



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JULY 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
5. **OLD BUSINESS**
 - a. Authorize Manager to Sign Grant Agreement for Main Street Pedestrian Bridge – Dennis Lutz
 - b. Bid Award for Main Street Pedestrian Bridge Engineering Services – Dennis Lutz
 - c. Update on Arts Festival/Request to close Railroad Avenue – Julie-Miller Johnson
 - d. Approve Note for Fire Dept. Pumper Truck – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Request for Abatement of Water Charges for 35 So. Summit Street – Lauren Morrisseau
 - b. Set FYE 18 Village Tax Rate – Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Letters to George Tyler re: study on climate change
 - c. Memo from CCRPC re: FYE 18-21 Transportation Improvement Plan
 - d. Request for Qualifications Executive Search Firms - Municipal Manager Recruitment
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 7/11/17
 - b. Expense Warrant #17053 dated 7/14/17 in the amount of \$215,005.79
 - c. Expense Warrant #17054 dated 7/25/17 in the amount of \$580,862.40
10. **EXECUTIVE SESSION**
 - a. Real Estate
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
July 25, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.
OTHERS PRESENT: Dennis Lutz, Julie Miller-Johnson, Chris Poratti, Dylan Giambatista, Colin Flanders (Essex Reporter).

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:

- New Business – Memo from Lauren Morrisseau, dated 7/25/17, re: FYE18 Village Tax Rate
- Add to Old Business – Expense Note for Fire Truck

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda
None.

4. OLD BUSINESS

1. Grant Agreement for Main Street Pedestrian Bridge
2. Bid Award for Main Street Pedestrian Bridge Engineering Services
Dennis Lutz, Essex Public Works Director, reported three proposals for engineering services were received for the pedestrian bridge on Main Street and staff recommends Engineering Ventures. Mr. Lutz reviewed the bid scoring process and the project cost estimate. The actual cost of the project and the village's share are not known at this time. The action is to accept the grant amount from the state for \$175,000 when the grant is awarded and approve the recommendation for the engineer.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to award the design of the Main Street pedestrian bridge to Engineering Ventures and authorize the Municipal Manager to accept the grant when awarded by the state and negotiate a contract with Engineering Ventures for the engineering of the structure. VOTING: unanimous (4-0); motion carried.

3. Update on Arts Festival and Request to Close Railroad Avenue

Julie Miller-Johnson updated the Trustees on the planned arts event. On Friday, September 29, 2017, artwork will be displayed on Main Street and part of Pearl Street. There will be one or two food trucks set up. People will also be encouraged to patronize local establishments. There will be pocket concerts in the Five Corners area and a “steAmbot” parade. On Saturday, September 30, 2017, there will be an artist market and mini-Maker Faire with arts and innovation, a community art project where people can paint on a wall, and various speakers. Railroad Avenue has adequate space for the festival so the request is made to close Railroad Avenue for the events on September 30, 2017.

The Trustees advised Ms. Miller-Johnson to work with the office staff and consider using Route 2A as the site rather than Railroad Avenue to avoid interference with bus and train service.

Elaine Sopchak mentioned the public mural project on the McLure building by the railroad tracks with the hope to mention the plan at the SteAmfest.

Julie Miller-Johnson announced the Vermont Art Teacher Association is planning to hold its annual conference in the village.

4. Note for Fire Department Pumper Truck

Lauren Morrisseau explained the village will save \$27,876 if the entire cost of the pumper truck is paid when the contract is signed. Further research of the lease option that was discussed previously showed the cost would be much greater than a loan.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the current expense note from People’s United Bank for \$150,000 for the purchase of a Pierce Arrow XT 1500 GMP pumper. VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

1. Abatement of Water Charges – 35 South Summit Street

Lauren Morrisseau explained the property owner, Chris Poratti, is requesting the usage portion of the April water/sewer bill be abated because the water was shut off during that time period. When the meter was changed a reading was taken, but the meter head with the reading cannot be found so there is no way to verify the numbers. Staff is recommending abatement because the water was shut off and the meter reading cannot be found.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to abate the usage portion of the 35 South Summit Street water/sewer bill for April. VOTING: unanimous (4-0); motion carried.

2. FYE18 Village Tax Rate

Lauren Morrisseau said the municipal tax rate of \$.2996 per \$100 of assessed value is recommended based on the grand list which was slightly higher than when the tax rate

was first estimated. The tax rate also includes recreation. The impact on a house valued at \$280,000 is an increase of \$6 from last year's taxes.

MOTION by Dan Kerin, SECOND by Andrew Brown, to set the FYE18 tax rate at \$0.2996 per \$100 of assessed property value. VOTING: unanimous (4-0); motion carried.

6. MANAGER'S REPORT

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

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

* August 7, 2017 @ 7 PM – Joint Meeting with Essex Selectboard, 81 Main St.

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

2. Water Bills

Lauren Morrisseau reported the new water bills will be a letter, not a postcard, and payments by mail and cash must be done at 81 Main Street. Credit card and check payment can be done at the Village Office, 2 Lincoln Street. The information will be posted on Front Porch Forum, the village website, and in the local newspaper.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- There was discussion of the process of selecting and evaluating a recruiting firm for the Municipal Manager position.
- There was discussion of the paving projects in the village. An updated is needed on the area around Five Corners and Route 2A.
- Elaine Sopchak reported the Public Works Assessment Committee continues to meet. The next meeting will cover engineering and capital project prioritization.

2. Reading File

- Letters to George Tyler re: Study on Climate Change
- Memo from CCRPC re: FYE18-21 Transportation Improvement Plan (TIP)
- Request for Qualifications Executive Search Firms – Municipal Manager Recruitment

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) 7/11/17
2. Expense Warrant #17053, dated 7/14/17, in the amount of \$215,005.79.
3. Expense Warrant #17054, dated 7/25/17, in the amount of \$580,862.40.

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to discuss a real estate matter in accordance with 1VSA313(a)(2) and to include the Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 7:30 PM.

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

Executive Session was adjourned at 8 PM.

10. ADJOURNMENT

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

RScty: M.E.Riordan