

Town of Pownal
Capital Improvement Planning Committee

October 25, 2023

Mallett Hall

6:30 pm

- I. Roll Call; establish quorum; confirm agenda.
- II. Review/approve minutes of previous meeting – September 27, 2023
- III. Public Comment
- IV. Select Board Input
- V. Committee Charge (*see attached*)
 - a. Continue review and development of new draft Committee Charge
- VI. Review and discuss 2021 Comprehensive Plan Strategies/Objectives (*see attached*)
- VII. Open Discussion
- VIII. Next Meeting(s)
 - a. Wednesday, November 29 at 6:30 pm
 - i. Road Commissioner Matt Nielsen will present.
 - b. Chief Peters is scheduled to present on Wednesday, December 27
- IX. Adjourn

Exhibit V

Current Committee Charge

Capital Improvement Planning Committee Charge: The CIP Committee is responsible for researching the future capital needs of the Town and prioritizing projects in a way that makes them manageable for the Town's finances. This Committee makes an annual recommendation to the Select Board for both the capital purchases of that budget year as well as a recommended appropriation to the future capital projects fund. When there is a permanent vacancy, the Select Board shall, as soon as possible, appoint a person to serve for a one-year term. The Select Board will advise the Chair of the potential candidate before appointing this new member. The Chairperson shall call meetings of the committee which will meet monthly or as needed. A quorum of the Committee is necessary to conduct an official meeting and shall consist of 2/3 of the membership. Agendas & minutes of each meeting shall be submitted to the Town Clerk.

Brainstorm Information from May 2023 meeting

- Tool for capital planning
- Definition of Capital Expenditure
- A complete Asset List
- Sources of financing
- Plan flow
- Approval of proposed items
- Time horizon
- Threshold of types of financing
- Calling out of future capital needs. Should this be a committee task or should this be an item that is investigated in conjunction with other committees?

Exhibit VI

Strategies and Objectives

1. Provide and maintain a tool which promotes sound financial planning by estimating future needs and costs, thus reducing substantial fluctuation in the yearly tax rate.
2. Recommend timely and cost-effective replacement, renovation, and acquisition of the equipment/assets necessary for the effective delivery of town services.
3. Evaluate and recommend sources of funding (appropriation, bonds, lease) for the replacement, renovation and/or acquisition of the equipment/assets necessary for the effective delivery of town services.
4. Continue to look for ways to reduce costs.

