

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 28, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer.
OTHERS PRESENT: Wayne Elliott, John Alden.

EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to interview candidate(s) for the vacancy on the Planning Commission. VOTING: unanimous (3-0)[Lori Houghton and Elaine Sopchak not present for vote]; motion carried.

Executive Session was convened at 6 PM and adjourned at 6:20 PM.

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

Add under New Business:

- Supplemental information regarding the office renovation.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

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

b. Public Hearing: FY14 Water Rates

The public hearing was opened at 6:32 PM. Lauren Morrisseau reported the following:

- Quarterly fixed charge for water is \$21.05 and a \$.0140 usage charge (3% increase).
- Quarterly fixed charge for sanitation is \$21.00 and a \$.0047 usage charge (13% increase due to bond payment).
- IBM large user charge is \$.075 per 1,000 gallons of water (13% increase). If the amount is over estimated IBM will be reimbursed at the end of the year.
- Rates for waste water are still being determined.
- Bills will be sent out the end of July.

There were no comments from the public. The public hearing was closed at 6:35 PM.

c. Information Meeting on New Water/Sewer Rate Structure

Wayne Elliott with Aldrich + Elliott Engineering explained the following:

- Water/sewer rates are set to cover the cost of service.
- Water usage is declining for a variety of reasons resulting in a decrease in revenues. Utilities must still cover fixed costs regardless of the down trend in water usage.
- The rate for water, sanitation and sewer in the village is \$203/year. The state average for water is \$450 per year and for sewer is \$450 per year so the village has a favorable rate.
- Most utilities are paid on a monthly basis. The monthly charge for water in the village is \$18 per month and for sewer is \$27.50 per month compared to cell phone of \$75 to \$125 per month or electricity at \$50 to \$100 or cable/internet service at \$150 per month.
- In the village 84% of residential or 2729 residents represent 63% of the water usage. Fourteen percent of commercial represents 27% of the water usage.
- Half of the water fund expense is fixed costs and the other half is what is purchased for water.
- Rate structure alternatives were analyzed and three alternatives were selected for more study including a uniform rate (current situation), fixed charge based on meter size, and fixed charge based on equivalent units (EU) of one EU equal to 120 gallons of usage.
- Billing will be quarterly and include a base rate plus usage. For FY14 the base rate for water is \$21.05. The usage fee goes down because more revenue is generated by the base rate. The same situation exists for sanitation. Sewer (waste water) rate is forthcoming. Impact on the average household using the minimum amount of water is an increase of about \$7 per year.
- The waste water treatment plant upgrade impacts the sanitation base rate. Impacts will be phased over five years. The project is fully funded from state loans.
- Public outreach to explain the water/sewer rate structure includes informational meetings with the Trustees, postings on the village website, Front Porch Forum, and press releases.

4. OLD BUSINESS

a. Appointment to Planning Commission (to complete term through 6/30/15)

MOTION by George Tyler, SECOND by Lori Houghton, to appoint Amber Thibeault to the Planning Commission to fill the vacancy with a term ending June 30, 2015. VOTING: unanimous (5-0); motion carried.

b. Approve Revised Bike/Walk Advisory Policy

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the revised Bike/Walk Advisory Policy with the increase in members from five to eight individuals. VOTING: unanimous (5-0); motion carried.

c. Appoint Bike/Walk Advisory Committee

MOTION by Dan Kerin, SECOND by Lori Houghton, to appoint the following individuals to the Bike/Walk Advisory Committee:

Rowena Albert	Eric Dufresne
Andrea Van Liew	Phoebe Spencer

Rosalind Hutton
Rick Hamlin

Jud Lawrie
Eric Bowker

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

5. NEW BUSINESS

a. Discuss/Approve FY13 General Fund Departmental Budget Transfers

Lauren Morrisseau explained anticipated surpluses and deficits in department budgets and requested approval to use the surpluses to cover deficits. If there is any surplus remaining after deficits have been addressed then 10% can be held in reserve and the Trustees can decide whether to use any remaining amount to reduce the tax rate or ask the voters to transfer it to the Capital Reserve.

Lori Houghton mentioned using some of the surplus to address the flooding that regularly occurs in the library basement.

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve use of surplus funds in the FY13 Administration, Street, Planning, and Economic Development budget to cover deficits in other general fund budgets.

DISCUSSION: George Tyler suggested the library board review their budget and direct some funding to address the flooding problem in the basement of the library. Lauren Morrisseau mentioned the office renovation project. Bids came in much higher than anticipated. There is \$26,300 in capital reserves and \$6,000 in the general fund for the project. Projects over \$10,000 in cost should be in the capital budget.

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

b. Award Bid for Lincoln Street Sidewalk and Lighting Project

MOTION by Lori Houghton, SECOND by Andrew Brown, to award the Lincoln Street sidewalk and lighting project to Don Weston Excavating at a cost of \$258,452.

DISCUSSION: Hamlin Engineering will do the construction engineering for the project.

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

c. Award Bid for Village Office Renovation

Lauren Morrisseau reported there is \$33,000 set aside for the office renovation project. The high bid was \$78,000 and the low bid was \$48,041 (Stewart Construction in Essex Junction). Some value engineering can be done to reduce the project cost such as paying for the mechanical work out of the operations budget, eliminating the painting of window sashes and work in the finance office, and reusing the existing counters. The contractor is willing to work with staff to reduce costs where possible. Staff recommends doing the project in its entirety because the work will be very disruptive to daily operations. The project will be complete by July 8th.

MOTION by George Tyler, SECOND by Lori Houghton, to approve the selection of Stewart Construction of Essex Junction for the renovation of the village office and

authorize village staff to work with the contractor to decrease the cost of the project to \$45,986.

DISCUSSION: Andrew Brown urged using the state bid system to get as many competitive bids as possible.

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

d. Discuss Representatives on Board and Commissions

With the resignation of John Lajza a replacement is needed on the CSWD board and CCRPC.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- June 11 @ 6:30 – Regular Trustees Meeting
- June 25 @ 6:30 – Regular Trustees Meeting
- July 9 @ 6:30 – Regular Trustees Meeting (cancelled due to office renovations)
- July 23 @ 6:30 – Regular Trustees Meeting
- August 13 @ 6:30 – Regular Trustees Meeting
- August 27 @ 6:30 – Regular Trustees Meeting
- September 10 @ 6:30 – Regular Trustees Meeting
- September 24 @ 6:30 – Regular Trustees Meeting
- October 8 @ 6:30 – Regular Trustees Meeting
- October 22 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- June 1 @ 10 AM – Memorial Day Parade (previously postponed)
- June 4 @ 3-5 PM – Employee Appreciation Party at On Tap
- June 17 @ 5:30 PM – Trustees Retreat
- July 20 @ 4-9 PM – Village Annual Block Party & Street Dance

2. Notification to Alex McEwing re: Storage

A letter was sent to Alex McEwing regarding storage of items and if a response is not received prior to June 5th a Notice of Violation will be sent.

3. Offer of Artwork from Ginny Powers

Former library employee, Ginny Powers, has offered to give the village two paintings by Mary Laliberte for Lincoln Hall. Staff will prepare a resolution of acceptance and thanks.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- George Tyler reported on the meeting with Linda Myers and Pat Scheidel to discuss the shared manager position. Attorneys for both municipalities are reviewing the contract. The contract outlines the salary for the position. Susan McNamara-Hill and Lauren Morrissette will be village assistant co-managers.
- Andrew Brown mentioned an issue on South Street. George Tyler will contact Police Chief LaRose and Andrew Brown will advise the resident to follow up on the matter with the Police Chief and then the Selectboard.

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- There was discussion of inviting the Police Chief to a future Trustee meeting to provide an update on activities in the community. Staff will contact Brad LaRose and schedule a meeting date.

b. Reading File

- Minutes from Zoning Board 4/30/13 and Block Party Committee 5/20/13
- Category C Noise Waiver Request (approved by the Trustees rather than the Village Manager; there is opportunity for public comment)
- Memo from Robin Pierce re: 8 Railroad Avenue
- Memo from Robin Pierce re: Trees

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 (5/14/13).**
- 2. Approve Warrants including Checks #10047117 through #10047202 totaling \$1,366,153.32.**
- 3. Accept John Lajza's Resignation as Village Representative on the CSWD Board and CCRPC.**
- 4. Approve Phase 2 Storm Water Permit Application.**

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

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 7:45 PM.

RScty: M.E.Riordan

