



**VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA**

2 Lincoln Street  
Essex Junction, VT 05452  
**Tuesday, May 28, 2019**  
**6:30 PM**

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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. **BUSINESS ITEMS**
  - a. Approve the use of Economic Development Funds for Parking
  - b. Discussion regarding special events processes, including fireworks, street closures, parades, etc.
6. **CONSENT ITEMS**
  - a. Approve and sign Proclamation for Arbor Day
  - b. Approval of minutes: May 14, 2019
  - c. Check Warrants #17147—05/17/19
7. **READING FILE**
  - a. Board Member Comments
  - b. Letter of support for Connector Road Phase III from Genesee & Wyoming Railroad
  - c. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. An executive session is anticipated for negotiating or securing real estate
9. **ADJOURN**

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Certification: 05/24/2019

Date Posted

*MMitchell*  
Initials

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
May 28, 2019**

**TRUSTEES PRESENT:** Andrew Brown, George Tyler, Raj Chawla, Amber Thibeault  
**ADMINISTRATION:** Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant  
Manager; Greg Duggan, Deputy Manager; Robin Pierce, Community  
Development Director  
**OTHERS PRESENT:** Diane Clemens; Brad Luck; Patrick Murray; Irene Wrenner

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

Andrew Brown 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 to the agenda.

3. **APPROVE AGENDA**

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

4. **PUBLIC TO BE HEARD**

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

There were no comments from the public.

5. **BUSINESS ITEMS**

a. **Approve the use of Economic Development Funds for Parking**

Mr. Teich introduced the issue of whether the Trustees would approve the use of \$100,000 from the Economic Development Fund (EDF) for parking. He explained that the agreement would be made with a developer who will still need to secure approval of the project from the Planning Commission. As part of a downtown development, thirty-three accessible, street level spaces for public parking would be available. Twenty-three of the spots, with a value of \$460,000, would be donated to the Village with an agreement that ten additional spots would be purchased for \$100,000. Mr. Teich pointed out the opportune timing, after a recent parking study by the Village identified parking needs, "hot spots", in this area. The EDF, established through a one cent tax rate in 2016, is intended to fund Village capital improvement projects designated by the Village Trustees. The current balance is \$324,404.

Mr. Brown said that this opportunity is in line with the intended purpose of the EDF and Mr. Tyler pointed out that the investment would support expected future growth from planned increases in residential housing.

Mr. Brown opened the discussion to public comment. Diane Clemens, of The Village of Essex Junction Planning Commission, clarified with Mr. Brown that the thirty-three parking spaces would be available to the public for free parking, as is done in other municipal lots, and not reserved for Village staff. Mr. Brown also noted that the parking would be maintained by the developer.

**GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the Trustees approve the use of \$100,000 from the Economic Development Fund for the purchase of thirty-three public parking spaces in a garage that would be part of a larger development, with the understanding that it would need to be approved by the Planning Commission.**

**AMBER THIBEAULT** made a friendly amendment to the motion, changing the number of parking spaces to ten, so Mr. Tyler's motion would read "...that the Trustees approve the use of \$100,000 from the Economic Development Fund for the purchase of the agreed ten public parking spaces in a garage that would be part of a larger development with the understanding that it would need to be approved by the Planning Commission."

**VOTING ON THE MOTION, AS AMMENDED: unanimous (4-0); motion carried.**

**b. Discussion regarding special events processes, including fireworks, street closures, parades, etc.**

Mr. Teich introduced the recommendation that the Village begin to develop a new policy & procedure for how special events are reviewed, funded, approved and publicized. He explained that clarification should include the role of the Trustees and the overall approval process for events or fireworks requests. Currently, the Fire and Police Departments review requests and then, if there are no concerns from these departments, the Unified Manager signs approval. When a display of fireworks is planned, there is currently no requirement for requestors of a permit to advertise/ warn the community that they will be taking place. Some groups, such as Champlain Valley Exposition (CVE), provide a roster of events for the entire year, to be reviewed and approved. These events may not specifically state that fireworks will be included and, after the event is approved, a separate review for the addition of fireworks is not clearly required. Developing a standard policy is in alignment with staff's current focus on policy review. Mr. Teich explained that it will clarify specific requirements and processes to follow for special events and determine limiting factors for approval, such as no firework displays on school nights.

The Trustees discussed the nuances of developing an Events Policy, including safety requirements, the complexities of event design, the difference between fireworks as an element of an event vs. being the entire event, the Municipal Code, agreements with schools, etc. Ms. Thibault pointed out that any new policy or current practices for the approval of events and fireworks should be in alignment with the Village of Essex Junction Municipal Code, specifically the noise ordinance in Chapter 7 and the public road use review process in Chapter 2, Section 208. Mr. Brown agreed that the code and other agreements already in place or expiring should be considered while designing a new Policy. Mr. Chawla suggested that required reimbursements associated with police or fire department support of events should be explained in the policy. The Trustees discussed the importance of encouraging community events, understanding the goals and motives of the applicants and not making reimbursements too cost prohibitive. Mr. Chawla and Mr. Brown suggested that the policy be developed in alignment with the Town of Essex so a second version does not need to be developed later. Mr. Brown also encouraged Essex Parks and Recreation be involved with the development of the policy.

Mr. Tyler clarified with Mr. Teich that, by approving this direction, staff will craft a draft of the policy for Trustee review, discussion and revision.

**GEORGE TYLER** made a motion, and **ANDREW BROWN** seconded, that the Trustees direct staff to establish a working committee to develop a Special Events Permitting Policy and process for review and consideration by the Village Trustees and for public feedback.

Mr. Teich clarified that the policy will be developed with input from the Police and Fire Departments, the Village Trustees and Essex Junction Parks and Recreation, as well as include plans for public announcements of local and municipal event fireworks.

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

**6. CONSENT ITEMS**

**GEORGE TYLER** made a motion, seconded by **RAJ CHAWLA** to approve the consent agenda:

- a. Approve and sign Proclamation for Arbor Day  
**Approval the Trustees to sign the proclamation declaring May 2, 2019 Arbor Day in the Village of Essex Junction.**

Mr. Brown thanked the Village Tree Advisory Committee on their work to develop this declaration.

- b. Approval of minutes: May 14, 2019
- c. Check Warrants #17147—05/17/19

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

**7. READING FILE**

- a. Board Member Comments

- Mr. Tyler suggested that the Trustees consider using some Economic Development Funds for a landscaping strategy of green space near the new business coming into Road Rescue. They built a public path that leads to the parking lot, and Mr. Tyler suggested that the area next to that path be landscaped. He asked staff to establish an estimate for the work and the Trustees to discuss this as a June agenda item.
- Mr. Teich announced the passing of active Essex Junction Firefighter, Charles "Chuck" Barry, who served the Essex Junction Fire Department for the past 34 years. He shared fond memories of this dedicated man's service and contribution to the Village of Essex Junction. Mr. Teich noted that he would forward the service arrangements to the Trustees.

- b. Letter of support for Connector Road Phase III from Genesee & Wyoming Railroad
- c. Upcoming meetings scheduled

**8. EXECUTIVE SESSION**

- a. An executive session is anticipated for negotiating or securing real estate

**ANDREW BROWN** moved, and **GEORGE TYLER** seconded, to enter into executive session for negotiating or securing real estate purchase pursuant to with 1 V.S.A. Section 313 (a) (2), to include the Unified Manager, Finance Director/ Assistant Manager, Community Development Director and Deputy Manager. **VOTING: unanimous (4-0); motion carried at 7:10 PM**

**GEORGE TYLER** made a motion, and **RAJ CHAWLA** seconded, to close executive session. **VOTING: unanimous (4-0); motion carried at 7:18 PM.**

**GEORGE TYLER** made a motion, and **RAJ CHAWLA** seconded, that the Trustees authorize staff to enter into a BRELLA (Brownfields Reuse and Environmental Liability Limitation Act) agreement with the Department of Environmental Conservation with funds to come from the Chittenden County Regional Planning Commission. **VOTING: unanimous (4-0); motion carried.**

**ADJOURN**

**Mr. Brown** called a brief recess, signifying the end the Village of Essex Junction Board of Trustees meeting at 7:22 PM, followed by the beginning Town of Essex Selectboard and Village of Essex Junction Trustees Special meeting at 7:30 PM.

Respectfully Submitted,  
Cathy Ainsworth