



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 10, 2018 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. Essex Energy Committee Presentation on Net Metering Contract – David Skopin
5. **OLD BUSINESS**
 - a. Disposition of Essex Junction Recreation & Parks Fund Balance – Lauren Morrissette
6. **NEW BUSINESS**
 - a. Essex Energy Committee Request for Funds – Evan Teich
 - b. Park Terrace Parking Update – Evan Teich
 - c. Request to close streets for the All State Parade – Rick Garey, Rick Jones [7:30 PM]
and Steffen Parker, Vermont All State Music Festival Director
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Thank you notes for Senior Center Parking Signs
 - c. Memo from Darby Mayville re: Communications Update
 - d. Memos and Information re: Joint Meeting with Facilitator on 3/24/18
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 3/24/18 and 3/27/18
 - b. Expense Warrant #17089 dated 3/30/18 in the amount of \$25,711.19
 - c. Expense Warrant #17090 dated 4/6/18 in the amount of \$89,309.41
 - d. FYE 18 Budget Status Report as of 3/31/18
 - e. Memo from James Jutras re: Minor Amendment CCRPC Stormwater Program Agreement
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
April 10, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.

ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director; Rick Jones, Highway Superintendent; Rick Garey, Police Chief.

OTHERS PRESENT: David Skopin, Andy Suntup, Linda Suntup, Linda McKenna, Anne Whyte, Scott Richardson, Deborah Richardson, Connie Marshall, Anne-Marie Dennis, Carol Rubman, Jeff Rubman, Abbie Tykocki, Will Veve, Heather Finlayson, Steffen Parker, Brett Grabowski.

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 and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

Anne Whyte, 10 School Street, expressed frustration with the protocol in place for projects before the Planning Commission involving significant impact to roads. There should be Board of Trustees involvement before approval of the project. Park Terrace is severely impacted by the building at 4 Pearl Street. Residents feel there is no recourse for them. George Tyler explained all development projects are reviewed by the appropriate village departments for any impacts before the project is forwarded to the Planning Commission. The Trustees are not involved in the application review process per the law. Elaine Sopchak added impacts to a neighborhood after the fact should be reported to the Unified Manager or the appropriate department head, and a decision will be made if the Board of Trustees should get involved.

Anne Whyte spoke about the following:

- Waiver granted by the Planning Commission for a loading dock at 4 Pearl Street resulting in Park Terrace being used as a loading dock for deliveries as predicted by the neighbors.
- Temporary parking lot on the Handy parcel which converted a single curb cut into a two lane driveway off Park Terrace. The parking lot impacts the traffic on Park Terrace. The future planned development on the Handy site shows two roads onto Park Terrace which will be problematic.
- Crescent connector schematic shows a road designed to move traffic with two traffic lanes, bike lane on one side, and no sidewalks. The site is filled with hazardous waste.

- There is a development plan on land that will be accessible from the crescent connector with four buildings and underground parking. The developer is asking for a waiver for parking. Parking is insufficient. The angled parking and bike lane with cars entering and exiting the development site seems problematic.

George Tyler said extensive environmental studies have been done for the crescent connector so the contractors are aware of the environmental issues. Elaine Sopchak added the village comprehensive plan has multiple maps and one is of the brownfield sites in the village. There will be a thorough vetting process to make sure all issues are addressed.

b) Essex Energy Committee Presentation on Net Metering Contract

David Skopin and Will Veve explained the request by Green Lantern (solar array company) to use a site by the Sandhill gravel pit in the Town of Essex for a solar array. Area towns with solar arrays said they are pleased with the outcome of their arrays. Essex, Essex Junction and the school system will take the net metering credits from the 500 kilowatt net metered solar array which is fully permitted through the Certificate of Public Good process. Construction could begin in April and be complete within 12 weeks. Potential savings for the village is 381,000 kilowatt hours of net meter credits or \$7,700 per year on electrical spending. The agreement will be the same with the town and the village. Green Lantern will cover legal expenses. The electricity will be fed back into the grid. Renewable energy credits will be retired to the facility to count as 100% renewable energy toward the state 90% goal. Other benefits in addition to net metering credits include jobs, adding to the tax base, and working with a local company.

Evan Teich said town and village staff has reviewed the contract and made comments. The town is moving forward with the array.

The Trustees concurred with staff moving forward on the contract.

4. OLD BUSINESS

a) Disposition of EJRP Fund Balance

Lauren Morrisseau reported the EJRP fund balance was received from the school district. Brad Luck, EJRP Director, is recommending \$60,000 be put into the General Fund and \$3,144.54 be put into the EJRP Capital Reserve with the balance going to the Program Fund.

Andrew Brown asked how EJRP operated to this point without the fund balance. Lauren Morrisseau explained the current budget is based on projected income and expenses for the year. The accrued fund balance can be used for the recreation program.

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the allocation of \$60,000 of fund balance to the General Fund, \$3,144.54 to the EJRP Capital Reserve, and \$116,468.53 to the EJRP Programs enterprise fund. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS**a) Essex Energy Committee Request for Funds**

Evan Teich said Abbie Tykocki and the Energy Committee rescinded the request for funds and just wants approval to merge the village and town information onto the Vermont Energy Dashboard.

The Trustees concurred with merging the village and town information onto the Vermont Energy Dashboard.

b) Park Terrace Parking Update

Evan Teich reported staff met and reviewed the situation on Park Terrace. The concerns of the neighbors are understood. Appropriate enforcement of the village parking standards is being done, but the police should not be enforcing something that should have been dealt with in the planning stages of a project. A communication could be sent to the Planning Commission to be prudent with granting waivers. The village also needs to better market nearby public parking.

George Tyler suggested adding a joint meeting with the Trustees and Planning Commission to a future Trustees meeting agenda.

Police Chief Garey noted since the signs have been posted on Park Terrace and School Street there have not been any issues.

COMMENTS

Linda McKenna, 9 School Street, spoke of the disintegration and caving in of Park Terrace due to the heavy trucks using the street. Also, people are not stopping when exiting the parking garage. There has been no enforcement of wrong way traffic on Park Terrace and the turn radius is inadequate with cars parked on the street.

Anne Whyte, 10 School Street, commented on the following:

- 100% lot coverage allowed by the Land Development Code makes development too congested and not people friendly.
- People are walking in the street on Park Terrace. Residents from 4 Pearl Street are walking their dogs and using the yards on Park Terrace as a dog toilet. Park Terrace is a narrow and dangerous street for pedestrians especially when there are snowbanks.
- The sporting event traffic at McGillicuddy's impacts the area. A traffic study was to be done after 4 Pearl Street was occupied to a certain percentage, but the study should be done now and during business hours beyond 5 PM.
- A painted bike/pedestrian lane on one side of Park Terrace may help warn motorists. Traffic lines painted at the intersection of Park Terrace/Park Street would also be helpful.
- Enforcement of wrong way driving and traveling too fast on Park Terrace is needed.

- School Street needs parking lines to delineate parking spaces. People parking on School Street are nearly blocking driveways. Lines are also needed to indicate no parking or do not block the intersection.
- When Park Terrace is rebuilt there should be a sidewalk.
- A bump-out could be added on Park Terrace like the one on School Street so people do not drive the wrong way on the street.
- Oversized trucks are making deliveries to 4 Pearl Street using Park Terrace.
- The pedestrian light is not respected by all drivers.

Brett Grabowski, owner of 4 Pearl Street, said the village plan that is in place was vetted. The goals of the plan are correct to bring density to make the Five Corners area vibrant. It is less car oriented when people are living right there. Only Phase 1 has been built. The plan takes a global view. A concerted effort is needed to support individual landowners in developing in the vision created by the Board of Trustees. Five Corners is not pedestrian friendly now. There is a lot of parking in the area which should be promoted with signs and sidewalk and lighting so people can walk to their destination. Property owners should be incentivized to create more parking when developing. There are ways to do this though it is expensive (parking structures). TIFs can help businesses. There are potential plans to add up to 150 living units within walking distance of Five Corners so people can park once and walk to the area. Businesses will not have to worry about providing lots of parking. It takes time for all the development to gel. This is only Phase 1.

