Middlesex Budget Committee
Regular Meeting
Tuesday, April 18, 2023
4:00 PM

Present: Randy Drury, Elias Gardner, Mark Harris, Zarah Vincent, George Longenecker

Meeting Minutes

4:00 Call to Order - Welcome New Members - Amendments

- The Committee welcomed Zarah and George as new members

4:05 Other Business

- Review and approve Feb 21st and March 21st meeting minutes 2023-02-21 Budget Committee Minutes.rtf2023-03-21 Budget Committee Minutes.rtf
    - Elias moved to accept the February and March meeting minutes. Randy seconded. The motion carried 3-0-0.
- Review of CIP for new members
    - Intake Form Middlesex CIP Intake Form FY2023.1
    - CIP Process Middlesex CIP Process FY2024.1
    - Capital Asset Inventory Middlesex Capital Asset Inventory FY2024.1
    - Mark provided a brief history of the CIP:
        - Work group formed in Summer 2021 which included Randy, Elias, Theo Kennedy, Liz Scharf, and Peter Hood, along with the State consultant, Christian Meyer
        - The work group created the three documents above, with the Asset Inventory being the most time-consuming
        - Last year (2022) the Budget Committee was tasked with implementing the CIP. In doing so, they accomplished the following:
            - Held educational meetings with key depts/committees
            - Proposed a change to the annual budget to separate Operational from Capital spending
            - Proposed creating a Asset/Equipment fund, and appropriating $50,000 to this fund, via Special Articles
            - Updated the Capital Asset Inventory to reflect funding changes for the FY 2023/24 budget
            - Updated the CIP Process document to include instructions on how to accomplish the annual updates to the Asset Inventory
            - To bring the new members up to date, Mark suggested sending them the PowerPoint presentation used to educate the depts. and committees last year. *(Action Item 30)*
- Review FY 2024 Items in the Capital Asset Inventory
    - From the Aggregated tab, for FY 2024/25:
        - $5,000 for the Town Hall - Mark asked if this, for ADA access, was going to be spent. Randy replied that likely not, as the feasibility study is underway on either a new or renovated Town Hall
        - $170,000 for a new Excavator for Public Works - Randy noted that discussions between Victor and Eric were focused on whether to repair the existing one, for $30,000-$40,000, and limp along, or to purchase a new one. If a new one is purchased, Victor has mentioned it will likely be a smaller (and less expensive) model.
        - $30,000 for paving - this is a yearly contribution to the paving fund.

        - Elias previously asked if Paving was part of the CIP, and the answer was Yes. Randy clarified that things like gravel purchases were currently not.
        - Mark asked if the Center Road 1.1 mile paving job was completed in 2022. Randy reported that it was. The replacement year was updated to 2037. Randy also volunteered that the McCullough Hill Road .25 mile section should be updated to 2037 for its replacement year as well.
- New CIP items - Rumney court resurfacing -
    - Mark will email Mitch on status of the questionnaire to add this to the asset inventory *(Action Item 31)*
    - Randy mentioned discussions were underway to split the cost between the next two fiscal years
- Additional changes to the CIP Process
    - Mark mentioned the 4/30 date for new submissions, and Elias noted that the public meeting on the CIP is supposed to occur in June
    - Mark asked how these dates came about, as they seemed premature for the FY 2024/25 budget. Randy recalled that Christian, when drafting, wanted a date certain for submissions, to get folks' attention. He also recalled that the June meeting was arrived at so people could attend before scattering on summer vacations.
    - Elias suggested holding as much as possible to these dates, to test-drive the process. Mark will send an email blast to affected depts/committees for any new CIP asset items, and provide a little leeway in the submission date, to May 30th. *(Action Item 32)*
- Other items -
    - Randy reported that the Morbark Wood Chipper is on its last legs, and Victor and Eric may decide to rent one going forward, to avoid the cost of a new one
    - Randy reported that a new section of Shady Rill from the corner nearest the Gazebo to 100 feet beyond where the pavement ends, around French Road. The cost is being considered for paving, in FY2024 (July). George asked what the estimated cost was. Randy replied that he'd find out. *(Action Item 33).* When this is fully known, it will be added to the Asset Inventory.
    - The committee hadn't nominated a Chair for the current year. Elias nominated Mark, and Randy seconded. The motion passed, 5-0-0.
    - The next meeting will be held Tuesday, May 16th, at 4:00.

- The meeting ended at 4:56 PM

Date Created	Action Item #	Assignee	Action Item	Due Date	Date Closed
4/18/23	30	Mark	Send Zarah and George the PowerPoint presentation used to educate the depts. and committees last year.	4/21/23	4/18/23

4/18/23	31	Mark	Email Mitch from Rec Committee on the status of the questionnaire to resurface the Rumney courts	4/30/23	
4/18/23	32	Mark	Send an email blast to affected depts/committees to submit any new Capital Asset additions by May 30th	4/30/23	
4/18/23	33	Randy	Get an estimate of the new section paving for George	4/30/23	
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