

**VILLAGE OF ESSEX JUNCTION**  
**CAPITAL PROGRAM REVIEW COMMITTEE MEETING**  
**NOVEMBER 7, 2017 AT 6:00 PM**  
**LINCOLN HALL MEETING ROOM**  
**AGENDA**

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Funding of Village's Capital Program
5. Review and approve minutes of previous meetings 8/1/17 and 9/5/17

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
November 7, 2017**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall [arrived 6:15 PM].  
**ADMINISTRATION:** Lauren Morrisseau, Finance Director & Assistant 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 6 PM.

**2. AGENDA**

Andrew Brown forwarded the email from Rick Jones on scheduled projects and contextual information to the committee.

**3. PUBLIC COMMENTS**

None.

**4. FUNDING OF VILLAGE CAPITAL PROGRAM**

There was discussion of projects that are ranked to be done in the near term, but based on circumstances may be able to be pushed out slightly or advanced. Andrew Brown noted the committee's work needs to be in collaboration with the Public Works Superintendent. Lauren Morrisseau mentioned the Water Fund is not as flush as it could be, and even though a project is in the General Fund the village will wait until additional funds accrue in the Water Fund. Projects on the list to be done next year include the Railroad Avenue water line and West Street intersection. Other projects to be done based on the ranking by the committee are Algonquin Avenue water line, Pearl Street sidewalk to Susie Wilson Road, Central Street water line (possibly can be pushed out), Lincoln Hall parking lot (possibly can be pushed out), and Brownell Library shingles.

Rick Jones said Greenwood Avenue will not be paved this fall because the asphalt plants are closing for the season. Also, Lamoille Street should be on the list of projects. Andrew Brown noted per the FY18 Capital Plan there are nine projects that go to FY19 and beyond.

Rick Jones said the Central Street water line project can be pushed out if there is a 6" line on the street which is believed to be the case. North Street has a 4" line. Rick Jones will check with the Fire Chief to confirm the gallons per minute flow of 1340 gpm from the hydrant on Central Street is sufficient for fire flows and ask Rick Hamlin why the safety criterion for Central Street received a score of "24" (highest).

Andrew Brown reviewed the amounts paid into the Capital Plan each year from FY19 to FY22 for a total of approximately \$1.4 million. Projects include Hillcrest in FY17/18,

Main Street in FY18, South Street in FY18, and Railroad Avenue, Greenwood Avenue, West Street, and South Street drainage in FY19 and beyond. Lauren Morrisseau will research in what fiscal year there will be money available for the Pearl Street, Central Street, and Lamoille Street projects. The committee will review the list at the next meeting. Andrew Brown noted there is approximately \$15 million in projects and at the current funding rate it will take up to 35 years to acquire the funding.

Following discussion the committee agreed the list of projects recommended to the Trustees should remain. Lauren Morrisseau will see what projects can be fit into the existing list based on funding. Tim Dall suggested if information is received on a project that is causing a discrepancy then the particular criterion that is causing the discrepancy should be re-ranked. Kevin Collins suggested inviting Rick Hamlin to the next meeting to discuss particular rankings.

It was noted the sidewalk on Main Street and West Street needs a project description and ranking. Rick Jones will forward a map of the sidewalks in the village and studies of the roads done by Regional Planning to the committee.

#### **5. APPROVE MINUTES**

*August 1, 2017*

**MOTION by Kevin Collins, SECOND by Amber Thibeault, to approve the August 1, 2017 minutes. VOTING: unanimous (4-0); motion carried.**

*September 5, 2017*

**MOTION by Kevin Collins, SECOND by Tim Dall, to approve the September 5, 2017 minutes. VOTING: unanimous (4-0); motion carried.**

#### **6. OTHER BUSINESS**

None.

#### **7. ADJOURNMENT**

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

The meeting was adjourned at 7:05 PM.