

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
TUESDAY, MAY 5, 2015 AT 5:30 PM
LINCOLN HALL MEETING ROOM
AGENDA

1. Call to order
2. Agenda changes/additions
3. Agenda approval
4. Public comments
5. Welcome of New Members
6. Review Rating Rubric
7. Review Existing Capital Plan
8. Review and approve minutes of previous meeting 4/7/15

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
May 5, 2015**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin [left at 6 pm], David Nistico [arrived 5:55 PM], Amber Thibeault, Kevin Collins.
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 5:30 PM.

2. AGENDA

There were no changes to the agenda.

MOTION by Andrew Brown, SECOND by Rick Hamlin, to approve the agenda as presented. VOTING: unanimous (4-0)[David Nistico not present for vote]; motion carried.

3. PUBLIC COMMENTS

None.

4. WELCOME NEW MEMBERS

Newly appointed members, Amber Thibeault and Kevin Collins, were introduced and welcomed to the committee. The role of the Capital Program Review Committee in ranking capital projects and making a recommendation to the Trustees was explained. It was noted the capital project book contains a preliminary scope of work, cost estimate and ranking for each capital project.

5. REVIEW RATING RUBRIC

Andrew Brown explained the ranking criteria, noting the following:

- *Safety & Health* – This criterion has the highest maximum points and looks at how a project improves the health and/or safety of the community.
- *Mandates* – It is unusual for the village to have a mandate for a project.
- *Community Support* – Public support or opposition to a project can influence the ranking in this criterion.
- *Financing Source*- This criterion looks at how much money will come out of the General Fund for the project (i.e. the cost to the taxpayer) versus grants and other sources of funding.
- *Timing & Linkages* – This criterion looks at whether money can be saved by linking the project to other projects.
- *Positive Economic Impact* – This criterion looks at how the project directly or indirectly increases the tax base.

- *Cost of Deferral* – This criterion looks at the cost in the long run if the project is deferred.
- *Efficiencies* – This criterion looks at whether the project increases efficiencies and potential savings.
- *Service Improvements*- This criterion measures whether there is an improvement to the quality of life in the community by the project. A new sidewalk would be a service improvement.
- *Alignment with Village Priorities* – This criterion looks at how the project lines up with existing plans and priorities in the village, such as those noted in the village comprehensive plan or the bike/walk plan.
- *Other* – this criterion would consider any item that may weigh significantly.
- The committee ranks each project using the rubric and then adds the project to the capital project book. A list of priority projects is compiled for recommendation to the Trustees for inclusion in the five year capital plan.

Kevin Collins observed it appears points garnered in the top criteria could outweigh the lower criteria. Mr. Collins cited the points under Community Support for the Hillcrest sidewalk project which helped get a higher ranking of the project, and questioned how residents from other parts of the village benefit. Dave Nistico explained safety and community support weighed heavily because of the number of children going through the schools in the area. The residents of Hillcrest given more time would have distributed information about the sidewalk request out to the community as a whole and it is certain the rest of the village would support the project.

6. REVIEW EXISTING CAPITAL PLAN

The capital plan shows projects that have already been prioritized (ranked) and where the projects fall on the five year timeline of the capital plan. Funding for projects is also listed (General Fund, grants, state, federal money). Any project with a cost estimate of at least \$10,000 is ranked by the Capital Program Review Committee as a capital project for inclusion in the capital plan. Clarification is needed on whether the cost of a consultant of at least \$10,000 qualifies for inclusion as a capital project.

Kevin Collins asked about the rolling stock plan and enterprise funds. Lauren Morrisseau said staff handles the rolling stock schedule (20 year timeframe). Enterprise funds cover any water or waste water (sanitation) projects. Andrew Brown said he would like to see at some point funding for capital projects handled in the same manner as the rolling stock.

7. APPROVE MINUTES

April 7, 2015

MOTION by Rick Hamlin, SECOND by Andrew Brown, to approve the minutes of 4/7/15 as written. VOTING: 3 ayes, 2 abstentions (Amber Thibeault, Kevin Collins); motion carried.

8. NEXT MEETING/AGENDA

Next meeting: June 2, 2015 at 5:30 PM

Agenda: Project DDD – Hillcrest sidewalk and where this fits in the five year capital plan

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Amber Thibeault, to adjourn the meeting. VOTING: unanimous (4-0) [Rick Hamlin not present for vote]; motion carried.

The meeting was adjourned at 6:22 PM.

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