

Minutes of the East Montpelier Capital Improvement Committee

November 6, 2013

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

Call to order: 7:02 pm

Changes to agenda: The committee reviewed the agenda distributed by Mr. Troia. No changes were made.

Public comment: None

Review of minutes 10/2/13:

Motion: I move to approve the October 2, 2013 minutes as presented. Made: Mr. Northrup. Second: Mr. Burley. **Vote on motion:** passed.

Town inventory: The committee reviewed the town inventory provided by Mr. Northrup. The inventory includes buildings, land and vehicles. **Vehicles:** Mr. Northrup noted that the vehicles are currently planned for replacement at 9 years, although 6-7 years may be more realistic. The chipper and tractor identified under vehicles may be below the \$5K threshold. The chloride truck is a low use vehicle; it has a low current value but a replacement would be much more. The tractor is the responsibility of the Cemetery Commission. **Buildings:** The town owns the Emergency Services Facility, which is maintained by EMFD. EMES is owned and maintained by the school district.

Questionnaires: The committee reviewed the Facility Condition Assessment and Energy Audit questionnaires provided by Mr. Burley. Specific edits were suggested, including removing references to EMG, edits to form instructions, deletion of questions about commercial and residential property, substitution of “custodial” for “maintenance staff”, and deletion of item about % male staff and guests. Mr. Burley will edit the questionnaires for the next meeting, and will develop an expected useful life table for building components.

Building budget form: The committee reviewed the building budget form provided by Mr. Troia. The committee recommended including a column for current age (or date installed). Each building would have its own form. A similar spreadsheet will be needed for each vehicle.

Next Meeting:

- Mr. Burley will revise the questionnaires.
- Mr. Burley will develop an estimated useful life table.
- Mr. Northrup will develop a budget schedule for the vehicles. Mr. Welch will provide some information for this task.
- Mr. Troia will add an age/date installed column to the building budget form.
- Ms. Potter will draft a future needs questionnaire to cover expected needs for land, facilities or equipment. Note need vs. want. Include ball park cost estimate.
- The committee will review/revise with an eye towards data collection in January.
- Mr. Troia will research information on the Templeton Road fire station.
- Mr. Welch will alert EMES on CIC progress.

The next meeting is Wednesday, December 4, 2013 at 7 pm at the Town Office. The January meeting will be on the 8th (not the 1st.)

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

Submitted: Julie Potter

Approved: December 4, 2013