



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JUNE 12, 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. Public Hearing on FYE 19 Water Rates
  - c. Interview Citizens for Appointments to Boards, Committees and Commissions:
    - Kaitlin Hayes, Planning Commission
    - David Nistico, Planning Commission
    - Amber Thibeault, Planning Commission
    - Tom Weaver, Zoning Board
    - Micah Hagan, Bike/Walk Advisory Committee
    - Mary Jo Engel, Tree Advisory Committee
5. **OLD BUSINESS**
  - a. Discussion regarding extension of Memorandum of Agreement for Consolidation of Public Works Services – Evan Teich
  - b. Reappointments/Appointment to Boards, Committees and Commissions – Evan Teich
  - c. Discussion regarding formation of a housing needs committee - George Tyler
  - d. Resolve to accept and agree to the terms of the grant from the Vermont Agency Of Commerce and Community Development – Lauren Morrissette
6. **NEW BUSINESS**
  - a. VT Agency of Transportation Small Scale Construction Project Grant – Darby Mayville
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    - Capital Program Review Committee 5/15/18 and 6/5/18
    - Essex Selectboard 5/21/18
    - Bike/Walk Advisory Committee 5/21/18
  - c. Champlain Valley Exposition List of 2018 Waived/Monitored Events
  - d. Memo from Vermont Agency of Transportation Highway Division
  - e. Article in Burlington Free Press re: Vermont's fastest-growing towns

9. **CONSENT AGENDA**

- a. Approve Minutes of Previous Meetings 5/17/18 and 5/22/18
- b. Expense Warrant #17097 dated 5/25/18 in the amount of \$364,135.18
- c. Expense Warrant #17098 dated 6/1/18 in the amount of \$10,543.14
- d. FYE 18 Budget Status Report as of 5/31/18

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  
June 12, 2018**

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

**ADMINISTRATION:** Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director; Darby Mayville, Community Relations Assistant; Rick Jones, Public Works Superintendent; Claudine Safar, Village Attorney.

**OTHERS PRESENT:** Dennis Lutz, Sarah Macy, Mary Jo Engel, Amber Thibeault, Maura Collins, Irene Wrenner, Kaitlin Hayes, Tom Weaver, Micah Hagan, Raj Chawla, Carl Houghton.

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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**

There were no changes to the agenda.

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

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

b) Public Hearing: FYE19 Water Rates

The public hearing was opened at 6:32 PM. Lauren Morrisseau reported a 6% increase in the village water rate is proposed to cover the increase in the operating budget, additional money transferred to the capital fund for the Water Department, and to cover the increase in the wholesale cost of water from Champlain Water District. The village water rates remain the second lowest in the county. The large water user rate shows a proposed increase of 6.7%. Global Foundries is the only large user rate payer in the village.

There were no comments from the public.

**MOTION by George Tyler, SECOND by Andrew Brown, to close the public hearing on the FYE19 water rates. VOTING: unanimous (5-0); motion carried.**

The public hearing was closed at 6:44 PM.

c) Interviews for Appointment/Reappointment:

The Trustees interviewed the following individuals:

- Kaitlin Hayes for the Planning Commission
- Amber Thibeault for the Planning Commission (reappointment)
- Tom Weaver for the Zoning Board (reappointment)
- Micah Hagan for the Bike/Walk Advisory Committee (reappointment)

- Mary Jo Engel for the Tree Advisory Committee (reappointment)

#### 4. OLD BUSINESS

##### a) Extension of MOA for Consolidation of Public Works Services

Dennis Lutz explained the current MOA for consolidating public works services is reaching the expiration date. Updates were made to the document with the intent to provide the Unified Manager and public works staff opportunity to look at the situation and provide recommendation to both boards.

George Tyler expressed concern about the language surrendering the authority of the Board of Trustees to staff. The language says the recommendations are accepted, approved and addressed.

Elaine Sopchak noted the recommendations from the review committee were to extend the agreement and do any necessary studies to better understand the path forward.

Lori Houghton read a statement in support of eventually consolidating into one community with equal representation, but not with the MOA document as drafted. Progress on consolidation of departments should be paused until the board governance issue is settled. The current MOA could be extended for a year and both public works departments can continue to work together while the Trustees and Selectboard focus on an enhanced government framework and equitable taxation.

Evan Teich said the consolidation activities that have occurred over the past couple of years have been good and yielded benefits, but there is more to come. The governance piece must be decided before asking the question of merger.

Following further discussion there was agreement the Town Attorney will draft language for the MOA.

##### b) Re/Appointments

Evan Teich disclosed Amber Thibeault is the attorney working on his house closing. Andrew Brown said he will abstain from the vote because he is seeking reappointment to the Capital Program Review Committee.

**MOTION by Dan Kerin, SECOND by Lori Houghton, to make the following re/appointments:**

- **Tom Weaver – Zoning Board of Adjustment through 6/30/21**
- **Amber Thibeault – Planning Commission through 6/30/21**
- **David Nistico – Planning Commission through 6/30/21**
- **Micah Hagan – Bike/Walk Advisory Committee through 6/30/21**
- **Mary Jo Engel – Tree Advisory Committee through 6/30/21**
- **Warren Spinner – Tree Advisory Committee through 6/30/21**
- **Andrew Brown – Capital Program Review Committee through 8/31/21**
- **Robin Pierce – CCRPC PAC Representative through 6/30/20**
- **John Alden – CCRPC PAC Alternate through 6/30/20**

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**VOTING: 4 ayes, one abstention (Andrew Brown); motion carried.**

The Trustees tabled the appointment to the Planning Commission for a two year term until the next meeting.

c) Formation of a Housing Needs Committee

Maura Collins, Deputy Director of Vermont Housing Finance Agency, advised the Housing Needs Committee should assess housing needs in the broader Essex community and identify the “pinch points” and the policy levers to pull as well as identifying the demographics in the future to respond in a way the community will accept. The committee should have citizen participation, staff support, be separate from the planning commission or other boards, and offer recommendations then monitor the implementation.

Raj Chawla suggested involving the school district as well.

Following further discussion there was agreement village and town staff, Elaine Sopchak and Lori Houghton, and Ms. Collins will meet to draft a description of the committee and a plan of action. The Trustees will discuss the Housing Needs Committee at the next joint meeting with the Selectboard.

d) ACCD Grant

Elaine Sopchak said she will abstain from the vote because she works for the state agency offering the grant.

**MOTION by Andrew Brown, SECOND by Lori Houghton, to adopt the resolution accepting and agreeing to the terms of the grant from the Agency of Commerce and Community Development for the purpose of providing a sub-grant to the Vermont Housing Finance Agency. VOTING: 4 ayes, one abstention (Elaine Sopchak); motion carried.**

**5. NEW BUSINESS**

a) VTrans Small Scale Construction Project Grant

Darby Mayville and Raj Chawla explained the grant for three rectangular rapid flash beacons for crosswalks at Main Street/Railroad Avenue, Hiawatha Ave./West Street, and the CVE crossing on Route 15. The grant amount from the state is \$8,605.05. The amount paid by the village is \$8,000 and the amount paid by the Bike/Walk Committee is \$605.05.

Raj Chawla mentioned putting cones or a barrel in the road in the warmer months to slow drivers so people can cross the street. The Bike/Walk Committee will be discussing speed limits and clearing sight distances for crosswalks in the village.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to authorize staff to submit the VTrans Bike and Pedestrian Program Small Scale Construction Project Grant**

and to authorize a grant match of \$8,000 from the Matching Grant Fund. VOTING: unanimous (5-0); motion carried.

**6. MANAGER'S REPORT**

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

- June 26, 2018
- July 10, 2018 - Following discussion by Trustees the meeting was eliminated.
- July 24, 2018
- August 14, 2018
- August 28, 2018
- September 11, 2018
- September 25, 2018

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

\* July 18, 2018 @ 7 PM – Joint Meeting with Selectboard, 81 Main

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

b) Retirement

Lauren Morrisseau will be retiring at the end of the year after 25 years of service as the Finance Director for the village and three years for the town.

c) Alignment

Work continues on alignment of departments. Village and town public works staff worked together on the Main Street water main break and will be working on the Main Street Bridge project. Several grants have been received for various projects.

d) Police Presence

Conversations have been held with the Police Department on how to make officers more visible so drivers will stop for pedestrians trying to cross the street.

e) Farmers Market

The farmers market has been well attended. The location appears to be working.

f) Employee Newsletter

The first issue of the employee newsletter was published.

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

a) Board Member Comments

- Andrew Brown mentioned the playground at Cascade Park is in need of maintenance. [Evan Teich will discuss the matter with Brad Luck.]
- Lori Houghton commented on Maple Street Park being well used and a gem in the community.
- Elaine Sopchak asked for a report from Tim Shea on the CVE Neighbors Night.

b) Reading File

- Minutes
  - Capital Program Review Committee 5/15/18 and 6/5/18

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- Essex Selectboard 5/21/18
  - Bike/Walk Advisory Committee 5/21/18
  - Champlain Valley Exposition List of 2018 Waived/Monitored Events
  - Memo from VTrans Highway Division
  - Article in *Burlington Free Press* re: Vermont's Fastest Growing Towns (Essex Junction is the fastest growing followed by the Town of Essex)

**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) 5/17/18, 5/22/18**
- b) **Expense Warrant #17097, dated 5/25/18, in the amount of \$364,135.18.**
- c) **Expense Warrant #17098, dated 6/1/18, in the amount of \$10,543.14.**
- d) **FYE18 Budget Status Report as of 5/31/18.**

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

**9. ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.**

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

The meeting was adjourned at 8:50 PM.

*RScty: M.E.Riordan*