

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 29, 2010**

BOARD OF TRUSTEES: Deb Billado (Village President); John Lajza, George Tyler.
(Larry Yandow and Peter Gustafson were absent.)
ADMINISTRATION: Dave Crawford, Village Manager; Sawyer Joecks,
Management Assistant.

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

MOTION by George Tyler, SECOND by John Lajza, to add the following items to the Consent Agenda:

- **Approval and Signing of FY10 Audit Contract with Sullivan, Powers & Co.**
- **Acceptance of Resignation of Library Trustee Elaine Sopchak**

VOTING: 3 ayes; motion carried.

MOTION by George Tyler, SECOND by John Lajza, to add the following item under "New Business": South Summit Street Water Project Bid Award. VOTING: 3 ayes; motion carried.

III. GUESTS AND PRESENTATIONS

1. Comments from Public on Items Not on Agenda

Cindy Godin, village resident, requested the Village Trustees not renew the agreement with the Essex Junction School District (Prudential Committee) for oversight of the parks in the village by Essex Jct. Parks & Recreation. It has come to the attention of the taxpayers that the current arrangement costs \$90,000 per year for administrative services by CCSU. Ms. Godin suggested the agreement be changed so that the village administration oversees the parks rather than the School District. Deb Billado confirmed the Prudential Committee is the managing authority of the recreation department which operates the parks. Trustee Billado clarified the request is to not renew the contract and transfer operation of Parks & Recreation back to the local government. Ms. Billado assured the request will be discussed with the Prudential Committee at the next meeting (joint meetings are held periodically). The matter has been discussed already over the past two years. The taxpayers are urged to attend the next Prudential Committee meeting and articulate the requested governance change.

There was further discussion of working with the Prudential Committee on the matter. A woman in the audience expressed doubt the Prudential Committee will willingly give up \$90,000. George Tyler gave a brief history of the department transfer that occurred in the 1970s when many after school programs were started. The village taxpayers own the land and buildings and the Prudential Committee controls the programs. Bonding for the

pool is held by the School District. The debt for the bonds would also be transferred if Parks & Recreation is under the jurisdiction of the village administration. Deb Billado noted substantial changes to the parks (capital items) have to come before the Trustees. Bonding and indebtedness is a transparent shift to the taxpayers. Programming is through the Prudential Committee.

A meeting will be scheduled with the Village Trustees and the Prudential Committee.

2. Essex Police Facility Needs Assessment Presentation

Dennis Lutz, Town of Essex, summarized the findings of the police facility study by Wiemann Lamphere Architects. The study looked at five options including new town offices and no police facility on a fictional piece of property, new town offices with a police facility on a fictional piece of property, having only a police facility at 81 Main Street, having the town offices at 2 Towers Road, and new town offices at 81 Main Street. The study done in 1988 indicated the police department needs 17,750 s.f. of space (cost of \$3.1 million). The latest study says 17,971 s.f. of space is needed at a cost of \$5.4 million. The Essex Selectboard has accepted the report (different from approving the report). A copy of the report was provided to the Trustees.

David Roy with Wiemann Lamphere discussed various building schemes (single and multiple story building, parking, access, and such). Issues at 81 Main Street include setbacks, parking, access, and the 100-year floodplain.

George Tyler stated the facility is critical to the community and should have been built 10 years ago. A community that spends \$57 million per year on schools should be able to afford \$5 million for a police station. Trustee Tyler mentioned the proximity of the police station to the high school and urged these kinds of considerations for the new facility. Dennis Lutz stated conceptual there is agreement, but the details of the location, cost, size, and life span of the facility need to be worked out. The Trustees and Selectboard need to work together because the higher the ratio of buy in, the better. There is \$300,000 set aside for site acquisition and \$450,000 for site development.

Police Chief Leo Nadeau mentioned the efforts of Captain Brad LaRose and Sargent Doug Babcock spearheading a team approach in design of the concept. All staff had opportunity for input to the plan.

3. Public Hearing: FY11 Water & Sewer Rates

The public hearing was opened at 7:10 PM. Dave Crawford reviewed increases in the rates, noting as flows decrease the rates increase to cover cost of operation. Federal and state regulations also increase the cost of operation. Repairs and maintenance have an impact as well. The plant is aging. Deb Billado clarified the 10% increase in water and sewer rates will cost the average taxpayer an extra \$46 in FY11. George Tyler added the total overall water budget for Champlain Water District (wholesale water supplier) is fixed and when the largest user (IBM) decreases its usage the rate have to be increased to meet the budget. Dave Crawford pointed out village rates are on the low end presently,

but when a bond issue is done for the treatment plant the rates will fall into the median range. There were no further comments. The public hearing was closed at 7:17 PM

IV. OLD BUSINESS

None.

V. NEW BUSINESS

1. Set FY11 Water and Sewer Rates

MOTION by George Tyler, SECOND by John Lajza, to adopt the following FY11 rates:

- **Water \$.02517 per cubic foot**
- **Sewer \$.02122 per cubic foot**
- **Sanitation \$.01371 per cubic foot**

VOTING: 3 ayes; motion carried.

