



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 22, 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. Champlain Water District Easement on Cascade Street – Pat Scheidel
6. **NEW BUSINESS**
 - a. Transfer General Fund fund balance for Library Building Repairs – Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
 - b. Youth Services Librarian Job Description
 - c. Memo about Consolidation of Clerk’s office
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 11/1/16
 - Bike/Walk Advisory Committee 11/14/16
 - c. Letter from Frank Cioffi, President, GBIC, re: FYE 18 appropriation
 - d. Robin Pierce’s response to Nick Meyer’s letter to Trustees
 - e. Email from Water Infrastructure Finance Team at Dept. of Environmental Conservation
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 11/8/16
 - b. Expense Warrant #17019 dated 11/10/16 in the amount of \$21,644.78
 - c. FYE 17 Budget Status Report as of 10/31/16
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 22, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Lori Houghton. (Andrew Brown was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Finance Director/Assistant Manager.
OTHERS PRESENT: Nick Meyer, Dennis Lutz, Jim Fay, Dylan Giambatista.

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 New Business:
 - Memo from Dennis Lutz, dated 11/21/16, re: Communication Tower on Pearl Street
 - Memo from Dave Barra, dated 11/21/16, re: Communication Tower on Pearl Street
 - Memo from Chris Gaboriault, dated 11/21/16, re: Engine Replacement Fire Dept.
- Add to Manager's Report:
 - Memo from Pat Scheidel, dated 11/22/16, re: Autumn Pond Winter Contractor Parking
- Add to Consent Agenda:
 - Warrant Report #17020, dated 11/18/16, in the amount of \$433,498.68.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, 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

Dennis Lutz briefed the Trustees on the request from Mobilite for a 120' high, three foot diameter communication tower (pole) in the public right-of-way on Pearl Street by the shopping center. Mobilite has secured a Certificate of Public Good from the Public Service Board. The pole is large and would impact aesthetics. As well there are sewer lines in the right-of-way and the area has heavy vehicular and pedestrian traffic. The Town of Colchester received a similar request from Mobilite which they denied. Mobilite returned with a request in another location. The Village Attorney advises that the Trustees are on firm ground to deny the request. Dennis Lutz said he will draft a letter to Mobilite explaining the requested location is not workable. The Village Attorney will review the letter before mailing. There may be other locations that could be vetted. Mr. Lutz will do more research on the matter.

MOTION by George Tyler, SECOND by Elaine Sopchak, to deny the request from Mobilite for a tower site.

DISCUSSION: Pat Scheidel pointed out the subject was not on the agenda for action so the agenda should be amended to allow the motion to proceed.

VOTING: Prior to the vote the motion was withdrawn.

MOTION by George Tyler, SECOND by Dan Kerin, to allow consideration of the communication tower on Pearl Street under “New Business”. VOTING: unanimous (4-0); motion carried.

There was discussion of the company (Mobilite, an overseas company) being able to come to the village and choose a location for the tower without consideration by the village. Dennis Lutz cited an example of a company bypassing approval from the community and adding equipment to electric utility poles after the community denied permission to add the equipment to the traffic poles.

4. OLD BUSINESS

1. Adopt Amended Land Development Code

Pat Scheidel confirmed the requested changes have been incorporated into the code.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the amended Land Development Code. VOTING: unanimous (4-0); motion carried.

2. Champlain Water District Easement on Cascade Street

Jim Fay, Champlain Water District, explained the 50’x 20’ extension of the Cascade Street meter vault easement because the as-built document did not show the infrastructure (main encased in cement).

MOTION by George Tyler, SECOND by Lori Houghton, to authorize the Municipal Manager to sign a revision to the recently signed Champlain Water District Cascade Street meter vault easement. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

1. Transfer General Fund Balance for Library Building Repairs

Lauren Morrissette explained the repairs needed at the library (repoint chimney and other masonry and wood work). Only two vendors responded to the request for work. One of the vendors did not look at the site and their references did not return calls. Liszt was the lowest responsible bidder and can do the work in the spring. There is only \$45,000 in the Building Maintenance Fund so a transfer of funds is needed. Staff recommends a transfer of \$33,000 to cover the cost of the work on the library (\$78,000).

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the transfer of General Fund fund balance in the amount of \$33,000 in FYE17 to complete work on the Brownell Library before further building decay occurs. VOTING: unanimous (4-0); motion carried.

2. Communication Tower Request

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to deny the request by Mobilite for a 120' high, three foot diameter communication tower in the public right-of-way on Pearl Street in the village based on the legal advice that it is within the authority of the village to approve/deny the request.

DISCUSSION: George Tyler noted there will be further research on the matter by Dennis Lutz. Elaine Sopchak said she specifically wants to know the village's responsibilities and rights when faced with a company holding a Certificate of Public Good. There were no further comments.

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

3. Engine Replacement Fire Department

MOTION by George Tyler, **SECOND** by Lori Houghton, to approve the request to work exclusively with Pierce Manufacturing to replace the 1996 E-One Engine in the Fire Department. **VOTING:** unanimous (4-0); motion carried.

6. MANAGER'S REPORT

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

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

* 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. December 2nd Civic Engagement Event

The Trustees will participate in the civic engagement event on 12/2/16. Elaine Sopchak expressed concern that the Trustees have not yet discussed the recommendations before attending a day long conversation on the recommendations. There are some recommendations the Trustees may not support. Lori Houghton clarified the event is more to learn about ways the community can do public engagement. The village will decide whether to move forward on the recommendations. Concerns should be voiced to Liz Subin prior to the meeting rather than at the meeting. One key element is the school boards and municipalities will be in one room as a way to facilitate better communication.

3. Youth Services Library Position Description

In preparation for the recruitment and selection of a new Youth Services Librarian, a new job description has been developed.

4. Consolidation of the Clerk's Office

Two assistant town clerk positions are in the process of being filled with the consolidation of the Clerk's Office.

5. Autumn Pond Winter Contractor Parking

The Selectboard approve the temporary winter contractor parking by Autumn Pond with specific criteria.

7. **TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Lori Houghton announced the Rec Governance Study Committee will disband after the last public forum on 12/6/16. If the vote passes on December 13th the newly elected board must begin work immediately. The Trustees need to make an appointment to the board.
- George Tyler mentioned a student intern (Zack Pratt) is doing a project in local government. The intern will attend meetings and meet with elected officials.
- George Tyler reported on the State Transportation Board meeting he attended on the Amtrak Station. Commuter rail service from St. Albans to Essex to Burlington to Waterbury to Montpelier was also discussed. The need for crossing gates at the Central Street crossing in Essex Junction was mentioned at the meeting.
- George Tyler stated an ad explaining the ballot vote on 12/13/16 has been drafted. A special meeting of the Trustees may be needed to approve the ad prior to publishing.
- George Tyler mentioned the suggestion from Nick Meyer to establish a "green space fund" for plantings and green space improvement in the village, perhaps using unspent landscaping budgets from development projects as the seed money, and the response from Robin Pierce to nurture the partnership with the CTE urban tree nursery project. The Trustees will discuss the matter at the 12/13/16 meeting and during the day long budget work session.
- Dan Kerin said the Regional Planning Commission had a presentation by Don Sinex on the mall redevelopment project in Burlington.
- Next legislative breakfast is 12/13/16. The Trustees will be at the polls to provide information on the rec vote.

2. Reading File

- Minutes:
 - Tree Advisory Committee 11/1/16
 - Bike/Walk Advisory Committee 11/14/16
- Letter from Frank Cioffi, GBIC President, re: FYE18 Appropriation
- Response from Robin Pierce to Nick Meyer's Letter to Trustees on Green Space Fund
- Email from Water Infrastructure Finance Team at DEC

8. **CONSENT AGENDA**

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda with the addition of Warrant Report #17020, dated 11/18/16, in the amount of \$433,498.68 and as follows:

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1. Approve Minutes of Previous Meeting, 11/8/16.
 2. Expense Warrant #17019, dated 11/10/16, in the amount of \$21,644.78.
 3. FYE17 Budget Status Report as of 10/31/16.

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

9. **ADJOURNMENT**

MOTION by Dan Kerin, **SECOND** by Elaine Sopchak, to adjourn the meeting.

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

The meeting was adjourned at 7:50 PM.

RScty: M.E.Riordan

