



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, AUGUST 14, 2018 at 6:30 PM**  
**ESSEX JUNCTION FIRE STATION, 3 PEARL STREET, ESSEX JUNCTION, VT**

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
5. **OLD BUSINESS**
  - a. Overview of new Pumper Truck – Chris Gaboriault
6. **NEW BUSINESS**
  - a. Parking Proposal at Essex Junction Fire Station – Robin Pierce/Chris Gaboriault
7. **MANAGER’S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Governance Subcommittee Minutes 5/30/18, 6/4/18, 6/21/18 and 7/12/18
    - Essex Selectboard 7/9/18
    - Planning Commission 7/19/18
    - Bike/Walk Advisory Committee 7/23/18
  - c. VLCT Municipal Budgeting and Borrowing Workshop 9/11/18
  - d. Business People Vermont feature story about Jon’s Darkroom and Frameshop
  - e. Essex Town/Essex Junction Tax Rates
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 7/24/18
  - b. Expense Warrant #17106 dated 7/27/18 in the amount of \$155,298.39
  - c. Expense Warrant #17107 dated 8/3/18 in the amount of \$71,012.48
  - d. Expense Warrant #17108 dated 8/10/18 in the amount of \$99,904.62
10. **EXECUTIVE SESSION**
  - a. Personnel
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  
August 14, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President); Andrew Brown, Dan Kerin, Lori Houghton, Elaine Sopchak.  
**ADMINISTRATION:** Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director/Assistant Village Manager; Robin Pierce, Development Director; Fire Chief, Chris Gaboriault.  
**OTHERS PRESENT:** Daniel Macaig, Stephen Gragg, Hayley Macaig, Chuck Barry, Robert O'Neill, Keith Rivers, Richard Smith, Will Dodge, David Skopin, Patrick Murray.

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**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. The meeting was held in the fire station.

**2. AGENDA CHANGES/APPROVAL**

Add to Reading File:

- Email, dated 8/10/18, from Genevieve Melle, Jackson Street, regarding parking by the fire station.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.**

**3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS**

a) Comments from Public on Items not on Agenda

Will Dodge and David Skopin with the Essex Energy Committee gave an update on the activities of the committee, noting the following:

- Presently there are six members on the committee and one vacancy. The members are from the village and town. Meetings are the second Wednesday of the month. The public is welcome to attend. The charge of the committee is to help the town with energy usage to save money.
- A community energy dashboard for the Essex community was developed.
- The committee has been involved in an off-take agreement with Green Lantern solar project to decrease energy bills for the village, town, and school district and is working on reducing the high heating bills for Memorial Hall in Essex Town (\$400/month).
- Other activities include organized events such as Sun Common electric vehicles, Harvest Market in Jericho, marching in the parade, "button up" weatherization event, targeting specific areas, one in the town and one in the village, to give energy rebates for having a house energy audit by Efficiency Vermont.
- The energy portion of the ECOS plan was approved by the Public Utilities Commission.

**4. OLD BUSINESS**

a) Overview of the New Pumper Truck

Public Information Officer, Lt. Richard Smith, reviewed the ergonomic design of the new 2018 Pierce pumper truck, Engine 7. The truck has many custom design features to better assist and protect the firefighters.

Lori Houghton asked if there has been a change in the types of calls and if training is done with the town fire department. Lt. Smith said the department responds to 600 calls a year. More residential and multi-family residential calls are occurring. There has not been an uptick in automobile accidents. The village has mutual aid with the town department from 6 AM to 6 PM daily and conducts multiple trainings together.

## **5. NEW BUSINESS**

### **a) Parking Proposal by the Fire Station**

Robin Pierce explained the proposal to stripe nine parking spaces in the area next to the fire station that presently is used by drivers as a cut-through to avoid Five Corners creating a very dangerous situation. The parking spaces will block passage. Fire Chief Gaboriault said cars cutting through the lot are a concern. The extra parking spaces will be helpful to the department. A jersey barrier should be installed by the sidewalk on Pearl Street to deter drivers from turning into the lot. Information on the new parking spaces will be posted on Front Porch Forum. An article can be submitted to the *Essex Reporter*.

The email from Genevieve Melle, Jackson Street, regarding the proposed parking was acknowledged.

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the proposal to stripe nine parking spaces on the left side of the fire station, and authorize staff to implement the changes to increase available parking and improve safety in the location. VOTING: unanimous (5-0); motion carried.**

## **6. MANAGER'S REPORT**

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

- August 28, 2018
- September 11, 2018
- September 25, 2018
- October 9, 2018
- October 23, 2018
- November 13, 2018
- November 27, 2018

\* October 11, 2018 @ 7 PM – Joint Meeting with Selectboard, 2 Lincoln Street

### **b) Discharge Ordinance**

The Selectboard is holding a meeting on the Discharge Ordinance on 8/16/18 at the Miller Building on the fairgrounds.

### **c) Main Street Bridge**

The bridge and the bike/walk path are open.

## d) Thanks to Fire Department

Thanks are extended to the Fire Department for hosting the Trustees meeting, and Public Works for storing one of the fire engines to make space in the station for the meeting.

## e) Meeting with Educational Center

Discussions with the high school covered land, cooperation, taxation, and busing. There are 43 languages spoken at the high school and 300 students with English as a second language.

Patrick Murray, Essex-Westford School Board, said bus transportation is being discussed. Driver recruitment is better than last year, but some drivers from last year have left so replacements are needed. The routes for busing are being drawn up. It appears there will be portions of the school district not getting busing. Village residents have been paying for busing and not receiving the service which is fundamentally unfair. The public is encouraged to attend the public forum on 8/21/18 and the school board meeting that follows.

## 7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

## a) Board Member Comments

- Elaine Sopchak reported the governance subcommittee will be meeting again to discuss next steps. Information was gathered on the services that VLCT and the Secretary of State can provide.
- Lori Houghton mentioned people should use See-Click-Fix to report items such as overgrown hedges rather than posting on Front Porch Forum. Also, there are lights out on the multi-use path along the railroad tracks and people are loitering there. [Evan Teich said Public Works cleared vegetation and will fix the lights. The police said they will increase patrols on the path. The high school was also made aware of problems on the path.]
- Andrew Brown expressed appreciation for the increased effort by the police to keep people safe. More drivers are being pulled over for speeding.

## b) Reading File

- Minutes
  - Governance Subcommittee Minutes 5/30/18, 6/4/18, 6/21/18, 7/12/18
  - Essex Selectboard 7/9/18
  - Planning Commission 7/19/18
  - Bike/Walk Advisory Committee 7/23/18
- VLCT Municipal Budgeting and Borrowing Workshop 9/11/18
- Business People Vermont Feature Story: Jon's Darkroom and Frame Shop
- Essex Town/Essex Junction Tax Rates

## 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) 7/24/18**
- b) **Expense Warrant #17106, dated 7/27/18, in the amount of \$155,298.39.**

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- c) Expense Warrant #17107, dated 8/3/18, in the amount of \$71,012.48.
  - d) Expense Warrant #17108, dated 8/10/18, in the amount of \$99,904.62.
- VOTING: unanimous (5-0); motion carried.**

**9. EXECUTIVE SESSION**

*Personnel Matter*

**MOTION by George Tyler, SECOND by Andrew Brown, pursuant to 1VSA313(a)(3) to go into Executive Session to discuss a personnel matter where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Unified Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 7:25 PM.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session. VOTING: unanimous (5-0); motion carried.**

Executive Session was adjourned at 7:45 PM.

**10. ADJOURNMENT**

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

The meeting was adjourned at 7:45 PM.

*RScty: M.E.Riordan*