

**CITY OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
DRAFT MINUTES OF MEETING
OCTOBER 28, 2025**

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

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

PUBLIC: Tim Miller

1. CALL TO ORDER

In lieu of a Chair, Ms. Morris called the meeting to order at 6:03 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

KEVIN COLLINS made a motion, seconded by **MIKE PLAGEMAN**, to nominate **Amber Thibault** as Chair. Motion passed 5-0.

AMBER THIBAUT made a motion, seconded by **MIKE PLAGEMAN**, to nominate **Kevin Collins** as Vice-Chair. Motion passed 5-0.

b. Presentation: Main Street Shared Use Path

Mr. Giguere, City Planner, presented. The Main Street Shared Use Path proposed to install a shared use path on Upper Main Street. This project was scoped jointly by the Town of Essex and Village of Essex Junction in 2018. The Town of Essex has received funding for Phase 1 of the project, which is entirely located within their jurisdiction. The Town of Essex would like to seek coordination with the City on implementing the next phase of this project. There is an estimated 15% cost efficiency if Phase 2 of the project is completed by both municipalities at once. The Bike/Walk Advisory Committee is in strong support of this project and believes that it would be a significant safety and logistical improvement. Mr. Rabidoux said that he will be abstaining from discussing or voting on this project as he is employed for the project consultant Stantec. The project is proposed to be on the east side of the road and links up with an existing path at Main Street. Mr. Giguere said that one of the biggest benefits is walker safety, however it will also provide more connectivity for bikers.

c. Discussion and Vote: Capital Project Rankings and Timeline for Council

Ms. Morris said that the proposed Capital Project Ranking file has been fully updated with cost estimates. She said that some projects were moved due to the availability of enterprise funds. Enterprise funds include water, sanitation, wastewater and stormwater. Additional information will be available regarding these projects at the City Council's November 12th meeting. Staff will provide a list at the next Capital Committee meeting of projects which may need to be re-ranked. Answering a question from Mr. Rabidoux, Ms. Morris said that there has been direction from City Council that the amount of general fund transfer to capital needs to be reduced.

MIKE PLAGEMAN made a motion, seconded by **KEVIN COLLINS**, to send the Rosewood Lane, North Street and Pleasant Street projects to the City Council for inclusion in the Capital Plan. Motion passed 5-0.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: April 1, 2025

KEVIN COLLINS made a motion, seconded by **JUSTIN RABIDOUX**, to approve the minutes of April 1, 2025. Motion passed 5-0.

6. READING FILE

a. Iroquois Ave Waterline and Roadway Replacement Project Award: Mr. Kershner said that the waterline and subbase have been installed, and that curbs will be installed next week. Residents have been very supportive of this project.

b. City Prioritization List

7. ADJOURN

KEVIN COLLINS made a motion, seconded by **SCOTT MCCORMICK**, to adjourn the meeting. Motion passed 6-0; the meeting adjourned at 6:40 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Next Meeting: January 6, 2026