



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 26, 2014 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **APPROVE AGENDA** [6:35 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing on 2014 Comprehensive Plan
 - c. Joint Meeting with Essex Selectboard, Jeff Carr and Mary Morris about Shared Services Report [7:00 PM]
5. **OLD BUSINESS** [8:00 PM]
 - a. Adopt 2014 Comprehensive Plan
 - b. Approve Amendment to General Rules and Personnel Regulations
 - c. Approve Generation Interconnection Agreement with Green Mt. Power
6. **NEW BUSINESS** [8:15 PM]
 - a. Approve Amendment to Traffic Calming Policy
 - b. Approve Amendment to Wastewater Facility Capital Plan
 - c. Approve Amendment to Sanitation Fund Capital Plan
7. **MANAGER'S REPORT** [8:35 PM]
 - a. Various staff meetings
 - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:40 PM]
 - a. Board Member Comments
 - b. Minutes from Other Boards, Commissions and Committees:
 - Planning Commission 8/7/14
 - Tree Advisory Committee 8/19/14
 - c. Letter from VLCT about PACIF Scholarship Award
 - d. Memo about Street Light Audit
 - e. Letters from Joseph Segale of VTrans to District 4 Coordinator about 4 Pearl Street and Autumn Pond Project
9. **CONSENT AGENDA** [8:45 PM]
 - a. Approve Minutes of Previous Meeting 8/12/14
 - b. Approve Bill List 8/26/14
 - c. Approve Banner Application from Green Mt. Rug Hooking Guild
10. **ADJOURN** [8:50 PM]

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944. Times on the agenda are approximate.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
August 26, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.
OTHERS PRESENT: Aaron Martin, Susan McCormack, Jeff Carr, Mary Morris, Mike Plageman, Doug Fisher, Shawn Kelly, Greg Duggan, Dan Finnegan, Mike Blair, Bridget Meyer, John FitzGerald, Scott Fewell, Irene Wrenner, Brad Luck, Andy Watts, Max Levy.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Add under the following:

- New Business - traffic calming policy.
- New Business - letter regarding RFQ review for Pearl Street Link Project.
- Presentations - comment draft from Mary Morris and Jeff Carr.
- Consent Agenda - check register report and minutes of special meeting 8/22/14.

3. APPROVE AGENDA

MOTION by George Tyler, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Public Hearing: 2014 Comprehensive Plan

The public hearing on the 2014 comprehensive plan was opened at 6:34 PM. There were no comments. The public hearing was closed at 6:36 PM. George Tyler noted from this point forward the comprehensive plan once adopted will be the guiding document for the village until the next update.

3. Joint Meeting with Essex Selectboard, Jeff Carr and Mary Morris re: Shared Services Report

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to add to the discussion with the Essex Selectboard a brief discussion of the town office building at 81 Main Street. VOTING: unanimous (5-0); motion carried.

Essex Selectboard in attendance: Max Levy, Brad Luck, Irene Wrenner, Andy Watts, Mike Plageman. Max Levy called the Essex Selectboard meeting to order at 7 PM.

Shared Services Report

The shared services report by Jeff Carr and Mary Morris was discussed. The following was noted:

- A revised review and comment draft was distributed to the boards.
- George Tyler mentioned the Trustees previously accepted the initial draft report with the understanding there would be further drafts. Questions and comments were held until the joint meeting.
- The shared manager recommendation suggests the municipalities should have a third party evaluate how well the model worked before proceeding to other shared services. Jeff Carr said the shared manager is the central core and VLCT could do the evaluation (double blind test). VLCT can look at impacts on each municipality separately and jointly. If having a shared manager is the long term plan then looking at whether that change worked or not should be done and how it can work moving forward.
- Jeff Carr said the report reflects the directive he and Mary Morris were given and how they synthesized the information. There were no preconceived notions. A good response rate was realized. There are no false positives or negatives.
- It is clear from the results that the shared services model is the only way that the municipalities can continue to provide quality services. The communities have been doing more with less, but at some point some services will suffer or not be provided.
- Max Levy stressed the focus is a shared service model, not a governance change or merger. Mary Morris said governance and dollars were not part of the study. Information was gathered on what is possible. Jeff Carr stated governance aside, the assumption was that there would be appropriate governance in place for the shared services model.
- Jeff Carr stated the goal is to have the report be a living document that can be updated, added to, archived at any time. The team is advocating continuous improvement to the starting point of the report. Department heads and staff have already thought much about shared services and are just looking for direction from the governing boards. The two municipal staffs have been working collaboratively already. Their mantra is “if the boards want it, it will be done”.
- Mr. Carr said there are obstacles, but there are solutions as well. No disqualifiers were found. There will be some resistance to change of the status quo. Responses to the shared services model were that this is just smart government (so resistance may even be fading).
- Lori Houghton asked if the planning and zoning sections are open to sharing services. Mary Morris said the departments in both municipalities are already sharing above and beyond for the customer (citizens). Both believe in delivering services the best they can and both acknowledge there are culture differences because there is different infrastructure in the village and town. The advice is to start small by sharing equipment, for example, then go to shared planning services, then start asking what is possible for the future.

