



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, OCTOBER 11, 2016 at 6:30 PM**  
**LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452**

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. Chittenden County Regional Planning Commission Annual Report - Charles Baker, Executive Director
5. **OLD BUSINESS**
  - a. Thoughtful Growth in Action – Pat Scheidel
  - b. Discuss work session – George Tyler
6. **NEW BUSINESS**
  - a. Website RSS feed – Darby Mayville
  - b. Discuss and set FYE 18 budget goals – George Tyler
7. **MANAGER’S REPORT**
  - a. Trustees meeting schedule
  - b. Consolidation status report
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Zoning Board of Adjustment 9/20/16
    - Capital Program Review Committee 10/4/16
  - c. Memo from Susan McNamara-Hill re: ECPR Board member election
  - d. Letter and update from Lake Champlain Regional Chamber of Commerce
  - e. Memo from CCPRC re: Local Input for Constraints on the Siting of Renewable Energy Generation Facilities
9. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 9/27/16
  - b. Expense Warrant #17013 dated 9/29/16 in the amount of \$25,286.01
10. **ADJOURN**

*Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager’s office at 878-6944.*

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 11, 2016**

**BOARD OF TRUSTEES:** George Tyler (Village President); Andrew Brown, Elaine Sopchak. (Dan Kerin and Lori Houghton were absent.)  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.  
**OTHERS PRESENT:** Charlie Baker, Regina Mahony, Kris Surette, Paul Hansen.

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**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 change(s) to the agenda were noted:

- Add to Reading File:
  - Presentation by the Recreation Governance Study Committee
  - Email from Andrew Bolduc re: edits to district agreement
  - Handouts from Brad Luck on ECPR financial outcomes
  - Open letter from Daryl and Saramichelle Stultz
- Add to Consent Agenda:
  - Warrant #17014, dated 10/6/16

**MOTION by George Tyler, SECOND by Andrew Brown, to accept the agenda as amended with the addition of four documents to the Reading File and one document to the Consent Agenda. VOTING: unanimous (3-0); motion carried.**

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

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

2. Chittenden County Regional Planning Commission (CCRPC) Annual Report  
CCPRC Executive Director, Charlie Baker, reported:

- Regional Planning provided assistance to the village for the train station and municipal plan
- The Transportation Improvement Plan includes many paving projects in the village.
- RPC hosted a legislative breakfast and will be celebrating its 50<sup>th</sup> anniversary.
- Regional dispatch is being discussed.
- Work is proceeding on the Regional Energy Plan which focuses on the goal in the state comprehensive energy plan of 90% renewable by 2050 and municipal involvement in the location of solar and wind facilities in the region. Data are being compiled on energy generation and use.

- RPC is facilitating an Opioid Alliance to reduce opioid abuse. The alliance includes UVM Medical Center, United Way, City of Burlington, and State Health Department.
- “Building Homes Together” initiative focuses on building houses in the right places (i.e. growth centers, on transit lines, and such) and addresses the barrier employers are facing of not having enough housing for the workforce.

George Tyler commented positively on the projects and responsiveness of RPC.

#### 4. **OLD BUSINESS**

##### 1. Thoughtful Growth in Action

Pat Scheidel recommended a joint meeting be held with the Selectboard to discuss the next steps in the TGIA recommendations to move forward to a joint planning commission and two development review boards. At the 10/3/16 meeting the Essex Selectboard voted in support of holding a joint meeting on the topic. Elaine Sopchak suggested having the joint meeting after the recreation vote because if the vote is “no” there will be much work to do with the recreation department.

George Tyler asked about the timeline for transitioning mentioned in the memo from Pat Scheidel. Mr. Scheidel explained he was referring to looking at the short and long horizon and how to get there.

**MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize staff to schedule a joint meeting with the Essex Selectboard to review and approve a timeline for transitioning to a joint planning commission and two development review boards.**

**DISCUSSION: It was noted the meeting is not anticipated until 2017 due to the current workload of the boards.**

**VOTING: unanimous (3-0); motion carried.**

##### 2. Discuss Work Session

Pat Scheidel summarized the joint work session on the RGSC recommendation for the recreation departments, noting both the Selectboard and the Trustees agreed to add the vote on December 13, 2016 to their meeting agenda for discussion.

There was discussion of drafting a letter of support for the work by RGSC to post on Front Porch Forum and publish in the newspaper. George Tyler and Elaine Sopchak will draft the letter. George Tyler mentioned the contract with the Prudential Committee for the recreation department must be dissolved. Guidance is needed on how to dissolve the contract, the timeline, and if there are any legal issues. If there is a positive vote on the RGSC recommendation guidance is needed on whether the village or Prudential Committee turns over the recreation department. If the vote is negative then the village will take over the recreation department and employees. Andrew Brown suggested meeting with the Prudential Committee and Brad Luck to make a plan if the vote is negative. George Tyler suggested Pat Scheidel, Lauren Morrissette, Doug Fisher, and Judy DeNova have a conversation on what has to happen if there is a negative vote, and

the Village Attorney should review the contract with the Prudential Committee to determine how to dissolve the contract. Paul O'Brien at CCSU should be copied on the response.

Elaine Sopchak commented it was good the tax increment discussion took place at the work session. Pat Scheidel said the boards are getting efficient at getting to cost savings with consolidation.

## **5. NEW BUSINESS**

### **1. Website RSS Feed**

Darby Mayville explained in an effort to improve communications staff is recommending a new feature that will automatically notify people when a new document from village boards and committees (i.e. agendas, minutes) has been posted. Announcement will be sent out once a day at the same time each day. People will have to complete a form to have their email added for each board or committee. Ecopixel will provide staff training and support. The new feature will be announced on Front Porch Forum, Facebook, and in the newspaper. Paul Hansen with Ecopixel briefly explained the technical process of how any document on the website for the boards and committees goes into the feed. Mail Chimp will be used for the email delivery. Presently there are 925 people signed up for newsletter delivered by Mail Chimp.

**MOTION by George Tyler, SECOND by Andrew Brown, to approve the development and ongoing maintenance of a daily RSS feed for all village boards and committees at a cost of \$600 for setup and \$20 per month thereafter taken from the Trustees budget line item. VOTING: unanimous (3-0); motion carried.**

### **2. Discuss/Set FY18 Budget Goals**

The following was discussed/noted:

- Cost increases in the budget should be minimal at inflation or contract cost increases.
- Work should be done with the town to find space for a Communications Director who will be the source of accurate information on the work of the Trustees and Selectboard rather than the thoughts, comments, and opinions out in social media. The position will allow better communication, consistent messages across boards, reaching constituents in a consistent and timely way, and meet the EGG recommendation from two years ago. The position would be an addition to the budget and the cost ideally shared by the village and town.
- As the community moves forward with consolidation and unity there will be single departments all using technology in a positive way.
- Use of the revenue received from the penny tax in the village needs to be discussed.
- The quality of infrastructure for projects not yet identified needs to be determined. There are water lines that are not on the capital project list and not yet ranked or prioritized. Assessment of the approximate age of the infrastructure, when it should be replaced, and the cost would be useful. A sewer line assessment has

already been done, but not water lines. The Water Fund would cover the cost of the assessment.

- An inventory and status of physical structures (public buildings) in the municipalities would be helpful. There is a building inventory, but the condition of the structures is not listed.
- The library may be interested in using funds from the Building Repair Fund.
- The suggestion from a resident to establish a “Green Capital Fund” should be discussed at some point. The Tree Advisory Committee budget is \$10,000 which can be increased if needed, and there is the capital fund for projects.

## 6. MANAGER’S REPORT

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

- October 25, 2016
- November 8, 2016
- November 22, 2016
- December 13, 2016
- December 27, 2016 (\*may be cancelled due to holiday)

\* December 9, 2016 – Village Tree Lighting and Train Hop

\* December 13, 2016 – Special Village Meeting/Australian Vote

### 2. Budget Day

Budget Day is tentatively scheduled on December 13, 2016. A Doodle poll will be done to confirm the date.

### 3. Consolidation Status Report 2013-2017

The report showing the functions that have been consolidated since 2013 was reviewed. Pat Scheidel stated the more the village and town work together the more good ideas and best practices are realized. George Tyler suggested adding the information to the annual reports for the village and town. At some point the Trustees need to discuss use of the space in the Village Office in Lincoln Hall.

### 4. Signs

Signs are posted on School Street to help control the traffic on the street.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- George Tyler noted a traffic count is being done on Park Terrace. A timeline of completion for the sidewalk in front of 4 Pearl Street is needed.
- The Trustees would like to tour the building at 4 Pearl Street. Staff will arrange a tour.

### 2. Reading File

- Minutes:
  - Zoning Board of Adjustment 9/20/16
  - Capital Program Review Committee 10/4/16
- Memo from Susan McNamara-Hill re: ECPR Board Election

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- Letter and Update from Lake Champlain Regional Chamber of Commerce
  - Memo from CCRPC re: Local Input for Constraints on Siting of Renewable Energy Generation Facilities

**8. CONSENT AGENDA**

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

- 1. Approve Minutes of Previous Meetings 9/27/16**
- 2. Expense Warrant #17013, dated 9/29/16, in the amount of \$25,286.01.**
- 3. Expense Warrant #17014, dated 10/06/16, in the amount of \$553,631.30**

**VOTING: unanimous (3-0); motion carried.**

**9. ADJOURNMENT**

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adjourn the meeting.**

**VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 7:55 PM.

RScty: M.E.Riordan

