



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 14, 2015 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **EXECUTIVE SESSION/PERSONNEL**
 - a. Interview for Bike/Walk Advisory Committee – Micah Hagan
 - b. Interview for Capital Program Review Committee – Amber Thibeault [6:15 PM]
3. **AGENDA ADDITIONS/CHANGES**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Report from Essex Governance Group – Susan Clark
5. **OLD BUSINESS**
 - a. Appointment to Bike/Walk Advisory Committee through 6/30/18 – Pat Scheidel
 - b. Appointment to Capital Program Review Committee through 8/31/17 – Pat Scheidel
 - c. Approve Disposal of Surplus Blowers – Jim Jutras
 - d. Approve Sale of Surplus Sewer Capacity to Town of Williston – Jim Jutras
 - e. Update on Paving of State Highways – Rick Jones
 - f. Approve Street Name for the Crescent Connector – Robin Pierce
6. **NEW BUSINESS**
 - a. Appointment of Robin Pierce to All Hazards Mitigation Plan Committee – Pat Scheidel
 - b. Approve Request from Five Corners Farmers Market – Pat Scheidel
 - c. Discussion about 8 Pearl Street – George Tyler
 - d. Discussion about Village Communications – George Tyler
7. **MUNICIPAL MANAGER’S REPORT**
 - a. Request for Enforcement of Ordinance on School Street
 - b. Memo about Meeting with Railroad Representatives
 - c. Memo about Tree Grant Requirements
 - d. Family and Medical Leave Application Form
 - e. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 12/2/14 and 2/3/15
 - Block Party Committee 3/23/15
 - c. FYE 14 Auditor’s Report on Compliance and Internal Control
 - d. Compliance Evaluation Inspection of Wastewater Treatment Facility
 - e. Email Update about 4 Pearl Street Construction
 - f. Memo from VT Dept. of Housing and Community Development about Renewal of Village Center Designation

9. **CONSENT AGENDA**

- a. Approve Minutes of Previous Meeting 3/24/15
- b. Approve and Sign Minutes of Annual Meeting 4/1/15
- c. Approve Warrants including check #10051200 through #10051318 totaling \$157,761.61
- d. Approve Street Closings and Other Requests from Memorial Day Parade Committee

10. **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
April 14, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Lori Houghton, Elaine Sopchak. (Dan Kerin was absent.)
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director; Jim Jutras, Water Quality Director.
OTHERS PRESENT Amber Thibeault, Brad Luck, Linda McKenna, Peter Sloan, Susan Clark, Deb McAdoo, Ron Lawrence, Pam Schirner.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. EXECUTIVE SESSION – Personnel

MOTION by George Tyler, SECOND by Elaine Sopchak, to make a specific finding that the premature public knowledge of candidates for volunteer positions would clearly place the Village of Essex Junction at a substantial disadvantage. VOTING: unanimous (4-0); motion carried.

MOTION by George Tyler, SECOND by Andrew Brown, to go into Executive Session to interview candidates for volunteer positions in accordance with the Open Meeting Law, 1VSA§313(a)(3) to include the Trustees, Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 6:02 PM and adjourned at 6:25 PM. Following a brief recess the regular meeting resumed at 6:30 PM.

3. AGENDA ADDITIONS/CHANGES

Additions:

- Essex Governance Group (EGG) Executive Summary Report
- Public Involvement Tool Kit, dated November 2006

4. APPROVE AGENDA

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

5. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

2. Report from Essex Governance Group (EGG)

Susan Clark remarked that the Essex community comprised of the village and town is the second largest community in the state yet there is a small town feel. The community is willing to look at new models to see what is best for the entire community. Ms. Clark gave a presentation on the EGG Report highlighting the following:

- Surveys (online and printed) that had 450 responses and an interactive forum (60 attendees) were used to collect data as the basis for recommendations.
- Findings included:
 - More effective communication with the citizens is wanted as is having information available with easy access. Transparency is vital.
 - Everyone needs to be included. Communication is the most significant barrier.
 - Citizens want to hear directly from community leaders and be informed and engaged so high quality, informed decisions can be made.
 - There is lots of support for creating a model for local decision making.
 - Direct democracy of coming out of a meeting with a decision is valued.
 - Same day voting on issues and simplicity of voting is wanted.
- Recommendations included:
 - Communications and civic engagement with issues – convene stakeholders and ask about engagement (i.e. whether the issue will draw engagement) then employ the appropriate engagement tool. Protocol to follow is inform-consult-involve-collaborate-decide.
 - Empowering neighborhoods to serve as advisors to leadership on key issues.
 - Hybrid town meeting/Australian ballot where the budget can be amended at town meeting and the final vote is 45 days later. Ways to enhance participation include having remote town meeting participation or community forums that feed into town meeting.
 - Same day voting done in a staged manner - the goal is having the voters come out less often to vote.

Lori Houghton asked about voter turnout in the village and town and if having town meeting coincide with school vacation has an impact. Ron Lawrence, EGG member, said participation is driven by whether there is an issue and a vote on the issue. Susan Clark said the survey results indicated family and work obligations have an effect on participation. Complexity of local voting also have an effect.

Andrew Brown asked about creating a model versus using the hybrid town meeting/voting model. Susan Clark explained the recommendations should be taken as a package. The hybrid model works because there is enhanced participation and communication.

Elaine Sopchak commended Susan Clark, Sue McCormack, and the rest of the EGG members for their work, reiterating her pledge to refer to the report moving forward with exploration of consolidation. Ms. Sopchak said the community should start using the engagement tools.

Brad Luck, Essex Selectboard, reported:

- The Selectboard accepted and discussed the EGG report and approved money in the budget to hire two consultants to look at shared planning services. The recommendation relative to empowering neighborhoods will be tied to the shared planning issue.
- The Heart & Soul group is seeking funding from the Orton Foundation for public engagement tools.
- EGG plans to reconvene to further discuss the hybrid and same day voting recommendations.
- The Board of Trustees is invited to the May 4th meeting with the Selectboard to discuss the EGG report.

There was continued discussion of effectively engaging the community (neighborhood groups) and communicating with the populace. George Tyler asked if there are any examples of mandatory attendance at town meeting in order to vote on the Australian ballot items. Susan Clark advised that scenario would likely not hold up in court. There have been instances where voting on one item was required in order to vote on the revote.

Pat Scheidel asked about the following:

- Clarification of ‘proactive’ (i.e. implying 100% accurate information on what is to be discussed or a preliminary discussion and requesting comments) - Elaine Sopchak noted a spectrum approach should be used. Ron Lawrence suggested thinking about engaging the community in a new and different way.
- Clarification of what is meant by ‘transparency’ - Elaine Sopchak explained the relationship between transparency and communication as information that cannot be found or obtained leads to the feeling that communication is being denied and there is no transparency.
- Where ‘representative democracy’ fits in - Susan Clark said once the right model is in place friction will be decreased with decisions.

Deb McAdoo pointed out a post on Front Porch Forum started the effort that has resulted in the EGG report.

MOTION by George Tyler, SECOND by Elaine Sopchak, to accept the EGG Report as presented.

DISCUSSION: George Tyler reiterated the Trustees will further discuss the report. The EGG group was commended for bringing good focal points to the forefront and providing a report that gives good direction. There were no further comments.

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

6. OLD BUSINESS

1. Appointment to Bike/Walk Advisory Committee

MOTION by Lori Houghton, SECOND by Andrew Brown, to appoint Micah Hagan to the Bike/Walk Advisory Committee through June 2018. VOTING: unanimous (4-0); motion carried.

2. Appointment to Capital Program Review Committee

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to appoint Amber Thibeault to the Capital Program Review Committee through August 2017.

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

3. Approve Disposal of Surplus Blowers

Jim Jutras, Water Quality Director, reported no offers to purchase the surplus blowers have been received. Staff is recommending the blowers go to scrap metal because there is no market value.

MOTION by George Tyler, SECOND by Lori Houghton, to authorize the Municipal Manager to dispose of the surplus blower equipment as scrap metal with funds received returned to the Waste Water Treatment Facility. VOTING: unanimous (4-0); motion carried.

4. Approve Sale of Surplus Sewer Capacity to Town of Williston

Jim Jutras reported there is surplus capacity that can be sold without impact to capacity needed by the village for redevelopment or higher density development.

MOTION by Andrew Brown, SECOND by Lori Houghton, to authorize the Municipal Manager to finalize arrangements to sell 50,000 gallons per day of hydraulic capacity from the Waste Water Treatment Plant to the Town of Williston at a rate of \$10 per gallon beginning July 2016, and further, that the terms of the agreement shall be presented to the Trustees for final approval. VOTING: unanimous (4-0); motion carried.

5. Update on Paving of State Highways

Robin Pierce, Development Director, reported VTrans plans to pave Pearl Street, Park Street, Maple Street, Main Street, and Lincoln Street into Five Corners. Staff will coordinate with VTrans on bike lanes and curb cuts.

6. Approve Street Name for Crescent Connector

The recommendation is that “Railroad Street” also be the name of the new section of road (crescent connector). Robin Pierce explained the house numbering can continue from Railroad Street onto the crescent connector section or the numbering on the crescent connector side can begin at “100”.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve “Railroad Street” as the name of the new street from Main Street to Park Street.

DISCUSSION: It was noted the Trustees will cover the numbering issue at a future date.

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

7. **NEW BUSINESS**

1. Appointment to All Hazards Mitigation Plan Update Committee

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to appoint Robin Pierce to the Regional Planning All Hazards Mitigation Plan Update Committee.

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

2. Approve Request from Five Corners Farmers Market

Pat Scheidel explained the proposal to add the seasonal, part-time market manager for the Five Corner Farmers Market to the village payroll. Lori Houghton added the Farmers Market will transfer the funds to the village for inclusion in the payroll and payout to the market manager.

MOTION by George Tyler, SECOND by Andrew Brown, to approve the request from the Five Corners Farmers Market to add the Five Corners Farmers Market Manager to the village payroll. VOTING: 3 ayes, one abstention (Lori Houghton); motion carried.

3. Discuss 8 Pearl Street

George Tyler stated disposition of 8 Pearl Street is a real estate transaction that must be discussed in Executive Session. The Trustees can discuss policy and process relative to an offer of property in open session. Pat Scheidel pointed out only the legislative body can accept property. A written offer must be received. A policy can be drafted.

A gentleman in the audience asked about public input on what happens with the property at 8 Pearl Street. George Tyler said no decision will be made on the property in the near future. An offer must be made to the Trustees. Staff can only make recommendations to the Trustees.

4. Discuss Village Communications

There was discussion of improving communication with the public as well as between village boards and committees. Minutes from meetings should be distributed to all village boards, committees, and commissions. Lauren Morrisseau suggested the stakeholders determine the level of communication needed. Elaine Sopchak urged having links to supporting materials for meeting agenda items. Lauren Morrisseau said the village can mimic the Front Porch Forum posting done by the Essex Selectboard. Lori Houghton suggested consideration be given at some point in the future to designate a staff member with the responsibility of communications. Pat Scheidel assured staff tries to communicate as best possible within the framework of the workload that must be done.

8. MUNICIPAL MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- April 28, 2015
- May 12, 2015
- May 26, 2015
- June 9, 2015
- June 23, 2015
- July 14, 2015
- July 28, 2015

- August 11, 2015
- August 24, 2015
- September 8, 2015

Special Meetings/Events:

- May 4, 2015 @7:30 PM – Joint Meeting with Selectboard
- May 23, 2015 @ 10 AM – Memorial Day Parade
- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. Pizza Thanks

Pizza was served to village departments as thanks from the Trustees for all the hard work that is done in support of the village.

3. Enforcement of Ordinance on School Street

Waive One Way Direction on School Street for 25 Yards

Request was received to waive enforcement of the one-way direction on School Street to allow the resident at 9 School Street to access her driveway during construction at 4 Pearl Street. Pat Scheidel will discuss the matter with Essex Police.

Junk Ordinance

Staff issued a cease and desist order by certified mail to a resident on School Street to clean up the junk cars, trash and debris on the property. The mess has an adverse impact on the neighborhood.

3. Meeting with Railroad Representatives

Staff met with representatives from the railroad to discuss maintenance of railroad cars. The railroad demonstrated the multiple safety mechanisms built into the cars and business practices to ensure the cars are safe and pass inspection by the FRA.

4. Tree Grant Requirements

The memo from Robin Pierce, dated 4/14/15, provided an update on the status of the CTE urban tree nursery grant.

5. Family and Medical Leave Application Form

Staff noted the revised Family and Medical Leave application form is an improvement over the previous form.

6. Joint Meeting with Essex Selectboard May 4, 2015

The agenda for the joint meeting on May 4, 2015 will cover the study for community planning governance and discussion of the EGG report. The Trustees will discuss the community planning governance issue on 4/28/15 to prepare for the joint meeting. Pat Scheidel explained the meeting for the planning study and to hire the consultants was simply to set the framework of the study and when the consultants are ready to make their presentation of findings all parties will be invited to the presentation. Lori Houghton said there was concern that the matter was not discussed by the Trustees yet there was a line item in the town budget for the consultants so the Selectboard discussed the matter. Also,

there was an article in the local newspaper. As a courtesy the Trustees should have been informed.

Linda McKenna, 9 School Street, said she is hearing comments around the community expressing fear the town is “swallowing” the village. George Tyler pointed out consolidating services is new ground and there is not a clear path to take. Pat Scheidel recalled the words of Trustee Brown that no one said there is going to be a merger or a change in the legislative bodies. Through the Heart & Soul activities people indicated they want to look at shared planning services, but the issue is so big and requires so much staff time that consultants were hired to help (a town budget initiative). Mr. Scheidel agreed there could have been better communication and assured going forward there will be “a boatload” of communication.

9. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak requested explanation of the purpose and benefit of renewing the downtown designation in order to better understand the advantages going into all the development that is planned in the village and the vision for downtown.

2. Reading File

- Minutes
 - Capital Program Review Committee 12/2/14 & 2/3/15
 - Block Party Committee 3/23/15
- FY2014 Auditor’s Report on Compliance and Internal Control
- Compliance Evaluation Inspection of Waste Water Treatment Facility
- Email Update re: 4 Pearl Street Construction
- Memo from Vermont Department of Housing and Community Development re: Renewal of Village Center Designation

10. CONSENT AGENDA

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting 3/24/15**
- 2. Approve/Sign Annual Meeting Minutes 4/1/15**
- 3. Approve Warrants Check #10051200 to Check #10051318 totaling \$157,761.61.**
- 4. Approve Street Closings and Other Requests from Memorial Day Parade Committee.**

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

11. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 8:56 PM.

RScty: M.E.Riordan

