

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
OCTOBER 29, 2024**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Karen Dolan; Mike Plageman

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

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Morris requested to amend Item 4c to read “Discussion of meeting location and dates during 2 Lincoln renovation.”

MIKE PLAGEMAN made a motion, seconded by KAREN DOLAN, to amend the agenda. Motion passed 4-0.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Re-rank project FFF (financing source category only)

Mr. Hamlin said that this project is a long-term request from residents to have a crosswalk across Pearl Street to connect the neighborhood next to the fairgrounds to the Agency of Natural Resources property on West Street. He said that this project would involve crossing railroad tracks. This project would also allow for residents in the Indian Acres neighborhood to have access to the public transit available on Pearl Street. He believes that the railroad would be in favor of this project because of the inclusion of a fence to limit unauthorized crossings. Ms. Morris said that it is not best practice to rank something based on funding that is not secured. This re-ranking would reduce FFF from Project #3 to Project #11 in the priority list. Ms. Thibeault suggested that the Bike/Walk Advisory Committee (BWAC) spearhead a grant to secure funding for this project. All agreed that the funding ranking should be brought to zero to be in compliance with the current ranking system. A full project re-rank will be discussed at the next meeting and the BWAC will be invited to that meeting to discuss their opinions on the project.

b. Review and approve draft capital plan to be presented to Council with FY26 Budget

Ms. Morris said that inflation rates have been factored into costs and gave an overview of accounts. She said that the balances in each account are comfortable enough to cover emergencies. The Committee discussed potential project re-rankings. After some discussion, they initially decided have the only change presented to the Council be the financial re-ranking of FFF. Ms. Morris said that other changes can be made during the budget process and at later meetings, as the City Council is only looking at projects for FY 2026 at this time. Answering a question from Mr. Collins, Ms. Thibeault said that the Capital Committee ranks projects, and the City Council approves the ranking. Mr. Collins said that it seems like the Committee is sending on a plan that they realize has issues, as they are aware that Project C should be deleted as it is included under Project FFF.

MIKE PLAGEMAN made a motion, no second, to approve the Capital Plan with the revision to the financing source in category FFF. No vote, motion did not pass.

Amendment by AMBER THIBEAULT, seconded by KEVIN COLLINS, to delete Project C, as it is included in Project PPP, and revise FFF for financing. Everything else is approved to be sent to the City Council. Motion passed 4-0.

c. Discussion of meeting location and dates during 2 Lincoln renovation

Ms. Morris said that the meeting room at 2 Lincoln Street is no longer available due to renovation, and that there are no availabilities in other municipal locations. She suggested that the remaining meetings during the renovation period be held on Zoom. The next meeting will be held on Tuesday, January 14.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: July 2, 2024

KAREN DOLAN made a motion, seconded by KEVIN COLLINS, to approve the minutes of July 2, 2024. Motion passed 4-0.

6. READING FILE

a. Show Me the Money! VT AOT Grants - A guide for Municipalities

b. Iroquois Waterline Project Memo – City Council Packet 091124

7. ADJOURN

MIKE PLAGEMAN made a motion, seconded by KAREN DOLAN, to adjourn the meeting. Motion passed 4-0; the meeting adjourned at 7:00 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary