Middlesex Budget Committee
Regular Meeting
Tuesday, September 17, 2024
4:00 PM

Present: Zara Vincent, Mark Harris, Elias Gardner, Samantha Beaudoin, Dorinda Crowell (guest)

Meeting Minutes

4:00 Call to Order - Amendments - none added to the agenda
4:05 Other Business:

- Review and approve August meeting minutes
  - 2024-08-20 Budget Committee Minutes.rtf
  - Zara moved to approve, and Mark seconded
  - The motion passed, 2-0-0
- Review action items
  - Zara provided Mark with an update from Eric on the CIP budget items forecast for FY 2025/26
- What's Next Middlesex web page status (Elias)
  - Elias reported that the June meeting focused on getting RFPs to redesign the Town Website, not the WNM website
  - Zara added that the Select Board has received several responses to the RFP, and that Laurie Scharf is reviewing them
  - The WNM website has a Capital Planning link
  - The Town Website has CIP info. as well, including the latest version of the Capital Assets Inventory
  - Elias suggested committee members review both sites and come to the October meeting with suggestions on what Budget info. to put on each site (*Action Item 56*)
- Review What's In A Budget document (Mark)
  - Short blurbs defining the meaning of Operating and Capital budget items were added to the document
  - No other changes were requested
  - Elias moved to accept the document and Zara seconded
  - The motion passed, 4-0-0
- Road Committee Update (Zara)
  - Final reimbursement requests have been created for Govt and Culver Hill work, as well as Shady Rill. They total approx. $720K, and we expect FEMA to reimburse these at 100%.
  - The FEMA PM has another 3 reimbursements he's working on
  - 12 of 20 road repairs are complete. 3 have been sent for reimbursement to FEMA.
  - There's a Road Committee meeting on Thursday (9/19), with a few key items on the agenda -
    - Grant Applications

        - A recommendation to the SB that driveway culvert maintenance be taken over by the town (road crew)
- Review Draft CIP budget presentation for FY 2025/26 (Mark)
    - Changes to document - Dorinda requested a change to the financing of the Komatsu Loader; the first loan payment will be in FY 2027
    - Timing of meeting -
        - Consensus developed around having the presentation as part of our next scheduled meeting
        - Mark will advertise in FPF several times before the Sept meeting (*Action Item 57*)
        - We'll also provide a link to the recorded presentation in FPF after the meeting
- CIP discussion on 25% match for FEMA disasters -
    - This would mean finding $250K for a $1M disaster
    - Zara also mentioned the matching, usually 25%, we'd have to find for any grants awarded for the road improvements
    - Dorinda reported that FEMA reimbursement for 2023 is as follows:
        - 100% for Category A & B repairs
            - Category A = Debris removal
            - Category B = Emergency protective measures
        - 90% for Category C, which are road improvements
        - There is some confusion over whether the reimbursements Zara's currently working on are Cat B or C, or a mix. Zara will seek clarification. (*Action Item 58*)
- Other matters that may come before the committee -
    - What's left for ARPA money was discussed
    - Dorinda reported that we have approx. $315,000 in the ARPA bucket
    - $45,000 will be used for the Fire Dept. Turnout gear, which will reduce the total to $270,000
- Scheduling next meeting - it will be Tuesday, October 15th, @ 4 PM

The meeting adjourned @ 4:40 PM

Action Item #	**Assignee**	**Action Item**	**Due Date**	**Date Closed**
55	Mark	Check with Eric on Capital budget items for FY 2025/26 - ● Town Garage Doors ● Komatsu Loader	8/23/24	9/4/24
56	All	Review both Town and WNM websites and come to the next meeting with suggestions on what Budget info. to put on each	10/15/24	

57	Mark	Advertise Capital Budget Preview at next Budget meeting in FPF multiple times	10/1/24	
58	Zara	Seek clarity on the Cat B vs C work	10/15/24	
59				