



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 25, 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
5. **OLD BUSINESS**
 - a. Adoption of Amended Land Development Code – Robin Pierce
 - b. Dept. of Public Service Draft Energy Planning Determination Standards – Robin Pierce
 - c. Discuss Revised Warning for UMD Vote – Pat Scheidel
6. **NEW BUSINESS**
 - a. 2016-17 Winter Operations Plan – Dennis Lutz/Rick Jones
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission Minutes 10/6/16
 - Bike/Walk Advisory Committee 10/17/16
 - c. Letter from Nick Meyer re: Capital Reserve Fund
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 10/10/16 and 10/11/16
 - b. Expense Warrant #17015 dated 10/13/16 in the amount of \$117,573.66
 - c. Expense Warrant #17016 dated 10/20/16 in the amount of \$1,266,528.18
10. **EXECUTIVE SESSION**
 - a. Real Estate Discussion
11. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager’s office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 25, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Rick Jones, Public Works Superintendent.
OTHERS PRESENT: Dennis Lutz, Diane Clemens (and Valerie), John Alden, Dylan Giambatista, Jim Goudie.

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 Old Business:
 - Email from Andrew Bolduc, dated 10/14/16, re: ballot wording
 - Email from Bill Ellis, dated 10/17/16, re: ballot wording
 - Draft warning for December 13th vote on union municipal district
- Add to Manager's Report:
 - Email from Cheryl Moomey, dated 10/24/16, re: vote on December 13th

MOTION by Lori Houghton, SECOND by Andrew Brown, 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
None.

4. OLD BUSINESS

1. Adopt Amended Land Development Code

Concept and Final Plan Review

There was discussion of combining conceptual and final plan review in one meeting before the Planning Commission or requiring separate hearings for the conceptual plan and the final plan with each application. It was noted the applicant has some risk by choosing to combine both reviews in one hearing because the Planning Commission could accept the concept plan, but not the final plan. Also, the public feeling is there was not enough time to become aware and comment on an application if both reviews are combined into one hearing. Following further discussion the Trustees agreed the Land Development Code should be revised to include separate review for the conceptual plan and final plan for an application.

Building Height

There was discussion of the waiver for building height to six stories in the Transit Oriented District and the previous position of the majority of the Trustees (per the 9/27/16 Trustees minutes) that greater than four stories will be allowed in the Light Industrial Zone only. The Trustees agreed the Land Development Code should be revised to allow a building waiver for up to six stories in the Light Industrial District, the criteria should be clarified, and the waiver shall be removed from the Transit Oriented District.

Staff will incorporate the changes in the LDC. The Trustees will review the final version of the LDC and take action at the next meeting.

2. Department of Public Service Draft Energy Planning Determination Standards
Robin Pierce reviewed his comments and concerns on the proposed energy planning standards as outlined in his memo, dated 10/25/16.

MOTION by George Tyler, SECOND by Elaine Sopchak, that the Trustees endorse the Village Development Director's insights and concerns regarding the Vermont Public Service Board Draft Energy Planning Determination Improvement Standards and authorize staff to communicate the information to the Vermont Public Service Board. VOTING: unanimous (5-0); motion carried.

3. Discuss Revised Warning for UMD Vote

Pat Scheidel reviewed the emails from Attorney Bolduc and Attorney Ellis on the language of the warning and clarification of the ballot questions for the December 13th vote. It was noted the village only votes on forming the Union Municipal District (UMD) and not on the election of the Board of Directors because the agreement approved by the Attorney General for the UMD covers the initial election where the election of the Board of Directors is done as one district, not as a separate village and town. The ballot for the town voters includes voting on the UMD and the Board of Directors.

Lori Houghton stressed making it clear to village voters that two ballots need to be marked. Information explaining the ballots could be posted at the polls. Also, it needs to be clear the vote for the director position is for the Board of Directors for the UMD.

Elaine Sopchak suggested the ballot be printed in the newspaper along with the FAQs. Dan Kerin suggested the town share the cost of publishing the ballot. Staff will pursue publishing the ballot in the local newspaper.

MOTION by George Tyler, SECOND by Andrew Brown, to accept and approve the revised warning for the UMD vote as presented by the Municipal Manager. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Winter Operations Plan 2016-2017

Dennis Lutz reported there are no substantial changes in the plan for winter operations from the prior year. The recommendation is to approve the document subject to any recommendations the public may make.

Mr. Lutz mentioned the consolidation of the two public works departments is working well. Village vehicles have been brought to the town garage for service because of the work space and vehicle lift. Maintenance on the sidewalk plows in the village will be done at the town garage as well. Salt/sand is mixed at the village shed. The town has sand to share with the village. Both the village and town work crews will hold a winter operations meeting.

Lori Houghton mentioned the section of the plan where overtime cost and materials are noted in numbers and in hours. Dennis Lutz said historically the data were collected that way, but the goal is to have a common document as the consolidation is fine tuned.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees approve the Winter Operations Plan for 2016-2017 following a period for public comment and subject to any changes made by the Trustees or Selectboard. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- November 8, 2016
- November 22, 2016
- December 13, 2016 (may be cancelled)

* December 9, 2016 – Village Tree Lighting and Train Hop

* December 13, 2016 – Special Village Meeting/Australian Vote

2. Fall & Spring Conference for Town Managers

Pat Scheidel reported the conference in Stowe was very good.

3. December 13th Vote

Pat Scheidel reviewed the memo, dated 10/24/16, from Cheryl Moomey, Essex Town Clerk, on why the vote on the UMD could not be in November and was set for December 13th. Lori Houghton noted RGSC wanted the vote in November, but understands the reasons for the December date.

4. Heart & Soul Consultant on Public Engagement

The Trustees would like to review the report from the consultant before release to the public.

5. Budget Day and Meeting Schedule

December 20, 2016 is set as budget day. Regular Trustees meeting on December 13th may be cancelled if not needed. December 27, 2016 meeting is cancelled.

6. Water Bills

Water bills are delayed one week.

7. New Hire in Manager's Office

Pat Scheidel reported the search will reopen to fill the position in the Manager's Office.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Lori Houghton reported the third public forum on the UMD was held. The forum was in the village and many people from the town attended. There is a mixed reaction and many of the same questions are being asked. The questions and answers are posted on the website. Positive feedback was received on the explanations being clearer. The committee will clarify and correct information on Front Porch Forum so the facts are out, but will not respond to opinions.
- Elaine Sopchak suggested holding a “thank you” event for all committee members and volunteers, particularly RGSC.
- George Tyler said the Trustees need to discuss the Village Office space and staffing before the end of the year.

2. Reading File

- Minutes:
 - Planning Commission 10/6/16
 - Bike/Walk Advisory Committee 10/17/16
- Letter from Nick Meyer re: Capital Reserve Fund

8. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting(s), 10/10/16 & 10/11/16, with the following correction(s)/clarification(s) to the 10/10/16 minutes:**
 - **Globally correct the spelling of “Maiberger”;**
 - **Page 8, Tax Equalization Phase-In Plan, paragraph beginning “Elaine Sopchak...” – after the first sentence add: “Elaine Sopchak would like to see greater than two options for the tax phase-in between the village and town on paying for the UMD so that no one is accused of setting up a false comparison between two alternatives.”, and delete the sentence reading: “When the consolidation is complete...”**
- 2. Expense Warrant #17015, dated 10/13/16, in the amount of \$117,573.66.**
- 3. Expense Warrant #17016 dated 10/20/16 in the amount of \$1,266,528.18.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Lori Houghton, to find that premature knowledge of the negotiation strategy regarding real estate matters would clearly place the Village of Essex Junction at a substantial disadvantage. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Andrew Brown, that based on the finding of premature public knowledge placing the village at a substantial disadvantage to go into Executive Session pursuant to 1VSA313(a)(2) to discuss real estate matters and invite the Municipal Manager, Assistant Manager, Development Director, and Director of Nordic Soccer, Jim Goudie to attend. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 7:45 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to close the executive session. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned at 9:13 PM

MOTION by George Tyler, SECOND by Elaine Sopchak, to close the executive session. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:14 PM.

RScty: M.E.Riordan

