Middlesex Budget Committee
Regular Meeting
Tuesday, January 24, 2023
4:30 PM

Present: Randy Drury, Elias Gardner, Mark Harris, Dorinda Crowell

Meeting Minutes

4:36 Call to Order (Zoom issue delayed the start of the meeting)
4:40 Other Business

- Review and approve Dec 13th meeting minutes 2022-12-13 Budget Committee Minutes.rtf
    - Elias moved to approved the minutes, and Randy seconded
    - The motion passed, 3-0
- Review and finalize the 2022 Budget Committee Annual Report 2022 Budget Committee Report.docx
    - Dorinda clarified the Lister wage item. It's not wholly an increase; it's more bringing two town employees on the payroll to perform the duties a contracting firm has been doing
    - That said, Elias questioned if we should even include it in the report. Randy and Mark agreed to remove it.
    - Elias thought the Special Services increase of $10,000 needed more context; what's it for? Randy and Dorinda responded that it's mainly for contracting work. Mark agreed to add verbiage to make that clear.
    - Randy thought the Special Articles sentence needed more context, as some people might not understand what each Article was for. All agreed to make the sentence two separate bullet points, with an explanation for each Article
    - Dorinda reported that the new fund is now named Asset/Heavy Equipment. Mark will modify the Special Article section wording to reflect this change.
    - Dorinda reported that since the Governor has not approved the Australian Ballot format for the 2023 Town Meetings, the numbering of the Special Articles may need to change.
    - Mark will revise the Report with the current numbering, pending this change, and distribute on Wednesday, 1/25 (Action item 21).
    - Randy moved to accept the Annual Report changes, notwithstanding the Special Article numbering, and Elias seconded. The motion passed, 3-0.

- Review and determine changes to the CIP Process, particularly Step 8 Middlesex CIP Process V1.0, using as reference the CIP Assets Inventory Middlesex Capital Asset Inventory V1.0
    - Step 8, Monitoring the CIP:
        - As assets are replaced, and added/financed into the budget under debt service, we should remove that lifespan of the asset from the worksheet
        - Mark described this as annual maintenance, with the update cycle reflecting the following:
            - As an asset is replaced, and its debt service included in the budget, that asset's iteration would be removed from the Asset Inventory.

        - An example would be the Grader, purchased in 2021. It's in the Public Works Debt Service section of the budget, so the current iteration in the asset inventory, which began in 2021, should be removed. We'd leave the future iterations of the Grader in the workbook to tell us when it will next need to be replaced.
        - Using this method, we can see the current debt service in the budget, and future new expenses in a given year in the asset inventory, to arrive at a future predicted total debt load, all other things being equal.
        - Mark reported that the Grader and the newly purchased Dump Truck are still reflected as current costs in the inventory, despite being put in service and reflected under Debt Service in the budget.
        - Mark offered to expand Section 8 of the CIP Process, and update the Asset Inventory to remove extraneous costs for the Grader and Dump Truck as a first step in updating the process. (Action item 22)
        - Elias had some comments on Section 4 of the Process document, and will send Mark a marked up version for updating. (Action item 23)
    - Mark asked about the Planning Commission being involved in the approval process for new items added to the CIP. Randy explained that the Planning folks' purpose is to give the OK that the item is in conformance with the town plan.

- The group began discussion on the next meeting in February, but was abruptly cut off by the Zoom call automatically ending at 5:16 PM.

Date Created	Action Item #	Assignee	Action Item	Due Date	Date Closed
12/13/22	20	Mark	Add review of CIP request process to a future agenda item	12/31/22	1/23/23
01/24/23	21	Mark	Revise the Report with the current numbering, pending this change, and distribute on Wednesday, 1/25	01/25/23	01/25/23
01/24/23	22	Mark	Expand Section 8 of the CIP Process document, and update the Asset Inventory at the same time	02/10/23	
01/24/23	23	Elias	Send Mark a marked up version of the CIP Process document for updating	01/27/23	01/24/23
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