

Minutes of the East Montpelier Capital Improvement Committee

December 4, 2013

Members Present: Gene Troia (chair), Dave Burley, Julie Potter, Don Welch

Call to order: 7:10 pm

Review agenda: The committee reviewed the agenda distributed by Gene. No changes were made.

Public comment: None

Review of minutes 11/6/13: The committee requested that future minutes use first names, rather than titles.

Motion: I move to approve the November 6, 2013 minutes as presented. Made: Don Welch. Second: Dave Burley. **Vote on motion:** passed.

Building budget form: Gene has added age/date installed to the building budget form. Gene reported that he talked with Steri Leno about the Templeton Road fire station. Steri headed up the 1980s addition to this building. Apparently, the only plans for this building are in Steri's head; the committee will need to interview him about the building in the future.

Future capital projects questionnaire: The committee reviewed the future project questionnaires and made several suggestions for improvement. Julie will make these revisions for the next meeting. The committee expects to send the questionnaires to each committee or board with cover letters. Julie will prepare list of who the questionnaires should be sent to. Julie and Gene will each prepare a draft cover letter, which will be reconciled at the next meeting. Direct follow up will be needed if completed questionnaires are not returned to Don within one month (February 15th). The idea is to identify future needs prior to Town Meeting.

Town Report and Town Meeting: Don will contact Deb Fillion about including a committee report in the Town Report. The committee will discuss the text for this report at the January meeting.

Energy usage questionnaire: The committee reviewed the revised energy questionnaire and suggested several editing and formatting changes. Dave will make these edits. A form will need to be filled out for each of the five town buildings.

Facility condition assessment: The committee reviewed the revised facility condition form and suggested several revisions. Dave will make these edits.

Vehicles: Don reported that data is kept by vendor, not by vehicle. He will work with Casey to identify capital maintenance and replacement needs for town vehicles.

Transportation assets: The committee discussed including transportation assets (roads, bridges and culverts, sidewalks, future park and ride) in the capital improvement plan. The committee agreed to work on this in February.

Next meeting:

- Don will contact Deb Fillion about including a committee report in the Town Report.
- Don will prepare a draft committee report.
- Julie will revise the future projects questionnaires.
- Julie will prepare a list of who the future projects questionnaires should be sent to.

- Julie and Gene will draft a cover letter for the future projects questionnaires.
- Dave will revise the energy usage and facility condition assessment questionnaires.
- Dave will develop an estimated useful life table.
- Don and Casey will work together to develop a budget schedule for the vehicles. Mr. Troia will add an age/date installed column to the building budget form.

The committee will not meet January 1st, but will meet Wednesday, January 8, 2013 at 7 pm at the Town Office. In order to prepare for Town Meeting, the committee will meet as scheduled on February 5th, and will move up the March meeting to February 26th.

Motion to adjourn: Made: Don Welch. Second: Dave. Burley. Motion passed. The meeting adjourned at 8:45 pm.

Submitted: Julie Potter

Approved: January 8, 2014