



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 11, 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
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. Preferred Alternative for Route 15 Sidewalk/Path Study Athens Drive to VT RT 289 – Dennis Lutz
 - b. Preferred Alternative for Route 15 Sidewalk/Path Study Susie Wilson Road to West Street Extension - Dennis Lutz
 - c. Request to Collaborate UVM Capstone Project Traffic Calming Study – Darby Mayville
 - d. Draft Policy for Capital Improvement Projects – Andrew Brown
 - e. Amend Street Markings Policy – Evan Teich
 - f. Annual Review of Ethics Policy – 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 8/20/18
 - Tree Advisory Committee 8/21/18
 - Capital Program Review Committee 9/4/18
 - c. Articles in Essex Reporter re: space needs study and preschool accreditation
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 8/28/18
 - b. Expense Warrant #17111 dated 8/31/18 in the amount of \$71,984.13
 - c. Expense Warrant #17112 dated 9/7/18 in the amount of \$54,756.88
 - d. Approve Ordinance Waivers for Essex High School Homecoming 9/21/18
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
September 11, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak
ADMINISTRATION: Dennis Lutz, Town Engineer/Public Works Director, Sarah Macy, Assistant Finance Director, Darby Mayville, Community Relations Assistant, Lauren Morrisseau, Village/Town Finance Director, Evan Teich, Unified Manager;
OTHERS PRESENT: Eric Alling (Stantec), Diane Clemens, Christine Forde (CCRPC), Jeffrey Frolik (Bike/Walk Advisory Committee), Richard Hamlin (Hamlin Consulting Engineers), Irene Wrenner (Town of Essex Selectboard), Cathy Ainsworth (Recording Secretary)

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 ADDITIONS/ CHANGES

Addition to the Reading file introduced by Evan Teich:

- Memo from Sarah Reeves of the Chittenden Solid Waste District (CSWD) dated September 7, 2018 regarding ReUse Zone History and Closure Rationale Review.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda, amended to include the CSWD letter. Voting: unanimous (5-0); motion carried.

4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS

- a. Comments from public on items not on the agenda.

None

5. OLD BUSINESS

- a. None

6. NEW BUSINESS

- a. (formerly "b" on agenda) Preferred alternative for route 15 Sidewalk/ Path Study Susie Wilson Road to West Street Extension

Dennis Lutz introduced representatives Christine Forde, CCRPC, and Eric Alling from Stantec Engineering to explain their recently completed scoping study and recommendations/ preferred alternative for a multi-purpose path on two ends route 15.

Dennis Lutz pointed out that the study is one phase of a longer project that will include engineering and construction, when funding is identified. Eric Alling reviewed the project timeline and described the project advisory committee (PAC). He explained that the “project definition” phase concludes with this presentation and with endorsement from the Trustees’ and approval of the “preferred alternative” in both locations.

Utilizing overview illustrations of the route 15 Sidewalk/ Path and roads in the study from Susie Wilson Road to West Street Extension, Eric Alling explained three alternatives: a “no build” alternative, which would keep the area as-is, designed solely for vehicles, with no shoulder and a 5 foot sidewalk; a “build” alternative, that would keep the median in the road intact but add bicycle lanes and widen the sidewalk; and a third “preferred alternative”, also the most construction intensive option, which would:

- remove the median
- add a buffered bike lane in each direction,
- include an 11-foot travel lane in each direction,
- add a left-turn “slip lane” heading east,
- create a 12-foot grass strip on the east side of the road
- widen the sidewalk from 5 feet to 8 feet.

Eric Alling illustrated how the third/preferred alternative would result in efficiencies in traffic flow, multiple options for bikers, shorter pedestrian road crossing dynamics and a matching 2 lane configuration to receive traffic from the 2 lanes turning from Susie Wilson road onto route 15. The West Street Extension end of this construction, on route 15, would include a raised street bus stop to reduce bike/bus conflict, and would tie east-moving bike traffic into the existing bike routes at a bike turn-around.

Eric Alling shared potential costs associated with the three projects: Alternative 1- \$0, Alternative 2- \$1,010,000, Alternative 3-\$2,260,000 plus \$310,000 for SWE bike lane turnaround. Dennis Lutz mentioned that the Town and Village should see no costs to taxpayers with any of the alternatives, noting that they would fulfill plans of the Circ Highway Alternative projects and, as such, should be 100% funded. He pointed out that class one paving for the village stopped, pending the result of this study, so those funds should also be available through VTRANS for paving.

George Tyler asked if the 2nd round of Circ Alternative funding would be used for the project. Dennis Lutz noted that a decision should be made by the Town and Village about either changing the scope of the Winooski to Susie Wilson road phase of the Circ Alternative, so the sidewalk/ multiuse path Preferred Alternative is included, or if it should be funded as another phase of the overall Circ Highway Alternative projects.

Trustee Discussion:

Dennis Lutz provided clarification, requested by Lori Houghton, on the scope of the project section west of Susie Wilson road that is currently funded by the Circ Highway Alternative Projects.

George Tyler requested clarification on why the lengthy, left-hand turn lane off route 15 was necessary in Alternative 3 and how this would impact traffic. Richard Hamlin explained that this

strategy should not “stack traffic” because it would be a clearly marked center turn lane only, not a travel lane, so east driving traffic can access North driveways.

George Tyler requested clarification of how the traffic will be cued to slow down as it approaches this stretch of road, without the visual cue of the median. Mr. Hamlin explained plans for reduced speed limits to 30 or 35 mph on route 15 after Susie Wilson road. He also noted that the road striping will suggest a narrowing of lanes which should also slow people down.

Dan Kerin requested justification for removing a median to be replaced with a left hand turn lane when it could result in greater crash danger due to lane confusion. Dennis Lutz explained that the current design of the Susie Wilson road intersection does not have enough room for a safe space to turn around the median if a driver wants to reverse direction to turn off route 15. Andrew Brown pointed out that decreased travel speeds with the preferred alternative could help alleviate accident severity.

Dennis Lutz provided clarification of traffic dynamics, as requested by Andrew Brown, explaining how the new, two-lane traffic configuration turning left off Susie Wilson road would be received by 2 lanes on route 15. They would then blend into one lane after a carefully measured distance. He pointed out that the distance needed to go from one lane to two when heading west on route 15, before turning right onto Susie Wilson rd., may be recalculated to ensure efficiencies.

Andrew Brown noted that the design of this alternative could reinforce a neighborhood feel to the route and provide clearer visibility to traffic lights. Evan Teich commended the solution for providing a more complete and less confusing, connected system of roads in the area and wondered how this would all effect future economic growth. Lori Houghton pointed out that the Preferred Alternative would promote safety for the growing number of pedestrians in the area as well as each mode of transportation.

George Tyler opened discussion by community. None.

MOTION by Andrew Brown, SECOND by Dan Kerin, that the Village Trustees approve Alternative 3, with option A, as the preferred project alternative including the recommendations by staff as outlined in the document. Voting: unanimous (5-0); motion carried.

b. (formerly “a” on agenda) Preferred alternative for route 15 Sidewalk/ Path Study Athens Drive to VT RT 289

Utilizing overview illustrations of the high priority bike route area of route 15 from Athens Drive to VT route 289, Eric Alling explained three alternatives studied: a “no build” alternative, which would keep the area as-is with two travel lanes and a 2ft shoulder (less than a minimum for a bike lane); a second alternative, that includes a 10-ft., lighted, shared-use path and bike lanes; and a third “Preferred Alternative”, that includes an 8-ft., lighted, shared-use path and bike lanes. In this third/ Preferred Alternative, travel lanes would narrow from 12 to 11 feet and the bike lanes would be 4 feet on each side. There would be a 5 foot grass strip and an 8 foot shared use path on one side. Eric Alling explained that the Preferred Alternative for the project would:

- connect with existing bike routes,
- accommodate a driveway and turnarounds,
- minimize wetland impact and have no impact on utility poles,
- Remove the existing sidewalk at the east end of the project, replacing it with an 8 foot shared use path and curb across the bridge,
- Provide lighting to ensure year-round use.

Eric Alling shared potential costs associated with the three projects: Alternative 1- \$0, Alternative 2- \$1,550,000, Alternative 3- \$1,370,000

Trustee Discussion:

Eric Alling clarified, as requested by Lori Houghton, that the only section painted green for markings on this project is on the east end.

Andrew Brown noted that the project serves as a missing link to bikers in this area. He mentioned that the route 15 speed decreases on this road at a downhill grade and suggested pushing it back to improve safety. Dennis Lutz considered studying speed on this section of road, then making a recommendation to the state for a reduced speed.

George Tyler requested clarification of why the bike lane is on the road instead of just in the shared use path. Eric Alling explained this will accommodate users who do not use off-road facilities, while off-road users can still utilize the shared use path.

In response to a request by Dan Kerin about who would be responsible for snow removal off the shared use path, Dennis Lutz explained that the Village and Town should consider all of the plowing routes and determine strategies for this.

Eric Alling acknowledged that the project would include some blasting of ledge to install some features, in response to a question on this by Dan Kerin.

Evan Teich noted that the shared use path would result in increased maintenance and upkeep but is an important connector for neighborhoods, protects movement in the area, and provides welcome lighting for visibility. He agreed that a speed decrease is important. Eric Alling noted that the Essex Selectboard discussed enhanced crosswalks as something to be considered in this project.

Dan Kerin noted his approval of this project and hoped it would be considered for replication on route 117 in the future.

George Tyler opened discussion by community

Christine Forde mentioned that the Essex Selectboard discussed that this vote is just for an endorsement of the project.

MOTION by Elaine Sopchak to approve Alternative 3 as the preferred project Alternative including the four recommendations by staff as outlined in the document.

SECOND by Andrew Brown, with friendly amendment that the motion read: to approve Alternative 3 as the preferred project Alternative including the five recommendations by staff as outlined in the document. Voting: unanimous (5-0); motion carried.

c. Request to Collaborate UVM Capstone Project Traffic Calming Study

Darby Mayville introduced Jeffrey Frolik, a UVM Engineering Professor who is also a member of the Essex Bike/Walk Advisory Committee. Mr. Frolik proposed full academic year collaboration with UVM Senior Capstone Students working on their Capstone Design projects. Mr. Frolik described the scope of the study wherein students would focus on: 1. The East Village, Mansfield, Pleasant, Brickyard area, 2. The West Village/ Williston South area and 3. The Central/ South Summit and west area. According to Mr. Frolik, students would engage in traffic counts, conduct simulations and coordinate pop-up treatments to collect and analyze data and help determine how traffic calming can take place in the Village of Essex Junction. Stakeholders involved would include the Village of Essex Junction, the School District and the Bike/ Walk Advisory Committee. Students would produce extensive reports of their work, findings and suggestions. Mr. Frolik explained that the Village would need to be open to students talking with staff for up to 10 hours over the year and support their pop-up treatments in these locations. The project would culminate in a public presentation of the students' findings and models.

George Tyler suggested being in touch with the Essex police to support the student activities. Evan Teich noted the importance of coordination with staff in Public Works and the Police Department to notify the community about student activities.

Evan Teich acknowledged benefits to engaging colleges in this way and Ms. Mayville expressed confidence in the positive experiences resulting from these types of college arrangements.

MOTION by Andrew Brown, SECOND by Lori Houghton, that the Village Trustees authorize staff and the Bike/ Walk Advisory Committee to collaborate with professor John Lens and a team of UVM Engineering Students to implement a neighborhood traffic calming study. Voting: unanimous (5-0); motion carried.

d. Draft Policy for Capital Improvement Projects

Andrew Brown presented the draft Capital Improvement Projects policy crafted by the Capital Program Review committee. He explained that the policy would bring about efficiencies by making certain, that the individuals and staff persons who need to be involved with capital projects are involved as early and often as possible, especially during design and funding phases.

Elaine Sopchak requested information about how Ranking Criteria would be used. Andrew Brown clarified that that the Policy would inform the Ranking Criteria but would remain separate so these criteria could be flexible enough to change based on emerging needs. He explained that the policy would change the process of ranking from verbal decision-making to a clearly defined, predictable process that can enhance appropriate personnel engagement.

George Tyler wondered about opportunities to align, connect or overlap this policy with the Town of Essex. Andrew Brown pointed out that both districts could benefit, but discussion of the

policy has not yet taken place with the Essex Selectboard. Elaine Sopchak reminded the Trustees that the Public Works Committee previously recommended an alignment of ranking strategies for Essex Town and Village's Capital Planning projects. She asked if there is already a policy like this in existence in Essex Town. Evan Teich agreed that there is value in the Town and the Village exercising the type of forethought outlined in the policy. He pointed out that the Town and Village's shared efforts between several departments on the capital project of the Main Street Bridge, and a storm water project being developed between the Town and Village shows communication and coordination efforts taking place.

MOTION by George Tyler, SECOND by Elaine Sopchak, that the Village Trustees approve the new, revised policy for Capital Improvement Projects. Voting: unanimous (5-0); motion carried.

e. Amend Street Markings Policy

Evan Teich presented the street markings policy that the Village uses to limit blockage of driveways by painting hash marks on the pavement (Section 3). He explained that the amendment to this policy is in response to new traffic dynamics due to the elimination of through-traffic to and from the Municipal parking lot on either side of the Library. He mentioned that people have been using a privately owned driveway (Maplehurst Florist) for ingress and egress and that this amendment would result in a hash mark painted at the end of this driveway. He also suggested a formal agreement with the property owner be considered in the future. George Tyler stated that this is also urgent because there will be further limitation of ingress and egress due to the Fire Department driveway closure. Dan Kerin suggested that, in addition to the hash marks, there be signage stating "do not block drive." Mr. Tech pointed out the challenge with a new sign is there are already a large number of signs leading up to this driveway.

Andrew Brown pointed out similar hash marks proposed elsewhere, in the past, were denied because of the possibility that it would result in mistimed traffic cues at the lights. He requested clarification if such a case would exist in this circumstance. Rich Hamlin, the Village Engineer, stated there would be no such effect in this arrangement and that it would also be unlike a separate left turn scenario referenced by Dan Kerin.

MOTION by George Tyler, SECOND by Elaine Sopchak, that the Village Trustees approve the street marking proposal and amend the Street Marking Policy and authorize the staff to implement the changes to improve access, visibility and safety at these locations. Voting: 4 in favor and one abstained; Lori Houghton abstained; motion carried.

f. Annual Review of Ethics Policy

Evan Teich explained that each year at this time the Ethics policy is reviewed and signed by the Trustees. There has been no change to the policy or regulations this year.

Elaine Sopchak explained that the Selectboard reviews their Ethics Policy at an organizational meeting and wondered if there should be a similar practice in the Village. She also wondered if the Ethics Policy for the Village and the Town should be identical and if the village should also adopt an Orderly Conduct of Business policy or if it is already included in the Ethics Policy. Evan Teich stated his willingness to prioritize policies to bring to the shared Selectboard and Trustee meetings to try to align them. Andrew Brown pointed out that this should begin happening soon to prevent inequities or challenges in, for example, how Selectboard and Trustees meetings are conducted and how recusals are handled.

MOTION by George Tyler, SECOND by Lori Houghton, that the Village Trustees review, read and sign Article 1 of the General Rules and Personnel Regulations and the Ethics Policy and sign the attached acknowledgement forms. Voting: unanimous (5-0); motion carried.

7. MANAGER'S REPORT

Evan Teich noted road closures are scheduled on the 21st and 22nd for SteAmfest, from Railroad Street through Lincoln Place. He described that a beer garden will be next to The Nest and bands will be playing at the 3 Main Street Farmer's Market location, with a rain location at the Fire station. He explained that both Essex Village and Town are monetary sponsors of this event; public works will not be on site but will be on call and are providing trash cans and liners, as well as barricades; and two police officers will be on site on Friday and one on Saturday.

Evan Teich described anticipated position changes, vacancies and hires of personnel. The job posted for an Assistant to the Manager has been offered to an individual who will be moving here from Maine. An Assistant Finance Director position will be open soon because Lauren Morriseau, Finance Director, is leaving and the current Assistant Finance Director, Sarah Macy, is moving into the Director position. There are also Public Works positions and a Parks and Recreation position open in the Town and their job descriptions are now very similar to Village job descriptions. Evan Teich encouraged the Village to consider replicating a practice held by the Town of requiring Town Parks and Recreation employees to have CDL licenses so they can work on plowing in the winter months.

George Tyler acknowledged that the owner of 4 Pearl Street, Brett Grabowski, allowed SteAmfest to use one of his storefronts as an art studio. Evan Teich explained that others also donated space for this event.

a. Trustees Meeting Schedule

September 25, 6:30 pm Regular Meeting

October 9, 6:30 pm Regular Meeting

October 11, 7:00 pm Joint Meeting with Selectboard at 2 Lincoln St.

October 23, 6:30pm Regular Meeting

November 13, 6:30pm Regular Meeting

November 27, 6:30pm Regular Meeting

December 11, 6:30pm Regular Meeting

No Discussion

8. TRUSTEES' COMMENTS & CONCERNS/ READING FILE

a. Board Member Comments

- Lori Houghton introduced the reading file Memo from Chittenden Solid Waste District regarding the ReUse Zone History and Closure Rationale Review. She explained that the CSWD is closing their Reuse drop off spots. This has public concerns about what should be done moving forward. She wondered if money could be used for public awareness and suggested that the Trustees invite Alan Nye, Essex's CSWD Board of Commissioners Representative, give some back ground to the trustees and clarify what resources exist to fill the gap.

Dan Kerin learned, from conversation with a CSWD representative, that the ReUse zones had become a dumping place for unusable items and there was not a person available to monitor what was being left. Andrew Brown noted that ReSource and ReStore are two locations that can receive many items but Lori Houghton clarified that there are things that these businesses do not accept. She also noted they do not provide the free re-use opportunity for people to get things that they need.

George Tyler agreed that the trustees could reach out to Alan Nye to present at a future meeting.

- Lori Houghton brought up the “Design Five Corners” project. She explained that, although it is good that there is a public feedback initiative taking place with this project, it is of concern that this feedback phase was never mentioned in any of the trustee meetings that included discussion of this project at any time prior to it being publically announced.

George Tyler agreed that he was surprised the public feedback phase did not initially go through the Essex Junction Trustees. He requested that a note be made that whenever there is a public outreach initiative it should come through the Trustees first.

- Elaine Sopchak informed the trustees that the Governance Subcommittee has a meeting scheduled for September 19 at 4pm and Greg is covering it.

b. Minutes from other Committees:

- Essex Selectboard 8/20/18
- Tree Advisory Committee 8/21/18
- Capital Program Review Committee 9/4/18

No Discussion

c. Articles in Essex Reporter re: space needs study and preschool accreditation

No Discussion

9. CONSENT AGENDA

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

- a. **Approve Minutes of previous Meeting 8/28/18**
- b. **Expense Warrant #17111 dated 8/31/18 in the amount of \$71,984.13**
- c. **Expense Warrant #17112 dated 9/7/18 in the amount of \$54,756.88**
- d. **Approve Ordinance Waivers for Essex High School Homecoming 9/21/18**

Voting: unanimous (5-0); motion carried

10. ADJOURN

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

The Meeting Adjourned at 8:04 PM

Respectfully Submitted,
Cathy Ainsworth