

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 14, 2012**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Lori Houghton, John Lajza. (Mary Morris was absent.)
ADMINISTRATION: Dave Crawford, Village Manager; Darby Brazoski, Management Assistant Intern.
OTHERS PRESENT: Stephen Kingrea, Carl Houghton.

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

Additional items were added to the Village Manager's Report.

III. GUESTS AND PRESENTATION

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

IV. OLD BUSINESS

1. Adopt FY13 Budgets and Capital Plans

In sum:

- The proposed FY13 budget is \$3,256,340 which is an increase of 2.7% (\$87,000 over last year's budget).
- The tax rate has increased due to the loss of \$62,000 in revenue from IBM per the machinery and equipment pay down schedule
- Voter authorization will be requested to transfer money from the Land Acquisition Fund for capital projects to be defined by the Capital Projects Committee.

MOTION by John Lajza, SECOND by Dan Kerin, to adopt the FY13 budgets as follows:

➤ General Fund	\$3,256,340
➤ Water Fund	\$2,981,544
➤ Sanitation Fund	\$ 445,721
➤ Waste Water Fund	\$1,673,549
➤ Capital Plan	\$ 726,299
➤ Rolling Stock Fund	\$1,224,309

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

2. Review/Discuss Village Wi-Fi Committee Responses

Six applications were received. All the applicants have stellar resumes. The matter will be further discussed in Executive Session. It was noted the school district superintendent (Mike Deweese) would like to move forward and convene the committee as soon as possible. George Tyler will notify Dr. Deweese of the decision on 2/15/12. Applicants not chosen to serve on the committee are urged to offer their expertise to the committee.

George Tyler mentioned the concern from a citizen about exposure to radiation from WiFi in residential areas, but according to health and medical literature WiFi has the same frequency and radiation level as radio. Steve Kingrea who works in the computer field said routers fall just below microwaves for radiation output. Routers produce less than one watt and cellphones produce a quarter to a half watt of output.

3. Update on Amtrak Station Renovation Process

George Tyler reported the public forum will be held on 2/18/12 on the Amtrak Station project as planned. Amtrak officials are positive about the project and support going forward with the TIGER grant application. Amtrak's structural engineer will review the structural plans for the station pro bono. The cost to proceed from what the UVM engineering students provide to final design and bid specifications is not yet determined. Discussion is taking place with Amtrak on possible contribution. Grants will also be sought. Dubois & King are offering \$10,000 grants to towns in Vermont and New Hampshire in honor of their 50th anniversary in business. The grants will help with engineering services and the Village is optimistic to receive one. With the TIGER grant if the Village is considered rural then there is no match, otherwise there is a 20% match. Preference is given to applicants who have previously received a TIGER grant.

There was brief discussion of the conceptual drawing of the station which will be refined as the project moves forward.

4. Discuss Request to Add Item to the Annual Meeting Warning

The item is a request to the Governor and Green Mountain Care Board to release the Green Mountain Care financial plans by September, 2012. Following discussion the consensus of the Trustees is to list the item under "Other Business" on the annual meeting warning and request that the state legislative representatives be present to offer any insight into the matter. Article 6 of the warning will be redrafted to read:

"Article 6 – To transact any other business that may lawfully come before the meeting to include the request from the citizens of Essex Junction that the Vermont legislature require the Green Mountain Care Board and the Governor to release the financing plans (estimated cost and source of payment) for Green Mountain Care no later than September 1, 2012."

V. NEW BUSINESS

1. Discuss Draft Annual Meeting Warning

Staff will revise Article 6 to read:

"Article 6 – To transact any other business that may lawfully come before the meeting to include the request from the citizens of Essex Junction that the Vermont legislature require the Green Mountain Care Board and the Governor to

release the financing plans (estimated cost and source of payment) for Green Mountain Care no later than September 1, 2012.”

The Trustees will take action on the annual meeting warning at the next meeting.

2. Discuss Issues for Semi-Annual Joint Meeting with School Board (March 7, 2012)

Suggested items include:

- WiFi
- Waiver of permit fees for projects by Recreation Dept.
- IBM property used by Recreation Dept., but lease fee paid by Village
- Stevens Park

VI. VILLAGE MANAGER’S REPORT

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

1. Meeting Schedule

- 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
- May 8 @ 6:30 – Regular Trustees Meeting
- May 22 @ 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
- May 26 – Memorial Day Parade (10 AM)

2. Budget Status

Budget is on target. Of note is that \$20,000 less has been spent in salt and \$10,000 less has been spent in contractual services.

3. High School Pump Station

Bid will be awarded at the 2/28/12 Trustees meeting.

4. UVM Capstone Projects (Amtrak and Main St. Bridge)

Both projects are proceeding well.

5. Waste Water Treatment Facility Constructability Agreement

The agreement has been signed with Weston & Sampson for \$17,100 (budget was \$25,000).

6. Utility Rate RFQ

A study of utility rates will be done and the results presented to the Trustees on 5/22/12.

7. Sewer Infiltration Study

The location of problem areas will be identified by the study.

8. IBM Proposed Development

IBM requested a meeting with the Trustees in April to discuss development of the IBM site on Maple Street.

9. Orton Agreement

Legal counsel is reviewing the agreement.

10. Request to Plow West Side of Loubier Drive

The Trustees will request the switch to plowing sidewalk on the west side of Loubier Drive rather than the east side at the next meeting.

11. Peoples Bank Development Ideas

Staff met with bank officials and offered ideas for development on the property to be taken under consideration.

12. Waste Water Treatment Facility 2% Load

ANR is moving forward with the treatment plant project loan (interest rate of 2%).

13. Circ Task Force Meeting

The next meeting of the task force is 2/23/12. The TIP was amended to include costs for the crescent connector such as \$400,000 for design in FY12, \$400,000 for right-of-way work in FY13, and \$4.8 million for construction in FY14.

VII. TRUSTEES COMMENTS/CONCERNS

- Lori Houghton reported there were 31 applicants for the Orton project coordinator positions (2). Six interviews were held. Sue McCormack from the Village and Liz Subin from the Town were selected.
- It was suggested discussion of the crescent connector be included under 'Other Business' on the annual meeting warning.
- George Tyler announced the Trustees email addresses are now functional and confidential.
- George Tyler noted the letter to Linda Myers, Essex Selectboard, regarding the study of sharing some administrative services was sent on 2/6/12.

VIII. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by John Lajza, to approve the consent agenda as presented and with the notation that there is expectation at this point in time that the zoning permit fees will be paid by EJRP:

1. **Approve Minutes of Meeting(s): 1/24/12, 1/31/12, and 2/17/12, with the 1/31/12 minutes amended so that the motion to adopt the amendment for the Dog Park reads: "MOTION by George Tyler, SECOND by Dan Kerin, to adopt the amendment to Chapter 5 – Regulation of Dogs by adding new**

Section 504 to read: ‘Dogs accompanied by an owner, agent or guardian shall be permitted to be off leash within the confines of the fenced-in dog park located at 111 West Street according to the regulations for use of the park as adopted and enforced by the Essex Junction Recreation Department.’.

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

- 2. Approve Warrants**
- 3. Approve and Sign 2012 Certificate of Highway Mileage**
- 4. Approve Authorization for Village Manager to Sign EJRP Zoning Permit Applications**
- 5. Reading List Acceptance (Letters & Communications)**
 - **Block Party Committee Meeting Minutes 1/30/12**
 - **CCRPC Notice of Public Hearing on Major Amendments to the TIP 2/15/12**
 - **Information from CCRPC on Phase 3 of ECOS Project**
 - **Front Porch Forum Information on Dog Park**

VOTING: unanimous (4-0); 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 (Village Manager’s evaluation and selection of Village WiFi committee members) and Employee Association negotiations 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 (4-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 8 PM. Executive Session was adjourned at 9:15 PM.

RScty: M.E.Riordan