



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 13, 2017 at 2:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [2:00 PM]
2. **WORK SESSION**
 - Manager Recruitment
 - Public Works Agreement
 - Thoughtful Growth in Action
 - Governance
 - Local Development Corporation
 - Tax Increment Financing Districts
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. Interview Citizens for Reappointment:
 - Andrew Boutin, Planning Commission
 - Aaron Martin, Zoning Board
 - John Alden, Planning Commission
 - Nick Meyer, Tree Advisory Committee
 - Joe Weith, Planning Commission
 - c. Presentation by Maura Collins re: Affordable Housing Committee and Planning Grant
6. **OLD BUSINESS**
 - a. Reappointments to Boards, Commissions and Committees – Pat Scheidel
 - b. Approve and Sign Letter to Chair of the Essex Westford School Board – George Tyler
 - c. Approve and Sign Acknowledgement of Assumption of Debt for Essex Junction Recreation and Parks – George Tyler
 - d. Manager’s Annual Appointments – Pat Scheidel
 - e. Reappointments to Chittenden County Regional Planning Commission and Transportation Advisory Committee – Pat Scheidel
 - f. Reappointments to Clean Water Advisory Committee – Pat Scheidel
 - g. Appointment to Ad Hoc Evaluation Committee for Public Works Consolidation – Pat Scheidel
7. **NEW BUSINESS**
 - a. Bid Award for WWTF Headworks Screen – James Jutras
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule

9. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**

- a. Board Member Comments
- b. Minutes from Other Boards/Committees:
 - Block Party Committee 5/22/17
 - Planning Commission 5/18/17
 - Capital Program Review Committee 6/6/17
- c. Certificate of Recognition 2016 Tree City USA
- d. Memo from Dennis Lutz, Public Works Director, re: Pedestrian Bridge on Main Street
- e. Letter from Champlain Valley Exposition re: Neighbors Meeting on 6/13/17
- f. Update on Regional Dispatch

10. **CONSENT AGENDA**

- a. Minutes of Previous Meeting 5/23/17
- b. Expense Warrant #17046 dated 5/26/17 in the amount of \$457,406.28
- c. Expense Warrant #17047 dated 6/2/17 in the amount of \$148,931.61
- d. Expense Warrant #17048 dated 6/9/17 in the amount of \$37,482.40
- e. FYE 18 Lease for Essex CHIPS
- f. Champlain Water District Easement Adjustment for Cascade Street Meter Vault
- g. Letter to Mayor of Kyiv, Ukraine, in support of March of Equality and Amnesty International

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 13, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Dan Kerin. (Lori Houghton was absent.)

ADMINISTRATION: Pat Scheidel, Municipal Manager; Robin Pierce, Community Development Director; Jim Jutras, Water Quality Superintendent; Richard Hamlin and Jeff Kershner, Village Engineers; Darby Mayville, Community Relations Assistant.

OTHERS PRESENT: Aaron Martin, Maura Collins, Andrew Boutin, John Alden, Joe Weith, Nick Meyer, Colin Flanders (Essex Reporter).

[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 2 PM and led the assemblage in the Pledge of Allegiance.

2. WORK SESSION

The Trustees held a work session and discussed the following topics:

- Municipal Manager Recruitment
- Public Works Agreement
- Thoughtful Growth in Action
- Governance
- Local Development Corporation
- Tax Increment Financing Districts

3. AGENDA CHANGES/APPROVAL

Items on the agenda were rearranged to accommodate staff and other individuals in attendance.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Interview Citizens for Reappointment
Planning Commission

The Trustees held general discussion with John Alden, Joe Weith, and Andrew Boutin on the activity of the Planning Commission and any issues facing the village, such as available public parking in the village center and signage directing people to the parking,

responding to comments on Front Porch Forum, giving the Planning Commission direction on Trustees initiatives (i.e. Design Five Corners), directing the public to accurate information on projects happening in the village. There was also discussion of the Planning Commission doing planning in addition to reviewing development applications. It was suggested the Planning Commission could take the lead in researching parking standards or a village-wide parking plan or forming an affordable housing committee, for example. The Planning Commission could also do some visioning for the Transit Overlay District (TOD). There was discussion of the Design Five Corners initiative and the Planning Commission participating in incorporating the initiative into the Land Development Code. The vision is in the village comprehensive plan already. All agreed there should be joint meetings with the Planning Commission and Board of Trustees on planning and visioning at least twice a year.

Former member of the Planning Commission, Nick Meyer, said there was frustration on the Planning Commission with the lack of planning sessions and enforcement of the Land Development Code. Having conceptual and final plan review in one meeting was also an issue.

Zoning Board of Adjustment

Aaron Martin reported the Zoning Board does not meet often which is a testament of the good work of the Planning Commission. The idea of consolidating the planning commissions in the town and village and having two separate development review boards is appealing and will allow the Planning Commission to do planning and the DRBs to handle development applications.

Tree Advisory Committee

Nick Meyer reported the Tree Advisory Committee is working well and has made good progress with tree plantings in the village. There is now a software tool in place to help with long term maintenance of the trees. A budget for landscaping along the anticipated crescent connector roadway should be on the radar.

3. Presentation: Affordable Housing Committee and Planning Grant

Maura Collins gave a presentation on creating an affordable housing committee and the village being the municipal applicant for a community development block grant (CDBG) to expand the Vermont Housing Data Website to include new types of information and tools to help with housing related decisions. A formal proposal will be forthcoming in July to update the website and the capacity to keep data current. Following discussion, the Trustees concurred with being an applicant for the block grant funding.

5. OLD BUSINESS

1. Reappointments to Boards, Commissions, and Committees

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to reappoint the following individuals to three year terms beginning July 1, 2017 and ending June 30, 2020:

- **Aaron Martin – Zoning Board of Adjustment**
- **John Alden – Planning Commission**
- **Andrew Boutin – Planning Commission**

- Joe Weith – Planning Commission
- Nick Meyer – Tree Advisory Committee
- Jeff Frolik – Bike/Walk Advisory Committee
- Phoebe Spencer – Bike/Walk Advisory Committee

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

2. Approve/Sign Letter to Essex Westford School Board

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize George Tyler to sign the letter to the Essex Westford School Board on behalf of the Board of Trustees stating approval of the Ace Program continuing at Park Street School for the next three years rent free. VOTING: unanimous (4-0); motion carried.

3. Approve/Sign Acknowledgement of Assumption of Debt for EJRP

MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize George Tyler to sign the letter acknowledging assumption of debt for Essex Junction Recreation and Parks. VOTING: unanimous (4-0); motion carried.

4. Municipal Manager's Annual Appointments

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the Municipal Manager's annual appointments for the period of July 1, 2017 through June 30, 2018 to include:

- Susan McNamara-Hill – Village Treasurer/Tax Collector/Village Clerk
- David Barra – Village Attorney
- Chris Gaboriault – Village Fire Chief
- Hamlin Consulting Engineers – Village Engineering Consultant

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

Rick Hamlin announced Jeff Kershner is the new president of Hamlin Consulting Engineers. There was discussion of the knowledge of development in the village by Hamlin Engineering, and that the village regulations provide predictability for the community and developers.

5. Reappointments to Chittenden County Regional Planning Commission and Transportation Advisory Committee

MOTION by Elaine Sopchak, SECOND by George Tyler, to reappoint the following representatives to Regional Planning for two year terms beginning July 1, 2017 through June 30, 2019:

- Dan Kerin – Village Representative to CCRPC
- Andrew Brown – Alternate Representative to CCRPC
- Jeff Carr – 2nd Alternate Representative to CCRPC
- Robin Pierce – TAC Representative

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

6. Reappointments to the Clean Water Advisory Committee

MOTION by Dan Kerin, SECOND by Andrew Brown, to reappoint Chelsea Mandigo as the Village Representative on the Clean Water Advisory Committee

and James Jutras as the alternate representative for a term of two years beginning July 1, 2017 through June 30, 2019. VOTING: unanimous (4-0); motion carried.

7. Appointment to the Ad Hoc Evaluation Committee for Public Works Consolidation
MOTION by George Tyler, SECOND by Elaine Sopchak, to concur with the appointment of Justin Rabidoux to the Ad Hoc Evaluation Committee for Public Works Consolidation. VOTING: unanimous (4-0); motion carried.

6. NEW BUSINESS

1. Bid Award for WWTF Headworks Screen

Jim Jutras reported four bids were received for the headworks screen. Staff recommends the bid from Fairfield Service Co. for \$133,000. Fairfield has two installations in operation and has offered an extended warranty on their equipment. Staff is getting clarification on the five year comprehensive warranty being offered by the company.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the bid for a headworks screen from Fairfield Service Company in the amount of \$133,000 contingent on satisfactory completion of reference and installation checks on current installations. VOTING: unanimous (4-0); motion carried.

7. MANAGER'S REPORT

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

- June 27, 2017
- July 11, 2017
- July 25, 2017
- August 8, 2017
- August 22, 2017
- September 12, 2017
- September 26, 2017

* July 4, 2017 @ 6 PM – July 4th Celebration at Maple St. Park

* July 15, 2017 @ 4 PM – Block Party & Street Dance

* September 29-30, 2017 – SteAmfest/Arts Festival

2. Regional Dispatch

Joint study committee meetings continue on regional dispatch service. Colchester and South Burlington are doing a beta test of regional dispatch in real time/real life circumstances.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler said he signed the letter to the Mayor of Kyiv, Ukraine supporting the March of Equity and Amnesty International.

2. Reading File

- Minutes:
 - Block Party Committee 5/22/17

- Planning Commission 5/18/17
- Capital Program Review Committee 6/6/17
- Certificate of Recognition 2016 Tree City USA
- Memo from Dennis Lutz, Public Works Director, re: Pedestrian Bridge on Main Street
- Letter from Champlain Valley Exposition re: Neighbors Meeting on 6/13/17
- Update on Regional Dispatch

9. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting(s) 5/23/17**
- 2. Expense Warrant #17046, dated 5/26/17, in the amount of \$457,406.28.**
- 3. Expense Warrant #17047, dated 6/2/17, in the amount of \$148,931.61.**
- 4. Expense Warrant #17048, dated 6/9/17, in the amount of \$37,482.40.**
- 5. FYE18 Lease for Essex CHIPS.**
- 6. Champlain Water District Easement Adjustment for Cascade Street Meter Vault.**
- 7. Letter to Mayor of Kyiv, Ukraine in support of March of Equality and Amnesty International**

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

10. ADJOURNMENT

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

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

The meeting was adjourned at 8:18 PM.

RScty: M.E.Riordan