

# Minutes of the East Montpelier Capital Improvement Committee

## Draft

**April 5, 2016**

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

**Call to Order:** 7:02 pm

**Changes to Agenda:**

1. Discuss and change monthly meeting time.
2. Discuss and review 2015 letter to the Selectboard for update and refunding of the CIC Opportunity fund for the purchase of LaPerle Property.

**Public Comment:** none

**Review Minutes of December 7, 2016:**

**Motion: I move to approve the December 7, 2016 minutes as written.** Made: Don Welch. Second: Kim Watson. **Vote on motion:** passed.

**Election of Officers to the CIC 2017:**

Nominations made:

**Motion made: I move to nominate Gene Troia for Chair:** Made: Ed Deegan, Second: Kim Watson.

**Motion made: I move to nominate Casey Northrup for Vice Chair:** Made: Gene Troia, Second: Don Welch

**Motion made: I move to nominate Kim Watson for Secretary:** Made: Don Welch, Second Gene Troia

**Motion made: I move to cast a ballot on the slate of nominates for the officers of the CIC:** Made: Ed Deegan, Second: Don Welch

**Vote on motions:** passed.

**Review and Discussion of Capital Planning Process Document (on Town Website):**

- The committee agreed that the document was well written and relevant to the CIC's continued mission to provide oversight and capital budgeting suggestions to promoted town projects.
- The committee with review such budgets as the Fire Department's which is kind of a "train wreck" since it's unclear how depreciation schedules are kept, and how other high end purchases are budgeted for. Ed Deegan agreed to take a look at their capital budget plans.
- Other budgets discussed were the schools and their planning appropriately for upcoming expenses. The elementary school and U32 have their own capital budgets and keep us informed on expected expenditures.

**Review and Update of 2016 CIC Future Needs Summary on the Town Website:**

- Edits and revisions discussed such as removing "Expansion of Templeton Road Fire station" and adding a column to include a date when the questionnaires were submitted to the committee. Add clarification on funding for trails.

Don Welch will make the recommended edits and bring the revised document of items to the next meeting for approval.

**Review and discussion of outreach to various town boards and committees for 2017:**

- Letters will be found from 2016 and will be updated to request 2017 needs assessment. Don Welch will find, review and we'll discuss at our May meeting.

**New Meeting Date:** If confirmed and acceptable with Casey, our new meeting date will be the first Tuesday of the month at 6PM. May 2, 2017 6PM will be the date of our next meeting.

**Financing the Purchasing of the LaPerle Property and Recommendations on Replacement of the Funds Borrowed from the Opportunity Fund in the CIC Budget:** See Memorandum 10/20/2015 to the Selectboard from the CIC.

- The committee agreed that the financing of the purchase of the LaPerle property from the opportunity fund in the Capital budget should be replaced using a 5-yr recovery schedule as suggested in the memorandum.
- Don Welch will look back at the old budget plans and review the summary with the Funds showing the negatives and the purchase of the LaPerle Property taken from the budget.
- The committee agreed that we should suggest to the Selectboard, a Yearly contribution to the fund of \$48K to bring the Capital Budget back on track. Gene Troia will update the 2015 memorandum for review at the next meeting.

**Conclusion and Task List:**

- GeneTroia will:  
Contact Mary Stone on the trails committee to ask what their capital needs may be for the future.  
Draft a new letter to SB "Recommendation for Financing LePerle Property"
- Don Welch will:  
Find and update letters to committees to ask if they have any upcoming needs to add to the CIC Budget planning for 2017  
Update Website language for requesting needs for Capital improvements, and  
Update Future Needs Identification Summary for Website and committee approval

**Motion to adjourn:** Made: Don Welch. Second: Kim Watson. **Vote on motion:** passed. The meeting adjourned at 8:40 pm.

**Submitted:** Kim Watson

**Approved:**