

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building F Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 10, 2022**  
**4:00 PM**

---

**A. CALL TO ORDER**

Mr. Frank Polster called the meeting to order at approximately 4:05 p.m.

**B. ROLL CALL**

Present:

Frank Polster, Chair  
Jack Haldeman  
Tim O'Connor

Absent:

Rich Krapf

Staff:

Ellen Cook, Principal Planner  
Josh Crump, Principal Planner (Virtual)  
Terry Costello, Senior Planner  
Suzanne Yeats, Planner  
Paxton Condon, Community Development Assistant  
Katie Pelletier, Community Development Assistant (Virtual)  
Cheryl Cochet, Assistant Director, Financial and Management Services Department (Virtual)  
Margo Zechman, Senior Budget and Accounting Analyst (Virtual)

**C. MINUTES**

1. Minutes of the September 9, 2021 Meeting

**D. OLD BUSINESS**

There was no Old Business.

**E. NEW BUSINESS**

1. Fiscal Year 2023-2027 Capital Improvements Program Review

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2023-2027 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would rank each request in accordance with the Comprehensive Plan and provide a list of its priorities to the Board of Supervisors. She stated that 29 applications were received from County departments and related agencies and three requests were received from the Williamsburg-James City County (WJCC) Schools. She stated that the Policy Committee could identify questions for departments regarding their CIP requests. She stated that requested departmental staff would be attending the next two meetings to answer detailed questions, and that Financial and Management Services staff will also be available to answer questions about the overall budget process. She stated that staff would compile the finalized ranking to present at the March 14, 2021, meeting of the Planning Commission.

Mr. Tim O'Connor asked what departments were coming to the next meetings.

Ms. Costello stated Economic Development, General Services, Stormwater and Resource Protection, Parks & Recreation, Social Services, Williamsburg Regional Library, and WJCC Schools would be coming to answer questions in the next meetings.

The Committee discussed questions they had for the library and additional details they would like to see including the location and floorplan layout. The Committee discussed their concern with not having a final decision for the location of the library applications.

Mr. Haldeman asked if there were any staff positions for the library and Social Services that could continue to be done via telework. Mr. Haldeman also stated that he does not think that the Chickahominy Riverfront Park RV Storage project would have a large impact on the community but that it does seem to have a high return on investment. He stated that the Police request that covers the expensive equipment seemed like a good idea.

Mr. Polster stated that the Pre-K space application had also not determined a location yet.

The Committee discussed Economic Development's business-ready sites program application. The Committee discussed their questions for the site selection and the return on investment.

Mr. Haldeman asked what the cost-sharing would be between localities for the library and if that is dependent on location.

Ms. Cheryl Cochet stated that for the library the cost-sharing is determined by the location.

Mr. O'Connor stated that he is not sure if the James City County (JCC) residents who are utilizing the current library in the City of Williamsburg were using it by choice or due to materials they need only being available at that location. He stated that he has concerns about the economic benefit to businesses of having the library nearby not occurring in the County if the library is not located here.

Mr. Haldeman asked how much of the funding for the JCC library playground was actually coming from donations.

Mr. O'Connor requested additional information on the Open Space Match program.

Mr. Polster asked about the open space match process and suggested the possibility of the application returning to CIP next year.

Mr. Polster asked about the Social Services building and the space that Olde Towne Medical and Dental Center is renting.

Ms. Cochet stated that Olde Towne is a separate entity and its lease ends in July of 2024.

Mr. O'Connor asked what would become of vacant office space and how that would be repurposed.

The Committee discussed whether the costs for the curbside recycling and for the design of the new baseball field were too high.

The Committee discussed the various park projects and the costs of each as well as the potential cost savings if the County were able to do the projects together rather than in stages.

Ms. Cochet explained that the County's debt capacities are taken into account for every application. She stated that it would be best to discuss the timeline of each project with the project managers to determine whether that was logistically possible.

Mr. Haldeman asked what the next steps were.

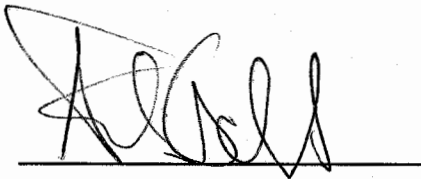
Ms. Costello stated that department representatives would be in attendance at the February 17 and 24 meeting to answer questions.

**F. ADJOURNMENT**

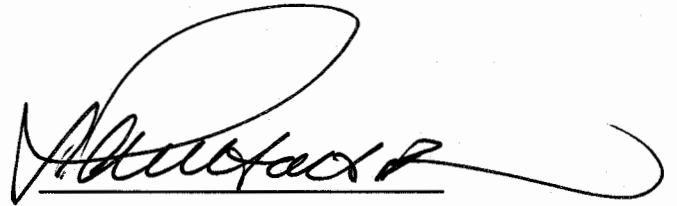
Mr. Haldeman made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 4:40 p.m.

A handwritten signature in black ink, appearing to read "F. Polster", written over a horizontal line.

Mr. Frank Polster, Chair

A handwritten signature in black ink, appearing to read "P. Holt", written over a horizontal line.

Mr. Paul Holt, Secretary