



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, February 11, 2020
6:30 PM

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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. Fiscal Year 2021 Budget and Capital Program Budget
6. **BUSINESS ITEMS**
 - a. Presentation on Hometown Heroes Banner Program—Lana Knight
 - b. Presentation of Fiscal Year 2019 Audit Report—Bill Keyser of Kittell Branagan & Sargent
 - c. Adopt Fiscal Year 2021 Budget and Capital Program Budget
7. **CONSENT ITEMS**
 - a. Approval of minutes: January 28, 2020
 - b. Approval of 2020 Certificate of Highway Mileage
 - c. Approval of road closure request for Little League parade
 - d. Check Warrant #17184—02/03/2020; #17185---2/07/2020
8. **READING FILE**
 - a. Board Member Comments
 - b. Memo from Robin Pierce re: Update on community development and Crescent Connector
 - c. Vermont League of Cities & Towns Selectboard Trainings
 - d. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
10. **ADJOURN**

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Certification: 02/07/2020

Date Posted


Initials

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 11, 2020**

TRUSTEES PRESENT: Andrew Brown; George Tyler; Raj Chawla; Amber Thibeault; Dan Kerin

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Brad Luck, Parks & Recreation Director

OTHERS PRESENT: George and Lana Knight; Mike Sullivan; Bill Keyser

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**

There were no additions or changed to the agenda.

3) **APPROVE AGENDA**

With no changes to the agenda, approval was not required

4) **PUBLIC TO BE HEARD**

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

There were no comments from the public at this time.

5) **PUBLIC HEARING**

a. **Fiscal Year 2021 Budget and Capital Program Budget**

Mr. Brown introduced the public hearing. Ms. Macy gave an overview of total increase, percentage increase, tax levy increase, and capital funds. Capital projects planned for FY21 include Lamoille water line replacement, a sidewalk plow, funds for recreation, and a sanitation fund. Mr. Tyler asked if the money used for the Lamoille project included repair of Lamoille street. Ms. Macy stated that she was unaware of the timeline however the plans for the project included a water line replacement and repairs to the street. Mr. Brown asked if there were any further updates from the capital committee. Mr. Tyler expressed support for the budget Mr. Teich thanked staff and the board for their input. Mr. Brown mentioned his concern about the placement of the recreation sign. Mr. Brown outlined the traffic in front of maple street park versus 5 corners. Mr. Brown stated that the sign would reach more people if it was at 5 corners. At 6:42 Mr. Brown closed the public hearing.

6) **BUSINESS ITEMS**

Essex Junction Board of Trustees- 2/11/2020**a) Presentation on Hometown Heroes Banner Program—Lana Knight**

Lana Knight was at the meeting to present the hometown heroes banner program; Mr. Brown introduced Lana and gave her the floor. Lana introduced herself and gave some background. Mrs. Knight introduced the Hometown Heroes program which includes pendants hung on telephone poles. Mrs. Knight said that she was in touch with many companies to find the best price for pendants. The primary contact she had been working with is Rick Snyder. Mrs. Knight outlined her hopes for the banners which included “Hometown heroes” at the top of the banner and the service person’s name and branch of service. The banners come in many different sizes. Mrs. Knight suggests a size of 30x60 inches which cost roughly \$200 for a 2-year product life span including shipping and handling and hardware. Installation is not included however there is an installation company. Mr. Kerin asked how it would be decided if the veteran would qualify as being a hometown hero, as many veterans move around for their service. Mr. Chawla expressed that he thought the 2- year period would be too long and that he thought the 3-month period around Memorial Day would be the best time period for the banners to be hung. Mr. Chawla asked who the program would be run by and Mrs. Knight said that it would be for the board to decide. Mr. Brown said that he thought it would be beneficial for those running the Memorial Day parade to have input on the program. Mr. Luck said that it was something that the committee could assist in but not take on fully. Mr. Teich expressed his concern about where and how the banners would be hung. Board directed staff to do more research.

b) Presentation of Fiscal Year 2019 Audit Report—Bill Keyser of Kittell Branagan & Sargent

Mr. Keyser overviewed the audit process, noted that an unqualified opinion was issued; talked about what a smooth transition in Finance from Lauren to Sarah and Courtney. Mr. Keyser also talked about the single audit, there were no significant deficiencies or material weaknesses; no audit findings; tested controls and no significant differences from previous years. Mr. Brown had a question about the policy about a 10% unassigned fund balance and asked Mr. Keyser what he thought about 10% and if that was the correct percentage. Mr. Keyser said that he thought the 10% was a good number dependent upon financial strength. Mr. Brown asked if there are any concerns or additional risk given how complex the Village’s relationship with the Town is in addition to the sharing of services and consolidation efforts. Mr. Keyser said that because checks are cut out of the same account for Town and Village that there is a risk that a check could be expensed for the Town instead of the Village and vice versa. Mr. Teich asked about the possibility of fraud and how Essex can rate its processes. Mr. Teich outlined the importance in having confidence of the public, and that all of the money coming in is spent correctly. Mr. Keyser said that there are internal controls in place to prevent this from happening.

c) Adopt Fiscal Year 2021 Budget and Capital Program Budget

Essex Junction Board of Trustees- 2/11/2020

ANDREW BROWN moved, and GEORGE TYLER seconded, that the Trustees direct staff to locate the EJRP sign at 5 corners instead of Maple Street Park.

Mr. Brown made a motion to direct staff to locate the EJRP sign at 5 corners instead of Maple Street Park, Mr. Tyler seconded the motion. Discussion about electronic signs ensued – the trustees are really concerned about the sign fitting the character of the Village. Additional discussion continued about the role of the Planning Commission. The Planning Commission will review the application. Mr. Brown reiterated that he want the location to be moved to the 5 corners before the application goes to the Planning Commission.

VOTING: 5-0; motion carried.

ANDREW BROWN moved, and GEORGE TYLER seconded, that the Trustees adopt the FY21 Budget as presented.

Mr. Tyler initiated a discussion about the capital reserve transfers in the budget and how those figures play into the proposed taxation plan as part of merger discussion. Discussion around the appropriate level of capital transfer ensued.

VOTING: 5-0; motion carried.

7) CONSENT ITEMS

Ms. Thibeault made a motion and Mr. Tyler seconded that the Trustees approve the Consent agenda:

- a) Approve minutes: January 28, 2020
- b) Approval of 2020 Certificate of Highway Mileage
- c) Approval of road closure request for little league parade
- d) Check Warrant #17184—02/03/2020; #17185 –2/7/20

VOTING: 5-0; motion carried.

8) READING FILE

- a) Board Member Comments Raj asked about the strategic advance; Mr. Brown asked for a save the date to come to the boards; Mr. Kerin received an email the American flag at the veterans' memorial park was on the ground – the stopped and picked up the flag and brought it to the police department. Mr. Brown states that Saturday is the meeting regarding the merger proposal. Mr. Chawla is re-thinking the trustees taking a position on the 3-3 vote and maybe doing more outreach at events.
- b) Memo from Robin Pierce re: Update on community development and Crescent Connector.
- c) Vermont League of Cities & Towns Select board Trainings
- d) Upcoming meeting schedule.

9) EXECUTIVE SESSION

Essex Junction Board of Trustees- 2/11/2020

a) An executive session did not take place.

10) ADJOURN

Amber Thibeault made a motion and Dan Kerin seconded, that the Trustees adjourn the meeting. VOTING: 5-0; motion carried at 8:25pm.

Respectfully Submitted,
Samantha Garey