



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 25, 2015 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**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
4. **OLD BUSINESS**
 - a. CCTA Buses on South Street – George Tyler
 - b. Update on Building Bids – George Tyler
5. **NEW BUSINESS**
 - a. Grant application for Lincoln Hall – Pat Scheidel
6. **MUNICIPAL MANAGER’S REPORT**
 - a. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 8/10/15
 - Zoning Board Minutes 8/18/15
 - c. Heart and Soul Proposal for Public Engagement Protocol – Lori Houghton
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 8/10/15 and 8/11/15
9. **ADJOURN**

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

Patty Benoit

Subject: FW: Village Trustee Mtg 8/25/15 - CCTA route discussion

From: Karen Halverson [karenh23@comcast.net]
Sent: Monday, August 24, 2015 9:59 PM
To: George Tyler
Cc: Spencer Phoebe; patty@essexct.org; kwilton@cctaride.org
Subject: Village Trustee Mtg 8/25/15 - CCTA route discussion

Hello Mr. Tyler,

I learned through Front Porch Forum of tomorrow's agenda item to discuss a resident's proposal to change the CCTA bus route. I'm not able to attend the meeting but would like to provide comment if that's allowed.

My daughter and I are West Street residents and regular, though not daily, CCTA riders. Committing to bus ridership has allowed our 3 adult household to own just 2 cars, a small step in minimizing our environmental impact. Perhaps the greatest inconvenience to us is that the 20 minute car commute to Burlington becomes 40 minutes when traveling by bus. We accept that, but adding a walk to Route 15 will further lengthen the commute time. For our neighbors farther away, less able to walk greater distance, or without a car, it may be much more than just inconvenient, it may make bus access not practical at all. Limiting transportation options impacts where people can live, work and attend school, affecting people with lower income disproportionately.

We support maintaining the current CCTA route through South Summit, West and South streets.

Thank you,

Karen Halverson
karenh23@comcast.net
(802) 881-1887

P.S. We're really pleased to see the addition of Sunday CCTA service to Essex Jct. and plan to ride the inaugural trip this weekend from the Winooski Farmer's Market.

Agenda Addition / Old
Business

RECEIVED

AUG 21 2015

Village of Essex Junction

All Traffic Solutions
8/9/2015 12:00:00 AM to 8/13/2015 11:59:00 PM
File: south st082015eb.ssd
Speed Limit: 25
Display On/Off: On

Summary Data

File	south st082015eb.ssd
Date Range	8/9/2015 to 8/13/2015
Total Days of Data	5
Speed Limit	25
Time Range	12:00 AM to 11:59 PM
Average Speed	26.97
85% Speed	31
50% Speed	27
10 mph Pace Speed	23 to 32
High Speed	50
Low Speed	1
Display On/Off	On
Average Volume per Day	1721

All Traffic Solutions
8/11/2015 12:00:00 AM to 8/16/2015 11:59:00 PM
File: south st082015wb.ssd
Speed Limit: 25
Display On/Off: On

Summary Data

File	south st082015wb.ssd
Date Range	8/11/2015 to 8/16/2015
Total Days of Data	6
Speed Limit	25
Time Range	12:00 AM to 11:59 PM
Average Speed	26.52
85% Speed	31
50% Speed	27
10 mph Pace Speed	23 to 32
High Speed	49
Low Speed	1
Display On/Off	On
Average Volume per Day	1344



VIOLATION
\$220.00
4 POINTS
ON
LICENSE

Friday, August 21, 2015 8:11 AM
18 Main St Essex Junction VT 05452 United
States



Agenda New Business
Addition 5b.

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM
DATE: August 24, 2015
RE: VLCT PACIF Equipment Grant

Issue

The issue is whether or not the Village should apply for a PACIF Equipment grant to purchase four (4) convertible standing desks and mats for office staff.

Discussion

The dangers of extended sitting are well-documented, and can include everything from neck pain to obesity. However, continual standing also poses health problems, such as joint and muscle pain. The Village would like to purchase convertible desks in order to allow office employees to alternate between sitting and standing. We believe that this would be an investment in the health of the Village staff, and will also serve to reduce worker's compensation and health insurance costs.

Four employees have indicated an interest in having a convertible desk. Should we receive this grant, we would purchase desks for these employees as a trial. Should they work out as expected, we would consider purchasing convertible desks for the entire office.

Cost

The total purchase price for these desks and their accompanying mats would be \$1,840. Should we receive this grant, PACIF would reimburse the Village for half of this amount, or \$920.

Recommendation

It is recommended that the Trustees authorize staff to submit the PACIF Equipment grant application.

VARIDESK ⁽¹⁾

SHIPPING REGION: UNITED STATES ▼



THE HEIGHT-ADJUSTABLE STANDING DESK

BEST SELLER



PRO PLUS 36™

\$350

OUR BEST-SELLING MODEL

298 REVIEWS (/STANDING-DESK-PRO-PLUS-36/REVIEWS)

SUBMIT A REVIEW (/STANDING-DESK-PRO-PLUS-36/REVIEWS/NEW)

Redeveloping St. Albans A Case Study

Dominic Cloud, City Manager

Questions from Town of Bennington

- What was the first domino? Or were there a series of events that converged at right time?
- What did the City government do that led to or facilitated developments now underway?
- How did the municipality create the environment for developers and business leaders to feel comfortable making the investments?

The Situation

- City experiencing decades of decline and divestment
- Grand List going backwards
- 60 Percent vacancy rate on Main Street
- Very high crime rates
- Our trajectory was not great ...

Our Strengths

- Public was eager to transform City and see action
- Unified City Council; willing to take reasonable risks
- City had reserved about \$500,000 “catalyst capital”
- Previous administrations made strategic land acquisitions
- Core belief: private investment will follow public investment
- Reality: City needed to lead revitalization
- Building very solid staff team
- Cultivating key local political and media relationships

Projects / Initiatives

- St. Albans House
- Main Street Makeover
- Master Planning / National Main Street Program
- Ace Hardware
- Façade Improvements
- Downtown Core

St. Albans House
2010



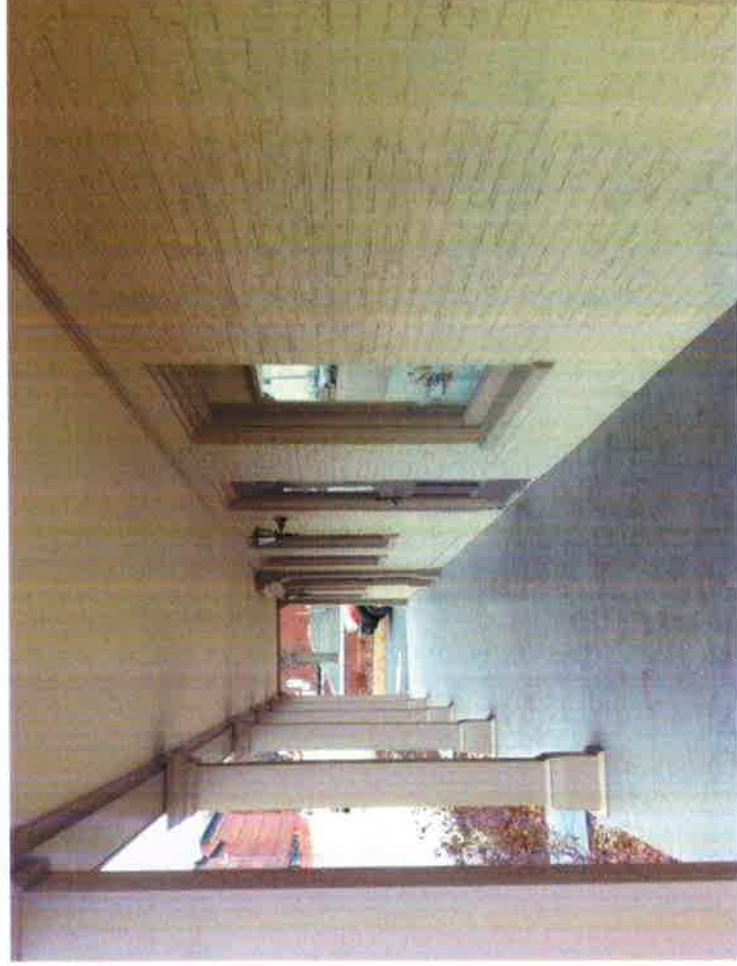
St. Albans House 2010



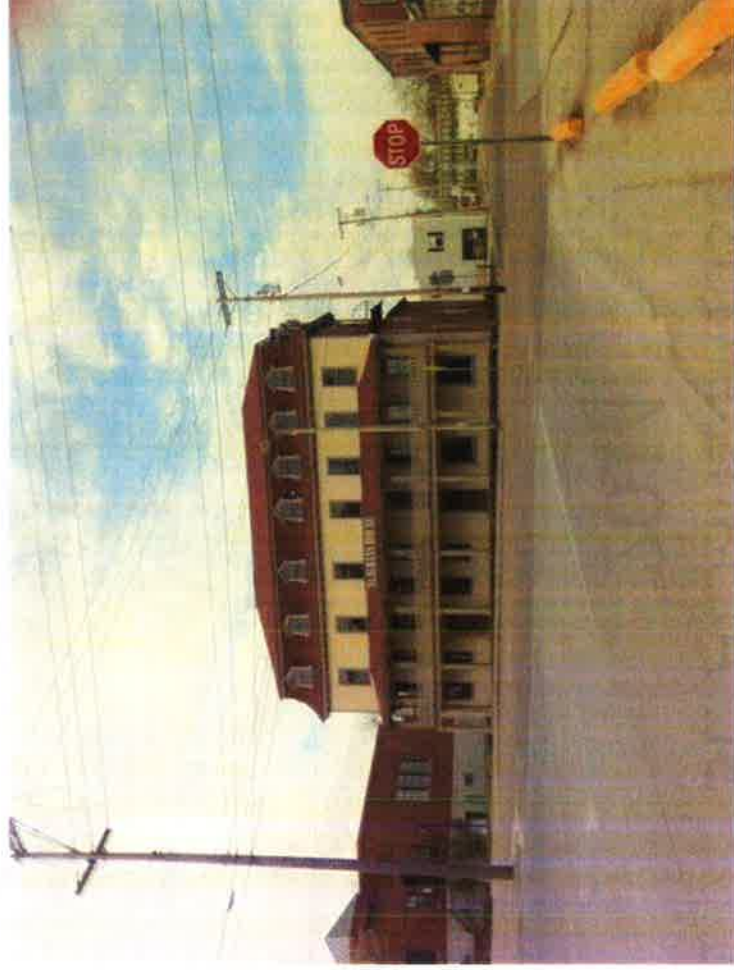
St. Albans House
2010



St. Albans House
2014



St. Albans House 2014



Main Street Makeover (Streetscape)

- \$3 million project – federal, state, and local
- Water and Sewer portion serves as bulk of match
- \$100,000 City contribution from economic development reserves
- Started with small earmark from Congressman Welch

EXISTING CONDITIONS

Inventory and Analysis

1. The Downtown has a great composition of quality and historic architecture, providing an authentic experience.
2. Continue to respect the historical context of the architecture and streetscape.
3. The setbacks and side streets are important gateway spaces onto Main Street.
4. The core downtown lacks a sense of arrival along Main Street.
5. There are missing street trees and some existing trees are in poor shape.
6. Street lighting is a mix of overhead cobra head fixtures and globe style pedestrian fixtures.
7. There is limited signage and wayfinding for first time visitors. Overall the downtown lacks information entry point to visitors since they have their vehicle.
8. Pedestrian crossings have limited mobility and look-over features on Main Street.
9. The risks and opportunities about parking within the downtown aren't clear to visitors.
10. There is limited seating outside the businesses along Main Street for people to rest.
11. There are limits of outdoor dining spaces available to the businesses to utilize.



EXISTING CONDITIONS

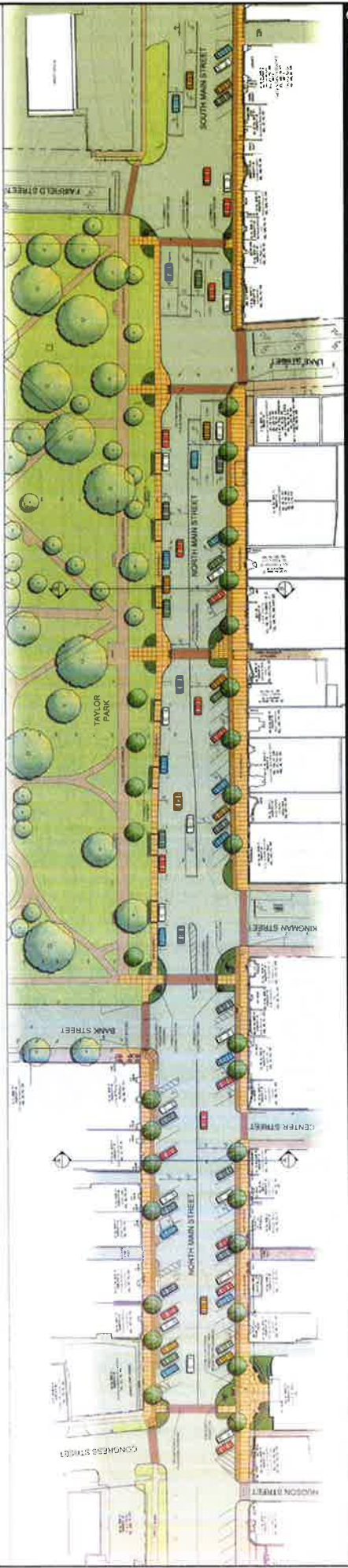
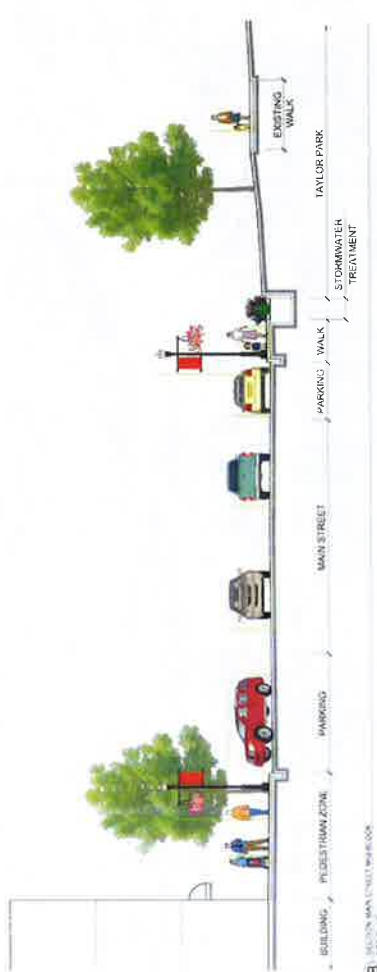
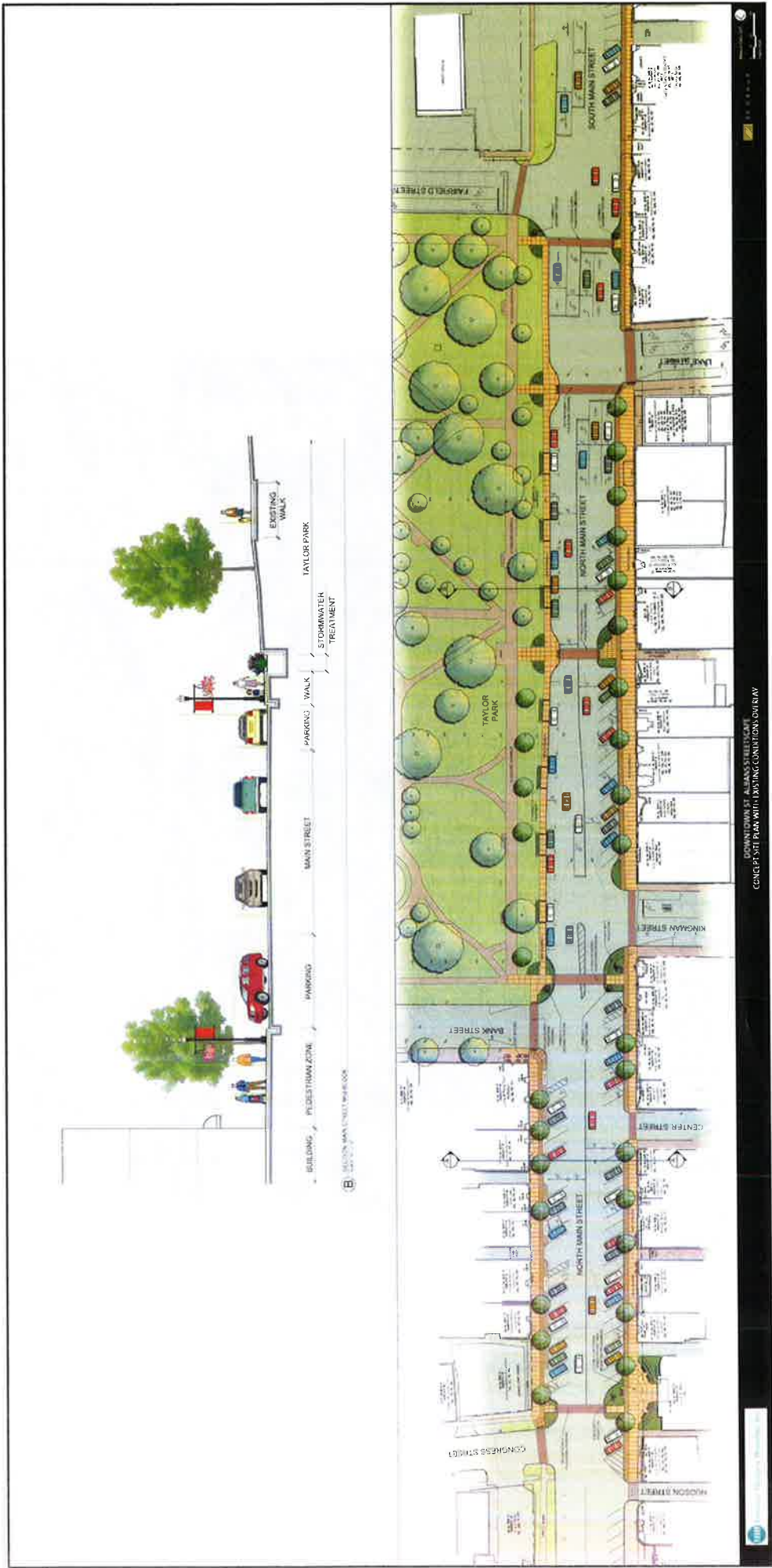


EXISTING CONDITIONS

Design Considerations

- Gateways:** Create a gateway sense of arrival into the downtown by using gateways and signage along Main Street.
- Street Furniture:** Install new street furniture. Use a style & color that relate to each other, create a family of street furniture. Install and recycle receptacles, ash cans, benches, bike racks, tree grates, and tree guards.
- Street Lighting:** Replace existing street and pedestrian lights with a family of efficient and historically accurate light fixtures. New light poles should be fitted with luminaire arms, hanging flower baskets, and electrical outlets. Underground the overhead power lines.
- Street Trees:** Replace dead or missing street trees. Reconfigure tree pits to accommodate greater soil volumes, using Silver Galls or Structural Soil. Install tree grates and guards.
- Public Art:** Introduce locations to accommodate public art. Collaborate with the St. Albans Artist Guild.
- Signage/Wayfinding:** Incorporate signage and wayfinding information boards and kiosks.
- Outdoor Dining:** Look for opportunties to introduce outdoor dining and cafes. Helping create a sense of vibrancy.
- Stormwater Treatment:** Study opportunities to incorporate innovative stormwater treatment along Main Street. "Green Streets", permeable paving.
- Hardscape:** Repair existing concrete sidewalks with new paving materials. Introduce texture, patterns and colors. Use materials and paving patterns to delineate spaces and create outdoor rooms.
- ADA Access:** Improve ADA access to street fronts where possible.
- Pedestrian Safety:** Enhance pedestrian crossings. Increase sight lines and visibility, signage, enlarge bump-outs to reduce crossing distances.

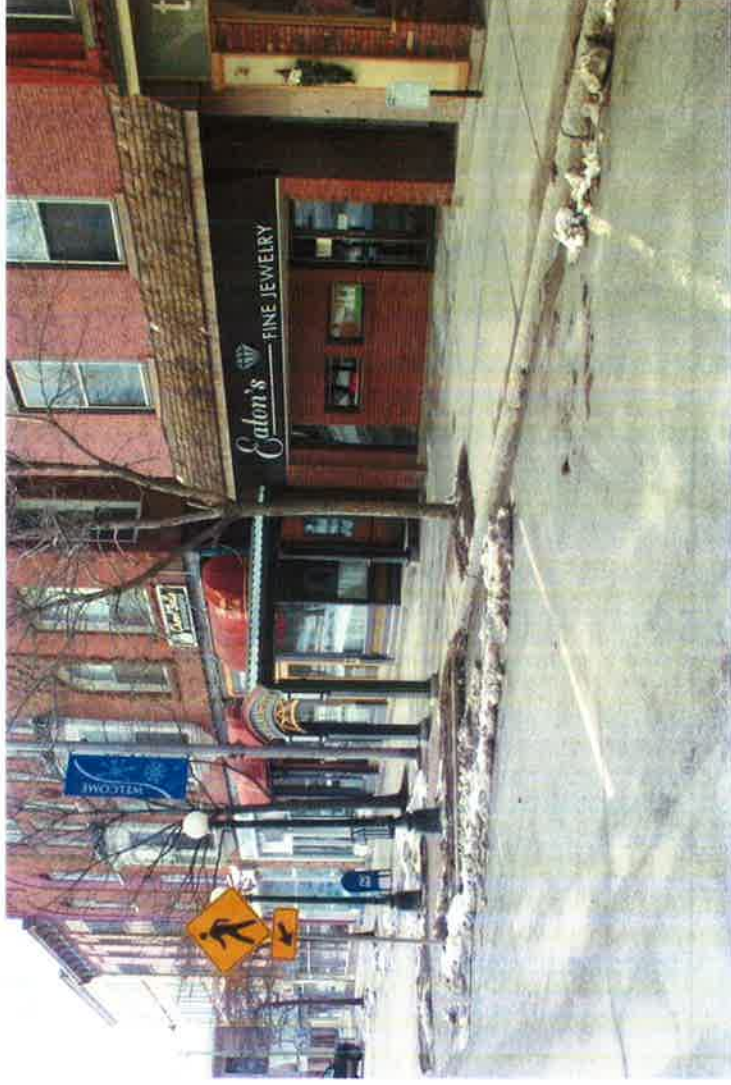




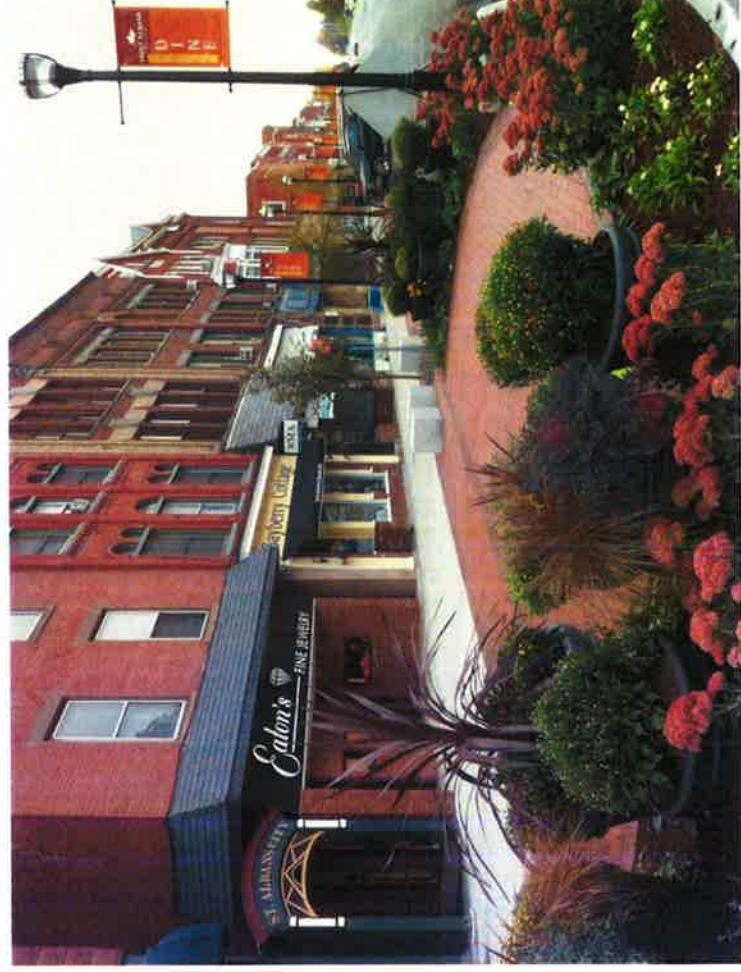
DOWN TOWN ST. ALBANY STREET SCHEMATIC
 CONCEPT SITE PLAN WITH EXISTING CONDITIONS COURTESY



\$3 Million Main Street Makeover Before



\$3 Million Main Street Makeover After



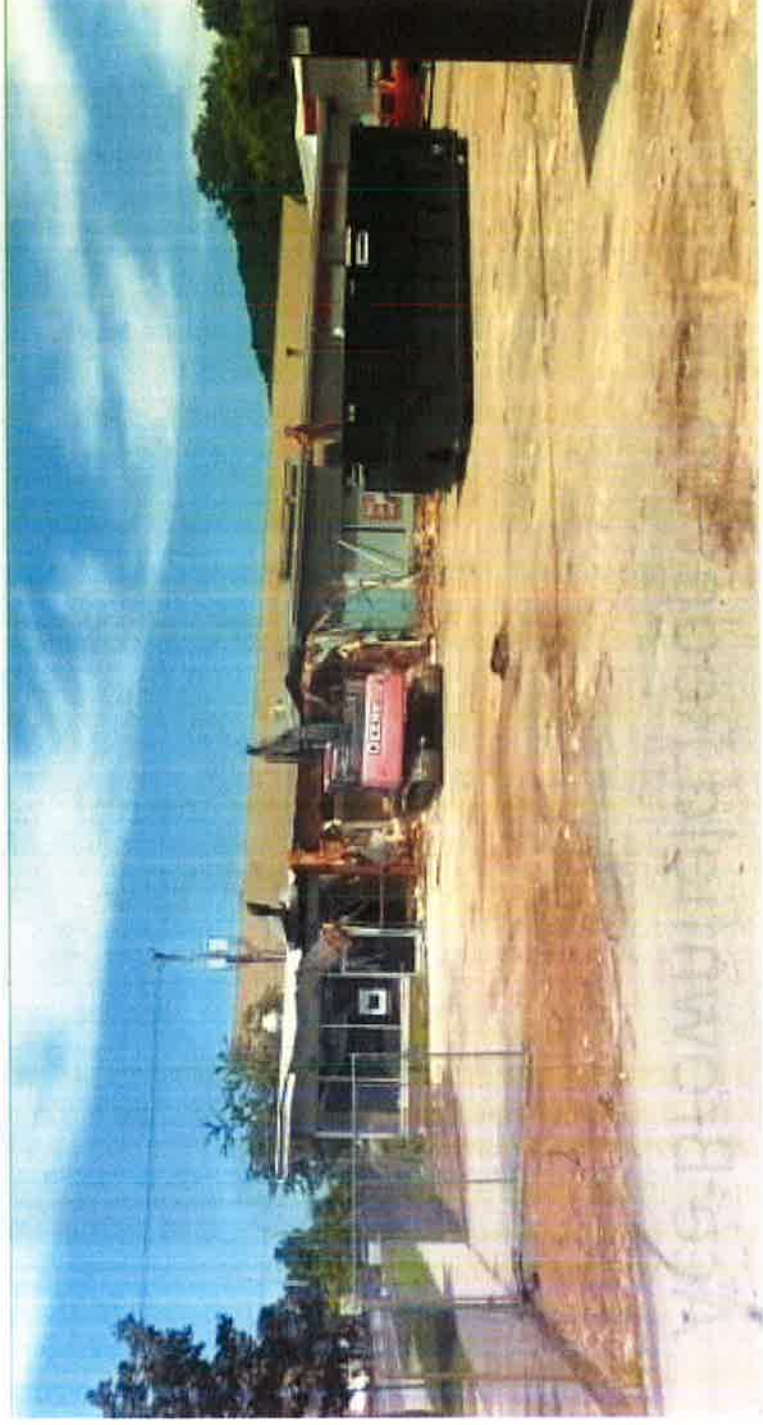
Ace Brownfield Redevelopment



Ace Brownfield Redevelopment



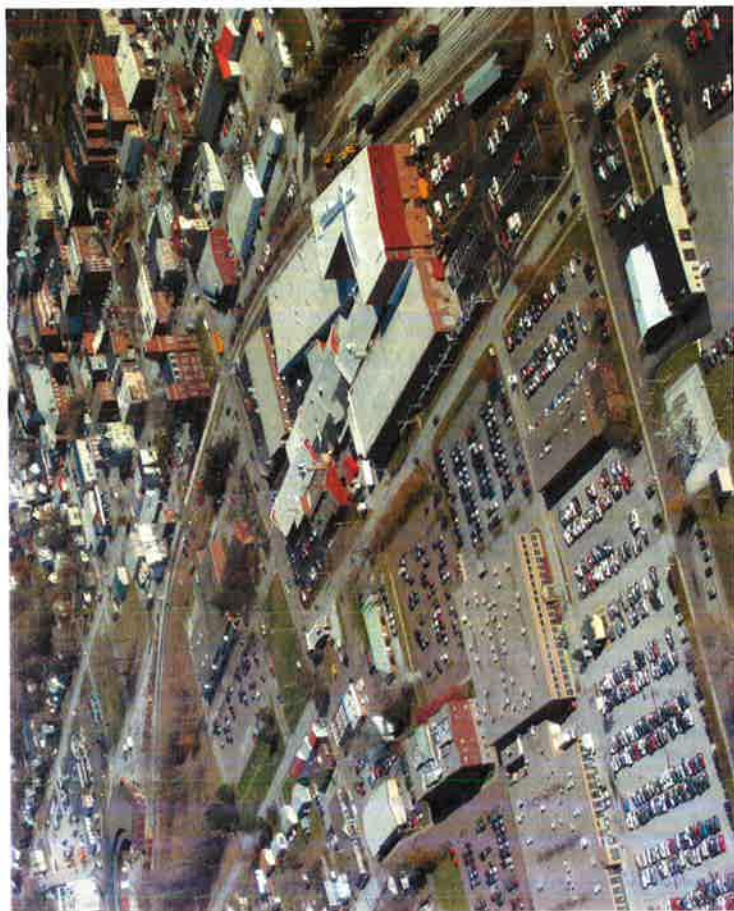
Ace Brownfield Redevelopment



Ace Brownfield Redevelopment

- Levels the cost between suburban site and urban site
- Creates flagship redevelopment site
- Serves as anchor tenant for rest of downtown

Downtown Core: The Opportunity



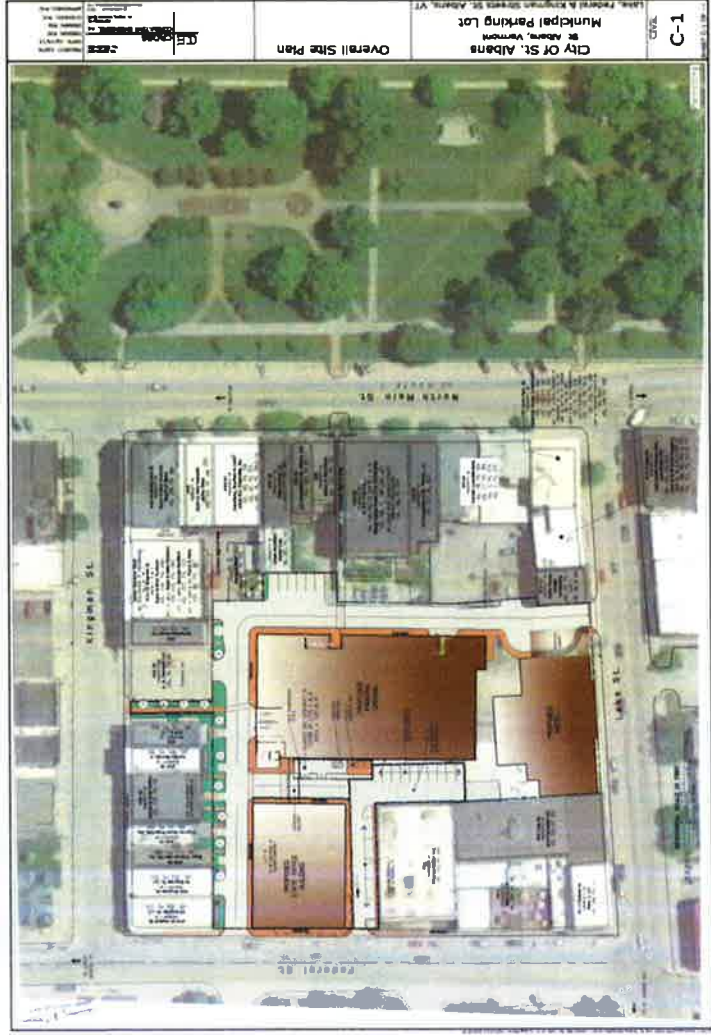
The Opportunity



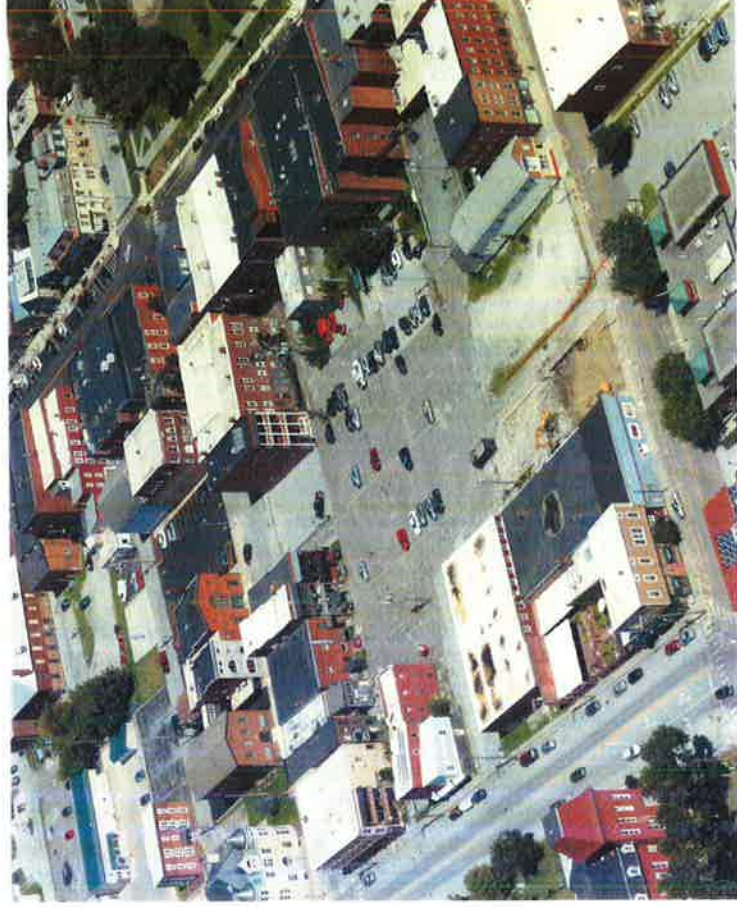
The Vision

- Convince the State to sell their building to Mylan or USCIS
- Relocate regional state offices to new building downtown
- Construct a City owned parking garage on one adjacent parcel
- Attract a national hotel franchise to another adjacent parcel
- Do it all without raising local property taxes

The Vision



Existing Conditions



The Hurdles

- City would need a Tax Increment Finance District
- Governor and Legislature would need to be fully on board
- Local voters would need to approve \$14.5 million bond
- New state building would need to be leased, not owned
- Lease couldn't expire before bonds were paid off
- Sale price needed to be high enough to cover transition costs
- Overall package needed to be in the public interest

The Strategy

- Hire a consultant to help City obtain a TIF district
- Facilitate a process to select possible purchaser
- Sell the building to Mylan and discontinue street between parcels
- Hire an economist to study impact of project and TIF
- Utilize New Market Tax Credits to drive down costs
- Submit bond question to voters in early special meeting
- Utilize one firm for office building and garage construction

January 2014



October 2014



October 2014



State Office Site Before

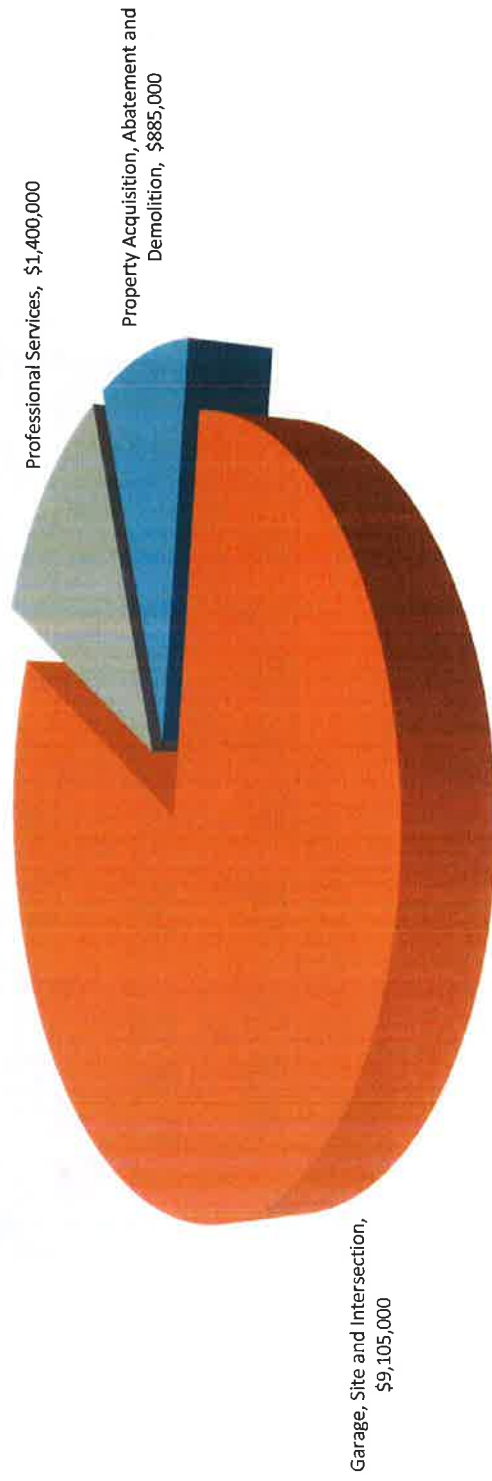


State Office Site After



Budget

Budget



Lessons Learned

1. Municipalities cannot attract private investment without putting skin in the game... and maybe quarterbacking the team.
2. To accomplish big things you need to pay attention to little things.
3. Political consensus and leadership is essential.



ABOVE: The proposed Super Dime building with proposed new parking garage center



Vote Yes
**TUESDAY, 10
 SEPTEMBER 10**
 at St. Albans City Hall
7 A.M. - 7 P.M.

The city's StreetView is almost complete - a vital part of the city's redaction plan

Vote to build the parking garage that will be one of the key anchors to St. Albans City's future growth... the greatest opportunity to come before the city in decades.



MEMBERS OF THE ST. ALBANS CITY COUNCIL

LU CASARIE #6029 RYAN DYKE

TIM HAWKINS

ARON O'BRIEN

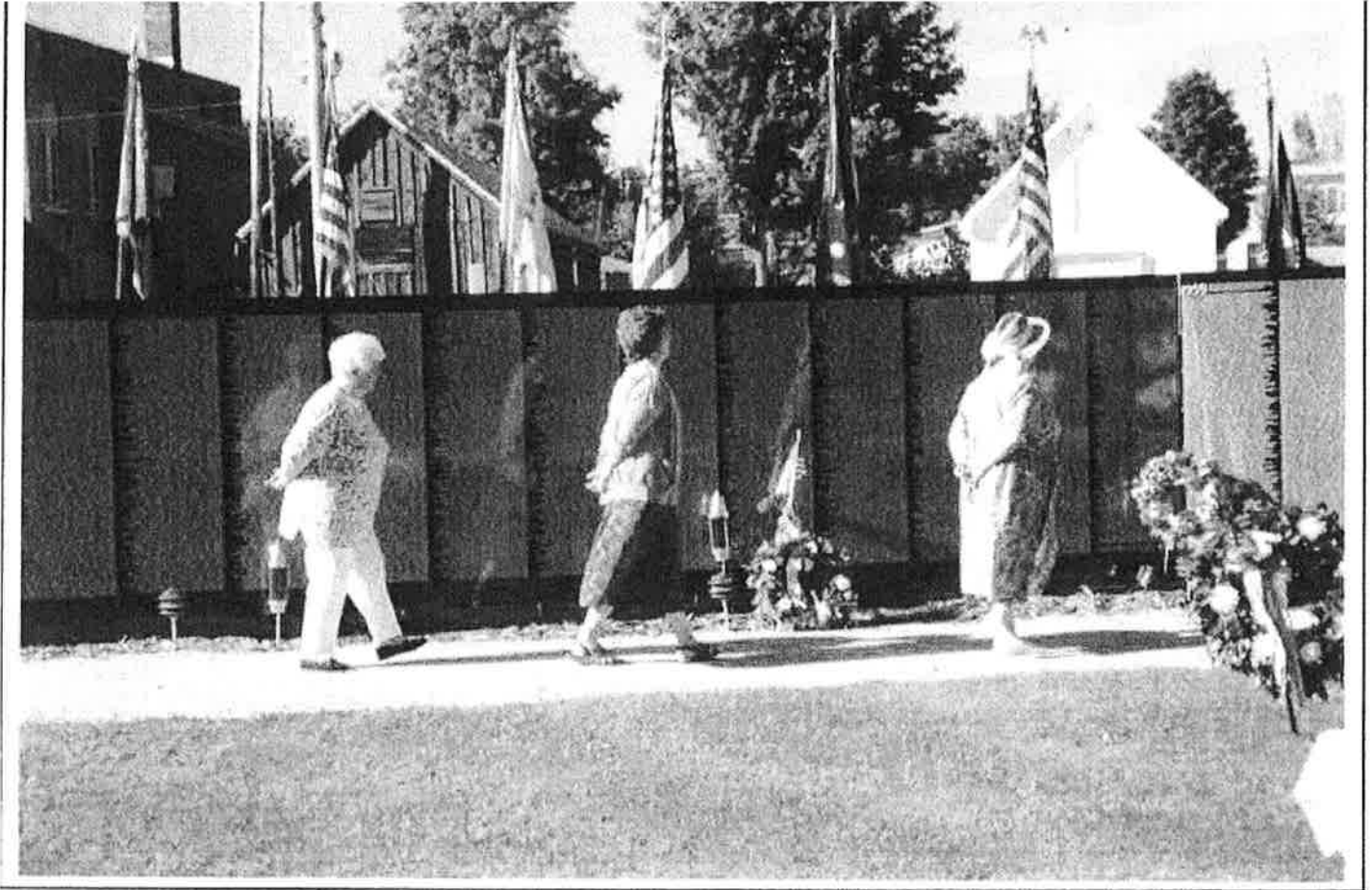
JIM FLEKEY

CHRIS SPONER

JEFF HOUND



The Wall That Heals



The Traveling Vietnam Veterans Memorial
Champlain Valley Fairgrounds
Essex Junction, Vermont
October 1 - 4, 2015



Site Hosted By:

Veterans of Foreign Wars, Post #6689 Essex Junction, VT

For more information, questions or details contact:

Vince Benevento (802) 578-9151

Thursday, October 1, 2015

12:00 Flag Raising Ceremony

12:05 Start Reading Names

1:00 VFW Opening Ceremony and “From the Other Side” (Pat Boyden)

3:00 First Responders Memorial Service “Essex Police”

5:55 Stop Reading Names

6:00 Taps and Flag Lowering Ceremony

6:00 – 9:00 am VFW and Combat Vets Overnight Patrol

Friday, October 2, 2015

9:00 Flag Raising Ceremony

9:05 Start Reading Names

12:00 Purple Heart Memorial Service

1:00 Vermont National Guard Memorial Service

2:00 First Responders Memorial Service “Essex Rescue”

4:00 American Legion Memorial Service and “From the Other Side” (Pat Boyden)

5:55 Stop Reading Names

6:00 Taps and Flag Lowering Ceremony

6:00 – 9:00 am American Legion and Combat Vets Overnight Patrol

Saturday, October 3, 2015

9:00 Flag Raising Ceremony

9:05 Start Reading Names

11:00 – 3:00 VTARNG Helicopter Static Display

**1:00 First Responders Memorial Service
“Essex Junction FD and Essex Town FD”**

2:00 Marine Corps League Memorial Service

3:00 Bikers Memorial Service and “From the Other Side” (Pat Boyden)

4:00 Vietnam Veterans of America Memorial Service

5:55 Stop Reading Names

6:00 Taps and Flag Lowering Ceremony

6:00 – 9:00 am VVA and Combat Vets Overnight Patrol

Sunday, October 4, 2015

9:00 Flag Raising Ceremony

9:05 Start Reading Names

1:55 Stop Reading Names

**2:00 VFW Ecumenical and Closing Ceremony and
“From the Other Side” (Pat Boyden)**

3:00 Taps and Flag Lowering Ceremony

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



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

July 17, 2015

Mr. Jon Moore
Director of Operations and Maintenance
Chittenden County Transportation Authority
15 Industrial Parkway
Burlington, VT 05401

Dear Jon,

I want to once again thank you for attending our 5/26/15 meeting to discuss possible CCTA route changes that could impact riders in our community. I also want to relay our board's continuing and unanimous support for the public transportation alternative CCTA provides.

As I understand your email of July 1, 2015 to Patty Benoit in the Essex Junction office, CCTA buses on the Burlington-Essex Junction (#2) route will continue traversing the So. Summit/West/South Street portion of the circuit, with the option of curtailing that portion of the circuit on Sundays. I believe you're aware that a Village homeowner who resides on South Street has respectfully but persistently questioned the inclusion of the So. Summit/West/South Street link in that circuit. He believes: 1) the ridership on that portion of the route is extremely low; 2) routine passage of CCTA buses in front of his house throughout the day has damaged his foundation and perhaps other components of his property; 3) the weight of the buses (>16,000 lbs.) should exclude them from using those Village streets.

The Village staff has noted that the relevant Essex Junction Municipal Code (Section 852) specifically refers to "motor trucks." Buses are not mentioned and therefore should be considered excluded from the weight limit ordinance. The Essex Police have informed us that under present circumstances they would not enforce the weight ordinance on CCTA buses, and that if we desired them to enforce the ordinance we should first have a dialogue with CCTA. Our board is somewhat hesitant and would like to have more information before bringing this matter to a conclusion.

I understand that the routing and scheduling of buses is determined by many factors, the discussion of which likely exceeds the bounds of routine correspondence. But could you possibly summarize the reasoning and/or necessity for using the So. Summit-South St link? Is the turning radius of the bus a factor? Are there other factors? Are alternative routes available? We note that we have had correspondence from several people on that route urging its continuation. Lastly, if the Trustees decided that CCTA should apply for a fleet permit that allows them to travel on weight-restricted streets, would you be willing to apply for such a permit?

Please call me at 878-7785 or Municipal Manager Pat Scheidel at 878-6944 if we can provide any further information or assistance regarding this issue. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "George A. Tyler".

George A. Tyler
President, Board of Trustees

Patty Benoit

Subject: FW: CCTA Use of South Street
Attachments: #2 South Street Segment Ridership.xlsx

From: Meredith Birkett [mbirkett@cctaride.org]
Sent: Friday, August 07, 2015 3:22 PM
To: George Tyler
Cc: Scheidel Patrick; Karen Walton; Marti Powers; Marti
Subject: CCTA Use of South Street

Dear George,

I'm in receipt of the letter you sent to Jon Moore on July 17th requesting a summary of the reasons why CCTA uses So. Summit and South Street in Essex Junction. As you noted, there are multiple factors involved:

- 1) Greater Geographic Coverage - Traveling from Pearl to So. Summit to West Street to South Street allows CCTA to offer closer service to the many residents that live in the "acres" neighborhood. It also allows CCTA to offer service on Park Street south of the Five Corners. Transit coverage in these areas minimizes the distance residents of those areas need to walk to access the bus and offers them greater convenience. If the bus traveled to Amtrak directly via Pearl Street and Main Street, some residents of the "acres" neighborhood would have to walk over 0.5 mile to the nearest bus stop. The attached ridership shows that there has been steady ridership from the acres and Park Street stops over the past six years, with over 50 passenger trips using those stops each weekday in the most recent ridership counts.
- 2) Access to IBM - On up to 14 trips each weekday and five trips on Saturday, the Essex Junction route travels into IBM before heading to Amtrak. On those trips, the bus must travel from Pearl Street to IBM, either traveling through the "acres" or going through Five Corners and then south on Park Street. Traveling through the "acres" only requires the bus travel through the Five Corners intersection once, whereas use of Pearl to Park in both directions would require the bus to travel through Five Corners twice to access IBM.

If CCTA were to stop using South Street, the alternative routing would be 1) Pearl Street through Five Corners to Main Street to Amtrak, and 2) for trips that serve IBM, the routing would be Pearl Street through Five Corners to Park Street to IBM to Park Street through Five Corners to Main Street to Amtrak. CCTA does not anticipate these alternate routes would pose any problems related to the turning radius or bus movements. Rather, the impacts we must consider when evaluating the alternative routing are 1) running time and 2) passenger convenience.

Before developing a recommendation to maintain or change the routing in Essex Junction, CCTA would need to evaluate the running time impact of the alternative routing. In particular, for the trips that serve IBM, we would need to determine if traveling through the Five Corners intersection twice would substantially delay the route, and if so, whether the route could effectively absorb the extra time without negatively impacting other routes. If the alternative routing were operationally feasible from a running time standpoint, we would then analyze the passenger convenience issue.

As noted in your letter, there are existing passengers who are well-served by the South Street routing and make use of the stops along that route segment. Before CCTA would implement an alternative routing, we would need to hold a public hearing and give passengers and other members of the public ample opportunity to

communicate their thoughts on the proposed change. CCTA staff would then analyze the public comments, share them with the CCTA Board, and decide whether to recommend moving forward with the proposed change to the CCTA Board, who would ultimately have to vote to approve the change.

CCTA is committed to evaluating the route change as part of the February 2016 schedule change. Because the public and Board review process takes several months, we will need to begin the analysis soon in order to have it completed by the time the February Bus Map & Guide goes to the printer in January. We would anticipate a presentation to the Trustees in December or January would be part of the public process so we can make them aware of the pros and cons of the route change.

