

Town of Brentwood Municipal Budget Committee
Minutes of September 25, 2025 site visit with Town Administrator

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

Staff: Julie Stevens

4:31 pm

In the absence of a town administrator, Finance Director Julie Stevens offered to sit in on this visit. Job descriptions were requested to identify what positions are responsible for certain tasks. Job descriptions for Finance Director, Town Administrator, Building Inspector/Code Enforcement will be distributed to BudCom but not shared publicly by this committee. Awaiting job descriptions for Treasurer, Deputy Treasurer, Bookkeeper/Clerk.

Budget sheets were distributed. These will be more formally reviewed at budget meetings, but an overview of changes was provided.

- Assessing: 22% increase due to property appraisals t \$3,150 per month
- Code Enforcement: Salary line increase to include additional hours at a higher rate; addition of NH Retirement, training, publications
- Debt Service: The bond for the purchase of the Nooney-Munger property is added. There may be another property being pursued in 2026.
- General Government: Grant writer line was reduced as that position is open.
- Information Systems: Large increase in purchase line due to recommendations of Block5. Software we had been utilizing was no longer being supported and our current machines were incapable of certain upgrades so some new machines were purchased.
- Benefits: These figures are unknown until new rates are announced next month.
- Insurance: These figures are unknown until new rates are announced next month.
- Waste Collection: Discussion of 2025 budget being underfunded; discussion of how to project for next year, seeing as the residents will be voting at Town Meeting on manual v automated. This budget will see a minimum of 5% increase, per contract.
- Finance: 3% COLA increases for both Finance Director and Treasurer.
- Executive Officer: One current BOS member does not take a stipend, but it has been added back into the budget in case that member is not re-elected.

Other budget sheets distributed were for Town Administrator, Street Lighting, Government Buildings, Joint Loss, Legal, Mosquito Control.

Visit concluded at 5:10 pm.

Respectfully submitted,
Michelle Siudut, Secretary