



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 11, 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. Police Chief Brad LaRose about traffic issues on South and West Streets
4. **OLD BUSINESS**
 - a. Amendment to Multiuse Path Lease Agreement – Robin Pierce
5. **NEW BUSINESS**
 - a. Bid award for Phase 1 of Lincoln Hall Exterior Rehabilitation – Pat Scheidel
 - b. Amendment of FYE 16 General Fund Capital Plan – Lauren Morrisseau
 - c. Amendment of Trustees' Fixed Asset Policy – 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:
 - Block Party Committee 7/27/15
 - Capital Program Review Committee 8/4/15
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 7/28/15
 - b. Expense Warrant #15003 dated 7/30/15 in the amount of \$4241.61
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
August 11, 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: Essex Police Chief Brad LaRose, Lori & Glenn McPeters, Paul List.

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.

2. AGENDA ADDITIONS/CHANGES

Additions:

- Letter from John Alden with Scott + Partners re: Analysis of Bids for Lincoln Hall under New Business.
- Memo from Patrick Scheidel re: Recruitment Profile under Manager's Report.
- Comparison of Tax Rates (2015-2016) under Reading File.
- Accounts Payable Check Warrants, dated 8/7/15, under Consent Agenda.

MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended.

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Glenn McPeters, South Street, asked for an update on the CCTA bus route on South Street. George Tyler said a response from CCTA was received, but too late to be included on the agenda for the meeting. Staff will forward the response to Mr. McPeters.

2. Police Chief Brad LaRose re: Traffic Issues on South Street and West Street

Chief LaRose reviewed statistics from the speed monitoring device posted on West Street and South Street for the week of August 2, 2015 which showed an average volume of cars per day in one direction of 1,686 and the average speed of drivers to be 27.33 mph. The 85th percentile speed was 31 mph or less and the 50th percentile of speed was 27 mph. Police use the data to better allocate resources to the area, but must balance resources with other demands in the community. Traffic and drugs are the largest demands.

There was further discussion of the speed limit on the streets and the increase in the volume of traffic because South Street and West Street are used as a bypass though the roads were not intended for this use. Chief LaRose noted if the 85th percentile for travel speed was taken in isolation the data would indicate a 30 mph speed limit, but there are other warrants to consider

when setting a speed limit such as school zones, residential neighborhood, curb cuts. State law does not allow posting less than 25 mph. The speed monitoring devices do tend to decrease driving speeds. The town is seeking four more devices to add to the three already in use. Radar signs will also be posted. Implementing some of the bike/ped suggestions that were noted in a report issued in January 2015 such as flags mounted at crosswalks and installing mid-block blitz light crosswalk signals would also be helpful. Chief LaRose showed one of the signs to be posted at crosswalks warning motorists of the \$220 fine and four points on their license for violating the crosswalk law.

George Tyler asked about the decision point for issuing a warning versus a ticket for speeding. Chief LaRose said his officers use discretion and are reasonable. A warning will be issued if that is sufficient for the situation otherwise a ticket will be issued. Tickets are not issued for revenue purposes. Points are assessed to a driver's license with each ticket. Having people see law enforcement in the area does have an impact on the speed of drivers. People are still receiving tickets for using their cell phones while driving and need a constant reminder.

Dan Kerin said a resident on South Street contacted him with concerns about traffic and speed on the road and asked that no through truck traffic signs be posted on South Street to West Street. The change to West Street Extension has resulted in an increase in truck traffic.

The Trustees confirmed support of installing more radar driven speed monitoring devices, flags at crosswalks, and signs at crosswalks.

COMMENTS

Glenn McPeters, South Street, suggested monitoring the speed of cars on South Street for traffic traveling from Park Street to West Street during the shift change at IBM/Global Foundries. Also, people do not stop at the stop sign where South Street turns to West Street. Mr. McPeters said residents on South Street do not feel their concerns are being addressed and some are even advocating parking on the street to slow down the cars. Dan Kerin cautioned against parking in the street which could make the situation more dangerous for people on bikes or pedestrians trying to cross the street. George Tyler assured Mr. McPeters that the Trustees have heard the concerns and are doing all that can be done with the resources available. Chief LaRose added fortunately the accident rate is low on the street, but the police are taking preventative action. A speed monitoring device has been installed to monitor speed traveling from Park Street to West Street as was suggested.

4. OLD BUSINESS

1. Amendment to Multi-Use Path Lease Agreement

Robin Pierce reported all federal, state, and railroad right-of-way requirements have been satisfied and all parties are in support of the agreement.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, that the Trustees authorize the Municipal Manager to sign the amended Land Lease Agreement with New England Central Railroad, Inc. to enable the multi-use path project to move forward as designed.

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

5. NEW BUSINESS

1. Bid Award for Phase 1 of Lincoln Hall Exterior Rehabilitation

Pat Scheidel reviewed the phasing of the work on Lincoln hall and the need to transfer funds from the capital budget designated for the project slated in FY18 to cover the cost of the bids that came in over budget. The recommendation from Scott + Partners in support of Clemons Construction, LLC (letter from John Alden) and a conversation with Paul List on the rehab work was noted. John Alden with Scott + Partners was unable to attend the Trustees meeting.

Paul List with Liszt Historical Restoration noted his company wrote the specs for the rehabilitation of Lincoln Hall and knows the building and the materials well. Mr. List stressed the need to have a sound understanding of the pre-industrial revolution construction techniques and materials applied to the building in order to do the rehab properly and avoid any further damage to the building. Mr. List expressed concern the low bidder for the project does not have the necessary knowledge or expertise to do the restoration work as it should be done, and suggested since there are no life safety issues with the building that the project be put out to bid again in the spring. Historic Preservation of Vermont could be contacted for the names of craftsman with the skills and experience needed for the work.

Pat Scheidel suggested consulting with the Village Attorney and John Alden regarding the bid.

MOTION by George Tyler, SECOND by Lori Houghton, based on receipt of new information and the absence of John Alden to discuss the bid recommendation the bid award is tabled in order to obtain more information from the architect and the Village Attorney. VOTING: unanimous (4-0); motion carried.

Pat Scheidel and George Tyler will work on the invitations to interested parties for the bid. Pat Scheidel will forward copies of the bids that were received to the Trustees.

2. Amendment to FYE2016 General Fund Capital Plan

No action required because the Lincoln Hall restoration project was tabled.

3. Amendment of the Fixed Asset Policy

Lauren Morrisseau reviewed the suggested modifications to the policy to match actual practice and the town's thresholds.

MOTION by George Tyler, SECOND by Elaine Sopchak, approve the proposed modifications to the Village of Essex Junction Capital Asset Policy as presented. VOTING: unanimous (4-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- August 25, 2015
- September 8, 2015
- September 22, 2015
- October 13, 2015
- October 27, 2015

- November 10, 2015
- November 24, 2015
- December 8, 2015
- Special Meetings/Events:
 - October 8, 2015 – VLCT Town Fair in Killington (8 AM-4 PM)

2. Questions for Recruitment Profile (Memo from Pat Scheidel)
 Individual meetings will be scheduled with each trustee and department head to complete the questionnaire. The information will be compiled and a profile developed for approval by the Board of Trustees.

3. Fire
 The fire on Central Street was contained with no loss of life or property.

4. PACIF
 Pat Scheidel announced he will continue his membership with PACIF.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments
 - George Tyler said summary notes from the Trustees retreat on 8/10/15 will be available soon.
2. Reading File
 - Minutes
 - Block Party Committee 7/27/15
 - Capital Program Review Committee 8/4/15
 - Comparison of Tax Rates (2015-2016)

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the inclusion of the Accounts Payable Check Warrant Report 8/7/15:

1. Approve Minutes of Previous Meeting 7/28/15.
2. Expense Warrant #15003, dated 7/30/15, in the amount of \$4,241.61.

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

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 8:16 PM.

RScty: M.E.Riordan 