

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
APRIL 2, 2024**

**COMMITTEE:** Amber Thibeault, Chair; Kevin Collins; Scott McCormick; Mike Plageman; Justin Rabidoux

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

**OTHERS PRESENT:** None

**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. Review of updates to Capital Project Ranking File**

Ms. Morris noted the following changes:

- The cost estimates for project VVV have been updated based on the engineers estimates.
- The highlighting on the Project Total, Water Fund, Sanitation Fund, and General Fund lines at the bottom have been changed to lighter colors for ease of reading.
- A line, Projected Fiscal Year of Project, has been added at the very bottom to show the fiscal year(s) each project is projected to happen in.
- Comments have been made in project name cells as needed to retain a history of changes and important project notes for future reference.

Ms. Morris said that the Railroad Ave waterline and Iroquois Ave. road and waterline rebuild are scheduled for next year. Sufficient funds are available for both.

**b. Re-rank projects UU and VVV due to updates in project scopes**

Ms. Morris said that this project needs to be reranked because smaller projects have been consolidated into two larger projects. Some of the work from these projects have already been completed.

UUU: Main Street Pedestrian Bridge and Sidewalk: There were no changes to the following ranking criteria: safety & health, remaining service life, community support, financing source, timing & linkages, positive economic development, efficiencies, service improvements or other. The mandates and cost of deferral criteria were reduced. The alignment with City priorities criteria was increased. These changes have reduced the overall ranking of this project.

VVV: Main Street Indian Brook Bridge Replacement: Not discussed. Mr. Jones will research bridge inspection information for the next meeting.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: February 6, 2024**

**SCOTT MCCORMICK made a motion, seconded MIKE PLAGEMAN by to approve the minutes of February 6, 2024. Motion passed 5-0.**

**6. READING FILE**

None.

**7. ADJOURN**

**KEVIN COLLINS made a motion, seconded by MIKE PLAGEMAN, to adjourn the meeting. Motion passed 5-0; the meeting adjourned at 6:53 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary