



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MARCH 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
5. **OLD BUSINESS**
  - a. VTrans FYE 18 Structures Grant Application for Main St. Bridge/Sign Letter of Support – Dennis Lutz
  - b. VTrans FYE 18 Better Roads Grant for Drainage Infrastructure Improvements in in Countryside Development/Approve Letter of Support – Dennis Lutz
  - c. Revised Community Development Brochure – Darby Mayville
6. **NEW BUSINESS**
  - a. Grievance of Water Bill for 39 Park Street – Duncan Harvey
  - b. State of Consolidation for Annual Meeting Presentation – George Tyler
  - c. Preliminary Village Survey Results – Elaine Sopchak
  - d. Draft FYE 18 Budget Question & Answer Sheet for Annual Meeting – Lauren Morrisseau
  - e. Draft letter to Essex Selectboard – George Tyler
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Block Party Committee 2/27/17
    - Bike/Walk Advisory Committee 3/20/17
    - Tree Advisory Committee 3/21/17
  - c. 2016 Annual Report
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 2/28/17
  - b. Expense Warrant #17034 dated 3/3/17 in the amount of \$32,173.68
  - c. Expense Warrant #17035 dated 3/10/17 in the amount of \$51,997.14
  - d. Expense Warrant #17036 dated 3/17/17 in the amount of \$16,839.68
  - e. Expense Warrant #17037 dated 3/24/17 in the amount of \$332,567.02
  - f. FYE 17 Budget Status Report as of 2/28/17

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  
March 28, 2017**

**BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Lori Houghton, Andrew Brown, Dan Kerin.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Rick Jones, Public Works Superintendent; Darby Mayville, Community Relations/Economic Development Assistant.  
**OTHERS PRESENT:** Max Levy, Dennis Lutz, Madeleine Prevost, Duncan Harvey.

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**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**

There were no changes to the agenda.

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda

None.

**4. OLD BUSINESS**

1. VTrans FYE18 Structures Grant Application: Main Street Pedestrian Bridge  
Dennis Lutz requested the Trustees sign the letter of support for the grant application for \$150,000 (maximum grant amount) to be used for the new pedestrian bridge on Main Street and approve spending up to \$113,875 to cover the balance of the cost of the project. Doing the inspection using the town engineer will help reduce the cost of the project. Staff will further investigate ways to reduce the project cost. If the grant is not received funds will have to be found to do the project as the current situation is temporary only.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve and sign the letter of support for a VTrans Municipal Structures grant and to approve use of up to \$113,875 in capital funding to complete the project. VOTING: unanimous (4-0) [Lori Houghton not present for vote]; motion carried.**

The Trustees signed the letter of support.

2. VTrans FYE18 Better Roads Grant: Countryside Drainage Improvements

Dennis Lutz stated there are storm water drainage infrastructure improvements to be done in the Countryside development. Staff has been discussing how to leverage funding for storm water with grants. There is \$261,000 committed in the town's capital storm water

account which is being managed as a joint account with the village. The balance in the account is \$81,000. Staff will try to leverage that amount with other grants otherwise the funds set aside for the Countryside project will be used. Staff is also reviewing storm water projects in the town and village and is proposing to do the smaller projects using operating funds and to use the \$81,000 balance in the capital storm water account as matching funds for grants.

**MOTION by George Tyler, SECOND by Dan Kerin, to approve and sign the letter of support for a VTrans Vermont Better Roads grant and approve the use of \$4,396 for the 20% matching funds required for the grant. VOTING: unanimous (4-0) [Lori Houghton not present for vote]; motion carried.**

3. Revised Community Development Brochure

Darby Mayville reviewed modifications to the brochure based on feedback from the Trustees at the last meeting. The brochure will be distributed to businesses in the community.

**MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the Community & Economic Development brochure. VOTING: unanimous (5-0); motion carried.**

5. NEW BUSINESS

1. Grievance of Water Bill: 39 Park Street

Lauren Morrissette explained the meter at 39 Park Street was changed on June 14, 2016 and tested for accuracy. Prior to the change in the meter no water use was shown from April 2016 to June 2016. Per the new meter water use from June 14, 2016 to August 11, 2016 was 78,000 cubic feet which is a tremendous amount of water for the site and would indicate some type of event occurred. Staff confirmed the meter is working and is accurate. Water use from August 11, 2016 to September 11, 2016 averaged 582 gallons per day which is a more reasonable amount.

Duncan Harvey, owner of 39 Park Street, said 78,000 cubic feet of water flow does not make sense and indicates the site is using 5,000 gallons per day which is not realistic. There have been no unusual activities at the site, such as a car wash, and a plumber came in to look for any leaks in the system (none were found).

Following further discussion there was agreement to gather more data over the summer and compare the numbers in September. In the meantime Mr. Duncan will make a payment estimated from previous bills.

2. State of Consolidation for Annual Meeting Presentation

Following discussion there was agreement to present at the annual meeting what has been consolidated to date (Manager, Finance, Clerk, Public Works/Highway, WWTP and Storm Water) and what has not been consolidated (Governance, Fire Dept., Library, Recreation). Comments on consolidation/phasing in of the remaining functions will be heard and discussed under the 'Other Business' portion of the annual meeting.

### 3. Preliminary Village Survey Results

Elaine Sopchak reported 245 responses to the village survey have been received as of March 24, 2017. The results thus far indicate most of the respondents are pleased with the direction being taken and nearly 75% want to continue with consolidation. Comments on the survey from the respondents are enlightening. Survey responses will continue to be collected until closeout at the annual meeting. Elaine Sopchak will present the results of the survey at the annual meeting.

### 4. FYE18 Budget Question & Answer Sheet for Annual Meeting

The Trustees reviewed the questions and answers on the budget to be available at the annual meeting and suggested the information on the recreation budget be clarified so people understand the tax bill will no longer show a separate line item for recreation (the recreation budget is now part of the village general fund budget). A mockup of the tax bill could be shown.

### 5. Draft Letter to Essex Selectboard

The Trustees approved signing and sending the letter to the Essex Selectboard regarding the joint meeting. Agenda items will include discussion of the shared municipal manager and the recruitment process. Elaine Sopchak urged having regular joint meetings to discuss other topics that come up.

## 6. MANAGER'S REPORT

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

- April 11, 2017
- April 25, 2017
- May 9, 2017
- May 23, 2017

\* April 5, 2017 – Village Community Dinner and Annual Meeting

\* April 11, 2017 – Australian ballot voting

\* May 27, 2017 @ 10 AM – Memorial Day Parade

### 2. Regional Dispatch

Pat Scheidel recommended further information be gathered before making an appointment to the advisory board that will work on establishing a union municipal district for regional dispatch.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

None.

### 2. Reading File

- Minutes:
  - Block Party Committee 2/27/17
  - Bike/Walk Advisory Committee 3/20/17
  - Tree Advisory Committee 3/21/17

- 2016 Annual Report

**8. CONSENT AGENDA**

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

- 1. Approve Minutes of Previous Meeting(s), 2/28/17**
- 2. Expense Warrant #17034, dated 3/3/17, in the amount of \$32,173.68.**
- 3. Expense Warrant #17035, dated 3/10/17, in the amount of \$51,997.14.**
- 4. Expense Warrant #17036, dated 3/17/17, in the amount of \$16,839.68.**
- 5. Expense Warrant #17037, dated 3/24/17, in the amount of \$332,567.02.**
- 6. FYE17 Budget Status Report as of 2/28/17.**

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

**9. ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adjourn the meeting.**

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

The meeting was adjourned at 7:50 PM.

*RScty: M.E.Riordan*