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- Jeff Carr mentioned the MPO meeting where the town and village plans were discussed and the suggestion that there be one plan for the town with a village planning district which is a perfect way to preserve village design standards for village residents. This can also be applied to other areas where there are inconsistent policies or regulations.
 - Lori Houghton pointed out the comment about the need to make the boards policy makers and not detail managers. Mary Morris said the department heads are working together now and there is a municipal manager so the boards should “get out of the weeds” and be policy makers and work with the unified manager.
 - Mike Plageman observed the comment on the library indicates both from a culture and infrastructure standpoint the shared service model may be more difficult. Mary Morris confirmed there is a cultural difference between the two libraries. Brownell Library has more of a community touching involvement where patrons can walk to the library for books and meetings and such. Essex Free Library does not have this due to the location. Conversations are just starting about shared activities. Both libraries have separate boards that weigh heavily on decision making for the libraries and that is a challenge. Jeff Carr added each library feels they are the center of the community and do not want to do anything that will change that perception. Perhaps the Trustees and the Selectboard could speak to their respective volunteer library boards about ways to collaborate rather than be the center of the community.
 - George Tyler noted the report did not touch upon the employees association in the village and town employee union and potential issues with shared services and departments overlapping or contracts or commitments that would make going forward with shared services difficult. Jeff Carr said they did not dive into those issues or get a legal opinion because it was thought first to make the case that shared services is the right way to go. The team did look at existing debt on Maple Street Park (would probably require two recreation districts) and the public works bond in the village and felt there were not any disqualifiers or game changers. The team did not look at possible impact on securing grants from the MPO, for example, if the public works department or planning services are shared.
 - Pat Scheidel noted there are three employee contracts, two in the town and one in the village. All were recently ratified for the same term and each agreement is in effect until the parties want to change them or the term is up and negotiations begin. If municipalities agree on consolidated services, the rules and agreements for employees in the contract will guide until renegotiation. Max Levy requested a list of the differences between the Employees Association contract in the village and the Essex Employees Union contract. Mary Morris agreed it would be beneficial to know the differences and suggested representatives from each entity be asked to form a standing committee to discuss issues and get buy-in to shared services. There are union and nonunion employees doing the same job and this should be acknowledged to avoid grievance. The message should be that the municipalities are not trying to change the contract, but rather to make life better and provide the services that are wanted.

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- Lori Houghton asked if there were any comments or issues against shared services. Mary Morris said the fire departments in the village and town operate differently because of the areas they cover. The departments did collaborate on the purchase of a truck and are doing some training together. The libraries were also a little hesitant, but no one said this will not work. Jeff Carr said the school board felt they are doing a good job with recreation and did not see a reason to undo this by creating a recreation district. It was clarified to the school board that the goal is to move in a direction that improves both recreation departments. Mary Morris interjected that is where the comment was made about if there is lots of collaboration happening already or wants to happen then the governing boards need to let it happen. Jeff Carr added it is hard to change what has been the way of the past and people do not want to make a risky career move, but they may be convinced if a policy of collaboration is shown by the governing boards and examples are shown of the best way to allow collaboration to trickle down. A motion or statement by both governing boards plus validating actions will send the message that there is a culture of collaboration. The boards should then get out of the way and let the departments execute.
 - Andy Watts asked why money was not part of the study. Mary Morris said the assignment was not a study of cost savings by combining departments. Jeff Carr pointed out only town expenditures are included in the nine items in Table 1 of services that could be shared. (Both boards concurred the full cost of services-village and town- should be shown in the table.)
 - Dan Kerin commented there is more beyond the cost and employees that must be considered, such as how the citizenry feels. A bottom up approach is better than a board down approach for support of the idea. Mary Morris noted Heart & Soul is a neat parallel to look at what is important for the community and if what is needed is being provided or over provided. Jeff Carr said the focus was on giving taxpayers the “biggest bang for the buck” with this strategy and allowing staff to do what they do.
 - Elaine Sopchak suggested people be allowed to post comments about the document once it is on the webpage. Ms. Sopchak also suggested the boards do a statement that authorizes staff at the village and town to share services. Lori Houghton agreed a general statement should be made by both boards to staff to collaborate wherever possible.
 - Brad Luck stated a clear set of actions is needed.
 - Mary Morris and Jeff Carr suggested the municipal manager think about next steps and develop recommendations for implementation.

