

**Policies and Procedures Sub-Committee of the  
Brentwood Municipal Budget Committee  
Meeting Minutes of June 12, 2019**

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

Committee members present were Kris Magnusson, Chair (BudComm), Bob Mantegari, Brett Ramsdell, Bill Faria (Selectmen’s Rep), Michelle Siudut (BudComm), Robin Wrighton. There were no visitors and no public comment.

Minutes of the May 29 2019 meeting were discussed and corrections made. Motion by Robin Wrighton, seconded by Brett Ramsdell to accept the minutes; passed 4-0-1.

**Total compensation (Kris/Michelle)**

Kris distributed a handout and reviewed the recommendations she and Michelle discussed in regards to Total Compensation.

***Recommendation 1. Raising Awareness of Total Compensation Package***

Selectmen and Department heads should implement a total compensation protocol to raise awareness of total compensation and benefits, not just a paycheck. The Total Compensation Table below is an example of what should be presented to each employee each year to understand the investment the town is making in their employment. This should hopefully provide insight for raises in the coming year. Are there other benefits available to town employees through associations (NH Municipal Association) or other affiliate memberships like discounts/perks (State Parks)?

Compensation/Benefit Categories:	Employee:
Salary/Hourly Wage/OT	
Health Insurance	
Dental Insurance	
Life Insurance	
Retirement	
Short/Long Term Disability	
Comp Time	
Vacation	
Sick Leave	

Holiday	
Town Car	
Other	
<i>Total compensation</i>	

***Recommendation 2. Establish Town Policy on Training for staff, elected officials and volunteers***

Is there a policy on training? We need to have all those involved in the town's operation: employees, elected officials, and volunteers to build, maintain, certify, and excel in their roles. Department heads/Board chairs should identify on an annual calendar, training/certification opportunities. As members of the NH Municipal and other associations, we should take advantage of cost-effective trainings. Additionally, crossover training available between departments would be great to build knowledge across departments.

If substantial training is provided at a cost to the Town, there should be an assurance/agreement that personnel will work for the Town for X number of years or incur payment.

***Recommendation 3. All Department/Select Board Budget Meeting - 1st Tuesday of August***

All Department Heads meet with Select Board prior to budget building process to get clear communications about where the budget needs to be. The intent is to not have any surprises and provide preliminary guidance on wage increases, etc.

***Recommendation 4. Budget Committee should meet prior to the All Department/Select Board Budget Meeting outlined above***

The Budget Committee shall review the Audit/Expenditures to date and offer input as to a reasonable budgetary projection.

***Recommendation 5. Consistency of Employee Reviews and Evaluations***

Reviews and Evaluations. What is the process? How often? Are there goals set/met? Do these reviews have any bearing on raises? How are they conducted and documented? Are they standardized across all departments? Do Department heads get training on how to perform reviews to maintain consistency across all employees?

***Recommendation 6. Policy on New Employee, Etc. Orientation***

Initial orientation for new employees, volunteers, town officials where town/department policies and procedures are acknowledged and signed off on. On-going annual review of department and town policies and procedures. This could be coordinated with all department heads.

Any department that generates revenue should aim to have those funds offset salaries for that Department (ie Rec Department).

Review organizations (Rec Department, Library) that are not controlled by the select board for annual income and expenditures. Establish a cap of how much \$ that department can keep; requiring that the remainder go back to the general fund.

**Budgetary controls (Christine submitted in print)**

1. A guide for elected or committee members such as the budget, selectmen etc. handed out to members at the start of their term (by-laws) Regulations, references to laws pertaining to committee responsibilities. I believe Bob mentioned that Karen is already doing one for the BOS & the budget committee has by-laws. *Discussion ensued and we recommend annual check-off list.*
2. There is already an extensive employee handbook for employees that they acknowledge.
3. The budget committee and the Board of Selectmen meet prior to budget season to clarify expectations of department heads prior to them preparing and presenting budgets.
4. Maybe a pay scale developed long term for each department. This would allow department heads to know what they might designate to employees for increases and would give the Budget Committee/Board of Selectmen an idea of costs associated with wage increases for future years not just the present budget year. The wage scales could be in steps for a three-five year length and a guide for department heads to utilize. *Discussion ensued and the Committee was not in favor of a scale per se, as that may not be reflective of merit.*
5. Department heads or the town prepare a visual that includes benefits, wages, what portion of NH Retirement was paid out for the employee.
6. Incentives to employees who don't use sick time at the end of the year. *Discussion ensued to establish a limit on sick time; perhaps to establish a paid time off policy, rather than just offering sick leave.*
7. Incentives to employees might be recognized for going above and beyond.

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

Going back to 2008, Brentwood was 15% of the total population. We are at 17% now. Brett is trying to get the numbers from the initial setup, to understand how the numbers/percentages were determined. He is continuing to collect information and will have recommendations for the next meeting.

**Communicating Budget to Taxpayers (Robin)**

Robin would like to see the Brentwood Newsletter begin offering budgetary information in November or December. Michelle suggested the Budget Committee provide monthly articles overviewing what might be major budgetary topics for the year.

Michelle will put together a sheet of all recommendations, combining what has been offered thus far, for the next meeting. It is our goal to have this committee's work done by July 1.

Next meeting: June 26, 2019 at 6:45 pm

Motion to adjourn at 8:22 pm.

Respectfully submitted,  
Michelle Siudut

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