



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MAY 12, 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
4. **OLD BUSINESS**
  - a. Bid Affirmation for 2015 Paving- Lauren Morrisseau
  - b. Next Steps Regarding Essex Governance Group Report – George Tyler
  - c. Next Steps Regarding Design Five Corners Report – George Tyler
5. **NEW BUSINESS**
  - a. Assign New Street Name for Portion of Jackson Street – Robin Pierce
  - b. Approve Shared Town/Village Bank Account – Lauren Morrisseau
  - c. Approve Write Off of Uncollectable Accounts Receivables – Lauren Morrisseau
6. **MUNICIPAL MANAGER'S REPORT**
  - a. Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Planning Commission 4/2/15
    - Capital Program Review Committee 4/7/15
    - Block Party Committee 4/27/15
    - Bike/Walk Advisory Committee 4/28/15
  - c. Public Notice of Modifications to IBM's Waste Management System
  - d. Resignation from Paula DeMichele from Tree Advisory Committee
  - e. Public Comment Notice Solid Waste Management Facility Certification
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 4/28/15
  - b. Approve Minutes of Joint Meeting with Essex Selectboard 5/4/15
  - c. Approve Warrants including check #10051390 through #10051481 totaling \$123,620.91
  - d. Approve Street Closing for Summit Street Block Party 7/12/15
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  
May 12, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton.  
**ADMINISTRATION:** Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director. (Patrick Scheidel, Municipal Manager, was absent.)  
**OTHERS PRESENT** Scott Barnier.

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[Note: Minutes are in the order of the published agenda.]

**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.

Lauren Morrisseau mentioned Don Weston is patching large potholes on Maple Street. Public Works will patch large holes in the village starting on the main arteries followed by the side streets. People should alert the Village Office (call or use See-Click-Fix) of any large holes to be filled.

**2. AGENDA ADDITIONS/CHANGES**

None.

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda  
There were no comments from the public at this time.

**4. OLD BUSINESS**

1. Bid Affirmation for 2015 Paving  
It was clarified the paving bid went through the town process and was awarded per the town's purchasing policy. Rick Jones participated in the bid award.

**MOTION by George Tyler, second by Dan Kerin, to affirm the award of the 2015 paving bid to ECI for \$168,178.50. VOTING: unanimous (5-0); motion carried.**

2. Next Steps re: Essex Governance Group (EGG) Report  
There was discussion of the EGG further pursuing recommendations C&D in the report rather than creating a separate task force, and the need for the town to be just as involved as the village. A joint meeting with the Essex Selectboard to discuss the matter further was suggested. Dan Kerin said he does not want to lose momentum. The Selectboard could be asked to give a general sense of what they would like to see and the village could work on specifics. George Tyler recounted two years ago the Trustees embarked on a process to have closer ties, cooperation, collaboration, and shared services with the

town. The village has done a lot. The most complicated issue is community development and planning. A temporary framework has been put in place with some shared services and a three year test period, and at some point a decision will be needed on which path to take. The Selectboard and Trustees will be discussing the voting process, annual meeting, how to approve budgets, and could end up meeting the EGG group recommendations head on. Perhaps the EGG group could hold for a while or research voting models in a merged community and independent voting communities. The EGG group should be looking at all that is happening, particularly in community development and planning, and try to integrate that into their work, but before proceeding there needs to be a consensus of support from the Selectboard.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to table the task force the Board of Trustees created during the May 4, 2105 joint meeting with the Essex Selectboard until the Trustees have another joint meeting with the Selectboard on the topic of the EGG recommendations with the intention of the joint meeting occurring prior to July 31, 2015. VOTING: unanimous (5-0); motion carried.**

George Tyler will work with Max Levy to set up a joint meeting.

### 3. Next Steps re: Design Five Corners Report from Julie Campoli

Robin Pierce stated many of the suggestions in the report from Julie Campoli are in the municipal plan and will be incorporated into the plan update. Lori Houghton stressed the need to inform developers of the concepts in the report so they realize what the community wants to see. Elaine Sopchak cautioned against developers interpreting the report as another instance of people getting together and telling them what they can do with their land, but rather seeing the report as the bigger vision for the village.

Robin Pierce also noted work on the designated village center district, train station, “missing link” on Pearl Street, connector road, and overlay of the neighborhood designation over the village center which will help attract development. Developers are looking for opportunities and people who welcome them in sharing the vision for the village.

George Tyler mentioned showing the municipal plan and the Campoli report to organizations outside the state looking to develop property and invest in a northwestern Vermont community. Robin Pierce said the connector road will provide that type of opportunity. There are six acres of land that can be (re)developed. George Tyler suggested exploring opportunities for tax incentives or other incentives for developers. Having a designated village center district and neighborhood designation helps, noted Mr. Pierce.

Lori Houghton asked if there is anything in the short term that can be done out of the suggestions by Julie Campoli, such as closing Main Street or short portions of other streets for events or using parking lots for temporary set up of tables and chairs for social gathering space. Bike/Walk Committee, the police, and business owners should be

involved in the planning. Dan Kerin suggested the block party might be an opportunity to try closing Main Street.

A joint meeting with the Trustees, Julie Campoli, and the Planning Commission will be scheduled to discuss the Design Five Corners report.

## **5. NEW BUSINESS**

### **1. Assign New Street Name for Portion of Jackson Street**

Robin Pierce reported the naming of the access road and renumbering of the residences off Jackson Street are due to E-911 requirements to locate the properties faster. The suggested road name is “Willow Lane”. A street sign will be posted out by the main street. The house numbers are computer generated and based on the distance of the house from the start of the access road.

Scott Barnier, Jackson Street, noted the new name and numbering will require changing all the mailing information and vehicle registrations for his home business. Mr. Barnier suggested the house numbering for the five residences be 1, 2, 3, 4, 5, rather than the proposed numbers. Also, one of the structures that is numbered on the proposal is a garage, not a house. A suggested name for the access road which is actually a private drive could be “Old Farmhouse Court” or “Farmhouse Lane” since the first house is an old farmhouse.

Robin Pierce will asked Shannon Lunderville, E-911 Coordinator, about numbering the houses 1, 2, 3, 4, 5 and the process for naming the access road. The Trustees will add the item to the May 26, 2015 meeting agenda.

### **2. Approved Shared Town/Village Bank Account**

Lauren Morrisseau explained work continues on combining finance departments with the town including a shared bank account. The financial software can track the money for each entity. Staff is working on an agreement for the shared accounts. Lori Houghton asked what happens if the finance departments need to be separated because the decision has been made that the municipal manager model is not working for the village. Lauren Morrisseau said the software maintains different sets of funds so the accounts can be separated if necessary. The benefit of a shared account is financial functions (payroll, A/P, filing taxes, W-2s, 1099s) can be done once or in one place. Also, there will be more depth with staff so more than one person can run payroll or A/P. There will be cross training of village and town staff.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve sharing a cash account with the Town of Essex. VOTING: unanimous (5-0); motion carried.**

### **3. Approve Write-Off of Uncollectable Accounts Receivables**

Lauren Morrisseau reported there are two developers who withdrew their development applications and have not paid their outstanding balances for fees. Recourse is small claims court or to write off the amounts as uncollectable. There was brief discussion of

estimating engineering fees for development proposals in advance to be paid with the application fee or charging a flat fee upfront.

**MOTION by Dan Kerin, SECOND by Lori Houghton, to write off as uncollectable the balances of invoices #7515 (\$390) and #7618 (\$585) plus accumulated interest.**

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

## **6. MUNICIPAL MANAGER'S REPORT**

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

- May 26, 2015
- June 9, 2015
- June 23, 2015
- July 14, 2015
- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015

#### Special Meetings/Events:

- May 23, 2015 @ 10 AM – Memorial Day Parade
- July 18, 2015 @ 5 PM – Block Party & Street Dance

### 2. Water Breaks

The cost of the water flow from the water break on Maple Street this past winter is \$65,000. The cost of the work on water breaks alone was \$107,000.

### 3. Village Newsletter

Ideas/articles from the public for the newsletter should be submitted to the Village Office.

## **7. TRUSTEES COMMENTS/CONCERNS & READING FILE**

### 1. Board Member Comments

- George Tyler said he will invite the Selectboard to a Trustees meeting for the next joint meeting.
- George Tyler noted the next Trustees meeting will begin at 6 PM with two interviews/appointments.
- Lori Houghton publicly thanked the Bike/Walk Committee for the great job on the bike rodeo event.
- Lori Houghton stated the crosswalks are in need of repainting. Dan Kerin added the vehicle lane markings on Park Street at Five Corners need to be restriped. Lauren Morrisseau will ask Rick Jones for an update on the restriping/painting schedule.
- Andrew Brown asked about the scoping study on Main Street. Lauren Morrisseau explained a scoping study must be done for the grants for sidewalk on Main Street.
- Andrew Brown confirmed per the letter from IBM that the company will continue to meet the conditions of their hazardous waste permit.

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- Andrew Brown suggested to save energy and decrease heat generation from lighting half of the lights in the meeting room should be turned off during meetings if possible.

## 2. Reading File

- Minutes
  - Planning Commission 4/2/15
  - Capital Program Review Committee 4/7/15
  - Block Party Committee 4/27/15
  - Bike/Walk Advisory Committee 4/28/15
- Public Notice: Modification of IBM's Waste Management System
- Resignation: Paula DeMichele from Tree Advisory Committee
- Public Comment Notice: Solid Waste Management Facility Certification

## 8. CONSENT AGENDA

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

1. **Approve Minutes of Previous Meeting 4/28/15 with the change on the top of Page 7 of the words “exceeded” to “depleted” and “consultant” to “consultants”.**
2. **Approve Minutes of Joint Meeting with Essex Selectboard 5/4/15**
3. **Approve Warrants Check #10051390 to Check #10051481 totaling \$123,620.91.**
4. **Approve Street Closings for Summit Street Block Party 7/12/15.**

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

## 9. ADJOURNMENT

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

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

The meeting was adjourned at 8:05 PM.

*RScty: M.E.Riordan*