



Town of Essex Village of Essex Junction



TRUSTEE & SELECTBOARD SPECIAL MEETING AGENDA

Tuesday, December 18, 2018 at 6:30 PM
81 Main Street, Essex Junction, VT 05452

The Selectboard and Trustees meet together to discuss and act on joint business. Each board votes separately on action items.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG [6:30 PM]

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. PUBLIC TO BE HEARD

- a. Comments from Public on Items Not on Agenda

5. BUSINESS ITEMS

- a. Budget Format changes and Consolidation of Accounts—Sarah Macy, Dennis Lutz
- b. Building Department Budgets—Dennis Lutz, Sarah Macy, Lauren Morrisseau
- c. Buildings Manager Position—Dennis Lutz
- d. Highway Tax Elimination/Village Rolling Stock Transfer moved into Highway Budget—Lauren Morrisseau, Evan Teich
- e. Recreation Departments Co-location—Brad Luck, Ally Vile
- f. Senior Center Request—Ally Vile
- g. *Discussion of real estate matter

6. READING FILE

- a. Board Member Comments
- b. List of Shared Positions in the Budgets with Percentages

7. EXECUTIVE SESSION

- a. *An executive session is anticipated to discuss a real estate matter

8. ADJOURN

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair.

This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Town of Essex and the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification: 12/14/2018 AMitchell
Date Posted Initials

Memorandum

TO: Evan Teich, Unified Manager

Selectboard

Trustees

FROM: Dennis Lutz, P.E., Public Works Director

Lauren Morriseau, Finance Director

Sarah Macy, Finance Director Designate

DATE: 11 December 2018

SUBJECT: Budget Format Changes and Consolidation of Accounts

ISSUE: The issue is whether or not the Selectboard and Trustees will accept budget changes proposed for the FYE2020 Budgets in both the Village and the Town with respect to Highway and Buildings as recommended by staff.

DISCUSSION: These budgets have undergone major changes in format, line cost assignment and consolidation/standardization of accounts. A significant work effort was made by staff with long-term budget experience and new staff using their computer skills to format budgets in need of change. Problems with the past budgets included the following:

In Highway accounts:

- 1) A number of Highway accounts were small in dollar value compared to the overall budget. These small accounts could be easily combined into related larger accounts, thus reducing the number of overall line items.
- 2) There were inconsistencies in the budget, where some items had over time migrated or been placed into accounts that by description of the activity belonged in other accounts.
- 3) Consolidation of like expenditures into fewer accounts that were closely related reduced the number of active accounts.
- 4) The line item numbering system and description of those line items was inconsistent between the Town and the Village. With a centralized Finance Department managing two sets of books, it is important that line item numbers and descriptions coincide for the same activity. This meant that some line items were combined, some were combined and given new numbers and some new account numbers were established.
- 5) Employee benefits in the Town were historically included on separate support sheets. In the Village, there were specific line items for the benefits. For consistency, new line items were set up for the Town that showed the benefit cost by category.
- 6) Finally, buildings costs were partially imbedded in the Town Highway Department budget as well as embedded in other budgets. It was determined that the building line items in the Town Highway budget should be moved into the separate Town Buildings budget.

In Buildings accounts:

Once the work began on making the changes to the highway budgets, it became clear that the Town and Village Buildings budgets also needed to be included in the changes. The rationale was:

- 1) The prior buildings budget for the Town did not include all the building costs. Building costs were imbedded in the Public Works Administration budget, the Town Highway budget, the Parks and Recreation budget, the Library budget, the Police Department budget and elsewhere.
- 2) The data to determine accurate building costs was hard to obtain because some of the costs were imbedded in non-building line items and the line items were scattered within the budget by Department.
- 3) It was difficult and very time consuming to determine the current and historical total building costs for a specific building – electricity, heat, repairs, telephone, solid waste disposal, etc. It is difficult to manage over 27 separate buildings when the data is not easily available to track costs and maintenance/repairs.
- 4) Finally, as with the Highway Budget, account numbers for the same expenditure varied between the Village and the Town. These need to be the same to assist Finance and to establish the accounting basis for any future consolidation.

For the noted reasons, staff tackled the issue and spent many hours over the past few months developing a new budget format, revising accounts and account numbers, transferring expenditures into the proper line items, tracking those changes for complete transparency, and providing a buildings budget that depicts costs on the basis of activity (electricity) and on the basis of the building (all activities).

It is acknowledged that the new and revised budget system may require more changes/corrections going forward. However, it is felt that these changes if needed will be minor. In conclusion, the new budget system will provide:

- 1) Alignment of account numbers between the Village and the Town budgets
- 2) An overall reduction in the number of line items
- 3) Elimination of smaller accounts that have virtually no impact on the budget
- 4) A much clearer depiction of all building costs
- 5) A measure of continued process towards further alignment

RECOMMENDATION: It is recommended that the Trustees and the Selectboard accept the revised budget format as part of the FYE2020 budget process.

Memorandum

TO: Evan Teich, Unified Manager
Selectboard
Trustees
FROM: Dennis Lutz, P.E. Public Works Director
DATE: 27 November 2018
SUBJECT: Need for a Buildings Manager

This memo documents the need for a Buildings Manager with costs and responsibilities shared by both communities. The estimated total cost for the position is \$108,504 based on the following breakdown: \$40,000 in Town salary costs, \$20,000 in Village salary costs, \$41,104 in benefits, \$2,500 for conferences, training and dues, \$3,500 for vehicle costs and \$1,500 for miscellaneous expenses such as cell phone, computer and similar tools. The position would report to the Public Works Director.

Why is this position needed and why is it needed at this time?

The Town and Village combined have a total of over 27 separate buildings as noted on the attached list. The age and condition of these buildings vary from the very new and in relatively good condition (Police Department and 81 Main Street) to the very old in very poor condition (the highway garages in both communities). To a great degree, the approach to maintenance and repair of these buildings has been re-active and not pro-active. Maintenance is done when roofs leak, sewers back-up, something breaks or when employees or the public raise a concern.

The Public Works Departments in both communities have the nominal responsibility for maintaining these facilities. Maintenance occurs when things are broken because staff is already stretched thin to manage all the other infrastructure for which the communities have responsibility -- roads, sewers, pump station, waterlines, storm systems, treatment plants, traffic signals, grants, FEMA declarations and the like. In addition, none of the Public Works staff are building experts. All have limited background in the building sciences – HVAC, electrical, alarms, plumbing, and roofing.

Because of the limited time these employees have available to develop pro-active building maintenance plans and schedules, department heads have historically taken on the responsibility to handle their own building needs. This has led to inconsistency in contract services and some hiring of vendors not necessarily well qualified to perform the work. Librarians have had to deal with sewer back-ups and failed air-conditioning systems which should not be their responsibility to handle. Public Works employees have stepped in to fix

these problems but at the expense of performing their primary duties and often at times when their primary duties have a much higher priority. This has not been a very efficient or effective system. As a result, buildings have continued to deteriorate, often resulting in much higher costs to fix.

The problems even exist in the newer buildings. The heating and air conditioning systems for these buildings require special care to insure that they will continue years into the future. Although almost all of this has been done by vendors, the work is uncoordinated and not checked by a peer with the same skills and knowledge. As one example, most of the work at 81 Main was checked by Doug Fisher, who did a yeoman's job of moving the project to construction. However, he is now gone and that historical knowledge of decisions that were made is gone. Although contracts were set in place of specific maintenance at the building, no one has the time to follow up on the contract work. There is in essence inadequate oversight. The sheer number of buildings does not allow for management of these buildings by current staff. If not corrected, the buildings will deteriorate over time.

The proposed solution is to hire an experienced buildings manager, who has the skill sets in the building disciplines to manage the buildings maintenance program. The individual will need to know the building disciplines – plumbing, electrical, HVAC and be able to troubleshoot problems. The position will require someone with the ability to develop and enforce vendor contracts, to develop pro-active maintenance plans, to do the buildings budget and provide input on long-term Capital building needs. There will be a need to interact with department heads and to help them solve their building problems. In an ideal world, the individual would be licensed in at least one of these disciplines so minor jobs could be handled in-house. Another important element of the position is to develop vendor relationships, insure that only qualified vendors are hired and that they are available to work on many Town buildings.

It is important to note that this position is that of a manager, tasked with finding efficiencies and supervising a program. Initially, the plan is to provide office space near the office of the Public Works Director. It may be advantageous at some future date to move the individual's office to either 81 Main Street or Lincoln Hall or some other location. In addition, the job may grow in the future to include the responsibility for grounds maintenance around buildings as well as other functions.

A draft job description has been prepared to provide a better understanding of the duties and responsibilities of the position.

**PUBLIC WORKS
BUILDINGS MANAGER**

FLSA STATUS: Exempt

UNION: Non-union

LEVEL: N/A

REPORTS TO: Public Works Director/Town Engineer **SALARY RANGE: \$60,000**

WORK HOURS:

In general, the regular work hours per week are 7:30 a.m. to 4:00 p.m. Monday through Friday. However, hours may vary depending upon weather, emergency situations and the needs of the municipality

OBJECTIVE/PURPOSE:

This position is responsible for administrative, technical, budgeting, as needed hands-on support, supervisory and professional work in planning, directing and managing the buildings activities of Public Works covering all municipal buildings in the Town of Essex and Village of Essex Junction. The individual works under the general supervision of the Public Works Director/Town Engineer. Administers all planning, design and construction for the department relating to public buildings and provides direct buildings technical assistance within the department and to all other Town and Village departments as required; reviews, plans and inspects all construction and maintenance activities associated with public buildings and prepares contract documents and vendor maintenance agreements relating to buildings; is a principle point of contact for on-call building emergencies; works closely with the public; coordinates with utility companies and building system vendors; periodically evaluates the condition of buildings and makes recommendations for both operating and capital budget building improvements and maintenance programs; coordinates actions with the IT Department with respect to building communication and alarm systems; has primary responsibility for maintenance and upkeep of all public buildings; is responsible for managing all custodial and waste disposal contracts; has knowledge of HVAC, electrical, plumbing, roofing systems as well as ADA and VOSHA building requirements and standards; maintains records of all public building maintenance and updates public building plans as building changes occur; may function in performing other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

- Performs complex and difficult technical work requiring accuracy and discretion while working in accordance with established specifications; requires good judgment skills and conceptual thinking; requires independent and accurate decision making skills for the development of 1 building related maintenance and plans; must communicate effectively orally and in writing and be able to demonstrate technical competence in meetings with the public.
- Makes frequent contacts requiring persuasiveness, perception and discretion with building contractors, building services vendors, engineers, other Town and Village employees, Town and Village boards and commissions, state and federal agencies and with the general public. Directly oversees and coordinates the work of building service vendors and contractors and may oversee other Town and Village Public Works employees temporarily assigned to provide building services

support; Develops the annual building operations budget, administers the budget once approved and provides input into long term Capital Budget building planning needs. Establishes systems for the accurate recording of all operations costs for energy consumption and identifies where building energy savings can be cost-effective to implement. Coordinates the safety and fire training for public building employees. The individual is not responsible for all wastewater and sanitation buildings unless directed to provide support to these facilities.

- Errors could result in improperly designed and installed facilities, creating potential for time and monetary loss and potential danger to public safety and health and damage to buildings and equipment; errors could also result in the disruption of essential utility services to served properties within the Town and Village; errors in judgement could result in danger to public safety and excessive costs.
- Has access to confidential information contained in bid proposals, negotiating positions and similar documents.
- Performs periodic building and building systems evaluations, technical analysis and other related tasks to insure that buildings are being adequately maintained.

