



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 24, 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
5. **OLD BUSINESS**
 - a. Board Reorganization
6. **NEW BUSINESS**
 - a. Award bid for 2018 Paving Projects – Aaron Martin
 - b. Adoption of 2018 Local Emergency Operations Plan – Evan Teich
 - c. Reappointment of Chittenden Solid Waste District Representatives – Evan Teich
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 4/16/18
 - Capital Program Review Committee 4/17/18
 - c. Brownell Library Staff and Director’s Report March 2018
 - d. Thank you from Green Mountain Habitat for Humanity
 - e. Memo from Lauren Morrissette re: Recreation Dept. Declined to Join Association
 - f. Letter from Arbor Day Foundation re: 2017 Tree City USA
9. **CONSENT AGENDA**
 - a. Approve and Attest Annual Meeting Minutes 4/4/18
 - b. Approve Minutes of Previous Meeting 4/10/18
 - c. Expense Warrant #17091 dated 4/13/18 in the amount of \$70,677.54
 - d. Expense Warrant #17092 dated 4/20/18 in the amount of \$187,449.87
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
April 24, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Assistant Manager/Finance Director.
OTHERS PRESENT: Aaron Martin, Irene Wrenner.

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

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda
None.

4. OLD BUSINESS

a) Board Reorganization
Evan Teich facilitated the meeting and called for nominations for Village President.

Village President

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to nominate George Tyler as Village President. There were no other nominations. **VOTING: 4 ayes, 1 abstention (George Tyler); motion carried.**

George Tyler is Village President and assumed facilitation of the meeting.

Village Vice President

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to nominate Andrew Brown as Village Vice President. There were no other nominations. **VOTING: 4 ayes, 1 abstention (Andrew Brown); motion carried.**

Andrew Brown is Village Vice President.

5. NEW BUSINESS

a) Award Bid for 2018 Paving Projects
Aaron Martin, Essex Utility Director/Engineer, reported the town secured a paving bid at \$60/ton for asphalt. The village budget for paving is \$225,000, but the total cost of the paving projects based on the 'per ton' rate is \$151,500.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to award the paving bid to Pike Industries for paving projects in the Village of Essex Junction for FYE2019. VOTING: unanimous (5-0); motion carried.

b) Adopt 2018 Local Emergency Operations Plan (LEOP)

Evan Teich noted in order to receive FEMA funds the LEOP must be in place. Mr. Teich said he will be attending a training session on the LEOP.

MOTION by Andrew Brown, SECOND by Lori Houghton, to adopt the 2018 Local Emergency Operations Plan and authorize Dan Kerin to sign the plan as required. VOTING: unanimous (5-0); motion carried.

c) Reappoint Chittenden Solid Waste District (CSWD) Representatives

MOTION by Lori Houghton, SECOND by Dan Kerin, to reappoint Alan Nye as the representative and George Tyler as the alternate to the CSWD Board of Commissioners for a two year term beginning June 1, 2018 and ending May 31, 2020. VOTING: 4 ayes, 1 abstention (George Tyler); motion carried.

6. MANAGER'S REPORT

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

- May 8, 2018
- May 22, 2018
- June 12, 2018
- June 26, 2018

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

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

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

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- George Tyler noted employees of EJRP voted not to join the Village Employees Association. Lauren Morrissette said membership is a department by department decision. Evan Teich noted staff is looking at alignment of village and town employee contracts and personnel policies.
- George Tyler mentioned the letter of appreciation from Habitat for Humanity.
- Elaine Sopchak gave a brief update on the information covered at the last Selectboard meeting. Items discussed included water rates, options for the community discussion on the firearms discharge ordinance, presentation from Green Lantern solar company, presentation from the VNA on the funding request of \$53,572 for FY19 resulting in a discount of \$114,538. The funding is to serve 5,897 people, provide 10,722 visits to households and 10,383 hours of service. Evan Teich added the requested funding is the amount not covered by Medicare/Medicaid for service. The VNA is trying to align practices and procedures with the UVM Medical Center system for better outcomes.

b) Reading File

- Minutes
 - Bike/Walk Advisory Committee 4/16/18
 - Capital Program Review Committee 4/17/18
- Brownell Library Staff and Director Report, March 2018
- Thank You from Green Mountain Habitat for Humanity
- Memo from Lauren Morrisseau re: Rec Dept. Declined Joining Association
- Letter from Arbor Day Foundation re: 2017 Tree City USA

8. CONSENT AGENDA

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

- a) **Approve and Attest Annual Meeting Minutes 4/4/18**
- b) **Approve Minutes of Previous Meeting(s) 4/10/18**
- c) **Expense Warrant #17091, dated 4/13/18, in the amount of \$70,677.54.**
- d) **Expense Warrant #17092, dated 4/20/18, in the amount of \$187,449.87.**

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

9. ADJOURNMENT

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

The meeting was adjourned at 6:49 PM.

RScty: M.E.Riordan