MASCONOMET REGIONAL DISTRICT

**Budget and Capital Improvement Subcommittee**

Meeting Minutes **March 13, 2026**

MEMBERS PRESENT: J. McLean, Chair (Boxford), W. Hodges (Topsfield)
OTHERS: Jeff Sands (Masconomet), Mike Harvey (Masconomet)

## 1. Call to Order

J. McLean, Chair, called the Budget and Capital Improvement Subcommittee to order on 3/13/26 at 1:06 PM.

## 2. Approved Meeting Minutes from 1/30 and 2/27

## 3. Capital Improvement Discussions

- HVAC presentation for CMTA is on the list for April 7th
- Discussed next STANTEC update at Boxford FinCom on May 19th
  - Crystal and Mike to attend
  - Project has all cost for re-design and requoting in it
  - Once Boxford approves… need to ask for cost in May of 2027
  - CFO then needs to go through the bidding process
- Discussed Communication plan for capital
  - Emphasize that 1st step of a very, very large and expensive
  - Suggest holding a joint session with the comms subcommittee
- Discussed softball, track and tennis projects
  - Need this executed over the summer so we have estimates for next year.
  - Track and Tennis are OK for now as repairs are in place

## 4. FY26/27 Operating Budget Discussion

- Discussed impact of administration transition and pending work
  - Mike here until 3rd week in May
  - Authority goes to Brad…
  - Director of accounting Laurie, payroll Carrie, Becca is the AP manager, Kevin (treasurer) signs the checks and handles banking
  - Jackie can do MSBA submissions
  - Once OPM and designer are assigned by MSBA… there is a need to negotiate a contract (Jeff's successor must do this). So we need an experienced person.
  - MSBA reimbursements are in $50K chunks at least… based on submissions.
  - Kevin (our treasurer) secures the BAN that's needed
  - Vin will handle Chrome books
  - Tony will handle sidewalk projects
  - **Jeff has lift/press box on his list for the next 2 weeks… but it may not happen!**
  - Elevators are going to install on June 22nd

## 5. Other business

- Language for ballot questions sent to MSBA… will be back next week in time for warrants

## 6. Meeting adjourned at 1:59 PM