

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
July 6, 2021**

**COMMITTEE:** Amber Thibeault (Chair); Tim Dall; Karen Dolan.

**ADMINISTRATION:** Marguerite Ladd, Assistant Manager; Sarah Macy, Finance Director.

**OTHERS PRESENT:** Irene Wrenner.

**1. CALL TO ORDER**

Ms. Thibeault called the meeting to order at 6:03 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION ITEMS**

**a. Capital Project Review**

Ms. Macy explained to the committee that this spreadsheet has been updated to reflect recent project updates. These include the re-ranking of the Densmore Drive project (with the upstream and downstream pieces separated) as well as the addition of the Main Street Water Line and Brickyard Culvert projects. The Densmore Drive project is currently ranked first in priority, the Main Street Water Line is second, and the Brickyard Culvert is third. Ms. Macy also discussed potential funding sources for these projects. She also let the committee know that the Village received a grant to assist with funding the Brickyard Culvert project. Ms. Dolan suggested including information on the year each project was ranked and suggested taking a more systematic and regular approach to ranking projects. Ms. Thibeault agreed, saying that the current system of presenting projects to the Committee is very informal. Ms. Dolan thanked Ms. Macy for her work on updating this document.

**b. Fiscal Year 2023 Capital Funding Recommendation for Trustees**

Several years ago, the Capital Committee agreed to request that the Trustees increase the capital contribution by 15% each year. Ms. Macy asked the group if they feel that this recommendation is still accurate. All agreed.

**KAREN DOLAN made a motion, seconded by TIM DALL that the Capital Committee recommend to the Trustees that the capital contribution increase by 15% for FY23 as previously planned. The motion passed 3-0.**

**c. ARPA Funds Discussion**

Ms. Macy said that the Village is estimated to be awarded \$1,136,071 to be paid in two equal installments in 2021 and 2022. One of the eligible criteria for the use of these funds is to make necessary investments in water and sewer infrastructure. Ms. Thibeault said that it is possible that the Village may get additional funds that had been allocated to county governments. She also requested input from staff members regarding how best to spend ARPA funds. Ms. Dolan requested input from the Village Trustees as to what their vision for spending these funds was. This would give the committee a sense of how much they can allocate for capital improvements.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: May 4, 2021**

The following changes were made to these minutes:

-Kevin Collins is no longer a member of the committee, and therefore all votes should be listed as passing 4-0 instead of 5-0.

-Ms. Thibeault asked that the word “encouraged” be changed to “requested” in item 4D. The sentence now reads, “Ms. Thibeault requested Committee members to sign and return the Ethics acknowledgement.”

**TIM DALL made a motion, second by KAREN DOLAN, to approve the minutes of May 4, 2021. The motion passed 3-0.**

**6. ADJOURN**

**KAREN DOLAN made a motion, seconded by TIM DALL, to adjourn the meeting. The motion passed 3-0; the meeting adjourned at 6:43 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary

Approved this \_\_\_ day of \_\_\_\_\_, 2021