

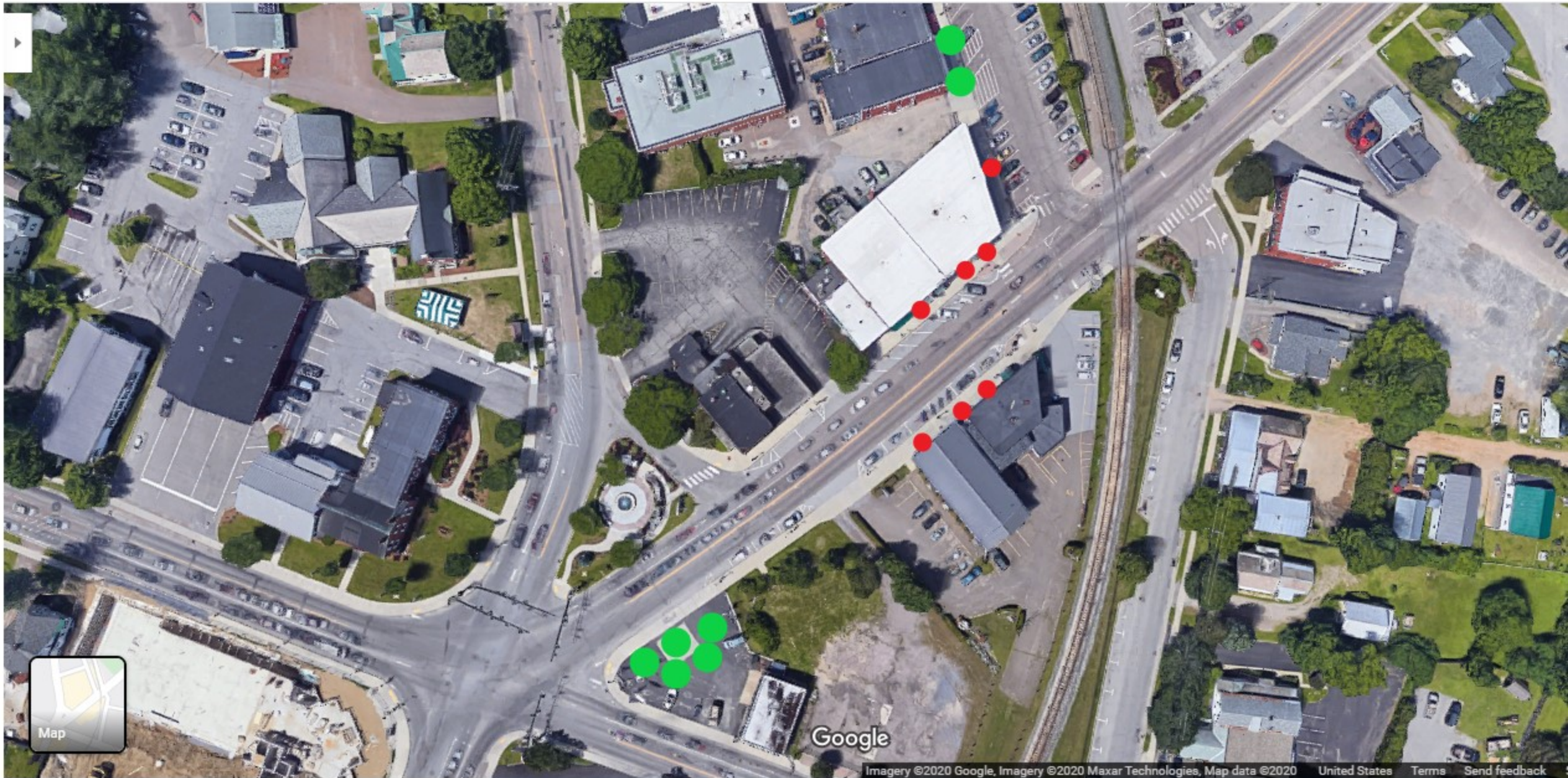
LIST OF AGENDA AMENDMENTS AND HANDOUTS
VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING AGENDA
JUNE 9, 2020

AGENDA ADDITIONS/CHANGES

- 5h. Approve including an interim utility bill fee as part of the FY21 utility rate setting process

ADDITIONAL HANDOUTS

- 5g. Example of table placement
- 5g. Outdoor furniture estimate
- 5h. Memo from Sarah Macy re: Information about Establishing an Interim Utility Bill Fee



Example of Outdoor Furniture for Village Center



Round or Square metal mesh/PVC coated table = \$690 + T/S/H (estimate \$100) → \$790 7 units = \$4740



Metal mesh table and 2 chairs = \$530 + T/S/H (estimate \$100) → \$630 7 units = \$4410



7 ½ dia. Commercial grade umbrella = \$138 + T/S/H (estimate \$60) → \$198 8 units = \$1524



50 lb umbrella base = \$63 + T/S/H (estimate \$50) → \$103 8 units = \$824

Total Estimate = \$11,498

Example of Locations for Furniture:

- Two 4-seat picnic tables on RR Ave. with umbrellas
- One 2-seat table and chair on RR. Ave with umbrella
- Five 4-seat picnic tables in front of Firebird with umbrellas
- Three 2-seat table and chair on Martone's side of Main St.
- Three 2-seat table and chair on Nest side of Main St.

Memorandum

To: Village Trustees; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director/Assistant Manager
Re: Information about Establishing an Interim Utility Bill Fee
Date: June 9, 2020



Issue:

The issue is to inform the Trustees about establishing and interim utility bill fee as part of the FY21 utility rate setting process.

Discussion:

As an enterprise fund, the Water/Sewer fund is expected to be self-supporting through user fees. The majority of revenue in this fund comes from a regular billing cycle. When a request comes outside of the regular billing cycle to have a meter read and a partial bill produced this is referred to as an interim bill. Over the last year, to accommodate the high number of requests for interim bills, Finance has limited issuance to property transfers only. We continue to help property owners estimate their bill for tenant changes or other reasons, if they wish. There are undeniable costs associated with producing and tracking billings outside of the normal cycle. As a summary, an employee must travel to the property, collect a reading from the meter, and finance must calculate the usage, rate, and produce a physical bill. This interim bill exists outside of the billing system and as such is tracked manually. A copy is placed in the vault for title searchers and transmitted to the requester.

I'm recommending beginning in FY21 that the Village implement a \$35 fee for interim or final bill requests. This covers the cost of having a staff person collect an official meter reading and producing an additional bill outside of the normal cycle. Establishing this fee is in line with the way other communities handle interim billing and is consistent with the structure of the enterprise fund as self-supported through user fees.

The following is a summary of how some other communities handle these requests:

- ❖ Champlain Water District – Interim or Final Bill Requests \$10
- ❖ Winooski – \$35 for interim bills (charged is waived if there is no consumption because they have a policy that no bills will be issued for zero consumption)
- ❖ South Burlington – \$15 for Interim Bill Requests
- ❖ Milton – does not provide bill, assists with estimating
- ❖ Burlington - \$30 final meter reading fee when properties are sold
- ❖ St. Albans - \$35 interim billing fee (\$25 for the reading, \$10 for bill production)
- ❖ Town of Essex - \$35 interim bill fee (starting 7/1/20)

Cost:

No cost

Recommendation:

It is recommended that the Trustees direct staff to include an interim bill fee in the upcoming public hearings and rate setting discussions. This fee would be approved along with the other utility fees at a future meeting.



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, June 9, 2020
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:

- The meeting will be streamed on [Town Meeting.TV](#)
- [Join Microsoft Teams Meeting](#) Depending on your browser, you may need to call in for audio (below).
- Join via conference call (audio only): (802) 3-37784 Conference ID: 57 2352#
- For the purpose of recording minutes, you will be asked to provide your first and last name.
- When listening to the meeting, please keep your computer on "mute" as to prevent interruptions during the meeting. For agenda items when it is appropriate for the public to speak, please unmute your computer and introduce yourself before requesting the floor from the President.

1. CALL TO ORDER [6:30PM]
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. Annual review of Ethics Policy Ryan Teich
 - b. (Re)Appointment of volunteers to boards and committees
 - c. Approve preferred alternative for Densmore Drive culvert replacement
 - d. Adjustment to Water and Revenue Budget Sarah Macy
 - e. Presentation of Fiscal Year 2021 Proposed Utility Rates and consideration of budget adjustment
Warn Public Hearing Sarah Macy
 - f. *Authorize manager to sign settlement agreement with Fairpoint Communications
 - g. Continued discussion on support for local businesses due to COVID-19
6. CONSENT ITEMS
 - a. Approve minutes May 26, 2020
 - b. Check Warrant #201-05/29/2020, 202-06/05/2020
7. READING FILE
 - a. Board Member Comments
 - b. Resignation from Capital Committee from Kevin Collins
8. EXECUTIVE SESSION
 - a. *An executive session is expected to discuss pending civil litigation to which the public body is a party.
9. ADJOURN

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.

Certification: 06/05/2020
Date Posted


Initials

VILLAGE TRUSTEES

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
June 9, 2020**

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Rick Garey, Chief of Police; Jim Jutras, Water Quality Superintendent; Robin Pierce, Community Development Director; Travis Sabatano, Human Resources Director; Darren Schibler, Planner.

OTHERS PRESENT: Gregg Denton; Helen Diplock; Adam Kavenaugh; Timothy Miller; Russel Mills; Alan Nye; Mark Redmond; Sarah Reeves; Nola Ricci; Ken Signorello; Elizabeth Skinner; Gabrielle Smith; Margaret Smith; Will Towne; Mia Watson; Vincent Westphal; Sue Wilson; Diana Wood; Irene Wrenner

1. CALL TO ORDER

Mr. Brown called the meeting of the Village of Essex Junction Board of Trustees to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan asked for the addition of two handouts for item 5g, an example of table placement and outdoor furniture estimate.

3. APPROVE AGENDA

AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA, to amend the agenda. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Ms. Wilson requested to be heard during item 5c.

5. BUSINESS ITEMS

a. Annual review of Ethics Policy- Evan Teich

Mr. Teich asked the Trustees to review and acknowledge the Village of Essex Junction Ethics Policy and General Rules and Personnel Regulations, as they pertain to public officials, then sign the acknowledgement form. The Trustees confirmed with staff that no changes were made to the document since the prior year and requested a copy to review prior to signing.

RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, that the Trustees will review and sign the Ethics Policy for this coming year when it is presented. The motion passed 5-0.

b. (Re) Appointment of volunteers to boards and committees

Mr. Duggan provided a memo dated June 10, 2020 which outlined seats on committees that require appointments by July 1, 2020 and the individuals up for reappointment. He asked the Trustees to reappoint the requested volunteers to these seats. He said, with the exception of one person who has only served one year, the volunteers longstanding on these committees. He said they all confirmed their interest in reappointment. Mr. Brown noted that the Trustees prefer to talk with volunteers prior to appointing them to committees, but he said not meeting with the candidates is acceptable this year, due to the pandemic.

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ANDREW BROWN made a motion, seconded by AMBER THIBEAULT, that the Trustees appoint the various members to the committees noted in the memo dated June 10,2020. The motion passed 5-0.

c. Approve preferred alternative for Densmore Drive culvert replacement

Mr. Jutras presented an update on the culvert replacement project on Densmore Drive, where flooding in October caused significant damage to the road and surrounding area. He said the Federal Emergency Management Agency (FEMA)'s site inspection was delayed until June 16, due to COVID, but he anticipates they will cover 75% of the costs of the project. Additionally, significant utility challenges with the site and the lack of availability of precast culvert structures this season further impacted the project timeline and cost. Mr. Jutras requested an order change to the engineering services contract with Hoyle Tanner & Associates in the amount of \$3822 for technical designs; a timeline adjustment to the project; and a sewer redesign order, pursuant to FEMA funding, to help address some of the utility challenges. He talked about options for the culvert replacement: a cast structure, which would add \$100,000 to the cost and result in winter work; a precast box culvert, which is the middle cost solution with a long-life span, but is not available this season; or a single span aluminum culvert, which is least expensive, available, he thinks is not ideal for the location.

Mr. Teich acknowledged that the project and its delay resulted in hardships for residents and businesses but without the FEMA contribution the project will cost the municipality several hundred thousand dollars more. He also said that he believes the best choice for the location is to use a precast culvert, which would mean the project will not be complete until the Spring or Summer of 2021. Mr. Chawla asked how the requested timeline delay would impact residents and if it could be mitigated. Mr. Teich described how vehicles are being rerouted and acknowledged challenges for pedestrians. He suggested a gate to the 81 Main parking lot might be able to be opened for pedestrians. Mr. Tyler wondered if installing the aluminum culvert for this project could shorten the timeline. Mr. Teich talked about reasons why the previous galvanized metal culvert broke, to justify not installing the aluminum culvert.

Ms. Wilson talked about the impact of the road's closure has had on residents. She said municipal staff did not respond to requests for assistance, so the residents hired a handyman to establish gate access through the Sherwood Square parking lot, at the cost of \$2800. She described multiple subsequent flooding instances since the October flood which caused further hardship. She pointed out that the open culvert, with no pedestrian access, is a significant risk. She also described how the diverted traffic is dangerous for children so the residents are considering purchasing "children at play" signs. Ms. Wilson said she is disappointed that the work to fix the road did not begin sooner. Mr. Brown asked for another meeting about reimbursing residents for the gate expense. Mr. Teich said "Drive 25, Keep Kids Alive" signs may be available for the entrance of the complex.

Mr. Westphal said there needs to be a better way for the Village to disseminate information to residents about the road and its closure. He said the information shared at this meeting was not previously shared with residents so all they knew was that the road is closed, the work is not done, the culvert continues to fail and there has been recurring flooding. He said residents originally put a gate for emergency vehicle access and Village staff had not communicated about wanting to include pedestrian traffic before mentioning it at this meeting. Mr. Westphal said he would like a precast culvert used at the location because it sounds like the best solution, even if it extends the timeline. He said residents are upset because the information shared in this meeting could have been reassuring for them to hear earlier.

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RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees support the use of precast concrete as the culvert material of choice. The Board further supports the extension of the construction project timeline through the winter of 2020-21 with completion in the 2021 construction season. The Trustees also approve the Engineering Services contract change with Hoyle Tanner & associates in the amount of \$3,822 and authorize the Unified Manager to proceed with a sewer redesign order contingent upon FEMA funding up to \$20,000.

Mr. Tyler said, and Mr. Chawla agreed, that they wished more time was available to address all of the issues brought up related to this project. They wanted residents to know that the Trustees hear their concerns.

The motion passed 5-0

d. Adjustment to Water Fund Revenue Budget—Sarah Macy

Ms. Macy explained that the Water Fund Revenue Budget needs to be amended after the large user water reconciliation. She said the large user number was originally estimated to be \$95,000. After the reconciliation of actual usage and unaccounted for water, that amount was increased to \$105,837. The offset to this reduction was a decrease in the budgeted revenue for Sale of Water- Residential, which impacted the residential rates and was reflected in the FY21 Utility Rate Setting. Ms. Macy requested that the Trustees amend the Water Fund Revenue Budget to reflect these updated figures. There was no discussion on this agenda item.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees amend the FY21 Water Fund Revenue Budget to increase revenues from Water Sales – Large Users from \$95,000 to \$105,837 and decrease revenues from Sale of Water – Residential \$1,171,588 to \$1,135,751. The motion passed 5-0.

e. Presentation of Fiscal Year 2021 Proposed Utility Rates and consideration of budget adjustments; Warn Public Hearing– Sarah Macy

Ms. Macy said she planned a presentation of the FY21 Proposed Utility Rates, based on the approved budgets, and the discussion could provide the Trustees with an opportunity to consider potential budget adjustments, then warn a public hearing. The Trustees decided to hear the presentation and have the discussion at the public meeting.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees warn the first of two public hearings on the proposed FY21 Utility Rates for Tuesday June 23, 2020 or sooner. The motion passed 5-0.

f. *Authorize manager to sign settlement agreement with FairPoint Communication

Mr. Teich suggested that the executive session for this agenda item would not be necessary unless the Trustees need further discussion or have suggestions on the settlement agreement with FairPoint Communication. He confirmed there had been no changes to the agreement since the last time it was presented to the Trustees. The Trustees had no questions on the agreement at this time and agreed an executive session was not required.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees authorize the Unified Manager to sign the settlement agreement with FairPoint Communication. The motion passed 5-0.

- 156 g. **Continued discussion on support for local businesses due to COVID-19**
- 157 Mr. Tyler suggested tabling this agenda item until the next meeting. The Trustees agreed to
- 158 table the item but Mr. Brown suggested a special meeting be to discuss it.
- 159

160 **6. CONSENT ITEMS**

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162 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees approve the**

163 **Consent Agenda:**

- 164 a. Approve minutes: May 26, 2020
- 165 b. Check Warrant #17201—05/29/2020; #17202—06/05/2020

166 **The motion passed 5-0**

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168 **7. READING FILE**

- 169 a. Board Member Comments
- 170 b. Resignation from Capital Committee from Kevin Collins Letter from James Jutras re: SFY 2018
- 171 TAP Grant
- 172

173 **8. EXECUTIVE SESSION**

- 174 a. ***An executive session is expected to discuss pending civil litigation to which the public**
- 175 **body is a party**
- 176 An executive session did not take place.
- 177

178 **9. ADJOURN**

180 **Mr. Brown acknowledged completion of the agenda for the regular meeting and entered the**

181 **Trustees into the Joint meeting of the Trustees and Selectboard at 7:32 PM.**

182

183 **DAN KERIN made a motion, seconded by GEORGE TYLER to adjourn the meeting at 10:06**

184 **PM.**