

## Minutes of the East Montpelier Capital Improvement Committee

June 11, 2014

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

**Others Present:** None

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

### **Changes to Agenda:**

Note that this meeting was rescheduled from June 4 due to member schedule conflicts.

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

**Public Comment:** None. Gene reported that Marty Miller has indicated that he doesn't have the time to continue to attend committee meetings and has asked to be dropped from the mailing list.

### **Review of minutes May 7, 2014:**

**Motion: I move to approve the May 7, 2014 minutes as amended.** Made: Gene Troia. Second: Don Welch. **Vote on motion:** passed.

**Progress on Vehicle and Building Forms:** Discussion on vehicles was deferred until Casey would be able to present this information.

Gene shared the first draft of the budget schedule for the Town Office building. The form was based on the one used for the Emergency Services building. Some changes were made to reflect differences in building components (e.g., different types of heating systems), but similar levels of components were maintained. The committee discussed that some components (e.g., window AC units) were below the \$5K threshold, but were being included to inform capital improvement decisions (e.g., Should window AC units be repeatedly replaced, or should central AC be considered?) The committee identified that the spreadsheet cells in the schedule need to be manually populated according to the estimated remaining life. The committee noted that some of the old, existing components (e.g., siding) are much more durable than current materials and a footnote should be included to explain why the estimated useful life schedule should be modified. The committee also discussed the need to massage the schedule of improvements to smooth out annual spending demands. The committee discussed that the budget tables for each building will be tabs in an Excel Workbook, with the first tab being a bottom line summary.

**Putting Things Together:** The committee discussed how to incorporate capital improvement planning into the town budget for 2015. The committee agreed that for 2015, efforts should focus on incorporating buildings into the capital reserve plan with trucks and paving. A process for screening and prioritizing new capital projects will be developed for future years.

The committee agreed to work towards a public meeting to present and obtain comments on a recommended capital improvement plan for existing assets in early December, prior to presenting to the Selectboard for inclusion into next year's budget. Although the capital improvement plan will cover a five year timeframe, it is important to provide a context in a longer timeframe.

The committee also discussed the need to develop recommendations to institutionalize a structure and process for capital improvement planning in future years.

Additional discussion related to:

- Ensuring that the capital plan supports the Town Plan.

- Should lease/purchase of trucks, currently paid as an operational expense, be in the capital budget instead?
- Should future road repaving be scheduled based on years since last paving (resulting in large, bunched paving projects) or should the schedule be smoothed out with more, smaller paving projects over time?
- A single, comingled reserve fund is preferable to many smaller individual reserve funds.

**Task list and next meeting:**

- Don will contact Mike Garand regarding the building assessment and budget schedule for the Town Garage. Don and Gene would like to meet with Mike before the end of June.
- Gene will prepare a first draft of the budget tables for the Town Garage and a second draft for the Town Office.
- Don will contact Tony Talbot to confirm the EMS building tables.
- Julie will prepare draft criteria for evaluating new projects.
- Next meeting, the committee will review progress on building and vehicle forms, review draft criteria for evaluating new projects, and continue discussion of putting things together.

**Due to schedule conflicts, the committee will NOT meet in July. The next committee meeting is scheduled for August 6<sup>th</sup>.**

**Motion to adjourn:** Made: Don Welch. Second: Julie Potter. **Vote on motion:** passed. The meeting adjourned at 8:42 pm.

**Submitted:** Julie Potter

**Approved:** August 6, 2014