

Town of Brentwood Municipal Budget Committee
Minutes of August 18, 2025 site visit at Town Clerk office

Committee Members: Jim Hajjar (chair), Michelle Siudut (secretary), Gabbie Kelly, Letty Bedard (BOS rep)

Staff: Town Clerk Daphne Woss

Guests: Mark Kennedy

4:19 pm

Woss provided Hajjar with copies of job descriptions, promising to email pdfs for him to distribute to the rest of the committee.

Town Clerk is open 42 hours weekly. Staffing is sufficient. Woss is happy with the new part-time hire, who works 16 hours and does not require benefits.

Woss hopes to purchase another voting machine this year for \$7500.

We will need to budget for 5 elections in 2026. It costs \$500 to program each machine for each BALLOT; additionally there is a cost per page. The last election cost approximately \$2K for the day (programming, staffing, paper, lunch, etc.)

If the town goes to SB2, we will definitely need another machine and each election will cost more.

New tax software (for printing tax bills) may require new paper, Woss is not yet sure of the cost.

The abstract line is for mortgage research, liens etc.

Hajjar asked what percentage of transactions are in person vs mail vs online. Woss was not certain of those numbers, but said most people still come in to the office.

Woss asked if we are removing health insurance? Hajjar said no, that we are looking at alternative options.

Visit concluded at 4:54 pm.

Respectfully submitted,

Michelle Siudut, Secretary