

Minutes
Policies and Procedures Sub-Committee
of the
Brentwood Municipal Budget Committee
May 1, 2019

Present: Kris Magnusson, Chair (BudComm), Bob Mantegari & Bill Faria (Selectmen's Rep), Christine Belanger, Robin Wrighton, Brett Ramsdell.

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

Kris noted Michelle Siudut would be keeping the minutes. Minutes of the April 3 2019 were discussed, with changes noted. Motion by Bob Mantegari, seconded by Bill Faria to approve amended minutes of the April 3 2019 meeting; passed unanimously.

- Is there a handbook for elected officials? No, but they are working on one.
- Do town officials/committee members annually sign right to know or code of conduct? No.
- What training is currently available for BudCom? Bob will ask Karen.

New staff and newly elected officials need an outline of expectations, and procedures, for each role.

Policies must be based on RSAs, which provides the "what". This committee will outline procedures and guidelines - the "how". Policies and procedures will need to be reviewed/updated when laws or regulations change.

We want to establish continuity and consistency across all departments/committees, standard operating procedures streamlining duties and responsibilities for staff and elected officials to utilize. Each department or committee should know and sign off on the meeting processes, code of ethics, right to know, etc. Some of this may already exist, we need to pull it together.

Kris distributed a list of concerns and asked each member to choose topics of interest to review, identifying any concerns for that particular item, and finding a solution.

1. Consistency of Departments - COD (Bill)

- We have individual job descriptions, we need to develop more to that and establish Standard Operating Procedure
- Handbooks for employees and elected officials to be signed off on annually. Include code of conduct, ethics, term limits, training requirements, policies concerning the relationship between elected officials and staff to prevent favoritism, process for reporting harassment/conduct issues, wage/bonus policy, etc.
- Available training
- Consistent and communicated HR policy, including hiring practices, wage/bonus policy, wage ranges and experience.

- Provide each department/committee with the RSAs as well as procedures.

2. Budgetary controls (Christine)

- Establish incentives to come in under budget
- Focus to NOT rush to spend all remaining funds at end of year.
- Actual expense vs budget

3. Budget goals (Bob)

- Prioritize spending needs and on-going communication to all departments
- Identify wants vs needs
- Clear budget goals established and communicated to all departments
- What would make the process smoother for the budget committee?

4. Total compensation (Kris/Michelle)

- BudComm process of approving department budgets without seeing the overall budget picture and targets first. Need to know what resources we have to work with (or not) No surprises.

5. Exeter Regional Cooperative School District (Brett)

- Increasing spending and rate of increases by Exeter Regional Cooperative School District
- Contractual obligations

6. Communicating budget to the taxpayers. (Robin)

- Why isn't new budget built on what was actually spent versus the previous budgeted line item? What comes back to taxpayer and how is that communicated? No surprises.
- Value of the Brentwood Newsletter to disseminate information

Recommendations (and requirements) for Budget Committee

- Monthly meetings (required by RSA) to be kept current
- Budget committee representative attend selectmen meetings when Department heads are presenting
- Stay apprised of uncollected past revenue as well as unanticipated expenditures

Selectmen schedule "due dates" for each department to submit their budget.

Christine said it would be helpful for BudgCom and Selectmen come up with expectations PRIOR to the start of budget season. So departments know how to create their budget.

Motion to adjourn by Bob Mantegari, seconded by Bill Faria. Meeting adjourned at 8:02 pm.

Respectfully submitted,
Michelle Siudut