



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, SEPTEMBER 25, 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 with Jeanne Grant for Brownell Library Board
  - c. Interview with Helen Donahey for Brownell Library Board
  - d. Interview with Kristin Ballif for Brownell Library Board – 7:30 PM
  - e. Alan Nye, Chittenden Solid Waste District Representative
5. **OLD BUSINESS**
  - a. Appointments to Brownell Library Board – Andrew Brown
6. **NEW BUSINESS**
  - a. EJP Request for Waiver of No Alcohol Ordinance – Brad Luck
  - b. Creating Meadows on Municipal Property – Robin Pierce
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    - Brownell Library Board of Trustees 8/21/18
    - Essex Selectboard 9/10/18
    - Bike/Walk Advisory Committee 9/17/18
  - c. FYE 20 Budgets and Capital Program Adoption Schedule
  - d. Draft Purchasing Policy for Future Consideration
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meetings 7/18/18 and 9/11/18
  - b. Expense Warrant #17113 dated 9/14/18 in the amount of \$91,083.84
  - c. Expense Warrant #17114 dated 9/21/18 in the amount of \$379,753.78
  - d. FYE 19 Budget Status Report as of 8/31/18
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  
September 25, 2018**

**TRUSTEES PRESENT:** Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak  
**ADMINISTRATION:** Lauren Morrisseau, Assistant Manager and Village/Town Finance Director; Robin Pierce, Community Development Director  
**ABSENT:** Evan Teich (Unified Manager), George Tyler (Village President)  
**OTHERS PRESENT:** Kristin Ballif, Jesse Bordeau, Helen Donahey, Jeanne Grant, Alan Nye, Irene Wrenner (Town of Essex Selectboard), Cathy Ainsworth (Recording Secretary)

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Trustee Andrew Brown called the meeting to order at 6:32 PM and led the assemblage in the Pledge of Allegiance.

**2. AGENDA ADDITIONS/ CHANGES**

Addition of document, "*Survey Results Tally: Essex*", provided by Jesse Bordeau to be considered in the Solid Waste District discussion (agenda item 4a).

**3. APPROVE AGENDA**

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the agenda, amended to include the "*Survey Results Tally: Essex*" document. Voting: unanimous (4-0); motion carried.**

**4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**

a. Comments from public on items not on the agenda.  
None

b. Interview with Jeanne Grant for Brownell Library Board

The board of trustees asked all candidates interviewing for the Brownell Library Board positions the following questions: Describe your board experience (Elaine Sopchak); What would you bring to the Board of Trustees? Are you available during the board meeting schedule? (Lori Houghton); What are your thoughts about and how would you respond to hearing that Brownell is "the most expensive library in the state?" - a question to determine if the candidates are supportive or contrary to this (Andrew Brown); If you do not get this board position, are there any other positions you would consider volunteering for? (Dan Kerin).

Andrew Brown explained that the Trustees would interview each candidate and appoint the finalists to the two Library Board seats by the end of the meeting, as is standard practice when Essex Village board positions become available outside of an election. The appointees will serve on the Library Board until April 2019, at which time there will be an election for each of these seats and those elected would serve 2 or 5 years.

Jeanne Grant introduced herself as currently employed at Phoenix Books, with 6 years of experience as a library assistant and a passion for reading. During the interview she explained that she was formerly the president of a preschool co-op and said that her time working with children as well as with books would benefit the Brownell Library Board position. Jeanne Grant described herself as an outgoing, good listener with strong networks in the community. She explained that if the library is expensive, it probably signifies that there is a large number of books in circulation, with many staff involved, along with facility expenses. She said she would be willing to explain library costs by pointing out how much goes into a library so people can understand the benefits of programming, the building, etc. She mentioned she was unsure if she would be interested in any other volunteer position available.

c. Interview with Helen Donahey for Brownell Library Board

Helen Donahey introduced herself as a resident of Essex since 2011 who loves the library. She described her professional board experience as the minute taker and packet support person for the Northwest Medical Center board, and now for Trustee meetings at St. Michaels College. Her personal board experience is as the Secretary for the Dismas of VT board and for her church. She said this Library Board position would be a way for her to give back. She noted that her understanding of the Brownell Library Board is that it does not hire staff, but it does provide direction for books and activities. She would make sure to learn a lot as she first starts in the position. Ms. Donahey shared that her perspective is also informed as a user of the library and hoped that as a part of this board she could help the library have the support it needs to continue its extraordinary offerings- like free childcare. She plans to make time for this position, if chosen, by withdrawing from another board she is active with. She pointed out that the money and resources put into the library benefits the whole community but the library has a responsibility to be efficient and to demonstrate these benefits. Helen Donahey explained that, if she was not offered this position, she may consider volunteering with the Bike/Walk Advisory Committee because she and her family enjoy riding her bike in town.

d. Interview with Kristin Ballif for Brownell Library Board

This interview was pre-planned to take place later in the meeting and took place after 6b. on the agenda.

Kristin Ballif introduced herself as a Village resident since 2006. She and her husband have elementary and middle school aged children. She said she loves the area and sees Brownell as the “heart of the community”. Kristin Ballif explained that she started the area’s Train Hop. She loves the library, but until this invitation did not know that it had a Board. She shared that she has an undergraduate and graduate degree in English and substitutes at the high school library. She noted that, although she has no other board experience, she did serve on the PTO and is an active volunteer at the schools. She explained that she brings a willingness to volunteer fueled by her background in education, literature, art and community. Ms. Ballif mentioned that she went to one meeting of the Brownell Library Board and is learning about the role. She said she is surprised to hear that the library is the most expensive in the state and would need more information before responding to this. She explained that she supports the library’s efforts to cater to many brackets of the community, from the possibility of dedicating books to babies to offering young family activities and serving seniors. Kristin Ballif mentioned she is eager to learn more about the directions the library may go in but if not offered this position, she would possibly consider other volunteer opportunities.

- e. Alan Nye, Chittenden Solid Waste District Representative
- Alan Nye Detailed the process whereby the Chittenden Solid Waste District (CSWD) arrived at their vote to close ReUse Zones at Drop-Off Centers. He explained that in June the CSWD Board held an all-day session about the Drop-Off Centers. They reviewed safety and usage concerns from staff related to the ReUse Zones, including children being at risk from moving cars at the sites, challenges with unacceptable, toxic and hazardous waste being left and insufficient staff to monitor the ReUse Zones. They considered the merits of local organizations such as ReSource, who could potentially fill the void if they closed the ReUse Zones. Mr. Nye said a motion was then made, seconded and passed at this session to close the ReUse Zones. At a later meeting of the CSWD Board, a representative from the Richmond Selectboard requested the closure be reconsidered. At this meeting, a motion to reinstate the ReUse zones was made and failed. Mr. Nye pointed out that his own vote, at that time, was for the reinstatement of ReZones. He based his vote on discussions that took place at and with municipalities, including the Village of Essex Junction, and he had gained a new awareness from the stories he'd heard of how the ReUse zones had provided people with opportunities to re-sell items they found.

Mr. Nye explained that the ReUse Zones are scheduled to close at the end of October but that the building used for the ReUse Zone, could be transferred to the community if an effort to manage it is arranged. He later clarified that it would need to be relocated and would not be operated by the CSWD.

Discussion:

Lori Houghton asked if the CSWD Board had considered the individual differences of each district, as reflected in the survey data, to determine if some ReUse Zones should remain. She also asked for more information about the building used for this service. Alan Nye pointed out that the motion at the June session was made only to close all of the ReUse Zones. He detailed how the CSWD operates the ReUse Zone building. Ms. Houghton followed up by asking if there are signs or communications posted at the site about the closing. Mr. Nye explained that there are and that this is how the communities found out about the closures.

Elaine Sopchak wondered if the CSWD would help relocate the Essex ReUse Zone building and asked if any other towns are considering operating them without the CSWD. Mr. Nye said the CSWD would help relocate the building if Essex chooses this direction. He clarified that Richmond was looking at the option of keeping their ReUse Zone open.

Andrew Brown asked if the CSWD had approached local businesses who run reuse efforts to discuss if they have interest in operating the ReUse Zones. Mr. Nye said they had not. He mentioned that Williston discussed appointing a person to manage/monitor their ReUse Zone but this brings up liability concerns. Mr. Brown asked if the CSWD had discussed and considered what it would take, from a budgetary and operational standpoint, to address the issues so they could be effective in operating the ReUse Zones, instead of closing them. Mr. Nye said these types of conversations are taking place for just the Drop-Off Centers, but not about ReUse Zones.

Dan Kerin stated his support of the closure because of the concerns mentioned and because there are other options for item drop-offs at local businesses.

Community member Jesse Bordeau pointed out data collected from residents and compiled on the survey document included in the agenda. This document, which had been included in the June CSWD Board retreat packet, shows that, of the 600 people who were surveyed, zero said that safety was an issue at the Drop-Off Centers. He asked Mr. Nye how the board concluded otherwise and to explain what evidence he had for the claim. Alan Nye pointed out that the safety concerns came from professional staff and engineers.

Lori wondered which communities are still considering closing ReUse Zones and which are thinking of keeping them. Alan Nye said that Hinesburg, Essex Junction and Richmond all are thinking of retaining the ReUse Zones while Burlington, South Burlington and Jericho voted not to. Andrew Brown pointed out that trying to get the ReUse Zones to reopen would require communicating with other municipalities.

Lori Houghton stated that she will reach out to the Richmond Selectboard to determine how they are proceeding and consider if they are doing something Essex Junction may want to replicate. Andrew suggested if the closure of the Essex ReUse Zone is final it should be written in the Town Report so people are aware.

Alan Nye stated that he would relay to the General Manager of CSWD that the Village of Essex Junction may want to retain the Essex Drop-Off Centers. Dan mentioned that maybe the Town of Essex would want to take it on or maybe it would be a shared effort to discuss.

- Alan Nye presented information about the CSWD composting efforts to prepare the Village Trustees for modifications that will need to take place in two years. He explained that currently 6000 tons of compost are processed annually by the CSWD and this is expected to rise to 10,000 when in full operation by 2020. CSWD engaged a professional compost consultant who determined that current facilities cannot handle this. Expansions and modifications necessary will run between three and four million dollars. Mr. Nye pointed out that this expense may be somewhat offset by the sale of processed compost in bulk (bagging compost is cost prohibitive and labor intensive). He explained that the CSWD is planning to seek the majority of this funding by a Bond Vote, which will also include upgrades and expansion to the 20 year old Material Recycle Facility. Alan Nye reminded the trustees that this would be a first time effort for the CSWD because they were originally established by taxing municipalities and then the programs started paying for themselves from the sale of products. He mentioned that current concerns of the CSWD also include decreasing prices being paid for recycled materials, increased costs to process recycling and questions about how much of a demand will there be for processed compost (processing 10,000 tons of organic matter could result in up to 31,000 yards of compost).

Discussion:

Lori Houghton wondered if the rise in organic matter needing to be processed is only because of current VT compost legislation or if it would take place anyway because of CSWD efforts. Alan Nye explained it is the result of both, noting that the CSWD has educated many industrial size businesses about composting solid waste, is actively educating small businesses and Chittenden County is home to one of the first compost facilities in the country. He noted that the new composting legislation in Vermont leaves some inequity, illustrated by Chittenden County's experience as compared to other counties

where these costs are not at issue because the legislation does not require counties to compost if there is no facility within 25 miles.

Dan Kerin mentioned the potential of enforcement challenges and concern that increased compost processing may lead to possible issues with rodents and pest animals at the centers.

5. **OLD BUSINESS**

a. Appointments to Brownell Library Board

This agenda item took place toward the end of the meeting after approval of the Consent Agenda (Item 9).

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, that the Village Trustees have reason to enter executive session by 1 VSA 313 Section A(3), inviting Assistant Manager Lauren Morrisseau. Voting: unanimous (4-0); motion carried.**

Executive Session convened at 7:55PM

**MOTION by Elaine Sopchak, SECOND by Dan Kerin that the Village Trustees come out of Executive Session. Voting: unanimous (4-0); motion carried.**

Executive Session was adjourned at 8:03PM

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, that the Village Trustees appoint Jeanne Grant and Helen Donahey to the Library Board of Trustees through April 2019. Voting: unanimous (4-0); motion carried.**

Discussion:

Andrew explained that there were three exceptional candidates all of whom were highly qualified, which made this a difficult decision, but two surfaced slightly higher than the third.

6. **NEW BUSINESS**

a. EJRP Request for Waiver of No Alcohol Ordinance

Brad Luck explained the EJRP request to waive Essex Junction's no alcohol ordinance in Chapter 3, Section 303(a) that prohibits alcohol within park boundaries. He explained the vision of the Battle of The BBQ in the Maple Street Park parking lot on October 13 from 12-2 pm, would include beer sale with 1<sup>st</sup> Republic Brewing. Mr. Luck said that this pilot year they would engage just one beer vendor but if it is successful they may want to invite two or three vendors in future years. EJRP would ensure VLCT rules and regulations are followed and Village insurance requirements are enforced.

Discussion:

Andrew Brown wondered if this was allowed according to VLCT and was concerned the event would expose the Village of Essex Junction to the risk of insurance costs increasing. Lauren Morrisseau stated that she spoke with Pam Fecteau at VLCT and she clarified that it is allowable as long as the alcohol distributor has a license to serve and that entity includes the Village of Essex Junction as additional insured, with a certificate of insurance provided to the Village. In this case liability would fall completely on 1<sup>st</sup> Republic.

Andrew asked Brad Luck to explain how serving alcohol aligns with the mission of the Village of Essex Junction parks, which is to “Create Community through People, Parks, and Programs.” Brad wondered, in response, how the prohibition of alcohol aligns with the mission. He pointed out that Colchester, Burlington and South Burlington, have alcohol-inclusive events and this supports engagement of different community demographics.

Lori Houghton pointed out that the Village of Essex Junction’s SteAmfest included a beer garden which did not seem to cause problems for this family event. She sees this event’s proposal is a simple, contained way to pilot this process in order to see how it goes. Dan Kerin noted that alcohol is part of our society, from wine tastings at farmers markets to street parties where there are bars. He supports engaging a local vendor in providing this service.

Andrew Brown wondered if EJRP has enough people to process careful, consistent age identification. Brad stated his confidence in 1<sup>st</sup> Republic to be responsible for checking IDs and to actively monitor a first time event such as this.

**MOTION by Lori Houghton, SECOND by Dan Kerin, that the Village Trustees waive Chapter 3, Section 303(a), of the Village ordinances for Saturday, October 13, from 12-2pm for the Battle of the BBQ event at Essex Junction Parks and Recreation, 75 Maple Street. All VT Department of Liquor Control and Village insurance requirements need to be met for this to happen. Voting: (3-1); Andrew Brown opposed; motion carried.**

b. Creating Meadows on Municipal Property

Robin Pierce described the proposal to approve a Pilot Program for Public Works to create meadows that encourage eco-diversity, at the local ecological level, working with the Community Development Department. He explained that when Public Works does not cut the grass, meadow will result with benefits that include:

- Nature-based control of pedestrian movement
- Savings in human resource and equipment costs
- Strengthened eco-diversity and forests

Mr. Pierce pointed out that a pilot initiative would take three years of not mowing to establish meadows with preferred, non-invasive wild plants.

Andrew Brown asked if they had identified what parcels of land the pilot would take place on. Robin Pierce responded that they had not determined a specific location but it would be on municipal land where sight lines for safety would not be an issue. Mr. Brown asked what maintenance would be required in the beginning. Mr. Pierce clarified that because invasive plants come in faster, high cutting in the beginning will help the native plants better establish.

Elaine Sopchak asked if any seeding would take place. Mr. Pierce said this might happen and/or the use of seed plugs could make designs or learning spaces in the meadows.

Lori Houghton asked if the Tree Committee had been consulted and wondered what the recommendation meant by “authorize staff to implement the changes to develop meadows.” Mr. Pierce explained that he would like to see the trustees authorize him to identify the places for the meadows then work with Village employees to mark the sites so “implement the changes” would mean not cutting the sites but managing them to grow. Ms. Houghton shared that she has reservations about the proposal, would like the Tree Committee to look at it and provide

feedback. She would like staff to come back with pictures of the areas identified for the pilot and descriptions of what will happen there. She stated concern about aesthetics of the meadows.

Dan Kerin pointed out that aesthetics are subjective but this project seems like a simple trial to see how it works.

**MOTION by Lori Houghton, SECOND by Dan Kerin that the Village Trustees authorize staff to pursue two or three pilot areas for perennial meadows as well as have a discussion with the Tree Committee to obtain their input and return to the Trustees with more specifics about these areas. Voting: unanimous (4-0); motion carried.**

7. **MANAGER'S REPORT**

a. Trustees Meeting Schedule

Lauren Morrisseau mentioned that in the next meetings the Trustees will set goals for budgets and will revise the Purchasing Policy.

October 9, 6:30 pm Regular Meeting

October 11, 7:00 pm Joint Meeting with Selectboard at 2 Lincoln St.

October 23, 6:30 pm Regular Meeting

November 13, 6:30 pm Regular Meeting

November 27, 6:30 pm Regular Meeting

December 11, 6:30 pm Regular Meeting

No Discussion

8. **TRUSTEES' COMMENTS & CONCERNS/ READING FILE**

a. Board Member Comments

- Lori Houghton reminded the trustees of a discussion they had about policy and processes around development and the possibility of a landscaping fund. Evan Teich, Lauren Morrisseau and others on staff are looking into specific projects to determine if there are issues that need to be handled. Mr. Teich is working on a policy to move forward with.
- Ms. Houghton mentioned that the Senior Center door is not handicapped accessible and wonders if the trustees can look into grants and come up with a strategy to secure a handicapped door there for next year.
- Ms. Houghton expressed interest in establishing an advisory council with the Senior Center and they will be drafting a proposal about this to give to the trustees.
- Elaine Sopchak noted that Wednesday the 26th is "Capital for a Day" so Governor Scott, State Secretaries and Deputy Secretaries will visit Essex. They will tour Essex Junction's award-winning Wastewater Treatment Facility, the high school, VT Dept. of Fish and Wildlife and the Center for Technology.

b. Minutes from other boards/committees:

- Brownell Library Board of Trustees 8/21/18
- Essex Selectboard 9/10/18
- Bike/ Walk Advisory Committee 9/17/18

No Discussion

c. FYE Budgets and Capital Program Adoption Schedule

No Discussion



- d. Draft Purchasing Policy for Future Consideration  
No Discussion

9. **CONSENT AGENDA**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak to approve the consent agenda as follows:**

- a. **Approve Minutes of previous Meeting 9/11/18**
- b. **Expense Warrant #17113 dated 9/14/18 in the amount of \$91,083.84**
- c. **Expense Warrant #17114 dated 9/21/18 in the amount of \$379,573.78**
- d. **FYE 19 Budget Status Report as of 8/31/18**

**Voting: unanimous (4-0); motion carried.**

10. **ADJOURN**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adjourn the meeting.**

**Voting: unanimous (4-0); motion carried.**

The meeting Adjourned at 8:05 pm

Respectfully Submitted,  
Cathy Ainsworth