

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
May 4, 2021**

COMMITTEE: Amber Thibeault (Chair); Kevin Collins; Tim Dall; Karen Dolan; Steve Shaw.

ADMINISTRATION: Rick Hamlin, Village Engineer; Rick Jones, Public Works Superintendent; Marguerite Ladd, Assistant Manager; Sarah Macy, Finance Director; Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator.

OTHERS PRESENT: Ken Signorello, Irene Wrenner.

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6:01 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Thibeault requested that Committee add the annual review of the Essex Junction Ethics Policy as item 4D.

STEVE SHAW made a motion, seconded by TIM DALL to approve the agenda as amended. The motion passed 5-0.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Update on Densmore Project – Chelsea Mandigo

Ms. Mandigo explained that the first Densmore Drive project is a FEMA-funded project to replace the culvert that was washed out in the 2019 Halloween storm. The second Densmore Drive culvert project will move to final design in the next few months and is planned to be bid in the fall of 2021 and constructed in the spring of 2022. Ms. Mandigo said that she had recently applied for a grant from VTrans that could cover 90% of the design work for this project.

b. Overview and Rank Brickyard Culvert Replacement Project – Chelsea Mandigo

Ms. Mandigo showed the Committee pictures of the culvert during a recent rain event, noting corrosion, and the fact that the pipes are undersized. Should this culvert ever fail, it would cause significant traffic delays.

Ranking Criteria	Ranking
Safety & Health	23
Mandates	0
Remaining Life	18
Community Support	12
Financing Source	0
Timing and Linkages	10
Positive Economic Impact	0
Cost of Deferral	10
Efficiencies	4
Service Improvements	0
Alignment with Village Priorities	0
Other	1

Total	77
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The Committee discussed how this project seemed like a natural extension of the Densmore Drive projects, and the benefits of having these related projects happen at similar times. Other concerns included the infeasibility of repairs, as well as the serious impact on the area should this culvert fail.

c. Overview and Rank Main Street Water Line Project – Rick Hamlin, Rick Jones

Mr. Jones said that there have been a lot of breaks on this line, and that this has a negative effect on many customers. This project will be a complete replacement of the water line and upgrade of the water system.

Ranking Criteria	Ranking
Safety & Health	26
Mandates	0
Remaining Life	24
Community Support	12
Financing Source	0
Timing and Linkages	1
Positive Economic Impact	0
Cost of Deferral	10
Efficiencies	2
Service Improvements	4
Alignment with Village Priorities	0
Other	3
Total	82

In ranking, the Committee discussed the frequency, size, and cost to fix these breaks.. Due to the size of the pipe, it could also have an impact on fire protection. The Committee agreed that this pipe has reached the end of its life and thought that the main road location made it a priority project. The Committee discussed funding sources, as well as the possibility of bonding or passing the costs on to users.

d. Ethics Acknowledgement

Ms. Thibeault encouraged Committee members to sign and return the Ethics acknowledgement.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: October 6, 2020

KAREN DOLAN made a motion, second by STEVE SHAW, to approve the minutes of October 6, 2020. The motion passed 5-0.

6. ADJOURN

STEVE SHAW made a motion, second by TIM DALL, to adjourn the meeting. The motion passed 5-0; the meeting adjourned at 7:28 PM.

Respectfully Submitted,
 Darby Mayville
 Recording Secretary

Approved this ___ day of _____, 2021