



**BOARD OF TRUSTEES**  
**SPECIAL MEETING NOTICE & AGENDA**  
**JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION**  
**Tuesday, February 26, 2019 at 6:30 PM**  
**2 Lincoln St., Essex Junction, VT 05452**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION**
  - a. Dubois & King presentation of Design Five Corners update and follow-up discussion
6. **BUSINESS ITEMS**
  - a. Adopt Warning for Village Annual Meeting
  - b. Consider conditional adoption of road, sidewalk and utility infrastructure on Taft Street—Robin Pierce, Jim Jutras, and Rick Jones
  - c. Approval to apply for Biosolids Land Application Permit transfer—Jim Jutras
  - d. Approval of Chittenden Solid Waste District Sludge Management participation agreement—Jim Jutras
  - e. Approval of Green Mountain Power Flexible Load Management Innovative Pilot Program agreement—Jim Jutras
  - f. Approve Annual Financial Plan for Town Highways—Sarah Macy
  - g. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory—Sarah Macy
7. **CONSENT ITEMS**
  - a. Approval of minutes: February 12, 2019
  - b. Check Warrants #17134—02/11/19; #17136—02/22/19
8. **READING FILE**
  - a. Board Member Comments
  - b. Summary of Information—Voices for Education Summit
  - c. Brownell Library Staff and Director's Report December 2018
  - d. Spring Selectboard Training
  - e. Seven Days NEMRC Article
  - f. \*Memo from Greg Duggan re: update on security measures associated with NEMRC and memo from Rob Paluba
  - g. Local Option Tax from Department of Taxes
  - h. Joint Safety Committee Policy

i. Upcoming Meeting Schedule

9. **EXECUTIVE SESSION**

- a. An executive session is anticipated for evaluation of personnel
- b. \*An executive session may be requested to discuss security

10. **ADJOURN**

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Certification: 02/22/2019   
Date Posted Initials

*MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.*

**BOARD OF TRUSTEES  
SPECIAL MEETING NOTICE & AGENDA  
JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION  
MINUTES OF MEETING  
February 26, 2019**

**TRUSTEES PRESENT:** George Tyler (Village President), Andrew Brown, Lori Houghton, Dan Kerin  
Elaine Haney

**PLANNING COMMISSION PRESENT:** Amber Thibeault, Diane Clemens, Kaitlin Hayes

**ADMINISTRATION:** Evan Teich, Unified Manager; Sarah Macy, Finance Director/Assistant  
Village Manager; Greg Duggan, Deputy Town Manager; James Jutras, Water  
Quality Superintendent; Robin Pierce, Community Development Director

**OTHERS PRESENT:** Raj Chaula; Ryan Ferris; Lucy Gibson; Peter Keating; Ken Merritt; Chris  
Sargent; Irene Wrenner

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1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE TO THE FLAG**

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**

There were no changes or additions.

3. **APPROVE AGENDA**

With no changes to the agenda, no motion was required.

4. **PUBLIC TO BE HEARD**

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

Ken Merritt, Executive Chairman and Chief Financial Officer of Garnet Transport Medicine, introduced himself to the Trustees and Commission. He said that Garnet Transport Medicine will be opening a new local branch to provide non-emergency, inter-facility transport services with three ambulances. They are currently looking to hire 24 professionals.

5. **JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION**

**a. Dubois & King presentation of Design Five Corners update and follow-up discussion**

Mr. Tyler introduced the Design Five Corners study that began in 2014, explaining that the vision from the beginning was to calm and moderate traffic flow, see less traffic build up and enjoy the collateral benefit of reclaiming space for pedestrians. He described some of the related work completed thus far, including rebuilding the fairgrounds entrance, constructing bike lanes and a multiuse path and implementing CIRC Alternative traffic designs. He explained that the next steps in the Design Five Corners study is to alleviate the 5 corners traffic volume by installing a new road

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called the Crescent Connector, connecting Main St. (VT15), Maple St. (VT117) and Park St. (VT 12A) and to redesign the 5 corners intersection, in alignment with the Essex Junction Comprehensive Plan (EJCP), adopted in 2014.

Ms. Gibson, from consulting engineers Dubois & King, presented a Design Five Corners implementation plan that would include EJCP integration. First, she summarized existing conditions, including difficulties to pedestrians and street traffic issues. She shared Traffic studies reviewed by VTrans and Chittenden County Regional Planning Commission (CCRPC) and discussed traffic flow, trend lines of peak-hour traffic volumes and pedestrian survey data. Ms. Gibson then presented models that illustrated Design Five Corners solutions to these issues. She compared the 5-way intersection to a 4-way intersection design, after traffic is diverted from the 5 corners by the Crescent Connector. She explained that, based on their projections, the 4-way intersection scenario would result in: significantly shorter queues; a decrease in “lost time” at the intersection; increased capacity to move vehicles through the intersection; simpler/safer intersection “conflict” areas; and safer pedestrian navigation. Ms. Gibson also noted that, although some parking spaces would be lost in the 4-way intersection design, currently there is only a 50% occupancy rate of parking, based on their 12-hour parking utilization study of Main Street between the 5 corners intersection and Railroad Ave. She also pointed out that 16 new spaces will be available along the Crescent Connector. Ms. Gibson explained that the elements in the Design Five Corners plan opens opportunities for a pedestrianized main street, a central village green, more street trees, and green stormwater infrastructure. These elements, she pointed out, are directly in line with the EJCP goals in the following areas: Transportation Improvements; Pedestrian Improvements; Health and Recreation; Economic Vitality; and Green Infrastructure. Mr. Sargent explained that embedding the Design Five Corners plan into the EJCP could open opportunities for funding but would not obligate the implementation of all elements.

