

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
November 27, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President), Andrew Brown, Lori Houghton, Elaine Sopchak. (Dan Kerin was not in attendance)

**ADMINISTRATION:** Evan Teich, Unified Manager; Darby Mayville, Community Relations/Economic Development Assistant; Rick Jones, Essex Junction Public Works Superintendent

**OTHERS PRESENT:** Marianne Riordan, Todd Odit, Irene Wrenner, 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**

Mr. Teich requested that Items 6b and 10a be tabled until the next meeting.

**3. APPROVE AGENDA**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda, as amended. Voting: unanimous, (4-0); motion carried.**

**4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**

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

None

**b. Resolution of Appreciation Presentation to Marianne Riordan**

In recognition of her 34 years of service as Recording Secretary, Mr. Tyler presented Ms. Riordan a bouquet of flowers and a Resolution of Appreciation, on behalf of the Trustees of the Village of Essex Junction, which he read to all assembled:

**“Whereas**, Marianne Riordan has served as Recording Secretary for the Village of Essex Junction since 1984; and

**Whereas** Marianne Riordan has been extremely reliable, flexible and professional in her responsibilities including, but not limited to, the Board of Trustees, Planning Commission, Zoning Board of Adjustment, Capital Program Review Committee; and

**Whereas** Marianne Riordan worked tirelessly, including countless times in ‘the wee hours’ to return minutes to the Village of Essex Junction in a timely manner; and

**Whereas** Marianne Riordan has been a tremendous asset to the Village of Essex Junction; now therefore be it

**Resolved**, that the Trustees of the Village of Essex Junction, Vermont, express our sincere gratitude to Marianne Riordan for her 34 years of hard work and dedication as Recording Secretary.”

Ms. Riordan, reflected on how the community has changed over the years, and praised the staff and trustees’ unwavering approach toward doing what is in the best interest of the Village.

Ms. Riordan received a standing ovation from all in attendance.

**5. OLD BUSINESS****a. Memo from Darby Mayville re: Electric Vehicle Charging Station Grant Update**

Ms. Mayville updated the Trustees on the status of an Electric Vehicle Charging Station grant. She described reasons staff will not move forward with the grant at this time, including not having enough time to develop a quote or obtain location information required by the grant. She said she will move forward with developing an Electric Vehicle Plan, in coordination with the Essex Energy Committee, to prepare for potential future grants.

**b. Memo from Darby Mayville re: Animating Infrastructure Grant**

Ms. Sopchak informed the Trustees that the owners of the McClure Moving Services building have approved the track-facing wall to be used for a large mural. This building is near the first portion of the Multi-Use Path, by Central Street. Ms. Mayville said that she is writing a Letter of Intent to apply to the Vermont Arts Council's Animating Infrastructure grant for this mural. If this project is chosen, and the Village of Essex Junction is invited to submit a full proposal, Ms. Mayville will return to the Trustees for approval to write this grant. Ms. Sopchak and Ms. Mayville described the collaborative nature of this project, pointing out that the grant funding could be used for planning as well as implementation. They have already formed a diverse committee to guide this project; representatives include individuals from the Essex Hub for Women in Business, art teachers from Essex and Essex Junction schools, two members of the Essex Historical Society and the Chair of the Bike/ Walk Advisory committee. Mr. Teich pointed out that the location of this mural lends itself to being viewed by many modes of traffic.

**6. NEW BUSINESS****a. Village Sidewalk Policy Review and Request by Rivendell Drive Resident**

Mr. Tyler invited Todd Odit, resident of Rivendell Drive, to begin the discussion of this issue. Mr. Odit recommended that the Trustees identify Rivendell Drive as a "key connector" to the Village's Albert D. Lawton School (ADL), under the "Trustees Policy Regarding Sidewalks", and require sidewalks on both sides of the street be plowed. He pointed out that under the current policy there are no criteria to determine if a road is a "key connector". He discussed his experiences and observations, both as a resident who lives on Rivendell Drive, and as a parent with a child who walks to and from the ADL School. He noted that the Village of Essex Junction's schoolchildren do not currently have a bus service and explained how the demographics of his neighborhood have changed to now being predominantly young families. Mr. Odit delivered a memo to the Trustees that included traffic rates, numbers of walkers, maps and photographs. He showed how plowing both sidewalks would allow children to avoid crossing at a busy street intersection (Maple Street) and not have to cross Rivendell Drive mid-block, from their driveways.

Mr. Odit and the Trustees discussed school walking safety. Mr. Tyler noted that Rivendell appears, on the map, to funnel walkers to school from other streets because of its location one street away from the school. Mr. Tyler, Ms. Houghton and Mr. Odit discussed recommendations from consulting engineers to put in crosswalks on Rivendell Drive and Woods End Drive. They noted that there are no crossing guards, visibility may be a challenge and crosswalks may not be the safest option. Mr. Teich said he discussed the sidewalk plowing issue with the School Superintendent, who said that bussing will begin in January. Mr. Teich recommended waiting to see what effect bussing will have, while considering the engineer recommendations of crosswalks. Ms. Houghton noted the health and learning benefits of walking to school, and that walking to school is a norm in the Village. Ms. Sopchak said that she would like the school district to place a crossing guard at the intersection of Maple to Rivendell even if the sidewalks are plowed and/or new crosswalks are installed.

Mr. Brown said that the Trustees should focus on defining their Policy Regarding Sidewalks to clarify part H4's term "key connection to schools". He suggested this definition be defined as a border or direct street to a school that has sidewalks on both sides. Ms. Sopchak suggested that the Trustees also revise the clause below H4 that allows residents to petition in order to change the side of the street plowing takes place. She suggested the Trustees consider what should be done if this issue is about safety and could it be more closely aligned it to other policies that have a petition option for dissenting opinions. Mr. Brown suggested that, at a future meeting, the entire policy may need to be reviewed and updated because it was written in 1996 and based on research from 1988.

Rick Jones, Essex Junction Public Works Superintendent, discussed the challenges of plowing and snow blowing two sides of a street including: increased time, and associated costs, and the lawn damage that can be caused because the width of the plow is wider than the sidewalks.

The Trustees decided that at the next meeting they will clarify the policy and decide if both sides of Rivendell will be plowed this winter. They requested the following information from staff in preparation for this meeting:

- A map of which streets have sidewalks on both sides, that also clearly indicates which of these streets are being plowed on both sides.
- Information from the school district about what walk routes they encourage, bus radius/ walking policies and cross guard thoughts- can EWSD's Chief Operations Officer Brian Donahue attend?
- Analysis of costs related to plowing schedule changes, if the street is plowed on both sides.
- Determine suggested language/ definitions for "key connector".
- Examples of policies and petition rates that would allow requests for change.

**b. Move Rolling Stock Transfer into Street Department**

Agenda item tabled until the next Trustee meeting

**7. MANAGER'S REPORT**

Mr. Teich provided the following updates:

- Staff are doing research on the legality of loitering ordinances. They have found that these ordinances do not effectively address situations where people are on a public right of way.
- All departments are working to pull together the budget for FYE2020.
- The Assessor position will soon be offered to a qualified candidate and they have updated the Job Description to clarify the importance of people skills within the job.

**a. Trustees Meeting Schedule**

December 5, 7:00 pm, Joint Meeting at 81 Main

December 7, 5:30-8:00 pm, Village Tree Lighting and Train Hop

December 11, 6:30 pm, Regular Meeting

December 19, 8:15 am, 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 FYE20 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

**8. TRUSTEES' COMMENTS & CONCERNS/ READING FILE****a. Board Member Comments****b. Emerald Ash Borer Plan and Memo from Nick Meyer, Chair**

- Mr. Tyler acknowledged this memo, noting that the increased funding request is not approved with just this memo. Mr., Teich discussed the ash tree removal strategy. He pointed out that the costs associated with the removal of these trees will increase significantly if they wait until the ash trees are infected by the disease. He also described the benefits of tree removal management vs. deforestation.

**c. Burlington Airport Master Plan Update November 2018****d. Minutes from other boards/committees:**

- Capital Committee 11/6/18
- Mr. Brown requested that the Trustees review the Capital Committee minutes and weigh in on the options listed as possible revenue generating strategies. He would like to hear about the Trustees' "deal breakers," questions, observations or concerns. He said the committee will be fact-finding about how other municipalities, including Essex Town, diversify and apply capital project funds. Mr. Teich offered to do research on Local Option Taxes. Mr. Tyler and Ms. Houghton approve the fact-finding process. Ms. Sopchak wondered when and how the Town and Village can begin to standardize capital project planning across both communities. Mr. Brown and Mr. Teich reminded the Trustees that the Capital Plan is about \$11 million not including public buildings, space studies or many un-ranked/ lower priority projects that may become later priorities.

**9. CONSENT AGENDA**

Corrections to the minutes dated 11/13/18:

- On page 1, item 4a, bullet 1, line 5: replace "10" with "20"
- On page 3, item 6b, paragraph 3, line 9: replace "Mr. Kerin" with "Ms. Houghton"

**MOTION by George Tyler, SECOND by Andrew Brown, to approve the minutes from 11/13/18 as amended. Voting: unanimous (4-0); motion carried.**

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the consent agenda,**

- Approved Minutes of previous Meeting, as amended, 11/13/18**
- Expense Warrant #17121 dated 11/13/18 in the amount of \$108,712.81**

**Voting: unanimous (4-0); motion carried.**

**10. EXECUTIVE SESSION****a. Consider Real Estate Issue**

Agenda item tabled until the next Trustee meeting

**11. ADJOURN**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.**

**Voting: unanimous (4-0); motion carried.**

The meeting Adjourned at 7:45 PM

Respectfully Submitted,  
Cathy Ainsworth