Middlesex Budget Committee
Regular Meeting
Tuesday, April 16, 2024
4:00 PM

Present: Elias Gardner, Mark Harris, George Longenecker, Zara Vincent, Samantha Beaudoin

Meeting Minutes

4:01 Call to Order - Amendments
4:02 Other Business

- Review and approve March meeting minutes
  - 2024-03-19 Budget Committee Minutes.rtf
  - Zara motioned to approve and Elias seconded
  - The motion passed 4-0-1 (George hadn't joined yet)
- Review action items -
  - 47 was closed; Mark received the latest capital fund totals from Cheryl, and Zara and Mark will make the updates
  - 48 is still open, and will be addressed with the capital fund updates
  - 49 was closed as Mark sent out the request to depts on April 10th, with a deadline of June 30th
- Validating Highway Capital Plan from 2023 Annual Report against the Capital Asset Inventory - Mark mentioned that he noticed the 5-year Road Construction Plan on page 25 of the Annual report, and that it would be good to validate this against what's documented for the capital items in the Capital Asset Inventory. This will be added to the Asset Inventory update list (*Action Item 50*)
- Grant updates -
  - Zara reported that she and Steve Dennis are on the new Town Road Committee and she hopes to get a list from him
  - Zara also wrote to Senator Sanders' office requesting grant $$
  - Sam reported that Steve Dennis had contacted Liz Scharf to discuss grants as well
- CIP Budget process for FY 2025/26:
  - New items from depts/committees by June 30th
  - Draft CIP budget for August meeting review
  - Share CIP FY 2025/26 budget outlook at an October meeting
- Thoughts/brainstorming on garnering community interest in Capital planning:
  - Mark noted that because this topic doesn't hold much interest, other avenues need to be explored to educate our town
  - Zara suggested monthly updates on Capital Planning
  - Zara suggested making announcements at the Wednesday summer bandstand concerts
  - Sam suggested publishing info. On What's Next Middlesex or the Town website
  - Elias suggested having a table @ Town Meeting, to educate folks as they vote
  - George suggested we get $$ and time estimates for getting our roads back up to snuff

    - Mark suggested, in the short term, we could begin publishing education blurbs/modules, brief in nature, on What's Next Middlesex or the Town Website
    - Elias said it's easier to build and maintain an area for this on the What's Next Middlesex site, so the group agreed to pursue this option
    - Mark offered to draft the first educational blurb, for our next meeting *(Action Item 51*)
- Other matters that may come before the committee:
    - There was discussion about the number of trees being down in the roads recently, due to the latest storms, and Sam reported that there were several trees down on one road, stopping traffic for hours while the road crew cut through the trees
    - Elias wondered if our road crew would need to be expanded in the future to cover what's likely to be more of these incidents, along with 'standard' road maintenance
    - Sam asked, being a new member, if she could sit in on the Capital Asset Inventory updates to learn about the process. She'll join Zara and Mark.
- Scheduling next meeting
    - There was consensus to skip meeting in May, and meet next in June
    - The next meeting will be June 4th at 4 PM

The meeting adjourned at 4:37 PM

Date Created	**Action Item #**	**Assignee**	**Action Item**	**Due Date**	**Date Closed**
03/19/24	47	Mark	Get latest Capital Fund updates from Cheryl	4/16/24	4/11/24
03/19/24	48	Zara Mark Sam	Update the Asset Inventory to reflect the Rescue Vehicle purchase in Oct. 2023, and update the Capital Fund balances	4/30/24	
03/19/24	49	Mark	Reach out to town depts for any new items to be added to the Capital Asset Inventory, with a deadline of May 31st	4/16/24	4/10/24
04/16/24	50	Mark Zara Sam	Compare 5-yr Road Construction Plan against the Capital Asset Inventory for accuracy	4/30/24	
04/16/24	51	Mark	Draft first Capital Plan education/orientation update	6/4/24	