

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the May 24, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf, Scott Woodward
Others present: Norwood Long, Sherman Kent

The meeting was called to order by Sheila Hopkins, at 6:08pm.

The committee first heard public comment of which there was none and then reviewed the published agenda. No changes to the agenda were made.

The committee generally discussed how to approach accomplishing its goal of developing three different capital plan recommendations to the Select Board and the scope of the plans. The committee members, with the assistance of Norwood Long and Sherman Kent, developed a list of areas that should be addressed:

- Abbott Memorial Library building
- Town Hall
- Brick Building (next to the Town Office)
- Parking Shed (across from Town Office)
- Town Office Building
- High dollar Town office equipment
- Town Garage
- Town Highway Vehicles & Equipment
- Major Road Maintenance (e.g., paving, rip-rap, road improvements)
- Major Road Projects (culverts, bridges)
- North Pomfret & Teago Fire Stations (if public money will be required in the future)
- Fire Trucks
- Cemetery Maintenance

Hunter Ulf suggested looking at categorizing expenditures in three buckets (only the latter two would be incorporated into the capital plan):

- Routine maintenance: routine, annual maintenance items that would typically be in the annual budget;
- Major maintenance: longer-term scheduled and predictable maintenance such as roof and boiler replacement and may rely on capital reserve budgets;

- Major capital expenditures: new capital and major capital renewal that may not be scheduled, such as an addition to the Town Hall, and may involve fundraising, or a combination of funding sources.

The committee discussed and decided that the first step will be to pull together information about each of the areas that will be addressed in the capital plan and that the committee should do an assessment of the condition of buildings and equipment.

John Moore suggested, and the committee agreed, that it should interview town residents with knowledge about what's been done over time in terms of upkeep and maintenance of town owned equipment and buildings and that the committee should create a book of this information for developing plans and for posterity.

The committee also spent about 45 minutes discussing Town Hall and what maintenance will be required in both the near and long-term (e.g., putting on new clapboards, painting, etc.) and what uses the Town Hall might have in the future. The committee also discussed at length whether the Town Garage will need to be replaced entirely or if it may require modifications. More information will need to be gathered to get an assessment of that building.

During the next committee meeting, the committee will invite Hazel Harrington to help the committee understand the history of town buildings and equipment, as well as to find out where documents might exist that would help the committee perform its assessment. At future meetings, the committee will invite other town residents:

- Doug Tuthill
- Jim Havill
- Betsy Siebeck

The next committee meeting will be on June 14, 2016 at 6:00pm at the Town Office.

The meeting adjourned at 8:33pm.

Date drafted: May 26, 2016

Date approved: TBD

Respectfully submitted,

Scott Woodward