TRUSTEES MEETING NOTICE & AGENDA
MONDAY, AUGUST 7, 2017 at 7:00 PM
81 MAIN STREET, ESSEX JUNCTION, VT 05452

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG [7:00 PM]

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS
   a. Comments from Public on Items Not on Agenda

5. JOINT MEETING WITH ESSEX SELECTBOARD
   a. Review of Responses to Request for Qualifications for Municipal Manager Recruitment – George Tyler and Max Levy
   b. Future Joint Meeting Dates and Topics – George Tyler and Max Levy
   c. Manager Retirement – Pat Scheidel

6. READING FILE
   a. Memo from Lauren Morrissette about Correction to Grand List
   b. Letter from Vermont Land Trust about Whitcomb Farm

7. 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 JOINT MEETING  
August 7, 2017

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.  
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morriseau, Assistant Manager & Finance Director.  
ESSEX SELECTBOARD: Max Tracy (Chair); Mike Plageman, Susan Cook, Andy Watts, Irene Wrenner.  
OTHERS PRESENT: Greg Duggan, Jim Bernegger, Patty Davis, Paula DeMichele, David Hall, Erin Sourdif, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE  
Village President, George Tyler, called the joint meeting with the Essex Selectboard to order at 7 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  
Paula DeMichele expressed concern about a problem with the Senior Bus service that left two individuals without a ride home. Pat Scheidel will investigate the matter.

4. JOINT MEETING WITH ESSEX SELECTBOARD  
1. RFQ for Municipal Manager  
Max Levy reported six firms replied to the RFQ for the recruitment of a Municipal Manager. There was agreement to winnow the list to three firms to invite for an interview.

PUBLIC COMMENTS  
There were no public comments on the list of firms responding to the RFQ.

Following discussion of the responses to the RFQ by the firms and by a straw poll of the Trustees and the Selectboard the three groups selected for interviews were Mercer Group, Municipal Resources, and Government HR USA.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to move forward with the recruitment process with Mercer Group, Municipal Resources, and Government HR USA. VOTING: unanimous (5-0); motion carried.
The Selectboard voted to select Mercer Group, Municipal Resources, and Government HR USA. There was agreement to hold the interviews in person or by skype at the next joint meeting.

2. Future Joint Meeting Dates and Topics
Following discussion of meeting dates there were agreement the next joint meeting will be August 24, 2017 at 6:30 PM. Location to be announced. The agenda will include interviews and selection of a firm to recruit a new Municipal Manager. A meeting with the selected firm will also be scheduled as well as future joint meeting dates.

3. Manager Retirement
Pat Scheidel announced his official retirement as of April 1, 2018 and thanked the community for the opportunity to be the Municipal Manager in a wonderful place. Mr. Scheidel said the experience has been glorious and it is anticipated the new manager will have the same feeling. Mr. Scheidel read his letter of retirement.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, with deep regret to accept the letter of retirement from Pat Scheidel effective April 1, 2018. VOTING: unanimous (5-0); motion carried.

The Selectboard also accepted the letter of retirement from Pat Scheidel.

5. READING FILE
- Memo from Lauren Morriseau re: Correction to Grand List
- Letter from Vermont Land Trust re: Whitcomb Farm

6. ADJOURNMENT
MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the joint meeting of the Trustees and Selectboard. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:02 PM.

RScty: M.E.Riordan