



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 12, 2013 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:35 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Update on Circ Alternatives Projects from Meredith Birkett
 - c. Update on new website design from Paul Hansen and Kris Surette of Ecopixel
 - d. Update on Biogas Cogen System Upgrade Equipment from Wayne Elliott
4. **OLD BUSINESS** [7:15 PM]
 - a. Bid award for Biogas Cogen System Upgrade Equipment
 - b. Adopt Village Tree Policy and Comprehensive Tree Plan
 - c. Approve Description for Tree Advisory Committee Member
 - d. Approve Tax Stabilization Agreement for 8 Railroad Avenue
 - e. Approve Draft Amendment of School District Agreement
5. **NEW BUSINESS** [7:45 PM]
 - a. Adopt Policy Regarding Providing References for Former Employees
 - b. Adopt Updated Mission and Values Statement
 - c. Catering for Annual Meeting Community Supper
 - d. Discuss Municipal Manager Recruitment and Selection Process
6. **VILLAGE MANAGER'S REPORT** [8:15 PM]
 - Meeting with CCRPC
 - Meeting with Essex CHIPS
 - Meeting with Essex Jct. Senior Center officers
 - Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:25 PM]
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 1. Planning Commission 9/19/13 and 10/3/13
 2. Capital Program Review Committee Minutes 10/1/13
 3. Zoning Board of Adjustment 10/15/13
 - c. Thank you for Purple Light Vigil on Lincoln Hall lawn
 - d. CCRPC FY 13 Annual Report
8. **CONSENT AGENDA** [8:30 PM]
 - a. Approve Minutes of Previous Meetings 10/8/13 and 10/22/13
 - b. Approve Warrants including check #10048133 through #10048233 totaling \$798,223.89.
9. **ADJOURN** [8:35 PM]

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944. Times on the agenda are approximate.



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Essex/Williston-to-Waterbury/Montpelier Transit Service

Background

As part of discussions about a planned Park & Ride at Exit 12 in Williston, CCTA was asked to consider potential future transit services that would serve that new P&R facility. CCTA developed a preliminary service concept for a new commuter route to link Essex/Williston to Waterbury/Montpelier and shared it with VTrans and CCRPC. Because the suggested service would travel within the Circ project area and would contribute to a reduction of car travel along the 2A corridor, VTrans suggested the service be considered through the Circ Alternatives process.

Service Outline

The general service concept is a new commuter route that would begin in Essex Junction, travel down Route 2A to Williston, stop at the Exit 12 P&R, and then travel on the interstate to Waterbury and Montpelier. On its return trip, it would serve P&R locations in Montpelier and Waterbury and would make drop offs at employment locations in Williston and Essex. The two specific ridership markets for the route would be:

- Essex and Williston residents who work in Waterbury or Montpelier
 - Montpelier and Waterbury residents who work in Williston and Essex
- o CCTA has received requests for a transit connection between Washington County and Williston (Taft Corners area) and Essex/IBM.

CCTA has traditionally started its commuter routes with two morning round trips and two evening round trips. However, when the goal is to serve two distinct rider markets, greater schedule flexibility is very helpful. Therefore, the costs outlined below are based on three morning round trips and three evening round trips.

Service Timeline

Due to a variety of reasons, CCTA is not in a position to operate the service in the short term. Additionally, because this service concept evolved quickly, it has not gone through CCTA's required Board process to seek grant funds. Therefore, after consultation with VTrans, CCTA agreed the service could be considered by the affected Circ communities as a long term project that might be implemented at some point in the future. Important milestones related to the future implementation of this

- service are:
 - Completion of the Exit 12 P&R
 - Completion of the State Office Complex in Waterbury
- Selection and approval of the project by the CCTA Board of Commissioners

A decision to include this service in the third round of Circ Alternative projects secures future funding for the service IF at a future date there is sufficient interest at the municipal level and if the CCTA Board of Commissioners approves moving forward.

Estimated Service Costs

Because this service is not envisioned to begin operation for several years, two cost estimates are provided; FY19 implementation (5 years out) and FY24 implementation (10 years out). New commuter routes have a 20% local match requirement, which is provided in addition to the 100% net (of fares) cost. Additionally, P&R spaces are critical to the success of commuter routes. The establishment of a defined commuter parking area in Essex Junction in addition to the Exit 12 P&R would be needed.

- FY19
 - Estimated 100% Net Cost: \$407,874 (annual cost)
 - Estimated 20% Local Match: \$81,575 (annual cost, included in the 100% figure above)
 - Pocket P&R Funds: \$25,000 (one-time cost)
- FY24
 - Estimated 100% Net Cost: \$472,837 (annual cost)
 - Estimated 20% Local Match: \$94,567 (annual cost, included in the 100% figure above)
 - Pocket P&R Funds: \$30,000 (one time cost)

Based on these estimates, the cost range for a three year route trial based on 100% operating costs and the pocket P&R funds are \$1,248,622 to \$1,448,511.

Agenda Change / Old Business
Item 4e.

Patrick C. Scheidel

From: David Barra <dbarra@barralaw.com>
Sent: Friday, November 08, 2013 2:40 PM
To: Patrick C. Scheidel
Subject: Recreation Department Agreement

Pat:

We've agreed on the changes. Attorney O'Brian is going to have his board sign it at their next meeting 12/9 and then return it to me for the Trustees to sign at their next meeting after that. After it's signed, we can record it.

Please let me know if you have any questions.

Thanks,
Dave

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David A. Barra, Esq.

Law Offices of David A. Barra, PLC
PO Box 123, 26 Railroad Avenue
Essex Junction, VT 05453-0123
E-mail: dbarra@barralaw.com

Phone: 802-879-8102
Fax: 802-879-0408

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DRAFT

**VILLAGE OF ESSEX JUNCTION
POLICY REGARDING PROVIDING REFERENCES
FOR FORMER EMPLOYEES**

It is the policy of the Village of Essex Junction that when prospective employers inquire about the employment history of former employees, the information provided shall be limited to the following:

1. Name of employee
2. Job Title(s)
3. Dates of Employment

No other information will be provided.

It is further recommended that the following language be included with this policy:

- A) Information Requests and Employment References. Requests for information from employee files and inquiries from outside the Village, including requests for references on former employees, will be directed to the Village Manager. The Village will only provide dates of employment and positions held. Elected officials and employees are prohibited from providing employment references regarding current or former employees.
- B) Production of Employee Personnel Records. The Village will notify an employee, and to the extent practicable, a former employee, in writing when it provides personnel records in response to a legally issued subpoena. In responding to a subpoena, the Village will comply with applicable state laws related to producing personnel records to a party in court action. Without a subpoena, the Village will not provide personnel records to a third party. Therefore, if an employee or former employee wishes to provide such records to a third party, the employee should access and copy the portions of his or her personnel record to be provided.

Adopted by the Village Trustees on _____.

Check Register Report

Consent Agenda

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Date: 11/08/2013

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
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10048125	10/21/2013	Printed		10586	ESSEX GRILL	LUNCHEON-ADMIN	111.10
10048126	10/08/2013	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	196.60
10048127	10/22/2013	Printed		9863	MAC'S MARKET	SUPPLIES-ADM/LH/STR	216.43
10048129	10/29/2013	Printed		2411	VT DEPT OF MOTOR VEHICLES	TRK PLATE REPLACEMENT-STR	14.00
10048130	10/31/2013	Printed		1817	POSTMASTER	MAIL WATER/SEWER BILLS-WTR/SAN	965.58
10048131	11/08/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	2,577.10
10048132	11/08/2013	Printed		00382	AMAZON.COM CREDIT	CIRCULATION MATERIALS -LIBRARY	871.24
10048133	11/08/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	23,403.61
10048134	11/15/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	163.24
10048135	11/15/2013	Printed		0025	ESSEX AGWAY	PLASTIC FOR G BT-WWTF	24.99
10048136	11/15/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF	56,693.03
10048137	11/15/2013	Printed		9429	AQUARIUS LANDSCAPE INC.	SPRINKLER WINTERIZATION-STR/LH	227.00
10048138	11/15/2013	Printed		0115	AUTO ELECTRIC INC.	SUPPLIES-VARIOUS	183.00
10048139	11/15/2013	Printed		9847	AUTOZONE, INC	DIESEL EXHAUST FLUID-FIRE	6.99
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10048141	11/15/2013	Printed		10408	BAY STATE ELEVATOR COMPANY	EXAM/LUBE ELEVATOR-LIBRARY	252.81
10048142	11/15/2013	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	93.91
10048143	11/15/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	44.00
10048144	11/15/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-VARIOUS	146.54
10048145	11/15/2013	Printed		10518	CDW GOVERNMENT	RECEIPT PRINTR & ADAPTER-ADMIN	561.57
10048146	11/15/2013	Printed		0461	CENTRAL BEVERAGE	NEWSPAPERS-LIBRARY	82.50
10048147	11/15/2013	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	3,658.85
10048148	11/15/2013	Printed		0505	R.R CHARLEBOIS INC.	TRAILER RELOCATION-WWTF	150.00
10048149	11/15/2013	Printed		05070	CHARLEBOIS TRUCK PARTS INC.	HYD MOTOR REBUILD-WWTF	253.50
10048150	11/15/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRICT	BIOSOLIDS-WWTF	18,568.48
10048151	11/15/2013	Printed		10207	CHOICE CARE CARD	MONTHLY ADMIN FEE-VARIOUS	189.00
10048152	11/15/2013	Printed		2305	CLARK'S TRUCK CENTER	TRK MAINT-STREET	2,247.79
10048153	11/15/2013	Printed		9788	COMCAST	CABLE-STREET	58.22
10048154	11/15/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
10048155	11/15/2013	Printed		0624	DEMCO, INC.	SUPPLIES-LIBRARY	995.42
10048156	11/15/2013	Printed		1690	DEPOT HOME & GARDEN	GRASS SEED-STREET	92.73
10048157	11/15/2013	Printed		0636	DESORCIE EMERGENCY PRODUCTS	SEAT CUSHION REPL-FIRE	351.28
10048158	11/15/2013	Printed		0644	DUBOIS & KING INC.	CRES CONNECTOR PROJ DESN-CAP R	42,404.81
10048159	11/15/2013	Printed		10582	EARTH WATER SPECIALISTS, INC.	WATER TECH TRAINING L -WATER	350.00
10048160	11/15/2013	Printed		10261	EASTERN INDUSTRIAL AUTOMATION	SCREEN MONSTER BRUSH-WWTF	230.93
10048161	11/15/2013	Printed		0689	ED EATON	ENG #21 REPAIRS-FIRE	308.47
10048162	11/15/2013	Printed		0720	EMPIRE JANITORIAL SUPPLY CO.	SUPPLIES-STREET	155.95
10048163	11/15/2013	Printed		0710	ENDYNE, INC.	LAB TESTS-WWTF	1,745.23
10048164	11/15/2013	Printed		0770	ESSEX JUNCTION SCHOOL DISTRICT	IMPACT FEES TRANSFER	9,164.68
10048165	11/15/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	240.00
10048166	11/15/2013	Printed		0812	FASTENAL COMPANY	FASTENERS-WWTF	15.41
10048167	11/15/2013	Printed		1935	FERGUSON WATERWORKS #590	PVC PIPES & COUP -ST	793.81
10048168	11/15/2013	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	RECHARGEABLE BATTERY-FIRE	259.07
10048169	11/15/2013	Printed		10584	FIREHOUSE SOFTWARE	CLOUD SOFTWARE-FIRE	2,042.00

Check Register Report

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BANK:

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Checks							
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0048172	11/15/2013	Printed		0836	FLAG SHOP OF VT	REPLACEMENT FLAGS-STREET	627.20
0048173	11/15/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STREET/LH	633.34
0048174	11/15/2013	Printed		9726	GOT THAT RENTAL SALES, INC	PARTS ECHO BLOWER-STREET	12.52
0048175	11/15/2013	Printed		24511	GRAINGER	STORAGE BINS-WWTF	895.25
0048176	11/15/2013	Printed		09502	GRAYBAR COMPANY INC.	GAS LAMP FUSES-STREET	117.51
0048177	11/15/2013	Printed		1010	HACH COMPANY	BUFFER SOLUTION-WWTF	120.00
0048178	11/15/2013	Printed		1035	DONALD L. HAMLIN	ENGINEERING- DEVELOPERS	3,372.07
0048179	11/15/2013	Printed		11462	INFORMATION TODAY INC.	CIRCULATION MATERIALS-LIBRARY	385.05
0048180	11/15/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	188.44
0048181	11/15/2013	Printed		11631	INTEGRITY COMMUNICATIONS	REMOTE PGM'G/MAINT-LH	150.00
0048182	11/15/2013	Printed		9673	INTERSTATE BATTERY OF CV	FIRE EXIT SIGN-STREET	20.69
0048183	11/15/2013	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-WATER/WWTF	266.36
0048184	11/15/2013	Printed		10131	LOCAL MOTION	MEMBERSHIP-PLAN	150.00
0048185	11/15/2013	Printed		10432	CHELSEA MANDIGO	WORK GLOVES REIMB-WWTF	16.95
0048186	11/15/2013	Printed		1479	MATTHEW BENDER & CO. INC	VT STATUTE UPDATES-ADMIN	272.70
0048187	11/15/2013	Printed		9709	JAMIE MCMAHON	CDL LIC RENEWAL-STREET	23.25
0048188	11/15/2013	Printed		1483	MCMASTER-CARR SUPPLY COMPANY	S-3 CONTROL & SPARE-WWTF	52.07
0048189	11/15/2013	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMB-ADMIN	91.53
0048190	11/15/2013	Printed		9256	NATIONAL ASSOC OF FIRE INVESTI	ANNUAL NAFI DUES-FIRE	55.00
0048191	11/15/2013	Printed		1646	NEW ENGLAND CENTRAL RAILROAD	ENGINEERING DEPOSIT/CRESC CON	40,000.00
0048192	11/15/2013	Printed		1646	NEW ENGLAND CENTRAL RAILROAD	5 APPLICATION FEES/CRESC CON	5,000.00
0048193	11/15/2013	Printed		1660	NORTHEAST DELTA DENTAL	INS PREMIUM-VARIOUS	2,155.97
0048194	11/15/2013	Printed		10583	LESLIE O'NEIL	WATER OVERPAID REFUND-WATER	234.60
0048195	11/15/2013	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICAL EXAMS-FIRE	2,660.00
0048196	11/15/2013	Printed		1755	P & H SENESAC, INC.	DIGESTER CLEANING-WWTF	6,900.00
0048197	11/15/2013	Printed		10330	PEOPLE'S UNITED BANK	ARRA LOAN PAYMENT-WWTF/SANI	17,336.05
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0048200	11/15/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	2,890.86
0048201	11/15/2013	Printed		1791	PENELOPE D PILLSBURY	CIRC MATERIALS REIMB-LIBRARY	49.99
0048202	11/15/2013	Printed		1836	PRINTING SYSTEMS INC.	AP CHKS, UB BILLS, -WATER/SANI	1,251.97
0048203	11/15/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MTG MINUTES-ADM/PLAN	440.00
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0048205	11/15/2013	Printed		1955	REYNOLDS & SON, INC.	HOSE & SUPPLIES-FIRE/WATER	3,416.10
0048206	11/15/2013	Printed		10199	SAMMEL SIGN COMPANY	BANNER REV-TREE LIGHTING-ECDEV	35.00
0048207	11/15/2013	Printed		2117	SCHWAAB, INC.	NOTARY STAMP-ADMIN	49.50
0048208	11/15/2013	Printed		0482	SIGNALS RYG, INC.	STREET LIGHT REPAIRS-STREET	838.24
0048209	11/15/2013	Printed		2093	SLACK CHEMICAL COMPANY INC.	LIME & BICARB-WWTF	941.30
0048210	11/15/2013	Printed		10497	ANDREA SOLOMON	REFUND TAX OVERPAYMENT	2,722.11
0048211	11/15/2013	Printed		2115	SOUTHWORTH-MILTON, INC.	FIRE ENG MAINT+PARTS-FIRE	1,450.55
0048212	11/15/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-ST/FIRE/SANI	293.24
0048213	11/15/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-VARIOUS	1,528.62
0048214	11/15/2013	Printed		2227	TI-SALES, INC.	WATERMETERS-WTR/SAN	2,042.95
0048215	11/15/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB-WWTF	337,630.63
0048216	11/15/2013	Printed		10506	U.S. BANK	RZED BOND PYMNT-WWTF	85,437.59
0048217	11/15/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	INS PREMIUM-VARIOUS DEPTS	766.00
0048218	11/15/2013	Printed		2338	USA BLUE BOOK	CHART PEN ARMS-WWTF	376.09

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
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10048220	11/15/2013	Printed		23415	VERIZON WIRELESS	CELL PHS-VARIOUS	408.84
10048222	11/15/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	GAS HEAT-VARIOUS	3,476.67
10048223	11/15/2013	Printed		2368	VERMONT HISTORICAL SOCIETY	CIRCULATION MATERIALS-LIBRARY	50.00
10048225	11/15/2013	Printed		1000206	VILLAGE OF ESSEX JCT.	WATER & SEWER-VARIOUS	3,586.60
10048226	11/15/2013	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREMIUM-VARIOUS DEPTS	405.70
10048227	11/15/2013	Printed		2371	VMCTA	VMCTA MEMBERSHIP-ADMIN	35.00
10048228	11/15/2013	Printed		10476	VMF FABRICATING AND MACHINING	MACHINERY-WWTF	210.00
10048229	11/15/2013	Printed		0811	F.W. WEBB COMPANY	PIPE PARTS-WWTF	59.76
10048230	11/15/2013	Printed		2485	WESCO DISTRIBUTION, INC.	ALKALINE BATTERIES-FIRE	55.44
10048231	11/15/2013	Printed		24851	DON WESTON EXCAVATING, INC	LNCS SDWK & LIGHTING-CAPR	77,637.50
10048232	11/15/2013	Printed		2505	DAVID WHITCOMB	VEHICLE INSPECTIONS-STREET	315.00
10048233	11/15/2013	Printed		25261	MATTHEW WITTEN	PERFORMANCES-LIB FRIENDS	200.00

Total Checks: 108

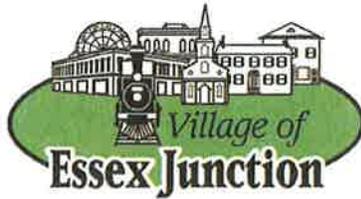
Checks Total (excluding void checks): 798,223.89

Total Payments: 108

Bank Total (excluding void checks): 798,223.89

Total Payments: 108

Grand Total (excluding void checks): 798,223.89



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau and Susan McNamara-Hill, Co-Managers
DATE: November 7, 2013
SUBJECT: WWTF Combined Heat and Power - CoGeneration

Issue: The wastewater facility improvements were designed with provisions to improve the existing combined heat and power (CoGeneration) system. The original microturbine system we commissioned in October 2003 was removed from the facility due to construction. This decision was reinforced when the manufacturer discontinued production of our model. The wastewater facility bond authorization did not include CoGeneration.

Discussion: The construction project is at a stage where we are financially over 80% complete and on track for costs and schedule. Bids have been received on two sizes of proposed replacement cogeneration equipment. There were two qualified bidders with the next bid nearly double the prices noted below. We bid the package to allow for a best fit based on methane gas available for the units. The smaller size is suited to fit our current methane production while the larger unit is sized to operate on current and future methane production. Additional methane production can be assured with a longer term agreement to accept hard cider waste from Vermont Hard Cider Company in Middlebury. We are working on incentives from Efficiency Vermont which will discount the total project cost. We are also researching additional revenues available under Greenhouse Gas power production credits under ISO New England (regional power grid) programs, Green Mountain Power and other potential energy and grant programs in Vermont and throughout the region. This will provide additional revenue once we negotiate and close out our current commitment on our prior system with Native Energy. With Efficiency Vermont incentives and not considering the other potential revenue sources, payback on the project is still approximately 7 years.

Costs: The equipment costs for the generation units are:

100 kW unit \$339,275.85
150 kW Unit \$391,820.70

Total project cost for the installation including site and engineering costs related to the installation are expected be around \$665,000 for the 150 kW unit. Additional detail is summarized in Table 1 of the Aldrich + Elliott report enclosed. Award of the bid will allow construction, final engineering and final cost development.

This installation was discussed at the October 4, 2013 TriTown meeting. The group requested additional details related to the long term operation be reviewed and deferred the recommendation to staff and the engineer.

Recommendation: It is recommended that the Village Trustees award the lowest qualified bid for the 150 kW methane generating unit to 2C Cenergy for \$391,820.70



DATE: October 21, 2013

TO: Board of Trustees

CC: Patrick Scheidel, Village Manager
Jim Jutras, Water Quality Superintendent

FROM: Wayne Elliott, PE *WEL*

RE: Village of Essex Jct (Vt) WWTF
Biogas Cogen System Upgrade Equipment – Contract No. 3A
Recommendation for Award
A+E Project No. 13073

Bid Results

The bids for the Biogas Cogen equipment under Contract No. 3A were received on Thursday, August 22, 2013. It was determined that 2G Cenergy submitted a responsive bid and was the apparent low with a total contract price of \$327,042.85. The bid document requires that the bid price be held for up to 90 days.

For this bid, the following information was requested and was used to evaluate the bids:

1. Contract Price
2. System Efficiency/Performance Data
3. Projected Annual Maintenance Costs
4. Supplemental Data; List of installations, deviations, etc.

Bid Analysis

The 2G Cenergy bid and other information submitted was further reviewed. Since the 2G bid price is significantly lower than the other suppliers, a very limited review of the system efficiency/performance data was performed since incorporating the life cycle cost of these elements into the analysis wouldn't change the bid results.

A list of installations was supplied and several of the 2G installations were contacted. Two (2) of these installations are under construction in Vermont. A site visit was scheduled and conducted on September 19, 2013, to visit a new anaerobic digestion and biogas facility in East Franklin, Vermont, at Riverside Farms. The design and construction of this new facility is being managed by a Canadian based company called Bio-Methatech. We were able to meet with the on-site representative, Francois Guay. All of the 2G Cenergy equipment for the moisture removal system and (2) 100 KW CHP units was on-site and being installed. Discussions with Francois on his experience with 2G and observations of the equipment on-site were positive.

Start-up of the system is planned for later this fall once adequate gas has been generated in the anaerobic digester tank.

Other installations on the list were contacted and copies of the questionnaires from each facility were prepared. Some of these facilities had been on-line for up to 4 years and others had been recently started up. The feedback provided is summarized below:

- Equipment is of excellent quality and design.
- Experiences varied on working with 2G staff on design, installation, and start-up. Most had good experiences, but others noted that they were rigid and inflexible in interpretation of specifications, contracts, and warranties.
- There is a high level of technical expertise and assistance out of the Germany location, but accessing the staff could be difficult at times.
- The local service provider network is growing and well trained. Technical and service support out of the Florida location has been positive.

Based on the analysis of the bids and other supplemental information, award to 2G Cenergy to supply the Biogas Cogen equipment is recommended for either the 100KW or 150 KW unit. A size of the unit was not specified in the Contract Documents as it was left up to the manufacturer to propose on a unit that could meet the system performance criteria. The original recommendation was for a 120 KW unit, but 2G doesn't offer this standard size. 2G is one of the few manufacturers that provides the entire package system with their design layout.

With the 2G Cenergy proposal, the preferred layout will be to place the majority of the equipment outside. This will make the system "connection ready" and more "plug and play" to provide for a more cost-effective installation, saving the Village money on the installation of the system under Contract No. 3B.

2G Cenergy provided a summary and price quote detail sheet with their bid that included some other options for consideration. Table 1 below lists some recommended options for including in the 2G proposal which increases the total price to \$339,275.85.

Pricing was requested from 2G to increase the CHP unit size to 150 KW and this cost information is summarized in Table 1.

**Table 1
Cogen Equipment
Contract Price Summary**

Item	100 KW Unit Total Price	150 KW Unit Total Price
Base Bid	\$327,042.85	\$379,587.70
Additional Options		
Gas Meter	\$3,946.00	\$3,946.00
Insulation of Gas Treatment Filter Vessels	\$3,406.00	\$3,406.00
Container Space Heater	\$2,485.00	\$2,485.00
Container Module painted in Special Color	\$2,396.00	\$2,396.00
Total	\$339,275.85	\$391,820.70

Assessment of Equipment Size

Information was provided by 2G on the system performance/efficiency for both the 100 and 150 KW units and 2G verified the turndown of the units to be about 50% running continuously. Hallam updated the original performance assessment using the data supplied by 2G.

The original design criteria for the cogen system dated July 2013 summarizes the historical digester biogas production. Since 2005, the average daily gas production has ranged from 36,500 to 48,000 cfd and current conditions are based on an average daily gas production of 41,000 cfd. The Village continues to take liquid waste from Green Mountain Cider (GMC) in Middlebury which is going through an expansion project, so the availability of this waste material is anticipated to increase. The benefits to the Village of taking this liquid waste is that it increases the biogas production which in turn increases the electrical and heat generation capabilities, reducing the utility costs at the treatment facility.

For the 150 KW unit, the analysis indicates that a minimum gas production of 31,000 cfd is required to operate the unit at the 50% turndown or about 75 KW. Based on the historical data, this volume of gas is produced and at the average daily gas production of 41,000 cfd, the unit will operate at about 100 KW. If the smaller 100 KW unit is supplied, then the unit would operate at about 100% of capacity. By selecting the larger 150 KW unit, additional generating capacity is available at current gas production levels and as future gas production increases. To optimize the potential electrical and heat generation, the assessment verifies that the 150 KW unit is sized appropriately for this application and can be implemented at a reasonable additional cost.

Updated Total Project Cost

An updated budget for the cogen system is provided below in Table 2 and reflects the bid prices for the 2G 100 KW and 150 KW units. The total project cost estimate is \$665,000 for the 150 KW unit.

Even though there have been some significant additions to the moisture and gas conditioning system, sizing, etc. from the original biogas cogen system upgrade recommendations, the updated costs are below the original \$750,000 budget.

**Table 2
Biogas Cogen System Upgrade
Total Project Cost Summary**

Item	100 KW Estimated Cost	150 KW Estimated Cost
Contract No. 3A: Equipment ⁽¹⁾	\$339,275.85	\$391,820.70
Contract No. 3B: Installation ⁽²⁾	\$175,000	\$175,000
Construction Contingency	\$17,500	\$17,500
Engineering		
Final Design and Permitting (Step II)	\$47,100	\$47,100
Bid and Construction Phase (Step III) ⁽³⁾	\$30,000	\$30,000
Misc. Costs	\$5,000	\$5,000
Total	\$613,875	\$666,420
Use	\$615,000	\$665,000

Notes:

1. Based on actual bid price, plus options.
2. Estimated cost.
3. Assume resident engineering services performed outside other control. If work is concurrent with wrap-up of Contract No. 1, this cost will be reduced substantially.

Available Funding Sources

Efficiency Vermont had reviewed this proposed upgrade to determine the potential for their participation with incentives. The initial review was based on a 120 KW unit and they were able to offer a \$65,000 incentive. Once the final decision is made on the size of the unit, this incentive proposal will be updated with Efficiency Vermont. Information on the size assessment has been forwarded to Efficiency Vermont for review and update of the incentive.

If it fits under the original bond authorization, the Vermont Municipal Bond Bank funds from the "Bradford" loan can be used for this project. The use of these non State revolving loan funds is preferred as the State procurement guidelines do not have to be followed to determine funding eligibility.

Other sources of funding include use of capital funds earmarked for rebuild of the cogen microturbines, etc.

Recommendation

The recommendation is for the 2G Cenergy 150 KW CHP unit to include the options listed previously at \$391,820.70. If the Board concurs with the recommendation, the award and contract will be issued to 2G for the equipment purchase on this Contract No. 3A.

Once the additional equipment information is obtained from 2G, then the bid package for installation of the equipment under Contract No. 3B will be prepared and issued about April 2014.

Approvals for the cogen system upgrade will require an Act 250 Amendment and may require a Certificate of Public Good from the Public Service Board. Since this project could be considered a net metered power system by definition, a certificate of public good may be required. Further discussions will be conducted with the PSB to determine if this self generation project falls under the definition of net metering. These permit applications will be prepared once adequate information is available on the site layout and equipment. Coordination will be required with Green Mountain Power and may require some additions to the cogen equipment or electrical modifications. These changes will need to be coordinated with the 2G equipment during the shop drawing process and may impact the final cost of the cogen equipment.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau and Susan McNamara-Hill, Co-Managers
DATE: November 7, 2013
SUBJECT: WWTF Combined Heat and Power - CoGeneration

Issue: The wastewater facility improvements were designed with provisions to improve the existing combined heat and power (CoGeneration) system. The original microturbine system we commissioned in October 2003 was removed from the facility due to construction. This decision was reinforced when the manufacturer discontinued production of our model. The wastewater facility bond authorization did not include CoGeneration.

Discussion: The construction project is at a stage where we are financially over 80% complete and on track for costs and schedule. Bids have been received on two sizes of proposed replacement cogeneration equipment. There were two qualified bidders with the next bid nearly double the prices noted below. We bid the package to allow for a best fit based on methane gas available for the units. The smaller size is suited to fit our current methane production while the larger unit is sized to operate on current and future methane production. Additional methane production can be assured with a longer term agreement to accept hard cider waste from Vermont Hard Cider Company in Middlebury. We are working on incentives from Efficiency Vermont which will discount the total project cost. We are also researching additional revenues available under Greenhouse Gas power production credits under ISO New England (regional power grid) programs, Green Mountain Power and other potential energy and grant programs in Vermont and throughout the region. This will provide additional revenue once we negotiate and close out our current commitment on our prior system with Native Energy. With Efficiency Vermont incentives and not considering the other potential revenue sources, payback on the project is still approximately 7 years.

Costs: The equipment costs for the generation units are:

100 kW unit \$339,275.85

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This installation was discussed at the October 4, 2013 TriTown meeting. The group requested additional details related to the long term operation be reviewed and deferred the recommendation to staff and the engineer.

Recommendation: It is recommended that the Village Trustees award the lowest qualified bid for the 150 kW methane generating unit to 2C Cenergy for \$391,820.70



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Robin Pierce, Development Director 
DATE: 10/25/13
SUBJECT: Tree Policy

Issue The issue is whether or not the Village Trustees want to adopt a Tree Policy.

Discussion In 2011 the Village changed the LDC to emphasize the importance of indigenous species in the urban landscape. Subsequent to that action we applied for and received several grants for tree planting and a tree inventory. A natural progression (and companion) to this work is a Tree Policy which advances the benefits of protecting our current tree inventory and enables the Village to move forward to ensure that our urban forest is strengthened.

Cost If work is needed to prune or remove a tree there will be costs, which are unknown at this time. It will vary based on the extent of the work. However, it is prudent to establish a preliminary budget to enable the goals of establishing a Tree Policy to be met.

Recommendation It is recommended that the Trustees adopt a Tree Policy for the Village of Essex Junction and set up a preliminary budget in the range of \$10,000.

Bridget Meyer volunteered to help the committee and hoped the committee could begin its work in the near future. Ms. Meyer noted survey results from Heart and Soul showed of the 541 respondents over 400 had positive comment on more biking, walking, sidewalk, and path connections in the village.

c. Request by Nick Meyer to Adopt a Village Tree Policy

Nick Meyer read a statement on establishing a comprehensive tree plan for the village highlighting trees in the village provide an economic, environmental and social contribution as well as energy savings. Village resident, Sandra Willey, is interested in landscape projects in the village including tree planting/maintenance. A tree event was recently held at Summit Street School on Arbor Day (May 10, 2013). The village received a grant in 2012 from the Preservation Trust for tree plantings on Lincoln Place, Railroad Ave., and by the Brownell Library. Additional tree plantings with grant money will be done on Pearl Street, Central Street, and Lincoln Street. Landowners on the south side of Pearl Street and Central Street have been contacted regarding planting trees on their property. The village has submitted an application for a tree inventory grant and to develop a tree management plan. Now is the time to have a sustainable tree policy that looks to the future; there is real interest in the community, stated Mr. Meyer. Staff members, Darby Brazoski and Rick Jones, have been very helpful with the tree policy which can be further developed following review by other staff members (Jim Jutras) and the Planning Commission/Board of Trustees. The tree policy includes establishing a five member board to ensure tree planting and maintenance continues.

There was discussion of pruning trees along roadways and replacing trees that are removed. Sandy Willey explained pruning helps trees remain healthy. The elm trees by Lincoln Hall need selective pruning which is typically done during the dormant months (winter). Eventually the center maple tree in front of Brownell Library should be removed to provide a clear view of the beautiful building and allow the lawn to grow (grass will not grow under a maple tree).

The consensus of the Trustees is in support of the policy moving forward.

4. OLD BUSINESS

a. Discuss Amendment to Land Development Code (LDC) to Regulate Tobacco Retailers in Village Center

The Trustees reviewed the letter to the Planning Commission requesting amendment to the LDC to regulate tobacco retailers in the village center. Minor corrections to the letter were made (change ¼ mile radius to ½ mile radius of Thomas Fleming School). The letter will be forwarded to the Planning Commission for consideration. Dan Kerin expressed concern about setting a precedent of regulating business activity in the village. George Tyler pointed out a license to sell tobacco is required so there already is regulation in place. The New England School of Law advises this is a reasonable approach to find a balance between individual rights and the community's right to impose its will.

5. NEW BUSINESS

October 18, 2013

Mr. Pat Scheidel
Village Manager
2 Lincoln Street,
Essex Jct., Vt 05452

RECEIVED
OCT 18 2013
Village of Essex Junction

Dear Pat,

During the course of the last year a group of interested citizens have been developing a Tree Policy for The Village of Essex Junction. This action arose out of an awareness that the Village is one of the few communities in Chittenden County that does not have such a policy. A Tree Policy provides the Village with a framework to plan and manage the urban forest. The draft policy was presented to the Trustees in May of 2013. They were supportive. We have since edited the policy with the assistance of the Vermont Urban and Community Forestry Program. In addition Robin Pierce from the Village Planning Office has provided input and his suggestions have been incorporated. After your review, we hope that the Trustees will adopt the policy.

Great work has been done over the past year. A grant from the Preservation Trust allowed the Village to plant 20 trees in the 5 corners region. We coordinated a Tree Care workshop for both the Village and Town Public Works Departments. We secured a grant, Caring for the Canopy, from the Vermont Urban and Community Forestry Program. With this grant, an inventory of the Public Trees in the Village was conducted. From this valuable information, we can develop a tree maintenance program and plan for future tree plantings. Part of this grant includes funding for tree pruning.

We would be happy to answer any questions that you might have regarding the Tree Policy or the work of the citizen group. We look forward to the Policy adoption as we strive to care for our Urban Landscape. Please let us know when this might be on the Trustees Agenda?

Sincerely,



Nicholas Meyer
28 Pleasant St
Essex Jct., VT
05452

Nmeyer52@aol.com
233-9493

DRAFT

Village of Essex Junction Tree Policy

I. Purpose

It is the purpose of this policy to promote, protect, and enhance public health, safety, and general welfare by providing a mechanism for the planting, maintenance, protection, and removal of trees and shrubs on public streets, parks, and Village-owned properties within the Village of Essex Junction. This policy also provides for the establishment of the Essex Junction Tree Advisory Committee to engage citizens in the stewardship, management, and recognition of the Village's tree resources.

II. Definitions

Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.

Diseased Tree: Any tree or shrub with a combination of structural defects and/or a health condition, which makes it subject to a high probability of failure.

Hazardous Tree: Any tree or shrub, public or private, with visibly defined structural defects likely to cause failure of all or part of the tree, and be a danger to public safety.

Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.

Public Right-of-Way: Right of way is measured from the center line of any road within the Village. Distance out from centerline will vary depending on individual streets. This information is available from the Department of Public Works.

Private Tree: Any tree or shrub or any substantial portion of a tree, shrub, or plant which is in a private location along a public right-of-way.

Street Tree: Any tree or shrub located on either side of all streets, avenues, bike paths, and located within the bound of all Village right-of-ways.

Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi-stemmed trunk system with a definitely formed crown.

III. Jurisdiction/Authority

The Trustees shall appoint a Tree Warden, under 24 V.S.A. § 871. The Tree Warden may appoint a Deputy Tree Warden under 24 V.S.A. § 2505. Through its Tree Warden, the Village shall have control of all Public Trees and shall have the authority to plant, maintain, protect, and remove such trees.

IV. Administrative Responsibilities/Administration

The Trustees shall appoint a Tree Advisory Committee for specific purposes as outlined in the Tree Committee's Charter. The Essex Junction Tree Advisory Committee shall be an advisory organization that works with the Tree Warden to promote the improvement and preservation of a healthy environment of the Village as it relates to Public Trees.

The Essex Junction Tree Advisory Committee shall consist of at least four Essex Junction residents and one Essex Junction municipal staff person, all whom shall be appointed by the Trustees. Members will serve staggered terms of three years and will serve without compensation.

The Essex Junction Tree Advisory Committee shall be responsible for the following activities:

- a. Develop a street tree master plan;
- b. Conduct a street tree inventory;
- c. Assist Village staff and the Essex Junction Planning Commission in reviewing landscape master plans;
- d. Assist Village staff and the Essex Junction Planning Commission in updating Land Development code regarding tree planting and maintenance requirements;
- e. Educate citizens of the Village about benefits and care, and threats to trees; and
- f. Organize an annual Essex Junction Arbor Day celebration.

V. Provisions for the Management of Community Trees

The Village is supportive of planting and maintaining trees along its streets, roads, and on other Village and private property. The benefits of street trees are well documented and this policy is consistent with and recognizes those benefits.

The Village shall have the right to plant, maintain, and remove Public Trees as may be necessary to insure public safety, or to preserve or enhance the symmetry and beauty of public right of ways and Village property as set forth in the following guidelines.

a. Tree Planting

- i. All Public Trees shall be planted in accordance with American National Standards Institute (ANSI) A300 Standards for Tree Care Operations.
- ii. Trees shall be selected from the booklet, "Recommended Trees for Vermont Communities", published by Vermont's Urban & Community Forestry Program, a copy of which shall be maintained by the Tree Advisory Committee and available for public viewing at the Village Office.
- iii. All newly planted public trees will carry a one year maintenance and replacement guarantee
- iv. No person shall plant any tree within Village right-of-ways or Village property without written permission of the Tree Warden and Development Director.
- v. Trees should be sited based on above and below ground site condition. All Public Trees will be planted at a minimum of 30 feet from intersections.

b. Tree Maintenance

- i. All Public Tree care shall be in accordance with the ANSI A300 Standards for Tree Care Operations.
- ii. All contractors who work on Public Trees shall have on staff a certified arborist.

- iii. It shall be the responsibility of any person owning property bordering on a public street, sidewalk, recreational path, or other public right-of-way to ensure trees or shrubs that are dead, diseased, or injured do not pose an unreasonable risk of property damage or bodily injury occurring within such public right-of-way.

c. Tree Removal

- i. In accordance with 24 V.S.A. § 2502, the Village Tree Warden may remove any Public Tree that is diseased, dying, or dead which create a hazard to public safety of threaten the effectiveness of disease or insect control programs.
- ii. If, in the opinion of the Tree Warden, a Public Tree constitutes no hazard to public safety and is determined to be healthy but needs to be removed, then the Tree Warden will warn a public hearing and shall be in accordance with 24 V.S.A. § 2509:

A Public Shade Tree within the residential part of a municipality shall not be felled without a public hearing by the tree warning, except that when it is infested with or infected by a recognized tree pest, or when it constitutes a hazard to public safety, no hearing shall be required. In all cases the decision of the Tree Warden shall be final except that when the Tree Warden is an interested party or when a party in interest so requests in writing, such final decision shall be made by the Trustees.

- iii. Two weeks before the scheduled removal of the tree the public will be notified via the Trustees meeting and/or paper of record and a sign will be posted on the Public Tree of the proposed action to be taken and the Public Hearing time, date, and place.
- iv. Anyone contesting the removal of a Public Tree must do so to the Tree Warden between the time of posting the tree removal notice and the hearing, at the hearing or within 24 hours of the decision having been made. After informing the Tree Warden, a written appeal must be submitted within two weeks to the Tree Warden and the Trustees. The Tree Warden will notify the appellant by certified mail of the hearing with the Trustees; the decision of the Trustees will be final.

d. Tree Protection

- i. No Public Tree shall be pruned, removed, or harmed in any way without the written permission of the Tree Warden
- ii. Any construction within the outer most drip line of Public Trees requires consultation with the Tree Warden who may provide specific written requirements for additional protections

VI. Control of Hazardous Trees & Trees Infested with a Pest or Pathogen

The Village, in consultation with the Tree Warden, may remove or cause to be removed any Public or Private Tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to the Village infrastructure or other public improvements, or is affected with any injurious disease, insect, or other pest, in accordance with 24 V.S.A. § 2511:

When an insect or disease pest infestation upon or in public or private shade trees threatens other public or private trees, is considered detrimental to a community shade tree preservation program or threatens the public safety, the tree warden may request surveys and recommendations for control action from the commissioner of agriculture,

food and markets. On recommendation of the commissioner of agriculture, food and markets, the tree warden may designate areas threatened or affected in which control measures are to be applied and shall publish notice of the proposal in one or more newspapers having a general circulation in the area in which control measures are to be undertaken. On recommendation of the commissioner, the tree warden may apply measures of infestation control on public and private land to any trees, shrubs or plants thereon harboring or which may harbor the threatening insect or disease pest. He may enter into agreements with owners of such lands covering the control work on their lands, but the failure of the tree warden to negotiate with any owner shall not impair his right to enter on the lands of said owner to conduct recommended control measures, the cost of which shall be paid by the municipality.

If the Tree Warden shall determine with reasonable certainty upon inspection or examination that any hazardous tree herein defined exists in or upon any private premises within the Village, and may damage or cause injury in the Village ROW, he/she may notify the owner of such premises, or their agent, in writing that said nuisance tree must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the hazardous tree, the manner in which the hazard shall be abated, and the time limited in which the hazard shall be abated which shall not be less than fifteen (15) days after issuance of said notice unless the Tree Warden shall determine that immediate action is necessary for public safety.

Adopted by the Village Trustees on _____.

A Comprehensive Tree Plan for the Village of Essex Junction

Why Trees: The Value of Trees

Studies prove that trees have a positive effect on many aspects of people's lives, including their health, homes, businesses, communities, drinking water and air quality.

