

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
September 2, 2014**

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

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**1. CALL TO ORDER**

Andrew Brown called the meeting to order at 5:32 PM.

**2. AGENDA**

Add: Discussion of meeting date and time.

**MOTION by Rick Hamlin, SECOND by Rich Donahey, to approve the agenda as amended. VOTING: unanimous; motion carried.**

**3. MINUTES**

*August 5, 2014*

**MOTION by Andrew Brown, SECOND by Rich Donahey, to approve the 8/5/14 minutes with the following correction(s)/clarification(s):**

**Page 1, Item #3, Project Spreadsheet, 2<sup>nd</sup> bullet – change “YYA” to “YYa” with each occurrence, and in the 7<sup>th</sup> bullet – change “M (Old Colchester Road)” to “M (Grove Street)”, and insert “fully” before “paid” to read: “...fully paid by the enterprise funds”.**

**VOTING: unanimous; motion carried.**

**4. DISCUSS REVENUE GENERATING OPTIONS**

Andrew Brown mentioned the spreadsheet reflects a starting point of \$1 million in revenue in one year for the capital fund. Paving projects and renovation projects are not included, and bonded projects and completed projects were removed from the list. Using the formula (\$1 million starting point minus the project cost total then adding in enterprise fund revenue for the project) the financials indicate it will take 10 years to complete every project on the list. Lauren Morrissette noted engineering cost is split between the enterprise funds and general fund; this needs to be considered with the formula. This year \$410,000 will be contributed to the capital fund (of that amount \$363,000 is slated for projects). By FY2019, \$500,000 will be added. A 5% increase is applied each year. There was discussion of applying a percentage increase to the capital fund contribution each year and calculating the amount needed 10 years out as a simpler way to present the information to the public. There was agreement a format/formula should be developed that takes into account all costs and funding and to apply this to the projects listed in order to decide how many and which projects to do in a year. There are already five projects moving forward due to the bond vote.

There was discussion of not factoring the Old Colchester Road project into the 10 year plan due to the cost (and pushing project out into the future). Rick Hamlin noted the role of the capital committee is to recommend changes to the priority list when warranted. The committee must be prepared to explain to the public that a certain project must be done now or can be delayed.

There was discussion of possible funding sources. It was noted the school impact fee will be eliminated as a revenue source. Lauren Morrisseau stated increasing the percentage applied each year to the amount contributed to the capital fund is an option to help accrue funds faster so more projects can be done, but sensitivity must be given to the bond payments and recent increase in water and sewer rates that the taxpayers must pay. There was mention of raising revenue via impacts fees of some sort or another bond issue as other possible options. Rich Donahy asked if it would be possible to “bundle” projects in the inventory with similar work, such as water lines or road reconstruction work, for another bond initiative.

Rick Hamlin noted VTrans will pave Class 1 roads in 2016 so any work on these roads should be done prior to that time to take advantage of the paving by the state. In light of this information the committee agreed Project UU (Pearl Street bike lane and sidewalk from West Street to Susie Wilson Road) should be advanced on the project list (replace Project T - Old Colchester Road which is of similar cost). The new ranking of UU is 55 due to the value assigned under the Timing/Linkages category. Rick Hamlin urged the village to search for grants for sidewalks and lighting for the project. Also, the town is upgrading the Susie Wilson Road intersection and should be made aware of the village’s plan for bike lanes and sidewalks on Pearl Street to Susie Wilson Road.

#### **5. MEETING DATE AND TIME**

Andrew Brown requested at the next meeting that the committee discuss possibly changing the meeting day to the third Tuesday of the month.

#### **6. NEXT MEETING**

##### Assignment(s)

- Andrew Brown will do the following:
  - Update spreadsheet to show engineering cost;
  - Remove project “V” (Pearl Street) because the project is covered by the enterprise fund and push out the Old Colchester Road project.

##### Next Meeting Date & Agenda

- Next meeting: October 7, 2014 at 5:30 PM
- Agenda: Discuss changing meeting day to the 3<sup>rd</sup> Tuesday of the month

#### **7. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by David Nistico, to adjourn the meeting.**

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:33 PM.

*RScty: M.E.Riordan*