



Brentwood Municipal Budget Committee

From: Jim Hajjar - Chair, Brentwood Municipal Budget Committee

To: Town of Brentwood Department Heads

Date: July 29, 2026

Subject: FY2027 Budget Review and Departmental Site Visits

Dear Department Heads,

As we begin preparations for the Town of Brentwood's FY2027 budget, the Municipal Budget Committee will once again conduct its annual departmental site visits. These visits provide committee members with the opportunity to observe your operations firsthand, become familiar with your facilities and equipment, and better understand the personnel, operational, and capital needs that will shape your FY2027 budget request.

Each site visit is expected to last approximately 45 to 60 minutes. Please be prepared to provide an overview of your department's operations, staffing, equipment, major accomplishments, current challenges, anticipated capital needs, and the principal factors expected to influence your FY2027 budget request.

FY2027 Budget Committee Site Walk Schedule	
Department	Date and Time
Highway, Snow & Ice Control	Thursday, August 13 4:30 p.m.
Library	Monday, August 24 4:30 p.m.
Fire	Thursday, August 27 4:30 p.m.
Election, Tax Collector, Town Clerk & Town Meeting	Monday, August 31 4:30 p.m.
Police	Thursday, September 10 4:30 p.m.
Recreation	Thursday, September 17 4:30 p.m.
Town Administrator (Assessing, Debt Service, Executive Office, Finance, General Government, Government Buildings, Information Systems, Insurance, Legal, Recycling, Waste Disposal)	Thursday, September 24 4:30 p.m.

Please review the proposed schedule and let me know by **Friday, August 7** if your department has a scheduling conflict. We are happy to adjust dates or times as needed.

Over the next several days, I will send each department a FY2027 Budget Worksheet showing the FY2026 approved appropriations by budget line. These worksheets are intended to serve as the starting point for developing your FY2027 budget request. Additional budget instructions and submission deadlines will be provided following the departmental site visits.



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Because Brentwood voters approved the adoption of the SB2 form of government at the 2026 Town Meeting, the FY2027 budget process will include the development of a statutory default budget. The default budget serves as the contingency budget that would take effect if the proposed operating budget is not approved by the voters.

In addition, New Hampshire House Bill 1575, which became effective this year, assigns the primary responsibility for establishing and correcting the default budget to the Municipal Budget Committee rather than the Select Board. Although the law changes the statutory responsibility, our intent is to continue developing the default budget collaboratively with the Select Board and each department head to ensure that it is accurate and complies with state law. To assist departments with this new process, I plan to schedule a 30-minute workshop in early September covering the preparation of both the proposed operating budget and the statutory default budget.

For your reference, I have attached a presentation explaining the default budget process. In general, the default budget begins with the prior year's appropriations and is adjusted only for legally required increases or decreases and to remove one-time expenditures. We will not review your estimated default budget during the site visit, but it will be an important part of your initial FY2027 budget submission. Please feel free to contact me if you have any questions before then.

Thank you for your cooperation and for your continued dedication to serving the residents of Brentwood. The Budget Committee looks forward to working collaboratively with each of you throughout the FY2027 budget process.

Respectfully,

Jim Hajjar

Chair, Brentwood Municipal Budget Committee

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