



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 23, 2014 at 7:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:00 PM]
2. **AGENDA ADDITIONS/CHANGES** [7:00 PM]
3. **APPROVE AGENDA** [7:05 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [7:05 PM]
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS** [7:10 PM]
 - a. Bid Award for Co-Generation Installation at Wastewater Facility
 - b. Revision of Septage Receiving Policy at Wastewater Facility
 - c. Update on Pearl Street Link Project
6. **NEW BUSINESS** [7:30 PM]
 - a. Request to Amend Regulation of Public Nuisance Ordinance about Open Burning
 - b. Grant Application for Downtown Charrette
 - c. Grant Application by Bike/Walk Advisory Committee
 - d. Grant Application for Fire Department iPads
7. **MANAGER'S REPORT** [7:50 PM]
 - a. Various Meetings
 - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:55 PM]
 - a. Board Member Comments
 - b. Minutes from Other Boards, Commissions and Committees:
 - Tree Advisory Committee 9/16/14
 - c. Notice of Appeal of Decision Regarding Water and Sewer Fees for 38 Thasha Lane
 - d. Memo about Lease with NECR for Multiuse Safety Path
 - e. Email Correspondence about Unsafe Walking Conditions
 - f. Draft Letter to the Essex Resort and Spa
 - g. Lincoln Hall Building Envelope Evaluation with Final Summary of the Extent of Repairs
9. **CONSENT AGENDA** [8:00 PM]
 - a. Approve Minutes of Previous Meeting 9/9/14
 - b. Approve Warrants Check #10050007 to Check #10050091 totaling \$607,199.23.
 - c. Approve Noise Waiver for EHS Homecoming Fireworks on 10/10/14
10. **ADJOURN** [8:05 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
September 23, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Dan Kerin. (Elaine Sopchak and Lori Houghton were absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Jim Jutras, Water Quality Superintendent; Robin Pierce, Community Development Director; Rick Hamlin, Village Engineer; Darby Mayville, Community Relations & Economic Development Assistant.
OTHERS PRESENT: Brad Aldrich, Boris Srostlik, Jason Starr.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 7 PM.

2. AGENDA ADDITIONS/CHANGES

Add under New Business:

- Second Alternate Representative to CCRPC
- Heart & Soul Mini-Grants for Downtown Charrette, Bike/Ped Signage and iPad for Fire Department

Add under Old Business:

- Lease with Railroad for Multi-Use Safety Path

Add to Reading File:

- Email re: Speed Tables & Keep Kids Alive Drive 25 Cones

Add to Consent Agenda:

- Waiver for Bonfire/Parade/Fireworks at Homecoming Event

Delete from Reading File:

- Lease with Railroad for Multi-Use Safety Path

3. APPROVE AGENDA

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as presented. VOTING: unanimous (3-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda
None.

5. OLD BUSINESS

1. Bid Award for Co-Generation Installation at Waste Water Facility
Jim Jutras reported three bids were received for the co-gen installation. The lowest bid was Kingsbury Co., LLC. The company did the high school pump station. Staff is recommending accepting the bid from Kingsbury.

MOTION by Dan Kerin, SECOND by Andrew Brown, to award the methane co-generation installation project to Kingsbury Companies, LLC in the amount of \$200,463. VOTING: unanimous (3-0); motion carried.

2. Revision of Septage Receiving Policy at Waste Water Facility

Jim Jutras explained while construction at the waste water treatment facility was underway non-permit required septage receiving was stopped. Construction is now complete and the policy can be reinstated with some language clarifications. The revised policy will be sent to firms using the facility.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the Essex Junction Waste Water Treatment Facility Septage Receiving Policy. VOTING: unanimous (3-0); motion carried.

3. Update on Pearl Street Link Project

Rick Hamlin and Robin Pierce reported the Pearl Street “link” project is on schedule. The scope and fee from Lamoureux & Dickinson was received and approved by VTrans. There was discussion of coordinating road projects in the village scheduled in 2016 to avoid tearing up newly completed paving.

Jason Starr asked if the streetlights will continue from the fairgrounds to Five Corners. Rick Hamlin confirmed this. Dan Kerin asked about street trees. Robin Pierce said staff has contacted property owners along Pearl Street regarding planting trees.

4. Lease with Railroad for Multi-Use Safety Path

Robin Pierce reported staff is in the process of comparing the railroad’s lease to existing leases to identify any changes. The railroad is in support of the path, but negotiations are ongoing.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the \$4,500 first year lease fee and the ongoing \$3,500/year lease fee beginning Year 2, and further, to authorize the Municipal Manager and staff to enter into formal negotiations with New England Central Railroad and execute the lease. VOTING: unanimous (3-0); motion carried.

6. NEW BUSINESS

1. Request to Amend Regulation of Public Nuisance Ordinance re: Open Burning

Pat Scheidel explained the request from a village resident is to allow an open burn in the spring and fall to manage yard waste. The Fire Chief is concerned about the impact of burning in a high density residential area and recommends the ordinance not be changed.

Boris Srostlik, Grove Street, said he is requesting permission to burn yard waste to get rid of fungus that is destroying plants and foliage in his yard and the surrounding neighborhood. Carrying the material away does not help because the fungus stays behind. Composting the material does not guarantee fungus spores will be destroyed.

The Trustees suggested the Tree Committee look at the situation to provide a recommendation. Residents can contact UVM Extension Service for advice and try opening up their yard for more sunlight.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees not amend the municipal code, Section 1302, Chapter 13 – Regulation of Public Nuisance, at this time and request the Tree Committee review the situation to provide a recommendation. VOTING: unanimous (3-0); motion carried.

2. Grant Application for Downtown Charrette

Darby Mayville explained the Heart & Soul mini-grant applications for the downtown charrette (\$1,500 including \$1,000 cash match and \$500 staff time), signage project by the Bike/Walk Advisory Committee (\$1,500 including staff time, no cash match), and iPad purchase for Fire Dept. to assist firefighters on the scene (\$540 including staff time, no cash match).

George Tyler reported on the meeting with Julie Campoli regarding thoughtful growth and downtown planning involving the community. The tentative plan is to use the Train Hop and Tree Lighting events to discuss the charrette with the public and formulate ideas/models on how to proceed and then plan the charrette. Julie Campoli is forwarding a cost estimate for her future involvement with the charrette.

MOTION by George Tyler, SECOND by Dan Kerin, to authorize staff to submit the Heart & Soul of Essex mini-grant application for \$1,500 for the downtown charrette. VOTING: unanimous (3-0); motion carried.

3. Grant Application for Bike/Walk Advisory Committee

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the application for the Heart & Soul of Essex mini-grant for \$1,500 to fund “guerilla signage” for bike/walk signs to be placed throughout the village. VOTING: unanimous (3-0); motion carried.

4. Grant Application for Fire Department iPad

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve and authorize staff to submit an application for a Heart & Soul of Essex mini-grant for the Fire Dept. iPad purchase in the amount of \$540. VOTING: unanimous (3-0); motion carried.

5. Second Alternate to CCRPC

MOTION by George Tyler, SECOND by Andrew Brown, to appoint Jeff Carr as the 2nd Alternate representative from the Village of Essex Junction to CCRPC. VOTING: unanimous (3-0); motion carried.

7. VILLAGE MANAGER’S REPORT

1. Meeting Schedule

- October 14, 2014 @ 6:30 – Regular Trustees Meeting

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- October 28, 2014 @ 6:30 – Regular Trustees Meeting
 - November 10, 2014 @ 6:30 – Joint Meeting with Essex Selectboard (*regular meeting date change*)
 - November 25, 2014 @ 6:30 – Regular Trustees Meeting
 - December 9, 2014 @ 6:30 – Regular Trustees Meeting
 - December 23, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events

- October 8 @ 7 PM – Public Information Meeting on Crescent Connector
- October 9 – VLCT Town Fair at CVE
- December 12 @ 6 PM – Tree Lighting and Train Hop

2. Staff Meetings

Meetings are on-going with staff to discuss various village projects.

3. Essex Town Plan

Update of the Essex Town comprehensive plan has begun. A meeting will be scheduled with the Trustees and the Selectboard on the updates.

4. Police Facility

The ribbon cutting ceremony and open house at the new police station will be held as soon as staff completes the move into the facility.

5. Sexual Harassment Training Session

Village and town staff attended a sexual harassment training session. It is recommended the training be held every two years.

6. Budget Calendar

The budget schedule has been published. Budget goals are scheduled to be set by the Trustees on October 14, 2014.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin reported the updated village comprehensive plan was approved by CCRPC.
- Andrew Brown commended staff for reaching out to abutting property owners regarding the public information meeting on the crescent connector.
- George Tyler suggested the draft letter to Essex Resort and Spa be discussed at the next meeting when Trustee Sopchak is present. Dan Kerin expressed concern about enforcing a village ordinance outside village boundaries. Pat Scheidel said the intent with ordinances enforced by the police is for the town to adopt a mirror ordinance. Dan Kerin pointed out there are federal laws that deal with massage parlor activities. The matter should be put in the hands of agencies with the best ability to enforce the law.
- George Tyler stated the exterior of Lincoln Hall must be addressed and suggested the work be complete by 2020 which is the 200 year anniversary of the building.

The Trustees will further discuss the building envelope evaluation at the next meeting.

2. Reading file:

- Tree Advisory Committee 9/16/14
- Notice of Appeal of Decision re: Water & Sewer Fees for 38 Thasha Lane
- Email Correspondence re: Unsafe Walking Conditions
- Draft Letter to Essex Resort and Spa
- Lincoln Hall Building Envelope Evaluation with Final Summary of Extent of Repairs
- Email Correspondence re: Speed Tables and Keep Kids Alive Drive 25 Cones

9. **CONSENT AGENDA & READING FILE**

There was discussion of the notice of a bonfire for the homecoming event at the high school on October 9, 2014. The school will be in contact with the Fire Department before moving forward with the event.

MOTION by George Tyler, SECOND by Andrew Brown, to approve the consent agenda as amended:

1. **Approve Minutes of Previous Meeting 9/9/14**
2. **Approve Warrants Check #10050007 to Check #10050091 totaling \$607,199.23.**
3. **Approve Noise Waiver for EHS Homecoming Fireworks on 10/10/14 and conditionally approve a bonfire at the high school on 10/9/14 pending approval by the Fire Chief.**

VOTING: unanimous (3-0); motion carried.

10. **ADJOURNMENT**

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

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 8:25 PM.

RScty: M.E.Riordan

