

Board of Selectmen  
Minutes April 7, 2020

Convened at 6:00 pm

Present: Andrew Artimovich, Chair  
William Faria  
Robert Mantegari  
Ken Christiansen  
Phyllis Thompson

Artimovich called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

In accordance with the Emergency Order #12 and #23 pursuant to Executive Order 2020-04, we are utilizing YouTube Live for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: <https://youtu.be/ecmwQukP1FE>.

The "Chat" feature in YouTube Live will be enabled to allow the public to participate. Please use this feature to type your public comments or questions for the BOS. If anybody has a problem, please email at: [kclement@brentwoodnh.gov](mailto:kclement@brentwoodnh.gov).

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

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

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

- Three Ponds LLC, 40 Three Ponds Drive, new dwelling: signed by the Board
- Three Ponds LLC, 42 Three Ponds Drive, new dwelling: signed by the Board
- Three Ponds LLC, 38 Three Ponds Drive, new dwelling: signed by the Board
- Nick Meloni, 272 Middle Road, pool wiring: signed by the Board
- Capri Realty, 106 Crawley Falls Road, electrical permit: signed by the Board
- Todd Kulik, 28 Sherry Circle, replace air handler: signed by the Board.

Kaiser said he is still performing exterior inspections for unoccupied sites only. Interior work is approved by photos submitted by the contractor.

The commercial trailers at 153 Prescott Road have been covered.

A non-compliance letter went out to 313 Rte. 125 after receiving a written complaint. The memo is in the BOS mail.

Clement said there was a copy of the RFP for the PD renovations in the mail. Artimovich said the scope looked good but wanted to know if the board wanted to discuss the project management fee for Kaiser. Kaiser said this would be work completed outside of his typical work week. He could not absorb that

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much time in his budgeted week while maintaining all other duties. Mantegari said Kaiser would be the clerk of the works essentially. Christiansen asked if the fee was enough to cover the time anticipated. Kaiser said he estimated the number of hours needed to oversee the project and came to this number. Kaiser said the selected firm could pay him directly and issue him a 1099. Faria made a motion, 2<sup>nd</sup> by Mantegari to accept the RFP as written. All were in favor.

The doors at the BRC need to be replaced. There was a memo in the mail requesting that the board approve a 55/45 split for the cost of the repairs as they do with utilities. The hardware will need to be replaced and the building re-keyed. The recreation commission has offered to cover those additional fees 100%. Christiansen made a motion, 2<sup>nd</sup> by Mantegari to approve a 55/45 split for the cost to replace all the doors at the BRC. All were in favor.

Clement said there was a copy of Steve Cummings, town engineer, quote for the permits for the Mill Road Bridge. He quotes \$10-12K. Christiansen said that seemed high. Mantegari made a motion, 2<sup>nd</sup> by Christiansen to put this out to bid. All were in favor.

The board announced the hiring of Caden Blazek-Ahearn as a full-time highway laborer starting at \$17.00 per hour.

Wayne Robinson, Road Agent, said the KRT valve on the backhoe needs to be replaced. Robinson said he also has a 20+ year old steam cleaner that doesn't work and wanted permission to dispose of it. Christiansen made a motion, 2<sup>nd</sup> by Faria for Robinson to dispose of the steam cleaner as requested.

Clement said conservation is requesting to re-appoint Robin Wrighton and Bob Stephens as alternate members. Thompson said they needed 3 full members. Clement said she would clarify with the Chair.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to appoint Brian Duffy and Tom Walker as alternate library trustees for one year. All were in favor.

Clement said she had one veteran and totally disabled veteran's credit for approval, a veteran's credit and elderly exemption for approval, and an elderly exemption for denial as they exceed the asset limitation. Mantegari made a motion, 2<sup>nd</sup> by Faria to approve 2 and deny one application as recommended by Clement. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to approve the public minutes of 03/16/2020 as written. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to approve the public minutes of 03/17/2020 as written. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to approve the nonpublic minutes of 03/17/2020 as written. All were in favor.

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Mantegari made a motion, 2<sup>nd</sup> by Christiansen to approve the public minutes of 03/27/2020 as written. All were in favor.

Clement said a resident with a current taxpayer agreement for past due taxes has requested the payment arrangement be suspended through May. Due to Covid-19 and the stay at home order, the taxpayer's employment has been shut down and there is no source of income. Mantegari made a motion, 2<sup>nd</sup> by Thompson to suspend the taxpayer's agreement as requested due to Covid-19. All were in favor.

Clement said another resident had a taxpayer agreement and is on the agenda for 5/12/2020. Clement said their financing was moving forward and a closing should occur to meet the 5/12/2020 deadline.

