



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 10, 2017 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. Review FYE 18 Proposed Budgets – Lauren Morrisseau
 - b. Village Events Newsletter – Darby Mayville
6. **NEW BUSINESS**
 - a. CCRPC Unified Planning Work Program Grant – Robin Pierce
 - b. Request for Tax Stabilization/Sign Letter of Commitment for 8 Pearl St. – Lauren Morrisseau
 - c. Manager Recruitment – Pat Scheidel
 - d. Charter Changes – Pat Scheidel
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. Agreement with Essex Junction School District
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 12/6/16
 - Capital Committee 1/3/17
 - c. Memorandum from President of National School Choice Week
 - d. Article in Washington Post re: sanctuary cities
 - e. Letter from Fairpoint CEO re: acquisition by Consolidated Communications
 - f. Letter from Dawn Francis, Colchester Town Manager, re: Letter of interest/public safety dispatch
 - g. Copy of letter to Sudha Metlapalli of 19 Taft Street re: Village water
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 12/13/16 and 12/20/16
 - b. Expense Warrant #17023 dated 12/15/16 in the amount of \$207,787.43
 - c. Expense Warrant #17024 dated 12/22/16 in the amount of \$274,403.90
 - d. Expense Warrant #17025 dated 12/29/16 in the amount of \$44,863.43
10. **EXECUTIVE SESSION**
 - a. Personnel

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
January 10, 2017**

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; Darby Mayville, Community Relations/Economic Development Assistant.
OTHERS PRESENT: James Lockwood, Susan Lockwood, Paul Hansen, Kris Surette, Colin Flanders.

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

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

James Lockwood, retired law enforcement and border patrol officer (combined 46 years of service), expressed concern for the criminal alien aspect of being a sanctuary city and the potential for loss of federal funding by being a sanctuary city and the impact on taxes. George Tyler explained the issue is mainly about law enforcement and the Trustees do not oversee the police department. The Essex Selectboard does. Elaine Sopchak added the Trustees have not discussed the matter at the board level, but would be interested in hearing from Police Chief LaRose. The village has received federal funding for the crescent connector project and does not want to jeopardize this.

Mr. Lockwood mentioned the mandate the former governor gave to the Vermont State Police not to contact Homeland Security. Enforcement is literally only on the border, not on the road or at train stations or bus stations. Dan Kerin stated the mandate does not preclude a resident from reporting an illegal or undocumented alien to the Border Patrol and there is nothing at the state or local level to prohibit federal agents from coming in.

Pat Scheidel said since 2003 the Essex Police have had a fair and equitable policing policy in place for fair and impartial police services. The Selectboard heard the request for a sanctuary city. There will likely be more discussion, but the policing policy is being followed so Essex is ahead of the curve.

4. OLD BUSINESS

1. Review FYE18 Proposed Budgets

Lauren Morrissette reviewed changes to the budget that include adding the Recreation Department (\$892,436 less \$22,000 for nonresident rec fees and \$60,000 in rec fund balance), the addition for the Fire Department (\$6,926), corrected Community Development Budget (-\$3,714), and transfer into the Capital Reserve Fund (\$96,000) as a special article. The tax rate with the Rec Department budget included is \$.30 or an increase of .87% from the combined village & recreation FYE17 tax rates of \$.2974. With the Capital Budget, Algonquin Ave. was re-ranked and moved out into the future. Up to FY19 there are projects in the queue with groups of expensive projects to follow.

Elaine Sopchak asked about insurance for the Rec Dept. Lauren Morrissette said VLCT provided some numbers. Workers Compensation is split between the General Fund and the Recreation Programs Fund. The Rec Dept. is generating more revenue than tax support. It is not known if there are any restrictions on use of the revenues to offset costs. It was suggested that the Rec Dept. use any profits to cover capital costs. The Recreation Program Fund is an enterprise fund.

George Tyler asked if the amount of budget decrease in the Community Development budget could be used as matching funds for the planning grant. Lauren Morrissette said the timing will not work.

The Trustees will continue review of the proposed budget several times before the annual meeting. Forward any comments now.

2. Village Events Newsletter

Darby Mayville and Paul Hansen reviewed changes to the events calendar to be hosted by Ecopixel. A mockup of the a calendar page was shown.

MOTION by George Tyler, SECOND by Lori Houghton, to authorize staff to convert the hosting of the existing Weekly Village News & Community Calendar from Timely to Ecopixel and to expend \$600 for the setup and implementation of the calendar and \$10 for the monthly maintenance from the Administration Budget. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. CCRPC Unified Planning Work Program Grant

Robin Pierce suggested the Design Five Corners Project be incorporated into the village municipal plan. Regina Mahoney with Regional Planning will assist with the task.

MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize staff to apply for the CCRPC Unified Planning Work Program grant and approve a \$4,000 cash match from the matching grant fund.

DISCUSSION: It was noted the grant is due at the end of the month followed by a review period and award in April/May. The grant is competitive. VOTING: unanimous (5-0); motion carried.

2. Request for Tax Stabilization/Sign Letter of Commitment for 8 Pearl Street

Lauren Morrissette reviewed the request from Cyrus Patten, Praxis Holdings, LLC, for tax stabilization of the historic building at 8 Pearl Street for the next six years. Mr. Patten owns several mental health facilities. Space in the building will be rented out.

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve and sign the letter of commitment to Praxis Holdings, LLC for tax stabilization of 8 Pearl Street. VOTING: unanimous (5-0); motion carried.

3. Manager Recruitment

Pat Scheidel advised the Trustees along with the Selectboard to begin thinking about the recruitment process for the municipal manager. The current agreement expires 6/30/18. It is suggested an executive recruiter be hired to identify candidates and do background research. VLCT also does recruitment and the Trustees can do their own recruitment if desired. The cost of the recruitment can be shared between the village and town. Mr. Scheidel reviewed a timeline for filling the position (accept the retirement letter, appoint an interim manager if necessary, choose the process for recruitment and selection, select the firm to do the recruitment, decide on the candidate, have a retreat with the new hire to narrow down work tasks, responsibilities, and any issues to be handled. Evaluation of performance can be based on that.) Following further discussion it was decided to have a joint meeting with the Selectboard to identify the skill sets and characteristics wanted in a municipal manager. There must be a community aspect to the process as well.

4. Charter Changes

Pat Scheidel said charter changes to codify the consolidated manager position need to be addressed. Language needs to be added saying the village and town will hire one municipal manager. The legislature meets until May so the charter change needs to be submitted soon. What has been consolidated to date also needs to be codified. To get the charter changes before the legislature this session a joint meeting with the Selectboard must be done by January 24, 2016.

Andrew Brown asked if a majority of the boards must agree on the manager candidate or a clear majority of both boards, stressing the vote of the village should not be overshadowed by the majority of the joint boards. Pat Scheidel said the recruiter will likely advise a unanimous vote so the new hire knows they are supported. George Tyler noted there can be language in the charter that says the vote must be at least 3-2. Elaine Sopchak said the village must be an equal partner with an equal vote, not just giving advice to the Selectboard.

Lori Houghton asked what comes first, having the municipal manager codified or governance. Having one manager brings synergy, but there are unknowns with the Selectboard and the relationship at this point so the focus should be the issue of governance and equal say. Perhaps how to make the two boards equal in hiring/firing will be an outcome of the joint meeting.

There was continued discussion of support for doing the charter changes, the timeline, and having the joint meeting with the Selectboard. The Trustees expressed concern the

timeline for the charter change is too short and the joint meeting should focus on governance (where are we going) and not the charter change for the municipal manager. The community should be heard as well. There will be an issue if the agreement expires and the village and town have not hired a new manager.

The joint meeting will be scheduled within the next two weeks to discuss consolidations to date, potential future consolidations (vision), and charter changes for the shared manager.

6. MANAGER'S REPORT

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

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

* April 5, 2017 – Community Dinner and Annual Meeting

* April 11, 2017 – Australian ballot voting

2. Agreement with Essex Junction School District

Per the agreement the Rec Dept. will come under the village government and the agreement with the school district will be terminated.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton announced the food pantry is open an additional evening (2nd Monday of the month).
- Elaine Sopchak suggested doing a survey of the village to determine the community's point of view. Elaine Sopchak and Lori Houghton will draft questions for the survey. Suggestions should be forwarded.
- Elaine Sopchak suggested a celebration at the end of February to show appreciation to all the volunteers in the village. George Tyler will add the item to the next meeting agenda.
- Andrew Brown mentioned the school district change as of July 1st and potential real estate matters. Discussion will be held in Executive Session.

2. Reading File

- Minutes:
 - Tree Advisory Committee 12/6/16
 - Capital Program Review Committee 1/3/17
- Memorandum from President of National School Choice Week
- Article in Washington Post re: Sanctuary Cities
- Letter from Fairport CEO re: Acquisition by Consolidated Communications
- Letter from Dawn Francis, Colchester Town Manager, re: Letter of Interest/Public Safety Dispatch

8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meeting(s), 12/13/16 & 12/20/16.
2. Expense Warrant #17023, dated 12/15/16, in the amount of \$207,787.43.
3. Expense Warrant #17024, dated 12/22/16, in the amount of \$274,403.90.
4. Expense Warrant #17025, dated 12/29/16, in the amount of \$44,863.43.

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, to go into Executive Session to discuss personnel in accordance with 1VSA313(a)(3) and to include the Municipal Manager and Assistant Manager/Finance Director.. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:40 PM and adjourned at 9 PM.

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

The meeting was adjourned at 9 PM.

RScfy: M.E.Riordan

