

**VILLAGE OF ESSEX JUNCTION**  
**CAPITAL PROGRAM REVIEW COMMITTEE MEETING**  
**DECEMBER 5, 2017 AT 6:00 PM**  
**LINCOLN HALL MEETING ROOM**  
**AGENDA**

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Finalize capital budget
5. Review and approve minutes of previous meeting 11/7/17
6. Adjourn

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
December 5, 2017**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.  
**ADMINISTRATION:** 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**

There were no changes to the agenda.

**3. PUBLIC COMMENTS**

None.

**4. FINALIZE CAPITAL BUDGET**

There was discussion of the existing capital reserve plan provided by the Finance Director. Rick Jones mentioned the broken water valve on Lamoille Street that created a dead-end line which needs to be addressed. The committee felt the water line situation would change the cost of deferral for the project so the Lamoille Street project should be re-ranked.

**Re-Ranking of Lamoille Street Project - Q: 52**

The new ranking of Lamoille Street (Q) puts the project ahead of the Pearl Street project (UU). Finance Director, Lauren Morrisseau, will be asked to change the capital reserve plan to reflect the new ranking.

Tim Dall observed Rick Jones identified four projects to be done that differ from the list of prioritized projects by the Capital Review Committee, noting remaining service life was likely considered a factor. Following discussion the committee agreed to add "Remaining Life" as a ranking criterion. The definition of "Remaining Life" is as follows:

- Assessment of project condition based upon input from village staff and consultants.
- Assessment ratings are:
  - Urgent = 24
  - 1-5 years = 18
  - 5-10 years = 12
  - 10-15 years = 6

The committee will review the definition at the next meeting and rank projects with the new criterion included.

**5. APPROVE MINUTES**

*November 7, 2017*

**MOTION by Kevin Collins, SECOND by Amber Thibeault, to approve the November 7, 2017 minutes with clarification that Kevin Collins reminded the committee to contact Rick Hamlin to discuss the safety rating of “24” for the Central Street project. VOTING: unanimous (4-0); motion carried.**

**6. OTHER BUSINESS**

No meeting in January. The next meeting is February 6, 2018.

**7. ADJOURNMENT**

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

The meeting was adjourned at 7:05 PM.

*Minutes from ABrown notes: MERiordan*