

**Town of Brentwood Municipal Budget Committee
Minutes of April 6, 2026 Meeting held at Town Office**

Members Present: Jim Hajjar (Chair), Michelle Siudut (Secretary), Gabbie Kelly, Kat Niemiroski, Bob Mantegari (Selectboard rep)

Excused: Alina Arida, Dan Hebert (Swasey rep)

Hajjar called the meeting to order at 6 pm. The pledge of allegiance was recited. Hajjar thanked Committee members for a successful budget season and for support during his first year as chair. Hajjar welcomed Bob Mantegari as the new Selectboard representative.

Election

Motion by Kelly, seconded by Mantegari to elect Hajjar as Chair; passed 5-0.

Motion by Hajjar, seconded by Niemiroski to elect Siudut as Secretary; passed 5-0.

Minutes

Motion by Mantegari, seconded by Kelly, to table the February 5, 2026 meeting minutes. Mantegari rescinded the motion. Motion by Niemiroski, seconded by Kelly to approve the February 5, 2026 meeting minutes; passed 4-0-1 (Mantegari abstaining)

Motion by Kelly, seconded by Niemiroski, to approve the February 5, 2026 Public Hearing minutes; passed 4-0-1 (Mantegari abstaining)

Updates

BOS: Mantegari said one of the Highway truck needs repair, cost yet unknown. Aside from that, the town is doing well with the fairly level-funded budget approved at Town Meeting. Niemiroski asked what the cost of a new truck would be and what is in the CRF. Mantegari said he hopes the truck will be repaired, rather than needing to be replaced. Hajjar said that CRF balance should be around \$151K after what was approved at Town Meeting.

School board: Hebert was attending the school board meeting, so was not present to report.

Budget Review

In review of the Final Budgets approved at Town Meeting, Hajjar stated only two things changed from what was originally presented; the vote to use unreserved fund balance to fund the Master Plan warrant article request of \$8,500 and the rejection of the Fire Department warrant. Total overall increase is \$14,336 or 0.2%.

Old Business

Mantegari thanked Letty Bedard for all of her work last year.

New/Other Business

- a. Subcommittee updates. Hajjar stated the Health Insurance subteam will focus on Swasey health insurance options, as that was the largest increase in the Swasey budget.

Public Safety Strategic Planning Sub-Team. Hajjar said this is comprised of himself, Selectboard member Jim Michaud, the fire chief, the police chief and the highway superintendent. They will gather data with the goal of creating a 10-year plan for fire, police, and highway services. This data should assist in development of the CIP.

Trash. Kelly said up to this point we have just been data collecting. Residents with experience in the waste industry have approached her to assist. Mantegari stated he is the Brentwood rep to the Southeast Regional Refuse Disposal Committee. We currently have a contract with SRRDC through 2030 (with 4% incremental annual increase); Rochester site will close in 2035; we can extend to 2035 (under same terms) but we need to get a plan before 2030. Mantegari suggested members of the Trash Subcommittee attend the next SRRDC meeting.

Hajjar wants to establish an official committee at this point, to give the team more authority to approach trash companies, etc. This will require Kelly posting meetings and minutes. She will confirm with current "members" if they want to be on the official sub-committee. Motion by Hajjar, seconded by Mantegari to establish the Trash Talk Subcommittee; passed 5-0. Kelly asked if we need to record the meetings; Mantegari said if this room is available we can use it, if not we don't have to record.

- b. YTD Expenditure/Revenue Reports. Hajjar distributed this via email. He asked members to review the report and send him any questions or concerns, which he will forward to the TA. Kelly requested future reports also include last year's YTD/QTQ numbers, for comparison.

Siudut noted the heating oil for Highway is almost fully expended; Mantegari said they are considering getting a used-oil furnace burner.

Kelly asked if the Energy and Efficiency Committee still exists; answer unknown though they are still listed on the town website.

Kelly asked about the revaluation spending; Mantegari said they are still completing inspections. It appears the amount in the budget for this year will pay the remaining amount that will be due for last year's revaluation.

- c. Impact Fee Review. Hajjar had sent by email a long document about how impact fees are calculated. When the Building Inspector approves a new dwelling, the builder must pay the impact fee at that time. Impact fees must be spent within 6 years or returned to the payer. TA Stevens stated impact fees must be used for NEW items due to growth; it cannot be for replacements. Expenditures are approved by Selectboard, then distributed by the Treasurer.

Treasurer Ambrose Kizza distributed the December TD Bank statement of impact fee balances, and a spreadsheet of impact fees collected and which account they were allotted to. Hajjar asked if distributed amounts are tracked, to be sure they are spent within the 6 years; Kizza said it would be difficult to track each payment and expenditure, but that the year end totals show funds are expended within the 6 year limit.

Siudut asked how often the transfers take place; Kizza said monthly but that he is behind. Mantegari said the BudCom should receive quarterly impact fee balance reports.

Hajjar identified the RSA which states expenditures for the prior year must be done no later than 60 days after year end.

Hajjar asked if the impact fee balance report has ever been included in our Town Report; TA Stevens said it has not been in the Town Report since 2023.

Kelly asked Kizza for a report that includes expenditures as well as revenues, once it is updated for all of 2025.

Niemiroski asked for a current Capital Improvement Plan. Hajjar will connect with the Planning Board chair. A member of the audience stated the CIP was not updated in 2025.

Niemiroski asked if we will be doing site walks again. We do have some new department heads. Hajjar said he appreciated them. Mantegardi said Rec fields were actually costing more than they were making; Rec would be a good one to visit.

Hajjar wants balances on Revolving Accounts.

Hajjar wants to review the Audit, when it is ready. Mantegari said the 2025 audit will start June 22nd.

Public Comment

None

Motion by Siudut, seconded by Kelly to adjourn at 7:36 pm.

Upcoming Meetings - Meetings are public and livestreamed on Brentwood's YouTube channel.

May 11: BudCom Meeting 6pm

Jun 3: BudCom Meeting 6pm

Respectfully submitted,
Michelle Siudut, Secretary