MASCONOMET REGIONAL DISTRICT

Budget and Capital Improvement Subcommittee

Meeting Minutes **August 7, 2023**

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

MEMBERS ABSENT: None
OTHERS PRESENT: None

1. Call to Order

J. McLean, Chair, called the Budget and Capital Improvement Subcommittee to order on 8/6/23 at 6:00 PM in the central office

2. Introductions

Subcommittee members introduced themselves and provided a summary of their work history and skill sets

3. Discussion of key objectives and milestones for year

Team reviewed areas for focus and improvement in the coming year:

- Monitoring adherence to budget (Do we need metrics/reports?)
    - Budget Calendar
    - Clear communication of rules for community funding (DESC)
- Creation and monitoring of a Capital Plan
    A. What are the major objectives and who are the owners?
    B. What are key schedule milestones?
- Interfacing with Town Select Boards to keep them up to speed
- There was a Habib report that outlined $40-50 M of things that needed to be funded long term years ago – new members would like to get a look at it.

4. Review of capital plan and assignment of tasks

Team examined Capital Plan #1 from early 2023

- Concluded that next version needs to be more structured with summaries for easier digestion by people not familiar with day-to-day activities at Masco
- Question raised as to whether we plan to present something to towns in October or not
- Given recent repairs, can we make it to July 2024 (FY '25) with short term emergency spending only?
- **Decided upon critical objectives and assigned owners:**
    - **Improvements to Budget Process: Bill Hodges**
    - **Monitoring expenditures during the year: Chris Bolzan**
    - **Creating a Budget Calendar for future subcommittee's to use: Joe McLean**
    - **Driving Capital Plan 2.0: Matt Alexander and Chris Bolzan**

5. Considerations for next agenda and meeting time

- Structure of agendas to focus on critical objectives, with each owner giving an update on their area of responsibility
- Next meeting will be called based on member availability as determined in future full school committee meetings

6. Meeting adjourned at 7:18 pm