



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 12, 2016 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. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Update from Tree Advisory Committee – Nick Meyer, Chair
 - c. Update on Chittenden Solid Waste District – Alan Nye, Town/Village Representative-**8:00 PM**
5. **OLD BUSINESS**
 - a. Approve Amended Tree Policy – Robin Pierce
 - b. Approve Urban Forest Management Plan – Robin Pierce
 - c. Review FYE 17 Proposed Budgets – Pat Scheidel
 - d. Discuss December St. Albans Meeting – George Tyler
6. **NEW BUSINESS**
 - a. Water Service Freezing Prevention Policy – Aaron Martin
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 11/5/15, 11/19/15 and 12/3/15
 - Bike/Walk Advisory Committee 11/16/15
 - Tree Advisory Committee 12/2/15
 - Brownell Library Trustees 11/17/15
 - c. Thank you letter from Center for Technology Essex
 - d. Letter to Bryan Davis at CCRPC re: Scoping Study for Main Street
 - e. Ad Hoc Governance Committee Advertisement
 - f. Article from Smart Cities Council
 - g. Letter from VT Division of Historic Preservation re: Lincoln Hall Grant Application
 - h. VLCT Town Meeting Tune-Up Workshop 2/3/16
 - i. Article in December 2015 Treatment Plant Operator Magazine re: Biosolids
 - j. Champlain Water District FYE 17 Budget and Rates
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 12/8/15 and 12/18/15
 - b. Expense Warrant #16021 dated 12/11/15 in the amount of \$ 6,047.91
 - c. Expense Warrant #16022 dated 12/18/15 in the amount of \$570,699.84

- d. Expense Warrant #16023 dated 12/22/15 in the amount of \$42,938.54
- e. Expense Warrant #16024 dated 12/31/15 in the amount of \$7,924.22
- f. Expense Warrant #16025 dated 1/8/16 in the amount of 12,605.38
- g. Approve Update of Legal Ads Policy
- h. Approve Waiver of Open Burning Ordinance for EHS 2/12/16
- i. Memo about Expiration of Educational Facilities Impact Ordinance
- j. Approve Vermont Clean Cities Coalition Funding for Electric Vehicle Charging Station
- k. Memo about Town Project Requests to the CCRPC FYE 2017 Unified Planning Work Program

10. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 12, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Robin Pierce, Development Director.
OTHERS PRESENT: Darby Mayville, Aaron Martin, Alan Nye, Nick Meyer, Mary Jo Engel, Wayne Beebe,

[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 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA CHANGES/APPROVAL

Add:

- Budget calendar to Old Business.
- Status report on Christmas tree pickup to Manager's Report
- Annual Meeting information to Manager's Report
- Information of the Senior Center fundraising success to Manager's Report

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. Comments from Public on Items Not on Agenda

None.

2. Update: Tree Advisory Committee

Nick Meyer and Mary Jo Engel updated the Trustees on the activities to date by the Tree Advisory Committee including:

- Completed a tree inventory of species, condition, planting opportunities in the village.
- Planted trees on Pearl Street, Railroad Avenue, and Main Street for aesthetics and traffic calming.
- Coordinated pruning workshop with village and town public works departments.
- Received a tree steward award from the State of Vermont.
- Held workshop to educate the public on trees.
- Held Arbor Day celebration at Fleming School.
- Did outreach to inform the public about the purpose and mission of the committee.
- Developed an urban forest management plan with the help of UVM and the State of Vermont.

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- Worked with public works on prioritizing the tree maintenance program.
 - Worked with the developer of 4 Park Street on tree plantings.
 - Working with Rec & Parks on an educational walk on Arbor Day (have a brochure on trees to look for on the walk).
 - Provided input on the update of the Land Development Code.
 - Nick Meyer had an appearance on WCAX to discuss the work of the committee.

George Tyler asked if seminars are held for the public. Nick Meyer confirmed this adding the forums teach people about the value of trees in the urban environment and how to properly care for urban trees. Mr. Tyler expressed appreciation for all the work and the results of the committee, noting the current Board of Trustees supports the funding and planting goals of the committee, but there is no guarantee about the actions of future boards.

Mary Jo Engel explained the “Tree City” designation by Tree City USA which will be advantageous when seeking grants and for the educational tools and technical advice offered not to mention the civic pride and public image of having this designation.

Nick Meyer noted the tree policy was slightly modified to allow the committee to comment on landscape plans with development applications upon request by the Planning Commission.

Lori Houghton spoke in support of having an update from all village committees annually if possible.

3. Update on Chittenden Solid Waste District (CSWD)

Alan Nye, Essex and Essex Junction representative to CSWD, reported the following:

- The combined vote of the village and town has been beneficial on the CSWD board.
- CSWD is in the process of finding a new General Manager (Tom Moreau is retiring) and has hired a national firm for the search. April is the target date for replacement. [Pat Scheidel suggested member towns or members of the public be on the interview panel.]
- Essex Selectboard signed the Drop Off Center lease for five years.
- CSWD is in conformance with 95% of Act 148 (municipal solid waste law) and continues to do lots of public education on the law. Pounds per capita per day of waste received are increasing at CSWD perhaps due to all the apartments in the county and the size of the population (larger than other districts). Also, over 40,000 commuters come into the county daily. CSWD does not get credit for the added trash from this.
- The increase in the trash rate was due to the increase in the solid waste management fee which should hold for the next five to six years.
- Community Clean Up Fund is available to the village for use with waste reduction or clean up that is needed.

Mr. Nye will confirm the Trustees are receiving CSWD minutes.

4. OLD BUSINESS

MOTION by Dan Kerin, SECOND by Lori Houghton, to amend the agenda to advance the approval of the tree policy and urban forest management plan.

