



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 23, 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
 - b. Public Hearing on FYE 19 Proposed Budgets and Capital Programs
5. **OLD BUSINESS**
 - a. Discuss FYE 19 Proposed Budgets – Lauren Morrisseau/George Tyler
 - b. Vermont Community Development Program Planning Grant Form – Pat Scheidel
6. **NEW BUSINESS**
 - a. Discuss Transition Planning for Municipal Manager – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Certification of Notice and Application from Vermont Public Utility Commission for Verizon Wireless to locate telecommunications equipment on an existing pole
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 1/9/18
 - b. Expense Warrant #17079 dated 1/12/18 in the amount of \$97,749.43
 - c. Expense Warrant #17080 dated 1/19/18 in the amount of \$69,205.46
 - d. FYE 18 Budget Status Report through 12/31/17
 - e. Approve Banner Application for 2018 Vermont Quilt Festival
 - f. Approve 2017 Annual Report Dedication and Covers
10. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 23, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Finance Director & Assistant Manager.
OTHERS PRESENT: None.

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:

- Old Business: Memo from Lauren Morrissette, dated 1/23/18, re: Possible Budget Changes

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the agenda as amended. VOTING: unanimous (4-0); 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) Public Hearing: FYE2019 Proposed Budgets and Capital Programs

The public hearing was opened at 6:35 PM. Lauren Morrissette reviewed the proposed FYE2019 budget highlighting the following:

- Proposed General Fund Budget (\$5,001,132), Water Budget (\$3,868,862), Waste Water Budget (\$1,951,088), and Sanitation Budget (\$492,427) combined total \$11,323,509 which represents an increase of 3.4%.
- Proposed Capital Budget is \$2,825,450 and includes Capital Reserve, Rolling Stock, Rec & Parks, Water, Waste Water, and Sanitation.
- The increase in the General Fund Budget is 3.8% and includes increases in salaries, health insurance costs, capital contribution, new shared services contribution.
- Estimated tax rate with the proposed budget is \$0.3143. Impact on a home assessed at \$280,000 is an increase in municipal taxes of \$41.16.
- To date combined services with the town for efficiencies include Public Works, Finance, TGIA, Clerk, IT, and HR.
- Capital projects for FY2019 total \$2,001,931 and include the Railroad Avenue water line, facilities assessment, West St./West St. Extension intersection, and the crescent connector.
- Rolling stock purchases per the schedule total \$231,177.
- Split of village taxpayer taxes is 66% schools, 21% town, 13% village.

- Proposed water, sewer, sanitation rate increase is 7%. The rates will be set in June.
- Enterprise Fund capital projects (Water, Sewer, Sanitation) include meter upgrades, pump station replacement (South Street), and vehicles.

There were no further comments. The public hearing was closed at 6:55 PM.

4. OLD BUSINESS

a) Discuss FYE19 Proposed Budgets

Lauren Morrisseau mentioned the request by the Street Department for a \$3,000 increase in the equipment rental line item to cover the cost of renting the loader from the WWTF when needed and the suggested reductions in the village budget based on the adjustments made to the town budget by the Selectboard for the IT position and the Fire Department salary alignment. The \$3,000 request from the Street Department does not impact the percent of increase in the budget. The reductions proposed by the town will reduce the increase in the village budget from 3.8% to 2.9%. The Trustees discussed other areas in the village budget where possible reductions could be made. Staff will incorporate the changes in the budget for review at the next meeting. Per past practice staff will post questions and answers on the proposed budget on the village website and Front Porch Forum.

George Tyler mentioned possibly using accrued money from the penny on the tax rate initiative previously approved by the voters to fund SteAmfest. Elaine Sopchak recalled a public hearing must be held on use of the money from the penny.

b) Vermont Community Development Program Planning Grant Form

Pat Scheidel explained the Village agrees to provide financial oversight to the sub-recipient of the grant (VHFA) by accepting the grant and the municipal policies and codes. VHFA will use the grant to create a web-based interactive tool to provide information on housing needs in Chittenden, Franklin, and Grand Isle counties.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to sign the Vermont Community Development Program Municipal Policies & Codes document.
VOTING: unanimous (4-0); motion carried.

5. NEW BUSINESS

a) Transition Planning for Municipal Manager

To help with the transition information will be forwarded to Evan Teich including the village charter, municipal manager contract, Essex Junction Land Development Code, village ordinances, Employees Association Agreement, village personnel regulations, Heart & Soul information, and the report from the Public Works Review Committee. Links on the website will also be sent as well as connection to CCRPC.

6. MANAGER'S REPORT

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

- 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

b) Special Meetings:

- * March 24, 2018 @ 10 AM – Joint Meeting on Governance
- * April 4, 2018 @ 7 PM – Village Annual Meeting (community supper @ 6 PM)
- * April 10, 2018 – Annual Meeting Australian Ballot Voting

c) Interview by Channel 17

Pat Scheidel reported he was interviewed by Channel 17 on his career choice of public service.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- George Tyler said discussion of the agenda and facilitator for the March 24th joint meeting on governance should be held at the next Trustees meeting.

b) Reading File

- Certification of Notice and Application form Vermont Public Utility Commission for Telecommunications Equipment on Existing Pole by Verizon Wireless

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) 1/9/18.**
2. **Expense Warrant #17079, dated 1/12/18, in the amount of \$97,749.43.**
3. **Expense Warrant #17080, dated 1/19/18, in the amount of \$69,205.46.**
4. **FYE2018 Budget Status Report through 12/31/17.**
5. **Approve Banner Application for 2018 Vermont Quilt Festival.**
6. **Approve 2017 Annual Report Dedication and Cover**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the meeting.

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

The meeting was adjourned at 7:13 PM.

RScty: M.E.Riordan