

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 8, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Village Manager (via teleconference); Lauren Morrisseau Co-Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT: None.

EXECUTIVE SESSION

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to go into Executive Session to interview candidates for vacancies on the Library Board of Trustees and on the Joint Storm Water Policy Coordination Committee. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 6 PM.

MOTION by Andrew Brown, SECOND by Elaine Sopchak to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 6:28 PM.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the regular meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

None.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda
There were no comments from the public.

4. OLD BUSINESS

a. Appointment to Joint Storm Water Policy Coordination Committee

MOTION by Andrew Brown, SECOND by Dan Kerin, to appoint Harris Abbott to the Joint Storm Water Policy Coordination Committee. VOTING: unanimous (4-0); motion carried.

b. Appointment to Library Board of Trustees for Unexpired Term Ending April 2014

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Andy Kolovos to the Library Board of Trustees for an unexpired term ending April 2014.

DISCUSSION: Comment was made that all applicants were excellent and the decision was difficult. Candidates are urged to stay involved by volunteering for any open position on village committees or boards.

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

c) Authorize Contract with Design Engineer for Multi-Use Safety Path
Robin Pierce reported the village applied for and received two grants for the safety path, one from VTrans and one from Regional Planning. The Trustees approved accepting the grants and the \$97,000 match by the village to complete the project. An RFQ was done. VHB is the recommended bidder at a cost of \$65,735.61. The village is responsible for 20% of the cost or approximately \$13,000. Staff continues to seek ways to offset costs, such as using solar lights.

MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Village Manager to sign the contract with Vanasse Hangen Brustlin, Inc. (VHB) for \$65,735.61 for the Multi-Use Path along the railroad tracks. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

a. Approve/Sign Bond Anticipation Note Line of Credit Documents

Lauren Morrisseau explained the bond (line of credit) will only be used if necessary to cover bills from the waste water treatment plant upgrade.

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve and sign the bond anticipation note line of credit for \$500,000 as recommended. VOTING: unanimous (4-0); motion carried.

b. Capital Program Review Committee Project Rankings

Andrew Brown reported the top five high priority capital projects ranked by the capital program review committee are:

- School Street (water line) - \$725,098
- Main Street Comprehensive (bridge, drainage, sidewalk, curbs from Athens Drive to Educational Drive) - \$2,734,659
- Hillcrest Drive (drainage) - \$275,276
- Briar Lane (water line, roadway, sidewalks) - \$2,247,667
- Algonquin Ave (waterline) - \$193,496

Total capital cost estimate for the top five projects is \$6,176,196. Approximately \$390,000 is the annual contribution to the capital reserve fund so other ways to fund the projects need to be considered, such as bonding or increasing taxes. Doing the five top priority projects will remove them from the backlog of capital projects on the list. The cost to do all the projects on the list is tens of millions of dollars. Decisions are needed on what absolutely must be done and what can possibly be delayed. Some of the projects are culverts that need immediate attention to avoid future flooding in the village. Also, staff will be wrapped up with doing the five top priority projects before being able to take on more projects, and if the village was able to do all projects at once that would mean the

projects would all come due again at the same time which would create a burden on the village then. Lauren Morrisseau noted the capital committee did discuss securing one bond vote and pulling down money one project at a time.

Dan Kerin observed Main Street is a state route so the village should investigate any assistance from the state for the project, especially with the bridge.

The Trustees will discuss financing approaches at a future meeting.

A vacancy on the Capital Review Committee was announced and interested village residents were urged to apply.

c. Award Bid for Public Works Department Wheel Loader

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to award the bid for the wheel loader to the lowest qualified bidder, Milton CAT, for an amount not to exceed \$95,900.

DISCUSSION: Positive comment was made on having the rolling stock fund to handle these purchases.

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

d. Set FY15 Budget Goals

There was discussion of anticipated influences on the budget including:

- Salary increases (3.5% with an average of 3%)
- Inflation
- Services/program increases
- Bond payments (treatment plant, police station)
- IBM layoffs
- Capital infrastructure projects that must be done

There was discussion of having a level funded budget plus or minus 2%. Andrew Brown requested a 2% decrease in the budget to see the impact. Lauren Morrisseau recalled when staff provided a budget at 2% decrease the budget could not be met and the next year's budget had to include that percentage increase plus any other increases. Elaine Sopchak asked about impact from the Health Care Act. Lauren Morrisseau said staff budgeted a substantial increase in last year's budget for health care coverage (18%) so the impact this year will not be great.

The direction from the Trustees to staff is to provide a budget as close to level funded as possible as a starting point. Pat Scheidel asked if the Trustees are seeking the same level of services delivered next year as this year. George Tyler confirmed that is what is being asked and whether there will have to be cuts if the budget is level funded. Pat Scheidel said if some level of service is to change then staff needs to know that now. Lauren Morrisseau pointed out level funded is really a cut because there are budget items out of the village's control and others that can be controlled and that is where there would be a cut. Dan Kerin explained the bottom line is basic economics with a certain amount of revenue coming in to meet the level of service provided and determining what is needed

and what can be eliminated if necessary. George Tyler suggested looking to see if there are further consolidations with the town for any possible savings. Elaine Sopchak stated what service to cut would be subjective. Another approach is to cut back on expenses and consolidate where possible.

The Trustees reviewed the budget scheduled. Lauren Morrisseau will keep the Board posted on progress with budgeting by department heads. An update will be provided at the November 12th meeting. Pat Scheidel will be back to work on October 10, 2013 following some unplanned eye surgery.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- 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
- January 14, 2014 @ 6:30 – Regular Trustees Meeting
- January 28, 2014 @ 6:30 – Regular Trustees Meeting
- February 11, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- December 4th Tree Lighting and Train Hop, 6 PM

b. Budget Day

The budget day will be determined at the October 22, 2013 Trustees meeting.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Elaine Sopchak noted at the November 7, 2013 Planning Commission meeting Maura Collins with Vermont Housing Finance Association will present information on housing in Essex Junction. The Trustees are urged to attend the meeting.
- George Tyler noted there are a few corrections to the Planning Commission minutes which he will communicate to Diane Clemens.
- George Tyler noted receipt of a letter about the Village Walk project. The project was approved and does meet the Land Development Code requirements.
- There was discussion of doing a better job of informing the public on village projects. Diane Clemens, Chairwoman of the Planning Commission, suggested the village website include a repository of approved and ongoing projects in the village. Staff is working on this. The Trustees will provide feedback.

b. Reading File

- Minutes
 - Planning Commission 8/29/13
 - Capital Program Review Committee (9/3/13)
- Letter from Williston Resident re: Village Walk Development
- VLCT 2013-14 Calendar of Training and Events

- Brownell Library Staff and Director's Report August 2013

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to add the amendment to the Association contract/health insurance per the memo from Pat Scheidel, dated October 7, 2013, to the Reading File. VOTING: unanimous (5-0); motion carried.

8. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the amendment to the 9/10/13 Trustees minutes as noted in item 1 below:

1. Approve Minutes of Previous Meetings (9/10/13 & 9/18/13). [Elaine Sopchak clarified the report on the massage parlor noted in the 6th bullet under Trustees Comments in the 9/10/13 minutes should be amended to read: "Elaine Sopchak said she is working on an ordinance and Land Development Code changes regarding massage parlors and personal service establishments."]
2. Approve Warrants including Checks #10047823 through #10047910 totaling \$1,548,352.81.
3. Approve Warrant for Check #10047912 totaling \$61,413.49.
4. Approve Warrants including Checks #10047913 through #10047991 totaling \$115,956.98.
5. Approve Noise Waiver for EHS Homecoming Fireworks.

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

9. ADJOURNMENT

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

The meeting was adjourned at 7:50 PM.

RScty: M.E.Riordan

