



TRUSTEES SPECIAL MEETING
MONDAY, JULY 25, 2016 AT 6:30 PM
LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **JOINT MEETING WITH PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT**
 - a. Discuss Thoughtful Growth in Action (TGIA) Final Report and Recommendations
5. **NEW BUSINESS**
 - a. Set FYE 17 Tax Rate
6. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 7/12/16
 - b. Expense Warrant #17002 dated 7/15/16 in the amount of \$119,673.71
7. **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.

Agenda Addition 1
Consent Agenda

07/25/16
08:49 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 07/22/16 To 07/22/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	07/15/16	ABOVE AND BEYOND LH & Library 7/3-8/5 2658	210-41940.423 CONTRACT SERVICES	750.00	6374	07/22/16
14400	07/15/16	ABOVE AND BEYOND LH & Library 7/3-8/5 2658	210-45551.423 CONTRACT SERVICES	2400.00	6374	07/22/16
05290	07/19/16	ADVANCE AUTO PARTS ST 2 Cyl Oil 0158986	210-43110.626 GAS,GREASE AND OIL	5.68	6375	07/22/16
05290	06/27/16	ADVANCE AUTO PARTS ST shop tools 3778	210-43110.610 SUPPLIES	19.87	6375	07/22/16
05290	06/27/16	ADVANCE AUTO PARTS ST tools for shop 3781	210-43110.610 SUPPLIES	22.29	6375	07/22/16
05290	06/28/16	ADVANCE AUTO PARTS VA leader hose 8248	210-43110.570 MAINTENANCE OTHER	57.79	6375	07/22/16
05290	07/14/16	ADVANCE AUTO PARTS ST Zipties 9644825	210-43110.610 SUPPLIES	12.43	6375	07/22/16
05290	07/15/16	ADVANCE AUTO PARTS ST Oil 9737308	210-43110.626 GAS,GREASE AND OIL	7.98	6375	07/22/16
V10340	07/14/16	ALL SYSTEMS REPAIR, INC. BL Computer Expenses 23858	210-45551.340 COMPUTER EXPENSES	237.50	6378	07/22/16
V9429	07/06/16	AQUARIUS LANDSCAPE INC. LH repair on irrigation 541162	210-41940.434 MAINT. BUILDINGS/GROUNDS	22.16	6380	07/22/16
V10301	07/01/16	BARRA, PLC DAVID A. VA June Legal Services EJ24152420	210-41320.320 LEGAL SERVICES	1353.00	6385	07/22/16
V10301	07/01/16	BARRA, PLC DAVID A. VA June Legal Services EJ24152420	210-15102.000 EXCHANGE - ENGI/LEGAL	264.00	6385	07/22/16
V10301	07/01/16	BARRA, PLC DAVID A. VA June Legal Services EJ24152420	210-41970.320 LEGAL SERVICES	33.00	6385	07/22/16
23635	07/01/16	BAY STATE ELEVATOR COMPAN BL maintenance 421769	210-45551.434 MAINT. BUILDINGS/GROUNDS	269.51	6386	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-41320.210 HEALTH INS & OTHER BENEFIT	3321.41	6389	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-43110.210 HEALTH INS & OTHER BENEFIT	2823.20	6389	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-43151.210 HEALTH INS & OTHER BENEFIT	440.09	6389	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-45551.210 HEALTH INS & OTHER BENEFIT	4982.11	6389	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-41970.210 HEALTH INS & OTHER BENEFIT	1660.70	6389	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	210-41335.210 HEALTH INS & OTHER BENEFIT	830.35	6389	07/22/16
00530	06/27/16	BRODART CO BL books B4581014	210-49345.000 LIBRARY DONATION EXPENDIT	22.98	6392	07/22/16
00530	06/28/16	BRODART CO BL books B4582282	210-45551.641 JUVEN COLLECTION-PRNT & E	112.05	6392	07/22/16
00530	06/28/16	BRODART CO BL books B4582282	210-45551.610 SUPPLIES	8.10	6392	07/22/16
00530	06/28/16	BRODART CO BL books B4582328	210-45551.640 ADULT COLLECTION-PRINT &	32.20	6392	07/22/16
00530	06/28/16	BRODART CO BL books B4582494	210-45551.641 JUVEN COLLECTION-PRNT & E	178.08	6392	07/22/16

07/25/16
08:49 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 07/22/16 To 07/22/16 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	06/28/16	BL books B4582494	210-45551.610 SUPPLIES	20.70	6392	07/22/16
00530	06/28/16	BL books B4582507	210-45551.641 JUVEN COLLECTION-PRNT & E	13.16	6392	07/22/16
00530	06/28/16	BL books B4582507	210-45551.610 SUPPLIES	0.90	6392	07/22/16
00530	06/28/16	BF books B4582509	210-49345.000 LIBRARY DONATION EXPENDIT	76.91	6392	07/22/16
00530	06/28/16	BL books B4582548	210-45551.640 ADULT COLLECTION-PRINT &	16.80	6392	07/22/16
00530	06/28/16	BL books B4582548	210-45551.610 SUPPLIES	0.90	6392	07/22/16
00530	06/29/16	BL books B4583589	210-45551.640 ADULT COLLECTION-PRINT &	14.30	6392	07/22/16
00530	06/29/16	BL books B4583589	210-45551.610 SUPPLIES	0.90	6392	07/22/16
00530	06/29/16	BL books B4584000	210-45551.640 ADULT COLLECTION-PRINT &	26.10	6392	07/22/16
00530	06/29/16	BL books B4584000	210-45551.610 SUPPLIES	0.30	6392	07/22/16
00530	06/29/16	BL books B4584001	210-45551.641 JUVEN COLLECTION-PRNT & E	10.54	6392	07/22/16
00530	06/29/16	BL books B4584001	210-45551.610 SUPPLIES	1.80	6392	07/22/16
00530	07/05/16	BL Books B4587371	210-45551.641 JUVEN COLLECTION-PRNT & E	7.14	6392	07/22/16
00530	07/05/16	BL Books B4587371	210-45551.610 SUPPLIES	0.90	6392	07/22/16
00530	07/08/16	BL Books B4590727	210-45551.641 JUVEN COLLECTION-PRNT & E	8.79	6392	07/22/16
00530	07/08/16	BL Books B4590727	210-45551.610 SUPPLIES	0.90	6392	07/22/16
00530	07/11/16	BF Books B4592020	210-49345.000 LIBRARY DONATION EXPENDIT	37.89	6392	07/22/16
21500	07/13/16	AD Copier Lease 16246875	210-41320.442 LEASED SERVICES	245.00	6396	07/22/16
V0455	07/01/16	BL supplies 4019561825	210-45551.610 SUPPLIES	75.58	6397	07/22/16
V0455	07/07/16	AD copier 6/7-7/6/16 4019623746	210-41320.442 LEASED SERVICES	66.15	6397	07/22/16
V0455	07/08/16	AD color copies 4/12-6/23 4019627968	210-41320.442 LEASED SERVICES	334.20	6397	07/22/16
26395	07/01/16	DV CCRPC Dues FYE17 17-07-106	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	6340.00	6401	07/22/16
V04609	06/01/16	BL books 1378263	210-45551.640 ADULT COLLECTION-PRINT &	91.08	6402	07/22/16
V04609	07/01/16	BL Books 1384796	210-45551.640 ADULT COLLECTION-PRINT &	91.08	6402	07/22/16
V0461	06/30/16	BL books 62016	210-45551.640 ADULT COLLECTION-PRINT &	109.00	6403	07/22/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	06/30/16	CHAMPLAIN OIL CO., INC. VA June vehicle gas CL181654	210-42220.626 GAS,GREASE AND OIL	337.76	6405	07/22/16
23170	06/30/16	CHAMPLAIN OIL CO., INC. VA June vehicle gas CL181654	210-43110.626 GAS,GREASE AND OIL	985.29	6405	07/22/16
V10038	07/05/16	CHIMNEY SWEEP FIREPLACE BL maintenance J46897	210-45551.434 MAINT. BUILDINGS/GROUNDS	99.95	6407	07/22/16
04940	07/03/16	COMCAST VF cable svc 070316DVF	210-42220.535 TELEPHONE SERVICES	13.59	6412	07/22/16
04940	07/13/16	COMCAST TV 7/19-8/18 071316ST	210-43125.610 WINTER MAINTENANCE	29.98	6413	07/22/16
04940	07/13/16	COMCAST TV 7/19-8/18 071316ST	210-43110.610 SUPPLIES	129.98	6413	07/22/16
38280	06/30/16	CRYSTAL ROCK BOTTLED WATE LH water June 061650117144	210-41940.610 SUPPLIES	21.95	6416	07/22/16
38280	06/30/16	CRYSTAL ROCK BOTTLED WATE ST water june 061650122590	210-43110.610 SUPPLIES	64.65	6416	07/22/16
24305	07/11/16	DEMCO INC Supplies 5910469	210-45551.610 SUPPLIES	311.86	6417	07/22/16
25715	07/07/16	DONALD HAMLIN CONSULT ENG ST Class 1 Pave 5/1-31 0771614830	210-43110.576 ENGINEERING SERVICES	412.50	6419	07/22/16
25715	07/07/16	DONALD HAMLIN CONSULT ENG ST Various Proj 5/1-31 0771616810	210-43110.576 ENGINEERING SERVICES	376.25	6419	07/22/16
25715	07/07/16	DONALD HAMLIN CONSULT ENG ST Cap Proj 5/1-31 0771616823	210-43110.576 ENGINEERING SERVICES	247.50	6419	07/22/16
23215	06/27/16	ESSEX EQUIPMENT INC ST safety glasses 106100400001	210-43110.612 UNIFORMS,BOOTS,ETC	63.00	6426	07/22/16
23215	06/27/16	ESSEX EQUIPMENT INC ST safety glasses credit 106100400002	210-43110.612 UNIFORMS,BOOTS,ETC	-6.30	6426	07/22/16
V0795	06/29/16	ESSEX TOWN OF ST employee cost reimb 062916	210-43161.002 MEMORIAL PARK	380.18	6427	07/22/16
V0795	07/20/16	ESSEX TOWN OF AD 1/12 Mgr Contract 072016-D	210-41320.150 MANAGER CONTRACT	5381.25	6428	07/22/16
05395	07/11/16	FLEETMATICS USA LLC Subscrip Vehicle GPS IN1258757	210-43110.442 EQUIPMENT RENTALS	280.00	6433	07/22/16
V10226	07/14/16	G & K SERVICES ST Shop Rags & Soap 1295443786	210-43110.610 SUPPLIES	68.43	6436	07/22/16
34895	04/15/16	GAUTHIER TRUCKING, INC. ST Chair Removal 1147250	210-43110.565 RUBBISH REMOVAL	25.00	6439	07/22/16
34895	06/21/16	GAUTHIER TRUCKING, INC. ST appliance pick up 1158957	210-43110.565 RUBBISH REMOVAL	30.00	6439	07/22/16
34895	07/01/16	GAUTHIER TRUCKING, INC. ST trash June 1164432	210-43110.565 RUBBISH REMOVAL	15.32	6439	07/22/16
34895	07/01/16	GAUTHIER TRUCKING, INC. ST trash June 1164434	210-43110.565 RUBBISH REMOVAL	415.77	6439	07/22/16
34895	07/01/16	GAUTHIER TRUCKING, INC. ST trash June 1164569	210-43110.565 RUBBISH REMOVAL	55.27	6439	07/22/16
V0943	07/05/16	GRAF/MARY L.// BL youth program supplies 070516D	210-45551.837 CHILDRENS PROGRAMS	13.16	6444	07/22/16
07160	07/10/16	GREEN MOUNTAIN LIBRARY CO BL Tech Access V16-1829	210-45551.530 TECHNOLOGY ACCESS	2239.20	6445	07/22/16

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21055	06/30/16	GREEN MOUNTAIN MESSENGER, BL postage 52749	210-45551.536 POSTAGE	135.00	6446	07/22/16
33495	06/29/16	INGRAM LIBRARY SERVICES I BL books 93619619	210-45551.640 ADULT COLLECTION-PRINT &	42.18	6456	07/22/16
V1208	07/15/16	JONES/RICK// Pants 071516D	210-43110.612 UNIFORMS,BOOTS,ETC	124.20	6461	07/22/16
V1208	07/01/16	JONES/RICK// ST App & ICLLOUD STORAGE 072016D	210-43110.610 SUPPLIES	9.97	6461	07/22/16
V9454	06/30/16	LENNY'S SHOE & APP ST Ricks shoes 3078852	210-43110.612 UNIFORMS,BOOTS,ETC	100.00	6467	07/22/16
V9454	06/30/16	LENNY'S SHOE & APP ST Jamies shoes, uniform 3078854	210-43110.612 UNIFORMS,BOOTS,ETC	279.99	6467	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-41320.210 HEALTH INS & OTHER BENEFIT	185.67	6468	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-43110.210 HEALTH INS & OTHER BENEFIT	157.82	6468	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-43151.210 HEALTH INS & OTHER BENEFIT	24.60	6468	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-45551.210 HEALTH INS & OTHER BENEFIT	278.51	6468	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-41970.210 HEALTH INS & OTHER BENEFIT	92.84	6468	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	210-41335.210 HEALTH INS & OTHER BENEFIT	46.42	6468	07/22/16
V10130	06/23/16	LOWE'S BUSINESS ACCOUNT ST quick create 01346	210-43151.430 STORM SEWER MAINTENANCE	27.14	6470	07/22/16
V10130	06/28/16	LOWE'S BUSINESS ACCOUNT ST lumber 02092	210-43110.610 SUPPLIES	10.77	6470	07/22/16
V10130	06/30/16	LOWE'S BUSINESS ACCOUNT ST wood for traffic stenc 02575	210-43120.444 STREET MARKINGS	22.44	6470	07/22/16
V10130	06/23/16	LOWE'S BUSINESS ACCOUNT BL supplies 09426	210-45551.610 SUPPLIES	43.44	6470	07/22/16
V10130	06/20/16	LOWE'S BUSINESS ACCOUNT LH exterior lights 11379	210-41940.610 SUPPLIES	52.67	6470	07/22/16
V10130	06/30/16	LOWE'S BUSINESS ACCOUNT BL supplies 11512	210-45551.610 SUPPLIES	125.67	6470	07/22/16
V10130	06/20/16	LOWE'S BUSINESS ACCOUNT ST supplies for #34 23926	210-43110.610 SUPPLIES	35.90	6470	07/22/16
V10130	06/08/16	LOWE'S BUSINESS ACCOUNT BL supplies 25943	210-45551.610 SUPPLIES	6.32	6470	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	210-41320.500 TRAINING, CONFERENCES, DU	31.83	6476	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	210-41320.536 POSTAGE	1.14	6476	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	210-41320.820 ELECTIONS	9.29	6476	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	210-41320.560 TRUSTEES EXPENDITURES	22.94	6476	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	210-41940.610 SUPPLIES	9.27	6476	07/22/16

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V1775	06/30/16	VA Petty Cash Reimb	1594-1605	210-41335.810 COMMUNITY EVENTS & PROGRA	3.17	6476	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-41320.210 HEALTH INS & OTHER BENEFI	298.52	6483	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-43110.210 HEALTH INS & OTHER BENEFI	253.74	6483	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-43151.210 HEALTH INS & OTHER BENEFI	39.55	6483	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-45551.210 HEALTH INS & OTHER BENEFI	447.78	6483	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-41970.210 HEALTH INS & OTHER BENEFI	149.26	6483	07/22/16
24960	07/15/16	VA Aug Dental Ins	161507	210-41335.210 HEALTH INS & OTHER BENEFI	74.63	6483	07/22/16
44745	08/01/16	BL maintenance	12971	210-45551.434 MAINT. BUILDINGS/GROUNDS	219.00	6484	07/22/16
21620	06/30/16	NBVE ev charging station	041367	210-49340.008 STATE GRANT EXPENDITURES	4995.00	6491	07/22/16
21620	06/30/16	NBVE ev charging station	041367	210-41335.813 MATCHING GRANT FUNDS	555.00	6491	07/22/16
25140	06/24/16	ST asphalt	872653	210-43120.610 PAVEMENT MAINTENANCE	300.60	6492	07/22/16
25140	06/28/16	ST asphalt	873879	210-43120.610 PAVEMENT MAINTENANCE	241.80	6492	07/22/16
25140	07/01/16	ST asphalt	874796	210-43120.610 PAVEMENT MAINTENANCE	724.20	6492	07/22/16
25140	07/08/16	ST Asphalt	875602	210-43120.610 PAVEMENT MAINTENANCE	235.36	6492	07/22/16
25140	07/12/16	ST Asphalt	876606	210-43120.610 PAVEMENT MAINTENANCE	181.20	6492	07/22/16
25140	07/15/16	ST Asphalt	876714	210-43120.610 PAVEMENT MAINTENANCE	607.80	6492	07/22/16
25140	07/19/16	ST Asphalt	877937	210-43120.610 PAVEMENT MAINTENANCE	183.00	6492	07/22/16
26385	07/07/16	AD/DV June minutes	760EJ	210-41320.530 COMMUNICATIONS	418.00	6495	07/22/16
27535	07/01/16	AD Government directories	19677	210-41320.610 SUPPLIES	99.95	6496	07/22/16
24325	06/30/16	VF radio knob	24136941	210-42220.443 RADIO MAINTENANCE	37.50	6498	07/22/16
37965	07/06/16	ST concrete	56181	210-43120.570 SIDEWALK AND CURB MAINTEN	243.75	6501	07/22/16
26250	07/18/16	ST Paint 4 Inch Lines	16062	210-43120.444 STREET MARKINGS	4653.62	6504	07/22/16
29835	07/07/16	ST Painting Supplies	4214-2	210-43110.610 SUPPLIES	33.63	6506	07/22/16
29835	07/08/16	ST Painting Supplies	6812-2	210-43110.610 SUPPLIES	12.21	6506	07/22/16
40840	07/01/16	Phone & Tech Access	3650862	210-45551.530 TECHNOLOGY ACCESS	39.95	6510	07/22/16

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
40840	07/01/16	SOVERNET COMMUNICATIONS Phone & Tech Access	3650862	210-45551.535 TELEPHONE SERVICES	91.98	6510	07/22/16
40840	07/01/16	SOVERNET COMMUNICATIONS VA July phone/internet	3652409	210-41320.535 TELEPHONE SERVICES	144.45	6510	07/22/16
40840	07/01/16	SOVERNET COMMUNICATIONS VA July phone/internet	3652409	210-45300.535 TELEPHONE SERVICES	38.35	6510	07/22/16
40840	07/01/16	SOVERNET COMMUNICATIONS VA July phone/internet	3652409	210-41970.535 TELEPHONE SERVICES	33.32	6510	07/22/16
40840	07/01/16	SOVERNET COMMUNICATIONS VA July phone/internet	3652409	210-41320.530 COMMUNICATIONS	34.95	6510	07/22/16
14740	06/29/16	SWISH WHITE RIVER LTD BL Supplies	W122771	210-45551.610 SUPPLIES	43.10	6513	07/22/16
24770	07/06/16	TROWEL TRADES SUPPLY, INC ST rebar	236171	210-43110.610 SUPPLIES	28.93	6518	07/22/16
V9263	07/11/16	VERMONT CENTER FOR THE BO BL training	82316	210-45551.500 TRAINING, CONFERENCES, DU	20.00	6521	07/22/16
V2368	06/25/16	VERMONT HISTORICAL SOCIET BL books	16071951	210-45551.640 ADULT COLLECTION-PRINT &	256.22	6522	07/22/16
07565	06/28/16	W B MASON CO INC VALH supplies	35662354	210-41940.610 SUPPLIES	69.98	6530	07/22/16
07565	06/28/16	W B MASON CO INC VALH supplies	35662354	210-41320.610 SUPPLIES	80.98	6530	07/22/16
07565	06/28/16	W B MASON CO INC VALH supplies	35662354	210-42220.610 SUPPLIES	768.33	6530	07/22/16
07565	06/28/16	W B MASON CO INC VALH supplies	35662354	210-41970.610 SUPPLIES	35.46	6530	07/22/16
07565	07/07/16	W B MASON CO INC ADDY admin , CD supplie	35876472	210-41320.610 SUPPLIES	112.31	6530	07/22/16
07565	07/07/16	W B MASON CO INC ADDY admin , CD supplie	35876472	210-41970.610 SUPPLIES	55.31	6530	07/22/16
07565	07/13/16	W B MASON CO INC BL supplies	I36028411	210-45551.610 SUPPLIES	40.00	6530	07/22/16
12690	07/11/16	WILLIAMSON ELECTRICAL SVC BL Maintenance	3218	210-45551.434 MAINT. BUILDINGS/GROUNDS	175.00	6534	07/22/16
V10636	07/22/16	HEALTH EQUITY AD July admin fee	071616436	210-41320.210 HEALTH INS & OTHER BENEFI	3.45	16072204	07/22/16
23560	07/11/16	GORDON STAMP & ENG. SS invoice & name stamps	76643	225-45122.610 OPERATIONAL SUPP/EXP	131.55	6441	07/22/16
14230	07/08/16	PREMIER COACH CO INC SS deposit for bus trip	070816D	225-45122.810 TRIP EXPENSES	151.00	6493	07/22/16
38760	07/08/16	TI-SALES INC VR Manhole Adj System	INV0066894	230-46801.700 CAPITAL RES. PAVING	9026.65	6516	07/22/16
05290	06/30/16	ADVANCE AUTO PARTS VW hydraulic unit battery	3971	254-43200.570 MAINTENANCE OTHER	-118.99	6375	07/22/16
05290	06/30/16	ADVANCE AUTO PARTS VW hydraulic unit batt	3972	254-43200.570 MAINTENANCE OTHER	118.99	6375	07/22/16
05290	06/28/16	ADVANCE AUTO PARTS VA leader hose	8248	254-43200.570 MAINTENANCE OTHER	9.63	6375	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance	41790001190	254-43200.210 HEALTH INS & OTHER BENEFI	2075.88	6389	07/22/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	06/30/16	CHAMPLAIN OIL CO., INC. VA June vehicle gas CL181654	254-43200.626 GAS,GREASE AND OIL	80.59	6405	07/22/16
31275	07/13/16	DON WESTON EXCAVATING INC WW water break 16 Main 9957	254-43200.430 WATER LINES MAINT-BREAKS	1040.00	6418	07/22/16
40025	06/30/16	E J PRESCOTT INC VW water break repair cla 5105592	254-43200.430 WATER LINES MAINT-BREAKS	971.76	6421	07/22/16
18000	07/13/16	FERGUSON WATERWORKS #590 VW 16 inch Hymax 0406650	254-43200.614 DISTRIBUTION MATERIALS	3712.64	6430	07/22/16
V9454	07/14/16	LENNY'S SHOE & APP VW Boots & Uniforms CB 3080696	254-43200.612 UNIFORMS,BOOTS,ETC	316.00	6467	07/22/16
14025	07/09/16	LINCOLN NATIONAL LIFE INS VA Aug Life Ins 08161532732	254-43200.210 HEALTH INS & OTHER BENEFI	116.05	6468	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	254-43200.536 POSTAGE	0.59	6476	07/22/16
V1775	06/30/16	MCNAMARA- HILL, PETTY/ SU VA Petty Cash Reimb 1594-1605	254-43200.610 SUPPLIES	6.00	6476	07/22/16
24960	07/15/16	NORTHEAST DELTA DENTAL VA Aug Dental Ins 161507	254-43200.210 HEALTH INS & OTHER BENEFI	111.94	6483	07/22/16
41950	07/01/16	OCCUPATIONAL HEALTH CENTE VW Physical 1204648151	254-43200.572 INTERVIEW COSTS	172.00	6486	07/22/16
23000	06/30/16	WHITCOMB WW Stone for H2O break 00670963	254-43200.430 WATER LINES MAINT-BREAKS	130.95	6533	07/22/16
V10609	06/30/16	2G ENERGY INC. WW M svc CHP 415081600360	255-43200.570 MAINTENANCE OTHER	2609.52	6373	07/22/16
05290	07/05/16	ADVANCE AUTO PARTS WW filters grit blowers 3644	255-43200.570 MAINTENANCE OTHER	46.68	6375	07/22/16
05290	06/28/16	ADVANCE AUTO PARTS VA leader hose 8248	255-43200.610 SUPPLIES	9.63	6375	07/22/16
05290	07/05/16	ADVANCE AUTO PARTS WW grease gun parts 8531	255-43200.570 MAINTENANCE OTHER	3.62	6375	07/22/16
05290	07/07/16	ADVANCE AUTO PARTS WW Blower Air Filters 8958581	255-43200.570 MAINTENANCE OTHER	28.36	6375	07/22/16
42625	07/18/16	ALDRICH & ELLIOTT PC ww alkalinity & disinfect 76390	255-43200.330 OTHER PROFESSIONAL SERVIC	391.25	6377	07/22/16
V0205	07/11/16	BIOCYCLE WW Biocycle 2 yr renewal 071116D	255-43200.500 TRAINING, CONFERENCES, DU	120.00	6388	07/22/16
V1655	07/06/16	BLUE CROSS BLUE SHIELD OF VA Aug Health Insurance 41790001190	255-43200.210 HEALTH INS & OTHER BENEFI	4292.92	6389	07/22/16
11375	07/01/16	CASELLA WASTE SYSTEMS INC WW 1.94 ton grit removal 1113	255-43200.565 GRIT DISPOSAL	161.70	6399	07/22/16
11375	07/11/16	CASELLA WASTE SYSTEMS INC ww 0.93 ton grit 1125	255-43200.565 GRIT DISPOSAL	77.52	6399	07/22/16
23170	06/30/16	CHAMPLAIN OIL CO., INC. VA June vehicle gas CL181654	255-43200.626 GAS,GREASE AND OIL	253.95	6405	07/22/16
V0525	07/14/16	CHITTENDEN SOLID WASTE DI ww june direct fees 022955	255-43200.565 GRIT DISPOSAL	156.87	6409	07/22/16
V10261	07/01/16	EASTERN INDUSTRIAL AUTOMA WW chlorine mixer 4257597	255-43200.570 MAINTENANCE OTHER	2728.70	6422	07/22/16
V0710	07/11/16	ENDYNE, INC. WW weekly TKN 6/30 206180	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6424	07/22/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38955	F W WEBB COMPANY	06/20/16 WW glue and fittings 51318110	255-43200.570 MAINTENANCE OTHER	20.53	6429	07/22/16
38955	F W WEBB COMPANY	06/20/16 WW headworks plant h20 51329685	255-43200.570 MAINTENANCE OTHER	31.18	6429	07/22/16
38955	F W WEBB COMPANY	06/29/16 WW chem feed stock 51421208	255-43200.570 MAINTENANCE OTHER	475.94	6429	07/22/16
23980	INTERSTATE ALL BATTERY CE	07/14/16 WW co gen susie batteries 190320100709	255-43200.570 MAINTENANCE OTHER	535.90	6458	07/22/16
23980	INTERSTATE ALL BATTERY CE	07/14/16 WW co gen batt core credi C19032010070	255-43200.570 MAINTENANCE OTHER	-160.00	6458	07/22/16
05495	LCS CONTROLS, INC	06/29/16 WW network and software 13138	255-43330.005 NETWORKING & SOFTWARE	9857.00	6466	07/22/16
V9454	LENNY'S SHOE & APP	07/18/16 ww Mandigo safety shoe/so 3081454	255-43200.612 UNIFORMS,BOOTS,ETC	164.00	6467	07/22/16
14025	LINCOLN NATIONAL LIFE INS	07/09/16 VA Aug Life Ins 08161532732	255-43200.210 HEALTH INS & OTHER BENEFIT	239.98	6468	07/22/16
V1423	MAHER CORPORATION	07/05/16 WW pump hoses 23856	255-43200.570 MAINTENANCE OTHER	1417.60	6473	07/22/16
V1483	MCMMASTER-CARR SUPPLY COMP	07/07/16 WW fuse assortment 68915431	255-43200.570 MAINTENANCE OTHER	232.22	6475	07/22/16
V1775	MCNAMARA- HILL, PETTY/ SU	06/30/16 VA Petty Cash Reimb 1594-1605	255-43200.610 SUPPLIES	10.78	6476	07/22/16
24960	NORTHEAST DELTA DENTAL	07/15/16 VA Aug Dental Ins 161507	255-43200.210 HEALTH INS & OTHER BENEFIT	385.83	6483	07/22/16
06510	OMEGA ELECTRIC CONSTRUCTI	06/29/16 WW fire alarm dialer svc 19101	255-43200.570 MAINTENANCE OTHER	315.00	6487	07/22/16
V1755	P & H SENESAC, INC.	06/30/16 WW Dewater polymer 19792	255-43200.619 CHEMICALS	6900.00	6489	07/22/16
28005	RUSSELL SUPPLY	07/12/16 WW Strap Wrench 066231	255-43200.570 MAINTENANCE OTHER	89.80	6500	07/22/16
V2093	SLACK CHEMICAL COMPANY IN	06/29/16 WW full load caustic 327761	255-43200.619 CHEMICALS	6542.85	6508	07/22/16
40840	SOVERNET COMMUNICATIONS	07/01/16 WW phone internet 3652408	255-43200.535 TELEPHONE SERVICES	174.37	6510	07/22/16
V2124	STAPLES ADVANTAGE	06/25/16 WW file accessories 3306291796	255-43200.610 SUPPLIES	20.89	6512	07/22/16
36520	VT AGENCY OF NATURAL RESO	07/11/16 WW license renewal 071116D	255-43200.500 TRAINING, CONFERENCES, DU	125.00	6525	07/22/16
05290	ADVANCE AUTO PARTS	06/28/16 VA leader hose 8248	256-43200.570 MAINTENANCE OTHER	115.58	6375	07/22/16
V1655	BLUE CROSS BLUE SHIELD OF	07/06/16 VA Aug Health Insurance 41790001190	256-43200.210 HEALTH INS & OTHER BENEFIT	1992.85	6389	07/22/16
33850	CENTRAL VERMONT PROPRTIE	07/04/16 08/16-07/17 88863619560 9500162324	256-43200.441 RIGHT OF WAY AGREEMENTS	119.17	6404	07/22/16
33850	CENTRAL VERMONT PROPRTIE	07/04/16 08/16-07/17 88863619560 9500162324	256-14301.000 PREPAID EXPENSES	10.83	6404	07/22/16
23170	CHAMPLAIN OIL CO., INC.	06/30/16 VA June vehicle gas CL181654	256-43200.626 GAS,GREASE AND OIL	176.16	6405	07/22/16
23215	ESSEX EQUIPMENT INC	06/27/16 ST safety glasses 106100400001	256-43200.612 UNIFORMS,BOOTS,ETC	59.99	6426	07/22/16

07/25/16
08:49 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 07/22/16 To 07/22/16 & Fund 2

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LMorrisseau

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23980	INTERSTATE ALL BATTERY CE	07/14/16	WW co gen susie batteries 190320100709	256-43220.001 SUSIE WILSON PS COSTS	105.52	6458	07/22/16
14025	LINCOLN NATIONAL LIFE INS	07/09/16	VA Aug Life Ins 08161532732	256-43200.210 HEALTH INS & OTHER BENEFIT	111.41	6468	07/22/16
24960	NORTHEAST DELTA DENTAL	07/15/16	VA Aug Dental Ins 161507	256-43200.210 HEALTH INS & OTHER BENEFIT	179.11	6483	07/22/16
Report Total					117613.84		

...

MEMORANDUM

TO: Village Trustees, Essex Junction Planning Commission and Zoning Board of Adjustment
CC: Patrick Scheidel, Municipal Manager; Robin Pierce, Community Development Director; Terry Hass, Assistant Zoning Administrator
FROM: Greg Duggan, Assistant Town Manager
DATE: July 20, 2016
SUBJECT: Discussing TGIA Report and Recommendations

Issue

The issue is preparing the Trustees, Planning Commission, and Zoning Board of Adjustment for a discussion on July 25 about the future of planning governance in Essex Junction, based on recommendations from the Thoughtful Growth in Action (TGIA) project.

Discussion

The Trustees and Essex Selectboard have voted to pursue the TGIA recommendation to create a Joint Planning Commission in Essex, with separate Development Review Boards for the Village of Essex Junction and Town outside the Village. Additional recommendations from TGIA and the boards include the following:

- Use a phased approach to structural changes;
- Empower boards to establish a timeframe and work with staff to make a plan for transition;
- Continue to explore and implement ways to improve public participation in planning;
- Determine a method for the Trustees and Selectboard to work together to select members of the Joint Planning Commission.

The Trustees and Selectboard plan to have a joint meeting to discuss the TGIA recommendations, but both boards wanted to first review the recommendations with their respective planning commissions and zoning boards. Discussions will likely focus on timeframes, appointment processes, communication, and other considerations.

The TGIA Final Report is attached.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees, Planning Commission and Zoning Board review the TGIA Final Report prior to discussing the project on July 25.

Thoughtful Growth in Action Final Report

Prepared by Delia Clark & Ariana McBride

March 1, 2016

On behalf of the Thoughtful Growth in Action Project

www.essexgia.com



ACKNOWLEDGMENTS

Thank you to the many residents, municipal staff and other stakeholders who contributed their time and insights to this effort. The authors would like to acknowledge:

Working Group Members: John Alden, Andrew Brown, Maura Collins, Sue Cook, Ned Daly, Paula DeMichele, Brad Dousevicz, Paula Duke, Mary Jo Engel, Greg Farkas, Theresa Fletcher, Matt Gibbs, Ben Gilliam, Dana Hanley, Sharon Kelley, Ron Lawrence, Mitch Lefevre, Greg Morgan, Robin Pierce, Sarah Salatino, Johnathan Schumacher, Thomas Weaver, Irene Wrenner, and Vanessa Zerillo.

Steering Committee Members: Max Levy (Town Selectboard), George Tyler (Village Trustees), Pat Scheidel (Town/Village Manager), Greg Duggan (Town Planner/Asst. Town Manager), Doug Fisher (Town Director of Admin Services).

Thank you to those interviewed about planning governance issues:

Charlie Baker & Regina Mahoney,
Chittenden County Regional Planning Commission

Paul Conner, City of South Burlington

Ellen Howard, Town of Rockingham

Todd Thomas, Town of Morristown

Ron Rodjenski, Town of Hyde Park

Steve Lotspeich, Town of Waterbury

Michael Brainds, Town of Woodstock

Lea Kilvadyova, Town of Johnson

Jonathan Elwell, Village of Enosburg Falls

Joshua Schwartz, Mad River Valley Planning District

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Orton Family Foundation for use of its keypad polling system

Photo credits

Cover page: Derek Bruff, Flickr, Creative Commons 2.0

TGIA activity photos: Greg Duggan & Sharon Kelley



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EXECUTIVE SUMMARY

Project Overview

Thoughtful Growth in Action (TGIA) has focused on exploring new approaches to planning governance structures in the Town of Essex and the Village of Essex Junction. The project stemmed from the belief, highlighted by the Heart & Soul of Essex project, that the community wants a shared vision that honors and builds on the unique characteristics of the Village and the Town outside the Village. Moving towards a shared vision, however, may be complicated by the current planning structure of two Planning Commissions and two Zoning Boards.

The project had three primary goals:

- To create a shared understanding about how planning works today;
- To engage in a conversation about how changes in planning governance could lead to more thoughtful growth in the Town and Village; and
- To explore possible paths to improve the current planning governance structure in Essex moving forward.

This report presents a summary of TGIA's process, findings and recommendations.

SCENARIO PLANNING

TGIA used a method called Scenario Planning to present and evaluate different governance options. The benefit of this approach is that it provides a concrete framework for participants to think about trade-offs between choices. It also encourages people to articulate what they like or do not like about options, which often leads to the development of a better "preferred alternative" that may have characteristics of different options presented.

Project Process

TGIA used a mix of research and community participation to develop a set of findings and recommendations. Over 300 Essex residents participated in the project through one of the following activities:



Community Workshops: TGIA held two community workshops to solicit input from the broader community. The first workshop focused on gathering participants' hopes and concerns about planning in Essex. The second workshop solicited input from participants on their reactions to the project's findings and recommendations.



Community Survey: TGIA conducted an online survey from September to October in order to complement the first Community Workshop and provide an additional input mechanism for early input into the process.



Working Group Sessions: Twenty-four Essex residents and key stakeholders participated in four intensive sessions in order to explore planning governance issues and develop a set of recommendations.



Targeted Outreach: TGIA used a project website and newsletter as well as a variety of other communication channels to share information about project progress. It also reached out to those most familiar with planning and development review to get their input.



Issues Based Research: TGIA used a variety of ways to gather information on key governance issues from other communities, regional entities and state resources.

Small group discussion at Community Workshop #2



Key Findings

TGIA developed a set of findings related to long range planning, development review, board development, staffing, resources and community participation in planning. Top findings include:

There is a desire for greater collaboration across the Town and Village. While ad hoc collaboration around planning already occurs across the Town and Village, there was a clear interest in more collaboration.

The differences between the Town and Village matter but so does the relationship between the two. Many workshop and survey respondents spoke to ways in which the town and village were different yet also complementary.

The current governance structure is not broken but there is potential for improvement. While both Planning Commissions spend a significant portion of their time on long range planning, there was an expressed desire to dedicate more time to more proactive planning in addition to the state required updates to the municipal plans. There is also the potential to even out board work load and match up volunteers' skills better if board responsibilities were more distinct. However, it would be paramount to ensure the connection between long range plan and practical application of bylaws and development review.

Early on in the process some raised the question of whether the current structure made for an inefficient process (i.e. potential for applications to have to go to two different boards). Although there

is not as much of an efficiency problem as some people thought may be the case at the project's beginning, the perception of the process's simplicity could be improved.

There is room to improve community participation efforts. Many of the comments TGIA received about development review had to do with community members own experiences with a particular application review process. These comments often related to the feeling of a lack of transparency or a feeling of not being heard. It is likely that some of these experiences related to a mismatch between residents' expectations about how much influence they could have in the process and what is possible for boards to consider.

While structural changes will address some of the findings above, many of them will be better addressed through non-structural recommendations that could be adopted under any governance board structure.

Recommendations

TGIA developed a set of four recommendations for the Town of Essex Selectboard and Village of Essex Junction Trustees to consider:

RECOMMENDATION #1: MOVE TO CREATE A JOINT PLANNING COMMISSION AND TWO SEPARATE DEVELOPMENT REVIEW BOARDS.

This recommendation would create a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard, as

required by State Statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It would create two separate Development Review Boards that would be appointed by their respective legislative bodies. Also, over time, Essex would move towards the adoption of a single Municipal Plan. There would be two sets of bylaws that would be adopted by their respective legislative bodies (i.e. Selectboard or Trustees).

RECOMMENDATION #2: USE A PHASED APPROACH TO STRUCTURAL CHANGES.

The transition to a different governance structure will require a thoughtful and deliberate approach. As appropriate, changes should be phased in order to evaluate whether they are producing a more effective planning governance structure.

RECOMMENDATION #3: EMPOWER BOARDS TO ESTABLISH A TIMEFRAME AND WORK WITH STAFF TO MAKE A PLAN FOR TRANSITION.

The Town Selectboard and Village Trustees are ultimately responsible for making decisions about what changes will occur. TGIA encourages both bodies to coordinate with their respective Planning Commissions, Zoning Boards of Adjustment and Community Development staffs to ensure any transition occurs smoothly. In addition, the broader community should be kept informed about transition plans and provided with opportunities to provide input when appropriate.

RECOMMENDATION #4: CONTINUE TO EXPLORE AND IMPLEMENT WAYS TO IMPROVE PUBLIC PARTICIPATION IN PLANNING.

There are several areas where improvements are possible including:

- **Communications 2.0:** Refine messaging and communication channels to better communicate planning issues.
- **Participation 2.0:** Improve current methods of participation and develop new ways for people to participate in planning.
- **Open Access:** Provide easier access to town related data such as developing a permit tracking system.
- **Human Resources:** Consider ways to support staff and volunteers in their efforts to encourage public participation.

This Report

This report is the result of a participatory process that aimed to study and recommend possible changes to planning governance. The Town Selectboard and Village Trustees will determine what changes, if any, are made. The purpose of this report is to document how and why TGIA developed its specific recommendations to aid in the municipal decision-making process.

PROJECT OVERVIEW

Thoughtful Growth in Action (TGIA) has focused on exploring new approaches to planning governance structure in the Town of Essex and the Village of Essex Junction. The project stemmed from the belief, highlighted by the Heart & Soul of Essex project, that the community wants a shared vision that honors and builds on the unique characteristics of the Village and the Town outside the Village. Moving towards a shared vision, however, may be complicated by the current planning structure of two Planning Commissions and two Zoning Boards.

The support for TGIA also comes from the interest of the Town of Essex Selectboard and the Village of Essex Junction Trustees in consolidating municipal services when it makes sense to do so. While the project was born out of this interest there was no directive to look at only consolidated options. TGIA explored a variety of choices for planning governance, which will be described in more detail later in this report.

Goals

The project had three primary goals:

- To create a shared understanding about how planning works today;
- To engage in a conversation about how changes in planning governance could lead to more thoughtful growth in the Town and Village; and
- To explore possible paths to improve the current planning governance structure in Essex moving forward.

This report presents a summary of TGIA's process, findings and recommendations.

What is Planning Governance?

TGIA developed the following definition of planning governance. The project was largely focused on governance structures, primarily the Planning Commissions and Zoning Boards of Adjustment.

The values, rules, structures and people that guide what our community is and what it will become.

VALUES		<ul style="list-style-type: none"> • H&S • "Urban" • "Rural" 	
RULES		<ul style="list-style-type: none"> • Policies • Regulations 	
STRUCTURES		<ul style="list-style-type: none"> • Selectboard & Trustees • Planning Commissions • Zoning Boards 	<ul style="list-style-type: none"> • Other Municipal Boards • Municipal Departments
PEOPLE		<ul style="list-style-type: none"> • Residents • Business owners • Land owners 	<ul style="list-style-type: none"> • Developers • Municipal staff

PROJECT PROCESS

TGIA used a balance of issue-based research and community input to develop its findings and recommendations. This approach enables Essex to learn from the experiences of other communities and develop governance options that are feasible within the specific context of the community.

Community Participation

Over 300 Essex residents participated in TGIA over the course of five months (see Project Timeline on next page). They were engaged in the project through a variety of activities; brief descriptions of those activities are included below. Full summaries of input from all activities can be found in this report's companion Appendix or online in the project's library:

<http://www.essextgia.com/library.html> (online library will be available through May 10, 2016).

Small group discussions at Community Workshop #1



COMMUNITY WORKSHOP #1

The first Community Workshop focused on gathering participants' hopes and concerns about planning in Essex. Discussion focused on issues including but not limited to leadership and staff resources, economic development, open space, historic preservation, housing, transportation, walkability, aesthetics and community engagement.

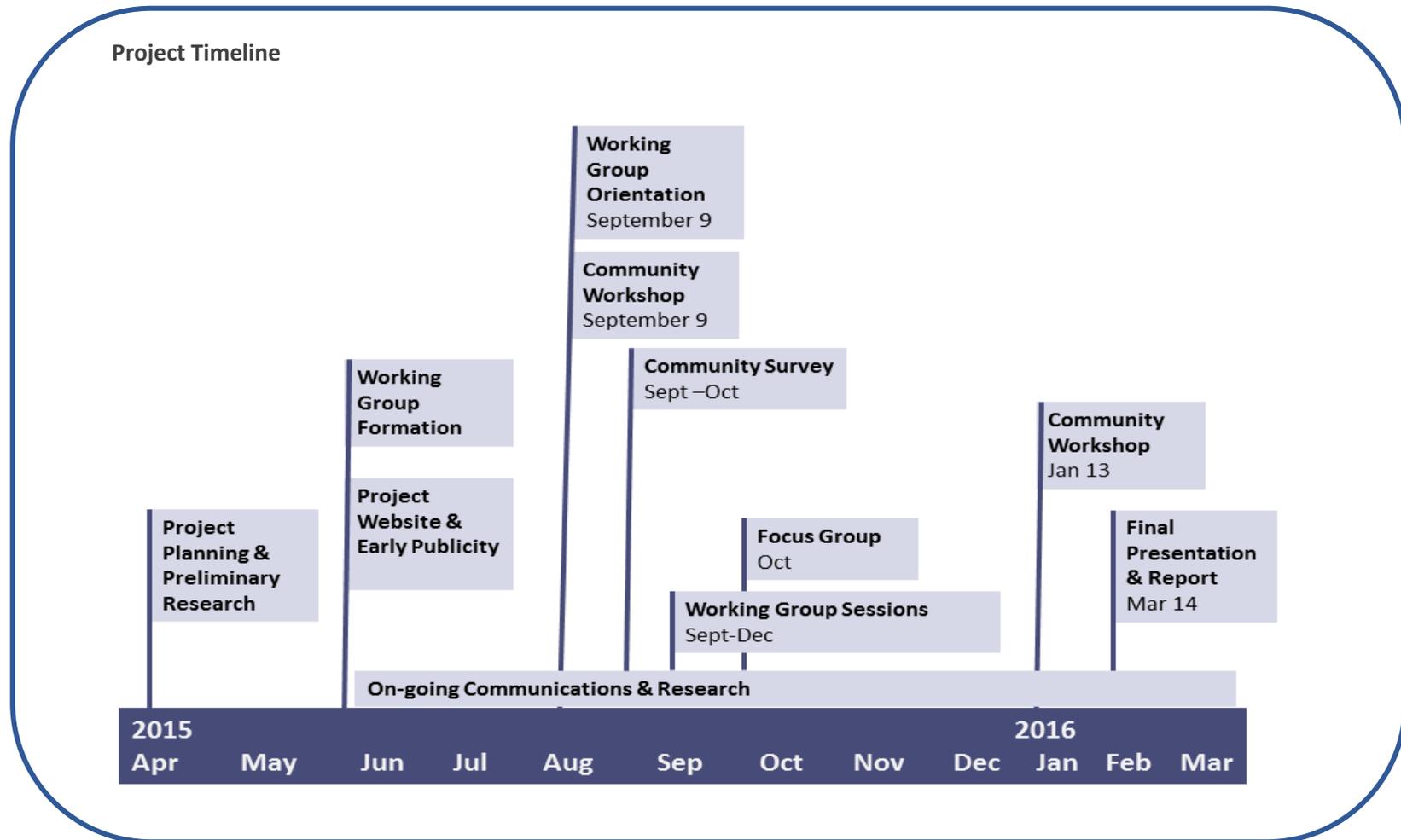
COMMUNITY SURVEY

The Community Survey used the input from the Community Workshop to frame questions related to the similarities and differences between the Village and the Town outside the Village as well as gather information on people's perspectives and experiences with planning in the community.

In terms of understanding how planning works in Essex, over half the participants indicated "don't know" for most of the questions related to governance. In the survey comments, many respondents shared their dissatisfaction with recent projects in some way (e.g. process around the decisions, aesthetics of the projects, potential municipal costs, perception that Essex is a "developer's town").

In terms of similarities and differences between the parts of town, just about half of respondents believe there is a desire for a shared vision and/or that there is a synergistic relationship between the two parts of the community (vs. 30% who do not). Almost 80% of respondents agree that greater collaboration between the two parts of Essex would lead to more thoughtful growth.

However, there was more of a split on whether planning priorities are the same. On the specific issues of economic development and open space, the majority of respondents felt these opportunities look different between the two parts of the community. On other issues including housing and transportation, responses were more evenly divided between respondents thinking there are similar opportunities and those who think they are different.



WORKING GROUP SESSIONS

The TGIA Working Group was charged with exploring governance issues in depth and coming up with recommendations for the Selectboard and Trustees. This 24-member body was intended to represent the diversity of experiences and perspectives in the community. It included a mix of men and women, residents from all parts of Essex, people with a variety of professions and experience with planning. Intentionally, it included members from the two Community Development staffs, both Planning Commissions, both Zoning Boards of Adjustment, the Town Selectboard, the Village Trustees, local developers, and many residents who do not have a formal role in planning in Essex. The Working Group process included:

Onboarding Interviews: After the Working Group was appointed, the consultants interviewed members to get their initial take on core issues related to the project. These findings were presented in a summary report and helped shape the project approach.

Orientation: TGIA hosted an orientation for Working Group members so that they could meet each other and ask questions about the project. The orientation also served as training for members so they could help facilitate small group discussions at community workshops.

Session #1: This session focused on developing agreements for how the group would work together, reviewing project goals and core questions, and developing a set of principles to help guide the development and evaluation of different governance options.

Session #2: This session aimed to develop a shared understanding of how planning works in Essex today, to explore different structural options for long range planning and land development review, to confirm a set of principles to help guide the development and evaluation of different planning governance options, and to take an initial temperature read on where members are with different structural options.

Session #3: This session focused on reviewing and discussing planning governance scenarios and presenting key public engagement challenges based on research to date.

Session #4: This session reviewed and discussed refined planning governance scenarios, reached agreement on a preferred governance alternative, and assessed different ideas to address key engagement challenges based on research to date.

In addition to these activities, TGIA used inter-session surveys to gather additional input from the group. Working Group members were highly committed and engaged in the project with 20 or more members at every session (minimum of an 83% participation rate).

Working Group session



TARGETED STAKEHOLDER ACTIVITIES

TGIA also conducted activities aimed at soliciting input from two key groups:

Planning Focus Group: This session raised a series of questions about the current governance structure as well as different options with members of the Planning Commissions, Zoning Boards of Adjustment and Community Development staffs. The Focus Group provided insights into how the boards spend their time now, the potential for more collaborative planning, and considerations for changes to board structures.

Developer Inquiries: Community development staff distributed an email inquiry to several members from the development community to get their take on questions related to planning and development review in Essex. Most respondents cited no major issues with current review processes but generally liked the idea of creating efficiencies where possible. Many noted that the approach/agendas of the actual board members has more weight in the issue of review than the board structure.

COMMUNITY WORKSHOP #2

The second Community Workshop focused on sharing project findings and recommendations with participants and getting their reactions to the information. TGIA asked the following:

- What about the findings and recommendations resonated with you?
- What about the findings and recommendations concerned you?
- Was there anything missing from your perspective?

More detailed responses to this information are included on page 34 of this report in the context of the TGIA findings and recommendations.

TGIA by the numbers


300
Total
Participants


24
Working
Group
Members


640
Website
Unique
Visitors


20
Other
Towns
Researched


\$13,450
Value of Time
Contributed by
WG Members


90
Newsletter
Subscribers

Issues-based Research

TGIA used a variety of ways to gather information on issues related to planning governance:

PRELIMINARY RESEARCH

Prior to the public engagement work, the consultant reviewed pertinent municipal, regional and state resources related to changes in planning governance. Also, she conducted six interviews with individuals who could offer insights into the unique Essex situation, provide experiences from other communities with different planning structures, or offer a regional/state perspective.

Preliminary research provided insight into key issues related to planning governance including Essex's past inquiries into this topic, informed the type of information that would be included in governance scenarios, and provided support to the case for recruiting a diversity of participants for the Working Group.

ISSUE INQUIRIES

Throughout the project the consultant worked with Community Development staff to make inquiries to Vermont planners through the Vermont Planners Association Listerv. These inquiries were based on questions that came up in the research or issues raised as part of the community engagement sessions. Inquiries specific to the statutory issues of governance were also made to the Vermont League of Cities and Towns as well as the attorneys for the Town of Essex and Village of Essex Junction.

These inquiries allowed TGIA to vet different ideas and issues with a broader network of individuals with experience in planning governance in Vermont, which provided additional context and considerations on which to draw when developing recommendations.

TOWN RESEARCH

The consultant conducted additional research and spoke with municipal staff from nine communities in Vermont that have gone through governance changes, lessons of which could have application in Essex. Those municipalities included: Enosburg Falls, Hyde Park, Johnson, Mad River Valley Planning District, Morristown, South Burlington, Rockingham, Waterbury, and Woodstock. As with the Issue Inquiries, this work was done in response to questions that came up during the project.

This research enabled TGIA to share several specific examples of how other communities have dealt with the kinds of issues that Essex would face in a governance transition.

GUIDING PRINCIPLES

Based on the community input from the first Workshop and Survey, as well as Working Group discussion, five guiding principles were developed to help define what kind of planning Essex wants to see moving forward. This information guided the Working Group's deliberations and can be used to inform future discussions and decisions.

The principles are:



Principle #1: Encourage long range planning that...

- Is guided by an understanding of the shared interests and interrelationship between the Town outside the Village and the Town inside the Village;
- Supports priorities that reflect the unique characteristics of both; and
- Receives on-going, focused attention by the Planning Commission(s).



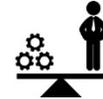
Principle #2: Support a development review process that...

- Enables a consistent, transparent and efficient application review process;
- Balance rights of property owners and members of the community; and
- Reflects the vision and goals of Municipal Plan(s).



Principle #3: Develop boards and staff that...

- Uphold the vision and goals of the Municipal Plan(s);
- Can maximize the use of their knowledge, skills and interests; and
- Communicate consistently and effectively among each other.



Principle #4: Resource a planning governance structure that...

- Maintains or lowers the cost to the taxpayer,
- Ensures a high quality of service; and
- Supports manageable workloads for boards and staff.



Principle #5: Encourage community participation that...

- Fosters a greater understanding of how planning works;
- Uses effective and intentional engagement opportunities; and
- Uses a varied range of communication channels.

PROJECT FINDINGS

The information gathered across community participation and research activities informed a set of key findings that highlight challenges and opportunities facing planning in Essex today. The findings are organized by the guiding principles.



LONG RANGE PLANNING

Town/Village Differences: There are differences between the character and approach to growth and conservation in the Town outside the Village and the Town inside the Village. For instance, while economic development and open space protection are important to both parts of the community, the shape of those opportunities looks different in the Village and in the Town outside the Village.

Consequently, there is a concern for some participants that a consolidated planning framework may lose sight of distinct issues and priorities of each part of Essex – or worse, have the agenda for one part of the community supersede the other. On the flip side, others feel there is the potential to recognize, build on and better balance these differences if planning were to be more consolidated because the overall plan for the community could be strengthened by looking across Essex as a whole.

For instance, conversations about where growth should be concentrated could consider the whole of Essex as opposed to considering places like Five Corners and the Town Center in isolation.

Collaboration: A number of project participants expressed a desire for greater collaboration across the two parts of town. While there are examples of coordinated planning these are generally ad hoc. There is potential for a more formalized structure to support greater collaboration.

Long Range Planning: There is a perceived need on the part of the community and a desire on the part of the boards to focus more on long range planning. Currently, while both Planning Commissions do long range planning it comes primarily in the form of plan updates required by Statute. At the Planning Focus Group, members from both Commissions expressed interest in doing more proactive and “visionary” planning.

In addition, long range planning has to take a back seat to development review requirements of the Planning Commissions (i.e. if there is a large number of applications to be reviewed then long term planning must be postponed). While the application work load is typically manageable there are crunch times or unique cases like Saxon Hill that take up a disproportionate amount of time on the part of Planning Commissioners and staff.

In the Town outside the Village, staff works to ensure focus on long range planning by dedicating every other Planning Commission meeting to long range planning projects. The Village has also spent significant time on long range planning through the Village Plan update and the Village Trustees have initiated special projects like Design Five Corners.

Long range planning could benefit from greater attention from the Planning Commissions but it could also be improved through other mechanisms as well, such as greater resources for more in-depth and participatory planning projects, and more opportunities from cross-community dialogue about shared issues.



DEVELOPMENT REVIEW

Resident Experience: Numerous participants spoke to dissatisfaction with the development review process particularly about the level of influence (or lack thereof) residents have in the review of specific applications and the outcomes of those application reviews. While there may be validity to that criticism a broader issue appears to be that many residents do not understand how or when they can have the most influence in planning.

Often, residents’ planning experiences are limited to speaking at a hearing for a particular project. These hearings are one of the last steps in a longer process that moves from municipal plan development to bylaw development to the specifics of development

review. Residents are often entering the process when legally their opinion cannot influence a decision in significant ways.

Review Efficiency: There is a perception that development review would be more efficient if applications went to only one board as opposed to potentially two. Currently, only a handful of applications go to the Zoning Boards in any given year and even fewer are heard by both boards. While moving to a one-stop process (i.e. adopting a Development Review Board model) would improve the perception of the process and simplify it for some applications, it is likely that enabling more administrative review of

Development Review Analysis

2014 development application data for the Town and Village suggest that very few applications are required to go before both the Planning Commission and Zoning Board in either part of the community. Community development staff noted that this one-year snapshot is consistent with past years of applications as well.

Applications in the Town	Applications in the Village
30	7
Number heard by Planning Commission	Number heard by Planning Commission
25	5
Number heard by Zoning Board	Number heard by Zoning Board
6	2
Number heard by both boards	Number heard by both boards
1	0

applications or simplifying the subdivision bylaws would do more to streamline review. In the future, it may make sense to consider simplifying bylaws around development review to streamline process while maintaining high review standards.

Review Complexity: Larger projects are getting more complex which require staff to work more with applicants to prepare applications for a board hearing. This complexity increases staff work load and can leave citizens with the sense that decisions have been made without public input.

Balancing Interests: There is a need to balance the desire of land owners or applicants for clarity around rules and process with the interests of other residents to ensure a development does not have a negative impact on the community or a neighborhood. It has been raised that the specifics of a development application review (e.g. in the nuance of the decision and requirements as opposed to outright acceptance or denial) may have more to do with the personalities and skills of particular board members as opposed to the bylaws or guiding municipal plans.

Plan Connectivity: The current system enables the Planning Commission to understand the realities of development review when updating the municipal plans or bylaws and for it to consider the intent behind those guiding documents when reviewing applications. There is a concern that shifting review powers to one board (like a Development Review Board) would create disconnect between long range planning and development review.



BOARDS AND STAFF

Staff Communications: Community development staff communicate well across the Town and Village albeit mostly informally. They plan together as part of the Chittenden County Regional Planning Commission and have the opportunity to review each other's plans as part of that agency's municipal plan review process.

Board Communication: There is not regular communication between the Planning Commission and Zoning Board in either part of Essex nor is there regular board communication across the two parts of the community.

Board Roles: Zoning Board members meet only a few times a year whereas Planning Commissioners often meet twice monthly, which illustrates the greater work load of the Planning Commissions. It is possible for the Zoning Board to take on more responsibilities, or for a move to a Development Review Board, but these changes could make the Planning Commission appear less relevant to municipal decision making because they would not have a direct say over specific development applications.

Skills and Interests: There is the potential to better use the skills and interests of volunteer board members if long range planning and development review are separated. Anecdotally, some towns that have moved to a Planning Commission/Development Review

Board model have had an easier time filling board seats with this separation of tasks. However, if the Planning Commission becomes complacent in their long range planning efforts, it may become more difficult to fill those seats.



RESOURCES

Staffing: Most input received indicated satisfaction with the current level of service although many noted that staff seems at capacity. This appears to be the case particularly in the Village where there are 1.8 Full Time Equivalent (FTE) positions dedicated to community development (compared to 4.1 FTEs in the Town). Some of the challenge for staff relates to the number of night meetings associated with supporting all the municipal boards. It could be helpful to consider ways to better coordinate night meetings so that staff workloads overall are more manageable (which would benefit volunteer board members as well).

Resource Allocation: While there is a desire to keep costs manageable there is also a desire to ensure that planning functions well and that Essex can allocate resources effectively to support planning priorities. Currently, about \$680,000 is allocated to the Community Development departments collectively. The majority of that money goes towards staff salaries and benefits. There is not much in the FY 2016 budgets to support additional planning initiatives (e.g. taking on specific long range planning projects).

Outside Funding: Both Community Development departments bring in outside funding. As long as the Town of Essex and the Village of Essex Junction remain separate municipalities, both remain eligible for key funding sources like regional transportation funds or statewide planning grants.



COMMUNITY PARTICIPATION

Community Understanding: While project participants expressed concern with the development review process, even more noted a lack of understanding for how planning works in Essex. There is a need to develop resources so that residents can better understand planning and development review. Also, there is the potential to develop different methods and tools to use in planning or development review meetings to help participants understand the process and their role in it regardless of whether they have studied up beforehand.



Communications: While Essex goes above and beyond statutory requirements regarding public notice for planning activities there are still criticisms that more could be done or that the messaging around planning issues could be more effective. There are specific challenges that municipal staff will need to overcome to use existing channels better or to using new channels (e.g. current limits on monthly posts to Front Porch Forum or costs of advertising in local papers or using new digital platforms). Better communication will need a coordinated and focused effort.

Participation Opportunities: Top barriers to participation relate to how busy people are today and their desire for alternative ways to participate (i.e. beyond the typical evening meeting). There is a desire for more online options to participate as well as more “hyper local” opportunities, which activates smaller online networks or more neighborhood based structures. There are examples of Essex using different participatory methods such as the Heart & Soul Neighborhood Conversations, where trained volunteers facilitated a series of discussions of groups organized around specific geographies or affinity groups.

As with communications, additional engagement will require resources in the form of staff time, volunteer effort or outside expertise. While some may jump to the conclusion that Essex could just do what it’s currently doing differently it’s not quite that easy; many of the meeting structures in place today are required by law. While there is potential to modify current structures it may be necessary to adopt new approaches to engagement that complement existing structures.

Top Barriers to Planning Participation

TGIA’s Community Survey asked respondents to indicate what limits their participation in planning. Top responses (those receiving 35% or more responses) include:

- 45%** - Lack of online options
- 41%** - Time required to participate
- 37%** - Timing of most planning activities
- 37%** - I do not believe my input will matter

Civic Culture: Some residents expressed distrust of planning and/or a sense that their voices don’t matter. Some of this perception will likely improve as a result of efforts to improve planning education, communications, and engagement opportunities. However, changing civic culture is a long process. Improving community engagement requires sustained commitment; it may take years of effort to create a healthy culture of civic engagement (and unfortunately only one bad experience to set that progress back). The more done to build a sustainable infrastructure to support public participation the better.

Findings in Sum

Looking across these findings a set of high level observations comes through:

There is a desire for greater collaboration across the Town and Village. While ad hoc collaboration around planning already occurs across the Town and Village, there was a clear interest in more collaboration.

The differences between the Town and Village matter but so does the relationship between the two. Many workshop and survey respondents spoke to ways in which the town and village were different yet complementary.

The current governance structure is not broken but there is potential for improvement. While both Planning Commissions spend a significant portion of their time on long range planning, there was an expressed desire to dedicate more time to more proactive planning in addition to the state required updates to the municipal plans. There is also the potential to even out board work load and match up volunteers' skills better if board responsibilities were more distinct. However, it would be paramount to ensure the connection between long range plan and practical application of bylaws and development review.

Early in the TGIA process some asked if the current structure made for an inefficient process (i.e. potential for applications to have to go to two different boards). Although there is not much of an efficiency problem as some people thought may be the case at the

project's beginning, the perception of the process's simplicity could be improved.

There is room to improve community participation efforts. Many of the comments TGIA received about development review had to do with community members own experiences with a particular application review process. These comments often related to the feeling of a lack of transparency or a feeling of not being heard. It is likely that some of these experiences related to a mismatch between that resident's expectations about how much influence they could have in the process and what is possible for boards to consider.

While structural changes will address some of the findings above, many of them will be better addressed through non-structural recommendations that could be adopted under any governance board structure.



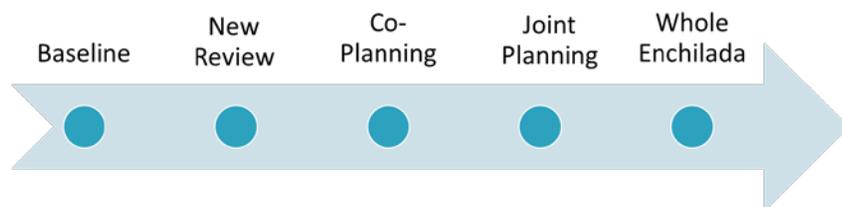
GOVERNANCE SCENARIOS

In order to understand the rationale for TGIA’s recommendations, this section explains the five scenarios presented to the Working Group along with the Group’s assessment of the pros and cons of each one (developed in Working Group Session #3). Please note that these scenarios relate to the structural recommendations in the next section as opposed to the non-structural ones made related to community participation.

Change Continuum

In its third session, the Working Group explored five scenarios that incorporated different structural options that seemed most feasible given input to date.

The five scenarios fell along a change continuum. The Baseline represented no structural changes from what we have today, whereas the Whole Enchilada on the opposite end represented a full consolidation of planning related boards.



SCENARIO #1: BASELINE: This scenario is the same as the structure that is in place today. There are a variety of non-structural options that could shift how planning happens even if the current structures remain.

Working Group Comments:

Pros

- Requires no changes
- Works pretty well
- Easy to sell to the public and educate them about
- “If it ain’t broke, don’t fix it”
- Planning group connected to everyday decisions
- Currently receive few criticisms from development community
- Non-structural solutions could help solve current criticisms, eg: transparency
- No staffing changes
- Developers having to go to two boards adds a good level of scrutiny

Cons

- Village board members must be from the Village while Town members can be from the Village or Town outside the Village
- Some criticisms – lack of transparency
- Uneven work loads
- Limited opportunities to plan jointly, including big picture visioning, joint execution of big ideas, like: trees, bike paths, and planning related to one jurisdiction
- Twice as many seats on all boards
- Lack of collaboration between Village and Town outside the Village
- Hard to explain to the public
- Duplicative process for developers



SCENARIO #2: NEW REVIEW: This scenario maintains separate Planning Commissions but eliminates the Zoning Boards of Adjustment replacing them with Development Review Boards. All the development review functions of the current Planning Commissions would shift to the Development Review Boards. The Town and Village attorneys have advised that Municipal Charter changes would likely be necessary to create Development Review Boards.

EXAMPLE

Hyde Park had a Joint Planning Commission and single Development Review Board from 2005 through 2015. In 2012, it adopted a unified Town/Village Plan and was in the process of unifying its bylaws when earlier this year the Village Trustees decided to split from the joint planning structure without prior discussion with the Town Selectboard or Joint Planning Commission in order "To implement our vision for Village growth..." The Village established a separate Planning Commission consisting of the 5 elected Trustees and a Development Review Board consisting of 2 elected Trustees and 3 appointed residents. The primary reason for the move was the desire to ensure that the new-Form Based Code would be strictly enforced.

Working Group Comments:

Pros

- More equitable distribution of work load
- More time for long-range planning by planning commissions
- Change offers opportunity for increased public awareness
- Opportunity to layer design review with DRB
- Trend in communities around VT
- Might attract new interest for board members
- Fewer planning board meetings
- A simple change – easy to communicate
- Less potential for staff chaos
- Fewer staff reports

Cons

- Doesn't go far enough
- More work for DRB, than current ZBA
- Difficulties with transitions for current members
- Doesn't enhance collaboration between Village and Town outside the Village
- Planning Commissions might lose touch with regulations
- Still fuzzy to explain to the public



3

SCENARIO #3: CO-PLANNING: This scenario creates a new advisory co-planning committee that would include representatives from both Planning Commissions, Zoning Boards or Development Review Boards and possibly the Selectboard and Trustees. It would encourage collaboration but would have no statutory power.

Committee members would be jointly appointed by the Trustees and Selectboard. The Committee would meet a few to several times a year (likely bi-annually to quarterly). This scenario maintains separate Planning Commissions and Zoning Boards/Development Review Boards. There would be two municipal plans and two sets of bylaws, which would be adopted in the same manner they are today.

EXAMPLE

To some degree it's like a "lite" version of the Mad River Valley Planning District Commission with a primary focus on creating a formal way for the boards to have dialogue and foster collaboration. The Mad River District supports a variety of long range planning efforts including serving as the primary planner for all three towns. All towns maintain separate Planning Commissions and Development Review Boards.

Working Group Comments:

Pros

- Formalize communication among boards

Cons

- Another layer of government
- Increased burdens on staff to make it happen
- Off-putting to citizens
- We're already doing it, in a less formal way

4

SCENARIO #4: JOINT PLANNING: This scenario creates a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard, as required by statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It maintains separate Development Review Boards that would be appointed by their respective legislative bodies.

The rationale for pairing a Joint Planning Commission with Development Review Boards (as opposed to Zoning Boards) relates to work load. Current board members and staff noted that a Joint Planning Commission would have a difficult time managing the demands of a unified planning effort along with the majority of development review across the two parts of town.

Under this model, Essex would move towards the adoption of a single Municipal Plan. There would be two sets of bylaws that would be updated by their respective legislative bodies. The Town and Village attorneys have advised that Municipal Charter changes would be necessary to create a Joint Planning Commission and Development Review Boards.

EXAMPLE

Woodstock has one Planning Commission and separate Development Review Boards. It has one municipal plan and two sets of zoning regulations. Woodstock has had a single Planning Commission since the 1970s and never had to adopt a formal Joint Planning Commission structure. It moved from separate Zoning Boards of Adjustment to separate Development Review Boards around 2000. The Town Selectboard and Village Trustees jointly adopt Commissioners and each adopts members to their respective DRBs.

Every five years the Woodstock Planning Commission updates its municipal plan. The year after plan adoption it updates the Town bylaws and then the following year it updates the Village bylaws. The Plan is adopted jointly by the Selectboard and Trustees following public hearings, which are also jointly held. Bylaw changes are adopted by either the Town Selectboard or Village Trustees as necessary.

Working Group Comments:

Pros

- Not so many plans to update
- Might be a way to get Village and Town outside the Village balance in communication, visioning, understanding of concerns
- Moves us towards recognizing that we are one town
- Mirrors economic development comm. Tells whole story
- Easy to understand, public is ready for it, palatable, streamlines government
- Balances out work load
- Increased opportunity for shared vision, more cohesive
- Efficient use of resources
- Greater focus, pulls more of community into long range planning
- Diminish line between Village and Town outside the Village
- The merging of visions
- Developers have one plan to work off of

Cons

- Would require one-time outside consulting to implement transition
- Public perception that this is part of a plot to merge Village and Town outside the Village
- Differences between Village and Town outside the Village bylaws, could be seen as favoring one or another
- Village vision for 5 Corners doesn't equal town vision for 5 Corners, maybe
- Ditto Town Center, would need resolving
- Possibly a rocky transition



SCENARIO #5: THE WHOLE ENCHILADA

This scenario creates a formal Joint Planning Commission and Joint Development Review Board. Planning Commissioners and Development Review Board members would be appointed by the

Selectboard, as required by statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. There would be one municipal plan and one set of bylaws. As with the appointment process it could be possible to establish a formal mechanism by which the Trustees could recommend changes to the municipal plan and/or bylaws. Updates to the municipal plan could be adopted at Town Meeting and bylaw changes would be adopted by the Town Selectboard. The Village could still adopt special plans and bylaws that would apply only in the Village. The Town and Village attorneys have advised that Municipal Charter changes would be necessary to create a Joint Planning Commission and a Joint Development Review Board.

