

# **Capital Improvements Committee Meeting Minutes**

## **Meeting held via Zoom**

**April 6, 2022**

Roll Call was used for all votes taken due to remote meeting format.

Attendees: Jason Burbank, Steve Ellis, Greg Garrison, John Martineau. DPW Superintendent Tom Bergeron; Ariel Elan, MEC liaison

Meeting called to order at 3:00pm. All votes taken by roll call due to remote meeting format.

### **1. Approval of Meeting Minutes**

No minutes available

### **2. Hear DPW Request to Reconsider Discretionary Account Recommendation**

Heard request of Mr. Bergeron, DPW Superintendent, for a recommendation of \$100,000 for the DPW Discretionary Fund request. Heard rationale, which explained that Mr. Bergeron had delayed making planned expenses against this account in FY22. Reviewed the policy for the discretionary account, which shows the account is being used in accordance with its original intentions. There is however some concern that what were once small purchases (pick-ups) are now major capital expenses that perhaps should be requested through special articles.

*Moved by Mr. Burbank to increase recommendation for FY23 DPW Discretionary account to \$75,000, seconded by Mr. Martineau. Motion passes 4-0.*

This will be communicated later this same evening by Mr. Garrison to the Finance Committee and Selectboard as they prepare their final recommendations on capital articles for Annual Town Meeting.

### **3. Discussion of the Six Year Capital Improvement Plan**

Mr. Garrison outlined his thoughts regarding development of the Six Year Capital Plan. It is not realistic to have the plan together before Town Meeting, but he would like to put something forward-looking together to include with the ATM meeting materials. In considering the report, he has reviewed numerous examples from other communities and sees a need not only to define needed projects and get ballpark cost estimates, but also to include a section on financing of those projects, which would naturally involve input from the Finance Committee. He sees the need to phase in expanding the CIC's focus to include non-facility capital needs, as we have little expertise with roads and bridges, though we have had engagement with collection system projects.

Mr. Garrison suggests he and Steve could work on this interim document and the committee members agree this would be fine.

Mr. Ellis sees the Town as being poised to move from emergency projects to planful projects. This is a good time for us to be taking a few steps back now and assessing needs and next steps. Mr. Ellis put together a web-based resource page for the committee that includes all of our building and roof assessments, a DOT bridge report summary, and Culvert Assessment report from the FRCOG and we hope to add to these. Really want to add GIS mapping links when collection system study is performed. Mr. Ellis did a virtual tour of the site.

#### **4. Unexpected Business**

Discussion occurred relative to vacancies on the committee in light of Mr. Bowman's departure and Mr. Ellis' announcement that he would step back to provide staff support, allowing another interested person to assume his voting position. Discussion focused on the unusual situation presented in the Town Bylaws, which allow for four seats appointed by the Moderator and one "By and of" the Planning Board. Mr. Bowman served in that role for many years and unless another member of the Planning Board expresses interest, the seat is likely to remain unfilled. If it persists we will need to consider whether a bylaw change is needed.

#### **5. Adjournment**

Mr. Burbank moves to adjourn. Mr. Martineau seconds. Motion passes 4-0