



**From:** Jim Hajjar - Chair, Brentwood Municipal Budget Committee  
**To:** Town of Brentwood Department Heads  
**Date:** September 11, 2025  
**Subject:** Updated FY2026 Budget Review and Departmental Site Visits

Dear Department Heads,

As we begin preparations for the FY2026 budgeting process, the Municipal Budget Committee is scheduling a series of departmental site visits to better understand each department's operations and initial budget requests.

These visits will provide committee members with the opportunity to observe facilities, ask questions in context, and gain deeper insight into the personnel, equipment, and programmatic needs driving your FY2026 operating budget requests.

<b>FY2026 Budget Committee Site Walk Schedule</b>	
<b>Department</b>	<b>Date and Time</b>
Recreation	Thursday, July 24 <sup>st</sup> 4:30PM
Fire	Monday, August 11th 4:30PM
Library	Thursday, August 14 <sup>th</sup> 4:30PM
Election, Tax Collector, Town Clerk, Town Meeting	Monday, August 18th 4:00PM
Highway, Snow & Ice Control	Thursday, August 21st 4:30PM
Police	Thursday, September 4th 4:30PM
Assessing, Code Enforcement, Debt Service, Executive Office, Finance, General Government, Government Buildings, Information Systems, Insurance, Joint Loss Management, Legal, Mosquito Control, Recycling, Street Lighting, Town Administrator, Waste Disposal, Welfare	Thursday, September 25th 4:30PM (will tour Grange Building as well)

To help us prepare for the visits, please be ready to provide the following for each budgeted position in your department:

- \* A current job description
- \* A summary of roles and responsibilities
- \* The number of hours worked per week for each position

This information is essential for the Committee to evaluate personnel costs and assess staffing levels across all departments in a consistent and transparent manner.



## Brentwood Municipal Budget Committee

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We would also appreciate a tour of the Grange Building that is used to house our local Brentwood Historic Society.

Thank you for your cooperation and your continued dedication to the Town of Brentwood. We look forward to working collaboratively with you throughout the FY2026 budgeting process.

Sincerely,

**Jim Hajjar**

Chair, Brentwood Municipal Budget Committee  
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