PUBLIC COMMENTS

Scott Moody asked if any services popped out that should be shared. Jeff Carr explained it is the job of the boards to prioritize, but there are opportunities both in the town and village delivery systems for synergies, more collaborations, discoveries, and innovations. The solution will be an Essex solution, but the departments will not be bold unless the boards franchise them to be bold.

Bridget Meyer advised “slow and steady wins the race” and urged the elected leaders to be brave and go to difficult areas, but go slowly. The project is doable and the community will go along as long as the people are involved and buy into the model. Others have already had thoughts about collaboration (the school department with recreation and the fire department with equipment) so work that has already been done should be considered.

Sue McCormack stated the report is well aligned with Heart & Soul aspects of community connection, thoughtful growth, education. A summary should be drafted about the report aligning with the Heart & Soul process and the citizens asked to comment.

To Do List:

- Jeff Carr and Mary Morris will update the report as discussed (include full cost figures in Table 1 and add information about collective bargaining) and bring the final draft to both boards for acceptance.
- The approved report will be posted on the town and village websites.
- Pat Scheidel will draft thoughts on next steps.
- Pat Scheidel will draft a statement in support of collaboration and shared services for both boards to review and approve.

Discussion of 81 Main Street

The following was discussed:

- Work is absolutely necessary to make the building at 81 Main Street compliant with ADA requirements and to determine what exactly can be done with the building (i.e. the building is in the floodplain and a prior use was a gas station so contaminated soil is a concern).
- The work must be done within the budget. The town will not take on additional debt load. The necessities of work will be close to the money the town has available for the building to become compliant and habitable, and to leave options open to have the ability to make collaboration under one roof happen.
- Temporary use of village buildings for space (i.e. Lincoln Hall) until long term use of 81 Main is determined is a consideration.
- There is support of town and village departments sharing space as more collaboration occurs.
- The cost of retrofitting both 81 Main Street and Lincoln Hall to accommodate village and town services must be considered.
- A building committee was formed that looked at options for the town offices. The results were presented to the Selectboard. An oversight committee is helping to detail next steps and how to line up cost and code requirements for 81 Main. At a minimum the building must be compliant if it is to be used by the town or village. Making the building compliant does not preclude using other buildings in the community.
- The boards are urged to set policy to update the building which is separate from who will occupy the building, and without knowing what the building will look like, it is too early to decide what collaboration can take place.

- The building committee was tasked with rehab of 81 Main Street and not evaluating village and town services relative to Lincoln Hall before beginning construction. The building must first be made compliant then space for services can be considered. Progress with shared services has been made with the shared manager and progress can continue at a slow and steady pace.
- The use of the building should be considered at the time of rehab.
- The Selectboard's responsibility is to manage and maintain the building at 81 Main Street which is presently out of compliance. This does not preclude looking at other buildings. Some other sites have been investigated.
- More input on what to do with 81 Main Street is needed so everyone will be satisfied with the final decision.
- The oversight committee is charged with reviewing work done to date relative to the building. The village can ask the capital committee and planning department to review Lincoln Hall to determine what needs to be done for compliance.

There was no further business before the Essex Selectboard and the meeting was adjourned at 8:50 PM per the following motion:

MOTION by Irene Wrenner, SECOND by Brad Luck, to adjourn the meeting of the Essex Selectboard. VOTING: unanimous (5-0); motion carried.

