

## Minutes of the East Montpelier Capital Improvement Committee

August 20, 2013

**Members Present:** Casey Northrup, Gene Troia, Julie Potter, Don Welch

**Call to order:** 6:37 pm

**Public comment:** None

**Agenda review:** Don Welch reviewed the proposed agenda for this kickoff meeting: Select a committee chair; Select a member of the public to join the committee; Discuss how the committee should proceed.

**Chair selection:** The committee noted the request by the Planning Commission (PC) chair that as this committee is working under the auspices of the PC that a PC member should be chair. The committee also noted the need for someone to take meeting minutes.

**Motion: I move that Gene Troia will chair the committee and Julie Potter will take minutes.** Made: Mr. Welch. Second: Mr. Northrup.

**Vote on motion:** Passed.

**Selection of additional committee member:** The committee reviewed the statements of interest from Dave Burley and Art Chickering.

**Motion: I move to the position to Dave Burley.** Made: Mr. Welch. Second: Mr. Northrup.

**Vote on motion:** Passed.

Gene Troia agreed to notify the applicants.

**Discussion of how committee should proceed:** Don Welch distributed copies of VLCT training slides on capital improvement programming and the chapter on capital improvement programs from the Vermont Land Use Education and Training Collaborative. These documents can serve as guidance for the committee. Gene Troia reviewed the PC's 2010 attempt to develop a capital budget. At that time, the PC set a \$20K threshold for inclusion in a capital budget. Town committees were asked to discuss their assets, activities and funding sources. Only EM Elementary School responded with capital project needs above the \$20K threshold. Notes from the 2010 discussions indicated that other groups, such as the Recreation Board, Cemetery Commission and Historical Society may have capital project needs.

Don Welch reported that some pieces of a capital improvement program already exist. The annual Town Report includes a good inventory of town buildings, lands and equipment, although the inventory does not include valuations. The Town Report also includes a schedule of indebtedness.

The guidance documents include information on developing forms to collect and present capital improvement needs. Don Welch offered to prepare draft forms with a level of detail appropriate to the town's needs.

The committee discussed and agreed by consensus to:

- Consider data management systems needs, as well as structures and vehicles.
- Set an initial threshold of \$5k and a 3 year lifetime for capital improvements. This threshold may be reviewed and modified later after the committee gains more experience.
- Start with trucks, as a small and easily understandable set of town assets.
- Work on some projects first, and then establish project prioritization criteria.

**Next steps:** *The committee agreed to meet once/month on the 1<sup>st</sup> Wednesday at 7 pm at the Town Offices. The next meeting will be September 4<sup>th</sup>.* Proposed agenda items include: Introductions for new committee member; Approval of minutes; Discussion of forms and truck data; Next steps. The committee agreed by consensus that the committee's name should be the Capital Improvement Committee. The committee should assume that it is covered by the open meeting law. Gene Troia agreed to put a notice about committee meetings on Front Porch Forum.

**Motion to adjourn:** Made: Mr. Welch. Second: Mr. Northrup. The meeting adjourned at 7:45 pm.

**Submitted:** Julie Potter

**Approved as corrected:** September 4, 2013