



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 9, 2018 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
5. **OLD BUSINESS**
 - a. Review FYE 19 Proposed Budgets – Pat Scheidel and Lauren Morrissette
6. **NEW BUSINESS**
 - a. CCRPC Grant Application for Parking Study – Darby Mayville
 - b. Discuss Parking Complaints and Remedies – George Tyler
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 12/19/17
 - c. Grant Award from the Vermont Agency of Commerce and Community Development
 - d. VLCT Workshop Town Meeting Tune-Up 2/7/18
 - e. Letter from George Tyler to Amtrak re: ADA Stations Program
 - f. Press Release re: Municipal Manager
 - g. 2018 Annual Meeting/Election Preparation Schedule
 - h. Memo from Lauren Morrissette re: fund balance
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 12/20/17
 - b. Expense Warrant #17076 dated 12/22/17 in the amount of \$454,455.38
 - c. Expense Warrant #17077 dated 12/29/17 in the amount of \$17,493.46
 - d. Expense Warrant #17078 dated 1/5/18 in the amount of \$51,969.49
 - e. Approve 2018 Champlain Valley Exposition Banner Applications
 - f. Approve Updated Legal Ads Policy
10. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager’s office at 878-6944.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 9, 2018**

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; Darby Mayville, Economic Development/Community Relations Assistant; Rick Jones, Public Works Superintendent; Rick Garey, Essex Police.

OTHERS PRESENT: Dylan Giambatista, 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:

- New Business: Email from Ewan Cameron, dated 1/8/18, regarding winter parking restriction
- Reading File: Memo from Jim Jutras, dated 1/9/18, re: Amtrak Station ADA ramp and Railroad Avenue water line construction
- Reading File: Email from Ramona Sheppard, dated 1/5/18, re: governance and transparency

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (4-0) [Elaine Sopchak not present for vote]; motion carried.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

4. OLD BUSINESS

a) Review FYE19 Proposed Budgets

Lauren Morrisseau noted changes to the budget as follows:

- Street Dept. increase of \$178 for storm water workers compensation and retirement
- Recreation and Parks increase of \$1,186 for workers comp and decrease of \$1,186 in liability and property insurance
- Recreation Programs increase of \$6,533 for workers compensation and increase of \$6,533 in revenue from Youth Programs

- The capital plan was updated due to correction to the beginning balance (some projects were pushed to FYE21).

Percent of increase in the tax rate is 3.8%. Estimated tax rate is \$0.3142.

There was discussion of the shared cost of the HR and MIS positions in the town. Presently there is one person doing two jobs, but the HR position needs full time attention. The town budget increase including five new positions is 7.2%. The increase without the new positions included would be 3.6%. Without the positions there will be lost work and lost opportunity. The positions coming online can be staggered.

Andrew Brown asked how the town budget is impacted if the MIS position starts at the beginning of the fiscal year and the HR position starts halfway through the fiscal year. Pat Scheidel said these permutations will be discussed at the 1/22/18 Selectboard meeting.

Lori Houghton asked if the village can use the money put into the village budget for the positions elsewhere in the village should the town pull the money out of the town budget for the positions. Lauren Morrisseau confirmed this. Andrew Brown said he prefers the new positions to be in the town budget, not the village budget, and then the village can decide what to do with the money. George Tyler suggested using half the money in the budget for the equalization of salary for the fire departments which will free up \$27,000 in the village budget. Dan Kerin urged consulting with the Fire Chief about phasing the equalization. Lauren Morrisseau noted there is \$38,274 in the village budget to cover a portion of the salary for both the HR and MIS positions. The village does not pay for the benefits. Following further discussion the Trustees agreed with including a portion of the cost for the two positions in the village budget.

The Trustees acknowledged the changes to the budget(s) and will review the budget(s) again at the next meeting.

5. NEW BUSINESS

a) CCRPC Grant Application for Parking Study

Darby Mayville explained the grant application to hire a consultant to determine what is needed for parking in the village. The grant request is \$50,000 with a 20% local match. The consultant will interact with staff, boards, and the public at large.

MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize staff to apply for a CCRPC Unified Planning Work Program Grant and approve a \$10,000 cash match from the Matching Grant Fund, and further, if the grant is received the Trustees will commit staff time to implement the project. VOTING: unanimous (5-0); motion carried.

b) Parking Complaints and Remedies

George Tyler noted the winter parking ban in the village does not allow cars to be parked on the roadside because the plows will not be able to get by and plow the road.

Pat Scheidel briefed the Trustees on the standing informal arrangement on parking with Amtrak for use of four or five parking spaces by the train station. In the recent snowstorm cars were ticketed and towed. The police will void the cost of the ticket, but the village will not pay the cost of towing. Rick Garey, Essex Police, explained the cars were not parked in the parking spaces for Amtrak and Amtrak did not contact the police with the plate numbers and descriptions of the cars per past practice so the cars were ticketed and towed.

There was discussion of available parking in the vicinity (behind Road ResQ, Ivy Lane) and better communication of the parking ban. Warnings are issued at the start of the winter parking ban in the village. Staff will investigate the cost of flashing lights along with the signs on the ban that are posted on all roads coming into the village. Also, the information should be published in the village newsletter and on Front Porch Forum.

6. MANAGER'S REPORT

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

- January 23, 2018
- February 13, 2018 (joint meeting with Essex Selectboard at Lincoln Hall)
- February 27, 2018
- March 13, 2018 (joint meeting with Essex Selectboard at Lincoln Hall)
- March 27, 2018
- April 10, 2018

* March 24, 2018 @ 10 AM – Joint Meeting on Governance

* April 4, 2018 @ 7 PM – Village Annual Meeting (community supper @ 6 PM)

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- George Tyler mentioned the ADA improvements at the train station and the storm water improvements on Railroad Avenue not impacting Amtrak.
- George Tyler noted the hiring of Evan Teich as the new municipal manager has been announced.

b) Reading File

- Minutes from Other Boards/Committees:
 - Tree Advisory Committee 12/19/17
- Grant Award from Vermont Agency of Commerce & Community Development
- VLCT Workshop: Town Meeting Tune Up 2/7/18
- Letter from George Tyler to Amtrak re: ADA Stations Program
- Press Release re: Municipal Manager
- 2018 Annual Meeting/Election Preparation Schedule
- Memo from Lauren Morrissette re: Fund Balance

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) 12/20/17**

2. Expense Warrant #17076, dated 12/22/17, in the amount of \$454,455.38
3. Expense Warrant #17077, dated 12/29/17, in the amount of \$17,493.46
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5. Approve 2018 Champlain Valley Exposition Banner Applications
6. Approve Updated Legal Ads Policy

DISCUSSION:

- Elaine Sopchak mentioned the local newspaper now being mailed to homes via USPS, but many people are not receiving the paper. Colin Flanders noted the newspaper is still available in numerous locations in the village.

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 7:44 PM.

RScty: M.E.Riordan