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

1. Approve Amended Tree Policy
2. Approve Urban Forest Management Plan

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the amended Village Tree Policy and Urban Forest Management Plan as presented. VOTING: unanimous (5-0); motion carried.

3. Review FYE17 Proposed Budgets

Pat Scheidel reviewed changes to the budget and noted:

- Revenues are increased by 4%
- Budget is increased by 4%
- Tax rate is decreased by 4.1%
- The paving program has been consolidated with the town.
- Growth in the grand list is assumed at 1%.
- Transfers include \$200,000 from capital for paving projects (into Town Highway Budget), \$30,000 from Waste Water Capital Reserve for automatic samplers, and \$50,000 from the capital reserve to Building Maintenance Reserve.
- Add \$3,000 to Administration Budget for Channel 17.

Lori Houghton suggested the penny decrease in the tax rate be used to invest in the village (i.e. the tax rate remains as is and the money generated is used to invest in the village). Pat Scheidel suggested a penny could be earmarked on the tax rate starting July 1st for a specified purpose for the long term, and the item warned separate from the budget on the ballot at the annual meeting. There was further discussion of the use of the penny and getting comment from the public. The Trustees will discuss potential uses for the penny on the tax rate at the next meeting.

MOTION by Dan Kerin, SECOND by Andrew Brown, that the FYE17 budget as presented be warned for public hearing on January 26, 2016 unless other changes appear necessary by staff or the Board of Trustees prior to that time. VOTING: unanimous (5-0); motion carried.

4. Discuss December St. Albans Meeting

The Trustees reflected on the trip to St. Albans to learn how the city was revitalized. Of note was that St. Albans was proactive, took calculated and intelligent risks, partnered with businesses and developers, created a "TIF" District, jumped into action rather than continuing to hold discussion, had staff and the backing of city council to execute plans, maintained strict and vigilant code enforcement, established a design advisory board for building facades and signs and a downtown board for public/private partnerships, had good community contacts and continuous accurate communication with the public. There was discussion of the potential in the village to take similar steps as St. Albans.

Nick Meyer noted the village has a development code in place already which should be diligently enforced. Also, a rental registry should be established. Landlords, developers, and citizens should all be held accountable.

George Tyler will further investigate the steps taken by St. Albans to see what may be applied in the village.

5. NEW BUSINESS

1. Water Service Freezing Prevention Policy

Aaron Martin reviewed the policy on prevention of frozen water service in the village to minimize problems, cost, and water loss. Essex Selectboard adopted the policy on 01/05/16.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt the Water Service Freezing Prevention Policy as presented. VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- January 26, 2016
- February 9, 2016
- February 23, 2016
- March 8, 2016
- March 22, 2016
- April 12, 2016

***Special Events/Meetings**

- February 16, 2016 @ 7 PM – Joint Meeting with Selectboard, Prudential Committee, and Trustees at EJRP on Maple Street
- April 6, 2016 @ 6 PM – Annual Community Supper
- April 6, 2016 @ 7 PM – Annual Meeting
- April 12, 2016 – Australian Ballot Voting, 7 AM – 7 PM

2. Meetings

Pat Scheidel will invite the RED committee to the joint meeting on February 16, 2016.

3. Fundraising Success

Pat Scheidel reported the Senior Center Director has doubled the programs, doubled the membership, and received \$20,000 in grant money from the Hoehl Family Foundation for improvements to the building and new seating and tables at the senior center. Hoehl Family Foundation has expressed interest in a building fund effort for a new facility for the senior center.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton announced the Thoughtful Growth in Action meeting on January 13, 2016 at the high school.
- Elaine Sopchak announced the timeline for the ad hoc governance committee has been set. Applications close January 13, 2016 for membership. The committee will likely meet monthly for a year and produce the final report in November on voting processes and recommendations to improve citizen participation.
- George Tyler announced Jim Jutras is on the cover of the trade journal, *Treatment Plant Operator*, for an article on the partnership with the village and Whitcomb Farm on application of biosolids to enhance soil and protect water.

2. Reading File

- Minutes
 - Planning Commission 11/5/15, 11/19/15, 12/3/15
 - Bike/Walk Advisory Committee 11/16/15
 - Tree Advisory Committee 12/2/15
 - Brownell Library Trustees 11/17/15
- Thank You Letter from Center for Technology Essex
- Letter to Bryan Davis at CCRPC re: Scoping Study for Main Street
- Ad Hoc Governance Committee Advertisement
- Article from Smart Cities Council
- Letter form VT Division of Historic Preservation re: Lincoln Hall Grant Application
- VLCT Town Meeting Tune-Up Workshop 2/3/16
- Article in December 2015 Treatment Plant Operator Magazine re: Biosolids
- Champlain Water District FYE17 Budget and Rates

8. CONSENT AGENDA

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

1. **Approve Minutes of Previous Meeting 12/8/15, 12/18/15.**
2. **Expense Warrant #16021 dated 12/11/15 in the amount of \$6,047.91.**
3. **Expense Warrant #16022 dated 12/18/15 in the amount of \$570,699.84.**
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7. **Approve Update of Legal Ads Policy**
8. **Approve Waiver of Open Burning Ordinance for EHS 2/12/16**
9. **Memo about Expiration of Educational Facilities Impact Ordinance**
10. **Approve Vermont Clean Cities Coalition Funding for Electric Vehicle Charging Station**
11. **Memo about Town Project Requests to the CCRPC FYE 2017 Unified Planning Work Program**

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

9. ADJOURNMENT

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan

A handwritten signature in black ink, appearing to be 'DMR', is written to the right of the typed name 'M.E.Riordan'.