

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
SPECIAL MEETING  
FRIDAY, AUGUST 22, 2014  
1:00 PM**

**AGENDA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. REQUEST TO WAIVE ORDINANCE  
PROHIBITING DOGS AT MAPLE STREET PARK  
FOR EVENT ON AUGUST 24, 2014.**
- 3. REQUEST BY IBM FOR TEMPORARY SIGNS  
IN VILLAGE RIGHT-OF-WAY**
- 4. ADJOURN**

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Village Manager  
**FROM:** Susan McNamara-Hill, HR Dir./Clerk/Treasurer *SMH*  
**DATE:** August 20, 2014  
**SUBJECT:** Request for Waiver for Dog Swim Event at Maple Street Park

### **Issue**

The issue is whether or not the Trustees will approve the request from the Essex Junction Recreation and Parks Department for a waiver of Section 305, Chapter 3, C: "Horses and other domestic animals shall not be allowed with the park boundaries" for Sunday August 24, 2014 between 1-4 pm.

### **Discussion**

Essex Junction Recreation and Parks Department is requesting the waiver in order to hold an event called "If I Could Only Paddle Like a Doggy..." The event will allow dog owners to bring their dogs to swim in the Maple Street pool on Sunday, August 24<sup>th</sup> between 1:00 and 4:00. No people will be allowed in the pool with the dogs. All dogs must have an up to date dog license. Dogs will be permitted in the pool area only and owners will be asked to remove their dogs and leave if their dogs show any signs of aggression. There will be a \$5.00 non-refundable entrance fee to benefit the Essex Dog Park. The Essex Junction School District carries a combined single limit insurance policy of one million dollars which names the Village of Essex Junction as additional insured.

The Trustees have previously approved one day waivers to allow dogs in Maple Street in 2012 and 2013 for special events.

### **Cost**

There is no cost associated with this action

### **Recommendation**

It is recommended the Trustees approve the request for a one day swim event on August 24, 2014 at Maple Street Park for any registered/licensed dog to enter the park and be allowed to swim in the pool.

## Patty Benoit

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**Subject:** FW: Dogs at Maple Street Park  
**Attachments:** General Regulations of Public Parks.pdf

**From:** Brian Roy [mailto:broy@ccsuvt.org]  
**Sent:** Wednesday, August 20, 2014 9:39 AM  
**To:** Patty Benoit  
**Cc:** Brad Luck  
**Subject:** Re: Dogs at Maple Street Park

Hi Patty,

I apologize for the delay. I've cc'd Brad Luck to this email so he is aware.

To: Village Trustees'

From: Brian Roy, Essex Junction Recreation and Parks

Dear Village Trustees',

I am writing to request a waiver of Section 305, Chapter 3, C:" Horses and other domestic animals shall not be allowed with the park boundaries" for Sunday August 24, 2014 between 1-4 pm. The request is to allow for dogs to partake in a swim day at the Maple Street Pool in support of the Essex Junction Dog Park.

Please let me know if you have any questions.

Thanks,

Brian Roy

Brian Roy, Assistant Director  
Essex Junction Recreation and Parks  
"We Create Community through People, Parks, and Programs"  
75 Maple Street  
Essex Junction, VT 05452  
802-878-1375  
[broy@ccsuvt.org](mailto:broy@ccsuvt.org)

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**VILLAGE OF ESSEX JUNCTION, VT**  
**MUNICIPAL CODE**  
**CHAPTER 3.**  
**GENERAL REGULATION OF PUBLIC PARKS**

**SECTION 301:**

All Village parks will be operated, maintained, and administered under the direct control and supervision of the Essex Junction Prudential Committee.

**SECTION 302. PERMITS:**

- (a) Permits shall be acquired by any organized group or teams who desire to use the various areas of the Village parks. These requests must be received in advance through the Recreation and Parks Director and reasonable fees may be charged in accordance with the rules and regulations as established by the School Department.
- (b) Application for permits must be signed by a responsible representative of the group, who will be accountable for any damage or loss of property arising from such use.
- (c) Groups or teams may also be required to post a deposit in advance if the director of Recreation and Parks deems it advisable.
- (d) Permits may be canceled by the Director of Recreation and Parks and/or the Superintendent of Schools if the permit's intent is violated or if the permit holders violate any of the rules and regulations of the School Department.

**SECTION 303. CONDUCT:**

- (a) No alcoholic beverages or other controlled substances shall be permitted within the park boundaries.
- (b) No glass bottles shall be permitted within the park boundaries.
- (c) No unruly or uncooperative person will be permitted to remain within the parks and no person shall disturb the peace, endanger the public safety, use obscene or profane language, or prevent the use of the park by others.
- (d) No group or team may impose charges on persons or parties using the park or recreation facilities.
- (e) No products of any kind may be sold within the park boundaries without a special permit secured in advance.
- (f) Alterations or changes of any kind to park land or properties must first be approved by the Village Trustees and the Prudential Committee.
- (g) No area of the park may be roped off without prior approval from the Recreation and Parks Director.

**SECTION 304. SIGNS:**

- (a) Sponsorship signs, that have received the approval of the Essex Junction Recreation and Parks Director, will be the only private advertising signs permitted.
- (b) Approval to erect a sponsorship sign shall not exceed six months.
- (c) The maximum size of a sign shall be 4' x 8'.
- (d) A sign shall not advertise or promote any illegal activity or product, alcohol or tobacco related products.
- (e) A sign shall not use profanity in its message.

*New section 304 adopted by Trustees March 13, 2001.*

**SECTION 305. MISCELLANEOUS PROVISIONS:**

- (a) All parks shall be open from 7 AM to 9 PM., except for events in the administrative complex at the Maple Street Park and for camping as provided in (g). All parks shall be closed between the hours of 9 PM and 7 AM. Trespassing signs shall be posted at each park in accordance with state statutes. (Amended July 14, 1998 and January 8, 2002).
- (b) Motorized vehicles of any type are allowed only within the areas provided for public parking between 7:00 AM and 9:00 PM. No vehicle shall be parked in any public park between 9:00 PM and 7:00 AM and may be towed away at the owner's expense. (Amended July 28, 1998)
- (c) Horses and other domestic animals shall not be allowed within the park boundaries. (Amended July 14, 1998 and July 28, 1998).
- (d) No hunting shall be allowed within the park boundaries.
- (e) Fires shall be built only in a properly cared for cooking unit or in grills provided in the picnic areas. Fires shall be permitted in conjunction with camping, as stipulated in Section 305, with the approval of the Essex Junction Fire Chief. No fire shall be left unattended.
- (f) Groups may use the parks for recreational purposes, including parking lots for recreational purposes, at times other than the posted hours if issued a permit by the Recreation and Parks Director and/or the Superintendent of Schools. (Amended July 28, 1998).
- (g) Camping shall not be allowed in public parks, except at the Maple Street Park, under the following conditions:
  1. The event must be approved by the Essex Junction Recreation and Parks Director.
  2. The event must be sponsored by a local non-profit organization.
  3. No more than fifty (50) individual campers shall be allowed at a time.
  4. No more than three nights of overnight camping shall be allowed in a calendar year.



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Village Manager  
**FROM:** Susan McNamara-Hill, HR Dir./Clerk/Treasurer *smh*  
**DATE:** August 20, 2014  
**SUBJECT:** Request from IBM for Sign in Village ROW

### **Issue**

The issue is whether or not the Trustees will approve the request from IBM to hang "NOW HIRING" banners on their existing signs in the Village ROW.

### **Discussion**

IBM has two signs previously approved by the Trustees at their Maple Street and Park Street entrances. IBM is requesting permission to hang temporary banners on their existing Champlain Valley Technology and Innovation signs starting Friday, August 22, 2014. The existing signs are in the Village right-of-way and any addition to the signs requires Trustee approval.

### **Cost**

There is no cost associated with this action

### **Recommendation**

It is recommended the Trustees approve IBM's request to hang "NOW HIRING" banners on the existing "Champlain Valley Technology and Innovation" signs located at the IBM entrances on Maple Street and Park Street.

## Patty Benoit

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**From:** Deb McCanna <dmccanna@us.ibm.com>  
**Sent:** Wednesday, August 20, 2014 11:58 AM  
**To:** Patty Benoit  
**Cc:** Jeffrey A Cram  
**Subject:** IBM Hiring Signs

I spoke with you on the phone a few minutes ago..

IBM would like to hang NOW HIRING banners on the hooks on the lower section of the Champlain Valley Technology and Innovation Signs we have at the Maple Street and Park Street entrances to IBM.

The banners are canvas and will be secured to the hooks on the existing sign, within the existing footprint of the existing signs.

We would like to hang the signs Friday.

Please advise on what we need to do to get approval.

I will be out until Monday so please contact my manager, Jeff. His phone number is 288-6066 and his email is listed above.

Thanks

Deb McCanna

BTV Facilities Space Planning

D/NU4A B/966-2 Col F-13

Phone: (802) 769-1140