

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 3, 2012**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Mary Morris, Lori Houghton. (John Lajza was absent.)
ADMINISTRATION: Dave Crawford, Village Manager; Darby Brazoski, Management Assistant; Fire Chief, Chris Gaboriault.
OTHERS PRESENT: Sen. Ginny Lyons, Rep. Linda Waite-Simpson, Rep. Tim Jerman, John Rowell.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Additions to the agenda:

- Information on the Amtrak train station
- Items in the Manager's Report

III. GUESTS AND PRESENTATION

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

2. Discussion of 2012 Legislative Priorities with Legislators

The Trustees reviewed and discussed the list of legislative priorities for the village with Senator Lyons and Representatives Linda Waite-Simpson and Tim Jerman. The list from high priority descending to lesser priority includes the crescent connector, state aid, phosphorus reduction, storm water, rail upgrade, circumferential highway, education fund, Amtrak, IBM, tax fairness, reappraisals, unfunded mandates, West Street state owned property, Vermont neighborhoods designation, downtown incentives, and home rule. The legislators noted there is a storm water bill in the legislature that targets statewide progress in reducing phosphorous into the lake so the focus is not just on waste water treatment plants. The IBM energy program has been very successful and the model is being adopted by other organizations. Regarding unfunded mandates, Tropical Storm Irene wreaked havoc on land records. A system of redundancy is needed and there will be some cost associated with this. There was mention of privacy issues with making records public.

3. Discussion of Fire Station with Chief Chris Gaboriault

Fire Chief Gaboriault presented the rationale for a new fire station with dorm facility: to have scheduled shifts which will allow fire crews to be available and attract people from outside the village to serve on the fire department. Estimated cost of the 14,000 s.f. two story building is \$2.8 million. A full time fire department to serve the community with 24 hour/seven days a week coverage would need 15 people at \$40,000 each (with benefits

the amount is \$60,000) for a cost exceeding a million dollars. Currently, the fire department receives \$262,000 to cover all needs. The number of calls per year is typically between 425 and 475, but through 2011 the number of calls was 523. The fire department does fire response in the village and through mutual aid plus first response when Essex Rescue is on another call (this equates to about 25% of calls). There was mention of having a multi-use building (fire and police) or a joint fire department with the Town of Essex. Chief Gaboriault explained fire and police have unique needs so the buildings should be separate. Discussion with the town about combining into one department has not occurred. A joint department would have 65 square miles to cover so there would be a need for two stations. Also, different apparatus is needed to cover rural areas (tankers) versus hydrant supported areas (ladder trucks).

The Trustees will further discuss the fire station project and inclusion in the village's five year capital plan.

IV. OLD BUSINESS

1. Approve Proposed Ordinance on Backyard Chickens, Vacant and Dangerous Buildings, Litter Control and Trustees' Policy Regarding Ordinance Appeals Board **MOTION by Lori Houghton, SECOND by Mary Morris, that the Board of Trustees hereby adopts:**

- **The regulation regarding keeping of chickens in the backyard;**
- **The regulation regarding vacant buildings, blighted premises, and dangerous properties;**
- **The regulation regarding control of litter, refuse, garbage, junk, junk motor vehicles, trash, and solid waste;**
- **The Trustees policy for an 'Ordinance Appeals Board' as presented on January 3, 2012,**

with the understanding that to the extent the ordinances may conflict with the Village of Essex Junction Land Development Code the ordinances shall take precedence over the Land Development Code as per the opinion of the Village Attorney and the Land Development Code shall be amended at a later date to resolve the conflict. VOTING: unanimous (4-0); motion carried.

2. Crescent Connector Project

George Tyler reported the section of the crescent connector from Route 2A to Route 117 has been forwarded to the legislature for potential approval this session. Cost of the road will be covered by federal funds processed through the state. It is likely the project will not start until 2014. More analysis is needed on the Railroad Street section of the crescent connector. Additional public outreach to provide information on the road will be done.

David Knox, 15 & 17 Maple Street, spoke in support of the project, but asked that the impact on his residential property be minimized.

MOTION by George Tyler, SECOND by Lori Houghton, that the Board of Trustees acknowledges the following for the record:

- **George Tyler's December 15, 2011 memorandum,**

- Village Manager's December 19, 2011 memorandum to VTrans,
- Email responses from VTrans and CCMPO dated December 19, 2011,

and further, the Board of Trustees continues to support the Total Crescent Connector Project (from Park Street to Main Street) as shown on Hamlin Engineering's Conceptual Site Plan, dated 12/16/2011, and Construction Cost Estimate, dated 12/16/2011, and directs the Village Manager and staff to work with CCMPO, VTrans, and the property owners to implement the construction of the proposed project.

DISCUSSION: It was noted the purpose of the motion is to show the Trustees are moving forward with an orderly, step-by-step process. There were no further comments.

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

3. Update/Discussion of Amtrak Station "Renovation" Projects/Activities

The action plan to continue momentum on improvement of the Amtrak station was explained. Lori Houghton suggested holding a community forum so the public in general can be involved and so the community understands what Amtrak needs done and what the community wants to see as the entrance to the village downtown area.

MOTION by Lori Houghton, SECOND by Mary Morris, that the Board of Trustees acknowledges for the record George Tyler's Summary of the Great American Stations Meeting on December 8, 2011, and the Board endorses the following action plan:

1. Meeting with Amtrak officials to define a mutually agreeable plan to make various improvements to the Amtrak (NECR-RA) station;
2. Requesting the UVM Civil Engineering Senior Study Project develop phased plans for the improvements to the Amtrak station, and that this study is to include, but not be limited to:
 - a. Improvements to the waiting room, building exterior, platform, and a pitched roof;
 - b. Examining alternatives for addressing parking, bus, and taxicab issues;
 - c. Addressing ADA compliance issues in the building and platform area;
 - d. Requesting that the UVM Civil Engineering Senior Study engage the community throughout the entire process to ensure the final proposed design has had community input.
3. Accepting Hamlin Engineering's community assistance (no cost) offer to assist the UVM Civil Engineering Senior Study Project in an advisory role.

DISCUSSION: Lori Houghton volunteered her assistance.

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

Dave Crawford stated staff is seeking to have the work be a pilot project where the funds are paid to the village and the village completes the project in a cost effective and timely manner as has been demonstrated with other projects done by the village.

V. NEW BUSINESS**1. Discussion of Creation of Capital Improvements Committee**

George Tyler explained the proposal to form a capital program committee to review and prioritize capital needs in the village over the next 10 years. Potential representation on the committee may include one member of the Board of Trustees plus an alternate, one member of the Planning Commission plus an alternate, and three to five members from the public at large. Staff will provide support to the committee. Dave Crawford will determine interest in serving by the planning commissioners and ask department heads to forward capital items for consideration by the committee.

VI. VILLAGE MANAGER'S REPORT

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

1. Meeting Schedule

- January 10 @ 6:30 – Regular Trustees Meeting
- January 17 @ 6:30 – Special Trustees Meeting
- January 24 @ 6:30 – Regular Trustees Meeting
- January 31 @ 6:30 – Special Trustees Meeting
- February 14 @ 6:30 – Regular Trustees Meeting
- February 28 @ 6:30 – Regular Trustees Meeting
- March 13 @ 6:30 – Regular Trustees Meeting
- March 27 @ 6:30 – Regular Trustees Meeting
- April 10 @ 6:30 – Regular Trustees Meeting
- April 24 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- March 7 – Special Meeting with Prudential Committee
- April 4 – Village Annual Meeting
- April 10 – Australian Ballot Voting

2. Waste Water Treatment Facility Update

State deadlines for bids must be met to qualify for revolving loans through the state.

3. Request by George Dunbar, III, re: Maintenance Costs for Pearl Street

Response was sent to Mr. Dunbar, dated 12/20/11, noting a specific 'capital request worksheet' was not prepared for the Pearl Street project.

4. Grant Review

Orton Grant Partner Agreement must be signed by 2/15/12 by all parties. Further information/discussion relative to incorporating the grant into the vision of the community will occur at a future Trustees meeting.

VII. TRUSTEES COMMENTS/CONCERNS

There was discussion of the type and location of a projector and screen in the Lincoln Hall meeting room. There was also discussion of using current technology (I-Pads) to decrease the use of paper.

VIII. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, **SECOND** by Lori Houghton, to approve the consent agenda as presented:

- 1. Approval of Minutes of Previous Meetings (12/5/11 & 12/13/11)**
- 2. Approval of Warrants**
- 3. Reading List Acceptance (Letters & Communications)**
 - **Recreation Advisory Council Meeting Minutes 11/3/11**
 - **Zoning Permit Application for Maple Street Park**
 - **Memo to Department Heads on Theme for 2011 Department Reports**
 - **Letter from Elizabeth Abustan re: CCTA Service**

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

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, **SECOND** by Dan Kerin, to go into Executive Session to discuss personnel matters (Employee Association negotiation preparation) where premature public knowledge would place the village at a substantial disadvantage, and to invite the Village Manager and Management Assistant to attend. **VOTING: unanimous (4-0); motion carried.**

The regular meeting was adjourned and Executive Session convened at 9:20 PM.

RScty: M.E.Riordan