

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 25, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak. (Andrew Brown was absent.)
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morriseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Rick Hamlin, Village Engineer.
OTHERS PRESENT: Dan Manz.

EXECUTIVE SESSION

The Trustees met in Executive Session prior to the regular meeting to interview candidate(s) for a vacancy on the Planning Commission.

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 to Consent Agenda:

- Banner application, Railroad Ave.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

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

b. Public Hearing: FY14 Water and Sewer Rates

The public hearing opened at 6:32 PM. Lauren Morriseau reviewed FY14 water and sewer rates as follows:

- Water fixed charge of \$21.05/unit/quarter and usage charge of \$.014/c.f. of metered water.
- Sewer fixed charge of \$24.42/unit/quarter and usage charge of \$.0089/c.f. of metered water.
- Sanitation fixed charge of \$21.00/unit/quarter and usage charge of \$.0047/c.f. of metered water.
- IBM large user rate of \$.075 per 1,000 gallons.

The average user paid \$397 this year and will pay \$427 including bond payment next year. Susan McNamara-Hill noted people like receiving bills four times per year (quarterly) rather than twice a year.

There were no further comments. The public hearing was closed.

c. Presentation by Essex Rescue

Dan Manz with Essex Rescue expressed appreciation for the support provided to Essex Rescue by Essex Junction. Mr. Manz explained the evolution of ambulance service in the area for the past 40 years as part of the EMS system. Essex Rescue has 60 volunteer members and four staff, a board of directors and an executive director. Essex Rescue works with other emergency agencies (fire, police, rescue) and provides mutual aid to surrounding towns. Challenges for the future include maintaining an adequate number of volunteers, facilities, adequate funding to cover costs, and future demands for service. Mr. Manz asked for Essex Junction's continued support of Essex Rescue.

George Tyler mentioned the Vermont Tech College program for student interns with the fire department. Dan Manz said there are specific requirements for rescue, but the VTC program merits further investigation.

There was brief discussion of service areas covered by Essex Rescue and surrounding communities, and strategic planning for the future (especially for facilities).

4. OLD BUSINESS

a. Re-Adopt FY14 WWTF Revenue Budget

Lauren Morrisseau reported the percentage of flow by community has changed from what was presented at the village annual meeting. Staff is recommending the waste water revenues be changed to \$692,009 with \$434,242 charged to Essex and \$567,359 charged to Williston.

MOTION by George Tyler, SECOND by Dan Kerin, to amend the line items in the WWTF budget as recommended in the memo from Jim Jutras, dated 6/25/13.

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

b. Set FY14 Water and Sewer Rates

MOTION by George Tyler, SECOND by Lori Houghton, to set the FY14 water and sewer rates as follows:

- **Water fixed charge of \$21.05/unit/quarter and usage charge of \$.014/c.f. of metered water.**
- **Sewer fixed charge of \$24.42/unit/quarter and usage charge of \$.0089/c.f. of metered water.**
- **Sanitation fixed charge of \$21.00/unit/quarter and usage charge of \$.0047/c.f. of metered water.**
- **IBM large user rate of \$.075 per 1,000 gallons.**

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

5. NEW BUSINESS

a. Appointments to Boards and Commissions

Planning Commission

MOTION by George Tyler, SECOND by Lori Houghton, to reappoint Diane Clemens and Nick Meyer each to three year terms on the Planning Commission ending June 30, 2016. VOTING: unanimous (4-0); motion carried.

Zoning Board of Adjustment

MOTION by George Tyler, SECOND by Elaine Sopchak, to reappoint Bruce Murdough and Martin Hughes each to three year terms on the Zoning Board of Adjustment ending June 30, 2016. VOTING: unanimous (4-0); motion carried.

Chittenden County Regional Planning Commission

MOTION by George Tyler, SECOND by Lori Houghton, to appoint Dan Kerin as the village representative to CCRPC and Andrew Brown as the alternate. VOTING: unanimous (4-0); motion carried.

CCRPC Transportation Advisory Committee

MOTION by George Tyler, SECOND by Dan Kerin, to appoint Robin Pierce to a two year term ending June 30, 2015 as the village representative to CCRPC TAC. VOTING: unanimous (4-0); motion carried.

