



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 14, 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. Essex Junction Neighbors Day – Stephanie Teleen
5. **OLD BUSINESS**
 - a. Adopt FYE 18 Proposed Budget and Capital Programs – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Termination of Memorandum of Agreement with Prudential Committee – Pat Scheidel
 - b. Park Street School – George Tyler
 - c. Discuss Draft Warning for Annual Meeting – George Tyler
 - d. Memorandum of Understanding with Champlain Water District – Pat Scheidel
 - e. Review and Sign Annual Financial Plan-Town Highways – Lauren Morrisseau
 - f. Review and Sign Certification of Compliance for Town Road and Bridge Standards
 - g. Review and Sign Certificates of Completion and Opening of a Highway for Public Travel and Certificate of Highway Mileage – Susan McNamara-Hill
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
 - b. Memo re: Charter Language/Unified Manager
 - c. Memo re: TGIA Status for Joint Meeting
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 1/17/17
 - Block Party Committee 1/30/17
 - c. Memo from CCRPC re: Public Hearing on Amendments to CCRPC Bylaws 3/15/17
 - d. Report from Director of Essex Junction Recreation & Parks February 2017
 - e. VLCT Spring Selectboard Institute 3/18/17
 - f. Memo from Dennis Lutz, Public Works Director, re: Village Highway Budget and MOU
 - g. Memo from Dennis Lutz and Jim Jutras re: Flow Restoration Plans
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 1/24/17 & 2/6/17
 - b. Expense Warrant #17028 dated 1/20/17 in the amount of \$36,873.28
 - c. Expense Warrant #17029 dated 1/26/17 in the amount of \$321,359.93

- d. Expense Warrant #17030 dated 2/2/17 in the amount of \$46,340.29
- e. Expense Warrant #17031 dated 2/10/17 in the amount of \$95,719.77
- f. Approve Street Closing for Essex Junction Little League Parade 5/6/17
- g. Approve Noise Waiver for EJP Fireworks 7/4/17

10. **EXECUTIVE SESSION**

- a. Contracts: Negotiations

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
February 14, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Andrew Brown, Dan Kerin.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Finance Director/Assistant Manager.
OTHERS PRESENT: Linda McKenna, Stephanie Teleen, Gabrielle Smith, Wendy Jenkins, 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

Add to Reading File:

- Essex High School Certificate of Appreciation to George Tyler for Support of the EHS Community Internship Program

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (3-0)[Andrew Brown and Elaine Sopchak not present for vote]; motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Neighbors Day

Stephanie Teleen proposed establishing a "Neighbors Day" in the village, perhaps the first Saturday in June, and eventually having the state recognize the special day as well. Each neighborhood would hold a gathering to get to know the residents in their neighborhood and define who they are as a neighborhood. The village could publish information about the special day on the website. Information could be sent home with children from school. VPR could be contacted to do a story on the day.

Gabrielle Smith pointed out the idea of a 'Neighbors Day' is acting on the community connection idea discussed by Heart & Soul. State representatives from the village can take the idea to Montpelier to discuss as a statewide event.

The Trustees will add the suggestion of Neighbors Day to the next meeting agenda for discussion.

Linda McKenna, School Street, re: 4 Pearl Street

Linda McKenna asked about the following:

- Clarification of the tax stabilization that was granted to 4 Pearl Street which contains both residential and commercial development when the policy says tax

stabilization for commercial only - Lauren Morrisseau stated the rental units at 4 Pearl Street are considered commercial.

- Improvements to the property that are not yet done - Pat Scheidel pointed out the approval for tax stabilization is subject to a final Certificate of Occupancy which is not issued until all items are complete. Andrew Brown added per the letter of commitment the current assessed value of the property is \$3,141,800 and the owner must do 10% of that amount in improvements between 1/24/17 and 1/24/18.
- Village municipal tax was stabilized, not school or town tax – George Tyler confirmed only the village tax was stabilized. The property owner must approach the town and school separately for tax stabilization from those entities.

Linda McKenna stated the neighborhood has experienced many of the situations that the neighbors were told would not happen, such as large tractor trailer trucks going up Park Terrace.

4. OLD BUSINESS

1. Adopt FYE2018 Proposed Budget and Capital Programs

MOTION by Dan Kerin, SECOND by Andrew Brown, to adopt the following proposed FYE2018 budgets:

- **General Fund** \$4,816,309
- **Water Fund** \$3,786,018
- **Waste Water Treatment Fund** \$1,860,147
- **Sanitation Fund** \$ 477,750
- **Recreation Programs** \$1,609,847
- **General Fund Capital Reserve** \$3,503,627
- **Rolling Stock Fund** \$ 819,818
- **Water Fund Capital Reserve** \$ 71,977
- **WWTF Capital Reserve** \$ 62,457
- **Sanitation Fund Capital Reserve** \$ 182,336
- **Recreation Capital Reserve** \$ 109,652

DISCUSSION: George Tyler pointed out the significant increase in the budget amount is due to the transfer of Rec. Dept. to the village; otherwise, there would actually be a decrease in the village budget. There were no further comments.

VOTING: unanimous (4-0) [Elaine Sopchak not present for vote]; motion carried.

5. NEW BUSINESS

1. Terminate Memorandum of Agreement with Prudential Committee

Pat Scheidel reviewed the memo explaining the need to terminate the Memorandum of Agreement with the Prudential Committee for parks and recreation services. George Tyler noted all Recreation Department property will be transferred to the village except Park Street School.

MOTION by Lori Houghton, SECOND by Dan Kerin, to terminate the Memorandum of Agreement with the Essex Junction Incorporated School District

and authorize the Village President to sign the Essex Junction Recreation and Parks Termination of Memorandum of Agreement. VOTING: unanimous (5-0); motion carried.

2. Park Street School

George Tyler stated in April 2017 Park Street School will transfer to the Essex Westford Unified School District. There are several programs held within the school presently (preschool/daycare, ACE) and the village community has invested significantly in renovating the building due to its historic importance. Properties adjacent to the school property are planned to be redeveloped and the village would be in a better position to negotiate with the developer for improvements to the boundary perimeter if the village owned the school property. The purchase price for the school is \$1. A vote will be held at the village annual meeting to accept Park Street School if the school and village decide to sell.

Pat Scheidel will draft wording for the annual meeting warning and the annual report regarding purchase of Park Street School.

Linda McKenna, School Street, asked if the easement along the driveway of Park Street School granted to Handy Corp. remains if the village purchases the school. George Tyler confirmed the easement stays with the property. Ms. McKenna asked if the school is on the historic register. George Tyler said the building is historically significant, but not on the register.

3. Draft Warning for Annual Meeting

George Tyler noted the budget amount in Article 2 of \$4,816,309 versus the amount to be raised by taxes (\$3,285,170) is due to the village public works department being attached to the town public works department. Minor typographical errors were corrected in the draft warning.

4. Memorandum of Understanding with Champlain Water District

Pat Scheidel reported the MOU confirms what the village owns and what CWD owns with regard to waterworks infrastructure.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize the Municipal Manager to sign the Memorandum of Understanding with Champlain Water District regarding ownership and responsibilities for waterworks infrastructure in the village. VOTING: unanimous (5-0); motion carried.

5. Review/Sign Annual Financial Plan – Town Highways

Lauren Morrisseau reported in order to receive state highway aid each year the village must submit the mileage for each class of highway in the village and estimated tax funds and capital projects costs.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees sign the annual financial plan for town highways. VOTING: unanimous (5-0); motion carried.

6. Review/Sign Certification of Compliance for Town Road and Bridge Standards
MOTION by George Tyler, SECOND by Lori Houghton, to sign the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. VOTING: unanimous (5-0); motion carried.

7. Review/Sign Certificate of Completion and Opening of a Highway for Public Travel and Certificate of Highway Mileage
MOTION by George Tyler, SECOND by Lori Houghton, to adopt the Certificate of Completion and Opening of a Highway for Public Travel and Certificate of Highway Mileage. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- February 28, 2017
- March 14, 2017
- March 28, 2017
- April 25, 2017

* April 5, 2017 – Community Dinner and Annual Meeting

* April 11, 2017 – Australian ballot voting

2. Charter Language for Unified Manager

The Trustees will discuss the proposed language at the joint meeting with the Selectboard. George Tyler observed having a unified manager is fundamental to the success of shared services. Elaine Sopchak suggested a memo be drafted that outlines the measurements/assessments taken by the Trustees to conclude the unified manager model is satisfactory. Pat Scheidel will draft a memo for consideration. Elaine Sopchak urged setting the date of the joint meeting so people can prepare for the meeting.

George Tyler will draft a formal evaluation of Pat Scheidel as Municipal Manager.

3. TGIA Project

The Trustees will discuss the TGIA effort at the joint meeting with the Selectboard.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak will send the draft village survey to the Trustees for comment. A copy of the original survey will also be sent for comparison. There was discussion of how to best send out the survey to the public. Options include enclosing the survey with the village newsletter with a stamped return envelope and collecting the surveys at the annual meeting.

- Lori Houghton said the Governor is proposing \$35 million in bonding for housing in the state so there may be money available for inclusionary zoning.
- Andrew Brown said discussion is needed on how to use the penny on the tax rate approved last year by the voters. George Tyler will add the item to the next meeting agenda for discussion. Pat Scheidel pointed out the issue could be discussed at the annual meeting under the other business article.
- Dan Kerin commended public works on the excellent job clearing the streets and sidewalks following the recent snowstorm.

2. Reading File

- Minutes:
 - Tree Advisory Committee 1/17/17
 - Block Party Committee 1/30/17
- Memo from CCRPC re: Public Hearing on Amendments to CCRPC Bylaws 3/15/17
- Report from Director of EJRP February 2017
- VLCT Spring Selectboard Institute 3/18/17
- Memo from Dennis Lutz, Essex Public Works, re: Village Highway Budget and MOU
- Memo from Dennis Lutz and Jim Jutras re: Flow Restoration Plans

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting(s), 1/24/17 & 2/6/17.**
2. **Expense Warrant #17028, dated 1/20/17, in the amount of \$36,873.28.**
3. **Expense Warrant #17029, dated 1/26/17, in the amount of \$321,359.93.**
4. **Expense Warrant #17030, dated 2/2/17, in the amount of \$46,340.29.**
5. **Expense Warrant #17031, dated 2/10/17, in the amount of \$95,719.77.**
6. **Approve Street Closing for Essex Junction Little League Parade 5/6/17**
7. **Approve Noise Waiver for EJRP Fireworks 7/4/17.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Andrew Brown, go into Executive Session to discuss contract negotiations in accordance with 1VSA313(a)(3) where premature disclosure would place the Village at a disadvantage, and to include the Municipal Manager and Assistant Manager. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 7:45 PM.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adjourn Executive Session and the regular meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan 