

**Town of Brentwood
Budget Committee**
Minutes of November 13, 2017

Meeting: Budget committee meeting held at the Brentwood Town Office

Present: Krista Steger (Chair), Malcolm Allison, Michelle Siudut, Jeff Bryan, Jessie Hollister

Visitors: David Tobey, Lisa Swasey, Amy Wilson, Gordon Wilson, Karen Clement, Kip Kaiser

Krista called the meeting to order at 7:00 pm. She noted that Keith Levitsky and Bill Faria were excused due to prior commitments. She distributed proposed department budgets approved by the selectmen as well as the selectmen's meeting minutes.

Approval of Meeting Minutes

Krista identified several revisions to the draft minutes of the Budcomm meeting of October 23, 2017. Motion to approve the revised minutes Jeff/Jessie carried 5-0.

Updates from the Selectman & School Board Representatives

Jessie reported that the school board has looked at the proposed Swasey school budget and is considering some changes and is still on track to deliver the school budget to the Budcomm on Dec 18, 2017. She also reported that the teacher contract negotiations are still in process.

Jeff reported that the Prescott Road project would not proceed 'til next year due to changes in plans and permits as well as the fact that and Fair Point has not yet moved their lines. He also reported that the bond is active and we are paying interest.

Discussion followed.

Budgets for Consideration

Town Clerk budget is down 23% at \$59,232. Motion to discuss Jeff/Michelle carried 5-0. Jeff stated that the reduction is due basically to Phyllis' retirement. He also stated that increases in salaries of 3% for Kristen and Sharon and 5% for Daphne's promotion are recommended by the select board. He further stated that the selectmen thought the town clerk/tax collector position should be appointed rather than elected so we do not lose a trained town clerk/tax collector. Motion to approve Jeff/Jessie carried 5-0.

Tax collector budget is down 24% at \$55,532. Motion to discuss Jeff/Mal carried 5-0. Jeff stated that the reduction is due to Phyllis' retirement as was the Town clerk budget. Motion to approve Jeff/Mal carried 5-0.

.Cemetery Budget is up \$2221 from last year at \$10,468. Motion to discuss Jeff/Mal carried 5-0
Jeff explained that the increase in due to a 5% merit increase plus an increase of 2 hours per

week. The number of hours per week is now 6. Discussion followed. Motion to approve Jeff/Mal, carried 5-0.

Planning Budget is up \$2748 from last year at \$107,748. Motion to discuss Jeff/Michelle carried 5-0. Jeff explained that the budget is relatively flat with a small increase in the secretary's salary and in the long range planning line. Discussion followed. Motion to approve Jeff/Jessie, carried 5-0.

Zoning Budget is flat at \$1377. Motion to discuss Jeff/Mal carried 5-0. No discussion. Motion to approve Jeff/Jessie, carried 5-0.

Joint Loss Budget is up \$1 from last year at \$241. Motion to discuss Jeff/Mal carried 5-0. No discussion. Motion to approve Jeff/Mal, carried 5-0.

Code Enforcement Budget is up \$8363 from last year at \$62,674. Motion to discuss Jeff/Jessie carried 5-0. Jeff explained that there is a salary increase but the previous inspector took all the permit money. He further stated that Kip has been doing a good job and the number of permits is up. Michelle asked if the Budcomm could see the revenue stream. Jeff agreed that revenue report is available. Krista noted that the permit income stream to date for 2017 at \$54,259 is almost exactly the same as the budget of \$54,311, but will be higher by years end. Kip stated that eventually a secretary may be needed for the code enforcement office. Discussion followed. Krista asked Karen Clement to provide a revenue stream at the end of the year for the Budcomm's information. Motion to approve Jeff/Jessie, carried 5-0.

Recreation Budget is up \$5000 from last year at \$73,739. Motion to discuss Jeff/Jessie carried 5-0. Jeff stated that last year the director position went to a full time but the Budcomm insisted that there be no salary increase. This year the select board recommends a \$2 per hour increase based on performance. Krista noted that percentage increase is 14.7. Krista reviewed comparable salaries for like positions in other towns, and observed that the proposed Brentwood Rec director salary appeared comparable based on the information provided. Malcolm asked that the Rec revenue stream at the end of 2017 be provided for the Budcomm information. Discussion followed. Krista asked Karen Clement to provide a revenue stream at the end of the year for the Budcomm's information. Motion to approve Jeff/Jessie, carried 5-0.

Information Systems Budget is up \$11,519 from last year at \$43,052. Motion to discuss Michelle/Jeff carried 5-0. Jeff stated that we have a new vendor to maintain the IS equipment, web site, and software in the town office. There were bids all over the map and the one selected was in the middle. He further stated that the maintenance of the systems is a "must do" item Discussion followed. Motion to approve Jeff/Jessie, carried 5-0.

Krista noted that the town website has been updated as requested at the last Budcomm meeting, and there were no more budgets to discuss. Karen Clement stated that there were more in the Budcomm inbox.

Krista recessed the meeting to obtain the additional department budgets.

The meeting was reconvened at 7:40.

Conservation Commission Budget is up \$1017 from last year at \$19,660. Motion to discuss Jeff/Krista carried 5-0. Krista noted the audit expense was up due to EPA requirement to monitor wells to check on water quality. She asked if the annual appropriation requested of \$5418 would bring the balance to \$75K. Jeff indicated yes it would. Discussion followed. Motion to approve Jeff/Mal, carried 5-0.

Insurance Budget is up \$4665 from last year at \$105,559. Motion to discuss Jeff/Mal carried 5-0. Jeff stated that this increase is something we have no control over based on our past record of employee accidents and the associated claims. The insurance covers all town employees. Discussion followed. Motion to approve Jeff/Mal, carried 5-0.

Executive Office Budget is up \$2842 from last year at \$30,331. Motion to discuss Jeff/Michelle, carried 5-0. Jeff stated that this increase is based on an increase in the selectmen's salaries which was originally suggested by the Budcomm. Discussion followed. Motion to approve Jeff/Mal, carried 4-0-1 with Jeff abstaining.

Government Buildings Budget is up \$3007 from last year at \$68,055. Motion to discuss Krista/Jessie carried 5-0. This increase is mostly due to an increase in the telephone budget, as the current telephone system is not working properly and needs repair or replacement. Discussion followed. Motion to approve Jeff/Mal, carried 5-0.

Town Administrator Budget is up \$3581 from last year at \$106,598. Motion to discuss Krista/Mal, carried 5-0. Jeff explained the increase is due to an increase in salary, which is the third year of a salary increase to bring the administrator's salary in line with other towns. The \$1250 training line item will disappear next year as the training program is two years long. Discussion followed. Motion to approve Jeff/Mal, carried 5-0.

Other Business

None

Visitor Comments

None

Next Meeting

November 27, 2017 at 7pm

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Motion to adjourn at 7:53 Jessie/Mal, carried 5-0.

Minutes respectfully submitted by Malcolm Allison