



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

Online Only
Essex Junction, VT 05452
Tuesday, April 1, 2025
6:00 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be available remotely; there will be no in-person location for this meeting. 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.

1. **CALL TO ORDER** **[6:00 PM]**
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC COMMENTS**
4. **DISCUSSION ITEMS**
 - a. Proposed Main Street Sidewalk Projects from LOT (Local Option Tax) Funds **[15 min]**
Rick Jones, Public Works Superintendent and Jeff Kershner, Donald L. Hamlin Engineering
 - b. Update from Bike Walk Committee **[15 min]**
John O'Brien, Chair and Chris Yuen, Community Development Director/Staff Representative
5. **REVIEW AND APPROVE MINUTES**
 - a. Approve minutes: October 29, 2024
6. **READING FILE**
n/a
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.

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

Main Street Sidewalk Replacement

Cost Reference Date: 3/25/2025
Estimate Preparation Date: 3/25/2025
Original Capital Plan Date:

south side

Railroad Street to Pleasant Street

Primary Project Reason:

- Remove existing 4' wide sidewalk
- Install New 5' wide sidewalk

Secondary Project Reason:

Assumptions:

- 5' Wide sidewalk.
- One way traffic maintained
- A portion of each residential driveway will be rebuilt to match new roadway.

O	Pavement Overlay		---
R	Roadway Reconstruction		---
W	Waterline Improvements		---
S	Sanitary Sewer Improvements		---
D	Storm Drainage Improvements		---
P	Sidewalk Improvements	\$	144,314.10
Combined Account Costs		\$	144,314.10
Project Management, Design and Resident Engineering		\$	28,862.82
Total Project Cost		\$	173,176.92

City of Essex Junction Capital Projects Construction Cost Estimate



Main SW, Railroad Street to Pleasant Street-2

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

Main Street Sidewalk Replacement

south side

Cost Reference Date: 3/25/2025

Estimate Preparation Date: 3/25/2025

Railroad Street to Pleasant Street

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Remove Existing Concrete Sidewalk	420	sy	\$ 20.00	\$ 8,400.00
2) Excavation for New Subbase	125	cy	\$ 30.00	\$ 3,750.00
3) New Plant Mixed Gravel Subbase	125	cy	\$ 55.00	\$ 6,875.00
4) New Cement Concrete Sidewalk - 4" Thick	450	sy	\$ 100.00	\$ 45,000.00
5) New Cement Concrete Sidewalk - 6" Thick	80	sy	\$ 115.00	\$ 9,200.00
6) Detectable Warning Surface	8	sf	\$ 45.00	\$ 360.00
7) New Bituminous Concrete Driveway and Apron	210	sy	\$ 55.00	\$ 11,550.00
8) Supply and Spread Topsoil	40	cy	\$ 65.00	\$ 2,600.00
9) Seed, Fertilize, Lime and Matting	360	sy	\$ 5.00	\$ 1,800.00
10) Traffic Control	25	days	\$ 1,000.00	\$ 25,000.00
11) Mobilization	---	---	5%	\$ 5,726.75
Contingency	---	---	20%	\$ 24,052.35

Subtotal \$ 144,314.10

Design Engineering Services \$ 14,431.41

Bidding and Construction Services \$ 14,431.41

Grand Total \$ 173,176.92

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

Main Street Sidewalk Replacement

Cost Reference Date: 3/25/2025
Estimate Preparation Date: 3/25/2025
Original Capital Plan Date:

**north side
Ivy Lane to Grove Street**

Primary Project Reason:

Remove existing 4' wide sidewalk
Install New 5' wide sidewalk

Secondary Project Reason:

Assumptions:

5' Wide sidewalk.
One way traffic maintained
A portion of each residential driveway will be rebuilt to match new roadway.

O	Pavement Overlay		---
R	Roadway Reconstruction		---
W	Waterline Improvements		---
S	Sanitary Sewer Improvements		---
D	Storm Drainage Improvements		---
P	Sidewalk Improvements	\$	140,786.10
Combined Account Costs		\$	140,786.10
Project Management, Design and Resident Engineering		\$	28,157.22
Total Project Cost		\$	168,943.32

