



**VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA**

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, June 25, 2019
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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. **PUBLIC HEARING**
 - a. Public Hearing on FY20 Utility Rates
6. **BUSINESS ITEMS**
 - a. Warn Public Hearing for FY20 Water budget and rates
7. **CONSENT ITEMS**
 - a. Reappointment/Appointment to Boards, Committees and Commissions
 - b. Accept Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan
 - c. Approve minutes: June 11, 2019
 - d. Approve Warrant#17151—06/17/19
8. **READING FILE**
 - a. Board Member Comments
 - b. Email from Kristin Humbargar re: steAmfest 2019
 - c. Brownell Staff and Directors Reports April & May 2019
 - d. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
10. **ADJOURN**

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Certification: 06/21/2019
Date Posted

J Mitchell
Initials

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 25, 2019**

TRUSTEES PRESENT: Andrew Brown; George Tyler; Dan Kerin; Amber Thibeault; Raj Chawla
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant
Manager; Greg Duggan, Deputy Manager; Rob Paluba, IT Director
OTHERS PRESENT: Robert Bates; Colin Flanders; Nathan Fiske; Mary Lou Hurley; Dustin Nolifer;
John Sheppard, MD; Annie Dunn Watson; Irene Wrenner

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

Mr. Brown called the meeting to order at 6:30 p.m. and led the assemblage in the Pledge of Allegiance.

2. **AGENDA ADDITIONS/ CHANGES**

Mr. Teich added a document to be included in item 7a. Mr. Brown suggested moving item 7b out of the consent agenda, to be included as Business Item 6b, so he could recuse himself from this vote.

3. **APPROVE AGENDA**

ANDREW BROWN made a motion, and GEORGE TYLER seconded, to approve the meeting agenda, as amended. VOTING: 5-0; motion carried.

4. **PUBLIC TO BE HEARD**

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

There were no comments from the public.

5. **PUBLIC HEARING**

a. Public Hearing on FY20 Utility Rates

Ms. Macy provided an overview of the FY20 Utility Rates. She explained the cost to the Village resident using 120 gallons per day will increase by 8.2%, or \$38.61 per year, the large user rate is decreasing by 3.85% and the Wastewater Treatment wholesale rate is increasing by 5.73%. She compared rates with surrounding communities, presented a historical view of utility rate changes and annual average costs from FY14-FY20. She talked about reasons for the FY20 increases as well as historical fluctuations. Pages provided in the meeting packet include charts and details of this information.

Mr. Tyler asked for clarification on why the Village of Essex Junction's water rates are less expensive than the Essex Town rates. Ms. Macy explained that the water wholesale rate is the same for both municipalities but capital savings, depreciation rates and revenue received from the Village's large water user, Global Foundries, differ between the two districts, resulting in different water rate calculations.

Mr. Chawla wondered if the FY18, 19 and 20 rate increases, which are comparatively higher in the history provided, are representative of what can be expected going forward. Ms. Macy pointed out that predicting is not possible, but the average annual rate increase from FY14-FY20 was a 2% for Wastewater rates, 3% in Sanitation and 5% in Water. She and Mr. Brown discussed that the fixed rate charge increases correlate directly with the municipality's changes in the Capital rate.

Ms. Macy discussed how the calculations and adjustments to the Wastewater Treatment Wholesale take into consideration estimated flows and costs associated with the Town of Williston

and the Town of Essex. She also discussed how a water reconciliation process determines adjustments to the Large Water User rate.

There were no comments from the public and Mr. Brown commended Ms. Macy for her exceptional work on this presentation.

6. **BUSINESS ITEMS**

a. **Warn Public Hearing for FY20 Water budget and rates**

Ms. Macy requested that the Trustees warn a second public hearing on FY20 Water budget and rates. The Trustees have a policy for setting Large Water User Rates which states that two water rate public hearings shall be held. There was no discussion.

ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees warn a second public hearing on the FY20 Village Utilities rates for Tuesday July 9, 2019. VOTING: 5-0; motion carried.

b. **Accept Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan**

Mr. Brown recused himself from this agenda item, citing a conflict of interest that may arise given his employer. As Vice Chair of the Trustees, Mr. Tyler led this agenda item. He pointed out that the Trustees had reviewed the Housing Needs Assessment and Action Plan at the most recent Joint meeting with the Selectboard. He pointed out that even though the plan recommends the formation of a housing committee, this work will take place in collaboration with the Selectboard. There was no discussion.

GEORGE TYLER made a motion, and RAJ CHAWLA seconded, that the Trustees accept the Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan. VOTING: 4-0 (Mr. Brown recused); motion carried.

7. **CONSENT ITEMS**

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the Consent Items:

- a. Reappointment/Appointment to Boards, Committees and Commissions
 - **Approval of the Village Planning Commission's recommended reappointment of Diane Clemens and Steven Shaw to three-year terms to begin July 1, 2019.**
 - **Approval of the Village Zoning Board of Adjustment's recommended reappointment of Bruce Murdough and Martin Hughes to three-year terms to begin July 1, 2019.**
 - **Approval of the Village Bike-Walk Advisory Committee's recommended reappointment of Eric Bowker to a three-year term to begin July 1, 2019.**

Trustee discussion: Mr. Brown requested that if a committee seeks to appoint someone, the Trustees should be able to meet and/or interview them. Mr. Tyler, Ms. Thibeault and Mr. Chawla agreed that this should happen for future appointments. They agreed to make an exception for these consent agenda appointments.

- b. Approve minutes: June 11, 2019
- c. Approve Warrant#17151—06/17/19

VOTING: 5-0; motion carried.

8. **READING FILE**

- a. Board Member Comments
 - Mr. Tyler discussed the email from Ms. Humbarger notifying the Trustees that the steAmfest event will not be held this year. He pointed out that similar reasons, the challenges of volunteer engagement and the amount of time and work that goes into a successful event, are also why the Farmers Market will no longer take place. Mr. Tyler suggested that a discussion of the decreasing number of community events should be included as an agenda item on a future meeting, to determine strategies that could help turn this trend around. The Trustees agreed and Mr. Chawla suggested that a member of the Economic Development Committee be present for this conversation.
- b. Email from Kristin Humbargar re: steAmfest 2019
- c. Brownell Staff and Directors Reports April & May 2019
- d. Upcoming meeting schedule

9. **EXECUTIVE SESSION**

- a. An executive session is not anticipated
No executive session took place

ADJOURN

ANDREW BROWN entered the Trustees into Recess 6:56 p.m., followed by the beginning Town of Essex Selectboard and Village of Essex Junction Trustees Special meeting at 7:00 p.m.

Respectfully Submitted,
Cathy Ainsworth