

## Minutes of the East Montpelier Capital Improvement Committee

September 4, 2013

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

**Call to order:** 7:04 pm

**Agenda review:** Mr. Troia handed out an agenda for the meeting. No changes were proposed.

**Public comment:** None

**Review of minutes 8/20/13:** Three corrections were identified.

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

Ms. Potter will distribute the approved minutes to the committee, PC chair, Town Administrator and Town Clerk.

**Introduce new committee member:** Dave Burley was introduced. Mr. Burley has 30 years of capital development experience. The committee briefed Mr. Burley on past efforts to develop a capital improvement program, reviewed information in the Town Report on capital assets and capital reserves, and reviewed decisions made by this committee to start small (\$5K and 3 year capital threshold) and with current capital assets and known needs. The committee acknowledges that it will be learning as it proceeds.

The committee plans to provide a progress update for the 2014 Town Report and Town Meeting. The current target for a complete capital improvement program is 2015 Town Meeting (FY2016 budget). Some kind of public outreach and input (to be determined) will be needed. The committee will also need to make recommendations for an ongoing process for capital improvement programming.

**Forms and format:** Mr. Welch distributed draft Capital Project Request forms. A discussion ensued on the type and level of detail needed, who the users of the forms will be and what their needs will be. The energy efficiency status of town buildings was discussed. Building plans would be helpful in assessing building needs; plans from the 1980s renovation of the Town Offices may be in storage. Forms may need to be flexible to accommodate information needs for different types of assets (buildings, vehicles, roads, sidewalks, park and ride lot).

**Moving forward:** Mr. Burley will send out some sample forms that the committee can adapt.

Mr. Welch reported that the committee is subject to the state's open meeting laws. Meeting notice requirements can be met by posting that the committee meets on the first Wednesday of each month. The Town Administrator will post agendas on the town bulletin board if they are emailed to him in advance.

**Proposed agenda items for the next meeting include:** Review meeting minutes; adapt sample forms for town use; start to fill out forms for each capital asset; next steps.

**The next meeting is Wednesday, October 2, 2013 at 7 pm at the Town Office.**

**Motion to adjourn:** Made: Mr. Welch. Second: Mr. Burley. Motion passed. The meeting adjourned at 8:03 pm.

**Submitted:** Julie Potter

**Approved:** October 2, 2013