

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

**April 1, 2015**

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

**Call to Order:** 7:08 pm

**Changes to Agenda:** Add election of officers

**Public Comment:** none

**Review Minutes of January 7, 2015:**

**Motion:** I move to approve the January 7, 2015 minutes as presented. Made: Dave Burley. Second: Don Welch. **Vote on motion:** passed.

**Town Meeting and FY2016 Budget Recap:**

Town voters approved the Capital Reserve Fund, which was based on the Capital Budget and Plan. Casey did a good job of explaining the Capital Budget and Plan at the Town Forum and Meeting. The Capital Budget and Plan were not controversial.

Don noted that the Selectboard did pay off the two outstanding truck loans, which reduced the prior contribution in the Capital Budget. The Capital Budget starts with \$40K in the Opportunity Fund, reflecting funds that had previously been set aside for local matches for sidewalks, etc.

The Committee discussed what needs to be done to maintain the Capital Budget. Don explained that there are some planned capital expenditures for this year that we should follow up on later this year. He also noted that the '08 trucks have recently had problems that may accelerate replacement. The Committee should review the status of the Capital Budget at budget time.

**Committee Status:**

The Committee feels that the current membership structure has been important, with representation from the Selectboard, Planning Commission, Town Treasurer and the public-at-large.

The Committee discussed whether we should remain a sub-committee of the Planning Commission (in which case the Committee should be documented in the PC's Rules of Procedure) or be a standing committee appointed by the Selectboard. It was noted that while the Capital Plan and Budget needs to be consistent and support the Town Plan, the Committee had relatively little interaction with the Planning Commission other than the PC representatives on the Committee. In contrast, the Committee had more interactions with the Selectboard, especially during budget development. It was also noted that Planning Commission interest and support of capital budgeting has fluctuated over the years and may again. Establishment as a standing committee appointed by the Selectboard is considered to be more organizationally sustainable over time.

It was the consensus of the Committee to recommend to the Selectboard and Planning Commission that the Capital Improvement Committee be made a five-member standing committee appointed by the Selectboard, with membership to include: the Town Treasurer, at least one Selectboard member, at least one Planning Commission member, and at least one member from the public-at-large. The fifth member could be a second member from the Selectboard, Planning Commission or member-at-large, depending on interest.

**Motion: I move that Gene Troia draft and send a letter to the Selectboard and Planning Commission with the Committee's recommendation about committee status and membership.**

Made: Julie Potter. Second: Dave Burley. **Vote on motion:** Passed.

**Outreach for Future/New Projects:**

After some discussion, the consensus of the Committee was that the Committee's role is as a resource to other groups and a reviewer of proposed projects. Proposed projects need to have a "champion;" it is not the Committee's job to be that champion. For the Capital Planning and Budgeting process to be effective, it will be important for the Committee reach out to other groups and the community. The Committee agreed that we should follow up with last year's responders who identified potential new projects. Julie agreed to draft a letter to these groups for consideration at the next meeting.

**Election of Officers and Member-At-Large:**

**Motion: I move that Gene Troia serve as Chair of this Committee.** Made: Dave Burley. Second: Don Welch. **Vote on motion:** Passed.

**Motion: I move that Julie Potter serve as Recording Secretary of this Committee.** Made: Gene Troia. Second: Don Welch. **Vote on motion:** Passed.

**Motion: I move that Dave Burley continue to serve as member-at-large.** Made: Gene Troia. Second: Julie Potter. **Vote on motion:** Passed.

**Task List:**

- Gene will make draft and circulate a letter to the Selectboard and Planning Commission with recommendations for Committee status and membership.
- Julie will draft a letter to last year's project responders, for discussion at the next meeting.

**Next Meeting:** *The next meeting will be on Wednesday, May 6, 2015*

- Review minutes from April 1, 2015
- Update on Committee status
- New projects outreach and letter
- Next steps

**Motion to adjourn:** Made: Gene Troia. Second: Dave Burley. **Vote on motion:** passed. The meeting adjourned at 8:47 pm.

**Submitted:** Julie Potter

**Approved:** May 6, 2015