



VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING AGENDA

81 Main Street
Essex Junction, VT 05452
Tuesday, April 9, 2019
7:00 PM

E-mail: manager@essex.org

www.essexjunction.org
www.essex.org

Phone: (802) 878-1341

The Selectboard and Trustees meet together to discuss and act on joint business. Each board votes separately on action items.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG [7:00 PM]
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. Discussion about unified website—Greg Duggan and Rob Paluba
b. Approve schedule for future joint board meetings—Greg Duggan
c. Discussion and potential selection of preferred Governance options—George Tyler
d. Approve RFP for public engagement facilitator for November 2020 vote on governance change—Greg Duggan
e. Discussion and potential action on continuation of Governance Subcommittee—George Tyler
f. Approve date and prepare for joint board strategic work session—Greg Duggan
6. CONSENT ITEMS
a. Accept report entitled "Assessment of Critical Non-Compliant Sidewalks, Paths and Crossings"—Dennis Lutz
b. Adopt Safety Committee Policy—Greg Duggan
c. Approval of minutes: February 6, 2019 (Trustees only, unless changes proposed)
7. READING FILE
a. Board Member Comments
b. Memo from Dennis Lutz re: Chittenden Regional Planning Commission (CCRPC) Unified Planning Work Program (UPWP) for FYE2020
8. EXECUTIVE SESSION
a. An executive session is not anticipated
9. ADJOURN

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair or President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair or President. This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Village of Essex Junction and the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341.

Certification: 04/05/2019 [Signature]

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

Cc: Caitlin Corless, Essex Free Library Director; Rick Garey, Police Chief; Shannon Lunderville, GIS Coordinator; Darby Mayville, Community Relations Assistant; Hannah Tracy, Brownell Library Assistant Director

From: Greg Duggan, Deputy Town Manager; Tammy Getchell, Assistant to the Manager; Rob Paluba, IT Director *GSD*

Re: Update on unified website

Date: April 5, 2019

Issue

The issue is updating the Trustees and Selectboard on progress toward a new website.

Discussion

CivicPlus, the company building a new Essex community website, has provided a rough draft template for review and comments (attached), as well as a proposed color scheme (attached). The template can be viewed online at <https://vt-essex.webflow.io/>; for information about terminology on the site, visit <http://cp-layout-proposal-guide.webflow.io/>.

The staff group working on the website redesign has been discussing the template; the staff comments are attached.

The staff website redesign team has collected input from board members and staff about the desired features of a new website (attached), which will be taken into consideration during website construction.

Staff has also drafted a short survey for residents (attached), which will be made available to the public after the April 9 Trustee and Selectboard meeting.

IT Director Rob Paluba has compiled a list of web addresses in use by the Village and Town, owned but not in use, and unowned (attached). CivicPlus will need to use one of the web addresses to build the template for a new website, although that address does not need to become the final address for a new website.

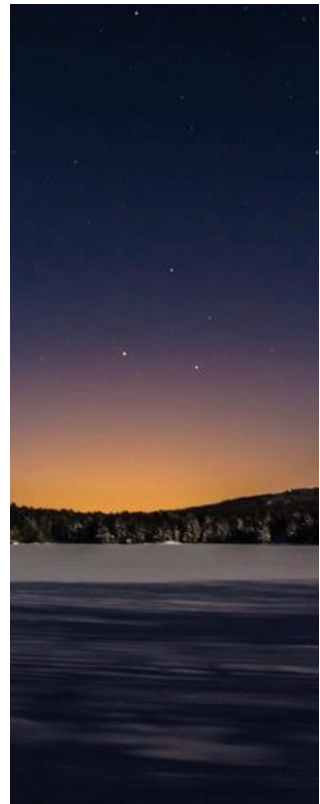
Cost

None.

Recommendation

This memo is for informational and discussion purposes.

#FFFFFF



HOME PAGE LAYOUT >



HOME PAGE LAYOUT >

SIMPLE SITE ID

LOGO + SEARCH

SIMPLE SITE ID



CAROUSEL 1

CAROUSEL 2

< MOOD BOARD

?

INTERIOR PAGE LAYOUT >

SIMPLE SITE ID

QUICK LINKS

GRID CALENDAR WITH LIST

LOGO

CONTACT INFO

QUICK LINKS

HELPFUL LINKS

SIMPLE SITE ID

SITE ID + SEARCH

Background Image

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SIMPLE SITE ID

PRIMARY CONTENT



SIMPLE SITE ID

FEATURE LINKS



SIMPLE SITE ID

CONTACT INFO

QUICK LINKS

HELPFUL LINKS

GRAPHIC BUTTONS



SIMPLE SITE ID



Feedback from Staff Website Redesign Team re: website template

April 5, 2019

Here is the feedback we received from our web workgroup :

~ Although the colors blend really well, and are soothing neutral colors, we feel that the top color is too dark and would like to see a scheme that is perhaps slightly lighter shades of the green (we do realize and did convey that it is an ADA compliance thing)

~ The search bar should definitely be similar to either Pierre or Loudoun - staff liked both equally, and the transparency effect

~ However there was concern that the search bar should definitely say "How can we help you?" or "How do I?", rather than "Search"

~ Photo carousel - staff felt that the area was a little too large, making the user have to scroll too far to see the buttons below, can it be a little smaller in height?

~ Graphic Buttons - circles like on the Pierre, SD site but with our colors of course

~ Interior pages - staff felt the content area is quite narrow but would be ok with it of the Feature Column can be turned off or on at will

~ Font - staff preferred the larger font presented on such sites as Fayetteville, Pierre, Bayside, and Colchester as opposed to the smaller text on the Loudoun and Milton sites

Web Comments—Department Heads

What features do you like on the existing Town and Village websites? What do you dislike? What are your suggestions for improvements?

- The site now is clunky and difficult to navigate. It also isn't visually appealing.
- TOWN LIKES:
 - Easy, intuitive web address (essex.org).
 - All Selectboard minutes and packets consolidated in one place.
 - Payment Online option right on the front of the home page.

VILLAGE LIKES:

Intuitive web address.
Rotating photos of the Village.
Easy to see Upcoming Events.
Better (compared to Town) header of relevant links.
More intuitive (than Town) to find information.
Options for residents to comment.
Notify Me' type of email lists for people to opt into.

TOWN DISLIKES:

Where to begin ...
Outdated look. Terrible search function. Too many layers and links to find information, even for someone who knows what they're looking for. Too many pages that don't get updated regularly. Outdated pages that are prominent (i.e. 2008 merger info). Too many separate websites (e.g. Fire Department). No way for public to provide input. No 'notify me' type features where people can opt into email notifications. Surcharge for paying online through credit card. I'll stop there for now.

VILLAGE DISLIKES:

"Latest News" feature goes on too long, not concise. Search function not great. No explanation (at least not easy to find) of how the Village exists with the Town. No links to the Town website (that I found), even for functions that are shared, or where Village residents benefit from also being Town residents (e.g., Indian Brook access). Right-hand side of the webpage is too wide, not friendly for reading. Overall, better than the Town, but needs to be refreshed and have a newer, simplified look.

- The Village website has a more inviting design – clean and united colors. It is generally usable. It would be helpful to have Village documents like the Annual Report more readily accessible. Some parts, like the list of what businesses are in the Village could use some clean up – there is a pdf that is comprehensive, but the most prominent info is outdated – can the pdf be the only link there? The list of streets is also likely outdated with a date from 3 years ago, and something that we reference regularly at Brownell to determine if someone is eligible for a Brownell card. Links to Channel 17 meeting footage would also be great to include.

The Town site is not great, it's hard to find information, and the information available is sparse. It would be great to use better titles so the search tool provides useful results. The employee portal is too prominent, but seem like a great thing to have to be able to provide info to employees. It would be great to have an internal site that also included names and pictures of employees in each department so we could have a tool to recognize fellow colleagues to reference.

- Town – Nothing
Village – Clean and easier to navigate
- Current Town website is difficult to navigate – thankfully there is a search function. Town website seems to be missing historical budget documents.

Village website is more user friendly but fortunately has the search function. Much better with old budget documents and organization

- Currently I think the Village web site works a little better than the towns, you can get where you want to go more easily. For the future enable people to get quickly to the page they are looking for. Post initiatives and good news on page one, and change it appropriately.
Same template layout for all departments
Dislike – When you deleted files they were still on the site if you searched. It just removed the pointer.
On-line forms and feedback was really bad.
Ability to have a lot of flexibility on content was somewhat poor... (you could not put a picture where you wanted without getting into the html.
- The Village website is more visually appealing and navigable. The Town's gets lower marks - very outdated. We like the Colchester website.

- Overall, I think the Town's website is user friendly, but it could be better organized. I also think it looks outdated.
- It works well as set up; better notification of office closings and/or holidays should be on the first/front page of the website
- Because there is so much on the site, library resources often get lost and it is more difficult for our library patrons to find what they are looking for. Having so many menus and drop-downs, patrons have complained that they have been redirected to other town departments when they simply wanted to access our electronic books or our library catalog. Having a separate library page (without the additional menus) would make it much easier for the public to access our resources and for the librarians to best be able to organize our information.

What website features are critical for your department?

- I would love a Town and Village wide website that is only accessible by staff. I envision the intranet as the central hub for open enrollment forms, HR Forms, benefit info, policies, etc. unlike the S:Drive the intranet would only be editable by select individuals which could help prevent unauthorized changes or movement of files.
- Contact info. Easy-to-find info about Selectboard and Trustees (calendar, agendas, packets, minutes). Opt-in features for residents to get updates on certain topics/boards/projects. Also, one intranet portal on one website for Village and Town employees to use to share reference documents, policies, forms, etc.
- We launched a new website in 2018 and it includes all the features we found important, or important to the public we serve. This site was developed after a lot of staff brainstorming, testing within staff, and then testing with library volunteers and then testing with the public. Most difficult was making sure we avoided librarian lingo and used words and phrases that were clear to our audience – the public. We have a number of ways to get to different information. We also wanted to keep the interface clean so the public's eyes can seek out the information they are looking for.
- Ease of administration
- Document storage and organizational features for audits, budgets, policies, and possible regular financial reports

Notification section for important due dates

Ability for citizens to fill out AND SUBMIT via the web request forms (Water/Sewer ACH, final water readings, Tax ACH form, etc.)

- Ease of access to information.

Stormwater required postings, annual reports, etc.

- It is critical that people find what they are looking for more easily. Better navigability.
- Ensuring we have a place to post documents – the annual report, SWMP, etc. all need to be posted on our website.
- The Town of Essex Website department features are most critical in regards to each separate department's information.
- Easy to navigate and obtain/find information in a logical and well laid out manner. Staff and areas of staff responsibility; ability to handle complaints and define the issue accurately (i.e., location of problem, type of issue), easy to update and change; use of search feature that would enable customer to get to the area they are looking for quickly; ability to quickly provide information in emergencies.
- It is essential that the library has the ability to maintain and edit its own page as changes often need to be made immediately and as our staff has experience and training in organizing information to make resources readily available to patrons.

What website features would be nice to have for your department?

- An applicant tracking system with the ability for individuals to apply online would also be very helpful.
- The ability for residents to search if they live in the Town or the Village.
- Document repository for people to access current and previous budgets, audits, policies, water/sewer rates, tax rates
FAQ for common finance questions
Information about how to obtain a copy of your tax bill or water/sewer bill

Due date information for bills

Potentially have one finance page instead of two (one village and one town)

- A direct link to information for the department rather than two or three clicks to get there.
- Ability to post video, Ability to have good on-line forms
Ability to accept payment on-line
- The website features that are currently disclosed are beneficial and adequate.
- We could also go the route of greater transparency, ie: people could access all of our permits and other records through the website. Colchester did this (at enormous expense).
- Having a list of common questions answered. For example, Victor, NY has a list of questions like What should I do if my mailbox is damaged during plowing? We have this for some departments, but I think it would be convenient to do for PW. Adding an area for current or planned construction projects.
- Our biggest concern and request is that we be able to maintain the page ourselves.

What are some must-have features for the website as a whole?

- Anything that can free up staff time that is typically spent working with the public. This would include the ability for residents to pay bills, download property tax bills, via water bills, sign up for rec programs, etc.
- Emergency response and other mass notification systems.
- A meeting calendar, more in demand public documents like the annual reports and public meeting minutes, the libraries and rec should have separate sites not gummed up by the municipal template so the public can find the activities and services they are looking for without getting lost, which is the case for so many all-inclusive municipal sites. Having the Libraries and Rec Departments get links from the top of the Village site is good design as that would immediately serve the people looking for these services instead of municipal business like paying tax bills, FAQs for each department would be great. Learning that it takes EJPW 4 hours to complete a plow route would do a lot to back the public off from

the idea that Village plows are hiding around the corner waiting until someone finishes clearing their driveway to dump a berm of snow at the end.

- Ease of administration
 - Secure
 - ADA complaint
- Easier to navigate, more intuitive, fewer clicks to get from home page to destination page
- Colourful, not busy, easy to navigate, populates quickly.
- Mandatory postings
- Better navigability. More appealing visually.
- Staff Directory, How Do I? function (Victor NY Website) Calendar of events should be one calendar with a function to filter out what it is that you're looking for (i.e. Parks and Rec, Town or Village). I also like the idea of adding community events to the Calendar like the Village does. The Town only has meetings posted on the calendar. Agenda and meeting center on the Milton site is a great way to filter what you're looking for. Allowing residents to create accounts and being able to customize their settings to what they want like viewing/paying water bill, receiving alerts for the calendar, or being notified of an emergency alert. Etc.
- The current website features are the must-have's for the website.
- The website should be well organized, not overcrowded, and it should be visually appealing.

What do you want to see the unified website achieve?

- Uniformity with their being one central location for all Town and Village sites. Ease of use by Residents and staff alike.
- Send the message of one community. Make it easier for staff to update and maintain one website. Better transparency.
- And then, in no particular order ... One look, one feel, one framework that still allows Town and Village to differentiate themselves, and allows departments to have more

freedom to update their webpages (within a certain framework). Emergency notifications. Notify Me option for boards, committees, commissions, topics, etc. when people want specific information. Better story about what Essex and Essex Junction are, for residents and businesses (existing and prospective). Better customer service for paying bills, pulling permits, getting applications – basically, more online functionality for municipal services. Better organization, with easier-to-find information and more intuitive structure. More frequent updates of information. Option for residents to provide feedback. Easy to find contact info. One employee portal for all employees.

Potentially harder options: GIS layers that residents can use (see Westford, Jericho, VT Agency of Natural Resources) for zoning, planning, exploring their community. Map (or at least a list) showing where people have pulled applications for planning and zoning permits. Fillable forms and online application options for all of our applications.

- The ability for citizens to find information easily, preferably without using a search tools. And links to similar information from the Town site to the Village site, and the reverse, like Employment Opportunities.
- A clean site that is easy to navigate that is responsive and with a search function that truly searches all pages for all pages.
- A consistent template for all municipal departments
- A place where people can go to easily get information about living, working, or doing business in Essex.
- Simple landing page. Other comments provided to IT as part of earlier poll on website company:
 - After reviewing the [sample] sites, one more alignment observation; Whatever is chosen, we have enough Town Village confusion in this community. My thought for consideration is that the first view of any Village Town link is a unified page with three blocks: 1) Unified 2) Village 3) Town that takes you to your next page. Each area is color coded to remind you which section of the changing government structure you are in. (Victory NY was a town web site with a Village link...nothing special) Under unified can be departments like PD, Senior Bus, Unified Managers Office, Alignment Committee, Joint board meetings, governance, Economic Development business development, etc., etc. It shows progress where progress is made and provides ready access.

- Consistent messaging to residents and user friendly.
- Uniformity, consistency, and be user friendly.
- I hope we develop a beautiful, informative, and accessible website that will not only provide citizens with information but will also serve as an advertisement or pamphlet for our community. When people are looking to move to an area, they may look at a town's website. Having a great website may mean attracting more people to want to be part of our community and contribute to our community.

Other Comments:

- The websites are primarily in place to serve the public. Let's do an online survey on both websites to get input from residents on what they like/don't like and what functionality they want from their websites.
- We are currently designing and building the CivicReady platform that will allow for mass notifications. Once this is complete this will address any shortcomings we have currently.
- Municipal alert system for notices and emergencies. This is already in the proposed updated website and emergency notification through the state notification system.
- Many residents comment that they had to search both websites to find what they were looking for and they just want to get what they need quickly.
- The website needs to be actively managed with central control/overview over content. Giving each department a totally "free-hand" in determining content can lead to a webpage where the only common element is the opening page. There needs to be a common thread through the website and common standards or it will become a collection of disjointed websites under one common header.

Web Comments—Board Members

What features do you like on the existing Town and Village websites? What do you dislike?

- Village Likes: The number and type of categories on the greenish colored ribbon underneath the logo; “Connect with the Trustees” button; Red links at the top (mostly the categories); Slideshow of pictures; Highlighted upcoming events; News on the front of the page; See Click Fix widget; Channel 17 Widget; The website is developed and hosted by a local (Essex) company which is carbon-offset; Website could facilitate public comments; Looks and flows like a more modern site; It is constantly updated and you can clearly find the updates.

Village Dislikes: Search is difficult to find items.

Town Likes: Calendar is easy to find; Easy to make payments online.

Town Dislikes: Categories on the left and upper right are too broad and most subcategories then have their own subcategories further making it difficult to find content; Picture on the home page never changes; Home page is very generic with nothing engaging; Calendar is not as informative as the Village’s “Upcoming Events”; See Click Fix is just a link and not a widget to see what others have posted; “Quick Links” look like clipart; Website is designed and hosted by a national company which doesn’t care about Essex or have a stake in Essex’s success, we are a transaction like making a purchase at Wal-Mart; It does not appear the Town’s website is updated frequently since the home page never changes beyond the month in the calendar; All-in-all the Town site requires many more clicks to get to content than the Village’s.

- Need a more robust search feature, because it’s difficult to find anything by a keyword or two.
- This is a pretty deep question. Generally I think the Village website’s structure and mechanics are pretty good, although perhaps slightly outdated. The overall open and accessible look with scroll-down community news and events on the front page is a good idea. We could perhaps make better use of its internal pages by removing outdated content and reorganizing the remaining content. For example, I would like to see an improved community development page where ongoing and prospective projects are displayed. I would also like to see a user-friendly explanation of the development and zoning process.

The Town website with its cookie cutter buttons and photomontage scenery scroll is straight from the 1990s. Don't have the "Welcome to Essex ..." dialogue dominate the page. It's silly. The overall look of the front page suggests it was designed to attract people from out of state who may be considering moving here or starting a business here. Build a site for people who live here. Put news and community events on the front page and arrange the interior content for the average Essex citizen. I'm sure there are lots of up-to-date examples of small municipal websites that can serve as models. As I understand it, you've chosen CivicPlus as your provider. I think they do a very nice job and we'll all be pleased with the result

But ... whatever you do, please get rid of the phrase "Nestled between the Green Mountains and Lake Champlain ..." Nestled? What is this, a high school creative writing contest?

- The current website looks very outdated and in dire need of a refresh.

The search function needs to be greatly improved so documents can be more easily found.

What do you want to see the unified website achieve?

- At this point I don't want one website for both communities.
- Website should communicate that we are all members of one town. The Village and other districts (such as the school district) should have buttons on the homepage that link to other pages/sites as necessary. The medium is the message.
- I think a unified website would be a fine idea for a unified community. Right now, Essex Junction is a separate municipal corporation from Essex Town. We can't simply gloss over those boundaries. I understand what you're trying to achieve. I understand the tedium of posting the same news on two different sites, when you could just be posting it once, for example. But I think the elected bodies must be the initiators and enablers of this concept, not the staff at 81 Main St. I'm open to having a discussion of how we can better align the two sites and with working with staff to bring it to fruition, but I think it has implications beyond simple communication technology updates and staff convenience. We've got a bunch of new people coming on to our elected boards right now. I think it might be a good idea to let them get settled in for a while and then have us all mutually explore the idea of a unified website.

- The website should assist our ability to promote economic development. I would propose we only update the Town's website as a pilot project to make sure folks are happy with it. Make updates & improvements over the next year. Then we can see if the new website could also include the Village and their specific needs.

What are features that you consider critical and necessary for the website to have? What types of information must the website be providing?

- Everything in the green ribbon and upper right corner of the Village's website is critical and necessary. It is more than just various boards/committees minutes and agenda but a way to engage the community (residents, businesses, researchers, etc.) into who and what we as a community are and what we do. It should be a statement of our philosophy on community engagement and community development and not just a way to satisfy open meeting laws.
- Photos are critical. The website must link to meeting packets, additions to that packet made at meetings, minutes, etc.
- All the stuff that's presently on the two sites. I think it's mainly about the arrangement and accessibility of the content. A major area of improvement would be more focus on community development: impending and ongoing projects, how applications are approved, how the municipal plan affects the application review process, etc. I think this is one area where the public has lots of questions and we don't provide succinct answers. Mainly – the site should be as flexible as possible for content revision. What's important to us now might not be so important a few years from now.

What are features that you think may not be critical, but would be nice to see on the website?

- I don't know.
- Digitize every document that contains ordinances, policies, etc.
- Find a way to give more prominence to the elected boards (select board and trustees) rather than just blending them in with all the other boards and committees. There's a huge difference in their roles and degree of influence. Some municipal sites have a Mayor's corner or a city council news sidebar which give overviews of current issues the elected officials are dealing with.

- It would be great if it had the ability to have a very controlled two-way communication function for the public and boards to use.

The home page should have a place to show inviting pictures of our community that scroll automatically.

The home page should have an obvious place for current news to be posted that require only one click to open the news documents.

Please provide any additional suggestions.

- I would hate to see the Village's website look and flow like the Town's.
- Again, if you just want to update the Town site, then go for it. But if you want to integrate the town and village sites – I'm not totally opposed to the idea -- I think we need to have more board-level discussion.

WEBSITE SURVEY - RESIDENTS

The Village of Essex Junction and the Town of Essex are considering changes to the Town and Village websites, and are seeking feedback from anyone who may visit the websites. Thank you for your input.

1. Would you like to see a redesigned website for the Village of Essex Junction?
(www.essexjunction.org)
 - Yes
 - No
 - Unsure

2. Would you like to see a redesigned website for the Town of Essex? (www.essex.org)
 - Yes
 - No
 - Unsure

3. Would you prefer to have A) one home page for the entire Essex community, from which you can then access Town, Village, and unified municipal government functions; or B) separate websites for the Town of Essex and Village of Essex Junction municipalities?
 - One home page
 - Separate Town of Essex and Village of Essex Junction websites

4. What features would you like to see on your municipal website? Check all that apply.
 - Functional search feature
 - Electronic notifications for board/committee meetings, emergencies, events, etc.
 - Online bill-paying
 - Online application/registration forms (e.g. building permit, recreation programs, etc.)
 - Cohesive look and feel on all pages
 - Comment sections
 - Calendar of upcoming meetings and events
 - List of news and upcoming events
 - Links to social media
 - Other (please specify, 300 characters): _____

5. Please provide any additional comments the Town and Village should consider when developing a new website(s). (1,000 characters)

6. Do you live in the

Village of Essex Junction

Town of Essex outside the Village

Neither

Unsure

7. How old are you?

Under 18

18 – 29

30 – 49

50 – 64

65+

8. Would you be interested in serving on a focus group for a new website(s)? If so, please provide the following information:

No

Yes

Name: _____

Email: _____

Phone: _____

I am a (check all that apply):

Essex resident (Village or Town outside the Village)

Essex business owner (Village or Town outside the Village)


I work in Essex but live elsewhere

Prospective Essex resident (Village or Town outside the Village)

Prospective Essex business owner (Village or Town outside the Village)

Other (please specify): _____

Memorandum

To: Website Workgroup
From: Robert Paluba, IT Director 
Re: Domain Names for Town and Village Websites
Date: April 5, 2019

Below is a list of domains that are available for purchase or currently owned by the Town, Village, or an external group working with either the Town or Village.

- **Domains Currently Owned: In Use**
 - **Internally Owned**
 - Essex.org
 - Essexjunction.org
 - EssexFreeLibrary.org
 - BrownellLibrary.org
 - EPDVT.org
 - Ejrp.org
 - essexrec.org
 - pysaessex.org
 - essexhalf.com
 - essexfire.com
 - essexjctfire.org
 - essexcjc.org
 - essexvtseniors.org
 - **Externally Owned or Owner Unknown**
 - heartandsoulofessex.org
 - Owner unknown
 - Hosted using Weebly
 - essexmemorialdayparade.com
 - Owned by private citizen: Caroline Ashley
 - EssexCommunityHistoricalSociety.org
 - Owner Unknown
 - Hosted using Steadfast Communications
- **Domains Currently Owned: Unused**
 - **EssexVT.org**
 - Could be used for new website
 - Short URL
 - **MyEssex.org**
 - Could be used for new website
 - Short URL
 - Brownelllibrary.com
 - EssexFreeLibrary.com
 - EssexFreeLibrary.net
 - EssexParksAndRec.com
 - EssexParksAndRec.org

- EssexVermont.org
- EssexVT.biz
- EssexVT.net

- **Available Unowned Domains**

- essexcommunities.org
 - \$21/yr. for basic registration
 - Over 15 Characters Long
- Essex-community.org
 - \$21/yr. for basic registration
 - Over 15 Characters Long
 - Hyphenated URL
- ouressexcommunity.org
 - \$21/yr. for basic registration
 - Over 15 Characters Long
- essexcommunity.net
 - \$20/yr. for basic registration
 - Over 15 characters long
- myessexcommunity.org
 - \$21/yr. for basic registration
 - Over 15 characters long
- myessexcommunity.net
 - \$20/yr. for basic registration
 - Over 15 characters long
- youressexcommunity.net
 - \$20/yr. for basic registration
 - Over 15 characters long
- essexjunction.net
 - \$35/yr. for basic registration
 - Over 15 characters long
- essex-junction.com
 - \$35/yr. for basic registration
 - Over 15 characters long
- essexjunction.info
 - \$35/yr. for basic registration
 - Over 15 characters long
- myessexjunction.com
 - \$35/yr. for basic registration
 - Over 15 characters long

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Town Manager; Sarah Macy, Assistant Village Manager/Finance Director *GSD*

Re: Selectboard and Trustee joint meeting schedule 2019-2020

Date: April 4, 2019

Issue

The issue is for the Trustees and Selectboard to approve a joint meeting schedule for 2019-2020.

Discussion

The Trustees and Selectboard have an increasing number of issues to deal with on a joint basis, including consolidated departments, intertwined budgets, town-wide projects and contracts like paving and storm water, and a November 2020 vote on governance. To handle those issues jointly, the Trustees and Selectboard should agree to a schedule that best allows the boards and the staff of the Village of Essex Junction and Town of Essex to function efficiently and effectively.

Currently, the boards have scheduled joint meetings on the first Wednesday of every other month. The Selectboard typically meets the first and third Mondays of each month. The Trustees typically meet the second and fourth Tuesdays of each month. The current schedule is beginning to pose challenges to efficient operations and decision-making. Information that should be reviewed by both boards is either delayed until a joint meeting, or staff needs to attend separate board meetings to present the same information. Similarly, decisions are either delayed, or made separately by each board without having joint discussions.

To remedy the challenges of joint decision-making, staff is proposing options for a revised schedule. A full schedule for each option is attached, as is a four-month calendar sample to help with visualization.

OPTION 1 – Status quo (2.5 meetings per month for boards, 4.5 for staff)

1st Monday = Selectboard (7 p.m.)

1st Wednesday (every other month) = Joint boards (7 p.m.)

2nd Tuesday = Trustees (6:30 p.m.)

3rd Monday = Selectboard (7 p.m.)

4th Tuesday = Trustees (6:30 p.m.)

This schedule can make it difficult for the boards to review certain materials in a timely manner, and only allows for a limited number joint meetings prior to a November 2020 governance vote.

OPTION 2 – Keep existing schedule and have a joint meeting every month (3 meetings per month for boards, 5 for staff)

1st Monday = Selectboard (7 p.m.)

1st Wednesday = Joint boards (7 p.m.)

2nd Tuesday = Trustees (6:30 p.m.)

3rd Monday = Selectboard (7 p.m.)

4th Tuesday = Trustees (6:30 p.m.)

This schedule creates an additional meeting every month, which take staff time for preparation, distribution of packets, etc. Parking conflicts would occur every other month at 2 Lincoln Street because of the First Wednesday series at Brownell Library, unless the boards want to meet at a different location.

