

## Selectboard Minutes

January 3, 2023

Present: Andy Artimovich, Chair  
Jennifer Jones, Vice-Chair  
Robert Mantegari  
Jon Morgan  
Russ Kelly

At 6pm, Artimovich called the meeting to order.

The Board reviewed payroll and accounts payable then signed the register.

Artimovich motioned, seconded by Mantegari, to appoint Robert Gagnon as a full-time police officer of the Brentwood Police Department. All were in favor.

Mantegari motioned, seconded by Morgan, to enter into an employment contract with Officer Robert Gagnon. All were in favor.

Chief Ventura shared with those in attendance that Officer Gagnon has been employed with the town as a part-time officer since 2019. He explained Officer Gagnon has been part of his family's business for over 30 years and it was a tough decision for him and his family. Chief Ventura shared how pleased he is Officer Gagnon decided to join the department full-time.

Daphne Woss, Town Clerk/Tax Collector, swore in Officer Robert Gagnon as a full-time police officer. Officer Gagnon's wife pinned on his badge.

Mantegari motioned, seconded by Morgan, to accept the consent agenda which consisted of public minutes from 12/20/2022, recreation manifest, treasurer's report (found at the end of these minutes), and the following building permits:

- Robert & Gabrielle Kelly, 86 Mohawk Lane, Solar
- 3 Ponds LLC, 73 Three Ponds Drive, Plumbing
- 3 Ponds LLC, 74 Three Ponds Drive, Plumbing
- Jan & Donna Jakubowski, 9 Homestead Lane, Minor Projects – kitchen renovation

All were in favor.

Kelly had no committee updates.

Morgan had no committee updates.

Mantegari offered three health officer inspection updates. He explained occupancy restriction was lifted for 427 Middle Road, and 2 trailers have been posted on two different properties in Brentwood.

Mantegari also discussed an email sent from the Rec Director, Andy Gray, in reference to a BRC rental on 12/22/22 requesting a refund due to the gas stove not working on the day of the rental. Mantegari motioned, seconded by Morgan, to refund Marianne Casey \$150 in addition to her deposit. All were in favor.

Discussion amongst the board ensued regarding how to prevent the issue in the future. Jones asked if relighting the pilots is assigned to anyone. Artimovich responded currently it is not assigned to anyone. He explained it is a commercial oven and does not get adequate use for its intended design. Jones suggested a safety plan for future power loss scenarios. Karen Clement, Town Administrator, explained she has asked Chief Ventura to have his on-duty officer check the pilot lights as part of their building checks. Artimovich asked Clement to check with the alarm company to see if they offer a sensor for gas detection. Artimovich suggested utilizing the gas shut off switch as well and for protocol to be that pilots are relit before each rental. Artimovich shared he believes the process is a recreation commission conversation.

Morgan thanked Joyce Keegal for her willingness to open the BRC as an emergency warming shelter. He asked if there is a list of residents in town who may need to be checked on in the event power outages. Artimovich responded there is a Seabrook list that lays out

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all the residents who may need assistance in evacuating their homes. Morgan explained nobody seemed to be aware of a list of residents that should be checked on and he was not aware of emergency response plans. Clement added she believes the fire department has a list of well-being checks needed in town. Morgan requested someone check to see if the fire department does have a list as referenced and if it does not exist that it be actioned to create one. Clement explained she spoke with Emergency Management Director, Rick Murphy, today about having a department head meeting.

Morgan asked if it was possible for the emergency plan to be displayed or given to selectboard members for future reference. Artimovich stated it should follow the Seabrook plan where Emergency Management will contact Clement. Clement would contact department heads and selectboard members.

Jones offered an update from Energy & Efficiency Committee. She explained the committee is feeling the need to readjust the timeline and get the energy plan ready for 2024 instead of this year. Jones explained by shifting it, more time will be available for public meetings and public education.

Jones added Town Meeting is coming in March. She wanted to start the conversation about the possibility of childcare coverage at the school during the meeting. Jones suggested Swasey be approached about using a few classrooms and start putting out requests for coverage. Clement suggested speaking with the Rec Director about possibly using his counselors since they are already trained and have had background checks. Artimovich requested Clement send a letter to the school board to request use of a few classrooms for childcare services.

Artimovich shared the Budget Committee will be meeting this Thursday to discuss the library budget. The meeting is slated for 6pm.

Morgan stated there is a Planning Board Meeting at 7pm that same night, January 5<sup>th</sup>.

