

Board of Selectmen  
Minutes October 26, 2021

Convened at 6:00 pm

Present: Ken Christiansen, Chair  
Robert Mantegari  
Andrew Artimovich  
Jonathan Frizzell  
Jon Morgan

Christiansen called the meeting to order.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the Recreation register which consisted of 1 check.

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

Mantegari made a motion, 2<sup>nd</sup> by Frizzell to approve the public minutes of 10/19/2021 as written. Morgan – aye, Frizzell – aye, Artimovich – aye, Mantegari – aye, Christiansen - Aye. The motion carries.

Mantegari made a motion, 2<sup>nd</sup> by Morgan to approve the non-public minutes of 10/19/2021 as written. Morgan – aye, Frizzell – aye, Artimovich – aye, Mantegari – aye, Christiansen - Aye. The motion carries.

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

- Jonathan Frizzell, 161 Crawley Falls Road, kitchen renovation: signed by Board.
- Ray Parise, 13 Wilson Way, installation of 20KW generator: signed by Board.
- Robin Johnson, 29 North Road, bulkhead removal and re-install: signed by Board.
- Christopher Cooper, 272 South Road, kitchen remodel: signed by Board.
- Robert Miller, 47 Northrup Road, add 12' x 19' sewing room: signed by Board.
- Joe Thibault, 19 Crawley Falls Road, add 34' dormer to front of house: signed by Board.
- EIP Communications, 87 Crawley Falls Road, install 6 antennas: signed by Board.

Budgets:

1) General Government

- a. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to reopen the General Government budget and increase it from \$28,997. Frizzell – aye, Artimovich – aye, Mantegari – aye, Christiansen – aye and Morgan – opposed. The motion carries. Christiansen said the reason for reopening this budget is to fund the BNL from January to March 2022 and then in March we will act on the warrant article. Clement said it will be \$850 per month for a total of \$2550. Artimovich said \$2550 will go back into the line item for BNL. Morgan said he would like to amend the motion to include a stipulation that we pay them just like we pay everybody else, on a monthly basis after we have received invoices. Morgan's motion died for lack of a second. Clement said that the new bottom line for the General Government budget will be \$31,547 for 2022. Artimovich made a motion, 2<sup>nd</sup> by Frizzell to approve the general government budget of \$31,547. Frizzell – aye, Artimovich – aye, Mantegari – aye, Christiansen – aye and Morgan – opposed. The motion carries.

2) Code Enforcement

- a. Kip Kaiser was in attendance to discuss his budget. Kaiser said it had increased by 2.6%. Artimovich asked what the deferred item line for \$1600 is and Clement said it is to cover Kaiser's payroll if he exceeds 34 hours per week at a straight time rate. Mantegari said the travel/mileage line had doubled. Kaiser said the travel/mileage line will include repair work on the vehicle, inspections, oil changes and tires. Clement said the salary line includes the wage adjustment already approved. Artimovich made a motion, 2<sup>nd</sup> by

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Mantegari to accept the Code Enforcement budget of \$68,468 for 2022. All in favor. The motion carries.

3) Cemetery

- a. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to accept the Cemetery budget of \$13,013 for 2022. All in favor. The motion carries. Joyce Keegal, Cemetery Superintendent said it is an increase of \$46 from 2021.

4) Conservation

- a. Mantegari made a motion, 2<sup>nd</sup> by Frizzell to accept the Conservation budget of \$13,652 for 2022. Morgan asked Bob Stevens, Conservation Commission Chair, for an overview and asked what the \$13,000 is for? Stevens said the budget is the same as last year, and last year it was cut by 30%. Stevens asked for the money not spent to be applied to the Conservation fund. Stevens explained that the Conservation fund is now at \$67,697 and wants to use money to replenish to \$75,000. Stevens said he added \$300 to cover conferences and training. Stevens said that he carried over \$7,000 for audit purposes and explained that the audit is mostly done by the commission and volunteers but needs to carry money over in case they need to hire this service out. Stevens said the contracts with SELT are in case the volunteers are not available. Stevens said there is \$600 for association dues, an office supplies line, and a town events line to participate in or host town events in the future. Stevens said they carried \$1,150 in 2021 to be put into the conservation fund, and to replenish it completely they need \$7,318. Morgan said he understands the conservation fund is used for trail maintenance, bridges, etc. Stevens said the conservation fund is committed to pay bills for land acquisition transactions, down-payments on properties, natural resource surveys and for land conservation. Christiansen said it is used for any associated costs for acquiring an easement. Frizzell said they have done a great job bringing the budget to where it is. Mantegari made a motion, 2<sup>nd</sup> by Frizzell to approve the conservation budget of \$13,652 for 2022. All in favor. The motion carries.

Clement confirmed to approve expending the \$7,302.93 from the 2021 budget and transferring it to the conservation fund this year. Artimovich made a 2<sup>nd</sup> motion, 2<sup>nd</sup> by Mantegari to transfer the \$7,302.93 from the 2021 budget into the conservation fund. All in favor. The motion carries.

