



TRUSTEES MEETING NOTICE & AGENDA - REVISED
TUESDAY, APRIL 25, 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. 2017 Local Emergency Operations Plan – Chief Brad LaRose
5. **OLD BUSINESS**
 - a. Swearing in of Newly Elected Trustees – Susan McNamara-Hill
 - b. Board Reorganization
6. **NEW BUSINESS**
 - a. Bid Award for Pearl Street Link Project – Robin Pierce
 - b. Bid Award for Automatic Wastewater Samplers – James Jutras
 - c. Inter-municipal Agreement for Water and Sewer Connections – James Jutras
 - d. Chittenden County MS4 Stormwater Program Agreement – James Jutras
 - e. Reappointment of Village Representative to the CCRPC Clean Water Advisory Committee and MS4 Subcommittee – James Jutras
7. **PUBLIC HEARING – 7:30 PM** [7:30 PM]
 - a. Proposed Uses of One-Cent Economic Development Fund
 - Public parking lot at 3 Main Street
 - Street Light Banners
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
9. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 4/17/17
 - Tree Advisory Committee 4/18/17
 - c. Certification of Election Results 4/11/17
 - d. Letter to George Tyler from Arbor Day Foundation re: 2016 Tree City USA
 - e. EJRP Director’s Report for April 2017
 - f. Letter to Robin Pierce from Charlie Baker, CCRPC Director, re: CCRPC FY 18 UPWP
 - g. Testimony by James Jutras, Water Quality Superintendent, and Lorenzo Whitcomb of North Williston Cattle Co. to House Committee on Natural Resources re: H.211
 - h. 2017 Village Survey Final Results
 - i. Brochure for 2017 Essex Junction Neighbors Day 6/3/17

10. **CONSENT AGENDA**

- a. Approve and Attest Annual Meeting Minutes 4/5/17
- b. Approve Minutes of Previous Meeting 4/11/17
- c. Expense Warrant #17040 dated 4/13/17 in the amount of \$8,645.59
- d. Expense Warrant #17041 dated 4/21/17 in the amount of \$369,989.94
- e. FYE 17 Budget Status Report as of 3/31/17
- f. Approve Street Vending Permit for Mr. Ding-A-Ling
- g. WWTF Headworks Screen Replacement Select Vendors
- h. Requests from 2017 Memorial Day Parade Committee for Events and Street Closings

11. **EXECUTIVE SESSION - PERSONNEL/CONTRACTS**

- a. Manager Evaluation
- b. Contract Negotiations

12. **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
April 25, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Dan Kerin. (Lori Houghton was absent.)

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Community Development Director; Jim Jutras, Water Quality Superintendent; Susan McNamara-Hill, Clerk/Treasurer.

OTHERS PRESENT: Police Chief LaRose, Steve Kolvoord, Seth Moore, Bryan Currier, Brad Dousevicz, Nick Meyer, Colin Flanders (Essex Reporter).

[Note: Minutes reflect the order of the published agenda.]

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.

2. 2017 Local Emergency Operations Plan (LEOP)

Police Chief LaRose noted minor updates to the plan.

MOTION by George Tyler, SECOND by Dan Kerin, to adopt the 2017 Local Emergency Operations Plan. VOTING: unanimous (4-0); motion carried.

4. OLD BUSINESS

1. Swear In Newly Elected Trustees

Susan McNamara-Hill administered the Vermont Oath of Allegiance and the Oath of Office to George Tyler and Dan Kerin.

2. Board Reorganization

Pat Scheidel facilitated election of the Village President.

Village President

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to nominate George Tyler as Village President. There were no other nominations. VOTING: unanimous (4-0); motion carried.

George Tyler is Village President and assumed facilitation of the meeting.

Village Vice President

MOTION by George Tyler, SECOND by Andrew Brown, to nominate Elaine Sopchak as Village Vice President. There were no other nominations. VOTING: unanimous (4-0); motion carried.

Elaine Sopchak is Village Vice President.

5. NEW BUSINESS

1. Bid Award for Pearl Street Link Project

Robin Pierce reported the bid by the low bidder, Don Weston Excavating, Inc., was approved by VTrans. The work includes widening Pearl Street from the shopping center to Five Corners for bike lanes, streetlights, and other associated work.

MOTION by George Tyler, SECOND by Andrew Brown, to award the bid for the Pearl Street Missing Link Project to Don Weston Excavating, Inc. for \$1,896,417.02 and approve the expenditure of \$24,350 from the Capital Reserve Fund for the preferred village streetlights and concrete sealant. VOTING: unanimous (4-0); motion carried.

2. Bid Award for Automatic Waste Water Samplers

Jim Jutras said two bids were received for the automatic waste water samplers. Staff is recommending the bid be awarded to the low bidder, Russell Resources, Inc.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to award the bid for all weather automatic waste water samplers to Russell Resources, Inc. in the amount of \$21,917. VOTING: unanimous (4-0); motion carried.

3. Inter-Municipal Agreement for Water and Sewer Connections

George Tyler explained in 1992 open space was given to the village in return for the possibility of connection to the village municipal sewer if the Kolvoord property was developed. The property is now proposed to be developed and the inter-municipal agreement drafted by the Village Attorney can be executed whereby part of the town (Kolvoord property) will be connected to village sewer/water service. The Village Engineer has reviewed the connection and identified issues. Jim Jutras said after approval the proposal will go to the Essex Selectboard and Planning Commission to reconcile any outstanding issues.

MOTION by Dan Kerin, SECOND by George Tyler, to approve the inter-municipal connection for the Upper Main Street project and forward the Village Engineer's comments to the Town to be addressed in the final approval consideration. VOTING: unanimous (4-0); motion carried.

4. Chittenden County MS-4 Storm Water Program Agreement

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to authorize the Water Quality Superintendent to sign the revised Chittenden County MS-4 Storm Water Program Agreement when completed. VOTING: unanimous (4-0); motion carried.

5. Reappoint Village Representative to CCRPC Clean Water Advisory Committee and MS-4 Subcommittee

MOTION by George Tyler, SECOND by Dan Kerin, to reappoint Chelsea Mandigo as the Village representative to the CCRPC Clean Water Advisory Committee and MS-4 Subcommittee. VOTING: unanimous (4-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to recess until the start of the public hearing at 7:30 PM. VOTING: unanimous (4-0); motion carried.

6. PUBLIC HEARING: Use of One Cent Economic Development Fund

The public hearing was opened at 7:30 PM. George Tyler explained suggested uses of the money in the Economic Development Fund include leveling the privately owned lot behind Road ResQ to be used for public parking and replacing the decorative banners on streetlights in the village including the streetlights in the Pearl Street Missing Link project.

PUBLIC COMMENTS

Seth Moore, resident, asked where the one cent is from in the budget. George Tyler explained at the 2015 village annual meeting the voters approved putting one cent into an economic development fund for use on economic development projects. To date \$108,000 has accrued.

Nick Meyer, resident, asked how long the property behind Road ResQ will be used by the village and what happens if the property owner decides he wants to use the property himself after a year or so. George Tyler said the property owner can decide to take back the lot which is why the village does not want to invest too much in improvements, but simply wants to make the area more attractive and inviting for use as public parking. There have been many requests for more public parking. People have been using the lot. Robin Pierce added there has been discussion of other uses in the space as well (STEM event, artwork display, farmers market). A bakery will be opening on Main Street so parking will be needed.

There were no further comments.

MOTION by George Tyler, SECOND by Elaine Sopchak, to close the public hearing. VOTING: unanimous (4-0); motion carried.

The public hearing was closed at 7:38 PM. There will be another public hearing on May 9, 2017.

7. MANAGER'S REPORT**1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM**

- May 9, 2017
- May 23, 2017
- June 13, 2017
- June 27, 2017
- July 11, 2017
- July 25, 2017

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

* July 4, 2017 @ 6 PM – July 4th Celebration at Maple St. Park

* July 15, 2017 @ 4 PM – Block Party & Street Dance

2. Joint Meeting with Selectboard

George Tyler will draft a letter to Selectboard Chair, Max Levy, to discuss the next joint meeting date and agenda items including discussion of governance.

3. Regional Dispatch

Pat Scheidel will attend the meeting on regional dispatch on April 26, 2017.

4. Consultant to Guide the Process to Recruit and Hire a Municipal Manager

There was discussion of the schedule for hiring a consultant to assist with the process of recruiting and hiring a new municipal manager. The RFP will go out in May for the consultant with responses due in June. The Trustees and Selectboard will jointly decide the bid award for the consultant. Once hired, the consultant will provide a schedule for the recruitment and hiring process for the municipal manager. It will likely take three to five months to hire a new manager.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Elaine Sopchak commented positively on the testimony by Jim Jutras on House Bill H.211.
- Elaine Sopchak suggested the results of the village survey be discussed at the Trustees retreat.
- Dan Kerin mentioned an email from a resident regarding businesses in the village and developing local businesses.
- George Tyler mentioned an email from a resident who thought the village was purchasing property in the village center for a paved parking lot.
- George Tyler noted the Selectboard requested a copy of the results of the village survey. The results will be forwarded.

2. Reading File

- Minutes:
 - Bike/Walk Advisory Committee 4/17/17
 - Tree Advisory Committee 4/18/17
- Certificate of Election Results 4/11/17
- Letter to George Tyler from the Arbor Day Foundation re: 2016 Tree City USA

- EJRP Director's Report for April 2017
- Letter to Robin Pierce from Charlie Baker, CCRPC Director, re: CCRPC FY18 UPWP
- Testimony by James Jutras, Water Quality Superintendent, and Lorenzo Whitcomb, North Williston Cattle Co., to House Committee on Natural Resources re: H.211
- 2017 Village Survey Final Results
- Brochure for 2017 Essex Junction Neighbors Day 6/3/17

9. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- 1. Approve and Attest Annual Meeting Minutes 4/5/17**
- 2. Approve Minutes of Previous Meeting(s) 4/11/17**
- 3. Expense Warrant #17040, dated 4/13/17, in the amount of \$8,645.59.**
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- 5. FYE17 Budget Status Report as of 3/31/17.**
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- 7. WWTF Headworks Screen Replacement Select Vendors.**
- 8. Requests from 2017 Memorial Day Parade Committee for Events and Street Closings.**

VOTING: unanimous (4-0); motion carried.

10. EXECUTIVE SESSION and/or EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to evaluate personnel in accordance with 1VSA313(a)(3) and to include the Municipal Manager. VOTING: unanimous (4-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to discuss contract negotiations in accordance with 1VSA313(a)(1)(B) and to include the Municipal Manager and the Assistant Manager. VOTING: unanimous (4-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 7:45 PM.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adjourn Executive Session and the regular meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:02 PM.

RScty: M.E.Riordan