

Selectboard Minutes

August 15, 2023

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

At 6pm, Morgan motioned, seconded by Artimovich to enter into non-public for personnel. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – nay; Jones – aye. Motion passed.

At 6:05pm, Morgan motioned, seconded by Artimovich, to come out of non-public and seal the minutes. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – nay; Jones – aye. Motion passed.

The Board signed the payroll and accounts payable summary register.

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

- 3 Ponds LLC, 88 Three Ponds Drive, Plumbing
- Nathaniel & Catrina Swasey, 42 Ole Gordon Road, Solar
- Aaron Saviage, 9 Rhodes Circle, Electrical
- Timothy & Karen Diaz, 6 Parshley Lane, Electrical
- Timothy & Karen Diaz, 6 Parshley Lane, Building
- Teebco, LLC, 300 Route 125, Sign
- John Baier III, 191 Middle Road, Building
- Coffey Family Rev Trust, 9 Hilltop Lane, Minor Project

All in favor.

Jones opened the meeting to public comment at 6:09pm.

Liz Faria, South Road, questioned the reasoning for the fire department over time. Jones responded there was active shooter training hosted at the fire department. Faria asked if the time off structure previously presented by Chief Bird had been approved. Jones responded it was still in the collaboration phase and should be presented to the board soon.

Doug Finan, Gove Road, spoke about the recent ZBA meeting in Kingston for the gas station. He explained the project did not pass. Finan explained the meeting went to about 1am and he understood it to be contentious. Kleinman added he attended the meeting but left before it ended. He explained the peer review of the traffic study and the Truslow water study were both favorable to the project.

Kip Kaiser, Building Inspector, and Andy Gray, Rec Director were present to discuss decking for the BRC. Kaiser stated three vendors provided quotes and explained the quotes were not “apples to apples”. He explained the vendors offered varying solutions. Some wanted to replace footings completely while another vendor wanted to work with what was already established. One vendor wanted to repair some of the existing structures, and another wanted to create all new ones. Due to the varying degree of the quotes ranging from \$17,000 to \$77,000, Kaiser requested \$36,000 to do composite decking with vinyl/PVC wraps. The price would include the ramp, front deck, and the side deck by the kitchen.

Artimovich asked if the ramp would have skid resistance. Kaiser responded that something could be done. Jones asked

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where the funding would come from. Gray responded impact fees and explained he has \$73,000 in that account. Kleinman asked who the vendors were. Kaiser explained they are all local vendors who have done work with the town previously. Kleinman asked if the decking is in disrepair. Gray responded that railings have fallen off, boards have been replaced, and painting has been attempted every year. Kaiser added that the frames and structures are 15-20 years old. He explained the joists and fasteners are showing rot and decay. Jones asked if this will be the first time the decking is composite. Kaiser confirmed it would be.

Kelly motioned, seconded by Morgan, to approve \$36,000 from recreation impact fees for the replacement of decks at the recreation center. All were in favor.

Artimovich thanked Gray for his participation in National Night Out.

Kaiser was present to address the highway shed project as well. He reviewed the work that has already been completed and then explained the work that still needs to be done at the highway shed. Kaiser explained 200-amp service is needed, as well as bathrooms completed, septic and a point well. Jones asked about the \$150,000 warrant article. Kaiser responded that those funds went toward the project, but he was unaware additional money was not already in the reserve fund. He stated there will be a shortfall of \$41,700 with the project slated as it stands. Kaiser explained he is working to cut costs by considering only one shower room currently and finishing the second one at a later time or possibly downgrading the cabinets. He reasoned some work cannot be cut explaining septic is a necessity if the bathroom is to be utilized, a furnace is necessary to heat the space.

Kaiser stated Wayne Robinson, road agent, had requested a waste oil furnace. Kaiser explained that type of furnace would add \$11,000 more to the bottom line. He expounded that the duct system works for either type of heating. Allowing for the possibility of upgrading the furnace in the future. Kleinman asked how much was available in ARPA funds. Karen Clement, Town Administrator, responded there is \$279,000. Jones noted \$5,000 has been allocated to safety fencing and a preliminary amount of \$100,000 is earmarked for the library.

Morgan asked if there are other options for the funds. Artimovich asked if there were impact fees that could be utilized. Clement responded that highway does not receive impact fees. She offered information on the Capital Reserve Funds for building maintenance which has a balance of \$100,000. Jones asked if that covers all maintenance and all town buildings. Clement confirmed it does. Jones asked if there are anticipated needs. Clement responded the windows at the BRC was the only other project potentially planned for using those funds.

