



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 24, 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
 - b. Public Hearing on FYE 18 Proposed Budget and Capital Programs
5. **OLD BUSINESS**
 - a. Discuss Volunteer Appreciation – Elaine Sopchak
6. **NEW BUSINESS**
 - a. Request for Tax Stabilization for 4 Pearl Street – Robin Pierce
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. FYE 18 Proposed Budget for Town of Essex
 - c. Discuss Dates – Joint Meeting with Selectboard
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 1/9/17
 - c. Email from Charlie Baker, Ex. Director of CCRPC re: Regional Dispatch Implementation Study Presentations on 1/31/17
 - d. Email from Dennis Lutz, Public Works Director, re: Christmas Tree Pick-up
 - e. VLCT Workshop Town Meeting Tune-Up 2/8/17
 - f. Letter from Maura Carroll, VLCT, re: Risk Management Services
 - g. Email from David Gunn, VLCT, re: Warning of Special Membership Meeting 2/15/17
 - h. Memo from Bernadette Ferenc, CCPRC, re: Public Hearing on proposed amendments to FY 2017-20 Transportation Improvement Program (TIP) 2/15/17
 - i. Notice from Champlain Water District re: Annual Meeting on 4/4/17
 - j. Memo from Dennis Lutz re: CCPRC 2018 Unified Planning Work Program
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 1/10/17
 - b. Expense Warrant #17026 dated 1/6/17 in the amount of \$167,201.31
 - c. Expense Warrant #17027 dated 1/12/17 in the amount of \$70,955.34
 - d. FYE 17 Budget Status Report as of 12/31/16
 - e. Approve 2017 Banner Applications from Champlain Valley Exposition

10. **EXECUTIVE SESSION**

- a. Personnel: Evaluations

11. **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
January 24, 2017**

BOARD OF TRUSTEES: Elaine Sopchak, Lori Houghton, Andrew Brown. (George Tyler and Dan Kerin were absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Brad Luck, Recreation Director.
OTHERS PRESENT: Brett Grabowski, Colin Flanders.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

In the absence of Village President Tyler, Elaine Sopchak called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA CHANGES/APPROVAL

Add to Reading File:

- Memo from Dawn Francis, Town of Colchester, dated 1/23/17, re: Regional Dispatch Governance Structure Recommendation

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Public Hearing: FYE18 Proposed Budget and Capital Programs

The public hearing was opened at 6:35 PM. Lauren Morrisseau mentioned the following:

- FYE2018 proposed General Fund Budget is \$4,816,308, an increase of \$863,234 (21.8%) due to the inclusion of the Recreation Department budget.
- Recreation Programs is an enterprise funds with a budget of \$1,609,847.
- With the General Fund, Water, Sewer, Sanitation, and Recreation Programs enterprise funds the total is \$12,555,000.
- Tax increase on a \$280,000 house is \$8.12.
- A transfer of \$96,000 in fund balance to capital reserves will maintain the 10% fund balance in general fund.
- Costs savings are realized from combining services and initiatives with the town and with grants.
- Capital projects include Main Street pedestrian bridge, crescent connector, Hillcrest sidewalk improvements, Greenwood Ave. drainage. Rolling stock includes replacing the sidewalk plow, replacing the fire pumper, and the last payment on the ladder truck.
- Tax breakdown in FYE 17 is town 20%, village 10%, recreation 3%, school 67%.

- Water capital projects include meter upgrade to radio read meters. Sanitation capital projects include meter upgrade to radio read meters, manhole rehab, South Street pump station improvements. Waste Water Treatment Facility capital project includes a frontend loader. Parks & Recreation capital projects include a truck/tractor lease, new sign lease, landscaping, and maintenance garage/camp addition.

There were no further comments.

MOTION by Lori Houghton, SECOND by Andrew Brown, to close the public hearing on the FYE2018 proposed budget. VOTING: unanimous (3-0); motion carried.

The public hearing was closed at 7:45 PM.

4. OLD BUSINESS

1. Discuss Volunteer Appreciation

Elaine Sopchak reported the list of volunteers is nearly 100 people. A site is still being sought for the event to be held perhaps at the end of February. More details will be forthcoming.

5. NEW BUSINESS

1. Request for Tax Stabilization/Sign Letter of Commitment for 4 Pearl Street

Robin Pierce explained the request from Brett Grabowski, Milot Real Estate, for the building at 4 Pearl Street. The building is not 100% complete, but a temporary Certificate of Occupancy has been issued. The final CO is anticipated to be issued mid-spring/early summer. Brett Grabowski stated there are several minor items remaining. Request for tax stabilization will also be made to the Town of Essex. The building is bringing benefit, and in the long run with redevelopment and revitalization in the village area and the town the tax base will increase.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to issue a letter of commitment that if the required improvements are made and satisfactory evidence of those improvements is provided to the Village of Essex Junction the Trustees will enter into a tax stabilization agreement in accordance with the following:

- Year 1 – Taxed at 30% of the current assessed value of real property at 4 Pearl Street
- Year 2 – Taxed at 50% of the current assessed value of real property at 4 Pearl Street
- Year 3 – Taxed at 70% of the current assessed value of real property at 4 Pearl Street
- Year 4 – Taxed at 100% of the current assessed value of real property at 4 Pearl Street

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

6. MANAGER'S REPORT

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

- 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. Meeting with Prudential Committee

The Trustees are invited to a meeting with the Prudential Committee on 2/6/17 to discuss Park Street School and ending the agreement between the village and school district for recreation services.

3. Essex Town FYE2018 Budget

Essex Town FYE2018 budget is \$13,708,640, an increase of \$525,125 or 3.9%, and includes an Information Management Department and a new Information Technician position. Village Streets line item shows an increase of 6.4% (the Selectboard had some questions because they did not have the itemized details on the line item that the Trustees had). Salaries in general in the town budget are up 3.5% excluding overtime, bonuses, or holiday pay. Salaries are competitive with surrounding towns. The budget allows for the same level of services at the same level of quality as in the past. Professional Services line item includes money set aside for recruitment of a municipal manager in 2018. The tax rate increase is 3.15%. Tax increase for a property assessed at \$280,000 is \$43. Fund balance (\$125,000) was used to offset the tax rate. The town continues to maintain a 15% fund balance per best practices.

There was brief discussion of use of fund balance by the village and town. There was also discussion of the Selectboard line item (\$76,000) that covers payment for service by the five members, dues to VLCT and for various conferences, town fairs, and such, professional services for collective bargaining, and recruitment of the new manager. The village has the same expenses in the budget located in different line items.

4. Joint Meeting with Selectboard

Pat Scheidel will schedule a meeting and publish the agenda with items agreed upon by both boards. Topics may include Thoughtful Growth in Action, common vision for the community, consolidated manager model.

Staff will forward a copy of the MOUs for the municipal manager and public works consolidation to the Trustees prior to the joint meeting.

5. Meetings with the Chairs of the Selectboard and Trustees

Pat Scheidel reported meetings with both Chairs of the boards take place two to three times each month to stay current with the work that is being done.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

None.

2. Reading File

- Minutes:
 - Bike/Walk Advisory Committee 1/9/17
- Email from Charlie Baker, CCRPC, re: Regional Dispatch Implementation Study Presentation on 1/31/17
- Email from Dennis Lutz, Essex Public Works, re: Christmas Tree Pick Up
- VLCT Workshop Town Meeting Tune Up 2/8/17
- Letter from Maura Carroll, VLCT, re: Special Membership Meeting 2/15/17
- Memo from Bernadette Ferenc, CCRPC, re: Public Hearing – Proposed Amendments to FY2017-2020 TIP 2/15/17
- Notice of Champlain Water District Annual Meeting 4/4/17
- Memo from Dennis Lutz, Essex Public Works, re: CCRPC 2018 Unified Planning Work Program

Pat Scheidel briefed the Trustees on the regional dispatch issue. More information will be forthcoming.

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting(s), 1/10/17.**
2. **Expense Warrant #17026, dated 1/6/17, in the amount of \$167,201.31.**
3. **Expense Warrant #17027, dated 1/12/17, in the amount of \$70,955.34.**
4. **FYE2017 Budget Status Report as of 12/31/16.**
5. **Approve 2017 Banner Applications from Champlain Valley Exposition.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to go into Executive Session to discuss evaluation of public personnel in accordance with 1VSA313(a)(3) and to include the Municipal Manager. VOTING: unanimous (3-0); motion carried.

Executive Session was convened at 7:35 PM and adjourned at 8:20 PM.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 8:20 PM.

RScty: M.E.Riordan 