



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 10, 2014 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]
 - a. Exit interviews – Planning Commission and Zoning Board Members
(Phone interview at 6:15 PM)
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
3. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Presentation By Heart & Soul about Proposal for Community Calendar
 - c. Presentation of Library Long Range Plan [7:00 PM]
 - d. Steve Eustis about West Street/West St. Extension Intersection
and Whitcomb II Common Land and Trail [7:30 PM]
 - e. Public Comment on CVE request for Sound Waiver for Relay for
Life Event June 20-21, 2014 [7:50 PM]
5. **OLD BUSINESS** [8:00 PM]
 - a. Action on Sound Waiver for Relay for Life
 - b. Approve and Sign Bond Documents for Capital Projects
 - c. Reappointments to CCRPC Planning Advisory Committee
 - d. FYE 15 Tax Collection
 - e. Review Draft Notes from Annual Retreat
6. **NEW BUSINESS** [8:30 PM]
 - a. Approve Vision Statement from Bike/Walk Advisory Committee
 - b. Approve FYE 14 General Fund Departmental Budget Transfers
 - c. Approve VTrans Grant Application for Main Street Sidewalks Scoping Study
 - d. Approve Recommended Appointee to Recreation Advisory Council
 - e. Approve Trustee Appointment to Recreation Advisory Council
7. **VILLAGE MANAGER'S REPORT** [8:50 PM]
 - a. Meeting with Library Trustees
 - b. Heart & Soul Discussion: Lara Keenan and Nina Curtiss
 - c. Trustees Meeting Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [9:00 PM]
 - a. Board Member Comments
 - b. Minutes from Other Board/Committees:
 1. Planning Commission 5/1/14, 5/8/14 & 5/15/14
 2. Zoning Board of Adjustment 5/20/14
 3. Tree Advisory Committee 5/20/14
 - c. Response from Governor Shumlin about Water Quality
 - d. Letter from CVE about Neighbor Meeting 6/10/14
 - e. Extension of Agreements with Essex Junction School District

TRUSTEES AGENDA 6/10/14

- f. VT Natural Resources Board Act 250 Hearing Recess Orders for Green Meadow Apartments and 4 Pearl Street

9. **CONSENT AGENDA** [9:05 PM]

- a. Approve Minutes of Previous Meetings 5/13/14 & 5/27/14
- b. Approve and Sign Annual Meeting Minutes 4/2/14
- c. Approve Warrants including check #10049383 through #10049463 totaling \$274,996.77.
- d. Approve FYE 15 Lincoln Hall Leases
- e. Approve Street Closings for EJRP/Block Party Light the Night 5K Run

10. **EXECUTIVE SESSION** [9:10 PM]

- a. Contracts/Personnel

11. **ADJOURN** [9:30 PM]

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

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 10, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Susan McNamara-Hill, Village Clerk/Treasurer/Tax Collector.
OTHERS PRESENT: Nina Curtis, Lara Keenan, Andrew Cimonetti, Dorothy Bergendahl, Daisy Benson, Doug Fisher, Tom Oddy, Dianne Micklos, Lance Micklos, Steve Eustis, Tara Genzlinger.

EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to go into Executive Session to discuss personnel matters. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 6 PM and exit interviews were held with Aaron Martin (Planning Commission) and Ron Gauthier (Zoning Board).

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 6:28 PM.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

- Add to Presentations – FY2015 Action Steps for Strategic Plan Brownell Library
- Add to Reading File – Letter re: Mansfield Ave.
- Add to Consent Agenda – Letter to Act 250 Board and Contract for Interim Services
- Add to Bill List – Payment to Costco

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Dottie Bergendahl announced the gala event on June 30, 2014 in honor of Penny Pillsbury's retirement as Library Director.

2. Presentation: Heart & Soul Proposal for Community Calendar

Lara Keenan reviewed a software tool showing a community calendar of events. Events and meetings of all sorts can be posted and sorted as desired. Businesses can post on the

calendar for a fee. A moderator to work a few hours a week to ensure postings are accurate and current is needed. Funding sources are being investigated. In the long term the task could be folded into the job description of a staff member. Vermont Chamber is interested in the tool. Some Vermont businesses use the tool now. Lara Keenan will present the software to stakeholders in the community.

3. Presentation: Brownell Library Long Range Plan

Daisy Benson, Dottie Bergendahl, Nina Curtiss, and Lara Keenan highlighted the following in the library long range plan:

- The plan is effective July 2015 through 2019.
- The plan supports the mission to provide diverse collections and services for all.
- Per a survey the majority of the community feels there would be a loss if the library closed.
- Locally the priority is borrowing books, CDs, audios, attending programs, reading books and magazines, and consulting with library staff.
- The library can assist Heart & Soul with response areas of education, community connections, health and recreation, and local economy.
- There is an action plan to implement the strategic plan. Additional funding is not anticipated for the action steps. The library as always will seek creative ways to find outside sources of support.

There was discussion of the following:

- Developing an expertise and charging a fee for that expertise. In general the library does not charge for services in order not to exclude anyone. There have been instances at other libraries where space was “rented” for Wi-Fi usage for short time periods. The ‘rent’ covered costs.
- An economic look at library users showed between \$195,000 and \$250,000 is spent in the village in a year.
- The library supports the Homecard system, more programming around technology, adult and children programming, digital and brick & mortar collections. A license or fee is often required to access online materials. People still want books too.
- Some public and private universities are tied into libraries and share documents. Some items are pricey and a license is needed for use. There is some sharing through the state library.
- Library staff helps patrons find information sites for the Affordable Health Care Act.
- Surveys and communication with organizations in the community will be done to ascertain current needs during the five year long range plan time period.
- The need and use of the physical library is increasing. People go to the library for books and other services. There are still some people without technology. It is necessary to have paper copies of essential information.

4. West Street/West Street Extension Intersection & Whitcomb II Common Land/Trail Steve Eustis, 18 Wilkinson Drive, expressed concern about the challenging intersection at West Street/West Street Extension. The proposal by the Village Engineer to modify the

intersection should improve safety. The Village Engineer will cost out the project and the capital committee will rank the project if necessary.

Steve Eustis discussed the trail and open land on the Whitcomb II development, noting the area is a great asset for villagers. Mr. Eustis suggested to improve access to the trail there could be better signage at the trailhead and the trail through the wet areas could be better cleared. Also, the village should pursue ownership of the open space for the future. Staff will review the approved development plan and investigate any technical issues with the property. The homeowners association will be contacted.

5. CVE Request for Sound Waiver for Relay for Life Event June 20-21, 2014

Tom Oddy with CVE requested a Category C sound waiver with Category B limits for the Relay for Life event on June 20-21, 2014 from 4 PM to 9 AM. The event raises over \$300,000 each year to fight cancer. Noise is monitored through the night. Last year the noise level was well under the allowed limit. Speakers will be located on the north side of the midway this year rather than on the south side to further reduce noise.

4. OLD BUSINESS

1. Sound Waiver for Relay for Life

MOTION by George Tyler, SECONDED by Elaine Sopchak, to approve the Category C sound waiver for Relay for Life and to use the Category B dBA limits of one hour average of 78 dBA and maximum five minute average of 83 dBA. VOTING: unanimous (4-0); motion carried.

2. Approve/Sign Bond Documents for Capital Projects

Staff noted the voters at the 2014 annual meeting approved a bond of \$3.3 million for capital projects. The cost of the bond over 20 years will be \$4,605,381. The cost of the bond for an average house in the village in FY15 is approximately \$19 and approximately \$58 in FY16 decreasing each year thereafter.

MOTION by Dan Kerin, SECONDED by Elaine Sopchak, to approve/sign the bond documents to finance capital infrastructure projects. VOTING: unanimous (4-0); motion carried.

3. Reappointments to CCRPC Planning Advisory Committee

MOTION by George Tyler, SECONDED by Dan Kerin, to reappoint Robin Pierce as the representative to CCRPC Planning Advisory Committee and John Alden as the alternate for a period of July 1, 2014 through June 30, 2016. VOTING: unanimous (4-0); motion carried.

4. FY2015 Tax Collection

Doug Fisher, Town of Essex Finance Director, reviewed the proposal for the town to handle tax billing and collection for the village, village school district, and recreation department in an effort to eliminate duplication of expenses with tax bills. Village taxpayers will receive only one tax bill and write one check. The town will pursue delinquent taxpayers. Within 20 days after collection 100% of the tax levy for the village

will be turned over to the village. The tax abatement process for the village will not change because the village is the taxing authority. The arrangement with the town is a one year trial to see if the result is positive. Pat Scheidel added having one tax bill is a symbol of cooperation and suggests the village and town are one entity.

George Tyler said village taxpayers will see a small net savings in the future because the village will not be doing tax collection (less staff time). Lauren Morrissette noted the \$50,000 in revenue that the village will not receive due to the consolidation can be made up with payment from the town for delinquent taxes and revenue from license and permit fees.

MOTION by George Tyler, SECOND by Andrew Brown, that the Board of Trustees approves management’s pursuit of consolidated tax billing and collections and to authorize the municipal manager to enter into a tax billing and collection agreement with the Town of Essex and the Essex Junction School District including the Essex Junction Recreation and Parks Department. VOTING: unanimous (4-0); motion carried.