ESSENTIAL FUNCTIONS:

- Budgetary and Financial:
 - Prepares the Buildings Budget for review by the Public Works Director and administers the budget once approved
 - Reviews and approves all building purchases for allowed purchases within the approved budget up to the funding limit of the employee; insures that utility usage and billing records are maintained
 - Prepares drawings and specifications and cost estimates or arranges for others to perform this work for public buildings
 - Develops requests for proposals and bid documents on projects or expenditures
 - Develops long-term maintenance and service contracts and verifies/documents that the work is acceptable and meets the terms of agreements
 - Inspects buildings for maintenance issues and develops programs/plans to implement corrective actions
 - Provides input into the development of capital budgets and plans for buildings
 - Has frequent contact with the Finance Department regarding management of buildings accounts
- Building Maintenance and Operation

- Responsible for maintaining and updating plans of all Town and Village Buildings or arranges for the updates through vendors
 - Develops in coordination with the Public Works Director all schedules for system maintenance
 - Trains other Public Works employees to respond with appropriate action during on-call situations
 - Maintains lists of pre-qualified vendors in the buildings disciplines who are available to respond in emergency situations.
 - Prepares and files required compliance reports and permits with the appropriate State Agencies
 - Maintains accurate records of building maintenance activities and coordinates the billing of accounts with the Finance Department.
 - Arranges for or performs needed building maintenance and repairs for all Town and Village public buildings.
 - Coordinates all building maintenance and compliance activities with the appropriate department heads and agencies.
 - Conducts technical inspections of all public buildings on a periodic basis and provides reports of the inspections and recommendations to the Public Works Director.
 - Meets regularly with the Public Works Director to discuss the status of programs for which the individual is responsible.
 - Insures that accurate records are kept of all approved building projects and insures that accurate as-builts are prepared by others and filed in Town records.
 - Maintains a maintenance log of all major buildings system components.
 - Provides technical assistance on all buildings related issues as needed or directed.
- Safety
 - Is a point of contact within the Department for emergency response to building alarms or building issues following initial contact by the Police Department or others
 - Keeps the Public Works Director informed of all emergency situations and is available to respond or utilize other qualified Public Works personnel to respond on a 24 hour on-call basis in times of emergency.
 - Has staff responsibility for identifying, coordinating and working with the Public Works Director to provide training on safety issues with respect to

employees working in the public buildings in the Town and Village; participates in Town safety and A.D.A. committees.

- Communications
 - Has frequent contact with vendors and salespersons to compare, recommend, and/or specify various building system purchases
 - May occasionally represent the Department to the public.
 - Must work successfully with contractors and vendors as one of the Department's primary points of contact

KNOWLEDGE, SKILLS, AND ABILITIES:

- A demonstrated knowledge of physical plant maintenance, upkeep and repairs, building security operation and maintenance systems.
- A knowledge of buildings practices and construction and maintenance/repair procedures for buildings.
- Ability to inspect buildings for compliance with recognized standards.
- Ability to keep accurate records using computer applications.
- Ability to accurately estimate quantities of personnel, materials and equipment.
- Ability to communicate effectively with the public, both orally and in writing.
- Ability to make technical presentations before public assemblies and elected officials.
- Ability to problem solve.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to effectively supervise employees.
- Ability to schedule work activities, set appropriate priorities and meet deadlines. Ability to access all publicly owned facilities.
- Vermont driver's license.
- Ability to participate in some form of continuing education.
- Must be able to accept constructive criticism and have the ability to communicate and work well with others.
- Proficient and experienced in Windows 10 and the Microsoft Office Suite. Ability to learn other computer programs as needed.

EDUCATION AND EXPERIENCE:

- Relevant four-year college degree plus five years of general experience in the buildings trades or ten-years' experience in the buildings trade managing building maintenance activities covering HVAC, electrical and plumbing disciplines.
- Possessing a valid electrical, HVAC or plumbing license is desirable and license in one or more of these disciplines may substitute for some or all of the educational or work experience.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

* Note: In terms of an 8-hour workday, “occasionally” equals 1% to 33%, “frequently” equals 34% to 66%, and “continuously” equals 67% to 100%.

