

Town of Brentwood
Budget Committee Meeting at Brentwood Town Office
Meeting Minutes of November 19, 2018

Present: Keith Levitsky (Chair), Liz Faria, Melissa Hanlon, Kris Magnusson, Bob Mantegari (Selectman representative), Michelle Siudut

Absent: Melissa Litchfield - excused absence as she is at a school board meeting

Visitors: Karen Clement, Daphne Woss, Bill Faria, Lisa Swasey, Kim Woods

Keith called the meeting to order at 7:05 pm.

Minutes of previous meeting

Motion by Liz Faria, seconded by Kris Magnusson; minutes approved 5-0-1.

Motion by Bob Mantegari, seconded by Liz Faria to accept April 9 minutes as amended; approved 3-0-2.

Melissa Litchfield is at a School Board meeting tonight, so there is no update from the school.

Budgets

Code Enforcement. There was further explanation into Kip's responsibilities. We do not have a DPW per se, so Kip has voluntarily picked up certain responsibilities that may fall under such a department, such as general maintenance. Kris Magnusson inquired about maintenance duties being split between the departments he is actually working for, for clarity. Examples of duties Kip performs outside his role as Code Enforcement would include installing lighting (which may be a cost to Government Buildings) or overseeing installation of the salt shed (which should be a cost to the Highway Department). As discussion had ensued without a prior motion, a motion was made by Bob Mantegari, seconded by Melissa Hanlon to open discussion, passed 5-1-0. Selectmen offered additional info (attachment) which was read by Keith. It was noted that former selectman Jeff Bryan did a lot of what Kip is now doing; with Jeff no longer a selectmen, Kip picked up those duties. These costs should be more accurately reflect within each budget. Discussion around salary increases, reflecting with insurance benefits, which increased substantially for next year.

Discussion of Kip's initial salary and subsequent increases. He started at \$20/hr. His raises have annually been 10%, 13%, 5% and he is now asking for 10% for next year.

Motion by Bob Mantegari, seconded by Kris Magnusson to approve \$70,793, a 13% increase. Tie/fail 3-3-0. It was agreed to wait for a full board for further discussion.

Explanation of amounts which we as a Committee can increase/decrease. Whatever total town budget we recommend; at Town Meeting, the voters can increase a maximum of 10%.

Cemetery. Motion by Liz Faria, seconded by Kris Magnusson to approve \$11,788, which is a 12.6% increase. Passed 6-0-0

Library. Motion by Bob Mantegari, seconded by Keith Levitsky, to discuss. Salaries are down, the overall increase is primarily due to health insurance costs. Explanation that the Library Trustees have discretion over their budget. The Town pays quarterly allotments to the Library Trustees, who in turn pay the Library expenses, except payroll. Motion by Bob Mantegari, seconded by Kris Magnusson to approve \$258,986, which is a 5.4% overall increase. Passed 5-0-1

Discussion about the percentage of insurance that is covered by the town. Right now the Town covers 100% of the median plan for full time employees; coverage for part time employees is 75%. When looking at budgeting for payroll, we need to include the whole package including the value of the benefits package.

Additional discussion about the unsustainability of consistent increases and that some budgets may require revisiting once all budgets have been reviewed.

Town Administrator. Motion by Bob Mantegari, seconded by Liz Faria to discuss. The increase is due to salary and benefits. Motion by Kris Magnusson, second by Bob Mantegari to approve \$111,537, which is an overall increase of 4.63%. Passed 5-1-0

Currently our tax breakdown is 79% school, 4% county, 17% town.

Insurance. Motion by Bob Mantegari, seconded by Keith Levitsky to discuss. Increase due to accidents. Bob explained that when we have claims, we are penalized by rate increases for 5-7 years. Karen does shop around to compare rates, but the company we use (Primex) offers a lot of extras outside of liability insurance, such as legal counsel and HR guidance. Motion by Kris Magnusson, seconded by Bob Mantegari, to approve \$111,585, which is a 5.7% increase. Passed 6-0-0

Executive Office. Keith Levitsky shared the LOSAP information. Motion by Liz Faria, seconded by Bob Mantegari to approve \$30,346. Passed 6-0-0

Other Business

Keith distributed a printout of the Regional Association budget.

Keith also distributed a breakout of participants in Recreation programs, provided by Andy. There is likely a lot of overlap with children participating in multiple sports/activities. Keith

suggested to Andy that he run a quarterly tally of participants, to be helpful for our purposes going forward.

Discussion about considering performance/bonus payouts for employees, rather than a raise or salary increase. Also brought up were COLA or Merit. We also discussed looking at total compensation, including insurance, when considering salary increases.

Kris Magnusson brought to our attention a consideration of the capital impact fee for the newly developing 55+ subdivision. Unless it is deeded or is part of the covenant for the home owners association to deny children, we as a Town could charge the capital impact fee for those homes.

Discussion regarding salary caps and bonuses and how those may be calculated. The salary which was voted on last year for Wayne was higher than the cap for his position. That was for one year, it is not binding going forward.

Kris Magnusson asked if the Committee was aware that Brentwood is a donor town. Melissa Hanlon said there is a coalition seeking either a legislative fix or a new lawsuit requiring the state to pay more for services.

Keith stated we are currently caught up on budgets. Dependent on what budgets the Selectmen may or may not pass at their meeting tomorrow, Keith will determine if we will cancel next week's meeting.

Motion to adjourn by Bob Mantegari, seconded by Kris 8:45 pm

Upcoming Meetings

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