



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JULY 11, 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 Planning Grant Application under Vermont Community Development Program – Maura Collins, Vermont Housing Finance Agency
  - c. Public Hearing on FYE 18 Water/Sewer/Sanitation Rates – Lauren Morrisseau
  - d. Appointment/Reappointment Interviews:
    - Amber Thibeault, Capital Program Review Committee
    - Kevin Collins, Capital Program Review Committee
    - Tim Kemerer, Tree Advisory Committee
5. **OLD BUSINESS**
  - a. Approve and Sign Resolution for VCDP Grant Application Authority – Pat Scheidel
  - b. Appointment and Reappointments to Committees – Pat Scheidel
  - c. Set FYE 18 Water/Sewer/Sanitation Rates – Lauren Morrisseau
6. **NEW BUSINESS**
  - a. Bid Award for Fire Department Pumper – Chris Gaboriault
  - b. Bid Award for Portable Compressor – Rick Jones
7. **MANAGER’S REPORT**
  - a. Trustees meeting schedule/Memo about joint meetings with Selectboard
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
    - Public Works Consolidation Review Committee 6/21/17
    - Tree Advisory Committee 6/22/17
  - b. Memo from Vermont Public Service Board re: Order Revision Procedures Governing Approval of Telecommunications Facilities
  - c. Certification of Notice to George Tyler from Murphy, Sullivan and Kronk re: Vermont Public Service Board Application for Verizon Wireless
  - d. Letter to George Tyler from Jerry Bourque re: CVE concert noise
  - e. Copy of letter to CVE from Highland Village Condominium Owners’ Association
  - f. Village Organizational Chart 7/1/17
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 6/27/17
  - b. Approve Minutes of Work Session 6/13/17

- c. Expense Warrant #17051 dated 6/30/17 in the amount of \$156,113.46
- d. Expense Warrant #17052 dated 7/7/17 in the amount of \$172,326.05

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  
July 11, 2017**

**BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin, Andrew Brown.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Jones, Public Works Superintendent; Chris Gaboriault, Fire Chief; Robert O'Neill, Fire Captain.  
**OTHERS PRESENT:** Maura Collins, Diane Clemens, Amber Thibeault, Kevin Collins, Tim Kemerer, 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**

Add:

- Executive Session – Personnel
- New Business – EJRP Petty Cash Account
- New Business – Visual Description of Fire Apparatus

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, 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

*Diane Clemens – Concert Noise*

Diane Clemens, village resident, said the music from the recent reggae event at the fairgrounds was very loud and disruptive. The event started in the morning and continued until about 10 PM. The music could be heard even with all the windows closed in the house. Ms. Clemens questioned the sound check of the event and suggested going forward that the stage be set up so the sound is directed away from residences. There was also noise from the motorcycle event that was held at the same time as the concert.

*Amber Thibeault – Concert Noise*

Amber Thibeault said she wrote the letter on behalf of Highland Village residents who were bombarded with noise from the reggae concert. The bass was so loud that walls in the buildings were physically shaking. There are pictures to prove this. Also, the residents were subjected to the generator noise around 2 AM during the concert take down activities.

Andrew Brown commented in light of all the complaints about the noise from the concert it may be beneficial to have the noise engineers meet with the Trustees to discuss the noise levels that the village wants.

The Trustees will discuss the matter further at a future meeting.

## 2. Public Hearing: Planning Grant Application

The public hearing was opened at 6:40 PM.

### *COMMENTS*

Maura Collins with Vermont Housing Finance Agency reported the pre-application for the VCDP grant has been reviewed by the state and now the application itself will be done. The project is divided into separate phases. The first phase covers housing needs in the northwest region of the state (Chittenden, Franklin, and Grand Isle counties). The website focuses on this. VHFA will look at the second phase to broaden the project to the rest of the state.

There were no further comments. The public hearing was closed at 6:45 PM.

## 3. Public Hearing: FYE18 Water/Sewer/Sanitation Rates

The public hearing was opened at 6:46 PM. Finance Director, Lauren Morrisseau, reported the total utilities rate is decreased by 1.8%. There is no change in usage charge. The fixed charge is \$68.05 per quarter or \$272.20 per year. The average user of 120 gpd will pay \$37.43 per month or \$449.15 per year. The water rate will increase 5% due to an increase in the operating budget and an increase in the wholesale rate. The Large Water User water rate is decreasing due to a usage increase by GlobalFoundries and a decrease in the unaccounted water estimate. The Large Water User is still paying 13% of the operating budget. Wastewater rate will decrease 10% due to a decrease in the village's portion of operating revenues and of flow. There is an increase in the units and flow with new the meters and new construction. Sanitation rate will decrease 2% due to an increase in the units and flow with new meters and new construction. Wastewater wholesale rate will increase 4.14% due to an increase in the operating budget. Water bills will be sent out at the end of July.

### *COMMENTS*

There were no comments from the public.

The public hearing was closed at 6:51 PM.

## 4. Appointment/Reappointment Interviews

The Trustees interviewed Amber Thibeault and Kevin Collins for reappointment to the Capital Program Review Committee and Tim Kemerer for appointment to the Tree Advisory Committee.

## 4. **OLD BUSINESS**

1. Approve/Sign Resolution for VCDP Grant Application Authority

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve and sign the resolution for the VCDP grant application authority. VOTING: unanimous (5-0); motion carried.**

2. Appointment/Reappointments

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to reappoint Amber Thibeault and Kevin Collins to the Capital Program Review Committee for a three year term ending 8/31/20 and appoint Tim Kemerer to the Tree Advisory Committee for a two year term ending 6/30/19. VOTING: unanimous (5-0); motion carried.**

3. Set FYE18 Water/Sewer/Sanitation Rates

**MOTION by George Tyler, SECNOD by Dan Kerin, to approve the FYE18 utility rates as follows for the village user:**

- **Water usage rate** \$0.0166 per cubic foot
- **Quarterly fixed charge** \$23.56 per quarter
- **Wastewater treatment usage rate** \$0.0084 per cubic foot
- **Wastewater treatment quarterly fixed charge** \$22.08 per quarter
- **Sanitation usage rate** \$0.0053 per cubic foot
- **Sanitation quarterly fixed charge** \$22.41 per quarter

**And for IBM Large Water User rate: \$0.073 per 1000 gallons**

**And for the waste water treatment wholesale rate: \$2.843 per 1000 gallons**

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

**5. NEW BUSINESS**

1. Bid Award for Fire Department Pumper

Fire Chief, Chris Gaboriault, explained the 1996 E-One engine needs to be replaced. The bid from Pierce Manufacturing is \$600,223 for a new engine. New equipment includes ladders on the side of the truck and a low hose bed. The onboard generator and deck gun were eliminated for a savings of \$38,000 plus \$10,000 in maintenance costs over time. The new engine will mirror the ladder truck so training on equipment will be seamless. Pierce builds a very reliable truck with low maintenance. There is a nine month lead time to receive the new truck once the contract is signed. The old truck and equipment will be sold.

George Tyler pointed out the money for the fire engine is from the Rolling Stock Fund. The entire package is coming in under budget. Lauren Morrissette said there is a \$150,000 note for the truck and staff is investigating manufacturing financing/lease options.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the expenditure of up to \$620,223 for the replacement of the 1996 E-One engine and equipment, and to award the contract to Pierce Manufacturing. VOTING: unanimous (5-0); motion carried.**

## 2. Bid Award for Portable Compressor

Rick Jones, Public Works Superintendent, said the new compressor replaces the old unit. Essex Equipment was the low bid.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to award the bid for a trailer mounted portable compressor to Essex Equipment for the amount not to exceed \$12,379.75. VOTING: unanimous (5-0); motion carried.**

## 3. EJRP Petty Cash Account

Lauren Morrissette explained the need for EJRP to have a checking account to pay for trips to state parks and other places that do not accept credit cards. Brad Luck and Susan McNamara-Hill will be the signers.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the resolution to set up a petty cash account at the Community Bank NA for the purpose of providing petty cash for the Recreation Department, and to authorize the Village President to sign the resolution. VOTING: unanimous (5-0); motion carried.**

## 6. MANAGER'S REPORT

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

- July 25, 2017
- August 22, 2017
- September 12, 2017
- September 26, 2017
- October 10, 2017
- October 24, 2017

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

\* September 29-30, 2017 – SteAmfest/Arts Festival

### 2. Joint Meeting Schedule

Proposed joint meeting schedule with the Selectboard:

- August 7, 2017 @ 7 PM – 81 Main Street
- September 12, 2017 @ 6:30 PM – Lincoln Hall Meeting Room
- October 2, 2017 @ 7 PM – 81 Main Street
- November 14, 2017 @ 6:30 PM – Lincoln Hall Meeting Room
- December 4, 2017 @ 7 PM – 81 Main Street
- February 13, 2018 @ 6:30 PM – Lincoln Hall Meeting Room

Topics of discussion to include:

- TGIA
- Manager Recruitment
- Choice of Recruiter

### 3. Executive Session for Personnel Matters

An Executive Session will be held to discuss personnel matters.

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

- George Tyler reported Dana Hanley inquired about the planning commissions of both the village and town holding a joint meeting to discuss various topics including a policy on use of social media. Following further discussion the Trustees concurred that George Tyler, Pat Scheidel, Max Tracy, Robin Pierce, Dana Hanley, and the two chairpersons of the planning commission should discuss the agenda for the joint meeting.
- Elaine Sopchak reported on the July 5, 2017 meeting of the Public Works Consolidation Review Committee where infrastructure was defined as well as criteria for successful and partial consolidation. The next meeting (July 19, 2017) will discuss budget, the integration study, and cost reductions.
- Elaine Sopchak reported the McLure family agreed to a mural contest to paint the side of the McLure building along the railroad tracks provided the greenery along the fence is kept trimmed to the ground. Ms. Sopchak will forward a memo to Pat Scheidel with ideas on holding a mural art contest. Artists could submit a sample of their work and the villagers could make the selection at the village annual meeting.

**2. Reading File**

- Minutes
  - Public Works Consolidation Review Committee 6/21/17
  - Tree Advisory Committee 6/22/17
- Memo from Vermont Public Service Board re: Order Revision Procedures Governing Approval of Telecommunications Facilities
- Certification of Notice to George Tyler from Murphy, Sullivan and Kronk re: Vermont Public Service Board Application for Verizon Wireless
- Letter to George Tyler from Jerry Bourque re: CVE Concert Noise
- Copy of Letter to CVE from Highland Village Condominium Owners' Association
- Village Organizational Chart 7/1/17

**8. CONSENT AGENDA**

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

- 1. Approve Minutes of Previous Meeting(s) 6/27/17**
- 2. Approve Minutes of Work Session 6/13/17**
- 3. Expense Warrant #17051, dated 6/30/17, in the amount of \$156,113.46.**
- 4. Expense Warrant #17052, dated 7/7/17, in the amount of \$172,326.05.**

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

**9. EXECUTIVE SESSION**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to discuss personnel matters pursuant to 1VSA313(a)(3) and include the Municipal Manager and Assistant Manager. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 7:45 PM.

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

Executive Session was adjourned at 8:15 PM.

**10. ADJOURNMENT**

With no further business and without objection the meeting was adjourned at 8:15 PM.

*RScty: M.E.Riordan*