

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 12, 2010**

**BOARD OF TRUSTEES:** Deb Billado (Village President); George Tyler, Peter Gustafson. (John Lajza was absent.)

**ADMINISTRATION:** Dave Crawford, Village Manager.

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**PEARL STREET LIGHTING CEREMONY**

Prior to the regular meeting the Trustees attended a street lighting ceremony in front of the fairgrounds on Pearl Street to show thanks and appreciation to the contractors and workers for their contribution to Essex Junction.

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

Village President, Deb Billado, called the meeting to order at 6:45 PM and led the assemblage in the Pledge of Allegiance.

**II. AGENDA ADDITIONS/CHANGES**

Additional correspondence was noted.

**III. GUESTS AND PRESENTATION**

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

2. Approval of WWTF and Pump Station Capital Project

The total WWTF project cost is \$15,228,000 with the Village share being \$5,629,792 (to be paid by the sewer rate, not taxes). Essex will pay \$5,075,492 and Williston will pay \$4,522,716. There was discussion of explaining the bonds to the public to ensure support. Articles in newspapers, television clips on Channel 17, U-tube, Facebook, the village website will all be used. The voters need to understand that the project is a huge undertaking that is a necessity. Work at the high school pump station will be done concurrent with the treatment plant project.

**MOTION by Peter Gustafson, SECOND by George Tyler, to accept the Comprehensive Facility Evaluation Study as presented. VOTING: unanimous (3-0); motion carried.**

**MOTION by George Tyler, SECOND by Peter Gustafson, to designate the Village Manager, Dave Crawford, as the preliminary applicant and Jim Jutras, as the alternate on the Preliminary Engineering Planning loan application with the State of Vermont. VOTING: unanimous (3-0); motion carried.**

**MOTION by George Tyler, SECOND by Peter Gustafson, to approve the resolution for the waste water treatment facility study as follows:**

Whereas the Village of Essex Junction has need to refurbish its waste water treatment facility, pump stations, associated waste water components; and,  
Whereas the State of Vermont has available revolving loan funds to assist in the project subject to terms and conditions of eligibility; and,  
Therefore be it resolved that the project requires completion of an  
“Application for Revolving Loan Funds” for the funding of the preliminary engineering of the project;  
Be it further resolved that the Village of Essex Junction shall incur this indebtedness without public authorization at this time pursuant to VSA Title 24, Chapter 120, Para 4756(e).

**VOTING: unanimous (3-0); motion carried.**

The Board signed the resolution.

**MOTION by George Tyler, SECOND by Peter Gustafson, to approve and authorize the Village Manager to sign the Preliminary Engineering Agreement with Forcier Aldrich & Associates (FAA) with the provision there may be minor modifications to Items 11 and 22 relative to copyright rights (FAA) and ownership of documents in electronic and written form (Village) contained therein for the total amount not to exceed \$63,400. VOTING: unanimous (3-0); motion carried.**

#### **IV. OLD BUSINESS**

1. Discussion/Action Board of Trustees Vacancy

**MOTION by Peter Gustafson, SECOND by George Tyler, that interviews for Larry Yandow’s position on the Board of Trustees be held in Executive Session. VOTING: unanimous (3-0); motion carried.**

There was concurrence applications will be closed on October 18, 2010. Nominations for the position will be made in open session. The Trustees will meet at 5 PM on October 21, 2010 for a work session to compile a list of priorities for the Village Manager followed by Executive Session at 6 PM to conduct interviews. There will be another work session on November 2, 2010 beginning at 6 PM.

2. Discussion/Action on Appointment to Joint Recreation Agreement Committee

The letter from Linda Waite-Simpson regarding the October 18<sup>th</sup> Prudential Committee and discussion of the governance issue was noted.

**MOTION by Peter Gustafson, SECOND by George Tyler, to appoint George Tyler and John Lajza as the representatives to serve on the joint recreation agreement committee if the committee comes to fruition, and further, that there is flexibility in the appointment to allow rotation of members among the Trustees. VOTING: unanimous (3-0); motion carried.**

Dave Crawford pointed out it may be necessary to extend the existing agreement to avoid not having an agreement in place at the expiration date, and then continue investigating the governance matter. Deb Billado confirmed the mission of the joint committee will be

to develop an agreement extension of the existing contract and start the information gathering process for the governance issue.

### 3. Discussion of Board and Staff Priorities List

Prior to the interviews on October 21, 2010 the Trustees will compile a list of priorities for the Village Manager. There will also be a work session on November 2, 2010 beginning at 6 PM.

## **V. NEW BUSINESS**

### 1. Discussion/Action on RFP for Website Upgrade

There was discussion of the current layout of the village webpage. George Tyler suggested having an area where announcements or news items could be posted. Staff needs to be able to make changes to the page (pictures, video, text) so the designer needs to know where flexibility to make changes is wanted and what is a permanent fixture on the page, stated Trustee Tyler. Dave Crawford explained once a webpage designer is identified there will be dialogue about what is wanted functionally (user friendly, links, ability to make changes, and so on) and then the creative design and look of the page. George Tyler advised making it clear what level of complexity is wanted so the designer does not simply look at what is there now and make minor modifications/upgrades. There is the graphic design component (colors, textures, box sizes, fonts) and then the “moving parts”. Champlain Leadership Group produced a basic webpage design for the village. The perspective designer needs to know which components are permanent and which can be changed, stressed Mr. Tyler.

A committee of staff members across departments will handle the RFP for the webpage update. There was mention of involving Ryan Hegreness who did the webpage for the Recreation Department and Vermont Design Works who did the original webpage for the village.

**MOTION by Peter Gustafson, SECOND by George Tyler, to appoint Jonathan Williams (chair), George Tyler, Dave Crawford, Patty Benoit, Lauren Morrisseau, Wendy Hysko, Susan McNamara-Hill, and Ryan Hegreness (Rec. Dept.) as the committee to handle the RFP for update of the village website, and to ask a representative from Vermont Design Works to attend a committee meeting for discussion purposes. VOTING: unanimous (3-0); motion carried.**

### 2. Consideration of 2010 Annual Report Dedication

The Board concurred the dedication of the 2010 Annual Report will be to Larry Yandow in recognition of his leadership and dedication to the Village of Essex Junction. There was mention of possibly incorporating Larry Yandow’s name into the name of the museum space at the railroad station for model train displays (perhaps displaying some of Trustee Yandow’s trains) or naming the annual village block party or the information booth in his memory.

## **VI. VILLAGE MANAGER’S REPORT**

### 1. Meeting Schedule

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- October 21 @ 5:00 – Work Session; 6 PM - Executive Session (interviews)
  - October 26 @ 6:30 – Regular Trustees Meeting
  - November 2 @ 6:00 – Work Session
  - November 9 @ 6:30 – Regular Trustees Meeting
  - November 23 @ 6:30 – Regular Trustees Meeting
  - December 14 @ 6:30 – Regular Trustees Meeting
  - December 28 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- December 1 – Light the Village Celebration
- Week of December 13 – Budget Day with Department Heads

2. Front Porch Forum Agreement

The agreement has been signed.

3. Village Center Designation

Essex Junction's Village Center Designation has received approval from the State for renewal (five years).

4. CCMPO Study

Comments are requested from the Trustees on the CCMPO survey study.

5. Land Application of Sludge

An issue with New England Organics must be resolved before land application can begin.

6. VLCT Article on Social Media

Informative article that all are encouraged to read.

7. Year End Summary Meeting

The village events committee should submit a year end summary during the budget process.

8. Project Updates

Pearl Street and South Summit Street projects are nearing completion.

9. Grant Applications

Ongoing grant applications include planning grant for the comprehensive plan update, grant for the bridge replacement at 81 Main Street, and internship for special projects from UVM Masters program. CCMPO Tiger grant for the crescent connector road is very competitive.

10. Survey by Hamlin Engineering

The cost estimate is between \$15,000 and \$20,000 for a survey from the fire station to the traffic light to provide good information for inclusion in the application for funds for sidewalk and lights in the remaining section of Pearl Street. The contractor working on the sidewalk project by the fairgrounds will hold to this season's costs. State and federal

money seems to be awarded to projects that are “shovel ready”. Information on the amount remaining in the engineering budget will be provided at the next meeting.

**VII. TRUSTEES COMMENTS/CONCERNS**

None.

**VIII. CONSENT AGENDA & READING FILE**

**MOTION** by Peter Gustafson, **SECOND** by George Tyler, to approve the consent agenda as follows:

1. Approve Minutes of Previous Meetings (9/21/10 & 9/28/10)
2. Approve Warrants
3. Approve Request from VFW for Veterans Day Ceremony at Memorial Park 11/11/10
4. Reading List Acceptance (Letters & Communications)
  - Brownell Library Trustees Minutes/Library Staff and Director Report
  - Planning Commission Minutes 9/16/10
  - VLCT Article on Municipalities and Social Media
  - VLCT Issue Paper #6 re: Water

**VOTING:** unanimous (3-0); motion carried.

**IX. EXECUTIVE SESSION**

None.

**X. ADJOURNMENT**

**MOTION** by George Tyler, **SECOND** by Peter Gustafson, to adjourn the meeting.

**VOTING:** unanimous (3-0); motion carried.

The meeting was adjourned at 8:35 PM.

*RScty: M.E.Riordan*