

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
November 13, 2018**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak
ADMINISTRATION: Greg Duggan, Deputy Town Manager; James Jutras, Water Quality Superintendent; Darby Mayville, Community Relations/Economic Development Assistant; Lauren Morrisseau, Assistant Manager and Village/Town Finance Director; Evan Teich, Unified Manager
OTHERS PRESENT: Lauren-Glenn Davitian, Dan Logan, Joe Kudrle, Todd Odit, 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 ADDITIONS/ CHANGES

Mr. Teich submitted a Memorandum from James Jutras, dated November 13, 2018, to discuss on the agenda as item 6c: Cogeneration Insurance Coverage and Replacement of failed unit.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the agenda, as amended to include item 6c. Voting: unanimous, (5-0); motion carried.

4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS

a. Comments from public on items not on the agenda.

- Community Member Joe Kudrle, a neighbor of the Essex Multi-Use Path, shared updates/ concerns about the continued loitering and vandalism on the path near his house. He expressed gratitude to staff and the Trustees for their work thus far on this topic, but pointed out the following concerns: Of the 30 rosebushes, planted by public works, a few weeks ago, near the retaining wall, only 10 remain; there were recently vomit and beer cans on the path; Mr. Kudrle was in a verbal altercation with loiterers that left him and his wife feeling unsafe.

Mr. Tyler stated his disappointment and stated that the Trustees plan to not back away from addressing the problem. Ms. Houghton thanked Mr. Kudrle for his update.

- Community Member Todd Odit requested that the Trustees place an agenda item on the next trustee meeting to designate Rivendell Drive as a critical connection to the schools, within the sidewalk policy, and revise the winter sidewalk plowing plan to include both sides of this street. He also suggested that the Trustees re-examine the current sidewalk policy and update it to meet existing community needs. Mr. Tyler agreed to put this on the next agenda, and Mr. Teich offered to invite Public Works Superintendent Rick Jones, to the next meeting to discuss this.

Mr. Odit suggested that the Village and Town administrative offices consider co-locating to ease administrative burdens.

b. Channel 17 Annual Update

Ms. Lauren-Glenn Davitian, Center for Media and Democracy Executive Director & CCTV Productions, and Mr. Dan Logan, Production/Channel 17 Coordinator, briefed the Trustees on the station's operations, gave an overview of current funding allocations, discussed disruptions within the industry and requested that the Village Trustees authorize an increase to its annual contribution toward Channel 17's operating expenses from \$6,000 to \$12,000 in the next budget year.

Ms. Davitian explained how resources are shared by member municipalities and thanked Ms. Sopchak for serving as the Town of Essex and Village of Essex Junction's appointed trustee to Channel 17. Ms. Davitian said that live coverage, meeting archives, and YouTube viewing options have been successful deliverables and praised the work of Mr. Mike Kusmit, Channel 17's Field Producer of the Village of Essex Junction meetings.

Ms. Davitian said that Comcast reallocated funds, resulting in a \$50,000 decrease to the channel. To make this up, Channel 17 is requesting an increased contribution from each of the member municipalities. She noted that Channel 17's operating costs are primarily labor and maintaining infrastructure. Mr. Teich asked what would happen if the Village could not provide the full \$12,000 and Ms. Davitian said the station would need to increase its annual fundraising strategies and targets.

Mr. Brown asked for clarification on the channel's long-term plans for integrating live-streaming, call-ins and new technologies with social media. Mr. Logan said the station is interested in engaging interns in developing marketing strategies and would like to work in partnership with municipality infrastructures to improve social media outreach. They pointed out that their limiting factor is staffing levels, as the current marketing person is only 10 hours per week.

Ms. Houghton wondered how Comcast can be persuaded to increase funding again. Ms. Davitian described Channel 17's efforts, as a member of the VT Access Network, to address funding and baseline access concerns. She does not expect increased funding from Comcast, citing Comcast's court litigations with the state and increased restrictions on local access stations from their catalogue of stations. She plans to provide the trustees information about possible changes coming from the FCC, that aim to limit municipality controls. Mr. Tyler, Ms. Davitian, Mr. Logan and Mr. Kerin discussed public rights-of-way, the cable communications act, cable regulation, franchising authorities, SD channels vs. HD channels, the use of internet and fiber lines, satellite channels, web-based opportunities, the distribution of community media and the role of state vs. federal legislation. Ms. Davitian invited future discussions about this and encouraged the Trustees to invite Comcast to a discussion as well.

