

Minutes of the East Montpelier Capital Improvement Committee

August 6, 2014

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

Others Present: None

Call to order: 7:12 pm

Changes to Agenda: The committee reviewed the agenda distributed by Gene. No changes were made.

Don reviewed the new Open Meeting Law requirements for posting agendas prior to the meeting and minutes after the meeting. Gene will provide agendas and Julie will provide minutes to the Town Administrator for posting.

Public Comment: None.

Review of minutes June 11, 2014: One factual correction was made.

Motion: I move to approve the June 11, 2014 minutes as amended. Made: Gene Troia. Second: Don Welch. **Vote on motion:** passed.

Progress on Vehicle and Building Forms: Discussion on vehicles was deferred until Casey is able to present this information.

Gene reported that he revised the budget schedule for the Town Office building. Revisions include timing of inflation-adjusted expenditures and adjustments to some of the component life expectancies. He noted that the lister card for the building was a useful source of dimensions. Gene will send the revised budget schedule for the Town Office building to the committee members.

Gene has started the first draft of the budget schedule for the Town Garage. He noted that there are no life expectancy estimates for softwood board batten siding; he will use his best guess. Also the garage furnace is already 40 years beyond its life expectancy, but still is functioning. Don will look for a lister card for the Town Garage.

Don will try again to reach Toby Talbot to discuss the budget schedule for the Emergency Services Facility.

Don shared the Asset Depreciation Short Report from the 2013 Financial Audit. This document identifies most of the town's capital assets and may be useful as a checklist for the Committee's capital asset inventory. Don will be discussing this asset report with the new auditors.

Review Draft Capital Improvement Process

The Committee reviewed the draft Capital Improvement Process document that Julie distributed prior to the meeting. The Committee was comfortable with the Principles and Committee sections of the document.

Julie will review the Town Plan to identify Programmatic Policies. The Committee agreed that the minimum life span threshold for capital improvement programming should be 5 years, but also agreed with the statement that the dollar and life span thresholds may be changed in the future. Reference to considering capital planning for EMFD and EMES should also include Washington Central Supervisory Union (U32). Discussion of debt management policies and fund balance policies should reference following the town policies.

The order of items under Capital Asset Inventory should be changed so that the inventory is identified first. The Committee liked the discussion of coordination with other boards, committees and departments in developing the inventory. The 4th item should be edited to reflect evaluating the cost and scheduling for repairs/replacement.

No changes were identified for the section on identifying capital projects. Some minor changes were suggested for the section on evaluation and prioritization criteria. The Committee discussed the Sample Project Ranking table, including how scores were calculated and how total scores would be used to prioritize projects. The Committee wants to apply the ranking process to some actual project to calibrate the criteria weighting and better understand how the prioritization will work in practice.

Don suggested that Committee members submit some ideas for the remaining headings, which Julie can compile for discussion at the next meeting.

Committee members commented that the document will be a useful guide for the future, and can also be used to help explain the Committee's work to the public.

Task List:

- Gene will send the 2nd draft of the Town Office budget schedule to Committee members
- Don will look for a lister card for the Town Garage.
- Gene will complete the draft Town Garage budget schedule.
- Don will contact Toby Talbot to confirm the EMS building tables.
- Julie will review the Town Plan to identify programmatic policies for capital improvement planning.
- Julie will prepare a 2nd draft of the Capital Improvement Process document, and will request input on the remaining sections.

Next Meeting: *The next meeting will be on Wednesday, September 3 2014.*

- Review of Minutes August 6, 2014.
- Review Progress on Vehicle and Building Forms.
- Review Draft Capital Improvement Process document.
- Next tasks

Motion to adjourn: Made: Don Welch. Second: Dave Burley. **Vote on motion:** passed. The meeting adjourned at 8:45 pm.

Submitted: Julie Potter

Approved: September 3, 2014