Middlesex Budget Committee
Regular Meeting
Tuesday, October 21, 2025
4:00 PM
Location

Present: Mark Harris, Matt Rkiouak, and Zara Vincent
Guest: Cheryl Grandfield

Meeting Minutes

4:20 Call to Order - Amendments - none offered
4:25 Other Business:

- Review and approve September meeting minutes
  - 2025-09-16 Budget Committee Minutes.rtf
  - Zara motioned to accept the minutes as written, and Matt seconded
  - The motion passed, 3-0-2
- Review Action Items -
  - Items 73 and 74 were closed
  - Mark reported that he would contact Cheryl on a date to review the draft FY 2027 budget with the Budget Committee when the budget build schedule is known
  - The meeting with Cheryl will likely be a just-in-time meeting, immediately prior to the first budget review work session, so it may be an ad-hoc Budget meeting
- Capital Asset Inventory updates status -
  - Matt has updated the Capital Asset inventory and the procedures document
  - Mark brought up the instance in which scheduled replacement/financing dates (years) are shifted, and the impact on the updates
  - Matt responded that it could be covered under the general maintenance process, and Mark agreed, as it's a rare situation
- Wage Ranges discussion @ Select Board meeting -
  - The frequency of updating the ranges for inflation will be discussed, as well as where the document will be stored
  - It's assumed that this committee will retain the responsibility of updating and publishing the new ranges
- Budget discussions @ Nov/Dec SB meetings -
  - Mark sent a response to Liz's query, to Liz and Cheryl
  - In it, the sequence and dates of dept budget requests from last year were documented
  - The two biggest depts will be reviewed first, Highway/Public Works and Fire
  - Last year, finalizing the budget stretched into mid-January
- Other Business -
  - Posting Agendas/Minutes to the town website - missing November 2023 through May 2025 - the Town website is under review for revampment, so storing of agendas/minutes for our committee will wait until more is known about the new look.
  - Zara reported that the new Building Committee is up and running, with 14 members. THeir goal is to determine what to do about the Town Hall and Town

Shed - replace with 2 buildings or one. If the recommendation is one combined structure, then where to locate it.

- Scheduling next meeting - will be held the third Tuesday of November, 11/18, @ 4:00 PM

The meeting adjourned at 4:45 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	09/22/25
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	
76				