

Board of Selectmen
Minutes November 16, 2021

Convened at 6:00 pm

Present: Ken Christiansen, Chair
Robert Mantegari
Andrew Artimovich
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 4 checks.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view the report. Morgan asked for clarification what happened with the Waste Management check from last week and Gallant confirmed it was found after the meeting. No further action required.

Mantegari made a motion, 2nd by Artimovich to approve the public minutes of 11/9/2021 as written. Morgan – aye, Artimovich – aye, Mantegari – aye, and Christiansen – aye. The motion carries.

Mantegari made a motion, 2nd by Artimovich to approve the non-public minutes of 11/9/2021 as written. Morgan – aye, Artimovich – aye, Mantegari – aye, Christiansen - Aye. The motion carries.

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

- Sirona Pruna, 25 Homestead Lane, remove and replace roof: signed by Board.
- Zeaman Family Trust, 2 Sunset Lane, install 14KW generator: signed by Board.
- 47 Northrup Realty Trust, 47 Northrup Drive, wire new room in attic: signed by Board.
- Elliot Pope, 106 Pickpocket Road, remove plaster in main house: signed by Board.
- Walter Porter, 172 Pickpocket Road, install 375W solar panels: signed by Board.
- Joseph Thibault, 19 Crawley Falls Road, rework existing electrical and add 4 outlets: signed by Board.

Christiansen said he has 2 comments, the first was that following the 11/9 public meeting Jim Johnson, 31 Shannon Way, came back into the room and sincerely apologized for his outburst. Christiansen's second comment was that it is time for us to check the woodpile and asked if we are leaving it good or bad.

Notes:

- 1) Accept Frizzell's resignation. Do you want to fill the seat or leave vacant until March?
 - a. Mantegari said the purpose of a 5-panel Board is to have an odd number to breakup any deadlocks, and we have some big decisions to make on the fire department and hiring in the police department, and that is something he would like a full Board for. Artimovich said he feels it can wait until elected and we need to accept Frizzell's resignation first. Artimovich made a motion, 2nd by Mantegari to regretfully accept Frizzell's resignation. All in favor. The motion carries. Christiansen said he wouldn't fill the slot; we have sufficient experience and do not need a 5th person. Morgan said we have made it very far into the budget process. Artimovich said we have 3 big budgets left – police, fire, and highway. Christiansen said we have over 25 years' experience and Mantegari said we are going to be hiring an interviewing Chief of Police. Morgan said he is looking to Artimovich's experience as a police officer and is comfortable with what we have. Morgan made a motion, 2nd by Artimovich to carry on with 4 BOS until the election in March. Morgan – aye, Artimovich – aye, Mantegari – abstain and Christiansen – aye. The motion carries. Morgan said we still need a majority vote on each motion. Clement said we still need 3 to pass a vote.
- 2) Letter from county on construction. Do you want to meet with the commissioners?

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- a. Clement said they are available Thursday or Friday in the morning and are available for a zoom meeting before the planning board meeting in December, 6pm. Clement asked if they want to attend the zoom meeting or have a separate meeting in person. Artimovich said a zoom meeting is fine and Clement asked if we want them to file for building permits and Artimovich said if Kip thinks he needs to be involved we will need a meeting with the commissioners – open line of communication for what is needed. Christiansen said the fire department and Kaiser will need to be involved and that Chief Bird and Karen should go with him when he attends.
- 3) Balukas appointment
 - a. Clement said Jessica Balukas applied to be appointed to the local river advisory committee, which she forwarded on to Bob Stevens, conservation commission, and asked that they address at their next meeting. Clement said she had advised Balukas of the process and that it would be delayed until after the next conservation meeting in December.

Committee Updates:

- 1) Economic Development.
 - a. Morgan presented the proposed website for the economic development committee, titled “Bring it to Brentwood.” Morgan thanked everyone for the photos that were sent in. Morgan said the website has the committee members listed as well as agendas and meetings and said it will be live on Thursday. Morgan said there is an economic development survey which he urges all Brentwood residents to complete and said they survey is also going to be available at town hall and library. Morgan said they are working with the planning board to find out all the commercial properties on Rte. 125 and get an inventory of what we have. Mantegari asked about infrastructure, water, and sewer. Morgan said we have businesses without water or sewer in town and said we will hear through the survey what priorities are for people in town and then put a solid plan together.
- 2) Budget.
 - a. Artimovich said the budget committee did not meet last week and are meeting tomorrow. Clement said the list of budgets that are being discussed are planning, town clerk, tax collector and town administrator.

Documents to sign:

- 1) Letter for Robin Wrighton.
 - a. Christiansen read the letter to Wrighton, thanking her, and accepting her resignation from the conservation committee. All signed.

Clement said she met with Chief Sawyer. Sawyer advised the applications for Police Chief position will close on 11/29 with reviews beginning that week and then 1st round interviews on December 8th and 9th. Sawyer would like to have his recommendations to the Board for the December 14th meeting with top candidates. Clement asked if December 15th or 16th is preferred for 2nd round interviews for BOS? Clement said the offer will be extended out right before Christmas with background checks done to get someone seated by the end of January, and then use the month of February to get the Sergeant seated. Artimovich said 16th is better for him.

