

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 8, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak (via teleconference).
ADMINISTRATION: Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Robin Pierce, Village Development Director.
OTHERS PRESENT: Mary Jo Engel, Jason Van Driesche.

EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Lori Houghton, to go into Executive Session to discuss personnel matters and invite the co-managers to attend.

VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 6 PM and adjourned at 6:30 PM.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the regular meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

None.

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

2. Route 15 Multiuse Path Project – Jason Van Driesche, Local Motion

Jason Van Driesche with Local Motion briefed the Trustees on the planned multiuse path along Route 15 from Essex Junction to Winooski highlighting the following:

- The circ highway alternatives task force supports allocating \$2 million for a separated multiuse path from Lime Kiln Road to Susie Wilson Road along Route 15. The path will include signalized pedestrian crosswalks on Susie Wilson Road and Route 15. Separated facilities are key to broadening the cross-section of people who walk and bike.
- VTrans supports the decision of the task force and Regional Planning has been instrumental with the project.
- A key segment is a path along the railroad tracks to West Street Extension under consideration by the village.
- The minimum recommended width for the path is 10' though 12' is preferred to allow enough space for users to share the path.
- Winooski is interested in widening and formalizing the existing riverside walkway to be truly multi-use. If this is done and connection is made under the

interstate to Gorge Street and onto the multiuse path on Route 15 there will be a regional draw, much like the Burlington bike path, because views by the river and gorge and along the multiuse path route are spectacular and the path allows walkers and bicyclists to travel off Route 15.

- There are local and regional benefits with the path. All communities served by the path need to work together and present the benefits of the path to the region as a whole. There is much public support for the path in general.
- Regional Planning is doing an origin/destination analysis of short distance commutes in Chittenden County which will provide the extent of demand for biking along different corridors.

IV. OLD BUSINESS

1. VTrans Grant Application for Multiuse Safety Path (North Street to Central Street)

There was discussion of the following:

- Cost of the 1,175' long path from North Street to Central Street is \$500,000 versus \$2 million for the two mile long multiuse path from Winooski to Essex Junction.
- The design of the safety path can be reviewed. The UVM engineering department has been contacted about the design potentially being a capstone project for engineering students.
- Construction estimates will be done after the design.
- The grant is an 80/20 split (80% state funds and 20% village match).
- The Capital Program Review Committee has not yet reviewed the project.

MOTION by Lori Houghton, SECOND by Andrew Brown, for the Planning Department to move forward with the VTrans Transportation Alternative grant application to fund engineering and construction of the proposed multiuse path along the railroad tracks between North Street and Central Street (total project cost of \$518,500) and to commit to the required \$68,742 of the project grant match.

VOTING: unanimous (5-0); motion carried.

2. Land Development Code (LDC) Enforcement

There was discussion of enforcement of the LDC and the full work load on planning staff with applications which leaves little time for enforcement activities. Robin Pierce noted most of the violations seem to involve signs. Staff tries to negotiate with people to resolve complaints and violations. Lori Houghton asked about the process followed with projects to verify that all conditions are met. Robin Pierce explained site visits are done throughout the project work and a Certificate of Occupancy is not issued until all conditions are met. Violation notices that are issued can be appealed to the Zoning Board of Adjustment. Lori Houghton suggested the Planning Commission be asked to provide feedback on the enforcement process and make recommendations for improvement if necessary. The consensus of the Board at this point in time is not to make any changes to the enforcement process.

3. Review of FY2014 Draft Budgets and Capital Programs

The Board noted the following:

- FY2014 village budget shows a 3.14% increase. Water Fund increase is 3.5%, Sanitation is 1.8%, and Waste Water Treatment Facility is 3.4%.
- A public hearing on the draft budget will be scheduled at the end of January or beginning of February and then the Board will take action to accept the budget for presentation/vote at annual meeting.
- The seasonal gardener position is needed to ensure the village is nicely landscaped which is an attractive benefit. Volunteers may not always be available.
- In the capital budget the cost of the multiuse path was increased for inflation and grant money is reflected. Construction will not occur until FY2015.
- Capital projects for FY2014 include the crescent connector, village office restoration, and start of work on Woods End.

