



CAPITAL IMPROVEMENT PROGRAM COMMITTEE MINUTES

MONDAY, APRIL 22, 2024 @ 4:00 PM
RUTLAND CITY HALL, UPSTAIRS CONFERENCE ROOM

ATTENDANCE

CIP MEMBERS PRESENT:

Mayor Michael Doenges, Chair
Ed Bove
Jacob Pluta
Andrew Strniste

OTHERS PRESENT:

None

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- Members of the Capital Improvement Program Committee convened in the Upstairs Conference Room at Rutland City Hall at 52 Washington Street around 3:55 PM.

[4:07] Committee Member A. Strniste called the meeting to order.

ADDITIONS & DELETIONS TO THE AGENDA

[4:07] No additions or deletions were made to the agenda.

PUBLIC COMMENT

[4:07] No general public comments were provided.

COMMITTEE ORGANIZATION

[4:07] Committee Member A. Strniste nominated Mayor Doenges to be chair of the Committee. The motion was seconded by Committee Member J. Pluta and unanimously approved. Mayor Doenges nominated Committee A. Strniste to be secretary of the Committee. The motion was seconded by Committee Member E. Bove and approved unanimously. Mayor Doenges nominated Committee Member E. Bove to be Acting Chair in the absence of Mayor Doenges. The motion was seconded by Committee Member A. Strniste and approved unanimously.

COMMITTEE ORGANIZATION

[4:11] Mayor Doenges advised that there was one proposal submitted by PCI: Project Consulting, Inc., and that he thought the scope was reasonable and in line with the expected price range. Committee Member A. Strniste advised that there was a 10% match by the City. ***Mayor Doenges made a motion to recommend to the Board of Aldermen that they approve the PCI RFP of \$22,000 to serve as the consultant for the purposes of assisting Rutland City with developing a Capital Improvement Program.*** The motion was seconded by

Committee Member E. Bove. Mayor Doenges stated that the exhibits provided in the RFP were in line with the desired product, and that the firm appeared to have a lot of experience. A clear scope of work was provided and PCI seemed to understand what is requested. Committee Member J. Pluta inquired as to why there was only one submission. Committee Member A. Strniste speculated that wherever the RFP was posted may not have had the intended reach. While references were not checked, the Committee agreed that PCI is qualified. Had there been more submissions, references would have been checked.

[4:19] The motion was approved unanimously.

NEW BUSINESS

[4:19] A discussion ensued about how to report to the Board of Aldermen. Initial impression was that Alderman Adams would report out at the Board of Aldermen meetings. Mayor Doenges would inquire with Board President Michael Talbott for proper process. Committee Member A. Strniste discussed the role of the Planning Commission in the Capital Improvement Program process.

[4:26] The Committee will be given access to the GovPilot Capital Improvement Program module, and once the consultant is on board, access will be given to them as well. Discussion ensued about whether an in-kind match can occur for a municipal planning grant.

OLD BUSINESS

[4:30] No old business was presented.

OTHER BUSINESS

[4:30] Committee Member J. Pluta provided an overview of the Capital Improvement Program conference he attended the week prior. The Committee agreed to meet one a month – the second Wednesday of each month at 4:30 PM, with meetings to be held on the forth Wednesday of each month at 4:30 PM when needed. Committee Member E. Bove will serve as the liaison between the Committee and the consultant. The Committee will present their awarding of the RFP at the May 6 meeting.

[4:34] The next meeting of the Capital Improvement Program Committee will be Wednesday, May 8, 2024 at 4:30 PM.

[4:37] The Committee adjourned at 4:37 PM.

Respectfully Submitted by Andrew Strniste, Planning & Zoning Administrator