Clement spoke to the invoices she has received from the police department from Glacial Computer LLC, where an order was placed for tablets, printers and equipment that were signed by Sergeant Sforza but not prior authorized by the BOS, with a total of \$17,233.63 and all this equipment is custom ordered and non-returnable. Clement said she needs authorization to pay the invoices out of the Special Details fund. Artimovich said technically it was not an authorized contract as Sforza was not authorized to enter into a contract with anybody. Clement said they are not a long-standing vendor as we have never used them, they are not in our AP system. Artimovich said we should push back and state that Sforza was not authorized to sign a contract and have Administrator Sawyer see what he thinks first.

Morgan said the amount to put the survey and website together for “Bring it to Brentwood” was approximately \$550 which they will pay from the IT budget. Morgan will bring the exact figure to next weeks meeting. Mantegari asked if it

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would be hosted off our web page and Clement said we will add a tab on the navigation page on our website, as we do with police and fire.

Budgets:

1) Recreation

- a. Andy Gray, Recreation Director was in attendance to discuss his budget. Gray said his budget had increased by 19% on the bottom line and that this was the preapproved salaries & retirement, and everything else remained the same. Artimovich asked about the portable toilet line as it was over in 2021 and Gray said it was due to the increase in field rentals and programming. Mantegari asked about the equipment maintenance and Gray said this was from repairs to the oven and refrigerator, snack shack, basement flooding and ACs breaking in the middle of summer. Mantegari asked about capital improvements as the building is now 20+ years old. Morgan asked how old the ACs are, and Gray said the reason why they were not working was due to renting the building out to the public and people leaving doors and windows open, so the ACs froze up. Mantegari said he has concerns – older stove & fridge and Gray said he has the revolving account. Artimovich said we have the building repairs fund and the parking lot and road need to be done, which we will need a warrant article for. Morgan asked if we had looked at what opportunities there are to expand in what we offer and Gray said general facility improvement, permanent bathrooms, tennis courts, outdoor multi-purpose area for summer concerts. Gray said the last few months they have sat down and discussed a plan of action, splash pad, outdoor permanent bathrooms. Mantegari said pickleball is huge and Gray said he would like to add another location to the upper field. Christiansen said for Gray to share his plans and let us be part of planning. Mantegari made a motion, 2nd by Artimovich to approve the Recreation budget of \$78,620 for 2022. All in favor. The motion carries.

2) Joint Loss Management

- a. Morgan asked what Joint Loss Management is and Artimovich said it is a state mandated safety committee and meetings are held once a quarter. Mantegari made a motion, 2nd by Artimovich to approve the Joint Loss Management budget of \$241 for 2022. All in favor. The motion carries.

3) Debt Services

- a. Clement requested we use \$25,000 out of fire department impact fees towards their bond payment. Mantegari asked when he bonds fall off and Clement said library is in 2023 and she will get the bond schedules. Mantegari made a motion, 2nd by Morgan to approve the Debt Services budget of \$326,265 for 2022 and use \$25,000 out of fire impact fees towards that bond payment. All in favor. The motion carries.

4) Information Services

- a. Clement said that Block 5 had increased their contract \$1 per computer for 2022, an additional \$35 in total. Morgan asked what Legend is and Clement said they host our website. Morgan said that looks expensive and Clement said she has a meeting with Block 5 on Tuesday, and she will find out if they know of any other companies that host websites.

Chief Joe Bird re: personnel and staffing. Chief Bird discussed his proposal to increase his full-time staff to 4 and said that with the full-time staff, stipends and salary increases is \$236,000 x 2 for ARPA funds which totals \$472,000 and we have spent \$3,000. Morgan said the reason for looking to increase fire department personnel is because we have missed at least 100 calls in 2021. Mantegari asked if were going to use the majority of ARPA funds for the fire department and Clement said yes, \$420,788 of ARPA leaving \$48,212. Clement said we have to contract the funds by 2024 and use them by 2026. Artimovich asked for clarification on the figures. Bird said a warrant article is not the way he wanted this to go, after town meeting he won't be hiring until August. Clement said after revisiting the figures they can go until 2024 with ARPA. Artimovich said we can use ARPA funds to help new police department as well to break up the tax impact to the town and Clement said we could use the funds for police department surveys, engineering, and groundwork. Artimovich asked if this would be going into the budget or as a warrant article and said either way we have to wait until after town meeting. Bird said he wants to start advertising so that if it does not go through at town meeting the process is already

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started. Morgan made a motion, 2nd by Artimovich to put the new pay and personnel matrix into the budget. All in favor. The motion carries. Morgan thanked Chief Bird for putting this together.

At 7:15pm Mantegari made a motion, 2nd by Artimovich to adjourn. Morgan – aye, Artimovich – aye, Mantegari – aye and Christiansen – aye. The motion carries.

Respectfully submitted,

Sarah Parkhurst.

WEEKLY TREASURER'S REPORT

DATE: **11/16/2021**

General Fund:

TD BANK

Previous Balance:	2,691,488.27		
Deposits:	886,145.59		
Payroll:	21,303.86	DDP: \$20806.06	
FICA:	5577.22	CHK: \$497.80	
to Impact Fees		Reg A/P Cks \$36,179.52	NH Retirement \$29,884.66
A/P: Regular	286,329.18	Swasey : \$220,265.00	CO-OP: \$
FICA Return			
void checks			
Account Balance:	3,264,423.60		
Interest Earned			
YTD:	2,253.02		
Former MMA	Interest Earned		
	YTD:	1253.26	

Joyce A. Gallant, Treasurer
Jonathan Ellis, Deputy Treasurer