



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 28, 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. Interview for Brownell Library Board of Trustees – Merritt Joseph Knox
5. **OLD BUSINESS**
 - a. SteAmfest 2017 and 2018 – Julie Miller-Johnson
6. **NEW BUSINESS**
 - a. Discuss Joint Meeting with Village Planning Commission – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Thank you note from Rev. Mark Mendes of First Congregational Church
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 11/8/17 and 11/14/17
 - b. Expense Warrant #17071 dated 11/17/17 in the amount of \$263,870.15
10. **EXECUTIVE SESSION**
 - a. Personnel
11. **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 28, 2017**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director & Assistant Manager; Dave Barra, Village Attorney.
OTHERS PRESENT: Merritt Joseph Knox, Julie Miller-Johnson, Colin Flanders (Essex Reporter).

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:

- Presentation: SteAmfest to Old Business
- Invitation to CUSI open house on 12/5/17 to Reading File
- Invitation to Tree Lighting and Train Hop on 12/8/17 to Reading File

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) Interview for Brownell Library Board of Trustees

Merritt Joseph Knox was interviewed for a position on the Brownell Library Board of Trustees. Mr. Knox explained his past experience working in the Columbia University library system and his interest in helping the community.

MOTION by George Tyler, SECOND by Elaine Sopchak, to appoint Merritt Joseph Knox to the Essex Junction Brownell Library Board of Trustees for the remainder of the term that will end in April 2018 for an elected position. VOTING: unanimous (5-0); motion carried.

4. OLD BUSINESS

a) SteAmfest 2017 and 2018

Julie Miller-Johnson gave a video presentation on the successful SteAmfest 2017 and cited statistics on attendance (equal numbers both Friday and Saturday with the majority of people from the village and town) and positive comments on the festival, the community in general, and holding the event again next year. Half of the attendees patronized local eateries and purchased items from local businesses and vendors while at

the festival. Ms. Miller-Johnson requested the village sponsor the Artist and Maker Market for the 2018 event in the amount of \$4,000.

Pat Scheidel said the contribution can be discussed at the budget work session. Lauren Morrisseau said the New Programs budget has some money that could be used and funds could be added during the budget session to the Community Events budget.

5. NEW BUSINESS

a) Joint Meeting with Village Planning Commission

George Tyler suggested holding a joint meeting with the Planning Commission to discuss Design Five Corners and other issues in the village that the Trustees would like the Planning Commission to consider, such as parking. George Tyler will work with staff to include the Planning Commission on the Trustees meeting agenda in January or February.

6. MANAGER'S REPORT

a) Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

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

* December 2, 2017 – Special Meeting for Interviews (Municipal Manager)

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

b) Resumes

George Tyler will send the Trustees the link to the candidates' resumes and the list of candidates to be interviewed on 12/2/17.

c) Budget Discussion

Pat Scheidel mentioned additional staff support is needed in the IT Department to help with the demand for IT services from the Recreation Dept. There is a budget impact.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Lori Houghton said the farmer's market board held a meeting and agreed to bring back the market next year in a different location and on a different day.

b) Reading File

- Thank you note from Rev. Mark Mendes of First Congregational Church

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting(s) 11/8/17 and 11/14/17.**

2. Expense Warrant #17071, dated 11/17/17, in the amount of \$263,870.15. 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 and Municipal Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 7:15 PM.

MOTION by Dan Kerin, 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 8:09 PM.

10. ADJOURNMENT

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

The meeting was adjourned at 8:10 PM.

RScty: M.E.Riordan