

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
TUESDAY, MAY 15, 2018 AT 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET
AGENDA

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Discuss draft Policy for Capital Construction Projects
5. Discuss existing rating criteria and possible changes
6. Review and approve minutes of previous meeting 4/17/18
7. Adjourn

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
May 15, 2018**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director & Assistant Village Manager; Jim Jutras, Water Quality Superintendent; Rick Jones, Public Works Superintendent.
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. DRAFT POLICY FOR CAPITAL CONSTRUCTION PROJECTS

The following edits to the policy were suggested:

- Identify co-funding opportunities early in the project
- Keep the terminology consistent throughout the document. Use “Capital Construction Projects” rather than “Capital Improvement Projects”.
- Put operational and maintenance impacts in #2 instead of #5. Check impacts at the 50% design point at the very least.
- Explain who “village staff” is as mentioned in #1 and use the term “Unified Manager or designee”.
- In 2.G clarify who the “consulting engineer” is and make sure the Village Engineer reviews projects in the early stages.
- In #3 change to “Rank the projects using the committee’s rubric.”
- In #4 all projects are “ranked”.
- In 4.D say “from other capital accounts or funds”.
- In #5 and #6 all staff needs to see the project (Water Quality Superintendent, Public Works Superintendent, Village Engineer, Unified Manager, and other village staff as needed). Review operational and maintenance impacts, potential funding opportunities, and technical review inclusive of conformance to the Land Development Code, Public Works Standards, Water Quality Manual, and the Comprehensive Plan.

Andrew Brown will email the revised policy for review and approval at the next meeting.

5. EXISTING RATING CRITERIA AND POSSIBLE CHANGES

There was agreement to add a category called “Remaining Service Life” with the following point system:

- Urgent 24 points
- 1-5 years 18 points
- 5-10 years 12 points
- 10-15 years 6 points

Andrew Brown will draft a description/definition of “Remaining Service Life” as determined by staff.

Kevin Collins suggested having a work session to rank projects not yet complete to highlight the impact on the ranking by the new criterion.

Staff will review the list of projects and discuss whether the project should remain on the list and get comment from Rick Hamlin on the projects as well.

6. APPROVE MINUTES

April 17, 2018

MOTION by Andrew Brown, SECOND by Amber Thibeault, to approve the April 17, 2018 minutes as written. VOTING: unanimous (4-0); motion carried.

7. OTHER BUSINESS

Next meeting is June 5, 2018. Staff will give an update on the project list before the committee re-ranks projects.

8. ADJOURNMENT

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

The meeting was adjourned at 7 PM.

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