



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 26, 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. **OLD BUSINESS**
 - a. Swearing In of Newly Elected Trustee – Susan McNamara-Hill
 - b. Board Reorganization
 - c. Discussion of Upcoming Retreat
6. **NEW BUSINESS**
 - a. Review and Adopt 2016 Local Emergency Operations Plan – Police Chief Brad LaRose
 - b. Bid Award for FYE 17 Paving – Rick Jones
 - c. Master Card Credit Limit Increase – Lauren Morrisseau
 - d. Amendments to Personnel Regulations – Pat Scheidel
7. **MANAGER’S REPORT**
 - a. Various Meetings
 - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 4/5/16
 - Planning Commission 4/7/16
 - Bike Walk Advisory Committee 4/11/16
 - c. Certification of Election Results 4/12/16
 - d. Email about Tree City USA Designation
 - e. Letter from George Tyler to Senator Patrick Leahy about Amtrak Station
 - f. CCRPC Notice of Public Hearings to Review FY17 UPWP and ECOS Plan Amendments
 - g. Letter of Support for AARP Community Demonstration Project Grant
9. **CONSENT AGENDA**
 - a. Approve and Sign Annual Meeting Minutes 4/6/16
 - b. Minutes of Previous Meetings 4/12/16
 - c. Expense Warrant #16039 dated 4/18/16 in the amount of \$44,202.18
 - d. Expense Warrant #16040 dated 4/21/16 in the amount of \$107,666.79

10. **EXECUTIVE SESSION**

- a. Personnel/Contracts
- b. Real Estate

11. **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
April 26, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Manager and Assistant Village Manager; Rick Jones, Public Works Superintendent; Police Chief LaRose; Fire Chief Gaboriault.
OTHERS PRESENT: Wayne Beebe.

[Note: Minutes reflect the order of the published agenda.]

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 noted:

- Add to Old Business – Memo from Greg Duggan on TGIA
- Add to Old Business – Memo from Patty Benoit on Lincoln Hall Restoration Project
- Add to Manager’s Report – Memo on Senior Center Personnel Matter
- Note that TAP (stormwater) Request for Qualifications has been signed.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, 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
None.

4. OLD BUSINESS

1. Administer Oath of Office to Newly Elected Trustee
Susan McNamara-Hill administered the Oath of Office to Lori Houghton for the Office of Trustee of Essex Junction.

2. Board Reorganization

Pat Scheidel facilitated election of the Village President.

Village President

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to nominate George Tyler as Village President. There were no other nominations. VOTING: unanimous; motion carried.

George Tyler is Village President and resumed facilitation of the meeting.

Vice President

MOTION by Dan Kerin, SECOND by Lori Houghton, to nominate Elaine Sopchak as Village Vice President. There were no other nominations. VOTING: unanimous; motion carried.

Elaine Sopchak is Village Vice President.

3. Trustees Retreat

The date of the retreat of May 10, 2016 beginning at 4 PM. Potential discussion items include:

- Regulations/ordinances on signs
- Code enforcement
- Action items from previous retreats
- Ideas for use of the one penny approved by voters
- Rental registry
- Design Five Corners Project
 - Review zoning map of Village Center and status of parcels (i.e. current use, up for sale, to be developed)
 - Establishing a downtown authority
- TGIA recommendations
- Task map for Municipal Manager

4. Thoughtful Growth in Action (TGIA)

The Trustees discussed the four recommendation from TGIA relative to creating a joint planning commission and separate development review boards (DRB) for the village and town outside the village and had questions on how to handle disputes and legal expenses. George Tyler clarified that agreeing with the TGIA recommendations is saying the Trustees agree to move ahead with the process, but is not saying the proposed change to a joint planning commission has been approved/accepted. Following further discussion the Trustees added another recommendation that says the Trustees will have equal authority in matters pertaining to the joint planning commission.

MOTION by George Tyler, SECOND by Dan Kerin, to pursue the TGIA recommendation to create a joint planning commission for Essex with separate development review boards for the Village of Essex Junction and the town outside the village, and to include the four TGIA recommendations noted in the memo from Greg Duggan, dated 4/11/16, in the list of potential charter changes for the municipalities with the addition of the following recommendation:

- **The Board of Trustees will have equal authority in matters pertaining to the joint planning commission.**

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

5. Lincoln Hall Restoration Project

Pat Scheidel reported the May 1st deadline for completion of the work on Lincoln Hall will slip slightly due to change orders. The new date is mid-May so the building should be ready by Memorial Day. Staff is maintaining an itemized list of tasks that remain. The new signs for the building are reminiscent of a historically significant building.

5. NEW BUSINESS

1. Review/Adopt 2016 Local Emergency Operations Plan (LEOP)

Police Chief LaRose reported the 2016 LEOP is essentially the same as the plan for 2015. The plan covers the village and town. Shelters allowing pets, locations of haz-mat materials, daycare facilities, and trailer parks are included in the plan. Fire Chief Gaboriault confirmed the plan is the same as last year relative to the fire department.

MOTION by George Tyler, SECOND by Lori Houghton, to review, modify (if necessary), and adopt the 2016 Essex Junction Local Emergency Operations Plan template. VOTING: unanimous (5-0); motion carried.

2. Bid Award for FYE17 Paving

Rick Jones, Highway Superintendent, reported progress is being made with paving projects in the village.

MOTION by George Tyler, SECOND by Andrew Brown, to award the paving bid to Pike for projects in the village for FY2017.

DISCUSSION: It was noted the bid was for both the village and town paving which allowed for a cost savings.

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

3. MasterCard Credit Line Increase

Lauren Morrisseau, Finance Director, explained the need to increase the \$5,000 limit on the credit card with Peoples United Bank to \$10,000. The card is used for large purchases when payment is required at point of sale. Each department has a Visa card with a \$1,000 limit.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt the BusinessCard Resolution Form for the Village of Essex Junction to allow a credit limit of \$10,000 and authorize the Village President to sign the resolution. VOTING: unanimous (5-0); motion carried.

4. Amendments to Personnel Regulations

Pat Scheidel explained in an attempt to provide the same level of benefits to employees of the village and town adjustment is needed in the differences in vacation policy. Staff is suggesting the Personnel Regulations be amended to allow village employees to accrue more vacation time and amend the amount of vacation time required to be used each year. Town employees can accrue up to 12 weeks of vacation and are encouraged to take at least five consecutive days of vacation each year. Village employees can accrue up to six weeks of vacation and are required to use at least 50% of the accrued vacation time each year which can cause staffing issues in some instances. There is also the issue of

vacation time accrued at one pay level that is paid out at the ending pay level for the employee which could be a higher pay rate.

George Tyler noted the item could be part of negotiations with employees. Pat Scheidel pointed out quid pro quo is absent if the benefit is applied uniformly to all employees, union and non-union. The objective is to bring parity in benefits to all village and town employees and ensure people take vacation time during the year.

The Trustees wanted to discuss the matter further, potentially in Executive Session. A list of other items needing parity between village and town employees was requested.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to table action on the amendment of Section 302 of the Personnel Regulations relative to employee vacation accrual and required use of vacation time each year. VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER’S REPORT

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

- May 24, 2016
- June 14, 2016
- June 28, 2016
- July 12, 2016
- July 26, 2016

*Special Events/Meetings

- May 10, 2016 @ 4 PM – Trustees Retreat
- May 28, 2016 @ 10 AM – Memorial Day Parade
- July 16, 2016 @ 5 PM – Block Party & Street Dance

2. Meeting with Senior Center

Personnel issues and the lease agreement with the Senior Center should be discussed in Executive Session.

3. Rec Governance Committee Meetings

The cost of minutes and speakers at the committee meetings will be covered by both the village and town.

4. Water Quality Day

May 27, 2016 is Water Quality Day. The Trustees, Selectboard and press will be invited to a tour of the treatment plant.

5. Project Briefs

Information on the status of the multi-use path, connector road, “missing link” project, and Land Development Code update was provided by the Village Development Director. The railroad is examining pre-emption times at the crossings for the crescent connector.

6. Municipal Manager on Vacation

Pat Scheidel will be on vacation the last week of June through the second week of July. Assistant Village Manager, Lauren Morrisseau, will manage village business.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton reported two meetings of the Rec Governance Committee have been held. Nine governance options were reviewed at the last meeting. Public engagement was also discussed.
- Lori Houghton mentioned the Community Demonstration Grant has been submitted and Liz Subin's group is making the decision on May 9th.
- George Tyler reported the Secretary of Transportation suggested the village apply for a Transportation Alternative Grant through VTrans for upgrade of the train station. George Tyler and Lori Houghton will meet with Michele Boomhower to discuss the matter. The scoping study that was done for the train station makes the project 'shovel ready'.
- George Tyler reported Regional Planning said a scoping study on the change in traffic pattern at Five Corners will be done when the crescent connector is in place. The Trustees can further discuss this item at the retreat.

2. Reading File

- Minutes
 - Tree Advisory Committee 4/5/16
 - Planning Commission 4/7/16
 - Bike/Walk Advisory Committee 4/11/16
- Certification of Election Results 4/12/16
- Email: Tree City USA Designation
- Letter: George Tyler to Sen. Patrick Leahy re: Amtrak Station
- CCRPC Notice of Public Hearings: Review FY17 UPWP and ECOS Plan Amendments
- Letter: Support of AARP Community Demonstration Project Grant

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

1. **Approve and Sign Annual Meeting Minutes 4/6/16**
2. **Approve Minutes of Previous Meeting 4/12/16.**
3. **Expense Warrant #16039 dated 4/18/16 in the amount of \$44,202.18.**
4. **Expense Warrant #16040 dated 4/21/16 in the amount of \$107,666.79.**

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

9. EXECUTIVE SESSION

Personnel & Contract

MOTION by George Tyler, SECOND by Andrew Brown, pursuant to the Open Meeting Law 1VSA313(a)(1)(A) & (a)(3) to go into Executive Session to discuss personnel and contractual matters where premature public knowledge would place the Village of Essex Junction at substantial disadvantage, and to invite the

Municipal Manager and the Assistant Village Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:03 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session on personnel matters and contracts. VOTING: unanimous (5-0); motion carried.

Executive Session on personnel matters and contracts was adjourned at 8:50 PM.

MOTION by George Tyler, SECOND by Elaine Sopchak, pursuant to the Open Meeting Law 1VSA313(a)(2) to go into Executive Session to discuss real estate matters where premature public knowledge would place the Village of Essex Junction at substantial disadvantage, and to invite the Municipal Manager and the Assistant Village Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:51 PM.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adjourn Executive Session on real estate matters. VOTING: unanimous (5-0); motion carried.

Executive Session on real estate matters was adjourned at 9 PM.

10. ADJOURNMENT

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

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan

