



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, DECEMBER 12, 2017 at 6:30 PM
2 LINCOLN 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
 - b. Charlie Baker, Executive Director of CCRPC, on FY2017 Annual Report
5. **NEW BUSINESS**
 - a. Bid Award for Greenwood Avenue Drainage Project – Pat Scheidel
 - b. Street Name for Road at Veterans Memorial Park – Shannon Lunderville
6. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from other Boards/Committees:
 - Planning Commission 11/2/17
 - Bike/Walk Advisory Committee 11/20/17
 - Tree Advisory Committee 11/28/17
 - c. Letter from William Moran, Executive Director of Essex Rescue
 - d. Budget Day Schedule/Trustees Meeting Schedule
7. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 11/28/17 and 12/2/17
 - b. Warrant #17072 dated 11/22/17 in the amount of \$283,288.06
 - c. Warrant #17073 dated 12/1/17 in the amount of \$198,404.51
 - d. Warrant #17074 dated 12/8/17 in the amount of \$107,754.23
 - e. FYE 18 Budget Status Report as of 11/30/17
8. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Approval of Employee Resolution – Pat Scheidel
 - b. Governance – Max Levy and George Tyler
 - c. Manager Recruitment Conclusion – Max Levy and George Tyler
 - d. Contract Ratification – Max Levy and George Tyler
9. **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
December 12, 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.
OTHERS PRESENT: Charlie Baker, Greg Duggan, Max Levy, Mike Plageman, Andy Watts, Sue Cook, Irene Wrenner, 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. Flashlights commemorating the 125th year of Essex Junction were given to attendees.

2. AGENDA CHANGES/APPROVAL

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

b) CCRPC FY2017 Annual Report

CCRPC Executive Director, Charlie Baker, reviewed the annual report from Regional Planning, noting the report gives background on Regional Planning activities and funding. Dan Kerin is the village representative on the Regional Planning Commission. Assistance provided by Regional Planning in the village includes a sidewalk/path study, work on emergency management, storm water, GIS, traffic counts. Projects in the village included in the VTrans capital program include storm water and the crescent connector. Regional activities include the legislative breakfast, demographics update, regional dispatch, transportation demand management, and regional energy.

George Tyler asked about the status of the Susie Wilson Road intersection. Charlie Baker said scoping of the project will be done first. Regional Planning is aware of the safety concerns at the intersection.

Elaine Sopchak asked for an update on the regional dispatch study. Charlie Baker said towns need to decide whether to put the draft municipal agreement and funding MOU on the ballot at Town Meeting 2018. After the regional entity is created and approved then how the organization will operate will be determined. Pat Scheidel pointed out it is possible for a town to vote to form the governance structure and then decide not join the regional service.

Lori Houghton asked if real time traffic information in the village is being used. Charlie Baker said monitoring devices are out in the field collecting data for VTrans to use with grant

applications for federal funding. Andrew Brown asked if speed data will be disseminated to police departments. Charlie Baker said he did not know and will find out.

4. NEW BUSINESS

a) Bid Award for Greenwood Avenue Drainage Project

Pat Scheidel reported there is a shortfall in funds between the recommended bid for the Greenwood Avenue project and the Capital Reserve Fund for construction. Additionally, there is \$6,000 in engineering costs for the project. Lauren Morrisseau assured there is money in the Capital Fund to cover the shortfall. The new total for the project is \$55,155 (construction and engineering).

MOTION by George Tyler, SECOND by Elaine Sopchak, to award the bid for the Greenwood Avenue Drainage Improvement Project to Don Weston Excavating, Inc. for \$48,505 with additional funds to complete the project transferred from the Capital Improvement Fund. VOTING: unanimous (5-0); motion carried.

b) Street Name for Road at Veterans Memorial Park

Pat Scheidel explained naming the street is necessary to comply with E-911 and improve efficiency of emergency services.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve “Memorial Way” as the new name for the small street by Veterans Memorial Park to comply with the state E-911 board requirements as well as improving the efficiency of emergency services. VOTING: unanimous (5-0); motion carried.

5. TRUSTEES COMMENTS/CONCERNS and READING FILE

a) Board Member Comments

- George Tyler reported on the meeting with Amtrak regarding the train station and the agreement to take a piecemeal approach by doing street improvements and then building improvements. The village will work with Regional Planning on grant writing.
- Budget Day is December 20, 2017.

b) Reading File

- Minutes
 - Planning Commission 11/2/17
 - Bike/Walk Advisory Committee 11/20/17
 - Tree Advisory Committee 11/28/17
- Letter form William Moran, Executive Director of Essex Rescue
- Budget Day Schedule/Trustees Meeting Schedule

6. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting(s) 11/28/17 and 12/2/17.**
- 2. Expense Warrant #17072, dated 11/22/17, in the amount of \$283,288.06.**
- 3. Expense Warrant #17073, dated 12/1/17, in the amount of \$198,404.51.**
- 4. Expense Warrant #17074, dated 12/8/17, in the amount of \$107,754.23.**

5. FYE18 Budget Status Report as of 11/30/17.**VOTING: unanimous (5-0); motion carried.****7. JOINT MEETING WITH ESSEX SELECTBOARD**

With a quorum present the Essex Selectboard Chair, Max Levy, called the Essex Selectboard meeting to order at 7 PM.

