

Selectboard Minutes

June 21, 2022

Present: Andy Artimovich
Jennifer Jones
Robert Mantegari
Russ Kelly

Artimovich called the meeting to order at 6pm.

The Board reviewed payroll and accounts payable then signed the register.

Mantegari motioned, seconded by Jones, to approve the consent agenda covering public and non-public minutes from the 6/7/22 meeting, treasurer's report (found at the end of the minutes), recreation manifest and the following building permits:

- Kevin Butler & James McPhee, 29 James Circle, Building Permit
- Todd & Diane Butenas Living Trust, 60 Spruce Ridge Drive, Solar Permit
- Jon Lariviere, 57 Three Ponds Drive, New Dwelling
- Irina Serebryakova-Reino, 2 Spruce Ridge Drive, Electrical Permit
- Bradley & Melissa Litchfield, 46 Eleanor's Way, Pool Permit

All were in favor. The motion carries.

Chief Ventura spoke about Justin Moran, a full-time certified police officer and first lieutenant in the NH National Guard. Moran was a certified part-time officer in 2019 and shortly after became a certified full-time officer in South Hampton. Daphne Woss, Town Clerk, was present to swear in Officer Moran as a full-time officer of the Brentwood Police Department.

Wayne Robinson, road agent, was in attendance to report back to the Board on the sanding truck he looked at in Portland Maine. The truck Robinson spoke about is a 2-year-old Salt Dog which was used for only 1 year. The price quoted for this truck was \$6,500. Jones asked what the price would be if the truck was purchased new. Robinson responded the price would be \$18,000 new, but \$22,000 with the sander installed. He also provided a quote from Starkey for \$2,500 to remove sander from the current truck and put it on the new truck. Robinson explained he would like to keep the body of the truck being replaced for parts on other trucks.

Mantegari motioned, seconded by Jones, to expend \$11,000 from the capital reserves fund for highway vehicles for the purchase of the sanding truck for the highway department. All were in favor.

Karen Clement, Town Administrator, explained to the board that as a result of their decision regarding one remote day each week for eligible town employees, she suggested the highway department work four 10-hour days to cut down on a commute day. Mantegari stated he was fine with that. Jones stated she was agreeable to that if it would work operationally. Robinson asked if that was mandatory for everyone. Jones responded it was an option offered, but not mandatory.

Dave Menter, cemetery trustee, was present to request permission for the old blue tractor currently housed at the highway shed, to be used at the cemetery for moving dirt. He explained it would be returned to the highway shed before winter. Mantegari asked Robinson if the tractor uses gas or diesel. Robinson responded he believes it is gas. Menter stated the cemetery has some funds to cover the cost of the gas. Mantegari motioned, seconded by Jones, to approve the cemetery's use of the tractor. All were in favor.

Jones asked for clarification on the wetlands permit notification that was in selectboard's mail. Clement explained it was in reference to the Mill Road bridge not the development.

Form PR-28 from the DRA was presented to the board by Clement for signatures. Mantegari made a motion, 2nd by Jones to sign the DRA form acknowledging the town will not be using inventory forms for assessment information. All were in favor.

Clement presented an appointment slip for Michelle Siudut. She resigned as a full-time member of the Conservation Commission. The appointment slip presented would be for Siudut to serve as an alternate for a 3-year term. Mantegari motioned, seconded by Jones, to sign the appointment slip for Michelle Siudut. All were in favor.

Selectboard Minutes

June 21, 2022

An appointment slip for Mark Young was presented to the board by Clement. It would allow him to move from being an alternate to a full-time member of the Conservation Commission for a 3-year term. Mantegari motioned, seconded by Jones, to sign the appointment slip for Mark Young. All were in favor.

Clement presented an appointment slip for Nicole Dawson as Inspector of Election (ballot clerk) for a 3-year term ending February 2025. Mantegari motioned, seconded by Jones, to sign the appointment slip for Nicole Dawson. All were in favor.

A large event permit was presented to the board for signature for National Night Out to be held on Tuesday, August 2 from 5-7pm. Mantegari motioned, seconded by Jones, to sign the permit. All were in favor.

Clement presented the board with a Civil Forfeiture warrant for unlicensed dogs. She explained there are currently 259 unlicensed dogs to be served. Mantegari motioned, seconded by Jones, to sign the warrant. All were in favor. Jones asked if the town is aware of these dogs because they were previously registered. Clement verified that was correct. Artimovich added it could also be because the vet has submitted rabies certificate information to the town.

A proposal from KG Pest Management to provide pest services at the BRC was presented to the board by Clement. Currently services from JP Pest are \$754 annually. Clement offered full disclosure that KG Pest Management is her husband's company. He is fully licensed and insured. The proposal is \$165 quarterly (\$660 annually). Jones asked if the services were identical. Clement responded the services are identical. Mantegari asked if the KG Pest contract was for 1 year. Clement responded yes. Jones asked when the contract with JP Pest Services expired. Clement responded there is currently no contract. Mantegari motioned, seconded by Jones, to sign the contract for KG Pest Management. All were in favor.

Clement presented to the board five Land Use Change Tax (LUCT) bills and warrants. They were for the following addresses: 46 Ole Gordon Road in the amount of \$14,500, 29 Route 107, 31 Route 107, 33 Route 107, and 35 Route 107 each in the amount of \$13,750. Clement explained these are parcels of land coming out of current use and developed into house lots. Mantegari motioned, seconded by Jones, to sign all five LUCT warrants. All were in favor. Artimovich asked if the funds go to the general fund. Clement affirmed that was correct. Jones asked how the amounts were calculated. Clement responded it is formulated at 10% of the market value at the time the land is removed from current use.

A quote from Formax was presented to the board for 2 replacement printers needed for the Town Clerk/Tax Collector office. These printers are used for motor vehicle registrations and dog licenses. The printers in current use were provided by the state but will need to be replaced at the town's cost. The quote was for \$1385.50 for two Sharp printers which meet the specifications that office will need. Clement explained she also requested a quote from Block5 but was instructed to take the Formax pricing. There is an additional \$20 per month service charge per printer for copies to cover ink/toner and maintenance. Clement explained the maintenance fees would be covered under the general operating budget and she requested \$1385.50 out of the capital reserve fund for IT Hardware. Jones asked if the current printers are at end of life. Clement responded they are. Mantegari motioned, seconded by Jones, to expend \$1385.50 from capital reserves to cover the purchase of 2 new printers. All were in favor.

The consent agenda was again discussed. Artimovich asked if there are additional items desiring to be on the consent agenda. Jones stated she is still in favor of AP and payroll being added to the consent agenda, but understands the hesitation of that by others. Mantegari stated he would be in favor of moving the Land Use Change Tax forms to a consent agenda. Clement asked if it would cover any warrant items such as timber tax, and gravel. The consensus was yes. It was agreed that abatements would not go on a consent agenda and instead be viewed separately. Artimovich stated Veteran's Tax Credits could also be on the consent agenda. Mantegari added Elderly Exemptions could be added as well.

National Night Out is Tuesday, August 2nd. Artimovich asked if the meeting would be held at 4pm instead or if board members would stop by just to sign the manifest. Jones stated she would be out of the country that day. It was agreed there would be no meeting and 3 board members would stop by to sign the manifest that day.

Artimovich stated Revision will be on the agenda for August 16th to discuss solar options and answer questions.

A breakdown of the Economic Development spending was offered by Artimovich. Jones reminded the attendees there was a request at the last meeting from Liz Faria, South Road, to have the amount spent by the Economic Development Committee reported. Artimovich explained the committee had \$3,500 appropriated and to-date the spending has been \$993.57. This amount was broken down as follows:

Selectboard Minutes

June 21, 2022

- Banners \$429.57
- Google domain \$12.00
- Website \$168.00
- Survey Monkey \$384.00

Artimovich asked if there were any Planning Board updates. Clement responded Mill Road will be on the agenda for the first meeting in July.

Conservation Commission updates were offered by Mantegari. He stated they continue to work with undisclosed properties for conservation. Class 6 roads during mud season were also discussed at the recent meeting. They are looking to post signage of some sort during mud season. Mantegari explained there is a planned meeting with Glenn Greenwood on Wednesday.

Letty Bedard, communications subcommittee member, was present to update the Selectboard on their most recent meeting. She read the following memo: "After an initial meeting and discussion, the Communications Sub-Committee intends to proceed in the following three areas of communication:

- Establishing a public Town Facebook Page
- Exploration of an improved user experience on the town's existing website, including the possibility of the Town securing a more user-friendly web application
- Exploration and consideration of a method for all town meetings to be recorded and/or live-streamed

The planning and implementation of these items will be subject to the Selectboard's review and approval."

Artimovich and Jones both stated they feel this is a good place for the communications subcommittee to start. Jones stated she has received some email correspondence explaining the importance of a user-friendly website in bringing in new business to Brentwood. Mantegari asked when the last time the website was updated. Clement answered it was before her time with the town. Bedard explained the committee spoke about a lot of items for a great deal of time and the summary she presented was very basic. Artimovich stated Jon Morgan shared the town is spending a fair amount of money of the website. Artimovich stated the idea that if money could be saved with the website, maybe it could be spent for communications somewhere else. Bedard asked how much money is spent on the website. Clement answered about \$1700 is spent annually on hosting and \$400 for the .gov domain. She continued to explain she has spoken with Chief Bird, Chief Ventura, and Recreation Director, Andy Gray. All have expressed their desire to keep their Facebook and website pages under their control, but all agree they are willing to create a more cohesive look across the departments.

Kelly added he attended their first communications subcommittee meeting as an audience member and he feels the committee is a great combination of skills, talents, and knowledge of the history of the town. He also stated a great deal was covered during the meeting. He shared he feels Stefanie Lewendon's concern about the website is that it is done right and not rushed. Jones added she feels it sounds like it was a great first meeting and thanked Bedard for her efforts.

Decommission of the Code Enforcement vehicle was the next topic Artimovich addressed. Clement asked if the board would like to post it for sale or accept a donation offer that was submitted from an interested employee willing to take it off the "town's hands". Mantegari stated the car is in bad shape. He stated he does not believe they could get a "push, pull, or tow" deal to get rid of the car. Kelly asked for clarification of what vehicle it is that is being discussed. Artimovich explained it was an old cruiser that was retired and became transportation for Kip Kaiser, building inspector. Kelly expressed concern about not following the same procedure that would be followed if the vehicle had a value of \$2500 or higher. After further discussion amongst the board, Kelly stated he understood using this avenue since the car was beyond end of life. Mantegari motioned, seconded by Jones, to sell the decommissioned code enforcement vehicle for \$250. All were in favor.

Clement, in response to the last meeting, brought up Zoom options for remote participation. Up to 300 participants, using zoom, would cost \$200/year. Google Meets, which allows up to 500 participants, costs \$216/year for the subscription. Clement stated she believes a large screen would be necessary if the board were to move forward with one of those options, to allow the audience to see who is participating. Artimovich stated WebEx should also be examined as an option as well, as it is most likely a state bid price. Jones asked what other towns do. Clement responded most towns utilize zoom. She also stated the option chosen would depend on the goal – listening only or participation ability. Artimovich stated it would be important to be sure the camera, microphone and speaker system could be integrated with whatever platform is decided upon. Jones asked if remote participation should be handed off to the communication subcommittee since one of their goals is to live-stream all meetings. Artimovich stated he feels live streaming all

Selectboard Minutes

June 21, 2022

meetings could lead to needing someone to come in and set everything up for each meeting. Bedard will bring back the request to assess the live stream options to the Communications Subcommittee.

Will Faria, South Road, asked what is happening at the pet store on Route 125. Clement responded the business has been approved to make a parking lot.

At 6:55pm, Jones motioned, seconded by Mantegari to enter non-public session for legal. Artimovich – aye; Jones – aye; Mantegari – aye; Kelly – aye.

At 7:31pm, Jones motioned to come out of nonpublic and seal the minutes from the non-public meeting. Mantegari seconded the motion. Jones – aye; Mantegari – aye; Kelly – aye; Artimovich – aye.

At 7:31pm Mantegari made a motion to adjourn. Jones seconded the motion. All were in favor.

Respectfully submitted,

Tamera Peek

WEEKLY TREASURER'S REPORT			
DATE:		6/21/2022	
General Fund:		TD BANK	
Previous Balance:		2,590,801.47	
Deposits:		698,354.01	
Payroll:		30,956.34	DDP: \$30,156.59
			CHK: \$799.25
FICA:		7287.76	
to Impact Fees			Reg A/P Cks \$11046.94 NH Retirement \$
A/P: Regular		11,046.94	Swasey : \$ CO-OP: \$
CC pd to Rec/PD from GF			
void checks			
Account Balance:		3,239,864.44	
Interest Earned YTD:		2,322.02	