

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
June 8, 2010**

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

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**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 to Consent Agenda:

- Letter of thanks from Board of Trustees to Leadership Champlain Group.

**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. Approve Bid Award Extras for Pearl Street Streetscape Project  
Dave Crawford explained the streetscape improvements (sidewalk, lighting, sealant, and (re)paving) that can be done due to the savings from favorable bids.

**MOTION by John Lajza, SECOND by Peter Gustafson, to approve and authorize the Village Manager to sign documents as outlined in the memo on the Pearl Street earmark project, dated June 30, 2010.**

**DISCUSSION: Mr. Lajza stressed as a result of competitive bids some of the original items that were withheld initially due to cost have been incorporated into the project. Rick Hamlin, Village Engineer, explained the bids were crafted to be able to expand or contract within the project area (Willeys Court to the traffic signal at the shopping centers) depending on bid prices. The bid climate is very competitive right now which saves lots of money. The effort of all partners to expedite the project was recognized.**

**VOTING: 4 ayes; motion carried.**

2. Consideration and Action on Revision to Capital Plan

Dave Crawford explained the village's contribution to the Pearl Street project has been reduced and the funds returned to the Capital Fund. The Trustees may want to consider using the money to do the needed work on South Summit Street. Rick Hamlin gave a brief description of the work to be done on the street. The work will take about six week to complete.

**MOTION by John Lajza, SECOND by George Tyler, to authorize staff to move ahead to get the South Summit Street project out to bid due to the availability of funds. VOTING: 4 ayes; motion carried.**

Deb Billado recapped that due to favorable bids received on the Pearl Street project the extras can be done and the South Summit Street project can be advanced this year.

3. Review/Approve New and Revised Personnel Policies

**MOTION by Deb Billado, SECOND by George Tyler, to accept the revisions to the Personnel Policies as presented and with any corrections to grammatical errors. VOTING: 4 ayes; motion carried.**

4. Approve Revised General Rules and Personnel Regulations

**MOTION by John Lajza, SECOND by Peter Gustafson, to approve the revised General Rules and Personnel Regulations as an entire package effective 6/8/10. VOTING: 4 ayes; motion carried.**

**V. NEW BUSINESS**

1. Appointment and Define Role of Events Steering Committee

There was discussion of whether the time is now to establish the steering committee. Bridget Meyer observed if the steering committee makes for a more efficient way to deal with the other volunteer committees than that is fine, but how the steering committee will do this needs to be defined. Ms. Meyer said she has always received great service from village staff whenever there was a request. Deb Billado asked what the value-add of the steering committee would be and if the steering committee should be part of the evolutionary process. The Trustees can revisit the steering committee idea eight or 10 months from now. Ms. Meyer suggested getting through the first season with the farmers market and planters events to see if there is a need for more cohesion, then the Trustees can establish a formally appointed steering committee. Even without a steering committee the volunteers will come before the Trustees to tell of the needs. Trustee Billado suggested addressing the Board during the budget drafting process. Jaye O'Connell assured the committees want to serve in a way that makes sense and has value so having three committees and keeping communications open is a reasonable way to start. In time the need for a steering committee may be apparent. Chris Halpin asked if there is any advantage to a village appointed committee with regard to access to village resources. Dave Crawford assured staff is supportive of whatever configuration of volunteers, and there is nothing to prevent an official steering committee or group of volunteers coming to the Village Manager and stating the needs of the committee. Staff will not be able to attend every meeting of every group so there may be an advantage to having a steering committee from that perspective, but not if the steering committee will turn off the energy of the existing committees. Bridget Meyer assured the committees will be accountable and adhere to the schedule determined by the Trustees to say what is needed and so on. Ms. Meyer reiterated her suggestion to go through the first season to see what happens. Jaye O'Connell added there are project management type people on the committees so there is an understanding of the expectation of the Trustees to communicate.

There was continued discussion of forming a steering committee. Dave Crawford said it is prudent for the committees to interface with the Village Manager to work out the details and then the Village Manager can get the item on the Trustees agenda. George Tyler stated the existing committee members are committed and engaged, and have been working on the issues for a long time. The committees are an outgrowth of that effort. Trustee Tyler expressed concern about other groups forming in the village and having the expectation of receiving the same support. Any committee must prove their commitment to the Trustees first. Deb Billado added any potential new committee must get in the queue because there is a limited budget to support activities. Bridget Meyer observed an active citizenry in the community is a good problem to have. John Lajza expressed concern about excluding new groups. The goal is to promote as much participation as possible. Jaye O'Connell said the existing committees plan to stay focused on Railroad Ave. and the historic part of the village. The groups emanated due to crime and there are still issues. Dave Crawford said the village wants to have funding for all the committees and not make a promise to one because the activities of another were not known. Bridget Meyer said she will suggest to the group that the Railroad Ave. Revitalization Committee come for funding together or send a delegate to speak for the committee. The Trustees should focus on the suggestions from Leadership Champlain Group on social networking tools that can help spread the word about events.

Chris Halpin commended the Trustees and staff on the support of the initiative. Peter Gustafson recalled the letter from Jaye O'Connell regarding the problems in the neighborhood was the impetus that started the effort. The Trustees will do all that can be done to maintain beautiful and secure neighborhoods in the village.

Deb Billado gave a heartfelt thanks to George Tyler for his time spent crafting the steering committee proposal.

**MOTION by John Lajza, SECOND by Peter Gustafson, to defer the establishment of the Events Steering Committee to allow the organic structure to develop further and redress the matter at a future date.**

**DISCUSSION: The committees were urged to get their budgets submitted to the Village Manager as soon as possible.**

**VOTING: 4 ayes; motion carried.**

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

### **1. Meeting Schedule**

- June 29 @ 6:30 – Regular Trustees Meeting
- 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

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2. Annual Village Block Party

July 17, 2010 beginning at 4 PM is the annual block party and street dance.

3. Photographs of Concert at CVE

Photos of the recent concert at CVE were shown to the Trustees. Dave Crawford pointed out the bandstand is in the background and the band enclosure is to the east facing west. There is a ring of trailers to direct the sound toward the buildings on the grounds. The concert with 3,500 attendees and the noise level (within the parameters) were a success and fun for all.

4. CVE Groundbreaking

Thursday, 6/10/10 at 9 AM is the groundbreaking by CVE for the Pearl Street project.

5. Public Meeting on Exit 12-B

Public hearing on the Exit 12-B interchange rescheduled to 9/9/10 at 7 PM at the South Burlington City Offices.

6. Planters Relocated

Planters have been relocated to be in front of AJ's.

7. More Vendors at Farmers Market

The number of vendors at the Farmers Market has been increased.

8. Essex Economic Development Committee Meeting

The Town is reviewing the consultant's report on economic development and will draft an action plan. Robin Pierce will attend the meetings on behalf of the village.

9. Year End Financials

Staff is cautiously optimistic the year will end without a deficit.

10. Acting Manager

Jim Jutras will be the acting Village Manager while Dave Crawford is on vacation June 18-25 and July 6-16, 2010.

11. Upcoming Agenda Items

The list of agenda items for the June 29, 2010 meeting includes:

- Public hearing and adoption of water and sewer rates
- Items to be discussed at the joint meeting with the Essex Selectboard (potential meeting dates will be proposed to Essex )
- Replacement of Fire Dept. ladder truck
- Award South Summit Street contract
- Work session on Leadership Champlain recommendations (staff will review the recommendations and determine what can be supported with current staff)

**VII. TRUSTEES COMMENTS/CONCERNS**

Events Steering Committee

George Tyler presented an analogy of his vision of the events steering committee to that of the three branches of the service all working toward a common goal and having to come to the government for financing. It is wise to have the leadership of the three branches meet to strategize and plan (similar to the chiefs of staff).

#### Memorial Day Parade

Peter Gustafson gave kudos to the Memorial Day Parade Committee for a wonderful parade. The Trustees will issue a letter of commendation to the committee for their efforts.

### **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 letter of thanks from the Board of Trustees to the Leadership Champlain Group:**

- 1. Approve Minutes (5/18/10)**
- 2. Approval Warrants**
- 3. Approve FY11 Lincoln Hall Leases**
- 4. Approve Revised Veterans Memorial Park Policy**
- 5. Approve Request for Bench at Veterans Memorial Park**
- 6. Approve Revised Exemption from Sewer and Sanitation Charges Policy**
- 7. Sign Certificate of Appreciation for Brownell Library Volunteer**
- 8. Reading List Acceptance (Letters & Communications)**
  - **Invitation to Party for Brownell Library Volunteer 6/15/10**
  - **Invitation to Neighborhood Meeting at CVE 6/22/10**

**VOTING: 4 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, Dave Crawford, to attend. VOTING: 4 ayes; motion carried.**

The Board entered Executive Session at 8:01 PM.

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

Executive Session was adjourned and the regular meeting reconvened at 8:59 PM.

### **X. ADJOURNMENT**

**MOTION by John Lajza, SECOND by Peter Gustafson, to adjourn the meeting. VOTING: 4 ayes; motion carried.**

The meeting was adjourned at 9 PM.

*RScty: M.E.Riordan*