

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 4, 2011**

BOARD OF TRUSTEES: Deb Billado (Village President); Peter Gustafson, George Tyler, John Lajza. (Steve Atwood was absent.)
ADMINISTRATION: Dave Crawford, Village Manager; Robin Pierce, Village Development Director.

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.

II. AGENDA ADDITIONS/CHANGES

Add under 'Consent Agenda':

- Copies of the First Amendment to the Residuals Management Service Agreement and Supplement #1
- Announcement of discussion forum on 1/20/11 by the Railroad Avenue Revitalization Committee

Add under 'Old Business':

- Information relative to the EJRP governance issue
- General Fund Budget Summary FY09-FY12

Add under 'Manager's Report'

- Notice from the State Department of Libraries regarding grants

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

2. Presentation on Land Development Code Amendments

Robin Pierce reported the following:

- The Planning Commission continues to work on the update of the Code. Once done the document will be forwarded to the Trustees for review and adoption.
- The Planning Commission also discussed zoning changes that were requested by a group of residents (Planning Commission did not support the change), having an abandoned building ordinance with fines, requiring building inspections (the state only inspects commercial and multi-family housing, not single family houses), and fines for sandwich sign violations.
- Update of the Village Plan is due 2012. Municipal planning grants will be pursued for the task.
- The Planning Commission supports holding another public forum on revitalizing the village, even if on a smaller scale than the last one, to maintain momentum and public participation.
- The Trustees are asked to consider securing a bond to do the crescent road connector (estimated cost of \$2.5 million). The study indicated the road would be

good for the village and Bill Kalanges is keen for the road to go through his property by the railroad tracks. The project will take up to 15 years to do through the CCMPO Transportation Improvement Program. There are many benefits to the village (income from properties and more residences). Public investment in infrastructure sets the community up with an advantage when the economy turns around.

- Work continues with local businesses to remain and expand in the village.
- There has been very little enforcement activity.

There was continued discussion of the crescent road connector. Deb Billado stated the responsibility of the Trustees is to have foresight and work on infrastructure to offer and entice potential businesses to locate in the village. Robin Pierce added improvement to infrastructure sends the signal that the village is “open for business”.

IV. OLD BUSINESS

1. EJRP Governance

There was discussion and review of the list of prepared questions for the Prudential Committee. Staff will consolidate questions and eliminate redundancy. Comment type questions will also be culled. There was discussion of the EJRP governance issue. George Tyler commented that if those people who signed the petition are feeling their voices were not being heard there should be a group meeting with taxpayers, Prudential Committee, CSSU, Rec. Dept., and the Board of Trustees to define a model that will work best to make sure all voices are heard.

Dave Crawford mentioned the need for a plan if the agreement extension is not signed so the Village Administration is prepared to manage the Rec. Dept. George Tyler pointed out that not signing the extension does not mean the Rec. Dept. is automatically transferred to the Village government regardless of the legal opinion. There is not a document in place for this to happen. Deb Billado noted receipt of Trustee Atwood's questions and request to seek a second legal opinion to reinforce the Village Attorney's opinion. John Lajza pointed out the situation has been ongoing since June 2010 and there still has not been a meeting of the two boards. There has not been cooperation to the Trustees' initiatives. The matter needs to move forward soon or the Trustees will be in a position where a decision will have to be made. Trustee Lajza suggested a second legal opinion be sought after the Prudential Committee meeting on 1/10/11 or after the results from the consultant is received. Deb Billado observed there has been progress made and a tremendous amount of work done even though there has not been a joint meeting as yet. George Tyler objected to spending more money on a legal opinion, stressing the focus is collaboration, cooperation, and improving the relationship with the Prudential Committee which sees things differently than the Board of Trustees. Hiring more lawyers will just be adding fuel to the fire, stated Trustee Tyler.

Dave Crawford summarized tasks for staff to include consolidating the questions on EJRP, eliminating redundancy and commentary, prioritizing the questions most important to less important, getting a legal opinion after the Prudential Committee meeting on 1/10/11, scheduling a joint meeting, and getting a date certain for response to the

questions by the Prudential Committee. Staff will draft a cover letter to accompany the questions to the Prudential Committee.

Regarding the consultant's study, the consultant contacted four area communities and interviewed staff. The information is being summarized. Comments, recommendations, and ideas are being developed for presentation at the 1/11/11 Trustees meeting. Deb Billado clarified any work that was done is the consultant's work based on the consultant's understanding of the issues. The Trustees did not outline parameters of the study. Additionally, no matter what direction the issue takes there are no potential changes in programs or the structure of the Recreation Dept. There was continued discussion of governance of the Rec. Dept. George Tyler pointed out there was a group of people who had an issue with the department and the Trustees are saying there will be no changes. Ms. Billado interjected the issues were about not knowing who to contact for a recreation matter. Mr. Tyler stated if the concern is about public input then that is easier to address than operation of the entire department. Changing the administration of the department will not change the dynamic of having a director and an oversight board. A decision done in collaboration with all parties is fine, continued Mr. Tyler, adding a legal battle should be avoided. John Lajza recalled there was a request by some taxpayers to have an understanding of the financials of the Rec. Dept. operation.

2. Update on Waste Water Treatment Facility Project

Dave Crawford reported significant progress has been made on defining the cost of the waste water treatment facility project. A video will be done for Channel 17 to help educate the public about the project.

3. FY12 Budget Discussion

Dave Crawford reported increases in the budget are due to fixed costs and the continued reduction of the IBM subsidy. The projected budget increase is 3.69%. Following discussion of the community forum and the potential of the Planning Commission hosting a similar function in-house, money (\$5,000) was returned to the budget for the forum to ensure there is an end product as advised by the consultant for the first forum (the additional funds result in a budget increase of 3.85%). The Planning Commission will identify key issues to cover in the next forum. There was discussion of possible items to include in the update of the village comprehensive plan, such as the crescent connector and economic and downtown revitalization initiatives. George Tyler observed there is a \$125,000 increase in the Administration budget over three years (\$468,000 in FY09 to \$594,000 in FY 12) which the Trustees must be prepared to explain to the voters.

MOTION by Peter Gustafson, SECOND by John Lajza, to accept the changes proposed for the FY12 budget (including the addition of \$5,000 for the community forum) equating to a \$31,202 reduction as outlined in the Village Manager's memo, dated 12/30/10, resulting in an overall increase in the budget of 3.85%. VOTING: unanimous (4-0); motion carried.

V. NEW BUSINESS

None.

VI. VILLAGE MANAGER'S REPORT

The Trustees received a memo on items in the Manager's Report.

1. Meeting Schedule

- January 11 @ 6:30 – Regular Trustees Meeting
- January 18 @ 6:30 – Special Trustees Meeting
- January 25 @ 6:30 – Regular Trustees Meeting
- February 8 @ 6:30 – Regular Trustees Meeting
- February 22 @ 6:30 – Regular Trustees Meeting
- March 8 @ 6:30 – Regular Trustees Meeting
- March 22 @ 6:30 – Regular Trustees Meeting
- April 6 @ 7:00 – Village Annual Meeting
- April 12 @ 6:30 – Regular Trustees Meeting
- April 26 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 12 – Australian Ballot Voting for Annual Meeting

2. Possible Joint Meeting with Prudential Committee

February 8, 2011 or February 9, 2011 are possible dates for a joint meeting.

3. Grants

Staff continues to seek grants for various projects. The Trustees will be kept updated. Notice was received that the Brownell Library meets the standards necessary to be eligible for state grants.

VII. TRUSTEES COMMENTS/CONCERNS

No comments.

VIII. CONSENT AGENDA & READING FILE

MOTION by George Tyler, SECOND by John Lajza, to approve the consent agenda as follows and with the addition of two documents associated with the Residuals Management Service Agreement and the announcement about the forum facilitated by the Railroad Avenue Revitalization Committee on 1/20/11:

- 1. Approve Minutes of Previous Meetings (12/7/10, 12/14/10)**
- 2. Approve bill list**
- 3. Approve Biosolids Agreements with CSWD and New England Organics**
- 4. Approve Fee Waiver and Signing of Development Application for EJRP**
- 5. Approve 2011 Employee Vision Service Plan**
- 6. Approve Revised Legal Ads Policy**
- 7. Reading List Acceptance (Letters & Communications)**
 - **Brownell Library Board 11/16/10 Minutes and Staff Report**
 - **Planning Commission Minutes 11/18/10**
 - **VLCT 2011 Municipal Policy Priorities**

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

IX. EXECUTIVE SESSION and/or ADJOURNMENT

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

Executive Session was convened at 8:25 PM and adjourned along with the regular meeting at 9:15 PM

RScty: M.E.Riordan