



**CITY OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
NOTICE AND AGENDA**

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, February 6, 2024
6:00 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

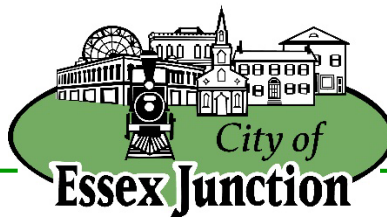
Phone: (802) 878-6944

This meeting will be in-person at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING (toll free audio only):** (888) 788-0099 | Meeting ID: 832 5366 1622; Passcode: 189879
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC COMMENTS**
4. **DISCUSSION ITEMS**
 - a. Updated Capital Project Ranking File
 - b. Capital Committee Meeting Schedule
5. **REVIEW AND APPROVE MINUTES**
 - a. Approve minutes: November 7, 2023
6. **READING FILE**
 - a. City Council Approved Capital Program Review Committee Policy
 - b. City Council Approved Local Option Tax Policy
7. **ADJOURN**

Members of the public are encouraged to speak during the Public Comments agenda item, or when recognized by the Chair during consideration of a specific agenda item. Public comments are limited to a three minute rule unless waived by the Chair. This agenda is available in alternative formats upon request. Meetings of the Capital Program Review Committee, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Finance office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.



MEMORANDUM

To: Capital Committee
From: Jess Morris, Finance Director
Date: January 26, 2024
Subject: Capital Project Ranking Updates

Issue

To review updates to the capital project ranking file by staff and the City Engineer, and determine next steps for projects identified as needing further action.

Discussion

The attached capital project ranking file was reviewed by the City Engineer and the Finance Director to identify projects that needed to be removed from the file as they have been completed, and to identify partially complete projects for further evaluation and updates.

The projects highlighted green have been revised from the original as follows:

1. Project R has been replaced with Project VVV – this project was partially completed previously and a new project created for the remaining work.
2. Projects LL, MM and NN have been replaced with Project UUU (two phases) – this project was partially completed previously and a new project created for the remaining work. The new project is proposed in two phases with the intent that they would be completed back to back in consecutive fiscal years to allow for a start date in the spring with completion in the fall, but to spread the cost over two fiscal years.

The projects highlighted in red have been identified by Rick Jones as projects that require re-ranking to a lower priority to include:

- T – Old Colchester Rd new sanitary sewer
- H – Central St waterline
- HH – West St waterline replacement
- Z – River St Section A new curb and sidewalk
- AA – River St Section B new curb and sidewalk
- CC – South St waterline replacement
- I – Church St waterline replacement
- L – Grant St waterline replacement

Cost
N/A

Recommendation

1. It is recommended the Committee determine the need, process, and timeline for re-ranking the projects identified above and as noted in the file.

1/26/2024 12:52		Y - Railroad Ave	OOO & PPP - Iroquois		FFF - West of Pearl Street	UUU - Main Street Pedestrian Bridge and Sidewalk		UU - Pearl Street	III - Rosewood Lane	C - Algonquin Ave	V - Pearl Street	QQQ - North Street
Rating Criteria	Max points	Waterline Lincoln Pl to Central	Road and waterline rebuild - waterline loop Cherokee (conventional construction)	Road and waterline rebuild - waterline loop Cherokee (innovative construction)	Multi-use path through ANR from West St to Pearl St	Phase I - New pedestrian bridge at Indian Brook, new sidewalk from bridge to Crestview	Phase II - New sidewalk Crestview to top of hill, new curb and sidewalk top of hill to Athens Dr	Sidewalk and road West Street to Susie Wilson	Road and Sidewalk Replacement	New waterline Cherokee Ave to Iroquois Ave	Waterline 235 Pearl to Susie Wilson	Replace waterline, road, and storm drainage
Safety & Health	28	24	24	24	19	22	22	18	18	28	18	24
Mandates	24	0	0	0	0	13	13	0	0	0	0	0
Remaining Service Life	26	18	18	18	n/a			12	18		12	18
Community Support	24	12	12	12	17	12	12	17	13	12	12	12
Financing Source	20	4	0	0	18	0	0	0	0	0	0	0
Timing/Linkages	16	0	3	3	0	0	0	0	0	12	0	0
Positive Economic Impact	12	8	0	0	1	0	0	4	0	0	8	0
Cost of Deferral	10	0	2	2	0	5	5	0	0	0	0	0
Efficiencies	8	0	4	4	0	4	4	0	4	2	0	0
Service Improvements	8	7	4	4	3	4	4	4	4	8	6	4
Alignment with City Priorities	6	4	2	2	6	3	3	6	3	0	3	0
Other	4	0	3	3	2	1	1	2	2	0	2	2
Total		77	72	72	66	64	64	63	62	62	61	60
Engineering		\$ 40,779	\$ 306,867	\$ 314,792	\$ 132,254	\$ 97,295	\$ 128,817	\$ 174,752	\$ 268,826	\$ 46,929	\$ 74,249	\$ 303,431
Pavement		\$ -	\$ -	\$ -	\$ -	\$ 3,609	\$ 75,434	\$ -	\$ -	\$ -	\$ -	\$ -
Roadway		\$ 97,440	\$ 1,303,139	\$ 1,344,990	\$ -	\$ 33,077	\$ 257,240	\$ 276,202	\$ 1,257,186	\$ 168,588	\$ -	\$ 1,028,309
Waterline		\$ 106,454	\$ 352,559	\$ 354,376	\$ -	\$ -	\$ -	\$ 10,614	\$ -	\$ 66,058	\$ 371,243	\$ 362,662
Sanitary Sewer		\$ -	\$ 10,968	\$ 11,059	\$ -	\$ 4,703	\$ 4,391	\$ -	\$ 60,056	\$ -	\$ -	\$ 10,872
Storm Drainage		\$ -	\$ 27,460	\$ 27,641	\$ -	\$ -	\$ 96,083	\$ 58,760	\$ 15,969	\$ -	\$ -	\$ 179,573
Sidewalk		\$ -	\$ 10,689	\$ 10,780	\$ 696,072	\$ 470,690	\$ 244,838	\$ 574,174	\$ 160,268	\$ -	\$ -	\$ 104,310
Project Total		\$ 244,672	\$ 2,011,681	\$ 2,063,639	\$ 828,325	\$ 609,372	\$ 806,803	\$ 1,094,502	\$ 1,762,306	\$ 281,576	\$ 445,492	\$ 1,989,157
Water Fund		\$ 127,745	\$ 416,020	\$ 418,164	\$ -	\$ -	\$ -	\$ 12,631	\$ -	\$ 79,270	\$ 445,492	\$ 427,942
Sanitation Fund		\$ -	\$ 12,943	\$ 13,050	\$ -	\$ 5,596	\$ 5,226	\$ -	\$ 70,866	\$ -	\$ -	\$ 12,829
General Fund		\$ 116,927	\$ 1,582,719	\$ 1,632,425	\$ 828,325	\$ 603,776	\$ 801,577	\$ 1,081,872	\$ 1,691,439	\$ 202,306	\$ -	\$ 1,548,387
Priority		1	2	2	3	4	4	5	6	7	8	9

1/26/2024 12:52	NNN - Pleasant Street	VV - West Street	TT - Pearl Street	BBB - West Street (12/2 minutes for ranking)	VVV - Main Street Indian Brook Bridge Replacement	T - Old Colchester Road	H - Central Street	YYA - Main Street	HH - West Street	HHH - Lincoln Hall	KK - Main Street	Z - River Street
	Rebuild roadway	Sidewalk South Street to Clems Drive	Sidewalk and lighting Wileys Ct to West Street Ext	West St and West St Extension intersection	replace existing vehicle and pedestrian bridges with one bridge	New sanitary sewer	Waterline	New sidewalk and lighting from bridge to crestview on west side	Waterline replacement South Summit to Hayden Dr	Senior bus parking	Drainage, Curb & Sidewalk Pleasant to Bridge, elevate Educational Dr intersection	Section A new curb and sidewalk Park St to Stanton Dr
Rating Criteria												
Safety & Health	12	18	18	24	24	16	24	20	22	15	18	14
Mandates	0	0	0	0	0	0	0	0	0	0	0	0
Remaining Service Life	18	12	12	12	n/a	n/a		0		0	0	n/a
Community Support	16	12	14	20	12	12	12	15	12	14	12	12
Financing Source	0	0	0	0	0	0	0	0	0	0	0	0
Timing/Linkages	0	0	0	0	0	0	0	0	0	0	0	2
Positive Economic Impact	0	1	3	0	0	8	0	0	0	1	0	2
Cost of Deferral	0	0	0	0	5	0	0	0	4	5	0	0
Efficiencies	3	0	0	0	0	0	0	0	0	0	0	0
Service Improvements	3	4	4	4	4	8	8	5	6	5	5	4
Alignment with City Priorities	2	6	3	4	6	6	3	4	0	3	3	6
Other	3	2	1	2	2	0	0	2	2	2	3	0
Total	57	55	55	54	53	50	47	46	46	45	41	40
Engineering	\$ 195,748	\$ 129,669	\$ 283,483	\$ 17,906	\$ 470,546	\$ 177,866	\$ 241,666	\$ 52,446	\$ 188,018	\$ 7,783	\$ 110,713	\$ 41,104
Pavement	\$ -	\$ -	\$ -	\$ 10,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,533	\$ -
Roadway	\$ 1,045,761	\$ -	\$ 220,902	\$ 54,789	\$ 1,708,391	\$ 639,125	\$ 796,242	\$ -	\$ 417,017	\$ -	\$ 276,122	\$ 39,054
Waterline	\$ 5,642	\$ 20,948	\$ 8,410	\$ -	\$ -	\$ -	\$ 450,365	\$ -	\$ 627,527	\$ -	\$ -	\$ -
Sanitary Sewer	\$ 12,068	\$ -	\$ -	\$ -	\$ 23,386	\$ 297,010	\$ 7,255	\$ -	\$ -	\$ -	\$ 9,610	\$ -
Storm Drainage	\$ 24,016	\$ -	\$ 22,002	\$ 19,777	\$ 589,531	\$ -	\$ 14,981	\$ -	\$ -	\$ -	\$ 104,744	\$ 36,338
Sidewalk	\$ -	\$ 661,523	\$ 1,323,593	\$ 4,916	\$ 292,835	\$ -	\$ 73,746	\$ 262,231	\$ -	\$ 38,913	\$ 130,688	\$ 130,129
Project Total	\$ 1,283,234	\$ 812,140	\$ 1,858,391	\$ 107,436	\$ 3,084,689	\$ 1,114,000	\$ 1,584,255	\$ 314,677	\$ 1,232,562	\$ 46,695	\$ 693,410	\$ 246,625
Water Fund	\$ 6,657	\$ 24,928	\$ 9,924	\$ -	\$ -	\$ -	\$ 531,431	\$ -	\$ 740,482	\$ -	\$ -	\$ -
Sanitation Fund	\$ 14,240	\$ -	\$ -	\$ -	\$ 27,595	\$ 353,441	\$ 8,561	\$ -	\$ -	\$ -	\$ 11,436	\$ -
General Fund	\$ 1,262,337	\$ 787,212	\$ 1,848,467	\$ 107,436	\$ 3,057,093	\$ 760,559	\$ 1,044,263	\$ 314,677	\$ 492,080	\$ 46,695	\$ 681,975	\$ 246,625
Priority	10	11	12	13	14	15	16	17	18	19	20	21

1/26/2024 12:52	AA - River Street	A - Abnaki Avenue	U - Orchard Terrace	CC - South Street	I - Church Street	L - Grant Street	Totals
Rating Criteria	Section B new curb and sidewalk Stanton Dr to Riverside in the Village	Road Reconstruction	Sidewalk long stretch & cul-de-sac	Waterline replacement Park St to Doon Way	Waterline replacement Main St to East St	Waterline replacement Jackson St to Maple St	
Safety & Health	14	12	8	13	14		
Mandates	0	0	0	0	0		
Remaining Service Life	n/a	6	6				
Community Support	12	14	12	12	12		
Financing Source	0	0	0	0	0		
Timing/Linkages	2	0	0	0	0		
Positive Economic Impact	2	0	0	0	0		
Cost of Deferral	0	0	0	0	0		
Efficiencies	0	0	4	0	0		
Service Improvements	4	2	4	6	2		
Alignment with City Priorities	6	2	1	2	0		
Other	0	3	2	0	0		
Total	40	39	37	33	28	0	
Engineering	\$ 59,756	\$ 67,644	\$ 36,316	\$ 177,589	\$ 56,933	\$ 72,846	\$ 4,204,175
Pavement	\$ -	\$ -	\$ -	\$ -	\$ 25,763	\$ 29,494	\$ 176,387
Roadway	\$ 52,886	\$ 338,219	\$ -	\$ 163,836	\$ -	\$ 78,735	\$ 11,518,512
Waterline	\$ -	\$ -	\$ -	\$ 576,982	\$ 258,901	\$ 256,001	\$ 3,572,742
Sanitary Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 451,378
Storm Drainage	\$ 197,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,564
Sidewalk	\$ 48,206	\$ -	\$ 181,578	\$ 193,862	\$ -	\$ -	\$ 5,420,178
Project Total	\$ 358,536	\$ 405,862	\$ 217,894	\$ 1,112,268	\$ 341,597	\$ 437,075	\$ 25,497,932
Water Fund	\$ -	\$ -	\$ -	\$ 686,608	\$ 310,682	\$ 307,201	\$ 3,240,684
Sanitation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535,783
General Fund	\$ 358,536	\$ 405,862	\$ 217,894	\$ 425,660	\$ 30,916	\$ 129,874	\$ 21,721,465
Priority	22	23	24	25	26	27	

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Estimate Preparation Date: 12/29/2023

Phase 1

Original Capital Plan Date: 11/24/2003

New Pedestrian Bridge at Indian Brook, New Sidewalk - Bridge to Crestview

Primary Project Reason:

- Install New 5' wide sidewalk
- Install New Pedestrian Bridge

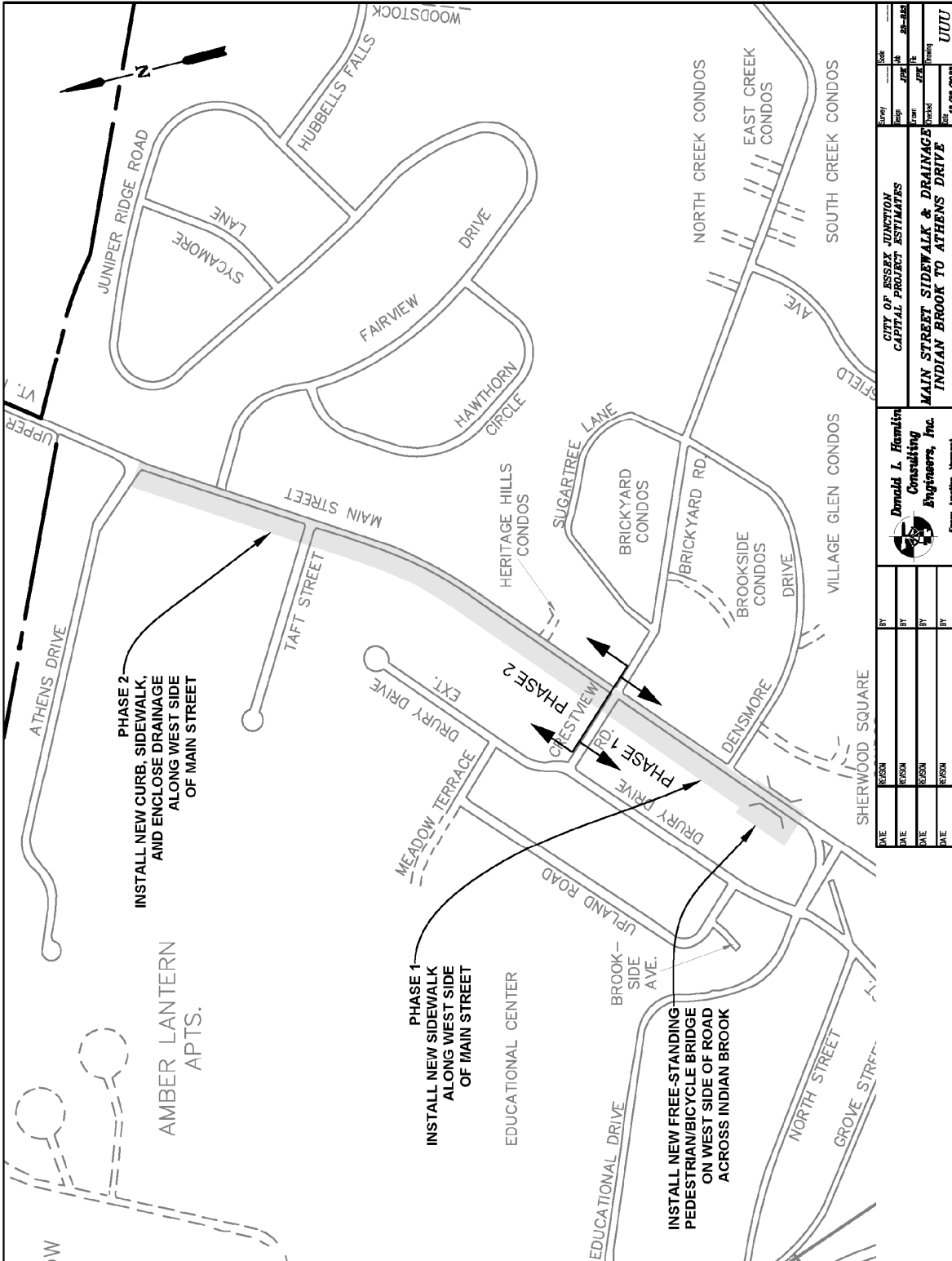
Secondary Project Reason:

Assumptions:

- 5' Wide sidewalk.
- New bridge is free standing steel truss bridge, 8' wide
- One-way traffic maintained on Main Street during construction
- A portion of each residential driveway will be rebuilt to match new roadway.
- Existing utility poles to be relocated by others, as needed

O	Pavement Overlay	\$	3,608.87
R	Roadway Reconstruction	\$	33,076.57
W	Waterline Improvements		
S	Sanitary Sewer Improvements	\$	4,702.67
D	Storm Drainage Improvements		
P	Sidewalk Improvements	\$	470,689.57
	Combined Account Costs	\$	512,077.70
	Project Management, Design and Resident Engineering	\$	97,294.76
	Total Project Cost	\$	609,372.46

City of Essex Junction Capital Projects Construction Cost Estimate



DATE	REVISION	BY
DATE	REVISION	BY
DATE	REVISION	BY
DATE	REVISION	BY

Donald J. Hamilton Consulting Engineers, Inc.		CITY OF ESSEX JUNCTION CAPITAL PROJECT ESTIMATES	
Essex Junction, Vermont		DATE: 11/28/2013	
PROJECT: MAIN STREET SIDEWALK & DRAINAGE INDIAN BROOK TO ATHENS DRIVE		JOB: UUU	

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk

Cost Reference Date: 8/17/2023

Phase 1

Estimate Preparation Date: 12/29/2023

New Pedestrian Bridge at Indian Brook, New Sidewalk-Bridge to Crestview

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Saw Cut Existing Pavement 4" Thick	90	lf	\$ 4.17	\$ 375.30
2) Remove Existing Concrete Curb	20	lf	\$ 6.95	\$ 139.00
3) Excavation of Pavement 4" to 6" Thick	120	sy	\$ 12.69	\$ 1,522.80
4) Remove Existing Concrete Sidewalk	15	sy	\$ 16.49	\$ 247.35
5) Silt Fence	750	lf	\$ 3.80	\$ 2,850.00
6) Remove and Reset Existing Manhole Frame and Cover	2	each	\$ 1,013.08	\$ 2,026.16
7) New Retaining Wall	280	sf	\$ 65.00	\$ 18,200.00
8) Test Excavation	2	each	\$ 1,000.00	\$ 2,000.00
9) Sand Borrow	50	cy	\$ 32.97	\$ 1,648.50
10) Plant Mixed Gravel	10	cy	\$ 44.08	\$ 440.80
11) New Cement Concrete Curb	20	lf	\$ 35.12	\$ 702.40
12) New Cement Concrete Sidewalk - 4" Thick	385	sy	\$ 84.58	\$ 32,563.30
13) New Cement Concrete Sidewalk - 6" Thick	65	sy	\$ 115.78	\$ 7,525.70
14) New Bituminous Concrete Pavement - 3" Thick Over Trench	6	sy	\$ 69.09	\$ 414.54
15) New Bituminous Concrete Pavement - 1-1/2", Type IV	10	sy	\$ 28.67	\$ 286.70
16) Cold Plane Pavement	3	sy	\$ 7.86	\$ 23.58
17) New Bituminous Concrete Driveway and Apron	115	sy	\$ 60.21	\$ 6,924.15
18) 24" Wide Crosswalk Bar - Painted	64	lf	\$ 9.72	\$ 622.08
19) Supply and Spread Topsoil	60	cy	\$ 49.68	\$ 2,980.80
20) Seed, Fertilize, Lime and Matting	525	sy	\$ 3.58	\$ 1,879.50
21) Remove and Reset Existing Sign	7	each	\$ 150.52	\$ 1,053.64
22) New Bridge at Indian Brook	1	ls	\$ 160,000.00	\$ 160,000.00
23) Traffic Control - Type IV	90	day	\$ 1,720.19	\$ 154,817.10
24) Dust Control - Type III	1	ls	\$ 7,167.47	\$ 7,167.47
25)				\$ -
26)				\$ -
27)				\$ -
28)				\$ -

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk

Cost Reference Date: 8/17/2023

Phase 1

Estimate Preparation Date: 12/29/2023

New Pedestrian Bridge at Indian Brook, New Sidewalk-Bridge to Crestview

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
29)				\$ -
30)				\$ -
31)				\$ -
32)				\$ -
33)				\$ -
34)				\$ -
35)				\$ -
36) Mobilization	---	---	5%	\$ 20,320.54
Contingency	---	---	20%	\$ 85,346.28

Subtotal	\$ 512,077.70
Design Engineering Services	\$ 46,086.99
Bidding and Construction Services	\$ 51,207.77
Grand Total	\$ 609,372.46

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Estimate Preparation Date: 12/29/2023

Phase 2

Original Capital Plan Date: 2/24/2003

New Sidewalk, Crestview to top of hill, New Curb and Sidewalk - top of hill to Athens

Primary Project Reason:

Install New 5' wide sidewalk

Enclose storm drainage

Secondary Project Reason:

Assumptions:

5' Wide sidewalk.

One way traffic maintained

A portion of each residential driveway will be rebuilt to match new roadway.

Existing utility poles to be relocated by others.

