

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
October 7, 2014**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Richard Donahay. (David Nistico was absent.)
ADMINISTRATION: Lauren Morrissette, Finance Director & Assistant Village Manager; Pat Scheidel, Municipal Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

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

2. AGENDA

Add: Discussion of Meeting Schedule.

MOTION by Andrew Brown, SECOND by Rick Hamlin, to approve the agenda as amended. VOTING: unanimous; motion carried.

3. PUBLIC COMMENT

None.

4. COMMUNITY SUPPORT RANKING

Andrew Brown asked the committee for input on when discussion of projects with members of the community has an impact on the ranking of the projects. Mr. Brown mentioned his recent conversation with Meg Garrity about the prioritized capital project list and her request to have Lamoille Street repaved. Following discussion the consensus of the capital committee is no change will be made to the prioritized project list due to a request from a solitary citizen. Support by a group through a public meeting, similar to the Heart & Soul meetings for bike/walk input, for example, or via petition to the Trustees could warrant reconsideration of the list. Andrew Brown will follow up with Ms. Garrity.

5. PROJECT "YYa" (MAIN STREET) RANK

Per the August 5, 2014 minutes it was confirmed Project "YYa" (Main Street) was ranked by the committee (ranking of 49).

6. MEETING SCHEDULE

Following discussion the committee concurred the meeting schedule will remain as the first Tuesday of the month at 5:30 PM. Next meeting is November 4, 2014 at 5:30 PM.

7. REVIEW/DISCUSS FINANCING RANKED PROJECTS

Andrew Brown noted engineering costs have been added to the ranked projects. Pearl Street water line (Project "V") is funded by enterprise funds and should be removed from the list. This will advance subsequent projects by about a year.

There was discussion of presenting the prioritized project list to the Trustees with the recommendation that a financing plan is needed for the projects or the infrastructure will continue to degrade and costs will continue to increase. There is a 5% increase per year for construction cost built into the estimated project cost, but not a 5% increase per year built into the overall project cost. There was mention of indicating the length of time a project will remain on the list under the existing annual contribution amount to the capital fund. Lauren Morrisseau noted an increase in the capital fund contribution by \$600,000 per year, for example, represents six cents on the tax rate. There was discussion of highlighting projects on the list that can be postponed 10-15 years, such as River Street ("Z" & "AA"), Orchard Terrace ("U"), Iroquois Ave. ("OO" & "P"), and Old Colchester Road ("T").

Rick Hamlin mentioned VTrans is to pave and stripe Class 1 roads coming into Five Corners (Route 15/Pearl St., Route 2A/Park St., Route 117/River Rd.) and that work could dovetail with the capital projects on the list.

Lauren Morrisseau noted the General Fund Capital Plan will be presented to the Trustees by the Municipal Manager on November 10, 2014.

Andrew Brown will do the following:

- Remove Project "V" from the list (Pearl Street water line project is an enterprise fund project) and advance the other projects accordingly.
- Indicate the timeline and projects that can be done with available funding and further infusions of funding.
- Email the spreadsheet to the committee for comment before presenting the information to the Trustees at the November 10, 2014 meeting.

Lauren Morrisseau mentioned library staff indicated the carpeting in the library needs replacement and is a safety issue due to the lumps and tears. The work is a maintenance item, but will be included under capital projects.

8. MINUTES

September 2, 2014

MOTION by Rick Hamlin, SECOND by Rich Donahey, to approve the 9/2/14 minutes as written. VOTING: unanimous; motion carried.

9. ADJOURNMENT

MOTION by Rick Hamlin, SECOND by Rich Donahey, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:25 PM.