Economic Contributions

- Well landscaped city streets attract shoppers who bring economic vitality to downtown urban areas.
- Landscaping, especially with trees, increases property values
- Trees reduce storm water runoff
- Amenity and comfort ratings are significantly higher for a tree lined sidewalk compared to non-shaded sidewalk

Energy Savings

- The net cooling effect of a young healthy tree is equivalent to 10 room size air conditioners operating 20 hours a day
- Trees, properly placed around buildings as windbreaks, can save up to 25% on winter heating costs

Environmental Contributions

- Leafy tree canopies catch precipitation before it reaches the ground, allowing some of it to gently drip and the rest to evaporate. This lessens the storm runoff.
- Trees reduce noise pollution by absorbing sounds
- Trees reduce street and parking lot temperatures.
- Trees store carbon

Social Contributions

- Views of nature reduce the stress response of both body and mind when stressors of the urban environment are present
- Trees planted in an urban environment are reputed to reduce crime
- Well landscaped tree lined streets will reduce driving speeds

Other Chittenden County Communities

Many other communities in Chittenden County have either a Tree Policy or Tree Ordinance to help plan and manage the urban landscape. Williston, Shelburne, South Burlington and Burlington have comprehensive plans. Burlington residents support a dedicated tax to fund tree planting and maintenance. South Burlington and Burlington have arborists on staff.

Essex Junction Past and Present Regarding a Tree Policy

The village does not have a tree policy. Over the years the Village has had a piece meal approach to tree planting and tree maintenance. The Public Works Department has a small budget for trees, which is primarily used for removal of hazard trees. The Land Development Code has some language regarding landscape requirements for new developments but needs to be updated and expanded. Fortunately, the Village has had some interested citizens like Sandy Willey who have spearheaded landscape projects such as Memorial Park, railroad crossings, Lincoln Hall and the Brownell Library.

Recent Citizen Initiatives

- 2012 Tree Planting on Lincoln Place, Railroad Avenue, and Brownell Library

- Organized a joint tree care workshop for the Village and Essex Town Public Works Departments
- Applied for a grant to conduct a tree inventory and develop a tree management plan
- Organized an Arbor Day event at Summit Street School
- Additional tree planting on Pearl Street, Central Avenue, and Lincoln Street to be completed this year.

Now is the Time

There have been numerous public forums where residents have placed a real value on the need for beautification projects in the Village. The recent walking and biking initiatives dovetail well with a village tree policy. The Village core has had infrastructure improvements but little attention paid to landscaping. There are new roads and developments being proposed for the Village. In this planning process the urban landscape should be a consideration and a Village Tree Policy would be most helpful.

We are also fortunate to have a number of residents who are SOUL (Stewardship for The Urban Landscape) graduates. This 8 week class is a comprehensive study of trees in the urban landscape offered by the VT Department of Forest, Parks and Recreation and the University of Vermont Extension. Their knowledge and interest will be helpful. We are also fortunate to have Warren Spinner who oversees Burlington's renown urban tree program be an interested resident of the Village.

DRAFT

TREE ADVISORY COMMITTEE MEMBER

Mission/Purpose:

The individual is expected to attend and participate in committee meetings and activities, and as part of the four-member Tree Advisory Committee, reach consensus on providing a mechanism for the planting, maintenance, protection and removal of trees and shrubs on public streets, parks and Village-owned properties within the Village of Essex Junction. The committee is an advisory organization that works with the Village Tree Warden to promote the improvement and preservation of a healthy environment as it relates to public trees.

Preferred skills:

Any Village citizen interested in this position is encouraged to apply. Those with a background in arboriculture, landscape architecture and streetscape design may be particularly interested in applying.

Requirements:

All members of the Tree Advisory Committee must be residents of the Village of Essex Junction.

The member must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees, participate in activities outside of scheduled meetings and work independently on committee tasks.

Length of term:

This committee's term is three (3) years, except for the initial membership terms which will be staggered in three, two and one year increments.



MEMORANDUM

To: Village of Essex Junction Trustees; Pat Scheidel, Village Manager
From: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
Date: November 12, 2013
Re: Tax Stabilization Agreement for 8 Railroad Ave.

Issue:

The issue is whether or not the Trustees can reject a property owner's claim for tax stabilization if the property owner violated Village policy for a certificate of occupancy.

Discussion:

Michael Meier, owner of the property at 8 Railroad Ave. was given a Letter of Commitment for tax stabilization for Railroad Ave. on October 24, 2012. A copy of the letter is attached. On September 16 Mr. Meir submitted an invoice to substantiate improvements of greater than 10% of the current assessed value of \$328,400 as required by the letter of commitment. The Trustees asked staff to research whether Mr. Meir's violation of the Village policy for a certificate of occupancy would be a valid reason to deny tax stabilization. Our Attorney, David Barra, has expressed the opinion that this would not be a reason to reject Mr. Meir's request for tax stabilization.

Cost:

The cost of the contract over the next 5 years using this year's tax rate will be \$3,858 reduction in tax revenue. Because the property is in a district eligible for the National Historic Register, the Village policy provides a longer tax stabilization period than for other areas.

Recommendation:

Staff recommends the Village Trustees sign the agreement with Michael Meier for tax stabilization for the property at 8 Railroad Ave.

Village of Essex Junction

Tax Stabilization Cost of 8 Railroad Ave. Agreement

	Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction Grand List	FY14 Tax Rate	Cost at 0.2666
FY15	8 Railroad Ave.	\$ 5,788	30%	\$1,736	\$4,052	\$	1,080
FY16	8 Railroad Ave.	\$ 5,788	40%	\$2,315	\$3,473	\$	926
FY17	8 Railroad Ave.	\$ 5,788	50%	\$2,894	\$2,894	\$	772
FY18	8 Railroad Ave.	\$ 5,788	60%	\$3,473	\$2,315	\$	617
FY19	8 Railroad Ave.	\$ 5,788	70%	\$4,052	\$1,736	\$	463
	Total					\$	3,858

2 Lincoln Street
Essex Junction, VT 05452-3154
www.essexjunction.org



P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

October 24, 2012

Mr. Micheal Meier
149 Main Street
Essex Junction, VT 05452

Re: 8 Railroad Avenue, Essex Junction

Dear Mr. Meier:

This is a Letter of Commitment for tax stabilization for 8 Railroad Avenue, if you comply with the following conditions:

1. Obtain all applicable federal, state and local project permits.
2. Make improvements in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy, greater than ten (10) percent of the current assessed value of the real property (\$328,400).
3. Upon completion of the project, which must be in compliance with your permit as shown by a Certificate of Occupancy, you shall provide the Village of Essex Junction evidence of the required capital investment (contracts, invoices, etc.).
4. If you meet the aforementioned conditions, the Village Trustees shall provide final approval and tax stabilization shall commence the subsequent year in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy.

Thank you for the investment in your property and the Village of Essex Junction.

Respectfully,

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President

Daniel S. Kerin, Vice President

Andrew P. Brown, Trustee

Lori A. Houghton, Trustee

Elaine H. Sopchak, Trustee

cc: Grant Geisler, CCSU Operations Manager

TAX STABILIZATION AGREEMENT

WITNESSETH:

THIS AGREEMENT, made on this 12th day of November, 2013, by and between the Village of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont and having its situs in the County of Chittenden and State of Vermont, acting by and through its Board of Trustees as its legislative branch (hereinafter referred to as the "Village"), and Micheal Meier with his principal place of business in Essex Junction, Vermont (hereinafter referred to as the "Owner").

WHEREAS, the Charter of the Village of Essex Junction authorizes and empowers the Village Trustees to negotiate and execute assessment and taxation agreements between the Village of Essex Junction and a taxpayer or taxpayers within the Village of Essex Junction consistent with applicable requirements of the Vermont Constitution.

WHEREAS, the Owner is the owner of certain real property which includes a building, land and site improvements ("real property") in the Village and is operating or causing to be operated and used as a commercial or industrial property; and

WHEREAS, said land of which the Owner is that conveyed to the Owner by Warranty Deed of James D. Meier Revocable Trust, dated June 25, 1998, recorded in Book 388, Page 106 of the Town of Essex Land Records, and said Owner intends to operate a commercial or industrial facility on this property.

NOW THEREFORE, in consideration of the mutual covenants and undertakings herein exchanged, the parties agree as follows:

1. For each of the fiscal years 2015 -2019, but not thereafter, the Village will bill, the Owner will pay, and the Village will accept in full payment of taxes assessed only upon that facility on the real property an amount derived from the following formula or computations:

For fiscal year '15, the assessed value of the Owner's real property as entered upon the 2014 Grand List shall be divided by 100, with the resulting product being multiplied by 30%, and then multiplied by the tax rate for fiscal year '15.

For fiscal year '16, the assessed value of the Owner's real property as entered upon the 2015 Grand List shall be divided by 100, with the resulting product being multiplied by 40%, and then multiplied by the tax rate for fiscal year '16.

For fiscal year '17, the assessed value of the Owner's real property as entered upon the 2016 Grand List shall be divided by 100, with the resulting product being multiplied by 50%, and then multiplied by the tax rate for fiscal year '17.

For fiscal year '18, the assessed value of the Owner's real property as entered upon the 2017 Grand List shall be divided by 100, with the resulting product being multiplied by 60%, and then multiplied by the tax rate for fiscal year '18.

For fiscal year '19, the assessed value of the Owner's real property as entered upon the 2018 Grand List shall be divided by 100, with the resulting product being multiplied by 70%, and then multiplied by the tax rate for fiscal year '19.

2. Annually, the Assessor may adjust the assessed value of the real property to reflect increases or decreases in such value for grand list and property tax purposes.

3. The amounts payable by the Owner in each year shall be due and payable in the same relative percentage amounts and on the same date or dates in each year of this Agreement, as are the percentages and dates which are generally applicable to the payment of real property taxes by other taxpayers in the said Village and shall have all the incidents of taxes for purposes of collection, liens and delinquencies as provided by law for Village taxes generally. Interest and the penalty provided by statute with respect to taxes not paid when due may be assessed by the Village against payments to be made hereunder by the Owner which are not paid when due, in the same manner as interest and penalties are assessed generally with respect to real property taxes of the Village which are not paid when due.
4. In the determination of the value of the Owner's property for purposes of determining the amount to be paid by the Owner pursuant to the terms of this Agreement, the Owner may avail himself of any grievance procedure or administrative or legal appeal with respect to said determination as is provided by Vermont Statutes and in the same manner as any other taxpayer in the Village.
5. The assessors for the Town of Essex shall have access at reasonable times to the real property of the Owner in the Village for purposes of inspecting the same in the course of determining the value thereof for purposes of the Grand List of the Village.
6. This Agreement shall continue in effect for the term herein specified, provided that the land, buildings continue to be owned and used in the furtherance of the operations of the Owner, or of another operating entity, lessee or successor to the Owner.

This Tax Stabilization shall inure to the benefit of the successors and assigns, if any, of the Owner.

7. The failure of the Owner or his successors to pay taxes assessed pursuant to the terms of this Agreement on or before the final tax due date of the tax year for which the taxes were assessed shall immediately terminate this Agreement. Commencing upon the first day of the next ensuing tax year, all property shall be taxed in the same manner and at the same percentage as property which is not subject to a Tax Stabilization Agreement.

IN WITNESS WHEREOF, the Village has caused this Agreement to be duly executed by the Trustees, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative.

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

By: _____
Micheal Meier

George A. Tyler, Village President

Daniel S. Kerin, Vice President

Lori A. Houghton, Trustee

Elaine H. Sopchak, Trustee

Andrew P. Brown, Trustee

VILLAGE OF ESSEX JUNCTION COMMERCIAL TAX STABILIZATION POLICY

1. **Purpose:**

To encourage economic development, diversify our tax base, enhance the street scape and provide long-term growth in the Grand List and help maintain the vitality of the Village of Essex Junction's commercial business district.

2. **Definitions:**

Current Assessed Value: The assessed value lodged in the Grand List as of April 1st of each tax year.

Commercial Zone: Commercial zone includes the Village center, residential office, mixed commercial, and heavy commercial zones on the official zoning map of the Village of Essex Junction.

Fiscal Year: July 1st through June 30th.

Personal Property: Improvements that are not permanently affixed to the land or building(s).

Real Property: Improvements that are permanently affixed to the land or building(s). This does not include acquisition cost of land and building(s).

Residential Development: Any subdivision, apartment, cluster home, carriage home, condominium, or townhouse designed and constructed for residential occupancy.

3. **Eligibility:**

- A. Any for-profit or non-profit corporation, partnership, cooperative, or proprietorship that is existing, locating or expanding in a commercial zone in the Village of Essex Junction may be eligible for tax stabilization.
- B. Tax stabilization on improvements to a building(s)/site within an industrial zone will be considered on a case-by-case basis upon request of the property owner.
- C. Residential development shall not be eligible for tax stabilization.
- D. No corporation, partnership, cooperative, or proprietorship (profit or non-profit) shall be eligible for tax stabilization if there are delinquent tax or utility accounts payable to the Village of Essex Junction.

E. Tax stabilization must be approved by the Village Trustees by December 31st of the previous fiscal year.

4. Tax Stabilization Process:

The property owner must submit a letter to the Village Trustees requesting tax stabilization in advance of making the required improvements. The letter shall express the property owner's intent to make real property improvements (not personal property improvements) to a building(s)/site within a commercial zone greater than ten (10) percent of the current assessed value of the real property within a twelve (12) month period after approval by the Village Trustees.

Upon receiving a letter requesting tax stabilization, the Trustees may issue a letter of commitment indicating that if the required improvements are made and satisfactory evidence of those improvements are provided to the Village of Essex Junction (i.e., contracts and invoices, etc.), the Trustees will enter into a tax stabilization agreement in accordance with the following*:

- Year 1: Taxed at 30% of the current assessed value of the real property.
- Year 2: Taxed at 50% of the current assessed value of the real property.
- Year 3: Taxed at 70% of the current assessed value of the real property.
- Year 4: Taxed at 100% of the current assessed value of the real property.

Tax stabilization shall be in accordance with the following for any building/site where the building is eligible for the State or National Register of Historic Places or is a contributing building within a district eligible for the National Register of Historic Places:

- Year 1: Taxed at 30% of the current assessed value of the real property.
- Year 2: Taxed at 40% of the current assessed value of the real property.
- Year 3: Taxed at 50% of the current assessed value of the real property.
- Year 4: Taxed at 60% of the current assessed value of the real property.
- Year 5: Taxed at 70% of the current assessed value of the real property.
- Year 6: Taxed at 100% of the current assessed value of the real property.

