



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JUNE 28, 2016 at 6:00 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **EXECUTIVE SESSION/PERSONNEL**  
Interview Citizens for Reappointment:
  - a. Richard Hamlin, Bike/Walk Advisory Committee
  - b. Diane Clemens, Planning Commission
  - c. Martin Hughes, Zoning Board of Adjustment
3. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
4. **APPROVE AGENDA**
5. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Public Hearing on FYE 17 Water/Sewer/Sanitation Rates – Lauren Morrisseau
  - c. Presentation by John Audy, Jr., Winooski Code Enforcement Director
6. **OLD BUSINESS**
  - a. Reappointments to Boards, Commissions & Committees – Lauren Morrisseau
  - b. Set FYE 17 Water/Sewer/Sanitation Rates – Lauren Morrisseau
  - c. Discuss Current Agreement with Essex Jct. School District with Possible Action to Terminate Agreement - George Tyler
  - d. Discuss and Take Action on Recommendation to Form a Union Municipal Recreation District with Essex Town - George Tyler
7. **NEW BUSINESS**
  - a. Pilot Study Closure of Park Terrace – Robin Pierce
  - b. Conversion of Streets Lights to LED Lighting – Reed Parker and Darby Mayville
  - c. Appointment of Independent Auditor – Lauren Morrisseau
  - d. Transfer of Funds Between General Fund Departments – Lauren Morrisseau
8. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
9. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Tree Advisory Committee 6/7/16
    - Bike/Walk Advisory Committee 6/13/16
  - c. Memo from Susan McNamara-Hill re: Employment Law Updates
  - d. Memo from Vermont Public Service Board re: Comment Period and Amendments Pursuant to Act 130

10. **CONSENT AGENDA**

- a. Minutes of Previous Meeting 6/14/16
- b. Expense Warrant #16048 dated 6/16/16 in the amount of \$49,178.62

11. **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  
June 28, 2016**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Darby Mayville, Community Relations/Economic Development Assistant.  
**OTHERS PRESENT:** Rick Hamlin, Hugh Gibson, John Audy, Janet Wilson, Darren Connelly, Martin Hughes, Diane Clemens, Frank Naef, Judy Naef, Robert Mann, Reed Parker, Sue Cook, Irene Wrenner.

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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 PM and led the assemblage in the Pledge of Allegiance.

**2. EXECUTIVE SESSION/PERSONNEL**

**MOTION by George Tyler, SECOND by Lori Houghton, to find that premature disclosure of personnel matters would place the village and individuals involved at a substantial disadvantage. VOTING: unanimous (5-0); motion carried.**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to interview candidates for positions on village boards, commission, and/or committees, and to invite the Municipal Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 6:01 PM.

**MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 6:30 PM.

**3. AGENDA CHANGES/APPROVAL**

The following changes to the agenda were noted:

- Add to Old Business – Revised List of Appointments
- Add to Manager's Report – Memo on Essex Senior Center
- Add to Reading File – Letter of Resignation, Library Board of Trustees
- Add to Consent Agenda – Warrant #16049 and Minutes of Joint Meeting with Rec Committee, Prudential Committee, Selectboard and Trustees, 6/22/16

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.**

**4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda  
None.

2. Public Hearing: FYE17 Water/Sewer/Sanitation Rates

The public hearing was opened at 6:32 PM. Lauren Morrissette briefly reviewed changes in the user rates: increase of 1% in water user rate, decrease of 7% in the waste water user rate, increase of 5% in the sanitation user rate, and increase of 6% in the large user rate for Global Foundries. The combined rates show a decrease of .7%. There were no further comments.

The public hearing was closed at 6:35 PM.

3. Presentation by John Audy, Jr., Winooski Code Enforcement Director

John Audy discussed the landlord registry and inspection program in the City of Winooski. Residential, commercial, and business inspections are done. The program operates under the Town Health Officer Manual and the city's ordinances, and partners with other local and state agencies to deal with health and safety issues. Departments within the town also work together with inspections and follow up. Mr. Audy showed examples of electrical, fire/CO alarm, egress, paint, mold, and trash violations, and reviewed the process followed by the inspection program. The property owner receives a Certificate of Fitness if the inspection is passed. Residential certificates are for four years. Commercial certificates are for one year. Fees are paid every year by the property owner whether an inspection takes place or not.

Lori Houghton asked the source of the initial data. Mr. Audy said assessing records were used and it took time to compile the information. Lori Houghton asked about parking enforcement. Mr. Audy said the city had meters before the enforcement program.

Elaine Sopchak asked about startup costs for the program and how the department is funded. Mr. Audy said the city made the initial investment for one employee. The department is an enterprise fund supported by the fees/fines collected. Elaine Sopchak asked if there was reasonable compliance in the first year of the program. Mr. Audy said much education had to be done. Many letters were sent out announcing and explaining the program.

**4. OLD BUSINESS**

**MOTION by Lori Houghton, SECOND by Dan Kerin, to amend the agenda to advance discussion of the pilot study for Park Terrace on the agenda. VOTING: unanimous (4-0)[Elaine Sopchak not present for vote]; motion carried.**

1. Appointments to Boards, Commissions, Committees

**MOTION by George Tyler, SECOND by Lori Houghton, to make the following appointments:**

- **Bruce Murdough – Zoning Board of Adjustment through 6/30/19**
- **Martin Hughes – Zoning Board of Adjustment through 6/30/19**
- **Diane Clemens – Planning Commission through 6/30/19**
- **Richard Hamlin – Bike/Walk Advisory Committee through 6/30/19**
- **Raj Chawla – Bike/Walk Advisory Committee through 6/30/19**
- **Rich Boyers – Tree Advisory Committee through 6/30/19**

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

2. Set FYE17 Water/Sewer/Sanitation Rates

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the FYE17 utility rates as follows:**

- **Water Usage Rate** \$0.0157 per cubic foot
- **Quarterly Fixed Charge** \$22.66 per quarter
- **Waste Water Treatment Usage Rate** \$0.0092 per cubic foot
- **Waste Water Treatment Quarterly Fixed Charge** \$24.53 per quarter
- **Sanitation Usage Rate** \$0.0054 per cubic foot
- **Sanitation Quarterly Fixed Charge** \$22.97 per quarter
- **Large Water User Rate (Global Foundries)** \$0.085 per 1,000 gallons
- **Waste Water Treatment Wholesale Rate** \$2.7306 per 1,000 gallons

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

3. Agreement with Essex Junction School District

George Tyler reported legal counsel saw no reason to nullify the agreement with the Prudential Committee. Amendment to the agreement may be necessary with regard to the union municipal recreation district.

4. Recommendation to Form Union Municipal Recreation District with Essex Town

Lori Houghton reported the name of the new recreation entity is “Essex Community Recreation & Parks”.

**MOTION by Lori Houghton, SECOND by Andrew Brown, that the Board of Trustees support the creation of a Union Municipal District between the Village of Essex Junction and the Town of Essex to promote plans for more efficient and economical operation of local government services specifically related to establishing, maintaining, and conducting a system of public recreation. VOTING: unanimous (5-0); motion carried.**

**6. NEW BUSINESS**

1. Pilot Study: Closure of Park Terrace

Robin Pierce explained following complaints from residents and discussion with the Essex Police Safety Officer (Officer Hall) and Street Department Superintendent, Rick Jones, regarding traffic going the wrong way on Park Terrace suggestion was made to close Park Terrace to through traffic at the School Street intersection for a four month trial period. Residents on School Street will access School Street from Pearl Street.

Residents on Park Terrace can use Park Street to access Park Terrace. It can be publicized that tickets will be issued if the intersection of Pearl/School Street is blocked.

#### *COMMENTS*

Janet Wilson, 2 School Street, spoke against the closure, noting the situation of people using her driveway to turnaround will only get worse and traffic congestion will get worse. It is punitive to the residents on School Street to close the street and will add another measure of frustration. The neighbors (Diems) who could not attend the meeting are also against closing the street. Ms. Wilson mentioned the notice of the item on the agenda was only received yesterday and was short notice for the neighborhood to discuss the matter together or make plans to attend the meeting.

Frank Naef, 4 Park Terrace, recalled Captain Nadeau suggested at a neighborhood gathering that people call and send photos of the wrong way drivers. Closing the street will not solve the situation and will create other problems. There are questions as to the type of barrier and who will monitor the traffic.

Hugh Gibson, 6 School Street, spoke against closing the street for the reasons cited by others, adding none of the residents on School Street support closing the intersection. Nothing will be gained other than stopping a few cars from going down Park Terrace, but a host of other problems is produced.

Robert Mann, 7 School Street, spoke against changing the current configuration and pointed out to enter School Street from Pearl Street coming from Five Corners will require crossing two lanes of traffic on Pearl Street which will cause a backup of traffic through Five Corners. Enforcement is needed to find the individual(s) who are the constant (i.e. consistently going the wrong way on the road). Cameras could be installed and violations sent in the mail. Also, the new connector road once built may alleviate some traffic problems.

Darren Connelly, 5 School Street, said the state plans to start the Five Corners project this summer so there may be opportunity to do something rather than close the street (i.e. signage).

George Tyler stated the pilot study was proposed to help the residents, but it appears the change is not wanted. The offer will remain open if the residents decide they want to try the change for four months and evaluate the effectiveness.

Dan Kerin expressed concern about non-local drivers not knowing the proposed configuration and causing accidents. Mr. Kerin also noted emergency vehicles need access. Speed tables or bump-outs should be considered first rather than closing the street.

Elaine Sopchak asked what the anticipated outcome is from the study and how results will be measured. Robin Pierce said stopping the cut-through traffic is the outcome. The Trustees would have to decide what to do going forward.

Lori Houghton suggested having a police presence and enforcing the one-way traffic rule for a period of time. Robin Pierce said the focus could be on the hours when the violations are most likely happening. Tickets could be issued.

Andrew Brown asked staff to research the cost of cameras to monitor the traffic (staff time and materials) and suggested summer interns working for the village could count the cars using Park Terrace. Pat Scheidel will check with Essex Police on the camera and Rick Hamlin on the availability of an intern.

Pat Scheidel asked why the traffic pattern was changed to one-way. Frank Naef said the change was made 25 years ago to decrease traffic using the road as a shortcut when there were lots of schoolchildren in the area.

Lori Houghton asked that the policy for notifying neighbors be reviewed. Twenty-four hour notice may need to be changed.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, that the Board of Trustees does not approve the closure of Park Terrace as set forth in the memo from Robin Pierce, dated 6/28/16. VOTING: unanimous (5-0); motion carried.**

## 2. Conversion of Streetlights to LED

Reed Parker, Essex Energy Committee, and Darby Mayville reported on the plan to convert 417 high pressure sodium and mercury vapor streetlights in the village to LED lights for energy savings (over \$2,000 per year), energy reduction, and aesthetics. Efficiency Vermont will provide \$39,139.45 collected through fees on Green Mountain Power electric bills.

Sue Cook, Energy Committee, mentioned the breakthrough to create white light for LED.

Lauren Morrisseau asked if Efficiency Vermont pays the village directly and then the village pays Green Mountain Power when the project is done. Reed Parker confirmed this, adding Green Mountain Power will fit the work into their work schedule.

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the plan to convert 417 existing high pressure sodium and mercury vapor streetlights in the village to LED lights under a program offered by Efficiency Vermont and Green Mountain Power, and to authorize the Municipal Manager to enter into an agreement with Efficiency Vermont and Green Mountain Power to effect this change with a commencement of the conversion to LED lights to begin no later than summer 2016. VOTING: unanimous (5-0); motion carried.**

## 3. Appointment of Independent Auditor

Lauren Morrisseau reported the Trustees requested having a new set of eyes look at the village books for audit. The town has been using Kittell, Brannagan & Sargent for years and is pleased with the work. Elaine Sopchak asked if the audit will look different due to

the consolidation of public works services. Pat Scheidel said when consolidation into one department occurs then the municipality will go out to bid for audit.

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to appoint Kittell, Brannagan & Sargent to perform the next three village audits. VOTING: unanimous (5-0); motion carried.**

#### 4. Transfer of Funds between General Fund Departments

Lauren Morrisseau explained the recommendation to use surpluses in department budgets to cover deficits in other budgets.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve use of surpluses in the FY16 Community Development and Brownell Library budgets to cover deficits in other general fund budgets. VOTING: unanimous (5-0); motion carried.**

### 7. MUNICIPAL MANAGER'S REPORT

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

- July 12, 2016
- July 26, 2016 (potentially may be cancelled)
- August 9, 2016
- August 23, 2016

#### \*Special Events/Meetings

- July 16, 2016 @ 5 PM – Block Party & Street Dance
- July 21, 2016 @ 3 PM – Employee Appreciation Party
- July 25, 2016 – Joint meeting with Planning Commission and Zoning Board of Adjustment

#### 2. Essex Area Senior Center, Inc.

Pat Scheidel reported the Essex Area Senior Center, Inc. voted to dissolve and accept the premise of senior center activities run by Essex Junction and Essex Town. The MOU outlines details of the agreement, responsibilities of the village and town, and level of service.

The Trustees concurred with the contents of the MOU and authorized the Municipal Manager to report the board's position on the matter.

### 8. TRUSTEES COMMENTS/CONCERNS & READING FILE

#### 1. Board Member Comments

None.

#### 2. Reading File

- Minutes
  - Tree Advisory Committee 6/7/16
  - Bike/Walk Advisory Committee 6/13/16
- Memo from Susan McNamara-Hill re: Employment Law Updates



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- Memo from Vermont Public Service Board re: Comment Period and Amendments pursuant to Act 130
  - Letter of Resignation from Daisy Benson, Brownell Library Trustee, dated 6/2/16, due to relocation out of the village.

**9. CONSENT AGENDA**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the addition of Warrant #16049 and minutes from the joint meeting with the Rec Committee, Prudential Committee, Selectboard and Trustees:**

- 1. Approve Minutes of Previous Meetings 6/14/16**
- 2. Approve Minutes from Joint Meeting with Recreation Governance Study Committee, Prudential Committee, Selectboard, and Trustees, 6/22/16**
- 3. Expense Warrant #16048 dated 6/16/16 in the amount of \$49,178.62.**
- 4. Expense Warrant #16049 dated 6/24/16 in the amount of \$430,149.76.**

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

**10. ADJOURNMENT**

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

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

The meeting was adjourned at 8:14 PM.

*RScty: M.E.Riordan*