

**Town of Brentwood Municipal Budget Committee  
Minutes of October 21, 2024 Committee Meeting**

*Members present:* Jack Mitchell (chair), Michelle Siudut (secretary), Alina Arida, Kat Niemiroski, Brian Duffy (Swasey rep), Jennifer Jones (BOS rep).

*Members absent:* Gabbie Kelly

Guests: Mark Kennedy, Dexter Swasey

Jack called the meeting to order at 4 pm. The pledge of allegiance was recited.

**Meeting Minutes**

Motion by Alina, seconded by Jennifer to approve the September 16 2024 minutes; approved 5-0.

Motion by Jennifer, seconded by Michelle to approve the September 23 2024 minutes; approved 4-0-1.

Dexter Swasey was present to request a site visit to the Historical Society; Nov 11 at 5 pm

**Selectboard Report - Jennifer Jones**

\*The BOS has been managing the 2 positions on leave as best they can. Budget process may get a little complicated, as BMSI no longer supports our budget software.

\*Hoping to move Fire and Police budgets earlier in season, as previously discussed.

\*\$473K ARPA funds received. Funds used so far: Highway addition (\$101K), new firefighter (\$57K), amphitheater (\$133K), police cruiser (\$42K); new voting machine (\$10K), pickleball/tennis courts at Rec (\$41K), PFAs gear for Fire (\$24K), amphitheater change orders (\$11K). There remains \$54K which needs to be pledged by end of year (potentially for mold remediation at PD).

\*The BOS have approved 3% (projected increase) COLA and up to 2% merit. There was a public comment asking if new employees would be eligible for those; generally no. There was public comment to limit COLA to the 2.4% which SS recipients will get; BOS had already approved the 3% when the SS number was announced; #s were based on Three Bearings recommendations; Jack requested that report.

\*Fire Department staffing is a concern as we seem unable to retain employees; wage adjustments for that department will likely be presented.

**Swasey Report - Brian Duffy**

\*Brian will confirm the Dec 16 date for the Swasey budget to be presented.

\*SAU Admin budget discussion tonight; although that budget will increase, a reduction is expected for Brentwood's portion.

\*Brian will submit an article to BNL regarding the school budgeting process.

\*Solar Panels: The bond and building permit are set; materials should arrive this week; anticipate a 6-week installation, to be completed by end of year.

Jack requested Swasey population figures; Brian did not have on hand but will forward.

## **Budgets**

*Planning Board/ZBA.* Mark Kennedy outlined primary changes. \*Circuit Rider line is level funded however the Circuit Rider L/R shows an increase for updating the Master Plan (Glen Greenwood gets 1st choice, but if Glen does not have time, we would need funds to hire someone else).

\*Rockingham Planning Commission dues has an increase of \$473; discussion about what we get for this money? Mark said we receive trainings, manuals and other services. Glen feels this membership is an asset; it provides info on the rest of the county, outside of Brentwood. Doug Finan and Doug Marino both currently on this Commission; Stefanie is on Transportation. (Commission works directly with the State to decide transportation upgrades; Comm members get a vote on this). \*Overtime is included in Wages; however it will be separated when someone figures out the software. \*Motion by Alina, seconded by Kat to approve \$126,104, which is an 8.01% increase; approved 5-0

*Zoning.* Motion by Brian, seconded by Alina to approve \$1,401, which is level funded; approved 5-0.

*Legal.* Motion by Kat, seconded by Brian, to approve \$37,127 which is level funded; approved 5-0.

*Executive Office.* Some discussion about particular lines such as annual medical exams, LOSAP, Consortium. Motion by Michelle, seconded by Alina, to approve \$25,005, which is level funded; approved 5-0.

*Assessing.* Motion by Alina, seconded by Brian, to approve \$47,901, which is level funded; approved 5-0.

*Emergency Management.* The Seabrook station line decreased to \$1 due to a vote at Town Meeting to establish a CRF for this. Motion by Alina, seconded by Michelle; to approve \$6,376 which is a decrease of \$8499 or -5.7%; approved 5-0.

## **Old Business**

*Budget Expenditures YTD:* No concerns at this time.

*Audit:* some members had not yet completed their review. \*Jennifer noted the Health/Dental/Disability Insurance number differed from what is in town report by \$14K;

suspecting it is because those numbers vary month to month. \*It would be preferable to have the Annual Report amount agree with the final budget amount; perhaps we can consider how to better relay actual numbers including encumbrances. \*Jack noted that RSA limits borrowing to 3% of town assessments which is \$22M; we've already borrowed \$1.5M.

*Long-Term Debt/Bond*: distributed via email, for reference

*Capital Reserve Funds*: distributed via email, for reference

*Impact Fees*: Distributed via email, for reference. Town discontinued 55+ rules, but were in effect when River Run began; that's why no impact fees for schools from those homes.

*Capital Improvements Plan*: distributed via email, for reference

*Sketches of Brentwood*: distributed via email, Jack will post on Town Website

### **New Business**

Fire Chief met with Jack to discuss salary concerns mentioned earlier. The department is currently understaffed, with 1 open FT position; and 1 FT planning to leave. Chief feels the department is under funded for the number of firemen in relation to the number of residents in our town. Chief is nearing retirement age; no in-house replacement.

Municipal Building. Public comment session for tonight was canceled. These are not well attended; it was suggested that these session dates be determined further in advance to allow for better advertising. \*Jennifer said initial estimates are coming back very high. They are likely to solicit bids from other companies. \*Next Committee meeting will be Oct 29 at 1:30 pm.

### **Upcoming Meetings**

Oct 28 2024 at 6 pm: Regular Meeting

Nov 11 2024 at 5 pm: Site Visit at Historical Society

Nov 18 2024 at 6 pm: Regular Meeting

Nov 25 2024 at 6 pm: Regular Meeting

Dec 9 2024 at 6 pm: Regular Meeting

Dec 16 2024 at 6 pm: Regular Meeting

Motion by Brian to adjourn; meeting adjourned at 5:05 pm.

Respectfully submitted,

Michelle Siudut, Secretary