2. Approval of Crescent Connector CCMPO Scoping Study

Village Development Director, Robin Pierce, explained the scoping study is more in depth (closer to an environmental assessment) in order to seek federal grants. CCMPO will seek a Tiger 2 grant for planning and design work. RSG does scoping studies. There is money in the village FY11 budget for matching funds. It is hoped the study can begin in July. RSG is familiar with the village. Dave Crawford added the property owners along the connector feel the study is worthwhile, and CCMPO is seeing more of a global value of what is done at Five Corners in the future to allow the intersection to operate more efficiently.

MOTION by John Lajza, SECOND by George Tyler, to approve and authorize the Village Manager to sign documents relating to the Crescent Connector CCMPO Scoping Study in the amount of \$53,418 with the village's share being 20%.

DISCUSSION: George Tyler clarified the village is only liable for 20% of the study cost. If the community is serious about redeveloping the downtown these studies need to be done.

VOTING: 3 ayes; motion carried.

3. South Summit Street Water Project Bid Award

MOTION by John Lajza, SECOND by George Tyler, to authorize the Village Manager to award and sign all documents relating to the award of the South Summit Street Water Project to the lowest responsive bidder if the bid is within the project budget. VOTING: 3 ayes; motion carried.

VI. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- July 20 @ 6:30 – Regular Trustees Meeting
- July 27 @ 6:30 – Regular Trustees Meeting
- August 10 @ 6:30 – Regular Trustees Meeting
- August 24 @ 6:30 – Regular Trustees Meeting
- September 14 @ 6:30 – Regular Trustees Meeting

- September 28 @ 6:30 – Regular Trustees Meeting
- October 12 @ 6:30 – Regular Trustees Meeting
- October 26 @ 6:30 – Regular Trustees Meeting
- November 9 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- July 17 @ 4 PM – Annual Block Party and Street Dance
- August 9 @ 6:30 – Joint Meeting with Essex Selectboard
- October 7 @ CVE – VLCT Town Fair

2. Letter of Resignation

Sawyer Joecks submitted a letter of resignation from the position of Management Assistant. Staff is seeking a replacement.

3. Work Session on 7/20/10

The Trustees will meet at 5 PM on 7/20/10 to discuss the communications network (work done by Champlain Leadership Group) and how to efficiently use time in this electronic age. George Tyler offered to summarize and crystalize questions and comments so the Trustees can move forward with decisions. Deb Billado requested background data to go with the summary.

4. Work Session with Essex Selectboard on 8/9/10

Discussion at the work session on 8/9/10 with the Essex Selectboard will include the police facility, fire truck, bridge, and the vision for the community.

5. Project Updates

The Pearl Street project is progressing well as is the farmers market. An explanation about FY10 funds approved for the volunteer groups has been provided to the group. The Fire Chief outlined a plan for replacement of the aerial truck (award contract in 2011). Sawyer Joecks provided a written update on the progress of various projects in the downtown area.

6. Tri-Town Treatment Plant Committee Meeting

Capital needs of the treatment plant will be discussed at the committee meeting on July 7, 2010 at 8:30 AM

VII. TRUSTEES COMMENTS/CONCERNS

South Street/Park Street Traffic Light

John Lajza noted the difficulty in making a left turn at the South St./Park St. intersection. Dave Crawford said a study is proceeding.

Farmers Market

George Tyler urged everyone to attend the farmers market every Friday (beginning at 3:30 PM). Ethnic foods and baked goods in addition to produce are offered. The event is more like an open market. It was suggested advertisement of the farmers market be on Neighborhood Front Porch Forum to inform other communities.

VIII. CONSENT AGENDA & READING FILE

MOTION by John Lajza, **SECOND** by George Tyler, to approve the consent agenda as follows and with the addition of approval of the FY10 audit contract with Sullivan, Powers & Co., and acceptance of the letter of resignation of Library Trustee Elaine Sopchak:

- 1. Approve Minutes (4/7/10 Annual Meeting and 5/25/10, 6/7/10, 6/8/10 regular meetings)**
- 2. Approve Warrants**
- 3. Approve FY11 Paving Bid Award**
- 4. Approve Request for Summit Street Neighborhood Block Party 7/11/10**
- 5. Approve Grant Application for Brownell Library**
- 6. Approve Renewal of Village Center Designation**
- 7. Reading List Acceptance (Letters & Communications)**
 - **Public Hearing Notice for Proposed FY11-14 Transportation Improvements Program 7/21/10**
 - **Thank You from Resident to Public Works Superintendent Rick Jones**
 - **List of 2010 CVE Events and Noise Waivers**
 - **2010 VLCT Awards Program – Memo and Nomination Forms**
 - **Article and Notice re: Ball Field Conversion Project**

VOTING: 3 ayes; motion carried.

IX. EXECUTIVE SESSION

MOTION by George Tyler, **SECOND** by John Lajza, 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, Dave Crawford, to attend.

VOTING: 3 ayes; motion carried.

The Board entered Executive Session at 8:10 PM.

MOTION by George Tyler, **SECOND** by John Lajza, to adjourn Executive Session and reconvene the regular meeting. **VOTING: 3 ayes; motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 9:25 PM.

ACTION FROM EXECUTIVE SESSION

MOTION by George Tyler, **SECOND** by Deb Billado, to authorize the Village Manager sign the new Employee Association Contract.

VOTING: 3 ayes; motion carried.

X. ADJOURNMENT

MOTION by John Lajza, **SECOND** by George Tyler, to adjourn the meeting.

VOTING: 3 ayes; motion carried.

The meeting was adjourned at 9:30 PM.

RScty: M.E.Riordan