



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 24, 2015 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**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Presentation by Greg Morgan, Chair, Essex Economic Development Commission
 - c. Presentation by Rick Jones, Public Works Superintendent, and Jeff Kershner, Hamlin Consulting Engineers, about emergency water repair work on Maple Street
4. **OLD BUSINESS**
 - a. Approval of Letter of Support to VT Agency of Transportation for Train Station Upgrades
5. **NEW BUSINESS**
 - a. Adopt Annual Meeting Warning
 - b. Approval of Draft Trustees Report for 2014 Annual Report
 - c. Approval of Draft Newsletter for Annual Meeting
6. **VILLAGE MANAGER'S REPORT**
 - a. Annual Meeting Preparation
 - b. Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 2/9/15
 - Tree Advisory Committee 2/17/15
 - c. VLCT Spring Selectboard Institute 3/21/15
 - d. Letter from James Jutras re: House Bill 58
 - e. Letter from James Jutras re: House Bill 54
 - f. Letter from James Jutras re: Senate Bill 46 and House Bill 29
 - g. Brownell Library Staff and Director's Report January 2015
 - h. Letter to Elaine Sopchak from Paula DeMichele 2/17/15
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 2/10/15
 - b. Approve Warrants including check #10050916 through #10051003 totaling \$415,864.66
 - c. Approve 2015 Five Corners Farmers Market Agreement
9. **ADJOURN**

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

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 24, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Jones, Public Works Superintendent; Jeff Kershner, Hamlin Engineering
OTHERS PRESENT Deb McAdoo.

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

The presentation by Greg Morgan on the Essex Economic Development Commission was postponed due to illness.

3. APPROVE AGENDA

MOTION by Lori Houghton, SECOND by Elaine Sopchak, 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

Deb McAdoo presented the final report of the Essex Governance Group to the Trustees. Ms. McAdoo said a presentation and report was given to the Essex Selectboard at the meeting on 2/23/15. The Selectboard accepted the report and will discuss the document at the March 16, 2015 meeting.

2. Presentation by Greg Morgan, Essex Economic Development Commission
Postponed.

3. Presentation by Rick Jones and Jeff Kershner on Emergency Water Line Repairs
Rick Jones and Jeff Kershner updated the Trustees on the difficult repair work on the water main break on Maple Street by the culvert near Shawns Way. The break occurred in the 10" line which was very deep underground (10'-12') and under the culvert. There were significantly sized boulders, concrete, old roadbed, and other debris covering the pipe which made the excavation difficult. The plan moving forward is to dig up the 10" line and install two valves to isolate the leak, shut off the water, and repair the pipe. When the culvert work planned for the summer is done assessment will be made on relocating the water line above the culvert. Water service is working on Maple Street for everyone except one business which should have service in the very short term. The frost is very deep in the ground this year which is leading to water line breaks and freeze ups.

Andrew Brown asked about doing the culvert work now while the road is already torn up. Rick Jones said the village policy requires going out to bid for the work. Also, the culvert work will require closing the road entirely which is not workable with school in session. The repair work being done now only closes one lane.

The Trustees thanked the public works crew for their good work repairing the water line under challenging weather conditions.

There was mention of the poor condition of the pavement on Pearl Street and Park Street and the planned paving by the state in 2016. The railroad crossing on Park Street will also be replaced when the road is repaved. Temporary paving repairs will be done in the spring. Lori Houghton mentioned if it is helpful a letter should be sent from the Trustees to VTrans to confirm the paving will happen.

5. OLD BUSINESS

1. Approve Letter of Support to VTrans for Train Station Upgrades

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the letter of support to the Vermont Agency of Transportation for the train station upgrades.

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

6. NEW BUSINESS

1. Adopt Annual Meeting Warning

MOTION by George Tyler, SECOND by Dan Kerin, to approve the Village of Essex Junction Annual Meeting Warning as presented. VOTING: unanimous (5-0); motion carried.

2. Approve Draft Trustees Report for 2014 Annual Report

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the State of the Village Report as written. VOTING: unanimous (5-0); motion carried.

3. Approve Draft Newsletter for Annual Meeting

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the newsletter for the annual meeting with the caveat the date of the annual meeting be added in the first section (page 1) of the newsletter. VOTING: unanimous (5-0); motion carried.

7. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- March 10, 2015 @ 6:30 – Regular Trustees Meeting
- March 24, 2015 @ 6:30 – Regular Trustees Meeting
- April 14, 2015 @ 6:30 – Regular Trustees Meeting
- April 28, 2015 @ 6:30 – Regular Trustees Meeting
- May 12, 2015 @ 6:30 – Regular Trustees Meeting
- May 26, 2015 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 1, 2015 @ 6 PM – Village Community Supper

- April 1, 2015 @ 7 PM – Village Annual Meeting
- April 14, 2015 – Australian Ballot Voting
- May 23, 2015 @ 10 AM – Memorial Day Parade

2. Preparation for Annual Meeting

Materials are being reviewed to ensure the information for both the village and town annual meetings match.

3. Ongoing Meetings

Meetings with staff, boards, and committees continue as scheduled.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- There was discussion of the outreach being done in the village and town to explain consolidation of services, and agreement that the situation is complex so further explanation on the village Front Porch Forum and Facebook page would be helpful. Pat Scheidel noted Max Levy has refined the presentation on consolidation of services so it is clear and simple to understand. The presentation also points out what is provided to taxpayers. The town's annual meeting will begin with the presentation so the voters better understand the budget construction and the effort to eliminate duplication. Elaine Sopchak will draft a further explanation of the consolidation of services for the village Front Porch Forum and Facebook page. Pat Scheidel will forward the most recent version of the presentation by Max Levy to Ms. Sopchak.
- Elaine Sopchak said she attended the Essex Selectboard meeting to hear the presentation by the Essex Governance Group. The presentation and report were well received. Pat Scheidel noted the Selectboard accepted the report and will discuss the matter at the March 16, 2015 meeting. Mr. Scheidel suggested the Trustees hear the presentation from the group. The Trustees will hear the presentation and formally accept the report at the April 14, 2015 meeting. Elaine Sopchak suggested considering holding a joint meeting with the Trustees and Selectboard to discuss moving forward.
- Elaine Sopchak said she will send a letter on behalf of the Trustees acknowledging receipt of the letter from Paula DeMichele. The letter from Ms. DeMichele and the acknowledgement from the Trustees will be forwarded to the Planning Commission.

2. Reading File

- Minutes
 - Bike/Walk Advisory Committee 2/9/15
 - Tree Advisory Committee 2/17/15
- VLCT Spring Selectboard Institute 3/21/15
- Letter from James Jutras re: House Bill 58
- Letter from James Jutras re: House Bill 54
- Letter from James Jutras re: Senate Bill 46 and House Bill 29
- Brownell Library Staff and Director's Report January 2015
- Letter to Elaine Sopchak from Paula DeMichele 2/17/15

9. **CONSENT AGENDA & READING FILE**

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 2/10/15**
2. **Approve Warrants Check #10050916 to Check #10051003 totaling \$415,864.66.**
3. **Approve 2015 Five Corners Farmers Market Agreement.**

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 7:25 PM.

RScty: M.E.Riordan



WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 1 & 14, 2015

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 1, 2015 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 14, 2015 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters act upon the report of the auditor?

ARTICLE 2. Shall the voters approve an annual General Fund Budget in the amount of \$3,799,390 for fiscal year July 1, 2015 to June 30, 2016, \$2,564,285 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve the transfer of \$75,000 from the General Fund Balance to the Capital Reserve Fund for future capital projects?

ARTICLE 4. Shall the voters approve holding the 2016 Annual Meeting on Wednesday, April 6, 2016 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 12, 2016 to vote for the Village officers and transact any business involving voting by Australian ballot?

ARTICLE 5. To transact any other business that may lawfully come before the meeting?

BALLOT QUESTIONS

ARTICLE 6. To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms); one Library Trustee (five year term)?

Dated this 24th day of February, 2015

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

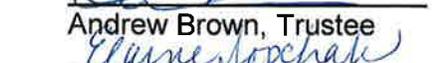
By:


George A. Tyler, President


Dan Kerin, Vice President


Lori Houghton, Trustee


Andrew Brown, Trustee


Elaine Sopchak, Trustee

ATTEST:


Susan McNamara-Hill, Village Clerk