

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
August 5, 2014**

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

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**1. CALL TO ORDER**

Andrew Brown called the meeting to order at 5:29 PM.

**2. MINUTES**

*June 3, 2014*

**MOTION by Richard Hamlin, SECOND by Andrew Brown, to approve the 6/3/14 minutes as written. VOTING: unanimous; motion carried.**

**3. DISCUSS REVISED SPREADSHEET AND FINANCING OPTIONS**

There was discussion of the following:

- Pavement overlay work is broken out for seven projects. Typically pavement overlay is broken out when it is an optional part of a project. Pavement overlay is distinct from patch work. Pavement overlay is covered by the general fund.
- Project YYA is the sidewalk and lighting portion of the Main Street redesign and enclosure of drainage from the bridge to Crestview. YYA is not covered by the bond proposal. The Trustees want to seek other funding for the work.
- The ranking of YYA is 49.
- Projects LL & MM are the drainage portion of the Main Street work and these two projects have been combined and re-lettered “AAA”.
- Bond notation needs to be added to the following projects:
  - AAA – Main Street enclosed drainage and new curb on west side of street from bridge to top of hill.
  - N – Hillcrest Drive drainage and storm and water line improvements.
  - E&G – Briar Lane water line and sidewalk replacement and road reconstruction.
  - XX – Maple Street culvert replacement.
  - WW – School Street water and sewer line improvements and road reconstruction.
- Bond notation needs to be removed on projects LL, MM, NN, and TT.
- The following projects need to be removed from the list because they are either done or revised/replaced by another project and re-lettered:
  - LL & MM (Main Street)
  - R except the bridge replacement on Main Street
  - Projects paid by the enterprise funds
  - M (Old Colchester Road)

- YY & ZZ (replaced by AAA)
- GG (Thasha Lane)
- II (Woods End)
- OO & PP & QQ & RR (all are part of the “missing link” project)
- Estimated cost of projects in the capital project book minus the bonded projects and those removed from the list as identified is approximately \$16.5 million.
- The threshold for ranking projects is cost over \$10,000, but maintenance type projects, such as a roof replacement, should move forward without needing to be ranked by the capital committee. There was agreement the ranking of such work would likely be very high so the project would be at the top of the list to be done. Building maintenance type projects are different from cosmetic or new construction projects.
- The roof over the senior center in Lincoln Hall is in need of immediate replacement. Estimated cost is \$30,000.

#### 4. NEXT STEPS

Assignments for next meeting:

- Rick Hamlin will investigate why pavement overlay is broken out for seven projects on the list.
- Rick Hamlin will do a cost estimate for replacement of the bridge on Main Street (Project R) and the committee will rank the bridge project.
- Andrew Brown will reorder the projects in the capital project book based on project score and calculate the amount of funding needed for projects identified to be done in five years and in ten years.

Next meeting date & agenda item(s):

- September 2, 2014 at 5:30 PM
- Discuss revenue generating options

#### 5. ADJOURNMENT

**MOTION by Rick Hamlin, SECOND by Andrew Brown, to adjourn the meeting.**

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:30 PM.