

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 26, 2011**

BOARD OF TRUSTEES: George Tyler, Dan Kerin, Lori Houghton, John Lajza. (Deb Billado was absent.)
ADMINISTRATION: Dave Crawford, Village Manager; Susan McNamara-Hill, Village Clerk.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Dave Crawford opened the meeting at 6:30 PM and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Table:

- Resolution of appreciation for Peter Gustafson

Add to Consent Agenda and Reading List:

- Ice Cream Vendor Permit
- Revision to Motor Vehicle Ordinance - Towing

Add to Manager's Report:

- Items listed in memo, dated 4/26/11, including information on the schedule, grants, financials, and projects.

III. BOARD ORGANIZATION

1. Oath of Office

Susan McNamara-Hill administered the Oath of Office to Dan Kerin, Lori Houghton, and George Tyler.

2. Board Elections

President

MOTION by Dan Kerin to nominate George Tyler as Village President.

MOTION by John Lajza to nominate Deb Billado as Village President.

There were no other nominations.

**VOTING (hand vote): George Tyler as President – 3 votes
 Deb Billado as President – 1 vote**

George Tyler is elected Village President and assumed facilitation of the meeting.

Vice President

MOTION by John Lajza to nominate Deb Billado as Vice President.

MOTION by Lori Houghton to nominate Dan Kerin as Vice President.

There were no other nominations.

**VOTING (hand vote): Deb Billado as Vice President – 1 vote
 Dan Kerin as Vice President – 3 votes**

Dan Kerin is elected Village Vice President.

3. Review General Rules and Ethics Policy

The Board reviewed and signed the Ethics Policy as presented.

4. Approve/Sign Resolution of Appreciation for Peter Gustafson

MOTION by John Lajza, SECOND by Lori Houghton, to table action on the resolution for Peter Gustafson. VOTING: unanimous (4-0); motion carried.

IV. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

None.

V. OLD BUSINESS

1. Engineering Project Review and Bid for Summit Street

Rick Hamlin, Village Engineer, and Rick Jones, Public Works Superintendent, briefed the Board on the extremely deteriorated condition of Summit Street which is causing numerous water line breaks without warning. The road needs immediate attention. Rick Hamlin explained the plan to rebuild the road using foam insulation as was done with success in the rebuild of Taft Street. Design plans are 95% done at this point in time. Dave Crawford stated a meeting will be held with the residents to explain the project and what can be expected. Rick Hamlin will be the contact person. Dave Crawford noted some projects in the capital plan can be delayed to allow the Summit Street work to move forward immediately (delay of the Main Street fence and signal pre-emption projects would make approximately \$30,000 available for the road project).

MOTION by John Lajza, SECOND by Lori Houghton, to authorize the Village Manager to move forward with bidding the Summit Street rebuild project using the foam construction technique as described by the Village Engineer and to support the plan to delay the Main Street fence and signal pre-emption project for one year so that complete reconstruction of Summit Street may occur. VOTING: unanimous (4-0); motion carried.

2. Pearl Street Sidewalk Link Project Alternatives

Rick Hamlin explained to qualify for grants and funding to link Five Corners with the work by CVE to the western end of Pearl Street the public right-of-way needs to be known, a plan showing existing conditions, and a solid conceptual plan of the project is needed. The work includes sidewalk, curbing, and lighting. CCMPO has identified in numerous studies the lack of access for bicycles so four foot wide bike lanes will be created in each direction ending at School Street. Grants from VTrans will not cover the full cost of the project. Project estimates are \$423,000 for gas style lighting at 70' intervals on the north side of the street or \$905,500 for lighting at 70' intervals on both sides of the street. For new sidewalk, lights, bike lanes, and overlay of the street the estimated cost is \$2,042,500. Mr. Hamlin noted grant applications are also being made for sidewalk and lighting on Lincoln Street from North Street to St. James Place. The lights will be at 70' intervals. There are no traffic lights included in the sidewalk link projects because the intersections would have to be upgraded if state funds are secured for the project and intersections are involved.

Lori Houghton mentioned the number and spacing of lights on Pearl Street. Rick Hamlin explained the police wanted lots of light so the lighting is at 50' intervals on Pearl Street. The lights are now on a timer that shuts half of them off in the evening on one side of the street switching to the other side of the street at a later point in the evening.