EXAMPLE

The Town and Village of Waterbury have had a Joint Planning Commission, combined Municipal Plan, and combined Zoning Regulations for over twenty years and made the switch from separate Zoning Boards of Adjustment to a Joint Development Review Board in 2012. Board appointments are made by the Town Selectboard with Village Trustees input. Both the Selectboard and Trustees vote to adopt the municipal plan and bylaw

amendments. In the case where a bylaw change only affects the Village then only the Trustees vote on the amendment.

Working Group Comments:

Pros

- Not so many plans to update
- Might lend itself to staff located near each other
- Simple and straight-forward
- Long-range planning, balance of Village and Town outside the Village
- Goes with trends of consolidation in Essex (education, public works)
- Lends itself to 4-6 neighborhood planning groups that would actually review projects (like Burlington)
- A single group handling all applications streamlines workload
- Easier for developers
- Signals solidarity – a single community with joint interests

Cons

- Would require one-time outside consulting to implement transition
- Overwhelming workload for DRB
- Doesn't have DRBs that can focus on particular areas of the town, its bylaws, culture, and philosophy
- Increased workload for DRB
- Might be perceived as a conspiracy to merge Essex
- Residents might not feel they have personal attention
- Too fast, raises fears of merger

RECOMMENDATIONS

This section lays out structural and non-structural recommendations for the Town of Essex Selectboard and Village of Essex Junction Trustees to consider.

Structural Recommendations

The primary charge of TGIA was to come up with a recommendation on any structural changes to the current boards and commissions. The recommendations in this report are the result of an iterative process of exploring a variety of planning governance options as detailed in previous sections.

The Working Group made its decisions by consensus. The group's facilitators used a tool called the "orange line" to determine consensus on different choices during the project. The idea is that for key decisions, the group works to get above the orange line – to the place where participants could at least live with a choice.

During the final Working Group session members used a straw poll to indicate their preferences for three "end destinations"; the idea that over time Essex would move towards one of these end points for planning governance. The end destinations presented were:

#1: Joint Planning

- Joint Planning Commission
- Separate Development Review Boards
- Joint Municipal Plan & Separate Bylaws

#2: Whole Enchilada

- Joint Planning Commission
- Joint Development Review Board
- Joint Municipal Plan & Joint Bylaws

#3: TBD, Wait and See

- Start with changing to separate Development Review Boards and see how that initial change goes before deciding on other changes.

Here are the results of the straw poll:



End Destination: Joint Planning

10 - It is my first choice

11 - I could live with it

0 - I need more info before deciding

0 - I am opposed to it



End Destination: Whole Enchilada

7 - It is my first choice

8 - I could live with it

2 - I need more info before deciding

4 - I am opposed to it



End Destination: TBD, Wait & See

2 - It is my first choice

10 - I could live with it

1 - I need more info before deciding

8 - I am opposed to it

The straw poll results indicated consensus on one end destination: Joint Planning.

RECOMMENDATION #1:

MOVE TO CREATE A JOINT PLANNING COMMISSION AND TWO SEPARATE DEVELOPMENT REVIEW BOARDS.

This recommendation would create a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It would create two separate Development Review Boards that would be appointed by their respective legislative bodies. Essex would also move towards the adoption of a single Municipal Plan over time. There would be two sets of bylaws that would be adopted by their respective legislative bodies (i.e. Selectboard or Trustees).

RECOMMENDATION #2:

USE A PHASED APPROACH TO STRUCTURAL CHANGES.

The transition to a different governance structure will require a thoughtful and deliberate approach. As appropriate, changes should be phased in order to evaluate whether they are producing a more effective planning governance structure.

RECOMMENDATION #3:

EMPOWER BOARDS TO ESTABLISH A TIMEFRAME AND WORK WITH STAFF TO MAKE A PLAN FOR TRANSITION.

The Town Selectboard and Village Trustees are ultimately responsible for making decisions about what changes will occur. TGIA encourages both bodies to coordinate with their respective

Planning Commissions, Zoning Boards of Adjustment and Community Development staffs to ensure any transition occurs as smoothly as possible. In addition, the broader community should be kept informed about transition plans and provided with opportunities to provide input when appropriate.

What Would Change?

The Town and Village would go from a completely separate planning structure to planning together around a long range vision and policy while maintaining their own development review processes.



KEY CONSIDERATIONS

While TGIA did not prescribe a transition pathway, project materials do lay out a conceptual timeline (see Scenarios 2.0 document from Working Group Session #4). The timeline was presented to show the types of activities that would occur. Those activities include:

Changes to Municipal Charters: Counsel for both the Town and Village have recommended charter changes in order to enable the creation of a Joint Planning Commission and Development Review Boards. Changes would need to be first approved at the annual Town and Village meetings and then passed by the State Legislature.



Appointment processes for boards: The Selectboard and Trustees would need to develop a process for making appointments to a Joint Planning Commission and their respective Development Review Boards. Also, they would need to determine how they would transition existing board members into new roles if desired.



Adoption of new planning structures: The Selectboard and Trustees would need to formally adopt a Joint Planning Commission and their respective Development Review Boards. These changes can be made by votes of the two legislative bodies. They would also need to think through how to ensure consistent communication among the boards.



Updates to the Municipal Plan: The Town and Village would need to work towards the development of a unified Municipal Plan. Currently, the State of Vermont requires updates every five years so a unified plan should be aligned with the next statutory deadline if the timing makes sense in the context of other changes. There is a move towards changing the five-year update requirement to ten years, which could affect this element of the transition plan.



Updates to Bylaws: Bylaw updates would be necessary to reflect the shift of review powers to the Development Review Board. Bylaw updates can be made by vote by the Selectboard and Trustees.



Transition plan for projects under review: Votes(s) creating the Development Review Boards must be timed so that all work of the existing Zoning Boards of Appeal would be completed and there could be a window of time to get the Development Review Board members appointed, addressing any changes necessary to Planning Commission membership and establishing rules of procedure. Ideally, this transition happens at a slower time of year for applications, likely in the later months of the year. Boards can adopt the new planning structure and note a future date at which point the change would go into effect thereby providing ample transition time.



Consideration of the allocation of staff responsibilities: The total level of work by staff does not change dramatically under the recommended governance structure. In the short term, the need for staff or outside support would increase to assist with any transition plan. Longer term, it's likely that staff responsibilities may shift particularly in terms of how a Joint Planning Commission would be supported.



Development of a community education and input process: Based on the community input into TGIA and discussion at Working Group sessions there is a clear need to think through how any changes would be communicated with the broader community and how, when appropriate, input would be sought on the specifics of those changes.



Consideration of non-structural changes: There are other changes that could complement any structural changes made (see next section). In some cases, these may be best time in advance, concurrently or after structural changes.



Each of these activities would require careful consideration and time on the parts of boards and staff.

Non-Structural Recommendations

The secondary charge of TGIA was to come up with recommendations related to how to improve community engagement in planning. Much of the community input TGIA received could be addressed more effectively through changes related to community engagement.

While the Working Group did not get to a detailed set of recommendations, it developed and assessed general ideas that would address the project's findings related to community engagement. This section describes the ideas and then presents the results of an Impact Feasibility Assessment conducted by the Working Group.

COMMUNICATIONS 2.0

The following ideas are aimed at improving planning communications efforts in Essex:

Develop local partnerships. Essex has a history of working with local organizations and groups to help spread the word about projects (e.g. asking to post event info in school newsletters or through community Facebook pages). Most of these arrangements are ad hoc but it is possible to formalize partnerships to more easily share information across a variety of projects. Potential partners include the schools, recreation departments and libraries.

Research new ways to communicate. Essex already communicates in many ways – local papers, Front Porch Forum, newsletters, etc. - and there is always room for improvement. Communications is about message and medium; it's about what you say *and* how you say it that matters in the community context. The first step is to determine how people want to receive information from their community (e.g., a short survey or interactive board at Town Meeting could be one way to collect this info). Then it's possible to figure out what tools will work best and in budget.

Target communication. Regardless of what channels are being used, messages today need to be targeted towards specific audiences. In addition, the type of planning issue or project being featured will influence how to structure communications.

Use communications channels consistently. Once it's known how best to communicate information, then those approaches must be used consistently. This consistency will help build clearer expectations about how information will be shared and where people can go to get news. The Town's Community Development staff noted that they are already creating a Communications Plan as a result of this effort, which is a great step towards institutionalizing best practices.

PARTICIPATION 2.0

The following ideas are aimed at improving public participation in planning in Essex:

Make planning easy to understand. While planning deals with complex issues it is possible to develop resources that break down the basics for people. These resources will enable people to more easily and productively participate in planning discussions. There are a variety of resources already available on general planning topics through organizations like the [Vermont Planners Association](#), [Vermont League of Cities and Towns](#) and the [American Planning Association](#). However, resources tailored to Essex's specific situation will be more helpful to residents.

Make meetings easy to understand. Municipal meetings must follow certain protocols to stay in line with open meetings laws. While the structure of some meetings can feel formal and intimidating it is possible to take steps to make them more inviting

and understandable to people who are new to municipal processes. Examples include:

- Provide a meeting hand-out explaining the basic purpose of the meeting, guidelines on participation and where meetings agendas/summaries are posted.
- Board chairs could state upfront a meeting's purpose and how and when members of the public will be invited to share their questions or concerns.
- Show/share a roadmap of decision making at every meeting so participants know where they are in the process.

The Town's recent development of a [Public Participation Guide](#) is an example of this kind of approach.

Research new participation methods and tools. As with communications, it's important to first understand what general ways people would want to engage in planning issues. TGIA has identified some community interest in greater online options and neighborhood options but there could be others. Generally, communities are well served to provide a mix of group and individual opportunities to participate in addition to the required meetings and hearings.

Explore potential of neighborhood planning structures. TGIA and the Essex Governance Group identified the potential for neighborhood planning structures to add value to planning in Essex. There is some precedent to using neighborhoods in planning in Vermont. Some of these examples are detailed in materials developed for the fourth Working Group session.

Develop a public participation ordinance. Much of the law regarding public participation is outdated and does not match the variety of participatory tools available today. A public participation ordinance is one helpful tool to help empower local decision makers with more of a legal framework to support community engagement. A model ordinance, along with several other helpful tools, can be found in the 2013 [Making Participation Legal](#) published by Deliberative Democracy Consortium.

Assessing participation ideas



OPEN ACCESS

The following ideas are aimed at improving access to information in Essex:

Develop a quarterly municipal boards newsletter. This newsletter could be a resource for municipal boards, staff and residents alike. The Village Newsletter serves as a local example of a successful newsletter. A quarterly schedule may be a reasonable schedule for a newsletter that would cover both Town and Village boards and simple report forms could be developed for board chairs and staff to use to provide content for the newsletter.

Develop an online system for tracking development applications. Right now most people would find it difficult to know what developments are being proposed in their part of town. While this information is available if you go to the town offices for it, a more easier and transparent option could help residents be aware of what's happening in their own neighborhood. For instance, the City of Burlington has an [online system](#) where anyone can find out what development applications have been submitted and what stage of review they are in; applications are available in a sortable table (by address) or on a Google Map.

Develop an open access data portal. Many cities are providing greater access to municipal related data. This access creates greater transparency and can spur local citizen analysis and innovation. Burlington provides another local example of a city that has created an [open data portal](#). Types of information available include: public works permits, police logs, rental housing, property assessments, and city budget info.

HUMAN RESOURCES

The following ideas are aimed at supporting the human capital of community engagement in Essex:

Support board member training. There are a variety of existing training programs available in VT, possibilities for developed tailored programs in partnership with other partners, and ways to help build skills locally. Some board members do take advantage of programs offered through state programs like the VT League of Cities and Towns, Vermont Planners Association or the State of VT and both the Town and Village cover these costs. However, most out of the box trainings are held at times and places that are not convenient for volunteer board members. A variety of ideas for addressing board training are detailed in materials developed for the fourth Working Group session.

Consider co-location of Community Development Staff. This idea has been raised through this process and is under consideration by the Town Manager. It could be convenient to residents to have both departments together and beneficial for staff to have more face-to-face time to enable opportunities for interaction and collaboration. However, department re-location is a facilities management question and would need to consider the value of co-locating other departments that residents frequently use together.

Consider re-allocation of resources to support staffing dedicated to communications and public participation. While a number of staff members currently undertake these activities as part of their work there could be benefit to a more focused approach where one staff person is dedicated to providing communications and engagement support across a variety of projects and possibly across

Town and Village departments. This person could be a go-to resource to town departments, develop relationships with a variety of local partners, and stay current on best practices in community engagement.

Engage community member volunteers. While municipal staff will always play a role in public participation it's also possible to build a volunteer corp to assist with aspects of the participation effort. This may be particularly useful in the case of any kind of neighborhood based engagement.

Form a community engagement working group. The TGIA Working Group made progress on issues of planning governance structure and produced thoughtful reflections on community engagement. However, these ideas will not be as fully discussed and vetted as the structural aspects of the project so one possibility is to form a new working group to carry the engagement ideas forward.

ASSESSMENT

TGIA Working Group members used an impact feasibility assessment to rate each idea on the following scales:

Impact on community understanding and participation in planning – high, medium, low

Feasibility of idea to be implemented (e.g. funding, political will, legal, etc.) – high, medium, low

The results of the impact feasibility exercise are on the next page. The ideas along with their nicknames (used to illustrate how ideas

rated in the impact feasibility chart on next page) are provided here in summary form for reference:

Communications 2.0

- Develop local partnerships. PARTNERSHIPS
- Research new ways to communicate. RESEARCH COMM
- Use/continue communications channels consistently. CONSISTENT COMM
- Target communication. TARGET COMM

Participation 2.0

- Make planning easy to understand. EASY PLANNING
- Make meetings easy to understand. EASY MEETINGS
- Research new participation methods and tools. RESEARCH PART
- Explore potential of neighborhood planning structures. NEIGHBORHOOD PLANNING
- Develop a public participation ordinance. ORDINANCE

Open Access

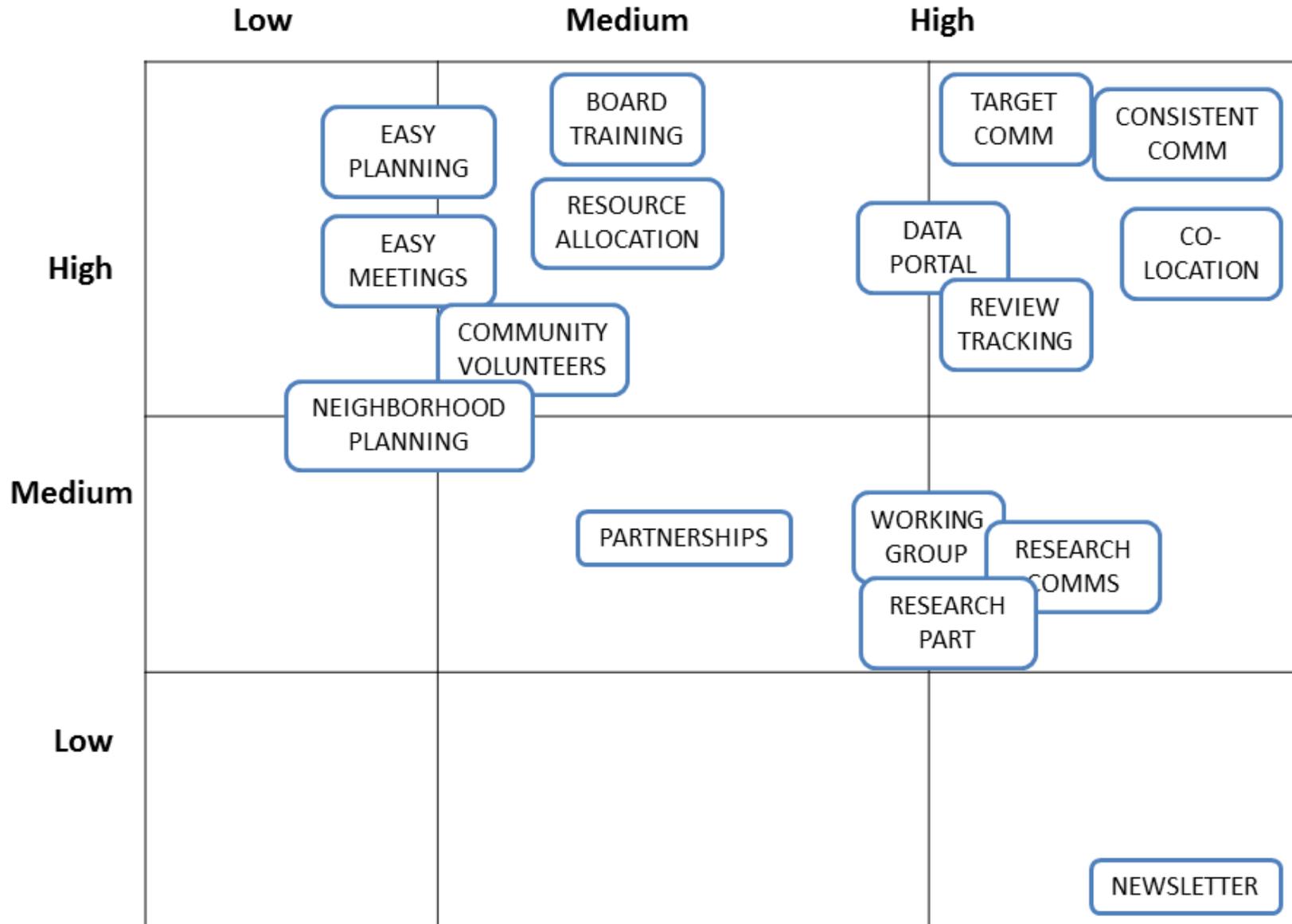
- Develop a quarterly municipal boards newsletter. NEWSLETTER
- Develop an online system for tracking development applications. REVIEW TRACKING
- Develop an open access data portal. DATA PORTAL

Human Resources

- Support board member training. BOARD TRAINING
- Consider co-location of Community Development Staff. CO-LOCATION
- Consider re-allocation of resources to support staffing dedicated to communications and public participation. RESOURCE ALLOCATION
- Engage community member volunteers. COMMUNITY VOLUNTEERS
- Form a community engagement working group. WORKING GROUP



Impact Feasibility Matrix



Several themes emerged from the discussion around the Working Group's assessment of ideas:

- Improving messaging and communications around planning are of high importance.
- There is potential to increase transparency of planning through online tools but also a need to assess how existing models are working (e.g. Burlington or Colchester's data portals).
- There is interest in allocating resources to support engagement and ensuring board volunteers are trained.
- The desire to ensure that efforts focused on improving community participation continue.

The upcoming project in partnership with Essex Heart & Soul could offer a seamless way to carry forward the community participation findings and ideas found as part of the TGIA effort. Heart & Soul will be working with Matt Leighninger, Executive Director of the Deliberative Democracy Consortium, to incorporate public engagement skills and expectations into all job descriptions, hiring expectations, and performance reviews for municipal staff in the Town and Village. There will also be a one-day workshop for engagement leaders (inside and outside government) to help build their engagement skills.

Community Reaction

At the second Community Workshop, participants had a chance to weigh in with their reactions to the project's findings and recommendations. Here is a summary of that input:

1. What resonated with you?

- Strong consensus in favor of the 1 Planning Commission, 2 Development Review Board model
 - One Planning Commission will be able to spend more time on long range planning
 - A good "first step" toward "big enchilada" (consolidated planning and development review)
 - Improves citizen "access" and civic engagement
- More efficient use of staff
 - Streamlining, better process
 - Redistribution and shared staffing will be good
 - Opportunity to co-locate staff
 - Better communication, shared info
- New model allows one Essex vision
 - Honors the urban/rural split
 - Keeps uniqueness of Town and Village
 - Increases chances of preserving open space, preserving/improving sidewalks

2. What concerned you?

- The risk of disconnection
 - [Citizen engagement] better if close to government, big government is less responsive
 - What are mechanisms for appeal: will citizens feel comfortable going to Development Review Board?

- Always risk of Development Review Board being disconnected from planning processes
- Too complex: more streamlining needed (1 board, 1 plan, 1 code, etc.)
- How do we develop and implement the municipal plan?
 - Certain district's priorities?
 - What about interim? Don't want to make development "mistakes"
 - Risk of Development Review Board affecting growth, economic development [negatively]
 - Aesthetics – a concern of many residents who have not attended meetings
- Staffing Resources, financial resources and board member selection
 - What happens to staff?
 - How would Planning Commission members be selected: need equal geographical split in representation to Planning Commission: Shared appointments would be best (SB and Trustees)
 - Only so many planning financial resources: need to ensure we can get at those.

3. Was there anything missing from your perspective?

- Some stakeholders are absent [need outreach?]
 - Opposing views from one or two municipal entities
 - Renters
 - "People not here tonight will not be in favor of consolidation"
- No plans in place for staffing changes
 - Co-locating staff?
 - Merging staff?
- Most board members don't have design review training

- Structures for improved communication
 - Between Planning Commission and Development Review Board to stay strong and grounded
 - Have Planning Commission and two Development Review Boards meet jointly annually to stay in sync?
 - Staff should start meetings of Development Review Board by summing up where we are and how much input is welcomed.

A full summary of the workshop proceedings can be found in this report's Appendix.



MOVING FORWARD

Essex is undergoing a transformation in the way it thinks about the relationship between the Town and Village. Recent community efforts have pointed to the desire for greater collaboration that strengthens the physical character and social fabric of the community as a whole. Yet, there is also a desire to move ahead carefully to ensure that the unique aspects and priorities of each part of the community are not lost, and that potential changes consider financial and other resource implications.

TGIA focused on exploring different approaches to planning governance that could illuminate a new path forward that responds to the desire for greater collaboration while maintaining the Town and Village's distinctiveness. While TGIA puts forward a set of recommendations its utility is also in the analysis of different issues and ideas. The hope is that this "why" will be helpful to the Selectboard and Trustees as they consider potential planning governance changes.





The economic engine of Vermont.

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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
DATE: July 25, 2016
SUBJECT: FYE17 Village of Essex Junction Tax Rate

Issue

The issue is whether or not the Trustees will set the Village of Essex Junction FYE17 tax rate at \$0.2289 per \$100 of assessed property value.

Discussion

The Village voted to raise \$2,482,765 in property taxes for FYE 2017 at the Annual meeting on April 6, 2016. The Village also voted on April 8, 2014 to bond for capital improvements. The payment on the bond for FYE 2017 is \$222,244 which is included in the amount to be raised of \$2,482,765.

The Grand List value received from the Town assessor on 7/11/16 was \$10,856,670. The Grand List increased by .06% from 2015 to 2016. The Grand List value has been adjusted for the tax stabilization agreements for the Whitcomb Farm property at 315 South Street and the property at 8 Railroad Avenue resulting in an adjusted Grand List value of \$10,848,522. In order to raise the taxes necessary for the General Fund budget including bond payment, the tax rate needs to be set at \$0.2289 per \$100 of assessed value. This amount is a **decrease** of \$0.0077 or 3.25% in the tax rate. Please see the attached rate calculation for a more detailed comparison of this year's rate to last year's rate. This tax rate is more than the rate (\$0.2269) estimated when the budget was approved. The reason for the difference between estimated and actual is a less than anticipated increase in the grand list.

Cost

The cost to a tax payer with a \$270,000 value home will be \$618 which is a **decrease** of \$21 from FYE16 taxes.

Recommendation

It is recommended that the Trustees set the FYE17 tax rate at \$0.2289 per \$100 of assessed property value.

Village of Essex Junction

FY17 Tax Rate Calculation

Amount to be raised in Taxes for Budget (excluding Debt Service)	\$2,260,521
Amount to be raised in Taxes for Debt Service	<u>\$222,244</u>
	<u>\$2,482,765</u>

Grand List before tax stabilization adjustment \$10,856,670

Tax Stabilization calculation

Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction to Grand List
8 Railroad Ave. #1029023000	\$ 5,788	70%	\$4,052	\$ (1,736)
Whitcomb Farm #1005001000	\$ 6,411	0		\$ (6,411)
				<u> </u>
Total Reduction in grand list due to tax stabilization				\$ (8,148)

Grand List after tax stabilization adjustment	\$10,848,522
Tax Rate for Budget (\$2,260,521/\$10,848,522)	\$0.2084
Tax Rate for Debt Service (\$222,244/\$10,848,522)	<u>\$0.0205</u>
Total Tax Rate	<u>\$0.2289</u>
Round Rate up to	<u>\$0.2289</u>

<u>Comparison of FYE16 rates to FYE15 rates</u>				
	<u>FYE16</u>	<u>FYE17</u>	<u>% Change</u>	<u>\$ Increase/ (Decrease)</u>
Debt Service tax rate	\$0.0206	\$0.0205	-1%	-\$0.0001
Other Expenditures tax rate	\$0.2160	\$0.2084	-4%	-\$0.0076
Total tax rate	\$0.2366	\$0.2289	-3%	-\$0.0077
Taxes on \$270,000 assessed value home	\$639	\$618	-3%	-\$21

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
July 12, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton. (Elaine Sopchak was absent.)
ADMINISTRATION: Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Community Development Director. (Pat Scheidel, Municipal Manager was absent.)
OTHERS PRESENT: Sue Buswell, Steve Shaw, Wayne Beebe, George and Beth Paul, Genevieve Melle, Dawn Giambastista, Mary Jo Engel.

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 CHANGES/APPROVAL

The following changes to the agenda were noted:

- Add to Public Hearing – Additions to the Land Development Code
- Add to Trustees Comments – Letter to the Editor re: Growth in the Village
- Add to Consent Agenda – Warrant #17001, dated 7/8/16

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

Genevieve Melle, 13 Jackson Street, thanked the Trustees for the fast response to Front Porch Forum emails. The responses were well received and show the Trustees are listening.

2. Public Hearing: Land Development Code Update

The public hearing was opened at 6:35 PM. George Tyler noted this is the first of two public hearings on the Land Development Code (LDC).

Robin Pierce summarized the updates to the LDC and highlighted the following:

- Update of some items in the LDC were to align with state regulations. For example the state uses “PUD” (Planned Unit Development) rather than “PRD” so each incidence of “PRD” in the LCD was changed to “PUD”.
- There were updates to the Public Works Specs on road profiles and turning radius.
- Streetlights to be used in the Village Center District were noted in the code.
- The Neighborhood Overlay in the Village Center District was added. There are various benefits available for specific types of development (i.e. affordable housing).
- The landscaping requirement for parking lots was increased.

- Terms and definitions were updated and/or added (i.e. PUD, dark sky compliant).
- Approval procedures for master plans were clarified.

Lori Houghton asked about the affordable housing component. Robin Pierce said the waivers were not changed. The overlay is in the Village Center District. There are also waivers for renewable energy. There was discussion of affordable housing and according to the statistics at this time there is enough affordable housing in the village versus other areas in the state.

Andrew Brown asked about the following:

- Re-adoption of the code every eight years rather than every five years - Robin Pierce said the change to every eight years is a state requirement.
- Massage Therapy definition and who determines “approved alternative certification” (Section 201.C.127) - Robin Pierce said the Trustees would make the decision. George Tyler said further clarification is needed.
- Sign Regulations and illuminated message boards – Robin Pierce said the signs are limited to public service announcements to avoid having these types of signs all over the village.
- The deleted items under Zoning Permit Requirements (Section 502) – Robin Pierce said the items are covered elsewhere in the LDC.

Dan Kerin said he has heard concerns from people in the village about allowed building height.

PUBLIC COMMENTS

Sue Buswell, Briar Lane, expressed concern about building heights up to six floors, especially in the village center. Ms. Buswell asked about future plans for buildings adjacent to the structure at 4 Pearl Street. Lori Houghton read Section 604.H (Building Height) which says the height is not to exceed four stories or 58’ whichever is less. The Planning Commission can grant a waiver to up to six stories or 84’ whichever is less if the site design does not negatively impact the character of the area. The Planning Commission can set conditions to ensure there is no adverse effect on the surrounding neighborhood. George Tyler noted there was a conceptual proposal put forward for a four story building on Park Street and a four story senior housing building behind it. The Planning Commission has not yet received an actual development application however. The single family house on Pearl Street next to 4 Pearl Street is historic and cannot be removed.

Mary Jo Engel, Gaines Court, pointed out if the language is in the LDC then the public does not have much say on a development. Ms. Engel expressed concern about six story buildings and the ability to grant a waiver. A six story building in the village gives an overwhelming, “canyon-like” feeling. The village is a village or town, not a city. This is the critical time to provide input to the language in the LDC. George Tyler pointed out the LDC has allowed six story buildings since 2001, but no applications have been submitted until the building at Five Corners. The Trustees wanted four stories, but the Planning Commission argued for the flexibility to go higher in case an application came

forth that the village wants. Mary Jo Engel commented the village is an asset. Developers want to develop here whether four stories or six stories.

Genevieve Melle, Jackson Street, mentioned her recent visit to New Jersey and the suburban commercial and historic district with beautiful parks and no buildings taller than two stories. Ms. Melle felt the village should not be reaching out to developers, but should ask the people if they want six story buildings. Ms. Melle opposed buildings greater than four stories and giving the Planning Commission the power to grant waivers. There are many changes in the LDC that are significant and the Planning Commission needs to put this in words the people can understand and respond to. People need to understand the process. The process is transparent for people who are educated and have been through the process. There are many people who live in the village center who did not anticipate the changes when they purchased their house. There is also concern about some members of the Planning Commission and recruitment of new members. George Tyler mentioned the Design Five Corners concept. Ms. Melle said the plan was put forth by a sham consultant who did not have a professional background except to have written a book.

Wayne Beebe, Wilkinson Drive, explained the problem he continues to experience from lights and hockey pucks from his neighbor's backyard 60'x 40' ice hockey rink. The light spills over onto his house at night and flying pucks have hit his house and often go in his yard. The matter still has not been resolved after five years of effort. Mr. Beebe showed pictures of the rink, winter and summer, and suggested the village define how much light is allowed and perhaps restrict the time the lights can be on to minimize light trespass. Robin Pierce stated the Planning Commission struggled with language that would offer some relief while still allowing people to use their yards. There is language on maximum illumination levels and "dark sky compliant" in the LDC. The Planning Commission wrestled with the best way to address pucks, balls, or any item from games people are playing in their yard going onto neighboring property. George Tyler suggested the Planning Commission look at how long lights around a backyard ice rink can be on at night. More specific regulations are needed to address the safety aspect of pucks going onto neighboring property.

Beth & George Paul, Summit Street, spoke against closing Main Street to vehicles and allowing waivers for buildings to be greater than four stories. Tall buildings overshadow smaller buildings. Green space was lost to concrete and brick with the new building at Five Corners. Regarding light pollution and security lights, Ms. Paul said they had to get "blackout" shades to block the security lighting from the school and the neighbors. Green Mountain Power also switched the streetlight. Ms. Paul spoke in support of controlling light pollution.

George Tyler mentioned the crescent connector road and the suggestion once the road is built to convert Five Corners to a four-way intersection which will reduce the wait time at the traffic lights by half. The proposal will be studied and if the results are positive then a community conversation will be held on next steps.

There were no further comments. The public hearing was closed at 7:47 PM.

4. EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to find that premature public knowledge of candidates for volunteer positions would place the Village of Essex Junction at a substantial disadvantage. VOTING: unanimous (3-0)[Lori Houghton not present for vote]; motion carried.

MOTION by Dan Kerin, SECOND by Andrew Brown, to go into Executive Session to interview candidates for volunteer positions in accordance with the Open Meeting Law, 1VSA313(a)(3), and to invite the Assistant Manager to attend. VOTING: unanimous (3-0)[Lori Houghton not present for vote]; motion carried.

Executive Session was convened at 7:50 PM.

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:15 PM.

5. OLD BUSINESS

1. Re/Appointments to Boards, Commissions, Committees

MOTION by George Tyler, SECOND by Lori Houghton, to appoint Bruce Murdough to the Zoning Board of Adjustment through 6/30/19. VOTING: unanimous (4-0); motion carried.

MOTION by Lori Houghton, SECOND by Andrew Brown, to appoint Eric Bowker to the Bike/Walk Advisory Committee for a three year term ending June 30, 2019. VOTING: unanimous (4-0); motion carried.

MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Robin Pierce as the representative to the CCRPC Planning Advisory Committee and John Alden as alternate for the period of July 1, 2016 through June 30, 2018. VOTING: unanimous (4-0); motion carried.

2. Note Renewal for Fire Department Ladder Truck

Lauren Morrissette reported this will be the last year of borrowing and the last payment on the ladder truck.

MOTION by Andrew Brown, SECOND by Lori Houghton, to adopt the resolution for current expense borrowing and sign the current expense note and the resolution. VOTING: unanimous (4-0); motion carried.

6. NEW BUSINESS

None.

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

- August 9, 2016
- August 23, 2016
- September 13, 2016
- September 27, 2016

***Special Events/Meetings**

- July 16, 2016 @ 5 PM – Block Party & Street Dance
- July 21, 2016 @ 3 PM – Employee Appreciation Party
- July 25, 2016 @ 6:30 PM – Joint meeting with Planning Commission and Zoning Board of Adjustment

8. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- George Tyler mentioned the editorial for the *Essex Reporter* on growth in the village downtown and the homeless person on Pearl Street.
- Lori Houghton commented growth is good, but there are impacts.
- Lori Houghton reported on the productive meeting on promoting food security in Essex and building a network to share resources and make sure people in the community are fed.

2. Reading File

- Minutes
 - Planning Commission 6/16/16
 - Block Party Committee 6/27/16
- Letter: Bernard Sanders re: Tree City USA
- Memo: CCRPC re: Hearing on Transportation Improvement Program 7/20/16

9. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of Warrant #17001, dated 7/8/16:

- 1. Approve Minutes of Previous Meetings 6/28/16**
- 2. Expense Warrant #16050 dated 6/30/16 in the amount of \$188,393.98.**
- 3. Expense Warrant #17001 dated 7/5/16 in the amount of \$398,010.99.**

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

10. ADJOURNMENT

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

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

The meeting was adjourned at 8:30 PM.

07/18/16
08:30 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17002 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 07/15/16 To 07/15/16 & Fund 2

Page 1 of 3
LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	06/10/16	ST brushes 714547	210-43110.610 SUPPLIES	4.49	6329	07/15/16
10510	05/26/16	ST screws 714551	210-43110.610 SUPPLIES	6.11	6329	07/15/16
10510	05/27/16	ST batteries 714553	210-43110.610 SUPPLIES	8.99	6329	07/15/16
10510	05/27/16	ST duct tape 714556	210-43110.610 SUPPLIES	17.98	6329	07/15/16
10510	05/27/16	ST parade trash cans 714558	210-43110.610 SUPPLIES	53.98	6329	07/15/16
10510	06/02/16	ST rope 714582	210-43110.610 SUPPLIES	15.29	6329	07/15/16
10510	06/02/16	ST spray paint 714584	210-43110.610 SUPPLIES	3.14	6329	07/15/16
10510	06/03/16	ST fountain chemicals 714585	210-43161.002 MEMORIAL PARK	8.09	6329	07/15/16
10510	06/08/16	ST drill bits 714607	210-43110.610 SUPPLIES	13.48	6329	07/15/16
10510	06/08/16	ST security hex wrenches 714618	210-43110.610 SUPPLIES	4.49	6329	07/15/16
10510	06/17/16	ST trash can 714658	210-43110.610 SUPPLIES	23.99	6329	07/15/16
10510	06/17/16	ST trash can 714659	210-43110.610 SUPPLIES	23.99	6329	07/15/16
10510	06/20/16	ST wooden handles 714678	210-43110.610 SUPPLIES	9.88	6329	07/15/16
23525	05/20/16	VF E21 svc 58125	210-42220.432 VEHICLE MAINTENANCE	1425.29	6333	07/15/16
25715	07/07/16	DV 4 Pearl St eng 07071614835	210-15102.000 EXCHANGE - ENGI/LEGAL	101.08	6336	07/15/16
25715	07/11/16	DV Maple St pk maint bldg 07111615802	210-15102.000 EXCHANGE - ENGI/LEGAL	469.00	6336	07/15/16
25715	07/11/16	DV LDC review 07111615813	210-41970.330 OTHER PROFESSIONAL SVCS	1405.90	6336	07/15/16
25715	07/11/16	DV Flex A Seal eng 07111616804	210-15102.000 EXCHANGE - ENGI/LEGAL	573.75	6336	07/15/16
25715	07/11/16	DV IBM grndwter treat fac 07111616808	210-15102.000 EXCHANGE - ENGI/LEGAL	236.25	6336	07/15/16
25715	07/11/16	DV 1 Cherry St ext eng 07111616811	210-15102.000 EXCHANGE - ENGI/LEGAL	675.00	6336	07/15/16
28790	07/02/16	VF shiping svc June 070208	210-42220.889 ROUTINE EQUIPMENT PURCHAS	42.88	6338	07/15/16
00080	01/28/16	VF nozzles 332124	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1620.00	6341	07/15/16
21580	07/08/16	DV LDC consultant 1	210-41970.330 OTHER PROFESSIONAL SVCS	5000.00	6344	07/15/16
05010	06/16/16	AD voluntaer ad 114117	210-41320.550 PRINTING AND ADVERTISING	42.50	6351	07/15/16
05010	06/23/16	DV ZBA legal notice 114245	210-41970.550 PRINTING AND ADVERTISING	55.25	6351	07/15/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05010	LYNN PUBLICATIONS	06/30/16 PC legal notice 114331	210-41970.550 PRINTING AND ADVERTISING	68.00	6351	07/15/16
29835	SHERWIN-WILLIAMS	06/29/16 ST paint supplies 66522	210-43110.610 SUPPLIES	48.51	6365	07/15/16
36130	VERIZON WIRELESS	06/28/16 ST phones 9767294550	210-43110.535 TELEPHONE SERVICES	203.10	6369	07/15/16
25715	DONALD HAMLIN CONSULT ENG	07/07/16 VR Cres Cntr prmt 07071612833	230-46801.008 CRESCENT CONNECTOR	2320.00	6336	07/15/16
25715	DONALD HAMLIN CONSULT ENG	07/07/16 VR Pearl St link prmt 071071614807	230-46801.007 PEARL ST. LINKING SIDEWAL	782.50	6336	07/15/16
12000	LAMOUREUX & DICKINSON INC	05/31/16 VR May Pearl link design 42933	230-46801.007 PEARL ST. LINKING SIDEWAL	726.54	6349	07/15/16
31275	DON WESTON EXCAVATING INC	06/30/16 VWVB Briar Ln const PAY APP # 7	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	60770.71	6335	07/15/16
25715	DONALD HAMLIN CONSULT ENG	07/16/16 VWVB Briar Ln eng 07161614813	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	21748.23	6336	07/15/16
10510	BLUE TARP FINANCIAL INC	06/14/16 W toilet parts for meter 714635	254-43200.610 SUPPLIES	30.80	6329	07/15/16
10510	BLUE TARP FINANCIAL INC	06/14/16 W trk supplies 714639	254-43200.610 SUPPLIES	7.00	6329	07/15/16
31275	DON WESTON EXCAVATING INC	06/30/16 VWVB Briar Ln const PAY APP # 7	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	9688.08	6335	07/15/16
25715	DONALD HAMLIN CONSULT ENG	07/16/16 VWVB Briar Ln eng 07161614813	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	3467.11	6336	07/15/16
36130	VERIZON WIRELESS	06/28/16 ST phones 9767294550	254-43200.535 TELEPHONE SERVICES	91.02	6369	07/15/16
10510	BLUE TARP FINANCIAL INC	06/02/16 WW co gen screen 714576	255-43200.570 MAINTENANCE OTHER	17.98	6329	07/15/16
10510	BLUE TARP FINANCIAL INC	06/02/16 WW co gen screen 714581	255-43200.570 MAINTENANCE OTHER	15.18	6329	07/15/16
10510	BLUE TARP FINANCIAL INC	06/07/16 WW cleaner 714597	255-43200.570 MAINTENANCE OTHER	32.95	6329	07/15/16
10510	BLUE TARP FINANCIAL INC	06/16/16 W hose accessories 714649	255-43200.570 MAINTENANCE OTHER	26.49	6329	07/15/16
10510	BLUE TARP FINANCIAL INC	06/16/16 WW paint supplies 714652	255-43200.570 MAINTENANCE OTHER	15.26	6329	07/15/16
V0710	ENDYNE, INC.	06/29/16 WW weekly tkn 205106	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6337	07/15/16
05495	LCS CONTROLS, INC	06/15/16 WW VPN termination testin 13133	256-43330.006 SO ST PS PUMPS, VALVS, VENT	1075.00	6350	07/15/16
05495	LCS CONTROLS, INC	06/15/16 WW VPN termination testin 13133	256-43330.005 RIVER ST. PS CNTL PANEL,	1075.00	6350	07/15/16
05495	LCS CONTROLS, INC	06/15/16 WW VPN termination testin 13133	256-43330.003 MISC PS WORK - (FY12 BUDG	5412.00	6350	07/15/16
36130	VERIZON WIRELESS	06/23/16 WW VPN svcs 9767637214	256-43220.002 WEST ST PS COSTS	31.70	6369	07/15/16
36130	VERIZON WIRELESS	06/23/16 WW VPN svcs 9767637214	256-43200.434 PUMP STATION MAINTENANCE	123.05	6369	07/15/16
36130	VERIZON WIRELESS	06/23/16 WW VPN svcs 9767637214	256-43220.001 SUSIE WILSON PS COSTS	31.70	6369	07/15/16

07/18/16
08:30 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17002 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 07/15/16 To 07/15/16 & Fund 2

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LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				119673.71		