



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, AUGUST 28, 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. Interview Citizen for Zoning Board Vacancy – Robert Mount
5. **OLD BUSINESS**
  - a. Appointment to Zoning Board of Adjustment – George Tyler
6. **NEW BUSINESS**
  - a. Approval of Request for Proposals for Building Needs Analysis – Greg Duggan/Dennis Lutz
  - b. Resolution for Stephen Dunning – Evan Teich
  - c. 2018 Annual Report Dedication – Evan Teich
  - d. Discuss Issues with Multiuse Safety Path – George Tyler
  - e. Discuss Applying for Animating Infrastructure Grant – Elaine Sopchak
  - f. Senior Center: Discuss Data Collection and Analysis of Future Growth and Needs – 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:
    - Essex Selectboard 8/6/18 and 8/16/18
    - Capital Program Review Committee 8/7/18
  - c. VLCT Town Fair, South Burlington 10/3/18-10/4/18
  - d. VHFA Statewide Housing Conference 11/13/18-11/14/18
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 8/14/18
  - b. Expense Warrant #17109 dated 8/17/18 in the amount of \$62,822.18
  - c. Expense Warrant #17110 dated 8/24/18 in the amount of \$354,438.80
  - d. FYE 19 Budget Status Report as of 7/31/18
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  
August 28, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President); Andrew Brown, Dan Kerin, Lori Houghton, Elaine Sopchak.  
**ADMINISTRATION:** Evan Teich, Unified Manager; Lauren Morrisseau, Finance Director/Assistant Village Manager; Claudine Safar, Village Attorney.  
**OTHERS PRESENT:** Pauline and Michael Giancola, Dennis Lutz, Greg Duggan, Ally Vile, Rick Garey, Robert Mount, Joe Kudrle, Connie Marshall, Jeannine Cote, Jon Osala, Anne Marie Dennis.

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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**

Add to Reading File:

- Executive Session – legal issue

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.**

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

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

b) Interview – Zoning Board of Adjustment Vacancy

Robert Mount, candidate for a position on the Zoning Board, explained his interest in serving the community as a member of the Zoning Board of Adjustment.

**4. OLD BUSINESS**

a) Appointment to the Zoning Board of Adjustment

**MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Robert Mount to the Zoning Board of Adjustment. VOTING: unanimous (5-0); motion carried.**

**5. NEW BUSINESS**

a) RFP for Building Needs Analysis

Greg Duggan and Dennis Lutz explained the request for proposal to do a building space needs analysis for the long term for the town and village consolidated services. The village rec department and fire department can be an addendum. The RFP is seeking conceptual layout and cost. There is \$40,000 in the budget for the analysis. Once results of the study are provided the Selectboard and Trustees will discuss the results and decide which departments are included and when to move forward.

George Tyler suggested in addition to staff the Trustees should provide comment. Lori Houghton spoke in support of including EJRP and EJFD at the outset of the study, not as an addendum. Elaine Sopchak asked if the study will look at doing deferred maintenance on existing buildings to maximize their use.

There was brief discussion of the town's purchasing policy and the RFP process.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, that the Board of Trustees authorize staff to finalize and issue a request for proposals for bidding a building needs analysis with the change of moving the addendum study to the body of the proposal. VOTING: unanimous (5-0); motion carried.**

b) Resolution: Stephen Dunning

Evan Teich briefly outlined the service of Essex Police Officer Stephen Dunning from 2008-2018.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the resolution of appreciation for Stephen Dunning. VOTING: unanimous (5-0); motion carried.**

c) 2018 Annual Report Dedication

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the draft 2018 Annual Report dedication to former village trustee and Village President, George Dunbar. VOTING: unanimous (5-0); motion carried.**

d) Multi-Use Safety Path

Joe Kudrle, resident, spoke of people drinking and using drugs on the multi-use path along the railroad tracks by Central Street. Mr. Kudrle suggested putting out trash cans for litter and posting signs to tell people to stay off the retaining wall and stop loitering.

Lori Houghton said some of the lights are out along the path which is a safety issue, and people are hanging out on the retaining wall.

