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

Present: Elias Gardner, Mark Harris, George Longenecker, Zara Vincent, Samantha Beaudoin, Randy Drury (guest)

Meeting Minutes

4:00 Call to Order - Amendments - there was one, to add to the Road Committee update the Road Inventory item
4:05 Other Business

- Review and approve April meeting minutes
  - 2024-04-16 Budget Committee Minutes.rtf
  - Zara motioned to approve the minutes as written and Elias seconded
  - The motion passed, 5-0
- Review action items
  - Items 48 & 50 were closed by Zara, Mark and Sam in a separate Zoom meeting
  - Item 49 was closed, as Mark sent out the email to affected depts. re: any new items to add to the capital asset inventory, with a due date of June 30th
  - Item 51 was closed, as Mark distributed the 1st orientation/education module for review
- What's Next Middlesex web page discussion -
  - After much discussion, the committee decided on the following:
    - One page on the WNM website
    - Name the page Budget Committee
    - In the page, create sections for subject matter - i.e., Budget Basics, Capital Planning, etc.
  - Laurie Scharf is hosting the June 12th meeting to discuss the WNM website, and Elias is attending in Mark's absence
- Review 1st Capital Planning Orientation module -
  - Elias suggested a one-liner to define, as succinctly as possible, the Operating and Capital budgets
  - Mark will address and reissue this week (*Action Item 52*)
- Road Committee Update -
  - Zara outlined the 4 sub-groups of the 18-member committee:
    - Team Fix - short term / emergent road fixes (mud list) - was put together with Paul Ceminara, with input from Eric Metivier
    - Team Friends - focused on survey results (180+ respondents!) from mud season danger zones on roads
    - Team Future - dealing with issues like to pave or not to pave, etc.
    - Team Financing - looking at available grants, etc. to upgrade the roads
- Road Inventory Question -

    - Currently, roads aren't considered capital assets. That may change at some point in the future, but currently they're not listed in the asset inventory, except for the few stretches of paved road that we have to fund via matching from state grants
    - Randy reported that Eric has a road inventory. It may not be complete, but it's a good start.
    - The group agreed that the Road Inventory should be a Highway Dept asset at this point, separate from the Capital Asset Inventory
    - Mark surmised that the Road Inventory could eventually become part of the Capital Budgeting process, after the number and replacement cost of all road items (culverts, gravel, etc.) is known and communicated
    - Mark asked Zara what the AOT needs to award grants to towns for road upgrades, etc. Zara responded that the first thing requested is an estimated cost of road fixes, by location. The discussion was concluded by agreement that the road inventory should be reviewed, updated, and the new version put online (i.e., Google Docs)
    - Once that's completed, there can be further discussion on how to address future road costs at a macro level
    - Zara volunteered to work with Eric to begin upgrading the current road inventory, and possibly getting a student to help with the detail work (*Action Item 53*)
    - Elias asked Mark to send the latest/greatest version of the Capital Asset Inventory, so it can be published on the WNM site (*Action Item 54)*
- Drafting CIP budget presentation for August meeting review -
    - Mark will draft, using last year's as a base
    - There are very few items for the Capital Budget for FY 2025/26
- Other matters that may come before the committee - Sam asked about funding for mapping for Listers. There are $$ in the current Operating budget to fund. i
- Next Meeting - will be Tuesday, August 20th @ 4 PM

The meeting ended at 4:40 PM

Action Item #	Assignee	Action Item	Due Date	Date Closed
48	Zara Mark Sam	Update the Asset Inventory to reflect the Rescue Vehicle purchase in Oct. 2023	4/16/24	6/4/24
49	Mark	Reach out to town depts for any new items to be added to the Capital Asset Inventory, with a deadline of June 30th	4/16/24	6/4/24
50	Mark Zara Sam	Compare 5-yr Road Construction Plan against the Capital Asset Inventory for accuracy	4/30/24	6/4/24
51	Mark	Draft first Capital Plan education/orientation update	6/4/24	6/4/24

52	Mark	Insert short definitions for Operating and Capital budgets in the What's In A Budget orientation document	6/7/24	
53	Zara	Initiate the Roads Inventory with Eric	6/30/24	
54	Mark	Send Elias the updated Asset Inventory	6/7/24	
55				