Additions to the agenda for the joint meeting include:

- List of questions and comments from the Village Attorney relative to the contract ratification.
- Future dates of joint Selectboard/Trustees meetings.

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

MOTION by Mike Plageman, SECOND by Sue Cook, to approve the agenda for the joint meeting as amended. VOTING: unanimous (5-0); motion carried.

a) Approval of Employee Resolution

Pat Scheidel reported he accepted with regret the retirement of Police Chief, Brad LaRose, effective January 12, 2018.

Sue Cook read the resolution of appreciation recognizing Chief LaRose's service to the community. Max Levy noted Chief LaRose was recognized and applauded at the Selectboard meeting. All agree Chief LaRose will be sorely missed.

MOTION by Mike Plageman, SECOND by Irene Wrenner, to adopt the resolution of appreciation for Brad LaRose. VOTING: unanimous (5-0); motion carried.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the resolution of appreciation for Chief Brad LaRose. VOTING: unanimous (5-0); motion carried.

b) Governance

George Tyler suggested discussion of governance be scheduled in March following March Town Meeting and before the village annual meeting. The meeting will be open to the public and could be held on a Saturday so more people can attend.

Elaine Sopchak suggested the meeting have a facilitator to help narrow down the logistics and timeline, topics, and the agenda. A special joint meeting could be held in January to discuss who the facilitator should be and determine the meeting date.

Irene Wrenner suggested five residents outside the village be invited to help the Selectboard with ensuring the decision represents that particular constituency. The Selectboard must represent residents from the town and village. The Trustees represent residents from the village. The five selected individuals would represent the voice of town outside the village residents only.

Max Levy pointed out the Selectboard is elected to represent the entire population so the decision should be made by the Selectboard. Irene Wrenner explained it would be helpful to see the world outside the village perspective on governance and to have a more fair balance so the town voices are not lost.

Elaine Sopchak mentioned the work of EGG. Irene Wrenner said the group did not look at governance.

Andy Watts said the public can attend the meeting. Mr. Watts said he is not in favor of appointing a committee.

Mike Plageman concurred with Mr. Watts.

Andrew Brown said elected representatives get input from those who elected them. The Trustees get input from the village and the Selectboard gets input from the town and village. Irene Wrenner explained her intention is to give representation to the constituency from outside the village that does not get appropriate representation because the Selectboard is tasked with representing both places.

Max Levy said the Selectboard can decide how to gather information in preparation for the March meeting on governance. The discussion will be added to a future Selectboard meeting agenda.

George Tyler emphasized the purpose of the meeting on governance is to define how both boards want to approach governance. Input from constituencies comes after the boards decide. Elaine Sopchak added the meeting is a learning experience and to look at the options. Sue Cook said the meeting is to obtain and assess information.

There was agreement the joint meeting on governance will be March 24, 2018 beginning at 10 AM and concluding at 2 PM at a neutral site. Light fare will be served (the bill will be equally shared by the town and village). A meeting facilitator will be hired. Staff will contact VLCT and/or UVM for potential facilitators.

c) Manager Recruitment Conclusion

d) Contract Ratification

George Tyler stated the Village Attorney, Dave Barra, recommends not disclosing the name or any information on the new manager until the contract is ratified. Max Levy added the discussion will not be on the details of the contract, but how the Trustees and Selectboard work together to make decisions because of the contract.

George Tyler reported the work with MRI is complete and there is an agreement in principle with the new manager. The agreement has to be put into the legal employment contract that satisfies both charters and policies of the town and village. MRI is doing the background check on the new manager. It is not known when the background check will be completed. The town and village attorneys will ensure the language in the employment contract works for both entities.

There was discussion of opting out of the MOU with 90 day notice and firing the manager as two separate actions. The Selectboard can execute either option. The village can execute the MOU provision. Following further discussion there was agreement:

- The Selectboard and Trustees agreed to have language that either party can opt out and the contract is null and void, but neither the town or village are precluded from renegotiating a contract with the manager if so desired.
- Language is needed in the contract that the manager is an employee of the village and town, and the village and town will co-employ the manager.
- Reference to “trial period” in the MOU/employment agreement can be removed since the contract is being renewed and there is no longer a trial period.
- The term of the contract is July 1, 2018 to June 30, 2021, but starting in February so an addendum is needed to cover the time period from February 2018 to July 1, 2018.
- Max Levy and George Tyler will continue to work with the attorneys and staff to conclude the process. Both boards will review and sign the contract.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize the Village President to finalize the manager’s contract for the Board of Trustees with the new municipal manager once the background check is satisfied.

DISCUSSION:

- **George Tyler explained once the arrangements are worked out with all three parties the two boards will get a report and any changes to the agreement can be made. The contract will not change in substance.**

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

MOTION by Irene Wrenner, SECOND by Sue Cook, to authorize the Selectboard Chair to finalize the manager’s contract for the Essex Selectboard with the new municipal manager once the background check is satisfied. VOTING: unanimous (5-0); motion carried.

e) Joint Meeting Schedule

- February 13, 2018 at 7 PM (discussion of transition plan)
- March 13, 2018 at 7 PM

8. ADJOURNMENT

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

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the Selectboard meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:33 PM.