

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 26, 2010**

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

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

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**WORK SESSION WITH BROWNELL LIBRARY TRUSTEES**

Prior to the regular meeting the Trustees held a work session with the Brownell Library Trustees.

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

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

*Executive Session*

**MOTION by Peter Gustafson, SECOND by John Lajza, that the Board of Trustees go into Executive Session to consider personnel matters where premature general public knowledge would clearly place the Village at a substantial disadvantage, and to invite the Village Manager, Dave Crawford, to attend. VOTING: 3 ayes, one nay (Tyler); motion carried.**

Executive Session was convened at 6:32 PM.

**MOTION by Peter Gustafson, SECOND by John Lajza, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 6:40 PM.

**II. AGENDA ADDITIONS/CHANGES**

Add under Consent Agenda:

- Revenue/Expenditure Report
- Minutes of 10/21/10 and 10/15/10

Add under Guests/Presentations:

- Maple Street Park Pavilion Information

Add under Manager's Report:

- Bike Park Visit and Work Session with Prudential Committee

Add under New Business:

- Budget goals
- South Summit Street in Capital Budget

Add under Executive Session:

- Personnel, legal issues, and real estate matters

**III. GUESTS AND PRESENTATION****1. Comments from Public on Items Not on Agenda**

George Dunbar, III, commented on the following:

- For the community as a whole \$1 million is spent on library services in Essex. Essex Junction bears 2/3 of the amount. The Village Trustees are urged to think about working with the Essex Selectboard to shift the burden from Essex Jct. taxpayers. Trustee John Lajza urged the public to make the request to the Essex Selectboard as well.
- Data relative to the CVE noise agreement should be presented and discussed in open session.
- Use of Executive Session seems excessive by the Trustees. The section under the law that allows use of Executive Session to discuss delinquent taxes should be disclosed. Dave Crawford stated the section is negotiations of legal agreements. The information becomes public when both sides are in agreement and the information is being formally presented to the Trustees. Trustee Lajza added the negotiations have been about a payment schedule, not abatement of taxes. George Dunbar commented every property owner is legally bound to pay taxes. How the Trustees arrange for payment is up to the board, but this should occur in public session.

2. Request for Waiver of Fees and Approval of Minor Amendment to Pavilion by EJRP  
Brad Luck, EJRP Director, briefly reviewed the modifications to the Pavilion building. The bike park is still in the concept stage. The Trustees have already approved both projects. An amendment to the site plan for the pavilion building has been submitted to the Planning Commission.

**MOTION by John Lajza, SECOND by George Tyler, to authorize the Village Manger to sign the site plan amendment application for the pavilion building at Maple Street Park.**

**DISCUSSION:** Brad Luck explained the amendment is to add a semi-circle “jut-out” on one side of the pavilion. The drawing also shows a building and bathroom structure attached to the building (conceptual design). An application for this facility has not been submitted as yet. There is a meeting with Green Mountain Power to ensure there is not a problem with the proximity of the pavilion to the power lines. The Planning Commission wanted some lighting by the pavilion building for safety and security purposes and this will be incorporated. Improvement of pathways in Maple Street Park in the central hub area is proposed in the FY’12 capital plan.

**CALL THE QUESTION by Peter Gustafson. Discussion ceased.**

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

Peter Gustafson expressed gratitude for the Rec Advisory Board minutes as a way to stay informed on recreation matters. Dave Crawford noted the lease has been signed by IBM (may be an appropriate recreation cost versus a village cost).

**IV. OLD BUSINESS**

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1. Discussion/Action on Board Applicants

**MOTION by George Tyler to nominate Lori Houghton to fill Larry Yandow's seat on the Board of Trustees.**

**MOTION by John Lajza to nominate Steve Atwood to fill Larry Yandow's seat on the Board of Trustees.**

**There were no other nominations.**

**DISCUSSION:** George Tyler acknowledged the excellent candidates who were interviewed, some being former Trustees, and recognized the institutional knowledge and experience that is present on the board with current members. Trustee Tyler urged nurturing young politically talented people who are interested in supporting the community, such as Lori Houghton who is heavily involved in the village's successful farmers market (most successful farmers market in Chittenden County) and the Railroad Ave. activities committee. John Lajza pointed out there is a bond issue associated with the WWTF and a difficult budget to deal with so having as much experience in these matters on the board as possible is needed; Steve Atwood as a former Trustee offers that experience. There were no further comments.

**VOTING for Lori Houghton: one aye.**

**VOTING for Steve Atwood: 3 ayes.**

Steve Atwood is appointed to the Board of Trustees to complete Larry Yandow's term of office. Peter Gustafson mentioned knowing Mr. Atwood through teaching his children and as an opponent in the last election. Mr. Gustafson said he trusts Mr. Atwood's judgment. At the next election there will be three seats available on the Board of Trustees.

2. Review FY10 Year End Budget Results

Dave Crawford reviewed the memo from the Finance Director (Lauren Morrisseau) to the Trustees, dated 9/28/10, on the FY10 year end budget results, highlighting General Fund results (net income of over \$65,666) and the difference between budgeted and actual amounts in revenues and expenditures departmentally. The cost of health insurance is anticipated to increase by 18%. Staff is reviewing the health plan offered by the village. Peter Gustafson commented with unemployment at 9% the proposed increase in the cost of health insurance coverage is terrible.

3. Letter from Prudential Committee re: Recreation Subcommittee

There was discussion of the meeting schedule noted in the letter from the Prudential Committee (January at the earliest) and the availability of information requested by the Trustees. John Lajza suggested mentioning to the Prudential Committee the understanding that the subcommittee would meet prior to the date proposed in the letter and staff members from CCSU and the village could work together to share information in a reasonable timeframe, such as at the November 8<sup>th</sup> Prudential Committee meeting, otherwise the issue needs to be revisited. Extension of the existing agreement could also be discussed at the joint committee meeting. Dave Crawford cautioned against not having an agreement in place and running the recreation program on leased property. Following

further discussion the Trustees decided to hold any action until after the November 8<sup>th</sup> Prudential Committee meeting. Dave Crawford will draft a letter from the Trustees to the Prudential Committee requesting clarification of where there is legal agreement/disagreement on the recreation agreement, and details relative to extending the agreement.

**V. NEW BUSINESS**

1. Establish FY12 Budget Goals
2. Adopt FY12 Budgets and Capital Program Schedule/Set Budget Day
3. Consideration/Action on Pearl Street Survey

Village Engineer, Rick Hamlin, reported the South Summit Street work is done and construction costs from the contractor are being reviewed. It appears the project will be below budget by about \$15,000.

The capital project list was reviewed. Dave Crawford noted without an alternate revenue source, such as a local options tax, some capital projects will have to be pushed out farther. State highway paving (i.e. Five Corners) with a \$1 million estimate is not included in the capital project list. The state indicated funding will be forthcoming to the village in FY12-13. Paving residential roads at \$120,000 a year is underfunded to the needs. Water breaks on Summit Street need to be addressed. Staff will develop an alternative plan and funding information to the current list of projects. Priority setting of capital needs must be done. Rick Hamlin noted a complete book of capital projects was compiled showing repairs, streetscape improvements, and prioritization. The content is constantly being refreshed.

**MOTION by Peter Gustafson, SECOND by George Tyler, to accept as part of the budgeting process the “realistic budgeting” memo from Dave Crawford, dated 10/12/10, regarding FY12 budget goals with the addition of a 5<sup>th</sup> directive to read: “Capital Five Year Plan needs in depth review with the Village Engineer.”**

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

The capital program schedule was reviewed and accepted by the Trustees. There was discussion of the Pearl Street right-of-way survey and the information being advantageous in securing grant money. Additionally, the information will be useful to have in the future. There is approximately \$75,000 remaining from the Pearl Street project. The project came in under budget. The money will be left in the capital plan unless reallocated by the Trustees. Rick Hamlin stated funding for the Pearl Street Project from the village, CVE, and earmark was tracked as were expenses and project costs. The end result is approximately \$77,000 of the earmarked funds in the village portion are remaining. The money can be reallocated rather than returned to Federal Government. Dave Crawford commented \$100,000 was saved by doing the project expediently in existing economic times with a favorable bid climate. Dave Crawford suggested the Trustees consider using some of the funding to do the survey work on the remaining link so federal and state grants can be pursued. There was further discussion of the successful

Pearl Street project. Lighting will be lessened during the night time hours, but still provide safe lighting. Full intensity can be used during events at the fairgrounds.

