



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JULY 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. None
6. **NEW BUSINESS**
 - a. Renew Note for EJFD Pumper Truck – Lauren Morrisseau
 - b. Set FYE 19 Village Tax Rate – Lauren Morrisseau
 - c. Review of Town/Village Reorganization Chart – George Tyler
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 6/18/18
 - Brownell Library Trustees 6/19/18
 - Tree Advisory Committee 6/19/18
 - c. Email from Owen Montgomery re: Ongoing Rabies Research
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 6/26/18
 - b. Expense Warrant #17102 dated 7/2/18 in the amount of \$54,935.77
 - c. Expense Warrant #17103 dated 7/6/18 in the amount of \$193,740.92
 - d. Expense Warrant #17104 dated 7/13/18 in the amount of \$603,295.99
 - e. Expense Warrant #17105 dated 7/20/18 in the amount of \$159,506.94
 - f. Report Calendar Year 2017: Progress on Implementation of All-Hazards Mitigation Plan
 - g. Sub-grant Agreement with Vermont Housing Finance Agency
10. **EXECUTIVE SESSION**
 - a. Real Estate
11. **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
July 24, 2018**

TRUSTEES PRESENT: George Tyler (Village President); Andrew Brown, Dan Kerin. (Lori Houghton and Elaine Sopchak were absent.)
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director/Assistant Village Manager; Robin Pierce, Community Development Director.
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 addition to New Business of the revised memo from Lauren Morrisseau, dated 7/24/18, on the FYE19 tax rate. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

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

4. OLD BUSINESS

None.

5. NEW BUSINESS

a) Renew Note for EJFD Pumper Truck

Lauren Morrisseau explained the five year note for the fire truck is renewed each year. The interest rate this year is 2.8%. The village may want to go out to bid next year to secure the best interest rate if the rates continue to increase.

MOTION by Andrew Brown, SECOND by Dan Kerin, to adopt the current expense borrowing resolution and non-arbitrage certificate, and sign the current expense note as presented. VOTING: unanimous (3-0); motion carried.

b) Set FYE19 Tax Rate

Lauren Morrisseau explained the change in the grand list due to the assessment of 8 Pearl Street (the property is in tax stabilization). The Tax Assessor was not aware internal improvements were made to 8 Pearl because a permit was not required. The improvements increased the assessed value of the property. The grand list was adjusted downward due to the properties in tax stabilization, but the grand list overall increased 1.3% from 2017 to 2018. To raise the taxes for the budget approved by the voters the

proposed tax rate is \$0.3098 per \$100 of assessed property value (an increase of 3.4%). For a house assessed at \$280,000 the increased tax rate is \$29 over last year's amount.

Andrew Brown pointed out the village is receiving more revenue from the properties in tax stabilization than would have been the case with the properties before being in the program.

MOTION by Andrew Brown, SECOND by Dan Kerin, that the Trustees set the FYE19 Village General Tax Rate at \$0.3098 per \$100 of assessed property value. VOTING: unanimous (3-0); motion carried.

c) Town/Village Organizational Chart

Evan Teich said the organizational chart shows the reporting structure for village and town departments. The purpose is to make communications more efficient. The Unified Manager oversees IT, the town and village fire departments, HR, Deputy Town Manager, and Finance Director/Assistant Village Manager. The Deputy Town Manager oversees six departments and the Finance Director/Assistant Village Manager oversees six departments. All departments in the village and town ultimately report to the Unified Manager.

George Tyler mentioned keeping in mind at what point with the consolidation that outside agencies, such as Regional Planning, may consider the village not as a separate community. Andrew Brown said the village is a separate community as long as a separate charter exists.

6. MANAGER'S REPORT

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

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

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

b) Working Enjoyment

Evan Teich said he is enjoying the challenging work in the village and town.

c) Upcoming Events

- Block Party, 7/28/18, Railroad Avenue. All are welcome.
- SteAmfest in September.

d) Fire Truck

The new fire truck is anticipated to arrive in August 2018.

e) Paving Season

There are many paving projects going on in the village. The goal is to complete the paving before the start of the fair.

f) Capital List

Staff is working on a capital projects list.

g) Hotel on Pearl Street

The Planning Commission approved the application by Gabe Handy for a hotel on Pearl Street by the Dollar Tree. CVE is in support of the hotel which will keep people in the area to support businesses and restaurants.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- There was discussion of the comment on Front Porch Forum regarding determining which streets get paved. Evan Teich explained the pavement rating by Regional Planning done each year determines where a street falls on the list for paving. The paving budget in the village is \$225,000, but staff is always looking for grants. Paving contractors like to centralize the work and not jump from one street here and another across the village. Deteriorating streets from water main breaks that need reconstruction go into the capital plan. Staff will post the explanation on street paving on Front Porch Forum

b) Reading File

- Minutes
 - Bike/Walk Advisory Committee 6/18/18
 - Brownell Library Trustees 6/19/18
 - Tree Advisory Committee 6/19/18
- Email from Owen Montgomery re: Ongoing Rabies Research

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) 6/26/18**
- b) **Expense Warrant #17102, dated 7/2/18, in the amount of \$54,935.77.**
- c) **Expense Warrant #17103, dated 7/6/18, in the amount of \$193,740.92.**
- d) **Expense Warrant #17104, dated 7/13/18, in the amount of \$603,295.99.**
- e) **Expense Warrant #17105, dated 7/20/18, in the amount of \$159,506.94.**
- f) **Report Calendar Year 2017: Progress on Implementation of All Hazards Mitigation Plan.**
- g) **Sub-Grant Agreement with Vermont Housing Finance Agency.**

VOTING: unanimous (3-0); motion carried.

9. EXECUTIVE SESSION

Real Estate

MOTION by George Tyler, SECOND by Andrew Brown, pursuant to 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 Development Director to attend.

AMENDMENT by George Tyler, **SECOND** by Dan Kerin, to also invite the Unified Manager and Finance Director/Assistant Manager to attend.

VOTING ON AMENDMENT: unanimous (3-0); motion carried.

VOTING ON MOTION AS AMENDED: unanimous (3-0); motion carried.

Executive Session was convened at 7:15 PM.

MOTION by Dan Kerin, **SECOND** by Andrew Brown, to adjourn Executive Session. **VOTING: unanimous (3-0); motion carried.**

Executive Session was adjourned at 7:30 PM.

10. ADJOURNMENT

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

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 7:30 PM.

RScty: M.E.Riordan