Chittenden Solid Waste District

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to appoint George Tyler as the village representative to CSWD and Dan Kerin as the alternate. VOTING: unanimous (4-0); motion carried.

b. Approve Village Manager Annual Appointments

Lauren Morrisseau noted the following appointments:

- Village Attorney – Dave Barra
- Village Fire Chief – Chris Gaboriault
- Village Engineer – Hamlin Consulting Engineers
- Village Clerk/Treasurer/Tax Collector – Susan McNamara-Hill

MOTION by George Tyler, SECOND by Lori Houghton, to approve the annual appointments by the Village Manager to include:

- Village Attorney – Dave Barra
- Village Fire Chief – Chris Gaboriault
- Village Engineer – Hamlin Consulting Engineers
- Village Clerk/Treasurer/Tax Collector – Susan McNamara-Hill

DISCUSSION: Elaine Sopchak reiterated her concern about having the same village attorney, engineer, and auditor for many consecutive years and would like the Trustees in the future to look at extending the options.

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

c. Discuss Action List from Trustees Retreat

George Tyler summarized the Trustees retreat where issues needing action and new initiatives/efforts in the upcoming legislative session were discussed including:

- Evaluation of the “shared manager” by the village and town. (Feedback will be gathered from Pat Scheidel on how the arrangement is working and where improvement is needed.)
- Detailing next steps going forward and how the two governing boards act together to fill the manager’s position when vacant. (Aug./Sept. timeframe)

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- Tobacco licenses in Essex Junction. (Trustee Brown handling this item.)
 - Questionable massage parlors in Essex Junction (Trustee Sopchak handling this item.)
 - Refurbishment of the village website (staff is investigating this item.)
 - Enforcement of the Land Development Code (LDC). (Darby Brazoski will do public education on what can be done per the LDC. The town will also be consulted on their enforcement effort. The enforcement policy previously adopted by the village will be enacted.)
 - Village and Town collaboration on the comprehensive plan. (Pat Scheidel did an information packet. During reappointments the town discusses each individual's experience serving on the board.)
 - Affordable housing in the village. (An affordable housing professional advocate will address the Trustees.)
 - Redevelopment of the bank property at Five Corners and how the village can work with developers on key parcels. (The Trustees expressed interest in possibly meeting with the developer about the plan.)
 - Trimming vegetation in the public right-of-way. (Public works will handle this.)
 - Registry of rental properties in the village. (Fire Department does not have a list as previously thought.)
 - Keeping better track of what is happening in the Planning Office.
 - Communications policy. (George Tyler will flesh out the draft document.)
 - Incorporate Heart & Soul values and definitions into village processes.
 - Help IBM market proposed property for development. (Greg Morgan will be contacted for input.)
 - Scoping study for traffic rerouting on Main Street from the railroad tracks to Five Corners (Brownell Block) for community public space.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- 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:

- July 20 @ 4-9 PM – Village Annual Block Party & Street Dance
- October 3 – VLCT 2013 Town Fair at Killington

2. See-Click-Fix Program

The consensus of the Board is not to renew the See-Click-Fix program.

3. Name Plates

The new name plates are from the Engraving Bench.

4. No Meeting on July 9, 2013

There will not be a Trustees meeting on July 9, 2013 due to renovation work at the village offices. The next regular Trustees meeting is July 23, 2013. The Trustees will set the tax rate on July 23, 2013. Police Chief Brad LaRose will provide an update to the Trustees at the August 13th meeting.

5. Block Party – July 20th

The annual village block party is July 20, 2013. All are invited.

6. VLCT Town Fair

Staff and Trustees will attend.

7. **TRUSTEES COMMENTS/ANNOUNCEMENTS**

a. Board Member Comments

None.

b. Reading File

- Minutes from Capital Program Committee 6/4/13 & Bike/Walk Advisory Committee 6/11/13
- Letter of Support for Whitcomb Farm Solar Project
- Cover Letter for Certificate of Public Good for Whitcomb Farm Solar Project
- Thank You Letter to Virginia Powers

8. **CONSENT AGENDA & READING FILE**

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the consent as follows and with the addition of the memo regarding the application for a banner on Railroad Avenue and the request to waive the fee, insurance and liability requirement:

1. **Approve Minutes of Previous Meetings (6/11/13 with correction of name of reporting program to read: “See-Click-Fix” & 6/17/13)**
2. **Approve Warrants including Checks #10047263 through #10047351 totaling \$1,391,181.25**
3. **Approve Final SRF Loan Amendment for WWTF**
4. **Approve Grant Application and Local Match for 2013 VTrans Bicycle and Pedestrian Program**

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

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

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

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

The meeting adjourned at 8 PM.

RScty: M.E.Riordan 