

Town of Brentwood Municipal Budget Committee
Minutes of November 17, 2025 Meeting held at Town Office

Members Present: Jim Hajjar (Chair), Michelle Siudut (Secretary), Letty Bedard (Selectboard rep), Alina Arida, Gabbie Kelly, Dan Hebert (Swasey rep), Kat Niemiroski

Hajjar called the meeting to order at 6 pm. The pledge of allegiance was recited. Motion by Bedard, seconded by Niemiroski to approve the November 10 2025 meeting minutes; approved 7-0.

Selectboard Report - Letty Bedard

*Insurance subcommittee recommended BOS update the Employee Handbook to use 100/80/80 split, with Plan B as basis. The subcommittee also recommended the BOS consider helping employees with their deductible.

Swasey School Report - Dan Hebert

No update since last week.

Budgets

Emergency Management (4290-27) Hajjar stated EM Director Rick Murphy was asked to attend, but declined. Niemiroski questioned the salary line; Bedard said it is an hourly rate; Hajjar asked if we received information on the hourly rate & number of hours (as we have for other departments); we had not. Kelly asked why General Supplies and Seabrook Station lines went to 0; Bedard said the Seabrook Station appropriation was moved to a capital reserve fund; she was unsure why the General Supplies line changed. Bedard stated budgets had been trimmed for this year, to more accurately reflect actuals; suggested those 2 lines be funded with \$1. Motion by Kelly, seconded by Siudut to approve \$4,627 which is level funded; motion passed 7-0.

Executive Office (4130-01) Bedard asked what pre-emp physicals were, Town Administrator Julie Stevens responded police and fire. Hajjar asked what LOSAP was, Bedard said it was formerly used for bonuses. Question on what Contingencies are, not really known. Bedard said the selectboard line covers stipend for 4 members, as 1 member declined his pay. Motion by Siudut, seconded by Kelly to approve \$19,412 which is a decrease of \$1,493 or 7%; motion passed 7-0.

Legal (4153-12) Hebert asked about the spike in 2023; Bedard said employment issues, contracts. Hajjar asked who our attorneys are; Bedard said Mitchell Municipal. Hajjar questioned Bedard about the rate, which was unknown. Motion by Kelly, seconded by Siudut to approve \$33,503 which is a decrease of \$499 or 1%; motion passed 6-1.

Election (4140-06) Niemiroski asked why the salary line increased so dramatically; Town Clerk Daphne Woss said the increased number of elections. Woss said the intent is to fund the cost for the highest number of elections every year so it does not fluctuate, so that if the town goes to SB2, this budget will be covered even if a default budget passes. Arida suggested a CRF be set up for this. Hajjar asked about salaries line, Woss explained how salaries are calculated based on 4 elections. Clerks are paid at

\$10/hour. 3 supervisors at every election at \$200/ea. Police detail is 1 officer for 12 hours at \$70/hr. There is an additional officer at presidential elections (for a total of 3 at presidential). Town meeting has 3 officers for 8 hours at \$70/hr; they also stand at ballot boxes at Town Meeting. Woss said the police detail amount will be removed from the Police Budget and included in this budget. Hajjar stated it is not law to have police officers at elections. Motion by Siudut, seconded by Hajjar to approve \$25,601 which would fund 3 elections; an increase of \$19,049 or 291%; motion failed 2-5. Siudut said this is an easy reduction to consider and asked each committee member to consider what they will be willing to cut to stay within the tax cap; no one responded. Motion by Kelly, seconded by Niemiroski to approve \$29,951, which is a \$23,399 increase, or 357%; motion passed 4-2-1.

Town Clerk (4140-05) Woss stated increases in convention line to include deputy, and dog licenses. Salary lines are at 3% increase. Hajjar inquired about the salary page being budgeted for extra weeks. Woss explained that a former TA had instructed Woss to budget for anyone working extra hours in this manner, adding 3 weeks in her line and 6 weeks in deputy line; Woss said these funds are used to pay the deputy or the part time person beyond their regular hours. Arida suggested including a line for overtime, or something like that. Other Committee members agreed to wanting those funds in a separate line. Motion by Siudut, seconded by Hajjar to table the Town Clerk budget to better identify extra hours; motion failed 3-4. Motion by Kelly, seconded by Arida to approve \$97,524, an increase of \$3,685 or 4%; motion passed 4-3.

Tax Collector (4150-04) Motion by Kelly, seconded by Arida to approve \$98,573, an increase of \$3,635 or 3.8%; motion passed 4-3.

Town Meeting (4130-03) Motion by Kelly, seconded by Arida to approve \$3,601, and increase of \$800 or 28%%; motion passed 5-2.

Joint Loss Management (4225-26) Hajjar confirmed this budget was acceptable to TA Stevens. Motion by Arida, seconded by Bedard to approve \$2, which is level funded; motion passed 7-0.

Health Officer (4419-31) Motion by Siudut, seconded by Arida to approve \$1, which is level funded; motion passed 7-0.

Siudut asked Bedard why she supported a 2.8% salary increase at BOS, but is supporting 3% now. Bedard stated she actually wanted larger than 2.8%.

Public Comment

Ched Miller. Questioned how they came to \$70 detail rate in Election budget; Bedard said this is a general detail rate which does not include admin fees or other benefits. Miller wondered why this is separate from their regular pay.

Liz Faria stated in an election year we should pay for 3 elections.

Motion by Arida, seconded by to adjourn; meeting adjourned at 7:43 pm; motion passed 7-0.

Upcoming Meetings - All meetings are open to the public and livestreamed on Brentwood's YouTube channel.

Mon, Nov 24 at 6pm: Budget Committee meeting

Mon, Dec 8 at 6pm: Budget Committee meeting

Mon, Dec 15 at 6pm: Budget Committee meeting

Wed, Jan 7 at 6pm: Budget Committee meeting

Mon, Jan 12 at 6pm: Budget Committee meeting

Feb 4 at 6pm: Budget Committee Hearing - Brentwood Rec

Feb 12 at 6pm: Budget Committee Hearing (if needed) - Brentwood Rec

Mar 2 at 6pm: Swasey School District Meeting at Swasey School

Mar 14: (potential) Town Meeting at Swasey School

Respectfully submitted,

Michelle Siudut, Secretary