5) Health Officer

- a. Mantegari made a motion, 2<sup>nd</sup> by Morgan to approve the Health Officer budget of \$1 for 2022. All in favor. The motion carries.

Documents:

- 1) Morgan made a motion, 2<sup>nd</sup> by Mantegari to sign a letter drafted by Counsel for 3 Smith Road. All in favor. The motion carries.

Clement spoke to the preliminary tax rates for 2021. Clement said the current rate for 2020 is 23.19, and that the DRA will recommend we withhold at least 5% and up to 11% of the unassigned fund balance towards next year. Clement said to retain a million to keep cash flow through the month of December and showed the 8 different options on the handout that are between 22.06 and 22.61 which means a decrease on 2020 tax rate. Clement said the school refund is accounted for in these figures. Clement recommends retaining 5.5% of fund balance which is just over \$1 million and reserve \$195,000 for overlay (abatements), giving a tax rate of 22.24. Christiansen said this is a reduction of almost a dollar and Morgan said this is significant given that the larger budgets are yet to be discussed. Clement said this tax rate is based off of the appropriations approved at the March 2021 town meeting. The budgets being discussed now for 2022 will be represented in the 2022 tax rate. Christiansen said the recommendation from the Town Administrator is 22.24. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to accept the 2021 tax rate of 22.24. All in favor. The motion carries. Clement said in addition to this she will need to input this into the tax system and create the warrant so that the Town Clerk can get the tax bills out this week. Mantegari made a motion, 2<sup>nd</sup> by Morgan to approve the warrant and for the BOS to come to town offices and sign the warrant. All in favor. The motion carries. Morgan said that the impact that this has on lowering it dramatically will have the reverse impact in a year from now. Clement said it may depending on what is approved for warrant articles. Christiansen said that it will meet the needs of the town and 22.24 will do the job.

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Chief Bird was in attendance to discuss his staffing requirements for the Fire Department and introduced Katarina Tennant, administrative assistant, who he said was active in help putting the budget together. Bird said he wants to add 2 full-time people and move to a 24-hour rotation. There would be one full time person on with a per diem (6a-6p) and a standby shift (6p -6a). This will cut out one standby shift daily as we are currently budgeted for 2. Bird said he has 1 person responding to calls, he needs to increase manpower and the call force to participate even more. Mantegari said he would like to see this as a warrant article and Bird said he is struggling to cover the department as is. A warrant article delays the process up to 6 months. Morgan said even if we approved it wouldn't pass until budget. Bird said he has 2 people on plus himself and Tennant. Morgan asked how many missed calls we have had this year and Bird said roughly 100. Morgan said that there have been 100 times 911 has been called that we have not been able to cover – not a result of Chief but a result that the Chief has no resources to get the job done. Mantegari asked about Mutual Aid and Bird said there are a few calls that they were not able to cover, and if you are going to get it, you should reciprocate, and we are not in a position to do that. Morgan asked how long it takes if we do request Mutual Aid and Bird said 12-15 mins, depending on where it is in town and that they have the town split up into 3 different divisions. Morgan said that himself and Frizzell had asked Bird to bring this budget to the BOS to find out what it would take to dramatically improve coverage. Bird explained that the hiring process is 2 weeks to get an appointment for fingerprints and 6-8 weeks to get the licenses and prints back. Frizzell mentioned the 55+ communities with another coming with a possible 70 houses. Frizzell said he is 1 of 3 people in here that has been a firefighter in town, showing up for calls at 2am, waiting 4-5 minutes before he can re-tone, and adds that he was on a \$12 per hour wage. Frizzell said to pay firefighters correctly, recruit them and keep them and he wants a vote tonight.

Bird said the pay matrix is a part of this and asks the BOS to look for an increase as that is what he needs and that he needs to get the pay matrix through. Artimovich said we have until 2026 to spend ARPA money and proposes we take his budget and use ARPA to fund 60% 1<sup>st</sup> year and 40% next year and gradually pass the increase on to the tax rate and use the ARPA money to offset the impact to the tax rate. Clement said that we have \$236,000 plus we get another \$236,000 next year, a total of \$472,000 and asked how much they want to use for Fire and how much to reserve for other purposes.

David Menter, 171 North Road asked how many positions they would go for by using the grant and Artimovich said it this is not a firefighter grant. This is ARPA funds (COVID relief fund) and the Chief is proposing is 2 full-time firefighters. Mentor said he has lived here 36 years and it's time to bring full-time coverage. Christiansen asked Bird what can we do right now, what is a quick fix? Bird said to put the other proposed pay matrix into place. Morgan said that this is only a mid-way point, that we still need 24-hour shifts. Bird agreed and said this is a steppingstone to a full-time department. Bird spoke of changing the stipends to \$100 flat.

