

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
October 15, 2019**

**COMMITTEE MEMBERS PRESENT:** Kevin Collins (Chairman), Tim Dall, Amber Thibeault  
**ADMINISTRATION PRESENT:** Evan Teich, Unified Manager; Sarah Macy Finance Director/  
Assistant Manager  
**OTHERS PRESENT:** Irene Wrenner

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

Mr. Teich called the meeting to order at 6:04 PM.

**2. AGENDA CHANGES/ ADDITIONS**

Mr. Teich added item 4f, to determine what the Capital Program Review Committee will provide the Village Trustees in preparation for the budget cycle.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION TOPICS**

**a. Resignation of Andrew Brown**

Mr. Teich presented Mr. Brown's resignation to the committee. As Chair, Mr. Brown's resignation left a new vacancy, requiring committee reorganization, in addition to the already vacant seat.

**b. Committee Reorganization**

Mr. Teich called for a nomination for Chair of the Capital Review Committee.

**TIM DALL nominated KEVIN COLLINS for Chair of the Capital Review Committee; AMBER THIBEAULT seconded the nomination. The nomination passed 3-0.**

Mr. Collins called for a nomination for Vice Chair.

**TIM DALL nominated AMBER THIBEAULT for Vice Chair of the Capital Review Committee; KEVIN COLLINS seconded the nomination. The nomination passed 3-0.**

**c. Lamoille Water Line Replacement**

Mr. Collins requested clarification from Mr. Teich and Ms. Macy as to why staff moved the Lamoille Water Line Replacement project ahead of the Iroquois Road and Waterline Replacement project, even though it was originally ranked with a lower score of priority. Mr. Teich explained that Ms. Macy and Lauren Morrisseau determined the Lamoille project should move ahead based on conversations with Public Works and public input. The committee discussed the factors that staff considered when determining whether to reorder the two projects:

- Valve damage on the Lamoille waterline, identified by Public Works after ranking had been completed, increased the project's urgency due to safety concerns.
- The Lamoille project will enlarge and loop the existing watermain to connect two neighborhoods with a needed, second source of water.

- The project has already been engineered, so it can be ready to begin in the next season.
- Lamoille road resurfacing was identified as high priority by Public Works, but the Water Line Replacement needs to take place before the road can be resurfaced.
- The cost of the Lamoille project, \$495,940, is significantly less expensive, and more achievable with funds available, than the Iroquois project, \$1,358,817.

Mr. Collins discussed the role of the Capital Review Committee to rank and prioritize projects. The Committee wondered if there should be a re-ranking process if staff priorities, funding or other influences result in the committee's ranking outdated. All agreed that it is the committee's purview to order and rank the projects. The Committee decided to keep staff's suggested ranking order, moving the Lamoille project ahead of the Iroquois project, based on the considerations explained by Ms. Macy and Mr. Teich.

**d. Iroquois Road and Waterline Replacement**

The Committee decided that the Iroquois Road and waterline replacement project can be reprioritized to take place after the Lamoille waterline replacement project.

**e. Status of Projects for 2019**

Mr. Teich explained that the Lincoln Place waterline project is still prioritized, is not pressing and the timing of this project is flexible.

**f. Determine what to provide the Village Trustees in preparation for the FY21 budget cycle.**

Mr. Collins reminded the committee that the funds budgeted for the Capital Plan for Fiscal Year 2020 was increased by 15% from the year before. He also noted that the Capital Plan is predicted out to FY26, plus 10 more years in future projects. The anticipated rate of increase, when the plan was developed, was for the capital budget for FY21 to increase by another 15%. Mr. Teich and Ms. Macy pointed out that, although the goal is to not increase the overall General Fund by more than 2.5%, they expect that some departments will increase more than this. The Committee agreed that, because the Capital Plan is already established with a consistent timeline, they should ask for the planned 15% increase. Ms. Macy clarified that this would result in about \$50,000 more funding for FY21.

**AMBER THIBEAULT made a motion, seconded by TIM DALL, that the Capital Program Review Committee members provide the General Fund's Capital Reserve Plan to the Board of Trustees as written. The motion passed 3-0.**

**5. REVIEW AND APPROVE MINUTES**

**a. Approve Minutes: August 6, 2019**

**AMBER THIBEAULT made a motion, second by KEVIN COLLINS, to approve the minutes of August 6, 2019, with Committee Member changes.**

Mr. Collins suggested that on page 2, the last sentence in paragraph 2, "Mr. Collins...school", be struck from the minutes. He also suggested striking, on page 2, in lines 8 and 9 of paragraph 3, the words "a line within the general fund, not the Capital Budget".

**The motion passed 3-0.**

Mr. Teich updated the Committee that the President of the Essex Junction Board of Trustees is going to appoint a new member to the Capital Program Review committee from the

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Planning Commission and an application was received for the vacancy normally served by a resident.

**6. ADJOURN**

**AMBER THIBEAULT made a motion, second by TIMOTHY DALL, to adjourn the meeting. VOTING: unanimous (4-0); motion carried. The Meeting adjourned at 6:49 PM.**

Respectfully Submitted,  
Cathy Ainsworth  
Recording Secretary

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