



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JULY 14, 2015 at 5:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [5:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Meeting with Members of Boards/Commissions about Reappointments
 - b. Comments from Public on Items Not on Agenda
 - c. Vietnam Veterans Memorial Traveling Wall – Vincent Benevento [6:30 PM]
 - d. Award Presentation for Bicycle Friendly Community – Rick Hamlin
4. **OLD BUSINESS**
 - a. Request from Bike/Walk Advisory Committee for Signs – Pat Scheidel/Rick Hamlin
 - b. Appointments to Boards and Committees – Pat Scheidel
 - c. CCTA Buses on South Street – George Tyler
 - d. Appointment of Trustee to Ad Hoc Governance Committee – George Tyler
 - e. Amendment to FYE 16 General Fund and Water Fund Capital Plans – Lauren Morrisseau
 - f. Approve Cash Sharing Agreement with Town of Essex – Lauren Morrisseau
5. **NEW BUSINESS**
 - a. Neighborhood Development Area Designation Application – Robin Pierce
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:
 - Tree Advisory Committee 5/19/15 and 6/16/15
 - Planning Commission 6/4/15 and 6/18/15
 - Block Party Committee 6/22/15
 - c. Memo from Jim Jutras about 2015 Water Quality Bill Costs
 - d. CCRPC Public Hearing Notice on FY 16-19 TIP 7/15/15
 - e. Memo from Jamie McMahon on the Status of Crosswalk Painting
 - f. Letter to George Tyler from Representative Peter Welch
 - g. Letter to George Tyler from Human Rights Campaign Foundation
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 6/23/15
 - b. Approve Warrants including check #10051758 through #10051851 totaling \$622,308.79
 - c. Memo Regarding Approval of Warrants
 - d. Review and Sign Financial Management Questionnaire
9. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
July 14, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin [arrived 6:30 PM], Elaine Sopchak [arrived 6:30 PM], Andrew Brown, Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT Tom Weaver, James Moody, Aaron Martin, David Nistico, Amber Thibeault, Jud Lawrie, Warren Spinner, Carmelle Terborgh (via teleconference), Lori McPeters, Glenn McPeters, Raj Chawla, Gabe Epstein, Vince Benevento.

[NOTE: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 5:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Additions:

- Updated list of appointees under “Old Business”.
- MOU on Shared Bank Account under “Old Business”.
- CVE Request for Neil Young Concert Hours of Operation under “New Business”.
- Bid Award for Maple Street Culvert under “New Business”.
- Warrants for Approval under “Consent Agenda”

**MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended.
VOTING: unanimous (5-0); motion carried.**

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Meeting with Members of Boards/Commissions/Committees re: Reappointments

The Trustees met informally with individuals currently serving on village boards/commissions/committees and those seeking appointment to discuss activities and achievements. There was also discussion of consolidated planning and zoning governance with the town and the need to respect and preserve the unique peculiarities of each community, and to keep volunteers serving in both the village and town engaged.

2. Comments from Public on Items Not on Agenda

Speeding on Village Streets

George Tyler mentioned comments were posted on Front Porch Forum regarding cars speeding on South Street and West Street. Glenn and Lori McPeters, 6 South Street, stated cars exceeding the speed limit on the street is a problem. There are children and lots of traffic. The homeowner of 36 South Street stated traffic volume on the residential street is very high

because the road is used as a cut-through to avoid Five Corners. The cars are exceeding the speed limit and even beep their horn and do rude gestures if they are behind someone doing the speed limit. There are also commercial vehicles including 18 wheelers using the street. Raj Chawla, Warner Avenue, said there is a lot of traffic on Warner Avenue, too, with close calls every day. Lori Houghton said traffic on School Street is also heavy and going fast. Drivers are not stopping at the stop sign and some are on their cellphones.

Pat Scheidel will ask Police Chief LaRose to attend the next Trustees meeting to discuss ideas on controlling speed in neighborhoods. The police have issued 48 warnings and seven tickets in the last two months on West Street and South Street. A monitoring device that flashes the speed of the car has been set up as well. Dan Kerin stated based on his experience speeding is a perpetual issue and Essex Police is working hard to address the matter.

3. Vietnam Veterans Memorial Traveling Wall

Vince Benevento showed pictures from 2001 of the traveling memorial wall and explained the planned ceremony to be held October 1-4, 2015 including the reading of the names on the wall. Donations are requested to reach the goal of \$10,000 (\$5,300 has been collected as of July 1st). Contact Mr. Benevento to volunteer to read names.

4. Award Presentation for Bicycle Friendly Community Designation

Rick Hamlin gave a brief history of the Bike/Walk Advisory Committee (eight members) and the progress made on the list of projects identified by the committee. The committee completed the onerous application to The League of American Bicyclists for designation as a bike friendly community and received the Bronze Level designation. Only two other communities in the State of Vermont have achieved the national designation (Montpelier, Burlington). Next step is to work to achieve the Silver Level designation and continue to grow bike facilities in the community.

Andrew Brown suggested announcing the award at the village annual block party. Lori Houghton suggested also making the announcement at the Farmers Market.

4. OLD BUSINESS

1. Request from Bike/Walk Advisory Committee for Signs

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the request from the Bike/Walk Advisory Committee to purchase four street signs that indicate Essex Junction is a bicycle friendly community. VOTING: unanimous (5-0); motion carried.

2. Appointments to Boards/Committees/Commissions

MOTION by Andrew Brown, SECOND by Dan Kerin, to make the following appointments:

- **Aaron Martin – Zoning Board of Adjustment through 6/30/17**
- **James Moody – Zoning Board of Adjustment through 6/30/18**
- **Carmelle Terborgh – Library Board of Trustees through 4/12/16**
- **Gabriel Epstein – Bike/Walk Advisory Committee through 6/30/18**

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

Pat Scheidel observed with the appointments all vacancies on village boards are filled.

3. CCTA Buses on South Street

George Tyler reported per village ordinance the vehicle weight limit on residential streets is 16,000 pounds. The CCTA bus using South Street weighs 40,000 pounds. The bus does not have a waiver to use the street, but the village has allowed the bus route to continue based on the long standing position in support of public transportation in the village. Essex Police said they do not stop the bus on South Street, but do stop large trucks. CCTA can request a fleet permit to use the street or request a waiver of the ordinance.

Andrew Brown stated using public transportation decreases the carbon footprint in the village. More information is needed on the use of the street including how and why 16,000 pounds is the weight threshold, the actual bus ridership on the route, and how many complaints from residents have been received.

Following further discussion there was agreement a waiver of the ordinance is needed if the weight limit is exceeded or the ordinance needs to be changed. More information is needed from CCTA on whether South Street must be part of the route. George Tyler pointed out the ordinance was put in place to stop tractor trailer trucks from using residential streets, not to stop passenger buses passing through a residential area. Essex Police said they will not ticket the bus and advised the village to contact CCTA about changing the bus route. Robin Pierce, Development Director, noted CCTA is looking at potentially staying on Route 15 and not using South Street. Once the analysis is done CCTA will report to the village.

COMMENTS

Glenn McPeters, 6 South Street, made the following comments:

- No one is advocating stopping public transportation in the village.
- The request is for the CCTA bus using South Street to stay on Route 15 which is the route traveled on the return trip to Burlington.
- Per traffic counts for the last five years the bus from Pearl Street to South Summit Street to South Street to Park Street has an average of three riders per day.
- Over \$10,000 in repairs have been done to the house at 6 South Street to address damage caused by the passing bus shaking the house and there is more damage to be addressed.
- Residents need to be given consideration.
- The vehicle weight limit on the road is 16,000 pounds. The weight of the bus is 40,000 pounds.
- If the Trustees mandate the bus to stop the police will initiate enforcement.
- The letter against stopping the bus route is from a resident living only 100 yards from the next bus stop. The letter from CCTA about concern for impact on service to IBM does not mention that only four or five buses go to IBM and the rest go through Five Corners. The CCTA letter also mentions impact on the schedule if South Street is not used and the bus must go through Five Corners which indicates CCTA is using South Street as a cut-through to avoid Five Corners. There was earlier discussion and concern about vehicles cutting through neighborhoods to avoid Five Corners.

- There have been three votes by past Boards of Trustees to stop the bus from using South Street, but CCTA has simply continued using the street which brings into question who is in control of the village streets.
- Tractor trailer trucks do not go down the street every 10 minutes like the bus which is empty on most passes.

Lori McPeters, 6 South Street, expressed concern about the adverse impact of the bus causing damage to the house on her husband's health.

Pat Scheidel asked Mr. McPeters if he contacted CCTA directly. Mr. McPeters said he lodged an official complaint with CCTA via mail and they acknowledged receipt of the letter, but to date no response has been received.

George Tyler clarified the police said the Trustees need to contact CCTA about their decision on the bus route and if operation continues against the Trustees decision then enforcement will be done. There are bus stops on South Street so the bus is not just passing through. If there is school consolidation then there will likely be school buses on South Street.