Jones mentioned projects using funds from that account including the AC's at the library. Kelly asked if the \$41,700 was before any penny pinching. Kaiser confirmed that was correct. Morgan asked the board's thoughts on using half the money from ARPA and half the needed amount from the Capital Reserve Fund. Kleinman requested a breakdown of the pricing. Kaiser responded the power, septic, point well and the 4% project manager fee total \$45,200.

Kelly asked if anything could be deferred. Artimovich shared his concern with cutting the job now and potentially posing issues further down the road. Jones requested that if anything can be trimmed down, it will be.

Artimovich motioned up to \$41,700 from the Capital Reserve Funds (CRF) for building maintenance be expended to cover the highway shed project overruns. Morgan seconded the motion. All were in favor.

Bill Dunham, trustee of the trust fund member, was present to request alternates for the Trustees of the Trust Funds. He explained their role is as custodians of the Capital Reserve Funds and the Trust Funds. He added they make deposits, disbursements, and monitor investments. Dunham explained that at the July 24th meeting, it occurred to the group that maybe there should be alternates like many of the other boards. He explained RSA 31 addresses alternate trustees.

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Dunham stated other committees have alternates and he believes it would be a healthy thing to do for the trustees as well. Jones asked how many are needed for a quorum. Dunham responded two are needed. He added that every meeting there are five or six transactions. In addition, he explained, they will be addressing all the accumulated paperwork through the years and figure out what can be done with it according to the law.

Morgan asked how often trustees meet. Dunham replied on average, every three months. Artimovich stated he believes it is not an unreasonable request. Jones asked if there has ever been an alternate. Clement answered there has not been alternates on the trustees. Kleinman asked if other people attend the meetings. Dunham responded no.

Kleinman motioned, seconded by Artimovich, to add 1 alternate to the Trustees of the Trust Funds for a one-year term per the RSA. All were in favor.

Dunham to follow up with Clement for the next step in the process.

Rick Labrecque, Energy & Efficiency Advisory Committee Chair, was present to update the board about the solar array at the fire department. He explained the committee had voted to recommend the town choose the buyout option. Labrecque went over some details of the PV PPA. He explained the PV PPA was dated May 30, 2017, and executed on September 6, 2017. The initial term was 20 years and could run through August 2037. There are additional term options of up to 2 times for 5 years each. Labrecque explained the energy price is 8 cents/kWh which escalates 2% annually.

Labrecque explained at the end of year 6 and every year thereafter there is a purchase option. He shared the purchase price is Fair Market Value (FMV) or the amount in Exhibit 4 of the PPA. According to him, Revision determined the FMV to be assessed at \$131,577, but has agreed to honor the Exhibit 4 buyout price of \$101,447.

Labrecque shared the PPA has saved the town \$43,122 through August 2022 which averages about \$8,600 per year. He explained the option to purchase the PV facility will increase annual savings by \$7,000 - \$10,000 per year for the next 13 years. He cautioned that the maintenance obligations become the town's responsibility with the purchase. These include preventative and corrective maintenance, parts, replacement, etc. according to Labrecque.

The Energy & Efficiency Advisory Committee also recommends the town sell Renewable Energy Credits (RECs) to enhance the value. Labrecque noted these could be sold for \$5,000 per year. Additionally, he noted the town will be required to dispose of the equipment at the end of life. Morgan asked if the town would go through the utility company to sell the RECs. Labrecque suggested using an environmental credit brokerage.

Jones asked how much is in the Solar CRF. Clement responded \$107,000 is in the CRF: Solar. Morgan asked if the remainder could be used for maintenance. Clement responded it could not be unless it is voted on at Town Meeting to amend the purpose. Morgan asked if there is insurance coverage on the solar after they are owned by the town. Clement responded there is liability coverage on the array.

Labrecque shared Revision offers a 6-year maintenance contract. He recommends the town go out to bid to see who and what is available for coverage which includes monitoring and visual inspections. Kleinman asked when the town breaks even based on the forecast. Labrecque responded he used a discounted cash analysis with variables to show the breakdown.

Kleinman asked if there was a forecast on the equipment duration. Labrecque explained the equipment degrades every year. He explained there is an expected 1/2% reduction in output every year. He added the inverters can fail and are warrantied for 12 years. Rob Wofchuck, member of the former solar committee, added that the panels should be functioning at a minimum of 80% at year 20.

Morgan motioned, seconded by Kelly, to use approved Capital Reserve Funds for Solar to procure the solar panels. All were

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in favor.

Jones asked if the solar maintenance falls under building maintenance. Clement responded she would like the board to consider a revolving fund where the revenue from sold RECs could be added to the account to help offset the maintenance costs but would need to research if that is allowable under the statute.

Kelly motioned, seconded by Morgan, to name Karen Clement as an authorized person to sign documents on behalf of the board for the solar panel procurement. All were in favor.

Labrecque stated the bill from Eversource will remain the same. The Revision bill will be eliminated. Clement stated that will be about \$16,000 annually.

Labrecque also shared with the board about the update for community power. He explained the Energy & Efficiency Committee participated in presentations from Standard Power and Colonial Power. Labrecque stated the committee recommends moving forward with Standard Power. He presented the board with a 2-page Memorandum of Understanding (MOU) and overview of the document. Labrecque stated there is no cost and allows for termination at any time.

Jones asked if the MOU was reviewed by town counsel. Clement responded they had not reviewed it because there is no cost, no indemnity clause, and NH is the governing state in the event of a dispute. Morgan added it appears to just be a good faith agreement. Jones asked if the relationship with CPCNH will be severed. Labrecque stated there is not a plan to sever the relationship at this point.

Morgan motioned, seconded by Kelly, to sign the MOU for Standard Power. All were in favor.

Jones asked when the warrant would be ready. Labrecque responded by February. He explained they are planning for November for the public meetings.

Kelly expressed his appreciation for the committee's hard work. He thanked Labrecque for his dedication, knowledge, and willingness to lead the committee.

Clement presented the board with a nomination form for the Local River Management Advisory Committee. Turer is requesting to be reappointed. Artimovich asked if this should follow the same process for appointing people. Morgan expressed concern that Brentwood may lose a representative. Kleinman believes if Turer is a willing volunteer, he should be reappointed. Artimovich requested Clement make a list of all expiring terms and suggested this appointment should also be on that list.

Kleinman motioned, seconded by Kelly, to appoint Eric Turer as Brentwood's representative to the Local River Management Advisory Committee. All were in favor.

Clement presented the board with an updated page from the previously signed highway safety grant which was signed at the July 18th meeting. She explained the state updated the dates from TBD to actual dates for deadlines. She stated the grant was originally signed by Jones, Artimovich, and Morgan. She requested those 3 selectboard members initial the updated page.

Clement presented the Selectboard with a waiver from Executive Councilor Stevens and DOT for use of the BRC. They are planning a Governor's Advisory Commission on Intermodal Transportation (GACIT) Ten-Year Plan public meeting on September 13th at 7pm.

Morgan motioned, seconded by Artimovich, to sign the fee waiver for the public meeting. All were in favor.

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Kelly asked how much the rental fee was. Clement responded it was \$250. Clement asked if the board would be willing to vote to give a blanket allowance for fees being waived for any NH local government, state, or county requests of the building. It was decided the board would like to know about each request as it arises.

Clement presented the board with a failed septic waiver for 39 Mill Road. It has been signed off by RCCD and the health officer. Clement explained the waiver is due to the setback not being the required distance due to wetlands.

Artimovich motioned, seconded by Kelly, to sign the failed septic waiver for 39 Mill Road. All were in favor.

Clement presented the board with a new intent to cut for Carl Rullo. This was previously approved according to Clement. She explained Rullo is changing loggers.

Clement shared that on July 24 she received an email from Mark Young. He resigned as Conservation Commission chair effective August 9.

Jones stated Wayne Robinson, road agent, shared with her that Prescott Road and a portion of South Road have been paved. She further reported the repair work due to the flooding will be completed in the next few weeks.

Artimovich stated there was no discussion of a plan for replacing the chair. He has requested an opening for an alternate of the Conservation Commission be posted. Artimovich stated an alternate should be filling the full member spot and a chair should be voted in at the next meeting.

Artimovich also shared there are a number of alternates that are not attending meetings. He suggested a decision be made about possibly replacing alternates if they no longer have a desire to serve.

Kelly asked if there was a mass resignation on Conservation Commission a few years ago. Artimovich confirmed that occurrence. Kelly asked if the commission was going through a similar change. He believes people who are serving should be treated with respect. Artimovich responded that Young was not ready to be a leader and admitted at a recent Selectboard meeting that he was overwhelmed. Artimovich stated the Conservation Commission needs direction, leadership, and guidance.

Morgan asked if there was going to be an application process. Artimovich suggested an alternate become a full member and a replacement for an alternate be sought. Jones believes the commission may need more resources and communication with Conservation Commission will be important to get them functioning. Kelly asked what the next step would be. Artimovich responded that Conservation Commission is looking to possibly hire consultants to aid in the process of the Land Use Bond. He also suggested the commission could benefit from an administrative staff and educational assistance.

