

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
FEBRUARY 6, 2018 AT 6:00 PM
LINCOLN HALL MEETING ROOM
AGENDA

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Project identification, ranking and criteria discussion
5. Update on 2018 capital budget
6. Review and approve minutes of previous meeting 12/5/17
7. Adjourn

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
February 6, 2018**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager; Jim Jutras, Water Quality Superintendent; Rick Jones, Public Works Superintendent.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

- Advance the update of the 2018 capital budget to follow public comments and discuss the recent water line break following discussion of project identification, ranking, and criteria.

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None.

4. UPDATE 2018 CAPITAL BUDGET

Lauren Morrisseau reported it was discovered the balance shown for the FY2018 capital budget was incorrect. With the corrected balance some projects (Lamoille Street and Central Street, for example) are pushed farther out on the timeline.

5. PROJECT IDENTIFICATION, RANKING, AND CRITERIA

Jim Jutras, Water Quality Superintendent, spoke of potential for project synergy with storm water permit compliance work and village infrastructure projects that could save the village money and provide opportunity for grants. When the ground is opened for storm water projects in the village then any needed infrastructure work could also be done. The state has storm water money available at this time for the storm water component of the work.

Andrew Brown asked if there is any help with the permitting requirements for decreasing phosphorous. Jim Jutras said the information was just received from the state.

There was discussion of involving the Public Works Superintendent and Water Quality Superintendent along with the Village Engineer in the project conference prior to going out to bid for design so issues, costs, and potential funding sources can be identified.

There should also be a partial review at mid-point by the same group. The same process projects go through before the Planning Commission should apply to village projects.

There was mention of adding storm water compliance to the project ranking criteria. Andrew Brown observed storm water/phosphorous could be covered under the “mandates” criterion and grant funding could be covered under the “finances” criterion. Lauren Morrisseau suggested Rick Jones and Jim Jutras go through the ranked projects to identify any storm water implications and then the projects should be re-ranked.

Jim Jutras and Rick Jones will draft a process for involving Public Works and Water Quality in the project ranking procedure for review at the meeting in March.

6. WATER LINE BREAK

There was discussion of whether review of the ranking for the water line on Main Street could have helped prevent the recent break. Rick Jones explained the 12” water line that feeds the “Essex west” water tank off Athens Drive was older and simply “blew out”. Millions of gallons of water drained from the tank. There have been many breaks in the line, but there are not many “hot spots”. A “hot spot” is a density of problem areas or an area of tight soils. Waste Water does a hot spot density map with water breaks and sewer backups.

Kevin Collins suggested a criterion to consider ‘hot spots’ should be added to the ranking criteria.

Kevin Collins asked if savings and grant opportunities for projects are highlighted for the public. Andrew Brown said within the capital budget there is a section for projects funded by grants and grant funding sources.

There was discussion of best practices to notify the public of breaks (i.e. social media, village website).

7. APPROVE MINUTES

December 5, 2017

MOTION by Kevin Collins, SECOND by Amber Thibeault, to approve the December 5, 2017 minutes as written. VOTING: unanimous (3-0)[Tim Dall not present for vote]; motion carried.

8. OTHER BUSINESS

Next meeting is March 6, 2018.

9. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting. VOTING: unanimous (3-0)[Tim Dall not present for vote]; motion carried.

The meeting was adjourned at 7:05 PM.