



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MARCH 27, 2018 at 5:15 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [5:15 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Annual Meeting Preparation - Tim Jerman
 - c. Presentation on FYE 17 Audit Report – Casey Scandore, CPA, from Kittell Branagan & Sargent
5. **OLD BUSINESS**
 - a. Replacement of Main Street Bridge Bidding and Engineering Contract Amendment – Dennis Lutz
6. **NEW BUSINESS**
 - a. Request for Tree Committee Logo – Nick Meyer
 - b. Village Newsletter Policy – Darby Mayville
 - c. Annual Meeting Preparation – George Tyler and Evan Teich
7. **MANAGER’S REPORT**
 - a. All State Parade Street Closure Request
 - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 2/20/18
 - c. Memo from Dennis Lutz, Public Works Director, re: Informal Partnership Program with CTE
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 3/13/18
 - b. Expense Warrant #17087 dated 3/16/18 in the amount of \$63,214.67
 - c. Expense Warrant #17088 dated 3/23/18 in the amount of \$371,971.05
10. **EXECUTIVE SESSION**
 - a. Personnel
11. **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
March 27, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak [left at 6:50 PM], Dan Kerin, Andrew Brown. (Lori Houghton was absent.)

ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director & Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.

OTHERS PRESENT: Dennis Lutz, Irene Wrenner, Nick Meyer, Mary Jo Engel, Casey Scandore, Warren Spinner, Abbie Tykocki, Linda Paroline, 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

It was noted the rehearsal of the re-enactment for the Annual Meeting was conducted prior to the meeting.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

Abbie Tykocki, representing the Energy Committee, mentioned the letter from the committee to the Trustees and village planners expressing appreciation for the grant application for the electric vehicle charging station. The station generated 21 monthly plug-ins and revenue for the village. The village and town need to register 100 new light duty vehicles through 2025 to reach the halfway point toward the state goal of 90% renewable energy by 2050. The Vermont Energy dashboard tracks the progress of municipalities toward the state goal. The web portal separates Essex Junction from Essex which is problematic and does not recognize what has been done in the village and town with regard to energy. The village and town numbers should be combined. There is a cost to merge both and rebuild the website (up to \$600). The committee is requesting funding from the village and town (\$300 each) and is also researching other sources of funding.

George Tyler said the request will be on the next meeting agenda for action.

Ms. Tykocki commented on the script for the re-enactment of the first Board of Trustees meeting in the village, opining the script has unintended bias and sexist comments.

b) Annual Meeting Preparation

Rehearsal of the re-enactment was conducted prior to the regular meeting.

c) Presentation: FYE17 Audit Report

Casey Scandore with Kittell Branagan & Sargent, reviewed the components of the audit report and reported the village received an unmodified opinion (highest opinion). The audit went well. A single audit was also done because the village expended over \$750,000 in federal funds for projects (\$985,000 was received for highway construction projects). With the single audit there were no significant deficiencies, material weaknesses, or findings. The unassigned fund balance for the village is at 9.5% per the policy that states maintaining a less than 10% fund balance. The non-major funds include the Senior Center. The footnotes which are the same as last year include a note about acquiring the Senior Center. The proprietary funds (water, sewer, sanitation) are self-sustaining.

Andrew Brown asked if there is any impact on borrowing by not showing cash for the village. Casey Scandore explained there is no impact because the “due from” from the town represents cash. Andrew Brown asked why the village is considered “high risk”. Casey Scandore explained the rating is due to the single audit. A municipality must have a clean single audit for the prior two years in order to be rated “low risk”. This is the first year the village had a single audit.

Evan Teich asked how long the audit took. Casey Scandore said three auditors spent over five days with staff at the town office performing the audit for both the town and village. The audit focused on the balance sheet. A letter was sent to staff ahead of the audit outlining the requested information for the audit. Staff does a lot of work on the audit. Evan Teich mentioned municipal village and town funds being different from business funds. Casey Scandore confirmed governmental funds are different from business funds. Evan Teich asked if there is anything the village should be working on. Ms. Scandore said nothing out of the ordinary was found with the audit.

George Tyler said it is good to be aware of what goes into the audit in terms of staff hours. The village and town have routinely had good audits thanks to staff.

4. OLD BUSINESS

a) Bidding and Engineering Contract Amendment for Main Street Bridge Replacement
Dennis Lutz, Public Works Director, said the bids for the bridge replacement on Main Street will be opened and awarded in April. Work will begin in June with completion in August before school begins. The bridge will have a concrete pre-fab deck with steel or aluminum railings. There will be a fence around the construction area and jersey barriers. The amendment to the engineering contract (total of \$7,200) is to fix some structural items on the bridge. The state has approved the additional work. The grant split is 90/10 (state/local) so the village’s share of the \$7,200 will be \$720.

MOTION by George Tyler, SECOND by Andrew Brown, to approve the proposed engineering contract amendment in the amount of \$7,200 with Engineering Ventures.

DISCUSSION:

- **Andrew Brown confirmed the extra cost for engineering is for reinforcing the retaining wall, not replacing the retaining wall.**

- **Dan Kerin asked if the bridge should be replaced. Dennis Lutz said replacement will likely be in 10-15 years. The state would cover some of the replacement cost.**

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

5. NEW BUSINESS

a) Request for Tree Committee Logo

Nick Meyer and Warren Spinner reviewed the proposed logo for the Essex Junction Tree Advisory Committee. Students in graphic design at the Tech Center designed the logo.

MOTION by Dan Kerin, SECOND by Andrew Brown, to accept the Tree Advisory Committee logo as presented. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

Nick Meyer mentioned the advance of the Emerald Ash Borer (now in Barre) and potential impact on ash trees in the village planted in the right-of-way (189 trees) and in the parks. Ash trees are on private property as well. The Tree Committee is developing an action plan and will inform the Trustees. Warren Spinner said much of the work can be done by the village and town crews in removing the trees, but some of the work will be contracted out. There is also stump removal/grinding and replanting to do. Cost estimates are needed. The insect moves the fastest via firewood. Treatment besides tree removal includes predators or trunk injection of insecticide (must be injected two years prior to the arrival of the insect and every year thereafter until the insect is eradicated). Nearly 8% of the state forest population is ash so there will be a significant impact on the state by the infestation. Information will be compiled for the Trustees and the public. Workshops for public awareness will be held.

Evan Teich urged addressing the spacing of replanted trees and using a variety of species to avoid being in the same situation again.

b) Village Newsletter Policy

Darby Mayville explained the policy that was developed so individuals and groups are aware of the village policy on publishing announcements and to ensure everyone is treated equitably.

MOTION by George Tyler, SECOND by Dan Kerin, to adopt the Village Newsletter Policy as presented. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

c) Annual Meeting Preparation

George Tyler said the re-enactment will be done at the start of the Annual Meeting. There will be a slide presentation on the budget. There could also be a couple of slides updating the public on the consolidation effort to date. Lori Houghton will read the resolution on “Neighbors Day”.

There was agreement a handout/flyer on the consolidation effort and a Q&A sheet with frequently asked questions should be available at the meeting.

6. MANAGER'S REPORT

a) All State Parade Street Closure

Evan Teich reported the Educational Center accepted hosting the All State Parade and requested Main Street be closed for two hours beginning at 6 PM on a Wednesday night which is not workable. An alternate route was suggested to use Old Colchester Road to Autumn Pond. The school will notify all the property owners of the road closure. Residents at Autumn Pond will use the back (emergency) entrance during the closure.

Andrew Brown asked if there is willingness to change the date or time of the parade so the normal parade route can be used. Evan Teich said the village only received the request for the road closure and has not been involved in any of the planning for the event. The school will brief the Trustees on the plan once it is set.

Irene Wrenner, resident, mentioned the school is seeking people to host students for the weekend. Patty Bergeron is coordinating housing.

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

- April 10, 2018
- April 24, 2018
- May 8, 2018
- May 22, 2018
- June 12, 2018
- June 26, 2018

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

* April 25, 2018 @ 7 PM – Joint Meeting with Selectboard, 81 Main Street

* May 26, 2018 @ 10 AM – Memorial Day Parade

* June 14, 2018 @ 7PM – Joint Meeting with Selectboard, Lincoln Hall

c) Parking Complaints

Evan Teich said complaints have been received about people parking on Park Terrace near McGillicuddy's. Temporary barriers are in place on the south side of the street across from the building and the police will be enforcing the parking. A permanent sign will be installed and enforced. Staff is trying to get the word out that there is a large parking lot behind Road ResQ that would be good for employees to use to free up spaces closer to the business.

Dan Kerin said there is public parking by Lincoln Hall and the fire station as well.

George Tyler suggested posting signs with the universal parking symbol so people can see exactly where there is parking.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE**a) Board Member Comments**

- Andrew Brown announced the upcoming presentation of the village budget and the debate by candidates for the open Trustee seats on Channel 17.

b) Reading File

- Minutes
 - Tree Advisory Committee 2/20/18
- Memo from Dennis Lutz, Public Works Director, re: Informal Partnership Program with CTE

8. CONSENT AGENDA

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

- a) Approve Minutes of Previous Meeting(s) 3/13/18.**
- b) Expense Warrant #17087, dated 3/16/18, in the amount of \$63,214.67.**
- c) Expense Warrant #17088, dated 3/23/18, in the amount of \$371,971.05.**

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to discuss a personnel matter and include the Unified Manager and Finance Director.

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

Executive Session was convened at 7:35 PM and adjourned at 8 PM.

10. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

The meeting was adjourned at 8 PM.

RScty: M.E.Riordan