*All property tax stabilization agreements must be approved by December 31st to be eligible for tax stabilization the following fiscal year in order to allow the municipality to recognize the tax stabilization in its budget.

NOTE: Tax stabilization, approved by the Village of Essex Junction Trustees, applies only to the Village of Essex Junction taxes.

Tax stabilization does not apply to Essex Junction School District or Town of Essex taxes. The Essex Junction School District has adopted a Commercial Tax Stabilization Policy similar to the Village of Essex Junction's Commercial Tax Stabilization Policy.

*Any tax stabilization agreement entered into pursuant to this policy after December 11, 2006 shall terminate upon the merger and/or dissolution of the Village of Essex Junction. The successor municipal corporation shall not be obligated by the terms of any such tax stabilization agreement.

Adopted by the Village Trustees on August 25, 1998.

Revised on 9/8/98, 12/15/98, 3/23/99, 1/18/00, 5/14/02, 5/13/03, 12/12/06 and 2/27/07.

**APPENDIX A: ESSEX JUNCTION BUILDINGS ELIGIBLE FOR THE
NATIONAL HISTORIC REGISTER**

1. 10 Main Street
2. 12-22 Main Street – Brownell Block
3. 5 Main Street (Possibly Non-Contributing)
4. 15 Main Street
5. 8 Railroad Avenue
6. 10 Railroad Avenue
7. 16 Railroad Avenue
8. 22 Railroad Avenue (Possibly Non-Contributing)
9. 26 Railroad Avenue
10. 28 Railroad Avenue
11. 2 Railroad Street



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Susan McNamara-Hill, Assistant Manager/Clerk/Treasurer/HR *SMH*
DATE: November 5, 2013
SUBJECT: Reference Checks

Issue

The issue is whether or not the Trustees will adopt a policy regarding what information the Village will provide prospective employers of former Village employees.

Discussion

In providing information concerning former employees, it has become necessary to be very careful with the information provided so that any information given cannot be used in a potential lawsuit against the Village. Information provided should be limited to employee's name, job title(s), and dates of employment. No other information should be provided. Our litigious society requires this vigilance.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended the Trustees adopt the following policy regarding reference checks:

POLICY REGARDING PROVIDING REFERENCES FOR FORMER EMPLOYEES

It is the policy of the Village of Essex Junction that when prospective employers inquire about the employment history of former employees, the information provided shall be limited to the following:

1. Name of Employee
2. Job Title(s)
3. Dates of Employment

No other information will be provided.

DRAFT

**VILLAGE OF ESSEX JUNCTION
POLICY REGARDING PROVIDING REFERENCES
FOR FORMER EMPLOYEES**

It is the policy of the Village of Essex Junction that when prospective employers inquire about the employment history of former employees, the information provided shall be limited to the following:

1. Name of employee
2. Job Title(s)
3. Dates of Employment

No other information will be provided.

Adopted by the Village Trustees on _____.

VILLAGE OF ESSEX JUNCTION

MISSION

Our purpose is to support and enrich the lives and community spirit of our citizens through the efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, planning, zoning, economic development and fire protection.

VALUES

The Village of Essex Junction values its citizens. It demonstrates this by listening and being willing to go the extra mile to address their concerns.

The Village of Essex Junction values its employees. It demonstrates this through progressive personnel policies and encouraging continuous learning.

The employees value the Village of Essex Junction by being professional, creative and committed to providing exceptional service.

MOTTO

"Essex Junction, the economic engine of Vermont."

2002

DRAFT



MISSION STATEMENT:

Our purpose is to support and enrich the lives and community spirit of our citizens through efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, planning, zoning, economic development and fire protection.

GOAL STATEMENTS:

1. To be responsive to citizens' desires to shape their community by: balancing the diverse demands of the present generation with anticipated future needs, and maximizing the use of resources in delivering quality public services.
2. To retain and attract quality, customer-driven employees by: providing an environment that encourages, rewards, and recognizes employees for hard work, efficiency, creativity and enthusiasm.

ORGANIZATIONAL VALUES:

The Village of Essex Junction values its citizens. It demonstrates this by listening and being willing to go the extra mile to address their concerns.

The Village of Essex Junction values its employees. It demonstrates this through progressive personnel policies and encouraging continuous learning.

The employees value the Village of Essex Junction by being professional, creative and committed to providing exceptional service.

The quality of life and environment within the Village of Essex Junction are enhanced by a partnership and spirit of close cooperation among its citizens, elected and appointed officials and Village employees.

Each one of us is the Village.

Each one of us is striving for success.

We are what make the difference between a good organization and an excellent one.

As such, we value and will strive to adhere to the following principles in all of our actions.

Practice Open, Honest, and Accessible Communication – Talk straight to each other. Listen to and appreciate each other’s thoughts and ideas. Confront issues in a positive, constructive manner. Encourage participation by the people who will be affected by the decisions made.

Demonstrate Honesty and Integrity – Trust, integrity and a lasting working relationship are fostered when every action is conducted in a truthful and forthright manner.

Exercise Fiscal Responsibility and Accountability – Careful management of our financial resources demonstrates our respect for each other because it is our taxes that support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone and therefore demands fresh, proactive approaches and creativity in addressing issues. Fiscal responsibility is accepting responsibility for the resources entrusted to us.

Provide Friendly and Courteous Service to all Customers – Our business is serving people. Therefore, our first responsibility is delivering quality services in a friendly, effective and efficient manner. We also seek “win-win” solutions to resolve each other’s concerns.

Welcome Diversity and Promote Equal Opportunity – Diversity provides a unique opportunity to learn from and celebrate the mosaic of individuals and cultures in our community. Our organization provides an environment that is fair to all employees and those we serve.

Treat Others with Respect, Sensitivity and Dignity – Live the “golden rule” in every interaction by demonstrating a deep regard for the diversity, needs, feelings and beliefs of all people and acknowledging the ideas and opinions of everyone. Make decisions that serve the best interest of all of the people, including those who choose not to participate.

Work Together as a Team – Work cooperatively as a group to address and resolve problems. Collaboration using the knowledge and skills of each other increases effectiveness and innovation.

Emphasize Initiative and Creativity – Encourage and reward new ideas. Change is welcomed because it enhances the opportunity for the organization and individuals to grow and excel.

Support a Human Environment – Recognize the importance of human needs such as enjoyment and satisfaction in one’s work. Provide an environment that is nurturing, spirited, caring and informal and allows individuals to stretch beyond their normal capabilities. Make certain every individual balances their professional life with their personal life. Celebrate accomplishments by consistently acknowledging good performance.

Pursue Excellence and Professionalism – Strive to continually improve the way we deliver services and perform our day-to-day activities by being more accurate, thorough, responsive, efficient and effective. The successful completion of a task is more important than who gets the credit. A professional attitude dictates an objective analysis of issues, free of personal biases and with a commitment to the organization and to the community.



MEMO

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Patty Benoit, Administrative Assistant *Patty*
DATE: November 12, 2013
SUBJECT: Annual Meeting Community Supper for 2014

Issue:

The issue is whether or not the Trustees approve hiring CCSU's Child Nutrition Program to prepare and serve the community supper before Annual Meeting on 4/2/14.

Discussion:

An early attempt to secure the culinary students at Essex High School for next year's community supper was again unsuccessful, due to other commitments that week. However, Bob Clifford, Director of CCSU's Child Nutrition Program, said they would love to be involved and could provide dinner for \$5.00 per person (see attached menu). They recently prepared and served the dinner for the Heart and Soul event, which was excellent.

It does seem very early to be talking about the April community supper. However, in light of the challenges in recent years handling the dinner ourselves and in the event the Child Nutrition Program also gets other commitments, it would be advantageous to have it booked now.

Cost:

The cost would be \$1,000 and the Child Nutrition Program would do all the work so we would not have to recruit any volunteers to help with serving and clean-up. We would still like to ask residents to bring a dessert, but if you prefer not to, the additional cost would be \$200.

This year the cost for bringing in the dinner from the Hungry Dutchman was \$1,100, the supplies were \$200 and we had to pay CCSU for an employee to supervise us in the kitchen.

Recommendation:

It is recommended that the Trustees approve hiring the CCSU Child Nutrition Program to cater the Village Community Supper on April 2, 2014.



Essex Jct. Community Dinner Menu

Whole Grain Penne Pasta

Homemade Vegetarian Marinara Sauce

Homemade Vermont Beef Meatballs 802V

Warm Vermont Kale and Vermont Goat Cheese Salad 802V

Roasted Vermont Vegetables 802V

Whole Grain Dinner Rolls

Gluten Free Multigrain Bread

Veggie Bar 802V

Romaine Lettuce, Mesclun Greens, Broccoli, Quinoa Salad, Cucumbers, Celery, Shredded Cheese, Sweet Bell Peppers, Red Onions, Baby Carrots, Green Beans, Bulgur and Feta Salad, Black Bean and Corn Salad, Grilled Tofu Salad, Grape Tomatoes and Edamame Beans

Fresh Fruits 802V

Bananas, Oranges, Kiwi, Fresh Fruit Cup, Red Delicious Apples, Sunshine Orchards Vermont Macintosh Apples and Granny Smith Apples

Drinks 802V

Vermont Fat Free White or Fat Free Chocolate Milk,
Assorted Fruit Juices and Bottled Water

Dessert 802V

Assorted Pot Luck desserts from community members

802V Indicates the inclusion of Vermont Product

Food Prepared and Served by CCSU's Child Nutrition Program

Village of Essex Junction
Meeting with Essex Jct. Senior Center Board Members
Monday, 11/4/13 at 11:00 AM

Present from Village: Manager Pat Scheidel, Susan McNamara-Hill, Lauren Morrisseau and Patty Benoit

Present from Senior Center: President Peggy Pearson, Donna Harnish, Sandy White and Sandi McGowan

Peggy is President of the Essex Jct. Senior Center and Donna is President of the Essex Senior Citizens, as well as Vice President of the Senior Center. The two groups are currently discussing the idea of merging. The Essex Senior Citizens (approx. 48 people) mostly focuses on meals and the Senior Center on activities (approx. 85 people.) They indicated they need more active volunteers, but are also trying to get more seniors to come to the Center. A survey has been put out to get feedback about what people would like to see there and Peggy will provide the results of that survey when available.

They would like to change the name of the Senior Center to Essex Senior Activity Center with the hope of getting more people interested in going there. Presently there are mostly sedentary activities but they'd like to change focus. Renovating the space would make it easier to do exercises and other active programs. They also feel that the current signage is inadequate and people have trouble finding the Center. They asked about a bigger sign in the front, a sandwich board and possibly lawn signs to advertise events.

The renovations to the space will include a handicap accessible door from the main room into the back room for better flow, possibly taking down the wall between the little library and the back room, covering up the pipes and making a closet. They hope to have this work done by volunteers but would appreciate any help from the Village, and mentioned the need for new flooring.

The Essex Junction Senior Center has been incorporated since 1985. They are exploring the process of becoming a 501(c)3 organization in order to apply for grants. They are changing their dues structure to \$12 per person per year. Peggy indicated they could use a part time director but because they lack the funds or income, are asking the Village and the Town to consider splitting the cost of a person to work 20-24 hrs. per week. Pat stated that Senior Centers usually fall under the purview of recreation departments and he said he will speak with Brad Luck, Director of the recreation department. Donna indicated that an employee there named Nicole is very active with her senior citizens group. We can check the VLCT salary study regarding the average hourly rate and consider building it into next year's budget.

The meeting adjourned at 11:40 a.m.

Respectfully submitted,
Patty Benoit



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager
DATE: November 12, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

Dec. 4, 5:30 - 8 PM – Tree Lighting and Train Hop

Dec. 9, 8 AM – 4 PM – Budget Day

Dec. 10 at 6:30 – Regular Trustees Meeting

- Interview/Appointment for Bike/Walk Advisory Committee vacancy
- Public Hearing on Multiuse Path Project
- VT Land Trust/Whitcomb Farm Conservation Project donation

January 14, 2014 – Regular Trustees Meeting

- Review FY 15 proposed budgets

January 28, 2014 – Regular Trustees Meeting

- Public hearing on FY 15 budgets and capital programs

February 11, 2014 – Regular Trustees Meeting

- Adopt FY 15 budgets and capital programs

February 25, 2014 – Regular Trustees Meeting

- Adopt Annual Meeting Warning

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
September 19, 2013**

MEMBERS PRESENT: Diane Clemens, John Alden, Aaron Martin, Nick Meyer, Amber Thibeault. (Andrew Boutin and David Nistico were absent.)

ADMINISTRATION: Robin Pierce, Development Director

OTHERS PRESENT: None.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Approval of Minutes
5. Work Session – Discussion of Comprehensive Plan Update
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

Diane Clemens called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

There were no changes to the agenda.

4. APPROVAL OF MINUTES

August 29, 2013

MOTION by Amber Thibeault, SECOND by Aaron Martin, to approve the minutes of 8/29/13 with the global correction of the name spelling of Henri De Marne. VOTING: unanimous (5-0); motion carried.

5. WORK SESSION – Discussion of Comprehensive Plan Update

Copies of edits to the plan were provided to the Planning Commission (the information is also online). RPC staff will merge all the changes into one document for the next meeting (October 3, 2013) to be displayed on the flat screen for review/edit by the group.

There was discussion of how to get the public to participate in the update of the plan and understand the vision of the comprehensive plan and how that relates to the land development code of rules and regulations. Suggestions included:

- Using social media (Front Porch Forum and such);
- Posting a map in the meeting room and asking residents to come in and comment on development in the village (housing, commercial/retail, and such);
- Doing a “show and tell” on Channel 17;
- Posting notice of Planning Commission meetings as much as possible (1st and 3rd Thursday of the month);

- Posting proposed changes to the comprehensive plan on the website with an explanation of the reason for the changes;
- Having the Planning Department draft a press release explaining what the Planning Commission is responsible for doing and that the update of the village comprehensive plan is ongoing;
- Communicating at other community events (i.e. Heart & Soul) that the plan is being updated and note the meeting dates;
- Following the template of other towns, such as Town of Essex, with involving the public in the update of the town plan.

MOTION by Nick Meyer, SECOND by Amber Thibeault, that the Chair of the Planning Commission (Diane Clemens) draft a letter to the Village Development Director, Robin Pierce, and the Village President, George Tyler, requesting that the village communications officer, Darby Mayville, distribute appropriate information on planning commission activities and general information in a weekly notice across all available public media. VOTING: unanimous (5-0); motion carried.

