

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 17, 2012**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Mary Morris, Lori Houghton, John Lajza.
ADMINISTRATION: Dave Crawford, Village Manager; Lauren Morrisseau, Finance Director; Darby Brazoski, Management Assistant Intern.
OTHERS PRESENT: Kevin Collins.

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:

- Partnership Agreement for the Orton Foundation grant
- Duties and Responsibilities of the Management Assistant position
- Meeting minutes of the Planning Commission, January 12, 2012.

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda
None.

IV. OLD BUSINESS

1. Review Proposed FY13 Budgets and Approve for Public Hearing

There was discussion of the following:

- Reduction in expenditures in the Planning and Economic Development budgets totaling \$14,500 which will help cover the cost of the Management Assistant position.
- Legal expenses in the Administration and Planning budgets for legal opinions, enforcement of ordinances, review of the updates to the comprehensive plan, and such.
- Duties of the Management Assistant that include being a liaison to volunteer community groups, seeking grants, and other tasks as assigned. Concern was expressed as to whether there is a need for a full time Management Assistant position unless the duties are expanded to include communications and marketing type tasks. It was noted grants that have been applied for and received have offset the cost of the part-time position to date.
- Potential use of most of the money in the Land Acquisition Fund for land purchase, fire truck purchase, sweeper purchase, paving, crosswalks, or to add to reserve funds. Purchase of the ladder truck and sweeper will require \$330,000 which will leave \$90,000 in the Land Acquisition Fund. Another option is to use

the money in the Land Acquisition Fund for capital needs, such as paving, and borrow the money for purchase of the fire truck and sweeper.

- Adding clarifying language to say that use of the remaining money in the Land Acquisition Fund can be done without first seeking voter approval so the village can act quickly to an opportunity that benefits the community.
- Investigating a lease-purchase arrangement for a sweeper.
- Reducing the amount in the Land Acquisition Fund to \$100,000 with the remainder going into the Capital Fund for projects such as paving and crosswalks.

Staff will draft a warning item for the reduction of the Land Acquisition Fund to \$100,000 and for use of the remainder for capital projects, such as paving and crosswalks. The information will be posted on Front Porch Forum, Facebook, and the village webpage. The full time Management Assistant position will remain in the budget as proposed.

MOTION by George Tyler, SECOND by Lori Houghton, to propose for the purpose of public discussion the Fiscal Year 2013 budget of \$3,258,874 pending the approval of the revision of the definition of the Management Assistant position.

DISCUSSION: John Lajza and Dan Kerin felt the budget should be presented with inclusion of the Management Position rather than singling out the position.

VOTING: Prior to a vote the motion was withdrawn.

MOTION by George Tyler, SECOND by John Lajza, for the purpose of public discussion to propose a general fund budget for Fiscal Year 2013 of \$3,258,874.

VOTING: unanimous (5-0); motion carried.

MOTION by Dan Kerin, SECOND by John Lajza, to authorize the warning of the enterprise funds as currently proposed. VOTING: unanimous (5-0); motion carried.

Dave Crawford summarized the actions by the Board as follows:

- Staff will rework the Management Assistant position duties and responsibilities
- Draft a news release statement to encourage public comment on the Management Assistant position
- Draft a news release statement on use of the Land Acquisition Fund

V. NEW BUSINESS

1. Review Agreement with Orton Foundation for Heart and Soul Grant and Authorize Village Manager to Sign on Behalf of Village

Lori Houghton explained the agreement must be signed by all partners participating in the Orton Foundation Heart and Soul grant. The partners include Village of Essex Junction, Town of Essex, and the nonprofit organization Heart and Soul of Essex, Inc. Both the village and town will each provide \$12,500 as a matching grant as well as in-kind services, such as meeting space, staff time, and copies. Heart and Soul, Inc. will also provide in-kind services and facilitate/manage the project contract and coordinate training

and workshops. There will be up to 19 board members with town representatives, village representatives, and community residents.

MOTION by John Lajza, SECOND by Lori Houghton, to authorize the Village Manager to sign the partnership agreement between Heart and Soul, Inc., Essex Town, and Village of Essex Junction after satisfactory completion and agreement by all parties that this is the right document. VOTING: unanimous (5-0); motion carried.

Dave Crawford pointed out the participation by the village and town to provide money and in-kind services and that all else is handled by the nonprofit must be clear in the agreement.

VI. VILLAGE MANAGER'S REPORT

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

1. Meeting Schedule

- January 24 @ 6:30 – Regular Trustees Meeting
- January 31 @ 6:30 – Special 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:

- March 7 – Special Meeting with Prudential Committee
- April 4 – Village Annual Meeting
- April 10 – Australian Ballot Voting

2. Presentation to the Chamber of Commerce

Information was provided to Trustees regarding the upcoming presentation by staff to the Chamber of Commerce.

3. Planning Commission January 12, 2012 Minutes

The 1/12/12 Planning Commission minutes reflect adoption of the FEMA program regulations and appointment to a representative on the Capital Improvements Committee.

4. Employee Association Negotiations

The first negotiation session is scheduled on January 25, 2012 at 3 PM.

VII. TRUSTEES COMMENTS/CONCERNS

- Dan Kerin asked about meeting with the CVE Board of Directors. Dave Crawford explained a meeting will be scheduled after the new CVE Executive Director begins work (sometime in February). Attendees to the meeting will include the

Village Manager, Village Development Director, and two village trustees.
Regulation of noise will be discussed.

- John Lajza announced after nine years of serving as a village trustee he will not be seeking another term. There will be two openings on the board and villagers are urged to run for the positions. Trustee Lajza offered to continue to share his institutional knowledge after leaving the board and expressed confidence in the people in place for the village and the direction being taken. George Tyler recognized the volume of time given to the community by Trustee Lajza.

VIII. CONSENT AGENDA & READING FILE

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

- 1. Minutes of Meeting 1/3/12**
- 2. Reading List Acceptance (Letters & Communications)**
 - **Community Shelter Meeting Invitation 1/31/12**
 - **Notice to Residents re: Reporting Problems**
 - **Act 250 Minor Application for WWTF Rehab Project**

VOTING: unanimous (5-0); motion carried.

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to discuss personnel matters where premature public knowledge would place the village at a substantial disadvantage, and to invite the Village Manager and Management Assistant to attend. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 8:34 PM.

RScty: M.E.Riordan