



CAPITAL IMPROVEMENT PROGRAM COMMITTEE MINUTES

WEDNESDAY, MAY 22, 2024 @ 4:30 PM
RUTLAND CITY HALL, UPSTAIRS CONFERENCE ROOM

ATTENDANCE

CIP MEMBERS PRESENT:

Mayor Michael Doenges, Chair
Alex Adams
Jacob Pluta
Andrew Strniste

OTHERS PRESENT:

Tom Yandow, Project Consulting Inc.
Natty Jamison-Root, Project Consulting, Inc.
John McCann, Rutland City Board of Aldermen

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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 4:25 PM.

[4:33] Mayor M. Doenges called the meeting to order.

ADDITIONS & DELETIONS TO THE AGENDA

[4:33] No additions or deletions were made to the agenda.

PUBLIC COMMENT

[4:33] No general public comments were provided.

NEW BUSINESS – KICK-OFF MEETING WITH PCI: PROJECT CONSULTING, INC.

[4:34] Members of the Committee and PCI: Project Consulting, Inc. (PCI) made introductions. Present from PCI was Tom Yandow and Natty Jamison-Root.

[4:36] N. Jamison-Root inquired about who the point of contact with the City of Rutland, as well as how PCI should go about interacting with the various Departments. Mayor Doenges advised that Committee Member and Executive Director of the Rutland Redevelopment Authority, Ed Bove, would be the point of contact who would coordinator with the various City departments, as well as setting up site visits. N. Jamison-Root advised that the proposed contract looks fine, with only a few small changes needed. N. Jamison-Root then inquired about the schedule, as the proposed schedule in the Request for Proposal (RFP) was already out-of-date. Committee Member A. Strniste opined that the Committee was still seeking a document production date of September or October to assist the Mayor with budgeting, and then advised that some Departments had already started compiling information. T. Yandow advised that the program could be expanded beyond the five-year timeline and even as far as ten if desired. Committee Member A. Strniste then informed PCI that the directive given

to the department managers was to put everything that they thought was eligible to be a capital project on the list.

- [4:42] Mayor Doenges provided an overview of the budget planning process and reiterated that the end of September would be a desirable date for the recommended program. T. Yandow inquired as to whether the City had a water treatment plant, whether it was part of the Department of Public Works and if they had a separate budget. The Committee answered in the affirmative on each of the questions. Mayor Doenges advised of strategies that he has explored in trying to reduce expenses relating to the water and wastewater treatment plants.
- [4:45] Alderman J. McCann asked about what the final product would entail and how the City would proceed in the future. Mayor Doenges advised that the final product would likely be a five-year spending matrix. PCI will assist the City with developing a recommendation. Committee Member A. Strniste advised that the City would then update the matrix on a yearly basis. The City of Barre has a consultant that assists them with annually updating their program, and that the City of Rutland's Board of Aldermen would need to determine if they would want to follow the same path forward. T. Yankow inquired as to whether the City budgets their vehicle expenditures in one line item or by department; Mayor Doenges answered by department.
- [4:53] Alderman J. McCann inquired about how the Committee will prioritize input and when the Board of Aldermen would provide input. Mayor Doenges answered that the Committee will manage the list once reviewed by PCI (who will have provided their recommendation). Afterwards, the Committee will review the recommendation and make any adjustments and then submit to the Board for input and further adjustments. Mayor Doenges then advised that he envisioned PCI taking the lead and recommend as much as possible. Committee Member A. Strniste informed PCI that he would provide access to GovPilot so they could start reviewing the submitted projects. At this time, PCI did not need any additional information. The Committee verified with PCI that their regular meeting time was the second Wednesday of each month at 4:30 PM with the fourth Wednesday of each month at 4:30 PM being reserved and used as needed. Email is the preferred method of communication. A list of the Committee Members will be provided to PCI.

OLD BUSINESS

- [5:00] No old business was presented.

OTHER BUSINESS

- [5:00] Alderman J. McCann confirmed that the virtual meeting link will be available to the public for future meetings.
- [5:01] Committee J. Pluta made a motion to adjourn. The Committee adjourned at 5:01 PM.

The next Capital Improvement Program Committee meeting will be held at 4:30 PM on Wednesday, June 12, 2024 in the Upstairs Conference Room in Rutland City Hall, 52 Washington Street, Rutland, Vermont.

Respectfully Submitted by Andrew Strniste, Planning & Zoning Administrator