

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
JUNE 6, 2023**

**COMMITTEE:** Amber Thibeault, Chair; Karen Dolan, Vice-Chair; Scott McCormick

**ADMINISTRATION:** Rick Hamlin, City Engineer; Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

**OTHERS PRESENT:** Marty Malone

**1. CALL TO ORDER**

Ms. Thibeault called the meeting to order at 6 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION ITEMS**

**a. Appointments: Chair and Vice Chair**

All committee members and staff introduced themselves and provided information on their roles within the committee.

**KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to nominate Amber Thibeault as Chair. Motion passed 3-0.**

**AMBER THIBEAULT made a motion, seconded by SCOTT MCCORMICK, to nominate Karen Dolan as Vice-Chair. Motion passed 3-0.**

**b. Meeting Schedule Discussion**

Ms. Thibeault said that the Capital Committee typically meets on the first Tuesday of the month at 6 PM and that meetings would last an hour unless a warning was given. All were amenable to this, and the next meeting was scheduled for August 1 due to next month's holiday. Ms. Thibeault said that meetings may not be necessary every month, however, there may be some months where more than one is necessary.

**c. Review of Existing Capital Plan File**

Ms. Morris shared a document with all current capital projects and shared information for each on the funding, project description, and department. She said that many of the estimates need to be updated, as well as timing information. She described recent efforts to inventory Capital investments to develop a replacement cycle. Ms. Thibeault explained that the Capital Committee is responsible for sending the City Council a draft five-year plan around budget time so that they can determine how funds are allocated. She said that emergencies sometimes come through which require immediate work and that other projects are selected due to proximity to other high-priority projects. Ms. Morris clarified that there is not a set amount of money that goes to capital projects each year. Ms. Thibeault said that the

---

Capital Committee only focuses on general fund projects and that projects funded differently would be handled by the City Council.

**d. Review Ranking Process**

Ms. Thibeault read the current ranking criteria, noting that the past process has involved a project presentation from staff, followed by all Committee members ranking the projects privately utilizing the ranking criteria. Individual rankings were discussed at the next meeting and were averaged to develop a committee ranking. She said that these criteria have been the same since the start of the committee and that they could use a revamp, noting that the community support line item could result in one project being unfairly favored. Mr. McCormick encouraged the Capital Committee to consider how to engage residents in the process. Ms. Thibeault said that the City Council is going to issue an RFP for a strategic planning process. She suggested that a review of the criteria be placed on the agenda for the next meeting.

**e. Local Option Tax Discussion**

Ms. Thibeault said that the City implemented a Local Option Tax (LOT) since the last meeting. While there is no policy for how to spend these funds, the intention is for the majority to be spent on capital projects. Ms. Morris explained how the tax works and the amount of money from the tax that Essex Junction can keep. She offered to reach out to other communities with established LOT revenue to see how they organize their funds. Ms. Thibeault requested public comment, Mr. Malone said that he appreciates how easy it was to get engaged in Essex Junction as a new resident. Ms. Thibeault noted that annual road paving is not something that typically goes through the Capital Committee.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: July 6, 2021**

Not discussed.

**6. ADJOURN**

**KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. The motion passed 3-0; the meeting adjourned at 6:58 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary