



**BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**

**Tuesday, January 22, 2019 at 6:30 PM**  
**2 Lincoln St., Essex Junction, VT 05452**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Review FYE 20 Proposed Budgets
  - b. Approval of Warning for Public Hearing on FYE 2020 Proposed Budgets and Capital Programs—Sarah Macy
  - c. Approval of application for appropriations for Essex Junction Train Station
  - d. Approval of 2019 Certificate of Highway Mileage
  - e. Awarding Bid on Pipe Rehabilitation
  - f. Determine evaluation process for Unified Manager – Evan Teich
  - g. Proposed Amendment to Policy Regarding Trustees’ Meetings—Evan Teich
6. **CONSENT ITEMS**
  - a. Approval of minutes: January 8, 2019
  - b. Check Warrants #17130—01/15/19; #17131—01/18/19
  - c. Approval of Phosphorous Control Grant
  - d. Approval of CCRPC FY2020 Unified Planning Grant for condition assessment of select stormwater infrastructure
  - e. Approval of updated Legal Ads Policy
7. **READING FILE**
  - a. Board Member Comments
  - b. Memo from Evan Teich re: Summary of One Cent Economic Development Tax
  - c. Restorative Justice Impact by Essex Police Department
  - d. Center for Technology, Essex information sheet
  - e. Village 2019 Annual Meeting/Election Preparation Schedule
  - f. Memo from Evan Teich re: 2018 in Review
  - g. Memo from Evan Teich re: Possible 2019 goals for Unified Manager
  - h. Upcoming Meeting Schedule
  - i. Minutes from other boards/committees:
    - Tree Advisory Committee 12/18/18; Brownell Library Trustees 12/18/18
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **ADJOURN**

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Certification: 1/18/2019 *Amitchell*  
Date Posted Initials

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
January 22, 2019**

**TRUSTEES PRESENT:** George Tyler (Village President), Andrew Brown, Lori Houghton, Elaine Haney (via Skype), Dan Kerin  
**ADMINISTRATION:** Sarah Macy, Finance Director / Assistant Village Manager ; Evan Teich, Unified Manager; Brad Luck, EJRP Director; Robin Pierce, Community Development Director  
**OTHERS PRESENT:** Irene Wrenner, Essex Selectboard Member

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG**

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**

None

3. **APPROVE AGENDA**

With no changes to the agenda, no motion was needed.

4. **PUBLIC TO BE HEARD**

a. **Comments from Public on Items Not on Agenda**

None

5. **BUSINESS ITEMS**

a. **Review FYE 20 Proposed Budgets**

Ms. Macy discussed recent decisions that impact the Village of Essex Junction's proposed Fiscal Year End (FYE) 20 budget. She noted that \$50,000 of revenue from the Town budget was approved for the shared Town Clerk position. This brings the funded ratio of the Town Clerk's office staff to 70% from the Town and 30% from the Village. She pointed out she returned the Rolling Stock Fund to the Village's Transfers and Miscellaneous section of the budget, after the recent decision by the Essex Town Selectboard to not transfer the funds in FYE20. She also noted that the Village Capital Fund budget increased from 7% to 15%.

Ms. Macy introduced additional options to reduce the budget that had been discussed but not decided on. She pointed out that including these items could bring the overall budgetary increase down to 3.47%, if approved. The Trustees carefully weighed the potential impact of these cuts, eventually determining not to include them. Mr. Brown questioned whether this is the right time to include the EJRP Communications position. The Trustees invited EJRP Director Mr. Luck to speak about the budget changes. He talked with the Trustees about how the co-location of EJRP and Essex Parks & Recreation (EPR) predicated some of the FYE 20 budget decisions. He said that having a shared Communications position in this department would help create one message for both entities. Mr.

Teich pointed out that the position would also support efforts to establish accurate, unified content on the new website. Ms. Houghton confirmed with Mr. Luck that a 20-hour position (10 hours already approved to be paid for by the Town) would attract a qualified candidate. She, Mr. Kerin and Mr. Luck discussed options for the position's schedule that could make it attractive. Ms. Haney stated her support of keeping this position in the budget. Mr. Brown asked how changes to the Concession Stand funding would affect EJRP. Mr. Luck explained that normally the Concession Stand nets \$2,500 and that these funds would have to be raised in other ways. However, revenue generation from the stand also pays for staff to run it, so engaging a vendor to run the stand will eliminate both. He predicts that this change will not negatively affect the service.

