



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, August 1, 2023
6:00 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC COMMENTS**
4. **DISCUSSION ITEMS**
 - a. New Member Introductions
 - b. Discussion on Potential Revisions to Ranking Criteria
 - c. Initial Discussion on LOT Policy
 - d. West Street Sidewalk and CCRPC Sidewalk Inventory Data Presentation at 7/26/23 Council Meeting
5. **REVIEW AND APPROVE MINUTES**
 - a. Approve minutes: July 6, 2021
 - b. Approve minutes: June 6, 2023
6. **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.

Rating System for Prioritizing Village 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			Time line 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 Village 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 Village 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 Village residents.
Alignment with Village Priorities	6			Any project that follows the goals of the Village 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; Village/Town 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.

Jess Morris

From: Jeffrey Kershner <jkershner@dlhce.com>
Sent: Tuesday, July 25, 2023 4:48 PM
To: Jess Morris; Ricky Jones; Regina Mahony
Subject: RE: Regular City Council Meeting Packet - 7/26/23

Jess –

I believe the capital project for the West Street Sidewalk Replacement Project is bigger in scope as it goes all the way to South Street, thus its estimate is quite a bit higher.

Please let me know if you have any questions or need additional information and/or clarification.

~jeff

From: Jess Morris <JMorris@essexjunction.org>
Sent: Tuesday, July 25, 2023 2:00 PM
To: Jeffrey Kershner <jkershner@dlhce.com>; Ricky Jones <rick@essexjunction.org>; Regina Mahony <RMahony@essexjunction.org>
Subject: RE: Regular City Council Meeting Packet - 7/26/23

Thanks Jeff. I'll include this information with the Capital Committee meeting packet for next week.

Jess Morris

Finance Director
City of Essex Junction
802.878.6944 ext 1603 (phone)

From: Jeffrey Kershner <jkershner@dlhce.com>
Sent: Tuesday, July 25, 2023 1:36 PM
To: Ricky Jones <rick@essexjunction.org>; Regina Mahony <RMahony@essexjunction.org>
Cc: Jess Morris <JMorris@essexjunction.org>
Subject: RE: Regular City Council Meeting Packet - 7/26/23

A ballpark cost to install concrete sidewalk in this section is in the neighborhood of \$200,000 or more; just for the sidewalk and not including all the other related work, such as topsoil and seed, driveway aprons, traffic control, etc. The paving of the sidewalk section is certainly temporary and is not an apples to apples comparison to a full sidewalk replacement project in terms of finished product and longevity.

~jeff

From: Ricky Jones <rick@essexjunction.org>
Sent: Tuesday, July 25, 2023 8:36 AM
To: Regina Mahony <RMahony@essexjunction.org>
Cc: Jeffrey Kershner <jkershner@dlhce.com>; Jess Morris <JMorris@essexjunction.org>
Subject: Re: Regular City Council Meeting Packet - 7/26/23

We have not done anymore patching on the sidewalk.

Rick

On Jul 25, 2023, at 7:25 AM, Regina Mahony <RMahony@essexjunction.org> wrote:

Jeff/Ricky - how much would a concrete sidewalk on West St cost? I'm just looking for a rough number for comparison.

Ricky – last I saw PWs patched a small section and the rest seemed daunting. Did you get the whole thing patched?

Ricky/Jess - What are the chances we could get a concrete sidewalk replacement in the capital plan for West Street and get it done quickly (like next year)?

From: Marcus Certa <mcerta@essexjunction.org>
Sent: Monday, July 24, 2023 5:46 PM
To: Regina Mahony <RMahony@essexjunction.org>
Cc: Ricky Jones <rick@essexjunction.org>
Subject: RE: Regular City Council Meeting Packet - 7/26/23

Thank you Regina for the clarity.

While I agree with the apparent need and resident requests that West Street needs attention, but is paving the best solution for the long term? Or should this be concrete? I don't know if, in the long term, one gives us better durability and/or better cost savings for replace/repair.

