

**VILLAGE OF ESSEX JUNCTION**  
**CAPITAL PROGRAM REVIEW COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 4, 2018 AT 6:00 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**  
**AGENDA**

1. Call to order
2. Agenda changes/additions
3. Public comments
4. Rank Projects NNN (Pleasant Street), QQQ (North Street) and III (Rosewood Lane)
5. Information on town funding for stormwater work
6. Policy for Capital Improvement Projects
7. Review and approve minutes of previous meeting 8/7/18
8. Adjourn

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
September 4, 2018**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.  
**ADMINISTRATION:** Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director & Assistant Village Manager; Rick Jones, Public Works Superintendent; Rick Hamlin, Village Engineer.  
**OTHERS PRESENT:** None.

---

**1. CALL TO ORDER**

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

**2. AGENDA**

There were no changes to the agenda. Tim Dall suggested discussing how to pay for the capital projects in the capital plan at a future meeting. There was agreement the committee will discuss financing options such as increasing taxes, bond issues, self-performing work, local options tax at the October meeting.

**3. PUBLIC COMMENTS**

None.

**4. RANK PROJECTS**

Project NNN – Pleasant Street Road Reconstruction, Main to Mansfield (1900 feet)  
The committee discussed the existing road condition and the effectiveness of the speed tables.

**Ranking of NNN (Pleasant Street): 57**

Safety & Health	12
Remaining service life	18
Mandates	0
Community support	16
Financing	0
Timing/Linkages	0
Positive economic impact	0
Cost of deferral	0
Efficiencies	3
Service improvements	3
Align w/village priorities	2
Other	3

Project QQQ – North Street Water Line (including eight new drain structures and piping), Grove to Central. Project QQQ replaces Project S.

**Ranking of QQQ (North Street): 60**

Safety & Health	24
Remaining service life	18
Mandates	0
Community support	12
Financing	0
Timing/Linkages	0
Positive economic impact	0
Cost of deferral	0
Efficiencies	0
Service improvements	4
Align w/village priorities	0
Other	2

Project III – Rosewood Lane Road Reconstruction, Sidewalk, Curb, Mansfield to Briar.  
Project III replaces Project BB.

**Ranking of III (Rosewood Lane): 62**

Safety & Health	18
Remaining service life	18
Mandates	0
Community support	13
Financing	0
Timing/Linkages	0
Positive economic impact	0
Cost of deferral	0
Efficiencies	4
Service improvements	4
Align w/village priorities	3
Other	2

Kevin Collins suggested a sidewalk fund should be established to pay for new or replacement sidewalk in the village separate from road reconstruction. Evan Teich noted there is a sidewalk repair account. Mr. Teich also noted that the cost for a single school bus route is \$55,000 so it would behoove the school district to work with the village and town on a sidewalk plan to increase efficiencies and decrease the number of bus routes.

**5. TOWN FUNDING FOR STORM WATER WORK**

Staff has not yet discussed with Dennis Lutz the town helping with funding of storm water projects in the village.

**6. POLICY FOR CAPITAL IMPROVEMENT PROJECTS**

Andrew Brown noted the requested changes that add clarity to the document have been incorporated. The Board of Trustees must officially adopt the policy.

**MOTION by Tim Dall, SECOND by Kevin Collins, to approve the Policy for Capital Improvement Projects. VOTING: unanimous (4-0); motion carried.**

**7. APPROVE MINUTES**

*August 7, 2018*

**MOTION by Andrew Brown, SECOND by Amber Thibeault, to approve the August 7, 2018 minutes with correction of the project cost for Project MMM – South Street Drainage to \$542,937. VOTING: unanimous (4-0); motion carried.**

**8. OTHER BUSINESS**

Next meeting is October 2, 2018. The agenda will include discussion of financing options for capital projects.

**9. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Amber Thibeault, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 7:15 PM.

*RScty: MERiordan*