



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 24, 2017 at 6:30 PM
2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS**
 - a. Preliminary Engineering Study for Main Street Bridge – Dennis Lutz
 - b. Water/Sewer bill for 39 Park Street – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Bid Award for Sidewalk Plow – Rick Jones
 - b. Bid Award for Wheel Loader – Jim Jutras
7. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Letter from New England Water Environment Association, Inc. re: 2017 Energy Management Achievement Award for Wastewater Treatment Facility
 - c. Town of Essex and Village of Essex Junction Municipal Manager/Invitation to Qualified Candidates
 - d. Press Release from the Walk Friendly Communities Program re: Walk Friendly Designation
 - e. Memo to Selectboard re: Amend Previously Adopted Motions/1993 PACIF Appointment
 - f. Article in August 2017 Public Management Magazine, “Why Special Districts Promote Good Governance”
 - g. Trustees Meeting Schedule
8. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 10/10/17
 - b. Warrant #17066 dated 10/13/17 in the amount of \$64,745.25
 - c. Proclamation for 150th Anniversary of First Congregational Church
9. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Approval of Employee Resolution – Pat Scheidel

- b. Public Works Consolidation Committee Final Report and Recommendations – Elaine Sopchak and Sue Cook
- c. Approach to Governance Discussion – Max Levy and George Tyler
- d. Manager Recruitment Process Update – Max Levy and George Tyler

10. **EXECUTIVE SESSION**

- a. Personnel: Evaluation of Public Officials

11. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager's office at 878-6944.

Memo

To: Essex Junction Board of Trustees

From: George Tyler, President, Essex Junction Board of Trustees

24 October, 2017

I would like to suggest the Trustees request time on the next meeting agenda for the Essex Junction Planning Commission to make ourselves available to discuss questions regarding the disposition of the Park Street School and its surrounding property.

The PC is presently considering a development application for a parcel abutting the school property, and recently approved a conceptual plan for redeveloping another parcel abutting the property. Both those projects could affect site lines, traffic and pedestrian access, landscaping on and around the school property, etc. I believe the Trustees acquired the school from the Village School District not only because of its importance to the operation of Essex Junction Recreation and Parks, but also because we anticipated the redevelopment of adjacent parcels and wished to give the Village direct standing, if necessary, in the development review process.

I would like to suggest we convey to the PC that, with guidance from Development Director Robin Pierce, they have the flexibility to work with applicants to optimize redevelopment of the entire Park Street School area to best align with the overarching goals of the Village plan and Design Five Corners. As our designated planning board, we would defer to their judgment regarding any impacts on the Park Street School property. Obviously, they should be mindful of any impacts that might require consultation with EJRP Director Brad Luck or the Trustees. But those considerations notwithstanding, the PC should feel free to take the lead role in deciding the acceptability and desirability of any aesthetic or physical changes to the school property.

MEMORANDUM

TO: Essex Selectboard

CC: Village Trustees

FROM: Patrick C. Scheidel, Municipal Manager 

DATE: October 18, 2017

SUBJECT: Amend Previously Adopted Motions/1993 PACIF Appointment

Issue

The issue is to amend previously adopted Selectboard motions.

Discussion

The Selectboard meeting of September 13, 1993 included an incorrect motion to nominate me to a VLCT Board of Directors. The Selectboard nominated me to the Unemployment Trust Board of Directors instead of the Property and Casualty Intermunicipal Fund (PACIF) Board of Directors. In attempting to correct this mistake at the subsequent meeting, the mistake was upheld somehow. Initially, June Carmichael placed the issue on the agenda but we ended in not clarifying on which board I was nominated to serve. Thus, the October 4th motion by June to amend the 9/13/93 minutes by inserting Unemployment Trust after VLCT on page 7, lines 210 and 211, was wrong. It should have been "PACIF" and it should have been carried to line 216 as well.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended the Selectboard make a motion to amend the motion of the September 13, 1993 Essex Selectboard meeting by replacing the words, "Unemployment Insurance" with "Property and Casualty Intermunicipal Fund" on line 216, and the motion of October 4, 1993 by replacing the words "Unemployment Insurance" with "Property and Casualty Intermunicipal Fund on line 59.

MEMORANDUM

TO: Selectboard and Trustees
FROM: Patrick C. Scheidel, Municipal Manager *PS*
DATE: October 20, 2017
SUBJECT: Executive Session/Employment of a Public Official

Issue

The issue is whether or not the Selectboard and Trustees enter into executive session to discuss the employment process of a Municipal Manager.

Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary to discuss potential essay questions to be used in the manager recruitment process and to receive any applicable updates from Municipal Resources. The integrity of the recruitment process could be compromised by a public discussion of potential essay questions in advance of providing them to the candidates.

Cost

N/A

Recommendation

If the Selectboard and Trustees wish to enter executive session, the following motion is recommended:

Motion #1

"I move that the Selectboard and Trustees enter into executive session to discuss the employment process of a Municipal Manager pursuant to 1 V.S.A. § 313(a)(3), to include the Municipal Manager and Don Jutton, Municipal Resources Inc.

MEMORANDUM

TO: Selectboard and Trustees
FROM: Patrick C. Scheidel, Municipal Manager *PC*
DATE: October 18, 2017
SUBJECT: Executive Session/Personnel

Issue

The issue is whether or not the Selectboard and Trustees will enter into executive session to discuss the Municipal Manager's evaluation.

Discussion

It would appear that an executive session may be necessary to discuss public officials in an evaluative manner.

Cost

There is no cost associated with this issue.

Recommendation

If the boards wish to enter executive session, the following motion is recommended:

"I move that the Selectboard/Trustees enter into executive session to evaluate public personnel in accordance with 1 V.S.A. Section 313 (a)(3) and to include the Manager."

Memorandum

TO: Patrick C. Scheidel, Municipal Manager and the Trustees
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 18 October 2017
SUBJECT: Preliminary Engineering Summary for Route 15 Pedestrian Bridge

ISSUE: The issue is whether or not to accept the preliminary engineering summary by Engineering Ventures, PC, and approve proceeding with the recommended Alternative Number 1, a precast concrete deck with vertical railings.

DISCUSSION: The Village was awarded a VTRANS structures grant in the amount of \$175,000 with a 10% grant match requirement. Engineering services were competitively secured in the amount of \$10,800 in fixed fees and \$11,800 in not-to-exceed fees. The estimated costs for the replacement bridge at this time is \$140,000; this estimate will likely change as the project goes forward to completion of construction. These costs are well within the original project estimate of \$263,875.

The attached report provides a summary of work completed to date and a recommended alternative. I support this alternative as well as the draft plan for pedestrian accommodation during construction.

There are some issues not related to the pedestrian bridge but impacting the abutment nearest to Densmore Drive (east side), two spalls on the underside of the bridge and the embankment headwall on the eastern side. In my opinion, it is prudent to investigate further whether to include any of these repairs in the project or not. The issues to be further researched are what impacts this work would have on obtaining permits and what those permits might require, whether funding in the grant for the pedestrian bridge would be allowed for this work and whether the added costs to fix these items at this time are significant or not.

It appears that if the recommended alternative is approved by the Trustees, the design work will be completed this winter in time for a spring bid and summer 2018 construction. The only delays to this schedule might involve the permitting, depending on what is required.

RECOMMENDATION: It is recommended that the Trustees accept the VT15 (Main Street) Pedestrian Bridge Preliminary Engineering Report and approve proceeding with design Alternative #1, a precast concrete deck with vertical railings.



208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225 • Fax: 802-863-6306
85 Mechanic Street, Suite B2-2, Lebanon, NH 03766 • Tel: 603-442-9333 • Fax: 603-442-9331

MEMORANDUM

TO: Dennis Lutz, P.E.

FROM: Tim Dall, P.E.

DATE: October 18, 2017

PROJECT: VT15 (Main Street) Pedestrian Bridge
Essex Junction, Vermont

SUBJECT: Preliminary Engineering Summary

This memorandum summarizes preliminary engineering efforts associated with the VT15 (Main Street) Pedestrian Bridge Replacement project in the Village of Essex Junction, Vermont.

Survey

Topographic survey was completed on Wednesday, September 13, 2017 by Latitudes Land Surveying LLC. Electronic version of the survey file was emailed to the Village on September 19, 2017.

Latitudes determined right of way (row) for this site to be 66 feet. The proposed bridge replacement project is within the row.

Utility Conflicts

Following utilities have been contacted regarding the proposed project: Vermont Gas, Green Mountain Power, Fairpoint Communications and Comcast. Vermont Gas is evaluating existing gas main casing currently below existing pedestrian bridge.

Permitting

Once the project scope and scale have been fully identified, we can request a project review sheet from the Vermont DEC project specialist. That said, we have reached out to VT ANR River Management in advance.

Stream Alterations: Our office has discussed the proposed work with Chris Brunelle, the River Management Engineer covering this area. Whether a Stream Alteration Permit is required is determined by the total volume of material added and removed from above the horizontal stream width at 2-year flow. Based on the conceptual design work done to date, a permit could possibly be avoided, but avoidance would limit design choices and possibly impact schedule if permit coverage was determined to be needed later. We recommend seeking permit coverage.

Vermont Wetlands: The current plan includes only work at the top of the abutments and does not include any fill or disturbance in adjacent unpaved areas that could contain wetlands. As such, no wetland impacts or permit requirements are anticipated.

Army Corps of Engineers: As currently conceived, the project would fall under Category 1, section d (Self-Verification). This will require filing a self-verification form at least 2 weeks prior to construction.

Pedestrian Traffic Detour

Based on topographical survey of existing vehicular bridge, adequate width is available to temporarily detour pedestrian traffic onto Main Street during construction. Pedestrian detour to be separated from vehicular traffic with precast concrete barriers. Vehicular travel lanes will be reduced to 12-foot width with 1-foot shoulder. Construction sign package will be specified to indicate reduced lane width and pedestrian detour.

Existing Abutment Visual Assessment

Condition of existing concrete abutments was observed by the author of this memo on Monday, October 16, 2017. Assessment was limited to visual observations of exposed face; no destructive or non-destructive testing was performed. No investigation of existing abutment construction or structural analysis of existing concrete abutments was undertaken as part of this effort. For the purposes of this assessment, Abutment No. 1 is closest to 5 corners intersection and Abutment No. 2 closest to Densmore Drive.

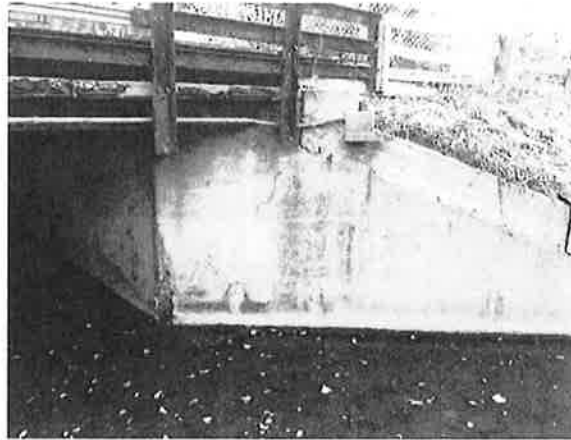
Existing concrete abutments are in relatively good condition except as specifically noted below. Slight freeze thaw deterioration is present at water surface elevation. Concrete surfaces are discolored, most likely a result of carbonation.

Storm drain headwall at upstream end of Abutment No. 2 appears to have moved towards Indian Brook (see Photograph 1 below). Pedestrian bridge project will maintain existing slopes to not further destabilize this slope. We recommend the Village monitor this condition and perform slope stabilization work as needed.



Photograph 1: Headwall Movement at Abutment No. 2

There is a large concrete spall on the outside corner of Abutment No. 2 (see Photograph 2 below). Spall dimensions were determined by sounding concrete surface to be approximately 3 feet wide x 3 feet high x 6 inches deep. This spall should be addressed soon as it will only continue to deteriorate. One option is to include this repair as an add alternate to the pedestrian bridge project. An alternate approach is to perform this work as a separate project at a later date.



Photograph 2: Spall at Abutment No. 2 Outside Corner

Existing vehicular bridge concrete adjacent to pedestrian bridge appears to have concrete spalls adjacent to each abutment (see photographs below). Due to bridge height above stream channel these surfaces were not sounded during abutment assessment. Apparent spalls should be investigated further and repaired if deemed necessary. Conceptually standard concrete repair procedures would be utilized. Spall investigation and repair could be added to the pedestrian bridge project or performed as a separate project.



Photograph 3: Vehicular Bridge Spall Adjacent to Abutment No. 2



Photograph 4: Vehicular Bridge Spall Adjacent to Abutment No. 1

Bridge Alternatives

Following bridge construction alternatives were reviewed during preliminary engineering:

Alternative 1: Precast Concrete Deck - Consists of precast concrete deck spanning between existing concrete abutments with new cast-in-place concrete backwalls. This option is further defined on attached drawing SK1.

Alternative 2: Precast Concrete Deck with Steel Beams - Consists of precast concrete deck supported by galvanized steel beams spanning between existing concrete abutments with new cast-in-place concrete backwalls.

Alternative 3: Cast-In-Place Concrete Deck with Steel Beams - Consists of cast-in-place concrete deck supported by galvanized steel beams spanning between existing concrete abutments with new cast-in-place concrete backwalls.

All bridge alternatives include a 54" high railing system along the upstream face of the bridge and along existing concrete parapet. Railing system to consist of galvanized steel pipe with vertical pickets.

Opinion of Probable Construction Cost

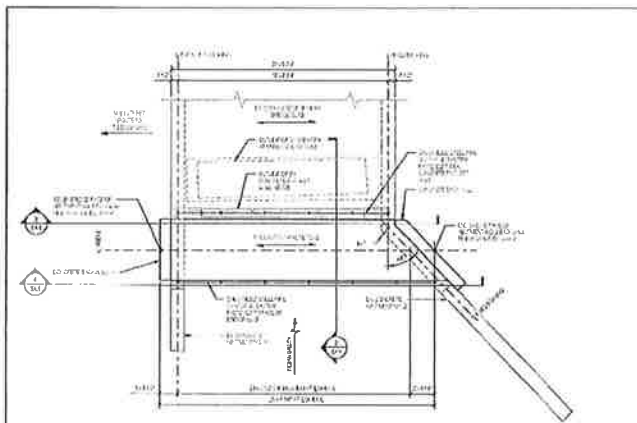
Opinions of probable construction cost were prepared for three alternatives outlined above. The three alternatives were determined to have approximately the same construction cost using VTRANS unit costs. Based on preliminary design work performed to date our opinion of probable construction cost is approximately \$140,000.00 excluding engineering fees and potential add alternates listed in existing abutment visual assessment section.

Preferred Alternative

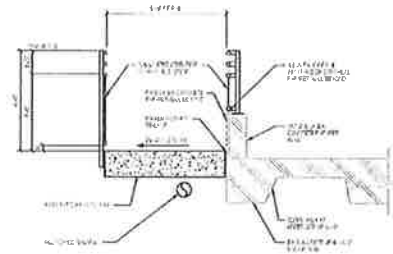
Based on preliminary engineering work performed, we recommend proceeding with Alternative 1: Precast Concrete Deck for following reasons:

1. Shorter construction duration than Alternative 2 and 3 due to bridge prefabrication.
2. Precast concrete should provide greater long-term durability than steel beams.
3. Minimal work within stream channel removing need for Stream Alteration Permit.

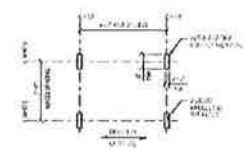
Attachment: Drawing SK1 dated 10/17/17



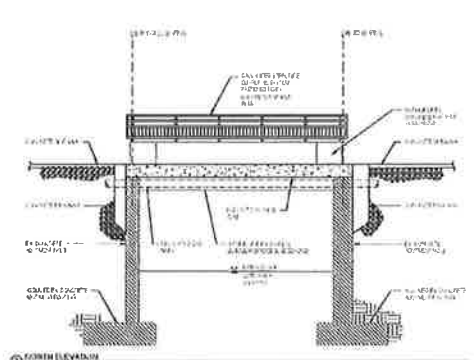
① PLAN
1/2" = 1'-0"



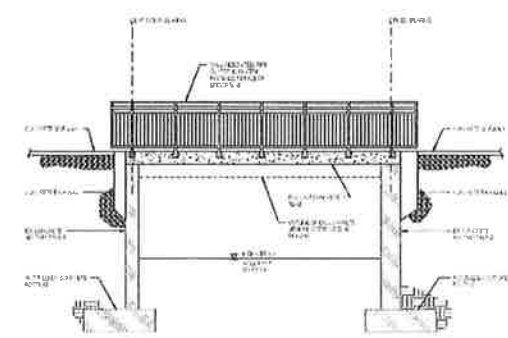
② TYPICAL BRIDGE SECTION
1/2" = 1'-0"



③ STEEL BEAM CONNECTION
1/2" = 1'-0"



④ NORTH ELEVATION
1/2" = 1'-0"



⑤ SOUTH ELEVATION
1/2" = 1'-0"

PROGRESS DRAWING
NOT FOR CONSTRUCTION

ENGINEERING VENTURES

OFFICE OF CIVIL ENGINEERING
1000 MAIN STREET, SUITE 200
ESSEX JUNCTION, VT 05453
TEL: 802-888-1234
WWW.EV-ENGINEERING.COM

**PLAN, ELEVATIONS AND SECTION
MAIN STREET PEDESTRIAN BRIDGE**

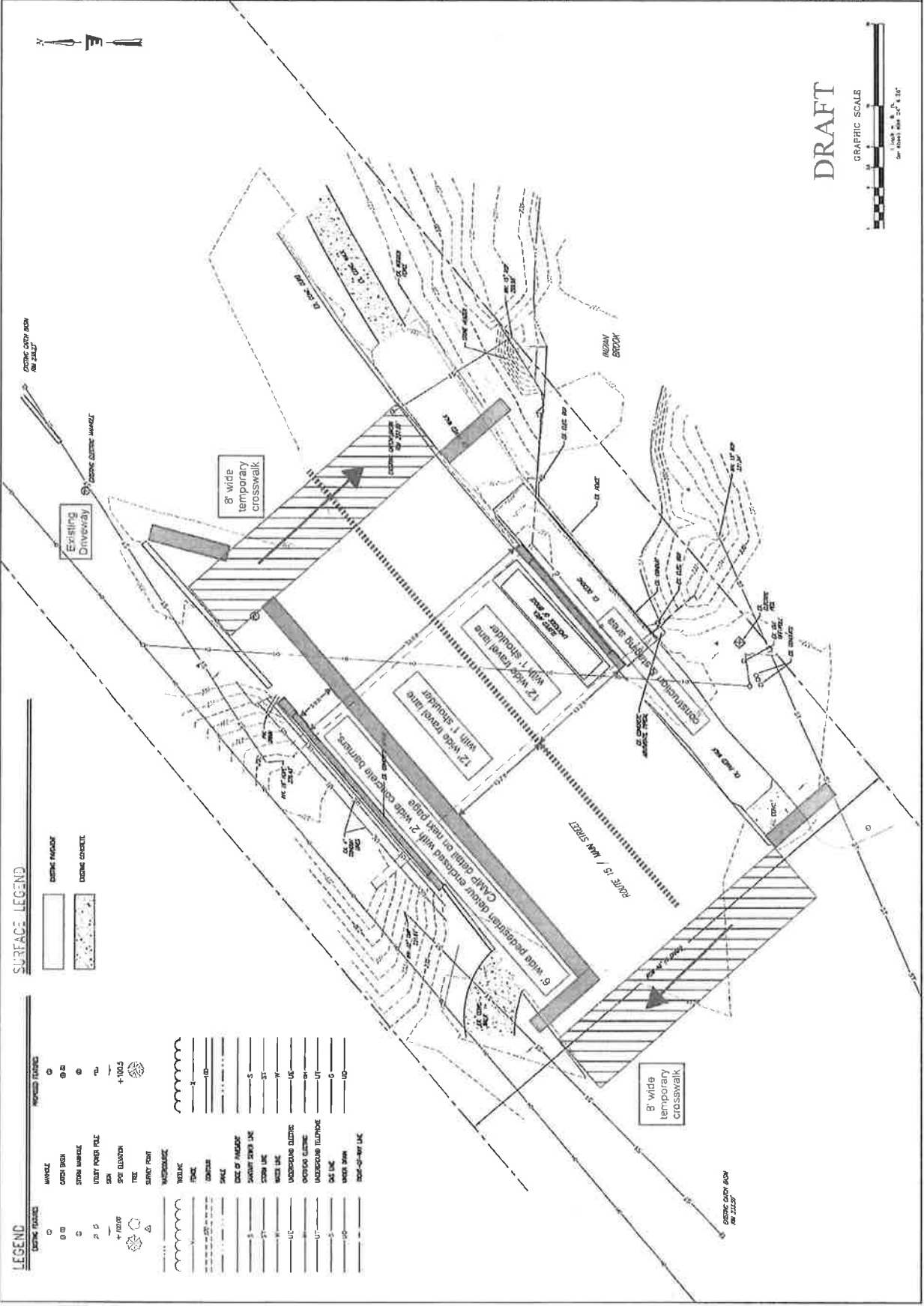
DATE	NO.	BY	CHKD.	APP.

SK1

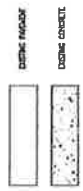
C1.0

DRAFT

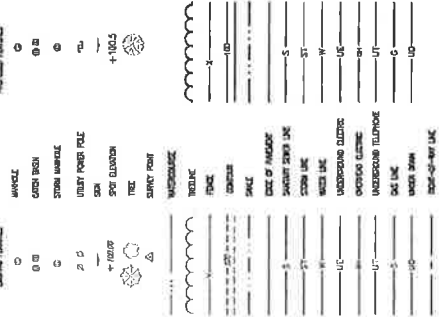
GRAPHIC SCALE
 1" = 30'
 0 30 60 90 120 150 180 210 240 270 300 330 360



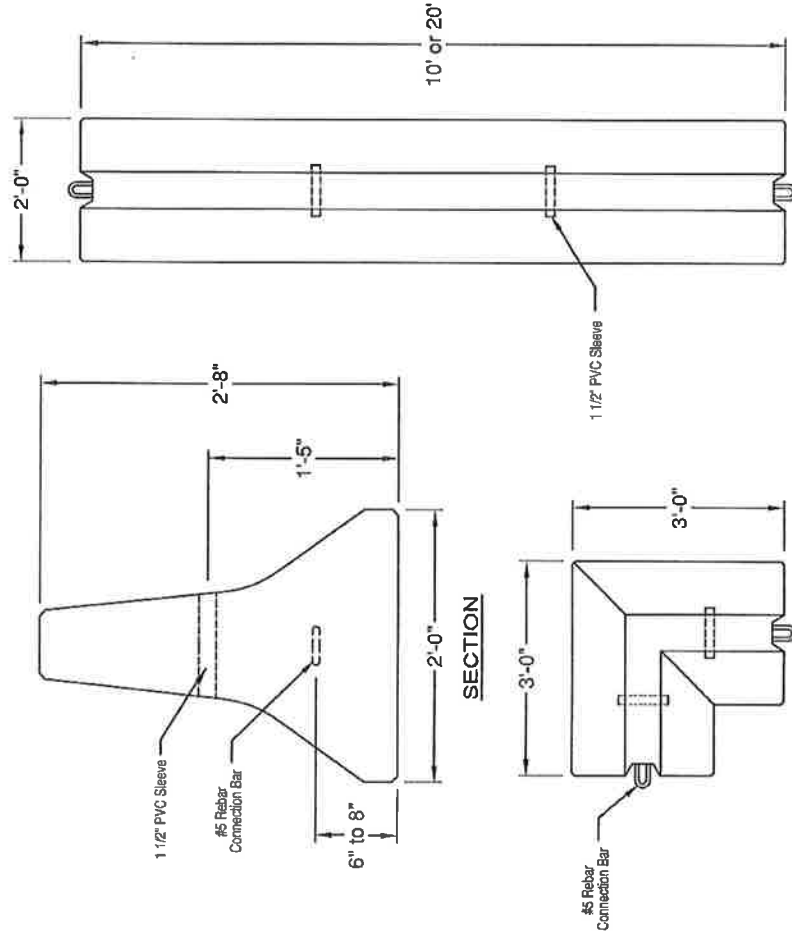
SURFACE LEGEND



LEGEND

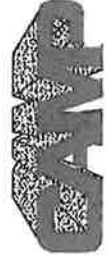


Median / Safety Barrier



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(4,000 lb & 8,000 lb)

CORNER PLAN
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Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Lauren Morrissette, Assistant Manager/Finance Director and Rick Jones, Public Works Superintendent
DATE: October 24, 2017
SUBJECT: Water/Sewer Bill 39 Park St.

Issue

The issue is whether or not the Trustees wish to abate the October 2016 water/sewer bill for 39 Park St. for usage over 14,400 cubic feet.

Discussion

On March 28, 2017, Duncan Harvey asked for abatement of the October 2016 water bill which was for 86,000 cubic feet or 643,280 gallons of water. At that time Mr. Harvey agreed to pay for 14,400 cubic feet of water and the Trustees agreed to take another look at the matter after the results of the October 2017 meter readings were known. Over the summer of 2017 the property at 39 Park St. recorded 16,000 cubic feet of usage. The reading for the usage over the summer of 2017 does not prove that the reading in the fall of 2016 was in error. Staff continues to believe there was an event in which an enormous amount of water passed through the meter.

Cost

The abatement of the October 2016 water bill for water over 14,400 cubic feet would cost \$2,320.83.

Recommendation

Staff recommends that the Trustees do not abate this water bill.

account which is being managed as a joint account with the village. The balance in the account is \$81,000. Staff will try to leverage that amount with other grants otherwise the funds set aside for the Countryside project will be used. Staff is also reviewing storm water projects in the town and village and is proposing to do the smaller projects using operating funds and to use the \$81,000 balance in the capital storm water account as matching funds for grants.

MOTION by George Tyler, SECOND by Dan Kerin, to approve and sign the letter of support for a VTrans Vermont Better Roads grant and approve the use of \$4,396 for the 20% matching funds required for the grant. VOTING: unanimous (4-0) [Lori Houghton not present for vote]; motion carried.

3. Revised Community Development Brochure

Darby Mayville reviewed modifications to the brochure based on feedback from the Trustees at the last meeting. The brochure will be distributed to businesses in the community.

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the Community & Economic Development brochure. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Grievance of Water Bill: 39 Park Street

Lauren Morrisseau explained the meter at 39 Park Street was changed on June 14, 2016 and tested for accuracy. Prior to the change in the meter no water use was shown from April 2016 to June 2016. Per the new meter water use from June 14, 2016 to August 11, 2016 was 78,000 cubic feet which is a tremendous amount of water for the site and would indicate some type of event occurred. Staff confirmed the meter is working and is accurate. Water use from August 11, 2016 to September 11, 2016 averaged 582 gallons per day which is a more reasonable amount.

Duncan Harvey, owner of 39 Park Street, said 78,000 cubic feet of water flow does not make sense and indicates the site is using 5,000 gallons per day which is not realistic. There have been no unusual activities at the site, such as a car wash, and a plumber came in to look for any leaks in the system (none were found).

Following further discussion there was agreement to gather more data over the summer and compare the numbers in September. In the meantime Mr. Duncan will make a payment estimated from previous bills.

2. State of Consolidation for Annual Meeting Presentation

Following discussion there was agreement to present at the annual meeting what has been consolidated to date (Manager, Finance, Clerk, Public Works/Highway, WWTP and Storm Water) and what has not been consolidated (Governance, Fire Dept., Library, Recreation). Comments on consolidation/phasing in of the remaining functions will be heard and discussed under the 'Other Business' portion of the annual meeting.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Rick Jones, Public Works Superintendent *RJS*
DATE: October 24, 2017
SUBJECT: Bid Award for Sidewalk Plow

Issue

The issue is whether or not the Trustees will award the bid for a sidewalk plow.

Discussion

The Village of Essex Junction advertised for bids for a sidewalk plow with attachments. We received three bids on October 10, 2017:

H.P. Fairfield, LLC, Morrisville	\$ 96,702.00 (remanufactured machine)
H.P. Fairfield, LLC, Morrisville	\$ 122,296.00
Chadwick-BaRoss, Concord, NH	\$ 134,000.00

Only Chadwick-BaRoss met all of the specifications, making them the lowest qualified bidder.

Cost

The amount in the Rolling Stock Fund for the sidewalk plow is \$143,528.00, including trade-in of a 2008 sidewalk plow. The trade-in amount offered by Chadwick-BaRoss is \$14,000.00, which is included in the \$134,000.00. We would also like to purchase an extended three-year warranty for \$8,602.00, making the total \$142,602.00.

Recommendation

It is recommended that the Trustees award the bid for the sidewalk plow and extended warranty to the lowest qualified bidder, Chadwick-BaRoss, for the not-to-exceed amount of \$142,602.00.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau, Finance Director
DATE: October 18, 2017
SUBJECT: Articulated 4X4 Wheel Loader with Attachments

A handwritten signature in blue ink, appearing to read "James Jutras", is positioned to the right of the memorandum header.

Issue: Whether to award the purchase of an Articulated 4X4 Wheel Loader with Attachments to the lowest qualified bidder.

Discussion: The Wastewater facility has been in need of a fork lift and a bucket loader for periodic operational needs. Most equipment that would meet the lift requirements needed for our operation had extremely limited use for anything other than a fork lift and maintained little extra value. To move items like heavy polymer tote bins, we rely on pulling Public Works off of a job to assist with the front end loader.

