

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

MEMBERS PRESENT: Andrew Brown (Chairman); Harlan Smith, David Nistico, Lori Houghton, Rick Hamlin, Richard Donahey.
ADMINISTRATION: Lauren Morrisseau, Interim Village Manager; Rick Jones, Public Works Superintendent.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:35 PM.

2. APPROVE MINUTES

December 4, 2012

MOTION by Harlan Smith, SECOND by Lori Houghton, to approve the 12/4/12 minutes as written. VOTING: 4 ayes, two abstentions (Lori Houghton, Richard Donahey); motion carried.

3. DISCUSSION WITH PUBLIC WORK SUPERINTENDENT, RICK JONES

Rick Jones discussed the paving plan in the village noting the following:

- The plan is subject to change due to many factors which can impact the priority of projects.
- The Trustees receive a list of paving projects each year on budget day in December. The list is also subject to change.
- Staff uses the MPO map indicating road conditions (poor, failing, good) and actually driving the streets to identify and prioritize paving projects.
- Bulk tonnage of hot mix is purchased and paving is done until the supply is exhausted.
- The village had to use the entire Class 3 road paving budget to repair portions of Main Street (\$80,000) which was in very bad shape and because the state did not pave the Class 1 highways in the village.
- The paving budget shows increases over time from \$100,000 to \$125,000 and eventually to \$150,000. The amount should remain at \$150,000 for a few years to ensure needed work can be done.

Future projects for Public Works include:

- Replacement of the public works garage so equipment can be stored inside and there is space to do maintenance on trucks.
- Extra bays for bulk storage of plant mix, Sure Pac, and cut glass.

4. RANKING OF PROJECTS

The committee used the ranking matrix to rank the following capital projects:

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
A	36	Abnaki Ave. construction (So. Summit to Algonquin)
BB:	41	Rosewood Lane sidewalk (Mansfield to Briar)
CC:	33	So. Summit St. water line (Park to Doon Way)

5. MEETING SCHEDULE

Next meeting

- March 19, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

6. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting was adjourned at 6:40 PM.

RScty: M.E.Riordan 