

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
March 26, 2013**

**BOARD OF TRUSTEES:** George Tyler (Village President); Andrew Brown, Dan Kerin, Elaine Sopchak, Lori Houghton.  
**ADMINISTRATION:** Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Jim Jutras, Waste Water Treatment Plant Director.  
**OTHERS PRESENT:** Brad Aldrich, Brad Luck, Jeff Carr, Mike Deweese, Judith DeNova, Jim Collins, Grant Geisler, David Riester, Jennifer Ashe, Marla Durham, Charlee Day, Michael Smith.

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**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 ADDITIONS/CHANGES**

There were no changes to agenda.

**3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS**

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

b. Public Hearing: Charter Amendments

The public hearing on charter amendments relative to the village manager position, fire chief election, and gender neutral language in the document was opened at 6:32 PM. There were no comments from the public and the hearing was closed at 6:33 PM.

c. Update: WWTF Project

Jim Jutras and Brad Aldrich (engineer) updated the Trustees on progress to date with upgrades to the pump station at the high school and the treatment plant, noting the following:

- The high school pump station work is substantially complete. (Photos of the pump station were shown.)
- Upgrades to the treatment plant are progressing well. (Photos were shown of the site.)
- There have been three approved change orders to date at the treatment plant. All the change orders are eligible under the loan except the co-gen system. Contingency built into the budget for the project is covering the cost of the change orders. There was brief discussion of addressing unknown items as they occur and switching off the old system once the new system is complete and online.
- The project is still under the bond allowance.

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- The tri-town committee will be informed of the progress to date with the upgrades.
  - July 1, 2015 is the projected finish date for the work.

George Tyler noted he will mention the updates to the plant at the joint meeting with the Essex Selectboard because there are legislative issues relative to waste water treatment that have direct impacts.

Dan Kerin mentioned construction traffic by Cascade Park which will be opening soon for the season. Jim Jutras will discuss traffic issues and safety concerns with the contractors.

d. Joint Meeting with Prudential Committee

Members of the Prudential Committee (Charlee Day, Michael Smith, David Riestler, Marla Durham, Jennifer Ashe) and CCSU staff (Mike Deweese, Judy DeNova, Grant Geisler) were present for the joint meeting with the Village Trustees. The upcoming retirement of CCSU Superintendent Mike Deweese was noted.

Brad Luck, Recreation Director, briefed the assemblage on activities in the Recreation Department including:

- new staff member(s),
- work by various committees (dog park, Memorial Day Parade, Heart & Soul, 4<sup>th</sup> of July),
- park upgrades (paths, shed, bathroom improvements, television at the preschool, fence around dog park at 111 West Street, maintenance work on courts and fields, equipment purchases, lighting, security camera, landscaping),
- published brochures available for distribution,
- added programs (after school video club, zumba, yoga, bread making classes),
- special events (fun runs, bonfires, family fun nights, athletes speaking on sports),
- hiring for summer programs,
- solicitation from neighbors on a vision for Stevens Park,
- rec budget is essentially level funded as is the capital plan,
- summer day camp is full which highlights the need for quality childcare in the village,
- rec programs are well attended,
- there will be some new programs and special events in addition to the traditional offerings,
- volunteers are needed for special events and other programs as well as spring and fall cleanup of the parks,
- recreation committee members are interested in being reappointed.

There was brief explanation of the youth sports conglomeration (a positive youth sports alliance of 14 youth sports organizations to hold discussions, align expectations, honor people, and create a common culture of youth sports expectations).

Jeff Carr briefed the assemblage on the work to date on review of the services delivery network for the town and village to identify potential opportunities for synergies, noting the following:

- Staff from both municipalities have been longing for ways to collaborate for a long time to the benefit of the taxpayers, such as automatically incorporating the village plan into the town plan for the area that involves the village and combining some services (i.e. paying taxes in one place).
- For the rec programs it would be prudent to have dialogue at some point in the future of potentially forming a park and rec district for a community-wide delivery system of high quality park and rec programs.
- There appears to be no obstacles either operationally or charter-wise to having an integrated, single, combined municipal manager. Both municipalities are receptive to the single manager model and are working through the issues to be addressed to make that work.
- There needs to be discussion of what makes sense for both the village and town in other areas as well.
- There have been past efforts to consolidate services. There is current momentum in support of consolidating some services.
- Comments should be forwarded to Jeff Carr or Mary Morris.

Marla Durham urged maintaining the rec department structure (i.e. with its own budget and generating its own revenues). Jeff Carr said a park district would be a separate entity and have the ability to raise money and to bond.

Lori Houghton mentioned the grant received through Building Healthy Communities to look at the built environment and how this impacts the community. Local Motion helped with the process. National walk/bike associations recognized the village. A blueprint of action was created and designated partners identified (including CCSU and the Prudential Committee). The village established a walk-bike committee and is seeking members to implement the blueprint and work with the partners to make the community even better.

#### **4. OLD BUSINESS**

##### **a. Re-Adopt Rolling Stock Budget**

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to readopt the FY14 Rolling Stock Fund Budget in the amount of \$236,217 as recommended by staff.**

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

##### **b. Annual Meeting Preparation/Voter Survey**

The following was noted:

- Presentations should be simple and to the point. Visual aids should match what is being said. Discussion of capital projects should not be in depth. Pictures of infrastructure work that needs to be done in the village will be shown.
- Elaine Sopchak will present the Whitcomb Farm conservation project and show pictures of the property.
- George Tyler will meet with Steve Eustis to discuss the schedule of speakers at annual meeting.

- Wording on the survey was edited to say “special infrastructure tax” instead of “local options tax”. The survey will be collected at the conclusion of the annual meeting.
- The annual meeting will be broadcasted live on Channel 17. Viewers can email their questions to the Village Clerk at the meeting.

## 5. NEW BUSINESS

### a. Bid Award for Street Sweeper

**MOTION by Andrew Brown, SECOND by Dan Kerin, to award the bid for the street sweeper to H.P. Fairfield in Morrisville at a cost of \$211,205 as recommended by staff.**

**DISCUSSION: George Tyler noted in addition to cleaning the streets, the street sweeper clears storm drains at the street level. Lori Houghton mentioned bristles from the old sweeper falling off in the street. Public Works has picked up the metal bristles.**

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

## 6. VILLAGE MANAGER’S REPORT

### a. Meeting Schedule

- April 9 @ 6:30 – Regular Trustees Meeting
- April 23 @ 6:30 – Regular Trustees Meeting
- May 14 @ 6:30 – Regular Trustees Meeting
- May 28 @ 6:30 – Regular Trustees Meeting
- June 11 @ 6:30 – Regular Trustees Meeting
- June 25 @ 6:30 – Regular Trustees Meeting
- July 9 @ 6:30 – Regular Trustees Meeting
- July 23 @ 6:30 – Regular Trustees Meeting

### Special Meetings/Events:

- April 3 @ 6 PM – Community Supper followed by Annual Village Meeting
- April 8 @ 7:30 – Special Meeting with Essex Selectboard
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting
- May 11 – National Train Day
- May 25 @ 10 AM – Memorial Day Parade
- July 20 – Village Block Party & Street Dance, 4 PM – 9 PM

### b. Policies

Staff has drafted a policy on volunteers. Following discussion the Trustees concurred a social media & communications policy on use of iPads is not necessary at this time. A policy may need to be drafted if the village has a Facebook page.

### c. Updating the Village Webpage

There was mention of potential opportunity to update the village webpage in the near future.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

## a. Board Member Comments

- CCRPC approved the re-adoption of the village comprehensive plan.
- Acquisition of the fire truck is progressing well.
- Broadcast on Channel 17 of the budget presentation went well.

## b. Reading File

- ❖ Minutes
  - Capital Review Committee 3/19/13 (draft)
- ❖ Amtrak's Great American Stations Newsletter
- ❖ Advertisement for Bike-Walk Advisory Committee Members
- ❖ FY12 Single Audit Replacement Schedules

**8. CONSENT AGENDA & READING FILE**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:**

- 1. Approve Minutes of Previous Meetings (3/12/13)**
- 2. Approve Warrants including Checks #10046785 through #10046864 totaling \$1,397,177.21.**
- 3. Approve/Sign Extension of MOU with Interim Co-Managers**
- 4. Approve Donation of \$50 for Senior-Teen Luncheon**

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

**9. EXECUTIVE SESSION and/or ADJOURNMENT**

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

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

The meeting was adjourned at 8:19 PM.

*RScty: M.E.Riordan*

