



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, DECEMBER 8, 2015 at 9:00 AM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [9:00 AM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
5. **FYE 17 BUDGET WORK SESSION**
6. **NEW BUSINESS**
  - a. Approve Joint Representative and Sign Resolution for Channel 17
  - b. Approve Amendment of Channel 17 Government Access Channel Trust Agreement
7. **READING FILE**
  - a. Lincoln Hall Exterior Rehabilitation Project Tentative Schedule
8. **CONSENT AGENDA**
  - a. Minutes of Previous Meetings 11/10/15 and 11/17/15
  - b. Expense Warrant #16017 dated 11/13/15 in the amount of \$22,747.29
  - c. Expense Warrant #16018 dated 11/20/15 in the amount of \$152,373.93
  - d. Expense Warrant #16019 dated 11/24/15 in the amount of \$287,576.97
  - e. Expense Warrant #16020 dated 12/4/15 in the amount of \$85,089.40
  - f. Application for Vermont Watershed Grant Project 2016
9. **GUESTS AND PRESENTATIONS** [2:15 PM]
  - a. Jacqueline Marshall, Channel 17
10. **ADJOURN**

*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.*

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
DECEMBER 8, 2015**

**MEMBERS PRESENT:** George Tyler (Village President), Dan Kerin (Vice President), Andrew Brown, Lori Houghton and Elaine Sopchak.  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager and Finance Director.  
**GUESTS:** Rick Jones, James Jutras, Robin Pierce, Chris Gaboriault, Wendy Hysko, Sheila Porter, Dorothy Bergendahl, Jacqueline Marshall.

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

George Tyler called the meeting to order at 9:00 a.m.

**2. AGENDA ADDITIONS/CHANGES**

Add:

- Memo from George Tyler re: CCRPC Unified Planning Work Program FYE 17 scoping study application under New Business.
- Email questions from St. Albans City Manager for meeting/tour on 12/18/15 under Old Business.
- Request to increase the Village contribution to Channel 17 under Guests and Presentations.

**MOTION by George Tyler, SECOND by Lori Houghton to approve the agenda as amended.**

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

**3. OLD BUSINESS**

a. Email questions from St. Albans City Manager for meeting/tour on 12/18/15

The Trustees, Manager and Community Development Director will be meeting with St. Albans City officials on 12/18/15, followed by a tour of the downtown development area. Dominic Cloud, Manager of St. Albans, sent a list of questions for the meeting to facilitate the discussion. George Tyler asked the board members for their responses in order to send them to Dominic Cloud.

**4. NEW BUSINESS**

a. Approve Joint Representative and Sign Resolution for Channel 17

b. Approve Amendment of Channel 17 Government Access Channel Trust Agreement

**MOTION by George Tyler, SECOND by Dan Kerin, to approve the Resolution in support of combining Essex and Essex Junction proportional votes outlined in the Trust Agreement and to approve the Trust Agreement to enable Essex and Essex Junction to be served by one municipal representative.**

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

c. Memo re: CCPRC Unified Planning Work Program FYE 17 Scoping Study Application

George Tyler presented a memo to the Trustees recommending that the Village apply for a scoping study through CCPRC to determine the feasibility of closing off Main Street between Five Corners and the end of the Brownell Block. The CCRPC FYE 17 Unified Planning Work Program provides funding

for traffic studies and the CCPRC anticipates having \$850,000 in federal funds available for such projects in 2016. The application deadline for requesting a study is 1/22/16.

**MOTION by George Tyler, SECOND by Andrew Brown, to approve applying for a scoping study from CCPRC for the closing of Main Street from the five corners to the end of the Brownell Block and to provide the necessary match and staff resources.**

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

**5. FYE 17 BUDGET WORK SESSION**

Pat Scheidel and Lauren Morrissette presented the proposed budget in its entirety to the Trustees, followed by a series of meetings with department heads. The budget will be presented to the Trustees for final review on January 12 and move to public hearing on January 26.

**6. READING FILE**

a. Lincoln Hall Exterior Rehabilitation Project Tentative Schedule

**7. CONSENT AGENDA**

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

- a. Minutes of previous meetings 11/10/15 and 11/17/15
- b. Expense Warrant #16017 dated 11/13/15 in the amount of \$22,747.29
- c. Expense Warrant #16018 dated 11/20/15 in the amount of \$152,373.93
- d. Expense Warrant #16019 dated 11/24/15 in the amount of \$287,576.97
- e. Expense Warrant #16020 dated 12/4/15 in the amount of \$85,089.40
- f. Application for Vermont Watershed Grant Project 2016

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

**8. GUESTS AND PRESENTATIONS**

Jacqueline Marshall, Channel Director at Channel 17, updated the Trustees on Channel 17 programs and requested an increase in financial support from the Village.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to increase the Village contribution to Channel 17 from \$3,000 to \$6,000 per year.**

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

**9. ADJOURN**

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

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

The meeting was adjourned at 3:00 p.m.

*Minutes respectfully submitted by Lauren Morrissette, Assistant Manager/Finance Director*

