



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 22, 2018 at 6:00 PM
2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS AND PRESENTATIONS** [6:00-6:30 PM]
 - a. Amanda Eldridge and 8th Grade Social Studies Students from Albert D. Lawton School re: Good Governance Projects
5. **BUSINESS AGENDA** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
6. **NEW BUSINESS**
 - a. Appointment of Village Attorney and Annual Appointments – Evan Teich
 - b. Landfill Leachate Treatment Agreements – James Jutras
 - c. Amendment to Encore Solar Net Metering Agreement – James Jutras
 - d. Phosphorus Innovation Challenge Grant Program – James Jutras
 - e. Requests for 2018 SteAmfest – Kristin Humbargar
 - f. Discuss Joint Meeting with Planning Commission – George Tyler
7. **MANAGER’S REPORT**
 - a. Trustees Meeting Schedule
8. **TRUSTEES COMMENTS & CONCERNS/READING FILE**
 - a. Minutes from Other Boards/Committees:
 - Essex Selectboard 4/25/18 and 5/7/18
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 5/8/18 and 5/14/18
 - b. Warrant #17094 dated 5/4/18 in the amount of \$125,018.85
 - c. Warrant #17095 dated 5/11/18 in the amount of \$100,520.05
 - d. Warrant #17096 dated 5/18/18 in the amount of \$41,207.33
 - e. FYE 18 Budget Status Report as of 4/30/18
10. **EXECUTIVE SESSION**
 - a. Real Estate
11. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 22, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Andrew Brown, Elaine Sopchak, Dan Kerin, Lori Houghton.

ADMINISTRATION: Evan Teich, Unified Manager; Darby Mayville, Community Relations Assistant; Jeff Kershner, Village Engineer; Jim Jutras, Water Quality Superintendent; Brad Luck, EJRP Director.

OTHERS PRESENT: Amanda Eldridge, ADL 8th Grade students, Max Levy, Steve Messier, Carol and Wendy Hale, Kristin Humbargar, Julie Miller-Johnson, Claudine Safar, Ed Adrian, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6 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.

b) Presentation: Albert D. Lawton 8th Grade Social Studies Good Governance Projects
Amanda Eldridge, Social Studies teacher at ADL School, introduced the presentations on governance to be given by 8th Grade students in her Civics class. The Trustees heard three presentations emphasizing the principles of good governance (participation, transparency, equity) and discussing different governance structures (at large, districts, wards) and forms of government (council-manager, council-mayor).

4. OLD BUSINESS

None.

5. NEW BUSINESS

a) Annual Appointments by Unified Manager

Village Attorney

MOTION by George Tyler, SECOND by Lori Houghton, to approve the appointment by the Unified Manager of Claudine Safar with the firm of Monaghan, Safar and Ducham as Village Attorney effective June 1, 2018 through June 30, 2019. VOTING: unanimous (5-0); motion carried.

Village Treasurer/Tax Collector/Clerk

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to approve the appointment by the Unified Manager of Susan McNamara-Hill as Village Treasurer/Tax Collector/Clerk for the period July 1, 2018 through June 30, 2019.

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

Village Fire Chief

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to approve the appointment by the Unified Manager of Chris Gaboriault as Village Fire Chief for the period July 1, 2018 through June 30, 2019. **VOTING: unanimous (5-0); motion carried.**

Village Engineering Consultant

MOTION by Andrew Brown, **SECOND** by Dan Kerin, to approve the appointment by the Unified Manager of Hamlin Consulting Engineers as the Village Engineering Consultant for the period of July 1, 2018 through June 30, 2019. **VOTING: unanimous (5-0); motion carried.**

b) Landfill Leachate Treatment Agreements

Water Quality Superintendent, Jim Jutras, explained the recommendation to cancel the landfill leachate agreements with WSI Moretown, Coventry Landfill, and CV Landfill to free up capacity at the treatment plant. The agreements with Chittenden Solid Waste District and Myers should continue.

MOTION by Elaine Sopchak, **SECOND** by Andrew Brown, to approve renewal of the leachate treatment agreements with Chittenden Solid Waste District and Myers Container and not renew the agreements with Moretown, CV Landfill, and Coventry Landfill as recommended. **VOTING: unanimous (5-0); motion carried.**

c) Amendment to Encore Solar Net Metering Agreement

Jim Jutras explained the recommendation to revise the solar net metering agreement with Encore to include just the treatment plant and release the other accounts to the Sandhill solar agreement. Essex Junction is one of the largest producers of solar energy in the state and is taking advantage of all discounts that benefit the community. The treatment plant heat and power is solar generated.

MOTION by Andrew Brown, **SECOND** by Dan Kerin, to authorize the Unified Manager to sign Addendum #2 of the Encore Essex Junction Solar Agreement and add Lincoln Hall, Brownell Library, and other electric GMP accounts as needed to the Sandhill solar installation net metering agreement. **VOTING: unanimous (5-0); motion carried.**

d) Phosphorus Innovation Challenge Grant Program

Jim Jutras explained the limitation of the treatment plant with phosphorus recycling. Staff has been researching opportunities to remove excess nutrients without having to add

capacity and found a commercial descaling operation. The state is sponsoring grants for innovative programs.

Evan Teich said the permit is from the state and the state sets the rules. Phosphorus removal is coming. Phosphorus affects the lake. The treatment plant discharges into the Winooski River which drains into the lake. The charge is to figure out how to decrease the discharge from the treatment plant. The descaling operation is one step. If the hydroflow unit works at the treatment plant there could be other applications in streams or on farms.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize staff to participate in the submission of an application to the Phosphorus Innovation Grant Program and the evaluation process then report back with updates on cost as well as progress of the application beyond the preliminary round of review. VOTING: 4 ayes, one recusal (Elaine Sopchak); motion carried.

e) Requests for 2018 SteAmfest

Kristin Humbargar and Julie Miller-Johnson explained the requests for notifying the businesses and residents on Railroad Avenue about the road closure for SteAmfest and the food truck alley.

Dan Kerin advised getting approval of the road closure from the Police Chief.

MOTION by Lori Houghton, SECOND by Dan Kerin, to support closure of Railroad Avenue for SteAmfest 2018 and ask the Unified Manager to handle the logistics of the street closure on September 22, 2018 from 8 AM to 5 PM for the Artist and Maker Market and on September 21, 2018 from 4 PM to 10 PM for the food truck alley with consultation with the Police Dept. and Fire Dept., and further, to provide village support in public notification of the street closure. VOTING: unanimous (5-0); motion carried.

f) Discuss Joint Meeting with Planning Commission

George Tyler reviewed the discussion at the joint work session with the Planning Commission that focused on affordable housing, greenspace, parking, development at Five Corners. Action should be taken on forming a housing needs committee and a parking committee. The committees would have a specific charge and a sunset date. The town would be included. The Trustees will further discuss the committees at the next Trustees meeting. Maura Collins could be invited to discuss the housing committee.

Evan Teich spoke of the need for workforce housing as well as affordable housing in the village to allow employees to be able to live in the village.

There was mention of the Trustees annual retreat and that many of the discussion items have been covered in the numerous joint meetings that have been held. Elaine Sopchak agreed advancements have been made on many items, but an assessment of the progress

should be done. Following further discussion there was agreement a mini-retreat or work session would be beneficial.

6. MANAGER'S REPORT

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

- June 12, 2018
- June 26, 2018
- July 10, 2018
- July 24, 2018
- August 14, 2018
- August 28, 2018
- September 11, 2018
- September 25, 2018

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

* June 7, 2018 @ 3 PM - Village Employee Appreciation Party

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

* August 22, 2018 @7 PM – Joint Meeting with Selectboard, 81 Main

b) Memorial Day Parade

Police, Public Works, Fire Dept., and members of the Village Administration will be working the parade.

c) Communications Alignment

Staff is working on communications alignment internally and externally. An in-service day is scheduled August 1, 2018 to discuss ways to improve communications and standardize policies. Publishing an employee newsletter is one idea.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Andrew Brown mentioned revisiting the Noise Ordinance and waiver process by having a demonstration from the sound engineers of what a certain decibel level sounds like. Perhaps this could be done after the fair. Evan Teich suggested being present at a sound check at the fairgrounds during an event.
- Lori Houghton said CVE should be asked to better promote the local businesses during events at the fairgrounds.

b) Reading File

- Minutes
 - Essex Selectboard 4/25/18, 5/7/18

8. CONSENT AGENDA

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

- a) **Approve Minutes of Previous Meeting(s) 5/8/18, 5/14/18**
- b) **Expense Warrant #17094, dated 5/4/18, in the amount of \$125,018.85.**
- c) **Expense Warrant #17095, dated 5/11/18, in the amount of \$100,520.05.**

- d) Expense Warrant #17096, dated 5/18/18, in the amount of \$41,207.33.
- e) FYE18 Budget Status Report as of 4/30/18.

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, pursuant to the Open Meeting Law and 1VSA313(a)(2) to go into Executive Session to discuss a real estate matter where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Unified Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8 PM.

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:15 PM.

10. ADJOURNMENT

With no further business and without objection the meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan