

Minutes of the East Montpelier Capital Improvement Committee

May 7, 2014

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

Others Present: None

Call to order: 7:05 pm

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

Public Comment: None

Review of minutes April 2, 2014: Don noted two typographic corrections.

Motion: I move to approve the April 2, 2014 minutes as amended. Made: Dave Burley. Second: Don Welch. **Vote on motion:** passed.

Useful Life Tables: Dave distributed a building component life expectancy table, showing elements, components and typical life expectancy. This information was obtained from a website; Dave will add date and source information to the table. Dave noted that other sources for this information are available and shared a different version, prompting committee discussion of which source has the best information.

Progress on Vehicle and Building Forms: The committee discussed how to use this information. The life expectancy table will be used to determine when capital improvements should be scheduled on the building budget forms. Costs for improvements should be current cost estimates, with an adjustment for inflation. Don has already done something similar for EMFD.

Don and Gene reported that they met with Bruce Johnson and filled out the building assessment forms for the Town Office building. Don has talked with Toby Talbot about scheduling a walk-through of the Templeton Road fire station; follow-up is needed. The committee discussed the proposed project to raise the roof at the Templeton Road station to store town road equipment; apparently this option is less expensive than adding to the Town Garage.

Don reported that he had researched old town meeting minutes to try to identify the architect used for the 1980s renovation of the Town Office building. He identified the architect firm as Forrest-Teschmacher. Guy Teschmacher has since passed away. The firm where he last worked has an office in Montpelier; the committee should try to contact them to see if they have architectural plans for the building..

Don reported that Casey didn't have much time to work on the vehicles. Further discussion on vehicles was deferred.

Future Needs Questionnaire Responses: Don reported that he had received two new future needs forms.

- **East Montpelier Trails** - Wants to develop and construct a Town Trail Loop, connecting existing trails into a continuous loop. Estimated costs are \$20-40K over the next ten years. Possible sources of grant funding were identified.
- **Historical Society** – Wants to acquire the current Town Office Building if the Town ever decides to move elsewhere.

Putting Things Together: The committee discussed the level of detail needed for the estimates of building component costs on the building budget forms. For example, should we assume that light fixtures will be replaced all at once (possible capital improvement) or as needed through the operations budget? The committee also discussed the level of detail and consistency with the EMFD budget forms.

The committee decided that consistency is important and the budget forms will focus on major building systems, rather than details on individual elements.

Task list and next meeting:

- Don will add a current age column and send the EMFD spreadsheet to the committee.
- Gene will put the Town Office building information into the EMFD template.
- Don will contact Mike Garand after May 15 regarding the building assessment and budget schedule for the Town Garage.
- Someone (not identified) will contact the architectural firm to try to locate Town Office building plans.
- Next meeting, the committee will review progress on building and vehicle forms.

The next committee meeting is scheduled for June 4th.

Motion to adjourn: Made: Julie Potter. Second: Dave Burley. **Vote on motion:** passed. The meeting adjourned at 8:25 pm.

Submitted: Julie Potter

Approved: June 11, 2014