

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 30, 2008**

BOARD OF TRUSTEES: Larry Yandow (Village President); Deb Billado, John Lajza, George Tyler, Peter Gustafson.

ADMINISTRATION: Dave Crawford, Village Manager; Village Development Director, Robin Pierce.

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Village President, Larry Yandow, called the regular meeting to order at 6:30 p.m. and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Add under 'New Business':

- Request from Don Weston for a temporary sign at CVE from October 1st through October 13th.
- Village Center Initiative
- Request from Gabe Handy for waiver related to his development at 235 Pearl St.

III. GUESTS/PRESENTATIONS

1. Comments from Public on Items not on Agenda
None.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Technical Assistance from CCMPO for Concept Traffic Study of the "Crescent Connector" Road

Robin Pierce, Village Development Director, explained the idea of a crescent shaped road connection from Main Street along Railroad Street across Maple Street onto railroad property and then connecting to Park Street to potentially take through traffic on Park Street and Route 15 (Main Street) away from the Five Corners intersection. The road may provide the Lincoln Inn opportunity for outdoor seating. The idea of the crescent road is geared to support pedestrian flow. According to data from traffic studies of Five Corners half (50%) of the traffic coming through Five Corners is traveling on Park Street and Main Street. A significant portion of traffic is also traveling on Maple Street to Five Corners. CCMPO will work with staff to investigate the impact of the proposed crescent road on traffic as part of the CCMPO work plan (so there may not be a charge for the work). CCMPO will be asked to do a concept traffic study of the proposal. The actual location of the road has to be determined.

Larry Yandow commented the traffic light at Iroquois Ave. has caused traffic to back up through Five Corners and up Route 15. Peter Gustafson noted the sequence of the traffic

light change at the IBM entrance on Park Street may be off. Dave Crawford will investigate the matter.

George Tyler asked about open land parcels on the former Flanders property. Robin Pierce confirmed the open areas can be developed. There is also land by Bailey Springs that could be developed if the crescent road is in place. Dave Crawford added the property owners are open to discussion of the proposed road. The railroad property will present the greatest challenge.

MOTION by Peter Gustafson, SECOND by John Lajza, to request technical assistance from CCMPO for a concept traffic study of the ‘crescent connector’ road as presented.

DISCUSSION: George Tyler applauded the concept road and is looking forward to the findings of the study. There were no further comments.
VOTING: 5 ayes; motion carried.

2. Enlargement of Village Center Designation

Robin Pierce explained the proposal to expand the village center area to include the Pearl Street shopping center area to better reflect what is there now and to help developers see opportunity to create a streetscape. Smart Growth supports the proposal.

MOTION by Deb Billado, SECOND by John Lajza, to authorize staff to apply to the state to enlarge the “village center” designation as presented. VOTING: 5 ayes; motion carried.

3. Village Center Initiative Area

Staff is proposing to be proactive and contact property owners in the designated area to encourage and collaborate on redevelopment possibilities and building improvements. Staff would like to proceed with the parking initiative in the village center area by contacting property owners and requesting easements for public parking. The Village will remove snow and assume some of the maintenance costs for the parking areas. Tax and funding incentives are being offered.

MOTION by John Lajza, SECOND by George Tyler, to authorize staff to be proactively collaborative with developers and landowners in identifying appropriate areas of the village for potential development and/or building improvements.
VOTING: 5 ayes; motion carried.

MOTION by Deb Billado, SECOND by George Tyler, to authorize staff to execute a comprehensive initiative toward parking stability in the village as presented.

DISCUSSION: Dave Crawford briefly reviewed the procedure (approach) and conversation with property owners to be contacted.
VOTING: 5 ayes; motion carried.

4. Vermont Neighborhood Designation for Roscoe Court

Staff requested authorization to ask the state to classify Roscoe Court as a “Vermont Neighborhood”. The proposed in-fill development on Roscoe Court includes 24 housing units of which 18 will be single family homes and six duplex units. If the designation is secured the project will be exempt from Act 250 review and land gains tax.

MOTION by George Tyler, SECOND by Peter Gustafson, to authorize the Village Manager and Development Director to proceed with the Vermont Neighborhood Designation for Roscoe Court.

DISCUSSION: There was discussion of connectivity via roads and pedestrian/bike paths.

VOTING: 5 ayes; motion carried.

5. Pearl Street Improvement Project

Staff requested permission to seek CCMPO assistance in the development of a conceptual plan and to accept the offer from CVE to be a financial partner in the project. The Village can apply for a transportation action grant of up to \$50,000. There is a \$10,000 match that can include in-kind services (engineering, staff time, and such).

MOTION by Deb Billado, SECOND by John Lajza, to authorize staff to request CCMPO assistance in development of a conceptual plan relative to the Pearl Street Improvement Project. VOTING: 5 ayes; motion carried.

MOTION by Larry Yandow, SECOND by George Tyler, to accept the offer from CVE to be a financial partner in the Pearl Street Improvement Project.

DISCUSSION: Dave Crawford noted CVE will provide \$10,000 for eight years (total of \$80,000). The Village is responsible for a 20% match.

VOTING: 5 ayes; motion carried.

MOTION by George Tyler, SECOND by Peter Gustafson, to authorize the Village Manager and Development Director to proceed with the Transportation Action Grant application as presented. VOTING: 5 ayes; motion carried.

The Board stressed that the message to village residents is that the village is trying to move ahead as demonstrated by the above actions.

6. Tree Farm Property

Dave Crawford described the land at the tree farm (homestead, open space, and soccer fields). The state is moving forward with division of the land. The high school has indicated an interest in having trails on part of the property. The soccer association is presently leasing the soccer fields.

7. Trustees Development Committee

MOTION by Larry Yandow, SECOND by Peter Gustafson, to add Deb Billado and George Tyler to the Trustees Development Committee.

DISCUSSION: Trustees Billado and Tyler will work with staff in contacting property owners and potential developers.

VOTING: 5 ayes; motion carried.

8. Planning Commission Membership

MOTION by John Lajza, SECOND by George Tyler, to increase the number of members on the Planning Commission to seven people.

DISCUSSION: Diane Clemens, current member on the Planning Commission, noted with more people on a board it can be even more difficult to secure a quorum. There is more chance of conflicts with more members. Ms. Clemens said in her experience on the Planning Commission there have been incidents where three members were present and that is a quorum with five members so business could be conducted. Regarding the issue of conflict of interest there has not been a problem getting a quorum with the current membership number. George Tyler noted the actions just taken by the Board in support of (re)development initiatives in the village will likely result in an increase in planning activity in the village. Deb Billado added if development happens as anticipated in the next few years there could be more conflicts of interest. Diane Clemens stated more planning staff will be needed to facilitate the ratcheting up in planning activity. Dave Crawford confirmed an increased workload is anticipated. The Village Engineer will be able to assist. Grant will be sought for funding and/or expertise. The impact on planning will be examined and the appropriate action(s) taken. Peter Gustafson suggested the increased membership number be tried for two years. A change can be made if necessary.

FRIENDLY AMENDMENT by Peter Gustafson to add a 36 month window to the increase in membership with a target date of October 21, 2008 to conduct interviews of candidates for the added two seats on the Planning Commission.
VOTING ON MOTION AS AMENDED: 5 ayes; motion carried.

9. Temporary Sign at CVE from October 1, 2008 – October 13, 2008

MOTION by Deb Billado, SECOND by George Tyler, to approve the request from Don Weston for a temporary message board (sign) posted on CVE property from October 1, 2008 through October 13, 2008.

DISCUSSION: The sign is advertising a speaking engagement by Beth Moore (motivational speaker).

VOTING: 5 ayes; motion carried.

10. Gabe Handy Request for Development Project at 235 Pearl Street

Dave Crawford gave a brief history of the waiver request relative to the water pipe and revisions to the project plans.

MOTION by George Tyler, SECOND by Peter Gustafson, to acknowledge the situation facing Mr. Handy, but to reject the proposal by Gabe Handy as outlined in the letter, dated September 30, 2008, and request continuance of the original project design. VOTING: 5 ayes; motion carried.

VI. VILLAGE MANAGER'S REPORT

1. ICMA Conference

Dave Crawford reported on the beneficial ICMA conference he recently attended that offered good keynote speakers and many good ideas.

2. New Bus Stop on Park Street

Dave Crawford reported there will be a new bus stop north of the first railroad crossing on Park Street.

3. Taft Street Work

Work has begun on Taft Street. The Board discussed the need for the high school to submit a comprehensive plan for the new development off the end of Taft Street. The Board wants a complete conceptual street layout plat and a time line showing how streets will connect and how the lots will look. This is the same as the request to draft a plan for the Park Street School and tie-in to the Village Center District. Dave Crawford will forward the suggestion to the School Board and Planning Commission.

4. Trustees Meeting Schedule

- Regular Meeting on 10/14/08
- Special Meeting on 10/21/08
- Regular Meeting on 11/10/08 (Monday)
- Regular Meeting on 11/25/08

5. CVE Negotiations

Negotiation meeting scheduled on 10/3/08. The subcommittee is discussing issues of noise and finance.

6. Five Corners Project

Paving is complete. Streetlights are installed. Line marking is done. Mast poles for the traffic lights are expected by November.

Larry Yandow mentioned the pavement is breaking up on Maple Street by the intersection. Dave Crawford will follow up on this matter.

VII. TRUSTEES COMMENTS/CONCERNS

1. Board Member Comments

None.

VIII. CONSENT AGENDA & READING FILE

MOTION by Deb Billado, SECOND by John Lajza, to approve the consent agenda as follows:

- 1. Approve Minutes (9/9/08 & 9/15/08)**
- 2. Approve Warrants**
- 3. Noise Waiver Request for EHS Homecoming Fireworks on 10/4/08**
- 4. Reading list acceptance (letters/communications)**
 - **Planning Commission Minutes of 9/4/08**
 - **Zoning Board Minutes of 9/16/08**

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- Letter from Shirley Zundell to GMP re: Landscaping at Plant #19
 - CCRPC Agenda & Minutes
 - Vermont Infrastructure Bank Memo & Brochure
 - Legislative Breakfast Series Schedule and Registration Form
 - FY10 Budget Schedule

DISCUSSION: Peter Gustafson stressed the EHS homecoming event is wonderful and well worth attending.

VOTING: 5 ayes; motion carried.

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by John Lajza, **SECOND** by George Tyler, to go into Executive Session to discuss legal matters, and to invite the Village Manager to attend. **VOTING:** 5 ayes; motion carried.

The Board entered Executive Session at 8:10 p.m.

MOTION by John Lajza, **SECOND** by Peter Gustafson, to adjourn Executive Session and the regular meeting. **VOTING:** 5 ayes; motion carried.

Executive Session and the regular meeting were adjourned at 10:25 p.m.

RScty: M.E.Riordan