

Selectboard  
Minutes April 5, 2022

Meeting convened at 6:00 pm

Present: Andrew Artimovich  
Jennifer Jones  
Robert Mantegari  
Jon Morgan  
Russ Kelly

Artimovich called the meeting to order.

The Board reviewed accounts payable, payroll, and signed the register. The Board also reviewed accounts payable and signed the register for recreation.

Joyce Gallant, Treasurer, presented the weekly treasurer's report. Please see the end of the minutes.

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

- 3 Ponds LLC, 27 Three Ponds Drive, Plumbing: signed by the Board
- 3 Ponds LLC, 29 Three Ponds Drive, Plumbing: signed by the Board
- 3 Ponds LLC, 31 Three Ponds Drive, Electrical: signed by the Board
- Timothy & Gail Barbour, 10 Wilson Way, Electrical: signed by the Board
- Trustees of Monohon Revocable, 36 Three Ponds Drive, Electrical: signed by the Board
- John & Marla Proulx, 4 Sunset Lane, Electrical: signed by the Board
- John & Marla Proulx, 4 Sunset Lane, Building: signed by the Board
- T&M Wanyo Family Revocable Trust, 20 Three Ponds Drive, Building: signed by the Board
- TNH – New Homes LLC, 53 North Road, Building: signed by the Board

Mantegari made a motion, seconded by Jones, to approve the public minutes of 3/29/2022 as written. All in favor.

Mantegari made a motion, seconded by Jones, to approve the non-public minutes of 3/29/2022 as written. All in favor.

Jones spoke about consent agendas she learned about at the NHMA training. She explained a consent agenda allows for the board to sign off on regular business items such as building permits, accounts payable, and payroll without going through each individual piece one by one. Morgan asked Melissa Litchfield, State Representative, if that is how things were handled in the legislature and if there were any issues with it. Litchfield confirmed it was handled similarly and she has no issues with it. Mantegari stated one reason checks are read was because it was requested so residents knew what the town was spending money on. Morgan asked how it would be viewed beforehand. Jones responded that Artimovich would prepare the consent agenda ahead of time and board members would have to view it electronically, in person, or from a shared drive. Morgan responded he felt it would be more work for Town Administrator, Karen Clement. Mantegari suggested board members come thirty (30) minutes before meetings to review checks, permits, and account payables allowing them to vote at the beginning of the meeting. Kelly questioned if coming thirty minutes early to save 15 minutes was practical on a regular basis. Artimovich asked members to think about it.

Mantegari addressed the term of Selectboard versus Board of Selectmen. He stated he was under the impression that term had been adopted some time ago. Clement explained the terms are used interchangeably. Jones responded the board is referred to as Board of Selectmen on the website and permits. She went on to explain it is 2022 and she is not a man. Mantegari made a motion to change "Board of Selectmen" to Selectboard. Motion was seconded by Jones. All were in favor. Clement requested patience while the changes are made.

Spring and summer schedule was addressed by the board. They will be meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Mantegari made a motion, seconded by Jones, to begin spring and summer schedule beginning this week. All were in favor. Artimovich requested board members to send an email to Clement if member is unable to make it in to sign the register on "off" weeks. Clement will send an email once items are ready to be reviewed by the board.

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Morgan shared that zoom attendance when he is out of state is preferable. He shared he was able to hear more clearly, and it is a better set up for him personally. He requested future meetings that he cannot be in physical attendance that he be permitted to attend via zoom. The board agreed. Artimovich stated the board would still need to vote to allow it for each meeting and there would be the requirement of roll call votes.

Artimovich shared information about the transportation master plan subcommittee. A board rep was requested to join the subcommittee. Clement explained the Planning Board Administrative Assistant has requested representatives from the economic development committee, planning board and selectboard to participate in this subcommittee. Clement suggested the meetings to be held at 7pm on Wednesdays following the 6-7pm meeting of the economic development committee to avoid an additional night of meetings. Artimovich stated it made sense for Morgan to be the rep because he was already on one of the committees. Morgan is willing to be the board representative with the understanding that he may need to attend via zoom when he is out of state fulfilling professional obligations. Mantegari motioned, seconded by Jones, to allow Morgan to be the selectboard's representative on the master plan subcommittee. Morgan abstained from the vote. All others were in favor.

Artimovich explained he was looking for a board member to attend the Brentwood Newsletter (BNL) folding. Mantegari volunteered to be the board representative to open the building and lock it up following the completion of folding. Mantegari requested a text or phone call reminder just prior to being needed.

Artimovich stated the BNL used to have a "Selectmen's Corner". He shared his desire for that to be restarted and expressed he would like Jones to write it. Jones asked for clarification on what she would be recapping. Artimovich requested Jones connect with Robin for submission dates and methods.

Artimovich stated there have been several concerns expressed about the town website. He requested Morgan create a survey monkey to see what residents would like to see, changes, additions, modifications, and upgrades to the website. Morgan stated he would prepare a draft for the next meeting, April 19<sup>th</sup>. Jones shared a resident approached her and shared she had previously expressed a desire to the board to form a communications committee. Jones explained that she was not aware of what happened with that request. She said she would see if the resident was interested in presenting to the board at the next meeting.

Clement presented appointment slips to the board for signatures. Forest Fire Warden Appointment Slip for 1 year for Chief Joe Bird. Mantegari motioned, seconded by Morgan, to accept the appointment slip. All in favor.

Clement presented appointment slips to the board for signatures. Deputy Forest Fire Warden Appointment Slips for Trevor Whitby, John "Jack" Bryan, and Julie Labonte, Issue of Agent form for Katarina Tennant to allow her to sign permits. Mantegari motioned, seconded by Jones, to accept the appointment slips. All in favor. Artimovich shared the town participates in e-burn permits which allows residents to apply online.

Clement presented the board with 4 Veteran credits and 1 Elderly Exemption packet for the 2022 tax year. Artimovich asked if they had been reviewed. Clement responded she has reviewed them, and they meet the qualifications. Mantegari made a motion, seconded by Jones. All were in favor. Jones asked if the packets presented were representative of all credits and exemptions. Clement explained these are new requests only. Jones asked how long these are effective. Clement responded Veteran credits remain in effect as long as they continue to live in town. Elderly Exemptions are requalified every five (5) years.

Joyce Keegal, Cemetery Superintendent, was present to speak about Public Notice SPR 2022 which was read by Artimovich as follows, "Maintaining, Repairing and Preserving of Brentwood Cemeteries" Public Notice SPR 2022. Resident volunteers have expressed an interest in participating in, "Maintaining, Repairing and Preserving" work in select Brentwood Cemeteries. Pursuant to NH RSA 289: 14-a Part I, the volunteers have petitioned, met with, and obtained permission from the Cemetery Trustees to pursue this endeavor.

The Cemetery Trustees are therefore providing public notice that volunteers are looking to do work in select Brentwood cemeteries in the spring, summer and fall of 2022. Work shall include, but not be limited to: cleaning and straightening of stones, recording stone locations and epitaphs, and light grounds keeping. Anyone who has a property interest in Brentwood Cemeteries and who may have objections to this endeavor are asked to come forward to the Brentwood Cemetery Trustees at/by the Cemetery Trustee meeting on Thursday, May 5, 2022. Anyone who is a descendant of any of the residents buried in Brentwood Cemeteries who would like to know more or participate in this endeavor are asked to contact the Brentwood Cemetery Trustees or Joyce Keegal, Superintendent of Cemeteries, Brentwood NH.

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It is understood that any/all work shall be done under the supervision of the Cemetery Trustees and/or the Superintendent of Cemeteries. If anyone has comments, questions or concerns regarding the “Maintaining, Repairing and Preserving” of Brentwood Cemeteries, please feel free to contact Superintendent of Cemeteries, Joyce Keegal at [bwoodnhcem@gmail.com](mailto:bwoodnhcem@gmail.com). Select Brentwood Cemeteries shall include, but limited to:

- Tonry Cemetery
- Veasey Cemetery
- Sanborn Cemetery
- Ladd Cemetery
- Shepard Cemetery
- Dudley Cemetery
- Wight Cemetery
- Osgood/Dudley/Gordon/Rock Cemetery
- Lyford Cemetery
- Taylor/Rowe Cemetery
- Thyng/Brown Cemetery (Rte 27)
- Tuck Cemetery
- Thyng/Kimball/Morse Cemetery
- Cram Cemetery (3 Ponds)”

Keegal explained she will be training a core group of volunteers. She will be posting training days and is open to other volunteers joining.

Wayne Robinson, road agent, was present to speak on the new truck quotes. Artimovich explained the quotes as provided to him. Robinson started with McFarland, but they did not respond with a quote. Robinson then visited Mack, but they will not be able to provide a 6 wheeled vehicle until at least 2023. He will receive a quote in the future. Mantegari asked if Robinson looked into a lease purchase. Robinson responded that he did not look into a lease purchase for the 2 smaller trucks, but he will for the larger truck that he will be obtaining a quote for the in the future. Mantegari asked if the company would honor the quoted price. Robinson responded that he hopes they will. Artimovich went on to explain Robinson obtained quotes for two smaller trucks. They are Dodge Ram 4500 series which run on gas rather than diesel. The current trucks needing replacing are a 550 and 350 series. Robinson stated the quote is \$134,908 from Foss Motors. He also explained there is a need for the smaller 1-ton trucks for the new housing developments going in that the big trucks will not accommodate well. Mantegari asked about trading in the current vehicles. Robinson explained he was told it would be more beneficial to sell them outright than to offer them as trades.

Artimovich went on to explain the quote Robinson received from Chevy for 2 light duty trucks. The quote was \$125,750. Artimovich shared there is \$212,000 in the revolving fund. Jones asked if the fund was for specific trucks or if it is available for purchasing these with no restrictions. Jones asked Robinson what the timeframe was for purchasing. Robinson responded that he would place the order once approval was obtained to avoid the price increasing and because the process takes a while. Morgan asked when the trucks would be available if Robinson put the order in soon. Robinson responded they would be available in December if he puts the order in this week. Mantegari motioned, seconded by Morgan, to expend \$135,000 out of the capital reserve fund for highway vehicles for the purchasing of two (2) highway trucks. All were in favor.

Jones asked if Rebecca Dunham would be present to speak on the regional associations. Clement responded that she was meeting with Dunham on Wednesday and would be in attendance on April 19.

Artimovich asked if the board had anything further. No outstanding items remained. Artimovich opened up comment to the audience. Robin Wrighton, Brentwood Newsletter, asked if she could obtain the check which was approved this evening.

Letty Bedard, Middle Road, offered a suggestion that the Town of Brentwood go to the cooperative school district and ask them to pay for 30% of the reappraisal of the impact assessment fees. Jones asked if other towns in the coop do that. Bedard answered that she was unsure if other towns do. Mantegari stated he believes Brentwood is required to give a portion to the cooperative school district. Clement confirmed the impact study breaks down the amount of fees and how it should be apportioned by all the departments. She went on to explain the coop and the high school use their fees to help offset the taxes. Clement continued that the town could ask if the cooperative school district wanted to help absorb the fee to help offset some of the cost. Morgan motioned, seconded by Mantegari, to send the coop school board a letter. All were