The memo from Regina Mahony, Regional Planning, dated 9/12/13, regarding data and technical updates to the plan was reviewed. There was discussion of specifying on each meeting agenda what will be covered in the plan update (i.e. which chapters or sections of the plan will be reviewed) and having the appropriate staff present during the discussion. It was noted the public is invited to comment at any meeting. There was mention of potentially inviting experts to discuss the plan and possible revisions.

6. OTHER PLANNING COMMISSION ITEMS

Planning Commissioner Job Description

Following discussion the job description was rewritten as follows:

MISSION/PURPOSE

The planning commission is charged with bringing a long term perspective to day-to-day decision making. As such, it must take care to represent all members and interests of the community. Above all else planning commission members must always act in the public interest and put the general welfare of the community above any personal interests.

DUTIES

The seven member Essex Junction Planning Commission is responsible for making recommendations to the Village Trustees on all matters affecting the physical development of the Village, review and make decisions on subdivision, site plan and planned development applications based on the Land Development Code and municipal plan in accordance with Vermont statute, recommend municipal plan and land development code amendments to the Trustees, proactively monitor the comprehensive plan and exercise all other responsibilities as may be provided by Vermont law.

REQUIREMENTS

Any village resident over the age of 18 who cares about the community is eligible to serve on the Essex Junction Planning Commission. The member must be able to attend meetings as scheduled including occasional meetings with the Village Trustees.

LENGTH OF TERM

Three (3) years.

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Diane Clemens, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:30 PM.

Rcdg Scty: MERiordan 

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
October 3, 2013**

MEMBERS PRESENT: Diane Clemens, John Alden, Aaron Martin, Nick Meyer, Amber Thibeault. (Nick Meyer, Andrew Boutin and David Nistico were absent.)

ADMINISTRATION: Robin Pierce, Development Director

OTHERS PRESENT: Regina Mahony, Regional Planning

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Work Session – Discussion of Comprehensive Plan Update
5. Other Planning Commission Items
6. Adjournment

1. CALL TO ORDER

Diane Clemens called the meeting to order at 6:07 PM.

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Robin Pierce explained that approval of the minutes from the last meeting are not included on the agenda because the job description for “Planning Commissioner” amended by the Planning Commission at the last meeting was not open to discussion. Mr. Pierce said he assumed the Trustees were inviting comment on the description and he included the material in the meeting packet. Mr. Pierce will discuss the description further with the Village Manager.

Add to agenda:

- Planning Commission Meeting and Work Session Calendar

4. WORK SESSION – Discussion of Comprehensive Plan Update

Regina Mahony, Regional Planning, made the following comments/revisions to the Planning Commission calendar:

- Housing section will be discussed at the November 7th meeting (Maura Collins working on a grant).
- Ag and Land Use moved to January 2, 2014 meeting.
- Economic Development material will be sent to the Planning Commission prior to the November 7th meeting.
- Transportation will be covered at the February 6th, 2014 work session when Utilities/Facilities are covered. Jim Jutras will be invited to attend.
- Mark Paulsen with the Trails Committee and Rick Hamlin with the Bike/Walk Committee will be invited to attend discussion of Open Space/Recreation at the December 5th, 2013 meeting.

- Regarding the Energy section, the zoning administrator now has to inform applicants of energy codes for residential/commercial applications and ensure the code is met before a certificate of occupancy is issued. John Alden is going to attend an energy code workshop. Aaron Martin will ask a member of the town's energy and conservation committee to attend the work session when the Energy section of the plan is discussed.
- Peter Keating, Regional Planning, has reviewed the Transportation chapter and made some edits.
- Master plan for bike/ped needs to be included in the calendar.

The Planning Commission calendar will be published in the local newspaper, posted on the village website, on Front Porch Forum, in the village newsletter, and on the Downtown EJ Facebook page.

The memo from Regina Mahony, dated 9/12/13, regarding recommended edits to the comprehensive plan was reviewed. The following was noted:

- There is a list of historic buildings in the village with a brief explanation of why the building is historic. The list needs to be updated to confirm the building still exists and if the historic value has changed in any way.
- Additions to the plan include:
 - Crescent Connector road
 - Pedestrianizing a section of Main Street
 - Addition of bike lanes
 - Lighting in the village
- There was discussion of the streetlights on Pearl Street by the fairgrounds and if the same lighting will be applied across the village.
- There must be a vibrant downtown with no empty store fronts in the designated Village Center. Presently after 8 PM in the village there is nothing open except bars and restaurants.
- A joint meeting with the town and village planning commissions needs to be scheduled to discuss each municipality's plan and tie-in to both.
- Language is needed in the comprehensive plan that makes it clearer and easier to make changes to the zoning bylaws (Land Development Code).
- Consideration should be given to adding design review and a designated Village Center overlay to the plan.
- The designated Village Center should be mapped.
- A tree inventory needs to be included in the document.

Chapter I – Introduction to the Comprehensive Plan

- Regina Mahony will update the process.

Chapter II – General Background

- Regina Mahony to double check consistency with the village plan and plans of surrounding towns and the regional plan.
- John Alden urged ensuring there is language in the village plan in the Transportation section to protect the village from traffic impacts by roads in surrounding towns.

Chapter III – Community Vision and Strategies

- Heart & Soul information will be merged with the general goals of the village.

- Help is needed in educating the public on what is in the comprehensive plan and the Land Development Code, and that it is the LDC that guides decisions on development applications in the village.
- Wording needs to be added to the land use and downtown goal referring to encouraging infill and redevelopment to emphasize the target is underutilized properties in the mixed use district and that this is the direction of growth the village is seeking.
- Form based code is one approach to address the challenges and framework of development. With form based code what development will look like can be shown in 3-D format and feedback can be gathered from the public earlier in the process. Concern was expressed about the potential to restrict differences in buildings. Robin Pierce commented it is all about massing, scale, roof angles. A goal could be added to the plan to explore application of form based code.
- John Alden expressed concern about the language pertaining to maintaining the character of the village as a traditional New England village under the Community section and the result being all buildings looking the same. Suggestion was made to insert “urban” before ‘village’ to read “...traditional New England style urban village...” since the village is urban. “Urban services” should be changed to just say “services”.
- Under Neighborhood the language saying “preserve existing neighborhoods” should be changed to say “maintain” or “respect existing neighborhoods”. There was agreement the wording should be “respect existing neighborhoods”.
- Add “dynamic” to the ‘land use’ description.
- The goals and objectives section in Chapter III needs to be updated Village annual reports from 2007 to the present should be reviewed to compile the list of completed objectives which include but are not limited to:
 - Lincoln Street sidewalk
 - Train station improvements and multi-use path
 - Farmers market
 - Biking/walking designation
 - Strengthening design review in the village center
 - Approval of the ‘missing link’ on Pearl Street (shopping center to fire station) to widen the road, add bike lanes, and lighting
 - Waste water treatment plant upgrade
 - High School pump station replacement
 - IBM technology park conversion to campus style
 - Master plan for IBM property
 - Police station on former IBM parcel
 - Tree farm recreation area
 - Dog park
 - Skateboard and BMX facilities at Maple Street Park
 - Community garden expansion
 - Approval and work on the Crescent Connector Road.
- Reference to the RKG Report in Objective 1.2 needs to be confirmed as being relevant at this point in time.
- Objective 3.1 needs to be clear on what is being preserved and why. The word “preserve” in the statement pertaining to historic village character could be difficult to work around.

What is wanted in the village needs to be encouraged and the language in the plan should be clear on this.

- Goal #5 should be rewritten to read: "...establish policies to ensure continuation of adequate provision of services in the village..." since the M&E subsidy paid by IBM has ended.

5. OTHER PLANNING COMMISSION ITEMS

Next Meeting

- October 17, 2013

Agenda Items

- Applications (if any)
- Work Session on Update of Comprehensive Plan (begin with review Ch. IV)

6. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Aaron Martin, to adjourn the meeting.

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

The meeting was adjourned at 8:02 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
October 1, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Richard Donahy. (David Nistico was absent.)
ADMINISTRATION: Lauren Morrissette, Co-Assistant Village Manager.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:35 PM and announced Harlan Smith is no longer a village resident and therefore cannot serve on the committee. Recruitment to fill the vacancy will be done.

2. APPROVE MINUTES

September 3, 2013

Postponed until the next meeting.

3. RANKING OF PROJECTS

Rick Hamlin reported Rick Jones, Public Works Director, asked that replacement of the water line, sewer line, sidewalk, and roadway on School Street be added to the list of capital projects. The water leak on School Street is due to perforated pipe (old cast iron pipe). The rest of the infrastructure (sewer line, sidewalk, and roadway) is also not in good condition.

The committee used the ranking matrix to rank the following capital project(s):

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
WW	73	School Street south (water & sewer lines, sidewalk, roadway)

4. FINALIZE RECOMMENDED CAPITAL BUDGET

Top Five Capital Projects per Numerical Score

1. School Street (WW)
2. Main Street (KK, LL, MM, NN)
3. Hillcrest (N)
4. Algonquin (C)
5. Briar Lane (D, E, G)

Top Five Capital Projects per Recommendation of Capital Committee

1. School Street (WW)
2. Main Street (KK, LL, MM, NN)
3. Hillcrest (N)
4. Briar Lane (D, E, G)
5. Algonquin (C)

5. DISCUSSION OF FUNDING REMAINING PROJECTS

Brief List of Capital Project Cost Estimates:

<u>Project ID</u>	<u>Name</u>	<u>Cost Estimate</u>
WW	School Street	\$600,000
KK, LL, MM, NN	Main Street (Pleasant to Taft)	\$2.7 million
N	Hillcrest	\$214,000
D, E, G	Briar Lane	\$1.4 million
V	Pearl Street (water line)	\$289,986
R	Railroad Ave. (water line)	\$170,000

There was discussion of seeking a \$5 million bond and drawing the money down from the bond bank so the village can get caught up on capital projects on the list. Lauren Morrisseau will check with the bond bank to see if this is allowed. Caution was expressed about having too many projects going on in the village at once and tying up the streets. Also, doing all the projects at once means the village will be faced with major capital funding for the same work potentially at the same point in time in the future.

6. DISCUSSION OF IDENTIFYING REMAINING PROJECTS

At the next meeting a list of numerically ranked projects will be made and funding discussed.

7. MEETING SCHEDULE

Next meeting

- November 5, 2013 at 5:30 PM.

Agenda Items

- Approve minutes (9/3/13, 10/1/13)
- List projects by numerical ranking
- Discuss funding

8. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Richard Hamlin, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:32 PM.

RScty: M.E.Riordan

**VILLAGE OF ESSEX JUNCTION
ZONING BOARD OF ADJUSTMENT
MINUTES OF MEETING
October 15, 2013**

MEMBERS PRESENT: Tom Weaver (Chairman); Ron Gauthier, Jim Moody,
Bruce Murdough, Martin Hughes.
ADMINISTRATION: None.
OTHERS PRESENT: Steve Murray.

1. CALL TO ORDER and AUDIENCE FOR VISITORS

Chairman Tom Weaver called the meeting to order at 6 PM. There were no comments from the audience.

2. ADDITIONS/AMENDMENTS TO AGENDA

There were no changes to the agenda.

3. MINUTES

April 30, 2013

MOTION by Jim Moody, SECOND by Bruce Murdough, to approve the minutes of April 30, 2013 with the following correction(s)/clarification(s):

Page 3 – correct the spelling of “stream bed”;

Page 6, top of page, sentence reading: “Ray Weed replied...” – change “very” to “every” so the sentence reads: “...every minute is a savings.”

VOTING: unanimous (5-0); motion carried.

May 21, 2013

MOTION by Ron Gauthier, SECOND by Bruce Murdough, to approve the May 21, 2013 minutes as presented. VOTING: unanimous (5-0); motion carried.

4. REVIEW/SIGN ETHICS POLICY and ELECTION OF OFFICERS

Ethics Policy

The Board signed the Ethics Policy.

Chairman

MOTION by Bruce Murdough, SECOND by Martin Hughes, to nominate Tom Weaver as Chairman of the Essex Junction Zoning Board of Adjustment. VOTING: unanimous; motion carried.

Vice Chairman

MOTION by Bruce Murdough, SECOND by Martin Hughes, to nominate Ron Gauthier as Vice Chairman of the Essex Junction Zoning Board of Adjustment. VOTING: unanimous; motion carried.

5. PUBLIC HEARING

The function of the Zoning Board as a quasi-judicial board and the hearing procedure were explained. Individuals to give testimony before the Board were sworn in.

Variance application to construct a 24'x 20' detached garage two feet from the side property line and five feet from the rear property line and to exceed the maximum lot coverage on an existing small lot at 130 Iroquois Avenue in the R-2 District by Randall Spiller, owner

Steve Murray appeared on behalf of the application.

STAFF REPORT

The Zoning Board received a written staff report on the application, dated 10/15/13. Tom Weaver noted the existing small lot is 49' wide (frontage on Iroquois Ave.) and the applicant would like to replace the existing 8'x 16' shed with a new 20'x 24' garage in the same location. The existing shed does not meet the side yard requirements. The backyard has sloping grade. The lot coverage with the new garage will be 43.32% which is 3.32% over the allowed maximum of 40%. The applicant indicated the concrete apron angling off the driveway will be removed. Stevens Park is located behind the property.

The following letters in support of the application were received:

- Susan Caron, 128 Iroquois Ave.
- Todd Powell, 130 ½ Iroquois Ave.

APPLICANT COMMENTS

Steve Murray representing Randall Spiller explained Mr. Spiller intends to remove the concrete pad off the driveway and plant grass. A couple of company trucks and a motorcycle were parked in the space. The house was a rental, but has been reverted to a single family dwelling.

PUBLIC COMMENT

Two letters from neighbors were received as previously noted. There was no additional comment from the public.

MOTION by Martin Hughes, SECOND by Jim Moody, to close the public portion of the variance application for 130 Iroquois Avenue. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Variance, Relief from setbacks and lot coverage, 130 Iroquois Ave., Spiller

FINDINGS OF FACT:

1. The subject property is located at 130 Iroquois Ave in the R-2 District with a lot size of approximately 5,733 s.f. The lot is a pre-existing small lot.
2. Minimum lot size in the R-2 District is 7,500 s.f.
3. Section 619.C.2 of the Land Development Code requires a minimum side yard setback of 8' for all structures.
4. Section 619.C.3 of the Land Development Code requires a minimum rear setback of 15' for accessory structures.

