



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 8, 2018 at 7:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Sarah Reeves, General Manager, re: FYE 19 Chittenden Solid Waste District Budget
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. Bid award for Main Street Pedestrian Bridge – Dennis Lutz
 - b. Traffic Signal Maintenance Agreement – Dennis Lutz
 - c. Amendments to Open Burning and Enforcement Ordinances - Evan Teich
 - d. Update on Brownell Library Sewer Issues – Evan Teich
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Essex Selectboard 4/16/18
 - Tree Advisory Committee 4/17/18
 - c. Notice of Public Informational Meeting re: Susie Wilson Road Corridor Project 5/8/18
 - d. CCPRC Notice of Public Hearing to Review FYE 19 Unified Planning Work Program 5/16/18
 - e. VLCT Forum “Building a Sense of Place” 6/14/18
 - f. Letter from James Jutras and Dennis Lutz to Secretary of VT Agency of Natural Resources
 - g. Front Porch Forum post re: Thankful
 - h. Email from Joe Weith re: Resignation from Planning Commission 6/1/18
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 4/24/18 and 4/25/18
 - b. Expense Warrant #17093 dated 4/27/18 in the amount of \$339,468.70
 - c. Memo from James Jutras re: Grant for Vacuum Truck Replacement
 - d. Approve and Sign Proclamation for Arbor Day
 - e. Approve FYE 19 Lincoln Hall lease for Essex CHIPS
 - f. Approve Street Vending Permit for Mr. Ding-A-Ling Ice Cream Truck
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
May 8, 2018**

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

ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Director of Finance.

OTHERS PRESENT: Aaron Martin, Irene Wrenner, Alan Nye, Sarah Reeves, Katherine "Deac" Decarreau, Carmelle Terborgh, Judith Graves.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 7:30 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

Carmelle Terborgh, 2 Upland Road, asked for clarification of the ordinance dealing with dogs, noting there have been five attacks on Upland Road by the dog at 13 Upland Road and the dog owner is not responsibly dealing with the situation. The most recent attack occurred in front of children.

George Tyler said the information will be passed to the Essex Selectboard for action.

b) Chittenden Solid Waste District (CSWD) FYE 19 Budget

CSWD General Manager, Sarah Reeves, highlighted CSWD functions and requested support of the FY19 budget which shows revenues of \$11,131,561 and expenditures of \$10,597,613. Capital expenditure of \$1,755,000 is anticipated for a new baler at the Materials Recovery Facility (MRF), replacement of the MRF floor, design and repair of the Drop Off Centers (DOC) as needed, and replacement of biosolids containers and DOC containers.

George Tyler asked about the study of travel times to the DOCs. Sarah Reeves explained the study is one component of a general review of the entire system to answer how the DOCs are being used and to identify efficiencies. George Tyler asked about the status of consolidating collection by haulers. Sarah Reeves said significant public discussion on the issue was held without satisfactory resolution. Alan Nye mentioned the homeowners association for Saxon Hollow Drive hired one hauler for the neighborhood and the rate went down. Other neighborhoods could do the same and likely see a reduction in rates. George Tyler asked about China impacting sale of recyclables. Sarah Reeves explained China now requires a stringent contamination rate for recyclables which is nearly

impossible to meet. China has begun supplying its own recycled materials. With the loss of the market in China, CSWD is now paying to get rid of mixed paper so waste reduction is critical. New technology is needed to ensure a clean product from the MRF. The technology is a multi-million dollar investment.

Dan Kerin asked about landfill space in Coventry. Sarah Reeves said there is about three years of remaining capacity, but permitting is in process for a new cell that will yield 25 years of capacity.

MOTION by George Tyler, SECOND by Andrew Brown, that the Essex Junction Board of Trustees approves the CSWD FY19 budget. VOTING: unanimous (4-0); motion carried.

4. OLD BUSINESS

None.

5. NEW BUSINESS

a) Award Bid for Main Street Pedestrian Bridge

Aaron Martin, Essex Utility Director/Engineer, explained the recommendation by staff of the second low bidder for the Main Street Pedestrian Bridge project (the low bidder did not have enough bridge infrastructure experience).

MOTION by Andrew Brown, SECOND by Elaine Sopchak, that the Board of Trustees concurs with staff to award the bid for the Main Street Pedestrian Bridge Rehabilitation Project to the second low bidder, Engineers Construction, Inc. (ECI). VOTING: unanimous (4-0); motion carried.

b) Traffic Signal Maintenance Agreement

Aaron Martin reported East Coast Signals has a depth of experience with signal maintenance. The company is currently installing signals in the Route 15 corridor in the town and has done work in the past in the village.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the signing of a traffic signal maintenance agreement between the Village of Essex Junction and East Cost Signals. VOTING: unanimous (4-0); motion carried.

c) Amendment to the Open Burning and Enforcement Ordinances

Judith Graves, Athens Drive resident, voiced complaint about burning in the neighborhood that prohibits opening the windows in summer. Ms. Graves requested the burn ordinance be strengthened so she can open her windows at will. Evan Teich said other complaints throughout the village have been received about open burning. Staff worked with the Fire Chief to update the ordinance which now includes fines. The last remedy if fines are not successful with individuals who continue to open burn is court.

George Tyler suggested citizens be reminded to bring their yard waste to CSWD rather than doing an open burn.

Irene Wrenner, Essex resident, suggested the word “cannot” be changed to “shall not” or “may not” to strengthen the language in the ordinance pertaining to creating a nuisance. Evan Teich noted the Village Attorney reviewed the language as presented and had no issues. George Tyler suggested seeing if the updated ordinance is a success before making any changes. Evan Teich will check on the process and wording with the Village Attorney.

d) Update on Brownell Library Sewer Issues

Evan Teich reported following investigation of the most recent sewer backup at the library it was determined tree roots and what is being flushed down the toilet are the culprits. The lines have now been cleaned and the tree roots are being cut. Paper products in the washroom will be replaced with a hand dryer and tree roots will be cleared on an annual basis going forward.

George Tyler urged fixing the problem for the long term.

6. MANAGER’S REPORT

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

- May 22, 2018
- June 12, 2018
- June 26, 2018
- July 10, 2018
- July 24, 2018

- * May 14, 2018 @ 7 PM – Joint Meeting with Selectboard, Lincoln Hall
- * May 17, 2018 @ 6:30 PM – Joint Meeting with Village Planning Commission
- * May 26, 2018 @ 10 AM – Memorial Day Parade
- * June 7, 2018 @ 3 PM - Village Employee Appreciation Party
- * June 14, 2018 @ 7PM – Joint Meeting with Selectboard, Lincoln Hall

b) Water Main Shut Off on Main Street

Public Works replaced a valve on the water main on Main Street and with minimal disruption to residents shut off the water from 9 PM to 4 AM. There was good communication between the town and village and the public on the situation.

c) Meetings

Meetings are scheduled with Global Foundries, Revision, and others to discuss how the village can help businesses attract and maintain talent. More workforce/affordable housing is needed.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Elaine Sopchak mentioned in addition to the dog issue on Upland Road there have been some dog issues at Indian Brook. Evan Teich said the matter is being investigated.

- Andrew Brown suggested an affordable housing committee be formed to help the planning commissions in the village and town create more workforce housing. Housing prices in Chittenden County are forcing people to live outside of the county. Evan Teich added affordable housing will help people stay in their homes. A housing committee with the right mission and guidance would be helpful to the town and village.
- George Tyler said he asked Regina Mahony, Planning Program Manager with CCRPC, to lead the joint discussion with the Board of Trustees and Planning Commission at the upcoming joint meeting. The Trustees also have a joint meeting scheduled with the Essex Selectboard.
- George Tyler voiced complaint about people being directed to pay their water bill at 81 Main Street rather than Lincoln Hall. The “Golden Rule” is do not shut down existing governmental entities in the downtown. Allowing people to pay their bill at the Village Office brings people into the village center. Lauren Morrisseau said a note on the water bill and website can be added about paying at Lincoln Hall.
- George Tyler noted Joe Weith is relocating out of the village and resigned from the Planning Commission.

b) Reading File

- Minutes
 - Essex Selectboard 4/16/18
 - Tree Advisory Committee 4/17/18
- Public Informational Meeting re: Susie Wilson Road Corridor Project 5/8/18
- CCRPC Public Hearing re: FYE19 Unified Planning Work Program 5/16/18
- VLCT Forum “Building a Sense of Place” 6/14/18
- Letter from James Jutras and Dennis Lutz to Vermont ANR Secretary
- Front Porch Forum post re: Thankful
- Email from Joe Weith re: Resignation from Planning Commission 6/1/18

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- a) **Approve Minutes of Previous Meeting(s) 4/24/18, 4/25/18**
- b) **Expense Warrant #17093, dated 4/27/18, in the amount of \$339,468.70.**
- c) **Memo from James Jutras re: Grant for Vacuum Truck Replacement.**
- d) **Approve/Sign Proclamation for Arbor Day.**
- e) **Approve FYE19 Lincoln Hall lease with Essex CHIPS.**
- f) **Approve Street Vending Permit for Mr. Ding-A-Ling ice cream truck.**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 8:45 PM.

RScty: M.E.Riordan