



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, DECEMBER 13, 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
5. **OLD BUSINESS**
 - a. Resolution of Support for VTRANS' Retention of the Circ Highway ROW – Pat Scheidel
 - b. Appointment of a Representative to Essex Community Parks & Recreation Board – Pat Scheidel
 - c. Discussion about Capital Fund for Green Space – George Tyler
6. **NEW BUSINESS**
 - a. Pedestrian Bridge on VT15 over Indian Brook – Dennis Lutz and Rick Jones
 - b. Bid Award for Library Masonry Work – Wendy Hysko
 - c. Amendments to Personnel Regulations – Pat Scheidel
 - d. 2016 Annual Report Cover and Dedication – Pat Scheidel
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. Budget Day Schedule 12/20/16
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Heart and Soul Public Engagement Workshop 12/2/16
 - Capital Program Review Committee 12/6/16
 - c. Letter from Pat Scheidel to Jennille Smith, Permitting Manager at Mobilitie
 - d. Email from Attorney David Barra re: Vermont Public Service Board
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 11/22/16
 - b. Expense Warrant #17021 dated 12/1/16 in the amount of \$14,074.72
 - c. Banner Application for Vermont Quilt Festival 6/23-6/25/17
 - d. Banner Application from KidSafe Collaborative for 8/12-8/13/17
 - e. Update Legal Ads Policy for 2017
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
December 13, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Lori Houghton, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Wendy Hysko, Library Director.
OTHERS PRESENT: Dennis Lutz, Tami Koester, Dylan Giambatista.

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:
 - Letter from Stephanie Barrett, Count On It, dated 12/9/16, re: Route 117/Maple Street Project
- Add to Consent Agenda:
 - Warrant Report #17022, dated 12/9/16, in the amount of \$145,311.65.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, 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

Tami Koester referred to her letter sent to the Trustees requesting the Board to consider declaring Essex Junction a sanctuary city. Ms. Koester explained a sanctuary city will not alert officials of an individual living in the village who is in the country illegally provided the individual is not a criminal.

George Tyler said the Board will take the request under advisement.

4. OLD BUSINESS

1. Resolution of Support for VTrans Retention of Circ Highway Right-of-Way

Dennis Lutz explained the resolution to support keeping the right-of-way open for transportation projects. Colchester, Essex, Williston, and Essex Junction have circumferential highway right-of-way. Dan Kerin noted Regional Planning discussed use of the land for a solar array or something that can be removed if necessary. Dennis Lutz confirmed if the circumferential highway is built then anything in the right-of-way would have to be removed.

MOTION by Lori Houghton, SECOND by Andrew Brown, to adopt the Resolution in Support of VTrans retention of the circumferential highway right-of-way. VOTING: unanimous (5-0); motion carried.

2. Appointment of Representative to Essex Community Parks & Recreation Board
The Board agreed to postpone appointment until the result of the vote is known.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to table action on appointing a representative to the Essex Community Parks & Rec Board. VOTING: unanimous (5-0); motion carried.

3. Capital Fund for Green Space

There was discussion of landscape funds for projects (requirement is 2% of construction cost) and making the money more elastic with the CTE tree program. It was noted the village budget includes funding for the Tree Advisory Committee. The Board will discuss having a green space fund during budget day and discussion of the penny set aside that was approved last year by the voters.

5. NEW BUSINESS

1. Pedestrian Bridge on Route 15 over Indian Brook

Dennis Lutz reported on the poor condition of the pedestrian bridge on Main Street over Indian Brook and the temporary solution drawn up by a structural engineer and implemented by the village crew. The village stands a good chance of getting a structural grant in the spring for a permanent solution. The maximum grant amount is \$175,000. Estimated cost of the bridge work is \$263,000.

Andrew Brown stressed the need to assess the quality of infrastructure in the village now instead of waiting for a grant to be available for a project. Dennis Lutz said as part of asset management, inventories and inspections will be done of structural assets and a list of projects will be submitted. Money is needed for the projects. Presently the town has a two cent on the tax rate set aside for the capital plan. The long term goal is to have one capital plan for the community and one capital tax for equipment and projects.

MOTION by George Tyler, SECOND by Elaine Sopchak, to sign the letter to VTrans that describes the work that was done on the pedestrian bridge on Route 15 as a temporary solution and that application will be made for a grant in the spring of 2017 for a permanent solution. VOTING: unanimous (5-0); motion carried.

2. Bid Award: Library Masonry Work

Wendy Hysko reported the chimneys on the library need to be restored. Three historical restoration companies were contacted. Two responded to the bid. Liszt gave a detailed response and has done restoration work for the village in the past. The references for the second bidder were contacted, but no response was received.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the bid from Liszt Historical Restoration which includes all needed work on the historic Brownell

Library building and based on excellent work on all levels provided to the village in the past, and further to authorize the Municipal Manager to execute the agreement. VOTING: unanimous (5-0); motion carried.

3. Amendments to Personnel Regulations

Pat Scheidel reviewed the changes to the regulations relative to paid sick leave (remove Sections 310 & 311 and Appendices I, IV, V, and renumber accordingly).

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the amendments to the General Rules and Personnel Regulations relative to sick leave and other changes as requested. VOTING: unanimous (5-0); motion carried.

4. 2016 Annual Report Cover and Dedication

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the 2016 Annual Report cover and dedication to U.S. Air Force and Vermont Air Guard member, active community member, and former village trustee, George R. Boucher. VOTING: unanimous (5-0); motion carried.

6. **MANAGER'S REPORT**

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

- January 10, 2017
- January 24, 2017
- February 14, 2017
- February 28, 2017
- March 14, 2017
- March 28, 2017

- * December 20, 2016 – Full Day FYE18 Budget Day
- * April 5, 2017 – Community Dinner and Annual Meeting
- * April 11, 2017 – Australian ballot voting

2. Budget Day Schedule

The Trustees concurred with the schedule for Budget Day.

3. Continued Meetings on Consolidation

Pat Scheidel reported discussions have begun with both fire departments on consolidation.

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

1. Board Member Comments

- Andrew Brown said the Train Hop was a fantastic event. Having the food vendors open was a good addition.

2. Reading File

- Minutes:
 - Heart and Soul Public Engagement Workshop 12/2/16
 - Capital Program Review Committee 12/6/16

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- Letter from Pat Scheidel to Jennille Smith, Mobilite Permitting Manager
 - Email from Attorney David Barra re: Vermont Public Service Board

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda with the addition of Warrant Report #17022, dated 12/9/16, in the amount of \$145,311.65 and as follows:

- 1. Approve Minutes of Previous Meeting(s), 11/22/16.**
- 2. Expense Warrant #17021, dated 12/1/16, in the amount of \$14,074.72.**
- 3. Banner Application for Vermont Quilt Festival 6/23/17 – 6/25/17.**
- 4. Banner Application for KidSafe Collaborative 8/12/17 – 8/13/17.**

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

9. ADJOURNMENT

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

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

The meeting was adjourned at 7:35 PM.

RScty: M.E.Riordan