City of Essex Junction Capital Projects Construction Cost Estimate



Main SW, Ivy Lane to Grove Street-2

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

Main Street Sidewalk Replacement

north side

Ivy Lane to Grove Street

Cost Reference Date: 3/25/2025

Estimate Preparation Date: 3/25/2025

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Remove Existing Concrete Sidewalk	305	sy	\$ 20.00	\$ 6,100.00
2) Excavation for New Subbase	95	cy	\$ 30.00	\$ 2,850.00
3) New Plant Mixed Gravel Subbase	95	cy	\$ 55.00	\$ 5,225.00
4) New Cement Concrete Sidewalk - 4" Thick	310	sy	\$ 100.00	\$ 31,000.00
5) New Cement Concrete Sidewalk - 6" Thick	75	sy	\$ 115.00	\$ 8,625.00
6) Detectable Warning Surface	8	sf	\$ 45.00	\$ 360.00
7) New Bituminous Concrete Driveway and Apron	225	sy	\$ 55.00	\$ 12,375.00
8) Precast Concrete Catch Basin	2	ea	\$ 4,500.00	\$ 9,000.00
9) 6" PVC Underdrain Piping	260	lf	\$ 35.00	\$ 9,100.00
10) 3/4" Crushed Stone	60	cy	\$ 65.00	\$ 3,900.00
11) Supply and Spread Topsoil	30	cy	\$ 65.00	\$ 1,950.00
12) Seed, Fertilize, Lime and Matting	250	sy	\$ 5.00	\$ 1,250.00
13) Traffic Control	20	days	\$ 1,000.00	\$ 20,000.00
14) Mobilization	---	---	5%	\$ 5,586.75
Contingency	---	---	20%	\$ 23,464.35

Subtotal	\$	140,786.10
Design Engineering Services	\$	14,078.61
Bidding and Construction Services	\$	14,078.61
Grand Total	\$	168,943.32



Bike/Walk Advisory Committee Annual Report

Current Committee Members

John O'Brien (chair)
Russ Miller-Johnson (vice chair)
David Achee
Eric Bowker
Philip Bieber
Lauren Philbrook
Michael Giguere (staff representative)

Overview

Over the past year, the Bike Walk Advisory Committee has held true to the mission of advocating for a pedestrian and bike-centered community as interest in developing our young city's accessibility has continued to grow. Improving public amenities and fostering community engagement and safety have continued to drive our committee, as well as maintaining our connections to local and regional organizations dedicated to these causes.

Discussion Topics and Research

- Local Motion e-bike lending library
- Public water fountains
- North & Grove/Ivy Lane UVM engineering student capstone project
- Potential future RRFB locations
- West Street bicycle facilities and signage

Member Education and Outreach

- Essex Pride Festival
- Vermont Walk/Bike Summit
- Bike Safety & Maintenance Workshop at Brownell Library



More information is available on BWAC's page on the City's website:



Projects

- Installation of Rapid Rectangular Flashing Beacon (RRFB) at Lincoln & North
- Updated Google Maps bike network data
- Installed bicycle repair station at Brownell Library
- Acquired inventory of bicycle racks for future installation

Conclusion

Reflecting on the year, our committee has made progress on a host of initiatives and set the stage for many ongoing improvements to our pedestrian and biking infrastructure. This, along with the enthusiasm and fresh ideas of new members that have been welcomed over the past year, makes us very optimistic about our committee's role in the year to come.

Bike Walk Advisory Committee Annual Report 2024

Over the past year, the Bike Walk Advisory Committee has held true to the mission of advocating for a pedestrian and bike-centered community as interest in developing our young city's accessibility has continued to grow. Improving public amenities and fostering community engagement and safety have continued to drive our committee, as well as maintaining our connections to local and regional organizations dedicated to these causes.

The fiscal year began with continued management of the E-Bike Lending Library, a collaborative project with Local Motion and EJRP that had provided community members the opportunity to experience electric bicycles firsthand. Although this program was discontinued at the start of 2024, its impact continued to resonate through positive community feedback.

As in previous years the committee sought to improve safety at a specific intersection and deliberated that a new Rectangular Rapid Flashing Beacon (RRFB) should be installed at the intersection of Lincoln & North, a project that was completed in October 2023. Between September and November the committee also researched improving bike signage on West Street, with the aim of ensuring safer and more efficient cycling routes through the western corridor.

The end of 2023 also saw discussions on the placement and utility of public water fountains with the aim of increasing accessibility to drinking water in public spaces as well as supporting public health and wellness. As we transitioned to the winter months our efforts shifted towards digital enhancements as the committee worked to update Google Maps to include detailed information on local bike facilities, thereby improving the utility of digital navigation tools for cyclists in our community.

