



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MARCH 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. Request for Proposals for New Attorney and Process for Interim Attorney – Evan Teich
6. **NEW BUSINESS**
  - a. Electric Vehicle Charging Equipment Grant Application – Darby Mayville
  - b. PACIF Scholarship Grant Application for Safety Training – Darby Mayville
7. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from other Boards/Committees:
    - Planning Commission 1/18/18 & 2/15/18
    - Capital Committee 2/6/18
    - Bike/Walk Advisory Committee 2/12/18
  - c. Trustees Meeting Schedule
8. **CONSENT AGENDA**
  - a. Minutes of Previous Meeting 2/27/18
  - b. Warrant #17084 dated 2/23/18 in the amount of \$316,572.82
  - c. Warrant #17085 dated 3/2/18 in the amount of \$83,995.80
  - d. Warrant #17086 dated 3/9/18 in the amount of \$70,485.11
  - e. FYE 18 Budget Status Report as of 2/28/18
9. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
  - a. Preparation for March 24, 2018 joint meeting
  - b. Selection of future joint meeting dates
  - c. Discussion of goals and objectives for evaluation of Unified Manager
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  
March 13, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.  
**ADMINISTRATION:** Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director & Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.  
**OTHERS PRESENT:** Tim Jerman, Diane Clemens, Paula DeMichele, Max Levy, Michael Plageman, Irene Wrenner, 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**

None.

**3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS**

a) Comments from Public on Items not on Agenda

Tim Jerman distributed the script for the re-enactment of the first village meeting to be performed at the Annual Meeting on April 4, 2018. The Trustees each have a part. Mr. Jerman suggested a practice session be held prior to the next Trustees meeting on 3/27/18.

**4. OLD BUSINESS**

a) RFP for Village Attorney and Process for Interim Attorney

Evan Teich advised the village should have a separate attorney from the Town Attorney, and will use the services of an interim attorney until a new Village Attorney is selected.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the RFP as presented and the proposed timeline for selection of a new Village Attorney, and to appoint a Trustee to serve on the selection committee. VOTING: unanimous (5-0); motion carried.**

George Tyler volunteered to serve on the selection committee for the Village Attorney.

**5. NEW BUSINESS**

a) Electric Vehicle Charging Equipment Grant Application

Darby Mayville, Community Relations & Economic Development Assistant, briefly explained the grant application for an electric vehicle charging station that would be installed on Railroad Avenue across from the train station. The village share of the grant is \$750 plus in-kind services (excavation of the site). Data on the charging station behind

the Village Office show there have been 21 monthly plug-ins. Lauren Morrisseau said \$400 has been collected this year from the station.

**MOTION by Lori Houghton, SECOND by Dan Kerin, to authorize staff to submit the State of Vermont Electric Vehicle Charging Equipment Grant, sign the resolution for an electric charging station, and provide \$750 cash match out of the Matching Grant Fund.**

**DISCUSSION:**

- Elaine Sopchak said she will recuse herself from the vote due to potential conflict of interest. (Ms. Sopchak works for one of the state departments that administers the grant.)

**VOTING: 4 ayes, one recusal (Elaine Sopchak); motion carried.**

b) PACIF Scholarship Grant Application for Safety Training  
Darby Mayville reported the PACIF grant has been used in the past for sexual harassment training for village and town employees and will now be used for safety training for employees.

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to authorize staff to submit the VLCT PACIF Scholarship Grant as proposed. VOTING: unanimous (5-0); motion carried.**

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

a) Board Member Comments

- Lori Houghton gave a brief update on legislative votes on forming a rental registry in the state and the Open Meeting Law (serial conversations outside of a meeting with the intent to make decisions are not allowed).
- George Tyler reported on the discussion of parking at the last Planning Commission meeting and suggested a joint meeting between the Trustees and Planning Commission be scheduled in April. Lori Houghton suggested in addition to parking the use of landscaping funds from development projects be discussed with the Planning Commission.

b) Reading File

- Minutes
  - Planning Commission 1/18/18 & 2/15/18
  - Capital Committee 2/6/18
  - Bike/Walk Advisory Committee 2/12/18
- Trustees Meeting Schedule

**7. CONSENT AGENDA**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:**

- a) Approve Minutes of Previous Meeting(s) 2/27/18.
- b) Expense Warrant #17084, dated 2/23/18, in the amount of \$316,572.82.
- c) Expense Warrant #17085, dated 3/2/18, in the amount of \$83,995.80.
- d) Expense Warrant #17086, dated 3/9/18, in the amount of \$70,485.11.

e) **FYE2018 Budget Status Report as of 2/28/18.**  
**VOTING: unanimous (5-0); motion carried.**

The Board of Trustees meeting was recessed at 6:55 PM.

**8. JOINT MEETING WITH ESSEX SELECTBOARD**

George Tyler resumed the Trustees meeting at 7 PM and Max Levy, Essex Selectboard Chair, called the Essex Selectboard meeting to order at 7 PM.

*Essex Selectboard Meeting Agenda*

The email from Barbara Higgins regarding the March 24, 2018 joint meeting and allowing the public to speak after each item on the agenda was added to the meeting agenda under Item 5.a of the Essex Selectboard meeting agenda and Item 8.a on the Trustees meeting agenda.

**MOTION by Irene Wrenner, SECOND by Mike Plageman, to approve the agenda as amended (with the addition of the email from Barbara Higgins under Item 5.a).**  
**VOTING: unanimous (3-0); motion carried.**

*Essex Selectboard Public Comment Section*

Evan Teich pointed out Elaine Sopchak though elected to the Essex Selectboard will not participate as a member of the Selectboard until the first business day in April.

a) Preparation for 3/24/18 Joint Meeting

George Tyler announced Jennifer Knauer was chosen as the facilitator for the joint meeting on 3/24/18 and it is suggested Ms. Knauer, Evan Teich, George Tyler, and Max Levy work together to prepare the agenda for the meeting. Both boards concurred. Evan Teich will forward the proposal submitted by Ms. Knauer to both boards.

There was discussion of potential items for discussion on governance, such as the boards, organizational chart, existing functions, policies, procedures, practices, or whether the discussion at the joint meeting should be about what is wanted to be achieved and then the new government will become clear. Elaine Sopchak suggested reviewing the consolidations to date and what is next as well as other opportunities. Lori Houghton stressed involvement by both boards. Mike Plageman agreed the current boards should be in unison on moving forward and should look at what has been accomplished and what has not worked. Irene Wrenner said the conversations should be held first before the “box is built”. Andrew Brown said there should be discussion of where the boards are trying to go and the outcome. Dan Kerin urged having more public input on where both boards want to go.

There was discussion of time for public comment at the joint meeting. George Tyler said there will be some time for the public to speak, but the boards need to converse and then the public will have opportunity to comment. Lori Houghton mentioned following the Heart & Soul framework with public comments. Elaine Sopchak noted the facilitator can draw out comments from the public or ask questions which is different than facilitating

the two boards having a conversation. There have already been multiple community conversations via Heart & Soul, EGG, Thoughtful Growth, Design Five Corners, ETC Next, school merger. Max Levy said the first meeting should be the two boards looking at the issues. There will be additional meetings with the public involved. Mike Plageman said the conversation will be more productive by starting with the meeting on the 24<sup>th</sup> to determine how to formulate the governance and the consolidations that go with that, some of which may require a charter change. Elaine Sopchak expressed concern about pushing the timeline for a charter change. The public needs to be brought along gradually to know what is happening, perhaps even holding an advisory vote.

George Tyler recommended having Evan Teich give his perspective on governance and the role of the Unified Manager through the process at the start of the meeting on March 24th. There is agreement the electorate must be kept informed. The work on governance may span beyond board member terms. Momentum must not be lost. A website with information on the joint meetings could be created and comments from the public could be posted.

b) Future Joint Meeting Dates

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adhere to the schedule of joint meeting dates as follows:**

- **April 25, 2018 beginning at 7 PM at 81 Main Street**
- **June 14, 2018 beginning at 7 PM at Lincoln Hall**
- **August 22, 2018 beginning at 7 PM at 81 Main Street**
- **October 11, 2018 beginning at 7 PM at Lincoln Hall**
- **December 5, 2018 beginning at 7 PM at 81 Main Street**

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

**MOTION by Mike Plageman, SECOND by Irene Wrenner, to meet with the Village Board of Trustees at 7 PM on the following dates for the purpose of discussing joint business:**

- **April 25, 2018 at 81 Main Street**
- **June 14, 2018 at Lincoln Hall**
- **August 22, 2018 at 81 Main Street**
- **October 11, 2018 at Lincoln Hall**
- **December 5, 2018 at 81 Main Street**

**VOTING: unanimous (3-0); motion carried.**

c) Goals and Objectives for Evaluation of Unified Manager

The following suggestions for evaluating the performance of the Unified Manager were offered:

- Use ICMA “SMART” goals (Specific, Measurable, Achievable, Relevant, Time-Bound). An example of a SMART goal would be attendance at one meeting of every board and committee within a certain timeframe.
- Each board drafts two goals to be compiled into one unified goal (some goals can be done by a date certain, others will be in process and a progress report can be given).

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- In addition to performance on goals and objectives, department heads and staff will provide input on the Unified Manager.
  - Review best practices by other boards/organizations.

There was agreement board members will forward suggested SMART goals and objectives to George Tyler and Max Levy no later than April 18, 2018 for discussion at the April 25, 2018 joint meeting. George Tyler, Max Levy, and Evan Teich will draft a memo on the choices of goals/objectives.

**9. ADJOURNMENT**

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

**MOTION by Irene Wrenner, SECOND by Mike Plageman, to adjourn the Essex Selectboard meeting. VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 7:57 PM.

*RScty: M.E.Riordan*