You also asked in your letter whether CCTA would be willing to apply for a permit to use South Street if the Village deems it necessary. Depending on the process involved to get a permit, I think CCTA would like to evaluate the impacts of the alternate routing first. Having that information will allow CCTA to make the best decision for our passengers and system.

I am leaving CCTA to start another job next week, but please feel free to continue this conversation with Karen Walton, CCTA's General Manager.

Thank you and best regards,
Meredith

Meredith Birkett | Director of Service Development

CCTA | 15 Industrial Parkway | Burlington, VT 05401

tel | 802-540-2453

Fax | 802-864-5564

www.cctaride.org

Stop Location	2010		2011		2012		2013		2014		2015	
	Ons	Offs	Ons	Offs	Ons	Offs	Ons	Offs	Ons	Offs	Ons	Offs
S. Summit St. @ Cherokee Ave.	1	0	1	2	0	1	0	5	0	3	0	2
S. Summit St. @ Abnaki Ave.	0	3	0	2	0	1	1	0	0	2	0	1
S. Summit St. @ Mohawk Ave.	0	0	0	1	0	2	1	1	0	1	2	0
S. Summit St. @ West St.	3	0	1	2	1	2	1	2	1	4	1	11
South St. @ #50	1	3	1	1	6	4	4	1	1	2	1	2
South St. @ Southview St.	2	0	2	2	3	5	1	3	0	2	0	1
South St. @ Park St.	2	1	1	5	0	13	1	9	1	9	2	10
Park St. @ Silver Bow Terrace	3	1	1	0	4	1	0	2	1	2	2	5
Park St. @ Opp Auto Parts Store	4	2	1	11	1	5	0	11	2	3	2	9
Total	16	10	8	26	15	34	9	34	6	28	10	41
Combined Total	26		34		49		43		34		51	

Essex Junction Village Offices

(Lincoln Hall)

Building Envelope Evaluation

September 15, 2014

Liszt Historical Restoration, Inc.

I. Introduction

A. The building envelope analyses of the Essex Junction Village Offices, conducted on August 6 & 7, 2014 for the village by Liszt Historical Restoration, Inc. involved a complete notation of observable conditions. These include the visible foundation and load-bearing brick masonry, windows, doors, and wooden elements, as well as the roof and chimneys. This document is arranged by way of a summary of the conditions, presented by elevation and corresponding wings and segments with the focus on poor, failing, or negative conditions. The presentation is in outline form (the numbering proceeds categorically according to the elevation title, region description, and observation(s), followed by the recommendation or prescription(s)), with adjacent photographic examples for most, but not all of the conditions mentioned. Many of the photos are representative of the condition as is typical, although the majority show the problem location for direct reference.

B. For each elevation, suggestions and prescriptions are presented for most of the concerns seen, however common repair methods for frequent problem areas will be assumed in reference to previously noted elevations, unless otherwise indicated in order to minimize needless repetition in this document. Additionally, some areas, such as proper repainting, are obvious. First, a summary of the general widespread issues concerning the building envelope will be addressed in order to present a forensic background for better understanding the specific problems areas. While the focus is the nature of masonry failure and repair, wood, roofing, steel, etc. have been included. The outline also includes photographs of both general and specific areas, however it must be understood that certain conditions will emerge to be seen and addressed as 'typical. Following the outline, a philosophy of approach and outlook toward general scheduling are addressed.

II. Overall state of external envelope

A. Sandblasting:

1. The building has been cleaned by sandblasting in the past and this will present a long-term cause for concern. Sandblasting removes, wholesale, the protective sand-face of the bricks, hastening the decomposition of the external masonry envelope by way of the elements, one sign of which is premature spalling.



2. Many brick throughout the building show signs of spalling, particularly 'salmon' brick used during past repairs. These bricks were never intended for external use, as they experienced less heat during the kilning process and therefore are quite soft in composition. These bricks most often spall and crack earlier, due to their more fragile nature.

B. *Frequent building repairs:* Many of the various repairs made to the building in the past have caused a variety of damage to the Town Offices building and will continue to do so, both in obvious areas and in areas yet fully affected by the seasons and stresses.



1. Portland cement: noted as 'PCM' throughout the document.

a) Portland cement mortars, while useful with modern building products and design, most often prove harmful in the long run to historical edifices.

(1) *First, Portland mortars are most often too hard for vintage brick.*

(2) *With building shift over time, modern mortars crack and do not self-heal. This joint failure allows liquid water into the envelope.*



(a) *Additionally, the hard mortars frequently cause spalling and cracking in the bricks, themselves, allowing more liquid water into the envelope and the individual brick, as well.*

(b) *Vintage lime mortars, however, are sacrificial and self-healing, to an extent. This protects the brick and ensures that small cracks in the joints will most likely not yield to water-problems. This is the proper remedy and one not in use on Lincoln Hall.*

(3) Portland cement mortars trap moisture by blocking vapor transfer during the drying process.

(a) *All buildings breathe but the design of historical buildings includes the evaporation of vapor through the materials used.*

(b) *Portland mortars are known to hold in the liquid mortar within the wall, slowing drying time.*

(c) *Vintage lime mortars breathe as part and parcel of the process of carbonation and setting of the mortar, hence their world-wide, millennia-old use.*



(4) Modern Portland cement hasten freeze/thaw damage because water expands during freezing. This causes spalling of the masonry, among other problems.

(a) *The cyclical process continues to allow more and more moisture into the envelope due to the continuing and worsening failure of the mortar and/or the brick, a cycle of decay.*

(b) *This can yield severe structural damage, as well as aesthetic concerns.*

(5) *Vintage lime mortars, including judicious use of hydraulic setting lime mortar in the proper locations will be the best way to conduct the vast majority of repairs. I.e., most proper repairs made to historical buildings ought to utilize vintage materials best matching the physical requirements and characteristics of the original materials, thus the use of non-portland cement lime mortar is recommended throughout.*

(6) *PCM, where used for deep repairs such as brick replacements/rebuilding or when used in structural elements such as jack arches usually require 100% remediation for a proper repair.*

(a) *Even if properly repointed over using lime mortar, the PCM, where not failed, will not breathe and the symptoms will again become evident over a few years in most cases.*

(b) *Since in each region of concern, the PCM is failing in some way, removal necessitates rebuilding in structural elements. PCM is brittle, due to excessive strength, and more failure points will erupt, spreading the problem more quickly.*



2. Rusting steel: The natural oxidation process of steel has caused damage as the rust has grown in some areas.

- a) Rust expands very strongly, which causes movement and breakage in both bricks and mortar. This hastens the freeze-thaw damage as more and more water penetrates the building envelope.
- b) Steel can be scaled of rust and coated with a preventative, if needed. Steel lintels installed on the East Elevation are an example.

C. Other wide-spread masonry issues:

1. Jack-arches throughout the building elevations need attention by either repointing or rebuilding, as noted.

2. Step Cracks are a cause for concern throughout the elevations and require repointing.



3. Slight bulging in the east/west elevations suggest a need for rosettes to be installed to keep the walls erect over the long-term.

D. Woodwork: Rot

1. In several areas of the building sills, lower sashes areas, and trim show signs of rot. In most cases, consolidation and repair is needed at the punky areas.

a) The majority of the window sills across the building require at least minor wood consolidation. *In certain areas either replacement or Dutchmen may be required.*

b) Major focus areas are noted in the elevation details below.



E. Other important water penetration issues

(1) *Roof: The roof over the Youth/Senior wing has badly deteriorated.*

(a) *The shingles have blown off on the south side.*

(b) *The south roof is badly sagging and the wood trim below shows signs of rot: The sheathing looks to be compromised and likely requires replacement.*

(2) *Flashing/diverters: The steel flashing on the Youth/Senior wing shows signs of rusting, with some holes: Replace. Diverters can channel water away from problem areas.*

(3) *Sealant*

(a) *Sealant is lacking at most junctions of wood & masonry, e.g. windows and doors. The thermal properties of two dissimilar materials are best dealt with by using a good sealant to keep out the weather.*



(b) *Sealant has failed at the flashing for the chimneys and all over the Youth/Senior wing roof.*

2. Paint:

a) Much of the woodwork has been repainted several times over the years, with varying regard to proper preparation of the wood underneath or care for adjacent materials like glass and brick. Underneath, the wood was found to be in varying states of health. A thorough preparation for repainting will reveal the full nature of what will need to be addressed for rot, although much has been identified. The paint likely contains lead, so proper remediation will need to be used in the preparation process.



b) Poor painting technique and lack of care/attention has yielded a plethora of paint drips and stains on the masonry throughout the building.



Gentle cleaning (due to the sandblasting) using an appropriate paint stripper and judicious use of a brick colored stain would clear away and/or hide to shoddy work of the years. (Some paint may not come off without damaging the brick, due to the age of the paint and the removal of the brick's sand face.)

c) Most elevations exhibit staining from rain runoff at the metal shutters around the windows. This may be cleaned. This is a problem with oxidation of the paint over time.



III. East Elevation

A. *Foundation:*

1. **Right-hand corner:**

- a) Loose corner stones and improper running bond at cornerstone with perpetuating cracks moving upward into the brick.
- b) Resetting recommended, along with repointing using appropriate pozzolanic mortar, including the brick above.



2. **Failed mortar and PCM throughout the foundation area.**

- a) Repoint using pozzolanic mortar: ~ 75'x 2'.
- b) ~ 6-8 stones bonds have failed and will need to be set-in-place.





B. South Wing



1. Masonry between the foundation and below 1st floor windows:

a) Several areas of mortar failure.



b) Repointing of ~ 10' sq. recommended at select locations.

2. Left-hand cornice projection: Sealant failed at flashing above.

3. Step-crack issuing from cornice projection tracing the gable line: Repoint ~ 8" wide band for ~ 6 l.f.

4. 2nd Floor window on the left:

- a) Arch has dropped and mortar is failing: Rebuild.
- b) Step-crack issues upward ~ 4' ft towards roofline: Repoint.
- c) Sill: Very punky on right side: Replace.
- d) Bad mortar (small) repairs to the left of the window: ~ 1 l.f.



- e) About 12-6 count small repairs needed by the conduit.

5. Stepcracks between the left and center upper window: Repoint ~12 linear feet.

6. First Floor Window:

- a) Sill and trim require consolidation.
- b) Jack arch failing and there is a bulge overhead: Rebuild, including 2' above.



- c) Two metal brackets on the right of the window repaired using PCM have cracks/holes: Replace 2 c.t.

7. Gable window:

- a) Requires glazing and consolidation.
- b) One window pane is cracked.
- c) Piece of wood missing: ~ 4.5" radius.
- d) Lowest bricks in the arch have severely eroded mortar: ~ 1 l.f. repointing.
- e) Mortar joints void beneath sill: ~ 1.5 l.f. repointing.

8. 2nd Floor Center Window:



- a) Sill: Ends badly rotted. Replace.

9. 1st Floor Center Window:

- a) Sill: Consolidation required with an in-depth repair on the left.
- b) Hole in brick filled with PCM: Repair using matching mortar color.

10. 2nd Floor Right window:

- a) Parging under the arch is failing: Reparge.



b) Sill: Consolidation required.



c) Broken bricks (2) to the right repaired with PCM: Replace.

11. Window on North Return:



a) Joint failure above window: Repoint ~ 4' sq.



b) Joint between wings has failed using PCM: Install backer and sealant at corner.

c) Sill: Requires some consolidation.

d) Nearby there are about 12 small PCM repairs and chipped brick: Repair appropriately.

12. Hose Bib:

a) Wood quite punky. Consolidation recommended.

b) Mortar at the bricks above has failed because there is no proper lintel at this opening.

(1) Mortar failures issue to the window above.



(2) Install lintel or a jack arch and repoint above.

C. Central Wing



1. Masonry surrounding the front steps:

- a) Spalled brick to the right of entry steps, ~5 c.t.





b) Spalled brick to the left of entry steps, ~ 10 c.t.



c) Several brick have holes, ~ 9 c.t.

d) Replace brick and repair damage with appropriate mortar.

2. Masonry between the foundation and below 1st floor windows:



- a) Several areas of mortar failure, including step cracks.
- b) Repointing of ~ 10' sq. recommended at select locations.

3. Main arch.

- a) The arch has dropped very slightly and when sounded, resonates as though some bonds have failed.
- b) Repointing of the large, continuous joint recommended.
- c) Several PCM repairs (~12) at various joints and on chipped/broken brick near the arch. Repair appropriately.



- d) Repoint ~22' sq. @ select eroded spots above the arch.

4. Left-hand window, 2nd floor:

- a) Some sill consolidation repair required.
- b) Repoint the top and center joints of the jack arch.

5. Center window, 2nd floor:

- a) Mortar soft and eroded in the jack arch: Repoint 100%.
- b) Sill badly rotted. Replace.
- c) Lower part of trim in need of consolidation repair.
- d) Below the sill, there is a very poor PCM repair that is failing: Rebuild 4'x 2.5' recommended.
- e) Repoint the ~12' bad PCM repairs between the columns.

6. Center window, 1st floor:

- a) Jack arch bulging with stepcracks. Rebuild and repair above, ~16' sq.



- b) Sill and lower trim requires a small amount of consolidation repair.

7. Right-hand window, 1st floor:

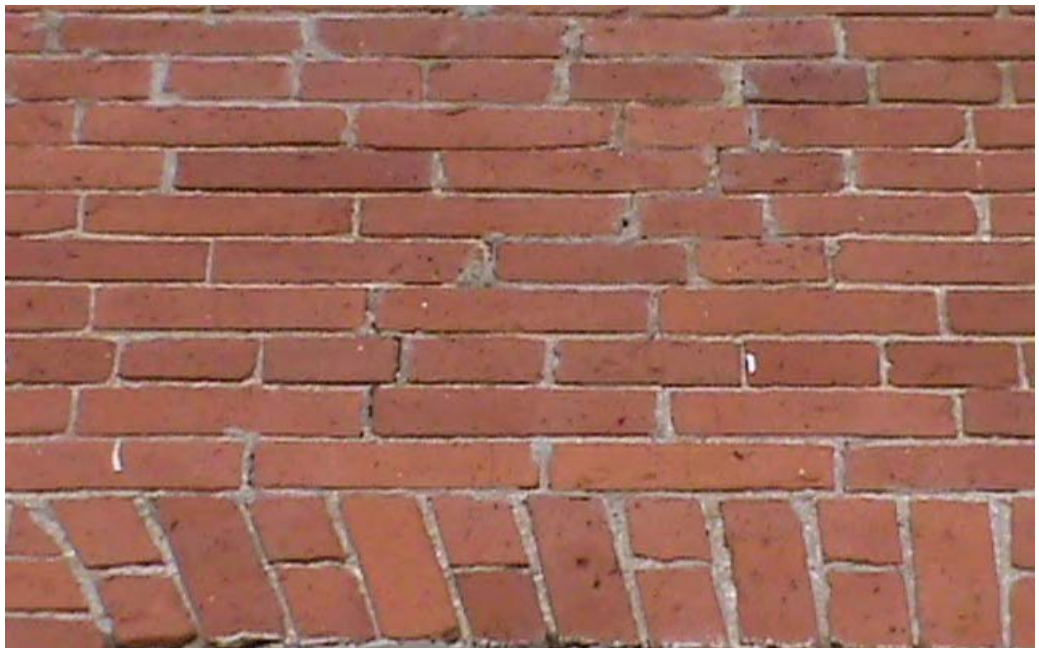
- a) Sill and trim require a small amount of consolidation repairs.



b) Jack arch has dropped and bricks are loose: Rebuild.

8. Right-hand window, 2nd floor:

a) Jack arch joints failing at the horizontal and above - severely cracked: Repoint 100% up to the trim, ~4' x 3'.



b) Sill and lower trim require a small amount of consolidation repairs.

c) Severe bulge under sill from failed PCM repair: Rebuild ~2' x 3'.

9. Upper right-hand corner at the northern return:

a) Failed joints: Repoint both faces ~ 1' sq.



b) Failed vertical joint between wings: Cut out and install backer rod/sealant.

D. Hose Bib:

1. Wood quite punky and split. Consolidation repair recommended.

2. Mortar at the bricks above has failed because there is no proper lintel at this opening.

a) *Mortar failures issue to the window above.*





b) Install lintel or a jack arch and repoint above. Gravity is pulling the bricks downward. The wood frame has flexed with time, furthermore, the bricks are heavily cantilevered. This will continue to worsen with time and as increasing moisture fills the gaps, enhancing the freeze-thaw cycle.

E. North Wing



1. Southern Return and left-hand column:

- a) This segment of the building has been rebuild 100% and/or repointed using PCM over a poured concrete footer. (Very messy craftsmanship.)
- b) Many 'salmon' brick were used and they are beginning to see severe weathering. These brick will be the first to spall as they age and should be replaced in a timely manner. Not urgent as of yet.

c) Several voids/mortar failures observed at the transition points between the modern rebuild and the original masonry in the joints: Fill with appropriate mortar.

