



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MAY 26, 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 Planning Commission – Joe Weith
  - b. Interview for Tree Advisory Committee – Mary Jo Engel
3. **AGENDA ADDITIONS/CHANGES**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Public Input for Main Street Sidewalk Extension Scoping Study – Jim Donovan, Broadreach Planning and Design
  - c. CCTA Service Change Proposal – Karen Watson, General Manager, and Jon Moore, Planning Manager
5. **OLD BUSINESS**
  - a. Approve Whitcomb Heights II Draft Open Space Agreement – Robin Pierce
  - b. Approve Whitcomb Heights II Draft Nature Trail Easement Deed – Robin Pierce
  - c. Approve New Street Name for Portion of Jackson Street – Robin Pierce
6. **NEW BUSINESS**
  - a. Approve Grant Application for VTrans Bicycle and Pedestrian Program – Robin Pierce
  - b. Approve FYE 15 Audit Contract – Lauren Morrisseau
  - c. Approve Reappointment of CCRPC Representatives – Pat Scheidel
  - d. Approve Reappointment of TAC Representative – Pat Scheidel
7. **MUNICIPAL MANAGER'S REPORT**
  - a. Land Development Code Update
  - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Capital Program Review Committee Minutes 5/5/15
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 5/12/15
  - b. Approve Final Draft Minutes of Joint Meeting 5/4/15
  - c. Approve Warrants including check #10051482 through #10051574 totaling \$367,697.33
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  
May 26, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton. (Andrew Brown was absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.  
**OTHERS PRESENT** Scott Barnier, Jon Moore, Glenn & Lori McPeters, Greg Morgan, Max Seaton, Joe Weith, Jim Donovan, Keith & Barb Swiatlowski, Brenda Williamson, Kathleen Irick, Doug Henson, Diane Clemens, Mary Jo Engel, Karen Walton, Tom Weaver, Jon Harris.

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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 PM and led the assemblage in the Pledge of Allegiance.

**2. EXECUTIVE SESSION**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to enter into Executive Session to interview candidates for volunteer positions in accordance with the Open Meeting Law, 1VSA313(a)(3), and to include the Trustees, Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 6:03 PM.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 6:30 PM.

**3. AGENDA ADDITIONS/CHANGES**

Additions:

- Appointments to Planning Commission and Tree Advisory Committee under “Old Business”.
- Information on recruitment for the Library Director position and Discussion of the Municipal Manager contract under “Manager’s Report”.
- Information brief for Front Porch Forum on Five Corners report by Julie Campoli under “Consent Agenda”.

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

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

1. Comments from Public on Items Not on Agenda

*Glenn McPeters, 6 South Street*

Glenn McPeters described damage to his house due to vibrations created by the CCTA bus passing by the house on South Street (Mr. McPeters had to replace a retaining wall at a cost of \$3500 and repair cracks in the garage foundation and house ceiling). Mr. McPeters said the bus at 40,000 pounds exceeds the posted street weight limit of 16,000 pounds and should stay on Route 15. The Board of Trustees took action three times in Year 2000 via motions to remove buses from the street and enforce the weight limit, but enforcement was not done. Section 852 of the village code only provides exemption to the weight limit for delivery trucks and emergency vehicles, not buses. According to CCTA in 2014 there was an average of two people per day riding the bus from the stop on South Street. These people could have boarded the bus at the nearby Pearl Street or Park Street stop. Mr. McPeters requested that the Board of Trustees enforce the weight limit and force the bus not to use South Street.

Pat Scheidel said he contacted CCTA on the matter. Insurance does not cover the damage to the house. Earthquake insurance is needed which is not readily available in Vermont to the average homeowner. There is a catch basin in front of 6 South Street. Some patchwork has been done in the street to try to ameliorate some of the problem.

Mr. McPeters confirmed there is a catch basin and manhole in the street in front of the house. When South Street was reconstructed the situation improved, but as the street deteriorated the vibrations worsened. Public Works Director, Rick Jones, was very responsive and paved over the manhole cover to try to help the situation. The streets on the route (South Summit, West, and South Street) all are severely deteriorating. Mr. McPeters said the house does not shake when cars pass by, only when the bus goes by.

Staff will research correspondence between the village manager at the time and CCTA regarding what transpired at the meetings in Year 2000. Jon Moore, CCTA, stated regardless of the weight issue and in terms of efficiency it may make sense to keep the bus on Pearl Street and off of South Street. CCTA will do a ridership analysis before changing the route though. Mr. Moore said he will follow up on the questions from Mr. McPeters and Mr. Scheidel.

*Greg Morgan, Essex Economic Development Committee*

Greg Morgan invited all to an open house at Accelerate Essex, 15 Pearl Street, 4 PM to 8 PM on June 5, 2015 to introduce the co-working space where entrepreneurs can collaborate. Music and food will be offered.

2. Public Input on Main Street Sidewalk Extension Scoping Study

Jim Donovan with Broadreach Planning and Design and Doug Henson with Lamoureux & Dickinson reviewed existing conditions on Main Street in the scoping study area:

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- There is no sidewalk presently on the northwest side of Main Street where new storm water drainage is being installed.
  - There are utilities poles in the road right-of-way and potential to include sidewalk in the right-of-way as well.
  - There is need for a crossing over Indian Brook with a free-standing bridge or expansion of the existing bridge.
  - Consideration will be given to other alternatives to provide pedestrian access in the area, such as a shared use path from the high school property through the proposed development on Taft Street to Main Street.
  - Street trees and invasives need to be addressed.

#### *COMMENTS*

Dan Kerin noted the bridge over Indian Brook is actually a cement box culvert and does need much work. UVM engineering students did a project on widening the road and installing a new box culvert as well as other improvements in the area. Staff will forward a copy of the project report to Jim Donovan.

Glenn McPeters, 6 South Street, suggested the sidewalk be coordinated with the drainage work.

Brenda Williamson, 116 Main Street, mentioned the path from Education Drive on Main Street is wide enough for sidewalk, but the village is waiting for funding sources other than from the taxpayers. George Tyler stated the sidewalk and drainage work are from two different funding sources. The work being done on the drainage is to meet state storm water regulations. Jim Donovan said the final scoping study report will include a list of potential funding sources in addition to the two state sources and one regional source.

A homeowner on Main Street spoke about the danger of children crossing Route 15 to walk to school especially in winter. George Tyler acknowledged Main Street has become a major pedestrian route with the residential developments of Countryside and Fairview Farms and there is a need for sidewalk on both sides of the street.

There were no further comments. A work session showing the alternatives derived from the study will be held in July/August 2015.

#### 3. CCTA Service Change Proposal

Jon Moore, CCTA Planning Manager, and Karen Walton, CCTA General Manager, reported the following:

- Last fiscal year CCTA received \$12 million in revenue from local funding (25%), passenger fares (20%), state funding (18%), miscellaneous (5%), and federal funding (32%).
- CCTA received \$190,000 per criterion met in the Small Transit Intensive City Program. CCTA met five criteria out of six and received \$960,000 in federal funds (40% of funding). CCTA is within 1% of the threshold for the 'Passenger Miles per Vehicle Revenue Miles' criterion.

- CCTA bus routes include Essex Junction (busiest in the CCTA system with 1800 boardings per weekday), Essex Center (90 boardings per weekday), Williston-Essex, and Jeffersonville commuter route (two runs in the morning and two runs in the evening). Three of the four routes go to the Amtrak station. The Jeffersonville route takes 289 to Burlington.
- The Williston-Essex route is proposed to be changed by decreasing the rush hour service between Walmart and the Amtrak station to every hour and then determining what trips will be retained. Departure times from the Amtrak station will be consistent and on the hour. An independent bus will be used between Walmart and the Amtrak station that will not go into Burlington. There will be bus connections to Burlington at Walmart and the Amtrak station.
- The cost savings from the change in the Williston-Essex route will be reallocated to Sunday service on the route which will allow connection to Amtrak services on Sunday.
- It is anticipated the annual increase in boardings with the Sunday service will be 10,000 riders. A loss of 4800 boardings from the previous service is expected.
- CCTA will field test the Sunday run staying on Pearl Street rather than going through the Acres.
- Per federal ADA paratransit service requirements the Sunday service must be available.
- Meetings are scheduled to discuss the route change with Williston, Essex, and the CCTA Board. If all parties agree the Sunday service will go into effect August 24, 2015.

#### *COMMENTS*

Diane Clemens, village resident, suggested coordinating the new service with the start date of the Champlain Valley Fair.

Lori Houghton asked how late the bus runs in Essex Junction. Jon Moore said the bus departs Cherry Street at 9:40 PM and the Amtrak station at 10:10 PM.

Elaine Sopchak asked if service from the Amtrak station to Richmond or Montpelier has been considered. Jon Moore said both routes have been discussed because traffic on Route 2A would likely be alleviated. Funding is the hurdle. The park-and-ride facility at Exit 12 will be served by the bus which should help traffic congestion in the area.

#### **5. OLD BUSINESS**

1. Appointments to Planning Commission and Tree Advisory Committee

**MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Joe Weith to the Planning Commission through June 30, 2017. VOTING: unanimous (4-0); motion carried.**

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to appoint Mary Jo Engel to the Tree Advisory Committee through June 30, 2018. VOTING: unanimous (4-0); motion carried.**

2. Approve Whitcomb Heights II Draft Open Space Agreement and Draft Nature Trail Easement Deed

Robin Pierce suggested in addition to the revisions incorporated in the document there should be language saying no wheeled vehicles of any kind other than those used for maintenance of the open space or trail and/or approved by the village shall be permitted on the property. The Trustees concurred.

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to exercise the option to enter into an Open Space Agreement with the suggested modifications and a Nature Trail Easement with the homeowners at Whitcomb Heights II and to authorize the Municipal Manager to execute the Open Space and Nature Trail agreements to protect the homeowners at Whitcomb Heights II and ensure the open space and trail are available to village residents in perpetuity. VOTING: unanimous (4-0); motion carried.**

Tom Weaver thanked the Trustees for the agreements which will benefit all.

3. Approve New Street Name for portion of Jackson Street

Robin Pierce reported E-911 decides the house numbering and suggested the street name of “Hammond Lane” which is compliant with the E-911 system and does not conflict with any other streets. The previous suggestion of “Old Farmhouse Lane” is too long for the street sign.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to select “Hammond Lane” as the new name for the location on Jackson Street to comply with the State E-911 system and to comply with the E-911 Board requirement for the numbering of Hammond Lane thus improving efficiency of access to the properties in an emergency situation and for postal deliveries.**

**DISCUSSION: Scott Barnier said he just received the letter regarding the street name and if the letter had been received earlier in the week he would have had time to think about the name. Mr. Barnier said he did not agree to “Hammond Lane” as indicated in the letter and finds no significance with the name as the Hammond family has only been living in the neighborhood since the 1970s. Mr. Barnier suggested the name “Farmhouse Lane” if “Old Farmhouse Lane” is too long for the sign. Robin Pierce recalled in his conversation with Mr. Barnier on the suggested street name by E-911 that Mr. Barnier said there is nothing that can be done about the name then. George Tyler explained to Mr. Barnier that the Trustees have no authority on the name which must be acceptable to the E-911 system. Mr. Barnier asked about the list of street names provided at the last meeting. Elaine Sopchak asked why “Hammond” was chosen over “Willow” which is on the list of approved names. Robin Pierce said he was told that “Hammond” meets the E-911 criteria. Pat Scheidel added E-911 dispatch does so for multiple jurisdictions and does not want responders going to the wrong address. There are certain standards for street names and when a name meets the standard it is a fait accompli. Mr. Barnier suggested a letter be sent**

to the four property owners in the neighborhood to decide the name as a group. Robin Pierce said all the property owners should have received the same letter sent to Mr. Barnier. George Tyler asked Mr. Barnier to select a name from the list since he is the only neighbor in attendance. Mr. Barnier chose “Bass Lane”.

**VOTING:** Prior to the vote the motion was withdrawn.

**MOTION** by George Tyler, **SECOND** by Lori Houghton, to approve the name change to a portion of Jackson Street to be “Bass Lane” with the E-911 appropriate address changes (house numbers) on the condition the name of “Bass Lane” is acceptable to the E-911 system, and if not, then the name will default to “Hammond Lane”.

**DISCUSSION:** Mr. Barnier pointed out there is a cost to the village for the street sign so the memo is misleading to say there is no cost associated with the street name change. There were no further comments.

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

Robin Pierce will confirm with E-911 the street name of “Bass Lane”.

## **6. NEW BUSINESS**

### **1. Approve Grant Application for VTrans Bicycle and Pedestrian Program**

Robin Pierce explained the grant for a pedestrian crossing using a long ago discontinued road crossing over the railroad tracks through the hedgerow to the community gardens and dog park on West Street. There will be a gate installed to stop anyone crossing when a train is coming down the track. The path has been narrowed to 4’ wide with 3’x 3’ blocks so a vehicle cannot use the crossing. Estimated cost of the project is \$74,000. The grant requires a 10% local match. People have been requesting a mid-block pedestrian crossing on Pearl Street. The MUTCD says there is not enough official pedestrian traffic to justify the crossing, but the opening comes out at a bus stop and if the people using the crossing now are counted then the numbers may be met. Jon Kaplan, VTrans Manager of the Bike and Pedestrian Program, said the UVM scoping study that was done meets the scoping study standard so the village can apply for the grant (savings for the study is \$50,000). Right-of-way from the state and the railroad must be secured for the crossing.

There was discussion of using the grant funding if received for pedestrian signals at existing crosswalks in the village that are not safe and having the Bike/Walk Committee pursue money for signs, pavement markings, crossing enhancements, and striping for on-road bike facilities from the “Small Projects” category funded by state money. Robin Pierce said the village can apply for scoping study funds (20% match) to prove the project is necessary, but cannot apply for construction funds. Pat Scheidel suggested the Bike/Walk Committee make a list of items that are a priority and include the list in the grant application. The Trustees need to know the list and the Capital Committee needs to know the list. Lori Houghton requested information on getting a grant for a scoping study and the “small projects” items paid by the state. Robin Pierce will gather the information.

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**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve a 2015 VTrans Bicycle and Pedestrian Program grant application by the Bike/Walk Advisory Committee that will be reviewed and approved by staff prior to submittal, and to commit to the 10% match for the grant. VOTING: unanimous (4-0); motion carried.**

2. Approve FY2015 Audit Contract

Lauren Morrisseau stated with all the consolidation activity taking place it may be prudent to wait until next year to go out to bid for an auditor as one with the town. Pat Scheidel added it will be essential to have a consolidated audit of the consolidated services because that will provide proof as to whether the consolidation is working or not. Staff recommends entering into a contract with Sullivan Power & Company for the FY2015 audit.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the contract with Sullivan Power & Company for the FY2015 audit. VOTING: unanimous (4-0); motion carried.**

3. Approve Reappointment of CCRPC and TAC Representatives

**MOTION by George Tyler, SECOND by Elaine Sopchak, to reappoint the following representatives to CCRPC and TAC for a two year term from July 1, 2015 through June 30, 2017:**

- **Dan Kerin – CCRPC representative**
- **Andrew Brown – CCRPC alternate**
- **Jeffrey Carr – CCRPC 2<sup>nd</sup> alternate**
- **Robin Pierce – TAC representative**

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

7. **MUNICIPAL MANAGER'S REPORT**

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

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

Special Meetings/Events:

- June 2, 2015 @ 3 PM – Annual Employee Appreciation Party
- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. Land Development Code Update

Pat Scheidel explained the proposal to contract with a consultant to assist the Development Director with the update of the Land Development Code.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize the Municipal Manager to approve the temporary personnel arrangement with Will Hayden for the purpose of updating the Land Development Code for the sum of \$5,000. VOTING: unanimous (4-0); motion carried.**

### 3. Library Director Position

Pat Scheidel reviewed the process of recruitment for the Library Director position which resulted in 14 respondents and scheduled interviews of five candidates. The position was offered to and accepted by Wendy Hysko. A press release will be published. Staff will begin the search to fill the IT/Assistant Director position at the library.

### 4. Municipal Manager Contract

Pat Scheidel announced he will request a two year extension (to June 30, 2017) from the Essex Selectboard on the contract for a municipal manager of the village and town in order to shepherd the consolidation through the three year trial period. George Tyler mentioned if the shared manager model will be permanent after the trial period and a charter change is needed then some thought should be given now about developing a selection process on how the two boards will choose the shared manager. Pat Scheidel suggested holding a team building retreat with the manager and the two boards to determine what needs to be done and assign responsibilities. Department heads in the village and town should do the same team building exercise based on the decisions by the legislative bodies so the process is fair and inclusive. This will make for the greatest chance of success for a combined manager and shared services. George Tyler noted the ‘blueprint’ should also cover one finance administrator for the village and town and assistant managers and staff. The Trustees will discuss the matter further at the next Trustees meeting.

### 5. Joint Meeting to Discuss EGG

Pat Scheidel will schedule a joint meeting with the Trustees and Selectboard at a future Trustees meeting.

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

### 1. Board Member Comments

- Lori Houghton publicly thanked the Tree Committee for the tree planting that was done around the community
- Lori Houghton asked about the crosswalk painting schedule. Lauren Morrisseau reported Public Works is working on the task. Scott’s Line Striping will do some of the work. Much of the work is done at night and is weather dependent.
- Dan Kerin commented positively on the outstanding Memorial Day Parade.
- Thanks were extended to Dan Kerin on his success in securing a team of horses to pull the caisson in the parade.

### 2. Reading File

- Minutes
  - Capital Program Review Committee 5/5/15

**9. CONSENT AGENDA**

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of the information brief to be posted on Front Porch Forum regarding the report on Five Corners by Julie Campoli:**

- 1. Approve Minutes of Previous Meeting 5/12/15.**
- 2. Approve Final Draft Minutes of Joint Meeting with Essex Selectboard 5/4/15**
- 3. Approve Warrants Check #10051482 to Check #10051574 totaling \$367,697.33.**

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

**10. ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adjourn the meeting.**

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

The meeting was adjourned at 8:40 PM.

RScty: M.E.Riordan

