Middlesex Budget Committee
Regular Meeting
Tuesday, February 18, 2025
4:00 PM

Present: Zara Vincent, Mark Harris, Elias Gardner, Samantha Beaudoin, Dorinda Crowell, Sarah Merriman

Meeting Minutes

4:03 Call to Order - Amendments - none offered
4:04 Other Business:

- Review and approve January meeting minutes
    - 2025-01-21 Budget Committee Minutes.rtf
    - Zara moved to approve the minutes as written and Sam seconded
    - The motion passed 4-0
- Review Action Items - 65-68 were closed, as they're all on this meeting's agenda
- Road Committee Updates:
    - Portal Road grant status - no further progress reported
    - The Great Brook Project is moving along - aerial view via drone has been completed, and any grant awarded will be for a further study. THere will likely be a 25% match required.
    - Folks are working on a municipal grant for the driveway/culvert policy, as we need to ensure all culverts are right-sized
- Next steps for WNM Site for Budget Committee:
    - After much discussion, consensus was to leave the site as-is
    - Elias suggested we find people to review the site and propose improvements
    - We'll keep that in mind for later this year
- Pending Capital Asset Inventory updates:
    - New FD Boiler (installed in January 2025?) - Mark will reach out to Jeff for its useful life, needed to update the inventory (*Action Item 69*)
    - Town Hall Furnace (needs replacement) - this will be done in 2025, and funded out of the Town Building fund. After it's done, the inventory will be updated.
    - HW International Dump Truck (pending replacement) - Eric will determine when to purchase this
- Town Hall positions/rates discussion:
    - Concerns were raised about relatively inexperienced people coming into Town Hall jobs at a relatively high hourly rate
    - Discussion ensued about having hourly rate ranges for the following positions:
        - Town Clerk
        - Assistant Town Clerk
        - Treasurer
        - Assistant Treasurer
        - Select Board Clerk
    - Ideally, the positions would have ranges with Minimum/Midpoint/Maximum values, perhaps spanning $10 for each range

    - The ranges would be updated regularly (every 2-3 years) using comparable reference data, like VLCT
    - Dorinda offered that all town positions should be updated to reflect this change, i.e., all the part-time roles - Listers, Health Officer, Animal Control Officer, Zoning Administrator, and Recreation Director
    - The ranges would also apply to the Road Crew
    - Mark offered to draft a memo to the Select Board, and have a draft distributed for review at our next meeting (*Action Item 70*)
- Potential Town land sales as revenue -
    - Mark reached out to Peter Hood about sales of town land. Peter responded that the Select Board has considered selling land before, but most of the land is land-locked or under covenants prohibiting development (the Town forest would fall under this category)
    - Sarah reported that there's actually very little town land suitable for sale or building
    - The listers could, in their work, compile a list of parcels eligible for sale
    - Discussion will resume after we have a concrete list
- Other matters that may come before the committee -
    - Zara reported that we received a FEMA reimbursement of $634,000 for the Shady Rill/Govt Hill/Culver Hill repairs
    - She also reported that another FEMA reimbursement will arrive in March for about $435,000
- Scheduling the next meeting - it will be Tuesday, March 18th, at 4 PM.

The meeting was adjourned at 4:45 PM.

Action Item #	**Assignee**	**Action Item**	**Due Date**	**Date Closed**
69	Mark	Reach out to Jeff for the useful life of the new FD boiler,	2/21/25	
70	Mark	Draft a proposed job rate range memo for review at our next mtg	3/15/25	
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