OPTION 3 – Same Selectboard and Trustee schedule, with two of the meetings including joint business for both boards (3 meetings per month for boards, 4 for staff).

1st Monday = Selectboard (7 p.m.) & Joint boards (7:30 p.m.)

2nd Tuesday = Trustees (6:30 p.m.)

3rd Monday = Selectboard (7 p.m.)

4th Tuesday = Trustees (6:30 p.m.) & Joint boards (7 p.m.)

On joint meeting nights, the regularly-scheduled board can meet individually for 30 or 45 minutes to conduct board-specific business. Staff can also strive to put more materials on consent agenda to streamline discussion whenever possible. As much as deadlines allow, staff would bring information and decisions about joint functions to joint board meetings. The more frequent joint meetings will also allow the boards to discuss issues of governance more regularly.

Cost

None.

Recommendation

It is recommended that the Trustees and Selectboard approve Option 3 for the meeting schedule for 2019-2020.

**TRUSTEE & SELECTBOARD MEETING SCHEDULE - Options
2019-2020**

DAY	DATE	OPTION 1	OPTION 2	OPTION 3
		Status quo	More standalone joint meetings	More joint meetings on regular board schedule
Tuesday	4/9/2019	Joint boards	Joint boards	Joint boards
Monday	4/15/2019	Selectboard	Selectboard	Selectboard
Tuesday	4/23/2019	Trustees	Trustees	Trustees & Joint boards
Wednesday	5/1/2019		Joint boards	
Monday	5/6/2019	Selectboard	Selectboard	Selectboard & Joint boards
Tuesday	5/14/2019	Trustees	Trustees	Trustees
Monday	5/20/2019	Selectboard	Selectboard	Selectboard
Tuesday	5/28/2019	Trustees	Trustees	Trustees & Joint boards
Monday	6/3/2019	Selectboard	Selectboard	Selectboard & Joint boards
Wednesday	6/5/2019	Joint boards	Joint boards	
Tuesday	6/11/2019	Trustees	Trustees	Trustees
Monday	6/17/2019	Selectboard	Selectboard	Selectboard
Tuesday	6/25/2019	Trustees	Trustees	Trustees & Joint boards
Wednesday	7/3/2019		Joint boards	
Tuesday	7/9/2019	Trustees	Trustees	Trustees
Monday	7/15/2019	Selectboard	Selectboard	Selectboard & Joint boards
Tuesday	7/23/2019	Trustees	Trustees	Trustees & Joint boards
Monday	8/5/2019	Selectboard	Selectboard	Selectboard & Joint boards
Wednesday	8/7/2019	Joint boards	Joint boards	
Tuesday	8/13/2019	Trustees	Trustees	Trustees
Monday	8/19/2019	Selectboard	Selectboard	Selectboard
Tuesday	8/27/2019	Trustees	Trustees	Trustees & Joint boards
Wednesday	9/4/2019		Joint boards	
Monday	9/9/2019	Selectboard	Selectboard	Selectboard & Joint boards
Tuesday	9/10/2019	Trustees	Trustees	Trustees
Monday	9/23/2019	Selectboard	Selectboard	Selectboard
Tuesday	9/24/2019	Trustees	Trustees	Trustees & Joint boards
Wednesday	10/2/2019	Joint boards	Joint boards	
Monday	10/7/2019	Selectboard	Selectboard	Selectboard & Joint boards
Tuesday	10/8/2019	Trustees	Trustees	Trustees
Monday	10/28/2019	Selectboard	Selectboard	Selectboard
Tuesday	10/29/2019	Trustees	Trustees	Trustees & Joint boards
Monday	11/4/2019	Selectboard	Selectboard	Selectboard & Joint boards
Wednesday	11/6/2019		Joint boards	
Tuesday	11/12/2019	Trustees	Trustees	Trustees
Monday	11/18/2019	Selectboard	Selectboard	Selectboard
Tuesday	11/26/2019	Trustees	Trustees	Trustees & Joint boards
Monday	12/2/2019	Selectboard	Selectboard	Selectboard & Joint boards
Wednesday	12/4/2019	Joint boards	Joint boards	
Tuesday	12/10/2019	Trustees	Trustees	Trustees
Monday	12/16/2019	Selectboard	Selectboard	Selectboard
Tuesday	12/17/2019	Trustees	Trustees	Trustees & Joint boards
Thursday	1/2/2020	Selectboard (budget)	Selectboard (budget)	Selectboard (budget)
Monday	1/6/2020	Selectboard (budget & regular)	Selectboard (budget & regular)	Selectboard (budget) & Joint boards
Wednesday	1/8/2020	Selectboard (budget)	Selectboard (budget)	Selectboard (budget)
Monday	1/13/2020	Selectboard (budget)	Selectboard (budget)	Selectboard (budget)
Tuesday	1/14/2020	Trustees	Trustees	Trustees
Wednesday	1/15/2020		Joint boards	
Tuesday	1/21/2020	Selectboard	Selectboard	Selectboard
Tuesday	1/28/2020	Trustees	Trustees	Trustees & Joint boards
Monday	2/3/2020	Selectboard	Selectboard	Selectboard & Joint boards
Wednesday	2/5/2020		Joint boards	
Tuesday	2/11/2020	Trustees	Trustees	Trustees

Tuesday	2/18/2020	Selectboard	Selectboard	Selectboard
Tuesday	2/25/2020	Trustees	Trustees	Trustees & Joint boards
Monday	3/2/2020	Selectboard/TOWN MEETING	Selectboard/TOWN MEETING	Selectboard/TOWN MEETING
Wednesday	3/4/2020		Joint boards	
Tuesday	3/10/2020	Trustees	Trustees	Trustees
Monday	3/16/2020	Selectboard	Selectboard	Selectboard
Tuesday	3/24/2020	Trustees	Trustees	Trustees & Joint boards
Wednesday	4/1/2020	Trustees/VILLAGE MEETING	Trustees/VILLAGE MEETING	Trustees/VILLAGE MEETING
Monday	4/6/2020	Selectboard	Selectboard	Selectboard & Joint boards
Tuesday	4/14/2020	Trustees	Trustees	Trustees

NOTES: Option 1 - Trustees start at 6:30 p.m., Selectboard at 7 p.m., Joint at 7 p.m.
Option 2 - Trustees start at 6:30 p.m., Selectboard at 7 p.m., Joint at 7 p.m.
Option 3 - Trustees start at 6:30 p.m., Selectboard at 7 p.m., Joint 30 (or 45) minutes later

July 15, 2019 - Only one July meeting for Selectboard

Oct. 28-29, 2019 - Evan and Greg at ICMA National Conference Oct. 21-22, the regularly scheduled meeting dates

Dec. 17, 2019 - Different than normal 4th Tuesday for Trustees to accommodate holiday.

Jan. 15, 2020 - Different than normal 1st Wednesday schedule to accommodate holiday and Selectboard budget schedule

April 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Mar 31	Apr 1 <i>Selectboard</i>	2	3	4	5	6
7	8	9 <i>Joint Boards</i>	10	11	12	13
14	15 <i>Selectboard</i>	16	17	18	19	20
21	22	23 <i>Trustees</i>	24	25	26	27
28	29	30	May 1	2	3	4

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May 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Apr 28	29	30	May 1	2	3	4
5	6 <i>Selectboard</i>	7	8	9	10	11
12	13	14 <i>Trustees</i>	15	16	17	18
19	20 <i>Selectboard</i>	21	22	23	24	25
26	27	28 <i>Trustees</i>	29	30	31	Jun 1

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June 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 <i>Selectboard</i>	4	5 <i>Joint Boards</i>	6	7	8
9	10	11 <i>Trustees</i>	12	13	14	15
16	17 <i>Selectboard</i>	18	19	20	21	22
23	24	25 <i>Trustees</i>	26	27	28	29
30	1	2	3	4	5	6

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July 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Jun 30	Jul 1	2	3	4	5	6
7	8	9 <i>Trustees</i>	10	11	12	13
14	15 <i>Selectboard</i>	16	17	18	19	20
21	22	23 <i>Trustees</i>	24	25	26	27
28	29	30	31	Aug 1	2	3

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Option 2: More Standalone Joint Meetings

April 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Mar 31	Apr 1 Selectboard	2	3	4	5	6
7	8	9 Joint Boards	10	11	12	13
14	15 Selectboard	16	17	18	19	20
21	22	23 Trustees	24	25	26	27
28	29	30	May 1	2	3	4

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May 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Apr 28	29	30	May 1 Joint Boards	2	3	4
5	6 Selectboard	7	8	9	10	11
12	13	14 Trustees	15	16	17	18
19	20 Selectboard	21	22	23	24	25
26	27	28 Trustees	29	30	31	Jun 1

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June 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 Selectboard	4	5 Joint Boards	6	7	8
9	10	11 Trustees	12	13	14	15
16	17 Selectboard	18	19	20	21	22
23	24	25 Trustees	26	27	28	29
30	1	2	3	4	5	6

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July 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Jun 30	Jul 1	2	3 Joint Boards	4	5	6
7	8	9 Trustees	10	11	12	13
14	15 Selectboard	16	17	18	19	20
21	22	23 Trustees	24	25	26	27
28	29	30	31	Aug 1	2	3

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Option 3: More joint meetings added on to regular board meetings

April 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Mar 31	Apr 1 Selectboard	2	3	4	5	6
7	8	9 Joint Boards	10	11	12	13
14	15 Selectboard	16	17	18	19	20
21	22	23 Trustees & Joint	24	25	26	27
28	29	30	May 1	2	3	4

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May 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Apr 28	29	30	May 1	2	3	4
5	6 SLB & Joint	7	8	9	10	11
12	13	14 Trustees	15	16	17	18
19	20 Selectboard	21	22	23	24	25
26	27	28 Trustees & Joint	29	30	31	Jun 1

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June 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 SLB & Joint	4	5	6	7	8
9	10	11 Trustees	12	13	14	15
16	17 Selectboard	18	19	20	21	22
23	24	25 Trustees & Joint	26	27	28	29
30	1	2	3	4	5	6

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July 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
Jun 30	Jul 1	2	3	4	5	6
7	8	9 Trustees	10	11	12	13
14	15 SLB & Joint	16	17	18	19	20
21	22	23 Trustees & Joint	24	25	26	27
28	29	30	31	Aug 1	2	3

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Essex Junction Trustees/Essex Town Select Board Joint Governance Subcommittee Report 4/9/19

Executive Summary We recommend three possible governance models for further analysis and development:

- 1) a Unified Charter Model
- 2) a Special District Model
- 3) a 'Status Quo' model

We also recommend for further consideration three possible options for electing legislative bodies:

- 1) A combination of two voting wards and at-large elections
- 2) Two voting wards only
- 3) At-large elections only (i.e. status quo).