George Tyler said the village put a plan in place and needs to be involved and engaged to make the plan work for everyone including the neighbors.

c) Request to Close Streets for All State Parade

Steffen Parker and Heather Finlayson explained the request to approve and support the annual All State Parade and celebration of the 91st All State Music Festival. The parade route will be Old Colchester Road to North Street to Educational Drive. The parade will be on May 9, 2018. The festival runs from May 9th to May 12th. The Police and Public Works have no objections to the parade. Volunteers will notify residents of the parade the weekend prior to the event.

Lori Houghton stressed giving residents along the parade route ample notification so they are aware of how their street will be impacted.

Jeff Rubman, owner of Autumn Pond, addressed the suggestion the emergency access between Autumn Pond and Athens Drive be available during the parade, noting negotiations with the village went on for over three years to protect Athens Drive from being a through street. There is a legal agreement in effect. The connection between Athens Drive and Autumn Pond can only be used for emergency access, not public safety.

George Tyler suggested the chain across the access remain locked and residents of Autumn Pond be notified the entrance to their development will be blocked while the parade passes by.

A resident from Athens Drive said a survey of 27 residents on the street showed 23 do not want the gateway opened except for an emergency. The residents do not want a precedent set.

Evan Teich assured that the connector will not be used and the Autumn Pond entrance will only be blocked for a brief period of time while the parade passes by. Dr. Rubman requested the predicted time of the closure be provided so people can plan.

A woman in the audience noted the Act 250 land use permit for Autumn Pond stated the gated access will not be used as a public thoroughfare.

A resident of Athens Drive said Athens Drive goes into a cul-de-sac with four houses that share a driveway. Cars coming up the access road from Autumn Pond are not visible

6. MANAGER'S REPORT

a) Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- April 24, 2018
- May 8, 2018
- May 22, 2018
- June 12, 2018
- June 26, 2018

* April 25, 2018 @ 7 PM – Joint Meeting with Selectboard, 81 Main Street

* May 26, 2018 @ 10 AM – Memorial Day Parade

* June 14, 2018 @ 7PM – Joint Meeting with Selectboard, Lincoln Hall

b) Senior Center Parking

Evan Teich reported four parking signs for the Senior Center were installed, not the requested seven signs due to the demand for parking by all users of Lincoln Hall. Staff will monitor the situation and see how it works with four spaces.

Connie Marshall, user of the Senior Center, recalled the Board of Trustees said there could be seven parking spaces for seniors participating in events at the Senior Center.

A driver for the Senior Bus said there cannot be cars parked on the side of the senior van because there is not enough room to run the lift.

c) Events

The farmers market will be on Wednesdays from 4 PM to 7:30 PM beginning May 30th in the parking lot behind Road ResQ.

SteAmfest will be held in September.

d) Listening Tour

Evan Teich is beginning a “listening tour” and will be meeting with the people in the village and town, businesses, staff, boards, committees.

e) Exemplary Staff

Evan Teich said staff at the village and town are excellent and work hard to solve problems.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Lori Houghton said the communication and outreach to the community is appreciated. Evan Teich said a communications strategy and direction is needed. Staff will be bringing a proposal forward.
- George Tyler said the Trustees have discussed having seamless technology with the town. Staff will research the matter.
- Elaine Sopchak gave a report on the recent Selectboard meeting that covered new tax sale policy, safety manual update, water rates and potentially billing quarterly. The Selectboard and Trustees minutes will be included in the meeting packets for both boards going forward.
- Andrew Brown mentioned parking in the grassed area along the railroad tracks by the high school. Staff will talk to the school department about opening the area up for school parking.

b) Reading File

- Thanks You Notes for Senior Center Parking Signs
- Memo from Darby Mayville re: Communications Update
- Memos and Information re: Joint Meeting with Facilitator on 3/24/18

8. CONSENT AGENDA

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

- a) **Approve Minutes of Previous Meeting(s) 3/24/18 & 3/27/18**
- b) **Expense Warrant #17089, dated 3/30/18, in the amount of \$25,711.19.**
- c) **Expense Warrant #17090, dated 4/6/18, in the amount of \$89,309.41.**
- d) **FYE18 Budget Status Report as of 3/31/18.**
- e) **Memo from James Jutras re: Minor Amendment CCRPC Stormwater Program Agreement.**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:40 PM.