

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
April 13, 2010**

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

**ADMINISTRATION:** Dave Crawford, Village Manager.

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**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**

There were no changes to the agenda.

**III. GUESTS AND PRESENTATIONS**

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

2. Lauren-Glenn Davitian re: Annual Update on Channel 17: Charter  
Highlights of the services offered by Channel 17 were presented. Channel 17 is using the internet to push programming out to the community in the time and format that is useful. There was discussion of using the Channel 17 tools more advantageously, such as better highlighting a particular agenda item so people who are interested can tune in. Lauren-Glenn Davitian noted Channel 17 can televise a public hearing in real time before programming begins at 8 PM. There was also discussion of reconfiguring the meeting room for better production of the Trustees meeting. Channel 17 staff will visit the site and assess the room for optimal filming. Options and cost will be discussed (two cameras and operators increase the cost of televising a meeting). Also, more targeted advertising can be done and Front Porch Forum can be better utilized.

Ms. Davitian requested a letter of support from the Trustees addressing the value of Channel 17 to the village. The letter will be forwarded to Comcast to assist with negotiations. Ms. Davitian thanked everyone for supporting Channel 17 which will celebrate 20 years of service on September 13, 2010. The 2010 Calendar of Events was distributed.

3. Pearl Street Multimodal Transportation Plan Follow Up Meeting  
Landscape architect, Jim Donovan, reviewed the complete street vision for Pearl Street, including short term (implemented within seven years) and long term (implemented beyond seven years) recommendations.

Deb Billado said the short term recommendations are fine, but there is concern about the long term elements and impact on businesses between the proposed traffic circles where

left turns will not be allowed. Trustee Billado recommended a survey of the commercial establishments be done before any items are implemented.

George Tyler echoed support for the short term items, but expressed concern about the bike lane and the narrowing of travel lanes from two lanes to one. The section between the proposed traffic circles (referred to as the ‘dog bone’) is innovative and changes the character of the area, said Trustee Tyler, adding the dog bone will work because people want the services and products provided by the businesses. Also, businesses will change and the village needs to design for where the community wants to be in 10 years and beyond.

Peter Gustafson spoke in support of the roundabouts (traffic circles) in this location versus at Five Corners.

Larry Yandow recalled past discussions of having an access road behind the businesses on Pearl Street.

John Lajza expressed concern about the impact on businesses if left turns are not allowed between the traffic circles. Also, a crosswalk needs to be located somewhere in the area from West Street to the fairgrounds or Post Office Square. The Trustees asked CCMPO staff to work with the Village Engineer on the location of a crosswalk by the bus stops on Pearl Street. The stops should be located farther from the roundabouts.

Dave Crawford said staff is receiving comments about traffic backing up west of Susie Wilson Road and between Susie Wilson Road and West Street Extension. George Tyler said according to his timing the delay is an additional 6.5 seconds. Jason Charest said the CCMPO has analyzed the traffic in the area and developed some timing suggestions. John Lajza and George Tyler testified cars do back up in the two left turn lanes onto Susie Wilson Road from Route 15, but not in the right through lane into the village.

Irene Wrenner, Essex Selectboard, suggested an analysis be done of the numbers using the multi-use path, walking, and biking to see the impact on businesses. Jim Donovan said the goal is to add more residential to the area so the district is more mixed use, and to increase bike and pedestrian traffic so people are getting to the sites in ways other than cars. The recommendation on the books and the goal of the village is to make Pearl Street from Susie Wilson Road onward a local road with less strip development. Through traffic will use Susie Wilson Road and the circumferential highway.

Russ Walker, business owner (Copy Ship Fax Plus), spoke in support of reducing the speed of cars on Pearl Street. Mr. Walker stated most vehicles are traveling well in excess of the posted speed limit. Dave Crawford reported the Village Engineer is working on reducing the existing speed limit. John Lajza added the transfer of Pearl Street to the Village makes it easier to make modifications and change the speed limit.

Dave Grimm, CVE General Manager, stated more discussion is needed of the roundabouts in front of the fairgrounds, especially the one in front of Gate B. Mr. Grimm

urged contacting consultants on a national level to see if trees planted in the median to eliminate turning movements by an amphitheatre/exposition fairgrounds works as planned.

Max Levy, Essex Selectboard, commented on the safety of bicyclists on the bike lane and navigating the roundabouts. Jim Donovan pointed out the rider has the option to go around the circle on the roadway or go up on the sidewalk and then re-enter the bike lane after the circle.

John Lajza thanked the attendees (Essex Selectboard, CVE, CCMPO, private business owners) for giving up an evening and attending the meeting.

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

None.

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

1. Authorize Village Manager to Sign Documents Associated with Bids & Award of Pearl Street Streetscape Project

Dave Crawford announced the goal of going through the design process for the streetscape project in one year has been met. Kudos to the Trustees, staff, and Ande DeForge with VTrans. The project cost for the village is \$943,000 (\$198,000 under budget) and \$920,000 (\$5,000 over budget) for CVE (work outside the 66' right-of-way). Contingency of five percent was built into the budget. The plan is to go out to bid by the end of April provided final approvals from the state are received. It is hoped to start work by June.

**MOTION by John Lajza, SECOND by Peter Gustafson, to authorize the Village Manager to sign the bidding awards for the Pearl Street Streetscape Project.**

**VOTING: 5 ayes; motion carried.**

Dave Crawford said he would like to task Hamlin Engineering with construction inspection of the project since Hamlin Engineering has been appointed Village Engineer since 1995. Request for Services was done then and Hamlin has been reappointed every year since. According to VTrans the RFQ process is not needed in this case, and it would be in fairness to other firms not to go through the process when it is known the Village wants to have Hamlin Engineering handling the project. The Village Manager needs to put the appointment of Hamlin Engineering as the Village Engineer since 1995 in writing to VTrans with a note of the desire for continuity of service. The Trustees concurred with sending the letter to VTrans.

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

1. Meeting Schedule

- April 22 @ 8 AM – Special Meeting: Board Retreat
- April 27 @ 6:30 – Regular Trustees Meeting
- May 18 @ 6:30 – Regular Trustees Meeting
- May 25 @ 6:30 – Regular Trustees Meeting

- June 8 @ 6:30 – Regular Trustees Meeting
- June 22 @ 6:30 – Regular Trustees Meeting
- July 13 @ 6:30 – Regular Trustees Meeting
- July 27 @ 6:30 – Regular Trustees Meeting
- August 10 @ 6:30 – Regular Trustees Meeting
- August 24 @ 6:30 – Regular Trustees Meeting

2. Vermont Air Guard Meeting – April 15, 2010

Information on the F-35 fighter jet will be provided to attendees.

3. Rail Activity Day – May 8, 2010

Bus service to St. Albans with a train ride back to Essex Junction will be available. A welcome is being planned at the station in Essex Jct.

4. Rail Branch Line Update

State House passed the Transportation bill without allocation for the rail project. The amount of the earmark is now \$2.5 million with Rail America providing a match of \$500,000.

5. Grant Activity

Application is being made for grants to cover improvements at the train station, community events, replacement of the generator and fuel oil tank in Lincoln Hall.

6. Farmers Market

There will be a presentation to Trustees at the 4/27/10 meeting on the planned farmers market.

7. Waste Water Treatment Facility

Repairs on the broken pipe are done. Work continues with the state on associated issues.

8. Storm Water Permit

Jim Jutras has drafted comments to the state regarding the storm water permit (phase 2).

9. Year End Financials

Financials appear to indicate the year will close out on budget.

10. Special Trustees Meeting – April 22

Draft agenda for the retreat provided to the Trustees.

11. Saxon Hill

The town and conservation committee are working on the matter at Saxon Hill. The 92 acres of land owned by the village are not involved.

12. IBM Recreation Renewal

Village Attorney is reviewing the associated documents.

**VII. TRUSTEES COMMENTS/CONCERNS**

The Trustees will review the draft agenda for the retreat and set priorities.

**VIII. CONSENT AGENDA & READING FILE**

**MOTION** by Peter Gustafson, **SECOND** by Deb Billado, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (3/16/10 & 3/23/10)**
- 2. Approve Warrants**
- 3. Request to close part of Maple Street for Little League Parade 5/8/10**
- 4. Approve FEMA Grant Application by Fire Dept.**
- 5. Reading List Acceptance (Letters & Communications)**
  - **Notice of Public Comment Period & Informational Hearing on Class 2 Modifications to IBM's Hazardous Waste Treatment 4/14/10**
  - **Article in *Essex Reporter* re: Proposed Bike Park**
  - **Invitation to Bike Park Committee Meeting 4/15/10**
  - **2010 Development Review Volunteers Retreat June 18-19**

**VOTING: 5 ayes; motion carried.**

**IX. 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 invite the Village Manager to attend. **VOTING: 5 ayes; motion carried.**

The Board entered Executive Session at 8:40 p.m.

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

Executive Session was adjourned and the regular meeting reconvened at 9:04 p.m.

**X. ADJOURNMENT**

**MOTION** by John Lajza, **SECOND** by Deb Billado, to adjourn the meeting. **VOTING: 5 ayes; motion carried.**

The meeting was adjourned at 9:05 p.m.

*RScty: M.E.Riordan*