



BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Tuesday, January 8, 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. Emerald Ash Borer Plan—Nick Meyer
 - b. Reallocate FY18 Assigned Fund Balance—Sarah Macy
 - c. Changes to the Budget—Sarah Macy
 - d. FYE20 Budget Discussion
 - e. Manager Evaluation Discussion
 - f. Approval of Resolution in Appreciation of Lauren Morrisseau—Greg Duggan
 - g. *Consideration of real estate matter—Evan Teich
 - h. **Evaluation of Employees—Greg Duggan
6. **CONSENT ITEMS**
 - a. Approval of minutes: December 19, 2018
 - b. Check Warrants #17127—12/21/18; #17128—12/28/18; #17129—01/04/19
7. **READING FILE**
 - a. Board Member Comments
 - b. Quality Youth Development Report (David Voegele CHIPS)
 - c. CWD Budget Summary to Served Systems
 - d. Email from Jennette Nutting 12/30/18
 - e. Memo from Greg Duggan, Sarah Macy re: Response to Board of Trustee request to include Village Rolling Stock budget in Town Highway budget
 - f. Storm the Statehouse Event
 - g. Town Meeting Tune-up Training
 - h. Lake Champlain Regional Chamber of Commerce Legislative Breakfast
 - i. FYE 19 Budget Status Report as of 12/31/18
 - j. Vermont Housing Data Community Profile—Essex Junction
 - k. Upcoming Meeting Schedule

- I. Minutes from other boards/committees:
 - Bike Walk Advisory Committee 12/18/2018
 - Planning Commission 12/20/18

8. **EXECUTIVE SESSION**

- a. *An executive session is anticipated for consideration of real estate matter
- b. **An executive session is anticipated for the evaluation of employees

9. **ADJOURN**

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Certification: 1/4/2019 J. Mitchell
Date Posted Initials

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 8, 2019**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton, Elaine Haney, Dan Kerin (In attendance via Skype)

ADMINISTRATION: Sarah Macy, Finance Manager/ Assistant Village Director; Evan Teich, Unified Manager

OTHERS PRESENT: Nick Meyer, Chair of the Essex Tree Advisory Committee; Robin Pierce; Irene Wrenner, Essex Selectboard Member; Colin Flanders; Warren Spinner; Nick Meyer.

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 provided an addition of materials to item 5d, and an addition of a personnel item for the executive session

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 the agenda.

none

5. BUSINESS ITEMS

a. Emerald Ash Borer Plan—Nick Meyer

Mr. Meyer and Mr. Spinner discussed the proposal that the Trustees endorse a plan with recommendations to proactively address the Ash Bore, an invasive pest that has been killing Ash trees in 35 states and in Canada. He said the pest was found in South Hero in February 2018. Mr. Meyer estimates that there are about 166 Ash trees in Essex Junction. The document suggests that the Village replace and remove 15-20 Ash trees per year, starting in the southwestern part of the Village. He discussed the costs related to this effort and the risks, and downfalls related to not addressing the situation before the trees die. The Trustees encouraged Mr. Meyer to consider costing out the commercial grinders and choppers needed to do this work in order to complete the work internally.. Ms. Houghton wondered what role the Regional Planning Commission is taking to spread awareness of this. The Trustees expressed sadness in the loss these native trees in VT but confidence in the plan to replace them with diverse species in Essex Junction.

b. Reallocate FY18 Assigned Fund Balance

Ms. Macy presented a recommendation to the Trustees to reassign funding in the amount of \$11,000 from Buildings Maintenance to a Governance Advisory Attorney. This reassignment does not go

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beyond the 10% cap to these types of balance transfers. Mr. Tyler suggested naming the funds something other than Attorney so if all is not spent on one individual it can still be used for its purpose in other ways. Mr. Brown confirmed that this will be a one-time fund balance transfer of unused money from Fiscal Year 2018 (FY18).

MOTION by George Tyler, SECOND by Elaine Haney, that the Trustees reallocate \$11,000 of Assigned fund balance from Building Maintenance to Governance Advisory. Voting: Unanimous (5-0); motion carried.

c. Changes to the Budget

Ms. Macy provided details on two changes made to the proposed FY20 budgets since the all-day Budget Meeting on December 19th:

- \$11,000 for Dan Richardson, removed from the Admin Other Professional Services Budget and moved to FY18 Assigned Fund Balance
- \$2,000 added to Admin Communications budget to fund the entire \$6,000 request from Channel 17. After these changes the percentage increase in the budget is 4.63% for FY20.

Mr. Tyler announced that the Town Selectboard decided to not accept the Rolling Stock Fund transfer and Elimination of The Highway Tax proposal, which will affect the Village budget. He requested suggestions from staff of where to go with the budget now. Mr. Teich talked about a careful review they conducted of the budget, with consideration to this decision, and began listing options for both communities to provide at the next budget meeting. He discussed suggested budget changes that include delaying efforts, cutting funds, allowing the Town to make a monetary transfer of \$50,000 with the guiding principle of equity and shared staffing and the Town paying the shared Facilities Manager position at 100%. He said the result of these changes, in addition to the items suggested by Ms. Macy earlier, the Village budget increase is about 4%.

Mr. Brown expressed concern about the timeline of being able to construct a budget and address concerns by the next hearing on January 15th, in order to warn the budget in one month. The Trustees decided to have a deeper conversation about the budget in this meeting under Item d.

d. FYE20 Budget Discussion

Ms. Macy detailed suggested budget changes, in addition to those presented in item 5c, to decrease the impact of the town not accepting the Rolling Stock Transfer strategy. By doing the following, the budget increase goes down to 4% for FY20 and the tax rate goes to 2.825%:

- Cut three cleaning contracts, to decrease the budget by \$9,600
- Remove Farmer's Market funding, to decrease the budget by \$1,000
- Push a capital project out one year, to decrease the budget by \$1,500
- Move closer toward positional equity with the Town, by allowing them to fund an additional \$50,000 in staff salaries, within positions that serve both municipalities.

The Trustees discussed the political component of accepting \$50,000 from the Town but Ms. Macy said that, by removing these funds, or any funding in the amount of \$50,000 that does not come from property taxes, tips the equation enough so that the household tax rate increase jumps to 4.27% (\$25/household). They worried that if there is push-back on this strategy, the Trustees must have a

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plan for getting this money from somewhere else. They also discussed that the Town Meeting of the Village takes place after the Town's meeting, so any budget passed with a town investment in it could be undermined if the Town residents push back on the idea.

Mr. Teich reminded the Trustees that a guiding principle of this budget was the intention to increase investments into capital projects from a 7.5% (\$24,000) investment to 15% (\$48,000). Ms. Haney asked what would happen if the Trustees decided to step the percent out a few years. Mr. Brown clarified that capital projects will become more expensive to complete. The Trustees discussed the possibility of allocating the Penny Fund into the General Fund instead of Economic Development in an amount of \$20-\$30K. They discussed the pros and cons to shifting money around in these areas.

Mr. Brown brought up the possibility of cutting the new EJRP Communications Coordinator position.. He also thought that maybe the Village should no longer waive the non-resident fee for the Town to co-locate with EJRP.

The Trustees determined information that they need in order to successfully craft their budget strategies. They requested that staff provide the following in preparation for their next meeting:

- Clarification of what the one cent tax rate restrictions are and what it can be used for.
- All potential tax rate impact percentages, broken out into dollars.
- A list of all positions shared between the Village and the Town, and at what rates
- Information about what can be done if there is push back about the \$50,000 from the town
- What would it look like to reduce grant money out of Economic Development to use the surplus in other ways?
- A copy of the budget from the pre- Rolling Stock Transfer strategy place
- Invite Brad Luck at the next meeting to discuss the impact of changing plans with EJRP.

e. Manager Evaluation Discussion

Mr. Tyler discussed the process of how he revised the Manager Evaluation document to be used to evaluate Mr. Teich. The Trustees discussed the process they would like to go through in conducting this evaluation. They acknowledged the importance of anonymity when collecting feedback about the Unified Manager from department heads and the importance of collaborating with the Town on this process, in some way. Mr. Tyler requested that the Trustees provide feedback or revisions to the Evaluation document before the next meeting so they can vote on a final draft.

f. Approval of Resolution in Appreciation of Lauren Morrisseau

The Trustees and staff discussed some of the accomplishments of Lauren Morrisseau. Mr. Teich read the Resolution of Appreciation for her 25 years of dedicated service:

RESOLUTION IN APPRECIATION OF LAUREN MORRISSEAU

WHEREAS, Lauren Morrisseau was hired as Accountant/Computer Manager for the Village of Essex Junction on June 7, 1993; and

WHEREAS, Lauren was promoted to Finance Director on 2006; and

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WHEREAS, Lauren was hired as Co-Interim Village Manager for the Village of Essex Junction in September 2012, serving in that role for more than 10 months; and

WHEREAS, Lauren was hired as Finance Director for the Town of Essex and the Village of Essex Junction in January 2015, becoming the first unified Finance Director for the Town of Essex and the Village of Essex Junction; and

WHEREAS, Lauren retired on December 31, 2018, concluding more than 25 years of dedicated service and leadership to the entire Essex community; and

WHEREAS, Lauren played a crucial role in consolidating the Village and Town Finance Departments and aligning Village and Town budgets; and

WHEREAS, Lauren's budgeting skills, creativity, and fiscal oversight ensured that the Village and Town had strong financial bases; and

WHEREAS, Lauren served as a mentor to numerous municipal employees, demonstrating leadership through honesty and expertise; now therefore be it,

RESOLVED, that the Board of Trustees and the Selectboard, on behalf of the staff and citizens of the Town of Essex, including the Village of Essex Junction, hereby extend our most sincere appreciation to Lauren for her 25 years of dedicated service to Essex. Adopted this 8th day of January 2019 by the Essex Selectboard and the Essex Junction Board of Trustees.

MOTION by Andrew Brown, SECOND by Dan Kerin, that the Trustees approve a resolution of appreciation for Lauren Morrisseau. Voting: Unanimous (5-0); motion carried.

g. *Consideration of real estate matter—Evan Teich

h. **Evaluation of Employees

6. **CONSENT ITEMS**

MOTION by Andrew Brown, SECOND by Lori Sopchak, to approve the consent agenda:

a. **Approve Minutes: December 19, 2018**

b. **Check Warrants #17127—12/21/18; #17128—12/28/18; #17129—01/04/19**

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

7. **READING FILE**

a. **Board Member Comments**

Trustees attending the Legislative Breakfast include Ms. Haney and Ms. Houghton

b. Quality Youth Development Report (David Voegele CHIPS)

c. CWD Budget Summary to Served Systems

d. Email from Jennette Nutting 12/30/18

e. Memo from Greg Duggan, Sarah Macy re: Response to Board of Trustee request to include Village Rolling Stock budget in Town Highway budget

f. Storm the Statehouse Event

g. Town Meeting Tune-up Training

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- h. Lake Champlain Regional Chamber of Commerce Legislative Breakfast
 - i. FYE 19 Budget Status Report as of 12/31/18
- j. Vermont Housing Data Community Profile- Essex Junction**
Mr. Tyler pointed out how interesting this information is and Ms. Haney requested that one of the leaders of this work come walk the Trustees through key findings.
- k. Upcoming Meeting Schedule
 - l. Minutes from other boards/committees:
 - Bike Walk Advisory Committee 12/18/2018
 - Planning Commission 12/20/18

8. EXECUTIVE SESSION

- a. *An executive session is anticipated for consideration of real estate matter

MOTION by George Tyler, SECOND by Andrew Brown, that the Trustees enter into executive session for the negotiating or securing of real estate purchase or lease options pursuant to 1 V.S.A. § 313(a)(2), to include the Unified Manager, the Assistant Village Manager and the Community Development Director. Voting: unanimous (4-0); motion carried.

MOTION by ANDREW BROWN, SECOND by DAN KERIN, to exit Executive Session for real estate matter. Voting: Unanimous (5-0); motion carried at 8:20 p.m.

9. ADJOURN

MOTION by ANDREW BROWN, SECOND by DAN KERIN, to adjourn the meeting. Voting: unanimous (5-0); motion carried.

The meeting Adjourned at 8:50 p.m

Respectfully Submitted,
Cathy Ainsworth