

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 9, 2009**

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

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, Larry Yandow, called the 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": Amend Fee Schedule to Reflect Recording Fee of \$10/page.

III. GUESTS/PRESENTATIONS

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

2. Public Hearing: FY10 Budget Reductions

The public hearing was opened at 6:31 p.m. Dave Crawford reviewed the suggested reductions in the FY10 of \$117,488 per the mandate of the voters at the annual meeting. Reductions are in the areas of termination benefits, land acquisition, wages & benefits, general administration, library, business promotion in the village, fire department wage increases, pavement maintenance and capital outlay for a fence. The Board will vote on the reductions at the June 30, 2009 meeting and then staff will make the appropriate modifications to the budget. There were no further comments. The public hearing was closed at 6:45 p.m.

IV. EXECUTIVE SESSION

MOTION by Peter Gustafson, SECOND by George Tyler, to go into Executive Session to interview candidate(s) for vacancies on village boards and commissions. VOTING: 5 ayes; motion carried.

Executive Session was convened at 7:10 p.m.

MOTION by Peter Gustafson, SECOND by George Tyler, to adjourn Executive Session and reconvene the regular meeting. VOTING: 5 ayes; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 7:25 p.m.

V. OLD BUSINESS

1. Update on Recovery Act Applications

Dave Crawford reported the ANR has given strong indication the Village will receive the grants for the WWTF blower and the slip insert for sewer pipes. Four bids were received

for the sewer lines and one bid was received for the blower. Voter approval is needed to spend the funds that have already been accrued for the projects (the funds provide the local match money for the grant). The contract for the blower could be awarded by June 12th. Regarding highway applications for stimulus money from VTrans, the situation continues to be in flux which is very frustrating. VTrans is now saying sidewalk projects will be limited to a maximum of \$300,000 and there may only be one award per county. Surveyed plans of rights-of-way are now required. It is likely there will be subsequent rounds of release of funds. VTrans has received other more detailed plans than those submitted by the Village, stated Mr. Crawford. To meet the limit of \$300,000 for sidewalk projects it is suggested the Village submit an application for sidewalk work from the point where the Pearl Street earmark ends (by the shopping center) to the fire station. The Board questioned where the \$30 million of stimulus money received by the state went. Dave Crawford speculated the legislature readjusted the budget and allocated money elsewhere. Deb Billado said it feels like a “bait and switch” by the state in that municipalities did the work of compiling detailed applications for projects which the state needed to secure the federal stimulus funding, but now these communities are not getting the funds. John Lajza stressed the request to the voters to borrow money should still move forward so the Village is prepared if/when the funds are released. Dave Crawford agreed, adding the situation continues to change. VTrans is now thinking about requiring the engineering to be included in the application. There was further discussion and agreement of the need to get voter approval for the funding so stimulus funds can be received, especially as it appears amounts are decreasing. Dave Crawford said the state was clear the stimulus committee has to review applications. Current instructions are to divide up the money as much as possible around the state. There is a cap of \$300,000 for sidewalk projects and a \$350,000 minimum for paving projects. The applications must include complete engineering and survey work.

Dave Crawford gave a brief update on the rail proposal. Per the directive from VTrans the Village found the 20% matching money (New England Central Railroad will provide the match), solicited regional support for the proposal, and met with the rail infrastructure subcommittee about the project. At the recent Vermont Rail Advisory Council meeting there was discussion of the priorities that the subcommittee set for the western corridor using the Jeffords earmark. To date only one project has been done using the Jeffords money (Burlington tunnel at a cost under \$1 million). There was agreement the proposal is a ‘win-win’ and the Rail Council voted to support the project. One member abstained from the vote (Dave Wulfson with Vermont Railway). VTrans Rail Division, however, did not support the vote and has gone on record against the action by the Rail Council even though the impression was given at the start of the process that if match money could be found VTrans would support the project. A letter has been drafted to the Governor requesting support of the project. Dave Crawford said he is meeting with Canadian National to discuss right-of-way matters relative to the multi-use path before pursuing funding for the path. The parent company of New England Central Railroad will not hold the match money for long so the project needs to progress.

2. Update on Pearl Street Streetscape Project

Dave Crawford reported CCMPO is moving the application through the MPO and VTrans. The first \$400,000 earmark does not require a local match. When the earmark is received the design will be finished and sent to VTrans. Bids will go out early next year (2010) with construction to follow. The earmark of \$1.8 million does require matching funds. The total project cost is about \$3 million. The cost of portions of the project outside the public right-of-way will be covered by CVE. The Village will own the land, but CVE will maintain the area (fence, booth, sign). On a side note, Dave Crawford explained the sewer installation at CVE and the Hamlin Engineering building when the water main work was being done. Regarding the Pearl Street paving project Dave Crawford reported on the frustrating difficulties in dealing with VTrans and as a result the change order by Whitcomb (contractor) for the paving is \$388,000 versus \$125,000.