Bill Faria, 209 South Road said we had talked a couple of weeks ago about implementing 4 full-time firefighters @ \$24 per hour on 24 hour shifts and Bird spoke to the pay scale and all the differences. Bird asked for FF2 EMT per-diem or call person to go to \$21, FF2 advanced EMT to \$23 and FFT2 paramedic to \$25. Faria asked what surrounding towns are paying and Bird said they average out at \$18.90 for FF1, \$21.80 for FF@ and \$26 for FF para. Faria said this would make us competitive.

Liz Faria, 209 South Road asked why the huge increase in the stipends and proposed \$75 or \$80 instead of \$100 and asked to see what other towns are doing. Bird said he is not filling it right now and would have much more success at \$100. Danville moved to this model a few months ago and it has been successful.

Artimovich asked if Bird's budget can sustain this and Bird said he can cover November and December, but not January or February and wants to start November 1<sup>st</sup>. Artimovich made a motion, 2<sup>nd</sup> by Frizzell to accept the pay matrix for the 2021 remaining 2 months budget All in favor. The motion carries.

Artimovich asked if the new 2022 budget had the 3% increase on it and Bird said no. Artimovich made a motion, 2<sup>nd</sup> by Morgan to make Tennant full-time from November 1st, NH Retirement eligible, waiving health benefits until the new year

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with the stipulation that Tennant is trained on accounts payable and payroll processes. All in favor. The motion carries.

Committee Updates:

1) Economic Development committee

- a. Morgan spoke to their first meeting last Wednesday to which the approved minutes will be available on the website after their next meeting which is next Wednesday at 6pm. Andrea Bickum, Planning, provided a list of all commercial properties in town with contact information for the committee to start reaching out to everyone and start to build relationships. A suggestion was made to build out a survey to go to the residents of Brentwood – a vision of what residents would like to see. Possibility of a landing page for the committee. Artimovich said there was a “Bring it to Brentwood” slogan used before, and we could use that for a website.

2) Budget committee

- a. Artimovich said everything was passed apart from a question regarding the legal budget. There was a discussion about the employee wage adjustments.

Mantegari spoke to the proposed 55+ development on Mill Road which 14 people spoke to at the planning board meeting last Thursday. 71 homes with 25ft set back, which he (the developer) would have to go to ZBA for to get a variance. Grandfathered - applied for, cannot change. Bickum did a good job in finding out the percentage of what we have for 55+ houses in town which is currently at 9.86% and could go up to 13.62% if the new development of a possible 71 homes is approved. Frizzell mentioned a hydro study.

Letty Bedard, 198 Middle Road asked about a citizen’s petition and if the land is not yet sold could the town buy and put it into conservation land. Artimovich said they would need a warrant article. Bedard said that citizens are interested in saving the land and she will talk to Stevens. Clement said they will need the citizens petition in February for March town meeting.

Faria (Bill) asked if the Economic Development committee had looked at Pine Road and other commercial areas in town, not just Rt 125 and Morgan asked him to join a meeting and get a feel for the committee and said that 125 is a big part of the process, but not the only.

Faria (Liz) asked about the 2 acres to develop (minimum lot size), and Clement explained that senior housing has different requirements to residential housing.

Kim Leo, Lebreaux Street said if the property has not sold yet, but has submitted his application for development, would he have to reapply if there are changes in the zoning? Christiansen said the only way to make a change in the zoning is to put it on a ballot and vote for it in March. Clement said he will be grandfathered because the legal notices have already been published.

At 7:18pm Mantegari made a motion, 2<sup>nd</sup> by Artimovich to go in to non-public for personnel. Morgan – aye, Frizzell – aye, Artimovich – aye, Mantegari – aye, and Christiansen – aye. All in favor, the motion carries.

At 8:10pm a motion was made by Morgan, 2<sup>nd</sup> by Mantegari to come out of nonpublic session and seal the minutes. Mantegari – aye, Artimovich – aye, Frizzell – aye, Morgan – aye, and Christiansen – aye. The motion carries.

At 8:10pm Artimovich made a motion, 2<sup>nd</sup> by Morgan to adjourn. All were in favor.

Respectfully submitted,

Sarah Parkhurst.

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WEEKLY TREASURER'S REPORT

DATE: **10/26/2021**

**General Fund:**

**TD BANK**

Previous Balance: 3,274,662.65

Deposits: 85,893.78

Payroll: 20,615.36      DDP: \$20117.56  
CHK: \$497.80

FICA: 5281.13

to Impact Fees 18,722.00      Reg A/P Cks \$12,930.27      NH Retirement \$

A/P: Regular 12,930.27      Swasey : \$      CO-OP: \$  
FICA Return

void checks -

Account Balance: 3,303,007.67

Interest      Earned  
YTD:              2,036.13

Former MMA      Interest      Earned  
YTD:              1253.26

Joyce A. Gallant, Treasurer  
Jonathan Ellis, Deputy Treasurer