



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, FEBRUARY 23, 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. Presentation on FYE 17 Town Budget - Max Levy, Selectboard Chair
5. **OLD BUSINESS**
  - a. Bid Award for Multi-Use Safety Path – Robin Pierce
  - b. Appoint Trustees to Recreation Governance Study Committee – Pat Scheidel
  - c. Adopt and Sign Warning for Annual Meeting – Dan Kerin
6. **NEW BUSINESS**
  - a. Draft Trustees Report for Annual Report – Dan Kerin
  - b. Draft Newsletter for Annual Meeting – Dan Kerin
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Tree Advisory Committee 2/1/16
    - Bike/Walk Advisory Committee 2/8/16
  - c. Information about Engineering Excellence Award for WWTF Refurbishment Project
  - d. Memo from Charlie Baker, CCRPC Executive Director, about amendments to 2013 Chittenden County ECOS Plan and Public Hearing 3/16/16
9. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 2/9/16
  - b. Expense Warrant #16028 dated 2/4/16 in the amount of \$68,620.21
  - c. Expense Warrant #16029 dated 2/11/16 in the amount of \$74,775.47
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  
February 23 2016**

**BOARD OF TRUSTEES:** Dan Kerin, Andrew Brown, Lori Houghton. (George Tyler and Elaine Sopchak were absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Finance Manager and Assistant Village Manager; Robin Pierce, Development Director.  
**OTHERS PRESENT:** Max Levy, Anne Whyte, Irene Wrenner.

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**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 CHANGES/APPROVAL**

The following changes to the agenda were made:

- Add minutes from the special meeting on 2/16/16 and Check Warrant Report #16030 to the Consent Agenda
- Add information on upcoming votes and copy of the FY2017 Town of Essex Budget Presentation to Guests, Presentations, and Public Hearings

**MOTION by Lori Houghton, SECOND by Andrew Brown, 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

Anne Whyte, 10 School Street, expressed concern about the impact on the School Street/Park Terrace neighborhood by the development at 4 Pearl Street and the new proposal for development at 9 & 11 Park Street. Ms. Whyte commented as follows:

- The neighborhood development designation by the village values development that is walkable, human scale, pedestrian oriented, safely managed traffic, and connected to the village core. This is not happening in the School Street/Park Terrace neighborhood.
- The School Street/Park Terrace neighborhood is in two zones: Village Center District and Residential. Park Terrace is now the main entrance/exit for 4 Pearl Street. Residents were assured the impact on the neighborhood would be minimal, but it is not. Road and driveways have been blocked. There has been construction traffic going the wrong way on the one-way street. Essex Police and Robin Pierce in the Village Office have been contacted. Robin Pierce indicated he is on-site daily and would speak to the general contractor about the matter. A video of a large truck unable to navigate the street was sent to the Essex Police and Robin Pierce.

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- Problems are ongoing. The street is only 19' wide with no sidewalks. There is now another large building proposed at 9 & 11 Park Street that will use Park Terrace.
  - The neighborhood needs help with the blockages, wrong way traffic, and danger to pedestrians. Also, Park Terrace is caving in from the construction vehicles. There are huge ruts. One resident spent thousands of dollars on repair of a sewer line which was not a problem before construction began.
  - Help is needed to ensure safety, enforcement, respect of the one-way traffic flow, and preserving the livability of the neighborhood.
  - It is not fair to expect residents of over 30 years as village taxpayers to bear the brunt of the development. Common sense needs to be brought to the matter.
  - The trip by the Trustees to St. Albans was to see how St. Albans promoted growth and “streamlined the process” and “streamlined away from Act 250”. As a neighborhood the residents felt the Planning Commission was unwilling and did not hear their voices with regard to the 4 Pearl Street development so Act 250 became the venue for the neighborhood where at least equal weight was given to comments from residents and the developer. The residents felt before the Planning Commission the developer had a higher voice.
  - It feels like there is no difference between streamlining and steamrolling the citizens.
  - The process needs to be the same for everyone.
  - The village can do a better job communicating with the people using Front Porch Forum and other social media. All the neighborhoods in the village need to know about the proposal for 9 & 11 Park Street because there will be an impact on traffic in the village. When big buildings are planned there needs to be a single, focused meeting. The village could have a Facebook page and post pictures and allow comments. The village should do all it can to get the word out and use technology to keep people informed.
  - The project at 9 & 11 Park Street is in the planning process before the impact of the development at 4 Pearl Street is known. A traffic study is needed.

Lori Houghton noted the village has a “Downtown Essex Junction” group page where local residents can post items. The town has a town group page.

Pat Scheidel stated if there is a problem with someone not obeying the law then the police should be contacted. Issues with the condition of a road or workers at a site should be reported to the Municipal Manager. Public comment can be made at the Planning Commission meetings, but the Planning Commission may or may not necessarily act on what is said.

Dan Kerin noted the Land Development Code contains the “rules” for the village (setbacks and such). The comprehensive plan for the village provides the overall vision for the community and is not legally binding, but rather is what the residents want to see in the village. The LDC is undergoing an update now. Until the updated code is adopted the current code is in force. The code will be sent to the Trustees for adoption in April or May and then has to be approved by the Regional Planning and the state. There is

opportunity for public input on the code at the Trustees stage and the Regional Planning stage.

Anne Whyte expressed concerned about the catchphrase in the Land Development Code saying “waivers can be applied”, noting many waivers were given to the development at 4 Pearl Street so what the code says does not matter and that is why the residents felt Act 250 was the appeals court. The residents are not against progress, but want smart progress and not having their property value decrease. Pat Scheidel pointed out residents can always meet with staff to discuss issues. A neighborhood watch group can be formed to watch for traffic and other infractions in the neighborhood. The police can help set up the watch group.

## 2. Presentation: Town of Essex FYE17 Budget

Essex Selectboard Chairman, Max Levy, gave a presentation on the FYE17 proposed operating budget for the Town of Essex, noting the following:

- The annual report is being dedicated to Pat Scheidel in recognition of 25 years of service.
- Consolidated services between the village and town to date have resulted in saving \$575,000 with efficiencies. Shared services include the municipal manager, tax billing and collections, public works storm water and highway, finance and administrative services.
- Next steps include fully consolidating public works, administration, and paving for further efficiencies and cost savings. Consolidating public works means service response will be centralized, but a difference will not be seen out in the field. The Trustees will continue to be responsible for the streets in the village and the Selectboard will continue to be responsible for the streets in the town.
- Consolidating the rolling stock replacement plan will also be done.
- Town of Essex FYE17 proposed budget is \$13.18 million which is an increase of \$.59 million or 4.7% (3.1% normal operations of salaries, insurance, repairs/maintenance, vehicles/equipment plus 1.6% village pavement). The increase in the net tax rate is less than 2.9%.
- With the assumptions of 1% growth in the grand list, average residential value of \$280,000, and application of \$125,000 in fund balance the tax impact of the proposed budget for the village taxpayer is \$17/year and \$36/year for the town taxpayer.
- Questions and answers on the consolidated services is being distributed to citizens and will be available at Town Meeting on February 29, 2016 at Essex High School (community dinner precedes the meeting). Voting is March 1, 2016.

Dan Kerin mentioned the village and town share representation on the CSWD Board (Alan Nye is the representative) and Channel 17 Board (Elaine Sopchak is the representative).

## 4. OLD BUSINESS

### 1. Bid Award for Multi-Use Safety Path

**MOTION by Andrew Brown, SECOND by Lori Houghton, to authorize the Municipal Manager to sign the bid concurrence and issue and execute a notice of award to Don Weston Excavating in the amount of \$407,917.50. VOTING: unanimous (3-0); motion carried.**

Robin Pierce noted there is a 20% match to the money for the project from the state and Regional Planning. The budget includes having the Village Engineer as the project manager. Work will be done during the summer.

2. Appoint Trustees to Recreation Governance Study Committee

**MOTION by Andrew Brown, SECOND by Lori Houghton, to appoint Lori Houghton as the primary member from the Trustees on the Recreation Governance Study Committee and Dan Kerin as the alternate. VOTING: unanimous (3-0); motion carried.**

3. Adopt/Sign Warning for Annual Meeting

The meeting warning was read. The community supper will be held at 6 PM and the village meeting will begin at 7 PM. Childcare will be available.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adopt and sign the 2016 Annual Meeting Warning as read. VOTING: unanimous (3-0); motion carried.**

#### **5. NEW BUSINESS**

1. Draft Trustees Report for Annual Report

2. Draft Newsletter for Annual Meeting

Dan Kerin noted the report from the Trustees discusses the state of the village (going well), consolidated/shared services (benefitting the community with cost savings), and search for areas for further consolidation/shared services and cost savings while maintaining the high level of service in the village.

**MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the Trustees annual report and the newsletter for the Annual Meeting as presented. VOTING: unanimous (3-0); motion carried.**

#### **6. MUNICIPAL MANAGER'S REPORT**

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

- March 8, 2016
- March 22, 2016
- April 12, 2016
- April 26, 2016

\*Special Events/Meetings

- March 14, 2016 @ 7:30 PM – Joint Meeting with Essex Selectboard re: Thoughtful Growth in Action
- 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 with various departments/groups  
Municipal Manager continues to meet with staff and other groups/organizations.

**7. TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Dan Kerin mentioned the timing of the traffic light at South Street/Park Street being excessively long for South Street.
- Dan Kerin mentioned the lights on Pearl Street are not the same level of illumination. Problems can be reported using the See Click Fix utility.

2. Reading File

- Minutes
  - Tree Advisory Committee 2/1/16
  - Bike/Walk Advisory Committee 2/8/16
- Information on Engineering Excellence Award for WWTF Refurbishment Project
- Memo from Charlie Baker, CCRPC re: Amendments to 2013 ECOS Plan and Public Hearing 3/16/16

**8. CONSENT AGENDA**

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

1. **Approve Minutes of Previous Meeting 2/9/16.**
2. **Expense Warrant #16028 dated 2/4/16 in the amount of \$68,620.21.**
3. **Expense Warrant #16029 dated 2/11/16 in the amount of \$74,775.47**
4. **Expense Warrant #16030 dated 2/18/16 in the amount of \$61,292.45.**

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

**9. ADJOURNMENT**

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

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

The meeting was adjourned at 7:48 PM.

RScty: M.E.Riordan 