3. Preparation for Special Village Meeting on 6/15/09

Dave Crawford said the dollar figures are still being finalized relative to stimulus funding for the applications submitted to VTrans. Information about the special meeting and the projects on a continuous loop is being shown on the computer at the library. There was mention of also having the information available on the website. There was lengthy discussion of the presentation to be given at the special meeting. Jim Jutras will present information on the blower and sewer line items. The Trustees felt the public should be informed as to the need for the meeting, what the projects are, the rationale for borrowing and how much is needed. Past examples of borrowing and the resulting projects should be cited. It should be stressed that this is a rare opportunity to access sewer and treatment plant dollars which will diminish pressure on user fees and highway dollars that will reduce capital need. Match money for the sewer projects is already accrued (the money was collected from user fees). The special meeting will be announced on Front Porch Forum. There was discussion of other ways to announce the meeting (sandwich boards, banners, and such).

4. Local Options Tax Discussion

Dave Crawford reported to date no volunteers have come forward to serve on the local options tax study committee. Deb Billado volunteered to be chairwoman of the committee. Advertisement for members will be posted on Front Porch Forum. The Trustees will solicit volunteers.

VI. NEW BUSINESS

1. Amend Fee Schedule to Reflect Recording Fee of \$10/page.

MOTION by John Lajza, SECOND by Peter Gustafson, to amend the Village of Essex Junction Fee Schedule to increase recording fees from \$8 per page to \$10 per page effective July 1, 2009. VOTING: 5 ayes; motion carried.

2. Bid Award for FY10 Paving Projects (Orchard Terrace, Seneca Ave.)

MOTION by John Lajza, SECOND by George Tyler, to authorize the Village Manager to award the paving contract to Pike Industries for paving on Orchard Terrance and Seneca Ave. at a cost per ton of \$65.55 for a total contract of \$51,718.95. VOTING: 5 ayes; motion carried.

Dave Crawford noted the project budget was \$98,500, but the bids came in at \$51,719 leaving a remainder of \$46,781. Staff is contemplating taking the capital for the South Summit St. project of \$31,000 from the balance which will leave \$15,000 for shimming and other finish work. The capital amount (\$31,000) will be applied to the Pearl Street project.

3. Tri-Town Wholesale Rates at WWTF for FY10

Dave Crawford stated the recommended wholesale rate is \$1.8641 per 1,000 gallons. The recent meeting of the Tri-Town Committee was very productive, but George Dunbar is requesting to step down from the committee and the Trustees are urged to ask him to stay due to the depth of his institutional knowledge. There is \$45,000 for the facilities engineer contract because it is time to look at capital replacements at the plant. There is a budget deficit this year (\$250,000) due to digester work and reduced flows. Sludge land application is on-going. Also, the process of collecting funds from the other member towns is being tightened to help with cash flow.

MOTION by George Tyler, SECOND by Deb Billado, to set the wholesale rate at the WWTF paid by the towns of Williston and Essex at \$1.8641 per 1,000 gallons for FY10. VOTING: 5 ayes; motion carried.

4. Loan for FY09 Tri-Town WWTF Deficit

MOTION by John Lajza, SECOND by Peter Gustafson, to approve and sign the WWTF loan for \$250,000 at an interest rate of 3.25% for a term through June 11, 2014. VOTING: 5 ayes; motion carried.

5. Revolving Loan Application for WWTF Blower and Sewer Line Repairs

The Board approved and signed the loan application for the aeration blower replacement and sewer line repairs (Article 1 of the Special Meeting on 6/15/09).

6. Appointment to Village Boards and Commissions

MOTION by Deb Billado, SECOND by Peter Gustafson, to make the following (re)appointments:

- **Dan Kerin to the Planning Commission for a term ending 6/20/12**
- **Liza Kilcoyne to the Planning Commission for a term ending 6/30/12**
- **Tom Weaver to the Zoning Board for a term ending 6/30/12**
- **Martin Hughes to the Zoning Board for the remainder of the term previously held by Mary Gauthier which expires 6/30/10.**

VOTING: 5 ayes; motion carried.

VII. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

June 15 at 7 PM – Special Meeting

Week of June 22 – Manager on vacation

June 30 at 6:30 PM – Regular Trustees Meeting

July 14 at 6:30 PM – Regular Trustees Meeting

Week of July 19 – Manager on vacation

July 28 at 6:30 PM – Regular Trustees Meeting
August 11 at 6:30 PM – Regular Trustees Meeting
August 25 at 6:30 PM – Regular Trustees Meeting
September 8 at 6:30 PM – Regular Trustees Meeting
September 22 at 6:30 PM – Regular Trustees Meeting
October 13, 2009 at 6:30 PM – Regular Trustees Meeting
October 27, 2009 at 6:30 PM – Regular Trustees Meeting

2. Meeting with Central Street Group on June 17, 2009 at 6:30 PM

The meeting with the Central Street group is advertised as a Trustees meeting so all the Trustees can attend. There will be an aerial map to show zoning and property lines as well as a poster display showing what makes a streetscape work. Some of the stimulus projects submitted by the Village will help in revitalizing the area.

