

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
March 12, 2013**

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

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

OTHERS PRESENT: Kirby Dunn, Diana Ferguson, John Van Driesche, Bridget Meyer, Evan Detrick.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Postpone: Update on WWTF Project by Jim Jutras.

Add: Executive Session to discuss contracts.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

b. Public Hearing: Re-Adopt Comprehensive Plan

The public hearing on re-adoption of the Village comprehensive plan was opened at 6:32 PM. Robin Pierce explained the plan update is on hold in order to incorporate ECOS principles and direction from Heart & Soul. Regional Planning must approve re-adoption of the plan and then an RFP can be done for assistance with the update. Local Motion submitted information on making the Village more bike and pedestrian friendly. Elaine Sopchak asked about coordination with the Town on the plan update. George Tyler noted the Selectboard and Trustees should meet first before the two planning commissions meet. Lori Houghton asked about outreach to the public. Robin Pierce said public input is part of the process. There were no further comments. The public hearing was closed at 6:35 PM.

c. Update: WWTF Project

The update from Jim Jutras on the waste water treatment plant project was postponed until March 26, 2013. Lauren Morrisseau noted the contract is about one third complete and on the third change order, but the project is still under the bond amount.

d. Update: Crescent Connector

Evan Detrick with Dubois & King reported the following on the crescent connector roadway:

- Dubois & King is doing the design plans for the road.
- The work team includes Robin Pierce, Rick Hamlin, Ande DeForge (VTrans), and Evan Detrick.
- The crescent connector is a circ alternative project funded with 82% federal money, 19% state money, and no local match. VTrans process for projects must be followed.
- New England Central Railroad is assisting with the rail crossing design.
- The scoping study and conceptual plans are done. The project is in the environmental assessment process now and then the preliminary plan will be done. Public meetings will be held. Some right-of-way must be acquired (will coordinate with the railroad). The last phase is the final plan and bid documents then construction (goal is 2015).
- The road template includes 11' wide travel lanes, bike lane in each direction, sidewalk on the east side, and a parking lot. There will be a new traffic signal at Park Street and a rail signal at the new at-grade crossing.
- Some improvements will be made on Maple Street (add left turn lane and a traffic signal) and Railroad Street will be rebuilt with parking. A left turn lane will be added on Main Street (Route 15).
- The same streetlights used throughout the Village will be posted along the roadway.
- Traffic lights and train gates will be coordinated and synchronized.

Lori Houghton asked for further explanation of the parking lot, recalling the original layout included street parking not a parking lot. Ms. Houghton questioned replacing the parking spaces on Park Street with the proposed parking lot because people are unlikely to park in the parking lot, cross the crescent connector and walk to establishments on Park Street. Rick Hamlin and Evan Detrick explained:

- Permission must be secured from the railroad to create the parking lot.
- The McEwing property holdings on Park Street may allow for parking, but that is separate from the crescent connector project.
- There will be a 'local street' feel in the first stretch of the connector road.
- Discussion is ongoing with VTrans on amenities such as landscaping around the parking lot, but VTrans has a strict amenities policy. The state's goal is to move traffic, bikes, and pedestrians. Landscaping is not part of the funding.
- The Village wants street trees and screening as would be requested with any project.
- Some earthwork (fill) will be needed for the parking lot because there is about a three foot difference in grade from the railroad tracks.
- There is public parking at Park Street School. More advertisement of available public parking in the area needs to be done.

e. Building Healthy Communities Committee re: Establishing an Essex Junction Bike/Walk Advisory Committee

Darby Brazoski gave an overview of the Building Healthy Communities Committee, noting the following:

- The Building Healthy Communities Committee was established in 2012 with a \$10,000 grant from the Vermont Department of Health to examine bike/pedestrian activities in the community.
- The committee partnered with Local Motion, held public forums to assess the community for bike/ped items, and formed a list of items to pursue.
- The list needs to be prioritized.
- Other partners include CCSU, Essex Police, the Town Selectboard and Village Trustees, Planning Commissions, and Public Works.
- There will be coordination with adjacent communities on bike/pedestrian amenities.
- CHIPS is the liaison on the grant with the Town to look at bike and pedestrian issues.
- Funding was received through Regional Planning to supply technical support to communities for walk/bike initiatives.
- Building Healthy Communities Committee is recommending an Essex Junction Bike/Walk Advisory Committee be established and chartered in order to remain in perpetuity.

f. Presentation: HomeShare Vermont

Kirby Dunn, Executive Director of HomeShare Vermont thanked the Village for contributing funds to the local homegrown nonprofit program that is celebrating 30 years in operation. Ms. Dunn noted the following:

- HomeShare Vermont helps elders and people with disabilities remain living in their home by bartering room and board in exchange for companionship and light assistance around the house or with a live-in caregiver arrangement depending on the needs of the client.
- The need for services is increasing and the level of need seems to be higher.
- There is a rigid screening and interview process for matches and the program stays involved throughout the service. The match agreement outlines requirements for both parties.
- The program saves much money by allowing people to stay in their home and not go into a nursing home. Every person kept out of a nursing home saves enough money to fund HomeShare for a year.

