

**VILLAGE OF ESSEX JUNCTION**  
**CAPITAL PROGRAM REVIEW COMMITTEE MEETING**  
**TUESDAY, AUGUST 2, 2016 AT 6:00 PM**  
**LINCOLN HALL MEETING ROOM**  
**AGENDA**

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Discuss pavement cataloging
5. Annual review of Capital Book for aged projects – revisit/re-rank
6. Review and approve minutes of previous meeting 6/7/16

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
August 2, 2016**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Kevin Collins, Amber Thibeault. (David Nistico and Rick Hamlin were absent.)  
**ADMINISTRATION:** Lauren Morrissette, Village Finance Director & Assistant Manager.  
**OTHERS PRESENT:** None.

---

**1. CALL TO ORDER**

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

**2. AGENDA**

There were no changes to the agenda.

**3. PUBLIC COMMENTS**

None.

**4. DISCUSS PAVEMENT CATALOGUING**

Tabled until Rick Hamlin is in attendance.

**5. ANNUAL REVIEW OF CAPITAL BOOK FOR AGED PROJECTS**

Andrew Brown advised the committee should review the list of aged projects in the capital book from lowest ranked to highest ranked to determine if projects should be ranked again. Lauren Morrissette will try to find the original project book and forward a copy of the most up-to-date book to Amber Thibeault and Kevin Collins. Andrew Brown will update and send the spreadsheet of projects noting those projects that are complete and re-sorting per the ranking, lowest to highest. The committee should review the list and be prepared at the next meeting to re-rank projects as needed.

Lauren Morrissette mentioned plans to redo the water line on Rosewood Lane due to multiple leaks that have occurred recently. The work will be going out to bid and has not been ranked by the committee because it is emergency repair work. Estimated cost is \$250,000 to \$300,000. The funding will come from the Water Fund.

**6. APPROVE MINUTES**

*June 7, 2016*

**MOTION** by Amber Thibeault, **SECOND** by Kevin Collins, to approve the minutes of 6/7/16 as written. **VOTING: unanimous (3-0); motion carried.**

**7. NEXT MEETING/AGENDA**

Next meeting: September 6, 2016 at 6 PM.

Agenda: Review Capital Book and Re-rank Projects as Needed.

**8. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting.**

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

The meeting was adjourned at 6:24 PM.

*RScty: MERiordan*