

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

### **Final**

September 5, 2017

Members Present: Gene Troia (Chair), Kim Watson, Don Welch, Casey Northrup, Ed Deegan

Call to Order: 6:04 pm

Changes to Agenda: None

Public Comment: None

### **Review Minutes of June 6, 2017**

Motion: I move to approve the June 6, 2017 minutes as presented. Made: Don Welch. Second: Casey Northrup. Vote on motion: passed unanimously.

### **Discussion of outreach to various town boards and committees for 2017**

Mr. Welch sent a letter/email to boards and committees in the month of June and Mr. Northrup posted in the month of June on Front Porch Forum.

No responses and no further needs for questionnaires received.

### **Fire Department Capital Plan**

The Committee discussed the current state of the East Montpelier Fire Department capital budget, outreach to Fire Department, and suggested bringing their capital planning budget to the town's capital plan. EMFD works on a cash basis and review of these expenses and revenue streams are unclear. They are not showing a separate fund for cash and capital budgets. They are showing 70K in capital reserve, however, cash is only 10K. Investigations showed issues with balances. In an attempt to keeping things simple an evaluation of these budgets would be important. The fire department budgets do not tie together. There are no separate operations account, contingency account, and/or capital account. They list out accounts but there is no verification. Budgeting for replacement for equipment on their capital budget should tie out with the town needs. EMFD budget for Fire Department is 18-20% of EM budget.

Action: Suggest writing a letter to the SB making recommendations to the SB and the Fire Department that we bring their capital plan budgets into the towns capital plan so as to ensure that we have the money that they need for the future. This letter should suggest a separate account to budget for the future needs. This is the only way we can actually plan for EMFD vehicle capital planning. The CIC needs to understand what the needs of this group are since it is unclear at this time. Ed Deegan will prepare this letter and distribute to all members for review for approval at our next meeting.

### **Distribution of Hudson property expense.**

When the town purchases real estate, through the capital reserve budget, how should it be allocated? Question is do we show expense as a negative and then make a recommendation that the opportunity fund have an increase. We will add 2% to the opportunity fund appropriations for FY2019 fund to cover real estate opportunities.

### **Next Steps**

Look at FY19 Budgets at October meeting. Road equipment will need to be updated as their needs may have changed. Road Foreman will probably come to the SB for changes to the plan.

At the October meeting Don will have a FY19 capital budget planning First Draft prepared.

Invite public to the December meeting for approval.

December meeting we should finalize.

### **Next Meeting**

October 3, 2017

Motion to adjourn: Made: Kim Watson. Second: Casey Northrup. Vote on motion: passed unanimously. The meeting adjourned at 7:28 pm.

Submitted: Kim Watson            Approved: October 3, 2017