

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 23, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President), Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak  
**ADMINISTRATION:** Greg Duggan, Deputy Town Manager; Rick Jones, Public Works Superintendent; Dennis Lutz, Public Works Director; Lauren Morrisseau, Assistant Manager and Village/Town Finance Director; Evan Teich, Unified Manager  
**OTHERS PRESENT:** Joe Kuorle, Will Veve, 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**

Unified Manager Evan Teich proposed the addition of agenda item 7c. to discuss the Essex Senior Center petition for ADA handicap accessible doors.

**3. APPROVE AGENDA**

**MOTION Andrew Brown, SECOND by Dan Kerin, to approve the agenda, amended to include addition 7c. 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. Winter Operations Plan 2018-19**

Public Works Director Dennis Lutz presented the Winter Operations Plan for 2018-2019 to the Trustees pointing out that the revisions to the joint operations were based on a process of discussions, review and approvals with the Selectboard and the Trustees.

Mr. Tyler requested information about how changes to school bussing this year impact the plan. Mr. Lutz said the schools' new bussing strategy mostly affects the Town Operations Plan versus the Village. He noted that the Public Works' sidewalk plowing schedule will begin earlier in the mornings, before children begin walking to bus stops. Plowing efforts this year are taking into account that children may be walking home in the streets, where there are no sidewalks, after dark. Additional temporary plowing help has been identified and one more sidewalk plow will be purchased. Public Works plans to place ads in the paper with safety and visibility suggestions for children and pedestrians during snow plowing season. Mr. Lutz noted that an ADA study of sidewalk standards will play a role in future plans. The study will be presented to the Trustees

and Selectboard when it is complete. Andrew Brown requested a copy of the study to be considered in the capital ranking process. Lori Houghton discussed the school bussing plan with Mr. Lutz and Mr. Teich. They noted that bus stops will now be at central locations, vs. door to door, and students who live within a radius of the schools will be expected to walk to school.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, that the Village Trustees approve the Winter Operations Plan for 2017-2018. Voting: unanimous (5-0); motion carried.**

**b. Approval of net metering contract with Green Lantern Solar doing business as Essex Sand**

Deputy Town Manager Greg Duggan discussed Green Lantern Solar’s progress and readiness to do business, with a 500 KW array on the corner of River road and Sandhill roads, by providing a net-metering system that would offset customers’ utility billing and charges. He said that, since the initial proposal in April, Green Lantern has secured necessary permits. Their contract was approved by the Selectboard and is being reviewed by the Village attorney. Mr. Duggan requested that the Trustees authorize the Unified Manager to execute the contract. Mr. Tyler praised the project for saving the village approximately \$7700 each year in energy costs.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, that the Village Trustees authorize the Unified Manager to execute a solar net metering contract with Green Lantern Solar doing business as Essex Sand Hill Solar, LLC, subject to attorney approval. Voting: unanimous (5-0); motion carried.**

**6. NEW BUSINESS**

**a. Bid award for Public Works Wheel Loader**

Public Works Superintendent Rick Jones discussed the bid for a wheel loader that came in over budget at \$59,972.99 from Milton Rental and Sales. Mr. Jones said that the required width of the loader posed a challenge to getting other bids. This loader would serve as a backup mini loader that can also be used to plow sidewalks in the winter and includes detachable features. He requested the Trustees award the bid.

**MOTION by Lori Houghton, SECOND by Andrew Brown, that the Village Trustees award the bid for the wheel loader to Milton Rental and Sales for the not-to-exceed amount of \$59,972.99. Voting: unanimous (5-0); motion carried.**

**b. Resolution for Marianne Riordan**

Mr. Teich proposed that the Trustees approve a Resolution of Appreciation for Marianne Riordan for serving as Recording Secretary for the Village of Essex Junction since 1984. If approved, this would be presented to her at a later date.

**MOTION by George Tyler SECOND by Elaine Sopchak that the Village Trustees approve the Resolution for Marianne Riordan and invite her to come at a time that is convenient to her to present it to her. Voting: unanimous (5-0); motion carried.**

**7. MANAGER’S REPORT**

**a. Trustees Meeting Schedule (discussed after 7c)**

- November 13, 6:30 pm Regular Meeting- Channel 17 Annual Update
- November 27, 6:30 pm Regular Meeting

December 5, 7:00 pm Joint Meeting at 81 Main  
December 11, 6:30 pm Regular Meeting  
December 19 Budget Day  
January 8, 2019, 6:30 pm Regular Meeting- Review FYE 20 proposed budgets  
January 22, 6:30 pm Regular Meeting- Public hearing on FYE 20 budgets & capital programs  
February 6, 7:00 pm Joint Meeting at Lincoln Hall  
February 12, 6:30 pm Regular Meeting- Adopt FYE budgets and capital programs  
February 26, 6:30 pm Regular Meeting- Adopt Warning for Annual Meeting  
March 12, 6:30 pm Regular Meeting  
March 26, 6:30 pm Regular Meeting  
April 3, 7:00 pm Annual Meeting at Essex Community Educational Center  
April 10, 7:00 pm Joint Meeting at 81 Main

**b. Update on the Multi-use Path**

Mr. Teich updated the Trustees on progress being made to address concerns about the Multi-use Path. In a previous meeting, neighbors of the path had described their experiences and observations about garbage and people “hanging out” on the path who also regularly use the retaining wall as a bench. Mr. Teich described efforts with the Essex Police, Public Works and Community Development: the Essex Police will increase patrols on the path; Public Works has placed trash cans on the path; and the Community Development Director devised a thorny rose-bush planting strategy for the wall, as a deterrent for sitting on it.

Ms. Houghton and Mr. Brown asked for more information on the rose strategy. Mr. Teich explained that these plants will go in the ground this week between the retaining wall and fence.

Mr. Brown pointed out that concerns also included public intoxication on the path but that the Village of Essex does not currently have an ordinance for this.

Mr. Tyler invited community comment. Joe Kuorle, who neighbors the Path, praised the work being done to address the Multi-use path continuing issues. He proposed that the trustees look into ordinances for loitering and public intoxication. Mr. Tyler and Mr. Kerin noted their support of this, proposing that Police Chief Garey attend a meeting to discuss it further with the Trustees. Mr. Teich offered to research the topic with administrators and review other districts’ standards. He plans to bring findings to the Trustees at a November meeting.

**c. Discuss the Essex Senior Center petition for ADA handicap electronic doors**

Mr. Teich shared a letter addressed to Mr. Tyler and the Trustees, with an attached petition from over 100 seniors requesting “handicap electronic door openers be installed on the 3 fire-rated doors at the Essex Senior Center and the Main entrance leading into the Village Offices.” He pointed out that these door upgrades are not in this year’s approved budget and must go through a standard quote and bidding process. He said more research is needed to ensure ADA compliance and he would like to identify grants to support the work. Mr. Tyler, Mr. Brown and Ms. Sopchak discussed the merits of upgrading the entire entry area, at the same time as the doors, including an architect design. They suggested that the Town be invited to also support the project, because the Senior Center serves individuals from both municipalities. Ms. Sopchak and Mr. Brown proposed that, additionally, a bid process be conducted for just the Senior Center door to address immediate concerns. Ms. Houghton plans to give Mr. Teich her research on

grants and potential funding sources for the project. Mr. Teich discussed construction nuances related to concrete, door swing, electrical and de-icing. Mr. Tyler concluded the discussion with acknowledgement of the seniors concerns and that the Village is taking steps to address them.

Mr. Teich updated the Trustees on plans for increased traffic patrol and the acquisition of an experienced K9 on the police force for drug detection (except for marijuana) and tracking for search and rescue.

8. **TRUSTEES' COMMENTS & CONCERNS/ READING FILE**

**a. Board Member Comments**

Mr. Brown expressed gratitude for Chief Garey's proactivity toward engaging law enforcement with community on Front Porch Forum and their Facebook page.

**b. Minutes from other boards/committees:**

- Bike/Walk Advisory Committee 9/17/18
- **Village Of Essex Junction Trustees 10/9/18**

Mr. Tyler made a correction to the Essex Trustees Meeting minutes dated 10/9/18 to replace "Mr. Levy" with "Mr. Tyler" on the first lines of the first and last paragraphs in section 5e.

Mr. Brown made the correction to replace "Mr. Tyler" with "Mr. Brown" in lines 1, 4 and 9 of paragraph 4 in section 5e.

**MOTION by George Tyler, SECOND by Dan Kerin to approve the Minutes as corrected. Voting: unanimous (5-0); motion carried.**

9. **CONSENT AGENDA**

**MOTION by Dan Brown, SECOND by Dan Kerin, to approve the consent agenda,**

- a. Approve Minutes of previous Meeting 10/9/18 , as corrected, and 10/11/18**
- b. Expense Warrant #17117 dated 10/12/18 in the amount of \$363,072.65**
- c. Expense Warrant #17118 dated 10/19/18 in the amount of \$140,497.84**
- d. FYE 19 Budget Status Report as of 9/30/18**

**Voting: unanimous (5-0); motion carried.**

10. **ADJOURN**

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

**Voting: unanimous (5-0); motion carried.**

The meeting Adjourned at 7:15 pm

Respectfully Submitted,  
Cathy Ainsworth