The patching the street crew did was great. I think there may still be a couple spots, but I think I would support the best long term option versus a quick solution.

Thanks.

Marcus

From: Regina Mahony <RMahony@essexjunction.org>
Sent: Monday, July 24, 2023 1:05 PM
To: Marcus Certa <mcerta@essexjunction.org>
Cc: Ricky Jones <rick@essexjunction.org>
Subject: RE: Regular City Council Meeting Packet - 7/26/23

Hi Marcus,

Full Council on b'cc.

Great questions.

I have attached the paving plans so you can see exactly where the resurfacing will be located.

Ricky prioritizes what streets are paved each year based on the paving inventory done by CCRPC, what capital projects are coming up, and a windshield review. West Street sidewalk is the lowest priority because West Street sidewalk was not on our list to do this year for street paving; and usually sidewalks are not part of the street paving project. However, we added it because of the number of calls we have

been getting about it; and its asphalt so it could be added to street paving. It's a bit of an unusual circumstance because we are trying to creatively come up with a solution for this sidewalk.

Let us know if you have any other questions.

Thank you,
Regina

From: Marcus Certa <mcerta@essexjunction.org>
Sent: Saturday, July 22, 2023 2:31 PM
To: Regina Mahony <RMahony@essexjunction.org>
Subject: Re: Regular City Council Meeting Packet - 7/26/23

Hi Regina,

I have done a preliminary look at the packet and I have an initial question. In the resurfacing bid, it is recommended that West Street be dropped if we wish to keep within the approved budget. Can I get some better understanding around why West Street is the lowest priority over the other streets, and do we have a map of where these projects are taking place? Are they the whole street or just sections?

Thanks.

Marcus

On Jul 21, 2023 4:43 PM, Regina Mahony <RMahony@essexjunction.org> wrote:
Dear Council Members,

Attached you will find the agenda and packet for your regular City Council meeting next week. The meeting will take place on **Wednesday, July 26th at 6:30pm at 2 Lincoln, and on Zoom.**

Let me know if you have any questions.

Have a great weekend,
Regina Mahony
City Manager
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
rmahony@essexjunction.org
802-878-6944, ext. 1602
<image002.jpg>

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
JUNE 6, 2023**

COMMITTEE: Amber Thibeault, Chair; Karen Dolan, Vice-Chair; Scott McCormick

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

OTHERS PRESENT: Marty Malone

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Appointments: Chair and Vice Chair

All committee members and staff introduced themselves and provided information on their roles within the committee.

KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to nominate Amber Thibeault as Chair. Motion passed 3-0.

AMBER THIBEAULT made a motion, seconded by SCOTT MCCORMICK, to nominate Karen Dolan as Vice-Chair. Motion passed 3-0.

b. Meeting Schedule Discussion

Ms. Thibeault said that the Capital Committee typically meets on the first Tuesday of the month at 6 PM and that meetings would last an hour unless a warning was given. All were amenable to this, and the next meeting was scheduled for August 1 due to next month's holiday. Ms. Thibeault said that meetings may not be necessary every month, however, there may be some months where more than one is necessary.

c. Review of Existing Capital Plan File

Ms. Morris shared a document with all current capital projects and shared information for each on the funding, project description, and department. She said that many of the estimates need to be updated, as well as timing information. She described recent efforts to inventory Capital investments to develop a replacement cycle. Ms. Thibeault explained that the Capital Committee is responsible for sending the City Council a draft five-year plan around budget time so that they can determine how funds are allocated. She said that emergencies sometimes come through which require immediate work and that other projects are selected due to proximity to other high-priority projects. Ms. Morris clarified that there is not a set amount of money that goes to capital projects each year. Ms. Thibeault said that the

Capital Committee only focuses on general fund projects and that projects funded differently would be handled by the City Council.

d. Review Ranking Process

Ms. Thibeault read the current ranking criteria, noting that the past process has involved a project presentation from staff, followed by all Committee members ranking the projects privately utilizing the ranking criteria. Individual rankings were discussed at the next meeting and were averaged to develop a committee ranking. She said that these criteria have been the same since the start of the committee and that they could use a revamp, noting that the community support line item could result in one project being unfairly favored. Mr. McCormick encouraged the Capital Committee to consider how to engage residents in the process. Ms. Thibeault said that the City Council is going to issue an RFP for a strategic planning process. She suggested that a review of the criteria be placed on the agenda for the next meeting.

e. Local Option Tax Discussion

Ms. Thibeault said that the City implemented a Local Option Tax (LOT) since the last meeting. While there is no policy for how to spend these funds, the intention is for the majority to be spent on capital projects. Ms. Morris explained how the tax works and the amount of money from the tax that Essex Junction can keep. She offered to reach out to other communities with established LOT revenue to see how they organize their funds. Ms. Thibeault requested public comment, Mr. Malone said that he appreciates how easy it was to get engaged in Essex Junction as a new resident. Ms. Thibeault noted that annual road paving is not something that typically goes through the Capital Committee.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: July 6, 2021

Not discussed.

6. ADJOURN

KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. The motion passed 3-0; the meeting adjourned at 6:58 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
July 6, 2021**

COMMITTEE: Amber Thibeault (Chair); Tim Dall; Karen Dolan.

ADMINISTRATION: Marguerite Ladd, Assistant Manager; Sarah Macy, Finance Director.

OTHERS PRESENT: Irene Wrenner.

1. CALL TO ORDER

Ms. Thibeault 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. Capital Project Review

Ms. Macy explained to the committee that this spreadsheet has been updated to reflect recent project updates. These include the re-ranking of the Densmore Drive project (with the upstream and downstream pieces separated) as well as the addition of the Main Street Water Line and Brickyard Culvert projects. The Densmore Drive project is currently ranked first in priority, the Main Street Water Line is second, and the Brickyard Culvert is third. Ms. Macy also discussed potential funding sources for these projects. She also let the committee know that the Village received a grant to assist with funding the Brickyard Culvert project. Ms. Dolan suggested including information on the year each project was ranked and suggested taking a more systematic and regular approach to ranking projects. Ms. Thibeault agreed, saying that the current system of presenting projects to the Committee is very informal. Ms. Dolan thanked Ms. Macy for her work on updating this document.

b. Fiscal Year 2023 Capital Funding Recommendation for Trustees

Several years ago, the Capital Committee agreed to request that the Trustees increase the capital contribution by 15% each year. Ms. Macy asked the group if they feel that this recommendation is still accurate. All agreed.

KAREN DOLAN made a motion, seconded by TIM DALL that the Capital Committee recommend to the Trustees that the capital contribution increase by 15% for FY23 as previously planned. The motion passed 3-0.

c. ARPA Funds Discussion

Ms. Macy said that the Village is estimated to be awarded \$1,136,071 to be paid in two equal installments in 2021 and 2022. One of the eligible criteria for the use of these funds is to make necessary investments in water and sewer infrastructure. Ms. Thibeault said that it is possible that the Village may get additional funds that had been allocated to county governments. She also requested input from staff members regarding how best to spend ARPA funds. Ms. Dolan requested input from the Village Trustees as to what their vision for spending these funds was. This would give the committee a sense of how much they can allocate for capital improvements.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: May 4, 2021

The following changes were made to these minutes:

-Kevin Collins is no longer a member of the committee, and therefore all votes should be listed as passing 4-0 instead of 5-0.

-Ms. Thibeault asked that the word “encouraged” be changed to “requested” in item 4D. The sentence now reads, “Ms. Thibeault requested Committee members to sign and return the Ethics acknowledgement.”

TIM DALL made a motion, second by KAREN DOLAN, to approve the minutes of May 4, 2021. The motion passed 3-0.

6. ADJOURN

KAREN DOLAN made a motion, seconded by TIM DALL, to adjourn the meeting. The motion passed 3-0; the meeting adjourned at 6:43 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Approved this ___ day of _____, 2021