



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 28, 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. Regional Dispatch Update – Charlie Baker, Ex. Director of Chittenden County Regional Planning Commission
 - c. FYE 18 Town of Essex Budget Presentation – Max Levy, Selectboard Chair
5. **OLD BUSINESS**
 - a. Appointment to Joint Survey Committee for Regional Dispatch – George Tyler
 - b. Essex Junction Neighbors Day – George Tyler
 - c. Discuss Usage of Penny on Tax Rate from 2016 Annual Meeting – George Tyler
 - d. Park Street School and ACE Program – George Tyler
 - e. Approve and Sign Annual Meeting Warning – George Tyler
6. **NEW BUSINESS**
 - a. Champlain Water District Finance Policy Discussion - Aaron Martin
 - b. Community and Economic Development Brochure – Darby Mayville
 - c. Draft Trustees Report for 2016 Annual Report – George Tyler
 - d. Draft Newsletter and Survey to Village Residents – Elaine Sopchak
 - e. Amend Fee Schedule for Returned Check Fees – Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 2/16/17
 - Tree Advisory Committee 2/21/17
 - c. VLCT Local Leadership in Economic Development Workshop 3/22/17
 - d. Memo from Dennis Lutz, Public Works Director, re: New England Interstate Water Pollution Control Commission
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 2/14/17
 - b. Expense Warrant #17032 dated 2/16/17 in the amount of \$7,212.43
 - c. Expense Warrant #17033 dated 2/24/17 in the amount of \$361,185.29
 - d. FYE 17 Budget Status Report as of 1/31/17

e. FYE 16 Audit Report

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.

Posted by _____ *Date* _____

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 28, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Andrew Brown, Dan Kerin.
ADMINISTRATION: Lauren Morrisseau, Finance Director/Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.
OTHERS PRESENT: Charlie Baker, Max Levy, Aaron Martin, Greg Duggan, Bryan Currier, Diane Clemens, Marla Durham, Steven Kolvoord, Jim Fay, Dylan Giambatista, Ray Coffey, 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

The following additions were made to the agenda:

- Add to New Business – village survey
- Add to New Business – additional page to the village newsletter
- Add to Consent Agenda – memo from Pat Scheidel re: Inter-municipal water and sewer connections

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Regional Dispatch Update

Charlie Baker and Ray Coffey gave a presentation on the results of the study of regional dispatch service and to request the Trustees appoint a representative to the Joint Survey Committee for the Chittenden County Public Safety Services as a first step to evaluate the creation of a regional public safety dispatch service as a union municipal district (the recommended model) subject to municipal vote as early as March 2018. Mr. Baker noted the following:

- Regionalization will help improve the dispatching function, staffing, and offer a career path for dispatchers.
- With a regional dispatch center the dispatchers will be able to see the resources across the county available for mutual aid.
- Dispatchers will be able to stay with calls which will increase the safety of responders.

-
- Calls will no longer need to be transferred.
 - It is estimated regional dispatch service will save a minimum of \$50,000 per year overall.
 - Startup will begin with the larger municipalities and phase in other towns over time.
 - The organizational chart for the regional center will include a board of directors appointed by the member municipalities (by the elected bodies), a public safety advisory committee made up of police, fire, and EMS chiefs, an Executive Director of the dispatch center to manage shift supervisors, training/QA and IT personnel, and the dispatchers.
 - The Joint Survey Committee will research technical issues and solutions with the union municipal district model for the regional dispatch center, draft the charter and bylaws, develop the funding formula, and develop public information.
 - CCRPC can provide administrative assistance to the regional center.

George Tyler asked if all towns must join in order for the center to happen. Charlie Baker said if three towns join then the center can be formed, especially if the towns are the larger municipalities such as Burlington. If only two municipalities are interested then it is likely the service will continue as is (contracting for dispatch service).

Elaine Sopchak asked the estimated annual budget and how the money would be collected. Charlie Baker said the estimated figure countywide is \$3 million. The Joint Survey Committee will determine the funding formula which may be based on the grand list or per call or per capita. Ms. Sopchak asked if there is an initial investment. Charlie Baker said there will be an initial investment to establish the dispatch center which will be offset by using existing equipment and funding from E-911 calls.

Dan Kerin noted issues to consider include radio systems being different across towns/agencies, dead zones for radio transmission in the state, overlap of radio communications, loss of local familiarization of an area. Mr. Kerin said there have been discussions in the past of consolidating police agencies in Chittenden County.

Elaine Sopchak mentioned the significant investment by the community in the new Essex Police dispatch center and asked if this would be impacted. Charlie Baker said there may be opportunity for the space to be the regional center or the space may need to be repurposed. The Joint Study Committee will look at possible locations for the center.

3. Presentation: FYE18 Town of Essex Budget

Max Levy distributed a handout with questions and answers on the FYE18 Essex Town budget and advertisement of the community dinner on March 6, 2017. Mr. Levy stated consolidation of services to date include Senior Bus, Police, Municipal Manager, Tax billing and collection, Finance, Administrative Services, Storm Water, Highway, and Public Works. Next consolidations will be Clerk and Community Development. Consolidation of services has saved over \$1 million combined for the village and town from FY2014 to FY2017. Annual savings is approximately \$350,000 by working smarter together rather than duplicating services, and finding efficiencies in grants and in-house

engineering. The proposed Essex Town FYE18 budget is \$13.7 million which is an increase of \$520,000 or 3.95%. Assumptions with the budget include use of \$125,000 of fund balance and 1.25% grand list growth. The effect on the tax rate increase is 3.15%. The increase is mainly due to salaries and benefits, liability and workers compensation insurance, village highway, storm water, vehicles and equipment, and the 1% voters approved in the budget for Human Service Grants. A new IT Tech position is proposed in the budget. Tax impact is .5044 cents for an increase of \$43/year for the average taxpayer. A home assessed at \$280,000 will pay \$1,407 in municipal town taxes.

George Tyler commented the public may question a budget increase when consolidation was to save money. Max Levy assured consolidation did save money. Without consolidating services the budget would be higher. The increase in the budget is because the public wants and expects the same level of service to be maintained.

Lori Houghton asked if the IT position will serve both the town and village. Max Levy confirmed this.

Andrew Brown thanked the Essex Selectboard for working with the Trustees and for the leadership with the consolidation effort. Max Levy stated it is a group effort.

4. OLD BUSINESS

1. Appoint Joint Survey Committee for Regional Dispatch
Tabled pending information from the Essex Selectboard.

2. Essex Junction Neighbors Day

The Trustees were in support of establishing an “Essex Junction Neighbors Day” and including information on the village email list, EJRP upcoming events list, Downton Essex Junction Facebook page, and in local media and news sources. Darby Mayville will handle the matter and coordinate with Stephanie Teleen and Gabrielle Smith who presented the idea initially.

3. Discuss Use of Penny on the Tax Rate Approved at the 2016 Annual Meeting

George Tyler noted the Trustees have not to date spent any of the funds which will continue to accrue until an appropriate use is identified. Elaine Sopchak suggested discussing the matter at the Trustees retreat after the annual meeting. The Trustees concurred.

4. Park Street School and ACE Program

George Tyler reported the Prudential Committee will sell Park Street School to the village for one dollar. The voters must approve both the sale and the purchase of the school. CCSU requested that the ACE Program continue at the school until the program can be relocated. As a gesture of goodwill the village can allow the ACE Program to remain at the school for the next two years rent free.

MOTION by George Tyler, SECOND by Dan Kerin, that the Village of Essex Junction agrees, if and when Park Street School is acquired, to allow the ACE

Program to continue on the site rent free for a period of two years and that allowance will be written into the contract for acquisition of the school. VOTING: unanimous (5-0); motion carried.

5. Approve/Sign Annual Meeting Warning

MOTION by George Tyler, SECOND by Dan Kerin, to approve and sign the Annual Meeting Warning as presented. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Champlain Water District (CWD) Finance Policy Discussion

Aaron Martin explained the need for a mechanism to protect the village and town budgets and CWD budget against significant decreases in water usage by large customers, such as Global Foundries. Jim Fay, CWD, said there have been large increases and decreases by IBM, now Global Foundries, over the years which was managed with adjustments to the wholesale water rate. CWD staff has developed a policy that allows doing a deficit bond in the event of a large deficit. The CWD board will be discussing this policy at their March 14th meeting. The policy is simply formalizing current and past practice.

2. Community and Economic Development Brochure

Darby Mayville reviewed the brochure that highlights community and economic development in the village. Three significant projects on the horizon and business resources are listed in the brochure as well as commercial vacancies and contact information.

Suggested edits were made to the brochure including broadening the pedestrianizing of Main Street to be the Design Five Corners project and providing a snapshot of the Designated Downtown and Village Center designations so businesses are aware of how they may benefit from these designations.

Darby Mayville will make the changes and present the brochure at the next meeting.

3. Draft Trustees Report for 2016 Annual Report

The Trustees reviewed and accepted the report as written.

4. Draft Newsletter and Survey to Village Residents

Elaine Sopchak stated there will be information in the village newsletter on the survey which will be enclosed with the newsletter along with a return envelope. The survey will also be available at the annual meeting. There is a question on consolidation in the survey.

Suggested edits included:

- Delete Question 4 about the 1% sales tax because that matter is not under discussion at present.
- Add “quality of programs of EJRP” to Question 13.
- Separate the questions asked in Questions 14 & 18 into separate questions.
- Use a more simple word than “dissolution” in Question 16.

- Add an open ended question that asks for any further suggestions.
- Add a “neutral” or “not applicable” response choice to the questions.

Marla Durham suggested posting the survey on the EJRP website. Lori Houghton pointed out EJRP is not the focus of the survey. Elaine Sopchak will discuss the matter with Brad Luck.

5. Amend Fee Schedule for Returned Checks

Lauren Morrisseau advised the fee for returned checks and other forms of payment due to insufficient funds should be \$25 which is the amount charged by the town.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to add the following language to the village fee schedule effective immediately: “Returned check or other form of payment fee \$25”. VOTING: unanimous (5-0); motion carried.

6. MANAGER’S REPORT

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

- March 14, 2017
 - March 28, 2017
 - April 11, 2017
 - April 25, 2017
 - May 9, 2017
 - May 23, 2017
- * March 6 @ 7:30 PM – Town of Essex Annual Meeting
 * April 5, 2017 – Village Community Dinner and Annual Meeting
 * April 11, 2017 – Australian ballot voting
 * May 27, 2017 @ 10 AM – Memorial Day Parade

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak will attend the VLCT Local Leadership in Economic Development Workshop and report back to the Trustees.
- Lori Houghton requested staff confirm the LDC requires two reviews of site plans (preliminary and final plan review).

2. Reading File

- Minutes:
 - Planning Commission 2/16/17
 - Tree Advisory Committee 2/21/17
- VLCT Local Leadership in Economic Development Workshop 3/22/17
- Memo from Dennis Lutz, Essex Public Works, re: New England Interstate Water Pollution Control Commission

8. CONSENT AGENDA

Greg Duggan, Assistant Essex Town Manager, reviewed the memo on inter-municipal water and sewer connections relative to a 32-unit residential PUD at 15 Upper Main Street (Kolvoord property). The Trustees will take the matter under advisement.

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda with the addition of the memo from Pat Scheidel, dated 2/23/17, regarding Inter-Municipal Water and Sewer Connections and as follows:

1. Approve Minutes of Previous Meeting(s), 2/14/17
2. Expense Warrant #17032, dated 2/16/17, in the amount of \$7,212.43.
3. Expense Warrant #17033, dated 2/24/17, in the amount of \$361,185.29.
4. FYE17 Budget Status Report as of 1/31/17.
5. FYE16 Audit Report.

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 8:23 PM.

RScty: M.E.Riordan