

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

Draft Minutes of the September 11, 2017 Capital Planning Committee Meeting

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

The meeting commenced at 6:00pm. The committee first considered election of a committee chair. The committee unanimously decided not to elect a chair. The committee also discussed the schedule and when an update of the capital plan will be submitted to the Selectboard. The committee decided to target a draft update by the end of October/beginning of November.

The committee next reviewed the Town building capital and projects that were identified in the 2016 capital plan. The committee noted that most all of the projects scheduled for the Town Hall have been accomplished, e.g., replacing the windows, painting and refinishing the floors and stage. During the windows replacement, it was noted that new insulation wasn't needed, as identified last year. The committee also discussed safety and handicapped issues, e.g., lighting and ADA compliant entries/exits. These issues will be addressed in the ongoing Holden Engineering study. For the 2017 capital plan for the FY2019 budget, the committee's planning will focus on the Old Town Clerk's/Pomfret Historical Society building. Several projects totaling roughly \$70,000 will need to be accomplished. Hunter Ulf noted that the condition of the building will continue to deteriorate. The committee also discussed the carriage shed and what needs or can be done to preserve that structure. In early September, John Moore cleared brush out from behind the shed to help the structure breathe.

The committee next discussed the Highway equipment capital plan. Scott Woodward led the discussion by reviewing the plan developed in 2016. The committee discussed various options for replacing the grader, excavator and dump trucks. No decisions were made. Scott will work with Art Lewin to obtain the latest information about repair and maintenance status, as well as current hours on the equipment. The Town is scheduled to replace the 2012 Freightliner truck in FY2019 (Truck #2). The status of that vehicle will be reviewed to determine if it in fact should be replaced.

The meeting adjourned at 8:00pm.

Date drafted: September 16, 2017
Date approved: TBD

Respectfully submitted,

Scott Woodward