

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
May 6, 2014**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Richard Donahey, David Nistico.
ADMINISTRATION: Lauren Morrisseau, Finance Director and Co-Assistant Village Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

The meeting was opened at 5:30 PM.

2. MINUTES

March 13, 2014

MOTION by Richard Hamlin, SECOND by Rich Donahey, to approve the 3/13/14 minutes. VOTING: unanimous; motion carried.

3. CAPITAL RESERVE FUNDS & HIGHWAY PLAN

There was discussion of the following:

- Planning properly to avoid getting behind on maintenance and repairs to the point where bonding is necessary.
- Money is set aside each year for the capital fund. The amount is increased 5% each year, but the money is being used on projects so funds are not accruing. An action plan is needed that is more than just adding 5% to the capital fund balance.
- The rate of inflation must be incorporated to cover the cost of construction. It is hoped investment of the bond funds will earn enough to cover the cost of inflation.
- A systematic approach is needed with an inventory of projects that require funding and are set to come up in a given year. There is an inventory of projects that have been prioritized by the capital committee. The next phase of the inventory is to identify the lifespan of the infrastructure.
- Next steps include reviewing the list of identified/prioritized projects to determine preventative maintenance versus reactive maintenance and funding and savings components in order plan and prepare for what can be done and the timeframe.
- Paving overlay is included in the list of projects. Paving overlay has the shortest lifespan. Overlay work should not be done on a road slated to be rebuilt. There could be contingency funds for special circumstances.
- The paving overlay fund for FY15 is \$150,000, FY16 is \$175,000, and FY17 I \$200,000.
- The Village Engineer receives notices on grant opportunities. The prioritization and ranking of projects by the capital committee helps staff determine what grants to pursue. The committee can be copied on grant notices received by the Village Engineer.

- Public Works has an inventory of the sewer mains, slip lining that has been done, and the storm drain system.
- Buildings, such as the new fire station, need to be considered as capital projects.

Prior to the next meeting Andrew Brown will apply dollar figures to the ranked projects and send this information to the committee. Rick Hamlin will email the updated project spreadsheet, dated January 2014.

It was noted the Railroad Ave. project has been moved ahead in the schedule.

4. NEXT STEPS

Next meeting

- June 3, 2014, 5:30 PM

Agenda

- Review ranked projects and needed funding
- Review timeline for projects based on the funding (\$400,000 per year increased by 5% each year plus 5% per year increase for construction cost inflation)

5. ADJOURNMENT

MOTION by Rich Donahey, SECOND by David Nistico, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting was adjourned at 6:30 PM.

RScty: M.E.Riordan