



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MARCH 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** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Public Hearing to Re-adopt Comprehensive Plan
  - c. Update on WWTF Project by Jim Jutras [6:45 PM]
  - d. Update on Crescent Connector from Evan Detrick of Dubois & King [7:00 PM]
  - e. Building Healthy Communities Committee on establishing an Essex Junction Bike/Walk Advisory Committee [7:15 PM]
  - f. Presentation by HomeShare Vermont [7:30 PM]
4. **OLD BUSINESS** [7:45 PM]
  - a. Re-adopt Comprehensive Plan
  - b. Adopt FY 14 Capital Reserve Budget
  - c. Annual Meeting Preparation
5. **NEW BUSINESS** [8:00 PM]
  - a. Approve Establishment and Policy of Bike/Walk Advisory Committee
  - b. Approve and Authorize Signing of Quit Claim Deed for 76 Main Street
6. **VILLAGE MANAGER'S REPORT** [8:15 PM]
  - a. Tentative Meeting Schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:20 PM]
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    1. EJP Advisory Council 1/24/13
    2. Block Party Committee 2/25/13
    3. Board of Abatement 2/26/13
  - c. Letter to Town of Essex Selectboard
  - d. HomeShare Vermont Annual Report 2012
8. **CONSENT AGENDA** [8:25 PM]
  - a. Approve Minutes of Previous Meeting 2/26/13
  - b. Approve Warrants including checks #10046696 through #10046783 totaling \$185,247.53.
  - c. Approve and Sign Annual Financial Plan--Town Highways
9. **ADJOURN** [8:30 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 on approximate.*

**MANAGERS' SUMMARY  
FOR  
MARCH 12, 2013  
TRUSTEES' MEETING**

**6:30 CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO FLAG**

**AGENDA ADDITIONS/ CHANGES**

**GUESTS, PRESENTATIONS & PUBLIC HEARINGS:**

1. Comments from Public on Items Not on Agenda. This time is set aside for anyone in the audience to speak to the Trustees about an item that is not on the agenda.
2. Public Hearing to Re-adopt Comprehensive Plan. This is the second of two required public hearings for the re-adoption of the Comprehensive Plan. Staff is recommending that the plan be readopted as written in 2008 because it has expired. The Planning commission will then start work on updating the plan for 2013. Development Director Robin Pierce will give a brief presentation on the update.
3. Update on WWTF Project by Jim Jutras – Water Quality Superintendent Jim Jutras will update the Trustees on the WW TF Upgrade Project
4. Update on Crescent Connector from Evan Detrick of Dubois & King – Status of Crescent Connector project to be presented.
5. Building Health Communities Committee on establishing an Essex Junction Bike/Walk Advisory Committee: Building Health Communities Committee was established with a \$10,000 grant from the Vermont Department of Health with a goal of funding a year-long community assessment to determine how elements of the built environment support or inhibit community health. (A Power Point presentation is included in the Trustees packet).
6. Presentation by HomeShare VT – HomeShare VT is a non-profit agency that serves a dual purpose of keeping people in their homes who may need help with day to day care, and providing affordable housing for people willing to provide assistance. For more information see the HomeShare VT 2012 Annual Report in the Trustees reading file.

**OLD BUSINESS:**

1. Re-adopt Comprehensive Plan – A motion should be made to re-adopt the Comprehensive Plan as presented.
2. Adopt FY 14 Capital Reserve Budget – See memo regarding adoption of the Capital Reserve Budget. Total amount of Capital Reserve Budget is \$532,443; of which \$317,802 is to be paid with grant funds, and \$214,680 to be paid from Capital Reserve Fund balances.
3. Annual Meeting Preparation. Please see memo enclosed regarding dinner options. Patty Benoit is organizing volunteers to help setup, maintain and clean up the dinner. Trustees should discuss any other preparations they wish to make for Annual Meeting at this time.

**NEW BUSINESS**

1. Approve Establishment and Policy of Bike/Walk Advisory Committee – This committee would like to continue the work started with a VT Dept. of Health Grant and are requesting the Trustees adopt the policy presented establishing a Bike/Walk Advisory Committee.
2. Approve and Authorize Signing of Quit Claim Deed for 76 Main Street – See memo from Public Works Superintendent Rick Jones regarding this matter. The Village is being asked to convey

ownership of an old road in the back yard of the property at 76 Main Street. In return, the Village will receive easements from the homeowners for stormwater maintenance, water line maintenance and a snow plow turn around.

## **VILLAGE MANAGER'S REPORT**

1. Tentative Meeting Schedule and Village Calendar (see schedule enclosed).
2. Manager's Report/Comments - time set aside for verbal report/comments from manager(s).

## **TRUSTEES COMMENTS AND CONCERNS/READING FILE**

1. Board Member Comments – Time set aside for comments/reports.
2. Minutes from other boards/committees.
  - a. EJP Advisory Council 1/24/13
  - b. Block Party Committee 2/25/13
  - c. Board of Abatement 2/26/13
3. Letter to Town of Essex Selectmen – Copy of Letter from President George Tyler to Selectboard Chair Linda Myers regarding meeting to discuss shared administrative services.
4. HomeShare Vermont Annual Report 2012. – Report is enclosed to give Trustees more background information on HomeShare Vermont.

## **CONSENT AGENDA**

1. Approve Minutes  
February 26, 2013 – Regular Trustees Meeting
2. Approve Warrants dated 3/12/13 for \$185,247.53. (checks 10046696-10046783).
3. Approve and Sign Annual Financial Plan-Town Highways – This is a report to VTrans of proposed spending on Village highways in the next fiscal year. The form requires Trustees signatures.