

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
November 4, 2014**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, David Nistico. (Richard Donahey was absent.)
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager.
OTHERS PRESENT: Chrissy St Hilaire, Michael Girardi, Allyson Kristifik.

1. CALL TO ORDER

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

2. AGENDA

Add: Rank Brownell Library carpet replacement.

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

3. PUBLIC COMMENT

None.

4. INCORPORATION OF TOWN & VILLAGE BIKE/PED PLAN INTO PRIORITIZATION

David Nistico mentioned the CCRPC study which is a comprehensive plan to integrate bike and pedestrian values into the transportation system and the need for the projects be given a logical order and prioritization. Rick Hamlin noted the village Bike/Walk Committee did offer feedback to Regional Planning during the study. There was discussion of how the list of projects could be ranked by the capital committee. David Nistico will contact Rick Hamlin and request the Bike/Walk Committee select the top five projects for ranking by the capital committee.

5. LINCOLN HALL RESTORATION PRIORITIZATION

Andrew Brown stated the restoration of Lincoln Hall will require a significant amount of funding so the Trustees requested the Capital Committee prioritize the three-phased three year project even though much of the work is maintenance/repair. Lauren Morrisseau explained the work is mostly the exterior envelope of the building with some foundation work in the basement. Staff is soliciting estimates from historic building renovators. An assessment has been done of the entire building. In the past work has been done incorrectly on the historic building which has caused problems. The building is historic, but not on the Historic Register. The cost of the work will be paid by the General Fund. The committee concurred all three phases of the project should be combined for ranking. Lincoln Hall Renovation was labeled "CCC" and ranked 50 by the committee.

6. BROWNELL LIBRARY CARPET REPLACEMENT

Brownell Library carpet replacement was labeled “DDD” and ranked 26 by the committee.

MOTION by Andrew Brown, SECOND by David Nistico, to amend the agenda to add finalizing the capital plan. VOTING: unanimous; motion carried.

7. FINALIZE CAPITAL PLAN

Andrew Brown noted the spreadsheets provided to the committee show the effect of increasing the amount put into the capital budget on an annual basis (Scenario A) and no increase in the annual amount and pushing out by 10 years projects that can be deferred.

MOTION by Rick Hamlin, SECOND by David Nistico, to finalize the five year capital plan to submit to the Board of Trustees as follows (in order of priority):

1. Y – Railroad Ave.
2. UU – Pearl Street (West Street to Susie Wilson Road)
3. C – Algonquin
4. CCC – Lincoln Hall Restoration
5. YYa – Main Street
6. H – Central Street water line

DISCUSSION: It was noted the library carpet replacement (\$20,000) is not included in the list, but if it is to be included it would take the place of the Algonquin project.

VOTING: unanimous; motion carried.

Lauren Morrissette will incorporate the project costs into the budget.

8. BBB-WEST STREET/WEST STREET EXTENSION RANKING

Deferred to the next meeting due to time constraints.

9. MINUTES

October 7, 2014

Deferred to the next meeting due to time constraints.

10. NEXT MEETING

Meeting: December 2, 2014 at 5:30 PM.

Agenda: Rank BBB – West Street/West Street Extension

Approve 10/7/14 minutes

11. ADJOURNMENT

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

VOTING: unanimous; motion carried.

The meeting was adjourned at 6:35 PM.