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

Present: Sam Beaudoin, Elias Gerdner, Mark Harris, Matt Rkiouak, and Zara Vincent
Guest: Dorinda Crowell

Meeting Minutes

4:00 Call to Order - Amendments - none offered
4:01 Other Business:

- Review and approve October meeting minutes
    - 2025-10-21 Budget Committee Minutes.rtf
    - Zara moved to approve the October minutes as written, and Matt seconded
    - The motion passed, 4-0-1
- Review Action Items -
    - Mark noted that Acton Item 75 is now a Dorinda item
    - Dorinda has agreed to meet with the Budget Committee at a special meeting at 4:00 PM on Tuesday, January 6th, to review the Draft FY 2027 budget, just prior to the first deliberation meeting with the Select Board at 5:00 PM that day
- FY 2027 Budget Thoughts -
    - $100K for Flood Mitigation (Special Articles for new fund & annual contribution):
        - Zara confirmed that the new fund and annual allocation is the Select Board's intent
        - Mark mentioned that the $100K allocation represents a 5% increase to the current budget
    - New position - Municipal Administrator (P/T):
        - If the Select Board decides to hire a ½ time position, this will be a 2% increase to the current budget, and more when benefits are figured in
        - If the decision is made to hire a F/T Administrator, it's at least a 5% increase to the current budget, per Dorinda
        - Elias mentioned that when his firm budgets for a new position, they add 25% to the salary to accommodate benefits
        - Zara will determine what the scope of this new position entails (*Action Item 76*)
        - It's evident that this role would include new duties (grant writing as an example) and existing duties transferred from other Administrative F/T positions
    - Bldg Fund vis-a-vis Bond for New Town Hall/Offices
        - There was discussion re: the current Building Fund and its short-term use in light of the future of the Town Hall:
            - Mark suggested using some of the existing Building funds to pay for the Town Hall maintenance needed during FY 27, as a means to offset some of the known budget increase

        - Zara and Dorinda reported that there are sub-groups of the Bldg Committee exploring the following options:
            - Renovating the current Town Hall, as a cost significantly lower than the original proposal to town voters
            - Building a new structure to house Town Offices, as well as the deteriorating Town Garage
            - The plan is to estimate the cost of both proposals, with pros and cons, and then review them
            - Whatever is decided will be bonded through the VT Bond Bank and will require a special meeting for approval
            - The current timeline is to have concept(s) drafted to discuss at the Town Meeting in March
    - FY 2027 Capital Funding - Mark suggested potential opportunities to 'cut corners' in this area to offset some of the known budget increases
- Revised Wage Range Recommendation feedback:
    - Sam had some questions on the document that was distributed:
        - Proctor was listed as one of the comparable towns, but she didn't see any references in the wage data. Matt will follow up.
        - Sam also suggested that for the wage ranges, it be stated that the Town would always compensate above minimum wage, as some of the ranges have a minimum below that. Matt will update to reflect.
        - Same also had concerns about compensation for the road crew, around on-call duties. Dorinda explained that the crew gets 1.5X for overtime, and then additional pay when called out on Holidays.
- Budget discussions @ upcoming SB meetings:
    - 11/18 - Recreation & Cemetery
    - 12/2 - HW & Fire Depts
    - 12/16 - Genl Govt, Admin, & Town Hall
    - 1/6, 1/13, and 1/20 - reviews & finalization
- Posting Agendas/Minutes to the town website - timing of new town site:
    - Matt reported that the Vendor has produced a draft layout for the new website
    - Lauri Scharf is heading up the team to stand up the new site
- Other Business - none was discussed
- Scheduling next meeting - will be held Tuesday, December 16th, at 4:00 PM

The meeting adjourned at 4:53 PM.

Action Item #	Assignee	Action Item	Due Date	Date Closed
76	Zara	Get a rough sense of what a Municipal Administrator will do	12/16/25	
77				