

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 11, 2011**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Mary Morris, Lori Houghton. (John Lajza was absent.)
ADMINISTRATION: Dave Crawford, Village Manager.
OTHERS PRESENT: Kat Redniss, Jason Starr (Essex Reporter).

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

Additions to the agenda were provided in a memo from the Village Manager to the Board of Trustees.

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda
There were no comments from the public in attendance.

IV. OLD BUSINESS

1. Discussion of Amtrak Station Vision

The following was discussed:

- There is a memorandum of understanding with CCTA to work with the Village on repainting their portion of the station next spring. John Alden will assist with the color selection.
- Another option is to approach Amtrak about the possibility of repainting the entire building.
- Application can be made for a grant from VTrans for a new roof on the train station.
- RailAmerica has concerns about giving permission to do work on the station because they want Amtrak to do the improvements they promised including painting the station, repairing the platform and roof, and meeting federal requirements with regard to code required work in the building.
- The Village has asked for an explanation of the delay and may need to contact Sen. Leahy's Office about the matter in order to move the project forward.
- The station improvements could be done as part of the Great American Station Program.
- In summary, the plan of action is to work with John Alden on the paint color(s) for the station, push RailAmerica and Amtrak to action, and pursue any assistance through the Great American Stations Program.
- Dave Crawford will identify specific contacts at Amtrak (names and phone numbers) to be provided to George Tyler for follow up at the upcoming Great American Stations event in Burlington.

MOTION by Dan Kerin, SECOND by Mary Morris, to authorize staff to send an email to the Amtrak architect requesting that the work on the train station in Essex Junction not be postponed. VOTING: unanimous (4-0); motion carried.

MOTION by Dan Kerin, SECOND by Mary Morris, to accept the Village Manager's suggestion to pursue issues with the train station improvements with Vermont's Congressional delegation if Amtrak and VTrans do not have a favorable response to the village's request.

FRIENDLY AMENDMENT to include pursuing all appropriate avenues of support in addition to Vermont's Congressional delegation.

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

The Board reviewed renderings of the train station with a pitched roof.

2. Discussion of Library Facebook Page

There was discussion of the request by the Library to establish a Facebook page. Section 3.01 of the village charter was referenced pertaining to the Brownell Library Board of Trustees (elected) and who is eligible to hold office. The charge of the Library Board of Trustees is to establish policy for the operation of the library in conformance with Vermont statutes. The social media policy drafted by VLCT was reviewed. The Board felt the draft policy is appropriate for the village, but the Library Board of Trustees can set policy for the library with regard to establishing a Facebook page. There was agreement a Facebook page is an excellent way to broadcast information.

MOTION by Mary Morris, SECOND by Dan Kerin, to support the establishment of a Facebook page for the library with the condition the Brownell Library Trustees review the VLCT draft social media policy and then establish their own policy for social media use by the library.

DISCUSSION: Dave Crawford pointed out the library is a department of the village and the village makes policy for the library so it is recommended the decision on the Facebook page be made by the Village Board of Trustees. Mary Morris agreed having a village policy in general regarding social media makes sense, but the library can establish their own Facebook page. George Tyler echoed Trustee Morris' comments, adding he has confidence the library staff will draft a solid policy for their Facebook page. Dave Crawford confirmed the Village Trustees feel it is not necessary for the policy to have Village Manager or Village Attorney review. Dan Kerin commented the village and the library policies should not conflict each other. George Tyler clarified a social media policy needs to be adopted by the Village Trustees for the village website. The library will have their policy for their Facebook page. There were no further comments.

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

3. Review National Flood Insurance Program Information

Dave Crawford reported the flood maps show that there are many property owners impacted by the flood plain. Staff is recommending that a public hearing be held to provide information on the National Flood Insurance Program. Following further discussion the Trustees wanted more information on whether property owners will be required to carry flood insurance if the village enters into the program. Dave Crawford will have Development Director Robin Pierce investigate the matter and invite a representative from the program to attend the public hearing. The flood maps will be posted on the village website, if a pdf file can be obtained of the maps.

V. NEW BUSINESS

1. Status of FY13 General Fund Capital Plan

Dave Crawford reviewed the current capital plan and indicated the next version of the capital plan will show grant projects separate from the general fund and enterprise fund projects. Staff will be reviewing the capital plan with the Trustees on November 8, 2011 and suggests discussing the capital plan at that time since that will be the latest information and include all proposed additions. Four expected additions include \$30,000 for design development of the crescent connector roadway, \$30,000 as match to a \$118,640 federal grant for sidewalks on Lincoln Street (no news as yet on whether the village's application for a state grant to cover sidewalk, curbs, and lighting has been awarded), \$12,500 as match to the Orton Heart & Soul Community Planning grant, and \$11,000 to bring email in-house. The Library is requesting \$17,000 for new public computers and the Administration is requesting \$16,000 for a new network server. Requests from departments are to be submitted to the Finance Director by October 14, 2011.

