

Minutes of the East Montpelier Capital Improvement Committee

June 10, 2015

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

Call to Order: 7:03 pm

Changes to Agenda: none

Public Comment: none

Review Minutes of May 6, 2015:

Motion: I move to approve the May 6, 2015 minutes as presented. Made: Dave Burley. Second: Don Welch. **Vote on motion:** passed.

Future Projects Questionnaire Responses:

Don has not yet contacted Paul Cate, but all other identified town officials, committees and community organizations were sent the request and questionnaire. No questionnaires have been returned so far. The identified deadline is June 30. Casey reported that the Selectboard is working on obtaining the information for a new project.

Outreach to Public for Future Projects:

The Committee discussed how to do public outreach for proposed projects, and agreed to:

- Post request and questionnaire on the town website (Julie will update the questionnaire and send to Don for posting)
- Post a notice to Front Porch Forum, with link to the town website (Casey will send out)
- Submit an article for the Signpost (Gene to draft for Committee discussion in July)

Process for Handling Short Lead Time Projects/Opportunity Fund Finance and Uses

The Committee discussed that not all projects will fit neatly into the fiscal year cycle; some projects will come mid-year and have a short-lead time that can't wait for the next fiscal cycle. Three questions arise:

- How can the Committee advise the Selectboard on these projects?
- How do we replace funds taken from the Opportunity Fund for such projects?
- What is an appropriate target amount to keep in the Opportunity Fund?

The Committee agreed to ask to have a discussion about this topic with the Selectboard. Casey will arrange to have this be a discussion item on the Selectboard agenda.

Committee Status:

Committee members discussed that, based on the Committee's recommendations, the Committee has been transferred from a Planning Commission subcommittee to being a standing committee appointed by the Selectboard. The Planning Commission has formally approved this transfer and the Selectboard has both formally approved establishing the Committee as a standing committee and appointed the existing members to the committee. The Committee's process document does not appear to need to be revised because of the status change.

Motion: I move that Gene continue as chair and Julie continue as minutes-taker. Made: Dave Burley. Second: Don Welch. **Vote on motion:** passed.

Motion: I move that the current standing Capital Improvement Committee retain all documents established under the previous Capital Improvement subcommittee of the Planning Commission, in order to provide continuity. Made: Don Welch. Second: Dave Burley. **Vote on motion:** passed.

Task List:

- Julie will update the questionnaire for public outreach and send to Don.
- Casey will post a public request for possible future projects on Front Porch Forum.
- Don will post the request for future projects and the questionnaire on the town website.
- Casey will arrange for a discussion about short-lead time projects and the Opportunity Fund as an item on a future Selectboard meeting.
- Gene will draft a report/article for the Signpost, to be reviewed at the next meeting.

Next Meeting: *The next meeting will be on Wednesday, July 1, 2015*

- Review and approve minutes from June 10, 2015
- Outreach to public for future projects
- Future projects questionnaire responses
- Scheduling of discussion with Selectboard
- Next steps

Motion to adjourn: Made: Don Welch. Second: Dave Burley. **Vote on motion:** passed. The meeting adjourned at 8:08 pm.

Submitted: Julie Potter

Approved: August 5, 2015