5. OLD BUSINESS

1. Adopt 2014 Comprehensive Plan

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adopt the 2014 Comprehensive Plan as presented. VOTING: unanimous (5-0); motion carried.

2. Approve Amendment to General Rules and Personnel Regulations

MOTION by Lori Houghton, SECOND by Dan Kerin, to amend the General Rules and Personnel Regulations adopted on August 12, 2014 to include new Section 314 as presented.

3. Approve Generation Interconnection Agreement with Green Mountain Power

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize the Municipal Manager to sign the "Generation Interconnection Agreement" between Green Mountain Power Corporation and the Village of Essex Junction. VOTING: unanimous (5-0); motion carried.

6. NEW BUSINESS

1. Approve Amendment to Traffic Calming Policy

Several residents of Wilkinson Drive spoke in support of the amendment to the traffic calming policy regarding warning cones. The residents also requested more enforcement of traffic rules on neighborhood streets by police. There was mention of an anonymous and apparently threatening letter placed in mailboxes warning not to support the cones. Staff is investigating the matter.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to amend the traffic calming policy by removing the condition that "Keep Kids Alive Drive 25" cones shall be

allowed in the street only during daylight hours and that the “Keep Kids Alive Drive 25” cones are allowed on Class 3 roads only. **VOTING: unanimous (5-0); motion carried.**

2. Approve Amendment to Waste Water Facility Capital Plan

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to authorize the sale of the service truck cab and chassis to Capital Preowned and to modify the waste water facility FY2015 Capital Plan to include a replacement service truck cab and chassis in the amount of \$28,000. VOTING: unanimous (5-0); motion carried.

3. Approve Amendment to Sanitation Fund Capital Plan

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize modification of the Sanitation Capital Plan miscellaneous project by adding \$50,000 to the \$10,000 already there for a total of \$60,000. VOTING: unanimous (5-0); motion carried.

4. RFQ review for Pearl Street Link Project

There was discussion of increased traffic on village streets. The Pearl Street link is a circ alternative project. Hamlin Engineering will oversee the project. Andrew Brown observed it makes sense to do the bonded project on Main Street before the state repaves Route 15. Pat Scheidel will confirm when the state plans to do the repaving.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize the project management team to begin negotiations on the Pearl Street link roadway project design scope and fee with Lamoureux and Dickinson Consulting Engineers, Inc. VOTING: unanimous (5-0); motion carried.

7. **VILLAGE MANAGER’S REPORT**

1. Meeting Schedule

- September 9, 2014 @ 6:30 – Regular Trustees Meeting
- September 23, 2014 @ 6:30 – Regular Trustees Meeting
- October 14, 2014 @ 6:30 – Regular Trustees Meeting
- October 28, 2014 @ 6:30 – Regular Trustees Meeting
- November 11, 2014 @ 6:30 – Regular Trustees Meeting
- November 25, 2014 @ 6:30 – Regular Trustees Meeting
- December 9, 2014 @ 6:30 – Regular Trustees Meeting
- December 23, 2014 @ 6:30 – Regular Trustees Meeting

2. Meetings with staff

Meetings continue to be held with staff and the municipal manager.

8. **TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Dan Kerin said he received a call from a village resident about the speed table on South Street being inappropriate because cars cannot go over the speed table at 25 mph which is the speed limit on the street. The caller clarified the real concern is people are only slowing at the speed table. More enforcement of the speed limit

and an increase in fines is needed to help control the speed of vehicles on the street.

- Elaine Sopchak said Linda Costello thanked the Trustees for the sign on Route 15 warning motorists of the pedestrian crossing ahead and would like the traffic to slow down well before Willey's Court for the crosswalk that is still being requested.

2. Reading file:

- Planning Commission minutes 8/7/14
- Tree Advisory Committee minutes 8/19/14
- Letter from VLCT re: PACIF Scholarship Award
- Memo re: Streetlight Audit
- Letters from Joseph Segale, VTrans, to District 4 Coordinator re: 4 Pearl Street and Autumn Pond projects

9. **CONSENT AGENDA & READING FILE**

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 8/12/14**
2. **Approve Bill List 8/26/14**
3. **Approve Banner Application from Green Mountain Rug Hooking Guild.**

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

10. **ADJOURNMENT**

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 9:20 PM.

RScty: M.E.Riordan

