

Draft

**Town of Brentwood
Budget Committee
Minutes of October 5, 2015**

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

Present: Krista Steger, Chairperson, Melissa Hanlon, Keith Levitsky, Bill Faria, Malcolm Allison (electronically), Jeff Bryan, Elyse Gallo, Amy Mitchell

Visitors: Kim Woods, Lisa Swasey, Kristen Chivmiento, Scott Dennehy, Joshua Bertoulin, Ken Christiansen, Liz Faria

Chairperson Krista Steger called the meeting to order at 6:59 pm.

Approval of Meeting Minutes

March 11, 2015 Minutes: Melissa noted that her name was incorrect and should be changed from Michelle to Mellissa. Motion to approve the corrected minutes carried, Bill/Elyse 7-0-1.

Correspondence

Krista noted that there was no correspondence.

New Business

Keith reported he had attended the instructional course conducted by LGC. He noted that the 10% rule was presented using Brentwood's action from last year as an example.

Revision to the Bylaws

Krista noted that Brentwood's Budcomm Bylaws are similar to other towns'. After ensuing discussion the members agreed that the bylaws could be amended at a special or at a regular meeting and that there should not be other documents such as policies or procedures governing the Budcomm activities/procedures. The bylaws should contain such information.

Melissa proposed amending the Bylaws as follows:

In Section V add: D. All members have the responsibility of attending each scheduled public hearing of the Town and Brentwood School District.

In Section A part 6 in the last sentence add: "or appointed Budcomm member" after the words "committee Chair".

In Section VI G 3 add item g: "Minutes shall be kept in accordance with RSA 91A and as amended from time to time".

Melissa questioned the origin of and the need for the value of a police cruiser being in Section VII B. The members agreed to consider the need for this and research it further.

Krista proposed:

In Section VI A 2 add at the end: "The schedule may be amended by the chair from time to time as needed."

Add a section regarding the Issuance of Public Statements in two parts possibly in Section VII new part F. One covering an official statement by the Chair or an authorized spokesperson, and one covering statements by a member (possibly an opposite view) which may be accompanied by a disclaimer. (exact wording yet to be prepared).

Bill proposed a time frame for preparation and/or posting the draft minutes to be 48hrs. After discussion the members agreed that the Secretary would send the draft to the Chair in 72 hours in accordance with the RSA. The Chair would send the draft minutes to the town administrator for posting within 24hrs after receiving them. This procedure may be incorporated into Section VI G, Role of the Secretary.

Krista to draft amended Bylaws incorporating discussed comments for further review at the next meeting.

Krista reviewed the March 23 2015 Notes from the meeting with the Town Council for discussion...

Recusal: Krista will get a copy of the conflict of interest document from the Town Administrator and send it to the members. Should recusal be an issue the Chair will review what recusing oneself means before the individual member actually recuses him or herself.

Communication: Krista will propose a section to add to the bylaws regarding communication processes.

Electronic Communication: The Town e-mail should be used. Communication must be through the chair, to avoid having discussions of "meetings" outside our meeting, including information that all members need to see before our meeting.

Public comment: Melissa suggested a trial public comment period which we do already. Krista indicated that as chair she intends to have a public comment period at the end of each meeting, unless they become unruly or a major disruption.

Public communication: Members agreed that the Brentwood town e-mail should be available to the public so that members can be communicated with. They will be posted on the town website. Malcolm agreed to provide a public communication list for the town administrator to post. Members agreed to respond to an individual e-mail received from the community,

advising the sender that the issue would be forwarded to the chair and brought up at the next Budcomm meeting and then the sender would receive an answer to their e-mail.

Krista stated that we would decide whether or not to including procedures for handling budget cuts and other pertinent details in the bylaws after actually doing a few budgets next meeting.

Budget Committee 2015-2016 Meeting Schedule

Jeff will review the budget schedule with the selectmen and advise the Selectman's schedule.

The members agreed to the following meeting dates:

October 19

November 9

November 16

November 30(tentative)

December 14

December 21

Future dates will be determined based on progress budget completion

Melissa Hanlon and Keith Levitsky requested electronic attendance at the October 19 meeting, as they are travelling. Both requests approved 7-0-1.

Motion to adjourn 8:19 pm, approved, 8-0

Minutes respectfully submitted by Malcolm Allison