

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 8, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton. (Andrew Brown was absent.)

ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau, Co-Assistant Manager & Finance Director; Darby Mayville, Community Relations Assistant.

OTHERS PRESENT: None.

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 Manager's Report:

- Update on Green Meadows Eviction Notices
- Change April 22nd Board of Trustees meeting to April 29th

Add to New Business:

- Website considerations
- Public input to village website

Add to Reading File:

- Note from Andrew Brown regarding absence from meeting

George Tyler publicly thanked staff and Dr. Rubman for the effort to find temporary housing for residents of Thasha Lane so their children can complete the school year.

3. GUESTS AND PRESENTATION

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

4. OLD BUSINESS

1. Draft Communications Policy

George Tyler noted the Trustees at all times are representing the village and themselves and should be aware that what is said could be broadcast. Staff is not called upon to express an opinion. Pat Scheidel said his practice is to pass on questions to the staff member with the appropriate expertise and inform the inquirer of the action taken. There was agreement an individual board member can comment on a village event or matter, but controversial issues should be addressed by the Board of Trustees as a whole. A statement will be added to the communications policy indicating communication with more than one trustee is not allowed per the open meeting law. Electronic communication between

trustees will be added to the policy. Elaine Sopchak will review and edit the draft communications policy for discussion at the next meeting.

5. NEW BUSINESS

1. Approve Grant Application for Caring for Canopy

Darby Mayville explained the \$500 grant application to finish an inventory of trees in the village on public property. An intern in the UVM Environmental Science program will do the work. The Urban & Community Forestry Program will be compensated. The village match will be staff support and on-the-job support by the tree committee.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the submittal of the Caring for Canopy Mini Grant application. VOTING: unanimous (4-0); motion carried.

2. Procedure for Soliciting and Monitoring Public Input to the Village Website

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the Procedure for Soliciting and Monitoring Public Input to the Village Website as presented. VOTING: unanimous (4-0); motion carried.

3. Website Considerations

The Trustees will review the list of considerations for discussion at the next meeting. It was noted the items on the list would be good topics for the Trustees retreat. There was mention of communication with village boards and committees and agreement the communication should go through the Village Manager via business telephone and/or email. Contact information for the chairpersons of each committee should be via a general village email which can be posted on the website. Communicating on social media should be added to the list of website considerations.

6. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

MOTION by Dan Kerin, SECOND by Lori Houghton, to change the meeting on April 22 to April 29, 2014. VOTING: unanimous (4-0); motion carried.

- April 29, 2014 @ 6:30 – Regular Trustees Meeting
- May 13, 2014 @ 6:30 – Regular Trustees Meeting
- May 27, 2014 @ 6:30 – Regular Trustees Meeting
- June 10, 2014 @ 6:30 – Regular Trustees Meeting
- June 24, 2014 @ 6:30 – Regular Trustees Meeting
- July 8, 2014 @ 6:30 – Regular Trustees Meeting
- July 22, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 9, 2014 – Joint Meeting with Essex Town on Biking/Walking
- May 24, 2014 @ 10 AM – Memorial Day Parade
- May 27, 2014 @ 11 AM – 5 PM – Board of Trustees Retreat

- July 4, 2014 @ 9:30 PM – Fireworks at Maple Street Park
- July 19, 2014 @ 5 PM-10 PM – Block Party & Street Dance

2. Green Meadows Eviction Notices

Staff will monitor the matter. Elaine Sopchak suggested staff review the Land Development Code to see if a requirement can be incorporated that the school board must be notified if a development application is approved that will impact the school district by loss or addition of students. Also, Dr. Rubman should be asked to refrain from having his tenants leave during the school year if possible or at least give them a 90 day notice.

3. UVM Student Presentations

UVM students will be presenting engineering projects in the village.

4. Meetings

Meetings continue with staff and community members.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- May 27, 2014 is the agreed upon date of the Trustees retreat starting at 11 AM and ending at 5 PM. The work session will discuss where the village is today and in the future.

2. Reading file:

- Minutes of Tree Advisory Committee (3/18/14)
- Minutes of Planning Commission (3/20/14)
- Letter from Boston Mayor Martin Walsh re: Regional Gun Trafficking Summit 4/24/14
- Letter from VTrans re: Speed Limit Request on Lincoln Street/VT Rte. 2A
- Article in VLCT News re: EPA Award to Jim Juras

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (3/25/14).**
- 2. Approve Warrants including check #10049022 through #10049099 totaling \$241,812.30.**
- 3. Approve Request to Waive Noise Ordinance for EJRP Fireworks 7/4/14.**
- 4. Approve Banner Application for Vermont Quilt Festival 6/27-6/29/14.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to go into Executive Session to discuss personnel matters and to invite the Village Manager to attend. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 7:40 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 9 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to authorize renewal of the Village Manager contract for one year and authorize the Village President to execute the shared manager contract. VOTING: unanimous (4-0); motion carried.

With no further business the meeting was adjourned at 9:12 PM.

RScty: M.E.Riordan