3. June 30th Trustees Meeting

The vote on the proposed reductions to the budget will be done by the Board at the June 30, 2009 meeting. Also at the June 30th meeting John O’Kane will provide his overview of the recent legislative session. School board and legislative members will be invited as well as the Essex Selectboard and Town Manager. Water/sewer rates will be set at the June 30th meeting, too.

4. Multi-Use Path

A meeting with the railroad to discuss the multi-use path is scheduled on 6/10/09.

5. Summer Public Works Hours

Per past practice summer hours for Public Works employees will be in effect.

6. Work in Village

Utility adjustments and line markings on Pearl St. are moving forward. Sewer and catch basin cleaning, brush trimming, and replacement of the bushes on Park Street with a brick island are slated to be done. At Five Corners the sign holder will be moved closer to Lincoln Hall and painted. Final inspection of the work at Five Corners will occur the week of June 15th. A few changes orders (controller and others) are still being processed. Money from the storm water project will be used for a drying bed at the WWTF.

7. Vandalism

There have been some incidents of vandalism in the village. Maintenance of vacant properties is a concern.

8. Signs

There is a proliferation of sandwich signs in the village. Notices are being sent to merchants about compliance with the ordinance.

9. CSWD Trucks

Per discussion with Chittenden Solid Waste District about trucks coming/leaving their facilities, the routes are what they are and trucks have the right to use them. There is

agreement to the need for the circ highway and better recycling to reduce the number of trucks needed. CSWD works with the truckers to help ease the impact of the trucks.

10. Mac's Market

There was a meeting with Mac's Market to explore ideas on how they can improve their business and how to address vacancies in shopping center. There is 6,000 s.f. of space that recently came on the market in the shopping center. There are a number of vacant stores in the downtown area. The village website could be used to provide information about available space.

11. Pearl Street Study Grant

With the \$50,000 grant through CCMPO work will soon begin on the Pearl Street study to bring together past studies of lighting, road use, rail possibilities and to develop an action plan (what project, when, and funding).

12. Tree Farm Property

Notice will be sent to Essex and Essex Junction regarding acquisition of the state owned tree farm property on Old Colchester Road. The Trustees will discuss the matter further at a future time.

VIII. TRUSTEES COMMENTS/CONCERNS

1. Board Member Comments/Concerns

George Tyler asked about the status of the village marketing committee. Dave Crawford said they have been meeting, but have found it difficult to get business owners to attend and share information. The radio ads have been fairly successful. It may be necessary to have a part time person or intern make continued contact with businesses in the community. Trustee Tyler suggested at some point the matter should be on the Trustees meeting agenda for further discussion. Larry Yandow suggested getting the property owners, not just the business owners, involved. Dave Crawford observed the situation is complex, but not unique to Essex Junction. Other towns are experiencing the same.

Deb Billado acknowledged the energy, time and effort expended by Dick Munsell on Veterans Memorial Park. Mr. Munsell recently passed away and he will be missed dearly.

Trustee Billado requested a list of existing and proposed projects in the village so the Trustees can stay tuned in to proposed development.

IX. CONSENT AGENDA & READING FILE

MOTION by John Lajza, SECOND by George Tyler, to approve the consent agenda as follows:

- 1. Approval of Annual Meeting Minutes (4/1/09)**
- 2. Approve of Minutes of Previous Meeting (5/26/09)**
- 3. Approval of Warrants**
- 4. Planning Commission Minutes 5/21/09**
- 5. Authorize Sale of Village Equipment (Fire Dept. boat, WWTF tank truck)**

6. Neighborhood Block Party on Summit Street 7/19/09
7. Reading list acceptance (letters/communications)
 - CCMPO Public Hearing Notice for 6/17/09
 - Thank You to Fleming School 5th Grade for Hero Quilt

VOTING: 5 ayes; motion carried.

X. EXECUTIVE SESSION

MOTION by Peter Gustafson, **SECOND** by Deb Billado, that the Board of Trustees go into Executive Session to consider legal matters, contract negotiations and personnel matters, and potential budget changes related to personnel issues where premature general public knowledge would clearly place the Village at a substantial disadvantage, and to permit staff to be present for this session. **VOTING: 5 ayes; motion carried.**

The Board entered Executive Session at 9:10 p.m.

MOTION by John Lajza, **SECOND** by George Tyler, to adjourn Executive Session. **VOTING: 5 ayes; motion carried.**

Executive Session was adjourned at 10:28 p.m.

XI. ADJOURNMENT

MOTION by Peter Gustafson, **SECOND** by George Tyler, to adjourn the meeting. **VOTING: 5 ayes; motion carried.**

The meeting was adjourned at 10:30 p.m.

RScty: M.E.Riordan