5. The applicant is proposing to construct a 24'x 20' garage two feet from the side property line and five feet from the rear property line so a variance of six feet from the side yard setback and 10' from the rear year setback are requested.
6. The proposed garage replaces the existing 8'x 16' shed that is presently in the side yard setback.
7. It is common in the neighborhood surrounding the subject property for structures to be closer to the side property line than the minimum side setback of 8' and closer to the rear property line than the minimum of 15' for accessory structures.
8. Maximum permitted total lot coverage in the R-2 District is 40% and maximum permitted building coverage is 25%.
9. Lot coverage will be 43.32% with the new garage which requires a variance of 3.32% from the maximum lot coverage allowed of 40%.
10. The subject property has only 49' of frontage along Iroquois Ave.
11. There were letters of support from neighbors at 128 Iroquois Ave. and 130 ½ Iroquois Ave. There was no other public testimony for or against the application.

CONCLUSION(S):

1. Findings of Fact #1-11 satisfy the variance criteria of Section 1703.C (1-6).

MOTION by Bruce Murdough, SECOND by Ron Gauthier, based on the Findings and Conclusion to grant the variances required to construct a 24' x 20' detached garage at 130 Iroquois Ave. as proposed by Randall Spiller, owner. VOTING: unanimous (5-0); motion carried.

6. OTHER BUSINESS

Description of Zoning Board of Adjustment Member

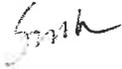
The Board reviewed and concurred with the description as presented.

7. ADJOURNMENT

MOTION by Jim Moody, SECOND by Martin Hughes, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 6:25 PM.

RScty: M.E. Riordan



Patty Benoit

Subject: FW: Thank you, My PurpleLight Vigil was a success.

From: Ron Russotti [<mailto:rrussotti@pancanvolunteer.org>]

Sent: Sunday, October 27, 2013 10:58 PM

To: Patrick C. Scheidel; Patty Benoit

Cc: Lindsey Tucker

Subject: Thank you, My PurpleLight Vigil was a success.

Dear Patrick and Patty,

My Pancreatic Cancer PurpleLight Vigil last night was a success.

Thank you very much for letting me use the Lincoln Hall Green and the Senior Center.

Sincerely,

Ron Russotti

Pancreatic Cancer Action Network, Community Representative Volunteer, Essex Junction, Vermont

<http://www.pancan.org/index.php>

<https://www.facebook.com/Pancan.Vermont>

"November is Pancreatic Cancer Awareness Month" Show us your Purple :)

Patty Benoit

From: Bryan Davis <bdavis@ccrpcvt.org>
Sent: Monday, October 28, 2013 4:46 PM
To: Patrick C. Scheidel; Susan McNamara-Hill; Patty Benoit; Robin Pierce; PW; Daniel Kerin (trooperkerin@yahoo.com); Andrew Brown
Subject: CCRPC FY13 Annual Report
Attachments: EssexJunction_CCRPC_report_FY13_FINAL_20131028.doc

Please find attached the Chittenden County Regional Planning Commission's (CCRPC) FY2013 annual report for the Village of Essex Junction. We value our partnership with the Village and are proud of our ongoing service on behalf of all residents. Our latest audit has just concluded and a copy of the final report will be provided to your CCRPC representative when finalized in November/December.

Please let me know if you have any questions, and we look forward to a continued strong partnership with the Village.

Bryan

Bryan Davis, AICP | Senior Transportation Planner | bdavis@ccrpcvt.org
CCRPC, 110 West Canal St, Suite 202, Winooski, VT 05404
p 802-846-4490 x17 | f 802-846-4494 | www.ccrpcvt.org



**FY2013 ANNUAL REPORT
to the
VILLAGE of ESSEX JUNCTION**

The Chittenden County Regional Planning Commission (CCRPC) is a 29-member board consisting of one delegate from each of the County's 19 municipalities; four at-large members representing the interests of agriculture, environmental conservation, business, housing/socio-economic; and representatives from the Vermont Agency of Transportation (VTrans), Chittenden County Transportation Authority (CCTA), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA) and a rail representative. The CCRPC appreciates the opportunity to work with its municipal members to plan appropriately for the region's future to protect the special quality of life that is shared throughout Chittenden County.

The CCRPC is a cooperative regional forum for the development of policies, plans and programs that address regional planning issues and opportunities in Chittenden County. The CCRPC serves as the region's federally designated metropolitan planning organization and is responsible to all citizens of the region to ensure the implementation of the best transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and VTrans.

The FY14 CCRPC Unified Planning Work Program (UPWP) will invest more than \$4 million dollars in regional land use, transportation, emergency management, energy, water quality, natural resource, economic development, governance, education and outreach planning and technical assistance. The program leverages \$240,000 in municipal dues and local match contributions of \$80,000 to invest \$3.7 million in planning and technical resources in preparing for future projects in Chittenden County—a 10:1 return on investment.

The CCRPC serves its 19 member municipalities by working on both regional and municipal level projects. The next pages are divided into two sections: Regional activities and Village of Essex Junction activities.

REGIONAL ACTIVITIES

- **ECOS Project** – With support from all Chittenden County municipalities, state agencies and 40 other partner organizations, the CCRPC adopted the ECOS Plan in July 2013 as the combined Regional Plan, Transportation Plan, and Economic Development Plan for Chittenden County (ecosproject.com). This includes the user-friendly ECOS Map Viewer (<http://maps.ccrpcvt.org/ChittendenCountyVT/>).
- **Emergency Management** – CCRPC assists all municipalities with updating basic emergency operations plans (<http://www.ccrpcvt.org/em/>) and staffs Local Emergency Planning Committee 1 (LEPC 1) which consists of representatives from businesses, local government,

emergency response organizations and citizen groups of Chittenden County municipalities
<http://www.ccrpcvt.org/em/lepc/>.

- **Regional Climate Action Planning** – CCRPC completed the Climate Action Evaluation Matrix, the Emissions Inventory and incorporated transportation-related data and recommendations. A final plan is expected to be released in early 2014.
- CCRPC hosted a **Regional Energy Forum** in FY13 for municipal energy committees (<http://www.ccrpcvt.org/energy/>).
- **Transportation Improvement Program** – The Federal Fiscal Year TIP for 2014 through 2017 was adopted by the CCRPC in July 2013 (<http://www.ccrpcvt.org/tip>). The TIP is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. The FY14-FY17 TIP includes more than \$181 million in federal dollars for transportation projects within the county.
- **CIRC Highway Alternatives Task Force** – Upon Governor Shumlin’s announcement that the Circumferential Highway—as originally conceived—would not be built, the CCRPC has been leading the CIRC Highway Alternatives Task Force (<http://www.circtaskforce.org/>). CCRPC staff, VTrans and the “CIRC Communities” (Colchester, Essex, Essex Junction, and Williston) are working on a series of projects and planning activities which will aid in meeting the original Purpose and Need of the CIRC Highway Project, which broadly stated are mobility, congestion, transportation demand, safety, livability, and economic development.
- **Transportation Demand Management** – The CCRPC, along with regional and state partners, launched **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources (www.gochittendencounty.org). The CCRPC participated in the 10th annual **Way to Go! Commuter Challenge** (www.waytogovt.org) the week of May 13-17 to encourage alternative transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. Work also began on updating the regional **Intelligent Transportation System Plan** which describes how to best use telecommunications and computing technology to boost the efficiency of roadway, transit and emergency and maintenance vehicle response systems, and provide timely information on travel options.
- **Diversity & Equity Training** – CCRPC staff participated in “We All Belong,” a program of the City of Burlington’s Community & Economic Development Office, to help us create a more inclusive workplace and to more effectively serve Chittenden County’s ever diversifying community. Our Americorps Vista staff developed and hosted “Leadership for People of Color,” a leadership development program designed to prepare participants to become more actively involved in the decisions that impact our community.
- **Regional Technical Assistance** – Includes GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>). We also provide Transportation Technical Assistance, Scoping, and Corridor Study programs to help individual communities address their transportation issues. Regionally significant projects in FY2013 included: the Railyard Enterprise Project and

North Avenue Corridor Study (Burlington); I-89 Exit 17 (Colchester); Exit 12/Grid Streets and VT 2A/Industrial Avenue to James Brown Drive (Williston); VT 116 Corridor Study (Hinesburg) and Park & Ride Planning in Williston, Essex, Jericho, Underhill and Colchester.

- Completed the **Chittenden County Truck Freight Network Analysis** which examined current and emerging truck movement patterns and problems across the county and developed a plan for phased improvements to facilitate the safe and efficient movement of goods, management and operations into the future.
- Completed an **Electric Vehicle Charging Station Planning Analysis** to determine the most appropriate locations for future EV charging facilities.
- **Education & Training** – The CCRPC continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as Trenching & Excavation Safety Training, Confined Spaces Training, Complete Streets presentations, Town Road & Bridge Standards, ICS/EOC Interface course, ICS 300 course, federal Transportation Alternatives program, Planning Ethics and Law Review, Experimentation for Advancing Best Practices, and Economic Benefits of Walkable and Bike Friendly Communities.

VILLAGE OF ESSEX JUNCTION ACTIVITIES

In FY2013, the CCRPC provided the following general assistance to Essex Junction:

- Provided ongoing staff support to the Chittenden County Stream Team (ccstreamteam.org) and Chittenden County Regional Stormwater Education Program (<http://www.smartwaterways.org>) to facilitate multi-municipal cooperation to comply with EPA stormwater permit requirements for Public Participation and Involvement.
- As part of the Lake Champlain Byway program (www.lakechamplainbyway.com) of which the Village is a member, staff continued to promote improvements to traveler information and to interpretation of the area's historic, recreational and scenic resources. The CCRPC also worked to procure design and construction of an informational kiosk erected on Railroad Street.
- Provided basic GIS technical support – updated zoning, produced maps and reviewed Brownfields data provided by consultant
- Approved Essex Junction's re-adopted Village Plan and confirmed the Village's planning process.
- Essex Junction was host site for simulated catastrophic rail propane incident to assess and increase region's response capabilities
- Worked with the Town to update the Basic Emergency Operations Plan
- Provided support for the Home Energy Challenge through regional forums and specific outreach and communication related to Efficiency Vermont's recommendations for implementing door to door campaigns, phone a-thons, and Button-Up Day of Action.

The CCRPC provided the following transportation assistance to Essex Junction:

Technical Assistance

- Essex/Essex Junction Bike/Pedestrian Plan – Project underway

- Sign Inventory:
<http://www.arcgis.com/apps/OnePane/basicviewer/index.html?appid=ec82d31627804703b27ccc8f6e871eec>
- Sidewalk Inventory
- Pavement Management Study
- Traffic Counts
 - Intersections:
<http://www.ccrpcvt.org/data/traffic.php?town=ESSEX+JUNCTION&yrs=A&year=2011&count=TM>
 - Roadways (AADT):
<http://www.ccrpc.us/data/traffic.php?town=ESSEX+JUNCTION&yrs=A&year=2011&count=ATR>
 - Bicycle/Pedestrian: <http://www.ccrpcvt.org/data/bikeped/>

CIRC Alternatives Related Planning Activities

- Crescent Connector Phase II Scoping (CIRC Alt Phase I Implementation Project)
- VT 15 Multi-Use Path Scoping (Essex Junction, Essex, Colchester)(CIRC Alt Phase II Implementation Project)
- Pearl Street Post Office Square to Five Corners Scoping (CIRC Alt Phase II Implementation Project)
- Williston Essex Network Transportation Study (WENTS)(Williston/Essex/Essex Junction)(CIRC Alt Planning Study)

Transportation Improvement Program (TIP – projects included in the State’s Four Year Construction Program)

- Crescent Connector Road
 - \$3.7 million for construction (CIRC Alts project)
- Pearl Street Road Improvements
 - \$2.3 million for improvements from Post Office Square to 5-Corners (CIRC Alts project)
- Multi-Use Safety Path
 - \$500,000 for path from Central Street to North Street

Sidewalk Grant

- North Street to Railroad Station Multi-Use Path – 2013 (\$140,000)

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 x23.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 8, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Village Manager (via teleconference); Lauren Morrisseau Co-Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT: None.

EXECUTIVE SESSION

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to go into Executive Session to interview candidates for vacancies on the Library Board of Trustees and on the Joint Storm Water Policy Coordination Committee. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 6 PM.

MOTION by Andrew Brown, SECOND by Elaine Sopchak to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 6:28 PM.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

None.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda
There were no comments from the public.

4. OLD BUSINESS

a. Appointment to Joint Storm Water Policy Coordination Committee

MOTION by Andrew Brown, SECOND by Dan Kerin, to appoint Harris Abbott to the Joint Storm Water Policy Coordination Committee. VOTING: unanimous (4-0); motion carried.

b. Appointment to Library Board of Trustees for Unexpired Term Ending April 2014

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Andy Kolovos to the Library Board of Trustees for an unexpired term ending April 2014.

DISCUSSION: Comment was made that all applicants were excellent and the decision was difficult. Candidates are urged to stay involved by volunteering for any open position on village committees or boards.

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

c) Authorize Contract with Design Engineer for Multi-Use Safety Path

Robin Pierce reported the village applied for and received two grants for the safety path, one from VTrans and one from Regional Planning. The Trustees approved accepting the grants and the \$97,000 match by the village to complete the project. An RFQ was done. VHB is the recommended bidder at a cost of \$65,735.61. The village is responsible for 20% of the cost or approximately \$13,000. Staff continues to seek ways to offset costs, such as using solar lights.

MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Village Manager to sign the contract with Vanasse Hangen Brustlin, Inc. (VHB) for \$65,735.61 for the Multi-Use Path along the railroad tracks. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

a. Approve/Sign Bond Anticipation Note Line of Credit Documents

Lauren Morrisseau explained the bond (line of credit) will only be used if necessary to cover bills from the waste water treatment plant upgrade.

