

Minutes of the East Montpelier Capital Improvement Committee

April 2, 2014

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

Others Present: Marty Miller

Call to order: 7:07 pm

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

Public Comment: None

Review of minutes February 26, 2014: Casey noted correction to date of prior minutes.

Motion: I move to approve the February 26, 2014 minutes as amended. Made: Don Welch. Second: Casey Northrup. **Vote on motion:** passed.

Follow-up on Town Meeting: Casey made a brief presentation at the Town Forum and at Town Meeting about the committee's work. Don requested residents' input on future capital projects.

Future Needs Questionnaire Responses: Don sent memos and the future needs questionnaires to the Historical Society, 4 Corners Schoolhouse Assoc. and East Montpelier Trails. No additional questionnaires were returned. The Historical Society indicated that they would like the town office building if the town vacates it in the future. Marty reported that EMES and U32 both use the same software system for capital projects (current and past, not future). Don noted that the Committee will need to ask the schools about their future capital projects. Given the limited number of identified future needs, the Committee agreed to focus first on maintaining current capital assets.

Don spoke with Mike Garand, Road Foreman, and they agreed to defer discussion about Highway Dept. needs until after mud season. Mike reported that the road crew can upgrade 6-7 culverts/year and budgets \$7,000 to cover culvert pipes (more may be needed for heavier culverts).

Casey noted that the Fire Department had offered the town storage space for road equipment, but space doesn't accommodate the equipment. A future capital project may be needed to add storage space to the old fire department building.

Updated Building Forms: Dave distributed the updated forms. He will prepare an expected useful life table for various building systems.

Don will try to schedule a meeting (maybe April 10) with Gene and Bruce Johnson to fill out forms for the town office. It would help to have plans for the town office. If the plans can't be found, maybe we can identify the architect.

Don thinks that the building information for EMFD is mostly done, and will ask Toby Talbot for a walk-through of the Templeton Road FD building to start filling out the form.

The building budget tables should be filled out when the building assessment forms are done.

Casey has a lot of the information needed to fill out the vehicle forms, but may need to do some additional research.

Task list and next meeting:

- Dave will prepare an expected useful life table for building systems
- Don will schedule a meeting with Bruce to fill out building forms for the town office building.

- Don will talk with Toby Talbot about scheduling a walk-through of the Templeton Road FD building.
- Don and Marty will look into identifying the town office building architect.
- Next meeting, the committee will review progress on building and vehicle forms.

The next committee meeting is scheduled for May 7th.

Motion to adjourn: Made: Casey Northrup. Second: Dave Burley. **Vote on motion:** passed. The meeting adjourned at 8:07 pm.

Submitted: Julie Potter

Approved: May 7, 2014