



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, FEBRUARY 13, 2018 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
5. **OLD BUSINESS**
  - a. Adopt FYE 19 Proposed Budgets and Capital Programs – Pat/Lauren
6. **NEW BUSINESS**
  - a. Bike Repair Station in Village Right of Way – Raj Chawla
  - b. WWTF Aklalinity Improvement Project – James Jutras
  - c. Protein Matrix Pilot Testing Proposal – James Jutras
  - d. Dechlorination Monitor Purchasing Policy Waiver – James Jutras
  - e. 2018 Certificate of Highway Mileage – Pat Scheidel
7. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from other Boards/Committees:
    - Tree Advisory Committee 1/16/18
    - Bike/Walk Advisory Committee 1/22/18
  - c. VLCT Spring Selectboard Institute 3/24/18
  - d. Memos re: Responses to Questions and Comments by Kathy Barwin
  - e. Trustees Meeting Schedule
8. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 1/23/18
  - b. Warrant #17081 dated 1/26/18 in the amount of \$385,108.26
  - c. Warrant #17081 dated 2/2/18 in the amount of \$61,654.23
  - d. Warrant #17082 dated 2/9/18 in the amount of \$153,326.14
  - e. FYE 18 Budget Status Report as of 1/31/18
  - f. Authorize Staff to re-apply for Tree City USA Designation
  - g. Acceptance of Tree Advisory Committee Logo
  - h. Authorize Manager to Sign CCPRC Local Match Agreement for Design Five Corners
  - i. Approve Street Closing for Little League Parade on 5/5/18

9. **JOINT MEETING WITH ESSEX SELECTBOARD**

[7:05 PM]

- a. Termination of Employment Subcontracting Agreement – George Tyler and Max Levy
- b. Memorandum of Understanding Regarding the Unified Manager – George Tyler and Max Levy
- c. Approval of Resolution in Appreciation of Pat Scheidel – George Tyler and Max Levy
- d. Memo from Greg Duggan and Travis Sabataseo re: welcoming new municipal manager
- e. Discuss Agenda and Facilitator for March 24<sup>th</sup> Joint Meeting

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  
February 13, 2018**

- TRUSTEES PRESENT:** George Tyler (Village President); Elaine Sopchak [arrived 7:16 PM], Dan Kerin, Andrew Brown. (Lori Houghton was absent.)
- ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director & Assistant Manager; Jim Jutras, Water Quality Superintendent.
- OTHERS PRESENT:** Raj Chawla, Greg Duggan, Max Levy, Sue Cook, Andy Watts, Michael Plageman, Irene Wrenner, Paula DeMichelle, Colin Flanders (Essex Reporter).

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**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:

- Joint Meeting Agenda: Memo from George Tyler and Max Levy re: Topics for Joint Governance Meeting

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (3-0) [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) Adopt FYE19 Proposed Budgets and Capital Programs

Lauren Morrisseau noted the changes agreed to at the 1/23/18 meeting have been incorporated into the budget.

**MOTION by George Tyler, SECOND by Andrew Brown, to approve the proposed FYE19 budgets as follows:**

- **General Fund** \$4,954,687
- **Water Fund** \$3,866,360
- **Waste Water Treatment Fund** \$1,949,836
- **Sanitation Fund** \$ 489,925
- **Recreation Programs** \$1,711,748
- **General Fund Capital Reserve** \$2,001,931
- **Rolling Stock Fund** \$ 265,677
- **Water Fund Capital Reserve** \$ 187,663

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- **WWTF Capital Reserve** \$ 7,957
  - **Sanitation Fund Capital Reserve** \$ 251,522
  - **Recreation Capital Reserve** \$ 110,700

**DISCUSSION:**

- **Andrew Brown suggested adding money to the capital budget in light of the recent water line break. Lauren Morrissette said the contribution to the Water Fund Capital Reserve was increased to \$50,000 each year for the next few years.**
- **George Tyler said it may be time for a total rebuild of Densmore Drive which will require pushing out other significant projects. Andrew Brown pointed out Densmore Drive culverts are in the capital plan.**
- **Pat Scheidel stated all the budgets combined total \$12,972,556 and the capital budgets combined total \$2,825,450.**

**There were no further comments.**

**VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

**5. NEW BUSINESS**

**a) Bike Repair Station in Village Right-of-Way**

Raj Chawla explained the proposed self-service bike repair station in the village core sponsored by Nest Café and located in front of the business. There will be bike racks created by Nest Café. The cost is \$1,300 for the station paid with \$500 from GoVT, \$500 from the village and \$300 from Nest Café. The repair station will fit well in a bike friendly community.

