

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
June 4, 2019**

**TRUSTEES PRESENT:** Andrew Brown (chair), Kevin Collins (vice chair), Amber Thibeault, Timothy Dall, Sarah Macy

**ADMINISTRATION:** Evan Teich, Unified Manager; Rick Jones, Public Works Superintendent

**OTHERS PRESENT:**

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mr. Brown called the meeting to order at 6:00pm.

**2. AGENDA ADDITIONS/CHANGES**

There were none at this time.

**3. PUBLIC COMMENTS**

There were no comments from the public at this time.

**4. DISCUSSION TOPICS**

**a. Local Option Tax:**

Mr. Brown introduced an outline for a Local Option Tax (LOT) draft report, based on previous discussion within this committee. Once completed, this report will be sent to the Village Trustees and Town Selectboard to inform ongoing policy discussions around funding streams to support capital projects. Mr. Brown noted that the document is a rough outline and that supporting documents are not referenced and links are not currently included. He also noted that the document does not need to be voted on tonight, but that he would like feedback from the committee at this meeting, which he would incorporate into a future draft.

Mr. Collins suggested that the opening paragraph should be more focused on the committee's purpose and activity, and should emphasize the committee's scope of focusing on infrastructure projects that have been identified by public works staff as requiring attention. He also suggested listing the other options that were considered as potential funding sources, in addition to the two that are listed in the current draft report. Mr. Brown noted that the outline emphasizes the LOT as the recommended option to pursue, and has framed the report accordingly. Mr. Collins also noted that the report should be as specific as possible when detailing what types of sales would be affected by the LOT.

Mr. Collins also suggested that the report should note that though the LOT was voted down in 2009 due to the recession and an aversion to increasing the tax burden on residents, this option would impact the resident tax pool the least (of the four options considered). It would also ensure that businesses remain competitive, since most of the surrounding communities have already adopted a LOT. Mr. Brown agreed and said it would be important to use the lessons learned to avoid the pitfalls of the 2009 LOT.

Mr. Dall asked if the Village could specifically designate the LOT to fund capital projects, or if it could also be used to fund other areas in need. The Committee discussed the potential uses for LOT funds and whether to specify this in the report, but determined that it would be up to the Village Trustees and Town Selectboard to delegate funding.

Next steps:

- Mr. Brown will revise the draft report outline based on feedback from tonight's discussion and send to the Committee for discussion at its next meeting.
- Once draft report has been finalized, it will be sent to both the Village Trustees and Town Selectboard for their respective approval.

## **5. REVIEW AND APPROVE MINUTES**

### **a. Approval of Minutes: April 2, 2019**

Ms. Thibeault provided the following change to the minutes:

On the second page, in line two of the second paragraph, replace "Broun" with "Brown".

**AMBER THIBEAULT made a motion, seconded by TIMOTHY DALL, to approve the minutes of April 2, 2019, with committee member changes. VOTING: unanimous (4-0); motions carries.**

## **6. ADJOURN**

**TIMOTHY DALL made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. VOTING: unanimous (4-0); motion carried. The meeting adjourned at 6:45 PM.**

Respectfully Submitted,  
Amy Coonrad  
Recording Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019