Clement said KRT would like to start back up again on 4/13/2020 with the revaluation. There will be no interior inspections and socially distancing will be practiced while on private property. Artimovich said that should not be occurring during the stay at home order. Mantegari asked if we could apply for an extension. Clement said that is not practical as we have a tight deadline to get this complete, submit the MS-1, and set the tax rate. She will call DRA to see what the town's options are. Mantegari made a motion, 2<sup>nd</sup> by Christiansen to recess the revaluation while the stay at home order is in effect. All were in favor.

Christiansen made a motion, 2<sup>nd</sup> by Mantegari to renew Norman Garside's lease to hay the George Beyea field. All were in favor.

Clement said the conservation commission has proposed some alternatives to the typical annual roadside clean up. Artimovich said the town cannot stop people from picking up trash, and he would encourage people to do so while out walking. However, while the stay at home order is in effect, he said the town should not be sponsoring or promoting any events. The board agreed.

Clement said she received one submission for the Boston Post Cane. This person lives on South Road, is 95 and a WWII veteran. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to award the Boston Post Cane to Paul Robinson. All were in favor.

Clement said a police cruiser was hit while parked in the driveway of an officer. The incident report was in the BOS mail a few weeks ago. An estimate was received for about \$3000 worth of damage. Clement said this vehicle was slated to be disposed of this year. Does the town wish to make the repairs and sell the vehicle for more or sell it as is and take the insurance money? Mantegari reviewed the estimate and made a motion, 2<sup>nd</sup> by Faria to take the insurance money and sell the vehicle as is. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Faria to appoint the BOS representatives to the following boards/commissions:

- Budget: Artimovich
- Planning: Christiansen
- School: Faria
- Conservation: Thompson
- Library: Mantegari.

Artimovich suggested hitting pause on 2020 goals to focus on Covid-19 for the time being.

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The board reviewed the meeting policy and accepted as written; no changes proposed. Artimovich said reference materials will be posted to the drive for the board to review such as handbooks, meeting policies, etc.

Artimovich made a motion, 2<sup>nd</sup> by Faria to begin spring and summer schedule now. All were in favor.

Artimovich asked that 2 people volunteer to stay home next meeting. As elected officials he cannot tell them not to come, but the board should be setting an example and keeping physical attendance as low as possible for meetings.

Clement said the resident at 250 South Road runs a nonprofit and is applying for a USDA grant. They will not accept the grant and are requiring a third party to submit on their behalf. Clement said they are requesting the town to pay the invoices and be reimbursed through the grant. Clement advised the applicant that if the board was agreeable, they would likely require a legal review at their cost and do not have another meeting scheduled prior to the application deadline. Clement said she was not able to get all the information as far as timing of the project or reimbursement. Artimovich said the business was just on Chronicle and while he would love to assist, he did not think it was in the town's best interest to do so. He suggested SPCA. The others agreed.

Artimovich said he requested daily updates from the department heads for Covid-19. Information affecting staff levels, quarantines, PPE, etc. He said these are posted on the drive account and participation is low. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to send a memo to the department heads that part of their job description is to keep the BOS informed and a daily update is required. All were in favor.

Thompson asked if recreation was calling the elderly. Clement said she would check. Mantegari asked how people are making calls remotely. Clement said they are restricting their phone numbers and not leaving call back numbers or making the calls when they are in the office. She said the office phones could be taken home, but she was not sure if that was feasible at each home work station as it needs a network cable.

Thompson said the chairperson on the website needs to be updated.

Artimovich said Kathy Bailey is doing a story on the solar panels. Rob Wofchuck is in contact with Bailey.

Faria said he has heard some concerns asking if the town employees are getting paid and if they are if they are working. He said of course they are working! The office may have limited hours to the public, but the town still needs to function. Clement said everyone is tracking their hours just as they normally would. They are available during their regular office hours. She said she has also implemented weekly staff meetings to check in to see what went well, what everyone is working on, and if they need anything further from her or the town in order to be effective from their home offices.

At 7:25pm a motion was made by Christiansen, 2<sup>nd</sup> by Faria to adjourn. All were in favor.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT				
<b>DATE:</b>		<b>4/7/2020</b>		
<b>Citizens General Fund:</b>				
	Previous Balance:	15,328.72		
	Deposits:	17,105.93		
	Payroll:	26,100.35	DD: \$22755.16	CK: \$3345.19
	FICA:	6,268.51		
	to Impact Fees			
	A/P: Regular	\$59,956.23		
	void checks			
	From MMA	75,000.00		
	To Rec			
	TO MMA			
	Account Balance:	15,109.56		
	Interest Earned YTD:	7.88		
	CD's	2,500,000.00		
<b>MMA:</b>	Unrestricted Balance	680,812.39		
	Total Invested Funds:	3,180,812.39		
	Interest Earned YTD:	11,633.72		