

Board of Selectmen  
Minutes January 11, 2022

Convened at 6:00 pm

Present: Ken Christiansen  
Robert Mantegari  
Jon Morgan

Christiansen called the meeting to order.

The Board met and reviewed payroll, accounts payable and signed the register.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view the report.

Clement had a memo from the planning board requesting the release of \$45,000 from a cash bond for D&H Realty. This is due to substantial completion of the project and is being recommended by the town engineer. Morgan made a motion, 2<sup>nd</sup> by Mantegari to authorize the release of \$45,000 of the cash bond as recommended by the planning and allowing Christiansen to sign the release. All were in favor.

Kip Kaiser, Building Inspector, had the following building permits to be approved this week:

- Andrew Avelis, 64 Haigh Road, solar array: signed by Board
- D&H Realty Trust, 388 Rte. 125, electrical fit up: signed by Board
- D&H Realty Trust, 388 Rte. 125, sign: signed by Board
- Eric Kelley, 63 Peabody Drive, electric mini split: signed by Board
- Gerald Wills, 22 Dudley Road, solar array: signed by Board
- John Ayers, 72 Middle Road, addition: signed by Board
- Cocav Rauwerdink, 5 Wendell Drive, electrical upgrade: signed by Board
- Andrew Avelis, 64 Haigh Road, solar array increase: signed by Board
- Biscotti Trust, 36 Longmeadow Drive, roof: signed by Board
- Tiffany Fabiano, 304 South Road, electrical permit: signed by Board
- BFD, 419 Middle Road, electrical permit: signed by Board.

Mantegari made a motion, 2<sup>nd</sup> by Morgan to approve the public minutes of 01/04/2022 as written. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Morgan to approve the nonpublic minutes of 01/04/2022 as written. All were in favor.

Chief Bird has a grant application for the 2021 AFG Ops and Safety Grant. This is a regional proposal with the towns of East Kingston, Newton, South Hampton, and Kensington. East Kingston will be responsible for administering the grant if approved. The grant is for various portable radios, pagers, speaker microphone, and base chargers. The total value of the grant is \$898,161.90. Brentwood's allocation of requested equipment is \$261,517. The grant requires a 5% match. Bird is requesting to encumber \$13,075.85 for his match. The notice of award is expected in May of 2022. Mantegari asked how much Bird had remaining in his budget. Clement said about \$60,000. \$3,255 was approved last week to be encumbered for hose. Mantegari made a motion, 2<sup>nd</sup> by Morgan to encumber \$13,075.85 for the AFG Grant. All were in favor.

Bird suggested the board create a fund to be used to cover the grant match. He said if the budgets are created properly and staffing levels are maintained where they are budgeted at, departments should not have a large balance at the end of the year to encumber. He said it would be nice to be able to have a fund to cover the grant match so that departments are not going without something else to be able to apply for these large grants. Clement said you often need to prove that you have the match readily available upon applying, which would be difficult if you were waiting on town meeting to approve the appropriation. Christiansen said that sounded like a great idea for the board to consider.

Board of Selectmen  
Minutes January 11, 2022

Bird said he would also like the board to consider the following warrant article:

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the existing Fire/Rescue Vehicles Replacement Capital Reserve Fund. (Majority vote required).

He said the balance is \$169,000 and a new ladder truck is estimated at \$1,000,000. The next vehicle replacement is slated for 2024. Funds have not been added to this CRF for a couple of years. Mantegari said they would consider it.

Julie Avant, Brentwood Newsletter, was present to discuss the funding of the newsletter for 2022. Morgan asked if the board wanted to wait for a full board. Christiansen said we should hear the information tonight. Clement said the 2021 operating budget approved \$10,200 for the newsletter. The 2022 budget appropriated \$2,550 and Clement drafted a warrant article for \$7,650 which is the balance needed to total \$10,200. No invoices have been submitted for 2022. Avant said the cost in 2021 was \$14,432. Projected costs for 2022 is expected to increase due to a rise in printing costs, postage rates, and an increase in the number of subscribers (new 55+). Advertising revenue is estimated at \$3,750 but that is not guaranteed. Many advertisers are hesitant to invest as the printing is not guaranteed. Avant said a good estimate for 2022 would be \$3,000. Avant projects 2022 to cost \$16,200. Avant reviewed the breakdown of the costs for 2022. Mantegari asked how many subscribers there were. Avant replied 1318 and estimated to increase to 1352 in 2022. Mantegari said that puts the cost at about \$1.09 per issue per subscriber. If total cost is \$16,200 and \$3,000 is estimated for advertising revenue with \$2,550 already in the operating budget that would leave \$10,650 for the warrant article. Morgan said this funding would go through December so we would see the same budgetary snag in 2023. Avant asked if the funding could go through next March. Christiansen said no, it has to follow the budget cycle which is a calendar year. Clement asked if the board wanted a second warrant article for the newsletter asking if the newsletter should be continued as part of the operating budget or if it should be a warrant article. Clement said this would be an advisory article but would give the next board a sense of what the voters want.

Rebecca Dunham, Brentwood Newsletter, said her concern was that money would be included in the budget and then funding withheld. The newsletter does not have the ability to put out the costs and potentially not be reimbursed by the town. She said the February and March issues are the most costly as they are the election issues and consist of more pages. She asked if the warrant article fails what are they supposed to do. Mantegari said \$2,550 is already approved in the operating budget. Dunham said that is not enough. \$16,200 divided by 11 issues annually comes to \$1473 per month. For January, February and March that would be \$4,418. Morgan said we are not accounting for any advertising revenue. Tracy Descoteaux, said they are not getting advertisers because they may not have a publication if this vote doesn't pass.

If you wanted to increase to \$4,419 ( $\$1473 * 3$ ) you would need to vote to open the general government budget, vote a new budget number, and then kick it back to budget committee to do the same. Avant asked if an invoice could be submitted for the cost of one issue. Christiansen said sure, the money is in the budget. Avant asked if going forward if the invoices should be submitted monthly. Christiansen said yes, that would be the preference.

Morgan suggested the warrant article be discussed next week with a full board. Clement suggested then paying the January invoice and pushing the warrant article and increasing the budget to next week's meeting. Avant said they will submit an invoice for January and that issue will be printed.

Michelle Siudut, Brentwood Newsletter, asked if the money could be paid a month in advance. Otherwise, the newsletter is fronting the money with no guaranteed they will be paid back. Mantegari said once the warrant article passes the money will be paid. Morgan said technically the town meeting approves an amount of money for a purpose but it is still up to the selectmen whether or not to spend the money. Siudut asked if the voters approve the money and he changes his mind, he can just not give them the money? He is not saying that he would ever do that. The composition of this board changes every year and new members may, that is all he is trying to say.

Bill Faria, 209 South Road, asked why the board doesn't send all the money at once and ask for a monthly statement

Board of Selectmen  
Minutes January 11, 2022

from the newsletter on how they have spent the money.

Janice Wiers, Library Director, was concerned there was no way to print the January issue. It was hard to read online and with the watermark was very difficult. She said especially for her older patrons this was problematic. Additionally, she has always kept 2 copies for historical files of every newsletter since its inception. She didn't want to be missing one. Avant confirmed the January issue will be printed.

Clement said she would like the board to consider executing a contract with MRI for bank reconciliations. Clement said the treasurer balances to the bank statement and her office needs to balance to either the treasurer's statement or the bank statement. She said that is a time-consuming task that is difficult to keep up with time wise. With the loss of staff in August, bank reconciliations have not been done. MRI has finance professionals that can come in and do just this monthly. They can get us caught up before the audit in March and potentially continue their services for the rest of the year if it proves effective. Clement said this could be a cost-effective way to manage all of the tasks without adding staff hours. Mantegari made a motion, 2<sup>nd</sup> by Christiansen to encumber \$7,680 for this purpose. All were in favor.

Janice Wiers, Library Director, was present for a warrant article.

To see if the town will vote to establish a Library Amphitheater Capital Reserve Fund under the provisions of RSA 35:1 for the design, demolition, and construction and to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be placed in this fund. Further, to name the Library Trustees as agents to expend from said fund. (Majority Vote Required).

Mantegari asked if Wiers had met with Bob Stephens, engineer. Wiers said she has and has several quotes for engineering services. She said the amphitheater is a large safety concern and with covid it would have been a great outdoor space for meetings or programming. Robinson will be installing snow fencing to keep it blocked off. Mantegari made a motion, 2<sup>nd</sup> by Morgan to recommend this warrant article. All were in favor.

At 6:55 pm Mantegari made a motion, 2<sup>nd</sup> by Morgan to adjourn. All were in favor.

Respectfully submitted,

Karen Clement

Board of Selectmen  
Minutes January 11, 2022  
WEEKLY TREASURER'S REPORT

DATE: 1/11/2021



**General Fund:**

**TD BANK**

Previous Balance:	6,960,885.46		
Deposits:	14,826.69		
Payroll:	22,929.12	DDP: \$21,972.94	
		CHK: \$956.18	
FICA:	5832.23		
to Impact Fees	-	Reg A/P Cks \$3,594.24	NH Retirement \$
A/P: Regular	3,594.24	Swasey : \$	CO-OP: \$
void checks			

Account Balance: 6,943,356.56

Interest Earned YTD:

Former MMA Interest Earned YTD: