

Approved

**Town of Brentwood  
Budget Committee Hearing  
Minutes of October 22, 2012**

*Present:* Elyse Seeley (Chair), Bill Faria, Bob Mantegari, John Lyon, Dianne Vosgien (School Board Representative), Krista Steger, Ken Christiansen (Selectmen Rep).

*Absent:* Malcolm Allison (excused)

*Visitors:* Crystal Buswell, Carol Pipinias (Jim Clark took pictures of new BudCom members)

Chairperson Elyse Seeley called the meeting to order at 7:05 pm.

1. Motion to approve draft minutes from October 1, 2012. Diane/Krista. With correction, 5-0, 2 Abstentions(Ken and Krista).
2. Discussed correspondence received.
  - a. Email sent to us Select Board decisions to grant 2% COLA across the board. Clarified by Ken: the Department Heads are allowed to give this COLA, and if appropriate, merit raises. The raises will be taken out of the Dept budgets, and subject to approval by the Selectmen. In addition, we received the FICA and Medicare increases and retirement increases mandated by the state as follows:

A. FICA 6.2%	(None for full time police and fire personnel)	
B. Medicare:	1.45%	
C. NH Retirement	Jan/June	July/Dec
Employees	8.80%	10.77%
F/T Police	19.95%	25.30%
F/T Fire	22.89%	27.74%
  - b. Elyse shared with Board the documentation request to Karen Clement related to the sale of the old fire house, ie: the account and name of the Capital Reserve fund where money has been added (for a new fire vehicle), and the disposition of the additional funds above and beyond the amount deposited to the Capital Reserve. Since this is requested information related to budget by citizens we would like to collect this information before the town meeting. We discussed that we believe this was all discussed and voted on at previous town meetings, and should be easy enough to document. This information gathering should satisfy the committee and anyone else with any questions related to the sale.

**Old Business**

1. We discussed the data form Carolyn is keeping at BudCom's request. Clarified for any questions on accuracy. Provides a baseline of information on residential revenues, including foreclosure, assessment, sales, etc to provide some indication of the revenue flow to the town related to residential dwellings.

2. Field trip schedule: We have scheduled a field trip on Saturday, Nov. 17, to visit Highway Dept (8AM), Library(8:30), and Historical building (9 AM) to get a sense of the needs of these Departments construction requests/requirements as related to their budget requests. The public is welcome to join us on this field trip. This will be posted as a meeting, albeit a roaming one.
3. John provided a report on the Capital Improvement Plan (CIP). He attended a meeting of the CIP group and we discussed the very preliminary numbers the CIP is working with at this time. A final CIP is expected by the end of the year. There were some questions about the numbers accurately reflected Brentwood portion related to the schools, and also whether these numbers reflect the needs of the town departments in the longer term. Another issue is whether completed tasks should appear on the CIP.
  - a. Motion to recommend removal of completed items unless necessary for fees to be assessed and updated, Bob/Diane, Approved 7-0.
  - b. John will get additional information for us after the next CIP meeting in November, and report back to BudCom. John advised the CIP group is being guided by Glenn Greenwood, who is the county circuit rider planner. This plan is a requirement necessary for the town to be able to charge impact fees in the future. Elyse reminded the committee this is a plan, not a budget, but rather if there is a need in the future this provides the town a plan.
4. Town Audit was provided to the BudCom however the Audit is outdated (12/31/2010). A new Audit will be available at the end of the year, 2012 and the data will be more current at that time. We will get a copy of the new audit when it becomes available.

### **New Business**

Elyse provided copy of actual and anticipated Revenues, year to date, to give us a picture of the current financial status of revenue. This will provide us a view of the current financial status of expected revenue for budgeting for this coming year.

### **Town Budgets:**

1. Budget Committee Budget. Motion Bob/Diane to approve our BudCom budget in amount of \$700.00, approved 7-0, 1 absent.
2. Emergency Management Budget, Motion Bob/Diane to approve Emergency Management Budget in the amount of \$6,375.00, approved 7-0 1 absent.
3. Executive Office/Town Meeting Budget, Motion Bob/Diane, to approve Town Moderator budget in the amount of \$3001.00, approved 7-0, 1 absent.
4. Conservation Commission Budget, Motion Bob/Diane to approve Conservation Commission in the amount of \$19,627.00, approved 6-1, 1 absent.
5. Elections, Registrations & Vitals Budget, Motion Bob/Diane, to approve Elections, Registrations & Vitals in the amount of \$4 926.00, approved 7-0, 1 absent
6. Public Comments None

8:09 Motion to Adjourn, Bob/Diane, 7-0

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Minutes respectfully submitted by  
William C Faria