



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 25, 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. CCTA Buses on South Street – George Tyler
 - b. Update on Building Bids – George Tyler
5. **NEW BUSINESS**
 - a. Grant application for Lincoln Hall – Pat Scheidel
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 8/10/15
 - Zoning Board Minutes 8/18/15
 - c. Heart and Soul Proposal for Public Engagement Protocol – Lori Houghton
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 8/10/15 and 8/11/15
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
August 25, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.
OTHERS PRESENT: Lori & Glenn McPeters, John Alden.

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:

- Email from Karen Halverson, dated 8/24/15, re: CCTA bus route under Old Business.
- Traffic Solutions data submitted by Police Department, dated 8/21/15 under New Business.
- Information on VLCT PACIF equipment grant under New Business.
- Memo from Greg Duggan, Town Planner, dated 8/21/15, re: community planning workshop 9/9/15 under Manager's Report
- Announcement of the "Wall that Heals" Vietnam Memorial Wall at the fairgrounds October 1-4, 2015 under Reading File.
- Accounts Payable Check Warrants, dated 8/14/15 & 8/21/15, under Consent Agenda.

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda
None.

4. OLD BUSINESS

1. CCTA Buses on South Street

George Tyler reviewed the reply from Meredith Birkett, CCTA, explaining the reasons for the bus route on South Summit and South Street. In sum the reasons include:

- CCTA is seeing an increase in people using the bus service going down South Street.
- South Street route is the only way and a better access to IBM.
- Going through Five Corners will add minutes to the route that would necessitate creating a different route or a different schedule.
- South Street/West Street route provides greater geographic coverage.

George Tyler noted the email from Karen Halverson, dated 8/24/15, who boards the bus on West Street and would have to walk a significant distance to the nearest bus stop if the South Street/West Street route is eliminated.

Glenn McPeters, South Street, disagreed with the interpretation of the explanation from CCTA regarding delay by going through Five Corners, opining that the letter says there is no problem with turning radius, but running time is a consideration in terms of passenger convenience and CCTA needs to determine if going through Five Corners will cause delay. Mr. McPeters also noted if the Park Street stop is taken out of the mix then there are only two to four people getting on the bus, not 50 as noted by Ms. Birkett. Mr. McPeters said the matter will have to be settled by the court.

Lori Houghton noted CCTA is going to do an analysis so the matter will be back before the Trustees. Andrew Brown added the numbers from Meredith Birkett reflect boardings in just one section of the route and are not reflective of the use of the bus. Regarding the issue of vehicle weight, staff interprets the ordinance to apply to trucks, not buses, and CCTA could request a waiver from the weight limit

2. Update on Building Bids

George Tyler summarized three bids were received for restoration work on Lincoln Hall and there was a delta of \$100,000 between the low bid and the high bid. The individual who did the building envelope evaluation advised the Board of Trustees not to act on the bids that were received because the bidders do not have the expertise to do the restoration. John Alden whose firm was hired to write the specs and review the bids was asked if the renovation could be done in pieces (yes) and if the work would be complete before cold weather sets in (unlikely). George Tyler said Mr. Alden stood by his analysis of the bids, but is willing to gather additional information as requested, such as what has to be done on the building before winter. Awarding the bid is tabled pending further information. The Trustees agreed all the bidders are qualified, skilled, and capable of doing the work on the building. Restoration of the exterior is only one part of the work to be done. The village does not have the money to do all the work. The Trustees need to think about funding in light of shared services and consolidated offices and what the future use of the building will be.

5. NEW BUSINESS

1. Grant Application for Lincoln Hall

Pat Scheidel reported the village can apply for a Vermont Agency of Commerce and Community Development grant of \$20,000 (maximum) with 100% local match for the work on Lincoln Hall. The matching funds are in the capital reserve for the project. The money (\$40,000) would be used for various exterior wood repairs and restoration, wood sill replacement, and painting.

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve applying for an historic preservation grant for the exterior rehabilitation of Lincoln Hall and approve the 100% match. VOTING: unanimous (5-0); motion carried.

2. VLCT PACIF Equipment Grant

Pat Scheidel stated the PACIF equipment grant will be used to purchase four convertible standing desks and office mats at a total cost of \$1,840. PACIF will reimburse \$920 of the cost. Mr. Scheidel stressed the PACIF Board has no influence on PACIF grants.

MOTION by George Tyler, SECOND by Elaine Sopchak, authorize staff to submit the PACIF equipment grant application as presented. VOTING: unanimous (5-0); motion carried.

3. Traffic Solutions Data

Summary data on the speed of cars on South Street on 8/20/15 was provided to the Trustees. A picture of the recently installed sign warning of the fine for violating the crosswalk law was shown.

6. MUNICIPAL MANAGER'S REPORT

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

- September 8, 2015
 - September 22, 2015
 - October 13, 2015
 - October 27, 2015
 - November 10, 2015
 - November 24, 2015
 - December 8, 2015
- Special Meetings/Events:
- September 9, 2015 – Essex Community Planning Workshop, Essex High School (7 PM-9 PM)
 - October 8, 2015 – VLCT Town Fair in Killington (8 AM-4 PM)

2. Planning Workshop (September 9, 2015)

The planning workshop is an opportunity for community-wide civic engagement as part of the thoughtful growth element of Heart & Soul to examine consolidation of services and see what is working and where improvement is needed.

3. Redevelopment of St. Albans

Pat Scheidel will contact Dominic Cloud, St. Albans City Manager, for a tour of the city by the Trustees and to discuss the successful redevelopment of St. Albans.

4. Interviews on the Recruitment and Selection Profile

Interviews will be complete by the end of August after which the information will be compiled.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler reported the Planning Commission took issue with the Board of Trustees decision to limit building height in the Village Center District to four

stories. Robin Pierce, Development Director, will be invited to the next Trustees meeting to discuss the matter. John Alden, Planning Commission, explained there are buildings on Park Street that exceed four stories already. The goal of the Planning Commission is to allow density, but not have an overly large impact on existing development. It would be odd to have areas in the village with greater than four story buildings surrounding the village center which is the most urban area of the village, but has lower buildings. The Planning Commission is urging not to have a blanket statement disallowing four story building height, but to advise developers it is possible to get the height though not guaranteed.

- George Tyler mentioned the configuration of the bike lanes on upper Main Street which according to the Village Engineer is the current engineering standard. Dan Kerin expressed concern about bicyclists being in merging traffic.
- Elaine Sopchak stated the Budget to Ballot group is contemplating doing a petition for the budget vote by Australian ballot. The Trustees are working toward the same goals as the group, but not as fast as the group would like.

2. Reading File

- Minutes
 - Planning Commission 8/10/15
 - Zoning Board of Adjustment 8/18/15
- “Wall that Heals” Vietnam Memorial at the fairgrounds October 1-4, 2015

3. Heart & Soul Proposal for Public Engagement Protocol

Lori Houghton explained the request for grant funding from Orton Foundation to pay for staff time and co-working space for six months to continue Heart & Soul locally, and to create a protocol for public engagement followed by community workshops. There is no match required with the grant and staff time should be minimal. The end vision is a document with a checklist that helps determine the course of action to take. Approval to go forward with the grant application by both the Trustees and the Selectboard is requested. (Pat Scheidel said the item will be on the Selectboard agenda on September 8th).

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 Reports 8/14/15 & 8/21/15:

1. **Approve Minutes of Previous Meeting 8/10/15, 8/11/15.**

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

9. ADJOURNMENT

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

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

The meeting was adjourned at 7:40 PM.

RScty: M.E.Riordan 