not foresee a problem.

Morgan discussed the drainage project proposal for the recreation department. Artimovich expressed concern about using impact fees for the project. Michelle Siudut, Middle Road, had questions regarding the environmental impact. Rebecca Dunham, Conservation Commission Chair, stated the conservation commission has reviewed the plan, completed a site walk and have no objections. Artimovich motions to approve spending \$8,325 of impact fees on drainage pending DRA approval, seconded by Michaud. All were in favor, motion carried.

At 8:04pm Kleinman opened public comment. Seeing none, Kleinman closed public comment at 8:04.

The Board thanked Tricia Canty for her hard work in getting senior banners approved to be hung in the Town Center area of Middle Road.

The library will be hosting a summer concert series at their amphitheater, details coming soon!

The Southeast Refuse is working on a date for hazardous waste day, tentatively September 13th 9am-12pm.

At 8:11pm Artimovich motioned to adjourn, seconded by Michaud. All in favor, motion carried.

Respectfully submitted,

Jillian Benedix