The Trustees discussed the decision to no longer require residents of the Essex Town residents to pay non-resident fees for EJRP activities, after the co-location of EPR with EJRP. Mr. Brown stated his opinion that non-resident fees should still be required of this population because the Village residents, not Town residents, are paying for these programs through their taxes. Mr. Luck justified the new fee structure as a strategy to streamline processes and create efficiencies in resident registration processes once EPR and EJRP are co-located. Ms. Houghton and Mr. Tyler agreed that the political, tax-based reality makes it hard to justify the new fee structure.

Notwithstanding, they said that they trust the department's operations judgement and are weighing this compromise while considering all the compromises being made, on both sides, in order to successfully unify the municipalities. Mr. Luck encouraged the Trustees to consider this change as a trial run that could be changed back to the original fee structure in the next budget cycle. Ms. Haney pointed out that this could be one step toward a single system of services. Mr. Luck reminded the Trustees that the EPR and EJRP arrangement, at this time, is to co-locate, not consolidate.

**MOTION by Lori Houghton, SECOND by Dan Kerin, to approve the budget as presented for \$5,164,913, which would have an overall budget growth of 4.24% and an overall tax rate increase of 3%. Voting: 4-1, dissenting vote by Andrew Brown; motion carried.**

**b. Approval of Warning for Public Hearing on FYE 2020 Proposed Budgets and Capital Programs—Sarah Macy**

**MOTION by Andrew Brown, SECOND by Lori Houghton, that the Essex Village Trustees warn a public hearing for the fiscal year 2020 proposed budgets and capital programs for the Village of Essex Junction to be held Tuesday, February 12, 2019 at 6:30 at 2 Lincoln Street. Voting: Unanimous, 5-0; motion carried.**

**c. Approval of Application for Appropriations for Essex Junction Train Station**

Mr. Pierce, Community Development Director, presented the Essex Junction Train Station Redevelopment Appropriations request to be submitted to US Senator Patrick Leahy's office. Senator Leahy's office reached out to the Village of Essex Junction to include this project as part of the Senator's efforts to revitalize Vermont's railway infrastructure. Mr. Pierce discussed the significance of the Village's train station as possibly the only place passengers would board prior to Canada and its convenient location, in proximity to skiing, rural and urban experiences.

Mr. Tyler talked about how this appropriation request signifies the Village's positive relationship with Senator Leahy's office. He read a thank you letter to Senator Sanders from himself, on behalf of the Trustees, for inviting them to submit the application. He also pointed out how timely this appropriation would be, considering that the train station's upgrade design had already been approved and the Amtrak ADA upgrade is moving forward.

The Trustees discussed the importance and challenge of providing a municipal match with the application, as requested in the Funding History section. They brainstormed options such as fundraisers, other grants, ADA money and perhaps a request of the Town for matching funds, if the appropriation is approved. The Trustees agreed to commit a 10% match, up to \$200,000, pursuant to the appropriation being awarded.

**d. Approval of 2019 Certificate of Highway Mileage**

Pursuant to Title 19, V.S.A., Chapter 7, the Village Trustees must to certify the completion and opening of a highway to public travel. The road is described in the Essex Land Records as “A strip of land consisting of approximately 1.16 acres more or less, commonly known and designated as “Roscoe Court” in the Village of Essex Junction”.

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the Certificate of Completion and opening of a Highway for public travel. Voting: Unanimous, 5-0; motion carried.**

**e. Awarding Bid on Pipe Rehabilitation**

Mr. Tyler pointed out that the bid for this project is under the amount required to be approved by the purchasing policy. Mr. Teich explained that approval is requested by staff and review of the bid is provided as a courtesy to the Trustees.