Mill and Overlay entire inbound lane from top of hill to Athens

O	Pavement Overlay	\$	75,433.89
R	Roadway Reconstruction	\$	257,239.90
W	Waterline Improvements		
S	Sanitary Sewer Improvements	\$	4,391.43
D	Storm Drainage Improvements	\$	96,082.55
P	Sidewalk Improvements	\$	244,837.66
	Combined Account Costs	\$	677,985.42
	Project Management, Design and Resident Engineering	\$	128,817.23
	Total Project Cost	\$	806,802.65

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Phase 2

Estimate Preparation Date: 12/29/2023

New Sidewalk, Crestview to top of hill, New Curb and Sidewalk - top of hill to Athens

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Saw Cut Existing Pavement 4" Thick	1,315	lf	\$ 4.17	\$ 5,483.55
2) Excavation of Pavement 4" to 6" Thick	615	sy	\$ 12.69	\$ 7,804.35
3) Remove Existing Concrete Curb	50	lf	\$ 6.95	\$ 347.50
4) Remove Existing Pipe - To 8' Deep	125	lf	\$ 20.20	\$ 2,525.00
5) Silt Fence	615	lf	\$ 3.80	\$ 2,337.00
6) Remove Existing Manhole Frame and Cover, Replace with New	1	each	\$ 1,372.57	\$ 1,372.57
7) Remove and Reset Existing Manhole Frame and Cover	1	each	\$ 1,013.08	\$ 1,013.08
8) Test Excavation	5	each	\$ 1,000.00	\$ 5,000.00
9) Catch Basin - 4' Dia., To 8' Deep	4	each	\$ 5,260.84	\$ 21,043.36
10) 18" HDPE Drainage Pipe - To 8' Deep	220	lf	\$ 84.76	\$ 18,647.20
11) Type I Rip Rap for Outfall Pads	50	cy	\$ 136.18	\$ 6,809.00
12) Connect Existing Pipe to New Structure	3	each	\$ 1,144.44	\$ 3,433.32
13) Excavation for New Roadway Subbase	315	cy	\$ 26.16	\$ 8,240.40
14) Earth Borrow	1,000	cy	\$ 19.93	\$ 19,930.00
15) Sand Borrow	100	cy	\$ 32.97	\$ 3,297.00
16) Dense Graded Crushed Stone	270	cy	\$ 44.80	\$ 12,096.00
17) Plant Mixed Gravel	70	cy	\$ 44.08	\$ 3,085.60
18) New Cement Concrete Curb	1,150	lf	\$ 35.12	\$ 40,388.00
19) New Cement Concrete Sidewalk - 4" Thick	1,015	sy	\$ 84.58	\$ 85,848.70
20) New Cement Concrete Sidewalk - 6" Thick	90	sy	\$ 115.78	\$ 10,420.20
21) New Bituminous Concrete Pavement - 3" Thick Over Trench	400	sy	\$ 69.09	\$ 27,636.00
22) New Bituminous Concrete Pavement - 1-1/2", Type IV	2,130	sy	\$ 10.39	\$ 22,130.70
23) Cold Plane Pavement	1,750	sy	\$ 7.86	\$ 13,755.00
24) New Bituminous Concrete Driveway and Apron	120	sy	\$ 60.21	\$ 7,225.20
25) 4" White Line - Painted	1,310	lf	\$ 1.33	\$ 1,742.30
26) 4" Yellow Line - Painted	1,700	lf	\$ 1.33	\$ 2,261.00
27) 24" Wide Stop Bar - Painted	12	lf	\$ 9.72	\$ 116.64
28) 24" Wide Crosswalk Bar - Painted	160	lf	\$ 9.72	\$ 1,555.20

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Phase 2

Estimate Preparation Date: 12/29/2023

New Sidewalk, Crestview to top of hill, New Curb and Sidewalk - top of hill to Athens

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
29) Symbol or Letter - Painted	15	each	\$ 44.37	\$ 665.55
30) New Retaining Wall	350	sf	\$ 65.00	\$ 22,750.00
31) Supply and Spread Topsoil	160	cy	\$ 49.68	\$ 7,948.80
32) Seed, Fertilize, Lime and Matting	1,420	sy	\$ 3.58	\$ 5,083.60
33) Remove and Reset Existing Sign	14	each	\$ 150.52	\$ 2,107.28
34) Remove and Reset Existing City Welcome Sign	1	each	\$ 2,000.00	\$ 2,000.00
35) Traffic Control - Type IV	90	day	\$ 1,720.19	\$ 154,817.10
36) Dust Control - Type III	1	ls	\$ 7,167.47	\$ 7,167.47
37) Mobilization	---	---	5%	\$ 26,904.18
Contingency	---	---	20%	\$ 112,997.57

Subtotal	\$ 677,985.42
Design Engineering Services	\$ 61,018.69
Bidding and Construction Services	\$ 67,798.54
Grand Total	\$ 806,802.65

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023
Estimate Preparation Date: 12/29/2023
Original Capital Plan Date: 2/24/2003

Indian Brook Bridge Replacement

Primary Project Reason:

Replace existing bridge over Indian Brook

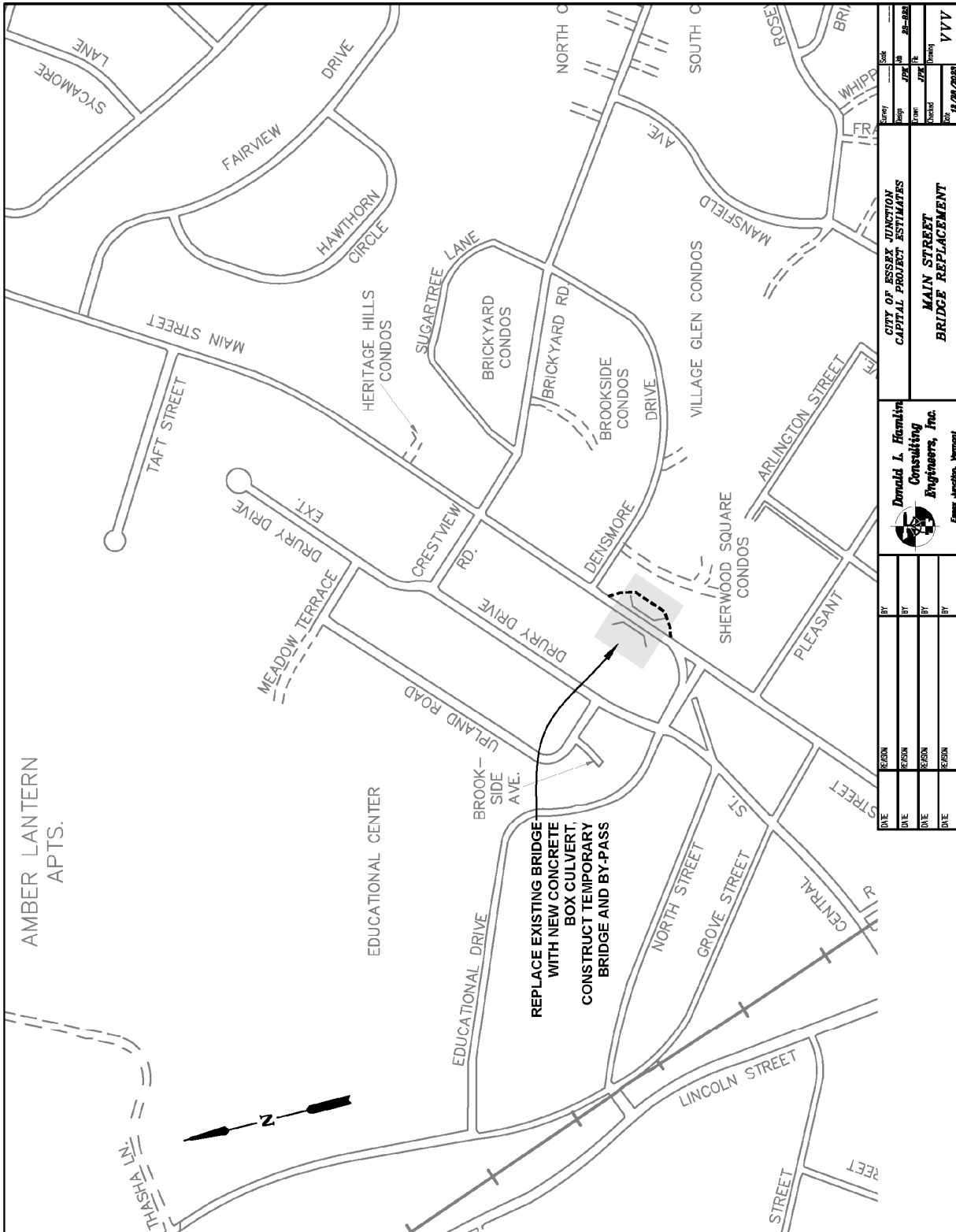
Secondary Project Reason:

Assumptions:

Remove existing vehicle and pedestrian bridges
Construct temporary bridge and bypass road east of Main Street impacting
the Town of Essex municipal office and parking area properties
Existing utility poles to be relocated by others.
New bridge will provide vehicle and pedestrian accommodations

O	Pavement Overlay	\$	26,272.45
R	Roadway Reconstruction	\$	1,334,144.39
W	Waterline Improvements	\$	83,399.70
S	Sanitary Sewer Improvements		
D	Storm Drainage Improvements	\$	63,618.06
P	Sidewalk Improvements	\$	33,274.24
	Combined Account Costs	\$	1,540,708.85
	Project Management, Design and Resident Engineering	\$	277,327.59
	Total Project Cost	\$	1,818,036.44

**City of Essex Junction
Capital Projects
Construction Cost Estimate**



DATE	PERSON	BY	DATE	PERSON	BY	DATE	PERSON	BY	DATE	PERSON	BY

**Donald L. Hasbain
Consulting
Engineers, Inc.**

Essex Junction, Vermont

CITY OF ESSEX JUNCTION CAPITAL PROJECT ESTIMATES	
MAIN STREET BRIDGE REPLACEMENT	
Survey	Scale
Drawn	As Shown
Checked	Date
Drawn	Sheet
Checked	Project
Date	Job No.
	VVV

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Estimate Preparation Date: 12/29/2023

