

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 10, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Darby Mayville, Economic Development/Community Relations Assistant.
OTHERS PRESENT: Kris Surette, Paul Hansen, Charlee Day, Marla Durham, Michael Smith, Judith DeNova, Brad Luck, Nick Meyer.

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 agenda:

- Under Consent Agenda – Revenue and Expense Report
- Under Old Business – Update on Lincoln Street Sidewalk & Lighting Project
- Under New Business – Amendments to Personnel Regulations, Section 403
- Action Following Executive Session – Appointment of Authorized Representative

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

There were no comments from the public.

b. Joint Meeting with Prudential Committee

Request was made and both boards agreed to amend the agreement that specifies two joint meetings per year between the Prudential Committee and the Village Trustees to one annual joint meeting, and not to hold the meeting in September due to the full school calendar at that time of year. Staff will amend the agreement for review and acceptance by both parties.

Brad Luck, Recreation Director, gave an update on recreation program activities, noting the following

- Reappointments were made to the nine member Rec Advisory Committee.
- Memorial Day Parade event was successful.
- Heart & Soul is moving forward.
- Summer staffers (125 workers) were exceptional this year.
- There are seven full time positions being staffed. Staff who run the after school program also work in the school system. Many have been in the position for consecutive years which provides continuity for the program.

- Legal support (Paul O'Brien) supervises the Rec Director position.
- Village parks and pool revenues were impacted by the rains.
- There is demand for the community gardens. The dog park is popular.
- Pedestrian entrances to the parks have been enhanced to improve visibility.
- Marathon and July 4th events were held despite the weather.
- Summer camps were very successful. There is strong demand for camps and swim lessons. Most of the participants are village children. There are waiting lists for the programs.
- During the fall and winter months planning will be done for the Memorial Day Parade, Youth Alliance, Dog Park, Heart & Soul activities, sporting events, improvement to facilities, brochure for spring events, and other activities.
- Community Action Summit is scheduled September 25, 2013.
- Upcoming events in the fall include Halloween festivities, Thanksgiving luncheon, community bonfire.

George Tyler mentioned improving Stevens Park in some manner, perhaps having garden spots. Lori Houghton asked about the bike park. Brad Luck said the park is very popular.

Nick Meyer commented that the rec program in the village is a tremendous asset to the community. Mr. Meyer asked about funding capital improvements, perhaps with a recreation impact fee. Brad Luck will research implementing a recreation impact fee and report to the Trustees.

4. OLD BUSINESS

a. Discuss Website Redesign Proposal

There was discussion of the proposal from Ecopixel for webpage design and support for the amount of \$7,680. Kris Surette and Paul Hansen with Ecopixel said the company has been in business for the past 12 years and located in Essex Junction for the past five years. Ecopixel is pleased to work with the village. Elaine Sopchak asked about online discussions and maintaining control on what is posted on the website. The Trustees wanted further investigation of this feature. Andrew Brown suggested beginning with a comments feature and then adding the forum option as the need increases.

Lori Houghton noted the Five Corners Farmers Market talked to Ecopixel about a website.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the budget as noted on page 11 of the bid from Ecopixel (\$7,680 for primary web development and services plus \$1,208 for ongoing service and support, billed monthly, and \$300 for the annual review of website browser compatibility and needed design tweaks), and to authorize the Village Manager to execute the contract. VOTING: unanimous (5-0); motion carried.

Pat Scheidel reported he asked about the village being part of the town's webpage and was told this may be possible in the future and could be a possible discussion with Ecopixel.

Dan Kerin said he received an email from an individual saying he could not find resources on the website pertaining to senior citizens (AARP, elder care locator, and such), and he told him that the village website is under discussion by the Trustees and his comments will be taken into consideration.

Darby Mayville noted the new website will be live by Christmas Eve because the current vendor will not support the site after that date.

b. Update on Lincoln Street Sidewalk & Lighting Project

Darby Mayville reported the Lincoln Street sidewalk and lighting project is under budget and will be complete by mid-September. Light poles and signage will be installed so the safety concern about the anchor bolts will go away. Regarding the concern about falls down the embankment, Public Works viewed the site and felt a barrier is not necessary.

5. NEW BUSINESS

a. Award Bid for Fire Station Roof Replacement

The bids for the roof replacement were reviewed. Lauren Morrisseau explained the village policy pertaining to a bid difference within 5% of the total amount allowing a local bid to be chosen even if the bid is not the lowest.

MOTION by Dan Kerin, SECOND by Lori Houghton, to award the bid for the fire station roof replacement to the lowest qualified bidder, All Roofing, Inc., for an amount not-to-exceed \$23,330 (\$23,030 plus \$300 for asbestos inspection). VOTING: unanimous (5-0); motion carried.

b. Amend Personnel Regulations, Section 403

Susan McNamara-Hill explained the amended language gives due process to an employee if faced with suspension or dismissal.

MOTION by Andrew Brown, SECOND by Dan Kerin, to amend Section 403 of the Village of Essex Junction General Rules and Personnel Regulations as presented. VOTING: unanimous (5-0); motion carried.

c. Grant Application to Vermont Telecommunications Authority (VTA)

George Tyler reported VTA has \$500,000 to bring high speed internet to areas of the state that do not have the service. VTA also will provide money to a community that wants to create WiFi hotspots in the downtown area. The cost is \$12,000 for a WiFi zone in the village as identified. Additional cost includes an ongoing internet port. The draft letter to VTA says the Trustees support the grant application and will continue to support the service contingent on cost.

MOTION by Andrew Brown, SECOND by Dan Kerin, to support the village WiFi application to the VTA and authorize the Village President to sign the letter of support on behalf of the village. VOTING: unanimous (5-0); motion carried.

d. 2014 Employee Health Insurance

Susan McNamara-Hill reported the most compatible plan for coverage to what is now in place is Blue Cross Blue Shield Platinum Plan. Some of the discussion pertains to contracts and personnel and should be conducted in Executive Session.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- October 8 @ 6:30 – Regular Trustees Meeting
- October 22 @ 6:30 – Regular Trustees Meeting
- November 12 @ 6:30 – Regular Trustees Meeting
- November 26 2 6:30 – Regular Trustees Meeting
- December 10 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- October 3 – VLCT 2013 Town Fair at Killington

b. Meetings

Meetings have been held with VLCT regarding health insurance coverage, Ecopixel representatives, Essex CHIPS, Employee Association, and village employees.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Andrew Brown mentioned with school back in session and traffic from parents driving children to school there needs to be discussion of how to improve the commuting infrastructure in the village.
- Lori Houghton stated commuters are parking on Railroad Avenue which impacts local businesses. Parking in the village needs to be discussed. Regional Planning or VTrans could work with the village to locate parking by public transit service.
- Elaine Sopchak stated a food pantry is needed in the village to assist people in need.
- Elaine Sopchak noted several residents have spoken against removing the trees by the former Chittenden Bank building at Five Corners. There is much misinformation and rumor about the trees and the proposed redevelopment. Village Development Director, Robin Pierce, should address the matter. Also, a photo of the proposed new building has not yet been received for posting on the village website.
- Elaine Sopchak pointed out the Land Development Code is currently being updated and this is a good time for the public to get involved and comment. The village should evaluate if a development review board (DRB) is needed.
- Elaine Sopchak said a report on massage parlors in the village will be provided by November. Changes to the Land Development Code and the ordinance are necessary for enforcement by the police.
- George Tyler stated the air conditioning units on the second floor of Lincoln Hall facing the street detract from the look of the building. The units should be installed in the back of the building.

- Dan Kerin said sandwich boards and trees blocking the historic library building are an issue. The trees should be removed. Replacement trees could be planted elsewhere in the village. Also, there are many scrub type trees in the village that should be removed.

b. Reading File

- Minutes
 - Capital Program Review Committee (8/8/13)
- Final Descriptions for Village Boards, Committees, and Commissions
- Library Staff and Director’s Report July 2013
- Article in *Burlington Free Press* on Waste Water Treatment Plants
- VLCT Selectboard Institute 11/2/13
- Certificate of Service and Motion to Intervene re: Whitcomb Farm Solar Project

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda as follows and with the addition of the revenue and expense report:

1. Approve Minutes of Previous Meetings (8/13/13).
2. Approve Warrants including Checks #10047661 through #10047761 totaling \$514,563.15.
3. Approve Warrants including Checks #10047762 through #10047822 totaling \$586,690.30.
4. Approve Street Name Request: “Sienna Lane”.
5. Approve Letter of Support for VTA Grant.

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session for the purpose of discussing contracts and personnel issues, and to invite the Village Manager and Co-Assistant Managers to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:05 PM.

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:55 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Andrew Brown, to end the current contracts with Dave Crawford on 9/30/13 and authorize the Village Manager to enter into a contract with Dave Crawford limited to work on the Waste Water Treatment Plant upgrade at the discretion of the Water Quality Superintendent, James Jutras, with no minimum and a monthly maximum of \$500, and further, the Village President shall have authorization to increase the maximum by an

additional \$300 upon request from the Water Quality Superintendent and any increases over \$800 per month must be approved by the Board of Trustees.
VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, **SECOND** by Elaine Sopchak, to select BC/BS Vermont as the insurance carrier and to provide the following amounts for monthly health insurance premiums for employees for 2014:

- \$502 for individuals
- \$1,003 for 2-person (employee & spouse)
- \$968 for employee & dependent(s)
- \$1,409 for families

And further, to provide a health reimbursement arrangement (HRA) to fund the first dollars of the deductibles and co-pays in the following amounts:

- \$2,250 for individuals
- \$4,500 for 2-person, employee & dependent(s), and families

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

MOTION by George Tyler, **SECOND** by Elaine Sopchak, to name Village Manager, Pat Scheidel, and Co-Assistant Managers, Lauren Morrissette and Susan McNamara-Hill, as the negotiating team for the opening of the Employees' Association contract regarding 2014 health insurance. VOTING: unanimous (5-0); motion carried.

ADJOURNMENT

MOTION by Elaine Sopchak, **SECOND** by Andrew Brown, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan 