

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
JULY 2, 2024**

**COMMITTEE:** Amber Thibeault, Chair; Kevin Collins, Vice-Chair; Karen Dolan; Scott McCormick; Justin Rabidoux

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

**OTHERS PRESENT:** None

**1. CALL TO ORDER**

In lieu of a chair, Ms. Morris called the meeting to order at 6:01 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. PUBLIC COMMENTS**

None.

**4. DISCUSSION ITEMS**

**a. Appointments: Chair and Vice Chair**

**KEVIN COLLINS made a motion, seconded by JUSTIN RABIDOUX, to nominate AMBER THIBEAULT as Chair. Motion passed 4-0, with SCOTT MCCORMICK not yet in attendance.**

**AMBER THIBEAULT made a motion, seconded by KAREN DOLAN, to nominate KEVIN COLLINS as Vice-Chair. Motion passed 4-0 with SCOTT MCCORMICK not yet in attendance.**

**b. Re-rank project VVV due to updates in project scopes**

Mr. Hamlin said that this project is the Indian Brook Bridge Replacement project across from 81 Main Street. Mr. Hamlin said that pedestrians need to cross the road at the bridge, and that this project would provide pedestrian accommodation on both sides and continue the sidewalk to Crestview. The condition is slightly below average, but not an immediate concern. The bridge has an expected life of around fifteen years. State grant funding is a possibility; however, no grants have been applied for or received for this project. The Capital Committee reviewed all the criteria and provided individual rankings for each, as shown below.

Rating Criteria	
Safety & Health	14
Mandates	0
Remaining Service Life	6
Community Support	12
Financing Source	1
Timing/Linkages	0
Positive Economic Impact	0
Cost of Deferral	0

Efficiencies	0
Service Improvements	5
Alignment with City Priorities	6
Other	2
Total	46

**c. Meeting Location During 2 Lincoln Renovation**

Ms. Morris said that the 2 Lincoln Street location will not be available due to construction sometime in the fall. There is some uncertainty about the new hybrid/virtual meeting regulations, however having a completely virtual meeting may be a possibility.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: April 2, 2024**

**JUSTIN RABIDOUX made a motion, seconded KAREN DOLAN by to approve the minutes of April 6, 2024, as amended. Motion passed 5-0.**

Changes:

1. Update the project header for 4b. to UUU (currently UU)
2. Note the rankings for UUU project as Phase I – 45 points, Phase II – 48 points

**6. READING FILE**

**a. Route 15 Bridge Report 2021**

The report was discussed briefly. The Capital Committee discussed future meeting agenda items. Ms. Morris said that as budget season is beginning, she is working on updates to the Capital Plan. She said that there is currently no funding secured for any projects besides the Crescent Connector. The Capital Committee will review the financial information for Project FFF, Multi-Use Path from ANR to Pearl Street, at their October meeting.

**7. ADJOURN**

**KEVIN COLLINS made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. Motion passed 5-0; the meeting adjourned at 6:54 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary