

**Middlesex Budget Committee  
Regular Meeting  
Tuesday, April 5, 2022  
4:00 PM**

**Present:** Randy Drury, Theo Kennedy, Mark Harris, Dorinda Crowell

**Meeting Minutes (DRAFT)**

4:14 Call to Order

- Welcome Guests - Dorinda
  
- Formalize change to 4:00 meeting time and day(s)
  - Motion to formalize change to 4:00 meeting time made by Randy. Theo seconded. Motion passed 3-0-0.
  - We'll need to change the meeting times on the town website. Mark to address (Action Item 01)
  
- Approve 2022-03-15 Meeting Minutes
  - Randy motioned to approve the 3/15/22 minutes with comments. Theo seconded. Motion passed 3-0-0.
  - Mark mentioned that Agendas were given to Sarah by Elias to store on the town website. Not sure about Minutes. Mark will check. (Action Item 02)
  - Dorinda remarked that prior Budget Committees generally met with the Select Board @ budget time, and held no separate meetings.
  
- Other Business
  - CIP Update:
    - The final version was approved by the Select Board at the 3/15 meeting
    - Randy and Dorinda reported that Draft 3 was circulated at the Select Board meeting
    - Mark will reach out to Liz/Christian/Elias to locate the latest version(s) of the three documents (Action Item 03)
    - Randy shared the latest Inventory workbook, and Dorinda reported that she has updated fund balances to provide for the next meeting (Action Item 04)
  - Next step(s) for the CIP process:
    - After Mark secures the final versions, Randy will communicate the purpose / importance of the three documents to the relevant town committees in an email (Action Item 05)
    - Dorinda stressed, as part of educating the committees, to relate that the CIP was for special capital expenditures only
    - Randy has access to the committee emails, so should be able to create and send the email from his middlesex.org email account
    - Mark asked if the resurfacing of the tennis court had been added to the capital inventory. Dorinda confirmed it hadn't. Mark suggested using a request to add it as a test case / dry run for the CIP intake process. There

was agreement to proceed with this as the first request. Mark will reach out to Mitch from the Recreation Committee after the initial email from Randy is distributed. (Action Item 06)

- We need a group email for the Budget Committee. Randy will work with Phil to get one created (Action Item 07)
  - Registering for Capital Planning Forum April 7th & 8th:
    - Liz has registered; so has Theo, for both days
    - Elias has registered for one of the days
    - Mark intends to register for both days
    - Randy asked if there will be slides or recordings to view after the presentations
  - The meeting adjourned at 4:53

Date Created	Action Item #	Assignee	Action Item	Due Date	Date Closed
04/05/22	01	Mark	Change the meeting times for the Budget Committee on the town website.	4/15/22	
04/05/22	02	Mark	Check on Agendas and Minutes on the town site <b>Elias has been storing agendas and minutes on the site, so we're all set.</b>	4/15/22	4/7/22
04/05/22	03	Mark	Reach out to Liz/Christian/Elias to locate the latest version(s) of the three documents <b>Latest vsns are in the Draft Middlesex CIP folder</b>	04/8/22	4/7/22
04/05/22	04	Dorinda	Provide updated fund balances for the next meeting	5/3/22	
04/05/22	05	Randy	Communicate purpose / importance of the three CIP documents to the relevant town committees in an email	4/22/22	
04/05/22	06	Mark	Reach out to Mitch from the Recreation Committee to start the process of adding the tennis court resurfacing to the capital inventoryi	4/29/22	
04/05/22	07	Randy	We need a group email for the Budget Committee. Work with Phil to get one created.	5/3/22	4/19/22
	08				