Physical Effort	Never	Occasionally	Frequently	Continuously
1. Work in a Stationary Position			X	
2. Move/Traverse			X	
3. Bending Over			X	
4. Operate, Activate, and Use objects, equipment, etc.				X
5. Ascend/Descend stairs, equipment, etc.			X	
6. Position self (to) move			X	
7. Reaching Overhead			X	
8. Pushing or Pulling			X	
9. Communicate/Converse with other individuals				X
10. Detect/Perceive/Identify				X
11. Repetitive use of hands/arms				X
12. Grasping			X	
13. Move, Transport, Position, Remove				
10 lbs. or less				X
11 to 25 lbs.			X	
26 to 50 lbs.			X	
51 to 75 lbs.		X		
76 to 100 lbs.	X			

Mental Demands

Physical Effort	Never	Occasionally	Frequently	Continuously
1. Thinking analytically				X
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering details				X
6. Making decisions			X	
7. Adjusting to changes			X	
8. Examining/observing				X

details				
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet/humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosive environments, risk of radiation and vibration.
- The noise level is usually moderate but can be high in areas of mechanical equipment.

Comment [TS1]: Radiation?

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Essex is an Equal Employment Opportunity employer.

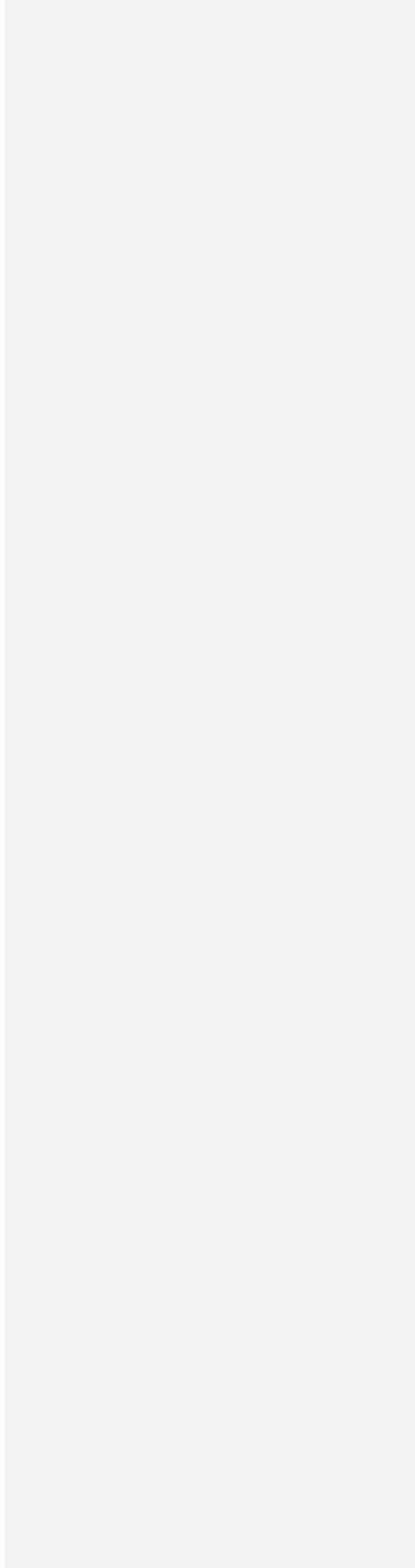
EMPLOYEE ACKNOWLEDGEMENT

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

DRAFT



Major Buildings

Footprint in Square Feet

9,907	81 Main St
11,936	Lincoln Hall
7,146	Brownell Library
2,904	Essex Free Library
3,440	Memorial Hall
1,142	White Building adjacent to Memorial Hall (leased to Essex Players)
2,624	Powell Museum
6,936	Essex Town fire station
9,600	Essex Junction fire station
9,600	Essex Town Highway Garage
2,788	Essex Town Salt shed and Material Storage Building
2,604	Essex Town Water/Sewer Building and Public Works Director's Office
1,800	Essex Town Parks and Recreation Maintenance Building
720	Essex Town Public Works Office
18,599	Essex Police Station
5,400	Essex Junction Public Works Building
2,676	Essex Junction PW Maintenance Storage Building
1,920	Essex Junction Water/Sewer Building
9,131	Maple Street Parks Buildings (6) (Village) and swimming pool
1,744	Maple Street Park
1,404	Maple Street Park
960	Maple Street Park
572	Maple Street Park
480	Maple Street Park
2,668	Sand Hill Park Buildings (Town) and swimming pool
756	Building @ Sand Hill Park Playground
1,600	Essex Landfill Building (shared with the CSWD)
1,393	Tree Farm Farmhouse
1,320	Barn Next to Tree Farm Farmhouse
<u>6,720</u>	Tree Farm Storage Building

