Middlesex Budget Committee
Regular Meeting
Tuesday, September 16, 2025
4:00 PM
Location

Present: Samantha Beaudoin, Elias Gardner, Mark Harris, Matt Rkiouak, and Zara Vincent

Meeting Minutes

4:04 Call to Order - Amendments - none offered
4:05 Other Business:

- Review and approve August meeting minutes
    - 2025-08-19 Budget Committee Minutes.rtf
    - No changes were suggested
    - Elias moved to accept the August minutes as written, and Zara seconded
    - The motion passed, 5-0
- Review Action Items -
    - Mark mentioned that Matt was in the process of updating the Capital Asset Inventory (CAI), AI 73. Mark gave Matt Edit access to the CAI and its Copy that is linked to the WNM website.
    - The FY 27 Capital Plan presentation was distributed to committee members, and will be reviewed during this meeting
- Capital Funding Presentation for FY 2027:
    - Mark reviewed the PowerPoint and the following points were made:
        - The CAI is a planning/advisory document, which ultimately feeds into the annual budget, namely in Debt Service sections of affected depts.
        - This year's CIP process was consolidated due to the Select Board's request for a review of planned Capital expenditures for the next 3 years
        - This review was held at the June 17th SB meeting, at which several capital cost estimates were updated
        - New Capital Expenditures for FY 2027 are:
            - Town Septic Repair - estimated @ $40K; could be funded via existing funds in the Building Fund, if desired
            - Freightliner Dump Truck replacement - while slated for 2027, this purchase will be made during FY 2026
            - Emergency Road Fund (new) - a fund to use for future flood repairs. Will require Special Articles for creation of the fund, and its annual contribution ($100K)
        - Elias and Mark commented that the annual Capital costs having visibility to voters has been a significant improvement
        - Zara suggested that if possible, Cheryl could review the FY 2027 draft budget with the budget committee before sharing with the Select Board. Mark will reach out to Cheryl *(Action Item 75*).
        - The total Capital funding request for FY 2027, which includes the new items listed and existing capital fund annual allotments, totals $146K.
            - This is a $45K increase from FY 2026

            - If the Town Septic is funded from existing funds, the funding request becomes $106K, a $5K increase from FY 2026
- Wage Ranges and the annual update process:
    - Mark mentioned that the ranges presented to the SB in June were based off VLCT FY 2024 figures, thus no adjustment was made for the 2024 inflation rate
    - Mark offered that adjusting the ranges by the prior year inflation rate each January seemed the most plausible approach
    - Elias asked which inflation rate would be used, and Mark opined that the rate used for Social Security COLA appeared to be the easiest to use
    - There was also discussion on whether to update the ranges annually, or just periodically, i.e., every three years
    - Where to store the wage range document was also raised, and it should be on the town's shared drive if it exists
    - Both of these topics will be raised with the SB at an October meeting
- Other matters that came before the committee:
    - Posting Agendas/Minutes to the town website -
        - We're missing minutes and agendas from Nov 2023 through May 2025
        - It makes more sense for a budget committee member to post to the website instead of the Town Clerk
        - Elias was unsure if the method to update the site had changed
        - This needs more investigation
    - The CAI update process was reviewed:
        - Mark will give Sam edit access to the CAI and its Copy that links to the WNM website, so multiple members gain experience in this process
        - Elias currently has the access to update the CAI link of the WNM website. Lauri is in charge of access, so since Matt is working with him, he'll get access to update the link.
        - In terms of updating the CAI, the macro process will be:
            - Making a copy of the CAI in case it's needed for restore purposes
            - Updating the CAI in place, following Step 8 Monitoring and Maintaining the Capital Asset Inventory in the Middlesex CIP Process FY 2024.1 document
            - Copying the CAI to the Copy Of version in the Current Versions folder
            - Updating the link on the WNM site

- Scheduling next meeting - will be held the third Tuesday of October, 10/21, @ 4:00 PM

The meeting ended at 4:43 PM.

Action Item #	Assignee	Action Item	Due Date	Date Closed
73	Mark Matt	Send Matt the necessary docs and hold an update session for the asset inventory	~~09/12/25~~ 09/30/25	
74	Mark	Draft the FY 2027 Capital Plan and distribute to members	08/29/25	08/25/25
75	Mark	Contact Cheryl on possibility of meeting with the budget committee one the FY27 budget has been drafted	09/30/25	
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