Annually, Public works has been renting a small articulated loader for back up sidewalk plowing and snow removal. This unit rented has the lifting capability that WWTF needs and can provide the necessary back up equipment for the Public Works winter operations. Working together, both departments can secure a piece of equipment that meets the requirements of both operation and eliminate the annual rental cost.

Only one bid was received from Milton Rental and Sales. The bid amount was \$65,405.70.

Costs: \$65,405.70 with costs to be shared between the Wastewater Facility and Public Works in a shared arrangement similar to distribution of costs with the Vac/Sewer Flusher Truck at 25% to 33% +/- Final arrangements to be worked out by the Municipal Manager, Public Works, Wastewater and the Finance Director. Savings will be received annually with elimination of the winter rental and by WWTF being able to manage offloading of trucks and heavy snow removal without impacting public works schedules or tying up necessary equipment.

Recommendation: It is recommended that the purchase of the 4X4 Wheel Loader with Attachments be awarded to Milton Rental and Sales for the bid amount \$65,405.70



New England Water Environment Association, Inc.
10 Tower Office Park, Suite 601, Woburn, MA 01801-2155
Tel 781-939-0908 | Fax 781-939-0907 | www.newea.org | mail@newea.org

October 5, 2017

Village of Essex Junction WWTF
Attn: James Jutras
2 Lincoln St
Essex Junction, VT 05452

Dear Jim:

It is my privilege to notify you that the Village of Essex Junction WWTF has been selected as the recipient of the 2017 NEWEA:

Energy Management Achievement Award

This award was established in 2010 by the Energy Committee to recognize the achievements of an Organization or Facility with a written policy, goal and demonstrated progress toward a downward trend in the amount of energy (electricity, gas, oil, or other) used per unit of water treated.

You are cordially invited to the annual Awards Luncheon ceremony to accept this award on behalf of the Village of Essex Junction WWTF. This ceremony will be held during the 2018 NEWEA Annual Conference at the Boston Marriott Copley Place Hotel, January 21-24, 2018. Your attendance affords the public and professional recognition the Village of Essex Junction WWTF deserves for this outstanding achievement. The award will be presented to you by NEWEA President Jim Barsanti at the Awards Luncheon Ceremony, which will be held on Wednesday, January 24 at 11:00 AM-1:00 PM. As our guest, you may pick up your complimentary luncheon ticket at the conference registration desk on the fourth floor.

You will be receiving additional e-mail correspondence in the coming weeks, which will include: (1) a request to provide a photo for the official Awards Brochure; (2) the Annual Conference preliminary program; and (3) further details regarding the Awards Ceremony.

To assist us in setting guarantees, please contact the NEWEA office to let us know whether you will attend the Awards Luncheon at 781-939-0908 or e-mail mail@newea.org.

Congratulations to you and the Village of Essex Junction WWTF on being selected for this significant honor.

Sincerely,

Mary Barry
Executive Director

cc: James Barsanti, President
Michael Wilson, Chair Awards Committee
Denise Breitenicher, Chair, Energy Committee
Nathan Lavallee, VT State Director

2017 Executive Committee

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James R. Barsanti
Framingham, MA

President Elect

Janine L. Burke-Wells
Warwick, RI

Vice President

Raymond A. Vermette, Jr.
Dover, NH

Treasurer

Priscilla J. Bloomfield
Orleans, MA

Past President

Raymond L. Willis III
Franklin, MA

Executive Director

Mary Barry

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Manchester, NH

Susan J. Sullivan
Lowell, MA

Frederick J. McNeil
Manchester, NH

Matthew Formica
Chelmsford, MA

Directors - State

Virgil J. Lloyd
Manchester, CT

Clayton "Mac" Richardson
Lewiston, ME

Justin F. deMello
Andover, MA

Sean T. Greig
Newmarket, NH

Michael L. Spriano
Providence, RI

Nathan W. Lavallee
Milton, VT

Directors - Council

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Natick, MA

Jonathan E. Kunay
Boston, MA

Jennifer K. Lachmayr
Wakefield, MA

Elena Proakis Ells
Melrose, MA

Marylee Santoro
Stamford, CT

RECEIVED

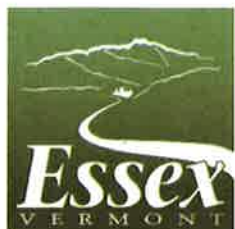
OCT 10 2017

Village of Essex Junction

NEWEA's mission is to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life.

THE TOWN OF ESSEX, VT and THE VILLAGE OF ESSEX JUNCTION, VT MUNICIPAL MANAGER

Invitation to Qualified Candidates



The Town of Essex and the Village of Essex Junction, VT, are seeking a progressive, innovative, and insightful public manager with a proven record of accomplishment to sustain, enhance, and further refine their Unified Municipal Management structure. The Town and Village began sharing organizational management oversight and direction in 2013, when the Town and Village entered into a sub-contract agreement to share the services of the long-serving Essex Town Manager. The unified management relationship has proven beneficial for both entities, and the Town Selectboard and Village Trustees are in agreement in their intention to maintain and enhance this structure while continuing to explore and pursue opportunities for collaborative and cooperative municipal service relationships.

Patrick Scheidel, the current Municipal Manager will be retiring after 27 years of service to the Town and Village. Mr. Scheidel will leave a solid organizational and operational structure in place for the next Manager.

The new Municipal Manager will be stepping into a fairly stable situation both politically and financially. The Village and Town municipal budgets have been approved by wide margins for more than ten years. Capable, experienced department heads are in place in all areas and no apparent financial, political, or technical crises loom.

The biggest organizational challenges and opportunities are expected to be associated with helping the two elected boards move forward with efforts to restructure the local government management and service delivery model in ways that are seamless and embraced by the community. The biggest community-wide operational challenges are expected to be in the areas of infrastructure and sustainable economic development.

Collaboration and cooperation has been steady both among and between the Town Selectboard and Village Trustees and the elected boards are committed to support the Municipal Manager role and remain focused on advancing a shared common vision intended to improve the efficiency and effectiveness of core community services through reduction or elimination of duplication and redundancy. The new Manager will step right into



MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION, VT

a bright, collegial environment and play the dual role of advisor and thoughtful leader. It is not exactly clear where consolidation is headed; All 10 elected officials are in favor of moving ahead, but a defined, specific model of consolidated governance has not yet evolved. Consequently, the new Manager will need to take the time to understand the nuances of the problems to be solved in moving consolidation forward and help identify and evaluate common ground on those questions.



The successful candidate will be a collaborative leader with high energy, a strong commitment to public service, unquestionable integrity, dedication to shared missions, and an unfailing sense of humor. Past experience with inter-municipal service structuring, operational consolidation, and/or regional service delivery system integration will be considered a big plus. However, creativity, emotional maturity, and interpersonal skill are seen as the most important and essential attributes for the next Manager. Base level qualifications include a 4-year degree (Masters level preferred) from an accredited college or university in public administration, finance, or a closely related field, and a minimum of 7 years progressively responsible experience as a city / town manager, assistant manager, or senior municipal department director in a community of comparable size and complexity. Proven interpersonal, written, and oral communication skills, with demonstrated ability to maintain positive working relationships with elected officials, department heads, employees, and the public is a must. Essex and Essex Junction are EOE/AA/Equal Access Employers.

The starting salary for this position is commensurate with qualifications and experience, and includes an excellent benefits package.

For further information candidates are directed to contact Don Jutton at djutton@mrigov.com. To apply submit a resume and cover letter in PDF format to recruitment@mrigov.com. **Applications must be submitted by September 29, 2017 by 8am EST.**

INTRODUCTION

The position of Municipal Manager provides a unique opportunity for a seasoned public manager with a proven record of accomplishment to sustain and develop the Unified Municipal Management structure established between the Town of Essex and the Village of Essex Junction, VT. This opening provides the opportunity for the right candidate to enjoy a personal and professional lifestyle in a highly desirable region known for its livability and overall quality of life.

This profile is intended for use as a brief introduction to the community and the position, and while this document provides valuable information and links for candidates considering their fit with the communities, it is expected that candidates with a sincere interest in the position will do their own research.



IDEAL CANDIDATE PROFILE

The Ideal Candidate will:

- Have an unblemished history of integrity and embody a strong public ethic;
- Have a clear understanding of the organizational and operational elements of local government and be conversant in law and regulation affecting local government in the State of Vermont;
- Have demonstrated the ability to work effectively and in harmony with elected and appointed officials while managing and directing municipal government operations;
- Have strong command presence and demonstrated leadership, management, and analytical skills;
- Have the ability to serve as an “agent of organizational accountability” in providing direction and oversight with staff and those working and serving in local government roles;
- Possess appropriate credentials in public administration and local government operations;
- Have significant understanding of and experience with community economic development, and growth management, and be familiar with the principles of smart growth and community sustainability;
- Have significant experience and demonstrated success in public sector human resource administration, including labor relations / negotiations;
- Have at least 7 to 10 years of progressive management and administrative experience, with significant demonstrated success in hands-on local government management and leadership;
- Have a strong working knowledge of budgeting, accounting, and finance management;
- Possess strong analytical and assessment skills with demonstrated success in organizing, re-organizing, structuring, and re-structuring municipal operations to achieve maximum efficiency and delivery of high quality, responsive community services;
- Have demonstrated success with capital projects planning, funding, and implementation;
- Have strong written, verbal, public presentation, facilitation, and consensus building skills;
- Have the strength of conviction, resilience, and persistence to initiate essential organizational and operational changes in pursuit of efficiency and excellence in customer service; the ability and willingness to invite, consider, and respect divergent views and engage in and encourage rational and civil public discussion and debate;
- Be a seasoned, mature, creative and entrepreneurial public manager capable of building, grooming, leading, and motivating a successful management team;
- Have significant skill and demonstrated hands-on experience with labor contract negotiations and administration.

The next Municipal Manager for Essex and Essex Junction will need to be a strong, determined leader with good communication and people skills who will be able to quickly gain the respect of residents, elected and appointed officials, department heads, and municipal employee groups.



MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION, VT



The Manager will need to work effectively with existing department heads and senior staff to organize, build, and groom an efficient, responsive, and effective team. The Manager will need to respect existing roles and structures while working to overcome organizational inertia and resisting pressure to maintain the status quo.

The Town and Village have a broad diversity of business, industrial, and service based activity, which brings diversity in philosophy, attitude, and opinion regarding the most important areas of focus and the priorities for community development and core community services provided by the municipalities. It will be important for the next Manager to build and maintain relationships based upon trust and credibility and to remain objective in all dealings on official matters. To avoid the appearance of favoritism and endeavor to keep all segments of the community equally informed and involved, the Manager will need to hear, respect and consider various views and opinions. Above all, the next Manager must remain apolitical.

While it is desirable for the next Manager to possess an advanced academic degree, it is far more important that the successful candidate have the experience and demonstrated ability to effectively organize, manage, supervise, and oversee departments that deliver core community services that are cost effective, highly professional, and responsive to the changing needs of the community.

The ideal candidate will possess a strong background in labor relations and operational oversight. The Manager will be expected to demonstrate a “take charge” attitude and will promote teamwork while holding department heads and management staff to a high level of professionalism and accountability.

Demonstrated understanding and successful experience with community and economic development and growth management is a major attribute of the ideal candidate. Essex and the Village of Essex Junction have significant growth potential given its cultural, historical, physical and environmental assets and its geographic location. A fair amount of new development and redevelopment has taken place over the past decade; however, it is felt that long-term community sustainability requires even greater efforts to achieve a more balanced distribution of tax diversification and to create good paying jobs that offer



benefits and career opportunities for the next generations. The ideal candidate will have general business savvy and understand what it takes to attract and retain a broad and diverse business base, but will also appreciate the need to balance economic growth against maintaining the character of the community and the quality of life desired by its residents. This balancing act will require strong, credible leadership and creative thinking, coupled with strong communication and coordination skills. A major challenge for the next Manager will be to help develop and implement a strategy to encourage balanced growth and expansion in an effort to reduce financial pressure on homeowners and taxpayers without sacrificing community character and quality of life.



The two communities have not been buffered from the impacts of the financial and economic challenges associated with the national and global economic restructuring, and they will increasingly have to grapple with the same revenue constraints and expenditure issues that are facing governments at all levels. The next Manager will benefit from a strong background in budgeting and finance management in order to effectively guide and support the elected leaders and department heads in analyzing the impacts of the changing economy. The Manager will need to advocate for and facilitate the tough choices that will be required to increase efficiency and/or reallocate resources to better meet the challenges of providing core community services under increasingly constrained financial circumstances.

Finally, the next Manager will need to carefully manage time. On one hand, the Manager will focus on the internal management, administrative and supervisory needs of a large group of municipal employees in a complex organization. On the other hand, the Manager will make sufficient time available to engage and communicate with all segments of the community in order to understand and appreciate current wants and needs as well as the hopes and desires for the future.

ABOUT THE COMMUNITIES



The Town of Essex was chartered on June 7, 1763, named after the Earl of Essex. The Village of Essex Junction was formed within the Town of Essex on November 15, 1892. The Village was formed to provide services (such as sidewalks, water, and sewers) to the villagers that the rest of the, mostly rural, Town citizens did not want and did not want to pay for. The Town, including the Village, has a population of more than 20,000, making it the second largest Town in the State of Vermont.

Located in northwest New England, the communities are centralized for both business and tourism. With rail lines and proximity to the interstate and an international airport (Burlington), Essex and Essex Junction boast an outstanding location Northern New England in the Eastern Seaboard area, including easy access to the large metropolitan areas of Boston, New York, and Montreal, Quebec.

The communities are located in the Champlain Valley of Vermont which is the most populous region in Vermont, spanning from Lake Champlain to the [Green Mountains](#). The state's largest city, [Burlington](#), is located on the lake. The city's associated suburban communities within Chittenden County -- including Essex and Essex Junction --



encompass part of the central section of the valley. Beyond urbanized parts of Chittenden County, the Champlain Valley's landscape consists of forests and many open pasture and row crops, making the valley the most productive agricultural region of Vermont.

The Town of Essex and the Village of Essex Junction sit at the center of Chittenden County, Vermont's largest and busiest county. World-class skiing and snowboarding in the Green Mountains, recreation on the shores of Lake Champlain, and shopping, dining, and the sights and sounds of Burlington's famous [Church Street](#) are just a few of the amenities within a short drive.

Along with a terrific quality of life and abundant recreational, social, cultural and educational amenities, the area is home to a multitude of businesses, both large and small, that provide a broad diversity of meaningful employment opportunities all across the employment continuum.



SCHOOLS AND EDUCATION

Chittenden Central Supervisory Union – which included the Essex Junction School District and the Essex Town School District - combined in July 2017 to create the [Essex Westford School District](#) which serves more than 4,500 K-12 students in ten schools. At the Center for Technology at the high school, students learn occupational skills required by business and industry and the school helps students obtain apprenticeships with local business through an alternative to education - "The Jobs 2000" program.

Beyond the local school system there are seven colleges and Universities are within 40 miles of the community:

- [University of Vermont](#) (Burlington, VT; Full time enrollment: 11,566)
- [Saint Michael's College](#) (Colchester, VT; Full time enrollment: 2,336)
- [Vermont Technical College](#) (Williston, VT; Full time enrollment: 3,394)
- [Champlain College](#) (Burlington, VT; Full time enrollment: 2,623)
- [SUNY College at Plattsburgh](#) (Plattsburgh, NY; Full time enrollment: 5,934)
- [Norwich University](#) (Northfield, VT; Full time enrollment: 4,221)
- [Middlebury College](#) (Middlebury, VT; Full time enrollment: 3,077)

GOVERNANCE AND ORGANIZATION

The government of Essex derives its authority from a combination of Vermont statute and separate charters for the Town of Essex and the Village of Essex Junction. The Town of Essex includes the Village of Essex Junction and Village residents are also Town residents. The Town of Essex adopted its charter in 1763, with voters accepting a redrawn charter in 1971. The Village formed in 1893, when residents wanted more services than the rest of the Town was willing to support and successfully petitioned the Vermont Legislature for a Village Charter. A Village President and a board of four Trustees, whose duties are similar to those of the Town's Selectboard, oversee the Village government. In the Town, five people are elected to the Selectboard for staggered three-year terms. The Town charter gives the Selectboard powers that include the provision of police and fire protection, acquisition of land, adoption and enforcement of ordinances, and dog control. The Selectboard also appoints volunteers to several boards and committees that serve the Town in



various regulatory or advisory capacities. The Town operates under a council-manager form of government. Selectboard members are elected at large by all residents of the Town, including Village residents. The Unified Manager is the chief administrative officer for the Town and is appointed by and reports to the five-member Selectboard in the capacity of Town Manager. A portion of the Unified Manager's time is contracted to Essex Junction by written agreement.

Essex Junction is an incorporated village within the Town of Essex and also operates under a council-manager form of government. The Unified Manager is also the chief administrative officer for the Village through the agreement between the Town Selectmen and the Village Trustees and reports to the five-member Board of Trustees in the capacity of Village Manager. The Board of Trustees is the governing, legislative body for the municipality of the Village of Essex Junction, and is elected at large within the Village. After each Annual Meeting, one of the Trustees is elected by the other Trustees to the office of Village President. The Village President is the Chairperson of the Board of Trustees and presides at the Trustee meetings. The three-year terms of the Trustees are staggered to provide continuity.

The Town of Essex operates the following departments: Assessor, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works, and Town Clerk. The Village of Essex Junction operates its own Community Development, Fire, Library, and Recreation & Parks offices, as well as a Wastewater Treatment Facility that serves Essex, Essex Junction, and Williston. The Highway Department is consolidating with the Town.

CONSOLIDATION & UNIFIED MANAGEMENT

The Town and Village began sharing organizational management oversight and direction in 2013, when the Town and Village agreed to share the services of the long serving Essex Town Manager. The unified management relationship has proven beneficial for both entities and the Town Selectmen and Village Trustees are in agreement to maintain and enhance this structure, while continuing to explore and pursue opportunities for collaborative / cooperative municipal service relationships.

Additional information about the structure can be found below:

- [Town & Village Consolidation Documents](#)
- [Town & Village Merger Information](#)
- [Merger Task Force Charge and Minutes](#)

BUDGET

The Village of Essex Junction Audits can be viewed [here](#).

The Town of Essex Audits can be viewed at [here](#).

The Town of Essex's budget can be reviewed [here](#).

The Village of Essex Junction's budget can be viewed [here](#).

ADDITIONAL INFORMATION

For further information visit the [Municipal Resources website](#) or contact Don Jutton at djutton@mrigov.com. To apply submit a resume and cover letter in PDF format to recruitment@mrigov.com.

Applications must be submitted by October 20, 2017 by 8am EST.



Eight Communities Receive Walk Friendly Designation

CHAPEL HILL, N.C., October 18, 2017— The Walk Friendly Communities program (WFC) recognizes eight communities with new and renewed designations for their commitment to prioritizing pedestrians and creating safe, comfortable and inviting places to walk.

The Walk Friendly designation is based on community efforts to expand opportunities for walking and improve pedestrian safety across a wide range of programs and activities, from planning and design to outreach and law enforcement.

From dense urban centers to small towns, the latest Walk Friendly designees reflect a wide range of communities demonstrating a commitment to improving conditions for walking:

Gold:

Washington, DC (Renewed Designation)

Silver:

Columbus, Ohio

Long Beach, California (Renewed Designation)

Redwood City, California (Renewed Designation)

Bronze:

Essex Junction, Vermont (Renewed Designation)

Gainesville, Florida (Renewed Designation)

Northampton, Massachusetts (Renewed Designation)

Sitka, Alaska (Renewed Designation)

WFC is a national recognition program developed to encourage cities and towns across the United States to develop and support walking environments with an emphasis on safety, mobility, access, and comfort. Sponsored by FedEx and managed by the University of North Carolina Highway Safety Research Center (HSRC) since 2010, the program distinguishes communities leading the way in walkability and seeks to share their stories to inspire other communities to move towards their own innovative solutions.

“Communities nationwide are implementing some very impressive plans and projects to create welcoming pedestrian environments,” said Dan Gelinne, WFC program manager. “All cities and towns face challenges related to pedestrian safety and

walkability, but these Walk Friendly Communities are well-positioned to address these concerns and proactively improve their streets. We hope their innovative projects and programs can serve as models to other communities.”

Cities and towns interested in joining the ranks of Walk Friendly Communities are encouraged to submit an application. The next round of applications is open now, and submissions are due by December 15, 2017. Interested communities are encouraged to visit www.walkfriendly.org to learn more about the program and review the application process.

“FedEx is very proud to sponsor the Walk Friendly Communities program. As part of our 2017 FedEx Cares commitment to invest \$200 million in 200 communities around the world by 2020, this program has had a far-reaching impact across the United States in making communities safer for pedestrians.” said Rose Flenorl, manager, FedEx Global Citizenship.

About the WFC Program

Walk Friendly Communities awards designations from bronze to platinum to participating communities with a commitment to improving and sustaining walkability and pedestrian safety through comprehensive programs, plans, and policies. Modeled after the League of American Bicyclists’ “Bicycle Friendly Communities,” WFC is the first program to highlight walkability initiatives and programs. At the core of the WFC program is a comprehensive web-based assessment tool that evaluates community walkability and pedestrian safety related to engineering, education, encouragement, enforcement, evaluation, and planning. The assessment tool is intended to both evaluate conditions for walking and provide communities with specific feedback and ideas for improving walkability. WFC is sponsored by FedEx and maintained by the UNC Highway Safety Research Center. It is supported by the Pedestrian and Bicycle Information Center (PBIC), which is funded by the U.S. Department of Transportation.

About FedEx Corp.

FedEx Corp. (NYSE: FDX) provides customers and businesses worldwide with a broad portfolio of transportation, e-commerce and business services. With annual

revenues of \$61 billion, the company offers integrated business applications through operating companies competing collectively and managed collaboratively, under the respected FedEx brand. Consistently ranked among the world's most admired and trusted employers, FedEx inspires its more than 400,000 team members to remain "absolutely, positively" focused on safety, the highest ethical and professional standards and the needs of their customers and communities. To learn more about how FedEx connects people and possibilities around the world, please visit about.fedex.com.

###

MEMORANDUM

TO: Essex Selectboard
CC: Village Trustees
FROM: Patrick C. Scheidel, Municipal Manager *PS*
DATE: October 18, 2017
SUBJECT: Amend Previously Adopted Motions/1993 PACIF Appointment

Issue

The issue is to amend previously adopted Selectboard motions.

Discussion

The Selectboard meeting of September 13, 1993 included an incorrect motion to nominate me to a VLCT Board of Directors. The Selectboard nominated me to the Unemployment Trust Board of Directors instead of the Property and Casualty Intermunicipal Fund (PACIF) Board of Directors.

In attempting to correct this mistake at the subsequent meeting, the mistake was upheld somehow. Initially, June Carmichael placed the issue on the agenda but we ended in not clarifying on which board I was nominated to serve. Thus, the October 4th motion by June to amend the 9/13/93 minutes by inserting Unemployment Trust after VLCT on page 7, lines 210 and 211, was wrong. It should have been "PACIF" and it should have been carried to line 216 as well.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended the Selectboard make a motion to amend the minutes of the September 13, 1993 Essex Selectboard meeting by replacing the words, "Unemployment Insurance" with "Property and Casualty Intermunicipal Fund" on line 216, and the minutes of October 4, 1993 by replacing the words "Unemployment Insurance" with "Property and Casualty Intermunicipal Fund on line 59.



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452

SELECTBOARD

Agenda

September 13, 1993, 7:30 P.M.

81 Main Street, Essex Jct., VT

7:30 **PUBLIC TO BE HEARD**

NEW BUSINESS

- 7:45 1. Utility Company Reps/Boy Scouts
8:30 2. Appointment of Community Advisory Group: Re-permitting of Essex #19 Dam
8:55 3. Errors & Omissions
4. **Nominations to the VLCT Board of Directors**

OLD BUSINESS

5. Farm & Open Lands Contract Application Deadline Policy
6. Organizational Retreat Status
7. Approval of Minutes of 8/23
8. Contracts/Personnel*

INFORMATION

9. Permanent Closing of Susie Wilson Road
10. Article re: IBM
11. Public Forums re: Transportation
12. Corr. from Woodside Juvenile Facility
13. Corr. from J. Dutra to Business Owners
14. Planning Commission Minutes of 8/26
15. Economic Development Network Minutes of 8/18
16. Zoning Board of Adjustment Minutes of 8/5, 9/2
17. CCMPO Minutes of 7/21
18. CCMPO - TTC Minutes of 8/19
19. CSWD Minutes of 7/28
20. Corr. from State re: Solid Waste Mgmt. Rules

* Executive Session is requested.

NOTE: Times on the agenda are approximate and agenda is subject to revision at the meeting.

This meeting will be televised by Channel 17 Town Meeting TV.

TOWN
MANAGER
878-1341

COMMUNITY
SERVICES
878-1342

COMMUNITY
DEVELOPMENT
878-1343

PUBLIC
WORKS
878-1344

ASSESSOR
878-1345

TOWN CLERK/
FINANCE
879-0413

LIBRARY
879-0313

POLICE
878-8331

210 4. Nominations to the VLCT Board of Directors

211 Ms. Carmichael said that she intended to nominate Mr. Scheidel to the VLCT Board of
212 Directors. He has been going to the meetings and has expressed interest. She
213 recommended that Mr. Scheidel submit the nomination form on his own behalf, showing his
214 willingness to serve.

215 **ALAN NYE MOVED AND JUNE CARMICHAEL SECONDED TO NOMINATE PATRICK**
216 **SCHEIDEL TO THE VLCT UNEMPLOYMENT INSURANCE TRUST BOARD OF**
217 **DIRECTORS.** The Board meets six to seven times per year. Mr. Nye was opposed to
218 the stipend plus mileage reimbursement. Mr. Scheidel said that if the Town car was used
219 for travel to the meeting, the Town will be reimbursed for the mileage expense. He would
220 be allowed to keep the stipend. Mr. Nye was opposed to public employees receiving a
221 stipend, but he agreed that service in this capacity is above and beyond the job duties of
222 the public employees. The meetings are mostly held in the morning. **THE MOTION**
223 **PASSED 4-0.**

224 OLD BUSINESS**225 5a. Additional Tax Stabilization Contracts**

226 Mr. Scheidel said that additional tax stabilization contract requests have been received. It
227 is recommended that the Board authorize the execution of the additional Farm and Open
228 Lands Contracts for all applicants.
229

230 These applicants applied after July 1. There was no application deadline.

231 Mr. Nye questioned the ten acre J.B. and B. Whitcomb property. Mr. Myers said that this
232 land was under single ownership with another piece of land that was 163 acres. Mr. Nye
233 said that the property became a separate parcel because of a subdivision. He was opposed
234 to an open land contract on a ten-acre parcel of land. Ms. Carmichael agreed.

235 **JUNE CARMICHAEL MOVED AND ALAN NYE SECONDED TO ENTER INTO THE FARM**
236 **AND FARM TENANT CONTRACTS AND OPEN LANDS CONTRACTS, EXCEPT THE**
237 **WHITCOMB 10 ACRE PROPERTY, SUBJECT TO THE SAME CONDITIONS AS THE**
238 **PREVIOUS CONTRACTS.** Mr. Nye stated that he would have no problem including the
239 10-acre Whitcomb property next year, if the Whitcomb's revoke the subdivision permit that
240 created that ten-acre parcel. Ms. Carmichael stated that the greater the acreage, the
241 greater the value. Mr. Myers stated that there had to be a reason the Assessor approved
242 the 10-acre parcel. He asked if the Board would table executing the contracts until an
243 explanation could be received. The response was negative. Ms. Francis recalled that
244 the ten-acre parcel was one that was physically divided from the rest of the land by the
245 Browns River. Mr. Nye repeated that the parcel was created because of a residential

35 **JUNE CARMICHAEL MOVED AND ALAN NYE SECONDED TO DISCUSS AGENDA ITEMS #5**
36 **AND #6 NEXT. THE MOTION PASSED UNANIMOUSLY.**

37 5. Organizational Retreat Agenda

38 Mr. Scheidel presented a letter sent to all individuals invited to attend the retreat. Also, presented
39 was a proposed agenda drafted by the facilitator and Ms. Francis. Ms. Francis will do some
40 preliminary work before the retreat on the roles and charges of the various boards. Approximately
41 40 people will be in attendance, including the Selectboard, Planning Commission, Economic
42 Development Commission, Zoning Board of Adjustment, department heads and Jerry Firkey, Leo
43 Nadeau and Carl Crawford.

44 6. Approval of Minutes of 9/20/93, 9/13/93 and 2/16/93

45 **JUNE CARMICHAEL MOVED AND ALAN NYE SECONDED TO APPROVE THE MINUTES OF THE**
46 **MEETING OF SEPTEMBER 20, 1993 WITH CORRECTIONS:** Page 1, line 26, replace "new Route
47 15" with "Susie Wilson Road", and line 26-27, replace to read: "that traffic will go down through
48 Painesville to the dead end Susie Wilson Road." Page 3, line 921, replace "buffered" with "buffer";
49 line 98, delete "and". Page 4, line 112, insert a comma after "Highway"; line 120, correct spelling
50 to "waste". Page 9, line 288, replace "done" with "assessed". Page 10, line 343, insert "to" after
51 "not". Page 11, line 359, insert "of the RELIEF Coalition" after "groups" and line 366-67, replace
52 to read: ". . . community in the State as well as the second largest in Chittenden County." **THE**
53 **MOTION PASSED UNANIMOUSLY.**

54 **JUNE CARMICHAEL MOVED AND ALAN NYE SECONDED TO APPROVE THE MINUTES OF THE**
55 **MEETING OF SEPTEMBER 13, 1993 WITH CORRECTIONS:** Page 1, line 4, line 19 and Page
56 2, line 57, correct spelling of "Kurfis". Page 3, line 74, insert at end: "and the manager apologized
57 for the oversight." Page 5, line 151, insert "and personal interest" after "WVDP", delete "several
58 years" and line 153, replace "Board" with "Selectboard". Page 7, lines 210 and 211, insert
59 "Unemployment Insurance Trust" after "VLCT". Line 240-241, delete the sentence beginning: "Ms.
60 Carmichael stated that the greater. . .". Page 8, line 277, replace to read: ". . . will be similar
61 to one used. . .". Page 10, line 333, replace "fresh fill" with "crushed stone". **THE MOTION**
62 **PASSED 5-0.**

63 **ALAN NYE MOVED AND JUNE CARMICHAEL SECONDED TO APPROVE THE MINUTES OF THE**
64 **MEETING OF FEBRUARY 16, 1993 WITH CORRECTIONS:** Page 8, line 257, delete "SMALLER".
65 Page 14, line 470, replace "3250" with "632 plus 50" and replace "contracted" with "contractors"; line
66 472, replace "to" with "beyond". **THE MOTION PASSED UNANIMOUSLY.**

67 **NEW BUSINESS**

68 1. Economic Analysis Participation

69 Rod Whittier discussed a proposal developed by Northern Economic Consulting, Inc. partners, Dick
70 Heaps and Art Woolf. Mr. Whittier presented this proposal to the Selectboard as a member of
71 Essex/Jobs/2000.

72 The proposed study is an outgrowth of the previous work done on economic development. Several
events are occurring that have the potential to generate positive economic impacts on the Town of



VERMONT LEAGUE OF CITIES AND TOWNS

12½ MAIN STREET, MONTPELIER, VERMONT 05602
(802) 229-9111 FAX: (802) 229-2211

Sponsor of: VLCT Property and Casualty Intermunicipal Fund, Inc.
VLCT Unemployment Insurance Trust, Inc.
VLCT Technical Services Center
VLCT Municipal Law Center
VLCT Health Trust, Inc.

VLCT PACIF

Board of Trustees Meeting

January 21, 1994

Country House Restaurant

Barre, Vermont

Members Present: Mel Hawley, Marge Heindel, Jim Gruber, Jack O'Brien, John Lawe,
David Lewis, Carol Mader, and Brendan Keleher (10:00)

Others Present: Thomas LoPizzo, David Sichel, and Charles Blake

The meeting was called to order at 9:45 a.m.

Upon motion (O'Brien/Heindel) duly adopted, the minutes of the
December 10, 1993 meeting were approved as corrected (page 1 "financial"
instead of "final"). The vote was unanimous.

David Sichel reviewed claim reports.

Thomas LoPizzo reviewed the financial report. He said the Fund is still awaiting several
reinsurance recoverables for the 1989 fund year.

Nominations for 1994 officers were accepted.

President: Mel Hawley
Vice President: Don Milne
Secretary/Treasurer: Emilie Thomas
Executive Secretary: Seven Jeffrey
Assistant Secretary: Thomas LoPizzo
Assistant Treasurer: David Sichel

Upon motion (Gruber/Lawe) duly adopted, the slate of officers as noted was
elected. The vote was unanimous.

SERVING VERMONT LOCAL GOVERNMENT

Upon motion (Lawe/O'Brien) duly adopted, Pat Scheidel of Essex Town was appointed as an alternate Trustee for 1994. The vote was unanimous.

President Hawley made committee assignments for 1994:

Claim/Data Committee - same as 1993

Loss Prevention - same as 1993

Finance - add Jim Gruber

Underwriting - same as 1993

Marketing - add Keleher, Lewis, Lawe

It was suggested by John Lawe that committee reports become a regular agenda item.

David Sichel advised the board that the VLCT Board of Directors passed a resolution commending both VLCT PACIF and VLCT Health Trust for returning funds to its members.

David Sichel briefly reviewed the proposed 1994 budget. The Board remanded the budget to the Finance Committee for review.

David Sichel reviewed the 1994 renewal and outstanding issues per his memorandum of January 20, 1994.

Upon motion (Mader/O'Brien) duly adopted, the Board agreed to purchase clash loss coverage for Workers' Compensation/General Liability from Genesis at a cost of \$15,000. The vote was unanimous.

Upon motion (Mader/Gruber) duly adopted, the board voted not to purchase the "flood gap" coverage as proposed by General Reinsurance. The vote was unanimous.

Upon motion (Lawe/Heindel) duly adopted, the Board voted not to purchase property/liability clash loss coverage for property losses as proposed by General Reinsurance. The vote was unanimous.

The Board discussed new member quotes.

Upon motion (Lewis/O'Brien) duly adopted, the Board approved issuing new member quotes to the Towns of Bolton, Greensboro, and Waltham. The vote was unanimous.



FW: Attached Image

William Ellis [Wellis@mcneilvt.com]

Sent: Tuesday, September 19, 2017 10:30 AM

To: Patrick Scheidel

Attachments: 2187_001.pdf (892 KB)

Pat,

I believe the correct motion is to "Amend Something Previously Adopted." It is similar to a motion to rescind, but instead it substitutes the correct language. Please see the attached excerpt from Robert's Rules of Order for a discussion of the motion. Please give me a call if you have any questions.

Bill

From: scanner@mcneilvt.com [mailto:scanner@mcneilvt.com]

Sent: Tuesday, September 19, 2017 10:25 AM

To: William Ellis <Wellis@mcneilvt.com>

Subject: Attached Image

1 with bringing up a single item of business, but must wait until the complete series is disposed of. For example, suppose a series of motions is in process of being dealt with:

- 5
- when the assembly has just voted to suspend the rules and permit a certain main motion to be introduced;
 - when a question has just been laid on the table for the announced purpose of admitting another motion;
 - when a previous action has just been rescinded (35);
 - enable a conflicting main motion to be made; or
 - when a main motion has just been voted down after a member stated in debate that in that event he would offer a different motion covering the case.

15 In each of the above instances, until the main motion has been specified has been made and disposed of, it is not in order to move to take still another question from the table.

20 **STATUS OF A QUESTION TAKEN FROM THE TABLE.** When a question is taken from the table, it is before the assembly, with everything adhering to it, exactly as it was when laid on the table. If amendments and a motion to *Commit* were pending when a resolution was laid on the table, then when it is taken from the table the question is first on the motion to *Commit*. The same would be true of a motion to *Postpone to a Certain Time* were adhering to the resolution, except that if the resolution is not taken from the table until after the time of proposed postponement, the motion to postpone is ignored. If the question is taken up on the same day that it was laid on the table, members who had exhausted their right of debate cannot speak on the question again; but if on another day, no notice is taken of speeches previously made. The *Previous Question* or limitation or extension of debate is not exhausted, however, if the question to which such an order was applied is taken

1 from the table at the same session, even on another day—in a convention. At the next session any such order is exhausted and the regular rules of debate prevail.

Form and Example

The form used in making this motion is, for example, "I move to take from the table the resolution relating to . . . and its amendment."

10 If Member A, who has risen to seek the floor for the purpose of making this motion, observes that the chair has recognized another member who rose at about the same time and who apparently intends to make a new main motion, the procedure would be as follows:

15 **MEMBER A** (remaining standing and interrupting): Mr. President, I move for the purpose of moving to take a question from the table.

20 Upon recognition, Member A then would move to take from the table the motion relating to . . .

If Member A did not rise to claim the floor before the chair recognized another member who already has made a new motion, then before this question has been stated by the chair, Member A can quickly rise and address the chair, thus:

25 **MEMBER A:** Madam President.

CHAIR: For what purpose does the member rise?

MEMBER A: I rise for the purpose of moving . . . [and so on, as in the case above].

5 RESCIND; AMEND SOMETHING PREVIOUSLY ADOPTED

30 By means of the motions to *Rescind* and to *Amend something Previously Adopted*—which are two forms of one

1 incidental main motion governed by identical rules—the assembly can change an action previously taken or ordered. *Rescind*—also known as *Repeal* or *Annul*—is the motion by which a previous action or order can be canceled or countermanded. The effect of *Rescind* is to strike out an entire main motion, resolution, rule, bylaw, section, or paragraph that has been adopted at some previous time. *Amend Something Previously Adopted* is the motion that can be used if it is desired to change only a part of the text, or to substitute a different version.

next meeting can be given after another member has been assigned the floor, provided that he has not begun to speak.

4. Must be seconded.
5. Are debatable; debate can go into the merits of the question which it is proposed to rescind or amend.
6. Are amendable, by the processes of primary and secondary amendment in any of the forms discussed in 12, as applicable to the particular case. Thus, a motion to *Rescind* can be amended, for example, to become a motion to strike out only a part of what it was proposed to rescind. But if a motion to *Rescind* or to *Amend Something Previously Adopted* is amended so that the change proposed by the amended motion then exceeds the scope of a previous notice that was given, the effect of the previous notice is destroyed and the motion can no longer be adopted by a majority vote (see Standard Characteristic 7). When these motions require previous notice (as may be the case with respect to a motion to rescind or amend a provision of the bylaws or a special rule of order), such a motion cannot be amended so as to make the proposed change greater than that for which notice has been given.

Standard Descriptive Characteristics

The motions to *Rescind* and to *Amend Something Previously Adopted*.

1. Take precedence over nothing, and can therefore be moved only when no other motion is pending. *Previous notice* (pp. 116–18) of intent to offer one of these motions at the next meeting can be given while another question is pending, however—provided that it does not interrupt a speaker (see Standard Characteristic 7). These motions yield to subsidiary, privileged, and incidental motions.
2. Can be applied to anything (e.g., bylaw, rule, policy, decision, or choice) which has continuing force and effect and which was made or created at any time or times as the result of the adoption of one or more main motions. Can also be applied to any precedent created as a result of a ruling of the chair or an appeal that has been taken from a ruling of the chair. (However, see below for actions that cannot be rescinded or amended.) All of the subsidiary motions can be applied to the motions to *Rescind* and to *Amend Something Previously Adopted*.
3. Are out of order when another has the floor, but previous notice of intent to offer one of these motions at the

In an assembly, except when applied to a constitution, bylaws, or special rules of order, require (a) a two-thirds vote, (b) a majority vote when notice of intent to make the motion, stating the complete substance of the proposed change, has been given at the previous meeting or in the call of the present meeting, or (c) a vote of a majority of the entire membership—which ever is most practical to obtain. In a committee, these motions require a two-thirds vote unless all committee members who voted for the motion to be rescinded or amended are present or have received ample notice, in which case they require a majority vote. A motion to rescind or



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452

Select Board AGENDA

REVISED

October 21, 1991, 7:30 PM
81 Main St., Essex Jct., VT

NEW BUSINESS

- 7:30 1. Lauren-Glenn Davitian re: Ch. 17 policy on programming
- 8:00 2. United Way Resolution

OLD BUSINESS

- 8:10 3. Town Plan Work Session
- 8:25 4. Approve Minutes of 9/9/91, 9/23/91, 9/30/91
- 8:35 5. Pending Litigation*

INFORMATION

- 5. Zoning Board of Adjustment-Notice of Public Hearing
- 6. Minutes of Essex Economic Development Commission-10/10/91
- 7. Minutes of Conservation Committee -10/1/91
- 8. Conservation Committee Agenda for 10/22/91
- 9. Minutes of Zoning Board of Adjustment-10/3/91
- 10. Town of Essex Planning Commission Agenda-10/17/91
- 11. CCMPO Transit Technical Committee Agenda-10/16/91
- 12. 1991 Draft Budget Notes-EJ Wastewater Treatment Facility
- 13. Minutes of Winooski Valley Park District-8/21/91
- 14. Minutes of Champlain Water District-10/2/91
- 15. Letter to Paul & Sandra Lemire from Agcy. of Nat. Resources
- 16. CCRPC-Changes to Draft Regional Plan
- 17. **VLCT PACIF-Nominations to the Board of Trustees**
- 18. The Vermont Institute for Government Newsletter
- 19. CCTA-Additional info. requested on items in audit
- 20. Channel 17 Newsletter-October, 1991
- 21. VERMONT'S FUTURE-An Update on Planning-Fall 1991
- 22. OPINIONS-October 1, 1991
- 23. Schedule on Circ. Highway
- 24. Thank-you note from Snelling Family

* Executive Session is requested for pending litigation

TOWN
MANAGER
878-1341

PARKS &
RECREATION
878-1342

COMMUNITY
DEVELOPMENT
878-1343

PUBLIC
WORKS
878-1344

ASSESSOR
878-1345

TOWN CLERK/
FINANCE
879-0413

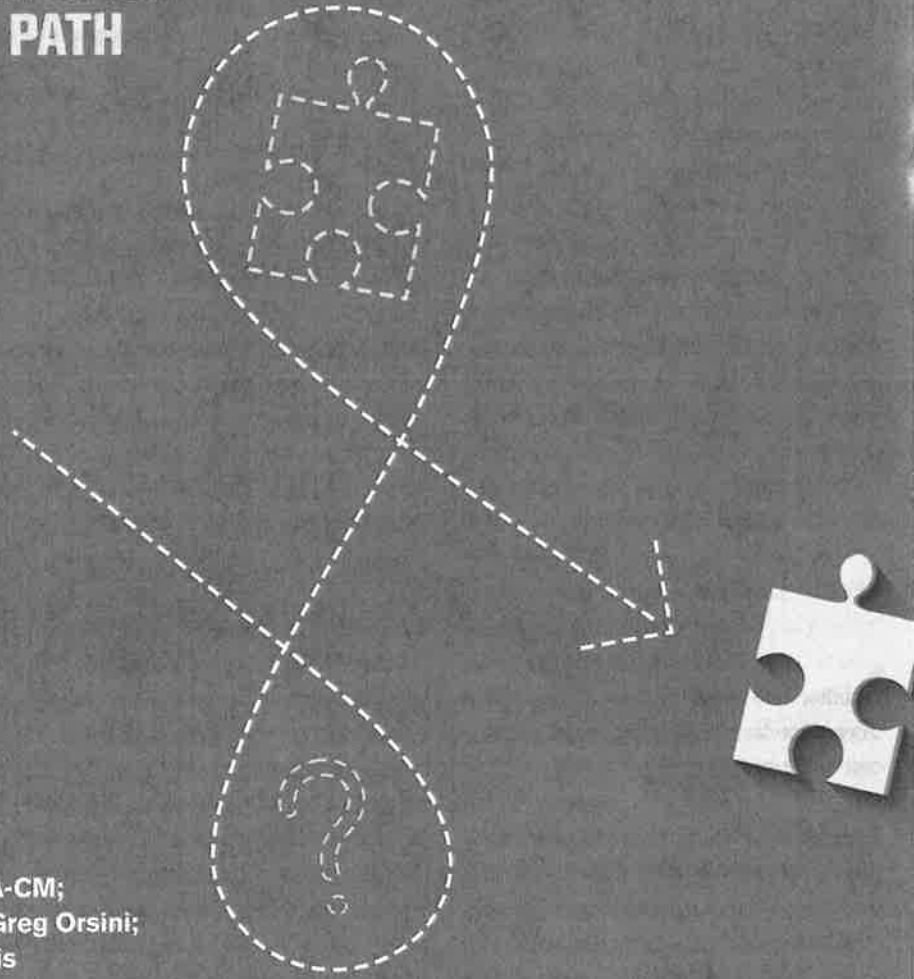
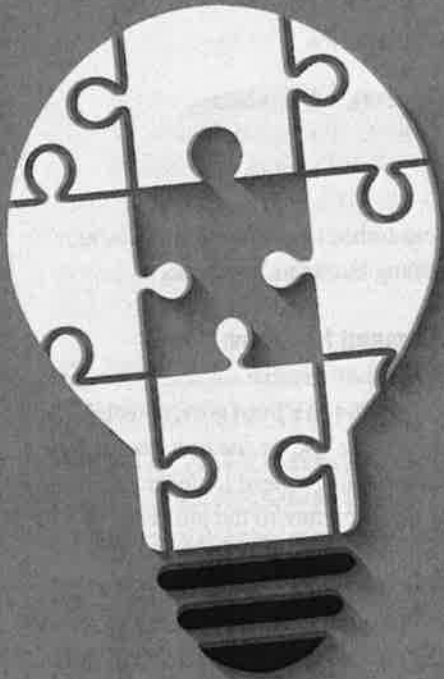
LIBRARY
879-0313