Ms. Sopchak pointed out that Channel 17's funding request is for each Essex municipality separately- the request is for \$12,000 from the Village of Essex Junction. Mr. Tyler asked what Channel 17's vision would be if there were enough money for anything. Ms. Davitian explained that increasing pay to staff would be critical, reinforcing technology infrastructure and working more in the community vs. in the studio. The Trustees thanked Ms. Davitian, Mr. Logan and Mr. Kusmit for the critical role they are playing in our communities.

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

a. Approval of Lease Agreement with National Business Technologies for Copiers

Mr. Teich introduced the lease agreement with National Business Technologies for copiers, within the context of moving toward consolidation and alignment between the two municipalities. He said by moving to one contract, the districts will save about \$9900. The contract will replace 16 copiers. He mentioned that the Town Selectboard approved the agreement in their most recent meeting. Mr. Kerin questioned if any other options were considered for this lease agreement. Mr. Teich clarified that the staff researched alternatives, but this vendor was the best option- they completed an audit and have verified references. Mr. Tyler wondered if this overall change would result in losing local control. Mr. Teich clarified that this strategy considered and fits the contract to each department's copier needs, output requirements, and sizes.

MOTION by Andrew Brown, SECOND by Lori Houghton, that the Village Trustees authorize the Unified Manager to enter into a lease agreement with National Business Technologies to supply all of the copier needs for the Town and the Village. Voting: unanimous (5-0); motion carried.

b. Electric Vehicle Charging Equipment Grant

Ms. Sopchak recused herself from this agenda item because grantor is from the Agency she works for.

Ms. Darby Mayville, Community Relations/Economic Development Assistant, presented the issue of whether the Village should apply for a State of Vermont Electric Vehicle (EV) Charging Equipment grant. She explained that this grant would cover 90% of the costs for the project, which requires the Village to appoint two parking spaces in the Village Center to be solely used by EVs. She pointed out the popularity of the current charging station at the Fire Station and proposed the new sites be located across from Amtrak.

The Trustees discussed the challenges of assigning two spaces to this project. Mr. Tyler pointed out that the Village Center will be losing a space for the new Amtrak ramp and is already struggling with limited parking. Mr. Brown and Ms. Houghton asked about costs associated with the project. Ms. Mayville explained there would be a one-time connection and installation fee. She explained that the Village pays for a yearly connection fee, and charges people \$1/hour for electricity at the space. She agreed to do more research on how others are charging people for electricity at their EV spaces. Ms. Morrisseau and Mr. Tyler expressed concern that the spaces would have to be reserved solely for EVs. Ms. Houghton pointed out that the initial space average use is less than once per day, and that many people approach the trustees asking for more parking, but nobody has ever come to ask for more EV spots. Mr. Kerin asked Ms. Irene Wrenner, an Essex Town Selectboard member on the Joint Energy Committee, who attended the meeting, her thoughts. She pointed out that this decision would be made for the future of energy consumption, not necessarily for today. Mr. Kerin and Mr. Brown agreed with this idea. Mr. Tyler asked if the Planning Commission had reviewed the proposal of allocating two parking spaces to this and Ms. Mayville said they have not.

The trustees brainstormed possible other spaces for this project and Mr. Tyler proposed the request be tabled until Ms. Mayville can provide more recommendations for a location, to be considered by the Trustees prior to the grant deadline of November 30. Mr. Brown suggested she also investigate if the grant would allow spots in a private lot.

c. Discuss Cogeneration Insurance Coverage and Replacement of failed unit

James Jutras, Water Quality Superintendent, explained the wastewater facility's cogeneration unit failure and confirmed that the loss that resulted will be covered by insurance coverage. This event was catastrophic to the engine, and the generator was damaged- both need to be replaced. He said that the

cause of the failure was a rare malfunction but there is also reason to include with this purchase a secondary circuit protection to prevent another catastrophic incident such as this. Due to the nature of the failure, the specialized software involved and the need for authorized service partners required for installation of this complicated system, he requested that the Trustees authorize a purchase that waives the purchase bidding process.

