

MASCONOMET REGIONAL DISTRICT
Budget and Capital Improvement Subcommittee
Meeting Minutes **April 1, 2024**

MEMBERS PRESENT: J. McLean, Chair, Boxford W. Hodges, Topsfield
M. Alexander, Middleton

1. Call to Order

J. McLean, Chair, called the Budget and Capital Improvement Subcommittee to order on 4/1/24 at 7:09 PM.

2. Previous meeting minutes reviewed and accepted

3. Development of Building Committee Charter

- Team reviewed an initial draft for a Building Committee Charter (See attachment page 2)
- Feedback/Inputs provided by Bill and Matt
 - Meetings should not be confined to day time only
 - Committee chair should be DCI Subcommittee chair or their designee
 - Suggest amending the purpose statement to define what is considered capital: \$1M suggested as threshold
 - Would like to add a list of activities for the MBC
 - Warrant approvals
 - Review project schedules to plan
 - Periodic OPM updates on projects
 - Tracking progress toward spend
- Agreement for Joe to amend proposal for next meeting on 4/5

4. Review of Team Goals

- Joe requested Bill provide contact details for Robert F. O'Donnell so he can investigate/document state funding formulas
- No other significant new developments

5. Considerations for next agenda and meeting time

- Next session already scheduled for 4/5

6. Meeting adjourned at 8:15 PM

Building Committee (Advisory Board?) Charter

Purpose: To act as an advisory board to the full Masconomet SC on Capital Improvement projects at Masconomet Regional

Committee Membership

- The building committee shall consist of the four DCI/Capital subcommittee members, the Masconomet Superintendent, the Masconomet Assistant Superintendent and (3/6) community members (1/2) from each of the three member towns (Boxford, Middleton & Topsfield).
- Committee Chair? Same as DCI/Budget?

Meeting Cadence

- Committee meetings will take place during regular school hours
- Meetings will be held at Masconomet Regional
- Expected cadence of meetings will generally be once a month, during the school year (additional meetings or adjustments to schedule can be made as the committee chair deems necessary)

Community Member Selection Process and Term Length

- Nomination for community members shall be solicited via communication with local town government members and announcements made via regular school committee meetings, superintendent communications and appropriate social media channels
- Interested people must submit a completed application form to Masco DCI/Budget subcommittee chair or the Masco School Committee chair
- Community members shall be chosen based on a review of candidates' qualifications and a vote of the four DCI/Capital subcommittee members. Candidates must be approved by three out of the four SC members
- Terms for community members will be one year in length, coinciding with the standard year long calendar of the Masconomet School Committee
- Community member positions will be filled as soon as the Masco SC names the DCI/Budget subcommittee members (generally this occurs in May for the upcoming school year).
- Open positions during the year can be filled any time a suitable candidate applies and is accepted

Voting Rights for Committee Recommendations

- Each SC member shall have one vote on any recommendations to the SC
- Each member town will have one vote on any recommendations to the SC
 - If there is one community member from a particular town, that member shall have a full vote
 - If there are two community member from a particular town, each shall have ½ of a vote
 - In cases where two members from the same town disagree, that town's vote will be considered an abstention