



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MARCH 10, 2015 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Presentation by Greg Morgan, Chair, Essex Economic Development Commission
4. **OLD BUSINESS**
  - a. None
5. **NEW BUSINESS**
  - a. Approval of VLCT 2015 PACIF Equipment Grant Application for Wastewater Treatment Facility - Jim Jutras
  - b. Approval of Policy Regarding Financial Responsibility for Street Lighting – Lauren Morrisseau
  - c. Approval of Annual Financial Plan Town Highways – Lauren Morrisseau
  - d. Approval of Certificate of Compliance for Town Road and Bridge Standards and Network Inventory – Pat Scheidel
6. **VILLAGE MANAGER'S REPORT**
  - a. Derailment at Five Corners
  - b. Annual Meeting report/various meetings
  - c. Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Block Party Committee 2/23/15
  - c. CCRPC Public Hearing Notice FY2015-2018 Transportation Improvement Program 3/18/15
  - d. Memo from Alan Nye, CSWD Representative
  - e. Draft Discharge Permit for IBM from the VT Agency of Natural Resources
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 2/24/15
  - b. Approve Warrants including check # 10051004 through #10051103 totaling \$209,475.28
  - c. Approve Street Closings for Little League Parade 5/2/15
  - d. Approve Street Closings for FriendsCHIPS 5K Race for Mentoring 5/16/15
  - e. Approve 2015 Banner Applications from the Champlain Valley Exposition
9. **ADJOURN**

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

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

**BOARD OF TRUSTEES:** Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton. (George Tyler was absent.)  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director.  
**OTHERS PRESENT** Greg Morgan, Max Levy, Mary Jo Engel.

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

**2. AGENDA ADDITIONS/CHANGES**

Additions:

- Picture of a Gantry crane
- Information packet from Patrick Scheidel, dated 3/9/15, re: train incident
- Revised Town Road and Bridge Standards signature page
- Q & A sheet for village annual meeting
- Verbal report re: concern by resident about construction at 4 Pearl Street

**3. APPROVE AGENDA**

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

**4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda

None.

2. Presentation by Greg Morgan, Essex Economic Development Commission

Greg Morgan reviewed goals outlined by the Essex Economic Development Commission including:

- Diversify the tax base of the town which includes the village (presently 73% of the property tax base is residential, 23% is commercial/industrial, and 4% is utilities and such);
- Improve and invest in infrastructure (rail connections, train station upgrade, road upgrades, Champlain Valley Innovative and Technology Park, affordable housing);
- Foster entrepreneurship;
- Expand communications and outreach (there is 1.5 million square feet of potential space with master plan approval and permits that include IBM 'north 60' property, 30 Allen Martin Drive, and Forestdale; there are 11 employers in the village and town).

Mr. Morgan briefed the Trustees on the discussion with the House Commerce Committee that highlighted upgrades to Route 117, upgrade of the Amtrak train station, use of the Vermont Enterprise Fund to develop the 'north 60' property, and a plan for the loss of strategic employers in the village and town.

Dan Kerin asked about potential future plans by Global Foundries for the IBM property. Greg Morgan speculated that if arrangements were made to help jumpstart the project, Global Foundries may be interested otherwise the company may not be inclined to invest in an ancillary property, but rather focus on their business at hand.

Greg Morgan mentioned the EBPA economic development fund has \$14,000 for business development. Proposals will be reviewed on March 15, 2015 and must provide opportunity for future investment and job growth.

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

1. Approve VLCT 2015 PACIF Equipment Grant Application for Waste Water Treatment Facility

Pat Scheidel reviewed the memo from Jim Jutras explaining the need for two Gantry cranes to lift the 3500 pound bowl at the treatment plant for maintenance.

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to authorize staff to submit the VLCT 2015 PACIF Equipment Grant application for a portable Gantry crane. VOTING: unanimous (4-0); motion carried.**

2. Approve Policy re: Financial Responsibility for Streetlights

Lauren Morrisseau reported after investigation it was found that 10 of the 110 streetlights in the village are privately owned yet being paid for by the village. A policy was drafted that outlines the financial responsibility for streetlights on private streets. A letter will be sent to residents and property owners on the private streets with streetlights being paid for by the village and Green Mountain Power will be notified to no longer charge the village for the lights. Dan Kerin suggested the property owner be contacted because the property could be commercial or school property. Andrew Brown suggested the letter include information on who maintains the streetlights (Green Mountain Power) and that is who should be contacted if there are problems.

Mary Jo Engel, Gaines Court, said Green Mountain Power installed a new pole and streetlight on their private street last year, but the residents would prefer not to have a light. Lauren Morrisseau confirmed the Gaines Court homeowners association will receive a letter about the streetlight and Green Mountain Power should be contacted to remove/shut off the light.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Policy Regarding Financial Responsibility for Street Lighting with the addition of**

language noting Green Mountain Power will maintain the lights and poles and the property owner will be contacted regarding streetlights on a private street.

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

3. Approve Annual Financial Plan Town Highways

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the Annual Financial Plan – Town Highways and sign the relevant documentation. VOTING: unanimous (4-0); motion carried.**

4. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory, and to sign the document. VOTING: unanimous (4-0); motion carried.**

7. **MUNICIPAL MANAGER'S REPORT**

1. Meeting Schedule

- March 24, 2015 @ 6:30 – Regular Trustees Meeting
- April 14, 2015 @ 6:30 – Regular Trustees Meeting
- April 28, 2015 @ 6:30 – Regular Trustees Meeting
- May 12, 2015 @ 6:30 – Regular Trustees Meeting
- May 26, 2015 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 1, 2015 @ 6 PM – Village Community Supper
- April 1, 2015 @ 7 PM – Village Annual Meeting
- April 14, 2015 – Australian Ballot Voting
- May 23, 2015 @ 10 AM – Memorial Day Parade

2. Train Incident

The Trustees were briefed on the recent train derailment incident in the village. Damage from the derailment must be at least \$10,500 or a report is not required. Though the derailment had the potential for severe impact on the community, the village did not sustain much damage so a report is not anticipated. The emergency management team worked well thanks to good training for events. The emergency call list was activated and procedure followed.

Mary Jo Engel asked how residents are notified if evacuation is necessary. Pat Scheidel said emergency personnel in the area will knock on doors. Ms. Engel expressed concern that trains going through the village may not be well maintained (the recent incident was from a worn ball bearing on a car containing potentially hazardous material). Mr. Scheidel said a letter can be sent to the railroad requesting the acceleration of maintenance of equipment for the health, safety, and welfare of residents living close to the rail line. Andrew Brown added a report on the maintenance schedule should be requested as well.

### 3. Annual Town Meeting

Pat Scheidel reported attendance at both the dinner and town meeting was good (230 for dinner and 310 voting residents and about 50 non-voting residents at town meeting). There were no riders on the bus service and about eight children in the childcare service that was offered. Brad Luck was re-elected to the Selectboard and Steve Eustis was elected Moderator. Funding for improvement to 81 Main Street and the annual budget were approved so the outreach done by the elected leaders of the village and town was effective.

Dan Kerin commented the more the boards work together the more good things will happen.

Pat Scheidel noted the question and answer sheet for the village annual meeting is available.

### 4. Citizen Concern

Pat Scheidel reported Linda McKenna, 9 School Street, is very concerned about damage to her house and contents from vibrations caused by the activity at 4 Pearl Street. Mr. Scheidel advised the builder and property owner need to work out any difficulties with neighbors. The village is not financial responsible for any damage, but can work with the parties as a moderator.

## 8. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- Andrew Brown suggested Robin Pierce review the site at 4 Pearl Street prior to concrete work proceeding to ensure the plan is being properly followed.
- Lori Houghton recalled the landscaping plan for 4 Pearl Street must be approved before any construction can begin, and suggested Robin Pierce confirm this has occurred.
- Lori Houghton stated staff needs to confirm the adjacent house purchased by the developer of 4 Pearl Street as part of the project will be structurally maintained to avoid being demolished because of deteriorating condition.
- The Trustees requested ongoing/weekly updates from staff via email on the progress of the project.

### 2. Reading File

- Minutes
  - Block Party Committee 2/23/15
- CCRPC Public Hearing Notice FY2015-2018 Transportation Improvement Program 3/18/15
- Memo from Alan Nye, CSWD Representative
- Draft Discharge Permit for IBM from the Vermont Agency of Natural Resources

## 9. CONSENT AGENDA

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the consent agenda as follows:**

1. **Approve Minutes of Previous Meeting 2/24/15**

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2. **Approve Warrants Check #10051004 to Check #10051103 totaling \$209,475.28.**
  3. **Approve Street Closings for Little League Parade 5/2/15**
  4. **Approve Street Closings for FriendsCHIPS 5K Race for Mentoring 5/16/15**
  5. **Approve 2015 Banner Applications from the Champlain Valley Exposition**

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

**10. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adjourn the meeting.**

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

The meeting was adjourned at 7:45 PM.

*RScty: M.E.Riordan*

