

**Policies and Procedures Sub-Committee of the  
Brentwood Municipal Budget Committee  
Meeting Minutes of May 15, 2019**

*Present:* Kris Magnusson, Chair (BudComm), Michelle Siudut (BudComm), Bill Faria (Selectmen's Rep), Christine Belanger, Brett Ramsdell

*Not present:* Bob Mantegari, Robin Wrighton

Kris called the meeting to order at 6:55 pm. Committee members introduced themselves. There were no visitors and no public comment.

Minutes of the May 1 2019 meeting were discussed, with minor changes noted. Motion by Bill Faria, seconded on Christine Belanger to accept the minutes; passed unanimously.

*1. Consistency of Departments - COD (Bill)*

Bill reviewed the current ethics and nepotism policies. Elected officials/public officials/public employees cannot accept gifts above \$10 (money or in kind)

Discussions:

- First governance of selectboard and committees are the RSAs. However, the RSAs can be very broad. Selectboard and committees should then develop Procedures.
- The budget submission process (with departments being scheduled - first ones get it all, latter ones get squelched) may be unfair
- Employees should get a handbook and sign off on the policies.
- Once policies are set, they should be reviewed every set number of years.
- Committees/boards must ensure new members are provided with a handbook/policies, just as employees should be
- Financial accountability. Does the Selectboard keep a finger on the budgets of each department throughout the year? The Treasurer reviews expenditures with the Selectboard weekly.

The next items Bill will look into are:

- Status of handbooks for all employees
- The Police Department and Fire Department have SOPs. Bill will find out what other departments have SOPs.
- Training - what is mandatory and what is available?

*2. Budgetary controls (Christine)*

- Christine looked into end of year spending and the "push" to spend a budget. The RSAs do allow departments to encumber funds, with the approval of the Selectmen.
- Ideas for incentives to come in under budget. Monetary rewards do not seem to be a good idea. Other ideas were public acknowledgement; awards ceremony; employee recognition; team recognition; gift cards; time off.

*3. Budget goals (Bob) Not present*

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

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

- Brett spoke with Helen Joyce. He expressed concern over the size of the Coop budget and its continual increase. He asked what we can do to better understand, and also to have an impact.
- Brett asked where the monies coming back from the state will go - will they be returned to the general funds? Helen said the Board discusses financial issues at the meetings held on the 3rd Tuesday of each month.
- Brett asked about individual town representation on the board. The current system was established 20 years ago. Demographics have changed and perhaps the current system needs revamping. What is the process to change the number of voting members per town?

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

Additional questions to ask:

- Do all Boards have bylaws or policies?
- Do all departments have SOPs?
- Are policy books signed by members/staff annually? Do they know/understand them?
- Are these bylaws/procedures/policies revised annually?
- Is there recourse to reprimand for deviation from bylaws/policies/SOPs?
- If someone signs off on policy book, but doesn't abide by policies, what is the recourse?
- BudComm has a set of bylaws. Do other committees?

Next meeting: May 29, 2019 at 6:45 pm

Motion to adjourn by Michelle Siudut, seconded by Christine Belanger. Meeting adjourned at 8:25 pm.

Respectfully submitted,  
Michelle Siudut

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