



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 27, 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. Presentation of Alternatives: Essex Junction Train Station Access and Circulation Study – Robert Chamberlin of RSG, Inc.
4. **OLD BUSINESS**
 - a. Heart and Soul Proposal – Lori Houghton/Pat Scheidel
5. **NEW BUSINESS**
 - a. Winter Operations Plan – Dennis Lutz and Rick Jones
 - b. GPS Tracking Systems for Selected Vehicles – Dennis Lutz and Rick Jones
 - c. Grant Application for Electric Car Charging Station – Darby Mayville
 - d. Appointment to CCRPC Clean Water Advisory Committee – 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:
 - Capital Program Review Committee 10/6/15
 - Tree Advisory Committee 10/6/15
 - Planning Commission 10/15/15
 - c. Noise Monitoring Reports for Champlain Valley Fair Events
 - d. CSWD FYE 15 Annual Report
 - e. Letter from the Chair of the CSWD Board of Commissioners
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 10/13/15
 - b. Expense Warrant #16013 dated 10/16/15 in the amount of \$212,164.57
 - c. Expense Warrant #16014 dated 10/22/15 in the amount of \$611,059.22
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
October 27, 2015**

BOARD OF TRUSTEES: Dan Kerin, Lori Houghton, Elaine Sopchak. (George Tyler and Andrew Brown were absent.)

ADMINISTRATION: Patrick Scheidel, Municipal Manager; Rick Jones, Public Works Superintendent; Robin Pierce, Development Director; Darby Mayville, Community Relations Assistant.

OTHERS PRESENT: Greg Morgan, Christine Forde, Mark Burney, James Melone, Colin Flanders, Jaye O'Connell, Susan Olson, Aaron Olson, Isaak Olson, Peter Olson, Tom Shearer, John Alden, Bob Chamberlin, Dennis Lutz.

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

In the absence of Village President, George Tyler, Dan Kerin called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Add:

- Information on Heart & Soul proposal and agreement under Old Business.
- Vote to go forward with Heart & Soul proposal by Essex Selectboard.
- Memo on joint meeting with Trustees and Selectboard under Manager's Report.
- Letter to Linda Costello under Manager's Report.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to accept the agenda as amended. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

2. Presentation: Alternatives from Essex Junction Train Station Access & Circulation Study

Bob Chamberlin, RSG, Christine Forde, RPC, and John Alden, Scott + Partners, presented alternative solutions relative to the train station access and circulation. After the project scoping is done the project will be included in the TIP and VTrans capital program then to implementation. The project scope covers the condition of the building, parking, bike/ped access, public safety in the area, bus waiting area, and passenger waiting area. The following building alternatives were reviewed:

- Alternative #1 – No Build (make no change to existing conditions). There is no cost for Alternative #1, but the alternative does not provide an effective solution.
- Alternative #2 – Full Build that includes:

- Roof spanning over the top of the existing train station building and extending over the bus wait area and the platform for train access. The roof will have mechanical louvers, skylights, and a clock. There is opportunity for benches under the roofed area.
- Glass enclosed heated and air conditioned interior wait area with bathroom facility. The waiting area functions separately from the original train station building.
- Modification of the curbing on Railroad Avenue for better traffic flow.
- Roofed taxi waiting area.
- Security/surveillance as part of the rebuild.
- Cost of Alternative #2 is \$1.34 million. Alternate #2 best addresses needs.
- Alternative #3 – Partial Build that includes:
 - New waiting area and roof with overhang over waiting area only (i.e. bus and train loading platform are not covered with the roof canopy).
 - Cost of Alternative #3 is \$1.1 million. Alternative #3 does not address needs as effectively as Alternative #2.

The following transportation needs were reviewed:

- The radius of the curb at the intersection of Central St./Railroad Ave. needs to be changed to accommodate right turns by buses onto Railroad Avenue.
- More green space is needed in the area.
- Sidewalk is needed on the train station side of the road.
- Pedestrian crossing on Railroad Avenue is needed.
- Alternative uses for Ivy Lane should be considered to add more value to the village.
- Bus stacking in the travel way is not convenient or safe and needs to be addressed.
- Possible traffic circulation solutions include a) no change to existing conditions, b) two-way circulation on Railroad Avenue, c) one-way circulation on Railroad Avenue and Ivy Lane.
 - With the two-way and one-way circulation models:
 - Angled parking remains
 - Two CCTA buses can be stacked
 - Six foot wide sidewalk on the train station side of the road is added
 - Green space is increased
 - Crosswalk is added
 - Plaza space is added
 - Curb radius for bus turning is changed
 - Electric car charge station can be added
 - Taxi waiting area is added.
- With the two-way circulation model approximately 30 parking spaces are lost due to bus stacking area, bump-out on the street, curb radius reduction, and taxi waiting area. There are 60 spaces currently on Railroad Ave.
- With the one-way circulation model the travel lane is narrowed on Railroad Avenue. Ivy Lane circulation is in a clockwise direction. The sidewalk remains at 16' wide on the Brownell Block side of Railroad Ave. There is a 7' wide sidewalk

on the station side, green space, and bump-outs. The same number of parking spaces are lost due to bus stacking.

