Middlesex Budget Committee
Regular Meeting
Tuesday, June 20, 2023
4:00 PM

Present: Randy Drury, Elias Gardner, Mark Harris, Zara Vincent, George Longenecker, Dorinda Crowell

Meeting Minutes

4:03 Call to Order - Amendments - none
4:05 Other Business

- Zara had a question about procuring funds, and mentioned the availability of 3 million $$ through the rural infrastructure assistance program
    - Randy explained that the Select Board generally assesses fund availability for the Town
    - There was some discussion about grant writing, and Zara expressed an interest in learning how to write grants
    - Randy will mention this to Liz Scharf when she's back from vacation
- Review and approve May meeting minutes 2023-05-16 Budget Committee Minutes.rtf
    - Zara motioned to accept the minutes as written and Randy seconded
    - The motion passed 4-0-0
- Review Action Items
    - Action items 34, 35, and 37 were closed
- Paving cost updating for Shady Rill Section 1
    - The committee agreed that Section 1, the 2.2 mile stretch, scheduled to be repaved in 2028, should have its cost updated based on the updated bid for Section 1
    - With Section 2 estimated @ $296,515, and 1 mile in length, the consensus, after discussion, was to multiply the Section 2 estimate by 2.2 to arrive at the updated Section 1 estimate. The new Section 1 estimate will be $652,333.
    - Mark will work with Zara to update the estimate in the Capital Asset Inventory (*Action Item 38*)
    - Mark asked about State grants for paving, and how much we could expect to receive for the Section 1 project in 2028
        - Randy mentioned that in his experience, the match from the State was at least 20%
        - Dorinda explained the grant process:
            - Towns submit requests for paving
            - Depending on the amount of money set aside each year by the State, and the number of Towns requesting funding, the matches vary
            - The road foreman submits the request to the State
            - The highway folks are adept at this process; they've been doing it for years
        - The State match is truly variable, as evidenced by the 67% match for Section 2
        - There was discussion about increasing the annual contribution to the Paving Fund beyond the $30K figure, based on rising paving costs
        - After much discussion, the consensus was to leave it at $30K at this time
- Capital Budget items eligible for FY 2024/25 budget

    - Town Hall - $30K (Elevator)
        - This is for elevator repairs
        - It will only be used if the elevator breaks down
        - We're deferring as much Town Hall maintenance as possible, in light of the feasibility study for the new/renovated Town Hall
    - Fire Dept. Vehicles - $125K (replacement of 1986 Rescue)
        - Randy reported that Jeff Koonz is keeping his eye out for another used vehicle to replace it
        - The $125K estimate is for a new vehicle, which will not be purchased
    - Public Works Vehicles - $195,500 (International Dump Truck)
        - Eric Metivier has diagnosed the truck's issue with 4WD as a differential bearing issue
        - He plans to fix it himself
        - If fixed, the truck should last its useful life, and have the customary trade-in value
    - Paving - Shady Rill, Section 2 - ***this work is being covered in the FY2023/24 budget, so will be removed***
        - $296,515, funded by
            - $200K from State grant
            - $96,515 from existing Paving Fund (approx. $105K)
    - Fund Allotments - $106K
        - Bridge - $6K
        - Building - $10K
        - Paving - $30K
        - Garage - $5K
        - Recreation - $5K
        - Asset/Equipment - $50K
- Set public meeting date/time for FY 2024/25 Capital Budget review
    - Randy suggested using one of the committee's regularly scheduled meeting dates for this special meeting
    - After much discussion, the committee landed on a meeting on September 26th at 6:00 PM.
    - Mark will draft a PowerPoint presentation, and distribute for feedback (*Action Item 39*)
- Other matters that may come before the committee
    - Dorinda produced a copy of the State Standard Grant Agreement for the Town Highway Class 2 Program, the $200,000 award for Shady Rill Section 2
    - Dorinda also provided an updated snapshot of the town capital funds. Zara and Mark will update the Capital Asset Inventory accordingly (*Action Item 38*).
- The next meeting will be Tuesday, July 18th, at 4:00 PM
- The meeting adjourned at 4:52 PM

Date Created	Action Item #	Assignee	Action Item	Due Date	Date Closed
5/16/23	34	Mark	Remind folks who have new Capital items the week of May 22nd	5/22/23	5/22/23

5/16/23	35	Mark	Add public meeting discussion item to next meeting agenda	6/16/23	6/16/23
5/16/23	36	Mark	Add quarterly budget review to Oct. mtg agenda	10/13/23	
5/16/23	37	Mark	Send agenda to Sarah 48 hours prior to each mtg	6/16/23	6/16/23
6/20/23	38	Zara Mark	Update the Capital Asset Inventory for: - Updated Shady Rill Section 1 estimate - Updated town capital fund balances	7/18/23	
6/20/23	39	Mark	Draft a PPT presentation for the September Capital Budget public meeting	7/31/23	
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