



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 14, 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. Lt. Robert Kissinger, Essex Police, re: traffic safety
5. **OLD BUSINESS**
 - a. Acknowledgement of Assumption of Debt – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Discuss Recent Front Porch Forum Posting – George Tyler
 - b. Amendment to Personnel Regulations/Holiday Schedule – Susan McNamara-Hill
 - c. Amendment to Motor Vehicle Ordinance – Pat Scheidel
 - d. FYE 19 Budget Request for Bike/Walk Advisory Committee – Raj Chawla
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 10/16/17
 - Tree Advisory Committee 10/17/17
 - Planning Commission 10/19/17
 - c. Letter from David Voegele, Director of Essex CHIPS
 - d. Memo from Greg Duggan, Dennis Lutz, Aaron Martin and Ally Vile re: Tree farm buildings and space needs
 - e. Letter from Mary-Ann Parizo re: Senior bus
 - f. Response from Ally Vile to Mary-Ann Parizo
 - g. Memo from James Jutras re: Phosphorus
 - h. Memo from Police Chief Brad LaRose re: Retirement
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 10/24/17
 - b. Expense Warrant #17067 dated 10/20/17 in the amount of \$1,302,562.10
 - c. Expense Warrant #17068 dated 10/27/17 in the amount of \$121,010.19
 - d. Expense Warrant #17069 dated 11/3/17 in the amount of \$615,575.89
 - e. Expense Warrant #17070 dated 11/9/17 in the amount of \$27,515.29

- f. FYE 18 Budget Status Report as of 10/31/17
- g. Approve Extended Lease with Flex-A-Seal, Inc.

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
November 14, 2017**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Finance Director & Assistant Manager; Dave Barra, Village Attorney.
OTHERS PRESENT: Dylan Giambatista, Lt. Robert Kissinger, Irene Wrenner, Raj Chawla.

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:

- Memo, dated 11/14/17, from Lauren Morrissette re: Correction to Rec Bond Payment to Old Business
- Email, dated 11/14/17, from Alex McEwing re: Two Hour Parking Limit at 34 Park Street to New Business
- Email, dated 11/9/17, from Brenda Bennett re: Pearl Street Project to the Reading File
- Letter, dated 11/14/17, from Susan McNamara-Hill re: Resignation from Essex Rescue Community Advisory Board to Reading File
- Memo for Executive Session to discuss a personnel matter

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

b) Lt. Robert Kissinger, Essex Police, re: Traffic Safety

Essex Police Lt. Kissinger reported there has been an increase in the number of people running red lights in the village and an uptick in traffic when schools are back in session. Most of the traffic is commuters traveling through the village to other destinations. There was discussion of doing public service announcements, adding signs/street striping, doing more public education to help remind drivers of the rules of the road.

Lori Houghton asked about issuing more tickets. Lt. Kissinger said tickets are given and people continue to exceed the speed limit. There are two systems in Chittenden County to maintain data on drivers. Essex Police uses the same system as Vermont State Police.

Raj Chawla, resident, suggested doing some road altering that narrows streets and intersections to slow down traffic. Police should patrol by the schools on the side streets. Lori Houghton agreed, adding the village is a walking community and the Trustees should do all that can be done to protect that even if it means structural changes. Dan Kerin pointed out short of the circ highway to handle the traffic the village is stuck having a major thoroughfare for commuter traffic.

Andrew Brown asked if there are automated ways to detect people running red lights. Lt. Kissinger said there are systems available, but not in Vermont. Tickets would be issued based on pictures and the Traffic Bureau would have to entertain that type of enforcement. An officer would have to be hired to deal with the tickets that are generated.

Pat Scheidel stated more patrol officers are needed. This can be done in a multi-year approach in conjunction with a multi-year infrastructure approach. Ideas could be discussed during the public forum portion of the village annual meeting.

Lori Houghton asked if there is data on areas in the village that are more problematic than others. Lt. Kissinger said South St./West St. is one location that is heavily enforced for speed.

There was mention of coordination between the police and the school safety officer. Following further discussion there was agreement Bill Ware, safety officer at the high school, and Rick Hamlin should be invited to a future meeting to discuss ideas on infrastructure projects in the village to enhance safety.

4. OLD BUSINESS

a) Acknowledgement of Assumption of Debt (Rec Bond Payment)

Lauren Morrisseau explained the Vermont Bond Bank wants official acknowledgement the village is taking on the debt for the Maple Street pool from the Recreation Department.

MOTION by George Tyler, SECOND by Dan Kerin, to formally resolve to acknowledge assumption of the VMBB indebtedness evidenced by the 1999 Series 1/2009 Series 2 Refunded Bond, and to the fullest extent permitted by law unconditionally and irrevocably pledge the full faith and credit of the Village of Essex Junction for payment of the same in accordance with the terms thereof. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

a) Recent Front Porch Forum Posting

The Trustees concurred the posting on Front Porch Forum that contained a personal attack on an individual was inappropriate. Lori Houghton agreed the comments should not have turned personal, but felt Mr. Handy is not a private citizen in the sense that he is doing a development in the village. George Tyler pointed out the planning process in the village requires an applicant or a representative to attend the meetings. Ideas can be

criticized and debated, but there is no call to be disrespectful or make personal comments. Pat Scheidel added Mr. Handy is still a private citizen regardless of his development plans.

b) Amend Personnel Regulations/Holiday Schedule

Lauren Morrisseau explained there are four paid holidays for village staff that the recreation department employees cannot take due to recreation programs in operation, so to avoid conflicts Section 303 of the Personnel Regulations should be amended.

MOTION by Lori Houghton, SECOND by Dan Kerin, to approve the amendment to Section 303 of the General Rules & Personnel Regulations as follows:

- **“Essex Junction Recreation and Parks will not close on President’s Day, Bennington Battle Day, Columbus Day, and Veterans Day unless these days align with a day that the Essex Westford School District is scheduled to be off. In lieu of these holidays Essex Junction Recreation and Parks shall close when the School District is closed due to inclement weather. If by May 1 there have not been four (4) closed days, employees will be given the remaining days as personal holidays. Employees shall work or use paid leave for any additional days beyond four (4) that schools are closed.”**

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

c) Amend Motor Vehicle Ordinance

Pat Scheidel explained the request to amend the Motor Vehicle Ordinance, Chapter 8, to allow limited time parking in front of 34 Park Street. There was discussion of limiting the parking to two hours for all the parking spaces on that side of Park Street. Dan Kerin spoke in support of having parking enforcement be done by the police to avoid long term use of parking spaces. Pat Scheidel said enforcement is difficult unless there are officers walking the beat. Staff is suggesting the limited time parking be put in place and then begin enforcement. Towing charges can be posted by the parking spaces.

MOTION by Andrew Brown, SECOND by Lori Houghton, to amend Chapter 8 of the Essex Junction Municipal Code, Section 803 – Limited Time Parking, Park Street, to read: “There shall be a two hour parking limit on the easterly side for all parking spaces in front of 34 Park Street, Suite #10, excluding handicap spaces.”

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

Raj Chawla commented the village is allowing development in the village center without parking and points to on-street parking and limited time parking.

d) FYE19 Budget Request: Bike/Walk Advisory Committee

Raj Chawla explained the budget request for \$5,000 by the Bike/Walk Advisory Committee to pursue goals and ideas by the committee. Areas include education, training, inviting experts to brainstorm and discuss ideas, work with the town’s recreation department on a comprehensive walk/bike map in digital format.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve a \$5,000 FYE2019 budget allocation for the Bike/Walk Advisory Committee. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- November 28, 2017
- December 12, 2017
- December 26, 2017 (tentative)
- January 9, 2018
- January 23, 2018
- February 13, 2018
- February 27, 2018

* December 20, 2017 – FYE19 Budget Day with Department Heads

2. Interviews for Municipal Manager Position

George Tyler will speak with Max Levy about possibly rescheduling the 12/2/17 interviews to 12/9/17 so Lori Houghton can attend.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- The Trustees expressed appreciation for the positive comments on the Pearl Street project from a resident on the street.
- Thanks and appreciation were extended to Susan McNamara-Hill for her service on the Essex Rescue Community Advisory Board. [Irene Wrenner mentioned the applicant for the town seat on the CAB was a village resident who may be interested in the village seat on the board.]

b) Reading File

- Minutes:
 - Bike/Walk Advisory Committee 10/16/17
 - Tree Advisory Committee 10/17/17
 - Planning Commission 10/19/17
- Letter from David Voegelé, Director of Essex CHIPS
- Memo from Greg Duggan, Dennis Lutz, Aaron Martin, and Ally Vile re: Tree Farm Buildings and Space Needs
- Letter from Mary Ann Parizo re: Senior Bus
- Memo from James Jutras re: Phosphorus
- Memo from Police Chief Brad LaRose re: Retirement

8. CONSENT AGENDA

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda as follows:

1. Approve Minutes of Previous Meeting(s) 10/24/17
2. Expense Warrant #17067, dated 10/20/17, in the amount of \$1,302,562.10
3. Expense Warrant #17068, dated 10/27/17, in the amount of \$121,010.19

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6. FYE18 Budget Status Report as of 10/31/17
7. Approve Extended Lease with Flex-A-Seal, Inc.

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to discuss a personnel matter in accordance with 1VSA313(a)(3) and to invite the Village Attorney to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 7:48 PM.

MOTION by George Tyler, SECOND by Elaine Sopchak, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:29 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize the Village President to hire an attorney to investigate an allegation regarding the performance of a village official. VOTING: unanimous (5-0); motion carried.

10. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:30 PM.

RScty: M.E.Riordan