Middlesex Budget Committee
Regular Meeting
Tuesday, May 20, 2025
4:00 PM
Location

Present: Zara Vincent, Mark Harris, Elias Gardner, Samantha Beaudoin, and Stacey Skadberg (guest)

Meeting Minutes

4:05 Call to Order - Amendments - none offered
4:07 Other Business:

- Review and approve April meeting minutes
    - 2025-04-15 Budget Committee Minutes.rtf
    - Elias moved to accept the minutes as written, and Sam seconded
    - The motion passed, 3-0-1
- Review Action Items - Mark created the new version of the Asset Inventory for FY 2026, and Elias updated the link to it on the WNM website
- Wage Range proposal review and finalization:
    - There was consensus was to propose combining the Town Clerk and Treasurer positions into one, as the vast majority of towns our size have done this
    - There was also consensus to use $10 ranges for F/T positions, and $5 ranges for P/T positions
    - Sam asked about the objective of the wage ranges, particularly for F/T positions, as our Clerk/Treasurer wage is significantly above the state median
    - This led to a discussion on how to set the midpoint for each range, and Elias suggested setting our midpoints at 10% over the state median
    - Zara suggested looking at the possibility of a combined Asst Clerk/Bookkeeper F/T role, and if it exists in the VLCT data
    - Mark will draft the memo to the SB, with ranges for all positions reflecting midpoints @ 10% above the state median values (*Action Item 72*)
- New CIP item - Emergency Road Repairs:
    - Zara noted this came up in discussions with the CV Regional Planning folks
    - Mark asked if this fund would be a matching fund where the state would provide most of the $$
    - Zara clarified that the state wasn't anticipating having funds in the future to assist towns with paying for these types of repairs
    - Mark mentioned with the high cost of these types of repairs (millions of $$) it wasn't realistic to expect the town to save much in a fund; the majority of the financing would likely be S/T loans from the Bond Bank, and then the purchase of a L/T bond
    - Mark also noted that a new Capital fund would need to be approved via Special Articles at a Town Meeting, like the prior Asset/Equipment fund was a few years ago
    - The annual contribution amount for this fund will be discussed at the August meeting

- Purchasing Policy review:
    - Stacey joined the meeting to discuss and review the Purchasing Policy
    - Stacey shared policies from other towns in our area, and they had different thresholds for soliciting bids, higher approval, etc.
    - After much discussion, the group decided on the following purchase levels, assuming all are within the town/dept budget:
        - Purchases up to $10,000 will be defined as incidental and will not require bids or approval from anyone other than the dept. head
        - Purchases between $10,001 and $30,000 will be defined as minor, and will require two (2) bids (RFQ) and approval from the SB Chair and the Treasurer
        - Purchases over $30,000 will be defined as major, and will require three (3) bids (RFQ) and approval from the Select Board
- Other matters that may come before the committee - none raised
- Scheduling next meeting - will be Tuesday, August 19th, at 4:00 PM

The meeting was adjourned at 4:55 PM.

Action Item #	Assignee	Action Item	Due Date	Date Closed
71	Mark	Create a 2026.1 version of the Capital Asset Inventory	04/30/25	04/18/25
72	Mark	Draft Wage Recommendation memo to SB	05/30/25	
73				