**MOTION by George Tyler, SECOND by Andrew Brown, to award the bid for the Pipe Rehabilitation Project to Green Mountain Pipeline Services, LLC for the not-to-exceed amount of \$22,620.00. Voting: Unanimous, 5-0; motion carried.**

**f. Determine Evaluation Process for Unified Manager – Evan Teich**

Mr. Teich presented two options for consideration to proceed with the Unified Manager’s evaluation. The Trustees talked about their plan to include department heads in the evaluation process and considered how to include the Town Selectboard and staff. The Trustees discussed the tight timeline Mr. Tyler would face to gather all the input from department heads, if they were aiming for this part of the evaluation to be complete by the next Joint meeting with the Selectboard. They decided that the SMART goals evaluation should take priority, pointing out that there is a \$3,000 bonus budgeted for the Unified Manager, upon an evaluation of successful accomplishment of these goals. Ms. Houghton encouraged the Trustees to develop a process with the Selectboard that can be replicated year-to-year.

The Trustees reached consensus to conduct the SMART goals evaluation at the Joint meeting February 6<sup>th</sup> and conduct the department heads’ evaluation portion, to be discussed at the April 10 meeting. Mr. Tyler will meet with department heads and collect all input about the Unified Manager’s performance, prior to the April 10 meeting.

**g. Proposed Amendment to Policy Regarding Trustees’ Meetings—Evan Teich**

Mr. Teich presented the issue of whether to include an amendment to the Village of Essex Junction Trustees’ Policy Regarding Trustees’ Meetings to include participation by electronic or other means without being physically present at a designated meeting location. The Trustees agreed that this amendment is timely considering their practice of skyping in to meetings when necessary.

**MOTION by Andrew Brown, SECOND by Lori Houghton, to amend the Village of Essex Trustees’ Policy Regarding Trustees’ Meetings to include the referenced section 1.V.S.A. Section 312 (a)(2). Voting: Unanimous, 5-0; motion carried.**

6. **CONSENT ITEMS**

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

- a. **Approval of minutes: January 8, 2019**
- b. **Check Warrants #17130—01/15/19; #17131—01/18/19**
- c. **Approval of Phosphorous Control Grant**
- d. **Approval of CCRPC FY2020 Unified Planning Grant for condition assessment of select stormwater infrastructure**
- e. **Approval of updated Legal Ads Policy**

**Voting: Unanimous 5-0; motion carried.**

7. **READING FILE**

a. **Board Member Comments**

Mr. Tyler requested that Mr. Teich offer a manager's report. Mr. Teich recognized the great job Public Works did on the roads and sidewalks during the recent 17.5 inches of snowfall. They kept ahead of the snow and handled a couple equipment breakdown fixes successfully, despite sub-zero temperatures.

Mr. Tyler said that, when he met with representatives from Dubois and King in August, they shared their intention to present the Design Five Corners plan to the Trustees at the beginning of 2019. Mr. Tyler said he would like to invite them to do so and suggested that this take place as a joint meeting with the Planning Commission. The Trustees agreed and Mr. Kerin suggested that they should plan to hold it at a different venue because it could be a highly attended event.

Ms. Houghton announced that, when her Trustee term is up in April, she is not planning to run again, although she has enjoyed her time in this role. She said that she would be happy to discuss the position with anybody interested in running. Mr. Teich reminded pointed out that anyone who plans to run must meet the filing deadline in early March.

b. **Memo from Evan Teich re: Summary of One Cent Economic Development Tax**

c. **Restorative Justice Impact by Essex Police Department**

d. **Center for Technology, Essex information sheet**

e. **Village 2019 Annual Meeting/Election Preparation Schedule**

f. **Memo from Evan Teich re: 2018 in Review**

g. **Memo from Evan Teich re: Possible 2019 goals for Unified Manager**

h. **Upcoming Meeting Schedule**

Ms. Houghton said she will not be in attendance physically or remotely for the February 26th Trustees meeting.

i. **Minutes from other boards/committees:**

- **Tree Advisory Committee 12/18/18; Brownell Library Trustees 12/18/18**

Ms. Wrenner suggested that the Tree Advisory Committee define "EAB" as the "Emerald Ash Bore" in their minutes, so the acronym does not confuse interested readers.

8. **EXECUTIVE SESSION**

No executive session transpired

9. **ADJOURN**

**MOTION by George Tyler, SECOND by Andrew Brown, to adjourn the meeting. Voting: unanimous (5-0); motion carried.** The meeting Adjourned at 8:05 p.m.

Respectfully Submitted, Cathy Ainsworth