Middlesex Budget Committee
Regular Meeting
Tuesday, October 15, 2024
4:00 PM

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

Meeting Minutes

4:10 Call to Order - Amendments - none added
4:11 Other Business:

- Review and approve September meeting minutes
  - 2024-09-17 Budget Committee Minutes.rtf
  - Zara motioned to approve the minutes as-is
  - Elias seconded
  - Minutes were approved 4-0
- Review Capital budget presentation for FY 2025/26
  - Mark presented the Capital Planning proposed budget for FY 2025/26
  - Two Capital items need to be replaced:
    - Town garage door frame, estimated @ $11,000
    - Komatsu Loader, estimated @ $85,000
  - Zara mentioned that the town is getting a more accurate estimate on the garage door frame
- Review action items:
  - AI- 56: After much discussion, the committee felt it prudent to link CIP items on both the Town site and the WNM site. Elias suggested putting links to the WNM site for the following:
    - CIP Budget Presentation for FY 2025/26
    - The CIP process document
    - The Capital Asset inventory
    - Mark added the What's In A Budget educational primer
    - Mark will ship the above docs to Elias, to post on the WNM website (*Action Item 59*)
  - AI-57: Mark posted 2 Event blurbs on the Capital Budget planning on FPF, along with the standard posting of the meeting agenda
  - AI-58: Zara clarified the difference between Category B vs. C work:
    - Cat B - emergent and usually temporary
    - Cat C - this is for longer term fixes
- Road Committee Update (Zara)
  - The Road Committee will be presenting a change to the SB tonight on the town taking over driveway culverts
  - The committee applied for and won a grant (Better Roads REI) to help with road inventory
  - The Planning committee is applying for a Municipal planning grant this fall which could help assess which culverts still need to be upsized and/or fixed
  - A Hazard Mitigation Grant grant is being pursued to address the Portal road slide off issue

- FY 2025/26 budget planning cycle:
    - Assuming it starts next month (Nov)
    - Mark will update the Capital Budget FY2025/26 presentation with a more accurate estimate for the town garage doors, when Zara sends it. Then Mark will forward the proposed Capital Budget to the SB.
    - The SB will be inviting departments to SB meetings to present their budget - Zara will get confirmation on when the budget cycle is starting (*Action Item 60*)
    - After all budgets have been submitted, the Budget Committee will meet ad-hoc to propose budget changes
    - The proposed changes will be documented and forwarded to the SB before their next meeting
- Other matters that may come before the committee
    - 2024 agendas & minutes on Town Website - Mark noticed they aren't on the site, so Elias suggested sending them all to Sarah in one email, so she can upload to the site (*Action Item 61*)
- Scheduling next meeting - it will be Tuesday, November 19th, @ 4 PM

The meeting adjourned @ 4:38 PM

Action Item #	**Assignee**	**Action Item**	**Due Date**	**Date Closed**
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	10/15/24
57	Mark	Advertise Capital Budget Preview at next Budget meeting in FPF multiple times	10/1/24	10/4/24
58	Zara	Seek clarity on the Cat B vs C work	10/15/24	10/15/24
59	Mark	Mark will ship 4 docs to Elias, to post on the WNM website	10/22/24	***10/18/24***
60	Zara	Confirm start date, from Select Board, for next year's budget cycle	10/29/24	
61	Mark	Send 2024 agendas & minutes to Sarah, to post on the Town website	10/22/24	***10/18/24***
62				