2. Left-hand window, 1st floor:

a) Steel I-beam lintel above the window is badly rusted and has caused the mortar around it to crack and fail.



(1) Bulging wall. Expanding rust will continue to worsen the problem.

(2) The steel should be exposed, scaled down to good metal, and coated with a rust inhibitor and the surrounding masonry rebuilt appropriately.

b) Repointing of about 20' sq. above required, along with about 10 count brick replacement nearby.

3. Left-hand window, 2nd floor:

- a) Jack arch has dropped and mortar is soft and failing.



- b) Rebuild, including ~2' above.

4. Center window, 2nd floor:

- a) Below:

(1) The roof flashing has cracked at the rosette and the sealant has failed: Repair appropriately to minimize further freeze/thaw damage.



(2) *Soft/failed mortar and PCM repair joints, along with several loose brick build up to the window sill: Rebuild ~ 10' sq. and repoint PCM joints to the right.*

- b) Sill and trim typical: Some consolidation required.
- c) Trim on the left is loose.
- d) Jack arch has dropped slightly: Repoint 100% and ~ 9' sq. above due to soft and severely eroded mortar.



e) Repoint around rosette (~1' sq.) and repair 2 holes from old hardware with appropriate mortar.

5. Right-hand window, 2nd floor:

a) Mortar is eroded and soft at the jack arch and above to the trim. Repoint 100%:
~ 20' sq.

b) Sill:
Typical.



6. Right-hand window, 1st floor:

- a) Steel I-beam lintel above the window is badly rusted and has caused the mortar around it to crack and fail.



(1) *Bulging wall. Expanding rust will continue to worsen the problem.*

(2) *The steel should be treated as with the other side.*

- b) Repointing of ~ 50' sq. above lintel required due to failed mortar/PCM repairs.

- c) Repointing of area below and to each side of the window required due to failed mortar/bad PCM repairs, ~ 12' sq.



7. Upper right-hand corner of wall:

- a) Deep mortar voids and failures observed.
- b) Repoint ~ 2'x 2' area recommended.

8. Right-hand and left hand-window wells:

- a) Wells are in very bad shape.

(1) Mortar cap has broken and pieces are loose in some places.



(2) There are many loose brick and much failed mortar.

(3) Rebuild window wells with weeps and through-wall flashing under caps recommended.

- b) Left-hand window:

(1) Trim panel is loose.

(2) Some consolidation required.

c) Doorway:

(1) Threshold:

(a) Lower area of doorframe slightly punky.

(b) Some wood consolidation required.

(2) Masonry failure due to erosion and PCM repairs on each side of doorway.



(a) Repoint from slab to 2' high on each side, ~ 12' sq.

(b) Replace ~ 5 spalled brick on the left of the doorway.

(c) Reset ~3-4 loose bricks on the upper right side of doorway.

(d) Both vertical joints have failed: Repoint 7 l.f. each side.



(3) Concrete steps and porch are badly cracked and in need of concrete repair or replacement.



IV. South Elevation

A. Main Building



1. Redstone Foundation:

- a) Lower right-hand corner sunken.
- b) Repointing recommended to replace old and failing PCM mortar at redstone. Approx. 36'w x 2'h.

2. Region below 1st-floor windows:

- a) Spalled and cracked brick up to 4' above foundation: 10 c.t. on the left and 40 c.t. on the right side of the steps.



- b) Approx. 30 s.f. of mortar failure due to freeze-thaw and PCM repairs: Repoint recommended.



3. Doorway:



a) Badly prepped and painted with failed sealant next to brick.

b) Woodwork: Several rotten/punky areas observed.

(1) Loose molding and trim on left side at window inset & loose trim on the right-hand return at the window inset.

(2) Bases of wooden elements all rotted somewhat on both sides.

- (3) *Rotten panel on the right at window inset.*
- (4) *Loose dutchman piece on the lower left. Reattach.*
- (5) *Windows at the insets and above door in need of reglazing and cleaning: Very poor paint job.*



- (6) *Spider-web window needs reglazing.*
- (7) *Column tops need consolidation and varying degrees of repair.*

4. 1st Floor Windows:

- a) 1st window on the left: punky and rotted in places, including the lowest portion of trim.
- b) Right-hand shutter is dented on top.



- c) Very bad failing PCM repair above lintel and below 2nd floor sill yielding damage to original mortar below: Repointing of 5'x 5' areas between the left windows is recommended.
- d) 2nd window from the left: Similar scenario to that listed above.



- e) Badly rotten sill and lowest portion of trim.
- f) 2nd window from the right:
 - (1) *Slight consolidation repair recommended for sill.*



- (2) *Very bad repair above lintel with skim-coat of PCM: ~4' x 4' repointing recommended. Skim coats tend to damage any good original mortar underneath, lending the illusion of solidity.*
- g) 1st window on the right:
 - (1) *Slightly punky sill. Consolidation needed.*
 - (2) *Very bad skim-coat PCM repair above lintel failing and causing adjacent old mortar to fail between the two lower right windows: Total region for repoint recommendation is 14' x 1.5'.*
- h) Bricks above left-most sill missing on either side

5. **3" peice of Soffit and cornice missing at transition to Senior Center:**
Gap allows in insects and weather.



6. **Upper left-most corner region: 2'x 2' area of cracked joints requiring repoint.**
Caused by gap in the buildings.
Sealant and new flashing, should be reinstalled between in order to remedy this.

7. **2nd-Floor Windows:**

- a) Windows to the left:

(1) *Very bad PCM repair failing at jack arches and above: repair, including bulge to the left of the arch due to same bad PCM repair.*





(2) *Major repair or replacement of sill needed due to rot.*

b) Center window:

(1) *Parging under jack arch failed: reparse.*



(2) *Sill is punky: Some consolidation recommended.*



c) Windows to the right:

(1) 1st window at the right:

(a) Trim on right-side badly split up about 2' high started due to rot.

(b) Sill requires a repair or a dutchman on the right side due to severe rot, in addition to general consolidation repair.

(c) Jack arch PCM skim-coat repair failing: Repair recommended.

(d) Right-hand corner column original mortar eroded and nearby 'repairs' just skim coated covering many actual mortar voids. This is often worse for the masonry than leaving slightly eroded joints, due to the water vapor retention of the PCM and the hidden damage.

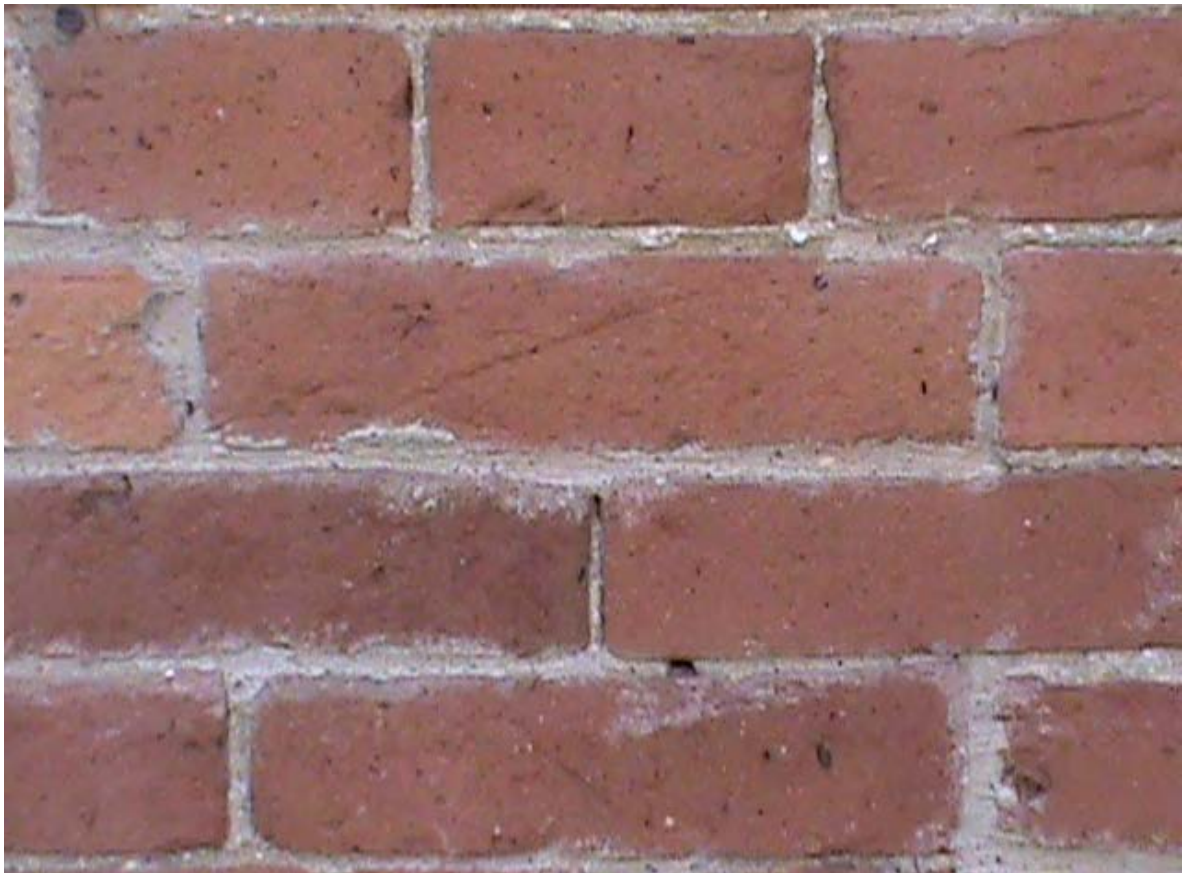


(2) 2nd window from the right:

(a) Sill very punky: Wood consolidation repair recommended.

(b) Jack arch and above: Failing poor PCM repair. Rebuild recommended.

(c) Column between the upper windows has badly eroded old mortar joints and poor PCM skim-coated repairs: 3' x 10' repoint recommended.



B. Senior/Youth Center

1. Roof: **Urgent!!!**

a) Most tabs have blown off the shingles.

- b) Sagging evident: likely rot in the sheathing.
- c) Flashing looks rusty and compromised.

2. Front Entry:

- a) Rot on both sides at the bottom of the doorway in many places.



- b) Right side capital trim is quite punky: Consolidation recommended.

3. Both upper left and right capital are quite punky: Consolidation repair recommended.



4. Upper Cornice:

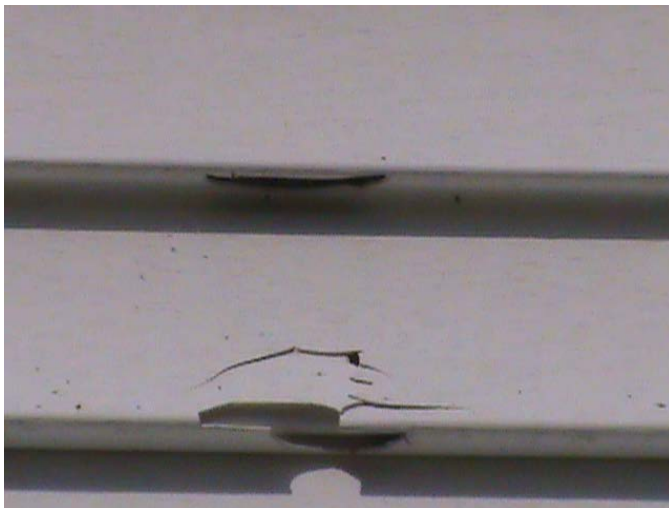
- a) Wood is punky and cracked at the center of the building: Consolidation and wood repair recommended.

- b) ½-round above fascia is rotten in the center of the building:
Replace rotten portion recommended.



5. Foundation: PCM repairs have cracked and are starting to fail. Repoint recommended using appropriate mortar.

6. Siding: Vinyl siding is beginning to crack. Residing should take place soon.



V. North Elevation

A. Main Building



1. Foundation

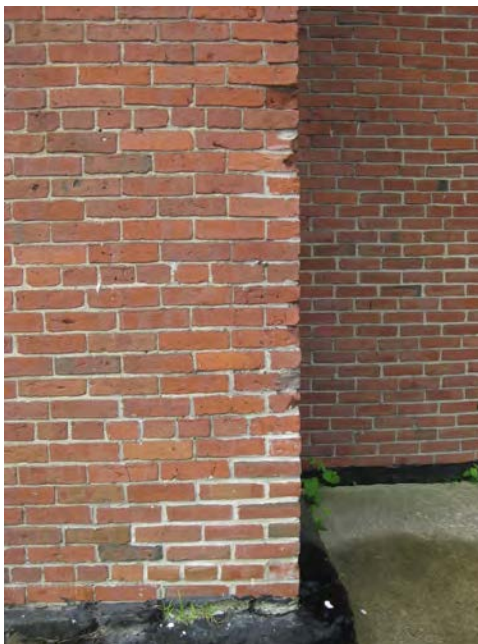
a) Mastic covering fieldstone: prevents natural cement from breathing and could yield premature failure due to freeze/thaw of captured water since holes are evident. This does little to stop the flow of moisture via 'damp wicking' from the ground. If holes exist in the mastic, then water retention occurs. Minimally, these voids should be filled with the appropriate mortar. (It may be discovered that there are more pronounced foundation issues below the surface of the ground.)

- b) Left corner: Mortar void observed- water penetration and internal powdering of mortar from freeze/thaw likely.



2. Brick region at first floor:

- a) Right corner: Brick repair using PCM immediately above shows signs of failing by way of cracked and failed joints.



(1) *Rebuild using pozzolanic lime mortar and remove surrounding PCM.*

(2) *See note 2. below for more information.*

b) One foot above foundation: Repointed in the past with PCM: Failing in several locations.



(1) *Repoint using pozzolanic lime mortar recommended.*

(2) *A pozzolanic lime mortar will delay erosion due to the persistence of ice and snow in this area, while maintaining breathability.*

- c) Step cracks evident below left, center, and right windows.
(1) *Repoint using lime mortar recommended.*



- d) Broken/cracked/spalled bricks.

(1) *Three (3) broken brick on left-hand column 3' above foundation.*

(2) Six (6) broken bricks at western corner.

(3) Replacing broken and cracked bricks can help with water penetration issues over time.



- e) Mortar erosion, varying degrees of intensity: ~40 ft. sq.

(1) *Repointing recommended below 8' mark on this elevation for any joints with 'scrapable' mortar (case-by-case) for depths greater than 3/8".*

(2) *Joints exhibiting ~1/4" erosion likely do not require immediate repoint, however subsequent degradation should be tracked over time.*

3. First floor window on the right:

- a) Area repointed with PCM failed: Step crack between arch and sill above. Rebuild area recommended.



4. First floor window on the left:



- a)** PCM repair failed: step cracks up to 2nd floor window from the arch.
- b)** Arch failing: Rebuild required, plus 2' immediately above.

c) Wood trim Dutchman:

(1) 2 poor repairs at lower 6" on each side of window.

(2) Dutchman needed at upper right of trim.

5. Area between first and second floor windows:

a) Most of a 5' run between upper and lower windows badly repointed with PCM, mortar staining.



(1) Such lack of craftsmanship and care exhibited indicates a likely failure in the near future.

(2) Repoint using lime mortar.

b) Repointing work noted above best conducted following jack arch repair, as newly rebuilt areas above jack arches will not need repointing.

6. 2nd Floor Brick Region:

a) Upper western corner badly in need of repoint.



- b) Morning dew drips and in this corner regularly, install a diverter at the roof.



- c) Rebuild ~3'x3' area, each side of corner.
d) Step crack issuing from the jack arch at the window below.

7. 2nd Floor window on the right: Arch looks intact with some mortar damage.

- a) Arch in need of repoint.
b) Repoint step crack mentioned above.

8. Middle 2nd floor window:

- a) Mortar deeply eroded at several joints and rather soft in jack arch, but it looks to be intact.
- b) Jack arch in need of repointing, including ~5 linear feet of joints immediately above.



B. North Elevation at Southern Wing



1. Doorway:

- a) Jack arch failure and step crack above- Rebuild recommended, including up to 2' above.

b) Door: Wood panel below window is badly rotten, as well as the ¼-round trim particularly down low.

2. Lower corner at transition to senior center: Mortar failure to salt and freeze-thaw water damage: Rebuild recommended using a pozzolanic lime mortar.



3. Lower 2-3' of wall shows clear signs of salt damage and mortar erosion: Repoint area using pozzolanic mortar recommended.



