

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

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Review and sign acknowledgement form for Ethics Policy
5. Discuss pavement cataloguing
6. Review Capital Book and re-rank projects as needed
7. Review and approve minutes of previous meeting 8/2/16

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
September 6, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins, Amber Thibeault.
ADMINISTRATION: Lauren Morrisseau, 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

Chairman Brown suggested review/signing of the Ethics Policy be addressed prior to review of the Capital Book and re-ranking of projects.

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None.

4. DISCUSS PAVEMENT CATALOGUING

Rick Hamlin reported the town is doing a paving inventory using Paver which will provide information such as life cycle cost, cost to replace, cost to minimum PCI level for all the roads in the town and village. Regional Planning did a pavement condition index and entered the data into the Paver database. All roads are assigned a PCI (100 is the best score). The PCI contains a list of characteristics (cracking, depressions, trenching, weathering, and such). The worst roads will get attention or the focus could be on roads that are just below the threshold and need an overlay. Other factors will be considered to determine which roads will get attention including traffic volume on the road and number of residences served. The Paver system allows explaining why one street is done over another street.

Andrew Brown asked if sidewalks and buildings can be included in the inventory. Rick Hamlin stated the Paver tool just looks at pavement. The tool was initially developed to track the condition of military runways. Kevin Collins asked if sidewalk condition in the village can be catalogued. Rick Hamlin said this can be done, but the roads should be done first. A lot of sidewalk work happens adjunct to roadwork. Rick Hamlin briefly explained the method of building sidewalk in the village that provides a smooth surface and allows for frost movement.

There was discussion of reconstruction of a road from the subgrade to the top paving versus putting down an overlay or shim of pavement. Rick Hamlin said the total lifespan

of the roadway should be considered. Rebuilding from the sub-base up will provide a much longer lifespan than shimming.

Kevin Collins asked if the paving budget is separate from the capital projects. Lauren Morrisseau stated the town pays the bill for the village for paving, but the Trustees control the paving overlay budget for the village and Rick Jones sets the overlay schedule. Capital projects are separate from the paving overlay projects.

Rick Hamlin mentioned the bike routes/lanes in the village and pursuing grants for these facilities, noting Dennis Lutz was not in support of the grant application for a bike lane from West Street Extension to Suzie Wilson Road until further studies are completed.

5. REVIEW/SIGN ETHICS POLICY

The committee reviewed and signed the Ethics Policy.

6. REVIEW CAPITAL BOOK AND RE-RANK AS NEEDED

Rick Hamlin mentioned the updated version of the capital book with updated dates, ages, and costs for projects. The summary page at the start of the book identifies the projects that are complete and the date complete.

It was noted the purpose of the review of projects is to see if anything has changed which could impact the ranking. Kevin Collins asked if the reconstruction of Abnaki which does not involve storm sewer or water lines could be covered by Paver and therefore not need to be re-ranked. Rick Hamlin said this is possible.

7. APPROVE MINUTES

August 2, 2016

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the 8/2/16 minutes as written. VOTING: 3 ayes, one abstention (Rick Hamlin); motion carried.

8. NEXT MEETING/AGENDA

Next meeting: October 4, 2016 at 6 PM

Agenda: Re-Rank Projects as Needed

9. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7 PM.

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