

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
August 9, 2011**

BOARD OF TRUSTEES: George Tyler, Dan Kerin, Lori Houghton, John Lajza.
ADMINISTRATION: Dave Crawford, Village Manager.
OTHERS PRESENT: Hank Slauson, Alex Slauson, John and Jonathan Compo, Jason Starr, Brad Luck.

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 "Manager's Report":

- News release on Flex-A-Seal
- Crescent connector timeline
- Emails with positive feedback on Summit Street work

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

IV. OLD BUSINESS

1. Authorize Village Manager to Sign Lease Agreement with Flex-A-Seal
Dave Crawford explained Flex-A-Seal employs 76 people and wants to expand their operation in the village. Additional parking is needed. There is space for up to 40 parking spaces on village garage property. An agreement has been drafted.

MOTION by John Lajza, SECOND by Dan Kerin, to authorize the Village Manager to sign the lease agreement with Flex-A-Seal for parking on a portion of the village garage site as presented. VOTING: unanimous (4-0); motion carried.

The lease agreement was signed.

2. Final Approval and Signing of Bradford Loan

MOTION by Dan Kerin, SECOND by John Lajza, to approve and sign the Bradford loan documents and authorize the Village Manager to sign any subsequent documents as necessary. VOTING: unanimous (4-0); motion carried.

3. Update on Circ Highway Alternate Projects

George Tyler reviewed the timeline if the crescent connector project is one of the alternate projects chosen by the CCRPC/CCMPO committee. According to the timeline between now and September, 2012 the land will be surveyed, rights-of-way secured,

project design done, and the bid awarded. Dave Crawford noted assistance from the state is needed via access to VTrans Right-of-Way Division and Ande DeForge to help move through the right-of-way process (and help secure state funds upfront). If this is not possible then the project will slow down and go through the legislature which will cause about a six month delay.

4. Choose the New Trustee

Discussed in Executive Session.

V. NEW BUSINESS

1. Plan for August 16, 2011 Meeting at Maple Street Park

Tentative agenda items include a public hearing on the grant application for Lincoln Street sidewalk, discussion of the Trustees action plan (list of items and priority), update on alternatives to the circ highway including the crescent connector, discussion of the ladder truck memorandum of understanding, and general public comments (perhaps including comments on Stevens Park and the annual meeting budget vote). Tentative order of business for the meeting is action items followed by the public hearing then information on the action plan and public comments. Lori Houghton suggested directional signs to the meeting be posted and the pavilion should be set up so the trustee table faces the public.

It was mentioned that the Town of Essex may contribute \$200,000 over four years toward the purchase of a new ladder truck to replace the 22 year old village truck. Collaboration on the purchase begins the process of coordinating capital purchases between the village and town.

VI. VILLAGE MANAGER'S REPORT

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

1. Meeting Schedule

- August 16 @ 5:30 – Regular Trustees Meeting (Maple Street Park)
- September 13 @ 6:30 – Regular Trustees Meeting
- September 27 @ 6:30 – Regular Trustees Meeting
- October 11 @ 6:30 – Regular Trustees Meeting
- October 25 @ 6:30 – Regular Trustees Meeting
- November 8 @ 6:30 – Regular Trustees Meeting
- November 22 @ 6:30 – Regular Trustees Meeting
- December 13 @ 6:30 - Regular Trustees Meeting
- December 27 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- October 6 – VLCT Town Fair, Killington
- December 7 – Light the Village Celebration and Train Hop

2. Ladder Truck Repair

Repair of structural rot on the ladder truck is necessary to keep the truck in service.

3. Project Updates

- Main Street paving is complete and within budget.
- Water meter conversion is ongoing.
- Minor sidewalk work is complete.
- Line marking is nearly done.
- Review of waste water treatment plant plans is ongoing.
- Tri-Town Amendment #4 to be forwarded to Williston and Essex.
- Two vacancies at the treatment plant are advertised (“Plant Operator II” and “Environmental Technical Assistant”).
- Summit Street work is actively progressing (lots of positive feedback from residents).

VII. TRUSTEES COMMENTS/CONCERNS

- Frank Bryant will be at the Brownell Library to share thoughts and points of view on town meeting.
- Vacant building ordinance will be on a future Trustees agenda for discussion. Where the planning commission comes into the process and the process for creating a village ordinance will also be discussed.
- CSWD announced a waste reduction grant available to local communities to clean up trouble spots (\$10,000 for Chittenden County; 25% match by the community).

VIII. CONSENT AGENDA & READING FILE

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

- 1. Approve Warrants**
- 2. Reading List Acceptance (Letters & Communications)**
 - **Letter of Acknowledgement from CCRPC re: FY12 Enhancement Program Funding Request**

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

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, that the Board of Trustees go into Executive Session to discuss personnel matters where premature general public knowledge would place the village at a substantial disadvantage, and to invite the Village Manager to attend. VOTING: unanimous (4-0); motion carried.

Executive Session convened at 7:10 PM. The regular meeting reconvened at 7:39 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Lori Houghton, to appoint Mary Morris to fill the vacancy on the Board of Trustees through the village elections in April, 2012. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7:40 PM.

RScty: M.E.Riordan