



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MAY 24, 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. CSWD Proposed FYE 17 Budget – Tom Moreau, General Manager [6:45 PM]
  - c. Burlington Department of Code Enforcement – Bill Ward, Director [8:00 PM]
5. **OLD BUSINESS**
  - a. None
6. **NEW BUSINESS**
  - a. Memo about Common Law Ejectment – Chief Brad LaRose
  - b. Discuss Moving Block Party to Main Street – George Tyler
  - c. Communications and Outreach – Darby Mayville
  - d. Draft Summary from Trustees Retreat – George Tyler
7. **MANAGER’S REPORT**
  - a. Open House at Wastewater Treatment Facility for Water Quality Day 5/27/16
  - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Planning Commission Meeting 5/5/16
    - Bike/Walk Advisory Committee 5/16/16
  - c. Press Release about Green Up Day
  - d. Email Updates on Projects from Robin Pierce
  - e. Letter from Library Trustee Elizabeth Glaspie
9. **CONSENT AGENDA**
  - a. Minutes of Previous Meetings 4/26/16 and 5/10/16
  - b. Expense Warrant #16042 dated 5/11/16 in the amount of \$183,543.53
  - c. Expense Warrant #16043 dated 5/18/16 in the amount of \$15,741.05
  - d. FYE 17 Lease for Essex CHIPS
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  
May 24, 2016**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton. (Elaine Sopchak was absent.)  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Darby Mayville, Community Relations Assistant; Police Chief Brad LaRose.  
**OTHERS PRESENT:** Tom Moreau, Chris Chiquoine, Diane Clemens, Tim Shea.

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[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**

The following changes to the agenda were noted:

- Add to New Business – Temporary Municipal Parking and Possible Pocket Park
- Add to Manager’s Report – Email re: Joint Meeting on Final Report on EJRP Governance
- Add to Manager’s Report – Information on Intern in Village Office
- Add to Consent Agenda – Farmers Market Agreement
- Add to Consent Agenda – Accounts Payable Checklist

**MOTION by Dan Kerin, SECOND by Andrew Brown, to accept the agenda as amended. VOTING: unanimous (4-0); motion carried.**

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda

Chris Chiquoine, village resident, asked that the start/stop times for events at the fairgrounds be included in the noise agreement. Also, there are no grandfathered, waived events in the noise agreement so the Figure 8 Auto Racing event is not grandfathered or a waived event as stated in the agreement.

Staff will make the appropriate corrections.

2. CSWD Proposed FY17 Budget

Tom Moreau, CSWD General Manager, presented the proposed FY17 CSWD operating budget of \$9.6 million which is a net increase of \$104,000 (1.1%) due to personnel costs, wages & benefits, health insurance increase, increase in other services, and a rate increase at the transfer station. Decreases in the budget occurred in professional services, one time studies that are now complete, search expenses for the new General Manager, and decrease in advertising costs. The Drop Off Center (DOC) fee increase covers the cost of collecting organics (food waste) and payment into reserves to build the Burlington DOC

and relocate the Hinesburg DOC. There will be a 10% rate increase at the compost facility. The capital budget increased from \$1.1 million to \$1.9 million with the majority of the funds going into reserves for future projects.

There was brief discussion of the fluctuation of the recyclable markets, collection of organics in the future, and advances in technology.

**MOTION by George Tyler, SECOND by Lori Houghton, to approve the CSWD FY17 operating and capital budgets as presented. VOTING: unanimous (4-0); motion carried.**

### 3. Burlington Department of Code Enforcement

Bill Ward briefly explained the code enforcement program in Burlington that inspects 10,000 rental units and enforces code violations. Every rental is inspected once every three years to receive a three year certificate of compliance. A five year certificate of compliance is possible if no inspection deficiencies are found so there is incentive for landlords to maintain their units. There is an appeal process to dispute the decision of the code enforcement officer. The program inspects multi-family units as well as single units and issues certificates of occupancy as well as certificates of compliance. Rental registration fee is \$100 per year per unit even if there is a certificate of compliance in hand. Owner occupied units are \$75 per year per unit. In addition to the rental registration fee there is a re-inspection fee to determine if deficiencies that were found have been resolved. The amount of the re-inspection fee starts at \$60 and increases to \$100 then to \$200 with each subsequent re-inspection. Occupants are only displaced for life safety concerns. The code enforcement department has a good relationship with Vermont Tenants Association and Vermont Tenants so renters are sent there for advice. Mr. Ward advised the village when implementing a rental unit code enforcement program to start slow and deal with the most serious problems to be fixed first. Burlington's program works with the state inspectors, but does not replace them.

### 4. OLD BUSINESS

None.

### 5. NEW BUSINESS

#### 1. Common Law Ejection

Police Chief LaRose briefed the Trustees on the provision in the Common Law that allows the village to assert a civil claim for ejection and remove an individual from the public right-of-way (Common Law Action for Ejection – Option #6). For the past several months a homeless man has been living outside the entrance gate to the fairgrounds on Pearl Street. Howard Services and other social service agencies have been contacted to reach out to the individual who continues to refuse services. There is concern about the individual and interaction with the public as more activity and events are occurring at the fairgrounds. The process to remove the individual from the site could take several months. Provided there are no laws broken the individual does not have to move. Essex Police will continue to monitor the situation.

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There was discussion of the village taking action on this incident and working with the town on a loitering ordinance. Andrew Brown commented just because a person is mentally ill does not mean they are unsafe.

**MOTION by George Tyler, SECOND by Lori Houghton, to approve the process outlined by Chief LaRose relative to Common Law Ejectment and recommend the Chief proceed accordingly in his judgement as necessary as soon as possible.**

**VOTING: 3 ayes, one nay (Andrew Brown); motion carried.**

2. Block Party Move to Main Street

Following discussion and review of the memo from the Police Chief the consensus is to keep the annual block party on Railroad Ave.

3. Communication and Outreach

Darby Mayville mentioned various ideas and practices by other towns to communicate with the public such as email to “Notify Me”, automatic phone alerts, twitter, Facebook. George Tyler suggested creating an app for Essex Junction that can be downloaded and having access from the village home page to more easily link to planning and community development information. Andrew Brown suggested the village have its own Facebook page dedicated to municipal use like the EJRP page.

Staff will contact other towns and organizations for advice on using social media for communication and report back to the Trustees.

4. Summary of Trustees Retreat

The Trustees reviewed the draft summary of the retreat and agreed to use the document as a working document. When the full board is present priorities and dates will be assigned to the items in the report.

There was discussion of the addition of parking spaces and a pocket park on the former Kolvoord property at 3 Main Street.

**MOTION by George Tyler, SECOND by Dan Kerin, to move forward with creating temporary public parking on the Handy site and construction of a pocket park at the entrance to the site. VOTING: unanimous (4-0); motion carried.**

6. **MUNICIPAL MANAGER’S REPORT**

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

- June 14, 2016
- June 28, 2016
- July 12, 2016
- July 26, 2016
- August 9, 2016
- August 23, 2016

\*Special Events/Meetings

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- May 28, 2016 @ 10 AM – Memorial Day Parade
  - July 16, 2016 @ 5 PM – Block Party & Street Dance
  - July 21, 2016 @ 3 PM – Employee Appreciation Party

## 2. Intern to do Parking Assessment in Village

Pat Scheidel mentioned the plan to hire an intern to do various tasks in the village. Andrew Brown stated Rick Hamlin is having the interns working at his engineering firm look at the status of capital projects in the village. Pat Scheidel will contact Rick Hamlin about the interns.

## 3. Grand Marshall

Pat Scheidel is one of three people to be Grand Marshals at the Memorial Day Parade.

## 4. Water Quality Day May 27, 2016

All are invited to a tour of the waste water treatment plant at the open house on 5/27/16.

## 5. Open House June 25, 2016 at 81 Main Street

An open house at the newly renovated municipal offices at 81 Main Street is scheduled from 10 AM to 2 PM on 6/25/16.

## 6. Municipal Manager on Vacation

Pat Scheidel will be on vacation the last week of June through the second week of July. Assistant Village Manager, Lauren Morrissette, will manage village business.

## 7. Rec Governance Committee Recommendations

Final recommendations will be presented to the Prudential Committee, Selectboard and Trustees on June 22, 2016.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- George Tyler mentioned scheduling a joint meeting with the Planning Commission. Staff will schedule the meeting and include the Zoning Board as well.
- Dan Kerin mentioned the traffic light at Park/South Street has a long delay regardless of the traffic queue. Staff will investigate the matter.
- Andrew Brown said the capital committee will review the mapping project and priorities for the intern at the next meeting.

### 2. Reading File

- Minutes
  - Planning Commission 5/5/16
  - Bike/Walk Advisory Committee 5/16/16
- Press Release re: Green Up Day
- Email: Update on Projects from Robin Pierce
- Letter: Library Trustee Elizabeth Glaspie

## 8. CONSENT AGENDA

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**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda with the addition of the Farmers Market Agreement and the Town of Essex/Village of Essex Junction invoice list and as follows:**

- 1. Approve Minutes of Previous Meetings 4/26/16 & 5/10/16**
- 2. Expense Warrant #16042 dated 5/11/16 in the amount of \$183,543.53.**
- 3. Expense Warrant #16043 dated 5/18/16 in the amount of \$15,741.05.**
- 4. FYE17 Lease for Essex CHIPS**

**VOTING: unanimous (4-0); motion carried.**

**9. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 8:33 PM.

*RScty: M.E.Riordan*

