

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
NOVEMBER 7, 2023**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Karen Dolan; Nathan Doudera, Scott McCormick; Mike Plageman; Justin Rabidoux

ADMINISTRATION: Ricky Jones, Public Works Superintendent; Jeff Kershner, City Engineer; Jess Morris, Finance Director

OTHERS PRESENT:

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Draft LOT Policy Review and Discussion

Ms. Thibeault said that she used the policy for the Town of Brandon as a starting point to create this document. Mr. McCormick asked why sewer and wastewater were not included as capital projects, and Ms. Morris said that these types of projects are not ranked by the Capital Committee. These types of projects will be added to the “not included” list in the definitions. Mr. Rabidoux asked why buildings are not included as capital projects, and asked if it should be changed to “regular building maintenance.” Ms. Thibeault said that buildings have never been considered by the Capital Committee, and that large projects are typically bonded. The City Council could change this at any point. Mr. Plageman pointed out that the Capital Committee has the power to take on additional responsibilities if given to them by the City Council. Mr. McCormick asked if this policy would allow the Capital Committee to review multi-use paths and bike lanes; Ms. Thibeault answered affirmatively to multi-use paths and said that bike lanes would require the approval of the City Council.

The Capital Committee discussed what they felt was an appropriate amount of money to be spent each year on sidewalks. Ms. Thibeault suggested a figure of \$252,000 and explained that she had come to this calculation by using the GIS sidewalk data. Mr. Kershner suggested that the committee look at projects holistically, rather than just sidewalks. Ms. Dolan suggested that this be a percentage figure of the Local Options Tax (LOT) collected. Mr. Rabidoux concurred and suggested a 20% figure. Ms. Dolan discussed comments from a previous public meeting discussing the high importance of sidewalks and public walkability. After a suggestion from Mr. Jones, the Capital Committee decided to increase this recommendation to 25%.

Motion by JUSTIN RABIDOUX, seconded by KEVIN COLLINS to approve the Local Options Tax Fund Revenue Policy as amended, and specifically with the number of 25%, to be forwarded to the Council for their consideration. Motion passed 7-0.

b. Capital Ranking and Cost Estimate Updates Review and Discussion

Ms. Thibeault presented the updated project and cost estimate list, noting that some have been removed from the list as they have been finished. She asked if the Committee felt that these projects should be ranked, and all agreed that this should not be done. Individual projects may be reranked if essential factors change or if they have been partially completed. Mr. Rabidoux asked if there have been any major priority shifts, and asked at the City level, and if housing-related projects should be given a higher ranking. Ms. Thibeault said that no significant policy changes would impact this document, and that none of these projects relate to housing. The City Council can choose to move the ranking of any project at any time. She said that the current strategic planning work could inspire some changes to these goals.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: October 3, 2023

KEVIN COLLINS made a motion, seconded MIKE PLAGEMAN by to approve the minutes of October 3, 2023. Motion passed 7-0.

6. ADJOURN

JUSTIN RABIDOUX made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. The motion passed 7-0; the meeting adjourned at 6:55 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary