

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
December 15, 2009**

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

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**WORK SESSION and EXECUTIVE SESSION**

[Larry Yandow not present for this portion].

The Board held a budget work session from 2 p.m. to 4:30 p.m.

**MOTION by John Lajza, SECOND by Peter Gustafson, that the Board of Trustees go into Executive Session to discuss real estate matters and contract negotiation with the Village Attorney. VOTING: 4 ayes; motion carried.**

The Board entered Executive Session at 4:30 p.m.

**MOTION by Peter Gustafson, SECOND by George Tyler, to adjourn Executive Session. VOTING: 4 ayes; motion carried.**

Executive Session was adjourned at 6:15 p.m.

**I. CALL TO ORDER and 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**

Addition: Receipt of ANR loan funding.

**III. GUESTS AND PRESENTATIONS**

1. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

2. Public Hearing: Pearl Street Streetscape Project

The public hearing on the Pearl Street streetscape project was opened at 6:35 p.m. Project Manager, Rick Hamlin, introduced the project team in attendance: Jody Carriere (PE with Lamoureux & Dickinson), Liza Kilcoyne (architect with Gardner & Kilcoyne), Ande DeForge (VTrans), John Booth (CVE board member emeritus and CVE project engineer), and Dave Grimm (CVE General Manager).

An update on the project's progress was given. Jody Carriere reviewed the project area from the Gate B entrance to Post Office Square shopping center, highlighting items in the project such as the wide cement sidewalk with colored or textured accents, gas style street lamps, reconfigured entrance gates, new pedestrian plaza and ticket building, wrought iron fence and brick posts, signs, banners, flagpoles, and landscaping/plantings.

There will be a median with plantings at Gate B with floodlights operated by the police when directing traffic. The existing sign will be replaced with a new LED sign. The sidewalk and drive at Gate B will be at grade. At Gate A (across from McDonald's Restaurant), there will be a bus pull off and bike racks (and a gate for emergency vehicles). The crosswalk has been relocated away from the McDonald's Restaurant to in front of the new ticket booth/pedestrian entrance. An animated 'drive through' of the project area was viewed.

Deb Billado asked about the footcandles with the combination of gas lamp streetlights and existing streetlights. Jody Carriere said the existing arm mounted cobra head style lights on the utilities poles will be removed by Green Mountain Power. There will be increased illumination with the lights on both sides of the street. Rick Hamlin clarified the lighting level will be similar to Park Street.

3. Accept Conceptual Design & Authorize Design Engineer to Proceed with Preliminary Plan Development of Pearl Street Streetscape

**MOTION by Peter Gustafson, SECOND by John Lajza, to accept the conceptual design of the Pearl Street streetscape project as presented and to authorize the design engineer to proceed with preliminary plan development. VOTING: 5 ayes; motion carried.**

#### **IV. OLD BUSINESS**

1. Update on Pearl Street Streetscape Project

Dave Crawford reported the project team has been working hard and the streetscape project is on schedule. Regarding funding by the Village and CVE for the project, the CVE portion is over the allocated amount, but the Village position is below budget. CVE is working to make adjustments to bring their portion in line. Regarding the transfer of Pearl Street from the state to the Village, the survey by the state is not complete at this time. The transition could have a condition to allow the survey to be submitted at a later date. The ANR storm water permit process will also catch up after the transfer. The traffic light at West Street needs to be updated (controller, signal heads, pedestrian signals, ADA compliance). The cost to update is about \$40,000, but the state is not inclined to make the investment and will consider guaranteed maintenance of internal components for five years. The state committed to transfer of the right-of-way by early 2010.

2. Update on Recovery Act Projects

Approval of the ANR loan application for \$566,938.40 has been received. The project is eligible for a 50% subsidy of \$283,469.20. The project is nearly complete (deadline extended to 2/15/10). In several instances it was necessary to dig up the ground to make repairs to the sewer pipe. The Village has fronted the money for the project to date and now will have reimbursement from the state.

3. Update on Railroad Upgrade Project

Dave Crawford reported the CVE Board of Directors declined to support the railroad upgrade project which is disappointing. George Tyler commented CVE and the Village

collaborated to do an upgrade that benefits CVE and now it appears the gesture was not reciprocated. The railroad upgrade will benefit both CVE and the village as a whole. It is hoped in the future CVE will work with the Village Administration on this matter, urged Trustee Tyler.

4. Update on Local Option Tax Committee  
No report.

5. Update on Railroad Ave. Revitalization Project  
George Tyler mentioned the interactive display at the library in January on the future of the village downtown area (information on projects that have been done in the past and those the villagers may want to see done).

#### **V. NEW BUSINESS**

None.

#### **VI. VILLAGE MANAGER'S REPORT**

##### **1. Meeting Schedule**

- Jan. 6 @ 6:30 – Budget Work Session
- Jan. 12 @ 6:00 – Board of Civil Authority followed by Regular Trustees Meeting
- Jan. 26 @ 6:30 – Regular Trustees Meeting
- Feb. 9 @ 6:30 – Regular Trustees Meeting
- Feb. 23 @ 6:30 – Regular Trustees Meeting
- March 9 @ 6:30 – Regular Trustees Meeting
- March 23 @ 6:30 – Regular Trustees Meeting
- April 7 @ 7:00 – Village Annual Meeting
- April 13 @ 6:30 – Regular Trustees Meeting

Special Meetings:

- Dec. 17 @ 6:30 - Essex Planning Commission Public Hearing re: Town Plan
- Feb. 10 @ 5:00 – Public Forum on Railroad Ave. Revitalization Project

#### **VII. TRUSTEES COMMENTS/CONCERNS**

There were no comments from the Trustees.

#### **VIII. CONSENT AGENDA & READING FILE**

**MOTION by Peter Gustafson, SECOND by George Tyler, to accept the consent agenda as follows:**

##### **1. Reading List Acceptance (Letters & Communications)**

- CCRPC Town Report 2009
- Business People Vermont Article about Kaleidoscope Yarns
- Memo from CCMPO re: “Keeping our Air Clean” Draft Report

**VOTING: 4 ayes [Deb Billado not present for vote]; motion carried.**

#### **IX. EXECUTIVE SESSION**

**MOTION by John Lajza, SECOND by Peter Gustafson, 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 invite the Village Manager and Village Intern, Sawyer Joecks, to attend. VOTING: 4 ayes [Deb Billado not present for vote]; motion carried.**

The Board entered Executive Session at 7:10 p.m.

**MOTION by Peter Gustafson, SECOND by George Tyler, to adjourn Executive Session and reconvene the regular meeting. VOTING: 4 ayes [Deb Billado not present for vote]; motion carried.**

Executive Session was adjourned at 8:29 p.m.

**X. ADJOURNMENT**

**MOTION by George Tyler, SECOND by Peter Gustafson, to adjourn the meeting. VOTING: 4 ayes [Deb Billado not present for vote]; motion carried.**

The meeting was adjourned at 8:30 p.m.

*RScty: M.E.Riordan*