There was agreement by the Board of Trustees that a letter should be sent to CCTA informing them of the decision facing the village regarding South Street and the need to hear CCTA's side of the situation. A copy of the letter will be sent to Glenn McPeters.

4. Appointment to Ad Hoc Governance Committee

MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Elaine Sopchak as the Village Trustee to serve on the Ad Hoc Governance Committee. VOTING: unanimous (5-0); motion carried.

5. Amendment to FY2016 General Fund and Water Fund Capital Plans

Lauren Morrisseau reviewed changes to the projects in the Capital Plan including adding the Hillcrest sidewalk design work in FY2017 and construction in FY2018, adding the lighting for the firehouse in FY2016, doing the scoping study for the Main Street sidewalk (is in process now), and adding the Multi-Use Path West Street to Pearl Street design work in FY2016 with construction in FY2018 assuming the grant is received for the project. The Railroad Avenue water line is pushed out to FY2017. The Maple Street culvert project now includes water line work and that portion of the project is considered a water project and included in the Water Capital Fund for FY2016.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the reconfigured FY2016 Capital Plan for a budgeted amount of \$6,393,419 and the reconfigured FY2016 Water Fund Capital Plan for a budgeted amount of \$294,707. VOTING: unanimous (5-0); motion carried.

6. Approve Cash Sharing Agreement with Town of Essex

Lauren Morrisseau stated the Village Treasurer is the primary signatory on the shared account and the agreement has been revised to reflect this.

MOTION by George Tyler, SECOND by Lori Houghton, to approve the amended Cash Sharing Agreement with the Town of Essex. VOTING: unanimous (5-0); motion carried.

The Trustees signed the agreement.

5. NEW BUSINESS

1. Request from CVE for Neil Young Concert

Robin Pierce clarified the waiver in place is for sound, not duration. Neil Young's manager said the concert done by the performer will extend beyond the 11 PM deadline. CVE is contacting the neighbors to the fairgrounds about the matter.

Elaine Sopchak commented that the date of the concert may not be a school night, but people still have to go to work in the morning.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to grant the request by CVE for the Neil Young concert on July 19, 2015 to end no later than 11:45 PM. VOTING: unanimous (5-0); motion carried.

2. Neighborhood Development Area Designation Application

Robin Pierce briefly mentioned the benefits of having the designation which could encourage investment in the village center.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the application for Neighborhood Development Area Designation for the Village Center District. VOTING: unanimous (5-0); motion carried.

3. Bid Award for Maple Street Culvert

MOTION by George Tyler, SECOND by Dan Kerin, to award the bid for the Maple Street culvert and water line improvements and repairs to Desroches Construction Services, Inc. in the amount of \$489,438. VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015
- September 22, 2015
- October 3, 2015
- October 27, 2015
- November 10, 2015
- November 24, 2015
- December 8, 2015

2. Assistant Library Director Position

The Assistant Library Director position was advertised and 18 responses were received.

3. Retreat

Board of Trustees retreat is August 10, 2015, Noon to 5 PM.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler commented the request from the Human Rights Campaign Foundation is for cities, not villages so no action will be taken.

2. Reading File

- Minutes
 - Tree Advisory Committee 5/19/15, 6/16/15
 - Planning Commission 6/4/15, 6/18/15
 - Block Party Committee 6/22/15
- Memo from Jim Jutras re: 2015 Water Quality Bill Costs
- CCRPC Public Hearing Notice on FY2016-2019 TIP 7/15/15
- Memo from Jamie McMahon re: Status of Crosswalk Painting
- Letter to George Tyler from U.S. Rep. Peter Welch
- Letter to George Tyler from Human Rights Campaign Foundation

8. CONSENT AGENDA

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda as presented:

1. **Approve Minutes of Previous Meeting 6/23/15.**
2. **Approve Warrants Check #10051758 to Check #10051851 totaling \$622,308.79.**
3. **Memo re: Approval of Warrants**
4. **Review/Sign Financial Management Questionnaire**
5. **Approve Warrants totaling \$57,903.84 paid through Town of Essex AP system.**

DISCUSSION: Lauren Morrisseau explained the second set of warrants shows the checks issued from the first combined A/P check run with the town.

VOTING: unanimous (4-0)[Elaine Sopchak not present for vote]; motion carried.

9. ADJOURNMENT

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

VOTING: unanimous (4-0)[Elaine Sopchak not present for vote]; motion carried.

The meeting was adjourned at 8:20 PM.

RScty: M.E.Riordan

