



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 9, 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
5. **OLD BUSINESS** [6:35 PM]
 - a. Acceptance of Shared Services Assessment Study Team Report by Jeff Carr and Mary Morris
 - b. Interdepartmental Collaboration
 - c. Bid Award for School Street Reconstruction Project
6. **NEW BUSINESS** [7:10 PM]
 - a. Bid Award for Sidewalk Plow
 - b. Bid Award for Lincoln Hall Roof
7. **MANAGER'S REPORT** [7:20 PM]
 - a. Certificate of Occupancy for Police Facility, various meetings, Brendan Keleher, part time Assistant Manager hired
 - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:25 PM]
 - a. Board Member Comments
 - b. Minutes from Other Boards, Commissions and Committees:
 - Capital Program Review Committee 8/5/14
 - Bike/Walk Advisory Committee 8/18/14
 - c. CCRPC Notice of Public Hearing on 2014 Public Engagement Plan Draft 10/15/14
 - d. IBM Variance Application Notice Statement
 - e. Memo about Pearl Street Project Cooperative Agreement
 - f. Email Correspondence Regarding Speed Table and Keep Kids Alive Cones
 - g. Summary of Lincoln Hall Building Envelope Evaluation
9. **CONSENT AGENDA** [7:30 PM]
 - a. Approve Minutes of Previous Meeting 8/26/14
 - b. Approve Warrants Check #10049951 to Check #10050006 totaling \$82,702.34.
 - c. Approve Revised Drug and Alcohol Policy for CMV Operators
10. **EXECUTIVE SESSION** [7:35 PM]
 - a. Contracts
 - b. Land Acquisition
11. **ADJOURN** [7:40 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
September 9, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Andrew Brown. (Dan Kerin was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Hamlin, Village Engineer.
OTHERS PRESENT: Daniel Stein, Jeff Carr, Mary Morris.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:32 PM.

2. AGENDA ADDITIONS/CHANGES

There were no changes to the agenda.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Daniel Stein, bicyclist, mentioned two months and a few days ago he experienced a bike accident due to a pothole on Route 15 by Merchants Bank and at that time informed the Trustees about the hazard who indicated the pothole would be filled, but that has not happened. A number of other potholes have been filled on the street. Mr. Stein will forward pictures of the pothole to staff.

5. OLD BUSINESS

1. Acceptance of Shared Services Assessment Study Team Report

Jeff Carr and Mary Morris reviewed corrections and edits to the report since the last meeting. Any further edits will still be accepted. George Tyler mentioned the request for an “apples-to-apples comparison” of the Essex Junction Employees Association contract and the Essex Employees Union contract relative to benefits and any significant differences. Jeff Carr said the study did not go into that area which is a logical next step. Pat Scheidel noted the comparison work is underway. There was discussion of drafting an executive summary of the report and posting both the summary and the full report on the website for public comment. Following further discussion there was agreement a summary of the report is not necessary and the full report should be posted on the village website with an introductory statement. Elaine Sopchak will draft the introductory statement.

MOTION by Lori Houghton, SECOND by Andrew Brown, to adopt the report by the Shared Services Assessment Study Team titled “An Examination of a Shared

Services Delivery Model in the Village of Essex Junction-Town of Essex, Vermont”, and to authorize the Municipal Manager to take the action steps recommended therein. VOTING: unanimous (4-0); motion carried.

2. Interdepartmental Collaboration

The mission statement for interdepartmental collaboration was reviewed.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the following statement:

“It is the expectation of the Board of Trustees that the village departments will collaborate with their town counterparts whenever practicable as determined by the Department Heads/Municipal Manager.”

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

3. Bid Award for School Street Reconstruction Project

Rick Hamlin, Village Engineer, explained the reason for the accelerated process for the School Street reconstruction project (to avoid going through another winter under current conditions). Bids for the project were opened 9/9/14 and Don Weston Excavating, Inc. was the low project bid at \$440,477. Discussions have been held with residents on the street and the police department regarding traffic flow and access during the work period. The project must be complete by November 19, 2014.

MOTION by George Tyler, SECOND by Lori Houghton, to accept the bid for the School Street reconstruction project by Don Weston Excavating, Inc. in the amount of \$440,477. VOTING: unanimous (4-0); motion carried.

6. NEW BUSINESS

1. Bid Award for Sidewalk Plow

Lauren Morrissette reported only one bid was received for the sidewalk plow. The bid amount is below the amount in the budget for the plow.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to award the bid for the sidewalk plow to H.P. Fairfield, LLC of Morrisville for the not to exceed amount of \$100,500. VOTING: unanimous (4-0); motion carried.

2. Bid Award for Lincoln Hall Roof

Lauren Morrissette reported bids were received to install a metal roof on Lincoln Hall. The low bidder previously did work on the fire station and there were problems. Staff is recommending the next lowest bid (Reap Construction, \$24,215) with additional funds for plywood to replace any wood rot that is found (\$4,674). The total amount (\$28,889) is still under budget.

MOTION by Andrew Brown, SECOND by Lori Houghton, to award the Lincoln Hall roof bid to Reap Construction, LTD for an amount not to exceed \$28,889.

DISCUSSION: There was mention of the metal roof blending with the rest of the Lincoln Hall building.

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

7. VILLAGE MANAGER’S REPORT

1. Meeting Schedule

- 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. New Police Station

Walk through of the new police building was done. There are no issues to prevent the issuance of a certificate of occupancy. The project is on time and on budget. A grand opening celebration will be held once the police department is moved into the building.

3. Manager’s Assistant

Brendan Keleher has been hired on a part-time basis (20 hours/week) to assist the Municipal Manager. Mr. Keleher brings stellar qualifications and a depth of experience to the position (prior Winooski City Manager for seven years and Burlington Chief Operating Officer for 17 years).

4. PACIF Grant

The village received a \$5,000 grant from PACIF for cameras at the library. There is \$10,000 in the capital program slated for cameras. The project will move forward.

5. Act 250 for 4 Pearl Street

Staff is monitoring the Act 250 process for the 4 Pearl Street development. A decision has not yet been made. The developer recorded the plat.

6. Pearl Street Link Project

Rick Hamlin and Rick Jones are meeting with the state regarding the VTrans paving schedule and the Pearl Street Link Project. George Tyler asked that the link project be added to a future Trustees agenda to refresh the Board on ‘Alternative A’.

7. Open Meeting Law

Per the Open Meeting law there must be public discussion of any anticipated Executive Session where the topic(s) to be discussed and that full disclosure would place the municipality at substantial disadvantage are stated as well as who will attend the session.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- There was discussion of the meeting schedule and potentially starting the meeting on September 23, 2014 later than 6:30 PM. Also, there was discussion of consolidating the meetings in November to a single joint meeting with the Essex

Selectboard on November 10, 2014. Discussion of rescheduling the December 23rd meeting will be done at another time.

- There was discussion of the summary report on the evaluation of Lincoln Hall and waiting for results of the assessment of 81 Main Street before moving forward. There was agreement a broader discussion of Lincoln Hall will be held once the prioritized list from Liszt Historical Restoration, Inc. is received.

2. Reading file:

- Capital Program Review Committee 8/5/14
- Bike/Walk Advisory Committee 8/18/14
- CCRPC Notice of Public Hearing for 2014 Public Engagement Plan Draft 10/15/14
- IBM Variance Application Notice Statement
- Memo re: Pearl Street Project Cooperative Agreement
- Email Correspondence re: Speed Table and Keep Kids Alive Cones
- Summary of Lincoln Hall Building Envelope Evaluation

9. CONSENT AGENDA & READING FILE

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 8/26/14**
2. **Approve Warrants Check #10049951 to Check #10050006 totaling \$82,702.34.**
3. **Approve Revised Drug and Alcohol Policy for CMV Operators.**

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

10. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Lori Houghton, that the Board of Trustees make a specific finding that the premature public knowledge of the village's negotiations concerning a proposed property purchase contract including the negotiating strategy in connection therewith would clearly place the village at a substantial disadvantage. VOTING: unanimous (4-0); motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, that the Board of Trustees enter Executive Session to discuss contracts pursuant to 1VSA§313(a)(1)(B), and to invite the Municipal Manager to attend. VOTING: unanimous (4-0); motion carried.

The regular meeting was adjourned and Executive Session was convened at 7:44 PM.

MOTION by Elaine Sopchak, SECOND by George Tyler to adjourn Executive Session. VOTING: unanimous (4-0); motion carried. Executive Session was adjourned at 8:30 PM.

MOTION by Andrew Brown, SECOND by George Tyler to adjourn the regular meeting. VOTING: unanimous (4-0); motion carried. The meeting adjourned at 8:31 PM.

RScty: M.E.Riordan