

## October 26, 2022 Capital Planning Meeting Minutes

Present: Barb DeHart, Lois Bond, Pat Harvey, Kristen LaPell, Julie Smith, Nancy Woolley, Greg White, Frank Severy, Doon Hinderyckx (absent)

Previous Meeting minutes approved.

Greg read through the Capital Budget Project Worksheet to walk through and answer questions. The Capital Budget Project Worksheets will be used for each department. Each project will need a worksheet filled out. These worksheets will be great as a reference in the future.

**Department-** each would be filled out by a grouping. Each department would be listed.

**Project Name-** within each department there may be numerous projects, so they would be listed individually. Projects names may need a location listed as well. Rule is if there are multiple equipment replacements in the same year its all one project. If it's done over three-year, same site its three different projects. We can see how this works as we progress.

**Department Priority:** Greg felt this would be easier to get the projects listed first, then go back and prioritize them.

**Type of Project:** self-explanatory

**Service Area:** most of ours will be municipality

**Rationale of Project:** also known as Project justification. Indicate all that apply. Try to lump it into one of the categories listed.

Lois explained the Reduce long term operation costs reflect impact directly related to last item on the list.

**Narrative of Justification:** Explain the project

**Cost Estimate:** this form will need to be edited to 2023. Kristen will update the form. Some projects may have several of these items to check off. Others may only need to check off one line.

**Sources of Funding:** This is important but will not be completed until later in the project.

**Impact Upon Operation and Maintenance Costs and Personnel Needs:** ROI (Return of Investment)

Pat made a comment about projects that overlap from one budget year to another. When item is identified they should be disclosed in the beginning how long before completed.

Funding of projects will be the last step for which year and how long.

The next step is to complete the worksheets. Try to have them completed and ready for Nov. 30<sup>th</sup>.

Once data is collected, we can combine them onto one sheet and score the items based on urgency.

Julie asked if she could share with the committee the policy for Capital Planning and Budgeting to get feedback from the committee before submitting to the selectboard for approval.

Committee agreed to work on the policy work until all worksheets are completed from Departments.

Next Capital Planning meeting is November 2, 2022

Meeting adjourned at 3:15 pm

Respectfully submitted,  
Julie Smith