



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, FEBRUARY 27, 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. Julie Miller-Johnson re: 2018 Five Corners Farmers Market
5. **OLD BUSINESS**
  - a. None
6. **NEW BUSINESS**
  - a. Approve PACIF Grant Application – Darby Mayville
  - b. Request for Tax Stabilization for 11 Park Street/Letter of Commitment – Lauren Morrisseau
  - c. Appoint New Manager Authorized Agent – Lauren Morrisseau
  - d. Approve Annual Financial Plan Town Highways – Lauren Morrisseau
  - e. Sign Certification of Compliance for Town Road and Bridge Standards and Network Inventory
  - f. Approve and Sign Annual Meeting Warning – George Tyler
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Letter of Resignation from Attorney David Barra
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 2/13/18
  - b. Expense Warrant #17083 dated 2/16/18 in the amount of \$135,356.77
  - c. Approve Banner Application for KidSafe Community Yard Sale at CVE
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 27, 2018**

**TRUSTEES PRESENT:** Elaine Sopchak (Vice President); Dan Kerin, Andrew Brown, Lori Houghton. (George Tyler was absent.)  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager (retiring); Evan Teich, Municipal Manager (incoming); Lauren Morrisseau, Finance Director & Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.  
**OTHERS PRESENT:** Julie Miller-Johnson, Colin Flanders (Essex Reporter).

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

In the absence of Village President, George Tyler, Vice President Sopchak called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

**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) 2018 Five Corners Farmers Market

Julie Miller-Johnson updated the Trustees on the Five Corners Farmers Market, noting the following:

- There is a new board of directors with new members, new energy, and new creative ideas.
- The market will be held during the summer on Wednesday nights from 4 PM to 7 PM and then 3:30 PM to 6:30 PM once school is back in session in the fall.
- The new high visibility location is the lot behind Road ResQ. The lot is owned by Gabe Handy who has granted permission to use the lot.
- The new name is “Five Corners Farmers Market and Pop Up Marketplace” to let people know to come to Essex Junction for retail.
- Village Public Works is asked to fill in the potholes and level the surface of the gravel lot for safety, and relocate the signs and the parking stops between the grassy area and gravel if possible. The market would like to have the music table and picnic tables on the grass.

Lori Houghton mentioned using the gazebo. Julie Miller-Johnson said Nomad Coffee is returning, but the market will use the gazebo if it is available. Pat Scheidel noted the pergola is there to stop cars from cutting through the lot.

Elaine Sopchak expressed concern about people crossing the roads around Five Corners. Julie Miller-Johnson said the board has been discussing ways to create a sense of safety with the market and considered options such as having a traffic barrel near the driveway

entrance to alert drivers and striping the area in front of the entrance so cars do not block the entrance. Evan Teich suggested meeting with Public Works and the Police Department to work out a logistics and a safety plan. A holistic view should be taken to come up with a plan. The Trustees will be updated on the final plan.

Elaine Sopchak asked if there will be food trucks at the market. Julie Miller-Johnson said only small food trucks will be allowed due to space constraints. There will be a total of 20 vendors on the site with tents.

Andrew Brown mentioned having more flashing light crosswalks. Lori Houghton mentioned flags and buckets as a low cost signal to help cross the road safely.

#### **4. OLD BUSINESS**

None.

#### **5. NEW BUSINESS**

##### a) PACIF Grant Application

Darby Mayville explained the PACIF grant application for purchase of safety equipment. Public Works requested traffic cones and signs. The Rec Department requested flammable storage cabinets.

**MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize staff to submit the 2018 PACIF Equipment Grant Application and authorize a cash match of \$1,528.12. VOTING: unanimous (4-0); motion carried.**

##### b) Tax Stabilization Request – 11 Park Street

Lauren Morrissette explained the request by Gabe Handy for tax stabilization on the property at 11 Park Street. The terms are outlined in the Letter of Commitment that must be signed by the property owner and includes the requirement to do 10% improvement to the property (current value of the property is \$869,800) and submit evidence of the improvement by December 2018. The tax stabilization begins in FY20 and goes for four years at staggered amounts. Taxes paid on the improved property will be higher than the current amount.

**MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the tax stabilization request for 11 Park Street. VOTING: unanimous (4-0); motion carried.**

##### c) New Manager Authorized Agent

Evan Teich, the new Municipal Manager for Essex Junction and Essex Town, was introduced.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Evan K. Teich as the authorized agent for the Village of Essex Junction to sign legal and other documents relative to the operation of the Village. VOTING: unanimous (4-0); motion carried.**

d) Annual Financial Plan Town Highways

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the Annual Financial Plan for Town Highways in Essex Junction. VOTING: unanimous (4-0); motion carried.**

e) Certificate of Compliance for Town Road & Bridge Standards and Network Inventory

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory. VOTING: unanimous (4-0); motion carried.**

f) Approve/Sign Annual Meeting Warning

Lori Houghton announced June 3<sup>rd</sup> is State Neighbors Day and this can be announced under Article 4 (Other Business) on the warning.

**MOTION by Lori Houghton, SECOND by Dan Kerin, to approve and sign the warning for the 2018 Annual Village Meeting. VOTING: unanimous (4-0); motion carried.**

## 6. **MANAGER'S REPORT**

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

- March 13, 2018 (joint meeting with Essex Selectboard at Lincoln Hall)
- March 27, 2018
- April 10, 2018
- April 24, 2018
- May 8, 2018
- May 22, 2018

\* 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

\* May 26, 2018 – Memorial Day Parade

Pat Scheidel spoke of the satisfaction and gratitude of working as one manager to serve both communities, and the level of respect and love of community by all board members. Mr. Scheidel said Evan Teich is highly qualified to be the next Municipal Manager.

Evan Teich expressed appreciation for being given the opportunity to serve the community. People in the community and the staff have great respect for Pat Scheidel which is well deserved. Mr. Teich spoke of the dedication to make the entire area more unified and a better place for everyone.

## 7. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**

a) Board Member Comments

- Elaine Sopchak said hiring Pat Scheidel was the smartest decision the Board of Trustees made, and kudos to George Tyler and Linda Myers for starting the process of consolidation.

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- Elaine Sopchak announced the 2018 Annual Fire Department Banquet on April 28, 2018. The Trustees are invited.
  - Andrew Brown mentioned a comment by the Bike/Walk Committee about closing Main Street for the village block party. Staff will get clarification on the street. Main Street will not be closed though.
  - Lori Houghton said the legislature received only minor changes to the Open Meeting Law.

b) Reading File

- Letter of Resignation from Attorney David Barra

**8. CONSENT AGENDA**

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

- 1. Approve Minutes of 2/23/18 with the notation that Elaine Sopchak was not present for the votes on the Consent Agenda and signing the Termination of Employment Subcontracting Agreement.**
- 2. Expense Warrant #17083, dated 2/16/18, in the amount of \$135,356.77.**
- 3. Approve Banner Application for KidSafe Community Yard Sale at CVE.**

**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 7:16 PM.

*RScty: M.E.Riordan*