

**VILLAGE OF ESSEX JUNCTION**  
**CAPITAL PROGRAM REVIEW COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 1, 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. Discuss paving needs and funding with Rick Jones
6. Finalize five year capital plan to be submitted to the Trustees
7. Discuss purpose of the committee in relation to the Board of Trustees and in relation to the capital process
8. Discuss meeting start time
9. Review and approve minutes of previous meeting 8/4/15

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
September 1, 2015**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Amber Thibeault, Kevin Collins, David Nistico, Rick Hamlin.  
**ADMINISTRATION:** Lauren Morrisseau, Finance Director & Assistant Village Manager; Rick Jones, Public Works Superintendent.  
**OTHERS PRESENT:** None.

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**1. CALL TO ORDER**

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

**2. AGENDA**

The agenda was accepted as presented.

**3. PUBLIC COMMENTS**

None.

**4. DISCUSS PAVING NEEDS AND FUNDING**

The committee received a copy of the Paving Condition Index 2014 for Essex Junction created by Regional Planning which labels the condition of paving on streets as failed, serious, very poor, poor, fair, satisfactory, or good. A map of the village was also provided showing the streets to be paved this year with the \$175,000 paving budget (Countryside, Tamarack, Vale, and Corduroy). The following was discussed:

- The distinction between “severe” condition and “very poor” condition. Rick Jones said there are sections of road that will require work on the sub-base and then paving and some where a shim of paving can be done.
- Increase in funding allocation for paving by \$25,000 per year is adequate for shim and overlay paving on village streets, but not for work on the sub-base.
- Pleasant Street is badly in need of repaving and sub-base work. Improvement to the drainage at the speed tables also needs to be done. The project should be brought before the Capital Review Committee for ranking.
- Mansfield Ave. and Brickyard Road are targeted for paving next year followed by Mason and Kiln.
- FY2017 shows a paving budget of \$200,000 without increase after that. Following discussion there was agreement 5% per year should be added to the \$200,000 amount.

**5. FINALIZE FIVE YEAR CAPITAL PLAN TO BE SUBMITTED TO THE BOARD OF TRUSTEES**

The following was discussed:

- Including upgrade of the Public Works facility in the capital plan. A sketch of the proposed building can be done. The building will include space for equipment to be under cover and offices.

- Amending the plan to include 5% per year added to the paving budget of \$200,000 beginning in FYE 2018.
- Reviewing the annual contribution from CVE at some point in time in light of increasing capital project costs.
- Correcting the description of the Crescent Connector to connect Park Street to Main Street.
- Potential of pushing the Hillcrest sidewalk out a year to FYE18 in order to complete the water line on Algonquin and the intersection improvements on West Street in FYE17. It was noted projects are ranked using a numerical system and the process is open to the public. The committee did not support changing the project rankings or schedule. There was agreement the project list should be periodically reviewed and the ranking tested to affirm each project is properly ranked.

**MOTION by Rick Hamlin, SECOND by David Nistico, that the Capital Program Review Committee supports forwarding to the Board of Trustees the General Fund Capital Reserve Plan as prepared by Lauren Morrisseau and printed 9/1/15, 2:26 PM, with the addition of 5% per year to the paving budget of \$200,000 beginning in FYE 2018 and correction of the Crescent Connector connecting Park Street to Main Street. VOTING: unanimous (5-0); motion carried.**

**6. DISCUSS PURPOSE OF CAPITAL COMMITTEE IN RELATION TO BOARD OF TRUSTEES AND THE CAPITAL PROCESS**

Postponed to the next meeting.

**7. DISCUSS MEETING TIME**

**MOTION by Andrew Brown, SECOND by Rick Hamlin, to change the meeting time of the Capital Program Review Committee meetings to 6 PM beginning with the October 6, 2015 meeting. VOTING: unanimous (5-0); motion carried.**

**8. APPROVE MINUTES**

*August 4, 2015*

**MOTION by Kevin Collins, SECOND by Amber Thibeault, to approve the minutes of 8/4/15 as written. VOTING: 3 ayes, 2 abstentions (Rick Hamlin, David Nistico); motion carried.**

**9. NEXT MEETING/AGENDA**

Next meeting: October 6, 2015 at 6 PM.

Agenda: Discuss Purpose of the Capital Committee in relation to Board of Trustees and Capital Process

**10. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Rick Hamlin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 6:30 PM.

*RScty: MERiordan*