



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, SEPTEMBER 27, 2016 at 6:30 PM**  
**LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452**

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. Interview for Capital Program Review Committee – Tim Dall
5. **OLD BUSINESS**
  - a. Appointment to Capital Program Review Committee – George Tyler
  - b. Sign Recreation Governance Study Committee Resolution – George Tyler
6. **NEW BUSINESS**
  - a. Status of Expired Storm Water Permits and Flow Restoration Plan – Jim Jutras & Dennis Lutz
  - b. Champlain Water District Easement Request – Jim Jutras
  - c. Purchasing Policy Waiver – Jim Jutras
  - d. Request to Apply for Ecosystem Restoration Grant – Jim Jutras
  - e. Discuss Improvements to Park Terrace – George Tyler
  - f. Update on Circumferential Highway Alternative Projects and Right of Way & Mitigation Site Management Plan – Dennis Lutz
7. **MANAGER’S REPORT**
  - a. Trustees meeting schedule
  - b. FYE 18 budget schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Tree Advisory Committee 9/6/16
    - Capital Program Review Committee 9/6/16
    - Bike Walk Advisory Committee 9/19/16
  - c. Letter to Carol Bennett 9/15/16
  - d. Letter from Curt Carter, Vice President of GBIC
  - e. Letter to the Editor of the Essex Reporter from Elaine Sopchak
  - f. Memo from Robin Pierce about sound monitoring for CVE event
9. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 9/13/16
  - b. Expense Warrant #17011 dated 9/15/16 in the amount of \$7,300.76
  - c. Expense Warrant #17012 dated 9/22/16 in the amount of \$343,181.52

- d. FYE 17 Budget Status Report as of 8/31/16
- e. Street Banner Application from CVE for Hooked in the Mountains 10/19-10/23/16
- f. Essex Community Food Resource Guide

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  
September 27, 2016**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown. (Lori Houghton and Elaine Sopchak were absent.)  
**ADMINISTRATION:** Lauren Morrisseau, Finance Director/Assistant Manager; Jim Jutras, Water Quality Director; Rick Jones, Public Works Superintendent; Rick Hamlin, Village Engineer.  
**OTHERS PRESENT:** Tim Dall, Dennis Lutz, Jim Fay, Joe Duncan, Frank & Judy Naef, Diane Clemens, Anne Whyte, Dylan Giambatista, Cale Whitcomb.

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**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 change(s) to the agenda were noted:

- Add to Reading File:
  - Email from Deb McAdoo, dated 9/25/16, re: building height limit in the village
  - Picture by REM Development of Flex-A-Seal leasing space on New England Drive, Town of Essex

**MOTION by Dan Kerin, 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  
None.

2. Interview for Capital Program Review Committee

Tim Dall was interviewed for a position on the Capital Program Review Committee. George Tyler mentioned Mr. Dall helped with the design upgrade of the train station/CCTA bus stop. Mr. Dall spoke of past participation on professional engineering committees and his condo association board, and expressed interest in serving the community by serving on the Capital Program Review Committee.

**4. OLD BUSINESS**

1. Appointment to Capital Program Review Committee

**MOTION by George Tyler, SECOND by Andrew Brown, to appoint Tim Dall to the Capital Program Review Committee. VOTING: unanimous (3-0); motion carried.**

Announcement was made of the opening on the Tree Advisory Committee. The position is being advertised.

2. Sign Recreation Governance Study Committee Resolution  
George Tyler confirmed all the Trustees have signed the resolution.

## 5. NEW BUSINESS

### 1. Status of Expired Storm Water Permits and Flow Restoration Plan

Dennis Lutz, Essex Public Works Director, explained the implementation plan for four storm water projects for Indian Brook. Two projects are under design. There is funding for two of the four projects, a grant application is in the works for the third project and money will be accrued each year in the capital plan for the fourth project (LDS Church). The Selectboard approved the implementation plan and financial plan which is due to the state by October 1, 2016.

Jim Jutras recognized the work done by town staff on the plans. It is anticipated all agreements will be signed for the expired permits in the village and the group will be submitted as one. The village and town are in good shape with regard to the permits. Private infrastructure may be leveraged to do additional work.

**MOTION by George Tyler, SECOND by Dan Kerin, to authorize the Municipal Manager or his designee to sign Type 2 and Type 3 storm water agreements that are in accordance with the Expired Stormwater Permit Ordinance, and to authorize staff to submit Appendices 8 & 9 as presented for permit compliance. VOTING: unanimous (3-0); motion carried.**

Andrew Brown asked if there are any issues the Trustees should be taking up with the state legislators to get a quicker response. Dennis Lutz said the state is overwhelmed with storm water management and dealing with TMDL and phosphorus issues so it has been frustrating to get guidance on the work mandated by the legislature.

Dan Kerin asked when the effects of the work will be seen. Jim Jutras said the town and village are close to attainment, but others are not meeting prescribed levels and the recourse is against MS4 permit holders or communities with waste water treatment plants. It is hoped agricultural will do its part. The village is always looking to do projects to reduce phosphorus by 25%, but it is unclear as to 25% of what. Dennis Lutz said a plan to remove phosphorus will be developed and grants/funding will be sought for the projects.

### 2. Champlain Water District Easement Request

Jim Jutras said CWD has a major line in the village by the waste water treatment plant and wants to relocate and reconstruct the meter vault closer to the road which means the easement needs to be widened on the westerly border.

**MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Municipal Manager to sign the revised easement for the Champlain Water District Cascade Street meter vault.**

**DISCUSSION: There was brief discussion of the proposed location. Joe Duncan, CWD, said the intent is to do the work in October 2016. There were no further comments.**

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

3. Purchasing Policy Waiver

Jim Jutras explained one pump was installed at the treatment plant due to space constraints. If the pump fails the village has about 24 hours to get the compressor up and running. Staff is requesting a waiver of the purchasing policy to be able to purchase the same kind and model of pump for quick change-out if necessary.

**MOTION by George Tyler, SECOND by Dan Kerin, to waive the Purchasing Policy bid provisions to allow the Waste Water Treatment Facility to purchase one RAS pump and one gas compressor of the same make and model as currently in operation at the facility. VOTING: unanimous (3-0); motion carried.**

4. Request to Apply for Ecosystem Restoration Grant

Jim Jutras explained the application for a grant for the Fairview Drive/Main Street storm water project to enhance the area between the road and bike path for runoff retention space.

**MOTION by George Tyler, SECOND by Andrew Brown, to authorize staff to proceed with Essex Public Works and prepare an Ecosystem Restoration Grant application for design and construction of the Fairview Drive/Main Street storm water project. VOTING: unanimous (3-0); motion carried.**

5. Discuss Improvements to Park Terrace

Residents of Park Terrace discussed possible improvements to Park Terrace before winter to control traffic going the wrong way, truck traffic, and to increase safety including painting a bike/pedestrian path on the street so the road appears narrower, setting up a concrete barrier or pylon at the intersection of Park Terrace/School Street, or doing a bulb-out. Signs that clearly indicate the road is not a through road are needed. Dennis Lutz suggested gathering data on the number of cars traveling in the wrong direction on the street and when this is happening to better define the problem and solution. Turning radius on the corner and the ability to plow cannot be impeded by any barriers. A temporary structure could be put in place to see the results. Flags could be added to signs to draw attention. Speed bumps are an option though not well liked by residents.

Rick Hamlin mentioned speed tables would require a speed study to determine if the 85<sup>th</sup> percentile is exceeded before implementation. Speed tables/bumps are noisy for residents and make winter maintenance difficult. Striping the road is fine until it snows. Mr. Hamlin advised before doing an engineering solution if people are not following the law and the proper signage is in place then enforcement by the police is needed. Police

presence could be focused on the general time most of the violations are occurring. Begin with enforcement of the law and then go to the other suggestions.

George Tyler stated any structure remedies should wait until the new buildings at 4 Pearl Street is operational. Rick Jones added the road will be resurfaced/patched once the project is done and inspection of the water and sewer is complete. Dan Kerin suggested taking a multi-faceted approach starting with signage and painting or a barrel with a blinking light at the intersection to see the effect.

Anne Whyte said heavy trucks over the weight limit continue to use Park Terrace and School Street. George Tyler noted deliveries are acceptable, but not routine use. Rick Jones added trash trucks must be able to serve their customers on the street. Judy Naef noted the weight limit sign and no parking sign are gone. Rick Jones said the signs can be replaced.

There was mention of the developer doing a traffic study after the project is complete and the building is 80% occupied. The Village Engineer will work with Essex Public Works to determine the number of people traveling the wrong way on Park Terrace and draft recommendations based on the data. George Tyler asked when the road will be fixed and striping done. Rick Jones said potholes and shimming will be done now. A complete road assessment is being done to determine the condition of roads in both the village and town. Rick Hamlin suggested getting the results of the study before doing any striping.

#### 6. Update on Circumferential Highway Alternative Projects and Right-of-Way & Mitigation Site Management Plan

Dennis Lutz reported the Phase 1 circ alternative projects are funded and on schedule. These include the Route 2A/289 intersection in the town and the crescent connector (construction FYE18 with the goal to begin next construction season). Phase 2 projects are funded including 18 traffic signal upgrades and timing so the signals can “talk” to each other, Route 15/Sandhill Road intersection, Post Office Square intersection, and the path on Route 15 at Susie Wilson Road to Winooski. Phase 3 projects will be extended because the state is short on money.

There was discussion of the bike lane from West Street Extension to Susie Wilson Road and the state plan for right-of-way for the circ highway. Dennis Lutz said there is not much impact on the village and some impact on the town with right-of-way. The most impact is on Colchester and Williston.

#### 6. MANAGER’S REPORT

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

- October 11, 2016
- October 25, 2016
- November 8, 2016
- November 22, 2016

\* October 5-6, 2016 – VLCT Town Fair at CVE

- \* October 10, 2016 – Work Session with Essex Selectboard (81 Main, 7 PM)
- \* December 13, 2016 – Special Village Meeting/Australian Vote

## 2. Budget Schedule

A copy of the schedule for the FY18 budget and Capital Program was provided.

## 3. Letter from Ramona Sheppard

A letter was received from Ramona Sheppard clarifying she is not the leader of any movement opposing the unified recreation district, but is opposed to the current governance model.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- George Tyler reported he attended the Unified School District meeting and presented the resolution regarding the village taking on EJRP if the unified recreation district is voted down by the community. The school district was relieved and grateful.

### 2. Reading File

- Minutes:
  - Tree Advisory Committee 9/6/16
  - Capital Program Review Committee 9/6/16
  - Bike/Walk Advisory Committee 9/19/16
- Letter to Carol Bennett 9/15/16
- Letter from Curt Carter, GBIC Vice President
- Letter to Editor of *Essex Reporter* from Elaine Sopchak
- Memo from Robin Pierce re: Sound Monitory for CVE Event

## 8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meetings 9/13/16
2. Expense Warrant #17011, dated 9/15/16, in the amount of \$7,300.76.
3. Expense Warrant #17012 dated 9/22/16, in the amount of \$343,181.52.
4. FYE 17 Budget Status Report as of 8/31/16
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**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 8:25 PM.

RScty: M.E.Riordan 