

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
July 20, 2010**

**BOARD OF TRUSTEES:** Deb Billado (Village President); Larry Yandow, 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 published agenda.

**III. GUESTS AND PRESENTATIONS**

**1. Comments from Public on Items Not on Agenda**

There were no comments from the public.

**2. Presentation on Crescent Connector Project**

Mark Smith with RSG reviewed the crescent connector project scope and impacts. Local concerns and existing conditions including traffic congestion and effects of the road with and without the circumferential highway in place are being compiled. Bike and pedestrian infrastructure and railroad impacts (freight, passenger and potentially high speed passenger rail service) are also included. Capacity at the Five Corners intersection exceeds the failing level now which means there are long traffic queues. The crescent connector will help alleviate congestion. Next steps include drafting a purpose and need statement to guide possible designs and alignments of the connector road.

George Tyler asked how the connector fits in with CCMPO's vision. Michele Boomhower, CCMPO Executive Director, stated the project is a funding supported activity by CCMPO and is not competing with the circumferential highway. CCMPO is intrigued with the in-fill possibilities with the project and feels the project fits with planning priorities at this time. Trustee Tyler asked if property and business owners in the project area will be contacted during the scoping study. Mark Smith pointed out the public meetings are the venue for public comments. Robin Pierce has been contacting property owners. Dave Crawford added staff is working with the Village Attorney on emails and letters to property owners.

Eleni Churchill, CCMPO, stated after local concerns and existing conditions are determined then the purpose and need statement will be developed. Alternatives will be investigated and detailed. A public presentation will be made in the fall. The preferred alternative will be selected and the scoping report will be published in early 2011. The cost of the scope of work is now \$55,000. Tiger 2 grant money is being sought for the project. The connector road is an eligible activity and CCMPO as the regional entity may

be a stronger applicant than the village. The pre-application is due 7/26/10 with the final application due at the end of August and awards in late fall. RSG will assist with the application. The grant will fund up to 80% of the project. Local match is 20%. The project will be scored higher if the local match is greater than 20%. The application cost is between \$300,000 and \$500,000 (includes environmental assessment, permitting, right-of-way, and such). Michele Boomhower noted the numbers will be refined and will be competitive. The livability component makes the project competitive. The CCMPO Board of Directors felt a resolution was a better mechanism than an MOU with the Lincoln Group in providing funding for planning activities, and will consider and act on the resolution at the next meeting. Ms. Boomhower provided the Trustees with a copy of the resolution which essentially allows staff to continue forward with the Tiger program and utilizing staff resources. Ms. Boomhower will provide the actual dollar amount from the village, and was optimistic about coming up with a 35% total match package. VTrans was given a presentation on the connector road project, said Ms. Boomhower, per their request. The scoping scenarios include no build, having an alignment close to the Lincoln Inn property or having the alignment more to the west with the circumferential highway and without the circumferential highway in place.

George Tyler asked if there are other Tiger grants in the state. Ms. Boomhower stated there is a construction project to revitalize the rail station in White River Jct. Burlington received a Tiger 1 grant and therefore cannot apply for Tiger 2 grants.

Dave Crawford expressed appreciation to CCMPO for working collaboratively with the village on the studies.

### 3. Presentation on Ladder Truck Replacement

Fire Chief, Chris Gaboriault, reviewed research conducted to determine the equipment needed by the village. Several different ladder and platform trucks from area fire departments were staged to determine reach to a roofline. Height of a building is not the only consideration, but also building location and where the truck is parked. Aerial equipment available in Chittenden County and mutual aid agreements were also reviewed by Chief Gaboriault. Equipment needs are based on service to an area and available hydrants. The call history from May 2009 through May 2010 shows 419 calls - fire and first response in the village and town. The ladder truck responded to 132 calls. The ladder truck is the first truck out on a fire call in the daytime with four to six firefighters aboard. Response by village firefighters is good (15-18 members per call). The new truck is still being scoped to determine what will best fit the village, said Mr. Gaboriault, and a committee will be created to work on the specifications, talk with manufacturers, and get the plan out to bid in March 2011. The Trustees will be kept updated.