George Tyler asked about the paving budget. Dave Crawford explained the budget for paving is grossly underfunded (\$90,000 in the budget plus \$15,000 for pothole repair and skimming). Money slated for residential areas was redirected to Main Street for Class I Roads. The impact of Tropical Storm Irene on the paving budget at the state level is not yet known, but if the village has to cover paving on state roads that will be a challenge with an estimated expense of \$1.2 million.

Dave Crawford mentioned staff's efforts and success in securing grants for projects, citing the generator replacement as one example.

2. Set FY13 Budget Goals

There was discussion of the budget goals outlined in the memo from the Village Manager to the Board, dated 10/11/11 in support of "realistic budgeting". The Board concurred with the budgeting approach. Mary Morris suggested department heads do a "wish list" budget and a "cannot live without" budget to determine acceptable service level. Dave Crawford explained department heads in their budget presentations explain the level of service they need to provide and where cuts or additions are acceptable. Dan Kerin commented even at the bottom line it may be necessary to prioritize to benefit the village as a whole. Dave Crawford stated staff through the budget process will help identify the

choices that can be made within the budget. George Tyler stressed the need to retain services that make it worthwhile to live in the village.

MOTION by Lori Houghton, SECOND by Mary Morris, to direct the Village Manager to summarize the minutes of the budget discussion and forward the information to department heads. VOTING: unanimous (4-0); motion carried.

VI. VILLAGE MANAGER'S REPORT

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

1. Meeting Schedule

- 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
- January 10 @ 6:30 – Regular Trustees Meeting
- January 24 @ 6:30 – Regular Trustees Meeting
- February 14 @ 6:30 – Regular Trustees Meeting
- February 28 @ 6:30 – Regular Trustees Meeting
- March 13 @ 6:30 – Regular Trustees Meeting
- March 27 @ 6:30 – Regular Trustees Meeting
- April 10 @ 6:30 – Regular Trustees Meeting
- April 24 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- December 7 – Light the Village Celebration and Train Hop
- March 7 – Special Meeting with Prudential Committee
- April 4 – Village Annual Meeting
- April 10 – Australian Ballot Voting

2. Volunteer Groups

The Trustees will review the list of groups handling Board of Trustees initiatives and contacts the manager's office has.

3. VLCT Town Fair

Useful information was obtained at the annual VLCT town fair regarding several Village issues.

4. Health Insurance Comparisons

Information on health insurance coverage will be provided at the staff review committee meeting on 10/14/11.

5. Amtrak and the Great American Stations Event

Ted Brady with Sen. Leahy's Office was contacted about help in getting Amtrak's committal to move forward on improvements to the station in Essex Junction in the summer of 2012. The Great American Stations Civic Conversation is rescheduled to 12/8/11.

6. Open Meeting Presentations

Secretary of State, Jim Condos, will be leading a session on the open meeting law at St. Michael's on 10/13/2011.

7. Positions at the Waste Water Treatment Facility

Environmental Tech Assistant full-time, temporary, position has been filled for one year, no benefits, to help with the rehab project at the treatment plant and associated work. Treatment Plant Operator position is close to being filled.

8. Grants in Process

Application has been submitted for a state municipal planning grant supplemental to the Orton grant. The health community grant for \$10,000 was received.

9. Audit

The annual financial audit has begun.

VII. TRUSTEES COMMENTS/CONCERNS

- Lori Houghton announced the book discussion on town meeting with UVM Professor Frank Bryan on October 19, 2011 at the Brownell Library as the kick off event to promote the village annual meeting and increase attendance. The event is co-sponsored by the Village Trustees and the Brownell Library Foundation.
- George Tyler reviewed the letter to be sent to Charlee Day, Chair of the Prudential Committee, regarding working collaboratively on village wide Wi-Fi.

VIII. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the consent agenda as presented:

1. Approve Warrants
2. Approve Burn Permit for Bonfire at EJRP 10/22/11
3. Reading List Acceptance (Letters & Communications)
 - Recreation Advisory Council Minutes 8/25/11
 - Planning Commission Minutes 9/15/11
 - Letter from CVE re: Crescent Connector 9/27/11

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, specifically Employee Association negotiation preparation, 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 8:20 PM and adjourned at 9:04 p.m.

MOTION was made and SECONDED, that the Board of Trustees go into Executive Session to discuss personnel matters and real estate issues, 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 was convened at 9:05 PM and adjourned at 9:33 PM. The regular meeting was adjourned at 9:34 PM.

RScty: M.E.Riordan