

**Middlesex Budget Committee**  
**Regular Meeting**  
**Tuesday, May 3, 2022**  
**4:00 PM**

**Present:** Randy Drury, Theo Kennedy, Mark Harris, Elias Gardner

**Guests:** Dorinda Crowell

### **Meeting Minutes**

4:03 Call to Order

- Review and approve 2022-04-05 Budget Committee Minutes
  - Randy motioned, and Theo seconded. Motion Passed 3-0-1. Elias abstained due to not being present for the meeting in question.
- Add regular meeting to website
  - Mark reported the Budget Committee's regular meeting schedule is not on the website at all. Elias will work on adding it. (*Action item 08*)
- Email account:
  - Randy reported the town email is not working as expected; issues remain, and Phil is working on them.
- Capital Planning Process
  - Randy drafted an email to communicate the process to town departments and will send it out to the Rec department to use the tennis courts resurfacing as a trial run of the process. (*See action items 05 and 06*)
  - We will invite every department, one a month to go over the process and update the plan.
  - Proposed -
    - Recreation in June
    - Public Works in July
    - The Fire Department is the most likely to be affected by ARPA funding, so we'll meet with them later, after ARPA funding has been allocated
    - We'll create a schedule for the rest of the depts. at our next meeting (*Action Item 09*)
- June meeting
  - Due to conflicts the meeting will be rescheduled from June 7th to June 21st at 4:00 PM.
- Capital Planning Conference
  - Mark:
    - Some municipalities do unified fleet management across departments. Due to Middlesex' small size it makes sense to continue to keep them separate.
    - A 10 year horizon was recommended which aligns with our plan which requires a 10 year lifespan to be included in the capital planning process.
    - Echoed a question asked by Liz Scharf about how to plan in this type of a cost environment with inflation and unpredictable pricing.

- To help the public understand the CIP we could put together a presentation.
    - Capital plan vs capital budget: We should be able to extract the budget from the plan.
  - Randy: When grants like ARPA funds come up there are often discussions on how to implement those funds to offset costs in the Capital Plan. There should be a formal process where the selectboard keeps the budget committee informed of these.
  - Theo: Suggested when the opportunities arise the funds replaced by grants could seed the town's Opportunity Fund. East Montpelier got their capital planning process off the ground through discovering unaccounted for money. Theo supported inviting every department in, to communicate around the Capital Plan.
  - Mark: We still have no direction for the town hall. Theo suggested the capital planning process is supposed to identify options. He reported that Liz has hired CVRP to analyze options for the Town Hall renovation.
  - Theo: Brought up the renewable energy plan and asked how to get generation in this process.
  - Elias: Asked if CV Fiber buildout fit into the CIP even though it's not owned by the town but a separate municipality teh town is member two. Randy replied that it would fit the cost and the time horizon criteria but the selectboard is immediately considering using some ARPA funds for fiber buildout. Randy expected \$100k - \$125K of the \$515K in ARPA funds for Middlesex to be allocated to CV Fiber at the 4/5/22 Selectboard Meeting.
- Randy: Suggested we review the budget status quarterly. (*Action item 10*)

Date Created	Action Item #	Assignee	Action Item	Due Date	Date Closed
04/05/22	05	Randy	Communicate purpose / importance of the CIP documents to the relevant town committees in an email	<del>4/22/22</del> 5/13/22	
04/05/22	06	<del>Mark</del> Randy	Reach out to Mitch from the Recreation Committee to <del>start the process of adding the tennis court resurfacing to the capital inventory</del> attend the June Budget Committee meeting to discuss the CIP.	<del>4/29/22</del> 5/13/22	5/4/22
05/03/22	08	Elias	Research creating a page for the Budget Committee on the Town website	TBD	
05/03/22	09	Mark	Create the dept. list for CIP meetings at the next meeting	6/21/22	
05/03/22	10	Mark	Add Town Budget Review as an agenda	7/5/22	

			item on a quarterly frequency		
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