Middlesex Capital Planning Committee

April 22, 2021

Meeting Outline

5:30 PM – Call to order, welcoming guests

- Introduce Christian Meyer, of the Central Vermont Regional Planning Commission
- Discuss parameters for what's included in the Capital Spending Plan (items and value minimums)
- Draft outline of project over next nine months
- Committee Engagement (field trips, blogs, website updates)
- Sustainability of the capital planning process in years ahead.

7:00 Adjournment.

1. Introductions

    a.   **Christian Meyer**, Senior Planner
        Central Vermont Regional Planning Commission
        (meyer@cvregion.com)

Project Parameters

a. An Inventory
   i. Facilities: (land, buildings & transportation assets)
      1. Item,
      2. Age/Condition,
      3. Years to replacement,
      4. Replacement cost, ($5,000 threshold?)
      5. Other data?
   ii. Equipment: (vehicles and other capital equipment)
      1. Item,
      2. Year purchased,
      3. Useful life,
      4. Replacement cost, ($5,000 threshold?)
      5. Other data?
   iii. Other? Planning/Opportunities?

Project Parameters *(Continued)*

b.   A Process
- i.   Principles
- ii.   Formalization of the CPC as an advisory committee and composition
- iii.   Policies (Financial & Programmatic)
- iv.   Inventory
- v.   Project Intake Process
- vi.   Evaluation
- vii.   Financial Plan
- viii.   Adoption of Annual Plan
- ix.   Monitoring Plan
- x.   Evaluation of Process
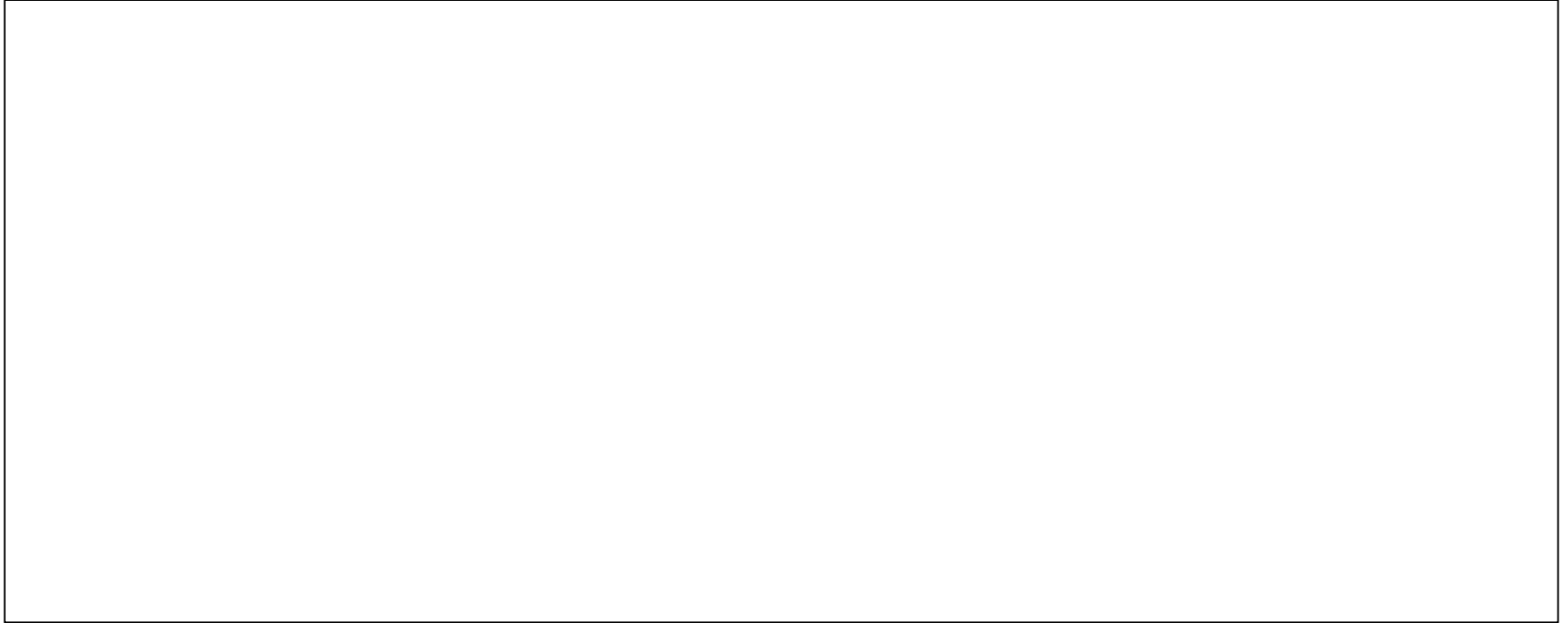- xi.   Record Keeping

3. Project Timeline

Middlesex Capital Improvement Plan: Project Timeline	April	May	June	July	August	September	October	November	December
Determine Scope	■								
Meet with Town Staff	■	■	■						
Coordinate with Capital Planning Committee	■	■	■	■	■	■	■	■	■
Compile and Summarize Data			■	■					
Public Engagement Meeting						◆			
Prioritize and Identify Needs						■			
Prepare Capital Improvement Plan							■		
Public Engagement Meeting on Draft Plan								◆	
Final Edits									■
								Public Meetings:	◆

Committee Engagement

NOTES:

- Field trips
- Blogs
- Website updates
- Meetings

4. What Are Your Final Thoughts?