Kelly requested Communications Subcommittee chair, Stefanie Lewendon, hear from the board directly about the possible availability of funding for a new website. Artimovich explained the funding would be based on what is currently budgeted. Clement added it could be possible to create a warrant article or use impact fees depending on the size and scope of the project. Mantegari asked for the warrant article deadline. Clement responded the deadline is February 7<sup>th</sup>. The consensus of the board is the desire for a user-friendly website at an affordable cost. Jones asked if the subcommittee has connected with Town Cloud. Lewendon responded they had not yet been in contact.

Letty Bedard, Middle Road, speaking as a budget committee member suggested the Budget Committee use the Cross Room on Thursday because the meeting starts at 6pm and it is livestreamed. Morgan was acceptable for the Cross Room. Clement will speak with the Planning Board administrative assistant, Jillian Benedix, and come up with a plan.

Melissa Litchfield, Eleanor's Way, stated in the past the town has connected with the Parent/Faculty Group President and coordinated childcare for the Town Meeting. She suggested that be considered again. Litchfield added the school calendar has been done but pointed out school is closed in all of the SAU on election day.

Melissa Litchfield, Eleanor's Way, stated she has seen a lot of commentary on Facebook regarding the Brentwood Newsletter. She asked for clarification of the money's use for the newsletter. Artimovich responded that the budget committee removed the newsletter funding from their version of the budget and the selectboard has kept the newsletter amount in their version of the budget. He explained there will be a decision on how to proceed forward. Litchfield asked if the funding would remain since the newsletter is now going to be privately funded. Artimovich responded Brentwood Newsletter Inc. plans to do their own publication, but it will not be a town funded operation. He added he is not sure who will be providing town information to them or how they will obtain that information.

Carole Belliveau, Mill Road, asked how the newsletter will be handled since it was a warrant article. Artimovich explained there was one warrant article to fund the newsletter until the end of 2022. He added that was done. Artimovich explained the second warrant article was to put the newsletter funds into the budget for 2023. He explained that was also done. Artimovich went on to state the decision was to not use the Brentwood Newsletter Inc. as the vendor who publishes the newsletter. Belliveau asked if the money will just remain in the budget. Artimovich responded the money will remain there until the Selectboard decides what to do. He explained the budget committee number will be presented at town meeting to the voters. He further explained it is up to the Selectboard to make their budget the same or to go to the budget committee and ask them to adjust it if there is a plan. Artimovich explained the budget committee removed the funding because there was no plan.

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Tracy Descouteaux, Middle Road, stated that when the Communications Committee was originally formed, she asked if the intention was for the committee to take over the newsletter. She stated the board's response was "no" when that question was asked. Artimovich responded that the board will ask them for recommendations on how to move forward not to produce it.

Stefanie Lewendon, Communications Subcommittee Chair, stated she has no interest or time to do a newsletter. She explained Facebook has been enough.

Jim Hajjar, Brentwood Newsletter Representative, read a prepared statement.

Kelly stated there was about a week in between the decision to sever ties with the Brentwood Newsletter and the budget committee removing the money from the budget due to a lack of a plan. He explained due to timing, the Communications Subcommittee had not had time to draft their suggestions.

Lois DeYoung, Crawley Falls Road, stated the town will never be able to publish a newsletter for \$17,500 because it is only covers postage and paper.

Jim Hajjar, Mohawk Lane, asked if it would be possible for the board to craft a letter to Exeter Post office, Congressman or Senators, regarding mail delivery in town. Mantegari explained the postal service is short-staffed and has been since he addressed the issue in August.

Eric Turer, stated as State Representative, he has contacted the Secretary of State's office, Pappas' office, and the Regional Director of USPS. He shared there is nothing that he can do at a state level but plans to keep reaching out to those who possibly can.

At 6:55pm, Mantegari motioned, seconded by Morgan, to adjourn. All were in favor.

Respectfully submitted,

Tamera Peek

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WEEKLY TREASURER'S REPORT			
<b>DATE:</b>		<b>1/3/2023</b>	
<b>General Fund:</b>		<b>TD BANK</b>	
Previous Balance:		8,766,393.05	
Deposits:		119,824.97	
Payroll:		30,243.24	DDP: \$28,867.77 CHK: \$1,375.47
FICA:		6586.46	
PD Admin CC		5,587.77	Reg A/P Cks \$95,394.30 NHRs \$
A/P:		861,631.30	Swasey : \$181,000.00 CO-OP: \$585,237.00
GF to Impact Fees			
Trans to Rec CC Pd		(300.00)	
Account Balance:		7,981,869.25	
Interest Earned YTD:		13,476.34	
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Joyce A. Gallant, Treasurer			