

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

- o HVAC presentation for CMTA is on the list for April 7th
- o Discussed next STANTEC update at Boxford FinCom on May 19th
 - Crystal and Mike to attend
 - Project has all cost for re-design and re quoting in it
 - Once Boxford approves... need to ask for cost in May of 2027
 - CFO then needs to go through the bidding process
- o 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
- o 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
 - o Mike here until 3rd week in May
 - o Authority goes to Brad...
 - o Director of accounting Laurie, payroll Carrie, Becca is the AP manager, Kevin (treasurer) signs the checks and handles banking
 - o Jackie can do MSBA submissions
 - o 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.
 - o MSBA reimbursements are in \$50K chunks at least... based on submissions.
 - o Kevin (our treasurer) secures the BAN that's needed
 - o Vin will handle Chrome books
 - o Tony will handle sidewalk projects
 - o **Jeff has lift/press box on his list for the next 2 weeks... but it may not happen!**
 - o 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