



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 27, 2017 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

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. Robin Scheu, Executive Director, Addison County Economic Development Corporation
 - c. Dan Albrecht, Senior Planner, Chittenden County Regional Planning Commission, re: 2017 All-Hazards Mitigation Plan and Lake Champlain Byway Corridor Management Plan
5. **OLD BUSINESS**
 - a. Certification of Adoption 2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan/Town of Essex and Village of Essex Junction All-Hazards Mitigation Plan – Pat Scheidel
 - b. Resolution Reaffirming Participation in the Lake Champlain Byway – Robin Pierce
 - c. Update on 2017 Neighbors Day – Stephanie Teleen and Darby Mayville
6. **NEW BUSINESS**
 - a. Review and Approve Retreat-Work Session Minutes – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Executed Warranty Deed for Park Street School
 - c. Letter to George Tyler from Martha Heath, Chair, Essex Westford School District Board
 - d. Article about Village of Waterbury, VT
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 6/13/17
 - b. Expense Warrant #17049 dated 6/16/17 in the amount of \$148,328.51
 - c. Expense Warrant #17050 dated 6/23/17 in the amount of \$503,353.94
10. **EXECUTIVE SESSION**
 - a. Legal
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
June 27, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin. (Andrew Brown was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director; Robin Pierce, Community Development Director.
OTHERS PRESENT: Stephanie Teleen, Robin Scheu, Dan Albrecht, Jim Berneger, Greg Morgan, Dylan Giambatista, Colin Flanders (Essex Reporter).

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

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

2. Robin Scheu, Executive Director of Addison County Economic Development Corp. Robin Scheu with the Addison County Economic Development Corporation briefed the Trustees on the approach taken by Middlebury to facilitate activities that help with economic prosperity, including one cent on the tax rate (not very successful), helping to start and grow existing businesses in the area (much more successful), setting up a revolving loan fund, local options tax, doing marketing to promote the area as business friendly and welcoming, making the permitting understandable, publishing information on the website, and having a place where questions and concerns can be addressed. Ms. Scheu stressed the purpose and goals of the economic development need to be clear. Local buy-in is a must. A survey could be done to find out what the people need and what is working/not working. Ms. Scheu urged looking at the Burlington CEDO model and contacting the CEDO Director Noelle Mackay for information and guidance.

Lori Houghton asked how Middlebury created conditions to attract businesses. Robin Scheu said what was working and not working was identified and the message was pushed that Middlebury welcomes businesses. Money to help with economic development was raised from contributions from businesses. Lori Houghton asked about the Better Middlebury Partnership. Robin Scheu said the town pays money in support of the partnership that has a membership and part-time staff member. The organization focuses on doing events.

Dan Kerin asked if the taxpayers were told how the local options tax revenue would be used. Robin Scheu said the community agreed a bridge was needed, but the property tax would not be increased so the local options tax was used. Middlebury College paid half the cost of the bridge. Dan Kerin asked how parking is handled in Middlebury, noting in Essex Junction there is parking though it may not be right next to a business. Robin Scheu said in Middlebury there is parking as well, but people say there is a parking need. More can be done with signage. With the TIF option the Middlebury Selectboard is thinking of building a parking garage.

George Tyler asked where to look for economic development. Robin Scheu urged leveraging the village's assets and promoting what is there and growing businesses ("economic gardening").

Elaine Sopchak asked about grants. Robin Scheu said the development corporation is a non-profit trade association (501(c)(6) and applied for USDA World Development grants (the application is difficult). Collaborating on grants is a good idea.

Jim Berneger, Essex Development Corporation, asked about the agencies the Addison organization worked with. Robin Scheu said the chamber and downtown business groups.

Greg Morgan, Essex Development Corporation, asked how Middlebury cultivated innovators. Robin Scheu said they worked with Middlebury College, had internships, programs, and talked to regional planning.

3. Dan Albrecht, CCRPC Senior Planner, re: 2017 All Hazards Mitigation Plan & Lake Champlain Byway Corridor Management Plan

Dan Albrecht briefed the Trustees on the hazard mitigation plan to handle natural disasters and to receive funding (75% FEMA, 12.5% state provided all four requirements are met including adopting the hazard mitigation plan, 12.5% municipal). Mr. Albrecht also reviewed the Lake Champlain Scenic Byway Program and the projects done to date. Regional Planning will continue to be a resource and work with communities with byways.

4. **OLD BUSINESS**

1. Certification of Adoption of 2017 Chittenden County Multi-Jurisdictional All Hazards Mitigation Plan/Town of Essex and Village of Essex Junction All Hazards Mitigation Plan

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to adopt the 2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan and Annex #6, the 2017 Town of Essex & Village of Essex Junction All-Hazards Mitigation Plan. VOTING: unanimous (4-0); motion carried.

2. Resolution Reaffirming Participation in the Lake Champlain Byway

MOTION by Lori Houghton, SECOND by Dan Kerin, that the Trustees fully support continued participation in the Lake Champlain Byway and find that the 2017 Lake Champlain Byway Chittenden County Management Plan prepared by

CCRPC to be in accordance with the village's planning goals and objectives.

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

3. Update on 2017 Neighbors Day

Stephanie Teleen reported the 2017 Neighbors Day event was successful despite the weather with 185 participants and nine events. Positive feedback was received. Other communities are interested in hosting their own neighbor's day. Work will be done to have a statewide neighbor's day.

5. NEW BUSINESS

1. Review/Approve Retreat-Work Session Minutes

Edits/clarifications to the minutes include:

- Action item #1 (recruitment firm) is complete.
- Village Center parking should note the suggestion that agreements should be made with businesses to use their parking after hours and on holidays.
- Action item #3 (trash receptacles on the multi-use path) should note that Elaine Sopchak is the contact person and Robin Pierce and Pat Scheidel will pursue the action.
- An action item needs to be added to do a property assessment of Stevens Park to define the park and its value.
- The Local Development Corporation paragraph should be clarified to note Essex Development Corporation members can be invited to apply.
- Regarding the Trustee/Selectboard meeting schedule, clarify that the understanding was joint meetings with the Trustees and Selectboard will be continually scheduled every other month.

The Trustees discussed having the Planning Commission look at parking in the village (is there a parking problem or perception of a problem) and where the best locations would be for a municipal lot and how this would be funded.

Regarding the trash problem on the multi-use path, Pat Scheidel noted the public works crew cleans up the area frequently. If a trash receptacle is put out then a recycling receptacle must be put out as well. Pat Scheidel will have Public Works give a report on the nature of the trash problem on the path.

6. MANAGER'S REPORT

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

- 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

The joint study committee on regional dispatch continues to iron out the details of regional dispatch service prior to the March 2018 vote.

3. New Hires

Three new people have been hired to fill vacancies due to retirements and job changes.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak said the first public works assessment committee meeting was held. Parameters were defined. The meeting schedule was set. A report will be provided to the Trustees and Selectboard by October. Elaine Sopchak is Chair and Mike Plageman is Vice Chair.
- George Tyler mentioned the *Vermont Business Journal* article on the Village of Waterbury becoming a utility district and how police services will be handled.
- George Tyler reported the Prudential Committee signed the deed so the village now owns Park Street School.

2. Reading File

- Executed Warranty Deed for Park Street School
- Letter to George Tyler from Martha Heath, Chair of Essex Westford School District Board
- Article re: Village of Waterbury, Vermont

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting(s) 6/13/17**
2. **Expense Warrant #17049, dated 6/16/17, in the amount of \$148,328.51.**
3. **Expense Warrant #17050, dated 6/23/17, in the amount of \$503,353.94.**

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Lori Houghton, to go into Executive Session to discuss a legal matter in accordance with 1VSA313(a)(1)(F) and include the Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 8:15 PM.

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 8:30 PM.

10. ADJOURNMENT

With no further business and without objection the meeting was adjourned at 8:30 PM.

RScty: M.E.Riordan