



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 8, 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. Request for Public Engagement Workshop/Engagement Advisory Board – Liz Subin
5. **OLD BUSINESS**
 - a. Adoption of Amended Land Development Code – Robin Pierce
 - b. Adopt and Sign Warning for UMD Vote on December 13 – Pat Scheidel
6. **NEW BUSINESS**
 - a. Health Insurance Advisory Services Agreement – Lauren Morrisseau
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 11/1/16
 - c. Email from Glenn Rogers re: tax rates
 - d. Letter to Public Service Board from Robin Pierce re: Act 174
 - e. Memo from Susan McNamara-Hill re: pay rate for library substitutes
 - f. Chittenden Solid Waste District FYE 16 Annual Report
 - g. Letters to Dept. of Environmental Conservation re: Vermont Wetland Rules
 - h. Letter from Colchester Town Manager Dawn Francis re: Resolution of Support for VTrans
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 10/25/16 and 10/28/16
 - b. Expense Warrant #17017 dated 10/27/16 in the amount of \$37,794.13
10. **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
November 8, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager.
OTHERS PRESENT: Ally Vile, Liz Subin.

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:
 - Memo from Robin Pierce, dated 11/8/16, re: Update of LDC
- Add to New Business:
 - Memo from Robin Pierce, dated 11/8/16, re: Autumn Pond Contractor Parking
- Add to Reading File:
 - Request for Employee Association Contract Negotiation, dated 11/7/16
- Add to Consent Agenda:
 - Warrant Report, dated 11/4/16, in the amount of \$274,566.67.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, 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
None.

2. Request for Public Engagement Workshop/Engagement Advisory Board
Liz Subin explained the recommendation by Matt Leighninger to form a public engagement advisory board and to hold a workshop on December 2, 2016. The Trustees are invited to the daylong workshop. The consultant recommends the advisory board have paid staff support (one from the school and one from the municipality) and elected and appointed people.

Elaine Sopchak asked about the timeline if all the recommendations are adopted. Liz Subin said this will be discussed at the workshop. There is much to figure out around the timeline to realize the recommendations and having government, community, and the schools working together is the best situation.

MOTION by George Tyler, SECOND by Elaine Sopchak, that the Board of Trustees endorse the effort to have a public engagement workshop on 12/2/16. VOTING: unanimous (4-0); motion carried.

4. OLD BUSINESS

MOTION by George Tyler, SECOND by Andrew Brown, to amend the agenda to advance discussion/adoption of the Warning for the UMD vote. VOTING: unanimous (4-0); motion carried.

1. Adopt/Sign Warning for UMD Vote on December 13, 2016

MOTION by George Tyler, SECOND by Dan Kerin, to adopt and sign the Warning for a Special Village Meeting on December 13, 2016 on the formation of a recreation union municipal district. VOTING: unanimous (4-0); motion carried.

2. Adopt Amended Land Development Code

Following discussion the Trustees agreed to the following:

- Section 611.F Building Heights should read: “The height of any structure shall not exceed four stories or fifty-eight (58) feet whichever is less. The Commission may waive this requirement to no more than six stories or seventy-two (72) feet upon clear determination that the waiver is necessary for proper functioning of any permitted industrial use and that it will not adversely impact any surrounding properties.”
- Waiver language for building height needs to be removed from Sections 606.F, 607.F, and 615.F.
- Add “building heights (for Light Industrial only)” to the list of criteria in Section 511.B.
- Staff will confirm the language was inserted in the LDC pertaining to building height permitted in the district above preconstruction grade with the approval of the Planning Commission.

MOTION by George Tyler, SECOND by Elaine Sopchak, to give preliminary approval of the LDC pending Board of Trustees review of the document with the revisions incorporated. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

1. Health Insurance Advisory Services Agreement

Lauren Morrissette reported with the Village Clerk becoming the Town Clerk there is no longer available time to review health insurance benefits. Staff is requesting the services of Hickok & Boardman for advice and strategic planning relative to these employee benefits.

MOTION by George Tyler, SECOND by Andrew Brown, that the Trustees approve the Health Insurance Advisory Agreement as presented and authorize the Municipal Manager to sign the agreement. VOTING: unanimous (4-0); motion carried.

2. Autumn Pond Winter Contractor Parking

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the request for temporary parking in the overflow parking area on the Tree Farm contiguous with the development with access, egress, and ingress from Autumn Pond only and encourage the Selectboard to concur.

DISCUSSION: George Tyler mentioned the walking path and new goal posts provided by Autumn Pond. There were no further comments.

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

6. MANAGER'S REPORT

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

- November 22, 2016
- December 13, 2016
- January 10, 2017
- January 24, 2017
- February 14, 2017
- February 28, 2017

* November 15, 2016 – Special Meeting on Information for UMD Vote

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

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

* December 20, 2016 – Full Day FYE18 Budget Day

2. Political Signs in the Right-of-Way

Per the LDC regulations and the Trustees policy the Highway Department is picking up political signs in the public right-of-way. The signs can be claimed at the highway garage.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Andrew Brown announced Lori Houghton and Dylan Giambatista won seats in the State House of Representatives.
- The Trustees agreed to discuss the resolution from the Town of Colchester on retaining the circ highway right-of-way at the next Trustees meeting.

2. Reading File

- Minutes:
 - Capital Program Review Committee 11/1/16
- Email from Glenn Rogers re: Tax Rates
- Letter to Public Service Board from Robin Pierce
- Chittenden Solid Waste District FYE16 Annual Report
- Letters to Department of Environmental Conservation re: VT Wetlands Rules
- Letter to George Tyler, dated 11/7/16, Re: Negotiation of the Employees Association Contract

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda with the addition of the Warrant Report, dated 11/4/16, in the amount of \$274,566.67 and as follows:

- 1. Approve Minutes of Previous Meeting(s), 10/25/16 & 10/28/16**
- 2. Expense Warrant #17017, dated 10/27/16, in the amount of \$37,794.13.**

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

9. ADJOURNMENT

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

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

The meeting was adjourned at 7:58 PM.

RScty: M.E.Riordan

per