

Approved as corrected

**Town of Brentwood
Budget Committee
Minutes of May 11, 2015**

Present: Elyse Seeley (Standing Chair), Melissa Hanlon, Keith Levitsky, Bill Faria, Malcolm Allison, Jeff Bryan, Krista Steger, Melissa Litchfield

Visitors: Amy Mitchell

Standing Chairperson Elyse Seeley called the meeting to order at 7:40 pm.

Approval of Meeting Minutes

February 19, 2015; Feb 19 non-public (approved but not voted); and March 5, 2015 Motion to approve minutes of 2/19/15, Malcolm/Krista, approved 4-0-4.

Motion to approve 2-19-15 Non-Public minutes, Krista/Malcolm, approved 4-0-4.

Motion to approve minutes of 3/5/15, Malcolm/Elyse, approved 5-0-3

New Business

Election of Officers for 2015-16 Season

Budget Committee Chairperson: Krista was nominated for Committee Chairperson and seconded Malcolm/Bill. Discussion followed. Krista noted that if elected she would step down as the Newsletter editor, and that she was experienced in budget matters as she had been through 4 Brentwood budget cycles and is the Brentwood representative on the Coop Budget committee. She was elected 7-0-1. Elyse turned the balance of the meeting over to Krista.

Budget Committee Secretary: Malcolm was nominated for Committee Secretary and seconded Elyse/Bill. Discussion followed, the duties and responsibilities were reviewed. Krista noted that the secretary assumes the meeting responsibility of the Chair in case of absence or recuse. Malcolm agreed to serve if elected. He was elected 7-0-1. He took notes on the balance of the meeting.

Budget Committee 2015-2016 Meeting Schedule

After much discussion, Krista and the committee agreed that the next meeting will be an administrative meeting held on September 29 at 7:00 pm at the town office. The second meeting will be October 19 at 7:00 pm. Dates for subsequent meetings will be set at that time.

Contact Information

Elyse and Krista noted that the new contact list must be prepared by the secretary and future Budcomm communication must use town E-mail addresses. E-Mail is not to be used to conduct business, and group e-mails to all budget committee members on issues should not be used for group discussion. Discussion takes place during the meeting.

The old contact list was updated and presented to Malcolm.

In response to a question from Bill regarding the posting of minutes, Elyse stated that meeting minutes do not have to be posted within 48 hours after our meeting but need to be available.

School Board Representative

Melissa Litchfield appointed Amy Mitchell as the School Board's representative on the Budget Committee in her stead. Krista stated that Amy is an employee of her company and wanted everyone to know so as to avoid any possible conflicts. There were no objections to Amy serving as the school board representative from Amy or the rest of the Budcomm members.

Proposed Agenda Items for the September 29 Administrative Meeting

Krista asked the members for any Budcomm procedures or policies to be reviewed, changed, and/or discussed at the September 29 meeting. These were identified:

- Electronic Communication policy
- Public comment procedures
- Review and possible revision of the Budcomm By-laws
- Preparation and posting of minutes and agendas
- Member Contact procedure/policy
- Public contact and communication procedure/policy

Motion to adjourn 8:20 pm, approved, 8-0

Minutes respectfully submitted by Malcolm Allison

