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

*Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, February 10, 2026
6:00 PM*

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person at 2 Lincoln Street in the 2nd floor large conference room 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.

1. **CALL TO ORDER** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC COMMENTS**
4. **DISCUSSION ITEMS**
 - a. Discussion: Rank Main Street Shared Use Path project as presented 10/28/25
Jess Morris, Finance Director and Chris Yuen, Community Development Director [30 min]
 - b. Discussion: Capital Project Ranking and Timeline Adjustments as Recommended by Staff
Jess Morris, Finance Director [15 min]
5. **REVIEW AND APPROVE MINUTES**
 - a. Review and approve minutes: October 28, 2025
6. **READING FILE**
 - a. FY27 Capital Plan as currently proposed to Council
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 Review Committee

From: Jess Morris, Finance Director and Christopher Yuen, Community Development Director

Meeting Date: Tuesday, February 10th, 2026

Subject: Route 15/Main Street Shared Use Path Ranking

Issue: To rank the shared-use path project on Route 15/Main Street between the City and the Town as presented at the October 2025 Capital Committee meeting.

Discussion:

Background

The Town of Essex is seeking to design and construct a shared-use path on Route 15/Main Street from Athens Drive to VT 289. This project straddles the City and Town boundaries.

The Town has been awarded a federal grant for Phase 1 of this project through the Vermont Department of Transportation (VTrans) Bicycle and Pedestrian Grant Program. Phase 1 extends from Orleans Road to the VT 289 ramp. Phase 2 would run from Fairview Road to Orleans Road, placing approximately 850 linear feet of the new path within Essex Junction's jurisdiction.

Town staff have reached out to begin coordinating with the City on Phase 2 implementation and to pursue grant funding. Stantec, the consultant working with the Town on this project, anticipates that construction costs would be approximately 15% lower if the Town's and City's sections are constructed concurrently. A grant opportunity through the VTrans Transportation Alternatives Program may become available in May 2026 for Phase 2.

This project is strongly supported by the Essex Junction Bike Walk Advisory Committee. Main Street is one of the most direct connections between the City of Essex Junction and the future Essex Town Center, yet it is currently neither safe nor comfortable for pedestrians and cyclists due to the lack of sidewalks or consistent shoulders north of Athens Drive.

Design Options

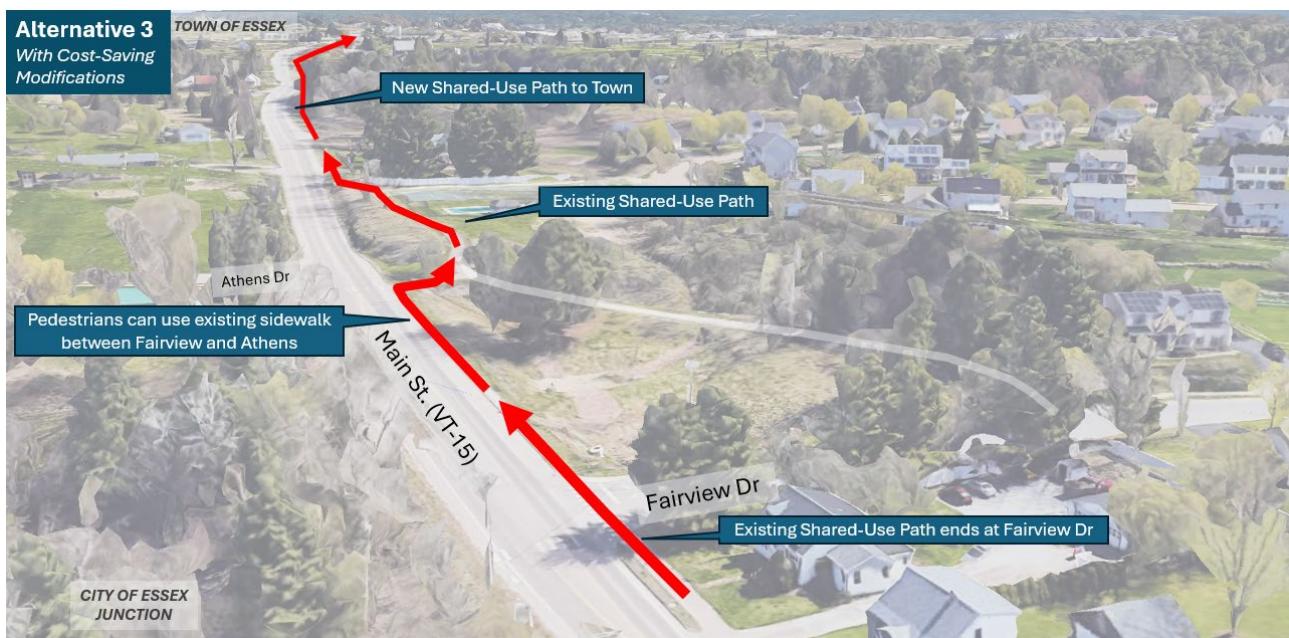
- **Alternative 3:** An 8-foot shared-use path on the east side of Main Street between Fairview Drive and VT 289. This alternative was selected as the preferred option in 2018. The northern half (Phase 1) has received implementation funding.
- **Alternative 3 with Cost Saving Modification:** An 8-foot shared-use path on the east side of Main Street beginning approximately 250 feet north of Athens Drive. This option would retain the existing sidewalk between Fairview Drive and Athens Drive and connect to the existing shared-use path. Pavement markings and signage would guide users through the on-street connection at Athens Drive.

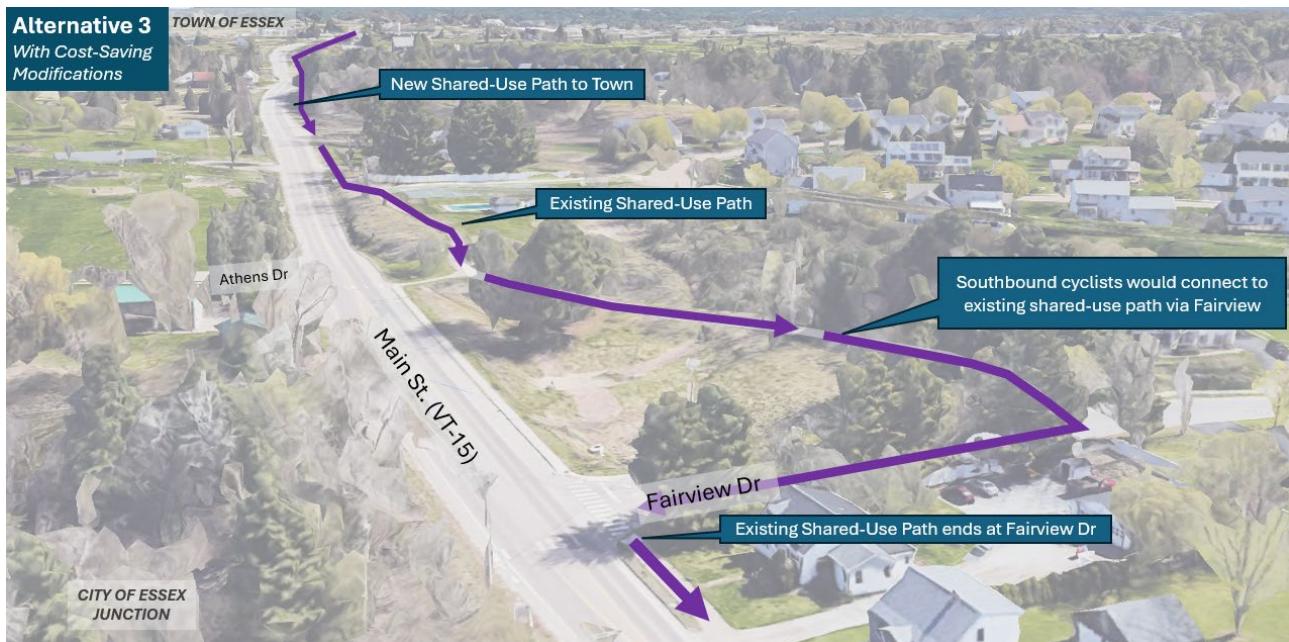
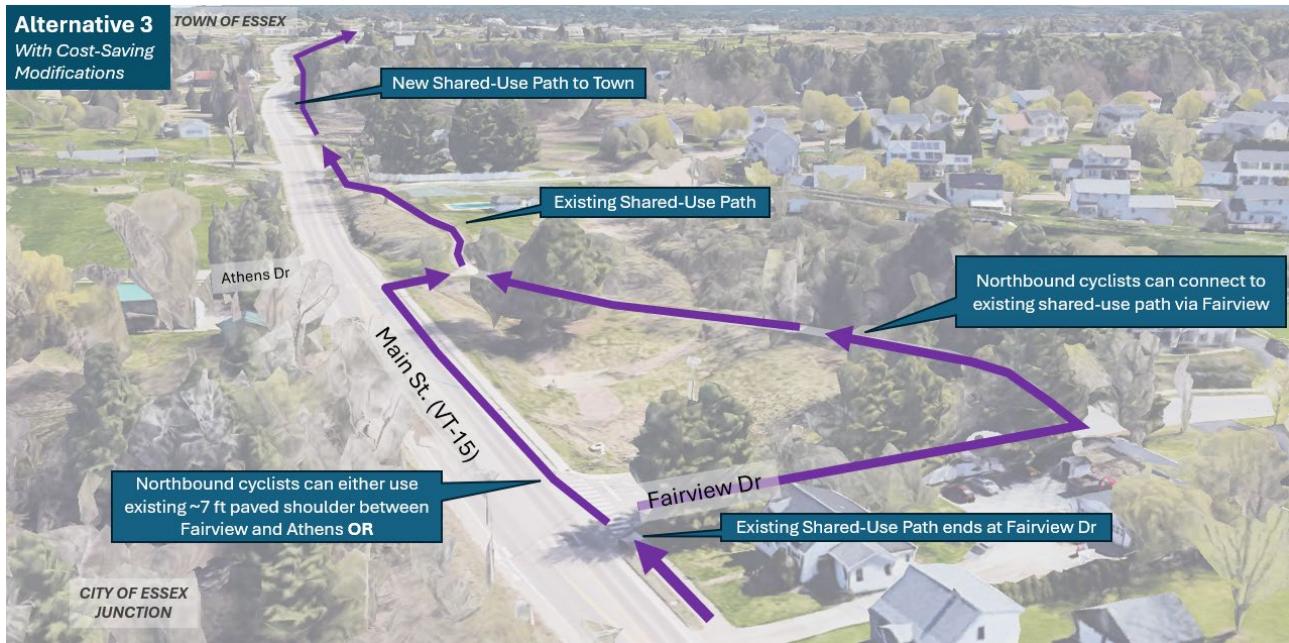
User Experience Comparison

The modified design was developed as a potential option to improve project feasibility from a budget perspective. While it still partially achieves the City's and Town's shared goal of a continuous facility along Route 15, it would be less direct and convenient than the original Alternative 3 design.

This impact would be more significant for cyclists than for pedestrians, as pedestrians would continue to use the existing sidewalk to connect to the path.

The following diagrams illustrate the impacts on pedestrians and cyclists.





Cost:

- Alternative 3: The portion of the new path located within Essex Junction is estimated to cost \$592,500.
- Alternative 3 with Cost-saving Modifications: The portion of the new path located within Essex Junction is estimated to cost \$228,000.

If external funding becomes available, the required local match would likely be 20% of the total project cost.

Recommendation:

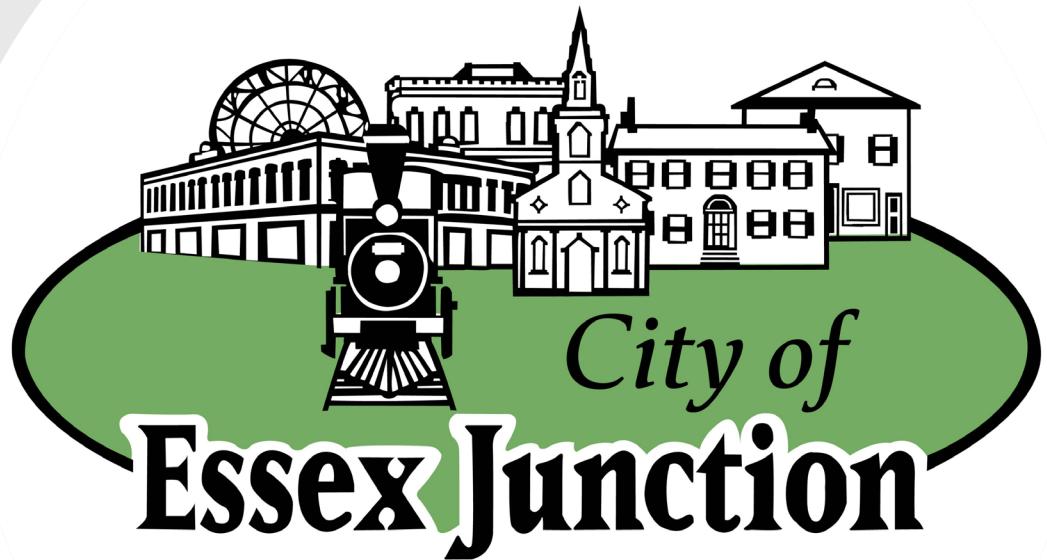
Please use the attached rubric to score Alternative 3 and Alternative 3 with cost saving modifications for the project. All committee member scores will be compiled to determine the ranking for each alternative of the project and recorded in the ranking file accordingly. For reference, this will be similar to the way Project OOO & PPP were ranked for conventional construction and innovative construction.

Attachments:

1. Capital Project Scoring Rubric
2. Main Street SUP Presentation Slides from October 2025
3. [VT 15 Sidewalk/Path Scoping Study – Athens Drive to VT 289 – CCRPC](#)
4. [Town of Essex - 2025 VTrans RT15 Shared-Use Path Application](#) (includes 2025 cost estimates on pages 18-20)
5. Stantec Memo for Alternative 3 with Cost Saving Modifications

Rating System for Prioritizing City Capital Project Requests

Rating Criteria	Maximum Points	Rank	Notes	Definition/Explanation
Safety & Health	28			Extent to which project eliminates, prevents, or reduces immediate or future threats to the safety and health of the community.
Mandates	26			Timeline of mandate, funding for mandate, safety risk of non-compliance of mandate, etc. No Mandate = 0; Mandate with several years to comply = 13; Mandate to solve safety risk with full funding = 26.
Remaining Life	24			Assessment of the project's condition based upon input from City staff and consultants. Urgent = 24; 1 - 5 years = 18; 5 - 10 years = 12; 10 - 15 years = 6.
Community Support	24			With the difficulty of knowing what the community support is on every project, a score of 12 will always be entered. This allows the score to be adjusted up or down if the community makes their support known.
Financing Source	20			Extent to which financing is provided by non-general or enterprise funds (or non-Pay-As-You-Go) sources such as by grants, proprietary funds, donations, special revenue funds, joint ventures, development impact fees, general obligation bond financing, or other types of debt (e.g., TIF bonds, low-interest loans, leasing); local matching funds are required; capital funds become available (i.e., timing of the receipt of funds, or the schedule associated with the disbursement of such funds); inter-generational equity is considered relative to the projected life of the asset and funding source.
Timing/Linkages	16			Timing and linkages refers to how the proposed project fits with other projects that are also being proposed or are on the capital plan horizon. A recent example of this was the reduction in lanes on Pearl Street along with the creation of bicycle lanes. The roadway was scheduled to be ground and repaved so the striping project was able to be done on new pavement, instead of having to grind the old stripes and repaint them. The striping project was moved ahead because of the paving opportunity. Time and linkages also occur when subsurface utilities are repaired or replaced. This work disturbs pavement and often curb and sidewalk. If Waterline is to be replaced for example due to health issues, the surface work related to the replacement may be considered for timing points.
Positive Economic Impact	12			Any project that will have a good or positive impact on the City and/or surrounding areas/towns in terms of job growth, economic growth, financial benefit of residents. A project that directly or indirectly increases the tax base.
Cost of Deferral	10			Refers to the break point between doing repair work instead of replacement work. Maximum points are gained by projects that cost the least to repair as compared to replacement costs, which usually occurs early in the item's life cycle. As repair costs approach replacement costs, the point value would be less. An example of this would be roadway paving. Overlay work may involve a thin layer of pavement over old pavement that still has a suitable crown. If now repaved early enough, potholes may form and the road crown may become deformed. At this point stripping the pavement and rebuilding the road may be required. 10 Points might be earned for the early overlay work, no points earned for the overlay just before the road needs reconstruction.
Efficiencies	8			Extent to which project provides savings to the capital budget or general funds; or increases organizational output eliminating waste or duplication of services.
Service Improvements	8			Extent to which project improves the quality of current services experience by City residents.
Alignment with City Priorities	6			Any project that follows the goals of the City Residents in terms not limited to but outlined in the "Essex Junction Comprehensive Plan" chapter III, "Community Vision and Strategies for Essex Junction". Some of these priorities include: Regional Community, and/or Neighborhood Objectives; Land Use; Downtown; City Identity; Economy; Growth
Other	4			The extent to which other considerations not otherwise captured by existing rubric criteria should be considered. Such considerations, on a project by project basis should be noted and recorded as part of the CIP evaluation process. The number of residents serviced and number of years the project has been considered a priority will be two of the criteria often considered.



VT15 SHARED USE PATH

PROJECT OVERVIEW

COMMUNITY DEVELOPMENT DEPARTMENT

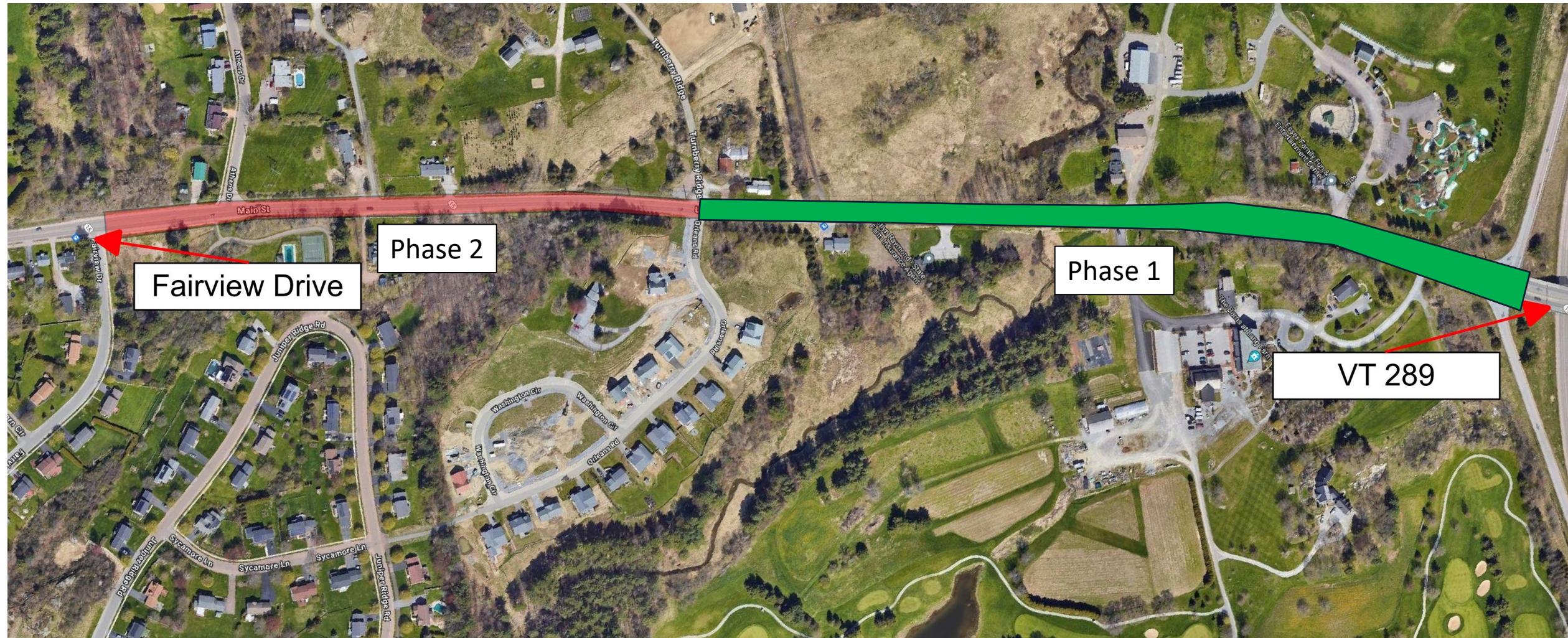
OCTOBER 28, 2025

PROJECT INTRODUCTION

- **July 2018** - VT15/Upper Main Street scoping study published
- **September 2025** - Town of Essex selected for federal funding through VTrans Bicycle and Pedestrian Program for design and construction of northern half of this project (Phase 1 – Orleans to VT 289 ramp)



PROJECT AREA - OVERVIEW



PROJECT AREA - TOWN & CITY BORDER



- Town is seeking coordination with the City on Phase 2 implementation and to seek grant funding

CITY OF ESSEX JUNCTION'S SECTION

- Has not been added to capital project list due to Town project management and municipality separation
- Phase 1 entirely located in the Town
- Phase 2 includes the section located in the City
 - Estimated ~15% cost efficiency if Phase 2 is completed all at once rather than section by section
- No changes to curbing



COMMUNITY INPUT

- Bike/Walk Advisory Committee support for this project
 - This is the most direct link between Essex Junction and the Town of Essex's future town center
 - Road is dangerous for both peds and bikes - currently no sidewalk north of Athens drive
 - Project would connect existing / upcoming shared use paths on both sides

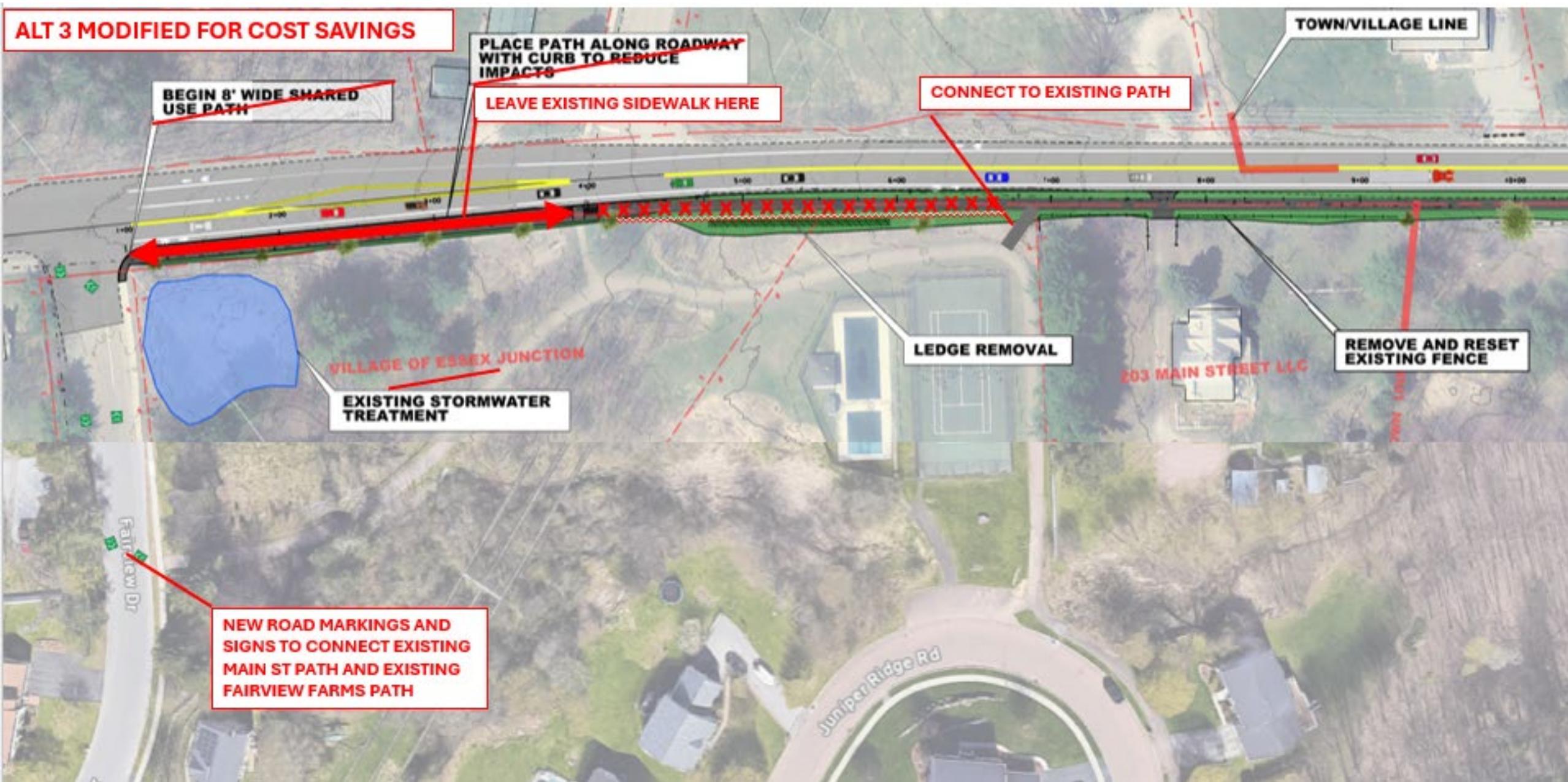
COST ESTIMATE

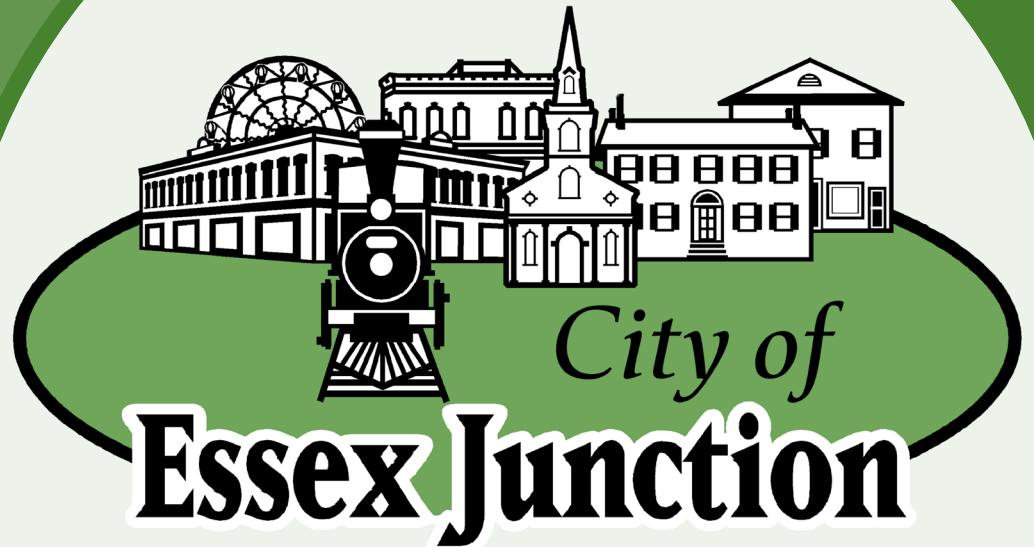
- **\$592,500** – total cost estimate if done as a standalone segment
 - Likely ~15% lower if constructed concurrently with the Town's portion of Phase 2
 - If external funding is found, the local match would probably be 20% of total

POTENTIAL VALUE-ENGINEERING OPTION

- Currently working with Stantec to explore value-engineered alternatives to connect to the existing shared-use path in the City's portion.
- We may return to Capital Program Review Committee when new cost estimates for this are available.

ALT 3 MODIFIED FOR COST SAVINGS





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[HTTP://WWW.ESSEXJUNCTION.ORG](http://WWW.ESSEXJUNCTION.ORG)

VT Route 15 Sidewalk / Path Study, Athens to VT Route 289 Essex Junction, Vermont

Scoping Report



Prepared by:



Prepared for:



July 31, 2018

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289



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The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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Under the direction of:

Chittenden County Regional Planning Commission

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1.0 INTRODUCTION

The Chittenden County Regional Planning Commission (CCRPC), working with the Town of Essex, the Village of Essex Junction, and Stantec Consulting Services, Inc. developed a scoping study evaluating sidewalk/path improvements for VT Route 15 between Athens Drive and VT Route 289. The goal of the scoping project was to identify options for an important missing link between the Town and Village pedestrian and bicycle network.

The scoping process involves identifying existing roadway and traffic conditions and then developing a purpose and need for the project. Alternative improvement strategies are then identified and evaluated leading to the selection of a preferred alternative.

The scoping process includes working closely with a project advisory committee made up of community leaders, Village/Town staff, CCRPC staff, and others. Advisory committee members for this project are listed below.

Essex Junction Village Staff	Robin Pierce, Rick Jones
Essex Town Staff	Dennis Lutz, Darren Schibler
CCRPC	Christine Forde, Marshall Distel

The advisory committee is charged with recommending a preferred improvement alternative to the Village Trustees and Town Selectboard.

2.0 PROJECT BACKGROUND

The VT Route 15 corridor has long been recognized as a primary transportation corridor that lacks sufficient pedestrian and bicycle facilities. Much progress has been made in recent years to address this. In Essex Junction, as development and roadway projects have occurred along VT Route 15, sidewalks, a shared use path and bike lanes have been provided. These end at Athens Drive and near the Village/Town border. With the significant development in the VT Route 289 area of the Town, additional segments of sidewalks and shared use paths were constructed along VT Route 15. The 3600-foot section along VT Route 15, from Athens Drive to VT Route 289, has not seen significant development and is where the linkage of pedestrian and bicycle facilities to the east and west is missing.

This study focuses on this area and its limits are shown in Figure 1.

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

Figure 1: Project Study Area



2.1 EXISTING PLAN AND STUDY REVIEW

Plans and studies have been developed for this area that considered traffic and pedestrian concerns. Plans and studies reviewed for the preparation of this scoping study and are listed below.

- *VT 15 Corridor Study, 2008*
- *Essex Town Plan, 2016*
- *Essex Junction Comprehensive Plan, 2014*
- *Town of Essex, Village of Essex Junction Bicycle and Pedestrian Plan, 2014*
- *Chittenden County Active Transportation Plan, 2017*

Key elements relevant to this project are discussed below.

2.1.1 VT 15 Corridor Study, 2008

This study included the section of VT Route 15 from Winooski to Jericho and contain the following goals, objectives, and strategies pertinent to this project:

1. Enhance corridor safety for vehicular, pedestrian and bicycle traffic.
2. Create a safe bicycle network designed for transportation purposes
3. Improve bicycle and pedestrian facilities in the corridor and eliminate all gaps to create a continuous and efficient bicycle and pedestrian network.
4. East of the Five Corners sidewalks are recommended on both sides of VT 15 up to VT-289 where they will become shared use paths across the bridge over VT-289.
5. A continuous 5-foot shoulder or designated bicycle lanes is recommended (in the long term) along corridor segments that currently do not have on-road bicycle facilities, including VT Route 15 in the project area.

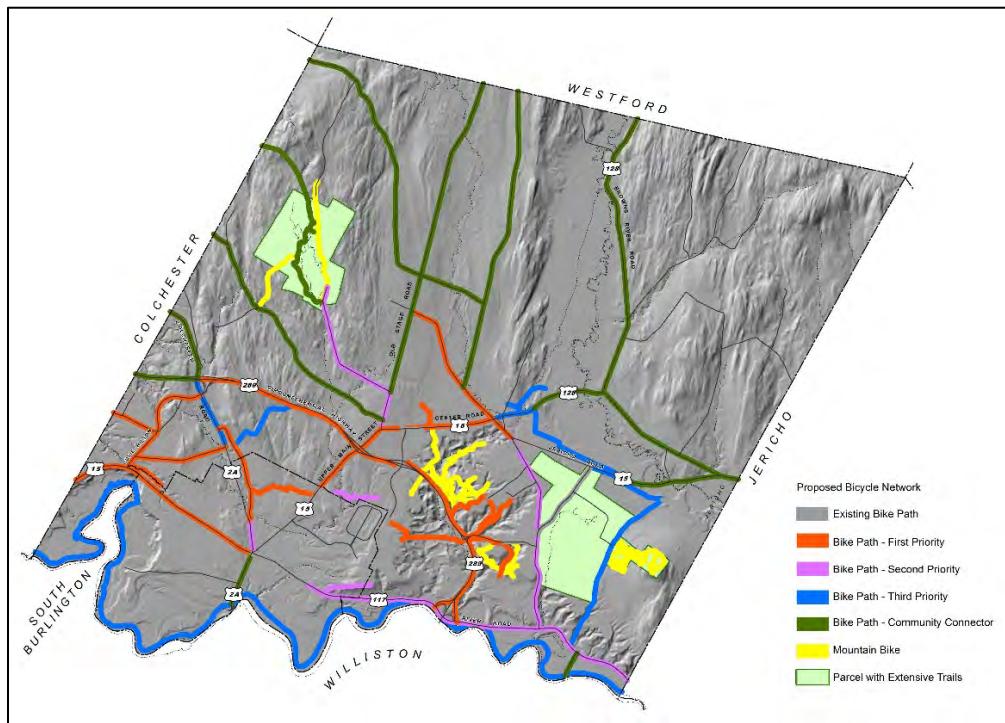
2.1.2 Essex Town Plan, 2016

The *Essex Town Plan* outlines the Town's goals, polices, and recommended actions. The goals and actions applicable to this study are listed below.

1. Multiple modes of transportation that connect residents to schools, work places, shopping centers and recreational areas shall be supported.
2. The proposed Bicycle network includes this section of VT Route 15 as a first priority.

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

Figure 2 Essex Town Plan 2016



2.1.3 Essex Junction Comprehensive Plan 2014

This plan includes the following objectives that pertain to this project.

1. Continue improving access to and safety of bicycle and pedestrian facilities, and public transit. Support the work of the Bike-Walk Advisory Committee.
2. Continue reducing local energy demand by providing further expansion of sidewalks, bike paths, park & rides, and public transportation.
3. Continue to increase the number of sidewalks and other facilities to support bike and pedestrian travel, making it easier for residents to visit downtown businesses.
4. Engage in climate mitigation strategies to reduce the region's contribution of greenhouse gases. For example, continue to implement policies that promote investment in transportation options that reduce emissions - such as sidewalks and bike lanes.
5. Encourage alternative access to all educational facilities through the use of sidewalks, bike paths and mass transportation as appropriate.
6. Well-marked bike and pedestrian lanes will encourage safety by allowing residents to comfortably and securely navigate the community.

7. Promote and implement strategies to encourage the use of bicycles as alternate transportation modes.

The Transportation section of the Comprehensive Plan states the following:

1. The Bike-Walk Advisory Committee has adopted the following vision statement: "Essex Junction strives to be recognized as a friendly village of connected neighborhoods and destinations in which convenient and safe bicycle and pedestrian facilities are integrated into a seamless and accessible year-round transportation system. This system will promote the enjoyment and health of all citizens, a more vibrant local economy, and a cleaner environment."

2.1.4 Town of Essex, Village of Essex Junction Bicycle and Pedestrian Plan, 2014

This plan identified the projects that need to be implemented to develop Direct Route and Neighborhood Bicycle and Pedestrian Networks. VT Route 15, south of VT 289, was listed as a high priority.

2.1.5 Chittenden County Active Transportation Plan, 2017

This plan updated the Chittenden County Active Transportation Plan, which defines its goal as creating a safe, comfortable, and connected regional network of pedestrian and bicycle routes that appeal to all ages and abilities. The Active Transportation Plan (ATP) supports CCRPC's regional ECOS plan and was developed in coordination with other concurrent local, regional, and state planning efforts. The result of this planning process was a series of proposed infrastructure and non-infrastructure recommendations organized around the five E's—education, encouragement, enforcement, engineering, and evaluation. Infrastructure and engineering recommendations were developed using a prioritization method that involved feasibility, closing gaps in the network, addressing a high crash location, and serving a population in need.

Important items noted in the plan relative to this study area included:

1. This section of VT15 was shown as a high priority and high feasibility on the proposed active transportation network.
2. The project team developed an interactive online map (a wikimap) that was available for input between late September 2015 and early November 2015. This allowed the public to provide geographically specific information about informal connections, desirable routes, and roadways of concern. Users were asked to identify routes they already ride or walk, ones they would like to ride or walk, and barriers to bicycling or walking throughout Chittenden County. When the project team asked the public to show which routes they would like to walk or bike within Chittenden County, this section of VT 15 was one of the most common.



3. The project team asked the public to show which locations they see as barriers to biking in Chittenden County and VT 15 was identified as challenging due to sight lines and narrow shoulders.
4. Network segments were established to connect bicycling and walking origins and destinations. Segments for which a low-stress alternative does not already exist (for example, a shared use path on a parallel alignment) were identified and it included the VT 15 corridor.
5. Recommendations included: Focus on separated facilities (separated bike lanes, shared use paths) to attract the greatest number of potential users

3.0 EXISTING CONDITIONS

3.1 ROADWAY CHARACTERISTICS

This section of VT Route 15 was reconstructed in 1934 and has not had significant improvements, beyond resurfacing and maintenance since. The exception to this is the east end of the project area as it approaches VT 289 where VT Route 15 was reconstructed and widened.

The existing paved roadway width varies but is generally 28 feet wide. This includes two 12-foot travel lanes and two 2-foot shoulders. The width widens to 12-foot lanes and 8-foot shoulders on the approach to VT 289.

Figure 3 VT Route 15



VT Route 15 is a Class I town highway in Essex Junction up to the Essex Junction/Essex Town line. As a Class I, this section of VT Route 15 is owned and maintained by the Village of Essex Junction. At the town line and eastward, VT Route 15 is owned and maintained by VTrans.

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

The posted speed within the Village limits is 30 mph and increases to 40 mph east of the town line. The location of the Village/Town boundary is shown on Figure 4 below.

The existing highway right-of-way width is generally 49.5 feet wide but does increase in the area of the Indian Brook Crossing and in the reconstructed section approaching VT 289.

The aerial utilities are primarily on the northern side of VT Route 15, but cross to the southern side on the approach to VT 289. There is a water line along the south side until it crosses VT Route 15 east of the town line and connects to a water storage tank.

This section of VT Route 15 includes a crossing of Indian Brook with a 12-foot wide by 6-foot high concrete box culvert. Based on the VTrans 2016 inspection report, the culvert is rated 5, fair condition. This suggests repair or replacement may be needed in the future. VTrans indicated they have no current improvement plan for the culvert.

Figure 4 Village of Essex Jct. / Town of Essex town line



3.2 TRAFFIC VOLUMES

Traffic volume data including Annual Average Daily Traffic (AADT) values and Hourly Volumes for the study area were available from VTrans. VTrans' 2016 AADT values for VT Route 15 are displayed in Table 1.

Table 1: Current AADT Volumes

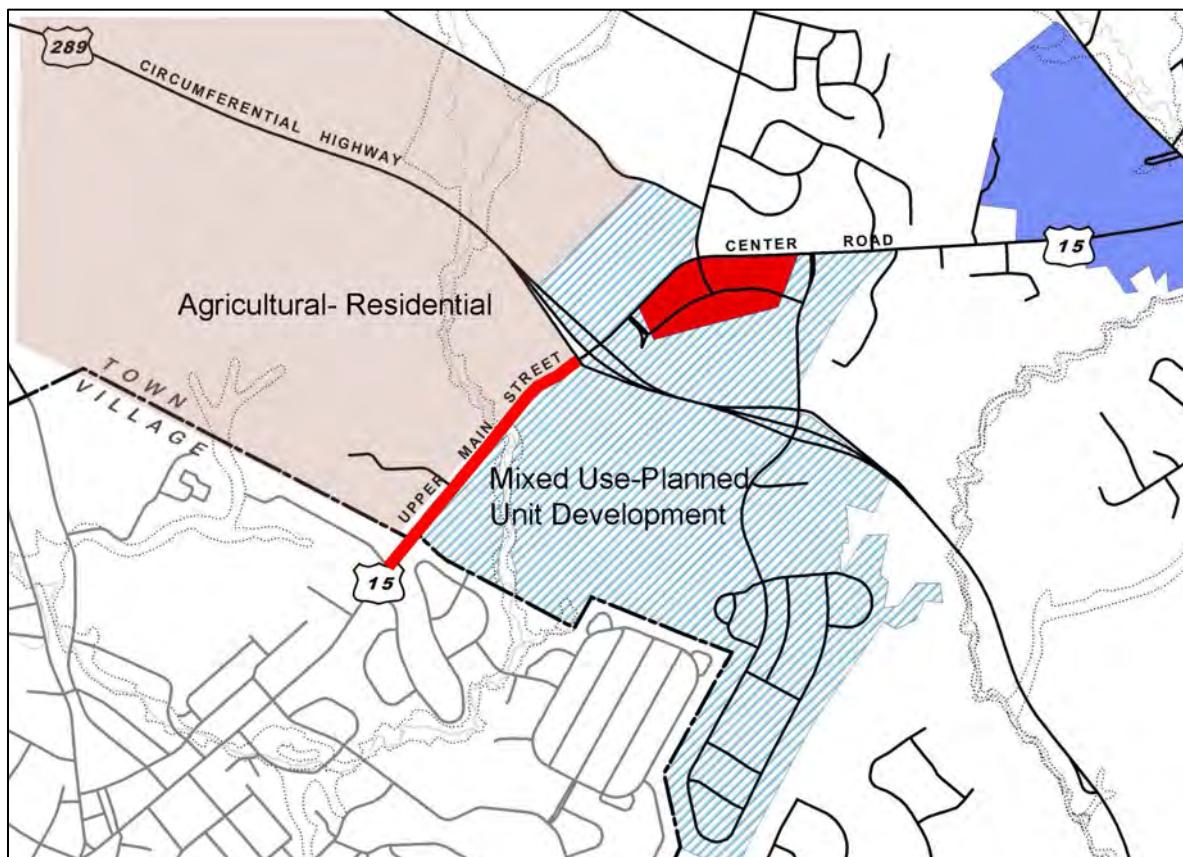
Location	AADT	Count Years
VT Route 15 – West of VT Route 289	10,800	2016
VT Route 15 – At VT Route 289	18,800	2016
VT Route 15 – East of VT Route 289	17,400	2016

3.3 LAND USE AND ZONING

Land use surrounding the project area has evolved significantly over the years. With the construction of VT 289 and the regional growth, the Essex Town Center to the east has developed into a regional commercial area. This growth has included residential and mixed-use development. The land adjacent to VT Route 15 within the project area has not realized significant new development except for the properties closer to VT 289, such as the Lang Farm. Much of the corridor remains single family homes and agricultural.

However, land uses in the project area are changing. The area on the south side of VT Route 15 is zoned Mixed Use Planned Unit Development and there is a permitted project on the Kolvoord parcel for 17 single family homes and 14 carriage homes.

Figure 5 Land Use Zoning in the project area



3.4 PEDESTRIAN AND BICYCLE FACILITIES

To the west of the project area, in the Village, there is a shared use path along the south side of VT Route 15 that ends at Fairview Drive and connects to the Village core and Essex High School. From Athens Drive westward towards the Village, VT Route 15 has 4-foot shoulders that are marked and signed as bike lanes. East of VT 289, a network of shared use paths and sidewalks extend through the recent development and along VT Route 15.

Within the project area there are no dedicated pedestrian or bicycle facilities. Pedestrians currently walk along the edge of the paved shoulder as is evident from the dirt path beside the road. Bicyclists share the road with vehicles.

Figure 6 Bicycles/Pedestrian share the road along this stretch of VT 15.



3.5 TRANSIT SERVICE

Green Mountain Transit (GMT) has one bus route, Route #4 Essex Center, that passes through the project area.

There are no designated bus stops in the project area. Table 4 summarizes bus route schedule and fare information.

Table 2: GMT Bus Schedule

Route	Start Location	End Location	Cost*	Schedule	Frequency
#4: Essex Center	Amtrak Station	Amtrak Station via Essex Center	\$1.25	M-F 6:00 AM - 9:30 AM 1:00 PM – 6:45 PM	M-F; 30min;

*Fare for one-way ride

3.6 CRASH HISTORY

The crash history for the study area was investigated using the VTrans crash database. VTrans keeps records of reported crashes by milepost along State and Federal Aid highways in Vermont. General Yearly Summaries can be requested from VTrans for given roadway segments. The summaries note the location (mile marker), date, time of day, weather conditions, contributing circumstances and severity for reported crashes. Crash data for 2012 through 2016 were reviewed for VT Route 15 between mile marker 3.1 (Athens Drive) and mile marker 3.8 (VT 289). Table 3 provides a summary of the crash data.

Table 3 Crash Summary (2012-2016)

Year	VT Route 15
2012	7
2013	11
2014	4
2015	5
2016	3
Total	30
Type	
Angle	2
Rear-end	20
Head-on	0
Single Vehicle	2
Sideswipe	1
Unknown-other	5
Total	30
Severity	
Property Damage	27
Personal Injury	3
Fatality	0
Other	0
Total	30
Weather	
Clear	11
Cloudy	10
Rain	3
Snow/Ice	4
Fog	0
Unknown	2
Total	30

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

Time of Day	
7:00AM to 9:00AM	5
9:00AM to 4:00PM	12
4:00PM to 6:00PM	7
6:00PM to 7:00AM	6
Unknown	0
Total	30

High Crash Locations

VTrans maintains a listing of High Crash Locations (HCL) within the state. A 0.3 mile highway segment or intersection must have at least 5 crashes over a 5-year period and the actual crash rate (number of crashes per million vehicles) must exceed a critical crash rate to be classified as an HCL. The critical crash rate is based on the average crash rate for similar highways.

The VTrans High Crash Report: Sections and Intersections 2012-2016 lists one roadway section as an HCL within the project study area. It is summarized in Table 3 and is in the area of the VT 289 interchange. The VTrans High Crash Report is contained in the appendix. None of the crashes listed for 2012-2016 along this segment included pedestrians or bicycles.

Table 4 High Crash Locations

	Name	HCL No.	Mile Marker	AADT	Crashes	Fatalities	Injuries	Actual/Critical Ratio	Severity Index
Segment	VT Route 15	606	3.682 - 3.982	10,800	57	0	12	1.146	\$28,346

3.7 NATURAL RESOURCES

Stantec conducted a preliminary review of the natural resources present within the study area. Specifically, as part of this investigation, Stantec identified and characterized wetlands, streams, rare, threatened or endangered (RTE) species, wildlife habitat, agricultural land, 4(f) and 6(f) public lands, and hazardous waste sites. Refer to Appendix D for complete summary of the study's findings.

Natural Resource Review Summary – Review of Existing Materials

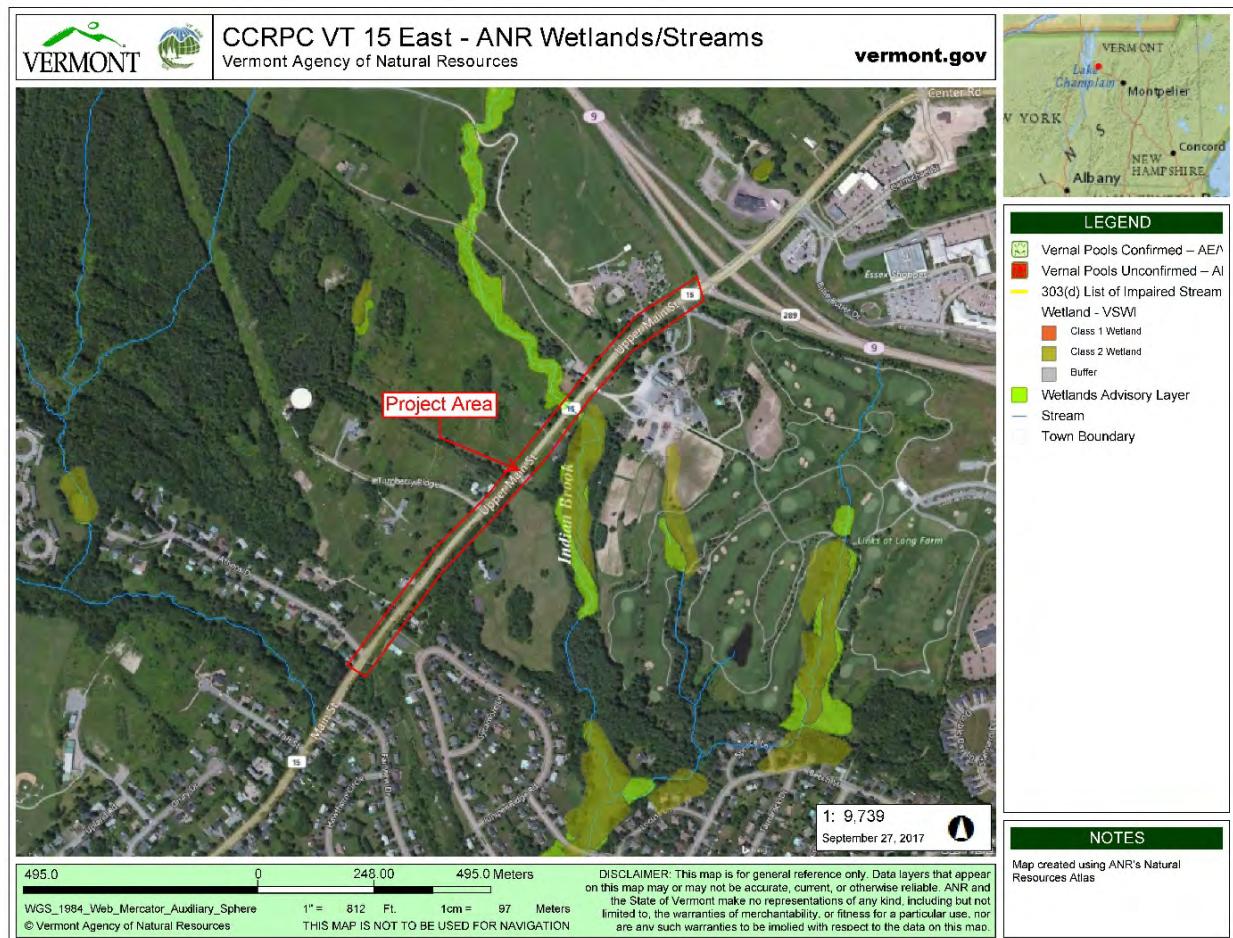
Stantec used the Vermont Agency of Natural Resources (ANR) Natural Resources Atlas mapping program to evaluate known natural resources within the project area.

Wetlands and Streams. According to the ANR program, there is a Vermont Significant Wetland Inventory (VSWI) wetland mapped along Indian Brook within the project area (see ANR Wetlands/Streams figure). This is a Class II wetland with a regulated 50-foot buffer.



VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

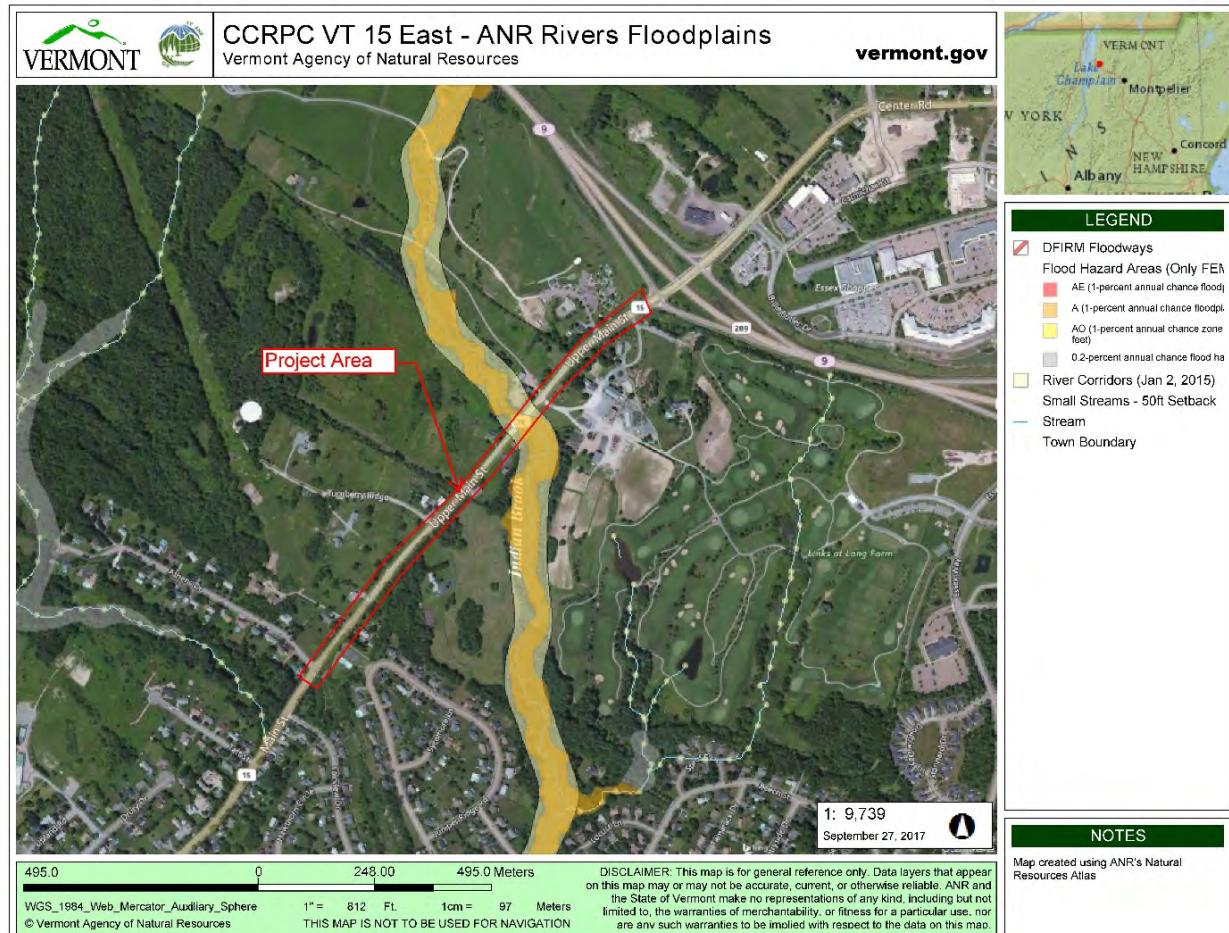
Figure 7 ANR VSWI Wetland in the project area



Indian Brook flows from north to south under VT 15 near the northern limits of the project area. This is a perennial stream with a mapped FEMA 100-year floodplain. It also has an ANR 50-foot river corridor (see ANR Rivers Floodplains figure). Indian Brook is stormwater-impaired and a Flow Restoration Plan (FRP) has been developed. The purpose of the FRP is to provide a planning tool to implement stormwater best management practice (BMP's) over a twenty (20) year timeframe, in the effort to return Indian Brook to its attainment condition. The BMP's identified to obtain the TDML high flow target includes the Fairview Drive/Main Street retrofit with Add On which treats stormwater in the project area. This project should be coordinated with this planned retrofit.

VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

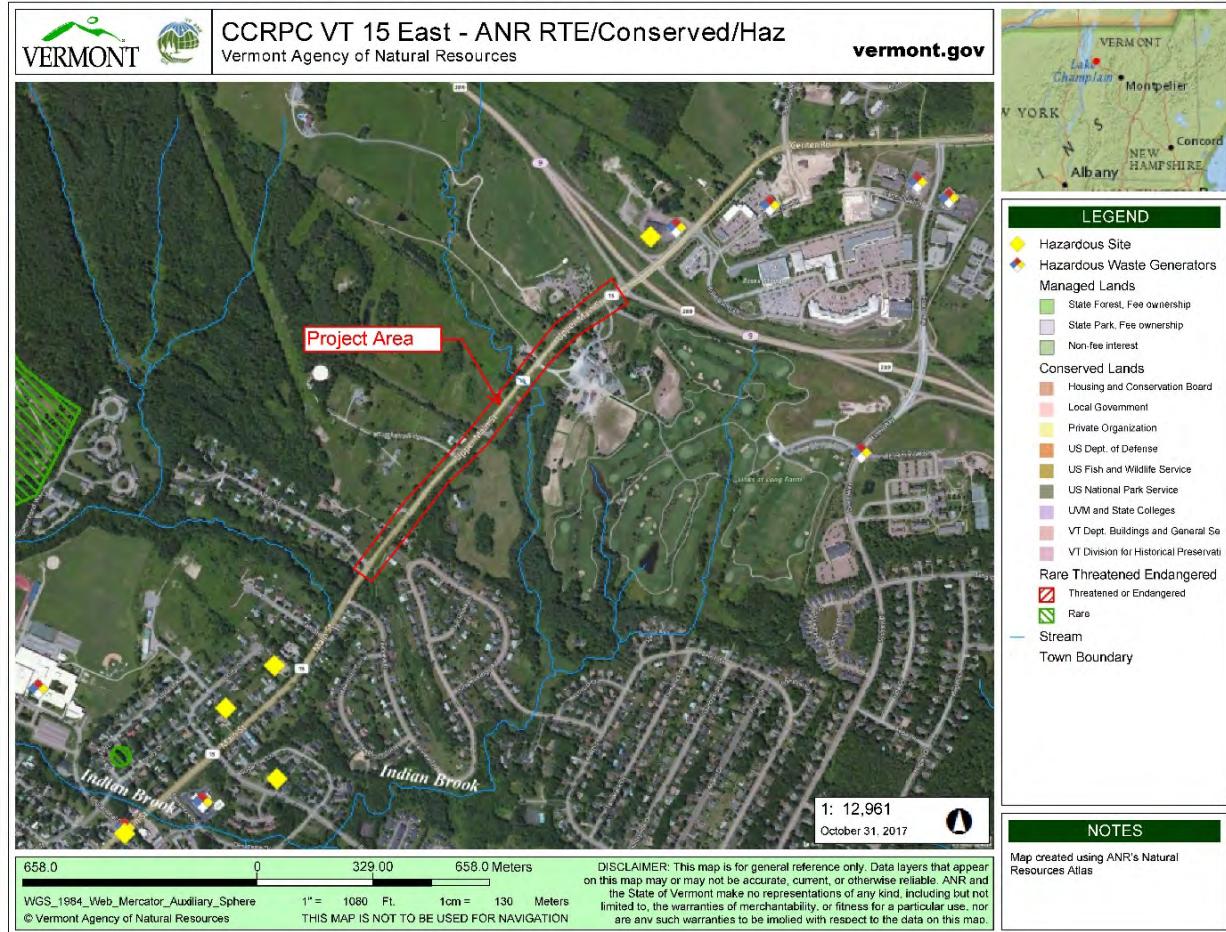
Figure 8 Indian Brook



VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

RTE Review. No rare plant species or rare habitat types are mapped by ANR within the project area (see below RTE/Conserved/Haz figure).

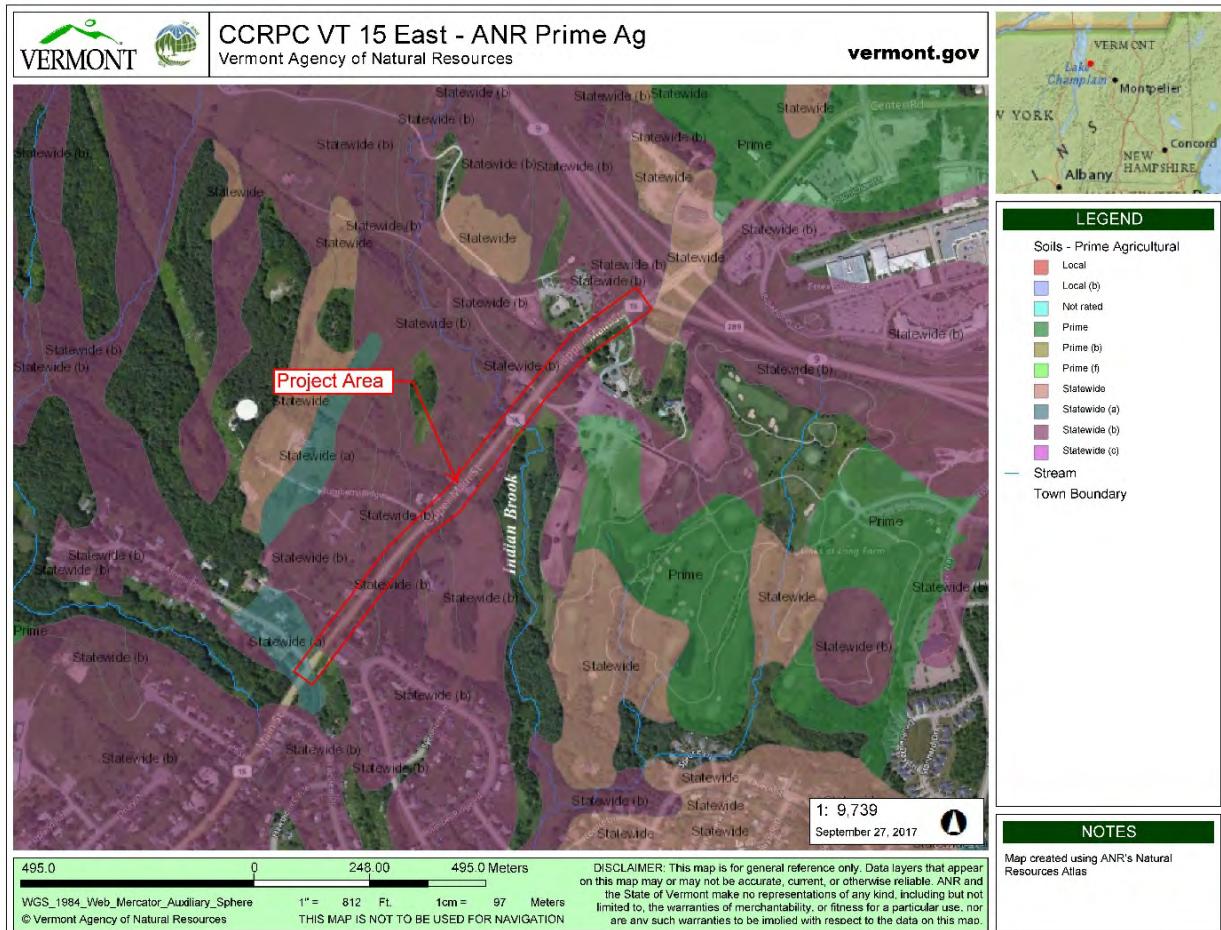
Figure 9 ANR RTE Map



VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

Agricultural Soils. According to the Natural Resources Atlas, the soils within the project area include Statewide agricultural soils (see ANR Prime Ag Map below). The Farmland Policy Protection Act does not apply to projects within existing road ROWs. If any work is proposed outside of existing ROW, authorization from the NRCS via form AD-1006, the Farmland Conversion Impact Rating form, may be required.

Figure 10 ANR Agricultural area



Public Lands. The Project Areas do not include public recreation lands (a Section 4(f) resource) or public lands developed with Land and Water Conservation Funds (a Section 6(f) resource) (see RTE/Conserved/Haz Figure 9).

Hazardous Waste Sites. The ANR mapping program was reviewed for information on Hazardous Waste Sites in the project vicinity. No active Hazardous Waste Sites or Hazardous Waste Generators are located within the project area (see RTE/Conserved/Haz Figure 9).

4.0 PURPOSE AND NEED STATEMENT

The following statement was developed based on the existing conditions assessment, public input, and project advisory committee discussions.

Purpose: The purpose of this project is to create a safe, visible, comfortable, convenient, and direct pedestrian and bicycle facility connecting existing facilities on VT 15 between Athens Drive in the Village and VT 289 in the Town, while maintaining safe and efficient vehicular conditions on the VT 15; support healthy and sustainable lifestyles; and connect neighborhoods within the Town and Village to the businesses in the designated Village Center and the Essex Town Center area.

Needs

1. **Provide an inviting travel corridor that reinforces the Town's, Village's and Region's goals for pedestrian and bicycle mobility.** The lack of bicycle and pedestrian facilities fail to provide residents and visitors with a safe and convenient active transportation corridor to link neighborhoods with schools, shopping centers and work places. The 2016 Essex Town Plan states the following specific transportation policy: "Multiple modes of transportation that connect residents to schools, work places, shopping centers and recreational areas shall be supported." The desire for Village and Town neighborhoods to connect to the Essex Town Center and with the Five Corners area and the designated Village Center is evident with the worn path adjacent to VT 15.
2. **Facilitate use by all age groups, experience levels, and purposes of trips.** The current facility is challenging for all users including the most experienced and confident pedestrians and cyclists. The existing roadway is posted a 45 mph and is approximately 28 feet wide including 2 foot shoulders for much of the corridor. This discourages would-be commuters and recreational cyclists and pedestrians needing to travel along VT 15. This connection would provide access to schools, shopping centers, and work places and therefore it is expected to be used by a wide range of ages and abilities.
3. **Contribute to the town and regional bicycle network.** This area of VT 15 has been identified in the 2016 Essex Town Plan as a "first priority" location in the proposed bicycle network. This area is a missing link in the network that has been identified as a principal barrier within the regional bicycle and pedestrian network.
4. **Create a safe, comfortable, user-friendly, desirable year-round bicycle and pedestrian connection along VT 15.** The 28-foot roadway width and vehicle speeds result in challenging accommodations for pedestrians and bicyclists. It favors the higher speed movement of vehicles.

5.0 ALTERNATIVES

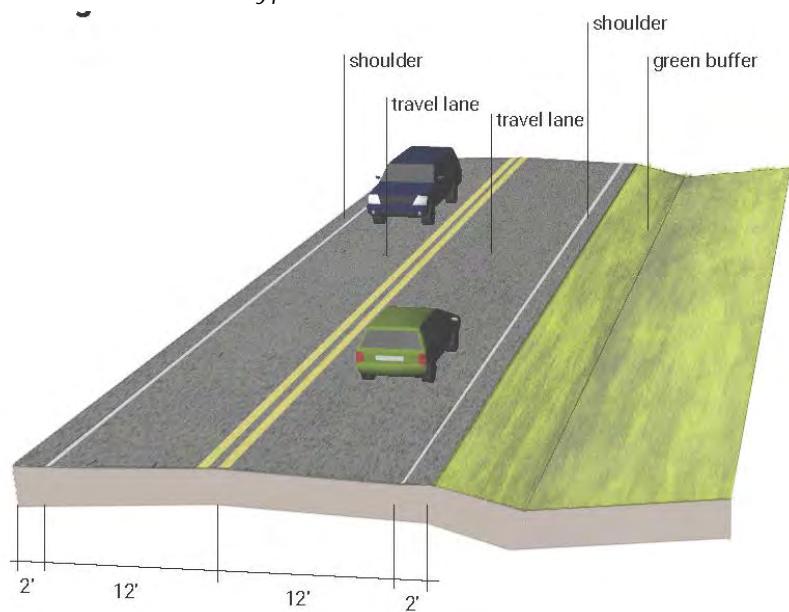
The project advisory committee (PAC) considered a wide range of improvements to address the project's purpose and need. During the PAC meetings, various combinations of on-road and off-road bicycle facilities and sidewalks were discussed as well as whether facilities should be located on the south side or the north side of VT Route 15. The Purpose and Need statement identified the desire for a direct route so alternatives adjacent to VT Route 15 were favored. The existing facilities at the east and west ends of the project area, which the project connects to, are located on the south side and planned and future development is expected along the south side, so alternatives along the south side of VT Route 15 were favored. Based on these discussions the following alternatives were developed and evaluated:

- Alternative 1: No Action
- Alternative 2: 10-Foot Shared Use Path and Bike Lane
- Alternative 3: 8-Foot Shared Use Path and Bike Lane

5.1 ALTERNATIVE 1: NO ACTION

For No Action alternative, the existing transportation facilities in the project area remain as they exist today. The roadway remains a 2 lane facility with 2-foot shoulders and bicycles and pedestrians sharing the road and no pedestrian facilities. Direct bicyclists along VT Route 15 continue to leave a shared use path to the west or the east and share lanes with vehicles. This alternative has no construction costs and has no impacts to right-of-way, resources, or traffic. The No Action Alternative does not address the project's purpose and need and a missing link in the regional bike network remains.

Figure 11 Alternative 1 Typical Section

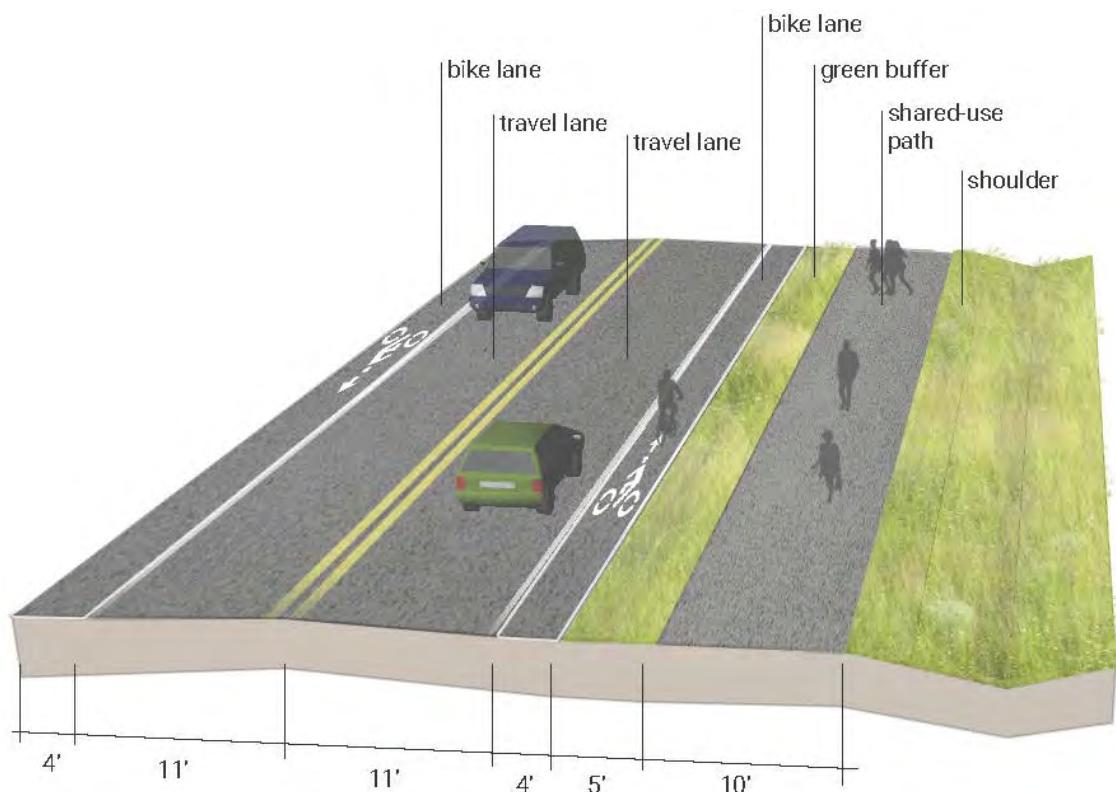


5.2 ALTERNATIVE 2: 10-FOOT SHARED USE PATH AND BIKE LANES

This alternative proposes a 3600-foot long 10-foot wide shared use path along the south side of VT Route 15 and provides for a widened 4-foot shoulder on both side of VT Route 15. A typical section and plan of this alternative is shown in Figure 12 and Figure 13, respectively. As shown on the plan this alternative includes the following features:

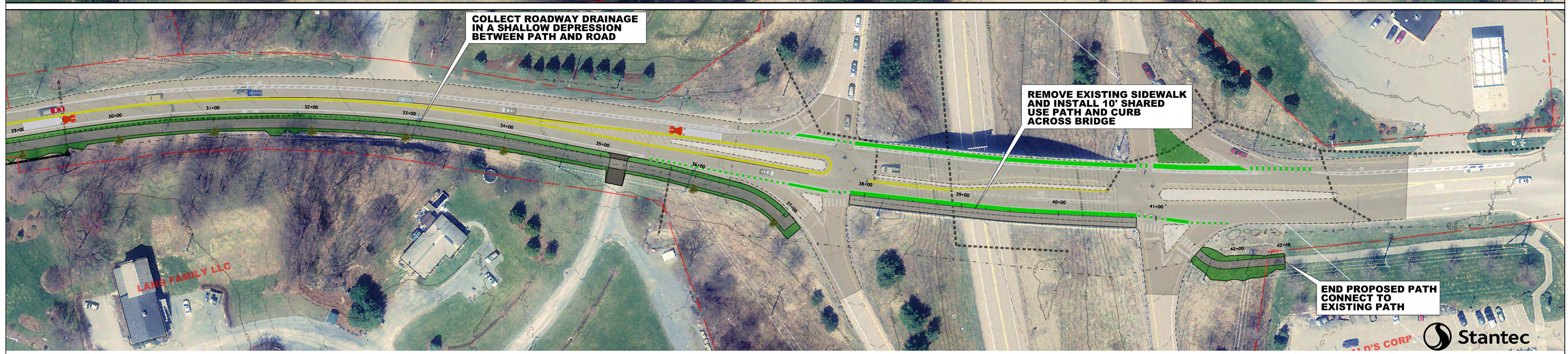
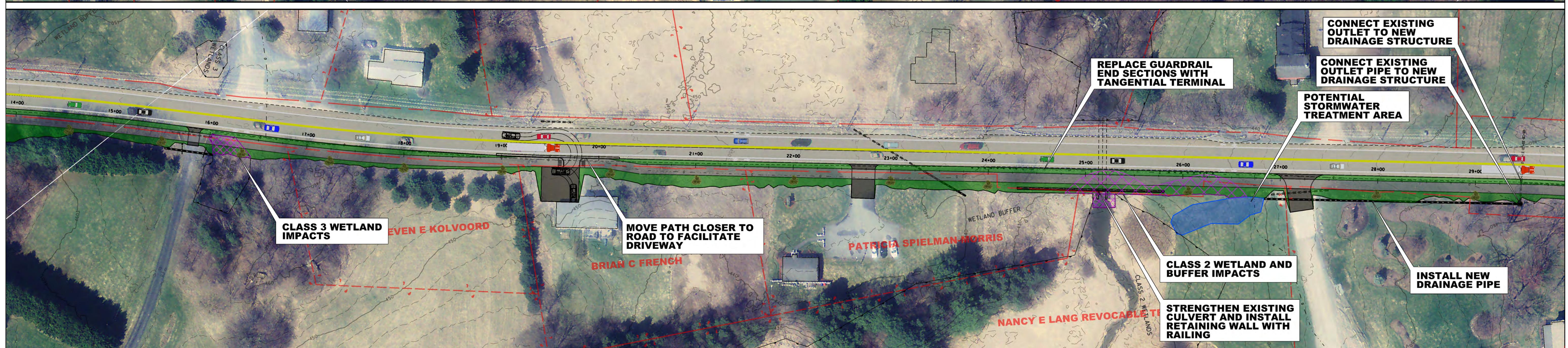
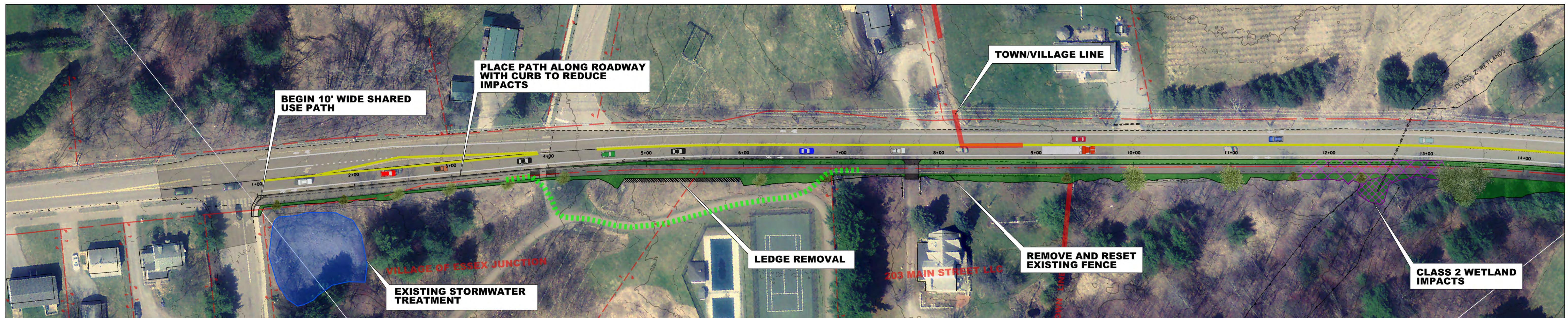
- The 10-foot wide asphalt shared use path is offset from the edge of the existing roadway by 6 feet. This provides for 1 foot of pavement widening and a 5-foot wide grassed/vegetated buffer. The buffer provides separation, snow storage and some stormwater treatment.
- Roadway is widened by 1 foot each side to provide a 4 foot shoulder that is signed as a bike lane. The shoulder widening is to be included in a VTrans resurfacing project currently being designed.

Figure 12 Alternative 2 Typical Section



VT ROUTE 15 ATHENS DRIVE TO VT ROUTE 289

- Connects to existing shared use paths to the east and west of the project area and does not require a crossing of VT Route 15.
- Replaces the 8-foot shoulder and curb and sidewalk between Fairview Drive and Athens Drive with a 4- foot shoulder/bike lane and curb and 10-foot shared use path.
- Limits of the shared use path extend beyond the existing highway ROW for much of the project. It impacts 10 properties and requires approximately 20,000 sf of permanent property acquisition (includes 2 feet beyond path) and approximately 50,000 sf of temporary easements.
- Aerial utility poles are generally on the north side and construction does not impact them. Guy poles on the south side will need relocating.
- Water, gas lines and mailboxes exist along the south side. Improvements will require relocation of 2 hydrants and 6 mailboxes
- Requires ledge excavation in the area of 31 Juniper Ridge Road and has the option to connect to the existing shared use path.
- Relocates existing fence at 203 Main Street and extends the culvert at Station 12+750, which impacts a possible Class II wetland.
- At 25 Upper Main Street, Brian French property (Sta 19+75 right), realigns the shared use path to the edge of the roadway to minimize impacts and provide for turnaround within drive.
- Replaces guardrail and end sections at Indian Brook Crossing.
- Constructs a retaining wall with railing at the Indian Brook culvert to minimize impacts to wetland and avoid extending culvert. Approximately 1000 sf of Class II wetland and 6000 sf of 50 foot Class II wetland buffer is impacted.
- Reconstructs drainage at east of Lang Farm drive to outlet on west side of drive.
- On approach to VT 289, reduces shoulder width to 4 feet by relocating curb to avoid impacts.
- Improves signage and pavement markings at VT 289 to include bike lanes.
- Extend 4-foot bike lane across VT 289 Bridge and widen existing sidewalk to 10 feet.
- Based on public input path lighting was add at an estimated cost of \$300,000.
- Estimated construction cost is \$1,150,000. This does not include the 1-foot shoulder widening on each side.

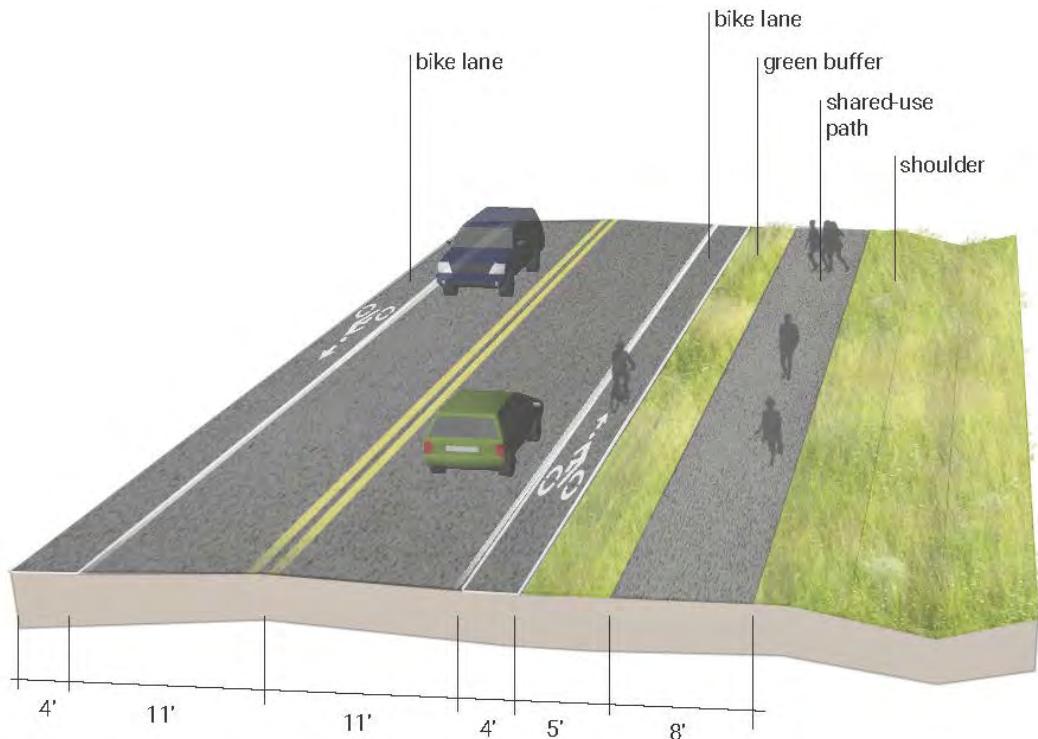


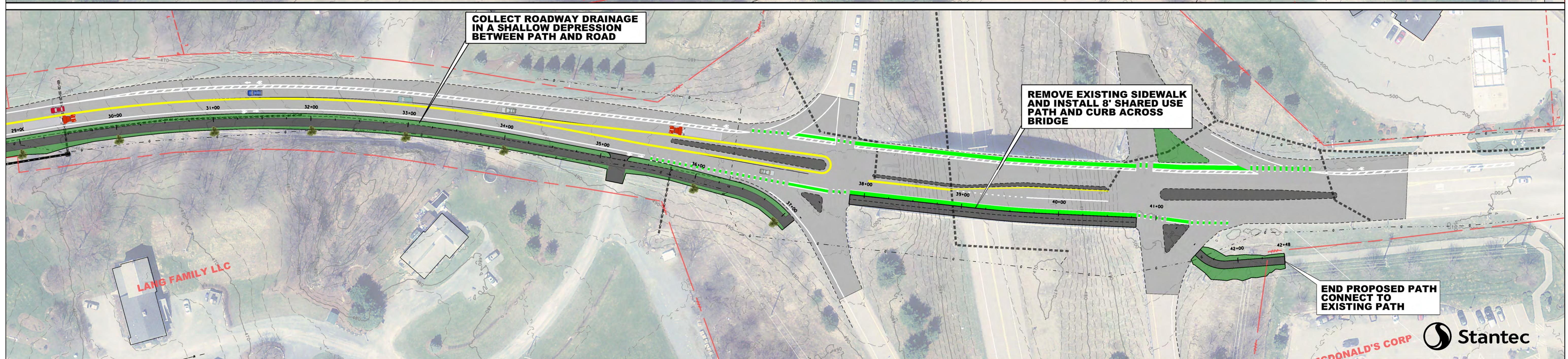
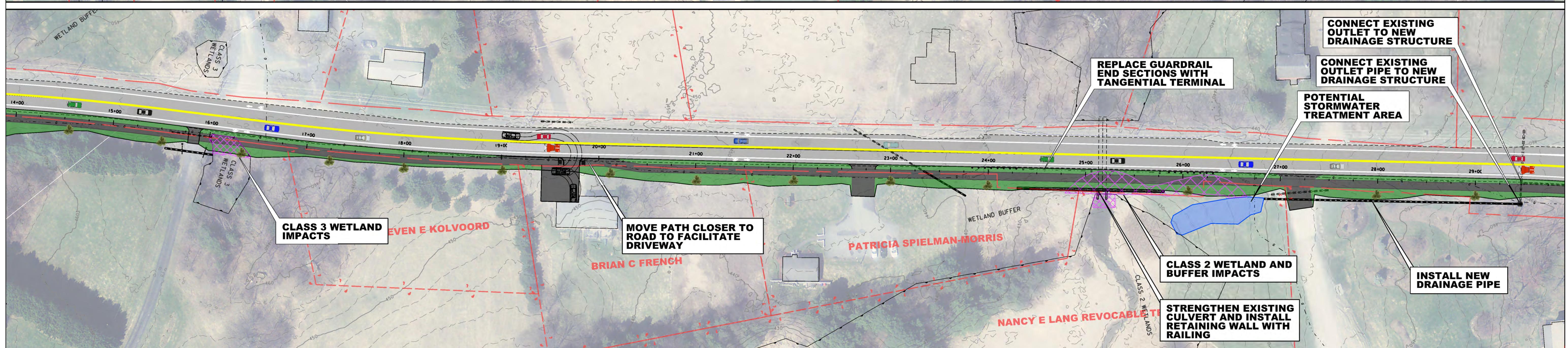
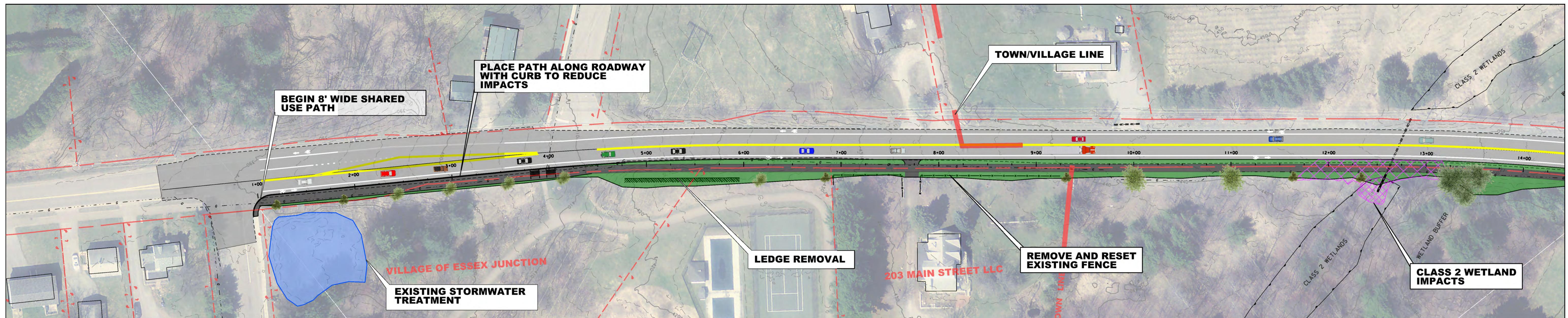
5.3 ALTERNATIVE 3: 8-FOOT SHARED USE PATH AND BIKE LANES

To reduce impacts and costs an 8-foot wide shared use path was developed and evaluated. This alternative also includes the widened 4-foot shoulder on both sides of VT Route 15 to serve as the on-road bike lane. This alternative has the same features as Alternative 2. A typical section of this alternative is shown in Figure 14. The features of this alternative are the same as Alternative 2 but with the addition of pedestrian street lighting. Major differences include:

- As with Alternative 2, the limits of the shared use path extend beyond the existing highway ROW for much of the project. It also impacts 10 properties, however it requires approximately 12,000 sf of permanent property acquisition as compared to 20,000 sf in Alternative 2. This alternative also requires (includes 2 feet beyond path) approximately 50,000 sf of temporary easements.
- At 25 Upper Main Street, Brian French property (Sta. 19+75 right), realigns shared use path to edge of roadway and reduces impacts.
- The construction cost, including the lighting, is \$1,100,000. This does not include the 1-foot shoulder widening on each side as this will be addressed in the VTrans resurfacing project.

Figure 14 Alternative 3 Typical Section





The VTrans Pedestrian and Bicycle Facility Planning and Design Manual indicates a 10 to 14 foot wide shared use path is desirable and 8 foot wide is the minimum. The necessary width is a function of the variety, speed, and volume of users. The minimum width of 2.4 m (8 ft) for shared use paths is recommended only when the following conditions prevail:

- Bicycle traffic is expected to be low, even on peak days or during peak hours.
- Pedestrian use of the facility is not expected to be more than occasional.
- Good horizontal and vertical alignment provides safe and frequent passing opportunities.
- The path will not be subjected to maintenance vehicle loading conditions that would cause damage to the edge of the pavement.
- No practical alternative design exists.
- Applicable path sight distance requirements can be met.
- For limited distances of up to 61.0 m (200 ft) to bypass a physical barrier (i.e., building, water body or other immovable objects)

5.4 COMPARISON OF ALTERNATIVES

5.4.1 Alternative Impacts

Safety Impacts

Safety for pedestrians and bicyclists is improved in Alternatives 2 and 3 over the No Action Alternative. Bicyclists have the choice of an on-road 4-foot shoulder/bike lane or a shared use path along VT Route 15. Alternative 3 has a greater potential to provide conflicts with lower speed walkers and higher speed bicyclists.

Right-of-Way (ROW) Impacts

Based on the 1934 record plans, the Right-of-Way width varies but generally is 49.5 feet wide. Alternative 2 has approximately 20,000 sf of permanent acquisition and Alternative 3 has approximately 12,000 sf.

Environmental Resource Impacts

Based on the desktop research and site visit there are no known impacts to streams, wildlife or rare and endangered species for the alternatives. Alternatives 2 and 3 do impact wetlands and wetland buffers. Their impacts are similar and an ANR Wetland permit is anticipated due to Class II wetland impacts.

Cultural Resource Impacts



A preliminary cultural resources assessment was completed and included in the Appendix. There are two areas of archeological sensitivity identified within the project area. A level terrace located on the east side of Route 15, situated directly above a small unnamed stream, was determined to be sensitive for the presence of precontact cultural material. A historic archaeological sensitivity area is located on the west side of Route 15, directly north of Turnberry Ridge. This level terrace comprises the front yard of a historic residence, dating to at least 1850, and possibly earlier. It is anticipated the level terrace on the east side of VT 15 will be within the proposed construction area and Phase IB archeological testing is recommended.

Utility Impacts

Existing utilities in the project area includes aerial electric distribution and communication lines, water, gas, electric and communications. The construction of the alternatives does not impact utilities and does not require their wholesale relocation.

Stormwater Impacts

All alternatives are under the 1 acre threshold of new impervious surface area and a Stormwater Operational Permit is not required. Indian Brook is stormwater-impaired and a Flow Restoration Plan (FRP) has been developed. The purpose of the FRP is to provide a planning tool to implement stormwater best management practice (BMP's) over a twenty (20) year timeframe, in the effort to return Indian Brook to its attainment condition. The BMP's identified to obtain the TDML high flow target includes the Fairview Drive/Main Street retrofit with Add On which treats stormwater in the project area. This work should be coordinated with this project. There is an additional area adjacent to the Indian Brook crossing for stormwater treatment if desired.

5.4.2 Project Costs

The following table is a summary of the project costs for all alternatives and the add on for the VT Route 15 shoulder widening, in case this widening is not addressed in the planned VTrans resurfacing project.

Table 5 Summary of Project Costs

Item	Alternative 1: No Action	Alternative 2 (10 ft SU Path and Bike Lanes)	Alternative 3 (8 ft SU Path and Bike Lanes)
Construction Costs	\$0	\$900,000	\$750,000
Street Lighting Costs	\$0	\$300,000	\$300,000
Right-of-Way Costs	\$0	\$100,000	\$70,000
Design Engineering	\$0	\$150,000	\$150,000
Construction Engineering	\$0	\$100,000	\$100,000
Total Project Costs	\$0	\$1,550,000	\$1,370,000

5.4.3 Evaluation Matrix

The following table provides an evaluation matrix summarizing the above information pertaining to traffic operations, safety, right-of-way, environmental, cultural resources, utilities, and project costs. The major difference is right-of-way impacts and project costs.

Table 6 Evaluation Matrix

CRITERIA	Alternative 1: No Action	Alternative 2: 10 ft SU Path with Bike Lanes	Alternative 3: 8 ft SU Path with Bike Lanes
Project Costs	\$0	\$1,550,000	\$1,370,000
Purpose and Need			
Complete a missing bicycle link	No	Yes	Yes
Support goals for active mobility	No	Yes	Yes
Facilitate use by all ages and experience	No	Yes	Yes
Impacts			
Safety	No Improvement	Improvement	Improvement
Right-of-way	None	20,000 SF	12,000 SF
Environmental	None	1000 sf Wetland	800 SF Wetland
Cultural Resources	None	TBD	TBD
Utilities/Drainage	None	Drainage Modifications	Drainage Modifications
Stormwater	No Change	<1 acre w/ Treatment Opportunity	<1 acre w/ Treatment Opportunity

6.0 STAKEHOLDER INPUT AND RECOMMENDATIONS

Two public meetings were held during the scoping process; a Local Concerns Meeting held in December of 2017 and an Alternatives Presentation Meeting held in June of 2018. Meeting notes for both meetings can be seen in the appendices.

A general summation of the Local Concerns Meeting can be described as strong support for a facility that can accommodate both pedestrians and bicycles. The attendees mentioned the



current and likely future demand for the facility based on current businesses and residences and future residential development. Attendees also expressed concerns related to safety. The general sentiment is that current conditions are not safe – specifically at the VT 289 interchange.

The Alternatives Presentation Meeting provided additional feedback from the community. Based on the relatively small increase in cost, the 10' path was supported by some of the attendees. Some attendees indicated that with on road bike lanes provided, an 8-foot wide path would suffice and would have less impact on adjacent properties. The attendees also supported crosswalk enhancements such as rapid flashing beacons at Athens Drive to help encourage drivers to yield to bicyclists and pedestrians attempting to cross VT 15. Additionally, the attendees generally supported lighting the path with pedestrian street lighting.

7.0 MUNICIPAL PREFERRED ALTERNATIVE

With input received at the public meetings considered, Village and Town Engineering and Planning Staffs worked cooperatively to produce a unanimous series of recommendations relative to the project. The Staff recommendations are as follows:

- 1) The Preferred Alternative is Alternative 3: An 8-foot shared use path (and bike lanes)
- 2) The proposed path should include lighting along the path for its entire length, with lighting fixtures spaced appropriately, due to the location of the path and its importance as a critical multi-model link between the Village and the Town and
- 3) As a component of the planned VTRANS paving project along this section of VT15, the roadway will be configured to have two 11-foot lanes and a 4-foot bike lane on each side of the road to accommodate high speed bicyclists and
- 4) The project shall include replacement of the current 5-foot wide sidewalk east of Fairview Drive with the 8-foot multi-purpose path and
- 5) The project shall terminate on the east side of the VT15 Bridge over the Circumferential Highway with an 8-foot wide multi-purpose pedestrian/path crossing on the bridge.

A memo outlining the Village and Town recommendations can be found in Appendix A. These recommendations will be provided to the Village Trustees and Town Selectboard for discussion and to seek their endorsement.

2025 VTrans Large-scale Bicycle and Pedestrian Grant Application

1. Project Title:

2. Applicant Name(s):

3. Project Contact Info:

a. Name:

b. Mailing Address:

c. Town:

d. Zip Code:

e. Email Address:

f. Phone Number:

4. Fiscal Information:

a. Accounting System Automated Manual Combination

b. Unique Entity Identifier #

c. Fiscal Year End Month

5. RPC(s)

6. Primary Facility Type: Sidewalk Bike Lane Shared-use Path

Shoulder

Other (Please describe)

7. Approximate project length in feet :

8. Estimated Usage (average number of daily users):

2025 VTrans Large-scale Bicycle and Pedestrian Grant Application

9. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project links at either end (e.g. New concrete sidewalk with granite curbing on Main St. from Elm St. to Maple St.).

2025 VTrans Large-scale Bicycle and Pedestrian Grant Application

10. Estimated Project Costs:

Engineering/Administration/Project Manager: Costs associated with survey, design, plans development, permitting, development of bid documents, bid analysis and Municipal Project Manager - typically around 25% of construction.

Engineering/
Admin/MPM Cost

Right of Way: Cost of appraisals, property owner compensation and associated legal fees (Minimum of \$5000 recommended).

ROW Cost

Construction: Cost of paying contractors to build projects, including a reasonable contingency. Please attach as much detail/backup information as available to support the construction estimate.

Construction Cost

Construction Inspection : Cost to provide oversight of contractor during construction - typically around 15% of construction.

Const. Insp.Cost

**TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR :
(including 20% local share)**

11. Have you received any other grant funding for this project? Please describe and include the source of funding:

2025 VTTrans Large-scale Bicycle and Pedestrian Grant Application

12. **Will you accept an award less than you applied for?** **YES** **NO**

IF YES, please indicate below whether local funds will be used to make up the shortfall or if the project scope will be reduced:

Keep Scope of project the same and make up shortfall with other funds

Reduce project scope – Describe and provide cost breakdown (attach backup with supporting materials, if necessary)

Note: If the project scope is to be reduced, document what part of the project you would accept partial funding for and break out the costs associated with that part or segment. Attach additional pages if necessary. **If adequate information is not provided, partial funding will not be considered. Use Partial Funding Template provided by VTTrans.**

2025 VTrans Bicycle/Pedestrian Program - Design/Construction Criteria Template

Applicant Name: Kent Johnson, Town Planner, Town of Essex

Project Title--Design/Construction: Essex Upper Main Street/Rt 15 Shared Use Path

Application Checklist – If any elements are missing, application may not be considered.

Make sure everything is included and pages numbered.

- (1) Project Application Form (separate fillable PDF file)

All other materials noted below to be provided in the same order as below.

- (2) Project Evaluation Criteria Documentation for the project (**this form**)

- (3) Project Map(s)

- (4) Budget support information (e.g. detailed cost estimate)

- (5) RPC review confirmation letter

- (6) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match and future maintenance responsibility

- (7) Documentation of contact with VTrans District office if project is on the state system

- (8) Supporting Documentation (scoping study or equivalent report, maps, and drawings) Note: If the scoping study is in a publicly accessible location online, applicants may provide a link with reference to relevant pages as appropriate.

DESIGN/CONSTRUCTION PROJECTS

- 1. Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling access or safety problem are you trying to solve? **Include details of how you estimated the daily usage number supplied on the application form.**

This 2,620-foot segment of a proposed new shared use path on Upper Main Street/VT Route 15 would close part of a critical gap in the active transportation network in Essex, and along with a future segment, eventually connect to existing facilities in Essex Junction. There is no pedestrian facility in this section of Route 15 except for the relatively narrow roadway shoulder, which pedestrians regularly use. Route 15 and this segment in particular are identified as an important connection in adopted plans. It is a “First Priority” connector in the Essex 2024 Town Plan (see Town Plan [Map 4: Existing and Proposed Bicycle Network](#)). It is part of the proposed regional network in the CCRPC’s Regional Active Transportation Plan (see Figure 4 and Appendix A, project row 22 in the [Bicycle Network Recommendations Memorandum](#)). It is also identified as High Use/Priority in the VTrans On Road Bicycle Plan (see the [Bicycle Corridor Priority Map](#)).

It is also identified in the [2015 Bicycle and Pedestrian Plan](#): Town of Essex/Village of Essex Junction (see Table 3 “Route 15/Main St” and Map D projects 2 & 36). With the recent separation of the Town of Essex and City of Essex Junction, the Town is in the process of creating a new Active Transportation Plan (ATP), and the draft proposed network includes Upper Main Street/Route 15 (see Maps in Section 8 Supporting Docs). As part of outreach for the Town’s ATP and future network, residents expressed a desire for improvements in this corridor (see Map in Section 8 Supporting Docs).

The Town of Essex, in partnership with the CCRPC, completed a 2018 scoping study of this facility in the VT Route 15 Sidewalk / Path Study, Athens to VT Route 289 (see Section 7 [Preferred Alternative](#), page 26 as well as the Memorandum on page 13 of [Appendix A](#)). The cost estimate in that study has been updated by study consultant Stantec for this grant application and is included as Budget Support documentation in this application. The recommended alternative in the scoping study is for the proposed shared use path as well as bike lanes on Route 15 as part of a VTrans paving project. The paving project is now complete and includes +/- 3' to 4' wide shoulders, with striped bike lanes beginning near the VT Route 289 interchange.

These roadway shoulders and bike lanes serve confident and experienced cyclists, as well as brave pedestrians, but a shared use path will provide a separated lower stress facility for a wider range of people and abilities; it will finally become a “complete street.” While the proposed 8 feet is the minimum width and not the standard/preferred width of a shared use path, this width was recommended and approved by the Town and City (Village at the time) to reduce resource and property impacts (approximately 12,000 sq ft of permanent property acquisition as compared to 20,000 sq ft) and to make design/construction more affordable.

The proposed path separated from the roadway would provide a much safer option for people walking, biking and rolling in this area. The current roadway design with relatively narrow shoulders requires pedestrians and bicycle users to be very close to the vehicle travel lanes where a small human error could result in a collision. The 2018 scoping study references the VTrans High Crash Report: Sections and Intersections 2012-2016 which lists a roadway section near the VT 289 interchange as a High Crash Location within the project study area.

While it's preferable to complete the entire missing path (approximately 4,150 feet) along Route 15 as scoped in 2018, the other segment is in the newly created municipality of City of Essex Junction. Given the updated cost estimate for the entire segment, being mindful of the grant request amount, and the Town's available funding as project match, the Town of Essex seeks grant funding to complete the segment contained entirely within the Town. Note that the Town and City have communicated recently about working together to complete the remaining portion in a future grant round, and the Essex Junction Bike/Ped Committee has expressed support for this project (see Section 8 Supporting Docs).

The proposed segment (which is about $\frac{1}{2}$ mile) for this grant application maintains independent utility by connecting to an existing neighborhood, which provides connections to other neighborhoods by a short path segment between Orleans Rd/Juniper Ridge Rd/Sycamore Ln. On the other end, the proposed path would cross the VT 289 bridge and connect to an existing path in front of McDonald's and destinations, which leads to an extensive path/sidewalk network serving the retail/shopping/entertainment complex in Essex Center, as well as neighborhoods beyond.

While it's hard to predict how many people would use the proposed facility, we can take into consideration the path's connections to origins/destinations, number of nearby housing units, access to desired services/destinations, access to transit, current mode share, and other factors. The proposed path would directly serve about 30 houses with a connection to other neighborhoods featuring hundreds of

housing units. It would connect to Essex Center and the Essex Experience, areas which include full services amenities and services such as groceries, restaurants, retail, cinema, pharmacy, health and more, which is also served by transit service from the path project area. We could expect to see 100 users a day using the path for both transportation and recreation. When the other segment of the path is completed in partnership with Essex Junction, it will provide a direct connection to more neighborhoods, a City center with employment and civic services, education facilities, rail service, additional bus service, and more.

The project area is served by Green Mountain Transit's #4 Essex Center Loop which features 10 trips per day, includes a bus stop in the project area, serves the Amtrak station in Essex Junction, and provides connection to GMT's #2 Essex Junction route with service along Route 15 through Winooski and to downtown Burlington. The proposed shared use path will enable people to safely and comfortably access transit service to reach important and desirable destinations including the Amtrak Station (which allows bikes on trains), Essex Experience, and Essex Center.

16-25 Points – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative. Included clear explanation of usage estimate.

6-15 Points – Project is in an area of low land use density or not clearly contributing to a local network.

0-5 Points – Unclear how proposed facility contributes to a network or solves a safety problem Lack of usage validation.

2. **Economic Development—10 Points:** How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

The Town Plan visioning session word cloud below illustrates the most discussed concepts related to transportation and other infrastructure by the public, clearly indicating Route 15 and Bike/Ped Connectivity as key issues:



The 2024 Town Plan general policy for Transportation ([page 12](#)) states that the Town of Essex "strives to provide a safe, convenient, and well-maintained transportation system that equitably serves the mobility needs of all user groups, while also protecting the environment, supporting the economy, and engaging the community." Specific Transportation Policy 3(S).1 states: "Multiple modes of transportation that connect residents to schools, workplaces, shopping centers and recreational areas shall be supported."

The Town Plan (Goal 4b, [page 14](#)) also describes how housing should be accessible by walking, biking or public transportation.

Strategy 4.5 of the Town's [Economic Development Vision and Plan](#) (page 71) is to "Develop a comprehensive biking and walking trail system that supports building Essex's image as a haven for wellness and healthy living." Objective 5 (page 72) from the same plan is to "Build upon Essex's position as a multi-modal transportation center to improve and expand economic centers within the community." This is supported by Strategy 5.2: "Continue to develop transportation paths, including biking and walking trails."

6-10 Points – Specific references to community planning or economic development documents that support the project.

0-5 Points – Vague or non-existent references to community planning or economic development documents that support the project.

3. **Well-supported budget –20 points:** How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project. Explain your current and planned budget for ongoing maintenance of bike/ped facilities.

The cost estimate from the 2018 scoping study has been updated by consultant Stantec (see Attachment 4 Budget Memo for full details). Due to the significant cost (\$2.45M) for the entire project (4,150 feet), they also broke the project into smaller segments and created cost estimates for each segment. This grant request is for the following segments totaling 2,620 feet:

Orleans Rd to VT 289 Int	2130 ft	\$1,450,000
VT 289 Interchange/Bridge (replace existing sidewalk with shared use path)	300 ft	\$210,000
VT 289 Interchange to existing path	190 ft	\$150,000
TOTAL	2620 ft	\$1,810,000

As noted in the Cost Estimate Memo, these costs include construction, ROW, design engineering, and construction engineering, which are detailed in Table 1. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 of the memo by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project.

11-20 Points – Cost is well documented/detailed and consistent with bid history on similar projects. Comprehensive maintenance plan for existing and planned facilities provided.

0-10 Points – Cost is significantly less than similar projects, no detail provided or missing costs. Current and ongoing maintenance plans are not well defined.

4. **Complexity—10 points:** What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeologic) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections.

Portions of this project are in the state right-of-way and would need a S1111 permit. The previous scoping study identified the need for both temporary and permanent easements on private property. Section 3.7 Natural Resources of the [scoping study](#) provides detail into the natural and cultural resources present (or not) and potential need for additional permitting. Specifically, the scoping study:

- indicates that there is a Class II wetland in the project area
- discusses the condition of stormwater-impaired Indian Brook which has a Flow Restoration Plan
- indicates that authorization from the NRCS via form AD-1006, the Farmland Conversion Impact Rating form, may be required due to the soil type in the project area
- states that no rare plant species or rare habitat types are mapped in the project area, there are no hazardous sites, and no public lands

None of the identified conditions or permits pose significant impacts to the project

6-10 Points – Fewer complexities, or thorough identification of multiple complexities and specific efforts taken to address them.

0-5 Points – Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

5. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

To our knowledge there aren't other projects that would impact or delay the proposed shared use path. The proposed project is on VT Route 15, a state-maintained road which was recently repaved. According to VTrans staff, a replacement of the concrete box culvert at Indian Brook is in final design with the potential for advertising the project in 2026 and construction in 2027 (see VTrans email in Section 8 Supporting Docs).

3-5 Points – No conflicting projects.

0-2 Points – Several conflicts or coordination needs.

6. **Equity—10 Points:** How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low- or moderate-income households? What outreach was performed to

include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project. The [VTrans Equity Framework mapping tool](#) is available as a resource.

Providing safe, connected active transportation (AT) facilities advances transportation equity by ensuring community members have their transportation needs met. AT facilities like the proposed path provide transportation choice that make destinations more accessible to more people. A separated shared use path provides a lower stress experience and a higher level of safety for everyone but is particularly beneficial to children, older adults, people who use mobility/assistive devices, and less experienced and less confident cyclists.

According to census data in the [Chittenden County, VT Demographic Map Viewer](#), the project area census tract is 14% BIPOC population, nearly 7% of the population are below the Federal poverty line, about 5% have limited English ability, and about 6% of the population has a disability.

All of the plans and studies identified in the previous Community Need section were the result of public input that demonstrated the need and desire for a shared use path in this roadway corridor. As previously noted, results from surveys for the current Essex ATP, and surveys and listening sessions for the Regional ATP (read [Section 3, Public Engagement](#)), supported this Route 15 path connection between two communities. The Regional ATP listening sessions included older adults, Arabic speaking community members, and mobility justice/racial equity advocates.

The construction of VT 289, which provided an efficient automobile route, also bisected and disconnected the Town of Essex. This project would provide mobility choice and help reconnect the community's neighborhoods, employment and entertainment centers, civic centers, and natural and recreation areas.

As noted previously, there is a state-identified High Crash Location (section) in the project area, near the VT 289 interchange. The proposed path would provide a safer route for people walking, biking and rolling through this area.

6-10 Points – Project that provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

1-5 Points – Equity is only addressed in broad terms.

0 Points – Equity not addressed.

7. **Multi-modal potential —5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

Route 15 is served by Green Mountain Transit's #4 Essex Center Loop with 10 trips per day. There are 8 bus stops on Rt 15 in Essex and Essex Junction in the project area, including 1 stop specifically in the project location. The proposed shared use path will enable people to access the transit stop on this route which serves important destinations including the Amtrak Station (which allows bikes on trains), Essex Experience, and Essex Center. Transit users can also change to GMT's #2 Essex Junction route with service along Route 15 through Winooski and to downtown Burlington. (see GMT map in Section 8 Supporting Docs)

When asked for route ridership information, GMT was only able to provide data for three stops, one of which is in the Town:

Stop Description (peak load stop in CAPS)	Total Ons	Total Offs
Amtrak	25	13
Educational Drive at Main Street	36	2
MAIN STREET AT #141 Main St.	3	1

As noted in the 2024 Town Plan ([page 39](#)), GMT has identified the Route 15 corridor between Burlington and Essex Cener asa priority for transit-oriented and pedestrian-oriented development.

The proposed path segment, when connected to the final future segment, will provide a direct active transportation connection to the Amtrak station in Essex Junction.

5 Points – Project provides direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride

0-4 Points – Project is part of a larger plan to connect to another transportation mode in the near future

8. **State designated centers —5 points:** Is the proposed project within a state designated center?

The project itself is not in a state designated center but would connect to active transportation facilities (and transit) serving both the designated Essex Center and Essex Junction Village Center.

5 Points – Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

0-4 Points – Project leads to, but is not primarily within, a state designated center.

Designated centers can be confirmed on the state Planning Atlas -
<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

9. **Project Management—10 Points:** Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC, consultant, or other)?

Town of Essex staff will assume management responsibility for the project. Essex has successfully managed previous similar path projects using both local funds and state grants. CCRPC staff have indicated their availability to serve as Municipal Project Manager if additional support is requested. They have successfully served as MPM for grant awards in other Chittenden County communities.

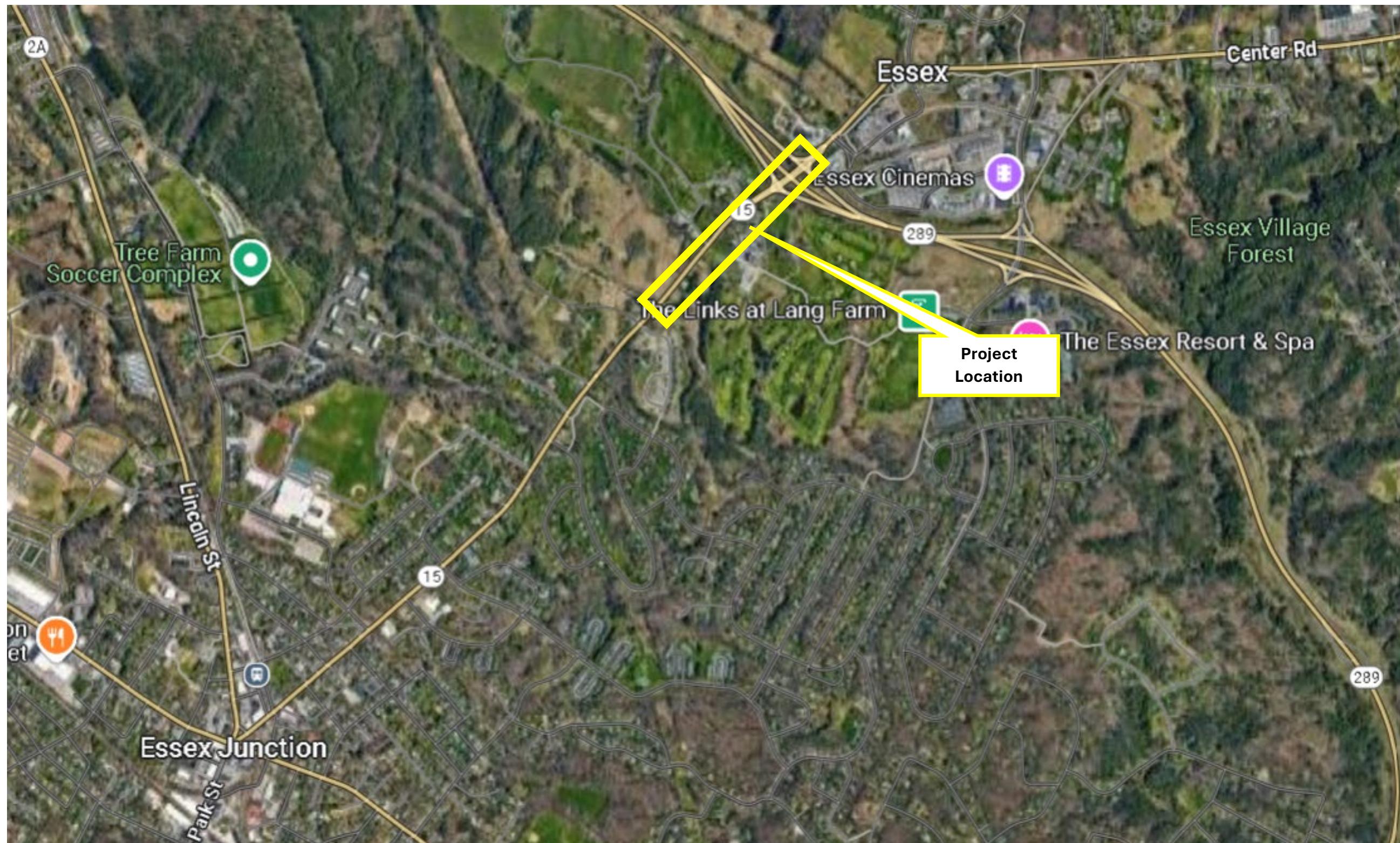
6-10 Points – Plan outlined for managing the project, including adequate or additional staffing.

0-5 Points – Vague or ill-defined management plan.

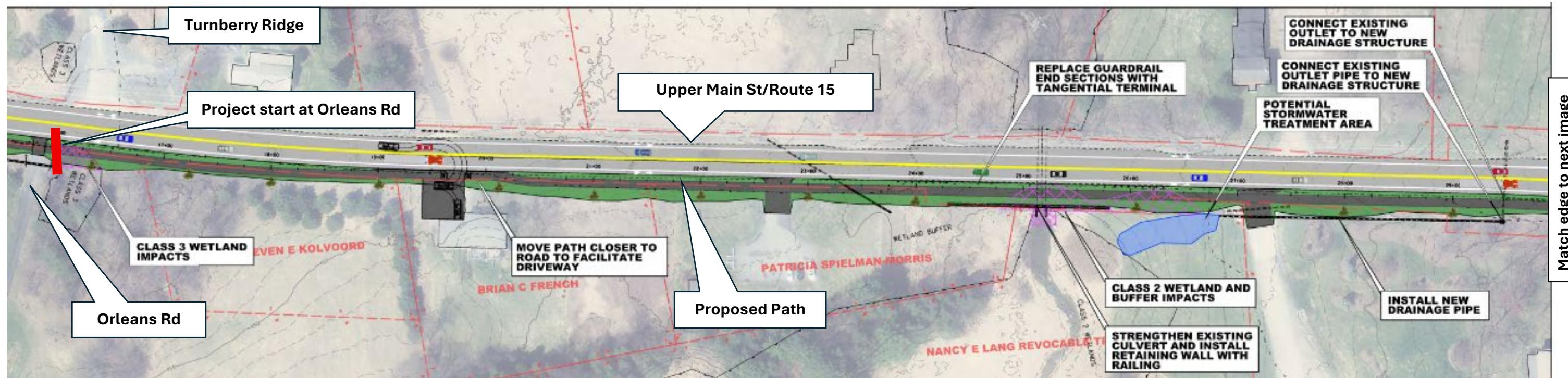
Project Location Map



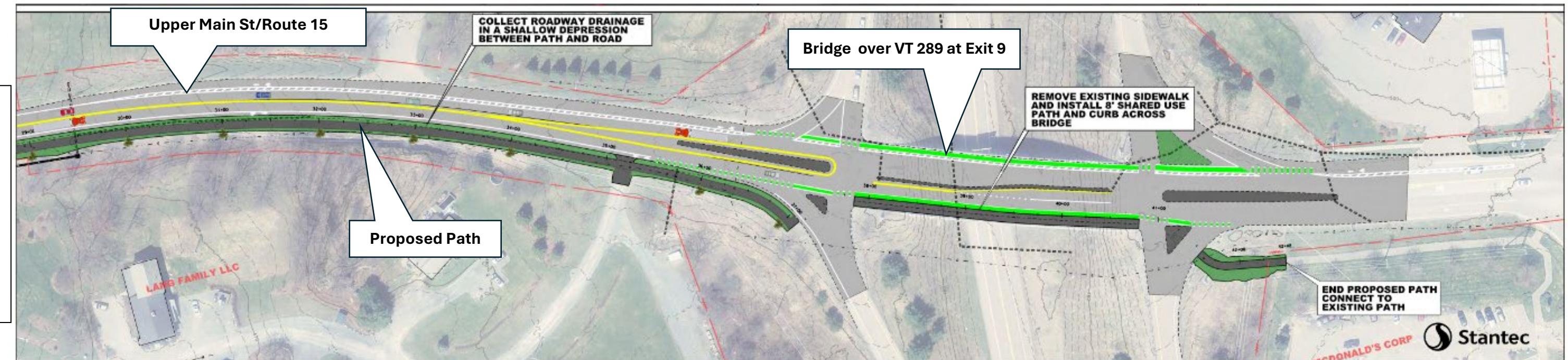
Project Location Map



Path Alignment on Upper Main St/Route 15 from Orleans Road and across VT 289 Bridge to east side and connecting with existing path



Match edge to previous image





Memo

To: Bryan Davis From: Greg Goyette
 CCRPC Stantec
 Project/File: Essex VT Route 15 Path - Athens Drive Date: June 11, 2025
 to Route 289

Reference: Estimate Updates

The Chittenden County Regional Planning Commission (CCRPC) is working with the Town of Essex to apply to VTrans for funding the design and construction of a new shared use path on the east side of VT Route 15 that Stantec scoped in 2018 ([VT Route 15 Sidewalk / Path Study, Athens to VT Route 289](#)). This is a key project in both the local and regional transportation network. CCRPC has requested that Stantec update the cost estimates for Alternatives 2 and 3 from this study to support the grant funding application. Alternative 2 is a 10-foot-wide path and Alternative 3 is an 8-foot-wide path. The estimates were reviewed and updated based on the following assumptions and methodology:

- The replacement for Bridge 2 is being completed by VTrans and cost for this work is not included,
- The VT15 roadway widening was completed by VTrans in 2019 and is not included,
- The unit prices for all other items were updated by reviewing current data from the VTrans iPd web construction cost database and recent bid histories for projects of similar scale,
- A total cost was estimated for the 8-foot and 10-foot alternatives and a cost per foot was calculated from these estimates,
- The cost per foot was then used to calculate costs broken down as follows,
 - Replace existing sidewalk with new path between Fairview Drive and Athens Drive
 - Construct new path between Athens Drive and Orleans Road
 - Construct new path between Orleans Road and the VT289 Interchange
 - Construct changes on the VT289 Interchange Bridge as described in the scoping study
 - Construct new path between the VT289 Interchange and the existing path near McDonald's.

Table 1 summarizes the cost estimate updates to design and construct the total path for both the 8-foot and 10-foot path alternatives. The total length of the path is 4150 feet. The estimated cost breakdown between the City of Essex Junction and the Town of Essex is approximately a 20%/80% split since 850 linear feet of path are in the City and 3,300 linear feet of path are in the Town.

Item	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Construction Costs	\$2,200,000	\$2,000,000
Right-of-Way Costs	\$150,000	\$150,000
Design Engineering	\$200,000	\$200,000
Construction Engineering	\$100,000	\$100,000
Total Project Costs	\$2,650,000	\$2,450,000
Cost per Foot	\$638.55/LF	\$590.36/LF

Table 1 - Cost estimate updates for Alternatives 2 and 3

Table 2 summarizes total project costs per segment for each alternative. These costs include construction, ROW, design engineering, and construction engineering. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project.

Segment	Length	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Fairview Dr – Athens Dr	305 ft (100% City)	\$240,000	\$210,000
Athens Dr – Orleans Rd	1225 ft (45% City/55% Town)	\$900,000	\$850,000
Orleans Rd – VT289 Int	2130 ft (100% Town)	\$1,600,000	\$1,450,000
VT 289 Int	300 ft (100% Town)	\$225,000	\$210,000
VT289 Int – Ex Path	190 ft (100% Town)	\$160,000	\$150,000

Table 2 - Cost estimates broken down per path segment

Reference: Estimate Updates

Note these are considered order of magnitude opinions of probable costs for grant funding application purposes only. These costs often change between grant application funding and construction bid advertisement due to several factors out of our control including but not limited to changes in regulatory requirements and design standards, design refinements, unanticipated construction cost escalations, right-of-way negotiations, and utility company requirements and agreements.

Sincerely,

Stantec Consulting Services Inc.

Greg Goyette P.E.
Senior Principal
Phone: (802) 497-6403
Mobile: 802-735-3410
greg.goyette@stantec.com

Attachment: Attachment



June 17, 2025

Peter Pochop
VT Agency of Transportation
219 North Main Street
Barre, VT 05641

Dear Peter:

This letter is in support of the Town of Essex's application to the VTrans Bicycle and Pedestrian Grant Program to design and construct 2,620 feet of new 8 foot asphalt path on Upper Main Street/Route 15 between Orleans Road and the east side of VT 289. This project was scoped in 2018 and the cost estimate updated for this grant application. Due to the high anticipated project cost, the Town is seeking funding for a portion of the path with the intention to partner with the City of Essex Junction in a future grant round to complete the remaining section.

The need for active transportation facilities in this corridor is identified as a high priority in the 2024 Essex Town Plan, 2022 Regional Active Transportation Plan, and VTrans On Road Bicycle Plan. This segment would be the first of two phases in providing a safe, connected walk/bike network on an important local and regional roadway between two municipalities (state-designated Centers) and would serve established neighborhoods, planned development, and major regional retail, entertainment and civic centers.

This project is supported by several sections of the CCRPC's ECOS Plan. One of the four broad goals established at the beginning of the document states:

"Make public and private investments in the built environment to minimize environmental impact, maximize financial efficiency, optimize social equity and benefits, and improve public health." ECOS Plan page 8

In the transportation discussion of key issues there's this finding:

"More robust investment in transportation options – transit, walking/biking, carsharing and ridesharing – could reduce congestion, vehicle miles traveled, use of single occupancy vehicles, social exclusion, and could improve public health, and enhance the economic well-being of our residents, businesses and visitors." ECOS Plan page 63

Under future transportation investments, one of the identified focal areas is to:

"Expand walking and biking infrastructure to support active transportation and to provide interconnection with the region's transit system." ECOS Plan page 93

The Public Health section also includes this as a priority strategy:

“Obesity -- Create policies and environmental supports that increase access to active transportation, active recreation, and healthy foods.” ECOS Plan Page 103

The financial section of the transportation element of ECOS also notes a recommended shift in new transportation funding away from roadway investments and more into transportation alternatives like walking and cycling projects (see ECOS Plan page 180).

The Plan section on implementing transportation corridor improvements identifies this priority: *“Expanding the bicycle and pedestrian networks with on- and off-road facilities and more sidewalks.” ECOS Plan page 181*

This project is also supported by the 2022 Regional Active Transportation Plan (ATP):

- *Main Street/Route 15 is identified as part of the proposed regional walk/bike network.*
- *The regional network is designed to accommodate connections to important destinations, particularly schools and growth centers.*
- *The ATP’s goal is to create a safe, comfortable, and connected regional network of pedestrian and bicycle routes that appeal to all ages and abilities.*
- *The ATP supports the vision, goals and objectives of the CCRPC Metropolitan Transportation Plan, and the MTP recommends expanding walking and biking infrastructure to support active transportation, and improve interconnection with the region’s transit system.*

Thank you for your consideration of this project.

Sincerely,



Bryan Davis
Senior Transportation Planner



Town of Essex

Selectboard

Phone: (802) 878-1341

Email: manager@essex.org

Regular Meeting AGENDA

Monday, June 16, 2025 – 6:30 PM
81 Main St., Essex Junction, VT 05452



This meeting will be in person and online. The agenda is available in alternative formats upon request.

- **JOIN ONLINE:** [Zoom Meeting ID: 987 8569 1140 | Passcode: 032060](https://us02web.zoom.us/j/98785691140?pwd=Q0Z6Q0Z6Q0Z6Q0Z6)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099
- **WATCH:** Recorded meetings may be viewed on [Town Meeting TV](#) and [Town of Essex](#) Channels.
- **SCAN** the code on the left for the Zoom meeting link.

1. **CALL TO ORDER** 6:30 PM
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from the public on Consent items and items not on Agenda
5. **PUBLIC HEARING - 6:35 PM**
 - a. Public Hearing on Impact Fee Ordinance Amendments
6. **CONSENT ITEMS**
 - a. Approve minutes: June 9, 2025
 - b. Approve check warrants: # 18279- 05/30/25; #_ 18280- 06/06/25
 - c. Consider approval of additional wastewater allocation for 56 Tanglewood Drive
 - d. Consider approval of purchase of sewer bypass pump
7. **BUSINESS ITEMS**
 - a. *Interview a volunteer to serve on the Energy Committee - Will Dodge
 - b. *Interview a volunteer to serve on the Energy Committee - Rod Williams
 - c. *Interview of a volunteer to serve on the Economic Development Committee - Irene Wrenner
 - d. ** Consider approval of resolution to withdraw from Green Mountain Transit Authority in fiscal year 2027
 - e. Consider final adoption of proposed amendments to Impact Fee Ordinance
 - f. Consider approval of Schedule A for Fire Impact Fees and Recreation Impact Fees
 - g. Consider approval of amendments to Fund Balance Policy
 - h. Consider approval of grant application to Vermont Agency of Transportation for funding assistance for design and construction of multi-use path along VT Route 15 between Orleans Road & VT Route 289
 - i. Consider opting into Act 181 Tier 1B status for recommended areas of Essex
 - j. ** Discussion about allocation of costs in Police Services Agreement with City of Essex Junction
 - k. *Consider appointments to Town of Essex boards, committees and commissions
 - l. *** Discussion about Tree Farm Recreational Facility lease options
 - m. *** Discussion about the negotiating or securing of real estate purchase or lease options
8. **READING FILE**
 - a. Board member comments
 - b. Upcoming meeting schedule
 - c. Thank you letters from Human Services organizations
 - d. Draft Saxon Hill Forest Management Plan
 - e. Letter re: Town Plan and zoning regulations
 - f. Information regarding the Grants-in-Aid Bid Award
 - g. Maple Street Gravity Sewer Manhole Replacements
 - h. Draft list of Selectboard work items for fiscal year 2026
 - i. VTrans Paving Update - Week of June 16, 2025
 - j. Resignation from the Police Community Advisory Board - David Harrington (City Seat)

k. Resignation from the Energy Committee - Mukesh Kumar

9. EXECUTIVE SESSION

- a. * An executive session is anticipated to discuss the appointment or employment or evaluation of a public officer or employee
- b. ** An executive session may be requested to discuss contracts
- c. *** An executive session is anticipated to discuss the negotiating or securing of real estate purchase or lease options

10. ADJOURN

Certification:  _____ 06/13/2025

Memorandum

To: Selectboard
Greg Duggan, Town Manager

Cc: Katherine Sonnick, Community Development Director

From: Kent Johnson, Town Planner

Re: Consider approval of grant application to Vermont Agency of Transportation for funding assistance for design and construction of multi-use path along VT Route 15 between Orleans Road & VT Route 289

Date: 6/13/2025

Issue

The issue is whether the Selectboard will authorize staff to submit an application to the Vermont Agency of Transportation (VTrans) to request funding assistance for the design and construction of the VT Route 15 Shared-Use Path, and provide a letter of support acknowledging their willingness to provide the local match and accept future maintenance responsibility.

Discussion

A scoping study was produced in July 2018 titled "VT Route 15 Sidewalk / Path Study, Athens to VT Route 289" (<https://www.ccrpcvt.org/our-work/transportation/current-projects/scoping/vt15-sidewalk-path-scoping-athens-drive-to-vt289/>). Within this study a preferred alternative was identified and supported by staff. At their September 10, 2018 meeting, the Selectboard voted 5-0 in support of the preferred alternative, which included:

1. An 8-foot-wide shared use path (and bike lanes) as described on page 21 of the Scoping Study
2. The proposed path should include lighting along the path for its entire length, with lighting fixtures spaced appropriately, due to the location of the path and its importance as a critical multi-modal link between the City of Essex Junction and the Town of Essex
3. As a component of the planned VTrans paving project along this section of VT Route 15, the roadway will be configured to have two 11-foot lanes and a 4-foot bike lane on each side of the road to accommodate high speed bicyclists
4. The project shall include replacement of the current 5-foot-wide sidewalk east of Fairview Drive with an 8-foot-wide multi-purpose path
5. The project shall terminate on the east side of the VT Route 15 Bridge over the Circumferential Highway with an 8-foot-wide multi-purpose pedestrian/path crossing on the bridge.

The Town's Capital Program has funding proposed in fiscal years 2026 to 2030 to support the design and construction of this project, presuming outside funding assistance is secured.

This project is the Town's highest priority bicycle/pedestrian project, and is a regional priority for the CCRPC (Chittenden County Regional Planning Commission).

On May 12, 2025, VTrans announced that they would be soliciting applications for funding assistance through their Bicycle and Pedestrian Program; such funding is of the type anticipated to

²² support this project. As an application requirement, the Selectboard must provide a letter of support acknowledging their willingness to provide the local match (at least 20% of the total project cost) and accept future maintenance responsibility. This VTrans funding source is a reimbursement grant; the Town would initially pay 100% of the project costs and then be reimbursed 80% of the costs. Applications are due July 11.

As shown in the scoping study, the project is an 8-foot-wide shared-use path between the east side of the Route 289 bridge in the Town of Essex to Fairview Drive in the City of Essex Junction (about 4,150'). Due to inflation since 2018, the cost of the entire design/construction project is now estimated to be around \$2.45M (\$2.87M if segmented into multiple projects), instead of the \$1.37M shown in the study. Considering the funding levels historically awarded by VTrans and their need to spread the available funding to multiple communities, staff feel that the application would be more competitive if segmented into two projects. Within the Town, a logical segment would be from the east side of the VT Route 289 bridge to Orleans Road (about 2,620'). The remaining segment of Orleans Rd. to Fairview Dr. (about 1,500' (700' in the Town and 800' in EJ) would be pursued later. Updated estimates suggest that the segment between VT Route 289 and Orleans Road would total around \$1.81M for design and construction.

Cost

The Town's Capital Program for fiscal years 2026-2030 currently proposes to allocate \$1.57M to this project, with outside funding anticipated of about \$1.26M; for a net Town expenditure of about \$310K over five years. Updated estimates indicate this segment of the project from VT Route 289 to Orleans Rd. would cost about \$1.81M, with \$1.45M (80%) from VTrans and a \$362K (20%) match from the Town over five years. This estimated total nearly fits within the Town's Capital Program (\$52K short) and may be a feasible award level for VTrans (which are typically under \$1M).

Note: Future funding will be required for the Town's portion of the project between Orleans Rd. and the Town line (about 700').

Recommendation

Staff recommends that the Selectboard authorize staff to submit an application to VTrans to request funding assistance for the design and construction of the VT Route 15 Shared-Use Path in accordance with the preferred alternative approved by staff and the Selectboard, and provide a letter of support acknowledging their willingness to provide the local match and accept future maintenance responsibility.

Attachments:

1. AthenstoVT289Final-Scoping-Report_20180731

Town of Essex Selectboard
Draft Regular Meeting Minutes
Monday June 16, 2025

Selectboard Members: Tracey Delphia – Chair, Kendall Chamberlin – Vice Chair, Shannon Jackson – Clerk, Ethan Lawrence, Andy Watts.

Administration and Staff: Greg Duggan - Town Manager, Karen Adams - Deputy Town Manager, Fire Chief - Charles Cole, Police Chief - Ron Hoague, Deputy Fire Chief -Tom Richards, Community Development Director – Katherine Sonnick (via Zoom), Assistant Fire Chief – Steve Trenholm (via Zoom)

Others Present:— Paul Bohne, Derek Brouwer, Clayton Clark, Betsy Dunn, Jeffrey Kershner, John McClellan, Anne Miller, Bruce S. Post, Darren Schibler, Ken Signorello, Rod Williams, Irene Wrenner.

Others Present on Zoom – Gina Halpin Barrett, Will Dodge, Elizabeth Dunn, Cheryl Van Epps, Bruce Post, Jon Slason, Ella Tabone, Lois Whitmore, Sharon Zukowski, Lorraine Zaloom, Maya Balassa.

1. Call to Order

- a. Tracey Delphia called to order the Essex Selectboard meeting for Monday, June 16, 2025, at 6:30 PM.

2. Agenda Changes/Additions

a. Andy Watts, seconded by Ethan Lawrence, made a motion to move Consent item 6c to Business item 7j and move all other Business items past that down one letter at 6:42 PM. Motion passed 5-0.

3. Approval of Agenda

a. Ethan Lawrence, seconded by Shannon Jackson, made a motion to approve the agenda as amended at 6:42 PM. Motion passed 5-0.

4. Public To Be Heard

- a. Comments from the public on Consent Items and Items not on the agenda.
- b. Betsy Dunn is concerned about the wastewater allocation for 56 Tanglewood Drive that needs to be addressed. Bruce Post spoke about 56 Tanglewood Drive and he is concerned about the subdivision and possible use of such. Lorraine Zaloom spoke about her concerns regarding how the agenda gets posted to allow for more public comment and a way to make the names/dates more relevant. Jeff Kershner spoke about 56 Tanglewood wastewater approval that is on the agenda. Betsy Dunn made mention that at the DRB meeting there was concern that information regarding 56 Tanglewood was incomplete.

5. Public Hearing

- a. Chief Charles Cole requested the Selectboard consideration and approval of the impact fee ordinance amendments.

44 b. **Andy Watts, seconded by Shannon Jackson, made a motion to open a public**
45 **hearing on the fire impact fees at 6:44 PM. Motion passed 5-0.**

46 c. Greg Duggan gave a quick overview of how the proposed changes to the impact fee
47 ordinance changes were looked at and what it might impact.

48 d. There was no public comment.

49 e. **Ethan Lawrence, seconded by Andy Watts, made a motion to close the public**
50 **hearing on the fire impact fees at 6:46 PM. Motion passed 5-0.**

51 **6. Consent Items**

52 a. Approval of minutes: June 9, 2025.

53 b. Approve check warrants: #18279 – 05/30/2025; #18280 – 06/06/2025.

54 c. Consider approval of purchase of sewer bypass pump

55 d. **Ethan Lawrence, seconded by Shannon Jackson, made a motion to approve the**
56 **Consent Items as amended at 6:47 PM. Motion passed 5-0.**

57 **7. Business Items**

58 a. *Interview a volunteer to serve on the Energy Committee - Will Dodge

59 i. Will Dodge gave an overview of his background and previous experience on
60 the Energy Committee and is looking to have his current term renewed. He
61 spoke on some ideas he has for the committee if appointed. The Selectboard
62 provided various interview questions for him to answer.

63 b. *Interview a volunteer to serve on the Energy Committee - Rod Williams

64 i. Rod Williams gave an overview of his background and experience and
65 interest in assisting Essex on the Energy Committee. The Selectboard
66 provided various interview questions for him to answer.

67 c. *Interview of a volunteer to serve on the Economic Development Committee - Irene
68 Wrenner

69 i. Irene Wrenner gave her background and experience and qualifications. The
70 Selectboard provided various questions for her to answer.

71 d. ** Consider approval of resolution to withdraw from Green Mountain Transit
72 Authority in fiscal year 2027

73 i. Tracey Delphia gave an overview of the current status of the Town with
74 Green Mountain Transit. Greg Duggan expanded on what was said and
75 described some of the options resultant of withdrawing and alternatives. The
76 Selectboard provided Clayton Clark of Green Mountain Transit with various
77 questions to assist with the decision-making process.

78 ii. Lorraine Zaloom had a question about the numbers of riders and that the
79 assessment might not be accurate. Also, how would this impact on our
80 school taxes. Clayton Clark explained that the assessment is based on time in
81 Essex and not ridership.

82 e. Consider final adoption of proposed amendments to Impact Fee Ordinance

83 i. There were no questions or comments from the Selectboard or the public.

84 ii. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
85 **Selectboard approve the final passage of the proposed amendments to the**
86 **town's impact fee ordinance with an effective date of July 15, 2025, at 7:38**
87 **PM. Motion passed 5-0.**

88 f. Consider approval of Schedule A for Fire Impact Fees and Recreation Impact Fees
89 i. There were no questions or comments from the Selectboard or the public.
90 ii. **Andy Watts, seconded by Ethan Lawrence, made a motion that the**
91 **Selectboard adopt Schedule A specifying option A as the specific fees to be**
92 **collected to go into effect July 15, 2025, at 7:39 PM. Motion passed 5-0.**
93 g. Consider approval of amendments to Fund Balance Policy.
94 i. Karen Adams gave an overview of how the amendments to the fund balance
95 are made and to provide additional transparency. Andy Watts was concerned
96 about how various factors impact fund balance decisions and that they can
97 transition across different fiscal years. Shannon Jackson provided insight into
98 his opinions on how this would work. Andy Watts gave some historical
99 perspective. Tracey Delphia said that we would revisit this topic at a future
100 meeting.
101 h. Consider approval of grant application to Vermont Agency of Transportation for
102 funding assistance for design and construction of multi-use path along VT Route 15
103 between Orleans Road & VT Route 289
104 i. Kent Johnson reviewed and explained the information relevant to the work
105 done that has led to being able to apply for this grant. He also reviewed
106 updated cost factors of this project. The Selectboard had some questions on
107 design and other specifications of the project. Betsy Dunn mentioned that
108 CTC should have been included in this process.
109 ii. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
110 **Selectboard authorize staff to submit an application to VTRANS to request**
111 **funding assistance for the design and construction of the VT 15 shared use**
112 **path in accordance with the preferred alternative approved by Staff and**
113 **the Selectboard provide a letter of support acknowledging their willingness**
114 **to provide the local match and accept future maintenance at 8:17 PM.**
115 **Motion passed 4-1. Kendell Chamberlain nay.**
116 i. Consider opting into Act 181 Tier 1B status for recommended areas of Essex.
117 i. Representing CCRPC Darren Schibler and Katherine presented information to
118 the Selectboard regarding Act 151 Tier 1B status recommendations and Act
119 250 considerations. Katherine presented and explained map information to
120 the Selectboard and how it applies to some different types of current
121 exemption and how some of the different areas can be used. They also
122 discussed future amendment procedures. Selectboard provided questions to
123 them for further explanation.
124 ii. The Selectboard decided to add the new maps to the current packet. Also,
125 that the Selectboard members should email any questions they have to Greg
126 Duggan to coordinate follow-up.
127 j. Consider approval of additional wastewater allocation for 56 Tanglewood Drive.
128 i. There was discussion on this issue regarding land covenants, and it is
129 ultimately not up to the town. Also, if the town approves the allocation, then
130 what happens if a permit gets rescinded.

131 ii. Bruce Post said that he has filed for a reconsideration of the DRB approval of
132 the sub-division and other issues regarding how town decisions and deeds
133 would interact with state policies. Lorraine Zaloom spoke about why the
134 Selectboard would approve when a request for reconsideration is in process.
135 Betsy Dunn voiced concerns that we should not be approving a sewer
136 allocation if this is not going to go through. Jeff Kershner agreed with
137 everything previously said, although he is just here for one EU and that
138 anything other than what is planned would require the Selectboard to
139 approve additional allocations.

140 iii. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
141 **Selectboard approve the additional allocation in the amount of 200 gallons**
142 **per day, one EU for a future single family home on the newly created lot at**
143 **56 Tanglewood Drive with the following conditions: 1. The applicant will be**
144 **required to purchase the approved sewer and water allocation prior to the**
145 **issuance of a building permit at 9:45 PM. Motion approved 4-1. Kendall**
146 **Chamberlain nay.**

147 k. ** Discussion about allocation of costs in Police Services Agreement with City of
148 Essex Junction

149 l. * Consider appointments to Town of Essex boards, committees and commissions

150 i. **Due to the possibility of the appearance of a conflict of interest, Andy**
151 **Watts recused himself from any discussion about library trustee appointees**
152 **and the election thereof.**

153 m. *** Discussion about Tree Farm Recreational Facility lease options

154 n. *** Discussion about the negotiating or securing of real estate purchase or lease
155 options

156 **8. Reading File**

157 a. Board member comments.

158 i. Tracey Delphia thanked Mukesh on the Energy Committee and David
159 Harrington on the Police Community Advisory Board for their service. Andy
160 Watts said thank you for including all the thank you notes from all the human
161 service organizations. Kendall Chamberlain thanked the public works
162 department for their work on the Maple Street gravity project.

163 b. Upcoming meeting schedule

164 c. Thank you letters from Human Services organizations

165 d. Draft Saxon Hill Forest Management Plan

166 e. Letter re: Town Plan and zoning regulations

167 f. Information regarding the Grants-in-Aid Bid Award

168 g. Maple Street Gravity Sewer Manhole Replacements

169 h. Draft list of Selectboard work items for fiscal year 2026

170 i. VTrans Paving Update - Week of June 16, 2025

171 j. Resignation from the Police Community Advisory Board - David Harrington (City
172 Seat)

173 k. Resignation from the Energy Committee - Mukesh Kumar

174 **9. Executive Session**

175 a. * An executive session is anticipated to discuss the appointment or employment or
176 evaluation of a public officer or employee.
177 i. **Andy Watts, seconded by Shannon Jackson, made a motion that the**
178 **Selectboard enter into executive session to discuss the proposed public**
179 **official appointment in accordance with 1 V.S.A. § 313 (a)(3) to include the**
180 **Town Manager and the Deputy Town Manager. Motion passed 5-0.**

181 b. ** An executive session may be requested to discuss contracts
182 i. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
183 **Selectboard make the specific finding that general public knowledge of**
184 **contracts would place the town at a substantial disadvantage. Motion**
185 **passed 5-0.**
186 ii. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
187 **Selectboard enter into executive session to discuss contracts pursuant to 1**
188 **V.S.A. § 313 (a)(1)(A) to include the Town Manager and the Deputy Town**
189 **Manager. Motion passed 5-0.**

190 c. **Shannon Jackson made a motion, seconded by Ethan Lawrence, to appoint Erin**
191 **DeVries, Sarah Salatino, and Duane Millar Barlow to three-year terms on the**
192 **Conservation and Trails Committee; Ken Signorello to a two-year term on the**
193 **Conservation and Trails Committee; Irene Wrenner to a three-year term on the**
194 **Economic Development Commission; Rod Williams to a one-year term on the**
195 **Energy Committee; and Will Dodge to a three-year term on the Energy Committee.**
196 **The motion passed 5-0.**

197 d. **Shannon Jackson made a motion, seconded by Ethan Lawrence, to appoint Mallori**
198 **Longevin, Ellen Knowles, and Janet Watts to three-year terms on the Essex Free**
199 **Library Board. The motion passed 4-0-1, with Andy Watts abstaining.**

200 e. *** An executive session is anticipated to discuss the negotiating or securing of real
201 estate purchase or lease options.
202 i. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
203 **Selectboard enter into executive session to discuss the negotiating or**
204 **securing of real estate purchase or lease options in accordance with 1**
205 **V.S.A. § 313 (a)(2) to include the Town Manager and the Deputy Town**
206 **Manager. Motion passed 5-0**

207 f. **Shannon Jackson made a motion, seconded by Andy Watts, to extend the**
208 **Selectboard meeting to 11:30 p.m. The motion passed 5-0 at 10:57 p.m.**
209 g. **Shannon Jackson, seconded by Ethan Lawrence, made a motion to exit executive**
210 **session at 11:27 PM. Motion passed 5-0.**

211 **10. Adjourn**

212 a. **Ethan Lawrence, seconded by Andy Watts, made a motion to adjourn the meeting**
213 **at 11:30 PM. Motion passed 5-0.**

214
215 Respectfully Submitted,
216 Kariella Tabone
217 Secretary
218

219 Approved this _____ day of _____, 2025.
220 (see minutes of this day for corrections, if any)

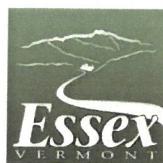
221

222

223

224 _____
Signed by Name, Title

DRAFT



TOWN OF ESSEX, VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452

(802) 878-1343 | community-development@essex.org | www.essexvt.org

July 7, 2025

Peter Pochop – Project Delivery Bureau, Project Manager
 Vermont Agency of Transportation
 219 North Main Street, 4th Floor
 Barre, VT 05641

RE: 2025 VTrans Federal Aid Bicycle and Pedestrian Grant
 Design and Construction of Route 15 Shared Use Path, Town of Essex

Dear Mr. Pochop,

On behalf of the Town of Essex Selectboard, I am writing to share the Selectboard's strong support for the design and construction of the VT Route 15 Shared Use Path project. The Selectboard approved the grant application at their meeting on June 16, 2025 and committed to providing the local match and accepting future maintenance responsibility. This project would advance the preferred alternative developed in a scoping study produced in 2018, which was supported by staff and subsequently approved by the Selectboard.

The Town is prepared to provide the 20% matching funds required for project costs beginning in 2026 and continuing through at least 2030. In anticipation of advancing this project, the Town's Capital Program proactively proposed funding in fiscal years 2026 to 2030 to support the design and construction of this project, presuming outside funding assistance could be secured. The Town has experience in the design, construction, and oversight of similar projects.

During the process of updating the Town Plan in 2024, the top request from the community was to expand and better connect the bicycle/pedestrian infrastructure network. This project is the Town's highest priority bicycle/pedestrian project and is a regional priority for the Chittenden County Regional Planning Commission. Construction of this critical link would be transformative for Essex residents and would provide an important regional connection with neighboring communities.

We appreciate your time and consideration of the Town's application.

Sincerely,

Greg Duggan,
 Town Manager

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1376	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

Bryan Davis

From: Bryan Davis
Sent: Thursday, June 26, 2025 5:38 PM
To: Hosking, David
Cc: Kent Johnson; Poulin, Michael
Subject: RE: VTrans bike ped grant app -- shared use path on Rt 15 in Essex
Attachments: RE: status of Bridge 2 on VT Route 15/Essex?

Thanks Dave, we'd be happy to share more details in the future, and yes we'll be in touch with Michael about the 1111 permit as needed.

Also, FYI we've been in touch with Mahendra Thilliyar/VTrans about the future replacement of Bridge 2 over Indian Brook on Route 15, which is in the area of the proposed path segment. Based on our communication (attached for reference), that project is in final design with potential construction in FY27.

Thanks again, and I look forward to staying in touch about this project.

Bryan

From: Hosking, David <David.Hosking@vermont.gov>
Sent: Thursday, June 26, 2025 1:24 PM
To: Bryan Davis <bdavis@ccrpcvt.org>
Cc: Kent Johnson <kjohnson@essex.org>; Poulin, Michael <Michael.Poulin@vermont.gov>
Subject: RE: VTrans bike ped grant app -- shared use path on Rt 15 in Essex

You don't often get email from david.hosking@vermont.gov. [Learn why this is important](#)

Bryan:

Thanks for updated me on the status of the shared use path project in Essex. I am not up to speed on the details of the SUP project (even with being a resident of the Town). I would be happy to discuss the project further with you at some point in the future.

I am sure you are aware, but any work within our ROW will require an S1111 access permit from VTrans. Michael Poulin is the contact here in District 5 for any access permit requests.

Feel free to reach out to the District if we can be of any further assistance.

David A. Hosking | Project Manager
 Maintenance Bureau | District 5
 District Maintenance & Fleet Division
 Vermont Agency of Transportation
 189 Troy Avenue | Colchester, VT 05446
 Office: 802.654.0971 | Mobile: 802.279.8163
david.hosking@vermont.gov | www.vtrans.vermont.gov

From: Bryan Davis <bdavis@ccrpcvt.org>
Sent: Wednesday, June 25, 2025 5:23 PM
To: Hosking, David <David.Hosking@vermont.gov>
Cc: Kent Johnson <kjohnson@essex.org>
Subject: VTrans bike ped grant app -- shared use path on Rt 15 in Essex

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EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Dave – I'm working with the Town of Essex on a grant application to the VTrans Bike Ped Program to design/construct a ~2,600 foot section of shared use path on Rt 15 between Orleans Rd and 289. This is a segment of a longer path detailed in the 2018 scoping study [VT Route 15 Sidewalk / Path Study, Athens to VT Route 289](#) and approved by the Selectboard.

For the grant application, we recently had the 2018 cost estimate updated by the study consultant, and due to the increase in cost and available match from the Town, they have decided to pursue this path section first. The alignment would partially be in the Route 15 right-of-way, and the Town will be responsible for path maintenance.

I wanted the District 5 team to be aware of the Town's intent to apply for this project and ask if you had any questions or if you'd like to discuss the project in more detail.

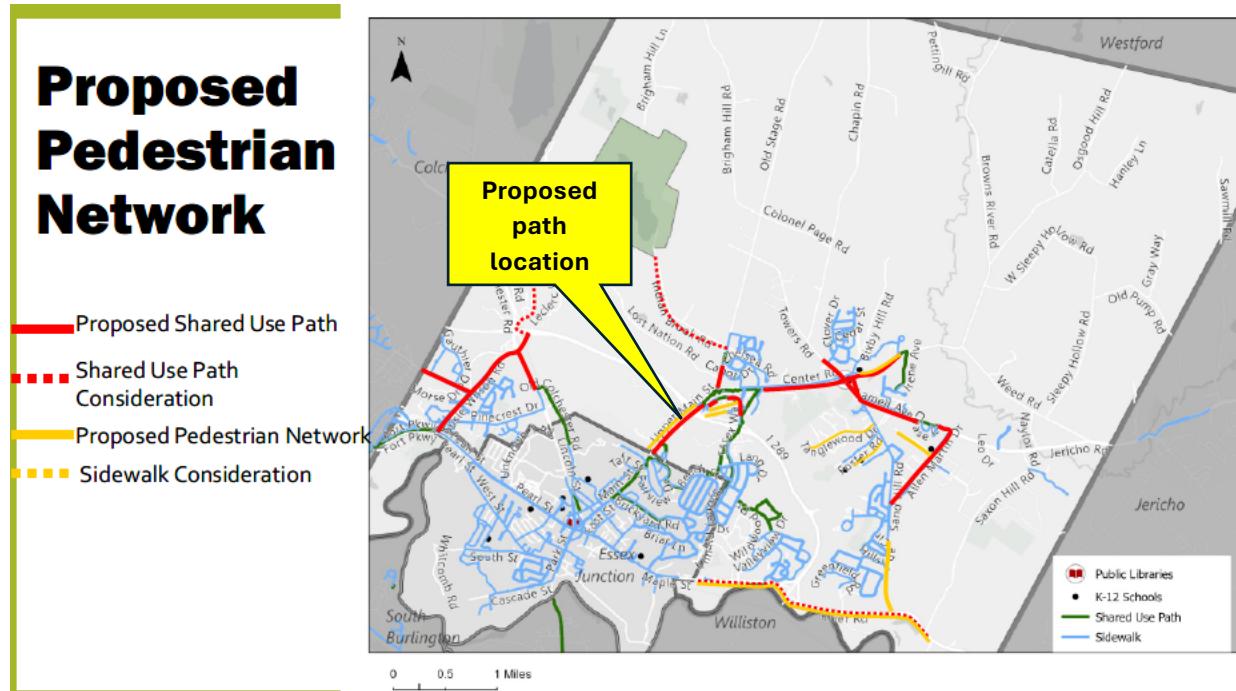
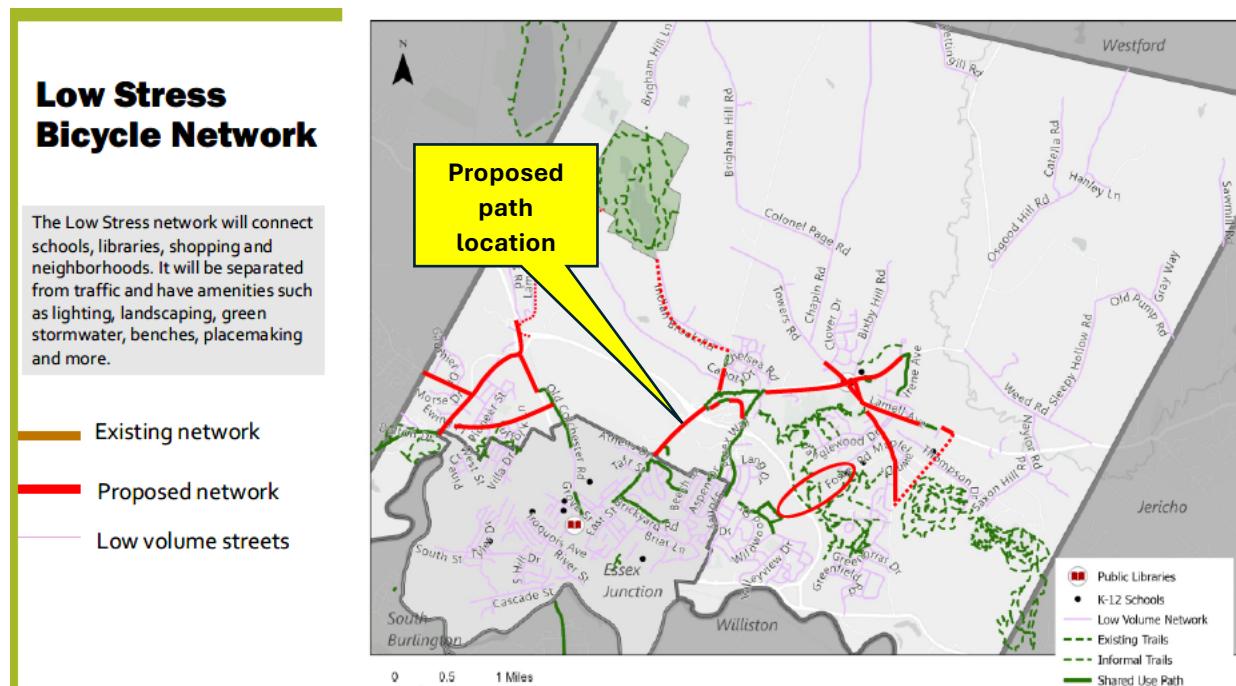
Thanks,
Bryan

Bryan Davis, AICP
Senior Transportation Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 861-0129
www.ccrpvt.org



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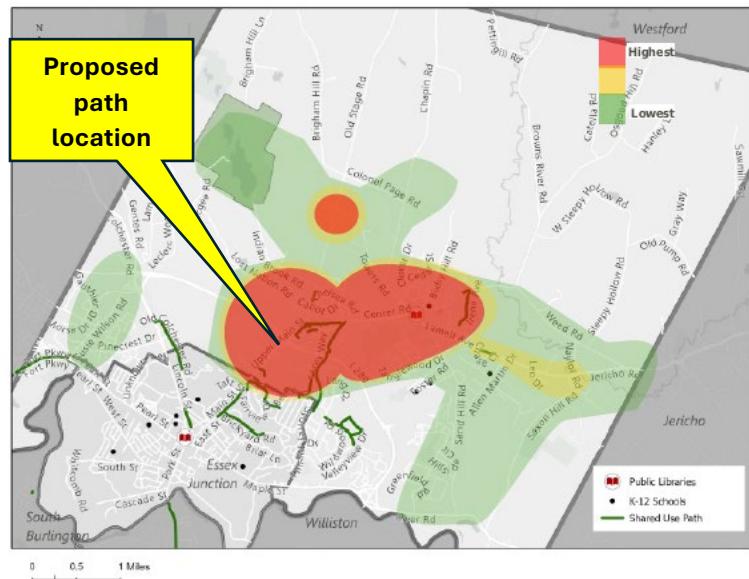
DRAFT Network – Essex Active Transportation Plan



Survey Results – Essex Active Transportation Plan

Essex Public Survey Results – Bicycle Infrastructure

Can you provide specific locations where, if there were improvements, you might choose to bike?





**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES - DRAFT**

*Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
Thursday, June 12th
2025, 7:00 PM*

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. MEMBERS PRESENT

John O'Brien, David Achee, Philip Bieber, Russ Miller-Johnson, Lauren Philbrook

2. OTHERS PRESENT

Michael Giguere (staff representative), Jack Evans, Daniel Liguori, Joseph Finch

3. CALL TO ORDER

The meeting was called to order by John at 7:03 PM.

4. AGENDA ADDITIONS/CHANGES

No additions or changes were made.

5. MINUTES FOR APPROVAL

Lauren made a motion, seconded by Russ, to approve the minutes from May 8th, 2025 as presented. Motion passed unanimously (4-0).

6. PUBLIC TO BE HEARD

Joseph provided updates on planning for a balance bike race at Champlain Valley Expo on July 4th. Local Motion is providing some giveaway items. He also mentioned that he will be looking to hand off leading the organization of bike bus programming soon.

Daniel mentioned that he interviewed for the open seat on BWAC.

7. BUSINESS ITEMS

a. Bicycle Friendly Community (BFC) application review

Michael presented a summary presentation of Essex Junction's reapplication as a Bicycle Friendly Community. The group discussed interesting discussion points on the application, such as percentage of low-stress bicycle facilities, determining what the community's biggest improvement from the last application was, long-term planning projects working toward active transportation and safety, and considerations on equitable engagement. A live poll was run to determine the top three reasons committee members would like bicycling to be prioritized in the community and determine which communities should be looked to as comparable role models.

Michael shared next steps, which includes a local and national review period before notification of award level.

b. Town of Essex Route 15/Main Street shared use path

Michael presented a project being pursued by the Town of Essex for a shared use path and bike lane along Route 15/Main Street. A portion of the proposed path falls in Essex Junction, but the Town is likely pursuing funding for the northernmost portion first, making this proposal less time-sensitive for Essex Junction to consider.

Committee members voiced their strong support for the project, particularly in consideration of the improvements this project would have on pedestrian safety. Lauren pointed out that the alternative bike/ped route through the Countryside neighborhood to the Essex Experience is twice as long as this proposed direct route. While this is an acceptable distance for cyclists, a more direct route for pedestrians would be preferred. Russ mentioned that lowering the road speed from 40 mph would be an improvement and mentioned the lack of safe walking facilities on this route, with many people walking on the shoulder of the road in the wrong direction. Phil mentioned the benefit that this project could have as a proof of concept for Pearl Street. David shared concerns that avoiding supporting this project would solidify the gaps in the community's infrastructure network. Daniel mentioned that this path could provide connectivity to Athens Drive and Juniper Ridge's path, linking existing infrastructure. John mentioned how important this project is to support the Town's plans for

housing and commercial development.

Michael mentioned he would collect this feedback and share it with City leadership.

c. Printed bike map draft review

The committee reviewed the draft version of a printed bike map for Essex Junction, highlighting routes, points of interest, and regional connections. Feedback was provided by the committee on readability, accessibility, and user friendliness. They also discussed the applicability of defining specific streets as “low-traffic” such as South Street and West Street, which were determined to not be appropriate for that definition. Michael mentioned that this will be published and distributed soon, and will be used to help justify infrastructure planning projects that fill the network gaps on this map. John mentioned that there was a lot of interest in this map at Essex Pride.

d. CCRPC Regional Safety Action Plan discussion

The committee briefly discussed the RSAP drafted by CCRPC, noting that no roads in Essex Junction are mapped on the high injury network. Jack provided additional context for the types of toolkit items that would be eligible for funding, which mostly include signage and visibility improvements.

e. Regional advocates meet up planning

The committee plans on inviting Williston on the Move for a group ride and joint meeting during BWAC’s regularly scheduled meeting at 6:15 pm on Thursday, July 10th. Michael is coordinating further with City management.

Jack provided updates for a regional meetup between bike committee members at Local Motion’s headquarters in Burlington on Wednesday, August 6th at 5:30 pm. Food and refreshments will be available.

f. Memorial Way traffic count updates

The committee reviewed John and Lauren’s traffic counts on Memorial Way. Michael asked the group to do a traffic count to add to the data set if time permits.

8. MEMBERS UPDATES

Lauren asked about Lincoln Terrace and John asked about the RRFB at Main & Athens, Michael confirmed that Public Works has all the materials needed for these installations and will coordinate further.

Russ raised concerns about how the elementary school consolidation will impact traffic near Hiawatha next school year and recommended a proactive traffic calming project. Lauren presented her plan for a route and raised concerns about high stress drivers during school drop-off. Phil mentioned that most informational meetings at Hiawatha were related to parking areas. John mentioned that there are potential plans for two drop off lanes and mentioned the possibility of a Summit Street bus shuttle. Lauren mentioned that using the existing bus loop could be an option.

Phil brought up a recent encounter at Brownell Library where a child misplaced their bicycle helmet and presented the idea of purchasing a library of helmets for the library of things.

A motion was made by Phil, seconded by Lauren, to use BWAC funds to purchase a library of helmets and u-locks for Brownell Library. Vote passed unanimously (5-0).

9. STAFF UPDATES

a. Bike locker updates

Michael mentioned that the City did a news release for the bike lockers and has the rental forms available on the City’s website. He is working further with SB Signs to test materials for a printed advertisement on the side of the lockers.

b. Bike parking updates

Michael mentioned that bike parking has been installed at several locations around the City, including Essex Junction Market, Bespoke, Nest, and Brownell Block. Planet Fitness will have two bike racks soon.

c. Recognition for Eric Bowker

**CITY OF ESSEX JUNCTION BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES – JUNE 12TH, 2025**

36

Eric has chosen not to renew his term on BWAC. The committee took time to thank Eric for his twelve years of contributions to the committee from its conception in 2013.

10. ADJOURN

Motion to adjourn by Lauren, seconded by David. Motion passed unanimously (5-0), meeting adjourned at 8:19 PM.

Bryan Davis

From: Thilliyar, Mahendra <Mahendra.Thilliyar@vermont.gov>
Sent: Thursday, June 5, 2025 9:22 PM
To: Bryan Davis
Subject: RE: status of Bridge 2 on VT Route 15/Essex?

Hi Bryan,

The project design is in the final plan stage. The construction of the project was delayed due to a lack of funding. However, currently, there is some potential for advertising the project in 2026 and construction in 2027.

Hope this helps.

Mahendra

From: Bryan Davis <bdavis@ccrpcvt.org>
Sent: Thursday, June 5, 2025 12:18 PM
To: Thilliyar, Mahendra <Mahendra.Thilliyar@vermont.gov>
Subject: status of Bridge 2 on VT Route 15/Essex?

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Hi Mahendra – I see that you're the contact for the Town of Essex culvert projects and wanted to ask about the status of Bridge 2 over Indian Brook on Route 15. It was scoped in 2023 and a regional concerns meeting held in March 2024, but I don't see it as a project on VTransparency.

Is there a timeline or update to share? I'm working with the Town to seek funding to construct the shared use path scoped in 2018 so looking for opportunities to coordinate and cooperate if appropriate.

Thanks for your help,
Bryan

- Essex culvert webpage: <https://www.essexvt.gov/1295/ESSEX-CULVERT-PROJECTS---VTRANS>
- Bridge 2 Scoping study:
<https://outside.vermont.gov/agency/VTRANS/external/Projects/Structures/23B689/2%20-%20Scoping%20Report.pdf>
- 2018 Shared Use Path scoping: https://studiesandreports.cccpvt.org/wp-content/uploads/2018/08/AthenstoVT289Final-Scoping-Report_20180731.pdf

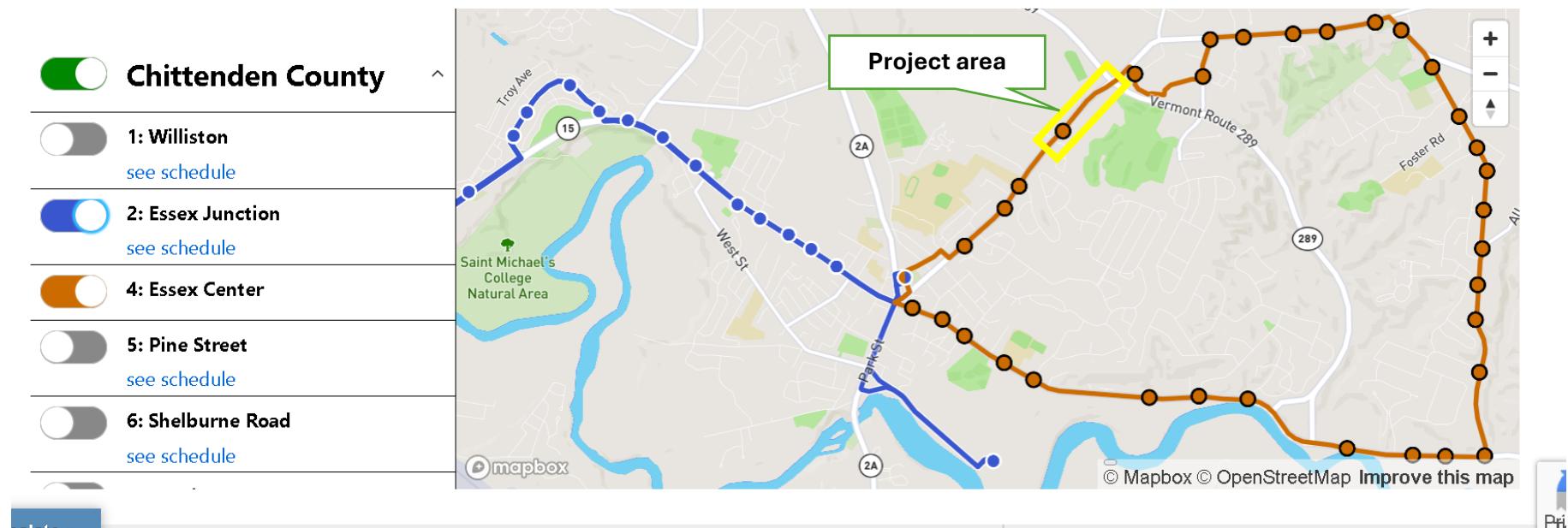
Bryan Davis, AICP
Senior Transportation Planner
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Green Mountain Transit – Route #4 Essex Center (red) and Route #2 Essex Junction (blue)

Welcome to Green Mountain Transit



To: Chris Yuen From: Greg Goyette
 City of Essex Junction, Vermont Stantec
 Project/File: Essex VT Route 15 Path - Athens Drive Date: January 20, 2026
 to Route 289

Reference: Estimate Updates – Athens Drive to Orleans Road Design Modification

The City of Essex Junction (City) is coordinating with the Town of Essex (Town) on how to fund the southern half of the bike/ped connection that [was scoped in 2018](#). Stantec updated cost estimates for both Alternatives 2 and 3 from this study in June 2025 and summarized the results in a memo (attached) to support this effort. After the estimate was updated, the City identified that they had not budgeted for this project in their capital program to cover the portion that's within the City boundaries after the separation from the Town of Essex. To make this project more palatable from a budget perspective, the City has requested a revision to the June 2025 planning-level cost estimate for a modified design of the segments from Fairview Drive to Athens Drive and from Athens Drive to Orleans Road. This modified design and estimate revision applies to Alternative 3 - 8' path only and is shown in Figure 1.

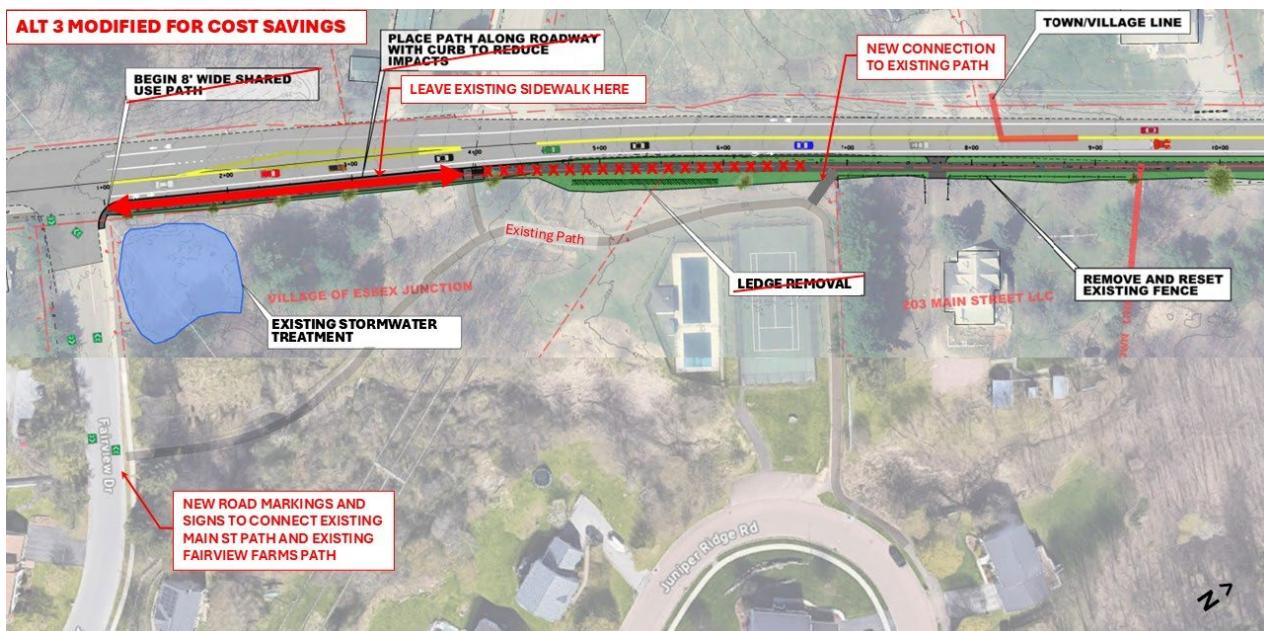


Figure 1 - Modified Path Design for Alternative 3 – 8' Path

The modified design removes a portion of the path along Main Street and instead utilizes an existing asphalt shared-use path that was built further off the road as shown in the graphic below. The existing path is located on a 20' wide easement dedicated to the City of Essex Junction. The modified design avoids the need for ledge removal as well as the replacement of an existing concrete sidewalk with a shared-use path. It will require signage and pavement markings on Fairview Drive as well as a new curb cut on Fairview Drive to connect to the existing path. This modification still partially accomplishes both the City's and Town's goals of having a continuous facility along VT Route 15. The modified design would be less direct and convenient than the original "Alternative 3" proposal. This impact is more significant for cyclists than for pedestrians, since pedestrians would continue to use the existing sidewalk to connect to the path.

The modified path design reduces the approximate total length of the path by 550 feet from 4150 linear feet to 3600 linear feet. The approximate length of the path in the City is reduced from 850 linear feet to 300 linear feet. The approximate length of the path in the Town remains unchanged at 3300 linear feet. Table 1 summarizes the cost estimate updates to design and construct the total path for the modified Alternative 3 – 8' Path. Estimated costs that have been changed because of the modification are shown in red with the cost before modification struck out. The estimated cost split is approximately 10% for the path located in the City and 90% for the path located in the Town.

Item	Alternative 3 – 8' Path
Construction Costs	\$2,000,000 \$1,800,000
Right-of-Way Costs	\$150,000
Design Engineering	\$200,000
Construction Engineering	\$100,000
Total Project Costs	\$2,450,000 \$2,250,000

Table 1 - Cost estimate updates for Alternatives 2 and 3

Table 2 summarizes total project costs per segment for each alternative. These costs include construction, ROW, design engineering, and construction engineering. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project. Since the design for the segments from Orleans Road to the existing path on the east side of the VT 289 Interchange remains the same, these costs were assumed to remain unchanged.

Reference: Estimate Updates – Athens Drive to Orleans Road Design Modification

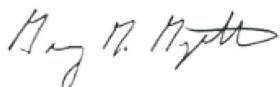
Segment	Length	Alternative 3 – 8' Path
Fairview Dr – Athens Dr	305 ft 10 ft (100% City)	\$210,000 \$15,000
Athens Dr – Orleans Rd	1225 ft 975ft (45% City/55% Town) (30% City/70% Town)	\$850,000 \$710,000
Orleans Rd – VT289 Int	2130 ft (100% Town)	\$1,450,000
VT 289 Int	300 ft (100% Town)	\$210,000
VT289 Int – Ex Path	190 ft (100% Town)	\$150,000

Table 2 - Cost estimates broken down per path segment

Note the costs presented are considered order of magnitude opinions of probable costs for grant funding application purposes only. These costs often change between grant application funding and construction bid advertisement due to several factors out of our control including but not limited to changes in regulatory requirements and design standards, design refinements, unanticipated construction cost escalations, right-of-way negotiations, and utility company requirements and agreements.

Sincerely,

Stantec Consulting Services Inc.



Greg Goyette P.E.

Senior Principal

Phone: (802) 497-6403

Mobile: 802-735-3410

greg.goyette@stantec.com

Attachment: June 2025 Estimate Update

To: Bryan Davis From: Greg Goyette
CCRPC Stantec
Project/File: Essex VT Route 15 Path - Athens Drive Date: June 11, 2025
to Route 289

Reference: Estimate Updates

The Chittenden County Regional Planning Commission (CCRPC) is working with the Town of Essex to apply to VTrans for funding the design and construction of a new shared use path on the east side of VT Route 15 that Stantec scoped in 2018 ([VT Route 15 Sidewalk / Path Study, Athens to VT Route 289](#)). This is a key project in both the local and regional transportation network. CCRPC has requested that Stantec update the cost estimates for Alternatives 2 and 3 from this study to support the grant funding application. Alternative 2 is a 10-foot-wide path and Alternative 3 is an 8-foot-wide path. The estimates were reviewed and updated based on the following assumptions and methodology:

- The replacement for Bridge 2 is being completed by VTrans and cost for this work is not included,
- The VT15 roadway widening was completed by VTrans in 2019 and is not included,
- The unit prices for all other items were updated by reviewing current data from the VTrans iPd web construction cost database and recent bid histories for projects of similar scale,
- A total cost was estimated for the 8-foot and 10-foot alternatives and a cost per foot was calculated from these estimates,
- The cost per foot was then used to calculate costs broken down as follows,
 - Replace existing sidewalk with new path between Fairview Drive and Athens Drive
 - Construct new path between Athens Drive and Orleans Road
 - Construct new path between Orleans Road and the VT289 Interchange
 - Construct changes on the VT289 Interchange Bridge as described in the scoping study
 - Construct new path between the VT289 Interchange and the existing path near McDonald's.

Table 1 summarizes the cost estimate updates to design and construct the total path for both the 8-foot and 10-foot path alternatives. The total length of the path is 4150 feet. The estimated cost breakdown between the City of Essex Junction and the Town of Essex is approximately a 20%/80% split since 850 linear feet of path are in the City and 3,300 linear feet of path are in the Town.

Item	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Construction Costs	\$2,200,000	\$2,000,000
Right-of-Way Costs	\$150,000	\$150,000
Design Engineering	\$200,000	\$200,000
Construction Engineering	\$100,000	\$100,000
Total Project Costs	\$2,650,000	\$2,450,000
Cost per Foot	\$638.55/LF	\$590.36/LF

Table 1 - Cost estimate updates for Alternatives 2 and 3

Table 2 summarizes total project costs per segment for each alternative. These costs include construction, ROW, design engineering, and construction engineering. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project.

Segment	Length	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Fairview Dr – Athens Dr	305 ft (100% City)	\$240,000	\$210,000
Athens Dr – Orleans Rd	1225 ft (45% City/55% Town)	\$900,000	\$850,000
Orleans Rd – VT289 Int	2130 ft (100% Town)	\$1,600,000	\$1,450,000
VT 289 Int	300 ft (100% Town)	\$225,000	\$210,000
VT289 Int – Ex Path	190 ft (100% Town)	\$160,000	\$150,000

Table 2 - Cost estimates broken down per path segment

Reference: Estimate Updates

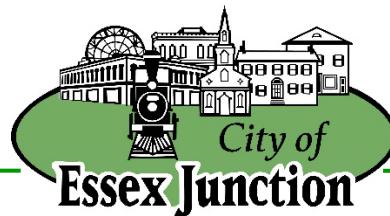
Note these are considered order of magnitude opinions of probable costs for grant funding application purposes only. These costs often change between grant application funding and construction bid advertisement due to several factors out of our control including but not limited to changes in regulatory requirements and design standards, design refinements, unanticipated construction cost escalations, right-of-way negotiations, and utility company requirements and agreements.

Sincerely,

Stantec Consulting Services Inc.

Greg Goyette P.E.
Senior Principal
Phone: (802) 497-6403
Mobile: 802-735-3410
greg.goyette@stantec.com

Attachment: Attachment



MEMORANDUM

To: Capital Committee
From: Jess Morris, Finance Director
Date: February 10, 2026
Subject: Capital Project Ranking and Timeline Adjustments

Issue

To review staff recommendations on ranked projects and timeline adjustments.

Discussion

Staff recommend the following changes to existing capital projects that have been ranked previously by the Committee:

1. Remove project H (Central St Waterline) based on confirmation from Public Works that the existing waterline is 6" diameter so this project is not needed.
2. Remove project HHH (Lincoln Hall Senior Bus Parking) as the needs and use of the Senior Center and 2 Lincoln buildings have changed since this project was originally contemplated.
3. Move project VV (West St Sidewalk - South St to Clems Dr) as this sidewalk was repaved in 2023; recommend moving out 10-15 years.
4. Move project NNN (Pleasant St Roadway Rebuild) out as this street was repaved in 2021; recommend moving out 5-10 years.
5. Move project T (Old Colchester Rd Sanitary Sewer) out as the extension of municipal sewer should likely be tied to a development project; recommend assigning to the 40+ year timeline with a note that this will be reevaluated if/when development is proposed.

The following projects will be removed from the ranking file and capital plan upon completion as noted:

6. OOO & PPP (Iroquois Ave Road and Waterline) is complete although we are waiting for final invoices to close the project out.
7. Y (Railroad Ave Waterline) is currently waiting for authorization to bid the project with construction anticipated FY26/FY27.
8. UU and V (Pearl St Sidewalk and Waterline) are currently under design with construction anticipated FY26/FY27.

Cost

N/A

Recommendation

The Committee should determine whether re-ranking of the listed projects 1-5 should occur and/or if staff recommendations can be approved and updated in the ranking file.

2/2/2026 12:48		Y - Railroad Ave	OOO & PPP - Iroquois		UU - Pearl Street	III - Rosewood Lane	V - Pearl Street	QQQ - North Street	NNN - Pleasant Street	VV - West Street	TT - Pearl Street	BBB - West Street (12/2 minutes for ranking)
Rating Criteria	Max points	Waterline Lincoln PI to Central	Road and waterline rebuild - waterline loop Cherokee (conventional construction)	Road and waterline rebuild - waterline loop Cherokee (innovative construction)	Sidewalk and road West Street to Susie Wilson	Road and Sidewalk Replacement	Waterline 235 Pearl to Susie Wilson	Replace waterline, road, and storm drainage	Rebuild roadway	Sidewalk South Street to Clems Drive	Sidewalk and lighting Wileys Ct to West Street Ext	West St and West St Extension intersection
Safety & Health	28	24	24	24	18	18	18	24	12	18	18	24
Mandates	26	0	0	0	0	0	0	0	0	0	0	0
Remaining Service Life	24	18	18	18	12	18	12	18	18	12	12	12
Community Support	24	12	12	12	17	13	12	12	16	12	14	20
Financing Source	20	4	0	0	0	0	0	0	0	0	0	0
Timing/Linkages	16	0	3	3	0	0	0	0	0	0	0	0
Positive Economic Impact	12	8	0	0	4	0	8	0	0	1	3	0
Cost of Deferral	10	0	2	2	0	0	0	0	0	0	0	0
Efficiencies	8	0	4	4	0	4	0	0	3	0	0	0
Service Improvements	8	7	4	4	4	4	6	4	3	4	4	4
Alignment with City Priorities	6	4	2	2	6	3	3	0	2	6	3	4
Other	4	0	3	3	2	2	2	2	3	2	1	2
Total		77	72	72	63	62	61	60	57	55	55	54
Engineering		\$ 46,889	\$ 369,366	\$ 399,941	\$ 189,087	\$ 358,715	\$ 87,126	\$ 387,852	\$ 252,320	\$ 152,893	\$ 329,588	\$ 22,476
Pavement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,022
Roadway		\$ 106,901	\$ 1,566,486	\$ 1,727,938	\$ 330,675	\$ 1,691,747	\$ -	\$ 1,359,630	\$ 1,341,754	\$ -	\$ 258,605	\$ 70,511
Waterline		\$ 127,542	\$ 417,120	\$ 424,130	\$ 13,953	\$ -	\$ 435,631	\$ 439,016	\$ 7,971	\$ 27,818	\$ 10,661	\$ -
Sanitary Sewer		\$ -	\$ 15,473	\$ 15,823	\$ -	\$ 64,115	\$ -	\$ 15,625	\$ 17,157	\$ -	\$ -	\$ -
Storm Drainage		\$ -	\$ 39,500	\$ 40,202	\$ 68,443	\$ 22,248	\$ -	\$ 208,833	\$ 34,898	\$ -	\$ 25,804	\$ 23,453
Sidewalk		\$ -	\$ 13,453	\$ 13,804	\$ 637,413	\$ 214,750	\$ -	\$ 131,628	\$ -	\$ 776,884	\$ 1,535,974	\$ 6,394
Project Total		\$ 281,332	\$ 2,421,398	\$ 2,621,837	\$ 1,239,571	\$ 2,351,575	\$ 522,757	\$ 2,542,583	\$ 1,654,099	\$ 957,596	\$ 2,160,631	\$ 134,855
Water Fund		\$ 153,051	\$ 492,201	\$ 500,473	\$ 16,464	\$ -	\$ 522,757	\$ 518,038	\$ 9,405	\$ 33,104	\$ 12,580	\$ -
Sanitation Fund		\$ -	\$ 18,258	\$ 18,671	\$ -	\$ 75,656	\$ -	\$ 18,438	\$ 20,245	\$ -	\$ -	\$ -
Stormwater Fund		n/a	n/a	n/a	n/a	\$ 26,253	\$ -	\$ 246,422	\$ 41,179	\$ -	\$ 30,449	\$ 28,143
General Fund		\$ 128,281	\$ 1,910,939	\$ 2,102,693	\$ 1,223,107	\$ 2,249,666	\$ -	\$ 1,759,685	\$ 1,583,269	\$ 924,492	\$ 2,117,602	\$ 106,712
Priority		1	2	2	3	4	6	7	8	9	10	11
Projected Fiscal Year of Project		FY26	FY26	FY26	FY26	FY27&FY28	FY26	FY29	FY31	FY32	FY33	FY32

2/2/2026 12:48	T - Old Colchester Road	FFF - West of Pearl Street	H - Central Street	VVV - Main Street Indian Brook Bridge Replacement	YYA - Main Street	HH - West Street	UUU - Main Street Pedestrian Bridge and Sidewalk		HHH - Lincoln Hall	KK - Main Street	Z - River Street	AA - River Street
Rating Criteria	New sanitary sewer	Multi-use path through ANR from West St to Pearl St	Waterline	replace existing vehicle and pedestrian bridges with one bridge	New sidewalk and lighting from bridge to crestview on west side	Waterline replacement South Summit to Hayden Dr	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	Senior bus parking	Drainage, Curb & Sidewalk Pleasant to Bridge, elevate Educational Dr intersection	Section A new curb and sidewalk Park St to Stanton Dr	Section B new curb and sidewalk Stanton Dr to Riverside in the Village
Safety & Health	16	19	24	14	20	22	22	22	15	18	14	14
Mandates	0	0	0	0	0	0	0	0	0	0	0	0
Remaining Service Life	n/a	n/a		6	0		n/a	n/a	0	0	n/a	n/a
Community Support	12	17	12	12	15	12	12	12	14	12	12	12
Financing Source	0	0	0	1	0	0	0	0	0	0	0	0
Timing/Linkages	0	0	0	0	0	0	0	0	0	0	2	2
Positive Economic Impact	8	1	0	0	0	0	0	0	1	0	2	2
Cost of Deferral	0	0	0	0	0	4	0	0	5	0	0	0
Efficiencies	0	0	0	0	0	0	0	0	0	0	0	0
Service Improvements	8	3	8	5	5	6	4	6	5	5	4	4
Alignment with City Priorities	6	6	3	6	4	0	6	6	3	3	6	6
Other	0	2	0	2	2	2	1	2	2	3	0	0
Total	50	48	47	46	46	46	45	48	45	41	40	40
Engineering	\$ 194,145	\$ 141,442	\$ 291,597	\$ 289,784	\$ 59,910	\$ 216,183	\$ 104,467	\$ 152,088	\$ 9,322	\$ 136,690	\$ 49,213	\$ 71,617
Pavement	\$ -	\$ -	\$ -	\$ 28,762	\$ -	\$ -	\$ 3,770	\$ 84,694	\$ -	\$ 72,839	\$ -	\$ -
Roadway	\$ 747,027	\$ -	\$ 959,336	\$ 1,372,490	\$ -	\$ 458,228	\$ 35,890	\$ 309,774	\$ -	\$ 346,054	\$ 54,490	\$ 74,047
Waterline	\$ -	\$ -	\$ 536,406	\$ 97,703	\$ -	\$ 742,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer	\$ 331,555	\$ -	\$ 10,569	\$ -	\$ -	\$ -	\$ 5,946	\$ 5,451	\$ -	\$ 13,808	\$ -	\$ -
Storm Drainage	\$ -	\$ -	\$ 22,134	\$ 71,583	\$ -	\$ -	\$ -	\$ 108,492	\$ -	\$ 121,815	\$ 41,607	\$ 227,921
Sidewalk	\$ -	\$ 744,434	\$ 91,539	\$ 39,375	\$ 299,551	\$ -	\$ 504,220	\$ 292,054	\$ 46,611	\$ 164,906	\$ 149,969	\$ 56,116
Project Total	\$ 1,272,728	\$ 885,876	\$ 1,911,582	\$ 1,899,697	\$ 359,461	\$ 1,417,202	\$ 654,294	\$ 952,552	\$ 55,933	\$ 856,112	\$ 295,279	\$ 429,701
Water Fund	\$ -	\$ -	\$ 632,959	\$ 115,290	\$ -	\$ 876,493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitation Fund	\$ 391,235	\$ -	\$ 12,471	\$ -	\$ -	\$ -	\$ 7,076	\$ 6,487	\$ -	\$ 16,432	\$ -	\$ -
Stormwater Fund	\$ -	\$ -	\$ 26,118	\$ 84,467	\$ -	\$ -	\$ -	\$ 129,106	\$ -	\$ 144,960	\$ 49,928	\$ 273,506
General Fund	\$ 881,492	\$ 885,876	\$ 1,240,033	\$ 1,699,940	\$ 359,461	\$ 540,709	\$ 647,218	\$ 816,960	\$ 55,933	\$ 694,721	\$ 245,351	\$ 156,196
Priority	12	13	14	15	16	17	18	18	19	20	21	22
Projected Fiscal Year of Project	FY34	FY34	FY35	FY36	FY37	FY37	FY38	FY39	FY39	FY40	FY40	FY40+

2/2/2026 12:48	A - Abnaki Avenue	U - Orchard Terrace	CC - South Street	I - Church Street	L - Grant Street	Totals
Rating Criteria	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	12	8	13	14		
Mandates	0	0	0	0		
Remaining Service Life	6	6				
Community Support	14	12	12	12		
Financing Source	0	0	0	0		
Timing/Linkages	0	0	0	0		
Positive Economic Impact	0	0	0	0		
Cost of Deferral	0	0	0	0		
Efficiencies	0	4	0	0		
Service Improvements	2	4	6	2		
Alignment with City Priorities	2	1	2	0		
Other	3	2	0	0		
Total	39	37	33	28	0	
Engineering	\$ 85,832	\$ 42,779	\$ 199,573	\$ 66,756	\$ 83,361	\$ 4,791,014
Pavement	\$ -	\$ -	\$ -	\$ 30,196	\$ 34,092	\$ 266,376
Roadway	\$ 429,160	\$ -	\$ 185,421	\$ -	\$ 89,913	\$ 13,516,077
Waterline	\$ -	\$ -	\$ 680,809	\$ 303,584	\$ 292,802	\$ 4,557,935
Sanitary Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 495,522
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,056,932
Sidewalk	\$ -	\$ 213,893	\$ 242,509	\$ -	\$ -	\$ 6,175,476
Project Total	\$ 514,992	\$ 256,672	\$ 1,308,312	\$ 400,535	\$ 500,168	\$ 30,859,331
Water Fund	\$ -	\$ -	\$ 803,354	\$ 364,300	\$ 351,362	\$ 5,401,832
Sanitation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584,968
Stormwater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,080,532
General Fund	\$ 514,992	\$ 256,672	\$ 504,957	\$ 36,235	\$ 148,806	\$ 23,792,000
Priority	23	24	25	26	27	
Projected Fiscal Year of Project	FY40+	FY40+	FY40+	FY40+	FY40+	

**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 THIBAULT 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

General Fund Capital Reserve Fund Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	387,495	329,454	581,190	86,102	1,588,810	1,044,892	900,979	(461,467)	(1,425,471)	(1,865,004)	(2,859,440)	(2,731,179)	(2,247,332)	(2,134,251)
Planned Spending	(1,617,820)	(1,314,806)	(2,051,235)	(60,000)	(1,963,254)	(1,569,941)	(2,795,235)	(2,403,620)	(1,886,046)	(2,447,914)	(1,332,252)	(983,771)	(1,361,713)	(4,092,688)
Revenue Sources														
General Fund Transfer In	643,218	649,650	656,147	662,708	669,335	676,028	682,789	689,617	696,513	703,478	710,513	717,618	724,794	732,042
CVE Annual Contribution	16,561	16,892												
LOT Transfer In	900,000	900,000	900,000	900,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Misc. Donations and Interest Earnings														
Summary Stormwater Grants														
Brickyard Culvert														
Vtrans Structures Grant-Main St. Ped Bridge														
Crescent Connector Grant														
Pearl St. Missing Link Grants														
FEMA - Densmore Drive (Oct 2019 event) and State 15%														
Total Revenues	1,559,779	1,566,542	1,556,147	1,562,708	1,419,335	1,426,028	1,432,789	1,439,617	1,446,513	1,453,478	1,460,513	1,467,618	1,474,794	1,482,042
Ending Fund Balance	329,454	581,190	86,102	1,588,810	1,044,892	900,979	(461,467)	(1,425,471)	(1,865,004)	(2,859,440)	(2,731,179)	(2,247,332)	(2,134,251)	(4,092,688)

annual planned increase GF transfer in: 0% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1%

Rolling Stock Fund Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	369,870	78,653	(213,309)	(310,446)	(48,417)	(12,802)	(121,113)	(1,077,554)	(1,300,728)	(1,534,650)	(1,052,103)	(406,172)	(236,977)	(1,126,883)
Planned Spending														
Streets	(613,500)	(637,450)	(467,500)	(135,000)	-	(87,000)	(1,075,550)	(387,500)	(496,000)	-	-	-	-	(30,574)
Fire	-	-	-	(1,100,000)	-	(97,571)	-	-	-	(120,000)	-	(2,871,208)	(1,632,199)	-
Total Spending	(613,500)	(637,450)	(467,500)	(1,235,000)	-	(184,571)	(1,075,550)	(387,500)	(496,000)	(120,000)	-	(2,871,208)	(1,632,199)	(30,574)
Debt Payments (fire truck)				1,100,000	(390,000)	(380,000)	(370,000)	(360,000)	(300,000)			2,347,966		
Revenue Sources														
Highway General Fund Transfer In														
Fire General Fund Transfer In														
General Fund Transfer In	322,283	345,488	370,363	397,029	425,615	456,259	489,110	524,326	562,078	602,547	645,930	692,437	742,293	795,738
Vac Truck Rental														
Sale of Assets														
Interest Earnings														
Total Revenues	322,283	345,488	370,363	397,029	425,615	456,259	489,110	524,326	562,078	602,547	645,930	692,437	742,293	795,738
Ending Fund Balance	78,653	(213,309)	(310,446)	(48,417)	(12,802)	(121,113)	(1,077,554)	(1,300,728)	(1,534,650)	(1,052,103)	(406,172)	(236,977)	(1,126,883)	(361,719)

annual planned increase GF transfer in: 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2%

Water Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	(207,537)	131,126	457,108	242,810	684,509	1,169,642	1,679,184	2,139,394	2,797,610	2,714,859	3,436,683	3,081,306	4,077,128	5,126,940
Planned Spending	(23,883)	(5,591)	(600,924)	-	(11,662)	(42,373)	(232,847)	(90,000)	(886,143)	(166,018)	(1,297,210)	-	-	(2,430,426)
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)	(216,943)	(211,784)	(206,609)	(172,158)	(168,168)	(164,178)	(160,188)	(156,198)
Revenue Sources														
Transfer In from Water Operating Budget	610,000	660,000	710,000	760,000	810,000	860,000	910,000	960,000	1,010,000	1,060,000	1,110,000	1,160,000	1,210,000	1,260,000
Interest Earnings														
Vac Truck Rental														
Total Revenues	610,000	660,000	710,000	760,000	810,000	860,000	910,000	960,000	1,010,000	1,060,000	1,110,000	1,160,000	1,210,000	1,260,000
Ending Fund Balance	131,126	457,108	242,810	684,509	1,169,642	1,679,184	2,139,394	2,797,610	2,714,859	3,436,683	3,081,306	4,077,128	5,126,940	3,800,316

Wastewater Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	2,136,321	2,373,183	2,680,045	3,216,907	3,773,770	4,350,632	4,950,632	5,401,504	6,041,504	6,701,504	7,381,504	8,081,504	8,801,504	9,541,504
Planned Spending	(260,000)	(210,000)	-	-	-	(169,127)	-	-	-	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)									
Revenue Sources														
Transfer In from Wastewater Operating Budget	500,000	520,000	540,000	560,000	580,000	600,000	620,000	640,000	660,000	680,000	700,000	720,000	740,000	760,000
Interest Earnings														
Total Revenues	500,000	520,000	540,000	560,000	580,000	600,000	620,000	640,000	660,000	680,000	700,000	720,000	740,000	760,000
Ending Fund Balance	2,373,183	2,680,045	3,216,907	3,773,770	4,350,632	4,950,632	5,401,504	6,041,504	6,701,504	7,381,504	8,081,504	8,801,504	9,541,504	10,301,504

Sanitation Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	298,115	118,238	142,214	246,154	343,482	523,707	773,234	581,660	359,107	748,294	1,184,940	1,651,585	2,137,476	2,654,002
Planned Spending	(245,204)	(91,352)	(61,388)	(118,000)	(65,104)	(40,000)	(511,101)	(572,080)	(57,459)	(40,000)	(40,000)	(50,756)	(50,120)	(66,291)
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)	(67,119)	(67,119)						
Estimated Debt Payment on Maple/River/West St Pump Station Retro-fits (\$3,800,000 for 20 yrs with 2.0% admin fee)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)
Revenue Sources														
Transfer In from Sanitation Operating Budget	272,000	322,000	372,000	422,000	452,000	482,000	512,000	542,000	572,000	602,000	632,000	662,000	692,000	722,000
Allocation Fee Revenue														
Bond Funding (Maple/River/West St Pump Station Retro-fits)														
Town Share 70% of West St Pump Station Retro-fit (West St portion is 65.8% of total debt)	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041
Interest Earnings														
Total Revenues	379,041	429,041	479,041	529,041	559,041	589,041	619,041	649,041	679,041	709,041	739,041	769,041	799,041	829,041
Ending Fund Balance	118,238	142,214	246,154	343,482	523,707	773,234	581,660	359,107	748,294	1,184,940	1,651,585	2,137,476	2,654,002	3,184,357

Stormwater Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	-	(82,353)	(1,108,793)	(1,442,868)	(1,149,899)	(834,750)	(413,009)	73,226	652,297	1,252,710	1,831,754	2,602,497	3,450,315	4,181,509
Planned Spending	(412,353)	(1,213,940)	(568,450)	-	(51,062)	(36,023)	(40,193)	-	(36,565)	(121,632)	-	-	(201,405)	(749,430)
Debt Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Sources														
Transfer In from Stormwater Operating Budget	150,000	187,500	234,375	292,969	366,211	457,764	526,428	579,071	636,978	700,676	770,744	847,818	932,600	1,025,860
MS4 Formula Grant		180,000												
Interest Earnings		-	-											

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
GFC	Streets	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4	III	10/17/25	2,249,666	1,214,820	1,304,806												
SAN	Sanitation	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4	III	10/17/25	75,656	81,708													
SW	Stormwater	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4	III	10/17/25	26,253	28,353													
GFC	Streets	Replace Waterline North St - Grove St to Central St	7	QQQ	10/17/25	1,759,685			2,041,235											
SAN	Sanitation	Replace Waterline North St - Grove St to Central St	7	QQQ	10/17/25	18,438		21,388												
WA	Water	Replace Waterline North St - Grove St to Central St	7	QQQ	10/17/25	518,038		600,924												
SW	Stormwater	Replace Waterline North St - Grove St to Central St	7	QQQ	10/17/25	246,422		285,850												
GFC	Streets	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	10/17/25	1,583,269			1,963,254											
SAN	Sanitation	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	10/17/25	20,245		25,104												
WA	Water	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	10/17/25	9,405		11,662												
SW	Stormwater	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN	10/17/25	41,179		51,062												
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	9	VV	10/17/25	924,492			1,183,350											
WA	Water	West St. Sidewalk South St. to Clems Dr.	9	VV	10/17/25	33,104		42,373												
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	10/17/25	2,117,602			2,795,235											
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	10/17/25	12,580		16,606												
SW	Stormwater	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	10/17/25	30,449		40,193												
GFC	Streets	West St. & West St. Ext. Intersection Improvements	11	BBB	10/17/25	106,712		136,591												
SW	Stormwater	West St. & West St. Ext. Intersection Improvements	11	BBB	10/17/25	28,143		36,023												
GFC	Streets	Old Colchester Rd new sanitary sewer	12	T	10/17/25	881,492			1,198,829											
SAN	Sanitation	Old Colchester Rd new sanitary sewer	12	T	10/17/25	391,235			532,080											
GFC	Streets	Multi use path through ANR from West St to Pearl St	13	FFF	10/17/25	885,876			1,204,791											
GFC	Streets	Central St waterline	14	H	10/17/25	1,240,033			1,736,046											
SAN	Sanitation	Central St waterline	14	H	10/17/25	12,471			17,459											
WA	Water	Central St waterline	14	H	10/17/25	632,959			886,143											
SW	Stormwater	Central St waterline	14	H	10/17/25	26,118			36,565											
GFC	Streets	Main Street Indian Brook Bridge Replacement	15	VVV	10/17/25	1,699,940			2,447,914											
WA	Water	Main Street Indian Brook Bridge Replacement	15	VVV	10/17/25	115,290			166,018											
SW	Stormwater	Main Street Indian Brook Bridge Replacement	15	VVV	10/17/25	84,467			121,632											
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	16	YYA	10/17/25	359,461			532,002											
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	17	HH	10/17/25	540,709			800,249											
WA	Water	West St waterline replacement So Summit St to Hayden Dr	17	HH	10/17/25	876,493			1,297,210											
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase I	10/17/25	647,218			983,771											
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II	10/17/25	816,960			1,274,458											
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase I	10/17/25	7,076			10,756											
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II	10/17/25	6,487			10,120											
SW	Stormwater	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II	10/17/25	129,106			201,405											
GFC	General	Lincoln Hall Parking Lot	19	HHH	10/17/25	55,933			87,255											
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	10/17/25	694,721			1,111,554											
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	10/17/25	16,432			26,291											
SW	Stormwater	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	10/17/25	144,960			231,936											
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z	10/17/25	245,351			392,562											
SW	Stormwater	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z	10/17/25	49,928			79,885											
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA	10/17/25	156,196			249,914											
SW	Stormwater	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA	10/17/25	273,506			437,610											
GFC	Streets	Abnaki Road Reconstruction	23	A	10/17/25	514,992			823,987											
GFC	Streets	Orchard Terrace Sidewalk Replacement	24	U	10/17/25	256,672			410,675											
GFC	Streets	South St waterline replacement Park St to Doon Way	25	CC	10/17/25	504,957			807,931											
WA	Water	South St waterline replacement Park St to Doon Way	25	CC	10/17/25	803,354			1,285,366											
GFC	Streets	Church St waterline replacement Main St to East St	26	I	10/17/25	36,235			57,976											
WA	Water	Church St waterline replacement Main St to East St	26	I	10/17/25	364,300			582,880											
GFC	Streets	Grant St waterline replacement Jackson St to Maple St	27	L	10/17/25	148,806			238,090											
WA	Water	Grant St waterline replacement Jackson St to Maple St	27	L	10/17/25	351,362			562,179											
GFC	Fire	Air Packs (placed in service 2020)							250,000											
GFC	Fire	SCBA Compressor (placed in service 2020)								150,000										

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
RS	Streets	Dumptruck - 2014 Freightliner #6				287,500	287,500								400,000					
RS	Streets	Dumptruck - 2016 Freightliner #34				275,000									387,500					
RS	Streets	Loader - 2014 Cat #9				303,750		281,250												
RS	Streets	Pickup - 2024 Silverado #4				87,000							87,000							
RS	Streets	Pickup - 2025 Silverado #3				90,000								90,000						
RS	Streets	Pickup - 2019 Silverado #1				72,000		72,000												
RS	Streets	Pickup 1 Ton - 2019 Silverado #15				69,000	69,000								96,000					
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10				253,000	242,000													
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11				264,000	253,000													
RS	Streets	Trailer Mounted Boom Lift - 2019 #35				45,000		45,000												
RS	Streets	Vacuum Sweeper - 2013 Johnston #16				422,500		422,500												
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38				135,000			135,000											
RS	Streets	Landscape Trailer				15,000													30,574	
RS	Streets	Mower				15,000	15,000													
RS	Streets	Vac Truck #8				785,168								235,550						
SAN	Sanitation	Vac Truck #8				785,168								471,101						
WA	Water	Vac Truck #8				785,168								39,258						
WW	Wastewater	Vac Truck #8				785,168								39,258						
SAN	Sanitation	Collection system capacity study			10/21/22	85,000	28,400													
SAN	Sanitation	Manhole Rehab/Sliplining					100,000	80,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000		
SAN	Sanitation	Trailer Pump						TBD												
SAN	Sanitation	Meter replacement program					22,096	11,352												
SAN	Sanitation	Pickup Truck				78,000			78,000											
SAN	Sanitation	Asset Management Program				52,000	13,000													
SW	Stormwater	Phosphorus Control - Hiawatha infiltration system, South St			various	1,193,940	180,000	973,940	217,600											
SW	Stormwater	Sliplining of pipes (3)					125,000	125,000												
SW	Stormwater	Old Colchester Box Culvert rehab			9/1/23	100,000	50,000	50,000												
SW	Stormwater	Brickyard Rd Catch Basin and outlet retrofit				35,000		35,000												
SW	Stormwater	Failed infrastructure repairs/replacement (outlets and pipes)					55,000	15,000	15,000											
SW	Stormwater	Vac truck nozzle with camera (1/2 cost)				19,000	11,000													
SW	Stormwater	Drywell Project: 14 Grandview Ave				15,000	15,000													
SW	Stormwater	Asset Management Program				52,000	13,000													
WA	Water	Meter replacement program					10,883	5,591												
WA	Water	Water Pickup Truck #2				41,527								90,000						
WA	Water	Backhoe												176,983						
WA	Water	Asset Management Program				52,000	13,000													
WW	Wastewater	Capital Planning - 20 Year (FY28)					TBD													
WW	Wastewater	Catwall addition to filter building				60,000	20,000	TBD												
WW	Wastewater	Effluent Filter Cloths (recurring 5-7 years)			4/1/22	45,000	45,000													
WW	Wastewater	Energy Cons. Measures Design, install.				30,000	10,000													
WW	Wastewater	Concrete Crack Sealing (annual amount for routine maintenance TBD)				10,000	10,000													
WW	Wastewater	Digester Block Re-Face				125,000		125,000												
WW	Wastewater	Service truck with body and crane				90,000	90,000													
WW	Wastewater	Digester flare & flame arrestor replacement					12,000													
WW	Wastewater	Wheel Loader Replacement (2018)												129,869						
WW	Wastewater	Headworks Improvements				40,000	40,000													
WW	Wastewater	GBT control panel replacement			1/1/25			35,000												
WW	Wastewater	Secondary #3 concrete and metal rehab					50,000													
WW	Wastewater	EQ membrane replacement			8/20/25	8,000	8,000													
WW	Wastewater	Drying beds					TBD													
WW	Wastewater	Building exterior doors					25,000													