



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

2 Lincoln Street  
Essex Junction, VT 05452  
**Tuesday, July 9, 2019**  
**6:30 PM**

E-mail: [manager@essexjunction.org](mailto:manager@essexjunction.org)

[www.essexjunction.org](http://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 Water Rates
6. **BUSINESS ITEMS**
  - a. Adopt FY20 Utility Rates
  - b. Adjust FY20 Water Fund Revenue Budget—Sarah Macy
  - c. Revision to personnel regulations—Sarah Macy
7. **CONSENT ITEMS**
  - a. Appoint Independent Auditor
  - b. Approve minutes: June 22, 2019—Joint; June 25, 2019—Regular; June 25, 2019—Joint; July 2, 2019—Special
  - c. Approve Warrant #17152—06/24/19; #17153—06/28/19; #17154—07/05/19
8. **READING FILE**
  - a. Board Member Comments
  - b. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
10. **ADJOURN**

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Certification: 07/05/2019  
Date Posted

*J Mitchell*  
Initials

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
July 9, 2019**

**TRUSTEES PRESENT:** George Tyler, Vice Chair; Dan Kerin; Amber Thibeault.

**ADMINISTRATION:** Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Harlan Smith, Director of Parks and Facilities

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

Mr. Tyler 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 submitted a banner approval application from the Burlington Gem and Mineral Club, to be added to the consent agenda.

**George Tyler made a motion, and Amber Thibeault seconded, to add the banner approval for the Gem Show to the Consent Agenda as Item 7d. VOTING: 3-0; motion carried.**

3. **APPROVE AGENDA**

**Dan Kerin made a motion, and George Tyler seconded, to approve the meeting agenda, as amended. VOTING: 3-0; 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 Water Rates**

Mr. Tyler opened this second FY20 Water rates public hearing and invited Ms. Macy to present the issue. Ms. Macy explained that the large user water rate applies to those who use 2.5 million gallons of water per day or more, which is only one user in Essex Junction. After reconciling actual water use for the past year and the proportionate share of unaccounted for water, the large water user rate decreased 3.85%, from \$0.078 per 1000 gallon to \$0.075. Ms. Macy opened the floor to questions from the Trustees or the Public.

Mr. Teich suggested that Ms. Macy could either go through the entire presentation she shared with the Trustees during the first hearing again or, if there are no questions from guests or Trustees at this time about that presentation, they could instead decide to conclude the hearing. There were no questions and the Trustees agreed that Ms. Macy would not need do the entire presentation again.

Mr. Tyler closed the second Public Hearing on FY20 Water Rates.

6. **BUSINESS ITEMS**

**a. Adopt FY20 Utility Rates**

Mr. Tyler read the memo about this item: In order to fund the FY20 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

<b>Rate:</b>	<b>FY2019 Rate:</b>	<b>FY2020 Rate:</b>
Water usage rate	\$0.0175 / cuft	\$0.0188 / cuft
Water Quarterly Fixed Charge	\$25.03 / qtr	\$26.86 / qtr
Wastewater Treatment usage rate	\$0.0088 / cuft	\$0.0098 / cuft
Wastewater Treatment Qrtly Fixed Charge	\$23.56 / qtr	\$25.82 / qtr
Sanitation usage rate	\$0.0053 / cuft	\$0.0057 / cuft
Sanitation Quarterly Fixed Charge	\$22.86 / qtr	\$24.48 / qtr
Large Water User Rate	\$0.078 / 1000 gallons	\$0.075 / 1000 gallons
Wastewater Treatment Wholesale Rate	\$2.983 / 1000 gallons	\$3.154 / 1000 gallons

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%. The Wastewater Treatment wholesale rate is increasing 5.73%.

The Trustees had no questions on this item.

**Amber Thibeault made a motion, and Dan Kerin seconded, that the Trustees adopt the FY20 Utility Rates as presented. VOTING: 3-0; motion carried.**

**b. Adjust FY20 Water Fund Revenue Budget—Sarah Macy**

Ms. Macy explained that when the FY19 budget was adopted, the budgeted revenue from large user water sales were estimated. After actuals were reconciled, the amount reduced from \$111,132 to \$92,729. The adjustment to the FY20 Water Fund Revenue Budget reflects this decrease in large water user revenue by increasing residential revenue, as reflected in the FY20 rate settings. This vote to adjust the budget is a formality to reconcile actuals in the FY20 Budget.

The Trustees had no questions on this item.

**George Tyler made a motion, and Amber Thibeault seconded, that the Trustees amend the FY20 Water Fund Revenue Budget to decrease revenues from Water Sales – Large Users from \$111,132 to \$92,729 and increase revenues from Sale of Water – Residential \$1,068,385 to \$1,086,788. VOTING: 3-0; motion carried.**

**c. Revision to personnel regulations—Sarah Macy**

Ms. Macy said that two staff persons are going to the same conference but because the protocol for the Town and Village differ, in the policies related to travel expenses, there is inequity. She said that the current protocol, as outlined in the Village of Essex Junction General Rules and Personnel Regulations, limits the amount an employee will be reimbursed for meals when attending conferences or trainings. This limit is at times less than the federal per diem amount. This section also limits the payments to reimbursement only (after the fact) which may be a hardship for employees traveling for multiple days for a conference or training. The language change request to the policy removes the specific dollar amount limits and instead references the federal per diem amounts, which are more regularly updated. Staff also suggests changing from a strict reimbursement policy to one that will allow for a per diem amount to be paid up front when employees will be gone for more than one day. Ms. Macy explained that these changes will create equity with the Town’s policy and protocols.

The Trustees had no questions on this item.

Dan Kerin made a motion, and George Tyler seconded, that the Trustees approve the proposed revisions to the Village of Essex. VOTING: 3-0; motion carried.

#### 7. CONSENT ITEMS

Dan Kerin made a motion, and Amber Thibeault seconded, that the Trustees approve the Consent Items:

- a. **Appoint Independent Auditor**
  - The Trustees appointed Kittell, Branagan & Sargent to perform the FY19 Village Audit.
- b. **Approve minutes: June 22, 2019—Joint; June 25, 2019—Regular; June 25, 2019—Joint; July 2, 2019—Special**
- c. **Approve Warrant #17152—06/24/19; #17153—06/28/19; #17154—07/05/19**
- d. **approval of a Banner request**
  - The Trustees approved a banner to be hung across route 2A about the Champlain Valley Gem, Mineral and Fossil show July 27-28 from 10am-5pm at the Champlain Valley Exposition.

VOTING: 3-0; motion carried.

#### 8. READING FILE

- a. Board Member Comments
  - Mr. Tyler said that the first survey from KSV, to assess general sentiment on Village/Town consolidation, exceeded the expectations, with over 500 respondents so far. He said the survey will close soon to avoid survey burnout because more are forthcoming. Ms. Thibeault and Mr. Teich discussed some of the survey questions and the ages of respondents, noting that the lowest response was from ages 17-35. The Trustees discussed strategies, such as Instagram, that may better reach this age group.
  - Mr. Teich reported that the 4<sup>th</sup> of July festivities in Essex were well attended. He thanked Mr. Smith, and the team effort between the departments of Recreation and Parks, Police and Fire to manage the over 4000 people who attended.
- b. Upcoming meeting schedule
  - Mr. Tyler suggested that the August 13 Trustee Meeting be cancelled, unless there is something that cannot be moved planned for that time. Mr. Kerin and Ms. Thibeault agreed, mentioning the multiple extra meetings they are taking on in support of the consolidation effort. Ms. Macy and Mr. Teich agreed to look into if cancelling the meeting is possible.

#### 9. EXECUTIVE SESSION

- a. An executive session is not anticipated  
No executive session occurred.

#### ADJOURN

Dan Kerin made a motion, and Amber Thibeault seconded, that the Trustees adjourn the meeting. VOTING: 3-0; motion carried at 6:48.

Respectfully Submitted,  
Cathy Ainsworth