

**Town of Brentwood  
Budget Committee**  
Minutes of January 23, 2017

*Meeting:* Budget committee meeting held at the Brentwood Town Office

*Present:* Krista Steger(electronically), Keith Levitsky, Bill Faria(acting Secretary), Malcolm Allison(acting Chairperson), Michelle Siudut, Melissa Hanlon, Jeff Bryan, Amy Mitchell

*Visitors:* Ken Christiansen, Rob Wofchuck

Malcolm called the meeting to order at 7:00pm. All votes were taken by roll-call, as Krista attended electronically. Krista provided copies of minutes of the selectmen's meetings and a spreadsheet containing the town warrants and tax impacts.

**Correspondence**

There was no correspondence.

**Updates from the Selectman & School Board Representatives**

Jeff reported that everything is going well, the selectman passed all the warrant articles and Budcomm will review them at this meeting.

Amy reported that there are 4 Swasey school warrants including the operating budget. She provided a preliminary draft for the Budcomm to review, however noted that the wording may not be final. The school board voted to approve adding \$10K to the trust funds for Special Ed (balance \$66K), Maintenance (balance \$86K), and Safety (balance \$20K) all to be taken from unreserved balance (approx. \$90K) on July 1, 2017. Malcolm noted that these are for information only and that the Budcomm vote on the final warrant wording will be taken at the January 30 Budcomm meeting.

**Approval of Meeting Minutes**

Malcolm called for approval of the draft minutes of the Budcomm meeting of December 19, 2016. Melissa identified several spelling errors and amendments, Bill amended the percentage figures related to retirement, workers comp wording, the wording in Dick Wendell's proposed capital improvement plan, and suggested adding that a vote was not taken relative to Wendell's plan. Motion to approve the amended minutes Melissa/Bill, carried 8-0.

Krista noted that approval of the revised minutes of the Budcomm meeting of December 12, 2016 would be handled at the next Budcomm meeting on January 30 2017.

**Town Warrants for Consideration**

Motion to approve Road Repairs at \$350K, the same as last year, Jeff/Keith carried 8-0.

Motion to approve Highway Lease (backhoe) at \$18,524, the same as last year and the final payment, Jeff/Keith carried 8-0.

Motion to approve Fire Truck Lease at \$88,995, the same as last year, Jeff/Keith carried 8-0.

Motion to approve Police Cruiser at \$23,190, the final balance due; Jeff/Keith carried 8-0.

Motion to approve CASA at \$500, half of last year, Jeff/Keith carried 8-0.

Adding \$50K to the Capital Reserve for Bridge Repairs, which is \$30K more than last year. Jeff noted that this addition is for the Mill Road Bridge which has to be replaced and may cost \$1M with a possibility of some state funding after the engineering work is completed. Motion to approve, Jeff/Keith carried 7-1.

Adding \$50K to the Capital Reserve for Building Repairs, which is \$25K more than last year. Jeff noted that this is to replenish the reserve after it was all expended last year in replacing the roof on the town hall. Discussion followed. Krista noted that next year tax rate would possibly be up due to the potential approval of the Prescott Road project; therefore, this would be a good time to put the entire \$50K into the reserve. Motion to approve Jeff/Keith carried 8-0.

Adding \$25K to the Capital Reserve for Highway Vehicles, which is \$6433 less than last year. Jeff noted that this would bring the reserve up to \$155K and the last truck we bought was \$160K. Currently we have 3 internationals and 2 one ton trucks all with plows. Trucks typically last 6 to 8 years. Discussion followed. Motion to approve, Jeff/Keith carried 8-0.

Adding \$50K to the Capital Reserve for New Highway Buildings, which is the same as last year Jeff noted this is for the town shed and the latest plans include roughing in 4000 square feet possibly for future town offices or police department. This addition will bring the reserve to \$320K and we hope to build it this year. Plans will be presented at the town meeting. There will be no building for salt storage needed as the state as backed off on that requirement. Discussion followed. Motion to approve, Jeff/Keith carried 8-0.

Adding \$25K to the Capital Reserve for mandatory 5 year tax Assessments, which is the same as last year. Jeff noted that it will be less of a tax burden if we save money each year. There will be 50K in the reserve if this is approved at town meeting. Motion to approve, Jeff/Keith carried 8-0.

Adding \$20K to the Capital Reserve for municipal software, which is the same as last year. It was noted that it is software for town operations to better automate town/state operations. Melissa noted that coordination of town requirements for hardware and software is needed to make sure that the town fills its technical needs at the lowest cost. Discussion followed. Motion to approve, Jeff/Keith failed 4-4. Discussion followed. Krista will ask Karen to attend next week's meeting to provide more information. This item may be reopened next week.

Create a new Capital Reserve with \$20K for municipal hardware. It was noted that the hardware goes hand in hand with the software for town operations to better automate town/state operations. Discussion followed. Motion to table pending more information Keith/Michelle carried 8-0.

Create a new Capital Reserve fund with \$50K for New Fire and Rescue vehicles. Jeff pointed out that we exhausted this reserve buying the last fire truck, and the town should start a new one to begin to save for another. Ken Christiansen pointed out that the Fire Association donated \$80K, from the sale of their building to this Capital reserve some months ago (which must be approved at town meeting) to get it started. Discussion followed. Motion to table pending more information regarding the need for equipment from Kevin Lemoyne Jeff/Keith, carried 8-0.

Raise and appropriate \$5250 for the purchase of one E-Z rider K-9 container. Jeff stated that the kennel is needed for a new puppy which will be trained and certified to replace the older dog which was given away, as it was not certified for patrol and drug duty. Discussion followed. Motion to approve Jeff/Keith, failed 3-5.

Raise and appropriate \$11,964 for the purchase of two Patrol PC Rhino tablets including related software, equipment and installation. Jeff stated that the existing tablets are old and need to be replaced. There are 5 existing units in patrol cars and eventually they all will need to be replaced. Discussion followed. Motion to approve carried Jeff/Keith 8-0.

Raise and appropriate \$3050 for HAVEN. Krista pointed out that two charities combined and did not ask for money last year hence this year there has to be a warrant article. Discussion followed. Motion to approve Jeff/Keith carried 8-0.

To appropriate \$11,888 for emergency management, of which \$5944 will be raised from taxes and the other \$5944, will be provided by an Emergency Management Performance Grant from Seabrook Station. Discussion followed resulting in questions about exactly what the appropriation covered. Motion to table pending more information from Jeff, Keith/Michelle, carried 8-0.

Create a new Capital Reserve fund with \$15,750 for a solar panel array for municipal operations. Discussion followed and the wording of the warrant articles must be changed. Krista suggested that a straw poll of the Budcomm members be conducted to establish if the members would be in favor of the solar generator concept. All members are in favor. Motion to table pending rewording Jeff/Keith carried 8-0.

Raise and appropriate \$1.4M for the reconstruction of Prescott Road and to authorize the issuance of not more than \$1.250M of bonds or notes. First bond payment will come due in 2018. The remaining \$150K will come from the Capital Reserve for bridge repair. Jeff stated that the project is proposed the same as last year and if it doesn't pass the road could be closed due to safety hazards and possible town liability. Discussion followed. Krista noted that the approximate tax impact for a 10 year bond in 2018 will be approximately 29 cents per thousand. More discussion followed. Motion to approve Jeff/Keith, carried 6-2.

### **Review of Materials for Public Hearing**

To be handled at next meeting on January 30 2017.

### **Other Business**

Bill passed out information from the Rec director to give us an idea of how many citizens use the Rec facilities each year, so that the Budcomm could be prepared at the town meeting. Bill asked that the members review the numbers and consider whether there is enough usage to justify a full time director. There appeared to be activities and attendance listed which are not in the purview of the rec director. Discussion followed. Bill suggested considering reopening the rec budget.

Malcolm suggested the members look at department budgets which spent quite a bit less of their 2016 budget. These are Waste management, Debt, Legal, Insurance, and Fire Department.

### **Visitor Comments**

None

Next meeting on January 30 2017 will start at 6:30pm.

Motion to adjourn Jeff/Keith, carried 8-0 8:58pm

Minutes respectfully submitted by Malcolm Allison