



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MARCH 8, 2016 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. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Presentation on FYE 15 Audit Report – Chad Hewitt, Sullivan, Powers & Co.
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. FYE 2017 Class II Town Highway Paving Grant for South Summit Street – Aaron Martin
 - b. Approve and Sign Annual Financial Plan for Town Highways – Lauren Morrisseau
 - c. Approve and Sign Certificate of Compliance for Town Road and Bridge Standards and Network Inventory – Pat Scheidel
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission Meeting 2/18/16
 - Block Party Committee Meeting 2/22/16
 - c. Memo from Dennis Lutz and Jim Jutras about Agreement for Stream-Flow Monitoring with the VT Department of Environmental Conservation
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 2/23/16
 - b. Expense Warrant #16031 dated 2/26/16 in the amount of \$379,648.32
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
March 8, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton. (Elaine Sopchak was absent.)
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Finance Manager and Assistant Village Manager.
OTHERS PRESENT: Aaron Martin, Craig Devarney, Jake Hennekey, Chad Hewitt, Rob Reiber.

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 CHANGES/APPROVAL

The following changes to the agenda were made:

- Add Check Warrant Reports #16026A and #16032 to the Consent Agenda

MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended.

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Craig Devarney, 68 South Street, and Jake Hennekey, 66 South Street, showed pictures and discussed the chronic storm water flooding that has destroyed sidewalk and public and private property at 66 & 68 South Street. The situation is untenable. Mr. Devarney said since South Street was repaved the drain basins are occluded by driveways and are useless. Storm water flows across the road and pools several feet deep in the driveways for 66 & 68 South Street. With each storm thousands of gallons of water must be pumped. The basement of the houses at 66 & 68 South Street have been rebuilt twice due to flood damage.

Pat Scheidel will have Rick Jones (Public Works) and Rick Hamlin (Village Engineer) review the matter.

2. Presentation: FYE15 Audit Report

Chad Hewitt with Sullivan, Powers & Co. reported the village had a positive clean audit for FYE15 and received an unqualified opinion. The General Fund ended the year with an unassigned, undesignated balance of \$350,000 which is 9.3% of the budget. The enterprise funds (Water, Waste Water, and Sanitation) were healthy and positive. Capital Reserve Fund and Rolling Stock Fund were healthy and positive. There were no issues with internal controls. The Management's Discussion and Analysis document is an excellent and informative document that was compiled by the Village Finance Director to show the financial operation of the village for FYE2015.

George Tyler noted the Community Development budget is consistently underspent. Pat Scheidel explained the General Fund needs to remain in the black, and if one or two departments are underspent or overspent due to unanticipated needs the Municipal Manager can transfer funds to keep the overall General Fund in the positive.

4. OLD BUSINESS

None.

5. NEW BUSINESS

1. FYE2017 Class II Town Highway Paving Grant for South Summit Street

Aaron Martin reviewed the VTrans grant application for pavement restoration on South Summit Street. The grant requires a 10% local match. The cost of the project as proposed is \$122,250.

The Trustees are in support of the application for the VTrans FY2017 Municipal Highway Grant.

2. Approve/Sign Annual Financial Plan for Town Highways

The Trustees approved and signed the Annual Financial Plan for Town Highways.

3. Approve/Sign Certificate of Compliance for Town Road and Bridge Standards and Network Inventory

The Trustees approved and signed the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory.

6. MUNICIPAL MANAGER'S REPORT

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

- March 22, 2016
- April 12, 2016
- April 26, 2016
- May 10, 2016
- May 24, 2016

*Special Events/Meetings

- March 14, 2016 @ 7:00 PM – Joint Meeting with Essex Selectboard re: Thoughtful Growth in Action
- April 6, 2016 @ 6 PM – Annual Community Supper
- April 6, 2016 @ 7 PM – Annual Meeting
- April 12, 2016 – Australian Ballot Voting, 7 AM – 7 PM
- May 28, 2016 @ 10 AM – Memorial Day Parade

2. Rec Committee

Two people have expressed interest in serving on the rec committee. The committee openings will be advertised again in hopes of getting more volunteers.

3. Meetings with various departments/groups

Municipal Manager continues to meet with staff and other groups/organizations, and to prepare for the annual meeting.

4. Moving Day

Town staff has been moving into 81 Main Street and unpacking boxes. Public comment on the town offices has been positive. Village Finance Department will be relocated to 81 Main Street.

5. Joint Meeting with Essex Selectboard

The joint meeting with the Trustees and the Selectboard on 3/14/16 will be at the police station on Maple Street.

7. **TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- George Tyler reported the Planning Commission requested a joint meeting with the Trustees to discuss the Design Five Corners Plan and the updates to the Land Development Code. The Trustees meeting on April 12th could be the joint meeting.
- George Tyler reported on communications from residents on School Street regarding construction vehicles related to the 4 Pearl Street project and suggested an informal meeting be scheduled to discuss the matter. Members of the Planning Commission could also be present. No decisions will be made. [Staff will warn a neighborhood work session with the Trustees and invite members of the Planning Commission to attend.]
- Lori Houghton asked for an update on the situation with construction vehicles from the project at 4 Pearl Street. [Robin Pierce will provide an update on traffic issues and a timeline from the developer on trucks using Park Terrace and School Street.]
- There was mention of the deterioration of Park Terrace due to the construction vehicles which may accelerate the road on the priority list for repair.

2. Reading File

- Minutes
 - Planning Commission 2/18/16
 - Block Party Committee 2/22/16
- Memo from Dennis Lutz and Jim Juras re: Agreement for Stream Flow Monitoring with Vermont DEC

8. **CONSENT AGENDA**

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 2/23/16.**
2. **Expense Warrant #16031 dated 2/26/16 in the amount of \$379,648.32.**
3. **Expense Warrant #16026A dated 1/22/16 in the amount of \$493,457.73.**
4. **Expense Warrant #16032 dated 3/02/16 in the amount of \$100.00.**

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

9. **ADJOURNMENT**

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7:25 PM.

RScty: M.E.Riordan 