

## Minutes of the East Montpelier Capital Improvement Committee

September 3, 2014

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

**Others Present:** None

**Call to order:** 7:03 pm

**Changes to Agenda:** None

**Public Comment:** None.

**Review of minutes August 6, 2014:**

**Motion: I move to approve the August 6, 2014 minutes as presented.** Made: Don Welch. Second: Dave Burley. **Vote on motion:** passed.

**Building Forms Progress:** The committee reviewed the budget spreadsheets for the Town Office and Town Garage. Both spreadsheets show deficits around 20 years out. Gene indicated that the life spans and current ages of building components should be okay, but the estimated replacement costs for both building need a careful look. Gene noted that the Town Garage floors have never been sealed and that the bathroom is overdue for renovation. Don said that he would check the spreadsheet calculations.

Gene noted that the next revision for the Town Garage should include updates for measured units. Don reported that there is no lister card for the Town Garage. Gene will do a rough measure of garage dimensions to update the costs.

Don reported that he has not yet been successful in contacting Toby Talbot at the Fire Department to confirm the spreadsheet data for the Emergency Services Facility. He will try again.

The committee agreed that all of the budget spreadsheets will be combined in an Excel Workbook with tabs for a roll-up summary, each building, vehicles and paving projects. Building component lines that are not relevant for a specific building can be hidden.

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

**Review Draft Capital Improvement Process**

The Committee reviewed the second draft Capital Improvement Process document. The order of representatives on the Capital Improvement Committee should be changed. Item 3A2 should reference stable annual capital budget levels (not expenditure levels). Julie will proofread the Town Plan policies to correct typos. Item 5A should be edited. Another section related to investigating grant or subsidized funding should be included in section 5. Item 6A will be expanded to clarify numerical ratings (low, medium, high). Don's language on financing capital projects and adoption of the capital improvement plan can be incorporated into Julie's document. Julie will do this for a 3<sup>rd</sup> draft. Julie will add an item on recordkeeping.

**Next Steps**

The Committee discussed having a public meeting early in December to present a draft capital improvement budget and obtain public comment prior to presenting a proposed capital budget to the Selectboard early in 2015. The Committee agreed that the Selectboard should receive an update on the Committee's progress before the public meeting. Gene will draft a letter to the Selectboard and distribute it to the Committee for comments.

**Task List:**

- Gene will revisit the estimated replacement costs on the building spreadsheets.
- Dave will revisit the expected lifespan estimates on the building spreadsheets.
- Don will review the mechanics of the building spreadsheets.
- Don will try again to contact the Fire Department on budgeting for their building.
- Don will ask Selectboard about road paving.
- Don will contact Casey on the status of the vehicle data.
- Don will try to incorporate all budget spreadsheets into a Workbook.
- Casey will prepare and share vehicle data and forms
- Julie will prepare a 3<sup>nd</sup> draft of the Capital Improvement Process document, and will request input on the remaining sections.

**Next Meeting:** *The next meeting will be on Wednesday, October 1<sup>st</sup> 2014.*

- Review of Minutes September 3, 2014.
- Review Progress on Building Forms.
- Review Progress on Vehicle Forms.
- Review Progress on Workbook for All Building, Vehicle and Paving budgets
- Review Draft Capital Improvement Procedure Document.
- Prepare for 12/3 Public Meeting

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

**Submitted:** Julie Potter

**Approved:** 10/8/2014