

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
February 4, 2020**

**COMMITTEE:** Kevin Collins (Chairman); Tim Dall; Amber Thibeault; Kevin Collins; Karen Dolan

**ADMINISTRATION:** Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Rick Jones, Public Works Superintendent; Aaron Martin, Town Engineer/Utilities Director

**OTHERS PRESENT:** Irene Wrenner

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

Mr. Collins called the meeting to order at 6:00 PM.

**2. AGENDA CHANGES/ ADDITIONS**

There were no changes or additions to the agenda.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION TOPICS**

**a. Introduction of new members**

Mr. Collins welcomed the committee as the new Chair. Mr. Shaw introduced himself as the member of the Planning Commission, newly appointed to the Capital Program Review Committee; and Ms. Dolan introduced herself as a new member selected for the committee by the Trustees.

**b. Introduction and review of the following documents:**

- **Scoring Rubric**
- **FY21 Capital Plan**
- **Capital Project Rankings**

Mr. Collins oriented the committee to the Scoring Rubric, FY21 Capital Plan and the Capital Project Rankings. He talked about how the committee members will use the Scoring Rubric to prioritize projects on a point system within 12 criteria: safety & health; mandates; remaining life; community support; financing source; timing/ linkages; positive economic impact; cost of deferral; efficiencies; service improvements; alignment with Village priorities and other. He clarified with Ms. Dolan that the points in each criterion are averaged from the committee members' suggestions. Mr. Teich talked about how, once the projects are ranked, the role of staff is to consider funding, grants and synergy of work. Mr. Collins provided an overview of the current capital project rankings, in a charted summary of the committee's point scores and estimated costs from staff. He then explained the FY21 Capital plan of ranked projects, with estimated costs, capital reserves, funding and fund balance, along a FY19-FY21 timeline.

Mr. Jones, Mr. Martin and Mr. Teich briefly discussed the status and plans for some of the highest ranked projects: the Railroad Ave waterline; Greenwood Ave's drainage

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improvement project; South St. drainage; the facilities assessment; and the Iroquois Ave road and waterline.

Mr. Dall and Ms. Thibeault discussed how project reranking is conducted when there are urgent needs. Ms. Macy talked about funding allocation processes and explained that project costs are assumed to increase by 5% each year they are pushed out. Mr. Collins suggested that current capital projects be listed by date, for public review on the website.

**c. Densmore Project: Staff update on damage from Halloween storm**

Mr. Martin explained that FEMA declared the Halloween storm an emergency and the Densmore Project qualifies for 75% reimbursement of construction and engineering. He said that the state of Vermont will reimburse approximately 10% -12% of the additional costs associated with the project. He added that they are adding, as part of the plan to FEMA, replacement of the old, eroding asbestos concrete waterline under Densmore as well as other smaller projects related to the Halloween storm.

Mr. Teich talked about the overall Indian Brook Creek dynamic from the Dam to the Winooski River, along with other projects that need to be considered in the future to avoid future problems. Mr. Martin and Mr. Jones discussed a Hazard Mitigation grant to replace pipes and part of Densmore Drive at the other end near Brickyard.

**d. Densmore Project: Scoring discussion**

The Committee discussed and re-ranked the Densmore Project, based on the new damage from the Halloween storm. The original Densmore Project, which included culverts at both ends of the road was split into two projects with the end of the road nearest Main Street re-ranked. They talked about limited access of emergency services, limited travel by residents, the urgency of the work, the severity of the damage, and the availability of FEMA funds to justify changes in the project scores in 8 of the 12 criteria areas. The project went up from a score of 46 to 112, which puts it at the top of the ranking list, with the next project ranked at 86. Ms. Macy said she would update the project's scoring rubric with the committee's new points allocation and justifications.

**5. REVIEW AND APPROVE MINUTES**

**a. Approve Minutes: October 15, 2019**

**AMBER THIBEAULT made a motion, second by KEVIN COLLINS, to approve the minutes of October 15, 2019. The motion passed 4-0.**

**6. ADJOURN**

**AMBER THIBEAULT made a motion, second by KEVIN COLLINS to adjourn the meeting. The motion passed 4-0; the meeting adjourned at 7:03 PM.**

Respectfully Submitted,  
Cathy Ainsworth  
Recording Secretary

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