

## **Minutes of the East Montpelier Capital Improvement Committee**

**October 2, 2013**

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

**Call to order:** 7:00 pm

**Public comment:** None

**Forms and format:** Mr. Burley shared information from a facility condition assessment process used by the state. A questionnaire is used to determine facility condition and remaining life, although it doesn't assess whether the building meets program needs.

- Mr. Troia will design a spreadsheet summarizing facility components for the next meeting.
- Mr. Burley will distribute a sample questionnaire that may be adaptable for the town's purposes.
- Mr. Northrup will prepare an inventory of all town buildings and vehicles.

Mr. Burley noted that he has access to information on typical lifespans for building components. The questionnaire should include information on when a building component was last replaced.

**Next Meeting:**

- Review building component budget list
- Review questionnaire
- Review capital inventory

**The next meeting is Wednesday, November 6, 2013 at 7 pm at the Town Office.**

**Review of minutes 9/4/13:**

**Motion: I move to approve the August 20, 2013 minutes as presented.** Made: Mr. Welch. Second: Mr. Burley. **Vote on motion:** passed.

**Motion to adjourn:** Made: Mr. Troia. Second: Mr. Burley. Motion passed. The meeting adjourned at 7:58 pm.

**Submitted:** Julie Potter

**Approved:** November 6, 2013