

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY REGARDING
CAPITAL PROGRAM REVIEW COMMITTEE**

- 1. Purpose:** To examine all of the Village of Essex Junction's municipal capital needs (streets and highway, water, buildings, vehicles). To develop a prioritized list of capital improvement projects including, but not limited to, street and sidewalk repairs, bridge repairs, other transportation infrastructure repairs, water line repairs, and building repairs or replacements. As per Village of Essex Junction policy any purchase of \$10,000 or more is considered to be a capital project and 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 Village capital needs expected in the next ten years and prioritize them into a proposed Village five year Capital Plan for consideration by the Village Manager and approval by the Board of Trustees. The Capital Program Review Committee will provide recommendations for methods of paying for the prioritized projects for consideration by the Village Manager and approval by the Board of Trustees.

- 2. Membership:** The Capital Program Review Committee will be comprised of one member of the Board of Trustees, one member of the Planning Commission, three citizen volunteers and supported by Village Staff as required and assigned by the Village Manager. Member terms will be for three (3) years once confirmed by a majority of the Trustees, there shall be no term limits. Committee's first appointees will be appointed staggered terms: two (2) members for three (3) years; two (2) members for two (2) years; and one (1) member for one (1) year.

The first 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 capitol projects which could directly impact him/her and his/her family. No committee member shall try to prioritize, or influence how any other committee member's 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 him/herself from the process for any project in which he/she feels 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 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 Trustees are completed.

Quarterly reports on the work of the committee will be provided to the Board of Trustees.

4. **Information Sources:** The Capital Program Review Committee shall use existing information previously compiled by Village staff, the Village 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 the 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 Trustees, Village Manager and Village Staff about projected funding needs over the course of the next several years.

Adopted by the Village Trustees on 12/11/12, amended 8/13/13.