

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the June 14, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf (Scott Woodward absent)

Others present: Hazel Harrington, Sherman Kent

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

There was no public comment and no changes to the agenda.

Hazel gave us information on how things were done in the past as far as planning and budgeting for large expenditures went. Pretty much all expenditures were requested at each annual budget with no plan schedule. Hazel noted that she had created a historical document before she left. We looked in the files in the Treasurer's office and located this document. Sheila will contact Ellen to get us a copy.

Hazel thinks that the town owns 100 acres on Joe Ranger Rd. (the Town Forest). It was logged off about 15 years ago and the money went to the school. Apparently there is some confusion about whether the town or the school owns it. She said the Howard Brothers leased it and they then deeded it to the school. Gordon Tuthill has researched this in the past. She noted that she doesn't think the town has a deeded right of way to that land. We should probably look into this. John thinks it may be time to log it again soon.

There was some discussion regarding Town Hall, Town Garage, Historical Society building and roads. It was generally agreed that road improvement in Pomfret over the years has been better than some surrounding towns. Road management seems to be based on the "Town of Pomfret- Road Surface and Culvert Maintenance Plan 2013".

It was also noted that the Historical Society building will likely need a new slate roof in the near future.

Unanimous approval of the 5/24/16 minutes.

We discussed a timeline and tasks. Sheila moved and John seconded approval of a timeline based on the VPIC's capital planning process (<http://vpic.info/Publications/Reports/Implementation/CapitalImprovement.pdf>). Unanimous approval.

The timeline is as follows:

May-July- Conduct Capital Inventory & Assessment

August-September- Identify Capital Projects & Purchases (w/o costs) and Time Horizon.

October-November- Estimate Costs for All Capital Projects & Purchases

November-December- Draft Capital Plan & Presentaton to the Select Board, including adoption.

Hunter and Scott are currently working on assessment forms. When completed we will start assessing properties.

It was agreed that Sheila will talk to Art Lewin and see if we can meet at the Town Garage on July 5th at 5pm to do that building assessment and to also talk about issues specific to that building.

We will schedule site visits to other properties to do their assessments as well as soon as possible.

The next meeting of the committee was scheduled for July 5 at 6pm. (Hopefully, following the Town Garage assessment at 5pm.)

The meeting was adjourned at 8:15pm.

Dated draft: 6/15/2016

Date approved: TBD

Respectfully submitted,

Sheila H. Hopkins