



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 9, 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. Public Hearing FYE 16 Water Rates – Lauren Morrisseau
4. **OLD BUSINESS**
 - * a. Manager’s Subcontract Extension – Pat Scheidel
5. **NEW BUSINESS**
 - a. Manager’s Evaluation Handbook – Pat Scheidel
 - b. Thoughtful Growth in Action Project – Pat Scheidel
6. **MUNICIPAL MANAGER’S REPORT**
 - a. FYE 16 Appointments
 - b. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 5/18/15
 - Planning Commission 5/21/15
 - Capital Program Review Committee 6/2/15
 - c. Emails in Response to Design 5 Corners Final Report
 - d. Research on CCTA Buses/Village Weight Limits
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 5/26/15
 - b. Approve Warrants including check #10051575 through #10051650 totaling \$295,645.18
 - c. Approve Reappointment of Eric Bowker to Recreation Advisory Council
 - d. Approve Lincoln Hall Lease Renewals for FYE 16
 - e. Approve Assistant Library Director’s Revised Job Description
 - f. Approve Memo and Email Correspondence Regarding Crescent Connector Funding
 - g. Approve and Sign Merchants Bank Corporate Electronic Funds Transfer Agreement
9. **EXECUTIVE SESSION/CONTRACTS**
 - * a. Municipal Manager’s Subcontract
10. **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
June 9, 2015**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Hamlin, Village Engineer.
OTHERS PRESENT Glenn & Lori McPeters.

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

Additions:

- Essex Public Works Work List Spring, Summer, Fall 2015 to “Old Business”.
- Letter to Prudential Committee, dated 6/8/15, re: EJRP Governance to “New Business”.
- Memo re: Transfer of Funds between General Fund Departments to “New Business”.
- Letter re: Susan McNamara-Hill as School District Clerk/Treasurer to “Manager’s Report”.
- Spreadsheet for Business Card Services to “Consent Agenda”.
- Request by Brian Roy (EJRP) for Waiver of Noise Ordinance for July 4th Fireworks to “Consent Agenda”.
- Revenues/Expenditures Report 6/9/15 to “Consent Agenda”.

MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Glenn McPeters, 6 South Street

Glenn McPeters requested an update on CCTA buses using South Street. George Tyler reported the village is waiting to receive information from CCTA. There are public meetings planned by CCTA to discuss proposed route changes and that may be opportunity for residents to voice their concern about buses on South Street. Mr. McPeters asked who is making the decision about buses on village streets, CCTA or the Board of Trustees, noting that previous Trustees voted to enforce the street weight limit which is exceeded by the buses and sent a letter to CCTA to remove the buses. George Tyler said CCTA indicated they do not have the letter in their files. Following further discussion the Trustees agreed to add the item to the July meeting agenda and to have staff clarify the following information prior to the meeting:

-
- Whether CCTA is just deciding on route changes for only Sunday services or is also considering removing the bus from South Street.
 - The ramifications/implications of the village enforcing the street vehicle weight limit of 16,000 pounds (CCTA perspective and police department perspective).
 - Whether there is a specific waiver for public bus transit service.

2. Public Hearing: FY2016 Water Rates

The public hearing was opened at 6:45 PM. Lauren Morrisseau reported the following:

- Water rate is proposed at \$.0155 per cubic foot.
- Fixed cost is \$22.35 per quarter or \$89.40 per year.
- Cost to average user is \$179.92 per year or \$14.99 per month.
- The change in water rates represents a 2% increase over FY15 to the average user.
- Large water user rate is \$.08 per 1,000 gallons which is a 1% decrease from FY2015 because more water is being used (1.5% increase in use). There is a reconciliation at the end of the year where the large water user either pays more or receives a credit for usage.

COMMENTS

There was further discussion of the large volume user paying less when using more water while residential users pay for the amount of water used. Lauren Morrisseau explained the large water user (IBM/Global Foundries) pays the wholesale rate for water to Champlain Water District plus the payment to the village for overhead charges on the water that is used. IBM/Global Foundries pays 13% of the village operating budget. The Trustees felt more explanation of the large water user rate would be beneficial to the public.

Glenn McPeters, South Street, asked about the amount of the fixed cost paid by the large water user. Lauren Morrisseau said the large user fee to IBM/Global Foundries will be \$96,000 even though much of the water goes directly to the site and not through village pipes. The large water user arrangement was set up with IBM years ago and provides a revenue benefit to the village as a surcharge for water through village pipes. Mr. McPeters urged looking at the wording on the discussion of the water and sewer rate changes as well as clarifying the explanation of the large water user rate.

The next public hearing is June 23, 2015 which will also be the public hearing date for the sewer and sanitation rates.

With no further comments President Tyler closed the public hearing at 7 PM.

4. OLD BUSINESS

1. Municipal Manager's Subcontract Extension

Pat Scheidel explained he would like to oversee the projects started with shared services and requested the contract for the municipal manager be extended. The Selectboard authorized extension of the agreement to June 30, 2018 and it is hoped the Trustees concur.

George Tyler noted the Trustees need to discuss how to evaluate for the village and the village administration as to whether the shared manager model is working. Pat Scheidel stated departments with shared services are going through the process of looking for efficiencies which is what the departments would be doing even without the shared services model. With the highway department people outside of those doing the work are evaluating whether the service delivery model is working. There was continued discussion of the need for the Trustees to review how the shared services model is working for the village - what has been made easier, more difficult, or not impacted, and if village needs are being met. It was noted that the current arrangement for the Municipal Manager is the Essex Town Manager serving two entities so the Trustees have no say on replacement, but going forward the individual hired as the Municipal Manager will be a joint employee of the two municipalities governed by both the Selectboard and Trustees. Mr. Scheidel noted he will be providing background information for the Municipal Manager position that can be used by the Selectboard and Board of Trustees when selecting a future manager.

The Trustees will add discussion of the Municipal Manager position to a future agenda and discuss the contract for the existing arrangement in Executive Session.

2. Public Works Work List Spring, Summer, Fall 2015

Pat Scheidel explained Dennis Lutz provides a snapshot of the work to be done by the public works department. The Trustees mentioned work by the village highway department needs to be added.

5. NEW BUSINESS

1. Letter to Prudential Committee re: EJRP

It was noted the letter from the village is in support of any decision by the school district that helps the recreation department.

2. Manager's Evaluation Handbook

Pat Scheidel stated both the Selectboard and Trustees will be involved in evaluating the Municipal Manager. It is recommended department heads also be included. The handbook is a good guide for the evaluation. The matter will be added to the agenda of the joint meeting on June 23, 2015.

3. Transfer of Funds between General Fund Departments

Lauren Morrisseau reported on anticipated deficits and surpluses in general fund departments. Per past practice surplus in the General Fund is used to cover deficits in general fund departments. The water fund which is an enterprise fund will show a substantial loss this year due to the water line breaks and repairs this past winter. The water fund reserve will cover the loss.

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve use of surpluses in the FY2015 Community Development and Brownell Library budgets to cover deficits in other general fund budgets as recommended. VOTING: unanimous (5-0); motion carried.

4. Thoughtful Growth in Action Project

George Tyler explained a working group is being formed to look at the governance for Planning with combined services between the town and village and to make recommendations. The working group will include representatives from the Selectboard, Board of Trustees, Community Development Department, Planning Commission, Zoning Board, Heart & Soul, and a citizen at large. Elaine Sopchak and Dan Kerin are not available to serve so either Lori Houghton or Andrew Brown will join the working group.

6. MUNICIPAL MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- June 23, 2015 (joint meeting with Selectboard)
- July 14, 2015
- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015

Special Meetings/Events:

- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. FY2016 Appointments

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the following Municipal Manager's appointments for the period July 1, 2015-June 30, 2016:

- **Susan McNamara-Hill – Village Clerk/Treasurer/Tax Collector**
- **David Barra – Village Attorney**
- **Chris Gaboriault – Village Fire Chief**
- **Hamlin Consulting Engineers – Village Engineer**

DISCUSSION: George Tyler extended gratitude to Rick Hamlin for all his work on the Bike/Walk Committee and the Capital Committee.

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

3. School District Clerk/Treasurer

Susan McNamara-Hill will serve as Clerk/Treasurer for the Essex Junction School District. The position requires approximately 30 hours per year paid by the school district.

4. Extension of Appointments

Pat Scheidel will get a legal opinion on extending expiring appointments on village boards and commissions for a month in order to schedule interviews of candidates.

5. Condition of Rail Crossing on Park Street

Pat Scheidel reported complaint has been received about the eroding condition of the rail crossing on Park Street. Robin Pierce will contact the railroad company regarding the crossing.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Andrew Brown commented positively on the Accelerate Essex open house event.
- Andrew Brown mentioned the pedestrian bridge on the path from Briar Lane to the ADL School not being maintained by CCSU and suggested the Bike/Walk Committee investigate the matter.

MOTION by George Tyler, SECOND by Elaine Sopchak, to ask the Bike/Walk Committee to investigate the concern of maintaining the pedestrian bridge from Briar Lane to ADL School.

DISCUSSION: George Tyler will forward the request to Rick Hamlin.

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

- Elaine Sopchak suggested the Trustees schedule a retreat to discuss shared services and goals for next year. Ms. Sopchak will “doodle” members for a date and reserve Maple Street Park as the location if possible.
- Lori Houghton will talk to Rick Hamlin about the bike path grant by the Bike/Walk Committee.
- Lori Houghton asked when crosswalks in the village will be repainted. Lauren Morrisseau assured painting will be done as soon as the weather cooperates.

2. Reading File

- Minutes
 - Bike/Walk Advisory Committee 5/18/15
 - Planning Commission 5/21/15
 - Capital Program Review Committee 6/2/15
- Emails in Response to Design Five Corners Final Report
- Research on CCTA Buses/Village Weight Limits

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda as presented and with the addition of the spreadsheet for business card services, the noise waiver request for July 4th fireworks by EJRP, and the revenues/expenditures report 6/9/15:

1. **Approve Minutes of Previous Meeting 5/26/15.**
2. **Approve Warrants Check #10051575 to Check #10051650 totaling \$295,645.18.**
3. **Approve Reappointment of Eric Bowker to Recreation Advisory Council.**
4. **Approve Lincoln Hall lease Renewals for FY2016.**
5. **Approve Assistant Library Director’s Revised Job Description.**
6. **Approve Memo and Email Correspondence re: Crescent Connector Funding.**
7. **Approve/Sign Merchants Bank Corporate Electronic Funds Transfer Agreement.**

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

9. EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to enter into Executive Session to discuss the Municipal Manager’s subcontract in accordance with the Open Meeting Law, 1VSA313(a)(1), and to include the Trustees, Municipal Manager and Assistant Manager. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:20 PM.

MOTION by George Tyler, SECOND by Elaine Sopchak, 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 9:30 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize the Village President to execute the Employment Subcontracting Agreement between the Town of Essex and the Village of Essex Junction. VOTING: unanimous (5-0); motion carried.

10. ADJOURNMENT

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:32 PM.

RScty: M.E.Riordan 