Indian Brook Bridge Replacement

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Saw Cut Existing Pavement 4" Thick	75	lf	\$ 4.17	\$ 312.75
2) Excavation of Pavement 4" to 6" Thick	315	sy	\$ 12.69	\$ 3,997.35
3) Remove Existing Concrete Curb	185	lf	\$ 6.95	\$ 1,285.75
4) Remove Existing Pipe - To 8' Deep	75	lf	\$ 20.20	\$ 1,515.00
5) Remove Existing Structure - To 8' Deep	1	each	\$ 902.14	\$ 902.14
6) Remove Existing Concrete Sidewalk	75	sy	\$ 16.49	\$ 1,236.75
7) Silt Fence	120	lf	\$ 3.80	\$ 456.00
8) Test Excavation	5	each	\$ 1,000.00	\$ 5,000.00
9) Catch Basin - 4' Dia., To 8' Deep	3	each	\$ 5,260.84	\$ 15,782.52
10) 24" HDPE Drainage Pipe - 8' to 12' Deep	105	lf	\$ 137.53	\$ 14,440.65
11) Type I Rip Rap for Outfall Pads	50	cy	\$ 136.18	\$ 6,809.00
12) Connect Existing Pipe to New Structure	2	each	\$ 1,144.44	\$ 2,288.88
13) Excavation for New Roadway Subbase	155	cy	\$ 26.16	\$ 4,054.80
14) Structure Excavation	725	cy	\$ 30.00	\$ 21,750.00
15) Earth Borrow	150	cy	\$ 19.93	\$ 2,989.50
16) Sand Borrow	100	cy	\$ 32.97	\$ 3,297.00
17) Dense Graded Crushed Stone	210	cy	\$ 44.80	\$ 9,408.00
18) Plant Mixed Gravel	55	cy	\$ 44.08	\$ 2,424.40
19) New Cement Concrete Curb	285	lf	\$ 35.12	\$ 10,009.20
20) New Cement Concrete Sidewalk - 4" Thick	170	sy	\$ 84.58	\$ 14,378.60
21) New Cement Concrete Sidewalk - 6" Thick	20	sy	\$ 115.78	\$ 2,315.60
22) New Bituminous Concrete Pavement - 3", Type II	315	sy	\$ 21.50	\$ 6,772.50
23) New Bituminous Concrete Pavement - 1-1/2", Type IV	865	sy	\$ 10.39	\$ 8,987.35
24) Cold Plane Pavement	550	sy	\$ 7.86	\$ 4,323.00
25) 4" White Line - Painted	465	lf	\$ 1.33	\$ 618.45
26) 4" Yellow Line - Painted	500	lf	\$ 1.33	\$ 665.00
27) 24" Wide Stop Bar - Painted	12	lf	\$ 9.72	\$ 116.64
28) 24" Wide Crosswalk Bar - Painted	64	lf	\$ 9.72	\$ 622.08

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/17/2023

Estimate Preparation Date: 12/29/2023

Indian Brook Bridge Replacement

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
29) Supply and Spread Topsoil	50	cy	\$ 49.68	\$ 2,484.00
30) Seed, Fertilize, Lime and Matting	410	sy	\$ 3.58	\$ 1,467.80
31) Remove and Reset Existing Sign	3	each	\$ 150.52	\$ 451.56
32) 6" Ductile Iron Pipe, CI 52	100	lf	\$ 101.79	\$ 10,179.00
33) 12" Ductile Iron Pipe, CI 52	100	lf	\$ 134.58	\$ 13,458.00
34) Wet Tap (12x12)	2	each	\$ 10,262.75	\$ 20,525.50
35) Wet Tap (6x6)	2	each	\$ 5,943.68	\$ 11,887.36
36) Temporary Sheeting	1,050	sf	\$ 30.00	\$ 31,500.00
37) Temporary Bypass Road, install, remove, and restore area	1	ls	\$ 100,000.00	\$ 100,000.00
38) Temporary Bridge, install and remove	1	ls	\$ 100,000.00	\$ 100,000.00
39) Temporary Stream Bypass	1	ls	\$ 75,000.00	\$ 75,000.00
40) Clearing and Grubbing	1	ls	\$ 5,000.00	\$ 5,000.00
41) New Bridge, includes backfill, e-stone, and waterproofing	1	ls	\$ 450,000.00	\$ 450,000.00
42) Relocate existing dry utilities	1	ls	\$ 25,000.00	\$ 25,000.00
43) Changeable Message Boards, 2 total	120	day	\$ 129.02	\$ 15,482.40
44) Traffic Control - Type IV	120	day	\$ 1,720.19	\$ 206,422.80
45) Dust Control - Type III	1	ls	\$ 7,167.47	\$ 7,167.47
46) Mobilization	---	---	5%	\$ 61,139.24
47) Contingency	---	---	20%	\$ 256,784.81

Subtotal \$ 1,540,708.85
Design Engineering Services \$ 123,256.71
Bidding and Construction Services \$ 154,070.88
Grand Total \$ 1,818,036.44

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
NOVEMBER 7, 2023**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Karen Dolan; Nathan Doudera, Scott McCormick; Mike Plageman; Justin Rabidou

ADMINISTRATION: Ricky Jones, Public Works Superintendent; Jeff Kershner, City Engineer; Jess Morris, Finance Director

OTHERS PRESENT:

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. Draft LOT Policy Review and Discussion

Ms. Thibeault said that she used the policy for the Town of Brandon as a starting point to create this document. Mr. McCormick asked why sewer and wastewater were not included as capital projects, and Ms. Morris said that these types of projects are not ranked by the Capital Committee. These types of projects will be added to the “not included” list in the definitions. Mr. Rabidou asked why buildings are not included as capital projects, and asked if it should be changed to “regular building maintenance.” Ms. Thibeault said that buildings have never been considered by the Capital Committee, and that large projects are typically bonded. The City Council could change this at any point. Mr. Plageman pointed out that the Capital Committee has the power to take on additional responsibilities if given to them by the City Council. Mr. McCormick asked if this policy would allow the Capital Committee to review multi-use paths and bike lanes; Ms. Thibeault answered affirmatively to multi-use paths and said that bike lanes would require the approval of the City Council.

The Capital Committee discussed what they felt was an appropriate amount of money to be spent each year on sidewalks. Ms. Thibeault suggested a figure of \$252,000 and explained that she had come to this calculation by using the GIS sidewalk data. Mr. Kershner suggested that the committee look at projects holistically, rather than just sidewalks. Ms. Dolan suggested that this be a percentage figure of the Local Options Tax (LOT) collected. Mr. Rabidou concurred and suggested a 20% figure. Ms. Dolan discussed comments from a previous public meeting discussing the high importance of sidewalks and public walkability. After a suggestion from Mr. Jones, the Capital Committee decided to increase this recommendation to 25%.

