

VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
APRIL 17, 2018 AT 6:00 PM
SENIOR CENTER MEETING ROOM/LINCOLN HALL
AGENDA

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Discuss policy proposed by staff
5. Review and approve minutes of previous meeting 2/6/18
6. Adjourn

Capital Program Review Committee 4/17/2018

Members present: Andrew Brown, Kevin Collins, Amber Thibeault, Tim Dahl
Staff present: Jim Jutras, Rick Jones, Lauren Morrissette, Evan Teich

Andrew called the meeting to order at 6:00 pm.

Motion to amend the agenda by adding a discussion on the rating criteria currently in use, if time allows.

Motion by Tim seconded by Kevin

Passed 4-0

No comments from the public.

Discussion on Policy for Capital Construction Projects:

Prior to walking through the draft document it was requested to better understand how a project becomes a project. While many sources exist it was agreed upon there should be an official source for determining whether or not something is a project to prevent resources from being dedicated inefficiently. For example, the Planning Commission typically reviews applications after the applicant has already met with Village staff. To follow a similar process the committee agreed Village staff should be the official source of projects. Jim and Rick agreed they, and possibly Shannon from the Town, should sit together with existing maps to ensure projects currently ranked by the Capital Committee are the only staff recommended projects. If new projects exist they will be identified and if existing projects should be removed they should be discussed at a future Capital Committee meeting.

It was further discussed that after Village staff have identified a project it should come to the Capital Committee with a staff memo and supporting materials similar to that of the Planning Commission. The staff memo should be comprised of comments from the Public Works Superintendent, Wastewater Quality Superintendent, and Consulting Engineer and include supporting materials to help inform the Capital Committee ranking process. At which point the Capital Committee should rank the projects.

After projects are ranked and prioritized into the five-year capital plan the process should then proceed with the staff recommendation of a design conference with Village staff and engineer. At the design conference an agreement is to be reached as to the number of additional design conferences until the project is completed. It is recommended at this time to have a minimum of 2 such additional conferences at the 50% and 90% completion stages but this may be amended as necessary and agreed upon.

Andrew and Jim will make changes to the draft policy between meetings and will again be discussed at the next Capital Committee meeting.

Previous meeting minutes:

Motion to approve by Kevin, second by Tim. Passed 4 – 0.

Prior to adjournment it was agreed upon to reschedule the next meeting to May 15th at 6:00 pm and to meet at the Senior Center again should the Village meeting room not be available. At the next meeting the committee will continue discussions regarding the Policy for Capital Construction Projects and if time allows discuss the existing rating criteria to 1) discuss and possibly approve previously discussed changes from the 12/5/2017 meeting, and 2) discuss whether to change the existing rating criteria.

Motion to adjourn from Andrew and second by Amber.

Meeting adjourned at 7:02pm

Minutes submitted by Andrew Brown, Chair