Total of 130,490 sf

MEMORANDUM

TO: Town of Essex Selectboard/Village of Essex Junction Trustees
FROM: Evan Teich, Unified Manager and Lauren Morrissette, Finance Director
DATE: December 18, 2018
SUBJECT: Moving the Highway Transfer to Rolling Stock from Misc Transfer Department to Street Department concurrent with eliminating the TOV Highway Tax in FYE20.

Issues:

- 1) The first issue is whether the Village Trustees will approve the inclusion of the transfer to the Rolling Stock Fund for Highway equipment in the Village Highway budget.
- 2) The second issue is whether the Selectboard will approve a one time 15.2% increase in the Village Highway budget as well as the inclusion of funds for equipment replacement in the Village Highway budget as required in the Memorandum of Agreement between the Town of Essex and the Village of Essex Junction Re: Consolidation of Public Works Services.
- 3) The third issue is whether the Selectboard will approve the elimination of the Town Highway Tax.

Discussion:

History of Reduction in Highway Tax

The Town Highway Tax was \$.08 from FYE1988 until FYE2016. In FYE2016 the Town and Village began the consolidation of the Village and Town Highway budgets by adding the dollar amount of the Village Highway budget into the Town budget. In this way the entire Town of Essex paid the cost of the Village Highway budget as well as the Town Highway budget. To mitigate the tax impact on the residents in the Town Outside the Village (TOV), the Town decreased the Highway Tax from \$.08 to \$.0218. In FYE17, the Village Summer Paving dollars were added to the Village Highway Operating budget from the Village Capital Reserve. Again, in order to mitigate the impact on the TOV taxpayer the Highway Tax was reduced to \$.011.

Public Works Assessment Committee

In October of 2017 the Public Works Assessment Committee recommended "full consolidation of the public works departments of the Village and the Town based on incremental steps and recommendations outlined in the report." One of those steps was to "Study and implement a single rolling stock fund." Inclusion of the cost of the Highway Rolling Stock Fund in the Highway Budget is a step toward implementation of a single rolling stock fund.

Highway Tax

The Selectboard has indicated that they would like to eliminate this tax. It has been argued that the Highway Tax is potentially not a legal tax since there is no legal "special district" upon which it is levied. By eliminating the tax at the same time as adding the Rolling Stock Fund transfer to the Village Highway budget two goals are accomplished with negligible impact on the rate payers of the TOV or the Village tax payers.

Cost:

The cost to the average taxpayer in the TOV would be an increase of \$.084. The cost to an average taxpayer in the Village would be a reduction in tax of \$1.68 based on a \$280,000 assessed value house.

Recommendations:

- 1) Staff recommends that the Selectboard approve the 15.2% increase in the Village Highway Budget and the inclusion of funds for equipment replacement in the Village Highway budget as required in the Memorandum of Agreement between the Town of Essex and the Village of Essex Junction Re: Consolidation of Public Works Services.
- 2) Staff recommends that the Village Trustees will approve the inclusion of the transfer to the Rolling Stock Fund for Highway equipment in the Village Highway budget.
- 3) Staff recommends that the Selectboard eliminate the remaining \$.011 Town Highway Tax.

Rolling Stock

Town General Grand List	Village General Grand List	Town Highway Grand List	
\$26,141,603	\$11,051,088	\$15,037,947	
\$26,403,019	\$11,161,599	\$15,188,326	at 1%

Tax Rate Calculations	FYE 20 Proposed Amount	Town General Tax	Village General Tax	Town Highway Tax
TOV Highway Tax	\$165,000	0	0	\$0.0109
Village Highway Rolling Stock	\$131,400	0	\$0.0118	0
Eliminate Highway Tax	\$165,000	\$0.0062		
Transfer Village Rolling Stock to Town	\$131,400	\$0.0050		

Effect on Tax Payments for the owner of a \$280,000 assessed value house	Town General Tax	Village General Tax	Town Highway Tax	Total Effect
Effect of Eliminate Highway Tax				
On TOV Taxpayer	\$17.36		-\$30.52	-\$13.16
On Village Taxpayer	\$17.36			\$17.36
Effect of Add Village Highway Rolling Stock to Town Budget				
On TOV Taxpayer	\$14.00			\$14.00
On Village Taxpayer	\$14.00	-\$33.04		-\$19.04
Effect of Both Changes				
On TOV Taxpayer	\$31.36		-\$30.52	\$0.84
On Village Taxpayer	\$31.36	-\$33.04		-\$1.68

Memorandum

To: Evan Teich, Municipal Manager
Town of Essex Selectboard
Essex Junction Board of Trustees

From: Ally Vile, Director, Essex Parks & Recreation
Brad Luck, Director, Essex Junction Recreation & Parks
Lauren Morrissette, Finance Director

Date: 12/12/2018

Re: Recreation Departments: Co-Location

Issue: The issue is to inform the two governing boards of shared program space and the potential elimination of Sunset Studio (71 Sunset Drive), currently leased to Essex Parks and Recreation, expiring on June 30, 2019.

Background: During FYE16, Essex Parks and Recreation (EPR) was approved by the Selectboard to lease program space at 71 Sunset Drive for fitness and wellness classes. This lease, as well as all associated supplies and utilities, have been paid for by the department's Program Fund, and has not be an additional burden on taxpayers.

EPR has had growing success with providing programs at Sunset Studio; however, in order to sustain its vitality, program fees would need to have a significant increase in order to be fiscally responsible. This idea contradicts the department's purpose in providing accessible and affordable programming. Thus, EPR is faced with the question of whether or not to re-lease the Studio at a continued loss, or to find other space for current fitness offerings.

With a positive outlook set on co-locating at 75 Maple Street in the current Essex Junction Recreation & Parks office space, the Directors and Programmers of each department met about schedule availability to move all fitness and wellness programs between Aspire's schedule and Sunset's schedule into the Aspire Studio on the 75 Maple Street campus. Currently, both studio spaces have vacancies at opposite times; therefore, utilizing one building to its fullest capacity, while being an owned building and not a leased space, is ideal. Each department will continue to use school space when available based on the need of the program offering.

Cost: EPR's Program Fund lost approximately \$20,000 last year due to rent and other expenses associated with Sunset Studio. This was based on a previous management

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recommendation that program fees not substantially increase just because the department had a new program space to offer participants.

With both departments co-locating at 75 Maple Street, EPR would expense a budgeted amount of \$12,000 from the Program Fund as a transfer to revenue into the Village general fund to assist in building and facility needs (cleaning, utilities, etc.) – for the use of both Aspire and the main recreation building.

Recommendation: No recommendation needed; informational only at this time.

Memorandum

To: Evan Teich, Municipal Manager
Town of Essex Selectboard
Essex Junction Board of Trustees

From: Ally Vile, Director, Essex Parks & Recreation
Brad Luck, Director, Essex Junction Recreation & Parks
Lauren Morrissette, Finance Director

Date: 12/13/2018

Re: Senior Center Request

Issue: The issue is to inform the two governing boards that the Essex Parks and Recreation (EPR) budget will need to increase the staff needs at the Essex Area Senior Center.

Background: In the last four years, EPR has staffed the Essex Area Senior Center with one paid position. This position has grown from a 20 hour/week status, to 28 hours/week, to full-time, non-exempt union placement in the budget; a position that has rapidly advanced in a short amount of time.

The Senior Activities Coordinator has proven to need more flexibility in the current 40 hour position per the AFSCME regulations to complete all aspects regarding programs, trips, membership, monthly newsletters, budget management and facility needs. This results in many overtime hours that have been unbudgeted. Volunteers continue to assist the Coordinator with program setup, opening and closing duties, etc. when available. The membership enjoys giving back to a great resource that is available to them in the Essex community; however, many are retired and prefer to help when needed, but in limited capacities.

The FYE20 EPR budget includes a change in title for the position, which will align all staff between EPR and Essex Junction Recreation and Parks (EJRP) who organize and manage programs. This position title will be Program Director – Senior Activities at an exempt status.

This exempt status falls under the Fair Labor Standards Act (FLSA) regulatory definition that specifically supports a position that involves an autonomous role in general business operations, consists of office/non-manual work and is the primary component at the Center to exercise independent judgement and discretion about matters of significance to the employer and customers. These definition points support daily operations at the Center, mainly when this staff member is the only full-time paid position for the membership. An

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exempt status will also allow flexibility to the work schedule based on weekly events, while keeping the position in AFSCME. In addition to this change, and the general oversight of volunteers, the Program Director of Senior Activities will also supervise the added 12-hour/week paid staff position of a Program Coordinator – Senior Activities. This individual will assist with Center needs to ensure a clean, safe and supervised space for games, trips, programs, meetings and more.

The Program Director – Senior Activities position will continue to be specifically part of the Essex Parks and Recreation department; however, the individual will be co-supervised by both Parks and Recreation Directors. Planned alignment goals of this position will be to take on program planning that EPR and EJRP have previously done separately in order for there to be one main contact staff member for specific questions and logistics. This minimizes confusion for the community and staff regarding who is managing the overall active adult programming at the municipal level. Therefore, Ally Vile and Brad Luck will meet with this position together on a regular basis.

Cost: The sub-department of Senior Activities & Vans of the EPR budget will increase in salaries and benefits by \$12,838; however, the overall increase to the Senior budget is only \$10,313 due to other changes in the budget.

Recommendation: It is recommended that the Village Trustees and Essex Selectboard approve this budget recommendation to continue the success of the Essex Area Senior Center, a joint community endeavor between the two municipalities.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Town Manager

Re: Executive Session for real estate purchase or lease

Date: December 14, 2018

Issue

The issue is whether the Board of Trustees and the Selectboard will enter into executive session for the negotiating or securing of real estate purchase or lease options.

Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary.

Cost

None.

Recommendation

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

“I move that the Trustees/Selectboard enter into executive session to discuss the negotiating or securing of real estate purchase or lease options in accordance with 1 V.S.A. Section 313(2) and to include the Selectboard/Trustees, Unified Manager, Deputy Town Manager, Finance Director/Assistant Village Manager, and Assistant Finance Director.”

Memorandum

To: Village of Essex Junction Trustees/Tpwn of Essex Selectboard

From: Lauren Morriseau, Finance Director

Re: Financially Shared Town/Village Positions

Date: December 19, 2018

Issue:

The issue is to remind the Selectboard and the Trustees of positions that are shared between the Town and Village and the percentages paid for these position by each municipality.

Discussion:

The Town and Village are currently supporting together and sharing the work of a number of positions. Below is a list of those positions and how where the funds come from to support these positions.

<u>Position</u>	<u>Paid by Town Funds</u>	<u>Paid by Village Funds</u>
Unified Manager	50% salary, 100% benefits	50% salary
Assistant to the Manager	34% salary	66% salary, 100% benefits
Finance Director	80% salary & benefits	20% salary & benefits (utilities pay)
Town Clerk	0% salary & benefits	100% salary & benefits
HR Director	66% salary, 100% benefits	34% salary
Senior Activities Coordinator	100% salary, 100% benefits	0% salary, 0% salary
Water Quality Superintendent	33% salary, 33% benefits	67% salary, 67% benefits
Environmental Technician	20% salary, 20% benefits	80% salary, 80% benefits
Village Highway Employees	100% salaries & benefits	0% salaries & benefits
Village Public Works Super.	70% salaries & benefits	30% salaries & benefits
Village Public Works Foreman	70% salaries & benefits	30% salaries & benefits

Cost:

This is an informational memo – no costs involved.

Recommendation:

No action is necessary.