

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
TUESDAY, JUNE 5, 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. Policy for Capital Improvement Projects
5. Remaining Service Life and staff comments
6. Review and approve minutes of previous meeting 5/15/18
7. Adjourn

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
June 5, 2018**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morriseau, Finance Director & Assistant Village Manager; 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. POLICY FOR CAPITAL IMPROVEMENT PROJECTS

The following edits to the policy were made:

- Change “operation and maintenance” to “operational and maintenance” in the document.
- In Item 2.c change “street map” to “diagram/sketch”
- Add “inclusive of whether grants have been secured, applied for, or are conceptual” to the end of 2.g after “co-funding opportunities”.
- Add as 2.i - “Notes pertaining to unknown variables that may impact future scoring”
- Add as 2.j – “Project cost estimate”

Staff will present the list of items in #2 in the policy in priority order to be included in the standardized staff memo for each capital improvement project.

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the Policy for Capital Improvement Projects as amended. VOTING: unanimous (4-0); motion carried.

5. “REMAINING SERVICE LIFE” CRITERION & STAFF COMMENTS

MOTION by Amber Thibeault, SECOND by Tim Dall, to approve the wording for the “Remaining Service Life” ranking criterion to read: “Approximate remaining length of time before existing infrastructure is no longer functional as determined by village staff”, and to make no change in the timeframes as noted for the Remaining Service Life criterion. VOTING: unanimous (4-0); motion carried.

The new Remaining Service Life criterion will be applied to the project list and a new list with revised rankings will be generated.

The committee agreed to remove the following projects from the list because it is likely the projects will not be done any time soon:

- Old Colchester Road new sanitary sewer (Project ID: T)
- Central Street water line replacement, Lincoln to Main (Project ID: H)
- River Street new curb and sidewalk, Park to Stanton, Stanton to Riverside (Project ID: Z & AA)
- West Street water line replacement, South Summit to Hayden (Project ID: HH)
- South Street water line, Park to Southview (Project ID: CC)
- Church Street water line replacement (Project ID: I)
- Grant Street water line replacement, Jackson to Maple (Project ID: L)

6. APPROVE MINUTES

May 15, 2018

MOTION by Andrew Brown, SECOND by Amber Thibeault, to approve the May 15, 2018 minutes as written. VOTING: unanimous (4-0); motion carried.

7. OTHER BUSINESS

Next meeting is July 17, 2018.

8. ADJOURNMENT

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

The meeting was adjourned at 6:58 PM.

RScty: MERiordan