**MOTION by George Tyler, SECOND by Dan Kerin, to authorize staff to purchase a Dero Fixit Bicycle Repair Tower for installation in the village right-of-way on the corner of Main Street and Railroad Avenue. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

**b) WWTF Alkalinity Improvement Project**

Water Quality Superintendent, Jim Jutras, explained due to the small size of the project the village will be the general contractor. The project is not anticipated to exceed \$95,000 in cost.

**MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Waste Water Treatment Facility staff to act as the general contractor in coordinating the installation of the Alkalinity Improvement Project. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

**c) Protein Matrix Pilot Testing Proposal**

Jim Jutras explained the Waste Water Treatment Facility was contacted about hosting a pilot project on anaerobic digestion of fats and grease. Staff recommends doing the pilot.

**MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize the Waste Water Treatment Facility to proceed with the Protein Matrix pilot project. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

d) De-Chlorination Monitor Purchasing Policy Waiver

Jim Jutras stated the monitoring unit will reduce the waste of chemicals and improve on the control of discharge. Approval is requested for purchase, but the unit will not be purchased until a trial run confirms performance as specified.

**MOTION by George Tyler, SECOND by Dan Kerin, to waive the purchasing policy bid provision and authorize the Waste Water Treatment Facility staff to proceed with direct purchase of the ChemScan Mini-Sulfite Monitoring Unit. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

e) Certificate of Highway Mileage 2018

Staff reported the village has 35.419 miles of Class 1, Class 2, Class 3, and state highway combined, and 1.289 miles of Class 1 Lane.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Certificate of Highway Mileage year ending February 10, 2018. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.**

**6. TRUSTEES COMMENTS AND CONCERNS/READING FILE**

a) Board Member Comments

- George Tyler said the recent water main break will be discussed with the Essex Selectboard at the joint meeting.

b) Reading File

- Minutes
  - Tree Advisory Committee 1/16/18
  - Bike/Walk Advisory Committee 1/22/18
- VLCT Spring Selectboard institute 3/24/18
- Memo(s) re: Response to Questions and Comments by Kathy Barwin
- Trustees Meeting Schedule

**7. CONSENT AGENDA**

**MOTION by George Tyler, SECOND by Dan Kerin, to approve the consent agenda as follows:**

1. Approve Minutes of Previous Meeting(s) 1/23/18.
2. Expense Warrant #17081, dated 1/26/18, in the amount of \$385,108.26.
3. Expense Warrant #17081, dated 2/2/18, in the amount of \$61,654.23.
4. Expense Warrant #17082, dated 2/9/18, in the amount of \$153,326.14.
5. FYE2018 Budget Status Report as of 1/31/18.
6. Authorize Staff to Re-Apply for Tree City USA Designation.
7. Acceptance of Tree Advisory Committee Logo.
8. Authorize Manager to Sign CCRPC Local Match Agreement for Design Five Corners.

**9. Approve Street Closing for Little League Parade on 5/5/18.**

**DISCUSSION:**

- There was discussion of the Tree Advisory Committee logo and setting a precedent of approving a logo for a village committee without the committee first bringing the matter to the Board of Trustees. Dan Kerin mentioned maintaining consistency across all village logos.
- There was discussion of the \$8,000 match from the village for Design Five Corners. The local match agreement must be signed by the Municipal Manager and forwarded to CCRPC.

**AMENDMENT** by George Tyler, **SECOND** by Dan Kerin, to table the Tree Advisory Committee logo. **VOTING: unanimous (4-0); motion carried.**

**VOTING ON CONSENT AGENDA AS AMENDED: unanimous (4-0); motion carried.**

**MOTION** by George Tyler, **SECOND** by Dan Kerin, to recess the meeting until the start of the joint meeting with the Essex Selectboard. **VOTING: unanimous (4-0); motion carried.**

**8. JOINT MEETING WITH ESSEX SELECTBOARD**

a) Termination of Employment Subcontracting Agreement

It was noted Pat Scheidel's last day will be 2/28/18 rather than 6/30/18 so the agreement must be amended.

**MOTION** by Dan Kerin, **SECOND** by Andrew Brown, to authorize the Village President to sign the Termination of Employment Subcontracting Agreement, dated June 9, 2015. **VOTING: unanimous (4-0); motion carried.**

**MOTION** by Mike Plageman, **SECOND** by Irene Wrenner, to authorize the Chair of the Selectboard to sign the Termination of Employment Subcontracting Agreement, dated June 9, 2015. **VOTING: unanimous (5-0); motion carried.**

b) Memorandum of Understanding re: Unified Manager

It was noted legal counsel reviewed the MOU and made some changes. The MOU will be reviewed on a yearly basis. The attorneys advised that the two boards should meet every other month as part of the regular schedule of meetings to better evaluate the performance of the Municipal Manager. The evaluation of an official is in Executive Session. Most of the other business is in open session.

Sue Cook suggested the following amendments to the MOU:

- Rewrite Section III: Annual Review to read:
  - "The Town and Village shall annually review and evaluate the Unified Manager's accomplishment of the goals and objectives established pursuant to Section II above and the Unified Manager's performance in achieving those goals and objectives. This review and evaluation shall be in accordance with specific, measurable, achievable, relevant, time

constraint criteria (SMART goals) developed jointly prior to the start of the performance period by the Town and Village and Unified Manager.”

- Section IV: Bi-Monthly Meetings – insert “or to reinforce good performance” after “concerns” in the first sentence of the paragraph.
- Correct the title of Section V.

It was noted in Section V: Miscellaneous, paragraph B speaks to elected officials not interfering with staff or daily operations of the town and village. The public is not constrained from interacting with staff.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the MOU for the Unified Manager as amended. VOTING: unanimous (4-0); motion carried.**

**MOTION by Mike Plageman, SECOND by Sue Cook, to approve the MOU for the Unified Manager as amended on 2/13/18. VOTING: unanimous (5-0); motion carried.**

c) Resolution of Appreciation for Pat Scheidel

There was agreement the resolution will be read at the Essex Town Meeting. Wording will be added in recognition of Pat Scheidel’s honorable service to his country in the Vietnam War.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the Resolution of Appreciation for Pat Scheidel as amended. VOTING: unanimous (4-0); motion carried.**

**MOTION by Sue Cook, SECOND by Irene Wrenner, to approve the Resolution of Appreciation for Pat Scheidel as amended. VOTING: unanimous (5-0); motion carried.**

d) Memo from Greg Duggan and Travis Sabataso re: Welcoming New Municipal Manager

There was discussion of the new manager attending the Trustee and Selectboard meetings while the existing manager is still working. There was agreement Mr. Teich can decide to attend the meetings prior to his start date if he prefers. Information to be forwarded to Mr. Teich includes a list of committees and schedule of meetings so Mr. Teich can decide what to attend given his schedule.

It was suggested Mr. Teich meet with staff, department heads, community partners, managers from bordering towns, and others. George Tyler and Max Levy will set up the meetings and keep the Trustees and Selectboard informed. Max Levy said the community dinner prior to the annual meeting is an opportunity for the public to meet Mr. Teich.

George Tyler mentioned the village documents already sent to Evan Teich (charter, Land Development Code, Design Five Corners, list of capital projects, and others). The

documents are online as well. Town documents to be sent include the Carr-Morris Report, TGIA, and list of pending activities.

e) Agenda and Facilitator for March 24, 2018 Joint Meeting on Governance

There was discussion of the agenda and facilitator for the meeting on governance. Elaine Sopchak stressed the goal of the meeting is to explore potential change in governance that can help with consolidation, not necessarily to change the municipal charters though that could be an outcome of the conversation. George Tyler said the facilitator should help the village and town generalize and focus on what the priorities are. Max Levy added what the goals are and the learning needed to achieve the goals should be covered. Irene Wrenner suggested examining history and past stumbling blocks. Trust is a big issue. Elaine Sopchak said there should not be any dates or timelines that push the community toward a decision the people are not ready to make or do not want to make. George Tyler noted a timeline would help accommodate any potential charter changes.

There was discussion of the facilitator attributes. Irene Wrenner suggested some of the resumes received for the firearms forum could be reviewed since the individuals are conflict resolution experts. George Tyler pointed out the facilitator is for one meeting only.

Suggested agenda items for the meeting on March 24, 2018 which will begin promptly at 10 AM and include a working lunch are as follows:

- What has been consolidated to date and past failures at merger
- Priorities for continued discussion of governance, what is hoped to be achieved, and what are the concerns such as preserving/impact on identity
- Gaps in knowledge
- Public comment following discussion by the two boards
- Short discussion of next steps at the close of the meeting

George Tyler, Max Levy, and Greg Duggan will work further on the agenda and facilitator for the joint meeting. Any recommendations/suggestions should be forwarded to Greg Duggan. The Trustees and Selectboard will submit questions to be discussed. Dan Kerin suggested the public submit questions to be addressed at the joint meeting. Elaine Sopchak said the facilitator should assist with the layout of the meeting.

Elaine Sopchak suggested re-reading the Essex Governance Group (EGG) Report.

**9. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (4-0); motion carried.**

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

The meeting was adjourned at 8:21 PM.

*RScty: M.E.Riordan*