



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JULY 28, 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
4. **OLD BUSINESS**
  - a. Request from Vincent Benevento of VFW Post 6689 for Donation for Vietnam Veterans' Memorial Fund Traveling Wall
  - b. Fire Truck Note Renewal
  - c. Discuss Retreat on August 10, 2015
5. **NEW BUSINESS**
  - a. Set FYE 16 Tax Rate
  - b. Appointments for Thoughtful Growth in Action Working Group
  - c. Reappointments to Capital Program Review Committee
  - d. Approval for Bennington Battle Day Holiday
6. **MUNICIPAL MANAGER'S REPORT**
  - a. Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Planning Commission 7/16/15
  - c. Letter to Jon Moore at CCTA
  - d. VLCT Town Fair Information 10/8/15
  - e. Update from Dennis Lutz about Circ Highway Alternatives Projects
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 7/14/15
  - b. Approve Warrants including check #10051852 through #10051884 totaling \$127,496.22
  - c. Expense Warrant #15002 dated 7/24/15 in the amount of \$94,363.42
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  
July 28, 2015**

**BOARD OF TRUSTEES:** Dan Kerin, Elaine Sopchak, Andrew Brown. (George Tyler and Lori Houghton were absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.  
**OTHERS PRESENT** None.

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

In the absence of Village President George Tyler, Dan Kerin called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

**2. AGENDA ADDITIONS/CHANGES**

Additions:

- Memo from Robin Pierce re: Ongoing Projects in the Village under Reading File.
- Revenue/Expenditure Report Ending FYE15 under Consent Agenda.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to accept the agenda as amended. VOTING: unanimous (3-0); motion carried.**

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

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

**4. OLD BUSINESS**

1. Request from Vincent Benevento of VFW Post 6689 for Donation to Vietnam Veterans Memorial Fund Traveling Wall

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, that the Trustees send a donation to VFW Post 6689 in the amount of \$200. VOTING: unanimous (3-0); motion carried.**

2. Fire Truck Note Renewal

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adopt the Resolution for Current Expense Borrowing and sign the Current Expense Note and Resolution as presented. VOTING: unanimous (3-0); motion carried.**

3. Discuss Retreat on August 10, 2015

Following discussion the consensus of the Trustees is to hold the retreat in the Kolvoord Room at the library on August 10, 2015.

**5. NEW BUSINESS**

1. Set FYE2016 Tax Rate

Lauren Morrisseau explained the grand list increased 1.85% over last year. The recommended tax rate is \$.2366 per \$100 of assessed value which is a decrease of 16% from last year due to the transfer of cost for highway to the town budget.

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to set the FYE2016 tax rate at \$0.2366 for \$100 of assessed value. VOTING: unanimous (3-0); motion carried.**

2. Appointment to the Thoughtful Growth in Action Working Group

Pat Scheidel mentioned the list of interested people is a diverse representation of the village and town. The Selectboard approved the list which includes elected officials, appointees by elected officials, staff members, developers, and residents. Liz Subin is seeking a grant from the Orton Foundation to support the group. Elaine Sopchak asked about involvement by CCRPC, Julie Campoli, or other outside expertise in planning. Pat Scheidel said it is likely those resources will be tapped if the group feels it necessary. There is planning expertise on the committee.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to appoint the following people to the Thoughtful Growth In Action working group:**

- **Selectboard** Irene Wrenner
- **Trustees** Andrew Brown
- **Town PC** Jonathan Schumacher
- **Town PC** Ned Daly
- **Village PC** John Alden
- **Village PC** David Nistico
- **Town ZBA** Mitch Lefevre
- **Village ZBA** Thomas Weaver
- **Town Comm Dev Director** Dana Hanley
- **Village Comm Dev Director** Robin Pierce
- **Town Zoning Admin** Sharon Kelley
- **Economic Dev Comm** Greg Morgan
- **Energy Comm** Sue Cook
- **Trails Comm** Mark Paulsen
- **Developer** Brad Dousevicz
- **Developer** Bob Miller
- **Resident** Maura Collins
- **Resident** Paula DeMichele
- **Resident** Paula Duke
- **Resident** Mary Jo Engel
- **Resident** Greg Farkas
- **Resident** Theresa Fletcher
- **Resident** Matt Gibbs
- **Resident** Ben Gilliam
- **Resident** Ron Lawrence
- **Resident** Gabrielle Ratte Smith

- Resident Sarah Salatino
- Resident Vanessa Zerillo

**VOTING: unanimous (3-0); motion carried.**

3. Reappointments to Capital Program Review Committee

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to reappoint Andrew Brown and Rick Hamlin to the Capital Program Review Committee for a three year term through August 31, 2018. VOTING: unanimous (3-0); motion carried.**

4. Approval for Bennington Battle Day Holiday

There was discussion of the holidays being the same for the town and village, and the potential cost of the holiday in terms of loss of one day of work and payment of double time for an emergency call-in.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to add Bennington Battle Day (August 16<sup>th</sup>) to the holiday schedule for the village. VOTING: unanimous (3-0); motion carried.**

6. **MUNICIPAL MANAGER'S REPORT**

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

- August 11, 2015
  - August 25, 2015
  - September 8, 2015
  - September 22, 2015
  - October 13, 2015
  - October 27, 2015
  - November 10, 2015
  - November 24, 2015
  - December 8, 2015
- Special Meetings/Events:
- August 10, 2015 @ 12:00 – Trustees Retreat

2. Compliment to Highway Department and Police Department

A resident sent in thanks for so quickly addressing the line of sight problem that was identified.

3. Municipal Manager Recruitment and Selection

In order to craft the process for conducting recruitment and selection of a Municipal Manager and creating the profile for the individual (i.e. skills, abilities, past experience and such) the plan is to interview the elected officials and department heads of the village and town and compile the comments for review by the Trustees and Selectboard.

Questions to be asked will cover attributes a candidate should have to be a successful municipal manager, personal characteristics and strengths, issues and opportunities and challenges. The interviews will be conducted in August. Contact Pat Scheidel to schedule an interview.

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

- Andrew Brown asked about the cancellation of the annual block party and return of funds. Pat Scheidel reported there is \$4,500 remaining in the budget of \$7,500. Sponsors were given the option to be reimbursed, but many chose to have the village hold their money for next year. Some donated their funds or issued a credit for the block party next year. The funds will be designated for the block party.
- Dan Kerin mentioned overgrown ivy on Cascade Street and Cascade Court has been cleared which has improved the line of sight.
- Elaine Sopchak asked about subjects to be discussed at the retreat. Suggestions included 8 Pearl Street, streets in the village, capital projects, and committee reports.

**2. Reading File**

- Minutes
  - Planning Commission 7/16/15
- Letter to Jon Moore, CCTA
- VLCT Town Fair Information 10/8/15
- Update from Dennis Lutz re: Circ Highway Alternatives Projects

**8. CONSENT AGENDA**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the inclusion of the Revenue/Expenditure Report Ending FYE15:**

- 1. Approve Minutes of Previous Meeting 7/14/15.**
- 2. Approve Warrants Check #10051852 to Check #10051884 totaling \$127,496.22.**
- 3. Expense Warrant #15002 dated 7/24/15 in the amount of \$94,363.42**

**VOTING: unanimous (3-0); motion carried.**

**9. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adjourn the meeting.**

**VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 7:02 PM.

RScty: M.E.Riordan