The spring of 2024 was marked by a significant educational collaboration through the UVM Engineering Capstone Project. This initiative provided students with the opportunity to engage directly with real-world problems, which for this term was focused on the challenge of improving traffic flow and safety at North & Grove and Ivy Lane. While the proposal that the students presented in May 2024 did not move forward for adoption by the city, the committee has resolved to keep working with engineering students in this program as a source for fresh solutions to a variety of challenges faced by our pedestrian and bike infrastructure.

In April the committee began a collaborative project with the Brownell Library to install a new bike repair station at Brownell Library, which would become the center of an event held in July 2024. We also acquired a small inventory of bike parking racks with the intention of having them available to be dispersed in partnership with local businesses; an effort that has continued into the next year.

In June our committee was proud to participate in the Essex Pride Festival, where we were able to engage with and inform community members in a fun and festive environment. We also

participated in the Vermont Bike/Walk Summit, which gave us the chance to engage with other like-minded advocacy organizations from across the state and share strategies for improving transportation and wellness. Additionally, June 2024 saw our committee analyze the VTrans speed countermeasure toolbox, which presents effective tools and techniques to enhance local traffic safety and efficiency.

Reflecting on the year, our committee has made progress on a host of initiatives and set the stage for many ongoing improvements to our pedestrian and biking infrastructure. This, along with the enthusiasm and fresh ideas of new members that have been welcomed over the past year, makes us very optimistic about our committee's role in the year to come.

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
OCTOBER 29, 2024**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Karen Dolan; Mike Plageman

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

Ms. Morris requested to amend Item 4c to read “Discussion of meeting location and dates during 2 Lincoln renovation.”

MIKE PLAGEMAN made a motion, seconded by KAREN DOLAN, to amend the agenda. Motion passed 4-0.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Re-rank project FFF (financing source category only)

Mr. Hamlin said that this project is a long-term request from residents to have a crosswalk across Pearl Street to connect the neighborhood next to the fairgrounds to the Agency of Natural Resources property on West Street. He said that this project would involve crossing railroad tracks. This project would also allow for residents in the Indian Acres neighborhood to have access to the public transit available on Pearl Street. He believes that the railroad would be in favor of this project because of the inclusion of a fence to limit unauthorized crossings. Ms. Morris said that it is not best practice to rank something based on funding that is not secured. This re-ranking would reduce FFF from Project #3 to Project #11 in the priority list. Ms. Thibeault suggested that the Bike/Walk Advisory Committee (BWAC) spearhead a grant to secure funding for this project. All agreed that the funding ranking should be brought to zero to be in compliance with the current ranking system. A full project re-rank will be discussed at the next meeting and the BWAC will be invited to that meeting to discuss their opinions on the project.

b. Review and approve draft capital plan to be presented to Council with FY26 Budget

Ms. Morris said that inflation rates have been factored into costs and gave an overview of accounts. She said that the balances in each account are comfortable enough to cover emergencies. The Committee discussed potential project re-rankings. After some discussion, they initially decided have the only change presented to the Council be the financial re-ranking of FFF. Ms. Morris said that other changes can be made during the budget process and at later meetings, as the City Council is only looking at projects for FY 2026 at this time. Answering a question from Mr. Collins, Ms. Thibeault said that the Capital Committee ranks projects, and the City Council approves the ranking. Mr. Collins said that it seems like the Committee is sending on a plan that they realize has issues, as they are aware that Project C should be deleted as it is included under Project FFF.

MIKE PLAGEMAN made a motion, no second, to approve the Capital Plan with the revision to the financing source in category FFF. No vote, motion did not pass.

Amendment by AMBER THIBEAULT, seconded by KEVIN COLLINS, to delete Project C, as it is included in Project PPP, and revise FFF for financing. Everything else is approved to be sent to the City Council. Motion passed 4-0.

c. Discussion of meeting location and dates during 2 Lincoln renovation

Ms. Morris said that the meeting room at 2 Lincoln Street is no longer available due to renovation, and that there are no availabilities in other municipal locations. She suggested that the remaining meetings during the renovation period be held on Zoom. The next meeting will be held on Tuesday, January 14.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: July 2, 2024

KAREN DOLAN made a motion, seconded by KEVIN COLLINS, to approve the minutes of July 2, 2024. Motion passed 4-0.

6. READING FILE

a. Show Me the Money! VT AOT Grants - A guide for Municipalities

b. Iroquois Waterline Project Memo – City Council Packet 091124

7. ADJOURN

MIKE PLAGEMAN made a motion, seconded by KAREN DOLAN, to adjourn the meeting. Motion passed 4-0; the meeting adjourned at 7:00 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary