

Approved

**Town of Brentwood
Budget Committee Hearing
Minutes of December 5, 2011**

Present: Elyse Seeley (Chair), Bill Faria, Krista Steger, Bob Mantegari, Malcolm Allison, John Lyon .

Arriving Late: Dianne Vosgien (School Board Representative), Jeff Bryan (Select Board Representative) at approximately 7:30.

Public present: Ken Christiansen, Crystal Buswell, Donna Benshemer, Kathy St. Hilaire, Bruce Stevens, Lisa Swasey, Amy Wilson, Lisa Brown

Chairperson Elyse Seeley called the meeting to order at 7:05 pm.

1. Motion to approve the draft minutes from November 21, 2011. Bob/Malcolm, approved, 6-0.
2. Motion to approve Budcom By-Laws with changes made 11/21/11; Bob/Krista, approved 6-0. [Malcolm to check on RSA 32 to determine if we can conduct meetings and votes with a member electronically](#) but by-laws were approved as written and presented. Chair will also provide a copy to select board and Karen.
3. Elyse advised that we have posted the next meetings as follows, December 19 (previously posted), January 9 (plan to vote on Swasey School budget at 7:30 after scheduled School Board meeting), January 16, February 6 for Public Hearing, and Budcom meeting posted to follow. Elyse reminded us that we cannot add to the budget after the Hearing without a new public hearing but we can remove or reduce afterwards.
4. Budget Status (School Board's Rep)
 - a. Dianne advised that the School Board approved the BTA teacher's contract tonight and we will discuss after the operating budget. Dianne presented the draft operating budget for Swasey school and stated there are no changes from draft received 11/21/11. Questions came up due to discrepancies with numbers from the SAU 16 office and the draft passed out by Dianne. Specifically the Nurse position does not match. Dianne to follow-up and report at our next meeting. Motion to discuss, Bob/Malcolm, 8-0. Total after reduction in debt service ends up being a minus .06% from adopted current year budget. Reviewed general lines and generated questions. Noted \$58,238 (1.1%) increase due to new Curriculum Coordinator position proposed. Discussed how this relates to prior year Asst. Principal position that was eliminated by School Board. Principal contract has not been finalized, no date offered for the conclusion of this process. Questions about new foreign language (Rosetta Stone) program in media line. Chair asked Dianne to have Dick Wendell revise costs for Plant Operations since some are significantly above actuals.

Elyse asked if we have any other questions after reviewing the draft, to email questions to her and she will forward the questions to Dianne. Questions from budget committee below.

- i. Does proposed operating budget include steps (teacher contract or aides)? What lines?
 - ii. What is actual salary of new nurse, # FTE's on that line?
 - iii. Plant operations line: requested detail from Dick Wendell, including increase in salary line, LP actual costs (contract) and grounds increases.
 - iv. Request preschool costs broken out: teachers, schedule, # identified students, supplies for room.
 - v. How many total on teacher contract? How many at top of step schedule? How many planned retirements (by Dec 1) ?
 - vi. Need updated (December) financial statement for 2011.
 - b. Dianne returned to the BTA teacher's contract and highlighted the changes in the new contract that will be proposed to voters. New teacher contract will add a little over 1% in salaries/benefits (excluding other costs of contract) and will be approximately \$51,315 additional in the first year. No change in health care benefit. **We requested Dianne to get the actual numbers for professional development this current year to give us the actual numbers to date.** The new contract adds a day to the school year from 185 to 186. Reimbursement for the mentoring program has been decreased from 2500 to \$2200 per mentor. Professional workshop stipend has been increased from 500 to \$600 per teacher if used. Professional development costs have been capped at \$20,000 as opposed to no cap currently. The contract includes a 1% increase in year one and a 1.5% increase in year two, not including step increases. Grand total salaries/benefit additional costs of two year contract is @ \$157,249 without staffing changes or step increases.
 - i. Requested electronic copy of teacher contract and step schedule sent to Budget Committee.
5. Town Budgets for Consideration
- a. **Recreation, 4520-40**, Motion to Discuss, Jeff/Bob, This budget includes a 3% increase over the 2% COLA. Looked at revised draft with two columns that show only a 2% increase and a 2% increase with an additional hour per week. Motion to approve in amount of \$35, 370, Jeff/Krista, with both increases in salary. Tied 4-4 vote fails. Motion to approve in amount of \$34,356, Bob/Bill, with 2% increase only, Tied 4-4, vote fails. Kathy St. Hilaire spoke in favor of the salary increase to the Recreation budget. Motion to approve in amount of \$35,213, 2% with additional hour per week, Dianne/Malcolm, approved 5-3 amount of \$35,213.
 - b. **Planning Board, 4191-13**, Motion to Discuss, Bob/Krista, This budget includes a 3% increase over the 2% COLA. The revised draft includes a column that shows only a 2% increase (\$82,869). Bruce Stevens spoke to

the increase of both the COLA and 3%. Discussion revolved around Budcom attempt to hold to a 2% increase across the town departments because of the inability of all departments to provide the new evaluation system to the Board of Selectmen at the start of the budget cycle. Motion to approve in amount of \$82,869, 2% increase, Bob/Dianne, approved 6-2 amount of \$82,869.

- c. **Finance, Tax & Assessing, 4150-09**, Motion Bob/Dianne, to approve \$81,341. After discussion of wages and salary increase Bob withdrew motion before a vote. [Elyse will request a revised draft from Karen with a column showing 2% increase.](#) Approved 7-1 to table this budget pending receipt of the revised budget numbers.
- d. **Highway, 4312-21**, Motion to table pending [revised numbers similar to what has been requested from Karen for the previous budgets,](#) Bob/Dianne, approved 7-1 to table.

6. Other Business

- Krista requested that in the interest of the new members, we slow down and provide more background about departments in presenting budgets (eg: # of employees). We have been moving forward with the belief that everyone knew what and who was being discussed; Chair reminded members that at any time a member can stop and ask for further information. We will try to be more aware of this in the future. Elyse also provided a list of employees in the various departments to Committee.

Public Comments

- Bruce Stevens expressed frustration with the seeming disparity between town employees and increases or lack thereof and the school budgets and salary increases; believes this is a serious issue in the town offices with the morale of the employees. He suggested that perhaps a merit increase pool of money could be budgeted by the Board of Selectmen to use in the coming year to provide merit increases to deserving employees under the new evaluation system.

Our next meeting is scheduled for Monday December 19, 2011, at 7 pm

Motion to adjourn at 9:40, Dianne/Bob 7-0.

Minutes respectfully submitted by

William C Faria