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
June 12, 2012

BOARD OF TRUSTEES:	Dan Kerin, Lori Houghton, Andrew Brown, Elaine Sopchak. (George Tyler was absent.)
ADMINISTRATION:	Dave Crawford, Village Manager; Robin Pierce, Development Director; Richard Hamlin, Village Engineer; Darby Brazoski, Management Assistant.
OTHERS PRESENT:	George Dunbar, III, Tom Weaver, Curt Montgomery, Eleni Churchill, Mark Smith, Tom Moreau, John Lajza, Chuck Barry, Chris Gaboriault.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

In the absence of Village President, George Tyler, Dan Kerin called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

Reorder Agenda:

- Public Hearing for Sewer Sanitation to be advanced on agenda.
- Appointments to be advanced on agenda.
- List of Board of Trustees Action Items postponed.

[Note: the minutes reflect the order of the published agenda though items may have been addressed as noted above.]

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

None.

2. FY13 CSWD Budget Presentation

Tom Moreau, CSWD General Manager, reviewed the CSWD operating and capital budget for FY2013 noting the following:

- Operating budget shows a .3% decrease in expenditures and a .7% decrease in revenues.
- CSWD has paid off its debt (bonds).
- A management study is underway currently and the budget includes a contingency to provide the ability to potentially hire an IT person, fill the vacant engineer position, and add a person for organics outreach to restaurants and institutions.
- Revenues are down slightly due to a temporary shortage of compost for sale as a result of the transition from the interval to the site on Redmond Road in Williston.
- Recyclables markets are strong presently, but this could change and that will impact revenues.
- Biosolids fee will likely decrease due to a decrease in disposal costs.
- There is no change to the Drop Off Center fees.
- CSWD will continue to pay for recyclables.

- Cost of living increase based on a 12 month average (January through December) is included in the budget (this is the first time the increase is not less than the CPI cost of living increase).
- Employees pay 2.9% of salary toward health insurance cost.
- CSWD is in a Health Savings Plan.
- The budget includes two studies: (1) analysis of alternatives with biosolids disposal; (2) Phase 2 of a consolidated collection system that looks at the impact on haulers and drafts a performance contract.
- CSWD is also studying organics recycling (state law requires organics recycling for institutions by 2014, for small commercial/retail stores by 2017, and for residential households by 2020).

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to accept the Chittenden Solid Waste District FY2013 budget as presented. VOTING: unanimous (4-0); motion carried.

3. Discuss/Approve Crescent Connector Railroad Street Scoping Study
Mark Smith with RSG reviewed the revised layout of the crescent connector on Railroad Street showing sidewalk on the easterly side of the road with a five foot wide green strip and sidewalk by the parking spaces only on the westerly side of the road. There is a four foot wide shoulder for bicyclists per the complete streets configuration.

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the Railroad Street alignment in the revised Scoping Study Phase B (Alternative #3) and authorize the Village Manager to sign all related documents for the crescent connector project. VOTING: unanimous (4-0); motion carried.

4. Public Hearing: FY13 Sewer/Sanitation Rates
The public hearing was opened at 6:54 PM. Dave Crawford reviewed changes in water and sewer rates for FY13 and funding sources. Impact on the user is projected to be an increase of $15 in the annual sanitation rate. Andrew Brown suggested for clarification the wording "minimum fee" be changed to "administrative fee" so people understand there is a base cost to deliver water/sewer service to each household regardless of whether there was water/sewer use. Trustee Brown also asked about the increase in salary and benefits under treatment plant operation and maintenance. Dave Crawford explained an additional employee at the treatment plant was included in the FY13 operating budget, but the job description is still being worked on and the water department is under a new schedule so there will actually be some decreases in expenditures.

There were no further comments. The public hearing was closed. No action was taken.

5. Presentation on Ladder Truck Bid Process and Results
Fire Chief, Chris Gaboriault, gave a presentation on the bids from KME and Pierce for the 100' ladder truck noting the following:

- The Village has both KME and Pierce manufactured vehicles.

- KME submitted a bid for $717,614, but two upgrades are needed which increase the cost to $726,207. KME does not offer an early payment option which is offered by Pierce for a cost savings.
- Pierce submitted a bid for $835,054, but with the early payment option the cost is $805,998.
- Pierce is ISO9001 certified with 13 3/8" frame rails and 105' steel ladder. KME is not ISO certified and offers 10 ¼" frame rails and 75' ladder.
- Pierce manufacturing is superior to KME for paint warranty, corrosion protection, vertical reach, horizontal reach, side and roof crush exceeding the standard, and tip load.
- The cost of the Pierce unit is $80,000 per year over 20 years.
- Pierce has proven reliability for the Village and is a safer unit (there have been more repairs and higher cost with the KME vehicle).
- The cost to maintain the ladder truck is higher because the truck is a ladder and pump.
- Maintenance on the existing 22 year old ladder truck owned by the Village has increased due to the age of the vehicle.

6. Request for Waiver of School Impact Fees
Tom Weaver and Curt Montgomery presented the request for waiver of school impact fees for the former NECI dorms now in general residential use. The units had to be rehabilitated due to extreme damage by the NECI students, but the units are not new construction and that is why the waiver is being requested. When the units were in service as dorms property taxes of $860,000 were paid to the Village.

There was discussion of the circumstances that allow a waiver to be granted (650 s.f. or less than two bedroom units, dorms, congregate housing, age restricted housing) and other similar requests for waivers that were denied by the Board of Trustees. It was noted when the use changes from dorms to housing there is more potential for children to be in the development. There was discussion of allowing the developer to pay over time.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize the Village Manager to enter into a payment plan with Tom Weaver/Curt Montgomery over the course of two years in the amount of $22,571.80 for 222 Franklin, Inc. VOTING: unanimous (4-0); motion carried.

IV. <u>OLD BUSINESS</u>

1. Award Bid for Ladder Truck
MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the bid for the ladder truck purchase from Pierce Manufacturing in the amount of $802,998 and to authorize the Village Manager to execute the associated documents. VOTING: unanimous (4-0); motion carried.

2. Discussion of iPad Purchase
There was discussion of purchase of iPads with WiFi service for the Trustees. Dan Kerin suggested rather than buying iPads, meeting files could be sent to each member in "pdf" format and each person can decide whether to print a hardcopy or not. There was mention of security with pdf files. Andrew Brown felt if a tool is needed to better perform in the role of trustee then

each person should purchase their own device. Elaine Sopchak and Lori Houghton noted they already have their own iPads which they will use. There was discussion of different applications or devices for handling meeting materials and reference material (Good Reader, I-Reader, E-Reader, others). There was mention of the savings in staff time and paper cost to offset the investment in iPads and applications. Dave Crawford assured over time the savings will exceed the cost.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize the Village Manager to expend up to $5,000 for the purchase of iPads for the Board of Trustees. VOTING: 3 ayes, one nay (Dan Kerin); motion carried.

There was mention the purchase should be iPads with 3G and the data plan will not be activated. Dave Crawford will research if 3G will still be supported when 4G comes out. A training session facilitated by Small Dog Electronics will be scheduled with the trustees and department heads.

3. Discussion of Trustees Action Items and Priorities
Postponed due to time constraints.

V. <u>NEW BUSINESS</u>

1. Discuss/Approve Full Time Management/Community Relations Assistant Position

Dave Crawford explained the duties of the management/community relations assistant position includes grant writing and administration, public outreach, and assisting department heads.

George Dunbar, III, Village resident, commented that as a resident of the Village it is bothersome that four months ago the position was not included in the budget for discussion and action at the Village annual meeting. Even though the position is bringing in grant money to the Village, there is a process to establish the position. Manipulating the budget voted by the Village taxpayers is bothersome. The Village charter, Section 6.11 – Appropriations, speaks to money appropriated for the purposes stated from the effective date of the budget. Money was not appropriated for the proposed position and it is questionable that the money can be made available by doing transfers according to Section 6.12 – Transfer of Appropriations. Section 6.12 says the Village Manager can move funds within an agency without approval from the board or the voters, but a resolution is needed if money is moved between agencies. Options to accept the position include running a budget deficit or effectively acting outside of the Village charter. The FY2011 audit showed the charter was violated with the recreation department issue.

Lori Houghton asked if the Trustees can create a position or if voter approval is needed. Dave Crawford advised upon recommendation of the Village Manager the trustees can create or change a position from part-time to full time according to the legal opinion from the Village Attorney. The attorney says it is defensible and reasonable. The auditors are unlikely to look at a $16,000 transfer in a $3.3 million budget as crucial. Dave Crawford said he asked each department head to review their budget for available money. The department heads are supportive of the position because they will get some benefit. The purchase in FY12 rather than FY13 of seven computers plus supplies totaling $12,300 plus $4,000 from the FY13 Street Department salaries line item will allow $16,300 to be available for the position.

Elaine Sopchak stated the position which is needed includes website work and design support as part of communications and outreach, but the Trustees may want to review the charter because it cannot be conscripted that a position will be needed 'within three months of the end of the budget year'. Dave Crawford said a contingency will be built into next year's budget to avoid taking reserve funds, for example, except for an emergency.

Andrew Brown stressed Village residents need to know the outcome of what is being done by the position (i.e. the return on investment).

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the creation of a full time Management/Community Relations Assistant position as a Village position as of July 1, 2012 and authorize the Village Manager to proceed with filling the position. VOTING: unanimous (4-0); motion carried.

MOTION by Lori H Houghton, SECOND by Dan Kerin, to amend the FY13 budget to reflect reductions totaling $16,300 as recommended by staff and to transfer the funds to Personnel related line items in the Economic Development budget to fund the full time position of Management/Community Relations Assistant. VOTING: unanimous (4-0); motion carried.

2. Discuss/Approve Recreation Advisory Committee Candidate

Dan Kerin read the letters of interest from Lee Wiebe and Eric Bowker for the Recreation Advisory Committee.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to appoint Eric Bowker to the Recreation Advisory Committee. VOTING: unanimous (4-0); motion carried.

3. Discuss/Approve Village Manager's Annual Appointments for FY2013

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the appointment of the following per the Village Manager's recommendation:

- **Susan McNamara-Hill – Village Clerk/Treasurer/Tax Collector**
- **David Barra – Village Attorney**
- **Chris Gaboriault – Village Fire Chief**
- **Hamlin Consulting Engineers – Village Engineering Consultant**

<u>DISCUSSION</u>: Lori Houghton asked about the process for selecting the appointees. Dave Crawford explained the process is not an analysis or comparison of rates. Each appointee brings a depth of experience. Cost and services are discussed with the Village Engineer and Village Attorney. Hamlin Engineering holds their rate at last year's level. The Village pays less than the 'street price' for engineering services. There was no further comment.

VOTING: unanimous (4-0); motion carried.

VI. <u>VILLAGE MANAGER'S REPORT</u>

The Trustees received a memo on items in the Manager's Report.

1. Meeting Schedule
- June 26 @ 6:00 – Board of Abatement
- June 26 @ 6:30 – Regular Trustees Meeting
- July 10 @ 6:30 – Regular Trustees Meeting
- July 31 @ 6:30 – Regular Trustees Meeting
- August 14 @ 6:30 – Regular Trustees Meeting
- August 28 @ 6:30 – Regular Trustees Meeting
- September 11 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:
- June 18 – Public Meeting re: Williston-Essex Network Transportation Study
- July 21 – Annual Block Party (4 PM – 9 PM)
- September 5 – Semi-Annual Joint Meeting with Prudential Committee
- September 25 – Heart and Soul Kick Off

2. Bids
Pre-bid conference was held for the waste water treatment facility project.

3. Railroad Ave. Road Closing
Main Street and Railroad Ave. will be closed for water main work.

4. Hydrant Flush on Maple Street
There is a dead-end main on Maple Street and when the hydrants are flushed there is sediment in the water. Public Works is resolving the problem.

5. Crescent Connector Phase A
VTrans Secretary of Transportation, Brian Searles, signed the agreement for Phase A of the crescent connector. The crescent connector committee is meeting regularly.

6. Lincoln Street Project
The committee on the Lincoln Street project is working on design plans.

7. Pearl Street Study
The committee has identified three alternatives to be studied to complete the work on Pearl Street to Five Corners. The consultant will draft a report and present an alternative to the Trustees. CCMPO can be asked to do an additional work session or public meeting if desired.

8. F-35 Aircraft
Emails and phone calls have been received on the F-35 issue.

9. Surplus Purchase Requests
Darby Brazoski noted the basement door for Lincoln Hall is custom made due to the size.

VII. <u>TRUSTEES COMMENTS/CONCERNS</u>

- Elaine Sopchak suggested a presentation be done for residents in the Village on crime prevention in light of the recent home invasions. Dan Kerin will discuss the matter with

the community relations officer with the Essex Police. An information booth could be set up at the Village annual block party.

- Regarding the work on Pearl Street to Five Corners, the Trustees suggested a meeting on the three alternatives for Pearl Street be held and that there be opportunity for public comment.
- Elaine Sopchak suggested a summary of the Trustees' meetings be submitted once a month to the *Essex Reporter*. It was noted this task is one of the responsibilities of the management assistant position.
- Elaine Sopchak reported on the recent meeting to discuss housing in the Village and the suggestion that a joint meeting with the Planning Commission and Trustees be held to discuss housing, zoning, and the Land Development Code to ensure people in the Village can afford to continue to live in the Village.

VIII. CONSENT AGENDA & READING FILE

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as presented:

1. **Approve Minutes of Previous Meetings (5/8/12, 5/15/12, 5/22/12)**
2. **Approve Warrants**
3. **Approve and Sign SRF Loan Documents for WWTF Project**
4. **Approve and Sign International Charter for Walking**
5. **Approve FY13 Lincoln Hall Leases**
6. **Reading List Acceptance (Letters & Communications)**
    - **Zoning Board Minutes 5/15/12**
    - **Planning Commission Minutes 5/21/12**
    - **Notice from VT DEC/ANR Revocation of Discharge Permit**
    - **Notice from IBM Modifications to Waste Management System**
    - **Village Engineer's Donated Services for Train Station Improvements**
    - **Letter to Michele Boomhower of CCRPC re: Crescent Connector**
    - **Heart and Soul Update on Front Porch Forum**

VOTING: unanimous (4-0); motion carried.

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adjourn the meeting.
VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:16 PM.
RScty: M.E.Riordan