

Minutes of the East Montpelier Capital Improvement Committee

June 29, 2023

Members Present: Ed Deegan, Kim Watson, Don Welch, Scott Hess, Michele Pallas, Gina Jenkins

Call to Order: 4:03 PM

Changes to Agenda: Ed Deegan asked that we add a discussion of the Annual Outreach to other EM committees.

Public Comment: none

Review Minutes of April 13, 2023

Motion: I move to approve the minutes from April 13, 2023 as presented. Made: Scott Hess. Second: Ed Deegan. Vote on motion: passed unanimously.

Input and select board input review – two SB items were discussed.

- CIC members discussed the upcoming purchase of the 10-Wheeler truck and the funds required. The 10-wheeler will replace the oldest truck #3 and will be purchased using CIC budgeted funds as shown under the vehicles tab. The road crew will keep the older vehicle as backup.
- The Town Garage Expenditures. The Town Garage committee has met and is working on the upgrades to the Town Garage. Expenses for the upgrade and/or replacement costs have not been determined at this time. The committee is still working with the contractors to determine the best steps. The Town Administrator suggested we start to think of what is needed for line items on the budget to keep as place holders.

Ongoing discussion of budget priorities and budget plan makeup

- We discussed updates and upgrades to the CIC budget document for the upcoming FY2024-25. In addition to the line items added: Paving (page 8) Sidewalk: Replacement, Municipal Building (page 3), General Building Needs:
 - IT Technology-Servers, phones, software
 - Upgrades, Renovations, RebuildTown Garage (page 4)
 - Upgrades, Renovations, RebuildMichele Pallas with the help of others will work on additional line items. We will add lines as place holders for expenses that may be coming down the pike in the next 5 years such as repairs and/or upgrades.
Gina Jenkins and Michele Pallas asked about process and changes. At this time, we will make the additions to the CIC budget as discussed and not change the process in order to ensure this money is for future expenses needed by the town for level funding.

Don Welch and Michele Pallas will look into updating all the information on the CIC budget pages so that the Executive Summary and the Aggregate Pages have the current information. They will look at the pages to ensure that the actual costs are current and correct for FY2024-25 budget. We agreed that this is the best process to guide the committee forward and to confirm that the funding is available for future needs.

Other Business – Action Items for Annual Outreach

Michele Pallas will send out emails to the EM committees to ask if they have any upcoming expenditures in the next 5 years over \$5000. Ed Deegan will ask the same via FPF.

Don Welch and Michele Pallas will come to the next meeting with an updated CIC budget document for review by the CIC Committee with any unnecessary lines deleted and the new line items added as place holders, such as the 10-wheelers, trucks and/or the fire truck expenses. In addition, they will review costs and expected expenses. They will update expenses to make sure that they are correct to the best of their knowledge. Remembering, too, that this is a living document, these are estimates and that numbers may change. If possible, the new CIC budget document will be sent out prior to the next meeting for review by committee members.

Motion to Adjourn: Made by Don Welch. Second: Scott Hess. Vote on motion: passed unanimously.
Meeting adjourned at 5:01PM

Next Meeting: September 7, 2023 4PM

Submitted: Kim Watson Approved: September 26, 2023