

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 18, 2010**

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

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, Deb Billado, called the meeting to order at 6:30 PM 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

Mark McDowell mentioned his previous inquiry about the plan by the Rec. Dept. to relocate a baseball field from Maple Street Park to behind Albert D. Lawton School and the apparent lack of awareness of the plan by the Village Manager and the Board of Trustees. The baseball field at Maple Street Park is a significant community asset, stressed Mr. McDowell, and several baseball leagues, including Essex Junction Little League, have invested much time and money improving the field over the years. Mr. McDowell urged the Trustees to oppose the relocation since the field is technically on village property, and requested further discussion of the matter, perhaps at the Trustees meeting on May 25, 2010. Village president Deb Billado indicated that she would request Mr. McDowell and the baseball field issue be added to the May 25, 2010 meeting agenda.

Ralph "Lefty" Guillette presented a letter to the Trustees describing why baseball is important to youth development, and urged the Trustees to oppose the relocation of the field away from Maple Street Park. The Trustees accepted the letter and thanked Mr. Guillette for his efforts.

2. Farmers Market Proposal Final Approval

Lori Houghton and Toni Morgan presented the final list of vendors for the farmers market on Lincoln Place, noting the remaining details of the contract have been settled with recommendations from the Village Attorney included. The name of the market will be "Five Corners Farmers Market". The types of signs to publicize the event were described as well as placement and traffic flow.

MOTION by John Lajza, SECOND by George Tyler, to approve and authorize the Village Manager to sign the Five Corners Farmers Market Lincoln Place Use Agreement as proposed and with the following modifications:

1. Revising the title to read “Five Corners Farmers Market Lincoln Place Use Agreement”.
2. Modifying the ‘Whereas’ sections as recommended by the Village Attorney, Dave Barra.
3. Including the items detailed in the Farmers Market May 12th points regarding signage and details of Village responsibilities.
4. Limiting the total number of vendor sites to 25 at any one time.
5. Authorizing the Village Manager to negotiate the amount of the Village’s supporting contribution for FY2010 and FY2011.

VOTING: 5 ayes; motion carried.

3. Maple Street Park Pavilion Presentation and Trustees Approval

Brad Luck, Essex Jct. Recreation and Parks Director, explained the plan for a new pavilion at Maple Street Park for the summer camp program which has grown significantly over the past few years. The pavilion structure will be open with a small interior enclosure for equipment storage. Mr. Luck also requested approval to relocate the cable net play structure (playground climbing apparatus) closer to the other playground structures.

MOTION by George Tyler, SECOND by John Lajza, to give permission to the Essex Jct. Rec & Parks Dept. to submit the development application to the Planning Commission for the 30’ x 60’ park pavilion including a storage area and relocation of the cable net play structure (approximately 75 s.f.) as improvements on the Maple Street Park property. VOTING: 5 ayes; motion carried.

There was discussion of the relocation of the baseball field. Mr. Luck noted the plan is on hold and will be further discussed by the Recreation Advisory Committee at the meeting on 6/10/10 at 6:30 PM (in the Rec. Center building). The results of the meeting will be presented to the Prudential Committee on 6/21/10. No changes to the ball field will occur until a decision is made by the Prudential Committee. Mr. Luck requested the opportunity to present information about the relocation plan when the Trustees discuss the issue with Mr. McDowell at the 5/25/10 meeting. The Trustees indicated Mr. Luck’s comments will be welcomed.

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Bid Award for Pearl Street Streetscape Project

Dave Crawford reported the total cost of the Pearl Street Streetscape Project is \$1,475,972. The engineering estimate was \$1,873,640. Bids received were less than the estimate (Weston was \$1,475,979 and Ireland was \$1,767,822). Lamoureux & Dickinson have indicated the design phase is finished and recommends proceeding with the bid by Don Weston. Hamlin Engineering will provide engineering inspection services. The project expenditure with add-ons for curing compound and light fixtures and poles (\$73,000) is \$2,108,885. The earmark is \$2,250,000 for a delta of \$141,000. CVE’s

contribution is \$225,000. The Village contribution is \$160,000. The Village has \$460,000 including the \$160,000 local share. The bids were extremely good as was the timeline of the project.

2. Authorize Village Manager to Sign Contract for Pearl Streetscape Project
MOTION by John Lajza, SECOND by George Tyler, to award and authorize the Village Manager to sign the documents pertaining to the award of the Pearl Street Streetscape Project to Don Weston Excavating at a base of \$1,475,979.

DISCUSSION: It was noted the earmark must be spent within the project area. The local share (\$160,000) can be put back into the capital program. The earmark can be used for an LED crosswalk at Willey's Court. The village's contribution can be used on other capital projects, such as on South Summit Street. Staff is working on a recommendation. Discrepancies in the items in the bid were discussed. It was noted all bidders used the same set of specifications when drafting their bid. The Weston bid was approximately \$400,000 lower than the estimate. How the bidder details his bid is a personal choice. There were no further comments.

VOTING: 5 ayes; motion carried.

VI. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- May 25 @ 6:30 – Regular Trustees Meeting
- June 7 @ 6:30 – Special Trustees Meeting – Champlain Leadership Group
- 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
- September 14 @ 6:30 – Regular Trustees Meeting
- September 28 @ 6:30 – Regular Trustees Meeting

2. Memorial Day Events

Memorial Day Parade is May 29, 2010 at 10 AM.

3. Annual Village Block Party and Street Dance

July 17, 2010 is the annual block party and street dance. All are welcome.

4. Management Assistant Position

Dave Crawford recognized the graduation of Sawyer Joecks, village intern, from the MBA program at UVM with a 3.70 GPA. The Village Management Assistant position is being posted.

5. Meeting with CVE

The issue of noise (waivers, new monitoring contract) was discussed at the recent meeting with CVE as well as the Pearl Street bid. There is a joint meeting on June 1,

2010 regarding what CVE wants to do in terms of their spending on the project. Regarding state sales tax and non-profit organizations, the legislature has put a hold on this until next year. CVE development plans, their vision for the future, include spending up to \$8 million in improvements to the grandstand including a covered stage area, agricultural events area, parking improvements, and sewer and water improvements for a total investment of approximately \$15 million. CVE supports the need for capital projects and is committed to the local option tax. The meeting was productive and cordial, and all agreed to continue to hold an annual joint meeting.

6. Town of Essex Economic Development Report
Essex Selectboard will be discussing implementation of the plan.

7. Contract with Jeff Arango to Update the Land Development Code
The Village has signed an agreement with Jeff Arango to update the Code with the assistance of Robin Pierce and the Planning Commission. Mr. Arango will communicate electronically from his location on the west coast.

8. Water and Sewer Rates
There has been a significant decrease in flows which will impact rates.

9. Update of Policies
Work needs to proceed on the update of village policies.

VII. TRUSTEES COMMENTS/CONCERNS

Larry Yandow and Peter Gustafson attended the annual firefighters banquet.

Larry Yandow mentioned the need for a culvert on upper Main Street to eliminate water running over the road from the ditch and freezing in winter.

George Tyler announced he is drafting a matrix of methods of communication (newsletter, website, email) with a ranking of effectiveness and cost of each method.

Peter Gustafson mentioned tree branches on the side of the road at 32 South Hill Drive that need to be picked up. Also, on South Street by the Park Street intersection there are low hanging branches that extend beyond the sidewalk into the street that need to be trimmed. Dave Crawford will seek advice from the tree warden on the best way to trim the trees. If the village does not own the tree Public Works can only cut the portion of the tree that is a danger to the public unless the property owner allows more trimming.

VIII. CONSENT AGENDA & READING FILE

MOTION by Larry Yandow, SECOND by George Tyler, to approve the consent agenda as presented with a note that Peter Gustafson and Deb Billado will abstain from approval of the 4/27/10 minutes:

- 1. Approve Minutes (4/22/10 & 4/27/10)**
- 2. Approval Warrants**
- 3. Updated Essex/Essex Junction All Hazards Mitigation Plan**

4. Noise Waiver Request for July 4th Fireworks at Maple Street Park
5. Request to Waive Bid Process for Grant Purchase/Pole Mounted Inspection Camera
6. Reading List Acceptance (Letters & Communications)
 - Zoning Board of Adjustment Minutes 4/20/10
 - Notice of Public Hearing: Review FY11 Unified Planning Work Program
 - Memo from Jim Jutras re: WWTF Land Application Permit Approval

DISCUSSION: John Lajza stated the All Hazards Mitigation Plan needs to include reference that the circumferential highway needs to be built. Safety has long been ignored. Accidents are only one part. Road infrastructure improvement is needed. Dave Crawford will forward the comments to Julie Potter though the focus of the mitigation plan is on what exists today for infrastructure, not long term solutions (i.e. what to do if the existing infrastructure fails and where the failure can be expected to occur). Trustee Lajza stressed when infrastructure is looking to be expanded then regional safety needs to be considered as well.

VOTING: 5 ayes; motion carried.

IX. EXECUTIVE SESSION

MOTION by Peter Gustafson, **SECOND** by George Tyler, 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, Dave Crawford, and Village Intern, Sawyer Joecks, to attend. **VOTING:** 5 ayes; motion carried.

The Board entered Executive Session at 8:20 PM.

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 9:29 PM.

X. ADJOURNMENT

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

The meeting was adjourned at 9:30 PM.

RScty: M.E.Riordan