

**Policies and Procedures Sub-Committee of the
Brentwood Municipal Budget Committee
Meeting Minutes of May 29, 2019**

Kris called the meeting to order at 6:55 pm.

Committee members introduced themselves. Present were Kris Magnusson, Chair (BudComm), Bob Mantegari, Christine Belanger, Brett Ramsdell, Bill Faria (Selectmen's Rep). Not present were Michelle Siudut (BudComm), Robin Wrighton. There were no visitors and no public comment.

Minutes of the May 1 2019 meeting were discussed; Bill Faria's contact information was added. Motion by Christine Belanger, seconded on Bill Faria to accept the minutes; passed 4-0-1.

1. Consistency of Departments - COD (Bill)

- Bill confirmed there is a 55-page employee handbook. He had a copy of the Table of Contents, and said he would provide a copy of the actual handbook to whomever wanted it. He said all employees receive the handbook when they are hired. Kris asked if there is a schedule for revisions; Bill said no, they update it as needed. Christine said she believes amendments are made periodically, as Karen takes trainings. Bob stated they had discovered not all employees had signed the most current handbook. As a result all employees must now sign acknowledgement of handbook and Code of Ethics annually.
- Training - Bill reported that Department heads are responsible for enrolling their employees in appropriate training. Training certificates are maintained by Karen, and trainings are reported to Selectboard. Kris asked for oversight on that, ie annual reminder to keep your staff trained as a Standard Operating Procedure.
- Bill said notification of new rules/regulations are sent to the Town annually.

2. Budgetary controls (Christine)

- Ideas for incentives & recognition. Bob said it's been nice to see the PD recognize officers on their FB page, that might be a good idea.
- Brett suggested a year-end staff/committee celebration. Bob said they do have a Christmas party but it's complicated because if it's during the day, the working folks can't come; if it's at night, staff want to be paid. Suggestions were barbecue, lobster bake.

3. Budget goals (Bob)

- Encourage the budget committee to meet more frequently, become a more proactive than reactive committee.
- Christine suggested identifying expectations to departments early on
- Christine suggested consistent process for wage increases for all departments. Raises should not be an expectation, but earned based on evaluations, merit or longevity. Also, not just wages, but total compensation.
- Bob suggested a joint meeting with budget committee, select board and department heads, to discuss procedures and expectations.

- Bob said budget committee training is held every fall in Concord. That seems to be bad timing, as far as budget season goes.

4. *Total compensation (Kris/Michelle) No report*

- We should provide staff with a report of total compensation - from wages to health insurance, disability insurance, workers comp, etc - to see the big picture

5. *Exeter Regional Cooperative School District (Brett)*

- Kris distributed Cooperative School District's Articles of Incorporation, from 1996. The Coop has a lot of power, with very little (if any) oversight. Suggest talking with some of the initial members of the Cooperative School District Planning Board. Who was their attorney? There seems to have been NO amendments to this document since its original creation.
- Article 10. Amendments to the agreement would need to be made at Deliberative session.
- Article 3. Coop School board makeup - board members elected by the voters at large, which means the whole district elects representatives for each town. So it may not be "town" representation.
- Article 4. Numbers of board members are established by number, not percentages, so again not necessarily representative.
- Discussion of the monies paid in the first place, then facilities were deemed unsafe. Is this a valid document if there were bad intentions in the initial writing?
- Article 6. Calculations - are these even legal?
- Brett asked about Superintendent about Special Ed monies. Do those funds reduce the overall line item for special education? Are they returned proportionately to the towns with special ed students?
- If a town could remove itself from the Cooperative, would they need to buy us out? Should we have legal review of this entire document?

6. *Communicating budget to the taxpayers. (Robin) Not present*

Kris asked that for the next meeting, those in charge of each topic bring preliminary policy recommendations for their respective area. For example, last revision of handbook was in 2013; perhaps there should be a "schedule" of updates. Another example, rather than decisions being "Up to the chair", have a checklist for new members and each committee. Then have someone meet with those heads/chairs to ensure the items lists are being done.

Next meeting: June 12, 2019 at 6:45 pm

Motion to adjourn by Bob Mantegari, seconded by Brett Ramsdell. Meeting adjourned at 8:03 pm.

Respectfully submitted,
Michelle Siudut

Contact List

Brett Ramsdell ramsdellb@comcast.net 214-938-4028 (c)
Christine Belanger cebella123@aol.com 603-702-8424 (c)
Michelle Siudut MSiudut@brentwoodnh.gov 508-341-4796 (c)
Robin Wrighton nhwahine@comcast.net 603-580-1141 (h)
Kris Magnusson kmagnusson@brentwoodnh.gov 603-770-3822 (c)
Bob Mantegari BMantegari@brentwoodnh.gov 717-649-9184 (c)
Bill Faria WFaria@brentwoodnh.gov 603-957-2600 (c)