POLICE
878-6331

COUNTERPOINT:

WHY SPECIAL DISTRICTS PROMOTE GOOD GOVERNANCE

A LOOK AT HOW CALIFORNIA HAS FORGED A NEW PATH



By Eldon Boone; Scott Carroll, ICMA-CM; Kathleen Jurasky; Neil McCormick; Greg Orsini; Tim Shackelford; and Martin Zvirbulis

In their April 2017 *PM* article “Hidden Government,” authors Mary Eleanor Wickersham and R.P. “Sherman”

Yehl contemplate the growth of special districts in the United States. The article goes on to question the accountability of special districts and put forward a wish list of opportunities to promote good governance.

The article, unfortunately, relies on generalizations that do not apply to all types of special districts throughout the

nation. A closer look reveals that special districts in California are already tackling many of their suggestions, and we suspect districts in other states are taking similar proactive steps.

Special districts are created, funded, and overseen by community residents to focus on providing specific services to the community. In other words, special districts are community-owned agencies, governed by a board of community

residents to deliver specialized services to the community.

Rarely does a one-size-fits-all approach provide viable solutions to our nation’s vastly diverse communities and their unique challenges. An axiom for local government is that a local, case-by-case approach is the best approach.

Special districts epitomize this concept and have consequently become a popular solution for meeting communities’ needs.

Striving to Meet Unmet Needs

To some, the increasing number of special districts nationwide is troubling, while to others it demonstrates that communities are turning to a unique form of government tailored to fit their growing needs.

Like other states, California saw a rise in the number of special districts during the baby boomer years following World War II. During the last 20 years, however, California has forged a new path distinguishing itself from the national trend.

Since 1997 (the United States conducts its census of local governments every five years, for years ending in 2 and 7), the number of special districts in California has declined 5 percent, while the number nationwide grew by 10 percent during that same period.

This is particularly significant given that the population in California and presumably the demand for services has increased by nearly 21 percent since 1997. There are now fewer special districts serving substantially more residents in California than there were 20 years ago.

So, has California forsaken special districts? Certainly not. Last year, communities in California formed four new special districts. They also dissolved seven and consolidated two special districts. (Currently, there are more than 2,070 independent special districts in California.)

This was not a hasty, wholesale, forced mandate in the name of “reform,” but rather part of a steady, local examination of the evolving needs of unique communities through what are known as local agency formation commissions (LAFCOs).

LAFCOs only exist in California. They were first established in 1963, but their authority was enhanced in 2000 through what is known as the Cortese-Knox-Hertzberg Act.

LAFCOs were created to promote orderly growth, prevent sprawl, preserve agriculture and open space, and ensure efficient, sustainable public services. They form new cities and special dis-

tricts, adjust boundaries, change authorized services, allow service extensions, perform municipal service reviews, and reorganize local agencies.

Most impressive about the establishment of the LAFCO system is that the California State Legislature had the foresight to institute a local versus state-level process. California has 58 LAFCOs, one for each county, and these commissions are each comprised of two county supervisors; two city councilmembers; one public member; and, in half of California’s counties, two special district board members.

LAFCOs hire independent staff and consultants. They conduct open and public meetings, bring local stakeholders to the table, and conduct objective analyses before forming, dissolving, or

not mean they are less accountable as a form of government.

In fact, it can be argued that special districts foster qualitative public engagement. Even where the number of people participating in a particular election, meeting, or decision may be small, the amount of access for an average resident can be high.

Special districts often provide greater responsiveness to their community than other forms of government where the size, scope, partisanship, or politicization may feel insurmountable to residents.

These are not universal observations. All levels of government have advantages and disadvantages, and all levels of government have room to improve. Ultimately, it is not about which form of government is better in theory

TO SOME, THE INCREASING NUMBER OF SPECIAL DISTRICTS NATIONWIDE IS TROUBLING, WHILE TO OTHERS IT DEMONSTRATES THAT COMMUNITIES ARE TURNING TO A UNIQUE FORM OF GOVERNMENT TAILORED TO FIT THEIR GROWING NEEDS.

consolidating an agency. These actions are then subject to a protest vote of the affected local residents. This is a far more local, methodical, and democratic—not to mention more effective—process than the type of top-down actions often proposed in other states.

LAFCOs balance oversight with local control and self-determination. They help promote thoughtful analysis and long-term sustainability over state-level political whims. Such virtues are critical when dealing with communities’ essential services, like fire protection, water, and sewer.

The Heart of Public Engagement

Is quantity or quality more important when it comes to public engagement? Merely because some special district elections, for example, may not be as big or expensive as the elections for federal, state, or some counties and cities does

but rather, which form of government can best meet the specific needs of each unique community.

Most people do not have the time or inclination to regularly monitor their local government; they just want to know it is working. They want the lights to turn on, the tap to pour clean water, the trash to be picked up, and the toilet to flush.

But, when individuals do have an issue—whether it’s because of a new need or a new tax—they want somebody from their community who will listen, and who can take action. Special districts do that.

Checking the Accountability Wish List

Regardless of size or form of government, residents need assurance that their government—all of their government—meets a high standard for transparency and accountability. California continues to raise that standard in state law.

Special districts in California must meet a wide range of public accountability laws, many of which exceed those governing state and federal governments.

These laws include but are not limited to:

- **Open meetings.** Special district actions and deliberations must be conducted openly, with meetings noticed to the public 72 hours in advance.
- **California Public Records Act.** The public has a right to inspect and request copies of special district records.

SPECIAL DISTRICTS ARE CREATED, FUNDED, AND OVERSEEN BY COMMUNITY RESIDENTS TO FOCUS ON PROVIDING SPECIFIC SERVICES TO THE COMMUNITY.



- **Municipal service reviews.** LAFCOs are required to update special district spheres of influence every five years and must evaluate the services provided by the district and its potential future growth.
- **Regular financial audits.** Special districts are required to undergo regular independent audits, conducted by the county auditor or a certified public accountant, and filed with the state controller's office.
- **Ethics training.** Board members and key staff for special districts are required to take ethics training courses every two years.
- **Political Reform Act.** Through reporting of contributions and personal finances, special districts must ensure that elections are fair and that board members do not use their position to influence decisions in which they have financial interest.
- **Right to Vote on Taxes Act.** Known in California as Prop. 218, voters may reduce or repeal any local tax, assessment, fee, or charge. Additionally, special districts may not impose property-related fees and charges greater than the cost of providing the service for which the fee pays.
- **Compensation disclosure and**

financial reports. Special districts are required to submit a financial transaction report as well as a compensation report to the state controller and post or link the report to their website.

Beyond California's robust statutory standards for special districts, the Special District Leadership Foundation (SDLF), a nonprofit 501(c)(3) established to promote good governance for special districts, promotes transparency through its district transparency certificate of excellence program.

More than 100 districts in California have received the SDLF certificate, which ensures special districts provide key governance and finance information on their websites and conduct special community outreach and engagement. Details can be found at www.sdlf.org.

The California Special Districts Association (CSDA) has partnered with Streamline, a business affiliate, to offer districts affordable websites that make compliance with the SDLF transparency requirements clear, simple, and efficient.

CSDA has also launched a statewide public outreach campaign called Districts Make the Difference to raise public awareness and understanding about special districts. We encourage you to visit www.DistrictsMakeTheDifference.org to learn more.

Special Districts Leading the Way

Here are just a few examples on the specific efforts our special districts are making to proactively engage our communities and ensure good governance:

Chino Valley Independent Fire

District. CVIFD became the first fire-protection district in California to receive the SDLF District of Distinction accreditation in 2008. Last year, the district

interacted with nearly 33,000 people from its community, providing valuable fire- and life-safety information through various outreach programs.

These programs included youth programs in local schools and daycare facilities, mentoring programs to those interested in a fire-service career through its fire-explorer program, and informational videos shown on the Web and local cable channels. CVIFD is currently preparing for its third annual state of the fire district presentation to the community.

Costa Mesa Sanitary District. CMSD has a smartphone app called GoCMSD that allows residents to report such issues as broken manhole covers and trash cans stored in public view or left unemptied.

It has conducted two community surveys (2012 and 2016) of approximately 1,500 residents and has received an average approval rating of 84 percent between the two surveys. Results from the engagement efforts allowed CMSD to embark on a new and innovative program, the first of its kind in Southern California, where residential green waste and food scraps are collected and recycled into renewal natural gas by using anaerobic digestion technology.

Cucamonga Valley Water District.

CVWD demonstrates open government through use of its website, social media, and active community engagement. Each year, it hosts or participates in more than 30 community events, providing its nearly 200,000 water and wastewater users the opportunity to connect with district staff and board members.

It has launched a customer engagement tool called FlashVote, enabling customers to participate in monthly surveys, providing timely feedback on district programs and initiatives. When drought restrictions were implemented in 2015, the CVWD Responds app was launched to provide customers with a quick and easy way to report water waste.

Palm Springs Cemetery District.

PSCD is a member of five cities'

chambers of commerce and regularly presents to businesses, service organizations, and other local governments. This outreach, in part, led to the district being nominated for Cathedral City's 2015 Business of the Year. The district also received a nomination for the Small Business Innovator of the Year award.

PSCD annually draws more than 2,500 attendees to its Day of the Dead celebration, an important cultural event in Cathedral City. In 2001, the district became the first in the nation to install a memorial dedicated in honor of gay, lesbian, bisexual, and transgender veterans.

McKinleyville Community Services District. Although not incorporated as a city, McKinleyville is the third largest community in Humboldt County. MCSD provides water, wastewater, street lighting, open space maintenance, and parks and recreation programming for a population of almost 17,000. The district demonstrates accountability through its collaboration.

MCSD has built a successful foundation for community engagement through partnerships with the Boys & Girls Club of the Redwoods in Humboldt County, and other community organizations. It partnered with a service club to construct a building that is used by the sheriff's department as a substation and with the county to provide for a branch of the county's public library.

Vista Irrigation District. In 2016, VID completely revamped its website. A special outage alert page can be activated remotely to inform customers when it has an unplanned outage, providing information about the location, how many customers are impacted, and the projected time water service will be restored.

VID also actively engages the community through its speakers' bureau program, participation in local community events, hosting local WaterSmart landscaping classes, as well as sponsoring a high school

scholarship program and poster contest for fourth graders. **PM**



ELDON BOONE is general manager, Vista [California] Irrigation District (eboone@vidwater.org).



SCOTT CARROLL, ICMA-CM, is general manager, Costa Mesa [California] Sanitary District (scarroll@cmsdca.gov).



KATHLEEN JURASKY is district manager, Palm Springs [California] Cemetery District (kjurasky@pscemetery.com).



NEIL MCCORMICK is chief executive officer, California Special Districts Association, Sacramento, California (neilm@csda.net).



GREG ORSINI is general manager, McKinleyville [California] Community Services District (mcsdgm@mckinleyvillecsd.com).



TIM SHACKELFORD is fire chief, Chino Valley Independent Fire District, Chino Hills, California (tshackelford@chofire.org).



MARTIN ZVIRBULIS is general manager, Cucamonga Valley Water District, Rancho Cucamonga, California (GM@cvwdwater.com).

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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: October 24, 2017
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

November 8 7:00 PM	Joint Meeting with Selectboard at 81 Main St.
November 14 6:30 PM	Regular Meeting
November 28 6:30 PM	Regular Meeting
December 12 6:30 PM	7:00 - Joint Meeting with Selectboard at Lincoln Hall
December 20 8:15 AM	FYE 19 Budget Day with department heads
December 26 6:30 PM	Regular meeting

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 10, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Lori Houghton, Dan Kerin.

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Community Development Director; Jim Jutras, Water Quality Superintendent; Brad Luck, Recreation & Parks Director; Dennis Lutz, Public Works Director.

OTHERS PRESENT: Tim Shea, Lt. Ken Beaulieu, Chris Chiquoine.

1. 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.

2. AGENDA CHANGES/APPROVAL

Add:

- Report from Essex Police on Maple Street Park and multi-use path
- Internal copy of the winter operations plan

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

2. Tim Shea, Champlain Valley Exposition re: 2017 Wolfsgart Auto Show

Tim Shea, CVE Executive Director, explained in 2016 CVE met with village staff to see what can be done to limit sound from the auto show that brings thousands of people to the fairgrounds and a couple hundred people who camp on the site. For the 2017 event CVE worked with a promoter, increased security using a private contractor, secured a sound waiver, and complied with the sound ordinance (the sound engineer indicated there were some spikes of sound, but none of duration). Light towers were also added and Essex Police had a regular presence in the evening hours during the event. No calls of complaint were received. The first CVE became aware of any issues with noise was hearing the comments from Chris Chiquoine to the Trustees. Police Chief LaRose did not indicate any issues. The noise at 5 AM that was referred to by Mr. Chiquoine could have been garbage trucks at the shopping center. Regarding the comment about a drunken party, the average age of attendees was mid-to-late 20s and mostly males. There are cars at the car show so engines may have been revved on occasion. CVE tries to be a good neighbor and feels is a good neighbor. There are eight to 10 days when activity at the fairgrounds is heard and the majority of this is the fair. The fairgrounds are used by the

neighbors to walk their dogs or ride bikes and people typically let CVE know if there are any problems. CVE takes very seriously being a good neighbor and managing events as best can be.

Lori Houghton asked how complaints are handled by CVE. Tim Shea said people can call the office or send an email and staff will respond. The parameters of the ordinance are made clear to all performers at the fairgrounds. CVE cannot stop an event if the sound is within the parameters.

Elaine Sopchak requested having the sound engineer used by the village discuss the sound measurement process with the Trustees. Andrew Brown requested a copy of the sound report from the Wolfsgart event.

George Tyler expressed appreciation to Tim Shea for explaining the situation and how events are managed at CVE.

Chris Chiquoine pointed out there is no five minute average in the noise ordinance. There is an instantaneous reading and by that parameter the Wolfsgart event violated the ordinance 29 times between Midnight and 7 AM. Fireworks in the middle of the night wake people up. Mr. Chiquoine said he thought the complaint process began with contacting the police, who would then contact CVE, and this is the process he followed but CVE said they were not contacted so there must be a breakdown of communications. Also, there is a rule of no engine revving in the camping area or the offender will be escorted off the grounds, but no one was escorted out after revving engines. There is a no fireworks rule, but there were fireworks. There were beer pong tables at the event so it can be assumed there was plenty of drinking. It is agreed CVE has tried to do more to manage events better, but this particular event does not work or should be located in a different area of the fairgrounds.

3. Lt. Ken Beaulieu, Essex Police, re: Maple Street Park and Multi-Use Path
Lt. Beaulieu reported the incident at Maple Street Park is still under investigation, but it appears the initial complaint was made up and no weapon was involved. No trespass orders have been issued to the offenders. Regarding the multi-use path by the railroad tracks, the police have found abandoned and stolen bikes and used needles there, but there have been no crimes of violence or significant drug arrests. Officers make frequent patrols of the area and will continue to do so. Until the village has an ordinance against loitering there is nothing that can be done about people hanging out on the path.

4. OLD BUSINESS

1. Accept Public Infrastructure at Village Haven

Robin Pierce and Jim Jutras explained Village Haven is the first development in the village with Vermont Neighborhood designation. At this point all the infrastructure is accessible and Public Works can make the inaccessible valve accessible so the infrastructure can be transferred to the village.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize the Municipal Manager to complete transfer of the Village Haven (Roscoe Court) main roadway, water distribution, sanitary sewer and sewage pump station to the Village of Essex Junction for acceptance of municipal infrastructure. VOTING: unanimous (5-0); motion carried.

2. Lease with Essex Westford School District for ACE Program

Pat Scheidel briefed the Trustees on the terms of the lease with the ACE Program for use of Park Street School. The term of the lease is July 1, 2017 – June 30, 2020 for \$1 per year. The lessee must keep the space clean and repaired and cannot sublet. The village is indemnified and held harmless. Lauren Morrissette added the Recreation Dept. budget is taking on some expenses. The Village building maintenance fund will cover building maintenance and the general fund will cover electric, gas, and trash removal. If the Recreation Dept. takes over use of the building, the department will take over the maintenance.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the lease with Essex Westford Education Community Unified Union School District #51 for the ACE Program to continue at 21 Park Street through 6/30/20. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Winter Operations Plan 2017-2018

Dennis Lutz reported the changes to the document are minimal, mainly addressing sidewalk plowing (hiring a contractor to do the Carmichael Street area and avoiding damage to lawns in the springtime) and adding any newly accepted roads. Essex Selectboard approved the document. The public will be made aware when the plan is available.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the 2017-2018 Winter Operations Plan. VOTING: unanimous (5-0); motion carried.

2. Grants for Storm Water Improvement Projects

Dennis Lutz reported the grants for phosphorus control and LDS Church were received. Payments need to continue into the capital fund for storm water projects in order to have enough money for the local match to the grants. Another option is to increase the capital funds towards storm water or go to bond to ensure there is money for matching funds so staff can continue to pursue storm water grants while the grant money is available. With the two grants that were received the village and town will meet the Flow Restoration Plan requirements and then can work on decreasing phosphorus.

Pat Scheidel mentioned adding a penny to the tax rate for the local match (20% match of the grants received equates to \$270,000). Dennis Lutz said the matter needs further thought and consideration to ensure there are funds for grants for projects, particularly storm water projects.

3. FYE19 Budgets and Capital program Adoption Schedule

The Trustees discussed maintaining the rate of inflation with the budget. There are no anticipated significant changes in the budget which is trending in the right direction in terms of the consolidation with the town. Pat Scheidel said there may be some adjustments in the fire department budgets due to salary and organizational structure changes, but nothing major.

Elaine Sopchak requested consideration be given to a Communications officer position for the village and town. Functions of the position would include being the public face of the community, internal communications, keeping the town and village websites current, working with staff and the boards on better communication, and communicating with residents.

Budget day with Department Heads will be December 20, 2017.

6. MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- October 24, 2017
- November 14, 2017
- November 28, 2017
- December 12, 2017
- December 26, 2017

* October 24, 2017 @ 7 PM – Joint Meeting with Selectboard

* November 8, 2017 @ 7 PM – Joint Meeting with Selectboard

* December 12, 2017 @ 7 PM – Joint Meeting with Selectboard

* December 20, 2017 – FYE19 Budget Day with Department Heads

2. Congregational Church 150th Anniversary

Pat Scheidel said Tom James, member of the First Congregational Church, asked the village to participate in the 150th celebration of the church on October 20, 2017. George Tyler and Pat Scheidel will draft a letter of recognition.

3. BTV Noise Technical Advisory Committee

Pat Scheidel reported the airport invited the village to participate on the BTV Noise Technical Advisory Committee. Advertisement will be done for a representative.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak asked for the revisions to the Code of Ethics approved by the Selectboard.
- George Tyler reported on the meeting with Amtrak to discuss the plan by Amtrak to bring the train stop in Essex Junction into ADA compliance by 2018. Nothing will be done to the station building itself. George Tyler will contact VTrans, Regional Planning, and the Congressional delegation to see if there is any funding

available to upgrade the building using the plans drafted by the UVM engineering students for the village.

2. Reading File

- Letter to Pat Scheidel from Gene Richards re: Burlington International Airport Technical Advisory Committee
- Memo from Max Levy and George Tyler re: City of South Burlington Airport Resolution

8. **CONSENT AGENDA**

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting(s) 9/26/17**
2. **Expense Warrant #17064, dated 9/29/17, in the amount of \$103,402.44**
3. **Expense Warrant #17065, dated 10/6/17, in the amount of \$270,805.37**
4. **FYE18 Budget Status Report as of 9/30/17**

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

9. **ADJOURNMENT**

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 8 PM.

RScty: M.E.Riordan

10/13/17
08:27 am

Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01(GENERAL FUND) All check #s 10/12/17 To 10/13/17 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	09/27/17 VF bulb 552727048120	210-42220.432 VEHICLE MAINTENANCE	4.74	13122	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-41320.210 HEALTH INS & OTHER BENEFI	3111.83	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-45551.210 HEALTH INS & OTHER BENEFI	6223.65	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-41970.210 HEALTH INS & OTHER BENEFI	2074.55	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-43151.210 HEALTH INS & OTHER BENEFI	549.76	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-41335.210 HEALTH INS & OTHER BENEFI	1037.27	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-43110.210 HEALTH INS & OTHER BENEFI	3526.73	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-45110.210 HEALTH INS & OTHER BENEFI	4149.10	13126	10/12/17
V1655	BLUE CROSS BLUE SHIELD OF	10/01/17 VA Nove health ins villag 60270001184	210-45220.210 HEALTH INS & OTHER BENEFI	1037.27	13126	10/12/17
00530	BRODART CO	05/08/17 BL books B4989116	210-45551.640 ADULT COLLECTION-PRINT &	26.32	13128	10/12/17
00530	BRODART CO	05/08/17 BL books B4989116	210-45551.610 SUPPLIES	1.80	13128	10/12/17
00530	BRODART CO	08/24/17 BF books B5093095	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	13128	10/12/17
00530	BRODART CO	08/24/17 BL books B5093351	210-45551.640 ADULT COLLECTION-PRINT &	45.75	13128	10/12/17
00530	BRODART CO	08/24/17 BL books B5093351	210-45551.610 SUPPLIES	1.80	13128	10/12/17
00530	BRODART CO	08/24/17 BL books B5093392	210-45551.610 SUPPLIES	9.00	13128	10/12/17
00530	BRODART CO	08/24/17 BL books B5093392	210-45551.640 ADULT COLLECTION-PRINT &	180.46	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113650	210-45551.610 SUPPLIES	0.90	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113650	210-45551.640 ADULT COLLECTION-PRINT &	15.40	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113794	210-45551.610 SUPPLIES	0.90	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113794	210-45551.640 ADULT COLLECTION-PRINT &	24.99	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113888	210-45551.610 SUPPLIES	0.90	13128	10/12/17
00530	BRODART CO	09/21/17 BL books B5113888	210-45551.640 ADULT COLLECTION-PRINT &	15.40	13128	10/12/17
00530	BRODART CO	09/25/17 BF books B5115087	210-49345.000 LIBRARY DONATION EXPENDIT	15.19	13128	10/12/17
00530	BRODART CO	09/28/17 BF books B5119061	210-49345.000 LIBRARY DONATION EXPENDIT	33.13	13128	10/12/17
00530	BRODART CO	10/02/17 BL books B5121345	210-45551.640 ADULT COLLECTION-PRINT &	95.68	13128	10/12/17

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	10/02/17	BL books B5121345	210-45551.610 SUPPLIES	1.20	13128	10/12/17
V0461	10/03/17	BL newspapers 0708092017	210-45551.640 ADULT COLLECTION-PRINT &	327.50	13131	10/12/17
23455	09/12/17	Waste 4060830	210-45220.610 SUPPLIES	10.00	13132	10/12/17
V10614	08/24/17	AD Sept cobra admin 8416	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	13133	10/12/17
04940	09/27/17	VF internet service 0179210 9/27	210-42220.535 TELEPHONE SERVICES	125.80	13136	10/12/17
V10657	10/10/17	BL youth programs reimb 71728	210-45551.837 CHILDRENS PROGRAMS	11.52	13138	10/12/17
25920	09/28/17	VF fire ext insp, svc 340503	210-42220.570 MAINTENANCE OTHER	235.75	13144	10/12/17
25920	09/28/17	VF fire extinguisher svc 340665	210-42220.570 MAINTENANCE OTHER	338.14	13144	10/12/17
34895	10/01/17	NB Sept trash pu Park St 1257672	210-49400.565 RUBBISH REMOVAL	72.03	13147	10/12/17
V10129	10/06/17	BL travel reimb 10162017WH	210-45551.500 TRAINING, CONFERENCES, DU	54.24	13149	10/12/17
33495	09/24/17	BL books 30556445	210-45551.640 ADULT COLLECTION-PRINT &	122.39	13151	10/12/17
V10347	09/27/17	LH quarterly svc 145240	210-41940.434 MAINT. BUILDINGS/GROUNDS	100.00	13155	10/12/17
V10347	09/22/17	LH Quarterly svc 152560	210-41940.434 MAINT. BUILDINGS/GROUNDS	300.00	13155	10/12/17
14585	09/22/17	VF SCBA service 1164517	210-42220.570 MAINTENANCE OTHER	199.75	13157	10/12/17
14585	09/22/17	VF air bottle valve cover 1164518	210-42220.570 MAINTENANCE OTHER	153.00	13157	10/12/17
26385	10/05/17	SB SB & Trustee minutes 002TOE	210-41320.530 COMMUNICATIONS	44.00	13162	10/12/17
26385	10/05/17	AD Sept minutes 775EJ	210-41320.530 COMMUNICATIONS	176.00	13162	10/12/17
37430	09/22/17	8E21 Dot inspection RC63128	210-42220.432 VEHICLE MAINTENANCE	2160.27	13163	10/12/17
37430	09/26/17	8L3 state dot inspection RC63204	210-42220.432 VEHICLE MAINTENANCE	1288.78	13163	10/12/17
02050	10/05/17	VF 8U61 insp, brake svc 27	210-42220.432 VEHICLE MAINTENANCE	1069.85	13166	10/12/17
03180	10/01/17	VF alarm testing 17188	210-42220.434 MAINT. BUILDINGS/GROUNDS	250.00	13167	10/12/17
03180	10/01/17	LH fire alarm 17194	210-41940.434 MAINT. BUILDINGS/GROUNDS	250.00	13167	10/12/17
29835	10/04/17	Field Paint 0930-8	210-45220.610 SUPPLIES	136.08	13169	10/12/17
40840	10/01/17	VA Oct phone , internet 3808253	210-41320.530 COMMUNICATIONS	34.95	13171	10/12/17
40840	10/01/17	VA Oct phone , internet 3808253	210-41970.535 TELEPHONE SERVICES	31.17	13171	10/12/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
40840	10/01/17	SOVERNET COMMUNICATIONS (VA Oct phone , internet 3808253	210-41320.535 TELEPHONE SERVICES	139.75	13171	10/12/17
40840	10/01/17	SOVERNET COMMUNICATIONS (VA Oct phone , internet 3808253	210-41940.535 TELEPHONE SERVICES	39.86	13171	10/12/17
V2124	09/23/17	STAPLES ADVANTAGE BL supplies 3353428165	210-45551.610 SUPPLIES	245.58	13173	10/12/17
14740	07/05/17	SWISH WHITE RIVER LTD Cleaning Supplies W191018	210-45220.610 SUPPLIES	358.31	13175	10/12/17
14740	07/07/17	SWISH WHITE RIVER LTD Cleaning Supplies W191639	210-45220.610 SUPPLIES	170.50	13175	10/12/17
14740	07/12/17	SWISH WHITE RIVER LTD Cleaning Supplies W192377	210-45220.610 SUPPLIES	437.96	13175	10/12/17
14740	07/12/17	SWISH WHITE RIVER LTD Cleaning Supplies W192378	210-45220.610 SUPPLIES	330.70	13175	10/12/17
14740	08/02/17	SWISH WHITE RIVER LTD Cleaning Supplies W196543	210-45220.610 SUPPLIES	119.84	13175	10/12/17
36130	09/18/17	VERIZON WIRELESS VA cell phones, data 8/19 9792932539	210-41970.535 TELEPHONE SERVICES	40.01	13176	10/12/17
36130	09/18/17	VERIZON WIRELESS VA cell phones, data 8/19 9792932539	210-42220.535 TELEPHONE SERVICES	160.04	13176	10/12/17
07565	09/27/17	W B MASON CO INC VF office supplies 148178432	210-42220.610 SUPPLIES	412.43	13181	10/12/17
09335	10/05/17	WALLACEBURG BOOKBINDING & BL book binding 120045	210-45551.610 SUPPLIES	416.62	13182	10/12/17
V10636	10/01/17	HEALTH EQUITY AD Village FSA Oct 17100116463	210-41320.210 HEALTH INS & OTHER BENEFI	5.40	17101313	10/13/17
V1655	10/01/17	BLUE CROSS BLUE SHIELD OF VA Nove health ins villag 60270001184	226-45121.210 HEALTH INS & OTHER BENEFI	4149.10	13126	10/12/17
V1655	10/01/17	BLUE CROSS BLUE SHIELD OF VA Nove health ins villag 60270001184	226-45120.210 HEALTH INS & OTHER BENEFI	5186.37	13126	10/12/17
V1655	10/01/17	BLUE CROSS BLUE SHIELD OF VA Nove health ins villag 60270001184	226-45110.210 HEALTH INS & OTHER BENEFI	1037.27	13126	10/12/17
23215	09/12/17	ESSEX EQUIPMENT INC Lift for Pool Feature 10654186-000	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	257.71	13142	10/12/17
24855	10/10/17	PETTY CASH - CAITLIN FAY Checking Reimburse 101017D	226-45120.610 SUPPLIES	114.34	13160	10/12/17
24855	10/10/17	PETTY CASH - CAITLIN FAY Checking Reimburse 101017D	226-45120.330 OTHER PROFESSIONAL SVCS	60.00	13160	10/12/17
24855	10/10/17	PETTY CASH - CAITLIN FAY Checking Reimburse 101017D	226-45121.580 TRAVEL	162.00	13160	10/12/17
24855	10/10/17	PETTY CASH - CAITLIN FAY Checking Reimburse 101017D	226-45121.610 SUPPLIES	26.07	13160	10/12/17
25835	10/09/17	PLUNKETT-DUNNING, SUSAN Yoga Inst. 100917D	226-45115.330 OTHER PROFESSIONAL SVCS	105.00	13161	10/12/17
24830	10/04/17	REINHART FOODSERVICE VK Snack 731714	226-45120.610 SUPPLIES	160.64	13164	10/12/17
24830	10/09/17	REINHART FOODSERVICE VK Snack 732679	226-45120.610 SUPPLIES	312.94	13164	10/12/17
24830	10/09/17	REINHART FOODSERVICE VK Snack 734082	226-45120.610 SUPPLIES	70.14	13164	10/12/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V1976	10/03/17	Rocky's Creemees 100317D	226-45120.580 TRAVEL	135.00	13165	10/12/17
45825	10/02/17	Enrichment Bowling 004355	226-45120.330 OTHER PROFESSIONAL SVCS	66.00	13172	10/12/17
45825	10/09/17	Enrichment Bowling 004359	226-45120.330 OTHER PROFESSIONAL SVCS	78.00	13172	10/12/17
36240	10/05/17	CD Crescent connector pro 917151	230-46801.008 CRESCENT CONNECTOR	4066.76	13139	10/12/17
09340	10/04/17	VW tanker endorsement CDL 100417D	254-43200.500 TRAINING, CONFERENCES, DU	29.00	13124	10/12/17
V1655	10/01/17	VA Nove health ins villag 60270001184	254-43200.210 HEALTH INS & OTHER BENEFI	1555.91	13126	10/12/17
V1655	10/01/17	VA Nove health ins villag 60270001184	255-43200.210 HEALTH INS & OTHER BENEFI	5362.71	13126	10/12/17
22140	09/25/17	WW Venturi pump 3565704	255-43200.570 MAINTENANCE OTHER	193.79	13129	10/12/17
22140	10/03/17	WW Venturi pump 3566865	255-43200.570 MAINTENANCE OTHER	37.48	13129	10/12/17
22890	09/28/17	WW Venturi pump 4422056	255-43200.570 MAINTENANCE OTHER	26.95	13140	10/12/17
22890	09/28/17	WW Venturi pump 4422061	255-43200.570 MAINTENANCE OTHER	225.38	13140	10/12/17
06870	10/05/17	WW weekly tkn 245461	255-43200.577 CONTRACT LABORATORY SERVI	25.00	13141	10/12/17
00315	10/04/17	WW Oil CoGen 6016291	255-43200.626 GAS, GREASE AND OIL	1029.60	13159	10/12/17
V2159	10/03/17	WW bleach full load 315190	255-43200.619 CHEMICALS	4069.19	13174	10/12/17
36130	09/18/17	VA cell phones, data 8/19 9792932539	255-43200.535 TELEPHONE SERVICES	182.62	13176	10/12/17
V10409	10/03/17	WW Venturi pump 124355	255-43200.570 MAINTENANCE OTHER	871.38	13183	10/12/17
V1165	10/12/17	VEJ third party sick 1170072941	255-43200.220 SOCIAL SECURITY	61.20	17101308	10/13/17
V1655	10/01/17	VA Nove health ins villag 60270001184	256-43200.210 HEALTH INS & OTHER BENEFI	2489.46	13126	10/12/17



Proclamation for the First Congregational Church

Whereas, for 150 years the First Congregational Church of Essex Junction has provided comfort, solace, charity, and cheer to all who come to its doors; and

Whereas, the First Church's abiding defense of human dignity has down through the generations lit a flame of altruism, hope, and kindness in the hearts of its members and others within the community; and

Whereas, for 150 years the First Church has opened its doors to nondenominational events, and civic groups, and helped the community weather the storms of change by being a nexus of thoughtful dialogue and political discourse; and

Whereas, the First Church has provided sustenance to the food insecure and others in need of a helping hand by organizing gracious and effective outreach efforts; and

Whereas, the First Church choirs have faithfully enriched local culture by donating their time and musical talents to community events outside the church; and

Whereas the First Church has a long tradition of greeting all comers, regardless of their faith, with the words: "No matter who you are or where you are on life's journey, you are welcome in this place!"

Now, therefore, the Essex Junction Trustees hereby commend the First Church on its 150th anniversary and celebrate the Governor's proclamation declaring October 20, 2017 as First Congregational Church of Essex Junction Day in Vermont.

George A. Tyler, Village President
On behalf of the Village of Essex Junction
Board of Trustees



Town of Essex Vermont

RESOLUTION IN APPRECIATION OF GEORGE MURTIE

WHEREAS, George Murtie was hired as a police officer for the Town of Essex on August 27, 1984; and,

WHEREAS, George will be retiring on November 3, 2017; and,

WHEREAS, George has concluded over 33 years of dedicated service to the Essex community; and,

WHEREAS, George has served the Essex police department and the Vermont law enforcement community exceptionally well for decades as an officer, supervisor and commander; and,

WHEREAS, George supervised and mentored many subordinates, fairly, and with good humor as a first line supervisor and commander; and,

WHEREAS, George is recognized for his contributions to the wider Vermont law enforcement community through his many years of service in law enforcement; now therefore be it

RESOLVED, that the Selectboard, Board of Trustees and Municipal Manager, on behalf of the citizens of the Town of Essex, hereby extend our gratitude to George for his many years of service to the people of Essex.

Adopted this 24th day of October, 2017.

Max G. Levy, Chair

George A. Tyler, President

R. Michael Plageman, Vice Chair

Elaine H. Sopchak, Vice President

Susan E. Cook, Clerk

Daniel S. Kerin, Trustee

Irene A. Wrenner

Lori A. Houghton, Trustee

Andrew J. Watts

Andrew P. Brown, Trustee

Patrick C. Scheidel, Town Manager

TO: Town of Essex Selectboard
Village of Essex Junction Board of Trustees

FROM: Public Works Assessment Committee

DATE: October 2, 2017

SUBJ: Final Report

The Memorandum of Understanding enacted by the Town Selectboard and Village Board of Trustees on January 13, 2015 stipulates that both Boards must convene a Review Committee to assess the shared public works operations. In spring 2017 the Boards appointed Selectboard members Sue Cook and Mike Plageman, and Trustees Andrew Brown and Elaine Sopchak to the Committee. The fifth appointed member is Essex Junction resident Justin Rabidoux, who is also the Director of Public Works in South Burlington, and who served as the Committee's "qualified outside technical agent" as required by the MOU. The Committee met six times over the course of the summer to review the progress made to date on the consolidation of the public works departments of the Town of Essex and Village of Essex Junction.

The MOU stipulates that the Review Committee must make recommendations to the Village Board of Trustees and Town Selectboard "whether to continue or modify the shared public works services model developed pursuant to this Agreement, revert to the model existing prior to this Agreement, or establish a permanent and combined public works department for the Town and Village to become effective July 1, 2018." This report contains the recommendations of the Committee after completing its research and analysis.

Resources

The Committee had access to many resources to complete its work. Five of the Committee's six meetings were attended by Town Public Works Director Dennis Lutz. Village Public Works Superintendent Rick Jones attended three of the meetings. Municipal Manager Pat Scheidel and Town Financial Director Lauren Morrissette each attended one meeting. These staff members made themselves available to answer many questions, and the Committee found the binder Mr. Lutz provided to be particularly helpful.

The basis of the Committee's work was to determine whether the consolidation of the public works departments to date has been successful, partially successful, or unsuccessful in terms of:

1. Integrating the Village highway budget into the Town's general fund budget;
2. Providing the component elements of an integration study as outlined in section 6 of the MOU;
3. Reducing costs where such reductions are quantifiable;
4. Providing management or engineering assistance as needed or requested;
5. Coordinating activities for mutual support;
6. Developing procedures and implementing tools for infrastructure management and operations; and
7. Providing timely and quality public works services to residents and businesses in the Town and Village.

It is the Committee's conclusion that the consolidation of the public works departments thus far has been successful in all seven respects.

Below is a non-inclusive list of the many resources analyzed:

- Public works integration study
- Minutes from Selectboard and Trustee meetings regarding the MOU
- Town and Village annual reports from public works departments
- Examples of joint project work, including paving bids, winter operations plan, joint training sessions
- Results of shared manager model evaluation survey
- Town and Village public works budgets for FY14, 15, 16, 17, 18
- Town and Village rolling stock and capital plans

General Recommendations

After a thorough review of the materials, extensive conversations with administrative staff, and multiple discussions amongst members, the Committee unanimously recommends full consolidation of the public works departments of the Village and the Town based on incremental steps and recommendations outlined in this report.

The Committee recommends maintaining the existing MOU without change until it expires June 30, 2018. Between now and that time, the Committee recommends conducting certain studies as outlined below. The Committee then recommends extending the current MOU from July 1, 2018 until the studies are well underway or completed, at which time the MOU should be modified to accommodate the findings of the studies. The goal is to fully consolidate both public works departments eventually; the Committee does not recommend a particular timeline for the full consolidation but rather suggests that both Boards adopt the

recommendations, conduct the studies, and plan to fully consolidate based on benchmarks established by the outcomes of the studies. In addition, the Committee recommends that both Boards set aside funds to enable the full consolidation of the departments over time.

Specific Recommendations

The path to full consolidation will involve changes to business practices, funding streams, operations, contractual agreements, and organizational structure. The Committee's recommendations are divided into three functional areas that group similar elements. Within these areas, the recommendations are listed starting with the highest priority. More detailed descriptions follow each functional area.

- Personnel
 - Cross-train staff
 - Identify and institutionalize common best practices and procedures
 - Align rules and regulations
 - Analyze and align job descriptions
 - Establish a single employment contract for both Village and Town, including a unified organizational chart

In conducting this assessment, the Committee spoke to administrative staff—primarily Mr. Lutz and Mr. Jones—and not with staff in the field. The Committee also reviewed the results of a staff survey regarding the effect of the unified manager model on their work.

Currently, Village public works staff are cross-trained in all positions, allowing for efficiency and cost savings. Town public works staff are not cross-trained. The Committee recommends that Town staff begin cross-training as soon as possible to achieve maximum efficiency. In addition, it is recommended that Town and Village staff receive cross-training, so that eventually they can work in both municipalities. Longer term, common best practices and regulations will need to be established, with the recommended end goal of a single Agreement for public works staff that aligns all job descriptions, consolidates public works administrative staff, and establishes a unified organization chart.

- Financial
 - Study and implement a single rolling stock fund
 - Establish a common purchasing policy
 - Study and establish a single, consolidated capital project planning, funding, and implementation process

- Study and establish guidelines for assuming future debt for equipment and projects, and for joint bonding

Full consolidation will impact how budgets are built, how revenues are collected and shared, and how expenditures are made. It will be necessary to analyze multiple aspects of public works finance to understand the full impact of consolidation on taxation in the Village and the Town. The Committee recommends consolidation of the Village rolling stock and the Town vehicles and equipment budgets in the near future; this consolidation appears to be manageable based on similar business practices in both the Village and Town. At the same time both Boards should review all existing purchasing policies and create a single policy.

The Committee recommends that the capital project planning, funding, and implementation process should also be consolidated. The existing Village capital committee and ranking system is one model that should be considered. Whatever process that is adopted for both the Village and Town should retain a ranking for public input. In addition, the Committee recommends that the Boards should seek the assistance of outside expertise when the conversation about consolidation of the capital process turns to impacts on taxation and protocols for assuming debt.

- Resource management
 - Research and implement common asset management software
 - Establish common service call management and communications processes
 - Establish a single location for public works administration, and consider doing the same for all staff

The Town uses Micro Paver, a management system covering the entire street network; the Village does not use such a system. Currently the CCRPC is investigating a standard paving program that could combine and prioritize paving projects in both municipalities; this program may be the best way to combine both paving budgets. The Town is also able to efficiently deploy equipment and personnel in the field using GPS-based software that the Village does not use. The Committee recommends exploring if Village streets and equipment can be integrated into the Town system to maximize efficiency and improve service and mutual aid. If this integration is not possible, steps should be taken to find software that can facilitate management of the entire street network.

In the Town service calls are handled by an administrative assistant, as are other administrative tasks such as billing and work orders. In the Village service calls and administrative needs are handled directly by public works staff. Both departments use See Click Fix; neither uses it as the

primary repository for work orders. The Committee recommends developing a common system for handling service calls, and establishing a system to record basic data about all calls (regardless of how they came in) so that progress can be measured. The Committee also recommends that the Village and Town share an administrative assistant for service call intake and administrative tasks. In addition, both departments should develop a common public communications protocol. Finally, the Committee recommends locating consolidated public works department management and administration into one location to optimize communications, organization, and service call management.

Memorandum

To: Essex Selectboard; Village of Essex Junction Board of Trustees; Patrick C. Scheidel, Municipal Manager

From: Greg Duggan, Deputy Town Manager **GSD**

Re: Approach to governance in Essex and Essex Junction

Date: October 19, 2017

Issue

The issue is advancing discussions about governance of the Town and Village.

Discussion

As the Selectboard and Trustees take steps toward consolidation, the issue of governance has arisen in conversations as a key next step. Governance issues may include the following:

- Charters
- Legislative bodies
- Voting
- Organizational charts
- Ordinances, codes, and regulations

The Selectboard and Trustees should begin discussing the above topics, and identify any other topics they wish to discuss in the near future.

Cost

None at this time.

Recommendation

It is recommended that the Selectboard and Trustees continue discussing Town/Village governance.