- With the two-way traffic flow scenario the cost to change the curbing, build sidewalks and crosswalks is approximately \$200,000. The cost with one-way traffic flow is slightly higher because more sidewalk will be built.
- Negotiation with the railroad is necessary for any changes on Ivy Lane.
- One-way traffic flow is safety for pedestrians, but even the new two-way flow scenario is safer than current conditions.
- There are some right-of-way and traffic impacts that must be resolved, and the interaction of Ivy Lane with the crescent connector should be considered.

COMMENTS

There were questions/comments as follows:

- The shed for the handicap ramp to the train will remain though there can be discussion of a different location.
- The existing train station can be repainted or remain as is. The railroad does not object to the canopy over the building. In fact, New England Central Railroad is happy with the proposal.
- Amtrak has a federal directive to elevate the ramp for passenger access to the train. It is not known when this will be done.
- To get buses out of the travel lane on Railroad Avenue some angled parking will be lost (four or five spaces).
- There will be access to the original building for maintenance, but not for the general public.
- The village will own and maintain the new structure. The village does not own the train station.
- There is the possibility of incorporating a coffee shop to draw people to the area. Having more people in the area will help with surveillance.
- Cars parking in available spaces all day is an issue. The railroad designated a couple long term parking spaces for Amtrak passengers, but there is no signage or regulation in place to prevent others from parking long term.
- Observation of the area showed a number of parking spaces open during the day and that better use of Ivy Lane for parking is needed.
- According to a former Amtrak stationmaster there may be up to a dozen Amtrak passengers parking their cars overnight on Ivy Lane.
- There is a safety factor with buses parked in the travel lane on Railroad Ave. which forces drivers to pull into parking spaces to avoid oncoming traffic.
- Some parking spaces are temporarily lost to snow piles until Public Works removes the piles.
- Twenty-two (22) parking spaces associated with the proposed crescent connector road are closer to Park Street than Railroad Avenue.
- There is concern about incorporating a road that the village leases and does not own (Ivy Lane) into the plan.

- According to a former Amtrak stationmaster people have inadvertently turned onto the railroad tracks while trying to park on Ivy Lane. Extending the fence on Ivy Lane to Central Street would differentiate the tracks.
- A median strip likely cannot be added on Railroad Avenue because the road width is not the same for the entire length of the street.
- The turn radius must be large enough to accommodate large fire apparatus.
- Looking at traffic flow for the entire quadrant (i.e. Railroad Avenue, Ivy Lane, crescent connector) would be most advantageous.
- Consideration should be given to Lincoln Place and Central Street with regard to aesthetics, pedestrians, and parking. Lincoln Place has parking that is not highly used during the day. One possibility is to make Lincoln Place two-way flow and change the parking to parallel spaces. The area could be made more appealing for parking by adding lights and sidewalk though this work is not part of the current study (request could be made to Regional Planning to expand the study).
- Amtrak service to Montreal may return which will increase traffic and parking needs in the area. Lincoln Place could be part of the parking inventory. Improvements can be made.
- The proposed canopy over the station will extend to cover the waiting space for train and bus patrons. There will also be benches. The train station has had internal improvements over the years, but the building footprint has not changed. The train station portion occupies one corner of the building. Other tenants occupy the remainder of the building.
- There has been discussion of closing the portion of Main Street from Railroad Avenue to Five Corners at some point which could be a consideration on which alternative is best.
- A decision could be made on the train station project separate from the transportation alternative so more information can be gathered on transportation issues.
- Piecemeal planning is not desirable. A plan for the bigger picture is needed.
- Any improvements to the area to increase the safety and aesthetics of the area are welcomed.
- An analysis and assessment of existing parking throughout the downtown area should be done as well as a holistic look at public parking for the next 10-15 years.

The Trustees want input from all members before choosing an alternative. Staff will research the impact of traffic flow on Railroad Avenue and Ivy Lane relative to the crescent connector. One-way flow appears to help with AM traffic and two-way flow appears to help with PM traffic. Staff will post information on the train station and traffic circulation alternatives on the website.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to table action on the train station access and circulation study until the November 10, 2015 Trustees meeting. VOTING: unanimous (3-0); motion carried.

4. OLD BUSINESS

1. Heart and Soul Proposal

Lori Houghton reported there is potential for grant money from Orton which would be used for communication (calendar), to hire an expert in public engagement, training public officials, and creating a public communications guide. Essex Selectboard endorsed the proposal to create a public engagement protocol.

MOTION by Elaine Sopchak, SEOCND by Lori Houghton, to approve the Heart & Soul proposal.

DISCUSSION: Elaine Sopchak noted the current proposal is for \$4,000, but the total request is \$12,150 to cover the calendar and the expert to continue the Heart & Soul process for a period of time. No town or village money is involved. There were no further comments.

VOTING: unanimous; motion carried.

5. NEW BUSINESS

1. Winter Operations Plan

Dennis Lutz and Rick Jones reviewed the draft Public Works Winter Operations Plan. There is a manual for internal use and a manual for the public. The plan outlines current practices for winter operations by the town and village. At some point as consolidation moves forward there should be one contact number for the public rather than a number for the town and a number for the village. Comments on the draft manual are welcome. The plan will be adopted by both the Selectboard and the Trustees and used as a training document by Public Works and to answer questions from the public on policies and the operation of Public Works in the maintenance of the municipalities.

Lori Houghton mentioned the number of sidewalk miles plowed in the village needs to be included in the plan and communications to the schools should include roads, sidewalks, and weather. How damage to yards by the sidewalk plow is handled should also be documented. A table of contents/index in the document for easy reference would be helpful.

The suggested changes to the document will be incorporated. The manual will be posted as “draft” on the webpage for comments.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to request staff to post the draft Winter Operations Plan on the website and move the plan to the next Trustees meeting for adoption. VOTING: unanimous (3-0); motion carried.

2. GPS Tracking System for Selected Vehicles

Dennis Lutz reported the police vehicles have GPS systems and the proposal is to install the systems in public works trucks. The system is not expensive to install, but there is a monthly cost per vehicle over the three year contract term. Eighteen public works vehicles (10 in the town and 8 in the village) will have the equipment. The cost will be covered by the town budget through July 2016 and then the village will pay the cost for village vehicles for the subsequent years of the contract. The system will help optimize routes and salt application as well as provide a history of activity of the vehicle to help

with program maintenance. Having the GPS system in the vehicles will provide total coverage because there are some areas without cell service. With the system Police Dispatch will know where all police cars and public works vehicles are at any time. A hierarchy system of access to information will be established. The extent of public access to the information needs to be determined.

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the request to install GPS tracking systems (Auto Vehicle Locators – AVL) on selected vehicles and to enter into a three year contract with Fleetmatics to install and run such systems on selected village equipment, and further the town will pay the cost for the current year and then the village will pay the cost for village vehicles for the remaining two years on the contract (\$35 per vehicle per month for eight vehicles or \$3,360). VOTING: unanimous (3-0); motion carried.

3. Grant Application for Electric Car Charging Station

Darby Mayville reported a state grant is available to cover 75% of the cost of a Level 2 electric car charging station in the Village Office parking lot. There will be a designated parking space by the fire station which can only be used by an electric car. Users of the charging station will pay for the charge. Total cost to install is \$6,600. The village portion is \$1,650 plus \$15 per month to have the station networked. There is money in the Matching Grant Fund to cover costs. Having a charge station is a unique feature for the village and will bring publicity and possibly new clients to village businesses.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize staff to submit the grant application for an electric vehicle charging station, and further, that the Trustees sign the attached resolution and approve \$1,650 in matching grant funds. VOTING: unanimous (3-0); motion carried.

4. Appointment to CCRPC Clean Water Advisory Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to appoint the following individuals to the CCRPC Clean Water Advisory Committee:

- Chelsea Mandigo, village representative
- Jim Jutras, alternate

VOTING: unanimous (3-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- November 10, 2015
- November 24, 2015
- December 8, 2015
- December 22, 2015
- January 12, 2016
- January 26, 2016
- February 9, 2016
- February 23, 2016

***Special Events/Meetings**

- November 17, 2015 – Joint meeting with Selectboard to discuss winter operation plan, future use of Lincoln Hall, and consolidated highway department
- December 11, 2015 @ 6 PM – Tree Lighting Ceremony and Train Hop

2. Correspondence with Linda Costello

Pat Scheidel said Ms. Costello's letter was sent to Police Chief LaRose for more speed enforcement in the area. Unfortunately the standards are not met for crosswalks. Staff will investigate the liability to the village if crosswalks and lights are installed when the warrants are not met. Also, staff will contact CCTA about moving the bus stop to the other side of Pearl Street.

3. St. Albans Visit

Staff is working on a date for the visit to St. Albans.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

None.

2. Reading File

- Minutes
 - Capital Program Review Committee 10/6/15
 - Tree Advisory Committee 10/6/15
 - Planning Commission 10/15/15
- Noise Monitoring Reports for Champlain Valley Fair Events
- CSWD FYE15 Annual Report
- Letter from Chair of CSWD Board of Commissioners

8. CONSENT AGENDA

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting 10/13/15.**
- 2. Expense Warrant #16013 dated 10/16/15 in the amount of \$212,164.57.**
- 3. Expense Warrant #16014 dated 10/22/15 in the amount of \$611,059.22.**

VOTING: unanimous (3-0); motion carried.

9. ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adjourn the meeting.

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan smh