Ms. Gibson reviewed Dubois & King’s suggested Design Five Corners implementation process:

- Complete the Crescent Connector
- Conduct a Demonstration Project
- Update EJCP to incorporate implementation of the Design Five Corners plan
- Coordinate with VTrans to redesignate route 15
- Reconstruct Main street
- Retime the 5-corners signal, and coordinate with Amtrak
- Build the Village Green

The Trustees and Planning Commission members discussed and clarified the assumptions and considerations made in Dubois & King’s Design Five Corners plans. Ms. Gibson and Mr. Sargent reiterated that standardly-used engineering formulas and concepts support the designs and traffic projections. They explained that project modeling is never perfect but does provide reasonable information. They see the estimates within this design as logical.

- ❖ Mr. Kerin expressed concern about losing an entire street in the design and had reservations with some of the assumptions made within the study. He wondered how the 4-way intersection would impact local businesses, economic vitality and how the design would be received by the

community. Ms. Houghton, Ms. Thibeault, Ms. Clemens and Mr. Tyler also acknowledged the importance of considering resident perceptions and educating the community.

- ❖ Mr. Brown requested comparison studies of real examples of successful, similarly modeled projects to review.
- ❖ Ms. Haney confirmed with Mr. Pierce that the CCRPC reviewed this design in consideration of the new Railway Ave. design and determined that the two projects would be mutually beneficial.
- ❖ Ms. Clemens confirmed that the design includes calculations for large trucks.
- ❖ Ms. Houghton asked if the models calculated time lost for train stoppage. Ms. Gibson shared that a train stoppage calculation was not included in the intersection model. Mr. Tyler suggested that, because the traffic stop for trains would only be on one of the roads vs. the current full-intersection stop, there would be time savings within this model.

The Trustees clarified traffic and pedestrian flow within the new design.

- ❖ Ms. Haney verified that there will be no light to turn onto the Crescent Connector.
- ❖ Ms. Houghton asked how vehicular traffic would navigate around the intersection to Main St. and acknowledged the benefits of pedestrian safety in this design
- ❖ Mr. Chaula confirmed with Ms. Gibson that there should be a decrease in crashes because of the smaller intersection.
- ❖ Mr. Tyler and Ms. Haney were impressed that the design could cut wait time in half for up to 30,000 commuters each day.

Ms. Clemens pointed out that the Design Five Corners overview should include more economic development studies and was disappointed with its emphasis on traffic. Mr. Chaula stressed the importance of conducting outreach to businesses about parking and bike flow. All Trustees commented on the importance of engaging in conversations with businesses and they determined that addressing economic development should be a priority in this process. Ms. Haney suggested pursuing a downtown designation for the Village Center, to expand opportunities for businesses. Mr. Sargent pointed out that improved traffic flow and increased pedestrian opportunities should improve economic vitality.

**MOTION by Elaine Haney, SECOND by Lori Houghton, that the Trustees approve the Design Five Corners Study and ask Staff and the Planning Commission to have it included in the new Municipal Plan of 2019. Voting: unanimous (5-0); motion carried.**

## 6. BUSINESS ITEMS

### a. **Adopt Warning for Village Annual Meeting**

Mr. Tyler read the Warning for Village Annual meeting for April 3 & 9, 2019.

**MOTION by Elaine Haney, SECOND by Andrew Brown, that the Trustees adopt the Warning for Village of Essex Junction Annual Meeting for April 3 & 9, 2019. Voting: unanimous (5-0); motion carried.**

### b. **Consider conditional adoption of road, sidewalk and utility infrastructure on Taft Street**

Mr. Jutras presented the issue of adopting, from the Center for Technology, Essex (CTE), a portion of the road, sidewalk, utility infrastructure and stormwater pond on Taft Street as outlined in the attached Plan and with conditions. He suggested that this takeover could benefit the Village's successful collaboration with the school system. The conditions of this arrangement would be that

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the CTE complete work on the property by June 30, 2019 or the Village will complete the work and file a lien on the house parcels.

**MOTION by Andrew Brown, SECOND by Lori Houghton, that the Trustees conditionally approve adoption of the road, sidewalk and utility infrastructure for the portion of Taft Street shown in the attached Map subject to the requirements outlined in 2 above. Voting: unanimous (5-0); motion carried.**

**c. Approval to apply for Biosolids Land Application Permit transfer—Jim Jutras**

Mr. Jutras presented the issue of whether the Village of Essex Junction will apply as a permittee for a biosolids land application. All biosolids have been managed under a contract between Casella Organics and the Chittenden Solid Waste District (CSWD). He explained that, under this Land Application Permit Transfer, the new contract with Casella will not include land application of biosolids. Instead, land application will be directly with the Whitcomb farm operation and Farr farms.

Ms. Haney asked if the legislative bills which would ban biosolids, but so far have never moved forward, could pose a risk to this arrangement. Mr. Jutras suggested that a ban is not likely because recycled nutrients are beneficial to farms, are a local solution and are used in many products.

**MOTION by Dan Kerin, SECOND by Andrew Brown, that the Trustees support the application to the Agency of Natural Resources to transfer the biosolids land application permit from Casella Organics to the Village of Essex Junction, and then staff is authorized to negotiate the relevant land application agreements with the participating farm partners. Voting: unanimous (5-0); motion carried.**

**d. Approval of Chittenden Solid Waste District Sludge Management participation agreement—Jim Jutras**

Mr. Jutras presented the issue of whether to sign the CSWD- Essex Junction Participation agreement for sludge and biosolids management. Casella organics' contract with CSWD was negotiated and authorized without the Essex Junction land application program included, commencing in 2019. Mr. Jutras explained that the Wastewater Treatment Facility (WWTF) would prefer, within the new participation agreement, to engage with Chateaugay NY Grasslands management as opposed to landfilling biosolids. This would preserve the Coventry VT landfill's space and extend its life.

**MOTION by Elaine Haney, SECOND by Dan Kerin, that the Trustees to authorize the Unified Manager to sign the CSWD Essex Junction participation agreement pending favorable legal review. Voting: unanimous (5-0); motion carried.**

**e. Approval of Green Mountain Power Flexible Load Management Innovative Pilot Program agreement—Jim Jutras**

Mr. Jutras presented the issue of whether to participate in the Green Mountain Power (GMP) Flexible Load Management Innovative Pilot program. This program would reduce peak demand on the electric grid through voluntary curtailment of electric use. He explained that GMP would notify

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the WWTF of high-power demand days. The facility would generate a maximum amount of electricity, during these periods, with reserved methane gas, utilizing the Cogeneration System.

**MOTION by Dan Kerin, SECOND by Lori Houghton, that the Trustees authorize the Unified Manager to sign the GMP Flexible Load Management Innovative Pilot Program agreement.**

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

**f. Approve Annual Financial Plan for Town Highways—Sarah Macy**

Ms. Macy explained that the Village is required, annually, to submit accounting of costs and reimbursements from the state for town highways to VTrans.

**MOTION by George Tyler, SECOND by Andrew Brown, that the Trustees approve the Annual Financial Plan for Town Highways. Voting: unanimous (5-0); motion carried.**

**g. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory—Sarah Macy**

Ms. Macy explained that the Village is required, annually, to submit a certification of compliance for town road and bridge standards to VTrans.

**MOTION by Andrew Brown, SECOND by Elaine Haney, that the Trustees approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory.**

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

**7. CONSENT ITEMS**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the consent agenda:**

- a. Approval of Minutes: February 12, 2019
- b. Check Warrants #17134 – 02/11/19; #17136 – 02/22/19

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

**8. READING FILE**

**a. Board Member Comments**

Mr. Tyler asked Mr. Teich if he wanted to report on anything. Mr. Teich shared that he is currently in talks with Green Mountain Transit. He also pointed out that the winter weather this year has taken a toll on many roads. While pothole fixes are desired, no patching can occur until the weather is above 45 degrees, because the fixes would not stay.

**b. Summary of Information—Voices for Education Summit**

Ms. Haney attended the Voices for Education Summit, found it valuable and suggested the Trustees invite representatives from the Summit to discuss diversity and equity with the board.

c. Brownell Library Staff and Director's Report December 2018

d. Spring Selectboard Training

e. Seven Days NEMRC Article

f. \*Memo from Greg Duggan re: update on security measures associated with NEMRC and memo from Rob Paluba

g. Local Option Tax from Department of Taxes

**h. Joint Safety Committee Policy**

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Ms. Haney provided feedback on the policy, suggesting that under the Membership section, in numbers 1,2 and 8, one representative from each group should be required vs. only requiring one representative from either group.

i. Upcoming Meeting Schedule

9. **EXECUTIVE SESSION**

a. **An executive session for a discussion of personnel**

**MOTION by George Tyler, SECOND by Lori Houghton, to enter into Executive Session for a discussion of personnel. *Voting: unanimous (5-0); motion carried, at 8:03 p.m.***

**MOTION by Dan Kerin, SECOND by Andrew Brown, to exit Executive Session for a discussion of personnel. *Voting: unanimous (5-0); motion carried, at 9:15 p.m.***

10. **ADJOURN**

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

The meeting Adjourned at 9:16 p.m.

Respectfully Submitted,  
Cathy Ainsworth