

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
November 5, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Richard Donahey, David Nistico.

ADMINISTRATION: Lauren Morrisseau, Co-Assistant Village Manager.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:35 PM and suggested the agenda be amended to include two non-infrastructure projects (Lincoln Hall painting and chimney repair and surveillance cameras at the library). Also, culvert work on Maple Street/Shawn's Way needs to be ranked.

MOTION by Rick Hamlin, SECOND by Rich Donahey, to amend the agenda as follows:

- **Add Lincoln Hall painting and chimney work**
- **Add surveillance cameras at Brownell Library**
- **Rank culvert work on Maple Street/Shawn's Way**
- **Advance ranking of projects on the agenda to precede approval of minutes**

DISCUSSION: Lauren Morrisseau mentioned the five high priority projects identified by the committee (School Street, Main Street, Hillcrest, Briar Lane, Algonquin) will go into a bond (if approved by the voters) and the projects as ranked next in line will go into the capital plan. The projects next in line need to be identified.

VOTING: unanimous; motion carried.

2. RANKING OF PROJECTS

The committee used the ranking matrix to rank the following capital project(s):

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
XX	54	Maple Street/Shawn's Way culvert/pipe to help prevent future flooding in the area
YY	42	Surveillance cameras at library (12 inside, one outside)

There was discussion of the potential for future flooding in the Maple Street/Shawn's Way/Mansfield Ave. area like what was experienced this past spring and what is entailed to address the matter. There was discussion of doing the culvert work on Maple Street before the water line work on Algonquin Ave. There are approximately 10 houses impacted by the situation on Algonquin Ave. and two houses impacted by the situation on Shawn's Way. If the voters approve a bond for the five high priority projects then the culvert project will be in the next group of projects on the capital project list. Debt service must be paid on the bond in addition to the capital reserve fund payment.

It was noted that the surveillance camera project for the library ranked higher than the sidewalk projects in the list of capital projects.

There was discussion of the painting and chimney repair work on Lincoln Hall (\$9,500 for the painting and \$1,200 for the chimney work). The work is maintenance and repairs, not a capital project, and should not be delayed. The Trustees can decide when the work will be done.

3. DISCUSSION OF FUNDING

Details are needed on the cost to bond for various amounts and for how many projects so a recommendation can be forwarded to the Trustees. Also, other options to cover the cost of the projects, such as a new tax or a surcharge, should be discussed. To bond for \$5 million over 20 years means a payment of \$404,000 per year or four cents on the tax rate. The first year is the interest payment.

The list of the five high priority projects in ranked order is: School Street, Main Street, Hillcrest, Briar Lane, Algonquin. The projects to go into the five year capital plan will be projects ranked #6 through #31. Projects with the same ranking will be listed in alphabetical order (i.e. project AA will precede project BB). The Trustees can make changes as necessary.

4. APPROVE MINUTES

September 3, 2013 & October 1, 2013

MOTION by Rick Hamlin, SECOND by Rich Donahey, to approve the minutes of 9/3/13 and 10/1/13 as written. VOTING: unanimous; motion carried.

5. OTHER BUSINESS

Andrew Brown noted to date there have been no applications received to fill the vacancy on the committee. Village residents are urged to apply.

6. MEETING SCHEDULE

Next meeting

- December 3, 2013 at 6 PM – 8 PM.

Agenda Items

- Bond information (warnings, cost, etc.)

7. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Rick Hamlin, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:40 PM.