Nick Meyer, village resident, suggested Pearl Street could be 'softened' by planting street trees along the road. Also, LED lighting could be used to provide softer illumination and help save energy. Mr. Meyer asked about the potential for citizen participation in the design process for projects of magnitude, such as the Pearl Street project. Rick Hamlin pointed out most of the work in the capital budget plan is reconstructive, maintenance, and repair items. Streetscape type projects, such as Pearl Street, did solicit public input via multiple public hearings which were not well attended. Citizen input is always welcome though, assured Mr. Hamlin. Dave Crawford noted a tree planting grant has been preliminarily awarded to the village. There is a 50% match. Robin Pierce is working with the state on the location of the plantings. Individuals interested in the getting involved can contact the Village Manager. The village has a tree planting program that is presently underfunded. The program allows the village to work with property owners to plant trees on private property. If state grant money is involved the state will dictate where the planting is done and it is unlikely planting on private property will be allowed. Rick Jones mentioned consideration of the sidewalk and plowing is needed when planting trees in the right-of-way. Also, trees should not screen businesses from view in the village center district.

MOTION by John Lajza, SECOND by Dan Kerin, to authorize staff to search for funding (grants) for the sidewalk and lighting projects as discussed. VOTING: unanimous (4-0); motion carried.

3. Update on Pearl Street Enhancement Project

Dave Crawford reported earmarked funding was used to cover the village share of the Pearl Street project cost and there is money remaining which could be offered to CVE for work in their right-of-way. The project was under budget (very competitive bids) and fast tracked. Rick Hamlin calculated there is \$6,281.66 of the earmark remaining and should be used. Lori Houghton asked about using the money for LED lighting. Rick Hamlin explained there is a cost to retrofit the existing lighting, and LED lights do not guarantee energy savings. There is a lower light level with LED and that is the power savings.

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize the Village Manager to prepare and sign a closeout agreement with CVE relative to the Pearl Street project and to allow total use of the earmark funds (apply funds to non-participatory costs). VOTING: unanimous (4-0); motion carried.

George Tyler mentioned continuation of other Pearl Street improvements is another long term project ("dog bone" roundabouts and trees to 'soften' the area). There was mention of grass replacing hardscape between the sidewalk and curb on Pearl Street. Rick Hamlin noted the surface is permeable. Where there is enough space grass will be planted. A nice

transition is wanted from the business section to residential to the historic area of the village.

4. Discussion/Action on Updating the Capital Improvement Plan

There was discussion of the petition by residents to include reconstruction of Woods End Drive in the immediate capital improvement plans. Rick Hamlin noted roads with the most traffic tend to receive more immediate attention to roads with more limited use. Woods End Drive needs work, but the Board needs to determine where the project should be on the list of capital improvements. There are other village streets that need work and are not on the immediate list. Street work links to the paving plan. Staff needs to view the roads and review resources then update the capital plan. The capital plan was last updated in 2009. George Tyler suggested focusing on what has to be done and what can be done realistically.

MOTION by John Lajza, SECOND by Lori Houghton, to authorize the update of the capital plan with revised project estimates and priorities. VOTING: unanimous (4-0); motion carried.

5. Approval of Summer 2011 Paving Program

The plan to shim Main Street (cost \$70,000) and delay paving of neighborhood roads was discussed. It was acknowledged that Main Street is the thoroughfare through the downtown area where much revitalization effort is taking place. Dan Kerin felt it appropriate to ask the Town to help with the paving since many town residents outside the village use the road. John Lajza noted the state now has Class 1 roads in their repaving plans. The effort by village staff to pursue these matters was recognized.

MOTION by John Lajza, SECOND by Lori Houghton, to pave Main Street and not Class 3 roads in the village per the memo from the Public Works Director. VOTING: unanimous (4-0); motion carried.

John Lajza suggested a link be added on the village website to encourage public comment on projects. George Tyler suggested survey tools, such as Survey Monkey, can be used to determine public opinion on matters. Dave Crawford noted staff is working on having the ability to project visuals and presentations at the Board meetings.

VI. NEW BUSINESS

1. Award and Sign Tax Stabilization Agreement with Whitcomb Farm

Dave Crawford gave a brief history of tax stabilization agreements with Whitcomb Farm. The decrease in tax dollars to the village is less than what the village gains in continued cooperation on open space and green space from the farm. George Tyler noted there is also an agreement with Whitcomb Farm to spread biosolids from the treatment plan. Whitcomb Farm is the last working farm in Essex Junction. The land asset provides a huge open space. Lorenzo Whitcomb mentioned the farm's long term plan to work with the Vermont Land Trust to preserve the land via sale of development rights. The tax stabilization agreement is a way for the village to show interest in preserving the farm.

There was mention of public parking on the farm (none, but the farm as a local asset is within walking or biking distance).

MOTION by Lori Houghton, SECOND by John Lajza, to approve the tax stabilization agreement with Whitcomb Farm and authorize the Village Manager to sign the document. VOTING: unanimous (4-0); motion carried.

VII. VILLAGE MANAGER'S REPORT

The Trustees received a memo on items in the Manager's Report.

1. Meeting Schedule

- May 3 @ 6:30 – Special Trustee Meeting
- May 24 @ 6:30 – Regular Trustees Meeting
- June 14 @ 6:30 – Regular Trustees Meeting
- June 28 @ 6:30 – Regular Trustees Meeting
- July 12 @ 6:30 – Regular Trustees Meeting
- July 26 @ 6:30 – Regular Trustees Meeting
- August 9 @ 6:30 – Regular Trustees Meeting
- August 23 @ 6:30 – Regular Trustees Meeting
- September 13 @ 6:30 – Regular Trustees Meeting
- September 27 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- May 28 – Memorial Day Parade
- July 23 – 10th Annual Block Party

2. Trustees Retreat

A date needs to be set for the Board retreat and community planning meeting.

3. Grants

A memo from Jonathan Williams, dated 4/21/11, provided an update on grant opportunities.

4. Orton Family Grant

The grant is for use by the Planning Commission for a community planning activity.

5. Tree Farm Agreement

The agreement will allow continuation of the managing group on the property. Once the land is turned over by the state, then management of the property will have to be revisited. The town will own the land, but the village will have full ownership rights. The town and village are partners in maintenance of the property.

VIII. TRUSTEES COMMENTS/CONCERNS

There were no comments.

IX. CONSENT AGENDA & READING FILE

MOTION by John Lajza, SECOND by Dan Kerin, to approve the consent agenda as follows and with inclusion of the ice cream vendor permit and revision to the Motor Vehicle Ordinance relative to towing:

- 1. Approve Minutes of Previous Meetings (3/22/11, & 3/24/11)**
- 2. Approve Warrants**
- 3. Approve 2011 Five Corners Farmers Market Contract**
- 4. Approve FY12 Truck Purchase at FY11 State Contract Price**
- 5. Approve Motor Vehicle Ordinance Change re: Parking on Downtown Streets during Special Events (block party, farmer market)**
- 6. Approve FiberMark Late Fee Abatement**
- 7. Approve Maple St. Closing for Little League Parade on April 30, 2011**
- 8. Approve Cascade Street Park Zoning Application and Fee Waiver**
- 9. Reading List Acceptance (Letters & Communications)**
 - **Thank You from Retired Chief Leo Nadeau**
 - **Brownell Library Board Minutes 3/15/11 and Staff/Director's Report**
 - **Act 250 Application from CVE and Comments from ANR**
 - **Act 250 Minor Application for 15-B Maple Street**
 - **Action 250 Administrative Amendment for IBM**
 - **National Thank You Day/Proclamation of Appreciation for Trustees**
 - **Stipulation for Dismissal Filed by Attorney David Barra**
 - **Certification of Election Results 4/12/11**

VOTING: unanimous (4-0); motion carried.

X. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Lori Houghton, SECOND by Dan Kerin, that the Board of Trustees go into Executive Session to discuss leases and a tax issue, and two property development issues where premature general public knowledge would clearly place the village at a substantial disadvantage, and to invite the Village Manager and Village Attorney to attend. VOTING: unanimous (4-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 8:25 PM.
Executive Session adjourned at 9:05 PM.

RScty: M.E.Riordan