

Selectboard Minutes  
April 19, 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 payroll, accounts payable, and signed the register.

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

Mantegari made a motion, seconded by Jones, to approve the public minutes of 4/5/2022 as written. All in favor.

Mantegari made a motion, seconded by Morgan, to approve the non-public minutes of 4/5/2022 as written. All in favor.

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

- Candace Consentino, 214 Middle Road, Solar: signed by the Board
- Richard & Joanne Nichols, 87 South Road, Plumbing: signed by the Board
- Grandstaff Family Revocable Trust, 202 North Road, Minor Projects: signed by the Board
- CMS Sullivan Inc., 13 Tanya Lane, New Dwelling: signed by the Board
- Douglas & Holley Lenihan, 15 Robinson Street, Building: signed by the Board
- Kim Belliveau, 46 Mill Road, Minor Project: signed by the Board
- Victor & Janna Levesque, 8 Wilson Way, Electrical: signed by the Board
- S&H Walker Woods Holdings, 67 Deer Hill Road, Building: signed by the Board
- Zeaman Family Revocable Trust, 2 Sunset Lane, Minor Project: signed by the Board
- Thomas Cordy, 246 Pickpocket Road, Demolition: signed by the Board

Dexter Swasey, President of Historical Society, was present to explain a letter he was requesting the board to sign. Swasey explained the letter would allow the Historical Society to apply for moose plate grant funding for the repair, restoration, and preservation of the stage curtain in the Grange Hall. Artimovich read the letter as follows, "Dear NH State Conservation Committee: This letter is to certify that the Brentwood Historical Society Museum, located at 140 Crawley Falls Road Brentwood, NH is owned by the Town of Brentwood. We are looking forward to the official recognition that the building has been certified in the State Register of Historical Places on May 7, 2022. We fully support their intent to apply for a Moose Plate Grant to restore the historically significant stage curtain which is housed on the museum's Grange Room stage." Mantegari made a motion, seconded by Morgan, to sign the letter. All were in favor. Jones asked the approximate cost. Swasey responded it was about \$3000 a few years ago. Swasey went on to say there is a free open house event on May 7<sup>th</sup> and will include Mary Abbey Sanborn diary exhibit.

Artimovich announced Paul Robinson, the current holder of the Boston Post Cane, has passed away. The Board will be looking for nominations for the oldest living resident.

Artimovich explained Norm Garside has applied to mow the Beyea Field, located on Middle Road. Kelly asked exactly where it was located. Clement responded that she could show him on a map and Artimovich added it was around Deer Hill. Clement went on to explain the field was donated to the town with the sole purpose of it to be hayed. Jones asked if he used the hay for his own use. Clement responded he did. Mantegari motioned, Morgan seconded, the acceptance of his request to hay the field. All were in favor.

Chief Bird was present to discuss a broken heater at the fire department. Bird explained one of the heaters sprung a leak over the winter. He has been told replacing the coil is a bigger deal than replacing the unit. He presented the board with two quotes. Bird explained the broken heater is located in the ambulance 1 bay which is closest to the offices. He is requesting money to replace the unit as it was not

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something that was budgeted for. Clement explained the money can be taken out of the capital reserve fund for building maintenance. Mantegari made a motion for four thousand three hundred seventy-five dollars (\$4375) out of capital reserve fund for building maintenance. Jones seconded the motion. All were in favor.

Artimovich requested Chief Bird speak about department structure regarding a letter the Selectboard received from the Kingston Board of Selectmen. Mantegari asked how many openings there are in Rockingham County. Chief Bird responded he knows of at least twelve openings in the area. He went on to explain that he visited CPAT (Certified Physical Agility Test) on Monday. There were 50 participants, 40 made it through the testing, and 16 were already spoken for before the test was completed. He went on to explain they will run that test again in May, June, and September. Chief Bird described what the test entails. Jones asked if there are any applicants for the open positions the fire department currently has. Chief responded that interviews are being held on Thursday. He is hopeful he can complete the interviews with 2 candidates.

Artimovich explained the letter asked for representatives to sit down for a meeting about the regionalization of the fire department. Chief Bird explained some of the basics of how regionalization works including increased cost, the structure being similar to coop schools, and the possible timeline for it to come to fruition. He also explained the importance of mutual aid. Mantegari stated he understands that if an ambulance responds to mutual aid, they bill for that service. Chief Bird acknowledged that was correct. Artimovich shared that about six years ago the Kingston Board of Selectmen addressed this issue. He went on to explain Kingston Board of Selectmen had the fire engineers removed and the fire department back under the control of the board because they wanted to do something like what the letter expressed.

