

## Underhill Highways Infrastructure and Equipment Committee Charge

The Underhill Selectboard voted on June 20, 2017 to establish a Highways Infrastructure and Equipment Committee which, within one year of this date, shall:

- Inventory the town's highway capital assets, including town facilities, infrastructure, equipment and planned capital improvements; and
- Recommend Town Highway projects for inclusion within the proposed Capital Improvement Plan (CIP), in conformance with the adopted Town Plan, consisting of a one-year capital budget, a five-year (or extended) capital improvement program, and supporting policies and documentation, to be considered for annual adoption by the Selectboard, following public review and hearing, in accordance with state law (24 V.S.A. §§ 4430, 4443).

Committee membership may consist of up to 7 members, appointed by the Selectboard, to include past and present members of the Selectboard, Energy and Planning Commission representatives, and any other town residents with relevant skills or experience who are interested in serving on the committee.

In meeting its' charge the committee shall:

- Serve in an advisory capacity and report directly to the Selectboard on a regular basis.
- Consult with town staff, officials, boards and commissions, including the Planning Commission.
- Meet as needed to conduct its business in accordance with Vermont's Open Meeting Laws. All meetings of the committee shall be held at the town office or another town facility, and shall be noticed in advance and open to the public. All committee meeting agendas, minutes and documents available in draft form for public review shall be posted on the town's website.
- Consider the delegation of smaller specialized projects to subcommittees to include conversations with area municipalities.

Establish and maintain public records of committee meetings, inventory information, drafts and supporting documentation on file at the town office.

As hereby approved by the Underhill Selectboard on June 20, 2017.

For the Underhill Selectboard,

  
Rick Heh, Chair