

Selectboard Minutes

April 18, 2023

Present: Jennifer Jones, chair
Andy Artimovich, vice-chair
Jon Morgan
Russ Kelly
Paul Kleinman

At 6pm, Jones called the meeting to order.

Jones explained the board recently met in non-public to discuss a personnel decision. She shared based on Chief Ventura's recommendation the board unanimously voted to support Robert McConnell transitioning from a part-time police officer to a full-time officer. Jones explained the position was made available as a result of a Town Meeting vote. She further explained that hiring Officer McConnell full-time required the town to payout about \$10,000 to the Town of Fremont to finish out the Fremont contract. Jones explained bringing on a full-time officer typically costs around \$40,000 and the board believed it was in the town's best interest to pay out the contract to allow McConnell to be brought on full-time.

Chief Ventura was present to speak about the swearing in of Officer McConnell from a part-time officer to a full-time officer. He thanked those in attendance for approving the hiring of another full-time officer with the Town Meeting vote. Ventura explained McConnell has been a certified part-time officer since 2010 and has served in Brentwood since 2020. He explained Officer McConnell comes with a great deal of experience and he is grateful he will be joining Brentwood PD full-time. Ventura thanked McConnell's family for their support.

Daphne Woss, Town Clerk/Tax Collector, swore Robert McConnell in as a full-time police officer of the Brentwood Police Department. Laurie McConnell, Officer McConnell's wife, was present to pin on the full-time badge. Photos of the department were taken along with pictures of Officer McConnell and his family members.

The full-time appointment slip for Robert McConnell was signed.

Kleinman questioned a form he was asked to sign. Karen Clement, Town Administrator, explained it is the Annual Report of ARPA funds which have been spent for 2022.

The Board signed the payroll and accounts payable summary register.

Artimovich motioned, seconded by Morgan, to accept the consent agenda which consisted of the recreation manifest, treasurer's report (found at the end of these minutes), and the following building permits:

- Joan Livesey, 14 Ladd Road, Electrical
- Berlo Revocable Trust, 38 Scrabble Road, Building
- EIP Communications, 87 Crawley Falls Road, Building
- Lee Ann Dalton & Justin Kane, 172 Crawley Falls Road, Plumbing
- Lee Ann Dalton & Justin Kane, 172 Crawley Falls Road, Electrical
- Philip & Jennifer Chase, 14 Sanborn Way, Electrical
- Jon Lariviere, 95 Three Ponds Drive, Building – New Dwelling
- Sean Douglas, 232 South Road, Building
- Edward & Lorna Thibeault, 43 North Road, Building
- 14 Shawmut Avenue, 23 Three Ponds Drive, Plumbing
- Brentwood ROH, 6 Tanya Lane, Electrical
- Brentwood Fusion, 112 Crawley Falls Road, Building
- Jeffrey Dvorak & Kaley Smith, 16 Block Drive, Solar
- P. Lily Properties, LLC, 99 Pine Road, Sign

All were in favor.

Lois DeYoung, Crawley Falls Road, questioned the board about the special meeting that was held at the library on Monday evening.

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Jones suggested DeYoung speak with the library, as the board was not part of the meeting. The library director, Janice Wiers, offered to speak with DeYoung after the meeting.

Letty Bedard, Middle Road, speaking as a private citizen, questioned why the police department would switch to a gasoline only engine if the car comes standard with a hybrid engine. Sergeant Doty responded that the gasoline only engine is less expensive and based on his research, the gasoline engine is a better fit for a police vehicle. He explained it is more reliable and does not stall out like hybrids do.

Bedard also questioned why the cruiser was not being outfitted with a camera system. Doty explained the department is currently using body cameras. Bedard argued a camera in the cruiser could capture information not captured by the body camera. Ventura explained the cost of outfitting only one cruiser and not the entire fleet would create a higher price tag per cruiser than buying the system in bulk. He explained the department recently spent \$53,000 on body cameras for all the officers and shared that body cameras were his focus at this time.

