

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

Approved Minutes of the July 5, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf, Scott Woodward
Others present: Arthur Lewin

The committee first met at the Town Garage at 5pm with Art Lewin to discuss the current condition of the Town Garage. The following points and issues were identified during the discussion and tour of the Town Garage:

- No routine or heavy maintenance occurs at the Town Garage. Routine maintenance, such as oil change, is performed at the dealer during the warranty period and thereafter at a service location of the Town's choosing;
- The Town Garage is primarily used for storage of vehicles and equipment;
- The septic tank for the Town Garage may not be on Town-owned property; the committee needs to research whether there is a deeded easement
- The floor drains discharge may not discharge on Town-owned property; the committee needs to research whether there is a deeded easement
- General potential safety issues:
 - There is no fire separation/fire door between storage/maintenance bays and the office;
 - No fire alarm, smoke detectors, sprinklers, etc.
- Building functionality:
 - The history of the building is unknown, but it appears that the ends of the Garage are part of the original structure and that the middle section is newer.
 - Lack of proper ventilation; the committee noted what could be water stains or possible mold around the plumbing ventilation area
 - Posts supporting the structure are rotting out and have been modified over the years to stay viable
 - Snow unloads in front of the doors, but Art added an eave over the entry way to protect people from snow load
 - The bay doors not wide enough for trucks with wings; Art replaces the trim every year
 - The bays not wide enough to put the wings down in winter
 - No separate breakroom (desired, but not necessary)
 - Heating
 - 3 bays, Heat – oil-fired in-slab heat
 - Modine heat for two bays
 - No heat two bays
 - Roof and foundation are in good condition
 - Routine maintenance is not feasible because of:
 - Inoperable floor drains

- No computer to hook into the truck computer system to read maintenance codes
- Trucks are typically taken to New Hampshire Freightliner for maintenance, the Western Star goes to J&B in Colchester

Following the assessment of the Town Garage, the committee moved the meeting to the Town Office building. The meeting was called to order by Sheila Hopkins, at 6:05pm. No public comment was taken as there were no members of the public present.

The committee then discussed the information gathered during the assessment of the Town Garage. The consensus of the committee is that the Town Garage adequately serves the main purpose of vehicle and equipment storage and that there is no projected need to replace the Town Garage in the next 5-7 years. However, the committee also noted that the Town Garage is not optimized in terms of being able to more easily access the bays. There are a number of improvements that should be made to the building and there will be some cost associated with making those changes in the next 5-7 years. The committee will need to specifically identify what those changes are and how much they will cost.

Following the discussion of the Town Garage, the committee discussed the general parameters that will drive the replacement of highway equipment. Scott Woodward outlined a two-step process where the Town should schedule a “hard look” evaluation of the condition of each piece of equipment to determine precisely when the equipment should be replaced. For example, the replacement of a truck might be evaluated at year 7 and replaced in year 7, or if the truck remains in good shape, retains value and the maintenance costs are reasonable, then that the truck could be replaced one or two years later, after the “hard look.” Scott Woodward referenced recommendations from the American Public Works Association on the factors that should determine when a piece of equipment should be replaced and these factors should be tracked throughout the life of the equipment. Among those factors are:

- Actual miles or hours
- Age of the equipment
- Salvage value
- Maintenance and operational costs (past and projected)
- Utilization
- Appearance
- Funds availability

The meeting adjourned at 7:25pm. The next committee meeting will be on July 26, 2016 at 6:00pm at the Town Office.

Date drafted: July 9, 2016

Date approved: July 26, 2016

Respectfully submitted,

Scott Woodward