

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
September 3, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Harlan Smith, Rick Hamlin, Richard Donahy, David Nistico.
ADMINISTRATION: Lauren Morrissette, Co-Assistant Village Manager.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:30 PM and announced the Village Trustees changed the charter for the Capital Program Review Committee to decrease the number of Trustees serving on the committee to one member so Lori Houghton will no longer be serving on the committee. David Nistico, representative from the planning commission, recognized the difficulty for all to attend meetings and expressed concern about having a quorum present and enough representation from the various boards and committees in the village to make a decision on projects.

2. APPROVE MINUTES

August 8, 2013

MOTION by Harlan Smith, SECOND by Andrew Brown, to approve the minutes of August 8, 2013 with the correction of Project EE to read “South Summit Street” and the addition of an explanation for the removal of the following projects from the project list:

- **Pearl Street water line to CVE vault to Hillcrest (Project ID – W): removed based on input from Public Works that the line does not need replacement.**
- **Pearl Street water line Hillcrest to Curtis (Project ID – X): removed based on input from Public Works that the line does not need replacement.**
- **South Street water and sewer (Project ID – DD): removed based on Public Works input that the work does not need to be done.**
- **South Summit Street water line Pearl to Cherry (Project ID – EE): removed because the project was done in 2010.**
- **Summit Street water line Pearl to Prospect (Project ID – FF): removed because the project was done in 2011.**

VOTING: unanimous; motion carried.

3. 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>
MM	64	Main Street drainage, curb, sidewalk (Crestview to Taft) It was suggested Project LL (Main Street drainage bridge to Crestview) and Project MM (Main Street drainage Crestview to Taft) be done as one project especially if a bond is pursued.
TT	38	Pearl Street sidewalk & lighting (Willeys Court to West Street)

UU	43	Pearl Street sidewalk & roadway improvements/bike lane east and west on Route 15 (West Street to Suzie Wilson Road)
VV	41	West Street sidewalk (South Street to Clems Drive)

The following projects were removed from the capital project list:

<u>Project ID</u>	<u>Brief Description</u>
OO	Pearl Street sidewalk and lighting Five Corners to School Street (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
PP	Pearl Street sidewalk and lighting School Street to South Summit Street (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
QQ	Pearl Street sidewalk and lighting South Summit Street to West Hillcrest (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
RR	Pearl Street sidewalk and lighting West Hillcrest to Mac’s Market (half of project is part of the “missing link” project on Pearl Street and half is already complete)
SS	Pearl Street sidewalk and lighting Mac’s Market to Willeys Court (project removed from list because the work was complete in 2011 as part of the upgrade by CVE)

4. MEETING SCHEDULE

Next meeting

- October 1, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

5. ADJOURNMENT

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

The meeting was adjourned at 6:32 PM.