

Town of Brentwood
Budget Committee Meeting at Brentwood Town Office
Meeting Minutes of January 25, 2021

Present: Keith Levitsky (Chair), Alina Arida, Andy Artimovich, Lois DeYoung, Liz Faria, Melissa Litchfield, Michelle Siudut

Visitors: attending remotely were Jack Mitchell, Liz McConnell, Kim Leo

Keith called the meeting to order at 7:01 pm and the pledge of allegiance was recited. Motion by Lois, seconded by Keith to approve the January 18 2021 minutes; approved 6-0-1 Keith said per Town Moderator Chamberlain we are planning to proceed with Town Meeting date as currently scheduled (March 13).

Melissa said the School moderators discussed combining the hearing date and school district meeting date. Swasey School District hearing/meeting will tentatively be held on Thursday, March 4 at 5:30 pm at EHS. This facility can accommodate 280 people masked and socially distanced; as well as a separate room for unmasked attendees remaining socially distanced. We would need to provide residents with transportation to EHS.

As a result of the change in the Swasey School District meeting date, in order to comply with regulations the BudCom would need to change their public hearing to Thursday, February 4th with a 6:30 meeting and a 7 pm Hearing. There was much discussion about the confusion this may cause, notification of the date in Brentwood Newsletter had already been posted etc.

Motion to change the meeting date to February 4 passed 4-3-0.

Andy and Keith said they would assist with stuffing the Brentwood Newsletters with the change.

Updates from Selectmen

Andy said Chief Arcieri has announced she will be resigning in April to take a position on the Attorney General's Drug Task Force.

The Selectboard has reconciled their budget to match ours. The Benefits line may be underfunded with hiring a new chief, who will be full-time.

Updates from School Board

Melissa said they have not met with paras yet, so the School Board is not ready to present a warrant article for that. They are still deliberating the food service warrant article, which will probably be for \$35,000.

Warrant Articles

C/R for Hardware. Motion by Andy, seconded by Keith to discuss. There was confusion as to what we had voted for Hardware. What we voted for previously was \$46K for hardware support. Karen has estimated it is \$125K to replace equipment every 5 years; we try to replace 2 per year. Balance in this fund is currently \$35,088.49. Motion by Andy, seconded by Melissa to approve \$25,000; motion passed 4-3-0.

C/R Town Buildings Maintenance. Motion by Andy, seconded by Melissa to discuss. There is currently \$60,000 in this fund. Expected expenditures to include carpets at town hall (\$20K), doors at BRC (\$12-20K), masonry at Library. Motion by Andy, seconded by Liz to approve \$50,000, motion passed 4-3-0.

Andy said another warrant article may be coming from Police Chief for \$50,000 for the police facility fund.

Other Business

Bylaws. Keith distributed the recommended corrections we received from Primex. The changes were reviewed.

Suggested to amend item 4 in Section VI-A to read

Non-public Meetings - All meetings are open to the public except that on a motion adopted by vote of a majority present, as provided in RSA 91-A:3 which may be discussed in non-public session. All committee decisions on such matters shall be by a recorded vote passed in an open meeting.”

Suggested to correct spelling of title in Section VI-C and remove the number eight.

Section VI-C. Quorum: A quorum shall consist of a majority of members of the budget Committee including the appointed members from the Board of Selectmen and the School Board as provided by RSA 21:15.

Suggested to correct the RSA and add two more subsections in Section VI-D, renumber items 2 through 5 as 4 through 7 and add new D.2 and D.3.

Section VI-D. Electronic Attendance

According to RSA 91-A:2 III, a member of the Budget Committee can attend a meeting electronically via conference call per cell phone or other electronic telecommunication device subject to the following provisions:

1. Member’s electronic attendance must be arranged with the Chairman’s permission and approved by a vote of a quorum of the Budget Committee prior to the start of a meeting.
2. The reason for electronic attendance must be reflected in the minutes.

3. Any member attending electronically shall identify any other persons present in the location from which the member is participating.
4. The electronic attendee cannot be counted to make a quorum.
5. The electronic attendee must attend the entire meeting to insure fair representation of the issues to be approved by majority vote.
6. Conference phone call setup (speakerphone) must be such that the electronic attendee hears all the discussion on an issue including the questions/comments from the general public, and vice versa.
7. All votes, when there are members attending electronically, must be by roll call.

Section VI-H.2. Strike the last sentence which reads, "Any motion affecting any salary shall include an effective date."

Section VI-E.2. In section 7 remove the word "citizens". Insert new section 8 "Public comment on agenda items or town business". Renumber remaining lines.

Section VI-F.5 replace with "To facilitate member and public participation in the meeting while preventing behavior that threatens safety, is discriminatory, constitutes harassment, criminal threatening or disorderly conduct, or which is not relevant to either the agenda items or any town business"

Section VII-A Replace "Official public statement made to the media, whether to reporters, in a letter to the editor, information fliers or other forms" with "Members shall not make statements expressly or impliedly on behalf of the Committee without authorization. Statements or commentary on behalf of the Committee..."

Section VII-B. In the first sentence, after the word "made" insert "by the Chairman". Further in the second sentence, after the words "approval if" insert the words "it was".

Section VII-C. After the word "individual" insert the words "in their personal capacity" and after the words "necessarily represent" replace the word "that" with "the viewpoint".

Suggested to re-letter C and D to D and E and insert new C in Section IX.

- A. These bylaws shall be known as the Municipal Budget Committee By-Laws of the Town of Brentwood.
- B. These by-laws shall become effective after adoption by majority vote of the Budget Committee at a regular or special meeting.

- C. At each organizational meeting annually, all members will be provided a copy of the bylaws and shall sign an acceptance and agreement to comply.
- D. These by-laws may be amended from time to time by the Budget Committee at a regular or special meeting.
- E. An amendment to these by-laws may be moved at one Budget Committee meeting but shall not be voted upon until the next regularly scheduled meeting. A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the town records.

Motion by Andy, seconded by Liz to approve the bylaws as amended; approved 5-1-1. A revised copy of the bylaws will be presented for committee members to sign at the next meeting.

Keith called for public comment. Jack Mitchell suggested the committee be provided the quotes Karen had obtained for health and benefits.

Motion by Keith, seconded by Lois to enter non-public session pursuant to RSA 91-A:3, II for matters which, if discussed in public, would likely affect the reputation of a person.

Voting in favor were Alina, Andy, Keith, Liz, Lois, Melissa, Michelle. Motion to go into non-public session passed 7-0-0 at 8:21 pm.

Voting to come out of non-public session were Alina, Andy, Keith, Liz, Lois, Melissa, Michelle at 8:25 pm. Realizing our action in non-public did not need to be non-public, motion by Lois, seconded by Andy to approve nonpublic meeting from January 4, 2021; passed 6-0-1. The non-public minutes were sealed the night of the meeting, and remain so.

Motion by Michelle, seconded by Lois to adjourn; unanimously approved. Meeting adjourned at 8:39 pm.

Upcoming Meetings

February 4, 2021 - revised date for Budget Committee Meeting/Hearing (was February 8)
Budget Committee Meeting at 6:30; Public Hearing at 7

Respectfully submitted,
Michelle Siudut, Secretary