4. OLD BUSINESS

a. Re-Adopt Comprehensive Plan

MOTION by Lori Houghton, SECOND by Andrew Brown, pursuant to Title 24 Municipal and County Government, Chapter 117, Section 4387 – Readoption of Plans, that the Village of Essex Junction Trustees hereby re-adopts the current municipal (comprehensive) plan. VOTING: unanimous (5-0); motion carried.

b. Adopt FY14 Capital Reserve Budget

There was mention of holding general discussion of the capital budget, planning, and funding under the ‘Other Business’ portion of the annual meeting. Lauren Morrisseau

noted with only a couple of capital projects the budget is already exceeded. There may need to be discussion of a dedicated tax or other funding mechanism for projects that need to be done. Elaine Sopchak mentioned reopening discussions with CVE about continuing the annual payment in lieu of taxes.

MOTION by George Tyler, SECOND by Dan Kerin, to adopt the FY14 Capital Reserve Budget in the amount of \$532,443 of which \$317,802 shall be paid with grant funds and \$214,680 covered by the Capital Reserve Fund. VOTING: unanimous (5-0); motion carried.

c. Annual Meeting Preparation

Plans for the annual meeting include:

- Lasagna dinner provided by Hungry Dutchman in the village at a cost of \$1,100.
- Live broadcast of the meeting on Channel 17 and online at CCTV.org.
- Steve Eustis is the meeting moderator.
- George Tyler will introduce the trustees and staff in attendance and present the budget.
- Elaine Sopchak will facilitate discussion of use of land acquisition funds for the Whitcomb Farm conservation project.
- Charter changes will be described when the article is read and further discussed under the ‘Other Business’ portion of the meeting.
- The capital project list, budget, and funding sources will be discussed under the ‘Other Business’ portion of the meeting.

5. NEW BUSINESS

a. Approve Establishment and Policy of Bike/Walk Advisory Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the proposed Essex Junction Bike/Walk Advisory Committee and adopt the policy as drafted. VOTING: unanimous (5-0); motion carried.

b. Approve/Sign Quit Claim Deed for 76 Main Street

Staff explained the conveyance of land at 76 Main Street that should have occurred in 1968 (land swap with the school district), but was never filed. The property owner is willing to grant easements to the Village for access to the water line, stormwater maintenance and for a snow plow turnaround.

MOTION by George Tyler, SECOND by Lori Houghton, to approve and authorize the interim Village Manager(s) to sign the Quit Claim Deed conveying to Norbert and Audrey Collins a parcel of 104’x 61.5’ at 76 Main Street as depicted on the plan entitled “Easement Plan, 76 Main Street-Essex Junction, Vermont, Norbert & Audrey Collins and Village of Essex Junction”, dated October 23, 2012, prepared by Dubois & King, Inc. VOTING: unanimous (5-0); motion carried.

6. VILLAGE MANAGER’S REPORT

a. Meeting Schedule

- March 26 @ 6:30 – Regular Trustees Meeting

- April 9 @ 6:30 – Regular Trustees Meeting
- April 23 @ 6:30 – Regular Trustees Meeting
- May 14 @ 6:30 – Regular Trustees Meeting
- May 28 @ 6:30 – Regular Trustees Meeting
- June 11 @ 6:30 – Regular Trustees Meeting
- June 25 @ 6:30 – Regular Trustees Meeting
- July 9 @ 6:30 – Regular Trustees Meeting
- July 23 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- March 26 – Semi-Annual meeting with Prudential Committee
- April 3 @ 6 PM – Community Supper followed by Annual Village Meeting
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting
- May 25 @ 10 AM – Memorial Day Parade

b. Joint Meeting with Essex Selectboard

Tentative date is April 8, 2013 at 81 Main Street to discuss the shared manager concept.

c. Meeting Schedule

The March 26th meeting will include the Prudential Committee to discuss combining the recreation department with the town and the bike/walk committee. The April 9th meeting will review the discussion with the Essex Selectboard on the shared manager concept.

d. Sequester Impact

The federally funded interest on the Bradford bond decreased 7.6% due to the sequester which will cost the Village \$1,500.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

a. Board Member Comments

- Dan Kerin reported the Rec Advisory Committee has been discussing security cameras at the village parks. A security camera will be installed at the main entrance to Maple Street Park.
- George Tyler noted the Wi-Fi Committee will be meeting to discuss an alternative plan and funding for Wi-Fi service in the village. It may be that only one zone rather than five zones will have the service. Zones include Five Corners, Brownell Block, farmers market area, and two on Park Street. The investment for one zone versus multiple zones will be investigated.

b. Reading File

- ❖ Minutes
 - EJRP Advisory Council 1/24/13
 - Block Party Committee 2/25/13
 - Board of Abatement 2/26/13
- ❖ Letter to Essex Selectboard
- ❖ HomeShare Vermont Annual Report 2012

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (2/26/13)**
- 2. Approve Warrants including Checks #10046696 through #10046783 totaling \$185,247.53.**
- 3. Approve/Sign Annual Financial Plan-Town Highways**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the regular meeting and convene Executive Session to discuss contracts and invite the Village Co-Managers and Public Works Superintendent, Rick Jones, to attend. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 8:10 PM.
Executive Session adjourned at 8:12 PM.

RScty: M.E.Riordan

