



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 26, 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/Sewer/Sanitation Rates
5. **OLD BUSINESS**
 - a. Set FYE 19 Water/Sewer/Sanitation Rates – Lauren Morrisseau
 - b. Appointment to Planning Commission and Bike/Walk Advisory Committee – Evan Teich
 - c. Discuss goals and objectives for subcommittee for governance – George Tyler
 - d. Appointment of Trustees to subcommittee for governance – George Tyler
6. **NEW BUSINESS**
 - a. Transfer of Funds Between General Fund Departments – Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
 - b. Vactor truck grant status
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 - Brownell Library Trustees 5/15/18
 - Tree Advisory Committee 5/29/18
 - Essex Selectboard 6/4/18
 - c. Memo from Greg Duggan, Deputy Town Manager, re: herbicide spraying in Essex
 - d. Legal opinion from Town Attorney 1/8/07 re: voting on the annual budget
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 6/12/18 and 6/14/18
 - b. Expense Warrant #17099 dated 6/8/18 in the amount of \$193,478.64
 - c. Expense Warrant #17100 dated 6/15/18 in the amount of \$166,775.53
10. **EXECUTIVE SESSION**
 - a. Real Estate
 - b. Attorney-Client Communication re: possible litigation
11. **ADJOURN**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 26, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Andrew Brown, Elaine Sopchak, Dan Kerin, Lori Houghton.
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director; Brad Luck, EJRP Director; Claudine Safar, Village Attorney.
OTHERS PRESENT: 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

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda with the following amendments:

- **Add to New Business – Sale of EJFD 1997 Pumper Truck**
- **Add to Reading File – Public Hearing re: FY2019-2022 CCRPC TIP**
- **Add to Consent Agenda – Warrant #17101, dated 6/22/18**
- **Add to Executive Session – Memo from Brad Luck**

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

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

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

b) Public Hearing: FYE19 Water/Sewer/Sanitation Rates

The public hearing was opened at 6:32 PM. Lauren Morrisseau reported the combined water, waste water, and sanitation rate for FY19 is a total of \$0.0316 per cubic foot which is an increase of 4.7% equating to \$71.45 per quarter or \$285.80 per year. The cost for the average user is \$39.20 per month. The water rate is \$0.0175/c.f. (6% increase). The waste water rate is \$0.0088/c.f. (increase of 6%). The sanitation rate is \$0.0053/c.f. (increase of 1%). The increase in the rates is to cover increased costs and capital projects. The large water user rate is \$0.078 per 1,000 gallons (increase of 6.7%). The waste water treatment wholesale rate is \$2.983 per 1,000 gallons (increase of 4.9%). The village continues to have the second lowest rates in Chittenden County.

There were no comments from the public.

MOTION by George Tyler, SECOND by Lori Houghton, to close the public hearing on the FYE19 water/sewer/sanitation rates. VOTING: unanimous (5-0); motion carried.

The public hearing was closed at 6:39 PM.

4. OLD BUSINESS

a) Set FYE19 Water/Sewer/Sanitation Rates

MOTION by George Tyler, SECOND by Andrew Brown, to approve the village FYE19 utility rates as follows:

- **Water Usage Rate** \$0.0175 per cubic foot
- **Quarterly Fixed Charge** \$25.03 per quarter
- **Wastewater Treatment Usage Rate** \$0.0088 per cubic foot
- **Wastewater Treatment Quarterly Fixed Charge** \$23.56 per quarter
- **Sanitation Usage Rate** \$0.0053 per cubic foot
- **Sanitation Quarterly Fixed Charge** \$22.86 per quarter
- **IBM Large Water User Rate** \$0.078/1,000 gallons water
- **Wastewater Treatment Wholesale Rate** \$2.983/1,000 gallons sewage

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

b) Appointments

Planning Commission

Bike/Walk Advisory Committee

MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Kaitlin Hayes to serve on the Planning Commission through 6/30/20 and to serve on the Bike/Walk Advisory Committee through 6/30/21 subject to the appointee accepting both positions. VOTING: unanimous (5-0); motion carried.

Remaining openings on boards/committees include:

- Zoning Board of Adjustment – 3 year term through June 2021
- Bike/Walk Advisory Committee – 1 year term through June 2019 and 3 year term through June 2021
- Capital Program Review Committee – 3 year term through August 2021
- Brownell Library Board of Trustees – term through April 2019

c) Discuss Goals and Objectives of Governance Subcommittee

Elaine Sopchak said the Essex Selectboard outlined goals for the subcommittee to include investigation of options for potential governance changes, compiling questions, consulting with experts, and reporting findings and recommendations. The subcommittee will not be making any decisions.

George Tyler expressed concern about creating an atmosphere where it is politically incorrect to not support consolidation, and suggested each elected official explain their position and where there can be compromise. Dan Kerin stated in a democracy majority rules. Trying to come to a consensus may take forever or not happen. Elaine Sopchak felt it premature to ask the Trustees and Selectboard members what they are unwilling to do. Concerns about consolidation are already on the record. Research of the options and having a legal opinion are still needed. Having an exploratory conversation with each individual elected official is worthwhile. Andrew Brown said individual members should be comfortable expressing their opinions publicly.

Elaine Sopchak and George Tyler volunteered to serve on the governance subcommittee. There was agreement the goals of the subcommittee will be investigation of governance options, compiling questions, consulting with experts, and doing exploratory interviews.

d) Appointments to Governance Subcommittee

MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Elaine Sopchak and George Tyler to the subcommittee on governance. VOTING: 3 ayes, two abstentions (Elaine Sopchak, George Tyler); motion carried.

5. NEW BUSINESS

a) Transfer Funds between General Fund Departments

Lauren Morrisseau explained the request to transfer surplus funds to cover overages in the Lincoln Hall budget (due to adding Park Street School), the Fire Department budget (due to vehicle maintenance), and the EJRP budget. The charter allows the Trustees to authorize the transfers.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the use of surplus funds in the Administration, Economic Development, Community Development, Street Department, Brownell Library, and Debt Service budgets to cover deficits in other General Fund budgets as presented. VOTING: unanimous (5-0); motion carried.

b) EJFD 1997 Pumper Truck

Evan Teich said the new 2017 Pierce Arrow pumper truck should arrive soon. Proceeds from the sale of the 1997 pumper truck will be applied to the cost of the new truck.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the sale of the 1997 E-One pumper truck to Command Fire Apparatus for \$40,000. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- July 24, 2018
- August 14, 2018
- August 28, 2018
- September 11, 2018
- September 25, 2018
- October 9, 2018
- October 23, 2018

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

* October 11, 2018 @ 7 PM – Joint Meeting with Selectboard, 2 Lincoln Street

b) Route 117 Resurfacing

Roadwork has begun on Route 117. Expect delays. Use caution when driving through the work zone.

c) Stopping for Walkers and Bikers

Drivers are reminded to stop for walkers and bikers in crosswalks.

d) Farmers Market

The farmers market continues to be well attended with good crowds and good vendors.

e) Main Street Green Space

Public Works faintly striped the road at Five Corners to show the significant amount of green space that would be created if Main Street were closed to traffic.

f) Staffing

HR is in the process of filling open positions. There are many good candidates.

g) Policies

Work continues on village policies.

h) Highway Departments Working Together

The village highway department is training the town highway department on how the village builds catch basins.

i) Vactor Truck

A federal waiver for steel for the Vactor truck is needed before the grant can be accepted.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Elaine Sopchak mentioned her post on Front Porch Forum to sell some items was erroneously posted as a trustee. An apology has been posted.

b) Reading File

- Minutes
 - Brownell Library Trustees 5/15/18
 - Tree Advisory Committee 5/29/18
 - Essex Selectboard 6/4/18
- Memo from Greg Duggan, Deputy Town Manager, re: Herbicide Spraying in Essex
- Legal Opinion from Town Attorney, dated 1/8/17, re: Voting on Annual Budget
- Public Hearing Notice for Adoption of FY2019-2022 CCRPC TIP

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) 6/12/18, 6/14/18**
- b) **Expense Warrant #17099, dated 6/8/18, in the amount of \$193,478.64.**
- c) **Expense Warrant #17100, dated 6/15/18, in the amount of \$166,775.53.**
- d) **Expense Warrant #17101, dated 6/22/18, in the amount of \$349,336.74**

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

9. EXECUTIVE SESSION*Litigation; Real Estate Matter*

MOTION by George Tyler, **SECOND** by Andrew Brown, pursuant to 1VSA313(a)(1)(E)&(F) to go into Executive Session to discuss a confidential attorney-client communication relative to possible litigation to which the public body may be a party and where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage and to invite the Unified Manager, Assistant Manager, Village Attorney, and EJRP Director to attend this session, and then to convene a second Executive Session pursuant to 1VSA313(a)(2) 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, Assistant Manager, Community Development Director, Village Attorney, and Jim Goudie to attend this session. **VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 7:35 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

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

The meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan