

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

**Draft** Minutes of the August 23, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf, Scott Woodward  
Others present: None

The meeting commenced at 5:04pm. The committee first approved the July 26 meeting minutes. The committee next reviewed the assessments of all town buildings except the Town Offices.

The following points were discussed regarding the Town Hall assessment: (1) If the Town Hall is used for other uses other than Town Meeting or the occasional dinner, or for more frequent use, then code issues would need to be addressed; (2) The committee will recommend to the Select Board to survey Town residents for what uses the Town would like to see the Town Hall used. Otherwise, now major projects are foreseeable for the Town Hall.

John Moore suggested that he talk with Jimmy Potter and Neil Lamson regarding the Town Garage and whether there are issues, particularly with the rear foundation. The old Town Clerk's building needs the most attention of all Town buildings, particularly the foundation that may be undermined.

Art Lewin confirmed that the Town has easements for both the septic and floor drains. Otherwise, the assessment of the Town Garage remains as before with looking at fire safety issues and potential mold remediation.

John Moore suggested that Jim Havel would have in-depth knowledge about the old Town Clerk's building. Another concern raised about the old Town Clerk's building is digitizing the assets, but this is a separate project from the Capital Plan. John Moore and Hunter Ulf will make a separate visit to inspect the basement of the Town Offices.

The committee will investigate whether there's funding available to restore the old carriage shed. This building is of historical significance. The trees behind the shed need to be cut back and the Town should seek permission of the property owner to do so.

The following funding is available in the FY2017 Budget:

Town Garage Building	\$8,000	Opex
Old Town Clerks	\$2,500	Opex
Town Building Reserve	\$55,131	Capex
Town Hall Maintenance	\$500	Opex
Town Office Building Maintenance	\$7,500	Opex

Regarding Highway equipment, the committee decided that the criteria that will be used in the Capital Plan for the grader, excavator and loader will be total hours, age of the equipment, and overall utilization. The committee will need to know what the expected life-expectancy is for each piece of equipment (appearance is not as important). The committee decided that the criteria for dump trucks will remain a standard 7 years. However, the committee will investigate the possible need to evaluate size of trucks in the future.

The meeting adjourned at 7:32pm.

Date drafted: August 30, 2016

Date approved: TBD

Respectfully submitted,

Scott Woodward