

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
TUESDAY, OCTOBER 6, 2015 AT 6:00 PM
LINCOLN HALL MEETING ROOM
AGENDA

1. Call to order
2. Agenda changes/additions
3. Agenda approval
4. Public comments
5. Discuss purpose of the committee in relation to the Board of Trustees and Capital Process
6. Review and approve minutes of previous meeting 9/1/15

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
October 6, 2015**

MEMBERS PRESENT: Andrew Brown (Chairman); Amber Thibeault, Kevin Collins, Rick Hamlin. (David Nistico was absent.)
ADMINISTRATION: None.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM. It was noted 17 Greenwood Ave. as capital project EEE will be ranked by the committee at the next meeting.

2. AGENDA

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None.

4. DISCUSS PURPOSE OF CAPITAL COMMITTEE IN RELATION TO BOARD OF TRUSTEES AND CAPITAL PROCESS

The following was discussed/noted:

- The voters need to be informed about the purpose of the Capital Review Committee and how projects get on the capital project list. The Capital Review Committee is advisory to the Board of Trustees on ranking capital projects. The public or staff can offer projects to be on the capital list. Project cost must be at least \$10,000 or greater. Projects paid by the rolling stock fund or the enterprise funds are not included on the capital project list.
- All new projects should be ranked by the committee. Unanticipated/emergency projects, such as water line breaks, can force a shift in the list of projects as ranked.
- The committee must meet at least twice a year to prepare the capital budget. Monthly meetings will be held if there are projects to rank or issues to discuss.
- Data on roads and sidewalks as well as water and sewer lines is needed. There is an inventory and video inspection logs of storm drains, sewer and water lines in the village. Staff maintains a record of capital improvements that have been done. Institutional knowledge of staff helps identify older water and sewer lines that should be replaced or lines that are inadequately sized. These projects should be on the capital project list. A timeline for replacement of old water and sewer lines is needed. There should also be focus on roadways and sidewalks.
- Capital projects need to be identified and discussed to determine if the projects should be in the five year capital plan or pushed out into the future. A long range view, out 30 years, is also needed.

- The goal is to get to a similar place with capital needs as with the rolling stock fund in that when the work needs to be done the money is there.
- In addition to the five year capital plan the long term view should be presented to the voters at annual meeting to raise awareness of the projects that need to be done and garner support for funding when needed. The committee can help prioritize projects in the long range plan.
- Public Works Superintendent, the Fire Chief, and the Library Director should bring their respective long term capital plans and cost estimates to the committee for discussion.
- The committee should tour each facility (public works, fire station, and library).
- The committee needs to be cognizant of potential impact of any further consolidation of departments with the town.

MOTION by Rick Hamlin, SECOND by Kevin Collins, to request the Board of Trustees to endorse asking staff to do an inventory of all village public roads, sidewalks, water lines, storm water lines, and sewer lines, focusing on roads and sidewalks first, to include the following:

- **For roads and sidewalks – date of original construction or rebuild and date of most recent overlay;**
- **For water lines – age of the pipe;**
- **For storm water lines – age of the pipe;**
- **For sanitation sewer – when the pipe was installed and when/if slip lining was done;**

And further, to coordinate with the Municipal Manager to determine next steps and the timeline with staff for the inventory.

VOTING: unanimous (4-0); motion carried.

Andrew Brown will schedule a site visit and meeting at the public works garage.

5. APPROVE MINUTES

September 1, 2015

MOTION by Amber Thibeault, SECOND by Rick Hamlin, to approve the minutes of 9/1/15 as written. VOTING: unanimous (4-0); motion carried.

6. NEXT MEETING/AGENDA

Next meeting: November 3, 2015 at 6 PM.

Agenda: Site visit to public works garage and discuss future needs
Rank EEE - 17 Greenwood Ave

7. ADJOURNMENT

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

The meeting was adjourned at 6:58 PM.