

**CITY OF ESSEX JUNCTION
CITY COUNCIL'S POLICY REGARDING
CAPITAL PROGRAM REVIEW COMMITTEE**

- 1. Purpose:** To examine the City of Essex Junction's municipal capital needs (roads, bridges, culverts, sidewalks, and waterlines). To develop a prioritized list of capital improvement projects including, but not limited to, street and sidewalk repairs, bridge repairs, other transportation infrastructure repairs, and water line repairs. In alignment with the City's purchasing policy, capital projects will be prioritized through the Capital Program Review Committee, except for capital needs paid for through enterprise funds.

The Capital Program Review Committee will review all of the known City capital needs expected in the next ten years and prioritize them into a proposed City five-year Capital Plan for consideration by the City Manager and approval by the City Council. The Capital Program Review Committee will provide recommendations for methods of paying for the prioritized projects for consideration by the City Manager and approval by the City Council.

- 2. Membership:** The Capital Program Review Committee will be comprised of one member of the City Council, one member of the Planning Commission, and five resident volunteers and supported by City staff as required and assigned by the City Manager. Member terms will be for three (3) years once confirmed by a majority of the Council, there shall be no term limits. Committee members will be appointed on staggered terms: three (3) members for three (3) years, three (3) members for two (2) years, and one (1) member for one (1) year.

The annual meeting shall be the organizational meeting for the election of officers, namely, the Chair and Vice-Chair. Vermont's Open Meeting Law will govern the meetings, including notice of meetings, quorum, minutes, and related requirements.

Committee members must remain objective when prioritizing capital projects which could directly impact them and their family. No committee member shall try to prioritize or influence how any other committee members prioritize any project higher or lower based on the possibility of present or future financial, political, or other personal gain. Any committee member may recuse themselves from the process for any project in which they feel there may be a potential conflict of interest.

- 3. Time Line:** The Capital Program Review Committee shall begin meeting in September of each year so that the information will be available for the next fiscal year's budget. The committee shall define its scope of work and develop a work schedule during its initial meetings and shall be allowed to establish sub-committees. The committee shall continue meeting until the desired outcomes of the committee and the Council are completed.

- 4. Information Sources:** The Capital Program Review Committee shall use existing information previously compiled by City staff, the City Engineer, and the public as the

basis for its work but may obtain additional information as needed. The committee is encouraged to engage the community throughout this process.

5. **Outcome:** The committee shall develop and/or update the Capital Improvement Project Rating System to assist with identifying project priorities. The committee's prioritized list of capital projects will be used as a recommendation for formulating Essex Junction's Capital Plan and will also inform the Council, City Manager, and City staff about projected funding needs over the next several years.

Adopted by the Village Trustees on 12/11/12, amended 8/13/13. Amended by the City Council 12/20/2023.