V. NEW BUSINESS

1. Discuss 2013 Legislative Priorities

Following discussion the Trustees agreed to the categorization of the list of legislative priorities adopted by the Village Trustees on January 3, 2012 as noted:

- PRIORITIES FOR THE VILLAGE
 - Vermont Neighborhood Designation (legislature needs to clarify definition)
 - Downtown Incentives
 - Home Rule
 - Water Quality (have Jim Jutras draft a statement)
 - State Highway Paving (state aid money for paving)
- GENERAL PRINCIPLES HELD BY THE VILLAGE
 - State Aid (state money is always needed/wanted by municipalities)
 - Rail Upgrade (opportunities to improve passenger rail and Amtrak service is good)
 - Circ Highway (acknowledge the highway would be beneficial, but recognize circ alternatives are getting more attention and funding)
 - Education Fund
 - IBM (there is support for the business community and IBM in the village and Chittenden County)
 - Tax Fairness
 - Alternate Transportation (walking, biking)
- ❖ DELETE DUE TO LOW POTENTIAL FOR ACTION OR ALREADY IN PROCESS
 - ✓ Crescent Connector (project already moving forward)
 - ✓ Phosphorus Reduction
 - ✓ Storm Water
 - ✓ Circumferential Highway Project (unlikely to be funded)
 - ✓ Reappraisals
 - ✓ Unfunded Mandates
 - ✓ State Owned Property on West Street (state not taking action on property transfer)

2. Annual Report Cover and Dedication

The Board agreed to the suggested dedication and to use the pictures proposed by staff. Format of the reports from Department Heads will be the same as last year. The reports should provide a list of accomplishments in 2012 and/or note how the actions of the department improved the community. Draft reports are needed by February 17, 2013. Elaine Sopchak will forward the talking points that were provided to Department Heads last year.

MOTION by Lori Houghton, SECOND by Dan Kerin, to dedicate the 2012 Essex Junction Annual Report to Chuck Barry from the Fire Department. VOTING: unanimous (5-0); motion carried.

VI. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- January 22, 2013 @ 6:30 – Regular Trustees Meeting
- February 12, 2013 @ 6:30 – Regular Trustees Meeting
- February 26, 2013 @ 6:30 – Regular Trustees Meeting
- March 12 @ 6:30 – Regular Trustees Meeting
- March 26 @ 6:30 – Regular Trustees Meeting
- April 9 @ 6:30 – Regular Trustees Meeting
- April 23 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- January 10 @ 6:30 PM – Work Session (discuss village manager position)
- February 26 @ 6:00 – Board of Abatement
- April 3 @ 7 PM – Annual Village Meeting
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting

2. Appeal of MS4 Permit

Based on the letter from the State Department of Environmental Conservation, Jim Jutras is recommending not appealing the MS4 permit.

3. Water and Sewer Rate Structure

There will be a presentation of the revised water and sewer rate structure at the January 22, 2013 Board of Trustees meeting.

4. Public Hearing on Draft Budget

The public hearing on the draft budget is scheduled for February 12, 2013 followed by adoption by the Trustees for presentation at the annual meeting.

VII. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton announced she will not be running for re-election. Ms. Houghton said it has been a great honor and pleasure to serve on the Board of Trustees.
- Elaine Sopchak offered to investigate having Channel 17 provide live coverage of the annual meeting. A twitter feed could be established for interactive communications. Susan McNamara-Hill noted approval from the majority of

voters in attendance must be granted in order for nonvoters to speak at the meeting which could be difficult with twitter communication. The Trustees could ask the attendees at the annual meeting whether or not to allow the twitter feed.

- Andrew Brown publicly thanked the Fire Department for the quick and impressive response to his recent carbon monoxide alarm.
- Thanks and appreciation was extended to Public Works for their hard work during the recent storms and the efficient work picking up Christmas trees in the village. The Village Engineer was also thanked for setting up the screen in the meeting room at no cost to the village.
- A letter of intent from Fairfax was received regarding purchase of the village fire truck following approval of the Fairfax budget.
- Dan Kerin reviewed the memo from Trevor Lashua regarding the RFQ for the police facility. A local firm was awarded the contract.

2. Reading File

❖ Minutes

- Capital Program Review Committee 12/4/12
- Planning Commission 12/6/12
- Zoning Board of Adjustment 12/18/12

❖ Resolution of Appreciation from VLCT PACIF Board of Directors

❖ Thank You for Donation to Preservation Trust of Vermont

❖ Letter from Commissioner of DEC re: MS4 Monitoring Program

❖ Letter of Intent from Town of Fairfax Selectboard to Purchase EJFD Ladder Truck

VIII. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (12/1/12)**
- 2. Approve Warrants including Checks #10046263 through #10046370 totaling \$481,235.04**
- 3. Approve Warrants including Checks #10046371 through #10046413 totaling \$84,761.66**
- 4. Approve letters: Public Works Department; Village Engineer**
- 5. Policy Amendments: Sidewalk Policy; Flag Policy**

VOTING: unanimous (5-0); motion carried.

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:30 PM.

RScty: M.E.Riordan