4. **Gap between dissimilar materials at Senior Center transition: Sealant recommended.**

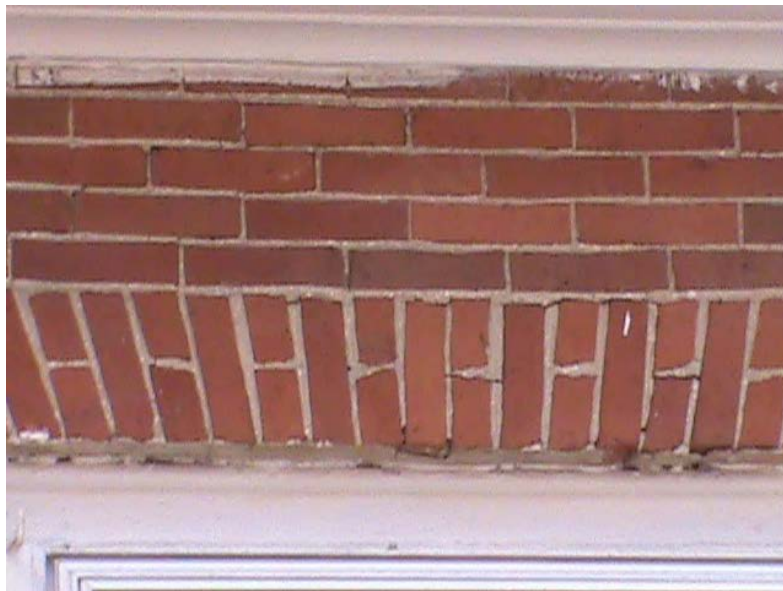
5. **Brick area between door and 2nd-floor window: Repointing ~5'x4'**



area of step cracks recommended.

6. **Various small PCM spot-repairs all the way up side adjacent to wooden Senior Center.**

7. **2nd-Floor Window: Failing jack arch and masonry up to the soffit.**



Rebuild recommended.

8. Wood soffit rotten by the vents, possibly from old roof leak.

C. Newer Addition

1. Some cracking and minor mortar failure and erosion of PCM, as well as a few impact-damaged brick along corner.
2. Spot repoint with PCM appropriate on this portion of the building as needed.





D. Senior/Youth Center

1. Barn Door:



a) Severely rotten by the door handle.

b) Trim next to the brick transition by the lower hinge is rotten.



2. Siding: Vinyl severely cracked with large holes in several places with insulation and old clapboard easily visible. Residing required.





3. **Trim is rotten by the doors on the return.**
4. **Western corner woodwork is rotten at the base by the drainpipe.**
5. **Drainpipe falling off wall because the clamps are broken.**
6. **Roof:**
 - a) Flashing seams failing.
 - b) Shingles buckled and failing: New roof required immediately.
 - c) Holes in the fascia by the gutter on the western return.
 - d) Entryway roof shingles slightly cracked and buckled.
7. **Eastern Return:**
 - a) 2nd Floor Window: Sill and lower trim rotten.
 - b) Capital has some rot and mitre joints show a wide gap.
 - c) Upper Cornice rotten in spots due likely to failing roof: seams, trim and fascia.



VI. West Elevation



A. Main Building

1. NW Corner

a) PCM repair failing immediately above foundation due to constant drippage off roof which is affecting this whole corner.

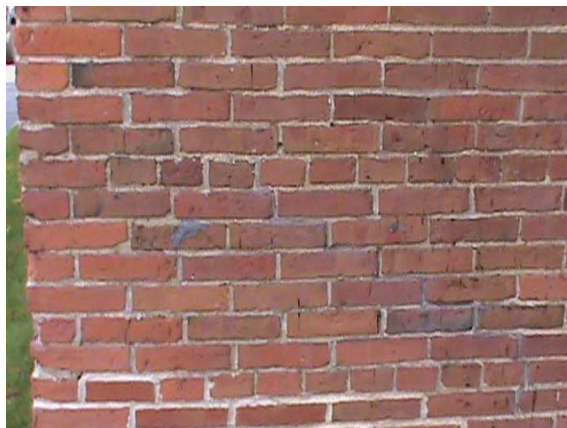
(1) *Diverter needed at roof.*



(2) *Repair corner: ~3'x 3'.*

(3) *Cornice, trim, molding at this corner is rotten. Wood repairs recommended.*

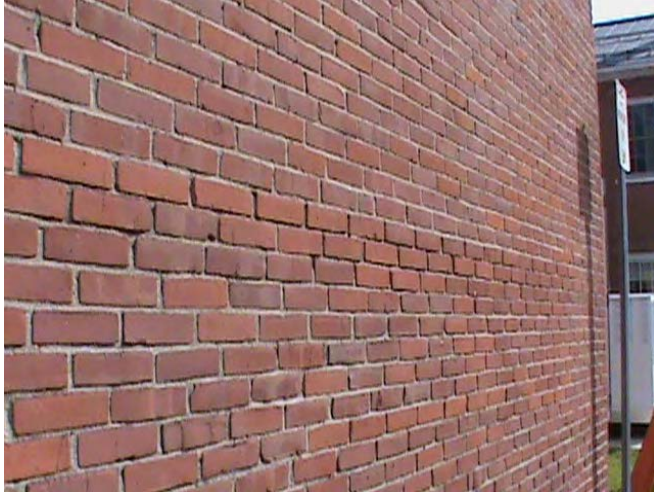
(4) *Mortar badly repaired with sealant and PCM in widespread locations up corner, deterioration:*



(5) *Repoint up ~15' above foundation recommended.*

2. 'Modern' Addition:

a) Some sign of early mortar failure in spots (~ 25-30 l.f.): Repoint using a Type N PCM recommended.



b) Several joints failing at the CMU foundation: Repoint recommended using a Type S PCM.

c) Portland cement mortars are an appropriate product to use to repair modern construction (after ~1930's) in most cases.



d) Sealant between old and modern building sections failing: Install new sealant and backer rod between buildings recommended.

3. Wall segment above 'modern' addition:

- a) Repointing needed around vent grate: ~12" both sides.
- b) Repointing needed about 12" below the soffit from the corner of the building to the grill. (~ 9 l.f.).
- c) Mortar is badly eroded and failing about the roofline: ~ 3'x 14'.
- d) Old roofing tar stain above addition: ~ 2 s.f.
- e) Window above roof:



- f) Jack arch has dropped very slightly and bonds are starting to break.
- g) Rebuild recommended.

B. Wall segment from 'addition' to fire escape:

a) Mortar in need of repointing below window-height: ~ 15' x 3'.

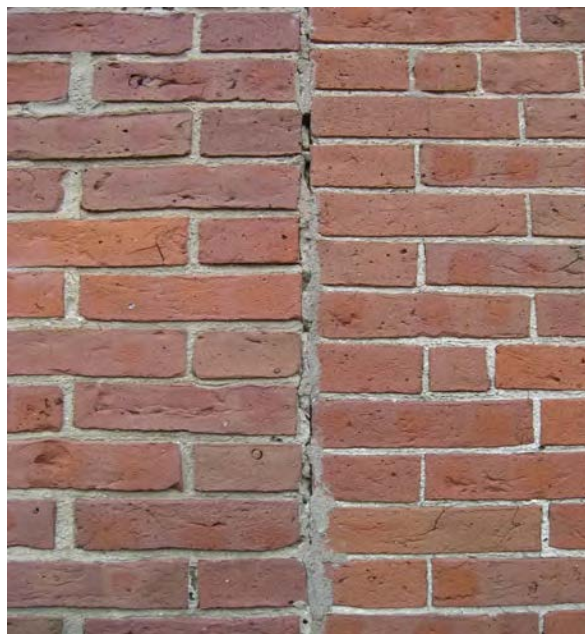
b) At rosette:

(1) *Joint has failed up to 13' in height, then proceeds in a stepcrack to edge the nearby window of the left.*



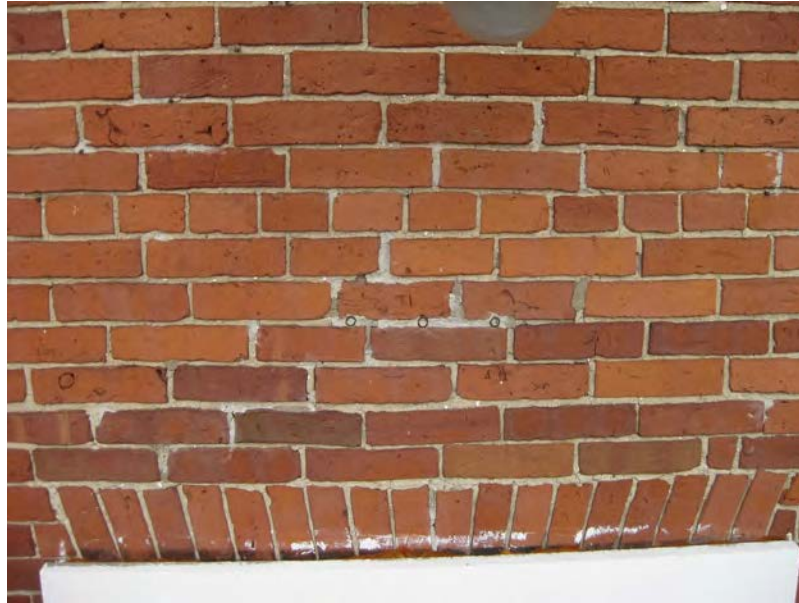
(2) *Rebuild area at step crack: ~3'x 5'*

(3) *Deep repoint the entire joint.*



c) Above the emergency door area:

- (1) PCM repair has failed with a slight bulge: Repair ~ 3'x 3' area above the door.



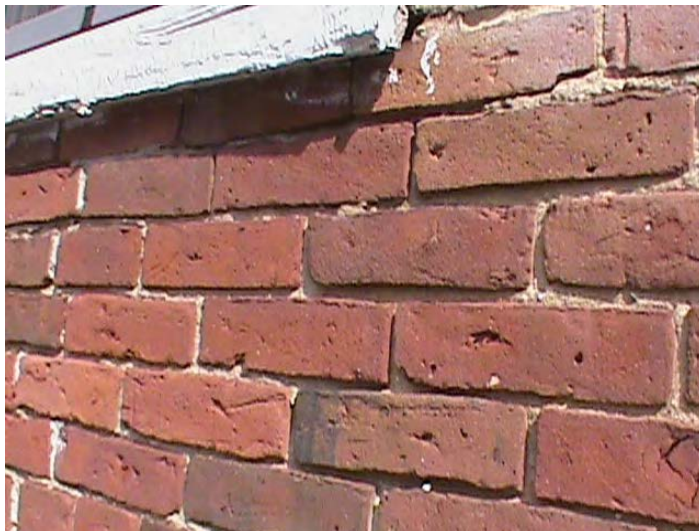
- (2) Repoint: PCM repair above light, 5' to the left under the soffit.

- (3) Repoint: ~ 1'x 1' area left of the light and above.

- (4) Repoint: Stepcrack with bad PCM repairs in some of the joints to the right of light.

d) Windows:

- (1) 1st Floor, 2nd window to left: Replace rotten sill.

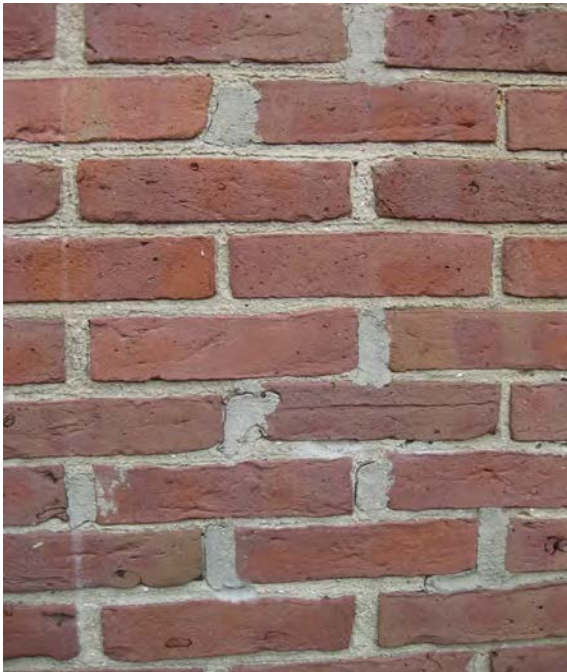




(a) Jack arch mortar bonds are weak:

(i) Rebuild recommended.

(b) There are ~ 10 wide, vertical joints that have failed/PCM mortar in the joints: repoint.





- (2) 1st Floor, 3rd window to the left:
- (a) *Masonry failing immediately above window because there is no jack arch or lintel: Install one or other recommended.*
 - (b) *Seven broken brick line the sides of this window: replace.*





(3) *1st Floor, below fire escape:*

(a) *Failed jack arch: rebuild and repoint until threshold above.*

(b) *Repointing needed at the upper right corner by the drainpipe elbow: ~ 2'x 2'.*



(4) 2nd Floor, 2nd window to the left:

(a) Mortar showing some signs of failure in jack arch: rebuild or deep repoint.



(b) Badly eroded mortar below window and to the immediate right: ~ 25' sq. repointing recommended.

(5) 2nd Floor, 3rd window to the left:



(a) Jack arch failing: Rebuild including ~ 3'x 4' area above and repoint to roofline following the remaining stepcracks.

(b) Replace rotten sill.

(6) 2nd Floor, 4th window to the left:

(a) Jack arch failing: Rebuild including ~ 3'x 4' area above and repoint to roofline following the remaining stepcracks.



(7) Emergency Doorway:

(a) Bricks below threshold damaged and badly parged: Replace ~ 10 c.t. recommended.



(b) Soffit above emergency door is hanging loosely: attached wood piece more firmly.

2. Wall segment between fire escape and the inside corner:

a) Doorway:

(1) Sealant stains on bricks from an old door and many paint stains.



(2) Mortar failure from salt and freeze/thaw on both sides of doorway: Repoint ~3-4' on each side.

(3) ~ 10 bricks spalling/cracked due to the same, inc. PCM repairs: Replace.



b) 1st Floor window to the left of the door:

(1) Rotten lower side trim is rotten: Repair.

(2) *Badly repaired masonry below the window using both inappropriate bricks and mortar show signs of failure and*



spalling: Rebuild using the proper materials - ~6'x 2.5' area.

(3) *Paint stains surrounding window on both sides: ~ 6 l.f.*

(4) *Jack arch failing and poor PCM repairs above: Rebuild, including ~ 16" above using appropriate materials.*



- c) 2nd Floor window closest to the inside corner:
- (1) *Jack arch mortar failed: Rebuild including 16" above.*
 - (2) *Eroded joints and wrong use of repair material (sealant): Repoint ~ 5'x 3' area up to the soffit.*
 - (3) *Right-hand at the inside corner needs 100% repoint: ~ 1'x 5' area including failed vertical joints at the corner itself.*



- (4) *Sill: Small wood dutchman needed on the left.*



d) 2nd Floor window, 2nd window to the right:

(1) *Sagging jack arch with failing mortar bonds: Rebuild.*

(2) *Above window there are mortar voids under the soffit and several voids between: Repair using appropriate mortar.*

(3) *Bricks under sill to the left are inset and loose: reset properly.*

C. Senior/Youth Center



- 1. Capital trim: Punky. Consolidation recommended.**
- 2. Cornice Fascia: Cracked and missing pieces at the capital: repair recommended.**

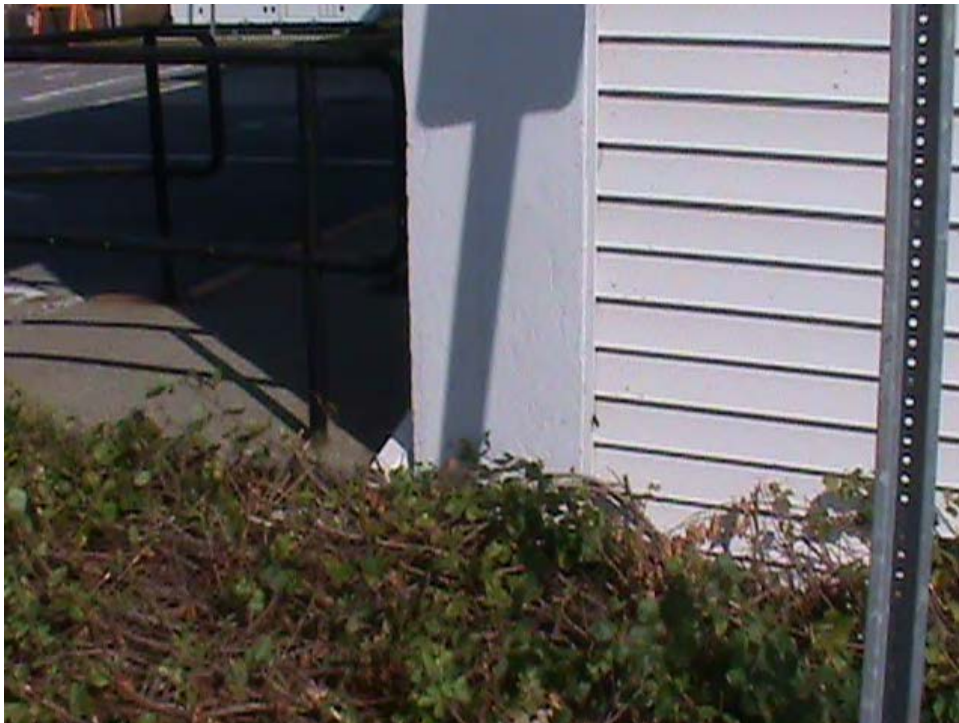


3. **Emergency Door: Rotten lower panel with badly rusted kickplate on a punky threshold: Wood repair for door, replace threshold, and replace kickplate are the recommendations.**



4. **The siding, while not in as poor condition as the North Elevation, was no doubt installed at the same time and will experience material failure soon enough. Therefore, it should be addressed in the same timeframe as other Elevation's residing.**

5. **Southern Column: Base is rotten. Wood dutchman repair recommended.**



VII. Roof

A. *Main Building*

- 1. Copper standing-seam: Newer, looks to be in fine shape.**
- 2. Rubber: Newer, looks to be in fine shape.**

B. *Senior/Youth Center: UGENT - REPLACE IMMEDIATELY!*

- 1. South roof has few shingles left with a large sag indicating compromised sheathing.**
- 2. North roof shingles are worn.**
- 3. Flashing is rusted with holes in places.**
- 4. Sealant has failed.**

VIII. Chimneys

A. *Southwest:*

1. Masonry bonds largely failed above copper-flashed base.



2. 100% rebuild recommended.

