



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 26, 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. Public Hearing on FYE 17 Proposed Budgets and Capital Programs
 - c. Train Station Access and Circulation Study – Christine Forde, CCRPC, Bob Chamberlin, RSG, and John Alden, Scott + Partners
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. 2015 Draft Annual Report Dedication and Covers – George Tyler
 - b. * Real Estate Opportunities – George Tyler
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 1/5/16
 - Tree Advisory Committee 1/5/16
 - Bike/Walk Advisory Committee 1/11/16
 - c. Grant Award Letter from VTrans for Brickyard Road Stormwater Improvement Project
 - d. Grant Award Letter from Hoehl Family Foundation for Senior Center
 - e. Email from Swanton Wind Opposition re: Rutland Town Resolution
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 1/12/16
 - b. Expense Warrant #16026 dated 1/15/16 in the amount of \$42,594.05
 - c. FYE 16 Budget Status Report through December 2015
 - d. CCSU Request to Close Streets for Stream of Lights Parade 2/12/16
 - e. CCRPC Application FYE 17 UPWP for Main Street Closure Scoping Study
 - f. Letter of Support to Vermont Energy Investment Corporation
10. **EXECUTIVE SESSION**
 - a. *Real Estate Opportunities
11. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 26, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT: Wayne Beebe, John Alden, Al Villa, John Gaworecki, Greg & Toni Morgan, Fran Kinghorn, Jaye O'Connell, Christine Forde, Bob Chamberlin, Roxanne Meuse, James Melone.

[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:

- Memo on Ad Hoc Governance Committee to Manager's Report
- Information on Winooski housing code 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

John Gaworecki, caretaker of the Amtrak train station, requested more parking spaces on Ivy Lane for Amtrak passengers. Mr. Gaworecki explained the recent incident involving an Amtrak passenger who parked his car on Ivy Lane with an Amtrak parking permit in a parking space not designated as Amtrak parking and the car was towed. The cost to retrieve the car was \$305. No one was aware the village had reserved spaces or a parking policy on Ivy Lane. Mr. Gaworecki said he is planning to pay the fine himself in order to maintain an Amtrak customer and a friend of Essex Junction. Mr. Gaworecki also mentioned a junk car was parked on Ivy Lane for a couple of months without consequence.

Jim Melone, former train station caretaker, said it is time for Essex Junction to rise and shine for Amtrak passengers coming to the village and ensure they have a pleasant experience. At one time the village had a pamphlet listing stores and restaurants to visit while in the village. Regarding parking, the number of Amtrak passengers leaving their car overnight while taking the train is increasing. Adding a clause to the parking regulations that says Amtrak passengers with a parking permit are allowed to park on Ivy

Lane should rectify the problem. Mr. Melone recalled when Ivy Lane was built Amtrak had parking spaces and people applied for a permit for the remaining spaces.

The Trustees will add discussion of parking on Ivy Lane to a future agenda.

2. Public Hearing: FYE17 Proposed Budgets and Capital Programs

The public hearing was opened at 7:55 PM. Lauren Morrisseau gave a presentation on the proposed FYE17 budgets and capital programs. The following was highlighted:

- Proposed FYE17 General Fund Budget is \$3,953,074 (4% increase due to salaries, salt, paving, insurance, debt service, capital contributions).
- Proposed FYE17 enterprise fund budgets (Water, Waste Water, Sanitation) total \$10,016,169 (5.6% increase).
- Proposed FYE17 Capital Funds (General Fund Capital Reserve, Rolling Stock, Water Capital, Waste Water Capital, Sanitation Capital) total \$703,499. Capital projects include the water line on Railroad Avenue, meter upgrades to radio reads, server replacement in the Village Office, engineering the Hillcrest sidewalk, South Street pump station repairs/maintenance, digester cleaning at the treatment plant, capital planning (20 year), and waste water return activated sludge pump. Rolling stock purchases include a pickup truck, compressor, and payment on the fire truck note.
- With the Town of Essex contributing 100% of the Street Department Budget, the village tax rate will decrease from \$0.2366 to \$0.2269 (one cent decrease).
- The combined services initiative with the town has saved money.

George Tyler commented the proposed budget maintains present service levels. The budget and the one cent shaved off the tax rate to be designated for a village improvement project will be voted as two separate items at annual meeting. There has been much discussion on encouraging public engagement and giving the public opportunity to comment. The public hearing on the proposed budget was advertised and yet there are only two citizens in attendance.

There were no further comments.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to close the public hearing on the proposed FYE17 budgets and capital programs. VOTING: unanimous (5-0); motion carried.

The hearing was closed at 8:10 PM.

3. Train Station Access and Circulation Study

Christine Forde, CCRPC, Bob Chamberlin, RSG, and John Booth, Scott + Partners, held the third public meeting on the train station project being funded with federal transportation planning funds. The following was highlighted:

- The project encompasses the train station building and surrounding transportation issues.

- Several alternatives were studied for both the train station building design and transportation alternatives.
- The recommendation is for a partial building canopy (no plaza) over the train station and a one-way traffic circulation pattern. The recommendation is the lowest cost, addresses key access and circulation deficiencies, results in the least loss of parking, and maximizes green space. The station canopy can be expanded at some point in the future if desired.

There was discussion of the loss of parking with all the alternatives and the interaction of one-way traffic circulation when the crescent connector is built and if Main Street becomes a pedestrian mall from Brownell Block to Five Corners. There was mention of the current problem with buses waiting by the train station in the travel lane and taxicabs parking by the station.

MOTION by George Tyler, SECOND by Lori Houghton, to approve Alternative #4 of the Train Station Access and Circulation Study with the caveat that the waiting area for taxicabs is not ideal and if further study is done this situation will be reviewed.

DISCUSSION: Elaine Sopchak suggested the Police Chief update the Trustees on enforcement of parking by the train station and provide an opinion on traffic flow and parking in the village. There were no further comments.

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

4. OLD BUSINESS

None.

5. NEW BUSINESS

1. Draft 2015 Annual Report Dedication and Cover

The Trustees concurred with the 2015 Annual Report dedication to Pat Scheidel. Staff will be asked to find pictures of the annual block party and farmers market for inclusion in the report if possible (perhaps removing one or two pictures of the Lincoln Hall restoration work).

2. Real Estate Opportunities

Discussed in Executive Session

6. MUNICIPAL MANAGER'S REPORT

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

- 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 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. Ad Hoc Committee

The purpose and mission of the ad hoc governance committee are decided so the interviews for members can be held. Elaine Sopchak mentioned the commitment of the committee members will be closer to a year, not two months.

3. Housing Code

Winooski Fire Chief offered to discuss the Winooski housing code with the Trustees. The Trustees will add the topic to a future agenda.

3. Town Budget & Meeting

Essex Selectboard held a public hearing and approved the proposed town budget of \$13,182,890 (4.73% increase). The highway tax was decreased by one cent due to the \$200,000 transfer of funds from the village into the Highway Budget for paving work. He “Public to be Heard” article will continue at annual meeting. The 2016 Town Plan will be on the ballot. There are two incumbents seeking re-election to the Selectboard and two individuals running for the two year unexpired term. The annual town dinner before town meeting will begin at 6:30 PM. Free childcare and bus service to the meeting will be provided.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak suggested the Trustees discuss the Rutland Town resolution on renewable energy projects. The village needs to have a voice in these matters and may want to adopt a similar resolution. Following further discussion there was agreement to invite the state legislators to the next meeting to discuss the matter.
- Lori Houghton announced the village received an Orton Foundation grant for \$11,800 for public engagement, community report card, and co-working space. An additional \$2,500 will be received with a progress report.
- George Tyler reported on the Vermont Neighborhood Designation received by the village that exempts some development in the village from Act 250 review.
- George Tyler explained the letter to Vermont Energy Investment Corporation in support of the “Smart Growth” grant. There is no commitment by the village.

2. Reading File

- Minutes
 - Capital Program Review Committee 1/5/16
 - Bike/Walk Advisory Committee 1/11/16
 - Tree Advisory Committee 1/5/16
- Grant Award Letter from VTrans for Brickyard Road Storm Water Improvement Project
- Grant Award Letter from Hoehl Family Foundation for Senior Center

- Email from Swanton Wind Opposition re: Rutland Town Resolution

8. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting 1/12/16.**
- 2. Expense Warrant #16026 dated 1/15/16 in the amount of \$42,594.05.**
- 3. FYE16 Budget Status Report through December 2015.**
- 4. CCSU Request to Close Streets for Stream of Lights Parade 2/12/16.**
- 5. CCRPC Application FYE17 UPWP for Main Street Closure Scoping Study.**
- 6. Letter of Support to Vermont Energy Investment Corporation.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Lori Houghton, pursuant to the Open Meeting Law and 1VSA313(a)(2) to go into Executive Session to discuss real estate opportunities where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Municipal Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:50 PM and adjourned at 9 PM. No action was taken following Executive Session.

With no further business and without objection the meeting was adjourned at 9 PM.

RScty: M.E.Riordan