Motion by JUSTIN RABIDOUX, seconded by KEVIN COLLINS to approve the Local Options Tax Fund Revenue Policy as amended, and specifically with the number of 25%, to be forwarded to the Council for their consideration. Motion passed 7-0.

b. Capital Ranking and Cost Estimate Updates Review and Discussion

Ms. Thibeault presented the updated project and cost estimate list, noting that some have been removed from the list as they have been finished. She asked if the Committee felt that these projects should be ranked, and all agreed that this should not be done. Individual projects may be reranked if essential factors change or if they have been partially completed. Mr. Rabidoux asked if there have been any major priority shifts, and asked at the City level, and if housing-related projects should be given a higher ranking. Ms. Thibeault said that no significant policy changes would impact this document, and that none of these projects relate to housing. The City Council can choose to move the ranking of any project at any time. She said that the current strategic planning work could inspire some changes to these goals.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: October 3, 2023

KEVIN COLLINS made a motion, seconded MIKE PLAGEMAN by to approve the minutes of October 3, 2023. Motion passed 7-0.

6. ADJOURN

JUSTIN RABIDOUX made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. The motion passed 7-0; the meeting adjourned at 6:55 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**CITY OF ESSEX JUNCTION
CITY COUNCIL'S POLICY REGARDING
CAPITAL PROGRAM REVIEW COMMITTEE**

- 1. Purpose:** To examine the City of Essex Junction's municipal capital needs (roads, bridges, culverts, sidewalks, and waterlines). To develop a prioritized list of capital improvement projects including, but not limited to, street and sidewalk repairs, bridge repairs, other transportation infrastructure repairs, and water line repairs, ~~and building repairs or replacements~~. ~~As per City of Essex Junction policy, any purchase of \$10,000 or more is considered an alignment with the City's purchasing policy,~~ capital projects ~~and~~ will be prioritized through the Capital Program Review Committee, except for capital needs paid for through enterprise funds.

The Capital Program Review Committee will review all of the known City capital needs expected in the next ten years and prioritize them into a proposed City five-year Capital Plan for consideration by the City Manager and approval by the City Council. The Capital Program Review Committee will provide recommendations for methods of paying for the prioritized projects for consideration by the City Manager and approval by the City Council.

- 2. Membership:** The Capital Program Review Committee will be comprised of one member of the City Council, one member of the Planning Commission, and five resident volunteers and supported by City staff as required and assigned by the City Manager. Member terms will be for three (3) years once confirmed by a majority of the Council, there shall be no term limits. ~~Committee's first appointees~~ Committee members will be appointed on staggered terms: three (3) members for three (3) years, three (3) members for two (2) years, and one (1) member for one (1) year.

The ~~first annual~~ meeting shall be the organizational meeting for the election of officers, namely, the Chair and Vice-Chair. Vermont's Open Meeting Law will govern the meetings, including notice of meetings, quorum, minutes, and related requirements.

Committee members must remain objective when prioritizing capital projects which could directly impact them and their family. No committee member shall try to prioritize or influence how any other committee members prioritize any project higher or lower based on the possibility of present or future financial, political, or other personal gain. Any committee member may recuse themselves from the process for any project in which they feel there may be a potential conflict of interest.

- 3. Time Line:** The Capital Program Review Committee shall begin meeting in September of each year so that the information will be available for the next fiscal year's budget. The committee shall define its scope of work and develop a work schedule during its initial meetings and shall be allowed to establish sub-committees. The committee shall continue meeting until the desired outcomes of the committee and the Council are completed.

~~Quarterly reports on the committee's work will be provided to the City Council.~~

4. **Information Sources:** The Capital Program Review Committee shall use existing information previously compiled by City staff, the City Engineer, and the public as the basis for its work but may obtain additional information as needed. The committee is encouraged to engage the community throughout this process.
5. **Outcome:** The committee shall develop and/or update the Capital Improvement Project Rating System to assist with identifying project priorities. The committee's prioritized list of capital projects will be used as a recommendation for formulating Essex Junction's Capital Plan and will also inform the Council, City Manager, and City staff about projected funding needs over the next several years.

Adopted by the Village Trustees on 12/11/12, amended 8/13/13. Amended by the City Council 12/20/2023.

**CITY OF ESSEX JUNCTION
LOCAL OPTION TAX REVENUE POLICY**

Formatted: Font: (Default) Arial

Purpose:

To define a process and procedure for allocating revenue from the local option tax ("LOT") fund for the City of Essex Junction to certain expenditures.

Formatted: Font: (Default) Arial

Definitions:

Capital projects are defined as a physical improvement on roads, bridges, culverts, sidewalks, multi-modal pathways, and waterlines ~~that exceeds \$10,000.00~~ in alignment with the City's purchasing policy, and is not recurring on an annual basis.

Capital projects **DO NOT** include the following: ~~paving routine street paving~~, rolling stock, ~~sewer wastewater, sanitation~~, and buildings.

Policy:

The general policy is that all revenues received through the imposition of the LOT shall be used for capital projects within the City of Essex Junction **except as specifically approved by the City Council.**

During the annual budgeting process, the City Council shall develop a plan which identifies the specific capital projects the LOT funds will be used for in the upcoming fiscal year. The specific capital projects do not need to be listed on the current Capital Program Review Committee priority projects but must include an annual set-aside of 25% of annual LOT revenue to be applied toward sidewalk improvements/repairs. The prioritization of sidewalk repairs shall be based on the most recent Chittenden County Regional Planning Commission ("CCRPC") sidewalk assessment.

All revenues received by the City of Essex Junction as proceeds of the LOT fund, shall be set aside by the City Finance Director in a dedicated, restricted fund.

The LOT fund is subject to the City of Essex Junction Purchasing Policy.

A report of all revenues and expenditures of the LOT fund shall be prepared by the City Finance Director and included in the monthly financial statements, and annual City report.

The City Council shall review and amend (as applicable) this policy on a semi-annual basis.

Adopted by the City Council on _____, ~~December 20,~~ 2023.:

Raj Chawla, President
President

Amber Thibeault, Vice
President

Andrew Brown

Elaine Haney

Marcus Cotta