

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
FEBRUARY 6, 2024**

**COMMITTEE:** Amber Thibeault, Chair; Kevin Collins; Mike Plageman; Justin Rabidoux

**ADMINISTRATION:** Rick Hamlin, City Engineer; Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

**OTHERS PRESENT:** Marcus Certa

**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. Updated Capital Project Ranking File**

Ms. Morris said that she has worked to replace old, partially finished projects with updated information on the remaining work required. All cost estimates have also been updated. Mr. Jones suggested that some older projects be re-ranked. The Committee discussed the Old Colchester Road project, noting that cost sharing could occur if development occurred. Ms. Thibeault suggested that projects not be reranked unless there is a change in circumstances, and Mr. Hamlin suggested that this be done if the rubric is changed. Regarding the River Street sidewalk, Mr. Hamlin said that an easement would be required on private property for the developer to construct this. He suggested that staff reach out to the developer to coordinate construction. Mr. Plageman said that several water line projects have been pushed down the list, and asked why they are lessened in priority. Mr. Jones said that these are six-inch lines and there are no problems with flow in the area. He said that he would rather see four-inch lines replaced first. Mr. Rabidoux suggested that these projects not be re-ranked live, and that staff do such and bring forth recommendations. Ms. Thibeault said that the Committee had typically done the ranking in the past, with the input of staff. Projects are reranked when situations change, not on a certain timed basis. All decided to leave the rankings as is.

Ms. Morris discussed the Main Street/Indian Brook bridge replacement, noting that the remaining work involves replacing the existing car and pedestrian bridges. Engineering staff have suggested replacing it with one wider shared-use bridge. Mr. Hamlin said that another phase of this project is intended to expand sidewalk access on Main Street. Potential state grant assistance for this project was discussed. The Committee decided to add another line to their table noting the projected fiscal year that each project intends to be completed. The committee discussed external funding, noting that they would only increase the score for an already secured grant, not a potential one. Including further information on what specific rankings meant would be discussed, as this would make it easier for members of the public to understand the process. Further information on the specific safety features would also be included, and Ms. Morris suggested including notes in the Excel spreadsheet, or using capital planning software. Mr. Rabidoux said that he would like further conversation to occur regarding the City's grant funding processes.

**b. Capital Committee Meeting Schedule**

Ms. Thibeault suggested that the Committee move to quarterly meetings. This can be changed if necessary. All agreed.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: November 7, 2023**

**JUSTIN RABIDOUX made a motion, seconded MIKE PLAGEMAN by to approve the minutes of November 7, 2023. Motion passed 4-0.**

**6. ADJOURN**

**KEVIN COLLINS made a motion, seconded by MIKE PLAGEMAN, to adjourn the meeting. The motion passed 4-0; the meeting adjourned at 6:45 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary