

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
TUESDAY, JUNE 7, 2016 AT 6:00 PM
LINCOLN HALL MEETING ROOM
AGENDA

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Discuss mapping plan
5. Senior Bus Parking Improvements
6. Review and approve minutes of previous meeting 5/3/16

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
June 7, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins.
(David Nistico and Amber Thibeault were absent.)
ADMINISTRATION: Lauren Morrissette, Village Finance Director & Assistant
Manager.
OTHERS PRESENT: Jake Hennekey.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

There were no changes to the agenda.

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the agenda as presented. VOTING: unanimous (3-0); motion carried.

3. PUBLIC COMMENTS

None.

4. DISCUSS MAPPING PLAN

There was discussion of doing maps of the infrastructure in the village (i.e. water lines, sidewalk, roads, etc.) to identify work that has been done, what needs to be done, and any gaps. Rick Hamlin said many maps already exist (water, sewer, storm, manholes, roads, sidewalk/paths), but it would be helpful for a map to show where a project is in relation to the rest of the village, and catalogue when the project was done, the age of the repair, potential work in the future, and other pertinent information. The first map to do and the one to yield the most payoff is a map showing the age of every pavement surface in the village. Rick Hamlin advised the mapping process needs to be done by qualified, trained personnel. Lauren Morrissette said the village has records on village roads for the last 20 years.

Rick Hamlin will check with Rick Jones about pavement inspections and report on the pavement cataloging process at the next meeting.

There was discussion of building a database on the infrastructure that provides information on current status and future work needed. Kevin Collins said using colors on the map to identify what needs immediate attention and what can wait shows at a glance what needs to be done and when so the village can plan the funding.

Kevin Collins asked if projects that get bumped out in time are ever revisited or re-ranked. Rick Hamlin noted points are applied for being on the list for a while. Reviewing the capital book once a year for aged projects is not a bad idea. There will be further

discussion of an annual review of the capital book at the next meeting. Andrew Brown also suggested discussing the idea of funding the capital plan in a way similar to the rolling stock fund so money accrues for projects and the village may not have to bond.

5. SENIOR BUS PARKING IMPROVEMENTS (HHH) & RANKING

The site plan for the senior bus parking/drop off area by the fire station was reviewed. Rick Hamlin noted no parking spaces were lost with the new configuration.

Ranking of HHH (Senior Bus Parking Improvements): 45.

Andrew Brown will refresh and redistribute the spreadsheet.

6. APPROVE MINUTES

May 3, 2016

MOTION by Kevin Collins, SECOND by Rick Hamlin, to approve the minutes of 5/3/16 with the following correction(s)/clarification(s):

- **Page 1, Item #4, Project Ranking, South Street, 2nd paragraph, sentence reading: “Rick Hamlin explained...” – change “biased toward West Street” to “biased toward South Street”.**

VOTING: unanimous (3-0); motion carried.

7. NEXT MEETING/AGENDA

Next meeting: August 2, 2016 at 6 PM.

Agenda: Discuss pavement cataloging
Annual review Capital Book for aged projects for revisit/re-rank

8. ADJOURNMENT

MOTION by Rick Hamlin, SECOND by Kevin Collins, to adjourn the meeting.

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 7:03 PM.

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