



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 12, 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. Update from David Voegele, Executive Director of Essex CHIPS
 - c. Jacob Lemieux re: Eagle Project
5. **OLD BUSINESS**
 - a. Eagle Project for Bus Stops – Pat Scheidel
 - b. Approve and Sign Tax Stabilization Agreement for 8 Pearl Street – Lauren Morrisseau
 - c. Update on Steamfest 2017 – Darby Mayville
6. **NEW BUSINESS**
 - a. Approve Go Vermont Grant Application for Bike Racks – Darby Mayville
 - b. Update on Manager Recruitment Process – George Tyler
 - c. Approve and Sign Registration for Local Update of Census Addresses – Pat Scheidel
 - d. Review and Acknowledge Receipt of General Rules and Ethics Policy – Pat Scheidel
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
 - b. Memo about Team Building
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 7/17/17 & 8/21/17
 - Tree Advisory Committee 8/21/17
 - Capital Program Review Committee 9/5/17
 - c. Email from Robin Pierce on Project Updates
 - d. Memo from Dennis Lutz re: Contract for Pedestrian Bridge Engineering Services
 - e. Memo with Information on Grants Applied for Stormwater Improvement Projects
 - f. Letter from UVM President E. Thomas Sullivan re: response to Torrey Hall fire
 - g. Letter from Curt Carter, Senior Vice President of GBIC, re: thank you for contribution
 - h. 2018 VLCT Proposed Municipal Policy
 - i. VLCT Municipal Budgeting Workshop 9/26/17
 - j. Letter from Senator Bernard Sanders re: 2017 Tree City USA Award
 - k. Letter from GBIC President and Chair re: FYE 19 Appropriation Request

9. **CONSENT AGENDA**

- a. Approve Minutes of Previous Meetings 7/25/17, 8/7/17 and 8/24/17
- b. Expense Warrant #17055 dated 7/28/17 in the amount of \$16,464.14
- c. Expense Warrant #17056 dated 8/4/17 in the amount of \$191,292.64
- d. Expense Warrant #17227 dated 8/11/17 in the amount of \$135,017.09
- e. Expense Warrant #17233 dated 8/18/17 in the amount of \$649,661.70
- f. Expense Warrant #17059 dated 8/25/17 in the amount of \$641,372.18
- g. Expense Warrant #17060 dated 9/1/17 in the amount of \$2,964.38
- h. Expense Warrant #17061 dated 9/8/17 in the amount of \$84,704.49
- i. FYE 18 Budget Status Report as of 8/31/17
- j. Approve Walk Friendly Communities Re-Designation
- k. Approve Closing Hawthorn Circle for Neighborhood Block Party 9/23/17

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
September 12, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Darby Mayville, Community Relations Assistant.
OTHERS PRESENT: David Voegel, Chris Chiquoine, Dylan Giambatista, Jacob Lemieux.

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:

- EJRP Credit Card Payments Account to New Business

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Chris Chiquoine, village resident, lodged a complaint about the Wolfsgart event held this past August at the fairgrounds, stating the sound monitoring showed noise levels were double the allowed limit and the noise continued into the early morning hours. Mr. Chiquoine said the event sounded more like a drunken party. Cars were being revved and backfiring at all hours. The police were called and CVE was contacted, but the noise complaints do not seem to get registered.

George Tyler recalled there were problems with the same event last year. The Municipal Manager will call CVE about the matter which cannot continue. Pat Scheidel noted the event was scheduled from 8 PM to 8 AM so it was a night event.

2. Update on Essex CHIPS

David Voegel briefly reviewed his professional career in youth and community services that led to taking the position of Executive Director of Essex CHIPS. Mr. Voegel updated the Trustees on the programs and services being offered by CHIPS in support of the mission to promote positive youth development. CHIPS has received grants in support of the Above the Influence Program and the Adventure Orientation Program. Exciting initiatives and fund raisers are planned.

Elaine Sopchak asked about CHIPS using AmeriCorps volunteers. Mr. Voegele said AmeriCorps has been contacted about having two members at CHIPS.

3. Eagle Project

Jacob Lemieux presented his Eagle Scout project to build four cube bus stops (2'x 2'x 2') and place two in the village by Brickyard Road/Main Street and Summit Street and two in the town. Green Mountain Transit will remove the cubes in the winter and return them in the spring. It may be possible to decorate each cube with local art.

Pat Scheidel noted the cubes must be in the public right-of-way with permission from the Trustees. Accessibility cannot be impeded. Staff can help with the placement.

4. OLD BUSINESS

1. Eagle Project for Bus Stops

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the request by Jacob Lemieux to place two seating cubes in the public right-of-way at bus stops on Brickyard Road and Summit Street. VOTING: unanimous (5-0); motion carried.

2. Approve/Sign Tax Stabilization Agreement for 8 Pearl Street

Lauren Morrisseau reported the owner of 8 Pearl Street was required to do \$19,380 in improvements for tax stabilization. The property owner completed \$24,235 in improvements. The cost to the village for the tax stabilization is \$1,872.50. The Assessor estimated that after the improvements the value of the property may be \$250,000.

George Tyler stressed no village taxpayer money is paying for the tax stabilization.

Elaine Sopchak asked if the building is historic and if the owner is aware of all the tax benefits that may be available. Lauren Morrisseau confirmed due to the historic building the owner is receiving tax stabilization for five years.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to sign the tax stabilization agreement with Cyrus Patten for property at 8 Pearl Street. VOTING: unanimous (5-0); motion carried.

3. Update on SteAmfest 2017

Darby Mayville presented the requests from SteAmfest 2017 to have a band in front of Lincoln Hall during rush hour to help promote the event and to have Aunt Dot's Food Shelf serving hot cocoa for donations in Lincoln Hall. Also, volunteers are needed to greet people and handout maps for the event.

The consensus of the Trustees is in support of the requests.

5. NEW BUSINESS

1. Approve Go Vermont Grant Application for Bike Racks

Darby Mayville requested permission to submit a grant application to Go Vermont for bike racks and to use \$500 in matching funds from the village. Ms. Mayville noted the

Bike/Walk Committee did submit a Walk Friendly Communities grant application, but there are some recommendations that do not apply to the village. The Bike/Walk Committee is aware of the need to focus on walkers as well as bicyclists.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize staff to submit a Go Vermont grant application for bike racks and approve the match of \$500 with money from the matching grant fund. VOTING: unanimous (5-0); motion carried.

2. Update on Manager Recruitment Process

George Tyler reported the recruiter, Don Jutton, asked for a first person narrative on the highlights and challenges in the village (George Tyler is drafting this). The questions in the survey also cover the information. The survey must be complete by the September 26th joint meeting with the Selectboard. The municipal manager position will be advertised in the equivalent of VLCT in each New England state, on the ICMA webpage, and Monster.com/Boston Globe. All the Trustees can be included on the list to receive correspondence from the recruiter if wanted. There will be discussion at the next joint meeting with the Selectboard about forming three focus groups.

Lori Houghton suggested contacting the school district about their experience with focus groups. Ms. Houghton asked if the responses to the survey by board members will be public. Pat Scheidel said documents are draft and belong to the consulting firm until presented to the legislative bodies at which time the documents will be public information. The results of the survey will be aggregated and anonymous. Travis Sabataso is the contact person on the recruitment process.

3. Approve/Sign Registration for Local Update of Census Addresses

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize the Village President to sign the paperwork for the local update of census addresses imitative for the respective communities. VOTING: unanimous (5-0); motion carried.

4. Review/Sign General Rules and Ethics Policy

The Trustees signed the acknowledgement form for the General Rules and Ethics Policy. Following discussion there was agreement to have staff draft some options to give the Ethics Policy “more teeth”.

5. EJRP Credit Card Payments Account

Lauren Morrisseau briefly explained the need to set up a separate account for the EJRP credit card payments. There will be four signers on the account.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the resolution to set up a checking account at Community Bank NA for the purpose of providing a separate account to receive credit card payments from the Recreation Department. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT**1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM**

- September 26, 2017 (Joint Meeting with Selectboard)
- October 10, 2017
- October 24, 2017
- November 14, 2017
- November 28, 2017
- December 12, 2017

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

2. Team Building

There was discussion of hiring a consultant to help with goal setting and team building with the new municipal manager, the boards, and department heads within the first six months of the new manager's employment.

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

- Elaine Sopchak said the draft report from the Public Works Committee will be available by October 2nd and should be reviewed by both boards before the next joint meeting.
- Elaine Sopchak said the mural project on the McLure Building will not be ready by SteAmfest.
- Elaine Sopchak said she is working with Patty Benoit and Tim Jerman on plans for the 125th anniversary of the village.
- Lori Houghton requested better parking signage at Lincoln Hall.

2. Reading File

- Minutes
 - Bike/Walk Advisory Committee 7/17/17 & 8/21/17
 - Tree Advisory Committee 8/21/17
 - Capital Program Review Committee 9/5/17
- Email from Robin Pierce on Project Updates
- Memo from Dennis Lutz re: Contract for Pedestrian Bridge Engineering Services
- Memo on grants for storm water improvement projects
- Letter from UVM President E. Thomas Sullivan re: Response to Torrey Hall Fire
- Letter from Curt Carter, GBIC, re: Thank You for Contribution
- 2018 VLCT Proposed Municipal Policy
- Letter from Sen. Sanders re: 2017 Tree City USA Award
- Letter from GBIC re: FYE19 Appropriation Request

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) 7/25/17, 8/7/17, 8/24/17**
- 2. Expense Warrant #17055, dated 7/28/17, in the amount of \$16,464.14**

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8. Expense Warrant #17061, dated 9/8/17, in the amount of \$84,704.49
9. FYE18 Budget Status Report as of 8/31/17
10. Approve Walk Friendly Communities Re-Designation
11. Close Hawthorn Circle for Neighborhood Block Party 9/23/17

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

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 7:45 PM.

RScty: M.E.Riordan