5. Review Draft Notes from Annual Retreat

The Trustees reviewed the list of actionable items from the May 27, 2014 retreat. The following was noted:

- Greg Morgan with the Essex Economic Development Committee will be invited to the Trustees meetings periodically during the year to provide an update on the committee’s activities.
- Dan Kerin will do a flowchart of the process for development applications before the Planning Commission to provide residents with an understanding of the review process.
- An interactive webpage on the village website would be useful.
- Elaine Sopchak is working with Channel 17 on a short video about the review process for applications before the Planning Commission.

5. NEW BUSINESS

1. Approve Vision Statement from Bike/Walk Advisory Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the following vision statement and include the statement in the Transportation section of the village comprehensive plan:

“Essex Junction strives to be recognized as a friendly village of connected neighborhoods and destinations in which convenient and safe bicycle and pedestrian facilities are integrated into a seamless and accessible year-round transportation system. This system will promote the enjoyment and health of all citizens, a more vibrant local economy, and a cleaner environment.”

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

2. Approve FY2014 General Fund Departmental Budget Transfers

Lauren Morrissette briefly reviewed deficits and surpluses in departments. The deficits can be covered by the surpluses.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the use of surpluses in the FY2014 Administration and Planning and Economic Development budgets to cover deficits in other general fund budgets. VOTING: unanimous (4-0); motion carried.

3. Approve VTrans Grant Application for Main Street Sidewalk Scoping Study
Staff noted the scoping study is for sidewalk on Main Street from Educational Drive to Athens Drive. The grant is \$52,400 with \$5,240 being the local match.

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize staff to submit the VTrans Bicycle and Pedestrian grant application. VOTING: unanimous (4-0); motion carried.

4. Approve Recommended Appointee to the Recreation Advisory Council
MOTION by George Tyler, SECOND by Dan Keri, to appoint Robin Noble as the citizen representative to the Rec Advisory Council. VOTING: unanimous (4-0); motion carried.

5. Approve Trustee Appointment to Recreation Advisory Council
Action tabled until discussion with Trustee Houghton.

6. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- June 24, 2014 @ 6:30 – Regular Trustees Meeting
- July 8, 2014 @ 6:30 – Regular Trustees Meeting
- July 22, 2014 @ 6:30 – Regular Trustees Meeting
- August 12, 2014 @ 6:30 – Regular Trustees Meeting
- August 26, 2014 @ 6:30 – Regular Trustees Meeting
- September 9, 2014 @ 6:30 – Regular Trustees Meeting
- September 23, 2014 @ 6:30 – Regular Trustees Meeting
- October 14, 2014 @ 6:30 – Regular Trustees Meeting
- October 28, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- July 4, 2014 @ 9:30 PM – Fireworks at Maple Street Park
- July 19, 2014 @ 5 PM-10 PM – Block Party & Street Dance

2. Meeting with Library Trustees

Evaluating personnel and budgeting was discussed with the library staff. Pat Scheidel will work with Dottie Bergendahl on library matters.

3. Heart & Soul

Staff supports the calendar of events software proposed by Heart & Soul and charging a fee for advertisements. Heart & Soul is investigating an implementation grant for items discussed over the last two years. The Trustees will be kept informed.

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

- Andrew Brown and Lori Houghton will not be in attendance at the June 24, 2014 Trustees meeting.

2. Reading file:

- Minutes of Planning Commission Work Sessions (5/1/14, 5/8/14, 5/15/14)
- Minutes of Zoning Board of Adjustment (5/20/14)
- Minutes of Tree Advisory Committee (5/20/14)
- Response from Governor Shumlin re: Water Quality
- Letter from CVE re: Neighbor Meeting 6/10/14
- Extension of Agreements with Essex Junction School District
- Vermont Natural Resources Board Act 250 Hearing Recess Orders for Green Meadow Apartments and 4 Pearl Street
- Letter re: Mansfield Ave.

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of the interim library director contract and the draft letter from the Trustees on behalf of the village government to the Act 250 Board:

- 1. Approve Minutes of Previous Meetings (5/13/14 & 5/27/14).**
- 2. Approve/Sign Annual Meeting Minutes 4/2/14**
- 3. Approve Warrants including check #10049383 through #10049463 totaling \$274,996.77.**
- 4. Approve FY15 Lincoln Hall Leases**
- 5. Approve Street Closings for EJRP/Block Party Light the Night 5K Run**

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

9. ADJOURNMENT

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

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

The meeting was adjourned at 9:05 PM.

RScty: M.E.Riordan 