

Minutes of the East Montpelier Capital Improvement Committee

May 6, 2015

Members Present: Gene Troia (chair), Dave Burley (arrived 7:12), Julie Potter, Don Welch

Call to Order: 7:04 pm

Changes to Agenda: none

Public Comment: none

Review Minutes of April 1, 2015:

Motion: I move to approve the April 1, 2015 minutes as presented. Made: Don Welch. Second: Gene Troia. **Vote on motion:** passed.

Update on Committee Status:

The Committee reviewed Gene's draft letter to the Selectboard about the Committee's status. The letter recommends that the Committee be made a standing committee appointed by the Selectboard, comprised of the Town Treasurer, one Selectboard member, one Planning Commission member, one member at-large, and an additional Selectboard, Planning Commission or at-large member. The Committee made several minor edits.

Motion: I move to approve the letter to the Selectboard as edited and authorize the Chair to send it to the Selectboard. Made: Julie Potter. Second: Don Welch. **Vote on motion:** Passed.

Outreach for Future/New Projects:

The Committee reviewed the revisions to the future projects memo sent last year and made some minor amendments. Last year's future projects questionnaire was also reviewed and made minor amendments made to the instructions. The Committee discussed the contacts list from last year, noting which contacts needed to be updated and adding the Conservation Fund Advisory Committee, Historical Society, East Montpelier Trails and 4 Corners Schoolhouse to this contact list. Don will be the point of contact, and will send out the memo and questionnaire to the contacts. Groups that submitted a project form last year will receive a scanned copy of that form with the questionnaire. The Committee agreed that we want previous submitters to provide more detailed information about their projects this year; we may need to ask submitters to meet with us to discuss their project.

Task List:

- Julie will make the updates to the memo, questionnaire and contacts list.
- Don will send out the future projects questionnaire.

Next Meeting: *The next meeting will be on Wednesday, June 3, 2015*

- Review and approve minutes from May 6, 2015
- Outreach to public for future projects
- Process for handling short lead-time projects
- Next steps

Motion to adjourn: Made: Dave Burley. Second: Don Welch. **Vote on motion:** passed. The meeting adjourned at 8:15 pm.

Submitted: Julie Potter

Approved: June 10, 2015