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve and sign the bond anticipation note line of credit for \$500,000 as recommended. VOTING: unanimous (4-0); motion carried.

b. Capital Program Review Committee Project Rankings

Andrew Brown reported the top five high priority capital projects ranked by the capital program review committee are:

- School Street (water line) - \$725,098
- Main Street Comprehensive (bridge, drainage, sidewalk, curbs from Athens Drive to Educational Drive) - \$2,734,659
- Hillcrest Drive (drainage) - \$275,276
- Briar Lane (water line, roadway, sidewalks) - \$2,247,667
- Algonquin Ave (waterline) - \$193,496

Total capital cost estimate for the top five projects is \$6,176,196. Approximately \$390,000 is the annual contribution to the capital reserve fund so other ways to fund the projects need to be considered, such as bonding or increasing taxes. Doing the five top priority projects will remove them from the backlog of capital projects on the list. The cost to do all the projects on the list is tens of millions of dollars. Decisions are needed on what absolutely must be done and what can possibly be delayed. Some of the projects are culverts that need immediate attention to avoid future flooding in the village. Also, staff will be wrapped up with doing the five top priority projects before being able to take on more projects, and if the village was able to do all projects at once that would mean the

projects would all come due again at the same time which would create a burden on the village then. Lauren Morrisseau noted the capital committee did discuss securing one bond vote and pulling down money one project at a time.

Dan Kerin observed Main Street is a state route so the village should investigate any assistance from the state for the project, especially with the bridge.

The Trustees will discuss financing approaches at a future meeting.

A vacancy on the Capital Review Committee was announced and interested village residents were urged to apply.

c. Award Bid for Public Works Department Wheel Loader

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to award the bid for the wheel loader to the lowest qualified bidder, Milton CAT, for an amount not to exceed \$95,900.

DISCUSSION: Positive comment was made on having the rolling stock fund to handle these purchases.

VOTING: unanimous (5-0); motion carried.

d. Set FY15 Budget Goals

There was discussion of anticipated influences on the budget including:

- Salary increases (3.5% with an average of 3%)
- Inflation
- Services/program increases
- Bond payments (treatment plant, police station)
- IBM layoffs
- Capital infrastructure projects that must be done

There was discussion of having a level funded budget plus or minus 2%. Andrew Brown requested a 2% decrease in the budget to see the impact. Lauren Morrisseau recalled when staff provided a budget at 2% decrease the budget could not be met and the next year's budget had to include that percentage increase plus any other increases. Elaine Sopchak asked about impact from the Health Care Act. Lauren Morrisseau said staff budgeted a substantial increase in last year's budget for health care coverage (18%) so the impact this year will not be great.

The direction from the Trustees to staff is to provide a budget as close to level funded as possible as a starting point. Pat Scheidel asked if the Trustees are seeking the same level of services delivered next year as this year. George Tyler confirmed that is what is being asked and whether there will have to be cuts if the budget is level funded. Pat Scheidel said if some level of service is to change then staff needs to know that now. Lauren Morrisseau pointed out level funded is really a cut because there are budget items out of the village's control and others that can be controlled and that is where there would be a cut. Dan Kerin explained the bottom line is basic economics with a certain amount of revenue coming in to meet the level of service provided and determining what is needed

and what can be eliminated if necessary. George Tyler suggested looking to see if there are further consolidations with the town for any possible savings. Elaine Sopchak stated what service to cut would be subjective. Another approach is to cut back on expenses and consolidate where possible.

The Trustees reviewed the budget scheduled. Lauren Morrisseau will keep the Board posted on progress with budgeting by department heads. An update will be provided at the November 12th meeting. Pat Scheidel will be back to work on October 10, 2013 following some unplanned eye surgery.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- October 22 @ 6:30 – Regular Trustees Meeting
- November 12 @ 6:30 – Regular Trustees Meeting
- November 26 2 6:30 – Regular Trustees Meeting
- December 10 @ 6:30 – Regular Trustees Meeting
- January 14, 2014 @ 6:30 – Regular Trustees Meeting
- January 28, 2014 @ 6:30 – Regular Trustees Meeting
- February 11, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- December 4th Tree Lighting and Train Hop, 6 PM

b. Budget Day

The budget day will be determined at the October 22, 2013 Trustees meeting.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Elaine Sopchak noted at the November 7, 2013 Planning Commission meeting Maura Collins with Vermont Housing Finance Association will present information on housing in Essex Junction. The Trustees are urged to attend the meeting.
- George Tyler noted there are a few corrections to the Planning Commission minutes which he will communicate to Diane Clemens.
- George Tyler noted receipt of a letter about the Village Walk project. The project was approved and does meet the Land Development Code requirements.
- There was discussion of doing a better job of informing the public on village projects. Diane Clemens, Chairwoman of the Planning Commission, suggested the village website include a repository of approved and ongoing projects in the village. Staff is working on this. The Trustees will provide feedback.

b. Reading File

- Minutes
 - Planning Commission 8/29/13
 - Capital Program Review Committee (9/3/13)
- Letter from Williston Resident re: Village Walk Development
- VLCT 2013-14 Calendar of Training and Events

- Brownell Library Staff and Director's Report August 2013

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to add the amendment to the Association contract/health insurance per the memo from Pat Scheidel, dated October 7, 2013, to the Reading File. VOTING: unanimous (5-0); motion carried.

8. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the amendment to the 9/10/13 Trustees minutes as noted in item 1 below:

1. **Approve Minutes of Previous Meetings (9/10/13 & 9/18/13). [Elaine Sopchak clarified the report on the massage parlor noted in the 6th bullet under Trustees Comments in the 9/10/13 minutes should be amended to read: "Elaine Sopchak said she is working on an ordinance and Land Development Code changes regarding massage parlors and personal service establishments."]**
2. **Approve Warrants including Checks #10047823 through #10047910 totaling \$1,548,352.81.**
3. **Approve Warrant for Check #10047912 totaling \$61,413.49.**
4. **Approve Warrants including Checks #10047913 through #10047991 totaling \$115,956.98.**
5. **Approve Noise Waiver for EHS Homecoming Fireworks.**

VOTING: unanimous (5-0); motion carried.

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 7:50 PM.

RScty: M.E.Riordan



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 22, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.

ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Rick Jones, Public Works Superintendent; Rick Hamlin, Village Engineer; Darby Mayville, Economic Development/Community Relations Assistant.

OTHERS PRESENT: Sherry Haggerty, Robert Haggerty, Raquel Sanchez, Nick Meyer, Bridget Meyer, Paul Hansen, Kris Surette, Tom Peterson.

1. 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. Best wishes were extended to Dan Kerin on his recent retirement after 26 years of service with the Vermont State Police.

2. AGENDA ADDITIONS/CHANGES

Add to Manager's Report:

- Amended Trustees schedule relative to Budget Day

Add to Consent Agenda:

- Memo from Susan McNamara-Hill, dated 10/22/13, re: flexible spending accounts

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

There were no comments from the public.

b. Paul Hansen and Kris Surette of Ecopixel re: New Website Design

Paul Hansen and Kris Surette with Ecopixel reviewed the mockup of the updated village home page and two subpages. Suggestions from the Trustees for the webpage included:

- Separate link to the Board of Trustees as the elected officials for the village and the interface between the local government and the community
- Easy access to information for senior citizens
- Ability for the public to submit comments or questions (i.e. "contact us")
- Link to the Five Corners Farmers Market
- Link to a list of approved projects or projects underway in the village
- Link to the town's website

c. Peterson Consulting, Inc. re: Bus Shelter Proposal

Tom Peterson with Peterson Consulting representing CCTA explained the proposal to locate a bus shelter encompassing the Currier memorial bench in front of the Brownell Library. The bus route serves Route 2A and Route 15. The see-through shelter will be handicap accessible per FTA rules (wide enough to accommodate the bench and a wheelchair). The shelter will be made

of powdered aluminum framing, tempered glass, acrylic roof with an integrated solar lighting system. Standard shelters are white oak wood, cedar siding, standing seam copper roof and solar lighting and an inside bench on each end of the shelter. The shelter sits on a concrete pad. The existing concrete pad under the memorial bench will have to be replaced with a new pad. CCTA maintains the shelter. There are over 70 shelters in the CCTA bus system presently.

Following discussion the Trustees agreed the memorial bench should be inside the shelter and the structure should be wood with a copper roof to better blend with the character of the area. Mr. Peterson said the structure will have to be modified to accommodate the memorial bench and all modifications must meet ADA specifications.

On a different subject, Lori Houghton asked Mr. Peterson to ask CCTA to consider repainting the bus stop side of the train station.

4. OLD BUSINESS

a. Maple Street Culvert at Shawn's Way

Rick Hamlin, Village Engineer, reviewed some short term measures to prevent future flooding of the Maple Street culvert (clean inlet and outlet pipes and the grate) and the long term solution of increasing the culvert pipe size from 24" to 36". The pipe is buried 15' under the road so there will be major disruption of Maple Street to do the work. Estimated cost for construction only is \$120,000. The recommendation is to add the project to the FY15 capital plan.

George Tyler asked what has changed to increase the drainage in the area. Rick Hamlin explained development of the surrounding land with houses removed open land that previously could be flooded. Also, repeated record rain events on already saturated ground led to flooding. The groundwater table is returning to normal now, but flooding could reoccur with a sequence of storm events. George Tyler noted there will be more development of previously open and forested land with the housing units being built at the end of Woods End. Rick Hamlin stated per state legislation post development runoff cannot exceed pre-development amounts with new developments, and each development is required to hold, treat, and slow release water.

Andrew Brown asked if the size of all culvert pipes should be changed to 36" in the long term. Rick Hamlin explained culverts should be sized based on the watershed that is served. Opening up capacity increases the rate of water flow and can cause problems downstream. Some delay of flow is good.

Mr. Hamlin noted other areas of the village where flooding occurred were looked at, but the Mansfield Ave. and Shawn's Way culverts were the only infrastructure issues (the other areas flooded due to the amount of rainfall, not because there was a blockage or inadequate infrastructure). There was mention of drainage problems in Countryside and on Main Street. Rick Hamlin noted the Capital Project Review Committee has discussed enclosing the drainage ditch and adding sidewalk on Main Street from Athens Drive to the bridge. Andrew Brown noted there are private culverts draining into the village drainage system.

There was discussion of the availability of FEMA grants. Pat Scheidel will further investigate the matter. The grants are competitive.

PUBLIC COMMENTS

Sherry Haggerty, 1 Shawn's Way, suggested the drain pipe should be larger than 36" to ensure the water flowing from outside the village into the village can be handled. Ms. Haggerty asked if the village has been out of compliance with drainage requirements in the village code because there has not been a problem until now. Rick Hamlin explained the state storm water rules went into effect in the late 1990s and most of the developments in the village were built prior to that time. The development on Shawn's Way was only two lots which may not have triggered a drainage review. Ms. Haggerty asked about clearing the debris from the culvert on a regular basis. Rick Hamlin stated Public Works does inspections per the schedule to ensure the inlets are open. Dan Kerin interjected residents can report problems at any time via the SeeClickFix link on the village website. There was brief explanation of the ranking done by the Capital Project Review Committee. The public can attend the committee meetings and submit projects for consideration.

The property owner of 33 Mansfield Ave. said there are similar issues on Mansfield Ave. as found on Shawn's Way. The culvert is not adequate to handle the runoff, especially in the springtime, and flooding is anticipated to reoccur. Rick Hamlin stated a screen device (grate bar rack) will be installed to prevent debris from blocking the drainage and this should help prevent future flooding.

Raquel Sanchez, 3 Shawn's Way, questioned why the drainage was not working and whether the village should have made sure the pipe was clear. Ms. Sanchez mentioned the loss they suffered due to the flooding and that they do not have flood insurance to cover the loss. Ms. Sanchez asked if there is any help to recover their loss since the flooding was not a natural disaster. George Tyler explained the drain pipe was working, but the weather event was unusual and intense so the flooding was a natural disaster in a sense. It is not feasible for the village to build infrastructure in anticipation of every weather possibility.

There were no further comments.

MOTION by George Tyler, SECOND by Andrew Brown, to accept the report from Hamlin Engineering as presented, completion date September 30, 2013, and to ask the Capital Project Review Committee to consider replacement of the culvert on Maple Street by Shawn's Way for inclusion in the FY15 Capital Plan if funds allow. VOTING: unanimous (5-0); motion carried.

b. David Crawford Consulting Agreement Time Extension

Pat Scheidel explained the potential for additional assistance from Dave Crawford to help settle the asbestos removal claim by the contractor working at the waste water treatment facility.

MOTION by George Tyler, SECOND by Lori Houghton, to extend the agreement with David Crawford for hours beyond five hours of work not to exceed eight hours for the month of October in order to negotiate a settlement of the asbestos change order claim for the WWTF construction project. VOTING: unanimous (5-0); motion carried.

memorial bench upon confirmation from the Currier family that the shelter meets their intent. **VOTING: unanimous (5-0); motion carried.**

Pat Scheidel will contact the Currier family for confirmation.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- November 12 @ 6:30 – Regular Trustees Meeting
- December 10 @ 6:30 – Regular Trustees Meeting
- January 14, 2014 @ 6:30 – Regular Trustees Meeting
- January 28, 2014 @ 6:30 – Regular Trustees Meeting
- February 11, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- December 4th Tree Lighting and Train Hop, 5:30-8:00 P.M.
- December 9th – Budget Day

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Dan Kerin announced the circ alternative meeting on October 30, 2013 at 6 PM in Williston.
- Groundbreaking for the new police station is optimistically this fall. The Trustees will be kept posted.
- Lori Houghton suggested CCTA be asked to repaint the bus stop side of the train station in the near future.

b. Reading File

- Brownell Library Staff and Director's Report September 2013

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, **SECOND** by Andrew Brown, to approve the consent agenda as follows and with the addition of the memo from Susan McNamara-Hill, dated 10/22/13, regarding flexible spending accounts:

1. Approve Warrants including checks #10047992 through #10048017 totaling \$14,975.31.
2. Approve Warrants including checks #10048018 through #10048030 totaling \$23,323.95.
3. Approve Warrants including checks #10048031 through #10048122 totaling \$459,626.87.
4. Request from EJRP for Waiver of Ordinance for Annual Bonfire 10/26/13.

VOTING: unanimous (5-0); motion carried.

9. EXECUTIVE SESSION

MOTION by George Tyler, **SECOND** by Dan Brown, to go into Executive Session to discuss personnel matters and evaluation of public officials, and invite staff to attend.

VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:40 PM.

MOTION by George Tyler, SECOND by Dan Brown, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:53 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to create the position of “Accountant” at a Grade 6 level and appoint Cindy Delibac to the position with a 5% raise. VOTING: unanimous (5-0); motion carried.

10. ADJOURNMENT

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:55 PM.

RScty: M.E.Riordan 