

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 21, 2010**

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

ADMINISTRATION: Dave Crawford, Village Manager.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, Deb Billado, called the meeting to order at 6:30 PM and held a moment of silence in memory of long time Village President and Trustee, Larry Yandow, who unexpectedly passed away on 9/11/10. The assemblage recited the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Add:

- Election of Village Vice President
- Executive Session – Personnel Issue

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

IV. OLD BUSINESS

1. Amtrak Station Surveillance Cameras

Dave Crawford reported cost sharing on the surveillance cameras is not clear at this point. The railroad generally speaking feels there would be payback for the cost of vandalism. There has not been much vandalism at the site, but there has been other activity that is not appropriate. The activities have been documented.

2. Discussion/Action: Recreation Dept. Agreement

It was noted the legal issues associated with the transfer of management need to be understood and this will require time so an extension of the agreement may be needed. Peter Gustafson restated his position of remaining silent on the transfer due to past working relationships with the recreation department by family members.

MOTION by George Tyler, SECOND by John Lajza, to send the letter as drafted to the chairwoman of the Prudential Committee. VOTING: 3 ayes, one abstention (Gustafson); motion carried.

V. NEW BUSINESS

1. Lease Renewal with IBM for Maple Street Park Soccer Field

MOTION by Peter Gustafson, SECOND by John Lajza, to sign the lease renewal with IBM for the Maple Street Park soccer complex. VOTING: unanimous (4-0); motion carried.

2. Approval of FY10 Year End Adjustments

Dave Crawford reported the year will end better financially than first thought. Park Street signal synchronization project (\$15,000) and the railroad station cameras (\$10,000) were not done. There was discussion of creating a reserve fund to cover situations that might occur in the future.

MOTION by George Tyler, SECOND by John Lajza, that out of the FY10 General Fund budget surplus the following amount shall be designated:

- 1) \$15,000 for the synchronization of the Park Street traffic signals;**
- 2) \$10,000 for the purchase of surveillance cameras to be used at the railroad station (amount to be reduced by offsetting contributions from any organization(s) or grant(s) received for this purpose);**
- 3) \$8,700 for payment of Health Reimbursement Arrangement Expenses to create a reserve for future payments;**

and further, any surplus from the sewer, water, and waste water treatment facility accounts if not combined could be designated in the same manner.

DISCUSSION: John Lajza expressed concern about creating a reserve fund that mixes general fund and enterprise fund money. Dave Crawford will discuss designating by department to keep the enterprise funds separate with the auditors.

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

Dave Crawford reported at the recent county manager's meeting it was announced health insurance costs are expected to increase about 18% next year. Peter Gustafson commented it is outrageous that in the middle of the worst recession since the Great Depression the health insurance companies are jacking up prices.

3. Discussion/Action on Board Vacancy

Village Vice President

MOTION by John Lajza, SECOND by George Tyler, to nominate Peter Gustafson as Village Vice President. VOTING: unanimous (4-0); motion carried.

Peter Gustafson said he is honored to assume the seat formerly held by Larry Yandow.

Trustee Vacancy

Dave Crawford stated the policy language does not appear to address the death of a member specifically. The trustees can decide if the language applies and act accordingly. An individual can be appointed to fill the term until the election at the next annual meeting (April, 2011). The Board agreed to run ads in the area newspapers and post on the website. Interviews will begin on October 12th and end October 26th. There was discussion of conducting interviews in open session or executive session. The matter will be further discussed on 9/28/10. The consensus of the Board is to authorize staff to advertise and post the vacancy with indication interviews will begin 10/12/10 and close 10/26/10.

Bridget Meyer suggested the *Burlington Free Press* do a story on filling the vacancy to further inform the public.

VI. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- September 28 @ 6:30 – Regular Trustees Meeting
 - Potential merger of CCMPO and CCRPC
 - Land application agreement with Whitcomb Farm
 - Briefing and Priorities by Public Works Superintendent
 - Interviewing in public or executive session
- October 12 @ 6:30 – Regular Trustees Meeting
- October 26 @ 6:30 – Regular Trustees Meeting
- November 9 @ 6:30 – Regular Trustees Meeting
- November 23 @ 6:30 – Regular Trustees Meeting
- December 14 @ 6:30 – Regular Trustees Meeting
- December 28 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- October 7 @ CVE – VLCT Town Fair
- December 1 – Light the Village Celebration
- Week of December 13 – Budget Day with Department Heads

2. Lighting of Streetlights

Prior to the start of the October 12, 2010 Trustees meeting there will be a small celebration by lighting the streetlights on Pearl Street and thanking the contractors for their good work.

3. Sewer Manhole Rehab Project and Blower Replacement

The manhole rehab project is pushed into the future to allow further definition of the need and scope. The blower replacement is progressing slowly.

4. South Summit Street Project

Progress continues. There have been some change orders.

5. Railroad Recess Volunteer Group

The group is working on a railroad hop event to coordinate with the tree lighting event.

6. Memorial for Larry Yandow at Train Station

Suggestion has been made to name the glassed space at the train station where model trains will be displayed for Larry Yandow who had an interest in rail. As well the train station is located near the block party which Larry Yandow was instrumental in establishing. Some of Trustee Yandow's trains may be displayed in the display area.

7. Recreation Advisory Council

Meeting scheduled for 9/30/10 at 6:30 PM to discuss recreation governance.

8. Hach Contest

Waste water facility staff have entered a contest with the Hach Company for free lab equipment.

9. Thank You to Sen. Leahy

A note of thanks was sent to Sen. Leahy acknowledging his assistance with funding for the Pearl Street improvements. The grand opening ceremony was a tremendous celebration.

VII. TRUSTEES COMMENTS/CONCERNS

- John Lajza mentioned the email he received regarding the crosswalk by Kinney Drugs and cars making a right turn on red potentially colliding with pedestrians. Staff will have the Village Engineer (traffic engineer) investigate the situation.

VIII. CONSENT AGENDA & READING FILE

MOTION by Peter Gustafson, SECOND by John Lajza, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (8/10/10&8/24/10)**
- 2. Approve Warrants**
- 3. Approval of Lease with NECR for Use of Space at the Rail Station**
- 4. Approval of Noise Waiver: Homecoming Fireworks Display at EHS on 10/9/10**
- 5. Approval of STAG Grant Reallocation for Equipment Purchase**
- 6. Reading List Acceptance (Letters & Communications)**
 - **Planning Commission Minutes 8/19/10**
 - **Thank You Letter from Sen. Leahy re: Pearl Street Project**
 - **Full Poster of Events in Downtown Essex Junction**
 - **Press Release from CCMPO re: Way to Go Commuter Challenge**
 - **VLCT Issue Paper #1 August 2010 re: Transportation**
 - **VLCT Issue Paper #2 September 2010 re: Education Funding**
 - **Letter from CCMPO/CCRPC re: Potential Merger**

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, contract negotiations, personnel matters, and/or 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: unanimous (4-0); motion carried.

Executive Session was convened at 7:35 PM.

MOTION by Peter Gustafson, SECOND by George Tyler, 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 7:59 PM.

X. ADJOURNMENT

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

The meeting was adjourned at 8:00 PM.