



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 26, 2017 at 6:30 PM
81 MAIN STREET, ESSEX JUNCTION, VT 05452

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. **NEW BUSINESS**
 - a. Adopt and Sign Subordination Agreement/Whitcomb Farm – Pat Scheidel
6. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Email from Robin Pierce re: Progress on Pearl Street and Crescent Connector
7. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 9/12/17
 - b. Warrant #17062 dated 9/15/17 in the amount of \$430,589.95
 - c. Warrant #17063 dated 9/22/17 in the amount of \$676,295.14
 - d. Approve Waivers for Essex High School Homecoming Events 10/6/17
8. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Presentation of Resolution to Essex Junction Little League All-Star Team - George Tyler and Max Levy
 - b. Review of Selectboard/Trustee Survey for Manager Recruitment – George Tyler and Max Levy
 - c. Review Manager Recruitment Brochure – George Tyler and Max Levy
 - d. Discuss Formation of Focus Groups for Manager Recruitment – George Tyler and Max Levy
 - e. Scheduling Additional Joint Meetings – George Tyler and Max Levy
 - f. Municipal Manager’s Subcontracting Agreement – George Tyler and Max Levy
 - g. Discuss Charter Language: Unified Manager Memo 9/21/17 – Pat Scheidel
 - h. Lessons Learned from Recreation District Vote – Irene Wrenner

9. **EXECUTIVE SESSION**

- a. Contracts
- b. Personnel

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 26, 2017**

- BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Andrew Brown, Lori Houghton. (Dan Kerin was absent.)
- ESSEX SELECTBOARD:** Max Levy (Chair); Mike Plageman, Andy Watts, Irene Wrenner, Sue Cook.
- ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director; Greg Duggan, Town of Essex Deputy Town Manager; Sharon Kelley, Town of Essex Zoning Administrator.
- OTHERS PRESENT:** Don Jutton (via telephone), Crista Tourville, Eric Tourville, Jen and Dave Bostwick, Jeff and Stacey Rayone, Betsy and Jim Brown, Melissa Blondin, Sudhakar Kamipartsi, Michael Lozier, J. Randall, W. and Carrie Robinson, Sarah Wallace Brodeur, Jenn McRand, Kyle Delibac, Jeff Goodrich, Robert and Polly McEwing, Barbara Higgins, 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:

- Updated survey for Municipal Manager profile to Joint Meeting agenda.

MOTION by George Tyler, SECOND by Elaine Sopchak, to accept 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. NEW BUSINESS

1. Adopt/Sign Subordination Agreement – Whitcomb Farm
Pat Scheidel noted this is the second part of transfer of development rights to Vermont Land Trust for 139 acres on the Whitcomb Farm in Essex Junction.

Polly Whitcomb said the family began the transfer of development rights process in 2011 and is hoping to complete the process which will result in 600 acres of conserved land in the Village of Essex Junction.

The Trustees on behalf of the community expressed gratitude to the Whitcomb family for their foresight and generosity.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt and sign the Subordination Agreement with Whitcomb Family, LLC, Vermont Land Trust, and Vermont Housing and Conservation Board. VOTING: unanimous (4-0); motion carried.

5. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton mentioned the litter and trash along the multi-use path by the railroad tracks and suggested discussing the matter with the police at a future meeting. Pat Scheidel said complaints about the trash have been received and the police have been in touch with some neighboring residents about possibly installing cameras to monitor the area.
- Lori Houghton mentioned the SteAmfest event beginning September 29, 2017 that celebrates art and innovation with activities, music, food, and a mini-maker fair.
- Elaine Sopchak reported the final report from the Public Works Committee will be available the first week of October. The recommendation is to continue on the path of full consolidation of the public works departments of the village and town because this will enhance cost savings and efficiencies across staff. Service has not declined in either department. A possible charter change of the village charter may be necessary for the consolidation especially if there is consolidation of engineering services. Another recommendation will be to consolidate the capital budget and rolling stock budget for the town and village. It is recommended an outside expert be brought in to discuss the impact of doing this.
- George Tyler reported according to Robin Pierce one of the cable companies needs until spring to complete their part of the Pearl Street reconstruction project. Paving will be done the first week of October. On a different subject, the crescent connector project is slated for 2018.

2. Reading File

- Email from Robin Pierce re: Progress on Pearl Street and Crescent Connector

6. CONSENT AGENDA

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting(s) 9/12/17.**
- 2. Expense Warrant #17062, dated 9/15/17, in the amount of \$430,589.95.**
- 3. Expense Warrant #17063, dated 9/22/17, in the amount of \$676,295.14.**
- 4. Approve waivers for Essex High School homecoming events 10/6/17.**

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

The memo from Dennis Lutz on storm water grants will be added to the consent agenda for the next meeting.

7. JOINT MEETING WITH ESSEX SELECTBOARD*Call to Order and Agenda*

Chair of the Essex Selectboard, Max Levy, called the Essex Selectboard special meeting to order at 7 PM and noted additions to the agenda (memo from Dennis Lutz on storm water grants and update of survey for Municipal Manager). Andy Watts pointed out that the item on lessons learned from the Recreation District vote did not have any material provided and suggested that discussion be deferred to a future meeting date. George Tyler suggested both boards forward information on lessons learned to be discussed to Administrative Assistant, Travis Sabataso, and set another date for a joint meeting.

MOTION by Mike Plageman, SECOND by Andy Watts, to approve the agenda as amended (add memo from Dennis Lutz on storm water, add the update of the survey for the Municipal Manager, remove discussion of lessons learned from the Recreation District vote). VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Andy Watts, to add the memo from Dennis Lutz regarding storm water grants to the consent agenda. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to remove discussion of lessons learned from the Recreation District vote from the agenda for the joint meeting. VOTING: unanimous (4-0); motion carried.

Public Comment

Max Levy opened the meeting to comments from the public on items not already on the agenda. George Tyler mentioned the discussion he and Max Levy had on the resolution pertaining to governance of the airport. A joint memo will be written for inclusion on the consent agenda of the next Trustees and Selectboard meetings.

Joint Meeting

1. Presentation of Resolution to Essex Junction Little League All Star Team
George Tyler read the resolution recognizing the achievement of the 2017 Essex Junction Little League All Star Team to be the Vermont State Little League Champions. The framed resolution was presented to the team from the Board of Trustees and Essex Selectboard.

Resolution in Recognition of the
2017 Essex Junction Little League Team

WHEREAS, Little League is a valuable opportunity for children to experience athleticism, competition, teamwork and sportsmanship; and,

WHEREAS, the 2017 Essex Junction Little League All Star Team was extremely successful; and,

WHEREAS, the dominance of post season play exhibited by the Essex Junction Little League led to a 4-0 record in the district pool games as well as a subsequent seven game winning streak culminating in the Vermont District III title; and,

WHEREAS, the Essex Junction Little League concluded the Vermont State Tournament with three victories by a combined score of 31-0; and,

WHEREAS, the Essex Junction Little League was crowned Vermont Little League Champions; and,

WHEREAS, the Essex Junction Little League represented Vermont in the New England Regional Little League Tournament annually held in Bristol, CT; and,

WHEREAS, our Little League athletic ambassadors from Vermont competed admirably in the Regional Tournament, showing their skill, teamwork and sportsmanship that led them to their 2017 successful season; now, therefore be it

RESOLVED, that the Village of Essex Junction and the Town of Essex hereby extend our heartfelt appreciation and recognition to the players, coaches, sponsors, parents and all the volunteers who helped make the 2017 Little League season a championship one in so many ways; and,

BE IT FURTHER RESOLVED that the Essex Junction Little League Team is recognized for its stellar performance throughout the Vermont State and New England Regional Tournaments.

Dated this 24th day of August 2017.

Town of Essex Selectboard
Max G. Levy, Chair
R. Michael Plageman, Vice Chair
Susan E. Cook, Clerk
Irene A. Wrenner
Andrew J. Watts

Village of Essex Junction Trustees
George A. Tyler, President
Elaine H. Sopchak, Vice President
Daniel S. Kerin, Trustee
Lori A. Houghton, Trustee
Andrew P. Brown, Trustee

2. Scheduling Additional Joint Meetings

MOTION by Mike Plageman, SECOND by Irene Wrenner, to amend the order of the agenda to discuss the joint meeting schedule at this time. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to amend the order of the agenda to discuss the joint meeting schedule at this time. VOTING: unanimous (4-0); motion carried.

The following joint meeting schedule was discussed:

- October 24, 2017 at 7 PM, Lincoln Hall
- November 6, 2017 at 7 PM, 81 Main Street
- December 12, 2017 at 7 PM, Lincoln Hall

MOTION by Irene Wrenner, SECOND by Sue Cook, to confirm the joint meeting dates of 10/24/17 (Lincoln Hall, 7 PM), 11/6/17 (81 Main Street, 7 PM), and 12/12/17 (Lincoln Hall, 7 PM). VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, to agree to hold three joint meetings with the Essex Selectboard on the following dates: 10/24/17 (Lincoln

Hall, 7 PM), 11/6/17 (81 Main Street, 7 PM), and 12/12/17 (Lincoln Hall, 7 PM).
VOTING: unanimous (4-0); motion carried.

3. Survey for Manager Recruitment

Consultant, Don Jutton, reported the following:

- The survey will be used to identify key issues and priorities the next manager will need to address. A framework will be drafted for conversation with community leaders and the community to validate the list to work toward collaboration and cooperation on a closer working relationship.
- Telephone interviews will be set up with each Selectboard member and Trustee for more in-depth discussion of what is needed and wanted.
- To date there have been 17 or 18 responses to the position with perhaps four individuals having any fundamental basis to apply, but none could walk in and do the job. There have been no applications from Vermont managers.
- It is suggested the deadline for applications be extended and the information brochures sent directly to Vermont managers.
- Extending the deadline will allow the position to be pitched to individuals who are currently candidates for other positions after the selection has been made.

The Selectboard and Trustees concurred on extending the deadline for applications for three weeks. Don Jutton will send out direct solicitations and keep the boards informed.

4. Manager Recruitment Brochure

There was discussion of the recruitment brochure. Travis Sabatase will distribute the brochure and community survey in Word to both boards for comment. Board members will forward suggested edits by 9/29/17 with track changes. Next steps in public engagement include:

- Community-wide online survey (publicize on social media, town and village websites, local newspaper, rec department newsletter, school district newsletter, Heart & Soul newsletter so the community is aware).
- Invitation to both boards, department heads, and senior staff for telephone debrief.
- Invitation to key persons identified by both boards (each board will discuss five or six names and send the final names to Travis Sabatase).
- Focus groups will be established.
- Resumes will be reviewed and essay questions sent out after review by both boards.

5. Formation of Focus Groups (Input Sessions) for Manager Recruitment

Don Jutton will work with Travis Sabatase to set up focus groups with 15-20 people. Advertisements will be published in the newspaper for participants. The input sessions will be held mid to end of October.

Following discussion there was agreement the focus group sessions will be held on October 14, 2017 and October 24, 2017.

6. Municipal Manager Subcontracting Agreement

It was noted the current contract expires in 2018 and that could be a deterrent to a potential candidate so the recommendation is to extend the shared manager model for three more years. The boards made the following edits to the document:

- Strike I.B
- Correct the date to July 2018 in Sections III and VI
- Strike Section VII.A
- Clarify Section V to be calendar days

MOTION by Andy Watts, SECOND by Mike Plageman, to authorize the Selectboard Chair to sign the Municipal Manager Subcontracting Agreement with the edits as discussed (strike I.B, correct the date to July 2018 in Sections III and VI, strike Section VII.A, clarify Section V to be calendar days).

DISCUSSION:

- Irene Wrenner said she does not believe the municipal manager can effectively serve both the town and village as stated in the second ‘Whereas’ clause.

VOTING: 4 ayes, one nay (Irene Wrenner); motion carried.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize the Village President to sign the updated employment subcontract agreement for the municipal manager with the edits as discussed (strike I.B, correct the date to July 2018 in Sections III and VI, strike Section VII.A, clarify Section V to be calendar days).

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

7. Charter Language: Unified Manager Memo 9/21/17

Pat Scheidel advised at some point in the future when charter changes are discussed the language for the unified manager should be discussed and the position codified. There was agreement both boards need to discuss the issue of governance at some point as well.

8. **EXECUTIVE SESSION**

None.

9. **ADJOURNMENT**

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the meeting.

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

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 9:25 PM.