

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
February 9, 2010**

**BOARD OF TRUSTEES:** Larry Yandow (Village President); Deb Billado, John Lajza, George Tyler, Peter Gustafson.  
**ADMINISTRATION:** Dave Crawford, Village Manager.

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

Until the arrival of Village President, Larry Yandow, Trustee Billado called the meeting to order at 6:30 p.m. and led the assemblage in the Pledge of Allegiance.

**II. AGENDA ADDITIONS/CHANGES**

Addition to Consent Agenda: Waiver of \$10,000 bid requirement for the blower installation at the waste water treatment facility to allow acceptance of quotes in amounts less than \$10,000.

**III. GUESTS AND PRESENTATIONS**

1. Comments from Public on Items Not on Agenda  
There were no comments from the public at this time.

**IV. OLD BUSINESS**

1. Update on Pearl Street Streetscape Project  
Dave Crawford reported the Pearl Street Streetscape Project continues to be on schedule. The 85% plans will be submitted to the state for review.

2. Local Option Tax Presentation Information  
The Board reviewed the information sheet on the local option tax (background information, questions/answers, and points of interest). Public hearings are scheduled on 2/23/10 and 3/23/10 at Lincoln Hall. The list of businesses and community leaders to receive a personal invitation to the public hearings will be emailed to the Trustees for review and comment. Dave Crawford clarified the amount of revenue from the local option tax retained by the state for the PILOT program is 30% with a half percent administrative fee. Should the villagers adopt a local option tax at the annual village meeting the collection of revenues will not occur until the 4<sup>th</sup> quarter of the year (November timeframe). Mr. Crawford reviewed the draft Trustees policy for use of local option tax revenues.

**MOTION by George Tyler, SECOND by John Lajza, to adopt the following policy for use of local option tax revenues:**

**“Funds received from the collection of a one percent (1%) tax on retail sales and use, rooms, meals and alcohol will be dedicated to capital improvement projects and replacement of motor vehicle equipment. As part of the adoption of the Capital and Rolling Stock plans each year, the Trustees will determine the specific uses of the estimated local option tax revenues for the**

**next fiscal year. The funds will be deposited into the General Fund Capital Reserve Fund and/or the General Fund Rolling Stock Reserve Fund as they are received from the State. This policy will take effect upon approval of the local option tax by village voters.”**

**VOTING: 4 ayes [Larry Yandow not present for vote]; motion carried.**

Comments on the local option tax information sheet should be forwarded to staff as soon as possible. The Village Newsletter anticipated in mid-March will include information on the local option tax as well and the budget. Dave Crawford will draft a ‘question and answer’ article on the local option tax for publication in the *Essex Reporter*.

There was mention of the paving costs for Class 1 roads in the village. The cost is nearly \$1 million to pave the roads once. Class 1 roads in the village will be on an eight year rotation. A decision is needed as to which roads to address first. Paving residential streets is a separate issue and cost (part of the operating budget for the village).

### 3. Budget Presentation and Annual Report Information

George Tyler reviewed the draft statement from the Trustees to be published in the Annual Report. The statement mentions the village being on firm financial ground, but facing significant budget challenges, continued loss of IBM revenue, a brief listing of projects being done and securing \$3 million for projects, the tree farm purchase (\$187,000), the community forum and associated activities, the need for a local option tax, budget information (inflationary increase of 3.5% over three budget years), maintaining quality services while holding expenses, acknowledgement of the other taxing authorities impacting village taxpayers (schools, town, recreation), cooperative efforts with the town (purchase of the tree farm and request to be included in the town’s economic plan), work with the school department on open access community-wide internet service, and recognition and thanks to all employees for a job well done every day.

## **V. NEW BUSINESS**

### 1. Adopt FY11 Budgets and Capital Programs

Dave Crawford suggested the capital budget be shown and the projects highlighted at the annual meeting with and without the local option tax. The Board concurred.

**MOTION by Peter Gustafson, SECOND by Deb Billado, to add information showing the capital budget with and without the local option tax and highlighting projects to be discussed. VOTING: 5 ayes; motion carried.**

**MOTION by Deb Billado, SECOND by John Lajza, to adopt the proposed FY11 budget of \$3,050,855.**

**DISCUSSION: Dave Crawford clarified the budget is the same with or without the local option tax.**

**VOTING: 5 ayes; motion carried.**

### 2. Adopt Ordinance Amendment for Pearl Street Speed Limit Reduction

Dave Crawford stated staff recommends tabling the speed study at this time because speed count data from the state is needed.

### 3. Review Revised Personnel Regulations and Policies

Dave Crawford reviewed changes to the personnel regulations. Articles in the regulations include general policies and volunteers, full-time and part-time employees, full time employees who are members of the Employees Association, full time contract exempt employees (department heads, administrative assistant and village manager), salaried employees, and volunteer firefighters. Separate policies include Electronic Communications and Computer Use, Employee Assistance Program, Ethics Policy, Sexual Harassment, Religious Beliefs, Substance Abuse, Fraud Policy, Hiring Policy, Sewer and Sanitation Charges, Meters with Lawn Sprinklers, and Veterans Memorial Park.

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

### 1. Meeting Schedule

- Feb. 23 @ 6:30 – Regular Trustees Meeting
- March 2 @ 6:30 – Special Trustees Meeting
- March 9 @ 6:30 – Regular Trustees Meeting
- March 16 @ 6:30 – Special Trustees Meeting
- March 23 @ 6:30 – Regular Trustees Meeting
- April 7 @ 7:00 – Village Annual Meeting
- April 13 @ 6:30 – Regular Trustees Meeting
- April 13 from 7 AM to 7 PM – Annual Village Meeting Australian Ballot Voting

### Special Meetings:

- Feb. 10 @ 5:30 – Public Forum on Railroad Ave. Revitalization Project
- Feb. 15 @ 7:30 – Joint Meeting with Essex Selectboard on CCMPO Initiatives
- Feb. 16 @ 3 p.m. – Annual Essex Junction Employees Appreciation Party
- March 1 @ 7:30 – Annual Town Meeting
- March 2 from 7 AM to 7 PM – Annual Town Meeting Australian Ballot Voting

### 2. Essex Rescue Community Advisory Board

The Board received a memo from Susan McNamara-Hill, dated 2/5/10, regarding the first meeting of the rescue service advisory board and requesting any comments or concerns.

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

Peter Gustafson announced the ADL Peer Leadership Group held the world's biggest bake sale and raised \$2,300 for the American Red Cross.

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

**MOTION by Deb Billado, SECOND by John Lajza, to approve the consent agenda as follows and with the addition of the blower bid waiver as presented by staff:**

- 1. Approve Minutes of Previous Meeting (1/26/10)**
- 2. Approve Warrants**

3. Sign Certificate of Highway Mileage & Certificate of Completion and Opening of a Highway
4. Approve Brownell Library Grant Application for ARRA Funds for Fiber Optic Cable
5. Reading List Acceptance (Letters & Communications)
  - Picture in Business People Vermont, February 2010
  - Local Grange Legislative Night, 3/12/10
  - Act 250 Minor Application for Pearl Street Streetscape Project
  - Letter from Rev. Gary Kowalski re: CVE Animal Shows
  - CCMPO Work Program Public Forum, 2/17/10
  - Article re: Future of Big Business in Vermont

**DISCUSSION:** It was noted complaints about animal shows at the fair have been forwarded to the proper organizations.

**VOTING:** 5 ayes; motion carried.

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

**MOTION** by Peter Gustafson, **SECOND** by George Tyler, that the Board of Trustees go into Executive Session to consider legal matters, contract negotiations and personnel matters, and potential budget changes related to personnel issues where premature general public knowledge would clearly place the Village at a substantial disadvantage, and to invite the Village Manager to attend. **VOTING:** 5 ayes; motion carried.

The Board entered Executive Session at 7:30 p.m.

**MOTION** by George Tyler, **SECOND** by John Lajza, to adjourn Executive Session and reconvene the regular meeting. **VOTING:** 5 ayes; motion carried.

#### **X. ADJOURNMENT**

**MOTION** by John Lajza, **SECOND** by Deb Billado, to adjourn the meeting. **VOTING:** 5 ayes; motion carried.

The meeting was adjourned at 10:15 p.m.

*RScty: M.E.Riordan*