Deb Billado asked about using IBM rescue equipment. Chief Gaboriault stated IBM resources have never been utilized by the village. IBM has a pumper which is used on their site. IBM handles their emergency calls. Ray Weed stated the IBM ambulance and fire truck are out of service and not taken off the site. Trustee Billado asked about first responders. Chris Gaboriault stated medical calls are handled by Essex Rescue. The Fire

Dept. offers first response service if the ambulance is out on a call. St. Mike's Ambulance is the back-up ambulance.

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

**1. Review Additional Pearl Street Speed Study & Approve Ordinance Change for Speed Limit on Pearl Street.**

Dave Crawford reported a study of the speed limit on Pearl Street was done prior to the recommended changes in the speed limit. Also, there are laws pertaining to center turn lanes. If citizens witness someone using the center lane as a passing lane the police should be notified. John Lajza suggested additional signage may be needed to remind drivers of the proper use of the center turn lane.

Larry Yandow asked about a towing ordinance. Dave Crawford noted staff is working with Police Chief Nadeau on what is needed to address the parking situation that occurs during the annual village block party.

**MOTION by John Lajza, SECOND by George Tyler, to approve the amendment to the Municipal Code, Section 846: Speed Limits on Pearl Street as presented.**

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

The speed limit change is effective September 18, 2010.

**2. Discuss Citizen Communication and Village Website**

George Tyler reviewed the recommendations by Champlain Leadership Group with regard to the current communication network in the village. The existing system should be enhanced. People do not necessarily want emails from the village all the time, but there are occasions and information that should be communicated. New or existing businesses could be featured in a newsletter type email. The website should be upgraded so people continue to explore what is on the page and further links. Trustee Tyler stated the website should be upgraded first followed by development of the email database and email newsletter. A critical mass of email addresses is needed in order to effectively communicate with the citizenry. Invitation to visit the website could be included in the next issue of the village newsletter (hardcopy). If the response is good, then the email newsletter idea can proceed. People seem to like the 'Downtown Essex Junction' page on Facebook, continued Trustee Tyler. Sue McCormack is currently editing the page which takes about two hours a week to do (Deb Billado suggested a library staff member may be willing to take over the task). Front Porch Forum is also well used and a good alternative way to disseminate information, but there is other news mixed in with village news.

Dave Crawford reviewed his memo on citizen communication, dated 7/20/10, which covers doing an RFP for a website update provider and support of Facebook and Front Porch Forum. Mr. Crawford agreed upgrading the webpage is the first priority. There was mention of links to Channel 17 clickable agendas from the village webpage. George Tyler will work with village staff on a proposal for potential vendors to upgrade the village webpage. The Board will discuss the matter further at the next meeting.

**V. NEW BUSINESS****1. Department Head Briefing by Development Director**

Robin Pierce mentioned on-going projects including update of the Land Development Code, working with applicants on various projects (hotel on Park Street, condominiums on Lincoln Street, CVE parking expansion, Village Haven, Village Walk), working with business owners to enhance relationships with the village, representing the village at CCRPC, CCMPO, Vermont Planners Association, and Vermont Landscape and Architect Association, working with developers of Riverside in the Village (formerly NECI), working on the new pavilion at Maple Street Park and expansion of the building at 118-120 Pearl Street, renewing the village center designation, addressing the issue of sandwich boards, continuing work on the crescent connector, and supporting a “can do” attitude in the village. There are other items that are confidential at this time, said Mr. Pierce. A report will be forthcoming when appropriate. Regarding the crescent connector, property owners impacted by the roadway have sent letters confirming a right-of-way will be deeded to the village. Mr. Bushey, owner of the gas station, suggested a traffic light be installed by his gas station when the connector is built to make the area safer for bikes and pedestrians.

Peter Gustafson asked about the expansion by Dunkin’ Donuts. Robin Pierce stated the addition on the back of the building is for retail. A drive-through for Dunkin’ Donuts is also being proposed.

Larry Yandow asked if the Conservation Law Foundation is in support of the crescent connector. Robin Pierce said the CLF sees the road as development of a brown field site in the village center.

John Lajza commented on the circumferential highway as a need that addresses the safety issue of moving emergency vehicles around Chittenden County in an emergency.

**VI. VILLAGE MANAGER’S REPORT****1. Meeting Schedule**

- July 27 @ 5:30 – Work Session & 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
- October 12 @ 6:30 – Regular Trustees Meeting
- October 26 @ 6:30 – Regular Trustees Meeting
- November 9 @ 6:30 – Regular Trustees Meeting

**Special Meetings/Events:**

- August 9 @ 6:30 – Joint Meeting with Essex Selectboard
- October 7 @ CVE – VLCT Town Fair

**2. Pearl Street Project Status**

Work continues on the streetscape improvements. The project is progressing well. Weston Contracting is willing to hold his prices on the Pearl Street project to extend to Five Corners if funding can be secured. Hamlin Engineering is investigating the matter.

3. Railroad Ave. Property

The owner of 8 Railroad Ave. is planning to renovate and improve the property through the planning process.

4. Manager Assistant Position

Jonathan L. Williams, Jr. from Hopewell, NJ was hired to fill the Manager Assistant position recently vacated by Sawyer Joecks. Mr. Williams gained experience writing grants while in the Peace Corps.

5. South Summit Street Bid

The bid for the work on South Summit Street came in \$35,000 lower than the estimate. Work will begin the first part of August. Residents will be notified.

6. Trustee Gustafson Receives Award

Peter Gustafson was recognized by Essex Rotary for his community service.

7. Positive News

Good news was received regarding the ruling by the Army Corps. of Engineers on the circumferential highway.

8. Sandwich Boards

Notices were sent out to business owners about sandwich board signs and finding a balance in the number of signs. There may be recommended changes to the Code.

9. Park Street/South Street Traffic Light

A report on the traffic light will be forthcoming by the end of the month.

**VII. TRUSTEES COMMENTS/CONCERNS**

Thanks for Support of Trip to Washington, DC by ADL 8<sup>th</sup> Graders

Peter Gustafson thanked the supporters of the bottle drives that helped finance the trip to Washington, DC for the ADL 8<sup>th</sup> Graders. Deb Billado thanked Peter Gustafson and his wife for their effort and participation in the annual trip.

Petition re: Maple Street Baseball Field

Deb Billado noted a signed petition on the baseball field at Maple Street Park has been received. Comments from the Prudential Committee on the ball field will be reported at the next Trustees meeting.

Thanks and Appreciation from Larry Yandow

Larry Yandow thanked everyone for their recent chauffeur services.

**VIII. CONSENT AGENDA & READING FILE**

**MOTION by George Tyler, SECOND by John Lajza, to approve the consent agenda as follows and with the notation that Peter Gustafson and Larry Yandow were not present at the 6/29/10 Trustees meeting and will abstain from the vote on the minutes:**

- 1. Approve Minutes (6/29/10)**
- 2. Approve Warrants**
- 3. Bid Award for South Summit Street Waterline and Roadway Work**
- 4. Reading List Acceptance (Letters & Communications)**
  - **Press Release re: Circ Highway**
  - **July 2010 Business People Vermont Magazine – Honors & Awards Dept. Picture of WWTF Staff for EPA Award**

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

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

**MOTION by Peter Gustafson, SECOND by John Lajza, 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, to attend.**

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

The Board entered Executive Session at 8:53 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 10:05 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 10:06 PM.

*RScty: M.E.Riordan*