

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 28, 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 led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Add under 'New Business' – Front Porch Forum Agreement.

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

2. Presentation on CCMPO and CCRPC Merger Proposal

Michele Boomhower, CCMPO Executive Director, and Charles Baker, CCRPC Executive Director, explained the proposed merger of the MPO and RPC to further streamline the already occurring collaboration between the two entities and gain efficiencies while ensuring continuity of service to towns. MPO and RPC staff is very supportive of the merger. Details associated with the transition of staff and board members need to be worked out. Member towns are being asked to provide comment on the proposed merger which will be reviewed at the next joint board meeting on November 3, 2010. Information and a recommendation will be sent to the legislature for the 2011 session.

3. Update on WWTF and Pump Station Project

Jim Jutras, WWTF Superintendent, and Wayne Elliot, consultant from FAA, reported on deficiencies found at the seven pump stations owned by the village. The pump station at the high school has major deficiencies due to limited well size and volume. Also, there are frequent clogs due to lack of screening. A significant source of clogs is 'flushable' wipes from residences; the wipes do not break down and consequently clog up the pipes. The suggested solution for the high school pump station is a new station with a grinder (cost of \$750,000 with a lifespan over 30 years). Other alternatives that will address immediate issues, but not have as long a lifespan include upgrading the existing station (cost of \$250,000 with a lifespan of up to 10 years) or adding new head works (cost of \$500,000). In addition to the pump station work at the high school, Mr. Elliot recommended continuing to set aside \$25,000 per year for capital maintenance on all the pump stations. The estimated budget for the new pump station at the high school and associated contingency and inflation factors plus telemetry at the other pump stations to allow remote alarm monitoring is \$1,235,000. Funding sources include a revolving loan

from the state, the Vermont Bond Bank, and local share. The timeline for the pump station work is a bond vote in April 2011 then bidding followed by construction in April 2012 with a targeted completion date of March, 2013. Dave Crawford noted there will be two bond votes, one for the pump station and one for necessary improvements to the treatment plant. The public needs to be informed of the issues and the need to support both bond votes. Jim Jutras is working with Village Attorney, Dave Barra, on amendments to the Tri-Town Agreement relative to the upcoming bond votes.

Delegates to the Tri-Town WWTF Committee

MOTION by George Tyler, SECOND by John Lajza, to appoint Deb Billado as the village representative on the Tri-Town WWTF Committee. VOTING: unanimous (4-0); motion carried.

MOTION by George Tyler, SECOND by John Lajza, to appoint Jim Jutras as the primary staff delegate to the Tri-Town WWTF Committee and Dave Crawford as the alternate. VOTING: unanimous (4-0); motion carried.

4. Discussion/Action on Liquid Sludge Land Application Agreement

Jim Jutras reported the Whitcomb Farm will haul liquid material from the WWTF to their adjacent farm off Cascade Street to spread onto certified fields. The loads are highly certified to meet rigid standards and closely regulated and managed. Funds used to pay for dewatering will instead be used to pay for the transportation and management of up to one million gallons of liquid going to the Whitcomb fields. Whitcomb Farm and Farr Farm in Richmond use the liquid material to offset fertilizer costs. The liquid is a natural fertilizer versus chemical fertilizers, has a lower phosphorous content than conventional fertilizers, and will be spread on the fields rather than go into the landfill.

MOTION by John Lajza, SECOND by George Tyler, to authorize the Village Manager to sign the Liquid Sludge and Land Application Agreement with Whitcomb Farm. VOTING: unanimous (4-0); motion carried.

5. Department Head Briefing: Public Works

Rick Jones, Public Works Superintendent, briefed the Trustees on the following:

- South Summit Street Water Line Conversion of Old Mains to New Mains
Work is progressing after encountering some issues. Water was shut off to more houses than anticipated. Water service was back on by 4:30 PM the same day.
- Paving
Shimming Aspen Drive (30' wide, .3 mile long) used half of the \$90,000 paving budget. Other streets to be repaved include Central Street and Elm Street. The state will help with repaving on Class 1 roads in 2013-14. John Lajza mentioned having the state also help repave streets used as shortcuts, such as West Street and South Street which divert traffic from Class 1 roads.
- Sign Management Plan to be in place by January 2012

All signs must be retro-reflective. Rick Jones will attend the Vermont Local Roads workshop in November.

- Summit Street 4” Water Line
The 60 year old water line on Summit Street needs to be replaced and should be moved up in the capital plan. There were three breaks in the past year. Peter Gustafson urged stressing to the voters at the annual meeting the need to maintain the village’s infrastructure.
- Maple Street Water Line
The old 4” water line on Maple Street has been transferred to a 12” line so there are no more breaks.
- New Metering Systems
The 25 year old meters will be replaced with radio read meters. The meters can be read from a vehicle in the street.
- Sanitation
The pole camera is being used to inspect manholes for the rehab program. The new vacuum vehicle is working well.
- Salt Supply
The bin is full with salt for winter.
- Park Street Traffic Light Synchronization
The cost to do the synchronization work is higher than expected because it is next year’s price (the contractor cannot do the work until next year).

IV. OLD BUSINESS

1. Discussion/Action Board of Trustees Vacancy

There was lengthy discussion of whether candidates should be interviewed in open or closed session. A legal opinion may be needed on provisions of the open meeting and right to know laws. Considerations include:

- In open session the public will know who the candidates are and will hear their answers to the interview questions, but in closed session this information will not be known.
- In open session the first individual interviewed will not have prior knowledge of the questions to be asked, but subsequent interviewees will be aware of the questions prior to their interview and can better prepare their answers.
- Give each candidate the choice to be interviewed in public or private (an individual may not want their name or other information known to the public if they are not selected).
- Recognize the motivation to volunteer for the position may vary across candidates in that some may just want to serve for six months while others may seek re-election at the next annual meeting.

There was mention of holding interviews on October 12, 2010 and scheduling an additional work session that week to complete any remaining interviews. Interviews will also be conducted on October 26, 2010.

MOTION by Peter Gustafson, SECOND by George Tyler, that the names of those individuals who apply for the six month position vacated by Larry Yandow will be

open to the public and the individuals will be invited to a specific time block not to exceed 15 minutes for an interview, and if the individual chooses to have an executive session within their interview time block that will be arranged. **VOTING: unanimous (4-0); motion carried.**

V. NEW BUSINESS

1. Front Porch Forum Agreement

The letter to Michael Wood-Lewis, Front Porch Forum, dated 9/26/10, was reviewed. Point #1 was amended to read: “Village wide postings, two per account, equaling 20 posts per month to all neighborhood forums in Essex and Essex Junction with the exception of the library.”

MOTION by John Lajza, SECOND by George Tyler, to authorize the Village Manager to finalize and sign the letter to Michael Wood-Lewis, Front Porch Forum. VOTING: unanimous (4-0); motion carried.

2. Determine Date for Discussion of Board and Staff Priorities

October 12, 2010 meeting will include the lighting ceremony, discussion of the priorities list, WWTF budget goals, and the website. Interviews will be conducted on October 21, 2010 from 6 PM to 8 PM. The meeting on October 26, 2010 will complete the interviews, make an appointment, and cover year end FY10 information.

VI. VILLAGE MANAGER’S REPORT

1. Meeting Schedule

- 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
- October 12 @ 5 PM – Lighting Ceremony, Pearl Street
- December 1 – Light the Village Celebration
- Week of December 13 – Budget Day with Department Heads

2. CHIPS Grant

CHIPS received an annual grant of \$125,000 for the next five years to continue their good work in the community.

3. Political Signs

Information on the sign ordinance relative to political signs is posted on the website.

VII. TRUSTEES COMMENTS/CONCERNS

- Tolerance by residents on South Summit Street for the road work is acknowledged and appreciated. The project should be complete by late October.
- John Lajza reported the CSWD capital budget approved by member towns will be exceeded due to the cost of the new compost facility being built in Williston. The facility will collect and process organic waste material into compost.

MOTION by George Tyler, SECOND by John Lajza, to add the letter from CSWD, dated 9/24/10, regarding the compost facility to the agenda.

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

MOTION by George Tyler, SECOND by Peter Gustafson, to direct the Village Manager to write a letter to indicate approval of the plan as proposed by CSWD with regard to the compost facility. VOTING: unanimous (4-0); motion carried.

VIII. CONSENT AGENDA & READING FILE

MOTION by Peter Gustafson, SECOND by George Tyler, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (09/09/10)**
- 2. Approve Warrants**
- 3. Reading List Acceptance (Letters & Communications)**
 - **VLCT Issue Paper #3 re: Land Use**
 - **VLCT Issue Paper #5 re: Health Care**

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

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

MOTION by George Tyler, SECOND by Peter Gustafson, to adjourn the meeting.

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

The meeting was adjourned at 8:50 PM.

RScty: M.E.Riordan