

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 8, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Jack Haldeman, Chair  
Danny Schmidt  
Heath Richardson  
Rich Krapf

Staff:

Paul Holt, Planning Director  
Tammy Rosario, Principal Planner  
Jose Ribeiro, Senior Planner II  
Savannah Pietrowski, Senior Planner  
Tom Leininger, Community Development Assistant  
Sharon Day, Assistant Director, Financial and Management Services (FMS)  
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

**C. MINUTES**

1. February 8, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 8, 2018 meeting minutes.

The motion passed 4-0.

2. February 15, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 15 2018, meeting minutes.

The motion passed 4-0.

3. February 22, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 22 2018, meeting minutes.

The motion passed 4-0.

**D. OLD BUSINESS**

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Ms. Savannah Pietrowski stated that she compiled the rankings for all of the Policy Committee members into a spreadsheet. She stated that she took the average for each application to generate the overall ranking presented on the screen. She stated that there will be a memorandum attached to the rankings for the Planning Commission (PC).

Mr. Heath Richardson stated that he wanted to make one change to his special considerations for the school entrance redesign.

Ms. Pietrowski stated that the Amblers House Capital Improvements Program (CIP) request was reduced by County Administration and the Office of Economic Development to reflect only those costs associated with the stabilization of the house. She stated that the request was for \$504,500 for FY 19.

Mr. Danny Schmidt stated that the changes to the application could impact his rankings.

Mr. Haldeman asked if the seven priority recommendations in the Guernsey Tingle Study were included in the cost.

Ms. Pietrowski asked Ms. Sharon Day if the Policy Committee could recommend a portion of the application to receive funding.

Ms. Day confirmed. She stated that the Ambler House is a tourism project and does not compete with the general fund tax dollars.

Mr. Richardson asked for a clarification on why the Policy Committee does not focus on cost.

Ms. Day stated that her understanding was that the Policy Committee should rank the applications objectively. She stated that the Budget Office will look at the funding priorities.

Mr. Paul Holt stated that the CIP funding is the responsibility of the Board of Supervisors and it seeks to balance out the available resources. He stated that the PC and the Policy Committee would recommend to the Board which CIP items would have a greater impact. He stated that the Policy Committee can send comments along with the rankings to give the Board additional input.

Mr. Haldeman stated that he wanted to recommend enough of the Ambler House application to save the house.

Mr. Holt stated that additional notes can be added to the rankings.

Mr. Rich Krapf stated that the special consideration will bring the application forward regardless of the rankings. He stated that for the Ambler House, the items listed in the report provided by Guernsey Tingle Architects would be a higher priority rather than the entire application.

Mr. Haldeman stated that while the \$504,500 CIP request for the Amblers House application were given a priority number of ninth overall, funding of the seven priority recommendations identified in the report provided by Guernsey Tingle Architects was a very high priority to the Policy Committee.

Mr. Krapf stated that he was generally comfortable with the rankings, but asked why the transportation match ranked fourth.

Mr. Richardson stated that the transportation match ranked fifth in his rankings.

Mr. Haldeman stated that he ranked the transportation match lower for quality of life.

Mr. Krapf stated that in his scoring, he assessed that the quality of life could be improved if the roads were improved. He stated that he also saw that the transportation match was a budget offset for the County and ranked the application higher.

Mr. Haldeman stated that with those considerations he would adjust his rankings to raise the score of the transportation match.

Mr. Richardson asked if the scores should be adjusted or if a note can be provided to the Board.

Mr. Krapf stated that he would prefer to change the numbers if possible.

Mr. Haldeman provided revised scores to staff.

Mr. Richardson stated that after the numbers have been adjusted, the transportation match tied for third with the exterior sewer line at Lafayette High School.

Mr. Haldeman stated that he will also adjust the scoring of the school expansion applications.

Mr. Krapf stated that the entrance redesigns are ranked lower in his scores because the individual schools have security procedures in place at the moment.

Mr. Richardson stated that he ranked the redesigns higher and would include force protection elements.

Mr. Schmidt stated that the meeting with Williamsburg-James City County Schools (WJCC) did not give him the sense of a high priority.

Mr. Krapf stated that the WJCC Schools have ranked the redesigns lower in their own rankings.

Mr. Richardson stated that he did not see where the numbers could be further adjusted.

Ms. Pietrowski stated that once the Policy Committee was comfortable with the rankings, the list would go to the PC including the notes.

Mr. Richardson asked if any member had additional comments.

Mr. Krapf stated that he did not have any questions or comments.

Mr. Haldeman asked where the fire station was ranked.

Ms. Pietrowski stated that the application ranked sixth.

Mr. Krapf stated that this process went well for both the Policy Committee and staff.

Mr. Richardson stated that he was pleased with the WJCC Schools CIP process.

Mr. Krapf made a motion to recommend the CIP rankings with the notes to the PC.

The motion passed 4-0.

Ms. Tammy Rosario asked if there were any reflections on this process that staff should apply in its efforts to make the CIP process web-based.

Mr. Richardson asked if the rankings would be updated as the members are inputting their scores.

Ms. Rosario stated that staff will work with Information Technology to allow as much functionality as desired by the Policy Committee.

Mr. Krapf stated that he and Mr. Haldeman have made several comments during a trial of the web-based process. He stated that comments were made to make sure that the rankings would update as members make their scores and that members could see the scores for all applications on the screen.

Mr. Haldeman asked if there were additional comments.

There were no further comments.

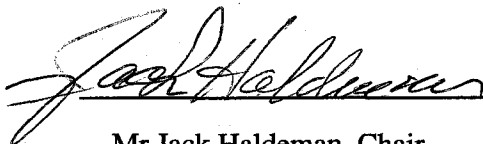
**E. NEW BUSINESS**

There was no new business.

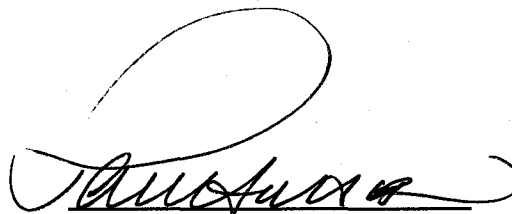
**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn. The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 4:45 p.m.



Mr Jack Haldeman, Chair



Mr. Paul Holt, Secretary