



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 10, 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. Tim Shea, Champlain Valley Exposition, re: 2017 Wolfsgart Auto Show
 - c. Lt. Ken Beaulieu, Essex Police, re: Maple St. Park, multi-use path
5. **OLD BUSINESS**
 - a. Acceptance of Public Infrastructure at Village Haven – Robin Pierce and Jim Jutras
 - b. Lease with Essex Westford School District for ACE Program – Pat Scheidel
6. **NEW BUSINESS**
 - a. Winter Operations Plan 2017-18 – Dennis Lutz
 - b. Information on Grants for Stormwater Improvement Projects – Dennis Lutz
 - c. Discuss and Set FYE 19 Budget Goals – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. FYE 19 Budgets and Capital Program Adoption Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Letter to Pat Scheidel from Gene Richards re: Burlington International Airport Technical Advisory Committee
 - c. Memo from Max Levy and George Tyler re: City of South Burlington Airport Resolution
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 9/26/17
 - b. Expense Warrant #17064 dated 9/29/17 in the amount of \$103,402.44
 - c. Expense Warrant #17065 dated 10/6/17 in the amount of \$270,805.37
 - d. FYE 18 Budget Status Report as of 9/30/17
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
October 10, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Lori Houghton, Dan Kerin.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Community Development Director; Jim Jutras, Water Quality Superintendent; Brad Luck, Recreation & Parks Director; Dennis Lutz, Public Works Director.
OTHERS PRESENT: Tim Shea, Lt. Ken Beaulieu, Chris Chiquoine.

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

Add:

- Report from Essex Police on Maple Street Park and multi-use path
- Internal copy of the winter operations plan

MOTION by Elaine Sopchak, SECOND by Dan Kerin, 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.

2. Tim Shea, Champlain Valley Exposition re: 2017 Wolfsgart Auto Show
Tim Shea, CVE Executive Director, explained in 2016 CVE met with village staff to see what can be done to limit sound from the auto show that brings thousands of people to the fairgrounds and a couple hundred people who camp on the site. For the 2017 event CVE worked with a promoter, increased security using a private contractor, secured a sound waiver, and complied with the sound ordinance (the sound engineer indicated there were some spikes of sound, but none of duration). Light towers were also added and Essex Police had a regular presence in the evening hours during the event. No calls of complaint were received. The first CVE became aware of any issues with noise was hearing the comments from Chris Chiquoine to the Trustees. Police Chief LaRose did not indicate any issues. The noise at 5 AM that was referred to by Mr. Chiquoine could have been garbage trucks at the shopping center. Regarding the comment about a drunken party, the average age of attendees was mid-to-late 20s and mostly males. There are cars at the car show so engines may have been revved on occasion. CVE tries to be a good neighbor and feels is a good neighbor. There are eight to 10 days when activity at the fairgrounds is heard and the majority of this is the fair. The fairgrounds are used by the

neighbors to walk their dogs or ride bikes and people typically let CVE know if there are any problems. CVE takes very seriously being a good neighbor and managing events as best can be.

Lori Houghton asked how complaints are handled by CVE. Tim Shea said people can call the office or send an email and staff will respond. The parameters of the ordinance are made clear to all performers at the fairgrounds. CVE cannot stop an event if the sound is within the parameters.

Elaine Sopchak requested having the sound engineer used by the village discuss the sound measurement process with the Trustees. Andrew Brown requested a copy of the sound report from the Wolfsgart event.

George Tyler expressed appreciation to Tim Shea for explaining the situation and how events are managed at CVE.

Chris Chiquoine pointed out there is no five minute average in the noise ordinance. There is an instantaneous reading and by that parameter the Wolfsgart event violated the ordinance 29 times between Midnight and 7 AM. Fireworks in the middle of the night wake people up. Mr. Chiquoine said he thought the complaint process began with contacting the police, who would then contact CVE, and this is the process he followed but CVE said they were not contacted so there must be a breakdown of communications. Also, there is a rule of no engine revving in the camping area or the offender will be escorted off the grounds, but no one was escorted out after revving engines. There is a no fireworks rule, but there were fireworks. There were beer pong tables at the event so it can be assumed there was plenty of drinking. It is agreed CVE has tried to do more to manage events better, but this particular event does not work or should be located in a different area of the fairgrounds.

3. Lt. Ken Beaulieu, Essex Police, re: Maple Street Park and Multi-Use Path

Lt. Beaulieu reported the incident at Maple Street Park is still under investigation, but it appears the initial complaint was made up and no weapon was involved. No trespass orders have been issued to the offenders. Regarding the multi-use path by the railroad tracks, the police have found abandoned and stolen bikes and used needles there, but there have been no crimes of violence or significant drug arrests. Officers make frequent patrols of the area and will continue to do so. Until the village has an ordinance against loitering there is nothing that can be done about people hanging out on the path.

4. OLD BUSINESS

1. Accept Public Infrastructure at Village Haven

Robin Pierce and Jim Jutras explained Village Haven is the first development in the village with Vermont Neighborhood designation. At this point all the infrastructure is accessible and Public Works can make the inaccessible valve accessible so the infrastructure can be transferred to the village.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize the Municipal Manager to complete transfer of the Village Haven (Roscoe Court) main roadway, water distribution, sanitary sewer and sewage pump station to the Village of Essex Junction for acceptance of municipal infrastructure. VOTING: unanimous (5-0); motion carried.

2. Lease with Essex Westford School District for ACE Program

Pat Scheidel briefed the Trustees on the terms of the lease with the ACE Program for use of Park Street School. The term of the lease is July 1, 2017 – June 30, 2020 for \$1 per year. The lessee must keep the space clean and repaired and cannot sublet. The village is indemnified and held harmless. Lauren Morrisseau added the Recreation Dept. budget is taking on some expenses. The Village building maintenance fund will cover building maintenance and the general fund will cover electric, gas, and trash removal. If the Recreation Dept. takes over use of the building, the department will take over the maintenance.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the lease with Essex Westford Education Community Unified Union School District #51 for the ACE Program to continue at 21 Park Street through 6/30/20. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Winter Operations Plan 2017-2018

Dennis Lutz reported the changes to the document are minimal, mainly addressing sidewalk plowing (hiring a contractor to do the Carmichael Street area and avoiding damage to lawns in the springtime) and adding any newly accepted roads. Essex Selectboard approved the document. The public will be made aware when the plan is available.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the 2017-2018 Winter Operations Plan. VOTING: unanimous (5-0); motion carried.

2. Grants for Storm Water Improvement Projects

Dennis Lutz reported the grants for phosphorus control and LDS Church were received. Payments need to continue into the capital fund for storm water projects in order to have enough money for the local match to the grants. Another option is to increase the capital funds towards storm water or go to bond to ensure there is money for matching funds so staff can continue to pursue storm water grants while the grant money is available. With the two grants that were received the village and town will meet the Flow Restoration Plan requirements and then can work on decreasing phosphorus.

Pat Scheidel mentioned adding a penny to the tax rate for the local match (20% match of the grants received equates to \$270,000). Dennis Lutz said the matter needs further thought and consideration to ensure there are funds for grants for projects, particularly storm water projects.

3. FYE19 Budgets and Capital program Adoption Schedule

The Trustees discussed maintaining the rate of inflation with the budget. There are no anticipated significant changes in the budget which is trending in the right direction in terms of the consolidation with the town. Pat Scheidel said there may be some adjustments in the fire department budgets due to salary and organizational structure changes, but nothing major.

Elaine Sopchak requested consideration be given to a Communications officer position for the village and town. Functions of the position would include being the public face of the community, internal communications, keeping the town and village websites current, working with staff and the boards on better communication, and communicating with residents.

Budget day with Department Heads will be December 20, 2017.

6. MANAGER'S REPORT

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

- October 24, 2017
- November 14, 2017
- November 28, 2017
- December 12, 2017
- December 26, 2017

- * October 24, 2017 @ 7 PM – Joint Meeting with Selectboard
- * November 8, 2017 @ 7 PM – Joint Meeting with Selectboard
- * December 12, 2017 @ 7 PM – Joint Meeting with Selectboard
- * December 20, 2017 – FYE19 Budget Day with Department Heads

2. Congregational Church 150th Anniversary

Pat Scheidel said Tom James, member of the First Congregational Church, asked the village to participate in the 150th celebration of the church on October 20, 2017. George Tyler and Pat Scheidel will draft a letter of recognition.

3. BTV Noise Technical Advisory Committee

Pat Scheidel reported the airport invited the village to participate on the BTV Noise Technical Advisory Committee. Advertisement will be done for a representative.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak asked for the revisions to the Code of Ethics approved by the Selectboard.
- George Tyler reported on the meeting with Amtrak to discuss the plan by Amtrak to bring the train stop in Essex Junction into ADA compliance by 2018. Nothing will be done to the station building itself. George Tyler will contact VTrans, Regional Planning, and the Congressional delegation to see if there is any funding

available to upgrade the building using the plans drafted by the UVM engineering students for the village.

2. Reading File

- Letter to Pat Scheidel from Gene Richards re: Burlington International Airport Technical Advisory Committee
- Memo from Max Levy and George Tyler re: City of South Burlington Airport Resolution

8. **CONSENT AGENDA**

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

1. **Approve Minutes of Previous Meeting(s) 9/26/17**
2. **Expense Warrant #17064, dated 9/29/17, in the amount of \$103,402.44**
3. **Expense Warrant #17065, dated 10/6/17, in the amount of \$270,805.37**
4. **FYE18 Budget Status Report as of 9/30/17**

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

9. **ADJOURNMENT**

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

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

The meeting was adjourned at 8 PM.

RScty: M.E.Riordan