



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JUNE 14, 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. Public Hearing on FYE 17 Water Rates – Lauren Morrisseau
  - c. Greater Burlington Industrial Corporation (GBIC) Update – Curt Carter, Vice President
5. **OLD BUSINESS**
  - a. Update on Recreation Governance Study Committee – Lori Houghton
  - b. Update on Temporary Parking Facility at Five Corners/Handy Property – George Tyler
6. **NEW BUSINESS**
  - a. Discussion of Initiating Process for Loitering/Vagrancy Ordinance or Other Processes – 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 5/19/16
    - Block Party Committee 5/23/16
    - Capital Program Review Committee 6/7/16
  - c. Letter from Timothy Shea of CVE re: Neighbor Meeting on 6/14/16
  - d. Park Street Signal Study 2010
  - e. Letter to the Editor of Essex Reporter 6/2/16
  - f. Memo from Randy Viens, Assessor, re: GlobalFoundries Valuation
9. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 5/24/16
  - b. Expense Warrant #16045 dated 5/26/16 in the amount of \$134,774.91
  - c. Expense Warrant #16046 dated 6/6/16 in the amount of \$130,737.01
  - d. Expense Warrant #16047 dated 6/10/16 in the amount of \$171,993.89
  - e. FYE 16 Budget Status Report as of 5/31/16
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  
June 14, 2016**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager.  
**OTHERS PRESENT:** Rick Hamlin, Curt Carter.

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[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 New Business – FYE17 Appointments
- Add to Old Business – Memo re: Pledge of Support for Transition of Rec Department to Union Municipal District
- Add to Manager's Report – Complaint for Ejectment

**MOTION by Dan Kerin, 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**

Rick Hamlin announced the work on Briar Lane from lower Rosewood Lane to Rivendell will include replacing the water line, completely rebuilding the road (curb to curb), and redoing the sidewalk at a cost less than the original projection thanks to the diligence of the engineering staff in finding foam material at a lower cost.

Andrew Brown asked if the sidewalk will align with the streetlights. Rick Hamlin said the sidewalk is on the same side as the streetlights. The streetlights in the neighborhood are spaced at 300' apart. More light comes from porch lights on houses than the streetlights.

**2. Public Hearing: FYE17 Water Rates**

The public hearing was opened at 6:35 PM. Lauren Morrisseau reported the FYE17 water rate shows a 1% increase due to an increase in the operating budget of 4%, increase in the wholesale water rate, and increase in the Large Water User rate (GlobalFoundries). The cost will be \$.0157 per cubic foot or \$22.66 per quarter. The average water user will pay \$182.33 per year. The proposed Large Water User rate shows an increase of 6% due to the estimated cost of unaccounted water. The rate is \$.085/1,000 gallons. The Large

Water User rate for GlobalFoundries is 13% of the village water operating budget and a proportionate share of unaccounted water. The account is reconciled at the end of the year. Large water user(s) pay the wholesale rate and pass through charges of the state water supply fee. The water rates will be set at the next meeting.

There were no further comments. The public hearing was closed at 6:40 PM.

### 3. Greater Burlington Industrial Corporation

Curt Carter gave a brief history of the GBIC organization serving Chittenden County to keep existing businesses strong and make available all possible resources. GBIC focuses on businesses bringing dollars into the state. Activities in Essex include incentive awards to GlobalFoundries, Blodgett, Flex-A-Seal, Revision Military, Twincraft, and Autumn Harp. GBIC meets with key Essex Employers to discuss expansion and retention. Essex has industrial land available for expansion.

George Tyler asked if incentive credits or cash are awarded. Mr. Carter said GlobalFoundries received cash over two years, but typically the cash award is paid over five years after expansion has occurred. George Tyler mentioned the number of new dwelling units being built in the village and asked if there is economic growth to match this. Curt Carter said workforce housing and affordable housing is needed so workers can live close to work. The unemployment rate is very low in Chittenden County (2.6%) so there are jobs out there. Skills training is needed so incoming employees can bring basic skills to the job, especially those who graduate from high school and choose not to attend college. Andrew Brown agreed people cannot afford to live in the village and employers are choosing to have their employees live elsewhere and telecommute which means lost dollars spent in the village by the employees.

Pat Scheidel asked if GBIC is the conduit for grant money coming into the area. Curt Carter said projects must be on the Comprehensive Economic Development Strategy (CEDS) list to qualify for funding.

### 4. OLD BUSINESS

#### 1. FYE17 Appointments

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to amend the agenda to act on the FYE17 Appointments. VOTING: unanimous (5-0); motion carried.**

**MOTION by George Tyler, SECOND by Lori Houghton, to approve the Municipal Manager's annual appointments for July 1, 2016 through June 30, 2017 to include:**

- **Susan McNamara-Hill as Village Treasurer/Tax Collector/Village Clerk**
- **David Barra as Village Attorney**
- **Chris Gaboriault as Village Fire Chief**
- **Hamlin Consulting Engineers as Village Engineering Consultant**

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

#### 2. Update on Recreation Governance Study Committee

Lori Houghton reported the Recreation Governance Study Committee following much hard work, reaching out to the public and meeting with the school district voted unanimously to form a union municipal district that combines the two recreation departments (village and town) into its own municipality with its own budget and ability to bond. The presentation at the joint meeting on June 22, 2016 will be more detailed. The existing committee will create the bylaws for the union municipal district. The State Attorney General must approve the bylaws after which the committee can disband. Another committee will then be formed to do public outreach and education for the vote in November. There is a backup plan should the voters reject the union municipal district and that is recreation falls back under the Prudential Committee which determines what happens to the parks and recreation programs. Options include having recreation go under the new unified union school district which does not want the program or have recreation go under the village. The Prudential Committee could do a contract for Park Street School and the preschool program to say the preschool program must stay in the school or an agreement for the property must be found. Ms. Houghton said further conversation is needed to determine who will handle payroll, staffing, finance, and such for the new union municipal district. Actual services do not need to change. A committee will be formed including staff, the recreation directors from the village and town, and experts in various areas (HR, finance, and such).

George Tyler said the Trustees, Selectboard, and Prudential Committee have to put the union municipal district item on the ballot for November. If the community approves the district then there is less than a year to transition. Lori Houghton said there was discussion of the short time period for transition and the impact on staff so planning is beginning before November.

## 2. Update on Temporary Parking Facility at Five Corners/Handy Property

Thanks were extended to Lori Houghton who was instrumental in securing a grant for \$3,000 from the National Association of Realtors for the parking facility. Signs and a “little free library” will be included in the park layout.

## 5. NEW BUSINESS

1. Discuss Initiating Process for Loitering/Vagrancy Ordinance or Other Processes  
Pat Scheidel reported the loitering ordinance is in process.

## 6. MUNICIPAL MANAGER’S REPORT

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

- June 28, 2016
- July 12, 2016
- July 26, 2016
- August 9, 2016
- August 23, 2016

### \*Special Events/Meetings

- July 16, 2016 @ 5 PM – Block Party & Street Dance
- July 21, 2016 @ 3 PM – Employee Appreciation Party

## 2. Complaint of Ejectment

Pat Scheidel reported a formal complaint has been filed on a vagrant occupying property illegally. The individual has refused assistance to services and housing and has not vacated the property so the village is proceeding with legal ejectment. The sheriff will deliver the papers and follow up with appropriate action.

## 3. Employee Evaluations

Town employee evaluations are being done in June.

## 4. Association of Chiefs of Police Event

PACIF and the Association of Chiefs of Police held an event called “21<sup>st</sup> Century Policing” that covered changing communities and the need for law enforcement to change practices and procedures to be successful in the 21<sup>st</sup> Century.

## 5. Intern to do Parking Analysis

Interns at Hamlin Engineering will do the parking analysis in the village and count parking spaces this summer.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- George Tyler mentioned the Planning Commission approved another 40 dwelling units in a building off Park Street. There are lots of people moving into the village.
- Elaine Sopchak urged talking to developers about their intentions with open parcels of land or areas to be redeveloped to see if there is any opportunity for VHT or VHFA affordable units. Residents are being priced out of the village. Single family houses in the \$220,000 to \$250,000 price range are needed.
- Elaine Sopchak expressed concern the comments made by George Tyler on a recent WCAX broadcast regarding future development plans in the village were not vetted at the Trustees level first. George Tyler explained he discussed the development for 15 minutes and was asked about the plan approved by the Trustees which is a public document, but the newscast only used a small clip of the discussion.
- Lori Houghton said the Trustees need to be notified of newscasts about the village.

### 2. Reading File

- Minutes
  - Planning Commission 5/19/16
  - Block Party Committee 5/23/16
  - Capital Program Review Committee 6/7/16
- Letter from Timothy Shea of CVE re: Neighbor Meeting 6/14/16
- Park Street Signal Study 2010
- Letter to Editor of *Essex Reporter* 6/2/16
- Memo from Randy Viens, Assessor re: GlobalFoundries Valuation

**8. CONSENT AGENDA**

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

- 1. Approve Minutes of Previous Meetings 5/24/16**
- 2. Expense Warrant #16045 dated 5/26/16 in the amount of \$134,774.91.**
- 3. Expense Warrant #16046 dated 6/6/16 in the amount of \$130,737.01.**
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- 5. FYE16 Budget Status Report as of 5/31/16.**

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

**9. ADJOURNMENT**

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

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

The meeting was adjourned at 7:38 PM.

*RScty: M.E.Riordan*