MOTION by Dan Kerin, SECOND by Lori Houghton, that the Village Trustees authorize the staff to waive bidding and to proceed with purchase of a replacement Cogeneration motor, generator and other necessary parts in order to complete the restoration of the failed generator unit. Staff is also further authorized to install a secondary power protection circuit, with the Unified Manager's approval, in order to prevent this type of failure from happening again. Voting: unanimous (5-0); motion carried.

7. MANAGER'S REPORT

Mr. Teich reviewed the Manager's Update document provided to the trustees, which discusses Library Alignment, Police Department Policies, Staffing at 2 Lincoln, the Building Superintendent Position, The Sub-Committee on Governance, and Handicapped Accessible Doors at the Senior Center. He discussed that the Essex Free library and the Brownell library are considering collaboration to fill the Director position at the Essex Free library. He reviewed points 1-4 of current items on police policies staff are working on, one of which is focused on the development of a rough draft to regulate noise through decibel readings. Ms. Sopchak stressed that this process include a review of the noise reading policies established for the Fairgrounds, before moving forward with anything that may undermine the results of that work. Mr. Teich explained the mixed results of having each senior staff member now working at both administrative offices in Essex for part of their schedules. He shared that the job description and salary range for the proposed Building Superintendent Position is being developed and discussed deliberations in the Sub-committee on Governance. Mr. Teich provided an update on installing Handicapped Accessible doors at the Senior Center. Recreation Impact Fees collected by the Town can be used for the Senior Center Doors. There is a meeting with the seniors to provide an update on this topic and they plan to move forward with installing them as soon as possible.

a. Trustees Meeting Schedule

- November 27, 6:30 pm, Regular Meeting
- December 5, 7:00 pm, Joint Meeting at 81 Main
- December 7, 5:30-8:00 pm, Village Tree Lighting and Train Hop
- December 11, 6:30 pm, Regular Meeting
- December 19, 8:15 am, Budget Day
- January 8, 2019, 6:30 pm, Regular Meeting- Review FYE 20 proposed budgets
- January 22, 6:30 pm, Regular Meeting- Public hearing on FYE 20 budgets & capital programs
- February 6, 7:00 pm, Joint Meeting at Lincoln Hall
- February 12, 6:30 pm, Regular Meeting- Adopt FYE budgets and capital programs
- February 26, 6:30 pm, Regular Meeting- Adopt Warning for Annual Meeting
- March 12, 6:30 pm, Regular Meeting
- March 26, 6:30 pm, Regular Meeting
- April 3, 7:00 pm, Annual Meeting at Essex Community Educational Center
- April 10, 7:00 pm, Joint Meeting at 81 Main

b. Memo re: Manager's Update

8. TRUSTEES' COMMENTS & CONCERNS/ READING FILE

a. Board Member Comments

- Mr. Tyler, Ms. Houghton, and Mr. Kerin expressed concerns related to the multi-use path retaining wall and encouraged staff to consider measures to construct a physical barrier so people cannot access it.

b. Minutes from other boards/committees:

- Tree Advisory Committee 10/16/18
- Bike/Walk Advisory Committee 9/17/18

c. Email from Brad Luck re: Alignment Memo; Memo from Ally Vile and Brad Luck re: Alignment of Recreation Departments

d. Memo from Lauren Morrissette re: Answers to Governance Subcommittee Questions

9. CONSENT AGENDA

Ms. Sopchak proposed a correction to the minutes: In the “Others Present” section and the “Update on the Multi-Use path” section of the minutes, replace the name “Kuorle” with “Kudrle”

MOTION by Andrew Brown, SECOND by Dan Kerin to accept the friendly amendment to the minutes from Ms. Sopchak. Voting: unanimous (5-0); motion carried.

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda,

- a. Approve Minutes of previous Meeting, as amended, 10/23/18**
- b. Expense Warrant #17119 dated 10/26/18 in the amount of \$ 1,221,827.87**
- c. Expense Warrant #17120 dated 11/02/18 in the amount of \$157,482.70**
- d. FYE 19 Budget Status Report as of 10/31/18**

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

10. ADJOURN

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

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

The meeting Adjourned at 7:40 PM

Respectfully Submitted,
Cathy Ainsworth