Artimovich motioned, seconded by Morgan, to post an alternate position for Conservation Commission. All were in favor.

Artimovich added there are three properties being looked at by the Conservation Commission – Fuller property, Webb property, and Swasey property. Jones asked if the discussions have been in public now. Artimovich responded price negotiations will continue to be in non-public. He added properties may be assigned a reference such as property parcel WP instead of naming the parcel during the discussion phases.

Artimovich requested a representative to the Conservation Commission for the September 13 meeting due to classes starting back up for him. Morgan offered to zoom in. Kleinman stated he hoped to attend the GACIT meeting scheduled for that same night. Jones has a schedule conflict. Kelly agreed to attend.

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Artimovich motioned, seconded by Morgan, for Kelly to be the Selectboard rep in Artimovich's place for the September 13 Conservation Commission meeting. All in favor.

Artimovich thanked police, highway, and fire for a successful National Night Out event.

Morgan updated the board on Economic Development. He shared that they met last week. The committee has decided to slowly decommission the current Economic Development site and phase onto the new site. He explained Jillian Benedix, Planning Board administrative assistant, will help update the new website.

Morgan shared that the next quarterly Economic Development breakfast will be held on September 27 at 7:30am at the Brentwood Recreation Center. Senator Chuck Morse will be the guest speaker according to Morgan. He explained the focus of the presentation will be small business and community engagement. Jones requested Clement add the information about the quarterly breakfast to the website and town Facebook page. Morgan stated there will be a link to RSVP. He explained it is not required to RSVP, but it does help with planning.

Kelly shared his committee updates. He explained ZBA did not have a meeting. Communications Committee has a meeting this Thursday. He asked about the progress of the website. Clement responded that she and Gray attended the last communication committee meeting, and their focus was navigation tabs and layout. She explained the information is being extracted from the current site to the new site. Jones asked when Clement believes the site will be launched. Clement responded she believes October.

Kelly asked how she feels the site is progressing. Clement responded she believes it is progressing slowly and cautiously. Clement added that fire and police are in favor of moving their sites to the new website. Jones expressed her excitement about the new functionality. She asked if there was a public session planned to educate the public on the new site. Clement responded they will be working on an FAQ page.

Kelly stated he understands the communications committee is also working on a voter's guide and AV research for the meeting room. He expressed his desire for the communications committee to focus on the website.

Kelly shared he attended the recent library trustee meeting. He asked Janice Wiers, library director, to offer the library update. Wiers explained they are almost at the finish line. She shared a patron donated \$10,000 toward their fundraising goal and that there is another donor pledging up to \$60,000. Wiers stated she will be attending an upcoming meeting to possibly request \$130,000 from ARPA. She shared that Ironwood will be reaching out to 3-5 vendors who have availability, with an invitation to bid on the project. She added the safety fencing is up. Wiers thanked the community for their support of the project.

Kleinman shared his committee update. He explained the Planning Board approved 335 Route 125 for the storage of carnival equipment. There is no Planning Board meeting this Thursday, according to Kleinman. He also shared there have been some Capital Improvement Plan (CIP) subcommittee meetings. Kleinman expects Chief Ventura will be holding a public meeting next month regarding the preliminary stages of the municipal complex.

Jones asked on the timeframe for the completed CIP. Kleinman responded he expected it to be done by the end of September. It will then be presented to the Planning Board, then the Budget Committee and the Selectboard for priority assessment. Jones believes this is the first time the process has been this intensive.

Jones asked if there was any word from the Secretary of State regarding the primary election dates. Clement responded that she has not heard anything yet. Jones hopes to have the information before the next School Board meeting. Clement will follow-up with the Town Clerk, Daphne Woss.

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At 8:02pm, Artimovich motioned, seconded by Morgan, to adjourn the meeting. All were in favor.

Respectfully submitted,

Tamera Peek

WEEKLY TREASURER'S REPORT				
DATE:			8/15/2023	
General Fund:		TD BANK		
Previous Balance:		6,687,684.10		
Deposits:		38,957.59		
Payroll:		34,710.52	DDP: \$32,598.77	
			CHK: \$2,111.75	
FICA:		8190.54		
A/P:		257,221.78	Reg A/P Cks \$16,221.78	NHRS \$
			Swasey: \$241,000.00	CO-OP: \$
Transfer to Impact Fees		7,236.00		
Voided Check				
Trans from GF to Rec CC		(\$70.00)		
Admin CC ACH Payment				
Account Balance:		6,419,212.85		
Interest Earned YTD:		62,542.03		
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Joyce A. Gallant, Treasurer				