Jones expressed she understood the Kingston Board's desire to explore this because of the current labor market and unfilled positions. Chief Bird explained the importance of mutual aid and referenced the past weekend with motor vehicle accidents and a separate motorcycle accident. Mantegari asked if there are written contracts with those utilizing mutual aid. Chief Bird responded there are written agreements. Jones asked if a few of the towns merged would it cause them to pull out of mutual aid. Bird responded that it would depend on how it was set up. Morgan stated he would be willing to hear more. Chief Bird requested that he be included when they meet. Kelly requested any back story to the situation. He explained he knows no history of this situation over the last six years. Kelly went on to say he understands the concept, but not the arguments behind the concept. Artimovich stated the board would table this. Clement will attend the meeting with Bird and they will report back to the board.

Stephanie Lewendon, Lyford Lane, was present to discuss a possible communications committee to assist with a town social media presence. She explained as a newer resident she was unsure where to locate meetings and information she deemed important. Mantegari asked if she planned to do social media including Twitter. Lewendon responded her plan was to start with Facebook at this point. The purpose would be to convey events, who to call for certain situations, upcoming meetings, where to find something either in-person or online and other relevant information. She went onto explain that Facebook is free, easy, and fast. Jones stated she felt starting off small and forming a committee would make sense. Mantegari stated turning off comments on Facebook would be necessary.

Jones referred to information provided to her by Lewendon to mention there are five willing volunteers at this time. Lewendon confirmed that was correct and that they would be open to more people volunteering to help alleviate the possibility of being overtasked. Artimovich stated the first step would be for the board to decide if they wanted to establish a communications committee. Jones stated she feels it would be helpful to have the ability to share information and ask questions. Artimovich pointed out that with comments shut off, residents would not be able to ask questions. Lewendon explained there would possibly be the ability to use Messenger. Morgan asked if someone would be manning Messenger. Lewendon stated there would be. She went on to explain her goal would be to start small and maybe grow to the point where there would be Team A and Team B to help divide the tasks and responsibilities of sharing the desired information. Lewendon's desire would be to not overwork people.

Clement asked if the board desired to have the communications committee be an official subcommittee. She further explained if they are an official subcommittee, they would need to follow the guidelines of posting agendas, taking minutes, and the like. Morgan stated that entails posting the agenda at least 24 hours in advance of the meeting in two different locations and making sure there is meeting space available. He also shared it is something that can be overcome. Jones shared her thoughts that a committee would allow a transparency process and would also be beneficial if the website is eventually something this group of volunteers works on.

Bill Faria, South Road, asked for clarification on the name of the person presenting the communications information. He also stated he believes all the information Lewendon spoke about is available already.

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Jones made a motion to setup an official subcommittee for communications, seconded Morgan. All were in favor.

Artimovich asked for a motion to appoint Stephanie Lewendon to the communications subcommittee. Mantegari stated he feels interested people need to submit their intent rather than just appointing the names listed on the documents submitted to the board. He explained that there will possibly be additional interested people who were unaware that the committee was forming. Mantegari is hesitant to lock in the committee members without knowing who else might be interested in joining. Artimovich explained it would be the board's decision on the subcommittee size and whether there would be alternates. Kelly asked for clarification as to whether the other 4 names provided could or could not be appointed. Artimovich responded the board could appoint the members, but the idea is to wait to see how many other interested people express interest.

Kelly asked if there would be a plan to have more than five people on the subcommittee. Mantegari stated he would like to see something like the conservation committee with seven members. He also expressed the importance of having an odd number to avoid deadlocks requiring the board's vote. Kelly asked Morgan how the economic committee was comprised. Morgan responded he worked in coordination with Exeter's Development Director as a guideline for Brentwood's economic committee makeup. He further explained it was suggested the economic development committee have members from legal, real estate, data, engineering, and PR fields. Morgan continued to explain that is how it was presented to the Brentwood Selectboard before putting a "call" out to the community in search of people with those backgrounds. Kelly acknowledged he understood the process and stated he wanted to be sure we were following similar processes. Jones suggested an announcement be put out ahead of the next meeting happening in two weeks. Artimovich suggested having it printed in the next issue of the newsletter. Clement reminded the board that the newsletter deadline date has passed.

Artimovich shared that over the weekend there was a large event at New England Dragway. He wanted to share the Brentwood Police Department did amazing work. Artimovich asked Chief Ventura how many arrests occurred on North Road. Ventura shared there were ten arrests on Friday night and 3-4 arrests on Saturday. Jones asked if those were all under the influence. Ventura responded it was a variety of items including underage drinking and motor vehicle violations. He continued on to explain the officers did a great job handling the public safety issues. Artimovich requested Ventura pass on the word from the board on the good work the officers did.

Ambrose Kizza, Mary Vey Drive, joined the board at the table to introduce himself and explain his desire to possibly serve as Deputy Treasurer. Clement explained he has a strong background in finance and works for the Department of Treasury. Kizza explained he understands the position is paid, but in a desire to avoid anything appearing as a conflict of interest, he would like to serve with no payment. He did suggest the town continue to budget for a Deputy in future budgets to avoid any issues of shortfalls should he no longer be able to serve. Artimovich asked Clement what she needed from the Board at this time. Clement explained nothing at this point. She wanted them to have the opportunity to meet Kizza since he was in to fill out his background information. Jones asked who the Deputy was previously. Clement explained Joyce Gallant was the Deputy under Jonathan Ellis until he retired. She went on to explain Gallant became Treasurer and the Deputy Treasurer position has remained unfilled.

Morgan made an announcement that the UNH MBA internship students would be offering a preliminary presentation at the Economic Development Committee meeting on Wednesday, April 20, 2022, at 6pm. He went on to share that on May 5<sup>th</sup> at 7pm, these students will be making a presentation to the Planning Board of their final work of the collaboration with the Economic Committee. Both presentations will be held at the Town Office.

Mantegari announced the Conservation Commission has some preliminary properties they are looking to conserve. The details will not be released at this time because it is in the preliminary stages and to avoid the risk of those properties being obtained by developers. Mantegari went on to explain the Conservation Commission has appointed two alternates: Matt Lipinski for a 3-year term and Becky Dunham for a one-year term. Clement will touch base with Bob Stephens for the appointment slips.

Jones brought up the topic of having a consent agenda as was briefly discussed at the last meeting. She stated she felt the register, treasurer's report, building permits, approval of minutes and mail could all go on the consent agenda alleviating the need to do separate votes. Mantegari responded that he has had a few people who have reached out to him state they like hearing what the checks are. He did agree it could possibly expedite things. Artimovich shared he preferred to read the checks as group to possibly catch any errors. Mantegari also shared that if the board decides to a consent agenda, the signing should be at the beginning of the meeting opposed to at the end of the meeting. Jones stated the board could decide what would be part of the consent agenda and what would be separate. She went on to suggest the board go through items more slowly if the intention is for people to understand what the town is spending money on each week. Jones made a motion for building permits, minutes, Treasurer's Report, mail, and rec register being part of a consent agenda, seconded by Mantegari. All were in favor.

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Morgan asked about the plan for the survey questions for the website. Artimovich had Clement take them to pass onto the communications committee. Jones inquired about the budget line item for the website. Clement responded there is a line item for the domain name.

Bill Faria, South Road, commented on the consent agenda. He feels the consent agenda will create more work for Clement and provide less information to the public.

Lois DeYoung, Crawley Falls Road, was present to share information on the 4<sup>th</sup> of July parade. There will be a public meeting at BRC on May 4<sup>th</sup> at 6pm for all those interested in participating or learning more about the parade.

Mantegari announced National Night Out is on August 2<sup>nd</sup>, 2022.

At 7:20pm, Mantegari made a motion to enter non-public meeting for hiring. The motion was seconded by Morgan. Artimovich – aye; Jones – aye; Mantegari – aye; Morgan – aye; Kelly – aye.

At 8:13pm, Mantegari motioned to come out of nonpublic and seal the minutes from the non-public meeting. Morgan seconded the motion. Artimovich – aye; Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Morgan asked Clement to research the infrastructure bill and what would be involved in applying for those grant funds.

A police officer has received orders to be deployed for a period of 13 months. Ventura requested permission to post for an 8<sup>th</sup> officer to plan for this vacancy. The deployed officer's wages still need to be appropriated in the budget for 2023 although it is not anticipated to be expended. Mantegari made a motion, 2<sup>nd</sup> by Morgan to post an additional full-time position for the police department to fill the vacancy caused by a military deployment. All were in favor.

Respectfully submitted,

Tamera Peek

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WEEKLY TREASURER'S REPORT

DATE:

4/19/2022

**General Fund:**

**TD BANK**

Previous Balance:	3,756,361.14		
Deposits:	95,028.64		
Payroll:	26,595.52	DDP: \$26,355.55	
		CHK: \$239.97	
FICA:	6751.09		
to Impact Fees	28,158.00	Reg A/P Cks \$165,284.02	NH Retirement \$
A/P: Regular	363,967.02	Swasey : \$198,683.00	CO-OP: \$
CC pd to Rec from GF void checks	250.00		
Account Balance:	3,425,668.15		
Interest Earned YTD:	1,949.58		

Joyce A. Gallant, Treasurer

