

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
May 3, 2011**

**BOARD OF TRUSTEES:** George Tyler, Dan Kerin, Lori Houghton, John Lajza. (Deb Billado was absent.)

**ADMINISTRATION:** Dave Crawford, Village Manager.

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

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

**II. AGENDA ADDITIONS/CHANGES**

Add under "Old Business":

- Appointments to CCMPO Board

Add under "New Business":

- Summary of meeting on community planning grant

Add under "Manager's Report":

- Meeting on CSWD budget at Essex Selectboard meeting on 5/24/11
- National Train Day on May 7, 2011
- Steering committee meeting on Chittenden County Regional Planning for Sustainable Development on May 25, 2011
- Executive Session item

**III. GUESTS AND PRESENTATION**

1. Comments from Public on Items Not on Agenda

None.

2. Presentation by Charlie Baker, CCRPC, and Michele Boomhower, CCMPO, regarding Proposed Merger

Charlie Baker (CCRPC), Michele Boomhower (CCMPO), Ron Gauthier (Essex Junction representative on the CCRPC board), John Lajza (Essex Junction representative on the CCMPO board), and Jeff Carr (Essex Town representative on the CCMPO board) requested support of the proposed merger of regional planning and metropolitan planning into one organization. John Lajza noted both sets of staff are positive in moving forward with the merger. Development and growing a transportation system should be a combined effort and both organizations have always worked well together and supported each other's endeavors. With the merger, policies will be unified. Administratively there will be streamlining. The first joint board meeting is scheduled on May 18, 2011. Appointees to the new board are needed. The administrative consolidation will be complete by July 1, 2011. There will be education and training for the new board members on the consolidated entity. A new name has not yet been chosen for the organization ("CCRPC" was suggested by many CCMPO members in the interim). Jeff Carr commented the merger will provide higher quality planning services, more efficiencies and effectiveness.

**IV. OLD BUSINESS**

1. Sign Resolution in Support of CCRPC /CCMPO Merger

**MOTION by Lori Houghton, SECOND by Dan Kerin, to approve the merger of CCRPC and CCMPO as proposed. VOTING: unanimous (4-0); motion carried.**

The Board signed the resolution of support.

*Appointments to CCMPO*

Dan Kerin expressed interest in serving on the CCMPO board. John Lajza is the current representative on the CCMPO board. There was mention of the importance of maintaining continuity.

**MOTION by George Tyler, SECOND by Lori Houghton, that John Lajza continue as representative on the CCMPO board and Dan Kerin be the alternate. VOTING: unanimous (4-0); motion carried.**

*Chittenden County Regional Planning for Sustainable Development*

John Lajza noted he is available to attend the meeting on May 25, 2011 at 8:30 AM.

2. Update/Action as Needed on WWTF and Pump Station Projects

*Timelines*

Wayne Elliott, project engineer, reviewed the project schedule for improvements to the waste water treatment facility. A monthly briefing will be given to the Board on the progress of the work. The schedule for the pump station upgrades was reviewed as well.

*Administrative Process and Rules*

An organizational chart showing the project team was reviewed. The firms are Vermont owned and based in the state. All the firms have worked together on projects for many years. Dave Crawford noted the Tri-Town Committee will receive updates at their meetings. The Village Manager will meet monthly with the consulting engineer and Jim Jutras will meet every two weeks with the engineer.

*Authorization to File ANR RLF Applications*

Engineering project cost for the WWTF is \$764,800. The budget is \$785,000. The engineering project cost for the pump station upgrades is \$64,300. Dave Crawford noted the engineering cost budget is greater than the expected design costs because AE Engineering looks at what is needed and not what is allowed which is appreciated.

**MOTION by Lori Houghton, SECOND by John Lajza, to authorize the Village Manager to file the grant application for the WWTF and to appoint Dave Crawford to serve as the authorized representative and Jim Jutras as the alternate. VOTING: unanimous (4-0); motion carried.**

**MOTION by Dan Kerin, SECOND by John Lajza, to authorize the Village Manager to file the grant application for the pump station upgrades and to appoint Dave**

**Crawford to serve as the authorized representative and Jim Jutras as the alternate. VOTING: unanimous (4-0); motion carried.**

*Financial Planning for Projects*

Wayne Elliott reviewed financing options including the bond bank (4.5% interest), the state revolving loan program (20 year term, 2% interest), and a combination of state and bank financing. The plan is to use the state revolving loan program with a 2% interest rate and a short term bank line of credit at 1.5% interest for cash flow. More information will be provided to the Board at future meetings.

*Engineering Agreements*

Wayne Elliott noted the engineering agreement document is comprehensive. The state reviews fees and scope of work. Mr. Elliott assured his costs are fair and reasonable.

**MOTION by John Lajza, SECOND by Dan Kerin, to authorize the Village Manager to sign the engineering agreements for the WWTF totaling \$764,800 with the understanding the agreements shall be reviewed by the Village Engineer and finalization of attachment documents shall be reviewed by the Village Engineer. VOTING: unanimous (4-0); motion carried.**

**MOTION by Lori Houghton, SECOND by John Lajza, to authorize the Village Manager to sign the design engineering agreement for the pump station upgrades totaling \$64,300 and that the agreement shall be reviewed by village staff and the Village Attorney. VOTING: unanimous (4-0); motion carried.**

*Rate Increase and Rate Structure Study*

Dave Crawford advised the rate increase needs to be phased in an equitable way. There is some capital for the facility and capital for the improvements. The Village determines the wholesale rate for the other two member communities (Essex, Williston). With the WWTF project, the prorated portion of the debt payment will be passed on to the member communities. A study needs to be done to ensure due diligence and that the rates are equitable. The Board will be kept informed. The cost of the study is estimated at \$5,000. It was noted 85% of the community supported the waste water treatment facility project and the bond vote. The effort by staff and the consulting engineer to get information out to the public was commended.

**3. Discussion regarding Sale of WWTF Capacity to Town of Williston**

Dave Crawford reported Williston is interested in purchasing 50,000 gpd of excess capacity owned by the Village. The sales agreement includes a deferred payment option and allowance to purchase additional capacity. In the past Williston has leased capacity because the Village would not sell. The money from the sale will be applied to the village's capital debt pay off. Wayne Elliott noted a study was done that confirmed it made sense to use existing capacity rather than build new. With the new improvements to the WWTF there will be increased efficiency and decrease in flows.

**MOTION by Lori Houghton, SECOND by Dan Kerin, to authorize the Village Manager to send the sales agreement to the Town of Williston and continue with negotiations. VOTING: unanimous (4-0); motion carried.**

**V. NEW BUSINESS**

**1. Discussion of Board Meeting Operation**

There was discussion of representing the village on various committees. Appointment was made to CCMPO (John Lajza as representative for the village and Dan Kerin as alternate).

2. Discussion of Orton Family Foundation Heart and Soul Community Planning Grant Opportunity for a \$100,000 grant from the Orton Family Foundation to maintain older communities was mentioned. There is a local match requirement. There was discussion at the preliminary meeting of bringing in the Town of Essex as well as the Village. The Essex Selectboard is to discuss going forward with the grant application. The Village will move forward regardless. John Lajza commented tax unfairness is the wall between the communities of Essex and Essex Junction so any way to work together is helpful and will build the relationship. The focus should first be on building the relationship and then the tax issue can be discussed. The consensus of the Board is in support of the effort to be as inclusive as possible.

3. Discuss/Sign Resolution of Support for F-35 Aircraft for Vermont Air National Guard  
The consensus of the Board is in support of the aircraft assignment to the Vermont Air National Guard. The item will remain on the agenda and on the website to allow public comment.

**4. Set Date/Discuss Agenda for Trustee Work Session**

The strategic planning session was scheduled for 5/12/11 beginning at 4 PM. Goals and projects, short and long term, will be identified. Each trustee should bring ideas to the meeting for discussion. Suggested items include painting the Amtrak station, communicating with the community via social media, electronic processes to reduce paperwork for meetings. Staff will forward the list of ongoing items.

**VI. VILLAGE MANAGER'S REPORT**

The Trustees received a memo on items in the Manager's Report.

**1. Meeting Schedule**

- June 14 @ 6:30 – Regular Trustees Meeting
- June 28 @ 6:30 – Regular Trustees Meeting
- July 12 @ 6:30 – Regular Trustees Meeting
- July 26 @ 6:30 – Regular Trustees Meeting
- August 9 @ 6:30 – Regular Trustees Meeting
- August 23 @ 6:30 – Regular Trustees Meeting
- September 13 @ 6:30 – Regular Trustees Meeting
- September 27 @ 6:30 – Regular Trustees Meeting

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Special Meetings/Events:

- May 7 – National Train Day (free train ride from St. Albans to White River Jct.)
- May 7 – Green Up Day
- May 24 – Attend VLCT Presentation with Essex Selectboard on role of government board members, manager form of government, and open meeting law
- May 25 - Steering Committee on Chittenden County Regional Planning for Sustainable Development
- May 28 – Memorial Day Parade
- July 23 – 10<sup>th</sup> Annual Block Party
- October 6 – VLCT Town Fair, Killington

## 2. Mike Coates

Announcement was made that Mike Coates, long time transportation advocate, particularly rail, passed away on 5/2/11. Mr. Coates' passing is a great loss to Williston, Chittenden County, and the state.

## 3. CCMPO Work Plan Presentation

The public presentation of the CCMPO work plan is May 18, 2011.

## 4. Chris Chiquoine Request

Mr. Chiquoine requested time with the Board to discuss the CVE agreements.

## 5. George Dunbar, III, Communication

Communication was received from George Dunbar, III regarding the village capital plan and when Executive Session can be held.

**VII. TRUSTEES COMMENTS/CONCERNS**

John Lajza reported the Fire Dept.'s performance at the Fisher residence (during removal of hazardous materials) was commended and recognized for the professionalism and efficient handling of the situation.

**VIII. CONSENT AGENDA & READING FILE**

**MOTION by Dan Kerin, SECOND by John Lajza, to approve the consent agenda as follows:**

- 1. Authorize Village Manager to award bid for Fairview Farms storm water pond improvement project**
- 2. Reading List Acceptance (Letters & Communications)**
  - **Planning Commission minutes (4/7/11 & 4/21/11)**
  - **Block Party Committee minutes 4/25/11**
  - **Memo to staff re: Acting Village Manager 5/9/11-5/11/11**
  - **Donation (PILOT) from NETS Institute**
  - **Essex CHIPS Memorial Day pancake breakfast 5/28/11**
  - **Notice from CCMPO of public hearing to review FY2012 unified planning work program 5/18/11**

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

**IX. EXECUTIVE SESSION and/or ADJOURNMENT**

**MOTION by George Tyler, SECOND by Lori Houghton, that the Board of Trustees go into Executive Session to discuss contractual and legal matters relative to a tax agreement for 4 and 34 Park Street where premature general public knowledge would clearly place the village at a substantial disadvantage, and to invite the Village Manager and Alex McEwing to attend. VOTING: unanimous (4-0); motion carried.**

The regular meeting was adjourned and Executive Session convened at 8:30 PM.  
Executive Session adjourned at 9:20 PM.

*RScty: M.E.Riordan*