

MASCONOMET REGIONAL DISTRICT
Budget and Capital Improvement Subcommittee
Meeting Minutes **November 27, 2023**

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

OTHERS PRESENT:

1. Call to Order

J. McLean, Chair, called the Budget and Capital Improvement Subcommittee to order on 11/27/23 at 7:04 PM.

2. Previous meeting minutes reviewed and accepted

3. Discussion of plan priorities

- Team debriefed and discussed learnings from meetings with Jeff Sands on capital planning process and resources available
 - Unanimous desire to add resources if needed to drive needed repairs/improvement ahead
 - Team would like to explore whether Jeff's role as certified procurement officer can be augmented by others whether internal or external resources
- Reviewed updated comprehensive timeline for expected capital spending
 - Further fine tuning still needed
 - Subcommittee feels it is necessary to share with entire committee ASAP, hoping to do so at one of the upcoming meetings
- Priority List 3 discussed
 - Unable to make final decisions at this time without further follow-up with admin.
 - Decision made to schedule follow-up discussion with Jeff Sands focused specifically on priority list 3.

4. Review of team goals

- Bill was able to attend MASC meeting and has new contacts he can communicate with to explore norms for reporting and budgeting employed in other districts
- Other team goals subordinated for now to pursuit of Capital strategy

5. Considerations for next agenda and meeting time

- Target meeting on 12/8, time TBD

6. Meeting adjourned at 8:15 PM