**MOTION by Peter Gustafson, SECOND by George Tyler, to expend \$25,000 from the remaining Pearl Street funding for the Hamlin Engineering right-of-way survey of the final link on Pearl Street to Five Corners. VOTING: unanimous (4-0); motion carried.**

## **VI. VILLAGE MANAGER'S REPORT**

### **1. Meeting Schedule**

- November 2 @ 6:00 – Work Session
- November 9 @ 6:30 – Regular Trustees Meeting
- November 16 @ 6:30 – Regular Trustees Meeting
- December 14 @ 6:30 – Budget Day and Regular Trustees Meeting
- December 28 @ 6:30 – Regular Trustees Meeting
- January 11 @ 6:30 – Regular Trustees Meeting
- January 25 @ 6:30 – Regular Trustees Meeting
- February 8 @ 6:30 – Regular Trustees Meeting
- February 22 @ 6:30 – Regular Trustees Meeting

### **Special Meetings/Events:**

- October 28 – Rec Advisory Committee Meeting
- October 30 – Work Session and Bike Park Visit with Prudential Committee
- December 1 – Light the Village Celebration

### **2. Meeting with Williston on WWTF Project**

The presentation on the waste water treatment facility improvements was well received by the Williston Selectboard.

### **3. ICMA Convention in San Jose**

The manager's convention was very informative and worthwhile. Dave Crawford was recognized for 35 years of service to local government.

### **4. Tiger Grant**

The Tiger grant was not received for the crescent road. CCMPO is pursuing next steps.

### **5. Tax Sale**

Tax sale of 2 Hiawatha Ave. is scheduled.

## **VII. TRUSTEES COMMENTS/CONCERNS**

None.

## **VIII. CONSENT AGENDA & READING FILE**

**MOTION by John Lajza, SECOND by Peter Gustafson, to approve the consent agenda as follows and with the addition of the Revenue/Expenditure Report and minutes of 10/21/10 & 10/25/10:**

1. Approve Minutes of Previous Meetings (10/12/10)
2. Approve Warrants
3. Approve Truck Purchase for Public Works Department
4. Approve Abatement of Late Payment Penalty for Casella Waste Management
5. Approve FY11 Sanitation Capital Plan Amendment for STAG Grant Purchase of Pipeline Push Camera
6. Approve FY11 Sanitation Capital Plan Amendment and Waiver of Bid Process for Valve Installations (West St. and High School Pump Station)
7. Approve FY11 WWTF Capital Plan Amendment and Waiver of Bid Process for Aeration Blowers
8. Reading List Acceptance (Letters & Communications)
  - Congratulations from Sen. Bernard Sanders for Community Energy Challenge
  - Notice of Renewal of Village Center Designation
  - Meeting Minutes for Railroad Ave. Recess 10/8/10
  - Email from Farmers Market Committee
  - Article about Brattleboro Waste Water Treatment Plant Upgrade

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

**MOTION by John Lajza, SECOND by Peter Gustafson, to remove Ryan Hegreness from the committee to handle the RFP for update of the village website. VOTING: unanimous (4-0); motion carried.**

#### **IX. EXECUTIVE SESSION**

**MOTION by Peter Gustafson, SECOND by John Lajza, that the Board of Trustees go into Executive Session to consider legal matters, contracts, personnel matters, and/or real estate negotiations where premature general public knowledge would clearly place the Village at a substantial disadvantage, and to invite the Village Manager, Dave Crawford, to attend. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 8:50 PM.

**MOTION by Peter Gustafson, SECOND by John Lajza, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 9:26 PM.

#### **X. ADJOURNMENT**

**MOTION by George Tyler, SECOND by Peter Gustafson, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 9:27 PM.