Becky Dunham, Block Drive, stated the audio seemed to be an improvement tonight and thanked whoever worked on the system. She expressed her endorsement for the communications subcommittee presentation that would be occurring in the meeting. Lastly, Dunham conveyed her support of the haying of Beyea field.

Kleinman stated he recognized the April 4 minutes were already approved, but desired to request something was changed. On page 5, paragraph 6 and line 2 the word census should be changed to consensus.

Lieutenant Doty was present to seek approval to expend money from the detail fund for the purchase of a new cruiser. He explained it would have no tax impact on the residents. Doty stated the cost for the Ford Explorer model from CMG is \$40,032.08. The equipment would be installed by Adamson Industries in the amount of \$16,173 according to Doty. The last piece he explained was the radio system in the amount of \$4,476.08 from Motorola. Doty explained he chose equipment he felt was necessary and important without being excessive.

Jones asked if Doty could explain what was covered under equipment. Doty responded it includes everything bumper to bumper including the bumper lights, spotlights, bar light on top, inside mounts, control panels, wiring, cages, an organizer system for the trunk, and other necessary items to outfit the car. Jones stated she was informed by Clement that the detail fund has nearly \$91,000 in it. Kleinman asked what the detail fund is. Artimovich responded that funds received from details are put into a specific account. He explained that account reimburses the general funds for payroll expenses. Chief Ventura added it is a revolving fund set by statute.

Doty explained he was not sure on the turnaround time of the vehicle. He stated it could be a few months to a year before the car is ready. Kleinman asked if the equipment is a package or a la carte. Doty explained it was a little bit of both. He chose core items he believed were necessary to the function of their roles. Kleinman questioned the Brother Pocketjet printer listed in the quote. Doty responded that tickets are now printed. He further explained if there is a need to print a search warrant while at the hospital for example, it can be printed from the vehicle opposed to sending an officer back to the station to print it. Kelly thanked Doty for the explanations of the needed equipment.

Artimovich motioned, seconded by Morgan, to expend \$60,681.16 from the detail fund for the purchase of a new police cruiser and the outlined equipment. All were in favor.

Josh Bertoulin and Letty Bedard from the Communications Subcommittee were present to share updates with the board. Bedard shared the Communications Subcommittee, which was formed in May 2022, proposes they move forward as an active subcommittee with a tenure decided by the Selectboard with appointments to include 7 members with 2-year commitments, expiring in alternating years. Bedard explained, starting this term, members will commit to one or two-year appointments, as close to a 50/50 split as possible. Jones asked if the sense was that most members would desire to remain on the committee. Bedard replied she believes at least one person desires not to continue.

Bedard explained the desired experience and/or skill sets for potential incoming members would include technology/AV knowledge, website/developer/user experience, social media, public relations, or copywriting/grant writing. She went on to explain the areas of focus which include assisting and advising on the redevelopment of the town website, offering support for the town Facebook page as needed, completing the creation of a communication policy/agreement for everyone who has the ability to publish on the website, and a top priority of researching audio visual improvements. Bedard explained further potential work of the committee to include establishing a

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communication piece ahead of elections and Town Meeting, creating a series of user-friendly materials to help residents understand “How Brentwood Works” municipally, and generating content for the new resident packet provided by the Brentwood Historical Society.

Jones asked what the plans would be for reappointments. Bedard was requested to provide names to the board for short term reappointments while the process is started to fill all the spots on the subcommittee with current or new members. Bedard explained the subcommittee suggested bringing all committee expirations across all boards to the same date. Clement expressed her desire for that date to be July 1 if it is changed.

Bertoulin spoke about the Communication Subcommittee’s suggestion for the new website. Their recommendation is to move forward with MunicipalOne with the added modules of MunicipalConnect which enables easy targeted, mass communication to residents via email and text messaging beyond just website update notifications; MunicipalActivities which supports registration and payment integration for activities, and dynamic team rostering; and MunicipalFacilities which enables reservations, scheduling, and payment of facilities such as ball fields, recreation center, and library rooms. Bertoulin explained the modules come at an added cost, but the subcommittee was able to negotiate a substantial reduced level payment price for the Town.

Bertoulin explained it is the recommendation of the subcommittee to proceed with MunicipalOne for \$6500 per year for 5 years. He explained the pricing is offered for a limited time and the town would need to enter into an agreement with the vendor for services by May 1, 2023, to retain the pricing. Bertoulin further recommended the implementation of the town website and consolidation of all departments to the new vendor platform which offers unlimited users, unlimited number of hosted pages, proactive outreach, text message integration and social media integration. He added that MunicipalOne does not charge per message sent. Jones asked if it would be an opt-in service. Bertoulin responded it would need to be because no current database exists. Kleinman asked how a person would sign-up. Bertoulin responded it would occur via the website.

Bertoulin stated MunicipalOne offers a turn-key e-government site utilizing existing content and migration of content. It will also be mobile friendly and ADA compliant. MunicipalOne also offers training. The subcommittee also recommended asking the community to volunteer high quality images for the website which can be used to represent the town. Additionally, the subcommittee suggested seeking a donation from local photographers to take high quality headshots of town staff for the website. Bertoulin stated the timeline would be 10-14 weeks.

Morgan asked if it would be possible to obtain an escalation clause from MunicipalOne which would offer a percentage cap for years 6-10. Kleinman asked if there are any NH towns using MunicipalOne. Bertoulin responded Plainfield in NH. Jones asked if there would be cost savings if other departments utilized the town website instead of their own. Bertoulin responded the current costs for department’s hosting would go away.

Bertoulin recommends the current domain names of departments be pointed to the new website. He explained there would be a cost to keeping the domain names for the time being at least. Jones asked if all departments have been spoken to about it to sense their willingness to switch. Bertoulin responded that the rec department is onboard, and the library is interested but not fully onboard yet. He explained the police and fire departments have not been consulted with yet.

Jones asked what the current amount is that is being spent. Clement responded that it is \$1700 for the town which includes a fee for the domain name. The domain fee would still have to be paid with a new website. Clement was unsure of the dollar amount for police and fire. Morgan asked if there is 2 Factor Authentication available for those who have the ability to post on the website and if credit card info is secure. Bertoulin responded MunicipalOne is PCI compliant. Kleinman asked if Bertoulin had spoken to Plainfield about their experiences. Bertoulin responded that he had put a call out to them but has not received a call back from their Town Administrator yet.

Kelly asked Clement’s thoughts. Clement was in support of the vendor. Jones stated this would be an increased cost and asked if there is an account line it could be paid from. Clement responded it would be paid from impact fees and explained there is currently about \$75,000 available. Kleinman asked if any analysis has been done. Bertoulin responded there has been some done, and this could save more than 40 hours for the recreation department.

Kleinman asked who the point person would be. Bertoulin stated it would be Clement or her designee. Jones believes this change would free time up for various people.

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Kleinman motioned to approve moving forward with MunicipalOne at \$6500 per year for 5 years with the understanding the communication subcommittee would seek an escalation clause. Kelly seconded the motion. All were in favor.

The library director, Wiers, asked if the library would be responsible for a percentage of the cost of the site if the library decided to join the town's page. Jones responded they would not be.

Kelly motioned, seconded by Artimovich, to allow Karen Clement to sign the contract on behalf of the board. All were in favor.

Bertoulin spoke about the next item the communications subcommittee will be working on. He explained the AV issue will be explored next. Bertoulin stated they are looking for a system that offers portability, includes wall displays, integration with streaming, video conferencing, a microphone and podium. Kelly thanked the communication subcommittee for all their hard work and research. Jones thanked the Subcommittee as well.

Morgan motioned, seconded by Artimovich, to sign the field lease renewal to allow Norman Garside to continue haying the Beyea Field. All were in favor.

Clement presented the board with a letter to the Department of Safety who is partnering with the Granit Project at UNH to do broadband mapping. They are requesting a letter of release from the town. Clement explained the GIS mapping would be released to them and they would do the mapping for the E911 project. Morgan motioned, seconded by Artimovich, to sign the release. All were in favor.

Clement presented the board with a change order. She explained there is \$40,000 in holding until the project is completed. Morgan motioned, seconded by Artimovich, to sign the change order for WP Davis for the Mill Road Bridge Project to extend the deadline to June 1st for the growth of grass. All were in favor.

Jones read a resignation letter from full-time firefighter Jack Trembley. Artimovich moved, seconded by Morgan, to accept the resignation letter from Jack Trembley. All were in favor.

Kleinman offered a committee update from the Planning Board. He explained that at the last Planning Board meeting Glenn Greenwood, Town Planner, explained the idea of setting up a coordinating group for the Capital Improvement Project. Jones responded it was her understanding that the town might not be using the document as rigorously as they could be. Kleinman added the Fire Awards dinner was a great event.

Kelly stated the communications subcommittee presented his updates. He added the Energy and Efficiency committee would be meeting tomorrow night.

Morgan stated he attended the Conservation Commission's meeting last Wednesday. He announced they will be doing a town clean up on Saturday, April 22 from 9am to noon at the Brentwood Recreation Center.

Morgan offered an update from Economic Development. He reminded everyone there will be the first quarterly Brentwood Breakfast on May 8 at 9am at the Brentwood Recreation Center. He explained postcards just went out and encouraged people to sign up by using the QR code on the postcard or by emailing jbenedix@brentwoodnh.com.

Morgan reminded the board and attendees there will be a Community Engagement Seminar on Friday, May 12th and Saturday, May 13th at the Recreation Center. He encouraged residents to attend one of the 2 listening sessions on Friday, May 12 from 3:30 – 5pm or 6:30 – 8pm. If you cannot attend the meeting, but have suggestions, Morgan asked residents to email the Planning Board admin Jillian Benedix at jbenedix@brentwoodnh.gov. Jones asked if the info was published on the website and Facebook. Morgan responded it will be this week.

Morgan shared he met with Andy Gray, Rec Director and Kip Kaiser, building inspector to gather some information about the need for and possibility of permanent restroom facilities at the recreation center. He explained there are thousands of users of the recreation center property each year. Morgan stated there are revenue generating possibilities that are not being leveraged due to the lack of permanent restroom facilities. He pointed out the lack of bathrooms at the Recreation Center and shared there is a very basic estimate of about \$161,000 to possibly remedy that. Morgan explained there are still a number of unknowns. He thanked Kaiser and Gray for their work.

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Morgan stated the project may be something that can be added to the Capital Improvement Plan.

Jones asked if the bathroom project would qualify for impact fees and how much would be available. Clement responded that rec currently has about \$54,000 in the rec impact fee account. Morgan shared that he read a study that for every \$1 invested it could offer at least \$4 in returns. Artimovich shared he recently did some traveling and was surprised how many towns put in more money to parks and recreation than Brentwood currently does.

Artimovich offered a Conservation Commission update that perambulation is on their radar. He explained they are trying to coordinate with other towns, but it has proven difficult to align schedules.

Jones stated there is no update on Joint Loss or School Board. She shared the last building committee meeting was cancelled. Jones stated the next meeting for the Police Department building committee will be May 9th.

At 7:35pm, Morgan motioned, seconded by Artimovich, to go into non-public for legal. All were in favor.

At 7:50pm, Kelly motioned, seconded by Morgan to seal the minutes and go into public session. All were in favor.

At 7:50pm, Kelly motioned, seconded by Morgan to adjourn. All were in favor.

Respectfully submitted,

Tamera Peek

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WEEKLY TREASURER'S REPORT

DATE:

4/18/2023

General Fund:

TD BANK

Previous Balance:	4,729,219.30		
Deposits:	95,531.98		
Payroll:	29,923.71	DDP: \$29,923.71	
		CHK: \$	
FICA:	7111.39		
A/P:	358,293.90	Reg A/P Cks \$358,293.90	NHRS \$
		Swasey \$	CO-OP: \$
Transfer to Impact Fees	7,236.00		
Admin CC Pd			
Trans to PD Detail CC			
Account Balance:	4,422,186.28		
Interest Earned YTD:	43,155.29		

Joyce A. Gallant, Treasurer