B. Northwest



1. **Loose and cracked brick observed in the corbelling courses.**
2. **Chimney repointed with PCM but some joints have failed.**
3. **Sealant has failed at the flashing.**
4. **Recommendations:**
 - a) Best - Rebuild chimney 100% using pozzolanic lime cement.
 - b) Good - Rebuild corbelling courses, repoint 20% using portland cement mortar, struck to match, install high-quality sealant.

C. Southeast:



- 1. Upper corbelling is failing and some of it loose.**
- 2. Mortar is badly eroded.**
- 3. Mortar in base extremely eroded and bonds have failed.**
- 4. Sealant at the flashing has failed.**
- 5. 100% rebuild recommended.**

D. Northeast:



1. Corbelling brick are loose.
2. Heavily eroded joints with any failed joints throughout and most damage is at the base.
3. Sealant at the flashing is failing.
4. 100% Rebuild recommended.

IX. Conclusion

A. Approach

1. The best approach to take in repairing a historical building like Lincoln Hall is one of careful consideration for matching appropriate materials with craftspeople featuring several years of successful completion of like projects using like materials. Today's materials, particularly with regards to masonry construction, are very different than the past and require far more care and knowledge for a proper end-product and lasting value.

2. While there is little that is requiring attention in any kind of emergency capacity, a few elements ought to be addressed prior to others due to liability issues should failure occur. In this case, the chimneys would be of initial concern following, of course, the immediate issue of the Senior Center roof. It is most importantly that the right mindset is applied. Too, often these beautiful old buildings, stocked with a nearly priceless amount of inherent value in terms of the quality of materials and craftsmanship, are mangled by careless tradespeople, chasing mere dollars (the root of the 'skimcoat' repair. One simple look at the (lack of) quality of the more recent paint jobs is enough for anyone with even an inexperienced eye to see the importance here.

3. Ultimately, the artisan must love their craft and understand the value of the dollar over the long-term. Utilising the vintage materials will stretch the value of the repairs and restore the structure to its original simple elegance. Matching materials are important due to the similarity of response to heat and moisture (properties of expansion and contraction). A trust must be built in a step-wise fashion and the first best step is through a thorough checking of references for several years of successful projects using lime cement mortars and historically significant projects.

4. Some items are typical: In general, all of the jack arches will need some sort of repair. All of the sills need at least some consolidation of the wood, if not replacing, but a few could use a dutchman in addition to the consolidation. The portland cement-based mortar should be removed and repointed using lime mortar. Additionally, some 10-15% repointing ought to be done in addition to what has been noted. (There is widespread variation of mortar erosion, in addition to discrete locations containing PCM that ought to be addressed in-situ.) Finally, all the woodwork should be refinished to reveal the actual extent of repair needed, as the many years of paint cover more than could be explored in the scope of this analyses.

B. Schedule

1. Following the rather urgent repair of the Senior Center roof, it would be best to approach the chimney repairs first. They are in various states of degradation, so the liability and risk is highest here, although the possibility of a tremblor or high enough wind to cause them damage is small. Additionally, the installation of the diverter on the Northwest corner roof is imperative to reduce further damage to the wood and masonry of that corner.

2. The general flow will be to begin with the masonry restoration, first. While this analyses covers that which could be readily seen and/or deduced, often hidden conditions are revealed and need to be addressed. This often occurs at the foundation level. The repointing can proceed once the various mortars are matched properly for properties and color, along with the jack arch and other structural repairs. The majority of the woodwork should follow, with preparation for consolidation, wood dutchman, wood element replacement, and painting taking place in close fashion. Once the woodwork is complete, the painting can proceed, followed by the completion of the sealant. Once again, not all construction or building repair companies are created equal. Time and again failed sealant has caused concern for many a client through the dual deaths of leaks and messy work. Again, check references!

3. It would be best to approach the restoration of the building on a elevation-by-elevation basis. Starting with the most innocuous regions, the restoration expert can begin to understand the nature of the structure in a more intimate way by the initial hours spent working the repairs; and that crucial, initial trust can be built between the client and the artisan. The West and North elevations would be an appropriate starting point for the masonry. Similarly, the West and North elevations would be a fine starting point for the woodwork. The elevation-as-a-whole approach produces a comprehensive product and allows the artisan to hone the restoration strategy prior to taking on the larger and more publicly prominent elevations while allowing for budgets to develop. At the end of the restoration for each Elevation, a gentle cleaning will be necessary to remove the dust and the paint stains and streaks. If qualified painters follow afterward, they should not create such a mess.

4. Following the initial work, the next elevation to be addressed ought to be the entire South Elevation, finishing with the siding. The public confidence from an outstanding project will allow the most complex and largest body of work on the East Elevation to proceed smoothly and with strong momentum. Using the proper materials under the careful hands of qualified personnel, the Town Offices at Essex Junction may stand strong another century or more.

C. ***Final Summary of the Extent of Repairs (approximate):***

1. New roof and flashing over Senior Center
2. Masonry:
 - a) Rebuild all chimneys.
 - b) Reset ~ 15-20 stones. Some could be reset-in-place.
 - c) Repointing:
 - (1) 150 linear feet (l.f.) where specified.
 - (2) 1000 square feet where specified.
 - (3) Factor about 10% repointing per elevation in spot locations not specified that have PCM, eroded joints, etc.
 - d) Jack arches:
 - (1) Rebuilding of 20 arches where recommended, including 16-24" area immediately above.
 - (2) Repointing where specified (included in repointing estimate).
 - e) Individual brick replacement: ~60 count.
 - f) Brick damage from holes: ~30-50 small repairs with 'Jahn Cathedral Stone' custom mortar recommended.
 - g) Brick rebuild areas not including jack arches nor chimneys: ~100 sq. ft. where indicated.
 - h) Window wells at East Elevation
3. Concrete: *North Wing Steps/Landing at East Elevation in need of major repair.*
4. Woodwork:
 - a) Consolidation repair of window sills and lower trim likely at all windows not needed complete sill replacement.
 - b) Replace ~6 windowsills.
 - c) Repairs include ~6 wood dutchman at specified locations.

- d) Wood repair and consolidation focii on:
 - (1) *Historical doorways at East and South Elevations.*
 - (2) *Senior Center cornices, fascia, capitals, soffit.*
 - (3) *Northwest corner of main building.*
- 5. Windows and doors:
 - a) Reglazing of ~4 historical windows.
 - b) Pane replacement of historical windows: 2.
 - c) Clean/scrape old paint off windows.
 - d) Firescape door: Metal panel, lower frame, and threshold need work.
 - e) All doors need some work at lower frame areas near thresholds.
- 6. Paint:
 - a) Strip and repaint all woodwork to reveal *complete* extent of wood damage. Take lead abatement precautions.
 - b) Clean brick of paint stains using low-pressure washing and appropriate paint stripper.
- 7. Sealant:
 - a) Sealant recommended at all junctions/transitions between dissimilar materials, (i.e., brick and wood, metal and wood, brick and metal flashing, etc.).
 - b) Sealant recommended at all major transitions between separate masonry elements and large vertical joints where specified.
- 8. Siding: Senior/Teen Center needs new siding with the priority being the North Elevation.



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PCS*
DATE: August 25, 2015
SUBJECT: Grant application for Lincoln Hall

Issue

The issue is whether or not the Trustees approve applying for a grant for Lincoln Hall through the VT Agency of Commerce and Community Development.

Discussion

A historic preservation grant opportunity is available through the VT Agency of Commerce and Development (see attached information). The grant would be awarded in 2016 and could be used for the Lincoln Hall Exterior Rehabilitation Project.

Cost

The full amount available, which is \$20,000, will be sought. If the grant is approved, there is a 100% match. The matching funds would be taken from the FYE 16 Capital Reserve Fund for the project.

Recommendation

It is recommended that the Trustees approve applying for a historic preservation grant for the exterior rehabilitation of Lincoln Hall and approve the 100% match.

Vermont Agency of Commerce and Community Development

Dept. of Housing and Community Development

Historic Preservation Grants:

Established in 1986, the State-funded Historic Preservation Grant Program helps municipalities and non-profit organizations rehabilitate and keep in active use the buildings that make up a vital part of Vermont's historic downtowns, villages, and rural communities.

Since inception, the program has granted almost \$4 million towards the preservation of over 500 historic community buildings. Grants have been used to revitalize buildings such as town halls, museums, theaters, libraries, recreation centers and other municipal buildings. If your municipality or non-profit organization owns a historic property, you may be eligible to apply for a Historic Preservation Grant to assist with the cost of repairing and maintaining your building or structure.

What work is eligible for funding?

Projects to repair and/or restore historic building features are eligible and work must meet the Secretary of the Interior's Standards for Rehabilitation to qualify for funding. This could include:

- Work on a failed structural component, such as the building's frame, foundation or roof;
- Repairs to damaged or deteriorated components of the historic building, such as windows, doors, porches, and siding; and
- Preservation or restoration of significant historic features of a building, including historic plaster or decorative painting restoration

Ineligible work includes new construction, additions, electrical, plumbing or heating projects and weatherization or code improvements. Work that is generally considered maintenance such as cleaning or painting, will not be funded. Planning projects are also not eligible for funding. In addition, you may not apply for funding to support projects that have already been completed or are in progress.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: August 25, 2015
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

September 8 at 6:00 – Board of Abatement Meeting

September 8 at 6:30 – Regular Trustees Meeting

September 22 at 6:30 – Regular Trustees Meeting

- Public Information Meeting on Main St. Sidewalk Extension Scoping Study
- Bid Award for Plow Truck

October 8 from 8:00-4:00 – VLCT Town Fair in Killington

October 13 at 6:30 – Regular Trustees Meeting

October 27 at 6:30 – Regular Trustees Meeting

November 10 at 6:30 – Regular Trustees Meeting

November 24 at 6:30 – Regular Trustees Meeting

December 8 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
August 10, 2015**

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

ADMINISTRATION: Robin Pierce, Development Director; Will Hayden, intern.

OTHERS PRESENT: Mark Thibeault.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Review/Sign Ethics Policy
 6. Elect Chair and Vice Chair
 7. Work Session: Update Land Development Code
 8. Other Planning Commission Items
 9. Adjournment

1. CALL TO ORDER

In the absence of Chairman David Nistico, John Alden called the meeting to order at 6:04 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

July 16, 2015

MOTION by Amber Thibeault, **SECOND** by Diane Clemens, to approve the 7/16/15 minutes as written. **VOTING:** unanimous (5-0); motion carried.

5. REVIEW/SIGN ETHICS POLICY

The Ethics Policy was reviewed and signed.

6. ELECT CHAIR AND VICE CHAIR

Postponed to the next regular meeting.

7. WORK SESSION: Update of Land Development Code

The Planning Commission continued review of Chapter 6 of the LDC. The following was noted:

- Globally in the document ensure formatting, style, and spacing are consistent and any typographical errors are corrected.

- The language in the LCD for re-use of large historic single family houses in the village center or on the edge of the village center was discussed.
- Staff is drafting language for inclusion in the LCD to recognize the “Designated Village Center District”.
- There was discussion of reference to six stories or 84’ and that there are already four story and five story buildings in the village, but over six stories is not anticipated. The Trustees will have to grant a waiver for heights greater than four stories.
- It was suggested a waiver for height could be one of the bonuses with a PUD.
- In Section 604.J regarding landscaping being compatible with existing quality and quantity in the village center, the language should say that the landscaping shall enhance new structures within the Village Center District such as by emphasizing street trees. The idea is to encourage a vision of what landscaping can do for all, not for just one property.
- In Section 604.J.3 (Waivers) insert the word “height” in the sentence.
- There was discussion of Section 604.H (Building Height) and the language saying the Board of Trustees may grant a height waiver over four stories up to 84’. Mark Thibeault, 16 Villa Drive, questioned how the Board of Trustees from a legal standpoint can approve a development proposal instead of the Planning Commission. Following further discussion the Planning Commission agreed building height waiver should be under Section 604.G (Planned Unit Development).
- In Section 605.F delete “six stories or 72’ whichever is less”.
- In Section 605.G.3 insert the word “height” in the sentence.
- In Section 606.A (Multi-Family Mixed Use) under ‘Purpose’ delete the sentence reading: “Development within this district should be designed...”
- In Section 606.F.3 insert the word “height” in the sentence.
- In Section 607 (Multi-Family Mixed Use 2 District) under ‘Purpose’ delete the sentence reading: “Development within this district should be designed....”
- There was discussion of Section 608 (Transit Oriented Development). Mark Thibeault said the TOD was to ease the transition to the Village Center District. The TOD area coming into the village center should not have buildings that are higher than those in the village center otherwise it appears the village center is moving to the TOD.
- In Section 608.F (Building Height) there should be language to allow building height up to four stories with a waiver to go to six stories, and under ‘Waivers’ add “height” to the list of waivers.
- In Section 608.J (Street and Sidewalk Regulations) there should be language indicating compliance with current engineering policies or as modified and required by the State of Vermont.
- There was discussion of requiring bike paths with all projects rather than just with major redevelopment projects (Section 608.J.1.d). The Bike/Walk Committee is developing a map to show where bike paths should be located in the village. The map could be an overlay in the LCD or referred to with development proposals. The message is to have a project plan for connectivity to paths and trails.

Comment on Section 608.J.1.d will be solicited from the Bike/Walk Committee. Mark Thibeault cautioned against making it so difficult to develop in the village that developers go elsewhere.

- In Section 608.L (Special Uses) inset “(Section 620)” after “use chart”.
- In Section 612.E (Planned Exposition) write out “Square Foot of Gross Floor Area” for SFGFA.
- The sentence in Section 613.G.1.b.4 reading: “Use of innovative techniques...” should be in each PUD section of the LDC. Explanation of what the village is trying to achieve with “unique design” and “innovative design” is needed. Maximizing open space is the main goal in addition to connectivity to surrounding developments with paths and trails.
- In Section 613.G.2.a.3 delete “solar energy” and simply say “renewable energy sources”.
- In Section 614 (Floodplain) add “current engineering policies or as modified and required by the State of Vermont”.
- Jim Jutras, Water Quality Director, will review and update language in Section 614.B.2 as needed.
- In Section 615 (Mixed Commercial Use District) change the building height to “six stories or 72 feet” and add under the PUD section language about granting a waiver to building height up to six stories or 84’.
- In Section 620 (Use Chart):
 - Delete Retail Sales Drive-Thru under VCD
 - Add Home Office under VCD
 - Add Construction Services Establishment under TOD as a conditional use
 - Add Transit Park-and-Ride under Planned Exposition (PE)

8. OTHER PLANNING COMMISSION ITEMS

Next Meeting

Next meeting: Monday, August 20, 2015 at 6 PM.

9. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Andrew Boutin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting adjourned at 8 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
ZONING BOARD OF ADJUSTMENT
MINUTES OF MEETING
August 18, 2015**

MEMBERS PRESENT: Tom Weaver (Chairman); Jim Moody, Aaron Martin,
Martin Hughes. (Bruce Murdough was absent.)
ADMINISTRATION: Robin Pierce, Development Director.
OTHERS PRESENT: Scott Homsted, Rich Peliel, Miranda Lescaze.

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

June 17, 2014

MOTION by Jim Moody, SECOND by Martin Hughes, to approve the minutes of June 17, 2014 as written. VOTING: unanimous (4-0); motion carried.

4. ETHICS POLICY AND ELECTION OF OFFICERS

The Ethics policy was reviewed and signed by the board members.

Election of Chair

MOTION by Jim Moody, SECOND by Aaron Martin, to nominate and elect Tom Weaver as Chair of the Essex Junction Zoning Board of Adjustment. VOTING: unanimous; motion carried.

Tom Weaver is Chair of the Essex Junction Zoning Board of Adjustment.

Election of Vice Chair

MOTIN by Aaron Martin, SECOND by Jim Moody, to nominate and elect Bruce Murdough as Vice Chair of the Essex Junction Zoning Board of Adjustment. VOTING: unanimous; motion carried.

Bruce Murdough is Vice Chair of the Essex Junction Zoning Board of Adjustment.

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 for relief of the side setback to construct parking spaces three feet within the ten foot setback at 128-136 West Street in the MF-2 District by Whitcomb Terrace, LP, owners

Scott Homsted and Miranda Lescaze appeared on behalf of the application.

STAFF REPORT

The Zoning Board received a written staff report on the application, dated 8/18/15. Robin Pierce stated cars have been parking in the area under discussion and there have been no complaints from neighbors. Letters were sent to all adjoining property owners about the application.

APPLICANT COMMENTS

Scott Homsted with Krebs and Lansing explained there has been unanticipated demand for parking at the site. Fourteen years ago when the property was developed the parking demand was met, but over the years there have been more visitors and more demand for parking so cars have been parking along the easterly edge of the Whitcomb Terrace building (Building F) as well as by the other buildings. The owners felt formalizing the parking will address the problem. The area around the buildings is heavily wooded with a sloping bank that drops 80' so there are no other locations for the parking close to Building F. Relief from the 10' setback to 7' (three foot variance) and approval of 8' spaces versus 9' spaces is requested. If the spaces must remain at 9' then a four foot variance is requested. Miranda Lescaze, Cathedral Square, noted the adjoining neighbors were contacted regarding support of the project. Only five of the 23 replied. The replies were in support of the parking plan.

There was discussion of potential alternate locations for parking (relief from the setback is requested for 15 of the 20 spaces). It was noted the area on the southern end of the property is used as an outdoor sitting area by residents and there is an access and utility easement to the church property on the north side of the property so space for parking is not available.

Tom Weaver asked for further explanation of the variance being the minimum variance necessary and the hardship not being created by the applicant. Scott Homsted explained the applicant properly followed and met the rules of the development approval when the property was developed and then the unanticipated demand for parking became apparent. The applicant did not cause the demand. Miranda Lescaze added the number of existing spaces on the site (84) exceeds the number of required spaces (73). The development is special needs housing and parking for caregivers was anticipated in the original development. Each resident has one parking space, but with parking for caregivers and visitors more space is needed.

Aaron Martin mentioned using existing open spaces on the site to absorb the extra parking spaces (i.e. squeeze in parking between Building D and Building C or inside the quad behind the buildings). Scott Homsted pointed out the residents use the green space between the buildings as an outdoor sitting area and the quad is thick natural wooded forest. Also, the parking spaces would be farther away from the area needing more

parking. Tom Weaver suggested the existing four spaces between Building D and Building C be increased to six and the spaces be designated for visitors and/or staff/caregivers. Mr. Homsted noted often the caregivers will have residents with them.

There was discussion of allowing 8' parking spaces rather than 9' spaces. The Zoning Board concurred with 8' spaces. Robin Pierce pointed out it is easier to have the smaller spaces with parallel parking. The layout of the parking helps keep cars from parking too close to the buildings. Miranda Lescaze said if the parking spaces cannot be formalized and made safer and more delineated then the current parking situation will likely continue.

PUBLIC COMMENT

Rich Peliel, 116 West Street (Lot 7 on the site plan), mentioned the light by the dumpster on the Whitcomb Terrace site is bright and shines into the bedrooms without the screening of trees. There is concern the applicant will remove trees for parking which will eliminate the screening. The applicant noted cutting would be limited to some branch trimming. Robin Pierce suggested using down shielded lights that are "dark sky compliant".

There were no further comments.

MOTION by Martin Hughes, SECOND by Jim Moody, to close the public portion of the variance application for parking at 128-136 West Street by Whitcomb Terrace. VOTING: unanimous (4-0); motion carried.

DELIBERATION/DECISION

Variance, Parking Spaces, 128-136 West Street, Whitcomb Terrace

There was again mention of the need for the minimum variance and concern expressed that the parking is in the backyards of the lots fronting West Street. Presently people are pulling straight into the parking spaces so the cars are closer to the lots along West Street and headlights shine onto the houses. The proposed parking arrangement will eliminate this situation. It was noted the applicant did meet the parking requirements for the development, but the proposal makes the parking work better for the residents.

FINDINGS OF FACT:

1. The property is in the MF-2 District with a lot size of approximately 301,840 s.f.
2. Minimum lot size in the MF-2 District is 7,500 s.f. for the first dwelling unit and 5,000 s.f. for each additional unit.
3. The appellant is seeking to formalize a parking situation that currently exists.
4. The side yard setback requirement in the MF-2 District is 10'.
5. Parking currently occurs in the areas shown on the site plan. The area is currently grassed.
6. The applicant is requesting a variance of three feet from the side yard setback for 15 of the 20 proposed parking spaces.

7. The applicant proposes a reduction in parking space width from 9' to 8'.
8. An established hedge screens the proposed parking from neighbors.
9. There have been no complaints to the village from neighbors regarding the current parking situation at the site.
10. There was public comment on the application.

CONCLUSIONS:

1. Findings #1-#10 support the variance criteria in Section 1703.C (1-6).

MOTION by Jim Moody, SECOND by Aaron Martin, based on the Findings and Conclusion to grant the variance request by Whitcomb Terrace, LP for relief from the side setback to construct parking spaces three feet within the 10' setback at 128-136 West Street. VOTING: unanimous (4-0); motion carried.

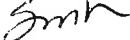
5. OTHER BUSINESS

None.

6. ADJOURNMENT

MOTION by Martin Hughes, SECOND by Jim Moody, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 6:50 PM.

RScty: M.E. Riordan 

RECEIVED

AUG 19 2015

Village of Essex Junction

**Heart & Soul of Essex
Request for Funds
August 13, 2015**

Heart and Soul of Essex continues to act as a convener, connector and champion around issues that are aligned with the six community values identified during the grant period (February 2012 - February 2014). Examples of Heart & Soul working in our community are reflected in many ways: Facilitated community conversations are taking place around governance and the future of planning and zoning in the Town and Village (thoughtful growth, community connections). A community calendar has been created to keep all parts of Essex connected (community connections). Sixteen mini grants were awarded to organizations or individuals whose work embraces our values. One of these was used for the Design 5 Corners workshop that is seeking community input on the development of the village center (thoughtful growth). Heart and Soul has partnered with Five Corners Farmers' Market to act as a fiscal agent and to allow for charitable contributions (community connections, health & recreation).

Heart and Soul Moving Forward

Heart and Soul of Essex is a non-profit organization (501(c)3) that was established to ensure that there be a home for work related to our community values. Heart and Soul of Essex is an all-volunteer, citizen-led initiative. We see value in continuing our work in the community in three ways:

1. Moving to action on recommendations from the Heart & Soul project
2. Convening an annual meeting of project partners and volunteers to continue to assess how well we are doing with each of our values and make sure action ideas are being implemented by the community
3. Communicating community values through appointment to local committees and boards, quarterly newsletters and social media

Request for Funds

We are requesting funds for two primary activities:

- Public Engagement
- Values Based Communications

Public Engagement

We recognize the need to:

1. Train current municipal leaders and staff in best public engagement practices, to ensure that proactive citizen participation is a meaningful part of everyone's job.
2. Create, adopt and implement an Essex Public Engagement Protocol for use by all departments. The protocol allows staff and community members to implement appropriate public engagement for each municipal project.

We believe this will continue to build capacity within the municipalities to incorporate public engagement skills and expectations into all job descriptions, hiring expectations,

and performance reviews. Selectboard and Trustees could also begin to convene quarterly, informal get-togethers for residents to meet with elected municipal officials and staff. Ultimately we would like to revamp websites and link Town/Village online presence, based on citizen and staff input.

We are seeking \$4,000 from the Orton Family Foundation to hire public engagement professionals to:

- Conduct a site visit to Essex in the fall of 2015, for a one-and-a-half or two-day visit which will include:
 - meeting with Town and Village staff
 - meeting with Town and Village governments
 - meeting with key Heart and Soul people and/or other engagement leaders who are not part of local government (schools) and community organizations
 - public talk about how engagement is changing and the challenges and opportunities facing communities like Essex
 - a session or two focused on creating documents for public engagement protocol in Essex (engagement-related text to add to employee job descriptions, engagement indicators, etc.).

- After site visit
 - Make further changes to the documents and resubmit them to H&S for review and approval
 - Conduct a one-day workshop for engagement leaders (inside and outside government) to help build their engagement skills

Values Based Communications

Heart and Soul of Essex feels that one of the key ways to keep the values present in the community is through regular communication around the community values and actions that are happening that support them. The Heart and Soul newsletter is delivered to more than 700 residents and links people to events and projects that are well aligned with our community values. We maintain a facebook page and other print and social media to continue to promote volunteer opportunities for community organizations and provide links to information about projects and happenings around Essex. Heart and Soul representatives are being appointed to working groups and committees that relate to the values we identified.

This on-going work will require some staff support.

Sustainability: Funds on hand have been dedicated to grant research and writing in an effort to ensure sustainability in the long term for organizational needs.

Funding Specifics: Heart and Soul of Essex is requesting funds from Orton to support the following activities:

Public Engagement:	\$6,500
Training and development of materials	\$4,500
Workshop co design and facilitation	\$2,000
Staff Time: (6 months) Values based communication on community issues and projects	\$4,800
	\$800 per month (5 hours per week @ \$40 per hour)
Co working space (6 months) "nomad" membership includes access to wifi, desk and collaborative work environment	\$300
	\$50 per month
TOTAL REQUEST	\$12,150

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MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
AUGUST 10, 2015**

MEMBERS PRESENT: George Tyler (Village President), Dan Kerin (Vice President), Andrew Brown, Lori Houghton and Elaine Sopchak.
ADMINISTRATION: Pat Scheidel, Manager, and Lauren Morrissette, Assistant Manager and Finance Director.
GUESTS: Jason Starr, Essex Reporter.

I. CALL TO ORDER

George Tyler called the meeting to order at 12:30 p.m.

II. WORK SESSION: DISCUSS TRUSTEE GOALS AND ISSUES

- a. 8 Pearl Street
- b. Village Streets
- c. Economic Development
- d. Capital Projects
- e. Committee Reports

III. ADJOURN

The meeting was adjourned at 3:40 p.m.

Minutes respectfully submitted by Lauren Morrissette, Assistant Manager/Finance Director.



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
August 11, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton. (Andrew Brown was absent.)
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT: Essex Police Chief Brad LaRose, Lori & Glenn McPeters, Paul List.

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.

2. AGENDA ADDITIONS/CHANGES

Additions:

- Letter from John Alden with Scott + Partners re: Analysis of Bids for Lincoln Hall under New Business.
- Memo from Patrick Scheidel re: Recruitment Profile under Manager's Report.
- Comparison of Tax Rates (2015-2016) under Reading File.
- Accounts Payable Check Warrants, dated 8/7/15, under Consent Agenda.

**MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended.
VOTING: unanimous (4-0); motion carried.**

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Glenn McPeters, South Street, asked for an update on the CCTA bus route on South Street. George Tyler said a response from CCTA was received, but too late to be included on the agenda for the meeting. Staff will forward the response to Mr. McPeters.

2. Police Chief Brad LaRose re: Traffic Issues on South Street and West Street

Chief LaRose reviewed statistics from the speed monitoring device posted on West Street and South Street for the week of August 2, 2015 which showed an average volume of cars per day in one direction of 1,686 and the average speed of drivers to be 27.33 mph. The 85th percentile speed was 31 mph or less and the 50th percentile of speed was 27 mph. Police use the data to better allocate resources to the area, but must balance resources with other demands in the community. Traffic and drugs are the largest demands.

There was further discussion of the speed limit on the streets and the increase in the volume of traffic because South Street and West Street are used as a bypass though the roads were not intended for this use. Chief LaRose noted if the 85th percentile for travel speed was taken in isolation the data would indicate a 30 mph speed limit, but there are other warrants to consider

when setting a speed limit such as school zones, residential neighborhood, curb cuts. State law does not allow posting less than 25 mph. The speed monitoring devices do tend to decrease driving speeds. The town is seeking four more devices to add to the three already in use. Radar signs will also be posted. Implementing some of the bike/ped suggestions that were noted in a report issued in January 2015 such as flags mounted at crosswalks and installing mid-block blitz light crosswalk signals would also be helpful. Chief LaRose showed one of the signs to be posted at crosswalks warning motorists of the \$220 fine and four points on their license for violating the crosswalk law.

George Tyler asked about the decision point for issuing a warning versus a ticket for speeding. Chief LaRose said his officers use discretion and are reasonable. A warning will be issued if that is sufficient for the situation otherwise a ticket will be issued. Tickets are not issued for revenue purposes. Points are assessed to a driver's license with each ticket. Having people see law enforcement in the area does have an impact on the speed of drivers. People are still receiving tickets for using their cell phones while driving and need a constant reminder.

Dan Kerin said a resident on South Street contacted him with concerns about traffic and speed on the road and asked that no through truck traffic signs be posted on South Street to West Street. The change to West Street Extension has resulted in an increase in truck traffic.

The Trustees confirmed support of installing more radar driven speed monitoring devices, flags at crosswalks, and signs at crosswalks.

COMMENTS

Glenn McPeters, South Street, suggested monitoring the speed of cars on South Street for traffic traveling from Park Street to West Street during the shift change at IBM/Global Foundries. Also, people do not stop at the stop sign where South Street turns to West Street. Mr. McPeters said residents on South Street do not feel their concerns are being addressed and some are even advocating parking on the street to slow down the cars. Dan Kerin cautioned against parking in the street which could make the situation more dangerous for people on bikes or pedestrians trying to cross the street. George Tyler assured Mr. McPeters that the Trustees have heard the concerns and are doing all that can be done with the resources available. Chief LaRose added fortunately the accident rate is low on the street, but the police are taking preventative action. A speed monitoring device has been installed to monitor speed traveling from Park Street to West Street as was suggested.

4. OLD BUSINESS

1. Amendment to Multi-Use Path Lease Agreement

Robin Pierce reported all federal, state, and railroad right-of-way requirements have been satisfied and all parties are in support of the agreement.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, that the Trustees authorize the Municipal Manager to sign the amended Land Lease Agreement with New England Central Railroad, Inc. to enable the multi-use path project to move forward as designed. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS**1. Bid Award for Phase 1 of Lincoln Hall Exterior Rehabilitation**

Pat Scheidel reviewed the phasing of the work on Lincoln hall and the need to transfer funds from the capital budget designated for the project slated in FY18 to cover the cost of the bids that came in over budget. The recommendation from Scott + Partners in support of Clemons Construction, LLC (letter from John Alden) and a conversation with Paul List on the rehab work was noted. John Alden with Scott + Partners was unable to attend the Trustees meeting.

Paul List with Liszt Historical Restoration noted his company wrote the specs for the rehabilitation of Lincoln Hall and knows the building and the materials well. Mr. List stressed the need to have a sound understanding of the pre-industrial revolution construction techniques and materials applied to the building in order to do the rehab properly and avoid any further damage to the building. Mr. List expressed concern the low bidder for the project does not have the necessary knowledge or expertise to do the restoration work as it should be done, and suggested since there are no life safety issues with the building that the project be put out to bid again in the spring. Historic Preservation of Vermont could be contacted for the names of craftsman with the skills and experience needed for the work.

Pat Scheidel suggested consulting with the Village Attorney and John Alden regarding the bid.

MOTION by George Tyler, SECOND by Lori Houghton, based on receipt of new information and the absence of John Alden to discuss the bid recommendation the bid award is tabled in order to obtain more information from the architect and the Village Attorney. VOTING: unanimous (4-0); motion carried.

Pat Scheidel and George Tyler will work on the invitations to interested parties for the bid. Pat Scheidel will forward copies of the bids that were received to the Trustees.

2. Amendment to FYE2016 General Fund Capital Plan

No action required because the Lincoln Hall restoration project was tabled.

3. Amendment of the Fixed Asset Policy

Lauren Morrisseau reviewed the suggested modifications to the policy to match actual practice and the town's thresholds.

MOTION by George Tyler, SECOND by Elaine Sopchak, approve the proposed modifications to the Village of Essex Junction Capital Asset Policy as presented. VOTING: unanimous (4-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT**1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM**

- August 25, 2015
- September 8, 2015
- September 22, 2015
- October 13, 2015
- October 27, 2015

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- November 10, 2015
 - November 24, 2015
 - December 8, 2015
 - Special Meetings/Events:
 - October 8, 2015 – VLCT Town Fair in Killington (8 AM-4 PM)

2. Questions for Recruitment Profile (Memo from Pat Scheidel)

Individual meetings will be scheduled with each trustee and department head to complete the questionnaire. The information will be compiled and a profile developed for approval by the Board of Trustees.

3. Fire

The fire on Central Street was contained with no loss of life or property.

4. PACIF

Pat Scheidel announced he will continue his membership with PACIF.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler said summary notes from the Trustees retreat on 8/10/15 will be available soon.

2. Reading File

- Minutes
 - Block Party Committee 7/27/15
 - Capital Program Review Committee 8/4/15
- Comparison of Tax Rates (2015-2016)

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the inclusion of the Accounts Payable Check Warrant Report 8/7/15:

1. **Approve Minutes of Previous Meeting 7/28/15.**
2. **Expense Warrant #15003, dated 7/30/15, in the amount of \$4,241.61.**

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

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 8:16 PM.

RScy: M.E.Riordan 