



**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 Morrisseau 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 Morrissette, 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 Sourdiff, Colin Flanders (Essex Reporter).

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**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 Morrissette 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*