

**Town of Brentwood Municipal Budget Committee**  
**Minutes of November 27, 2023 regular meeting, held at Brentwood Town Office**

Members present: Jack Mitchell (chair), Michelle Siudut (secretary), Alina Arida, Gabbie Kelly, Letty Bedard (Swasey rep), Jon Morgan (selectmen's rep)

Members excused: Anthony Phillips

Guests: Linda Garey, John Garey, Andy Gray, James McIntyre, Daphne Woss, Officer James Saltzman, Liz Faria, Valerie Rogers, Ken Christiansen

Jack called the meeting to order at 6:03 pm. The pledge of allegiance was recited.

**Meeting Minutes**

Motion by Letty, seconded by Jon to approve the committee meeting minutes from the November 20, 2023 meeting, as amended; approved 5-0-1.

Liz Faria asked the Chair where the meeting was posted, and stated the meeting was not properly posted. Jon Morgan stated the meeting was properly posted and asked Liz to leave. Officer Saltzman escorted Liz out at 6:11 pm.

**Selectmen's Report** - Jon Morgan

Selectboard previewed the new website, hoping it will go live by Friday.

Selectboard approved A/V improvements, to be usable for all meetings held in the Cross room.

**CIP**

The Capital Improvement Plan is posted on the town website, in the planning board section.

**Swasey School Board Report** - Letty Bedard

The Board has not met since our last meeting, they will meet next week.

Discussion about Budget Committee meeting dates, to accommodate all members.

**Budgets**

*Highway.* Wayne Robinson presented. The salary line covers 2 current full-time, one full-time who is in the hiring process, 4 winter/seasonal drivers.

Question as to why the new hire is included in the wage increase. Wayne stated the previous full-time position was at \$26; the new hire will start at \$25 and go to \$26 in six months.

Now that we have 2 buildings (new building is only partially wired), electric and heating costs are increasing. Letty asked about electric being pulled into another budget; Jon said combining all electric under building maintenance was discussed and tabled. He does not anticipate that change will occur for this budget cycle.

Other increases are for vehicle repairs (all vehicles are up & running; we have four 6-wheel dumps, two 1-tons, loader, backhoe, Kubota for roadside mowing); care of trees; road construction (this is adding the funds that have been voted by warrant article in the past; this line also covers any roads that are compromised and need to be fixed). Letty stated having a warrant article restricts the fund for just that purpose. More roads will be falling under town care, including 3 Ponds.

Motion by Alina, seconded by Gabbie to approve \$818,457, an increase of \$401,131 or 96.12% (this includes the inclusion of what was previously a \$350,000 warrant article).; approved unanimously.

*Snow and Ice.* Increases are for seasonal wages, equipment maintenance and sand/salt. Salt went from \$72.07 last year to \$69.ish this year; 2,250 tons purchased for \$155,250. Sand price increased 68¢/yard over last year to \$23.95; 1,000 yds purchased. Sand/salt is mixed 3 to 1, which varies by road condition.

Jon questioned the large increase in Fica/medicare compared to the wage increase. Alina calculated it should be \$1727. Karen confirmed via text that the numbers presented are correct. Motion by Letty, seconded by Gabbie to approve the Snow and Ice budget of \$232,074, which is an increase of \$19,141 or 8.99%; approved unanimously.

*Recreation.* Andy Gray presented. Most of the lines are level funded. Big increase is in the seasonal salary line for Camp Director from May-Aug; other camp staff/counselors are paid out of revolving fund. Camp director has been with us 3 years, makes \$17, other towns pay \$22. Camp attendance has increased from 20-25 kids/day, up to 35-40 kids/day. Campers are primarily from Brentwood, Fremont, but also Exeter, Raymond, Epping. Camp runs 9-4, with before (7:30) and after (5:30) options.

Question as to electric/gas remaining level; Andy said they increased those lines last year and should be sufficient. There is a 55/45 town/rec split for elec/heat.

Anticipate a revolving fund balance of \$30,723.35. The revolving fund pays for camp/camp staff (of the \$35,644 cost of camp, \$28K is for staff), land/bldg maintenance, senior activities. Impact fees have been used for flooring and other things.

Jon applauded the growth of the Rec dept through Andy & the commission's efforts.

Revenue for 2023 to date is \$111,654.95, nearly 40% over last year. In 2023 Andy anticipates a \$1500 profit; last year there was a loss of \$88.

Motion by Gabbie, seconded by Letty to approve the Recreation budget of \$112,636, which is an increase of \$17,596 or 18.51%; approved unanimously.

*Joint Loss Management.* This budget is for meetings/trainings to address potential liabilities for the town. Motion by Letty, seconded by Gabbie to approve the level-funded Joint Loss Management budget of \$241; approved unanimously.

*Mosquito Control.* This basically breaks down to \$2516 per month. Motion by Letty, seconded by Alina to approve the level funded Mosquito Control budget of \$30,200; approved unanimously.

*Health Officer.* Duties include septic issues, occupancy permit revocations. Motion by Letty, seconded by Alina to approve the level-funded Health Officer budget of \$1; approved unanimously.

### **Old/Other Business**

Bylaws. The Committee reviewed suggestions presented by counsel.

Section III - A - 3. Insert the word “shall” before “delegate”

Section III - A - 4. Reword section to say “The Chair may draft and publish general public information reflecting the Committee voting results.”

Section III - B - 2. Replace “annually” with “within 5 business days of each meeting”.

Discussion about Section III - B - 3: historically and currently these tasks have been performed by the Chair, and will continue as such.

Section V - B - 3. Strike the first sentence.

Section VI - A - 4. In the second sentence, replace the word “such” with “non-public”. Replace “by a recorded vote passed” with “disclosed”. At the end of the second sentence, insert “unless the committee votes to seal the minutes”.

Section VI - A - 5. In last sentence, insert “on” between the words “vote” and “adjusted”.

Section VI - D - 1. Replace “Chair’s permission” insert “Chair prior to the meeting”. Replace “prior to the start of a” with “during the”.

Section VI - D - 4. Strike sentence and replace with “A quorum of the committee must be physically present at the meeting location in order for any member to participate electronically.”

Section VI - D - 5. Strike section.

Section VI - F - 5. Strike all language after “in the meeting”.

Section VI - F - 6. Strike all language after “rights of the members”.

Section VI - F - 7. Strike all language after “and decorum”.

Section VI - F - 8. Strike section.

Section VI - G - 2. Strike the second sentence.

Section VI - G - 3. Strike the second sentence.

Section VI - H - 8. Strike the section.

Section VI - H - 10b. (renumbered after striking 8). Strike all words after “quorum is present”.

Section VII - A. After second sentence, insert “Any other opinions or public statements are that of the individual in their personal capacity and do not necessarily represent the viewpoint of the Committee.”

Section VII - B/C. Strike both sections.

Section VIII - B - 2. At the beginning of the second sentence, insert “If applicable, a”. Replace “to” with “will” after “default budget”.

Motion by Letty, seconded by Alina to approve the bylaw changes discussed.

### **New/Other Business**

Letty had been asked to provide health insurance information/rates currently used by the school. Premiums for the school health trust pool are \$500-\$1000 lower than the town’s. For example, the Town family plan premium is \$3,257, while the school family plan ranges from \$1,400-\$2,700. Letty/Jon will find out: can town employees join the school pool; are the plans comparable; could the town combine with other towns?

### **Public Comment**

No one present.

Meeting adjourned at 8:29 pm.

**Upcoming Meetings.** The following schedule has been revised since our last meeting.

Dec 11 2023 at 6 pm: Budget Committee Meeting. Potential budgets to discuss: Fire, Library

Dec 18 2023 at 6 pm: Budget Committee Meeting. Potential budgets to discuss: Police, Animal Control, Insurance, possibly others

Jan 15 2024 at 6 pm: Budget Committee Meeting. Potential budget to discuss: Swasey, Solar

Respectfully submitted,  
Michelle Siudut, Secretary