



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 9, 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 Proposed Uses of One-Cent Economic Development Fund
 - Public Parking Lot at 3 Main Street
 - Street Light Banners
 - c. FYE 18 CSWD Proposed Budget – Sarah Reeves, General Manager [6:45 PM]
5. **OLD BUSINESS**
 - a. Update on Public Works Consolidation – Dennis Lutz
 - b. Bid Award for FYE 18 Paving – Dennis Lutz
 - c. Update on 2017 Neighbors Day – Darby Mayville and Stephanie Teleen
 - d. Adopt Revised FYE 18 Capital Reserve Plan – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Proposed Arts Festival – Julie Miller-Johnson and Kristin Humbarger
 - b. Trustee Retreat/Schedule and Topics – 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 4/24/17
 - Capital Program Review Committee 5/2/17
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 4/25/17
 - b. Expense Warrant #17042 dated 4/28/17 in the amount of \$56,957.23
 - c. Expense Warrant #17043 dated 5/5/17 in the amount of \$137,284.28
 - d. Request for Street Light on Grandview Avenue
10. **EXECUTIVE SESSION – CONTRACTS/PERSONNEL**
 - a. Contract Negotiations
 - b. Personnel
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 MEETING
TUESDAY, MAY 9, 2017
6:30 PM**

AGENDA

**PUBLIC HEARING
PROPOSED USES OF ONE-CENT
ECONOMIC DEVELOPMENT FUND**

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 9, 2017**

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

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Darby Mayville, Community Relations Assistant; Rick Hamlin, Village Engineer.

OTHERS PRESENT: Stephanie Teleen, Julie Miller-Johnson, Kristin Humbarger, Dennis Lutz, Aaron Martin, Greg Morgan, Sarah Reeves, Evan Alvanos, 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. Public Hearing: Proposed Uses of One Cent Economic Development Fund

The public hearing was opened at 6:32 PM. George Tyler stated two proposed uses of funds accrued in the One Cent Economic Development Fund include up to \$10,000 for improvements to the parking area behind Road ResQ for public parking and up to \$5,000 for banners on the streetlights.

PUBLIC COMMENTS

Greg Morgan, Grove Street, spoke in support of the use of the economic development fund, noting the money will allow the Trustees to experiment with space in the village that is idle or underutilized and can lead into other planned projects such as the crescent connector road, potential hotel on Pearl Street, senior housing on Park Street, the arts festival and the farmers market.

There were no further comments. The public hearing was closed at 6:40 PM.

MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize staff to use up to \$10,000 for economic development to proceed with the parking lot behind

Road ResQ first and then the banners following discussion between Lori Houghton and staff. VOTING: unanimous (5-0); motion carried.

3. FYE18 CSWD Proposed Budget

Sarah Reeves, CSWD General Manager, reported the financial outlook of Chittenden Solid Waste District is strong. The proposed FYE18 budget of \$11,282,932 reflects a 9% increase in both revenues and expenditures due to an increase in the amount of materials to be processed and cost of health care and insurance. There is no increase in the solid waste management fee or the MRF tip fee, and a slight decrease in the management fee for biosolids. The fee charged to Green Mountain Compost will be normalized at \$52/ton. There will be a charge of \$1.50 per bucket of organics (food scraps) dropped off at the Drop Off Center without trash or recyclables. If there is trash and recyclables there is no charge for the organics. The \$1.50 fee is to cover the cost of handling and managing food scraps.

George Tyler asked about legislation on organics and food scraps. Sarah Reeves said the legislature passed an amendment to Act 148 delaying the requirement to July 1, 2018 for haulers to include collection of organics in their trash pick-up. Businesses and restaurants are required now to separate organics from trash. Residents will be required to separate organics from trash and recyclables as of July 1, 2020.

Sarah Reeves commented positively on Alan Nye as the representative from Essex Junction on the CSWD board, noting Mr. Nye brings a practical eye and voice to the board.

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the FYE18 CSWD budget as presented. VOTING: unanimous (5-0); motion carried.

4. OLD BUSINESS

1. Update on Public Works Consolidation

Dennis Lutz, Essex Public Works Director, reported the MOU for consolidation of public works services is up for review and action. Options include continuing the MOU as is, modifying the agreement, changing direction, or terminating the agreement. Not all public works functions are consolidated. It is suggested a review committee be formed to evaluate the consolidation of services. The committee would include two members of the Board of Trustees, two members of the Selectboard, and a third independent party with municipal and/or public works experience. The storm water work between the village and town does not have an end date and will continue.

George Tyler clarified the public works departments of the village and town have not been consolidated. To do this would require transfer of property and equipment. There are also workers in the Employees Association to consider. Dennis Lutz agreed, adding the consolidation involves the work being done by the two departments.

Following discussion the Trustees agreed to continue the MOU on consolidated services, making any necessary adjustments. There was also agreement discussion of governance

must be done. Andrew Brown volunteered for the review committee. Elaine Sopchak also volunteered and suggested in addition to the MOU an analysis be done of centralizing rolling stock and comparing how each community ranks projects.

MOTION by Lori Houghton, SECOND by Andrew Brown, that the Trustees accept and adopt the recommendations for review of the consolidation of Public Works highway and management functions as set forth in the memorandum, dated April 18, 2017. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Dan Kerin, to nominate Elaine Sopchak and Andrew Brown to the Public Works Coordinating Committee. VOTING: unanimous (5-0); motion carried.

2. Bid Award for FYE18 Paving

Dennis Lutz explained the policy not to accept bids with errors and that bidders need to demonstrate they are pre-qualified paving contractors. The recommendation is to award the bid to ECI, a qualified bidder though not the low bidder. The project fits within the budget.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to award the FYE2018 paving bid to ECI of Williston, Vermont for the total bid amount of \$489,695.10. VOTING: unanimous (5-0); motion carried.

3. Update on 2017 Neighbors Day

Stephanie Teleen and Darby Mayville reviewed the plans for Neighbors Day 2017. There are eight confirmed locations to date. People are asked to register their site on the Neighbors Day Facebook page. The event is being advertised on social media, in the local newspaper, through a brochure, and on local television. There will be follow up after the event. Photos will be posted. Hannaford's is donating some gift cards to help provide snacks.

4. Adopt Revised FYE18 Capital Reserve Plan

Lauren Morrissette reported there are funds available due to the Hillcrest sidewalk project coming in under budget. The recommendation is to use some of the funds for the South Street drainage project and Lincoln Hall parking lot project.

There was discussion of the cost figures. Lauren Morrissette will provide an explanation of the calculations. Action on adoption of the revised capital reserve plan was tabled pending further information from staff.

5. NEW BUSINESS

1. Proposed Arts Festival

Julie Miller-Johnson and Kristin Humbarger explained the proposed arts hop style festival (SteAm-fest) to honor the history of the village and celebrate education, industry, technology, and resources in the community. The two day event will occur September 29 & 30, 2017 and include an artist market, juried art event, hands-on Maker movement, and

speaker series of artists and people in the STEM field whose work is explored through art, experience, and aesthetics. The cost of the festival is estimated at \$12,000 to be offset by revenue from marketing fees and sponsorships. Trustees support by being a sponsor and providing funding, allowing use of the Community Relations Assistant, Darby Mayville, and allowing use of village tents and electricity is requested.

There was continued discussion of the event that will allow the community to be experienced and seen in a different light. The consensus of the Trustees is in support of the event. Pat Scheidel will work with the organizers on staff time, technology, electricity needs, and use of public space.

2. Trustees Retreat, Schedule and Topics

Following discussion there was agreement the Trustees retreat will be June 13, 2017 beginning at 2 PM. Topics include manager recruitment, public works MOU, TGIA, governance, local development corp., TIF. Forward additional topics to George Tyler.

6. MANAGER'S REPORT

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

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

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

* June 13, 2017 @ 2 PM – Trustees Retreat

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

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

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton reported on the TIF discussion by the state legislature, noting there will be a number for the entire state and economic factors.
- Elaine Sopchak suggested the Essex Selectboard be invited to the Trustees meeting on May 23, 2017 to discuss TIF funding with the Trustees.
- The need to discuss governance was again stressed by the Trustees.

2. Reading File

- Minutes:
 - Block Party Committee 4/24/17
 - Capital Program Review Committee 5/2/17

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) 4/25/17
2. Expense Warrant #17042, dated 4/28/17, in the amount of \$56,957.23.

3. Expense Warrant #17043, dated 5/5/17, in the amount of \$137,284.28.

4. Request for Streetlight on Grandview Avenue.

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

9. EXECUTIVE SESSION

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to go into Executive Session to evaluate contract negotiations in accordance with 1VSA313(a)(1)(B) and to invite the Municipal Manager and the Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to go into Executive Session to discuss a personnel matter in accordance with 1VSA313(a)(3) and to include the Municipal Manager and the Assistant Manager. VOTING: unanimous (4-0)[Lori Houghton not present for vote]; motion carried.

Executive Session convened at 8:30 PM.

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

Executive Session was adjourned and the regular meeting reconvened at 9 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to authorize the Municipal Manager to approve the new Essex Junction Employees Association contract. VOTING: unanimous (5-0); motion carried.

MOTION by Elaine Sopchak, SECOND by George Tyler, to authorize the Municipal Manager to sign a letter on the change of employment status for an employee. VOTING: unanimous (5-0); motion carried.

10. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:05 PM.

RScty: M.E.Riordan *gmk*