



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 23, 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. Presentation on TIF Districts – Fred Kenney, Director, Vermont Economic Progress Council
5. **OLD BUSINESS**
 - a. Request for Start-Up Funds for Arts Festival – Julie Miller-Johnson
 - b. Adopt Revised FYE 18 Capital Reserve Fund – Lauren Morriseau
6. **NEW BUSINESS**
 - a. Approve and Sign Arbor Day Proclamation – Darby Mayville
 - b. Adopt Amended General Rules and Personnel Regulations – Pat Scheidel
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 5/4/17
 - Bike/Walk Advisory Committee 5/8/17
 - c. Petition to Capital Committee from Lamoille Street Residents
 - d. EJRP Director’s Report May 2017
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 5/9/17
 - b. Expense Warrant #17044 dated 5/12/17 in the amount of \$48,195.15
 - c. Expense Warrant #17045 dated 5/19/17 in the amount of \$43,322.51
10. **EXECUTIVE SESSION/PERSONNEL**
 - a. Manager Evaluation
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
MINUTES OF MEETING
May 23, 2017**

- BOARD OF TRUSTEES:** George Tyler (Village President); Andrew Brown, Dan Kerin, Lori Houghton [arrived 6:38 PM]. (Elaine Sopchak was absent.)
- ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrissette, Finance Director/Assistant Manager; Robin Pierce, Development Director.
- OTHERS PRESENT:** Max Levy, Linda Myers, Irene Wrenner, Fred Kenney, Greg Duggan, Julie Miller-Johnson, Jim Biederbeck, Colin Flanders (Essex Reporter).
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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

The following changes were made to the agenda:

- Add to Old Business – Memo from Andrew Brown, dated 5/22/17, re: Revised FYE2018 Capital Plan
- Add to Reading File – Memo from Pat Scheidel, dated 5/22/17, re: Update on Recruitment
- Add to Reading File – VPR Press Release on Essex Junction Neighbor Day

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

2. Presentation on TIF Districts

Fred Kenney, Director of Vermont Economic Progress Council, gave a presentation on TIF and TIF districts highlighting the purpose and when a TIF should be used, how to create a TIF District, elements for success for the TIF District, criteria to be met in order for the TIF to be approved by the state, limitations and miscellaneous items relative to impacts, required reporting, debt instruments, voter approvals, and timeline. Mr. Kenney said a TIF is a financing tool to build public infrastructure that encourages private sector development which generates tax revenue that can be used to pay down the debt incurred to build the public infrastructure. A TIF district is an area where the community had planned to have development and public infrastructure. Vermont's rules for TIFs are different from other areas of the country. Only six new TIF districts will be approved in

addition to the nine existing TIF districts, and there can be no more than two TIF districts per county (already existing TIF districts are grandfathered). A new TIF district can replace a TIF district that was approved, but not established.

There was discussion of different TIF districts such as the Burlington Waterfront and the Newport industrial park TIF district (very successful). George Tyler asked about TIF districts competing against one another. Fred Kenney said the required market studies before a TIF district is approved will show what is planned to determine if the TIF district will succeed. Linda Myers noted Colchester gave up their TIF district. Fred Kenney explained Colchester was aware the developers in town were not going forward with their proposals (mainly due to the state of the economy at the time) and the town decided to end the TIF.

George Tyler asked about the dollar amounts for the largest and smallest TIF districts that have been approved. Mr. Kenney said South Burlington has the largest infrastructure cost (nearly \$70 million) that includes a pedestrian bridge over I-89. Barre has the smallest infrastructure cost (\$9 million) for parking.

Pat Scheidel asked the metrics used to determine the TIF. Fred Kenney said debt to budget ratio, capital budget, existing debt for the municipality are all considerations. Pat Scheidel asked what happens if a developer does not finish a project. Mr. Kenney said he is aware of adjustments being made, but not of developers not going forward. Pat Scheidel asked if the state can limit the parties with standing in a TIF district. Fred Kenney said no.

Dan Kerin asked if the limit of six TIF districts is relative to the retirement of debt. Fred Kenney said if all six TIF districts are approved and an existing TIF retires their debt another TIF cannot be approved and those communities that had a TIF cannot apply for another. There can only be two TIF districts per county (pre-existing TIF districts are grandfathered).

4. OLD BUSINESS

1. Request for Start-Up Funds for Arts Festival

Julie Miller-Johnson explained the request for a \$4,000 financial contribution and in-kind support from the village of one to two staff hours per week to help defray the \$12,000 cost of the two day arts and economic development festival.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve a contribution to the SteAmfest in the amount of \$4,000 from “New Programs” in the Economic Development Program budget with \$2,500 paid from this year’s budget and \$1,500 paid from next year’s budget. VOTING: unanimous (4-0); motion carried.

2. Adopt Revised FYE2018 Capital Reserve Fund

Lauren Morrisseau explained the proposal to use some of the savings from the Hillcrest sidewalk project to pay costs associated with the \$3.3 million bond and to advance the

South Street drainage project into FY18. The remaining savings will be put into the Capital Reserve Fund for future use.

Andrew Brown explained the project ranking process followed by the Capital Review Committee and that the committee felt there are more pressing projects to be done than the Lincoln Hall parking lot at this time even though the parking lot ranked higher than projects such as the Lamoille Street water line. If the committee were to re-rank the Lamoille Street water line project to consider the public comments that were recently received (petition from Lamoille Street residents) then the ranking may increase.

Pat Scheidel asked about the weight given in the ranking for citizen participation, noting the Lincoln Hall parking project cost is \$42,000 versus nearly \$1 million for the Lamoille Street project which will serve a limited number of people. Andrew Brown said the public participation element is one of the highest scoring criteria. There was continued discussion of the ranking system used by the Capital Review Committee and the weight given to the public participation element. Dan Kerin suggested distinguishing between the value of public participation and public good.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the revised FYE2018 Capital Plan with the shift of the South Street drainage project from FYE2019 to FYE2018 and payment of uncovered costs of the bond projects. VOTING: unanimous (4-0); motion carried.

Andrew Brown said the Capital Review Committee will look at funding when ranking a project.

5. NEW BUSINESS

1. Approve/Sign Arbor Day Proclamation

MOTION by Dan Kerin, SECOND by Andrew Brown, to adopt and sign the proclamation declaring May 5, 2017 as Arbor Day in the Village of Essex Junction. VOTING: unanimous (4-0); motion carried.

2. Adopt Amended General Rules and Personnel Regulations

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the revised General Rules and Personnel Regulations effective July 1, 2017. VOTING: unanimous (4-0); motion carried.

6. MANAGER'S REPORT

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

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

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

* June 1, 2017 @ 3 PM – Employee Appreciation Party

- * 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

2. School Board Meeting

Pat Scheidel reported school owned and town owned property was discussed at a recent school board meeting. The individual school districts have to adopt a resolution to unify the school district so property can be transferred.

3. Water Bills

For efficiency water bills for the village will now be processed at 81 Main Street using the new computer system for billing and receiving. Payments from village residents will be accepted at the Village Office if they are using a check and have their bill stub, but the residents will be informed future payments should be made at 81 Main Street.

4. Personnel Changes

Pat Scheidel reported Greg Duggan has been appointed Deputy Town Manager. Final interviews for the Planner position are in process. Sarah Macy has been hired as the Assistant Finance Director and associated changes have been made to the duties performed by the Town Accountant.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler and Elaine Sopchak will be on the viewing stand for the Memorial Day Parade.
- Dan Kerin commented positively on the paving work on Park Street.

2. Reading File

- Minutes:
 - Planning Commission 5/4/17
 - Bike/Walk Advisory Committee 5/8/17
- Petition to Capital Committee from Lamoille Street Residents
- EJRP Director's Report May 2017

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) 5/9/17**
2. **Expense Warrant #17044, dated 5/12/17, in the amount of \$48,195.15.**
3. **Expense Warrant #17045, dated 5/19/17, in the amount of \$43,322.51.**

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

9. EXECUTIVE SESSION

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

Executive Session convened at 8:30 PM.

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 8:45 PM.

10. ADJOURNMENT

With no further business and without objection, the meeting was adjourned at 8:45 PM.

RScty: M.E.Riordan