Police Chief Garey said the police are working on some vagrancy language and getting the community outreach counselors involved to address drinking and drug use in the area. Evan Teich said staff will research options on what can be done and discuss ideas with the police department.

**MOTION by George Tyler, SECOND by Elaine Sopchak, to advance the discussion of the Senior Center on the agenda. VOTING: unanimous (5-0); motion carried.**

e) Senior Center: Data Collection and Analysis of Future Growth and Needs

Pauline Giancola read a statement on the Senior Center being a vital and integral part of the community, and being necessary for many senior citizens. The Trustees are urged to support the Senior Center. Ms. Giancola submitted a copy of the statement for the record.

Anne Marie Dennis said the Senior Center has its own operating budget and the members raise the money for programs. The town and village pay for the space and a staff person.

The Trustees listed the following data points that should be reviewed:

- Operation and cost
- Demand for the vans
- What other communities are doing for senior centers (look at the Montpelier Senior Center as a model)
- Membership, past and current and future growth as well as where the members are from (village or town)
- Potential age pool
- Access to the facility when the drive through by the fire station closes
- Costs for service (what has increased, what has been initiated, what has been cancelled due to cost)
- Housing growth for senior citizens in the community
- Survey of seniors for input on the Senior Center and what could be offered
- Input from the Senior Center Activities Director
- History of the amount of dues paid by members
- Population projections for 55 and older in the village, town, and county
- Long distance driving needs of the Senior Center versus local appointments or local stops
- Meal options
- Current staffing, volunteer hours
- Organizational structure

Essex Recreation Director, Ally Vile, briefed the Trustees on the current operation of the Senior Center including use of the vans, and growth in membership that is requiring more staff support. Participants pay for the programs, but the programs are part of the budget approval process.

Elaine Sopchak suggested talking with the Selectboard about hiring an outside expert to analyze the Senior Center issues and make recommendations. George Tyler added both short and long term changes should be analyzed. Lori Houghton said policy, programs, and resources need to be discussed. Dan Kerin suggested what could be done if there were more money should be looked at, and if cost is a burden on members.

Staff will compile the following information:

- Current operational structure
- Growth in membership over the last three years
- Funding and resources from the town, the village, and the members
- Senior Bus schedule, how this is organized, anticipated growth, needs, conflicts
- Current volunteer hours and anticipated staffing needs
- Current conflicts with transportation liabilities, HR regulations, town and village policy, transportation needs

## f) Animated Infrastructure Grant

Elaine Sopchak suggested Darby Mayville be asked to flesh out details for a mural on the McLure Building (cost, call for artists, public involvement) then apply for a grant.

**MOTION by George Tyler, SECOND by Dan Kerin, to authorize staff to move forward with applying for an animated infrastructure grant. VOTING: unanimous (5-0); motion carried.**

**6. MANAGER'S REPORT**

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

- September 11, 2018
- September 25, 2018
- October 9, 2018
- October 23, 2018
- November 13, 2018
- November 27, 2018

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

b) Meetings with School District

Village staff has been meeting with the school district to discuss busing, data, mapping, and parking.

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

a) Board Member Comments

- George Tyler mentioned the email on the deteriorating apartment building in the village.

b) Reading File

- Minutes
  - Essex Selectboard 8/6/18, 8/16/18
  - Capital Program Review Committee 8/7/18
- VLCT Town Fair, South Burlington, 10/3/18 – 10/4/18
- VHFA Statewide Housing Conference 11/13/18 – 11/14/18

**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) 8/14/18
- b) Expense Warrant #17109, dated 8/17/18, in the amount of \$62,822.18.
- c) Expense Warrant #17110, dated 8/24/18, in the amount of \$354,438.80.
- d) FYE19 Budget Study Report as of 7/31/18

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

**9. EXECUTIVE SESSION**

*Legal Issue*

**MOTION** by George Tyler, **SECOND** by Dan Kerin, pursuant to 1VSA313 to go into Executive Session to discuss a legal issue where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Unified Manager, Assistant Manager, and Village Attorney to attend.

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

Executive Session was convened at 8:37 PM.

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

Executive Session was adjourned at 8:55 PM.

**10. ADJOURNMENT**

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

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

The meeting was adjourned at 8:56 PM.

*RScty: M.E.Riordan*