



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MARCH 22, 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
5. **EXECUTIVE SESSION/PERSONNEL**
 - a. Interviews for Recreation Governance Study Committee:
 1. Erika Baldasaro – 6:30
 2. Kahlil Zaloom – 6:40
 3. Rajan Chawla – 6:50
 4. Kim Maiberger – 7:00
 5. Deja Murray – 7:10
 6. Patrick Murray – 7:20
6. **OLD BUSINESS**
 - a. Appointments to Recreation Governance Study Committee
7. **NEW BUSINESS**
 - a. Resolution for The Rotary Club of Essex for 50th Anniversary
 - b. Letter to Garry Montague of Garry's Barber Shop for 50th Anniversary
 - c. Annual Meeting Preparation
8. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
9. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 3/1/16
 - Planning Commission 3/3/16
 - Zoning Board of Adjustment 3/15/16
10. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 3/8/16
 - b. Expense Warrant #16033 dated 12/31/15 in the amount of \$141.41
 - c. Expense Warrant #16034 dated 3/11/16 in the amount of \$137,537.66
 - d. Expense Warrant #16035 dated 3/18/16 in the amount of \$25,455.63
 - e. FYE 16 Budget Status Report as of 3/16/16
 - f. Requests from 2016 Memorial Day Parade Committee for Events and Street Closings
11. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
March 22, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Finance Manager and Assistant Village Manager.
OTHERS PRESENT: Erika Baldasaro, Raj Chawla, Kim Maiberger, Kahlil Zaloom, Eric Bowker, Deja Murray, Patrick Murray.

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. EXECUTIVE SESSION/PERSONNEL

MOTION by George Tyler, SECOND by Lori Houghton, pursuant to the Open Meeting Law and 1VSA313(a)(3) to go into Executive Session to interview applicants for the Recreation Governance Study Committee where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Municipal Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 6:31 PM.

MOTION by George Tyler, SECOND by Dan Kerin, 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 7:30 PM.

3. AGENDA CHANGES/APPROVAL

The following changes to the agenda were noted:

- Add Letter of Interest from Eric Bowker received March 22, 2016 to Executive Session
- Add Minutes from Joint Meeting on 3/14/16 to the Consent Agenda

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

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

5. OLD BUSINESS

1. Appointments to Recreation Governance Study Committee
Postponed to follow Executive Session at the end of the regular meeting.

6. NEW BUSINESS

1. Resolution for 50th Anniversary of the Rotary Club of Essex
Pat Scheidel gave a brief history of the inception of the Rotary Club in the community, noting Don Hamlin and Al Overton were some of the first charter members.

MOTION by Lori Houghton, SECOND by Dan Kerin, to sign the resolution celebrating 50 years of service by the Rotary Club of Essex, Vermont. VOTING: unanimous (5-0); motion carried.

The Trustees signed the document.

2. Letter to Garry Montague of Garry's Barber Shop for 50th Anniversary
MOTION by Dan Kerin, SECOND by Lori Houghton, to sign the letter to Garry Montague recognizing the 50th Anniversary of Garry's Barber Shop. VOTING: unanimous (5-0); motion carried.

George Tyler signed the letter.

3. Annual Meeting Preparation

It was noted the annual meeting will be streamed and broadcast live on Channel 17. There was discussion of how to best explain to the voters Article 5 adding one cent to the tax rate for capital projects. The intention for this fund is to promote economic development and have the village invest in itself without putting the money in the General Fund where those funds must be used for other reasons. George Tyler recalled the original discussion was about the savings for the taxpayers of \$27 in reduction of taxes and if the voters would be willing to let the Trustees use that money for improvements in the village to support economic development. There was agreement to add more explanation of the penny for economic development expenditures to Question #10 on the Q&A sheet for annual meeting. There was also agreement George Tyler will present the slides on the budget. Lori Houghton stressed showing succinctly where saved dollars will be used. Other information that should be presented at annual meeting includes construction information on the crescent connector. Complaints/comments on the development at 4 Pearl Street will be handled under the public-to-be-heard portion of the agenda at annual meeting.

7. MUNICIPAL MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM
- April 12, 2016
 - April 26, 2016
 - May 10, 2016
 - May 24, 2016

*Special Events/Meetings

- 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. Meetings with Various Departments/Groups

Municipal Manager continues to meet with staff and other groups/organizations.

3. Consolidation of Services

Effort to consolidate services and realize efficiencies continues. Renovation of the municipal offices at 81 Main Street is nearly complete. An open house is planned in the May-June timeframe.

4. Media Event Highlighting Village Businesses

There was discussion of businesses in the village and what can be done to help them grow and remain in the village.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin reported at the recent Regional Planning meeting there was discussion of technology jobs and demographics in Vermont compared to other places. Vermont is second in the nation in one category and has a significant number of technical people. The village should work to attract these types of businesses.
- Lori Houghton said there are many exciting ideas to discuss and a work session where the list can be prioritized should be scheduled.
- Elaine Sopchak mentioned after annual meeting the Trustees typically hold a retreat to discuss ideas and prioritize issues facing the village.

2. Reading File

- Minutes
 - Tree Advisory Committee 3/1/16
 - Planning Commission 3/3/16
 - Zoning Board of Adjustment 3/15/16

9. CONSENT AGENDA

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the addition of the minutes from the joint meeting on 3/14/16:

- 1. Approve Minutes of Previous Meeting 3/8/16.**
- 2. Expense Warrant #16033 dated 12/31/15 in the amount of \$141.41.**
- 3. Expense Warrant #16034 dated 3/11/16 in the amount of \$137,537.66.**
- 4. Expense Warrant #16035 dated 3/18/16 in the amount of \$25,455.63.**
- 5. FYE16 Budget Status Report as of 3/16/16.**
- 6. Requests from 2016 Memorial Day Parade Committee for Events and Street Closings.**

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

10. EXECUTIVE SESSION/PERSONNEL

MOTION by George Tyler, SECOND by Dan Kerin, pursuant to the Open Meeting Law and 1VSA313(a)(3) to re-enter Executive Session to discuss and deliberate candidates for the Recreation Governance Study Committee where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Municipal Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was reconvened at 8:28 PM.

MOTION by Dan Kerin, 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 8:40 PM.

11. ACTION FROM EXECUTIVE SESSION

1. Appointments to Recreation Governance Study Committee.

MOTION by George Tyler, SECOND by Elaine Sopchak, to appoint the following residents to the Recreation Governance Study Committee: Erika Baldasaro, Raj Chawla and Kim Maiberger. VOTING: unanimous (5-0); motion carried.

12. ADJOURNMENT

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

The meeting adjourned at 8:41 PM.

RScty: M.E.Riordan

