

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 29, 2014**

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

ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau, Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Jim Jutras, Water Quality Director; Rick Hamlin, Village Engineer.

OTHERS PRESENT: Benjamin Rouleau, Anna Nadler, Jacques Larose, James Dee, T. Noordewier, J. Curtis, Michael Koch, Irene Wrenner, Tim Noordewier, Tim Steis, Wayne Berry.

EXECUTIVE SESSION

The Trustees met in Executive Session prior to the regular meeting to discuss contracts and legal matters.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize the Village Manager to represent the Board of Trustees and to sign the settlement agreement reached through voluntary mediation should a mutual settlement be reached.

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

MOTION by Andrew Brown, SECOND by Lori Houghton, to authorize the Village Manager to approve a negotiated settlement with ANR Enforcement Division.

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Board of Trustees meeting convened at 6:30 PM and the Pledge of Allegiance was recited.

2. OATH OF OFFICE and ELECTIONS

Oath of Office for Newly Elected Trustees

Susan McNamara-Hill administered the Oath of Office to Dan Kerin and George Tyler.

Elections

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to nominate George Tyler as Village President. There were no other nominations. **VOTING: unanimous; motion carried.** George Tyler is Village President.

MOTION by George Tyler, SECOND by Lori Houghton, to nominate Dan Kerin as Vice President. There were no other nominations. **VOTING: unanimous; motion carried.** Dan Kerin is Village Vice President.

3. AGENDA ADDITIONS/CHANGES

Add discussion of a personnel matter to the Executive Session following the regular meeting.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

2. Presentations by UVM Engineering Students on Capstone Projects

Conversion of Four Way Stop Sign at Educational and Drury Drive to Roundabout and New Pedestrian Bridge on Main Street

Engineering students from UVM reviewed a proposal to address traffic congestion at Educational and Drury Drive and Educational and Main Street with the installation of a roundabout, improved travel lanes, drainage and rain garden, crosswalks, and a multi-use path at Educational/Drury Drive, and a prefab weathered steel bridge with lighting and bike/ped lane on Main Street.

New Link from Educational Drive to Route 2A at St. James Place to Relocate the Existing Rail Crossing at North and Grove Streets

UVM Engineering students reviewed a proposal to relocate the railroad crossing and line up Educational Drive with St. James Place and convert the North Street crossing to pedestrian only. New sidewalk and green space will be added as well as a precast concrete culvert for Indian Brook. A traffic signal is warranted and will improve level of service in the area.

The Trustees suggested the presentations be shown to Regional Planning and the school board. Rick Hamlin will handle the matter.

5. OLD BUSINESS

1. Update and Pavement Marking Request from Bike/Walk Advisory Committee

Rick Hamlin briefed the Board on the research conducted by the Bike/Walk Advisory Committee to identify trigger points at stop lights in the village and to request the painting of a bike template to alert bicyclists where to stop to trigger the light.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the request from the Bike/Walk Advisory Committee to mark the pavement for bicyclists at selected traffic lights in the village.

DISCUSSION: It was mentioned the next step will be to install signs noting the presence of the bike template.

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

2. Draft Communication Policy

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the Communication Policy for the Village Board of Trustees and Staff, Draft Version 2, 4/15/14. VOTING: unanimous (5-0); motion carried.

6. NEW BUSINESS

1. Approve Bid Award for Utility Vehicle for Waste Water Treatment Facility
Jim Jutras explained the need for a four-wheel drive compact utility vehicle for use at the waste water treatment plant.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to award the bid for a four-wheel drive compact utility vehicle to Milton Rental & Sales Center at a cost of \$14,465.09. VOTING: unanimous (5-0); motion carried.

2. Review/Sign Acknowledgement of Ethics Policy
The Trustees signed the document.

3. Appoint Representatives to CSWD Board through 5/31/16
MOTION by Dan Kerin, SECOND by Lori Houghton, to reappoint George Tyler as the village representative to the CSWD Board through 5/31/16. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, to appoint Dan Kerin as the alternate to the CSWD Board. VOTING: unanimous (5-0); motion carried.

7. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- May 13, 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:

- May 24, 2014 @ 10 AM – Memorial Day Parade
- May 27, 2014 @ 11 AM – 5 PM – Board of Trustees Retreat
- June 3, 2014 @ 3 PM – 5 PM – Employee Appreciation Party
- July 4, 2014 @ 9:30 PM – Fireworks at Maple Street Park
- July 19, 2014 @ 5 PM-10 PM – Block Party & Street Dance

2. Off Color Tap Water on Maple Street

Residents at the end of the water line on Maple Street (by IBM) are experiencing off color water. Presently there are just a few houses at the end of the water line so there is not great demand and the water in the line does not get cleared on a regular basis. The situation appears to have occurred with the switch from the new water line back to the older main which provides more capacity. A new residential development on Maple Street will be built at the end of the water line which will increase demand for water so the supply will move through the line on a regular basis. Plan of action to address the matter now includes Public Works flushing the line more frequently to help clear iron sediment, having Champlain Water District test the water and send residents a letter

confirming the water is safe for use, and determining whether the switch back to the existing main is the cause of the problem. The water bill for Wayne Berry (resident on Maple Street) has been credited and charges are not being issued for use, just fixed costs at this time.

3. Meetings

Meetings with staff at the village and town have been held to discuss issuing one tax bill and one collection process. The forthcoming recommendation will be for the town to be the collector of taxes and owner of debt recorded as an asset. Savings that might accrue would be to the school district and some administrative savings to the village. These steps forward the goal of consolidating some administrative services to realize savings. A three year MOU is recommended which will provide time to confirm the arrangement is working.

Meetings continue with department heads and staff.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin announced an opening on the Rec Advisory Council.
- George Tyler reported the regional gun trafficking seminar in Boston was very informative. Regional data sharing was discussed.
- George Tyler reported the Leadership Through Change conference was very good.
- Elaine Sopchak confirmed the letter from Beth Glaspie, 20 Corduroy Road, was read by the Trustees. Ms. Sopchak said a production on Channel 17 is being developed to help educate the public on the direction of the state to concentrate development and stop sprawl and the direction of the village plan to allow high-rise buildings in the village downtown area. George Tyler will contact Ms. Glaspie regarding her letter.
- Andrew Brown suggested the Trustees consider appointing a different auditor. The present audit firm has held the village contract for the past 20 years. Following discussion there was agreement the matter will be included on the agenda for the Trustees retreat.

2. Reading file:

- Minutes of Planning Commission (4/3/14)
- Minutes of Block Party Committee (4/21/14)
- Minutes of Bike/Walk Advisory Committee (4/21/14)
- Certification of Election Results for 2014 Annual & Special Meetings
- Memo from CCRPC re: Public Hearings on 5/21/14
- Email from EJRP re: Advisory Council Seeking Members
- Letter from Beth Glaspie re: Future Redevelopment
- Memo from Robin Pierce and Letter from Dubois & King re: Crescent Connector Revised Environmental Assessment

9. CONSENT AGENDA & READING FILE

MOTION by Lori Houghton, SECOND by Dan Kerin, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (4/8/14).**
- 2. Approve Warrants including check #10049100 through #10049181 totaling \$358,630.66.**
- 3. Approve/Sign Bridge Inspection Report Form for Hubbell's Falls Drive Bridge.**

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

10. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to go into Executive Session to discuss contracts and a personnel matter, and to invite the Village Manager and co-assistant managers to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:40 PM.

MOTION by George Tyler, SECOND by Dan Kerin, 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 8:59 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the revised Employees Association agreement and authorize the Village Manager to execute the agreement. VOTING: unanimous (5-0); motion carried.

With no further business the meeting was adjourned at 9:30 PM.

RScty: M.E.Riordan

