

**Town of Brentwood**  
**Budget Committee Meeting at Brentwood Town Office**  
Meeting Minutes of November 12, 2018

*Present:* Keith Levitsky (Chair), Liz Faria, Melissa Hanlon, Melissa Litchfield (school board representative), Kris Magnusson, Bob Mantegari (Selectman representative), Michelle Siudut  
*Visitors:* Andy Gray, Karen Clement, Daphne Woss, Bill Faria, Kip Kaiser

Keith called the meeting to order at 7:01 pm.

**Minutes of previous meeting**

Motion by Melissa Hanlon to approve minutes of the October 22 meeting, seconded by Melissa Litchfield; minutes approved 6-0-1.

**Update from School Board**

School board representative Melissa Litchfield said the Swasey budget will be discussed on November 26 meeting at 5 pm at Swasey School library. The next school board meeting will be Monday, December 3 at 6:30 pm, budget discussion will continue then if necessary. Planning to present Swasey budget to Budget Committee at our December 10 meeting.

- The hope of adding a bus, as mentioned at last meeting, probably won't be included because of expense. They are hoping to have current bus routes re-routed instead.
- Safety/security - applied for infrastructure funding but they haven't been approved. So expect this to be added to the budget
- In need of flooring in multi-purpose room (estimated cost of a sports floor is \$37K). We suggested they establish a warrant article for a capital reserve fund for this purpose.
- Unreserved fund balances: Maintenance \$95K, Sped \$79K, Safety/Sec \$30K
- Currently have a \$36K piece of equip which remains outside and uncovered; this needs to be sheltered
- Discussion/questions of custodial management shared in SAU. More info next meeting.

Cooperative budget meetings will be held at SAU offices at 7 pm, on the following dates: Nov 14 - SST/IT, Nov 28 - special education, Dec 5. Melissa Litchfield has several concerns about some of the projected budgetary increases and the lack of budgetary information being provided to Advisory Board. She strongly recommends people attend meetings.

Kris Magnusson inquired why we didn't see a tax decrease when the CMS bond was paid off. Melissa Litchfield said the unreserved fund balance is around \$3M. It is only supposed to be about \$1.5M. There needs to be more citizen input.

## **Updates from Selectmen**

Bob Mantegari has been unable to attend the last 2 Selectmen's meetings. On behalf of the Selectmen, Bill Faria said there is not much to report. The budgets they have passed have been given to us. There have been no major expenditures.

## **Budgets**

Michelle Siudut distributed a comparison of budgets back to 2013, with amounts already approved for this year included. The chart will be updated as more budgets are passed.

*Recreation.* Motion by Bob Mantegari to discuss, seconded by Liz Faria. Recreation Director Andy Gray asked for a 5% pay increase; based on other towns and his 6 years of experience. Andy was asked about participation. He said all the programs that existed, are doing well. Roughly 130 participants in each youth sport. Adult events average 20-30 per event. Summer camp was profitable and will be run again; considering February and April vacation camps as well. There is about \$43K in revolving fund. This fund pays for 55% of utilities, and all programs. There is a .09% overall reduction of the current year budget.

Motion to table by Liz Faria, second by Kris Magnusson. Failed 2-5-0

The Committee asked Andy to provide break-out of income from sports, rentals, etc. at our next meeting.

Motion by Bob Mantegari, seconded by Melissa Hanlon to approve \$73,047. Passed 5-2-0

Discussion about the budget committee's role; we cannot cut line-by-line, we can only make recommendations on the bottom line.

*Code Enforcement.* Motion by Bob Mantegari, seconded by Liz Faria to discuss. There is a 12.9% overall increase over current year budget, including 9.8% raise for Building Inspector. Bill Faria reviewed for Selectmen as Bob Mantegari was not at that meeting. The salary increase is to become comparable with other towns. Building Inspector Kip Kaiser said he is not full time. He built this department; we did not have one prior to his employment. Incoming fees covered his salary last year.

Kris Magnusson suggested the idea of bonus, rather than salary increase.

Concern among BudCom members about the varying difference of salary increases.

Motion to accept by Kris Magnusson to \$70,793, Bob seconded. 3-3-1. Tie/fail. Bob Mantegari will get more clarification from Selectmen; Melissa Hanlon requested tracking of salary increases for further discussion.

Bob Mantegari expressed when he was on the budget committee previously, they had a cap of what they wanted to accept for increases. Perhaps this Committee should consider such a cap.

*Town Clerk.* Bill Faria talked on behalf of Selectmen, bringing in line w/other towns. Daphne Woss will be going from hourly to salary, as of April, by her choice. A staff person retired, they will be hiring a person who will be shared with Selectmen and Building Inspector. There is a 3.7% overall increase of current year budget. Motion by Bob Mantegari, seconded by Melissa Hanlon to accept \$61,424. Passed 5-0-2

*Tax Collector.* Motion by Bob Mantegari, seconded by Kris Magnusson \$57,674. There is a 3.7% overall increase of current year budget. Passed 5-0-2

Question for Karen Clement regarding regional association donations which are automatic. A list will be distributed for the next meeting.

*Joint Loss.* Motion by Bob Mantegari, seconded by Kris Magnusson to accept \$241, which is level-funded. There was a request for an explanation of this budget. It is basically the Town's safety committee. The insurance company and the state require a Joint Loss committee, which must have quarterly meetings. It is not related to OSHA or work comp; but would include harassment, CPR, etc. Passed 7-0-0

*Health Officer.* Motion by Melissa Hanlon, seconded by Liz Faria to approve \$1, which is level-funded. Passed 6-0-1

*Mosquito Control.* Motion by Melissa Litchfield, seconded by Bob Mantegari to approve \$30,500, which is level-funded. Passed 7-0-0

*Street Lighting.* Motion by Bob Mantegari, seconded by Kris Magnusson to approve \$250, which is level-funded. This light is for the Arkell Memorial on Rt 107. Passed 6-0-1

*Debt Services.* Motion by Bob Mantegari, seconded by Melissa Hanlon to discuss. These are our bond payments. There is a 5.3% overall decrease of the current year budget. Motion by Bob Mantegari, seconded by Kris Magnusson to approve \$411,713 for all debt services. Passed 7-0-0

*Information Services.* Motion by Bob Mantegari, seconded by Kris Magnusson to discuss. There is a .1% overall increase of current year budget. Karen explained the increases were due to our subscriptions. Motion by Liz Faria, seconded by Bob Mantegari to approve \$42,973. Passed 7-0-0

Comment that the Budget Committee photograph on the town website is outdated. There was a request to remove the photo.

*Finance.* Motion by Bob Mantegari, second by Melissa Litchfield to discuss. There is a 1.1% overall reduction to the current year budget. Motion by Kris Magnusson, seconded by Bob Mantegari to approve \$76,089. Passed 7-0-0

*Budget Committee.* Motion by Kris Magnusson, seconded by Bob Mantegari to approve \$700, which is level-funded. Passed 5-0-2

*Executive Office.* This budget was tabled at the last meeting. It was not re-opened.

*Cemetery.* Motion by Melissa Litchfield, seconded by Bob Mantegari to discuss. Motion withdrawn.

### **Other Business**

Kris Magnusson would like to create a target # for budget increases. And also some baseline standards for approval for all departments.

Melissa Hanlon suggested asking the Selectmen for more information w/each budget and perhaps an increase cap.

Motion by Bob Mantegari, seconded by Liz Faria to adjourn at 9:32 pm. Passed 7-0-0

### **Upcoming Meetings**

November 19, 2018 at 7 pm - Budget Committee Meeting

November 26, 2018 at 7 pm - Budget Committee Meeting

December 10, 2018 at 7 pm - Budget Committee Meeting

December 17, 2018 at 7 pm - Budget Committee Meeting

January 14, 2019 at 7 pm - Budget Committee Meeting

January 21, 2019 at 7 pm - Budget Committee Meeting

January 28, 2019 at 7 pm - Budget Committee Meeting

February 11, 2019 at 6:30 pm - Budget Committee Meeting

February 11, 2019 at 7 pm - Budget Committee Public Hearing

February 14, 2019 - Snow date for Budget Committee Public Hearing

Respectfully submitted,  
Michelle Siudut, Secretary