

## Minutes of the East Montpelier Capital Improvement Committee

January 8, 2014

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

**Others Present:** Marty Miller

**Call to order:** 7:08 pm

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

**Public Comment:** Marty Miller introduced himself as a member of the public interested in participating in committee meetings. Marty was welcomed and will be added to the committee mailing list.

**Review of minutes 12/4/13:** Minor corrections were made.

**Motion: I move to approve the December 4, 2013 minutes as amended.** Made: Don Welch. Second: Casey Northrup. **Vote on motion:** passed.

**Future capital projects questionnaire:** The committee reviewed the future project questionnaire and made several suggestions for improvement. The form should invite good ideas as well as “needs.” The committee reviewed the contact list and agreed to focus first on town officers, boards and committees, with a February 17 submission date. A request will be made later to community organizations, civic groups (list to be determined) and the general public with an April 15 submission date. The committee reviewed the transmittal memo and requested minor changes. Julie will make all these revisions and distribute. Don will send the questionnaires with the transmittal memo to the contacts. He will contact Mike Garand and Paul Cate by phone rather than email.

**Energy Usage and Facility Condition questionnaires:** The committee will review these forms at a later date when Dave is present.

**Vehicle Budget Schedule:** The committee reviewed the vehicle budget schedule which Casey distributed. This document is history of vehicle repairs and maintenance and will be used as a tool to determine future capital repairs or replacement. Casey will add hours used (in the town report) to the schedule.

**Building budget form:** Gene has added age/date installed to the building budget form

**Town Report and Town Meeting:** The committee reviewed the draft report which Don prepared and requested minor changes. Don will edit and send to Deb Fillion for inclusion in the Town Report. Don agreed to make a brief presentation at Town Meeting.

### **Task list and next meeting:**

- Don will revise the committee report and send to Deb Fillion for inclusion in the Town Report.
- Julie will revise the future projects questionnaire, transmittal memo and contact list and distribute.
- Don will send the future projects questionnaire to town officers, boards and committees with a submission date of February 17. Contact Mike Garand and Paul Cate by phone rather than email.
- Don will talk with Toby about future Fire Department needs.
- Marty will talk with Alicia about future elementary school needs.
- Don and Casey will talk to Bruce about the roads and culvert inventory and paving schedule so that this can be discussed at the next meeting.
- Next meeting, the committee will discuss the energy usage and facility condition assessment questionnaires.

- Next meeting, the committee will start filling out the building forms for the Town Office building.

**The committee will meet as scheduled on February 5<sup>th</sup>, and will move up the March meeting to February 26<sup>th</sup> to prepare for Town Meeting..**

**Motion to adjourn:** Made: Don Welch. Second: Casey Northrup. **Vote on motion:** passed.. The meeting adjourned at 8:44 pm.

**Submitted:** Julie Potter

**Approved:** February 26, 2014