We also recommend that the Select Board and Trustees set August 2020 as the deadline for developing a governance change option to be placed on a ballot in the November 2020 elections.

We also recommend that the Select Board and Trustees hire a consultant who will work with us to develop a public outreach and survey strategy that can help us identify the most desirable governance/electoral model to place on the ballot.

Governance Models

Unified Charter Model – The existing Town and Village charters would be dissolved. All municipal assets and operations would be integrated into a new charter. The new unified governance entity would be a 'town' and not a 'village' or a 'city.' The new charter would maintain the council-manager, legislative-administrative model currently defined in the Town and Village charters. The charter would also define the manager's administrative responsibilities and how the legislative body is elected.

Special District Model – All conditions would essentially be the same as for the Unified Charter Model except that the new charter would designate the former incorporated Village of Essex Junction as a special district within the town for the purpose of tax assessment. This model would allow for some differentiation of the municipal tax rate for the purpose of limiting the financial impacts of a full merger of the current Town and Village General Funds. This model would also require a process for establishing an elected or appointed body for the purpose of developing and recommending a budget for separately-assessed services within the Special District.

Status Quo Model – The Committee is not recommending per se that the question of maintaining the Status Quo be placed on a ballot for voter approval. But we believe the current status quo financial, operational, and organizational relationship of the Village and Town should be highlighted in public outreach and information efforts in the coming year to allow voters a baseline comparison for any new governance model under consideration.

Additionally, the Committee also suggests some consideration be given to developing a model for a 'more sustainable status quo,' in the event that a proposed, new governance model is rejected by voters

Essex Junction Trustees/Essex Town Select Board Joint Governance Subcommittee Report 4/9/19

in Nov. 2020. This 'more sustainable status quo' would primarily entail developing codified alternative agreements for the present M.O.U. contracts that underpin the shared Town/Village administration and the funding of the Village highway budget through the Town general fund.

Electoral Process

There was strong but not firm consensus for designating two voting districts consisting generally of the former Town within the Village and Town outside the Village. The aim is primarily to ensure that voters who identify with one or the other former political entity will feel that they are being adequately represented in the new government.

However, two more or less equal (by population) voting districts implies that each district will be represented by an equal number of council members. In other words, there would be a board with 4, 6 or 8 councilors. General good governance principles call for an odd number of people on a governing council for the obvious purpose of settling ties. The Subcommittee discussed several ways to resolve this concern. In addition to having 2 or 3 representatives from each district, there could also be one representative elected at-large from the entire community. The drawback to this solution is that an at-large electoral campaign is likely to be more demanding than a campaign confined to one voting district. An alternative solution would be to have the council chair be a non-voting position.

Ranking Governance Models and Electoral Processes

The Subcommittee ranked the governance models and electoral processes on the basis of previously established criteria as follows (next page):

Governance Models Rankings

	Unified Charter Model	Special District Model	Status Quo	Notes
Better integrated planning	+	+	-	
Improves administrative efficiency	+	-	-	
Equal representation	0	0	0	Not addressed since board structure is a separate discussion
Eventual single tax rate	+	-	-	
Improves communication	+	0	-	
Makes public participation easier	+	+	-	
Reduces the number of times we vote	+	+	-	
Preserves identity	-	+	0	
Speaking with one voice, having a seat at the table in relevant issues and bodies	+	+	-	Allows better communication of the municipality to outside bodies like CCRPC or the state legislature.
Tax equity	+	+	-	
Equal access to resources	+	-	-	

NOTES

This is a comparison between governance models.
 + = Yes
 - (minus) = No
 0 = neutral

Board Structure Rankings

Board structure options (chair elected by body in all options)

	All members at-large	2 wards, even # members	2 wards + 1 at-large
Equal representation	+(voted 3-1)	+(voted 4-0)	0 (because of at-large)
Makes public participation easier	+	+	+
Reduces the number of times we vote	+	+	+

Essex Junction Trustees/Essex Town Select Board Joint Governance Subcommittee Report 4/9/19

Recommended Immediate Next Steps:

The two boards should jointly implement an outreach and feedback campaign that clearly explains why we are pursuing a governance change; what are the problems we're trying to solve; which new governance models are most desirable; what are their financial, political, and representational implications vis a vis the status quo.

This campaign should be viewed as an opportunity for public feedback, but also an opportunity to educate Town and Village citizens about the structure and function of status quo local government and how the governance change models under consideration will actually impact them. This could help mitigate disinformation and misinformation efforts by opponents of Town-Village consolidation.

This campaign should occur as soon as possible in 2019 with the aim of having a well-formulated governance option ready for the Town and Village annual meeting cycle in March/April of 2020.

As an immediate first step at the 9 April 2019 joint meeting, the two boards should decide approximately what this outreach and engagement effort will entail and, therefore, approximately how much they should anticipate spending on it. With this information in hand, the two boards should task the unified administrative staff with identifying likely providers and come up with recommendations by the next joint meeting.

Recommended Timeline:



Questions About Charters

Question 1: Please explain the difference between the original 'charter' for the Town of Essex, which was issued by the British Crown in the 1750s (?) and the current 'charter' contained in Vermont code.

Answer: This is an interesting constitutional question. The original British charters were effectively land grants and authorizations to form townships and other local governments granted by the sovereign at the time, Great Britain. These obviously had an impact on settlement patterns, original incorporation lines, names, and early government. But, the original Vermont constitution in 1777 expressly cut off British sovereignty, and by extension, the original British charters and land grants. The Vermont Constitution took that original British sovereignty and transferred it into the newly formed state of Vermont. This action largely ended the legal authority of the original British charters. Since the first Vermont Constitution, authority to constitute towns has vested in the General Assembly, which has done so through statute. (See Vermont Const. Ch. II § 6.) In addition, the Constitution has been interpreted to give the Legislature complete authority over the municipalities. *Sargent v. Clark*, 83 Vt. 523 (1910). It is under this broad grant of authority that the legislature has allowed various municipalities to adopt charters. These modern charters are not foundational or incorporation documents, but they are akin to corporate bylaws. Charter provisions can take several forms: there are governmental structure provisions (allowing different forms of government than the default provisions in title 24); empowerment statutes that give towns the authority to provide certain services; and other specific grants of power to regulate or to tax. In effect, charters are just laws that the legislature has passed that apply to single municipalities, rather than general grants of power. For example, a town may want to ban plastic bags from stores within its boundary, under the general statutory law, the town cannot do this, but with a lawfully promulgated charter provision, that town could gain such a power, but it would be specific and limited to the town with the charter provision.

Question 2: We're strongly considering an option for a single-charter community. We envision this would entail dissolving both existing charters (Essex Junction's and Essex Town's) and replacing them with a new charter (Essex Town?) so as to avoid the politically troubling impression that the Town is 'swallowing up' the Village. Does this make sense? Would the Legislature approve this maneuver? Is there a more reasonable alternative?

Answer: I think this is a reasonable approach and would not, on its face raise issues with the legislature. It makes sense in that you are creating a new entity. I think if the change had the strong support of the voters, then the legislative reception would be positive. This is a straightforward approach that would presumably take best from the two prior charters and add provisions that made sense for the newly merged entity.

Question 3: Naming the newly unified community has been a confounding issue of past merger efforts, and has produced some awkward results (in 2007, the 'Town of Essex Junction' was proposed, which equally disappointed everyone). If we were to revise or replace the existing Essex Town Charter with a new 'Essex Town' charter, is there a way to maintain a remnant of the name 'Essex Junction'?

Answer: Yes, Essex Junction could survive as an unincorporated village within the Town. There are examples of this throughout the state. Middlesex for example has four unincorporated villages, Middlesex Village, Middlesex Center, Wrightsville, and Putnamville, which have state highway signage but no distinct political identity from the town. This identity could be further preserved in the charter and through public signage sponsored by the newly created town.

Questions about Special Districts

Question 1: Must a special district be temporary or can it be permanent?

Answer: It can be permanent, and it often is. Think about solid waste, utility, and fire districts that last for a generation or longer. Special districts should exist so long as the need remains.

Question 2: (with multiple sub-questions)

To buffer the tax impacts of consolidating the Village and Town budgets and to retain a degree of control over local services, we would like to consider a governance model that consolidates all municipal services into one budget except for libraries and recreation departments. Taxpayers in the 'Village District' (the former Village) would only be required to pay for their own library and recreation departments; taxpayers of the 'Center District' (the former Town Outside the Village) would be required to pay the full cost of their own library and recreation departments.

We believe the best way to achieve this would be to establish two cultural districts within the consolidated community. Each cultural district would develop a budget for its own library and recreation departments, and recommend that budget to the Town governing board. The Town governing board would automatically incorporate the recommended budgets into the Town general fund budget as long as the recommended budgets did not exceed a previously agreed upon percentage increase. The community-wide tax rate for Town property owners would be adjusted to account for the cost of their local cultural district.

The budget-setting authority for each cultural district could be one of the following: (a) a board of volunteers from each cultural district appointed by the Town governing board (similar to a planning commission); (b) a board of volunteers elected by voters within each cultural district; (c) the members of the Town governing board who live in and represent the former Village and Town Outside the Village districts (this would only work in a voting district governance model).

Questions: (A) Is this an appropriate and feasible use of the 'special district' concept in local government? (B) Is one of the budget-setting authority models preferable over the others? (C) Is there a better way to maintain a degree of separation and control over some municipal services within an otherwise consolidated community (other than maintaining the present incorporated village model)?

Answer:

- A) This is a feasible use of a special district, but it sounds less like a special district and more like a special board within the Town Government. If that is the case, then a special district may not be necessary. As I indicate below, I think this should really come down to a question of size and efficiency.**
- B) I think the model that vests the ultimate budget making authority with the primarily legislative body (selectboard/council) is the wisest approach as it does not get into whether a Board can delegate its budget and taxing authority. Within that recommendation, though, I think that creating an elected cultural board for the village and another for the TOV would ensure that the process had popular support and citizen involvement. As an alternative, there is statutory authority that gives libraries the right to make their own budgets and seek public funds. Along those lines, would be to create the cultural boards for the village and the TOV and allow each to make their budgets and put them separately before the voters. TOV voters would vote on the TOV cultural budget, and the village voters would vote on the village cultural budget. This would continue a special assessment for the two areas on their tax bills, but I believe based on the research that I did last fall that this would be workable option.**
- C) Yes, I think the option described above could serve as a model. I think this depends on the number of services that you intend to keep separate. There is a tipping point in the efficiency of having each model, and I would recommend that you think of it roughly like this:**

Number of Separate Services	General Size of Services compared to the overall budget	Recommended Municipal Entity
2-4	Relatively smaller	Single Municipal entity with separate boards of varying authority
5-10	Larger or disproportionate for one portion of the municipality	Special District for the disproportionate services
11 or more	Major Services	Separate municipalities or special district

This is just a rough model, but you should think of the first two columns as the two factors driving the recommendation in column three. For example, in the first row, if you have a limited number of separate services and those services represent a relatively small portion of the overall municipal budget, then having those services within a single municipal corporation is a reasonable model. As either the number of services or the proportionate size of the budget grows, then so does the need for a progressively more independent and complicated governmental structure to oversee and apply those services becomes. Within these rough transitional lines, there are a wide number of variations. The key is look at the specific facts driving the situation.

To that end, I would recommend that you ask yourself a series of key questions:

What services are being kept separate?

How many services are separate in ratio to those that are or would be merged?

What is the size of the budget to be kept separate and how does it compare to the merged budget?

How sustainable would a separate board be to oversee these services and set a budget?

How many separate employees or professional staff are associated with the services?

Are those staff members dedicated to the services or do they work with other departments?

Are these services and/or needs likely to change or merge between the village and TOV in the next 10 years?

Why are they being kept separate?

How do they function now?

How important is the separation to the voters?

I do not mean this list to be exclusive. You should also consider whether there are any other factors driving the separation of services or other pressures likely to exist and which should be taken into account when planning for these services.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Town Manager GSD

Re: Approval of RFP for public engagement facilitator for November 2020 vote on governance change

Date: April 5, 2019

Issue

The issue is whether the Trustees and Selectboard will authorize staff to issue a request for proposals (RFP) for a public engagement facilitator in preparation for a November 2020 vote on governance.

Discussion

The Trustees and Selectboard would like to hold a vote on governance change in November 2020. The Governance Subcommittee of the boards has researched potential governance change options, and narrowed the list of preferred options to three. The Trustees and Selectboard will discuss the Governance Subcommittee's report and recommendations on April 9.

Prior to having a town-wide vote in November 2020, the boards have expressed a desire for a significant public engagement effort that would allow residents to review and shape the governance change options. The ultimate goal of the public engagement would be to present voters with the most desirable governance structure for the entire Essex community.

To that end, the boards may want to hire a professional who specializes in facilitation, engagement, and public outreach.

A draft RFP is attached for review. Once the boards are satisfied with the RFP, staff can issue the RFP and select a specialist to oversee the public engagement efforts leading up to a November 2020 vote on governance change.

Cost

It is estimated to cost \$14,000 to hire a public engagement facilitator for the project.

Recommendation

It is recommended that the Trustees/Selectboard authorize staff to issue a request for proposals for a public engagement facilitator in preparation for a November 2020 vote on governance.



**Village of Essex Junction
Town of Essex, Vermont**

Request for Proposals

**Public engagement effort about potential governance changes in
Essex Junction and Essex**

Issued: April 10, 2019

Proposals due: 4:30 p.m., April 26, 2019

OVERVIEW

The Village of Essex Junction and the Town of Essex are seeking a professional, experienced facilitator(s) to engage residents on whether and how to make changes to the governing structures in the two municipalities.

The facilitator(s) will organize and oversee a public engagement process that reaches as many residents as possible and collects input on the best governing structure for the entire community. The process will focus on three potential governance change options being considered by the Essex Junction Board of Trustees and Town of Essex Selectboard. Through the engagement process, the public will vet the three options and help craft and select one preferred option. Residents will then vote in November 2020 on whether or not to accept the proposed governance option.

The facilitator(s) will produce a report by November 1, 2019 that details the results of the engagement process and recommends a final governance option to bring to a town-wide vote in November 2020.

BACKGROUND

The Village of Essex Junction is an incorporated municipality within the Town of Essex. Since 2013, the Village and Town have shared one manager and have been consolidating some municipal departments. The Trustees and Selectboard have identified November 2020 as the time to have the entire community vote on whether or not to change the governing structure in the Village and Town. The date was chosen in part because of the national presidential election, which is expected to result in high voter turnout.

A Governance Subcommittee of the two boards has met regularly since July 2018, and recently presented the full boards with three preferred options for governance change. The Village and the Town have also hired an attorney to provide legal guidance about governance topics.

Prior to holding a vote in November 2020, the Trustees and Selectboard want to conduct a comprehensive engagement process throughout the entire community in order for residents to learn about the vote, review options for governance, and help craft and select the preferred option.

The Governance Subcommittee has identified a variety of engagement options for consideration, including but not limited to a town-wide survey mailed to each home, a series of facilitated public meetings, explanatory documents, a public web page, the use of other online resources (such as PlaceSpeak) for additional survey and feedback opportunities, and neighborhood conversations.

The facilitator(s) will work with a Steering Committee to create and execute the engagement plan.

The Trustees and Selectboard would like the entire engagement process, including a report of findings, to be completed by **November 1, 2019**. The facilitator(s) should be prepared to present the final report at a joint Trustee and Selectboard meeting shortly after the completion of the project.

For more information about the governance change proposals, please visit <https://www.essexjunction.org/boards/governance-subcommittee/> or <https://www.essex.org/governancesubcommittee>.

Scope of Work

1. Work with Steering Committee to create a comprehensive public engagement plan.
2. Finalize the public engagement plan with the Trustees and Selectboard.
3. Conduct the engagement plan and solicit input to find the public's preferred governance change option.
4. Produce a report that presents findings and recommends a single governance change option. The report should provide justification for the recommendation. The report must be submitted in two forms: an electronic copy and an unbound, printed copy.
5. Present and discuss the report to the Trustees and Selectboard at a joint meeting of the boards.

Budget

Up to \$14,000.

Proposal Requirements

All proposals must include the following information.

1. Facilitator(s) name, address, telephone number, and email;
2. A brief description of the facilitator's background and experience;

3. A list of recent public engagement projects, with two to three references;
4. A detailed and comprehensive, town-wide engagement plan;
5. A proposed timeline for the entire process, including a final presentation to the Trustees Selectboard;
6. A detailed budget for the scope of work;
7. A statement as to why the Trustees and Selectboard should select you.

Submittal process

Proposals must be received by the Unified Manager's Office by 4:30 p.m. on Friday, April 26, 2019. Proposals can be emailed to gduggan@essex.org or mailed to the Town and Village Unified Manager's Office, ATTN: Greg Duggan, Deputy Manager, 81 Main St., Essex Junction, VT 05452.

Selection/Negotiation Process

The **Trustees and Selectboard** will select their top candidate on the basis of the evaluation criteria (attached). A contract will be entered into once terms have been agreed to by both sides.

Contact

Questions about this request for proposals may be directed to Deputy Manager Greg Duggan at 802-878-1341 or gduggan@essex.org.

Criteria for Selection

The following criteria, as a minimum, will be used to evaluate the proposals:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	3	5	15
Qualifications / Experience of facilitator(s)	4	5	20
Quality of the engagement plan	5	5	25
Timeline and budget	2	5	10
Past Performance on <u>Similar</u> Projects	4	5	20
Distinguishing qualifications	2	5	10
TOTAL			100

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

Cc: Sarah Macy, Finance Director/Assistant Village Manager

From: Greg Duggan, Deputy Town Manager GSD

Re: Continuation of Governance Subcommittee

Date: April 4, 2019

Issue

The issue is whether the Trustees and Selectboard will continue to use a Governance Subcommittee, and if so, how the subcommittee should continue its work.

Discussion

The Trustees and Selectboard created a Governance Subcommittee to focus on issues of governance in the Village of Essex Junction and Town of Essex. The subcommittee recently completed a report with recommendations about governance options.

The membership of the subcommittee is also changing. Members had consisted of George Tyler and Elaine Haney from the Trustees, and Max Levy and Irene Wrenner from the Selectboard. Ms. Haney is no longer on the Board of Trustees, and Ms. Wrenner is no longer on the Selectboard.

Cost

None.

Recommendation

It is recommended that the Trustees and Selectboard decide if and how the Governance Subcommittee should continue its work.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

Cc: Alignment Committee

From: Greg Duggan, Deputy Town Manager; Sarah Macy, Assistant Village Manager/Finance Director

Re: Organizing a joint board strategic work session

Date: April 4, 2019

Issue

The issue is whether the Trustees and Selectboard will hold a strategic work session about how to best manage two organizations and prepare for a November 2020 vote on governance; and whether the boards will authorize the Unified Manager to hire a facilitator for the event.

Discussion

As the Trustees and Selectboard continue to govern interconnected organizations overseen by a unified manager, it will be important to set clear legislative goals and priorities for board and staff work. In addition to normal, everyday work, administration and staff are figuring out how to best serve two boards, which at times have different cultures, expectations, and timelines of how to handle municipal operations and planning. Work – for the boards and staff – is also happening under the expectation of a November 2020 vote on governance; goal-setting and direction from the boards will be crucial to remain productive and focused on priorities.

Staff suggests that the boards hold a strategic work session for several hours on a Saturday in June. A date in June will allow enough time to prepare for the work session without delaying the meeting too far into the summer. Agenda items could include, but are not limited to:

- Brief presentations from department heads explaining how ongoing and potential work towards alignment, consolidation, and potential merger affects their departments and operations
- Discussion about board expectations of administration, including cultural differences that influence expectations (policies, procedures, decision-making, etc.)
- Authority of boards and authority of administration and staff
 - Purchasing limits
 - Is there a role or need for board subcommittees on Finance/Budgeting, Communications, etc.
- Breakout sessions for Selectboard and Trustee individual goal-setting
- Goals and priorities for work in 2019 and 2020 (e.g., co-locations, tax equity planning, policy alignment, communications planning, capital planning and budgeting, etc.)
- Current and future roles of municipal space (e.g., 2 Lincoln Street, 81 Main Street, department locations and co-locations)
- Discussion about governance options
 - Public engagement plan
 - Further defining the identities of “the Village of Essex Junction” and “the Town of Essex,” and how that informs what can or should change or remain in place with any governance changes

Breakfast and lunch would be included in the agenda.

If the boards agree to a strategic work session, staff proposes any of the following Saturdays, with a meeting time of 8 a.m. to 3 p.m.: June 1, 15, or 22.

Once the board selects a date, staff can find a meeting space. Possible locations include the Basin Harbor Club, Bolton Valley Resort, and the Grand Isle Lake House.

Cost

It is estimated to cost \$2,500 for a meeting space and food, and \$1,000 - \$2,000 for a facilitator.

Recommendation

It is recommended that the Trustees/Selectboard choose a date for a strategic work session about how to best manage two organizations and prepare for a November 2020 vote on governance.

It is also recommended that the Trustees/Selectboard authorize the Unified Manager to hire a facilitator for the event.

Memorandum

TO: Evan Teich, Unified Manager
Selectboard
Trustees

FROM: Dennis Lutz, P.E., Public Works Director
Ricky Jones, Village Public Works Superintendent

DATE: 19 March 2019

SUBJECT: Acceptance of Report entitled "Assessment of Critical Non-Compliant Sidewalks, Paths and Crossings"

ISSUE: The issue is whether or not to accept the report entitled "Assessment of Critical Non-Compliant Sidewalks, Paths and Crossings", by the CCRPC and the Toole Design Group.

DISCUSSION: The Town and Village contracted through the Chittenden County Regional Planning Commission to hire a consultant under their Unified Work Planning Program to study sidewalk, paths and road crossings from the impact of the Americans with Disabilities Act (referred to as ADA). The firm, Toole Design Group, was hired to perform this study.

The background to this work is that the Town has twice attempted to secure funds for ADA correction at a number of intersections throughout the Town through VTRANs grants. Neither attempt has been successful. A copy of the grant application last submitted in 2016 is attached for reference. The hope was and is that a scoping-type study performed by an impartial third party might provide the basis for a successful future grant.

The cost to perform the needed infrastructure improvements is very high and would require a substantial investment by the Town and the Village to correct every sidewalk, path or crossing deficiency. For example, a ¼ inch difference in adjacent sidewalk panels indicates a deficiency. With Vermont winters and recurring freeze-thaw cycles, this standard is very difficult to achieve and maintain.

Another objective of the study was to identify priority improvements in areas where there is the greatest need/impact. The report identifies the standards and has provided guidance as to which locations should be prioritized before others.

It is recognized that the report was completed in 2018 and is only now being submitted for acceptance. Throughout last summer and into the winter, work effort of staff was directed towards alignment, budget format changes, school busing issues, processing and developing of active grants, building studies, storm water compliance with new permits and many other

pressing issues. While the report was not submitted for acceptance, the report was reviewed and ADA improvements were made or planned for this summer based on the report. The content of the report is currently being used.

A question may arise as to why the report is requested for acceptance and not approval. Historically, accepting a report means that the report is acknowledged as completed and allows staff to implement recommendations as applicable. Approval implies that the findings of the report will be followed as written or described. The report being considered contains an extensive amount of useful information but not all recommendations can or should be followed as described in the report. One example of this is the sketch provided on page 10 for the intersection of Essex Way and VT 15. While the sketch provides an ADA improvement at the location, the stop bar for traffic must be placed prior to the crossing and this places the stop bar too far back from this heavily travelled intersection. In addition, recent signal changes have moved the signal poles. While the identification of the intersection crossing is a valid issue, the report figure is not a preferred configuration by Public Works, considering all factors. It is for examples like this that the report is being requested for acceptance and not approval.

The report is only one element in an overall long-term plan that needs to be developed by staff and approved by the elected officials regarding the topic of ADA compliance on sidewalks, paths and crosswalks. There are both short-term inexpensive operational issues and longer term, costly improvements that need to be further prioritized and developed into a multi-year plan. Once deficiencies are identified, improvements need to be made but all improvements cannot be made in the short term given the reality of the funding that will be required.

The grinding of sidewalks where adjacent sidewalks have a significant height offset or replacement of specific sidewalks with extreme differential settlement often falls under normal maintenance and operational concerns. However, more significant issues need not only to be identified, as in the report, but also cost- estimated and prioritized in a formally adopted plan. It may be that the work has to be identified as a separate category for incorporation in the Capital Plan and funds identified to actually construct the projects on the priority list.

It is the staff's intent to develop a five-year priority list of ADA related improvements with estimated yearly costs during early FYE20 for use in budget development considerations for FYE21. In the interim, ADA improvements will be made using available funds against priority locations as noted in the report and in previous analyses.

RECOMMENDATION: it is recommended that the Selectboard and the Trustees accept the report by the CCRPC and Toole Design Group entitled "Assessment of Critical Non-Compliant Sidewalks, Paths and Crossings" and direct staff to utilize the report to develop a five year-municipal plan in the Village and in the Town to address the ADA issues as they impact on sidewalks, paths and crossings.

Memorandum

To: Trustees; Selectboard; Evan Teich, Unified Manager

From: Travis Sabatano, HR Director *TS*

Re: Safety Committee Policy

Date: April 4, 2019

Issue

The issue is whether the Selectboard and the Trustees will adopt the Town of Essex/Village of Essex Junction Safety Committee Policy.

Discussion

The draft Safety Committee Policy for the Town of Essex/Village of Essex Junction was crafted by combining the Vermont League of Cities and Towns Model Policy and the current Village Safety Committee Policy. The enclosed policy has been reviewed and accepted by the Joint Safety Committee. Feedback from the committee members and their respective departments has been incorporated. The policy has also been reviewed and accepted by both the Selectboard and the Trustees.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Selectboard and the Trustees adopt the Joint Safety Committee Policy.

Safety Committee Policy	
Revision Number: 24.0	Town of Essex Selectboard Adopted on: TBD
Revision Date: 4/2/2019	Village of Essex Junction Trustees
Effective Date: TBD(once adopted)	Adopted on: TBD

Mission: The Town of Essex and the Village of Essex Junction Joint Safety Committee will work to assess, monitor and improve safe working conditions at the two municipalities. ~~Their~~The Committee's work will be performed with the support of the Town of Essex Selectboard and the Village of Essex Junction Trustees, who recognize the valuable role that employees can play in safety program management. Furthermore, leadership commits to implement those ~~s~~Safety eCommittee recommendations that are both economically feasible, departmentally feasible, and will truly have an impact on reducing injury frequency and severity. The Town and the Village are committed to providing services in a manner that minimizes workplace hazards and enhances workplace safety to the maximum extent possible with the need to serve the public and provide needed municipal services, and in doing so comply with all applicable laws, rules and regulations of the state and federal government relating to occupational safety and health.

Membership: The ~~s~~Safety eCommittee shall be composed of a minimum of one representative from each of the following:

1. Either Essex Parks and Recreation or Essex Junction Recreation and Parks
2. Either Brownell Library or Essex Free Library
3. 2 Lincoln Street
4. 81 Main Street
5. Town Public Works
6. Village Public Works
7. Police
8. Either Town Fire or Village Fire
9. Wastewater Treatment Facility

Department heads shall be responsible for appointing the ~~e~~eCommittee's representatives. The ~~chosen representatives~~department head shall appoint one alternate who will attend meetings in their absence. The ~~e~~eCommittee shall appoint its own chair, minute's taker, and time-keeper, and shall meet at least once every three months.

Responsibility/Tasks:

1. Bring to the appropriate department head and/or the Unified Manager any safety-related concerns and recommendations for improvement.
2. Conduct periodic safety inspections of Town and Village facilities and report any safety violations to the department head and/or Unified Manager.

3. Recommend, review, and help draft departmental and organization-wide safety policies, practices and procedures for consideration by department heads and/or the Unified Manager. For departmental policy and procedure changes the Safety eCommittee rep from the respective department shall work with the department head on changes.
4. Keep up to date the Town and Village Safety Manuals.
5. Organize departmental and/or organization-wide safety trainings with the approval of the department head and/or Unified Manager.
6. Set an example for workplace safety. Advise other employees when they are violating safety policies and procedures. Report the unsafe activities to the department head and/or Unified Manager.
7. Manage the Town- and Village--wide safety data sheet program.
8. Other duties may be assigned or approved by the Unified Manager.

Communication/Planning: Meeting minutes (from the previous meeting) will be approved at each meeting and disseminated to employees in a ~~manor~~manner accessible by all staff.

Hazards, recommendations, etc., will be tracked or otherwise incorporated into the monthly minutes to ensure that items are corrected in a timely manner. Safety committee members are encouraged to solicit suggestions for preventing injuries from their co-workers and to raise these issues in eCommittee meetings to enhance employee involvement. Committee members will also serve as safety ambassadors, bringing employee safety concerns to the eCommittee.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Essex, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

Elaine Haney, Chair

Annie Cooper

Max G. Levy, Vice Chair

Andrew J. Watts

Patrick Murray, Clerk

The foregoing Policy is hereby adopted by the Trustees of the Village of Essex Junction, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

George A. Tyler, President

Daniel S. Kerin

Lori A. Houghton

Andrew P. Brown, Vice President

Safety Committee Policy	
Revision Number: 4.0	Town of Essex Selectboard Adopted on: TBD
Revision Date: 4/4/2019	Village of Essex Junction Trustees Adopted on: TBD
Effective Date: TBD(once adopted)	

Mission: The Town of Essex and the Village of Essex Junction Joint Safety Committee will work to assess, monitor and improve safe working conditions at the two municipalities. The Committee’s work will be performed with the support of the Town of Essex Selectboard and the Village of Essex Junction Trustees, who recognize the valuable role that employees can play in safety program management. Furthermore, leadership commits to implement those Safety Committee recommendations that are both economically feasible, departmentally feasible, and will truly have an impact on reducing injury frequency and severity. The Town and the Village are committed to providing services in a manner that minimizes workplace hazards and enhances workplace safety to the maximum extent possible with the need to serve the public and provide needed municipal services, and in doing so comply with all applicable laws, rules and regulations of the state and federal government relating to occupational safety and health.

Membership: The Safety Committee shall be composed of a minimum of one representative from each of the following:

1. Either Essex Parks and Recreation or Essex Junction Recreation and Parks
2. Either Brownell Library or Essex Free Library
3. 2 Lincoln Street
4. 81 Main Street
5. Town Public Works
6. Village Public Works
7. Police
8. Either Town Fire or Village Fire
9. Wastewater Treatment Facility

Department heads shall be responsible for appointing the Committee’s representatives. The department head shall appoint one alternate who will attend meetings in their absence. The Committee shall appoint its own chair, minutes taker, and time-keeper, and shall meet at least once every three months.

Responsibility/Tasks:

1. Bring to the appropriate department head and/or the Unified Manager any safety-related concerns and recommendations for improvement.
2. Conduct periodic safety inspections of Town and Village facilities and report any safety violations to the department head and/or Unified Manager.

3. Recommend, review, and help draft departmental and organization-wide safety policies, practices and procedures for consideration by department heads and/or the Unified Manager. For departmental policy and procedure changes the Safety Committee rep from the respective department shall work with the department head on changes.
4. Keep up to date the Town and Village Safety Manuals.
5. Organize departmental and/or organization-wide safety trainings with the approval of the department head and/or Unified Manager.
6. Set an example for workplace safety. Advise other employees when they are violating safety policies and procedures. Report the unsafe activities to the department head and/or Unified Manager.
7. Manage the Town- and Village-wide safety data sheet program.
8. Other duties may be assigned or approved by the Unified Manager.

Communication/Planning: Meeting minutes (from the previous meeting) will be approved at each meeting and disseminated to employees in a manner accessible by all staff.

Hazards, recommendations, etc. will be tracked or otherwise incorporated into the monthly minutes to ensure that items are corrected in a timely manner. Safety committee members are encouraged to solicit suggestions for preventing injuries from their co-workers and to raise these issues in Committee meetings to enhance employee involvement. Committee members will also serve as safety ambassadors, bringing employee safety concerns to the Committee.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Essex, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

Elaine Haney, Chair

Annie Cooper

Max G. Levy, Vice Chair

Andrew J. Watts

Patrick Murray, Clerk

The foregoing Policy is hereby adopted by the Trustees of the Village of Essex Junction, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

George A. Tyler, President

Daniel S. Kerin

Lori A. Houghton

Andrew P. Brown, Vice President

TRUSTEE & SELECTBOARD
SPECIAL MEETING MINUTES
Monday, February 6, 2019

SELECTBOARD: Max Levy; Michael Plageman; Elaine Haney; Andrew Watts; Irene Wrenner.

TRUSTEES: George Tyler; Lori Houghton (by call-in); Dan Kerin; Elaine Haney. Andrew Brown was not in attendance.

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Sarah Macy Finance Director; Rob Paluba, IT Director; Susan McNamara-Hill, Town Clerk

OTHERS PRESENT: John Alden, Village Planning Commission; Dustin Brusso, Town Planning Commission Margaret Smith; Brande Peters; Andy Suntup; Paul Hansen;

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Levy and Mr. Tyler called the special Joint Meeting of the Town of Essex Selectboard and the Village of Essex Junction Trustees to order at 7:00PM. They invited all in attendance to rise and join in the “Pledge of Allegiance”.

2. AGENDA ADDITIONS/ CHANGES

Mr. Teich provided two additions to the agenda: minutes, for the Trustees to approve, from the joint meeting of December 18th, as an addition to item 5g, and a Q&A on Governance to be added to item 6b.

3. AGENDA APPROVAL

Dan Kerin moved, and Elaine Haney seconded, that the Trustees approve the agenda, with additions. The motion passed 4-0 (Andrew Brown absent).

Michael Plageman moved, and Irene Wrenner seconded, that the Selectboard approve the agenda, with additions. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Brande Peters requested that the Essex municipalities consider being her fiscal sponsor for a \$10,000 grant, due the following day, to the Vermont Community Foundation or the Vermont Women’s Fund. She described various ways she thought the grant opportunity’s guidelines might connect to municipality interests, including promoting viable careers, non-pregnancy issues, economic services for low income women, economic vitality, Route 15 land use, fresh air, clean outhouses or community care packages. Ms. Haney, Mr. Tyler and Mr. Kerin suggested that she leave a copy of her application with staff, along with her contact information, and that she connect with Mr. Teich the next day.

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5. BUSINESS ITEMS

a. **Discussion of shared website for Town of Essex and Village of Essex Junction—Rob Paluba**

Mr. Paluba explained the IT department’s process for selecting a vendor to host a shared website for the Town of Essex and Village of Essex Junction. He said a committee of staff determined selection criteria and identified four top vendor candidates, with CivicPlus as the committee’s top choice. Mr. Paluba said CivicPlus stood out because of its extensive experience working with municipalities and because of the company’s configurable module options so Essex can to personalize the site to meet their specific website needs. He also discussed the system’s security, social media compatibility and outreach functions for emergency broadcasting.

Mr. Paluba explained that development and deployment of the new website will cost \$33,100 and, through this phase, IT will work with a CivicPlus project team. Annualized expenses, thereafter, will be \$1,174 more than Essex’s current spending on website services. Mr. Paluba is planning to conduct demos of the new website in June and that the site will launch toward the end of September. He said the website will have a Landing/Home page, a Town page, and a Village page, and one more main page which could be used for for recreation or as a joint Town and Village page. Mr. Paluba pointed out that, when the new website goes live, thirteen of the fourteen websites currently managed by the municipalities will be discontinued, but their domains will still be owned by the municipalities. The only exclusion to this is the Brownell Library page, who will continue using their own new website.

Mr. Tyler, Mr. Levy, Ms. Haney and Ms. Houghton explained specific website functionality important to them, including: a front-end that encourages two-way communication and connects directly with Essex events, news and opportunities for public input; a mobile app option; water bill and tax payment options; Channel 17 compatibility; the same or better analytics; public records requests monitoring; clarity of communications and buttons; and document storage/ document history capability. The Village Trustees described collaboration between staff and the Trustees, when their current website was designed. They encouraged IT to work with them in a similar fashion while designing the new website. Mr. Paluba said the workgroup will provide regular updates in the Selectboard and Trustees’ reading files, and Mr. Teich said he would include Village Trustees in website development conversations.

b. **Approval of draft timeline for merger vote—Max Levy & George Tyler**

Mr. Tyler suggested that the Trustees and Selectboard members establish a November 2020 deadline for a governance change question to be on the ballot for voters. Ms. McNamara-Hill clarified that the question would need to be finalized by the middle of August 2020, in order to ensure it is on the ballot, through the state of Vermont. She discussed legal statutes and procedures involved with merging the municipalities. Ms. McNamara-Hill and Mr. Watts pointed out variations in statutes, based on what governance structure is chosen and protocol differences for Villages and Towns. Ms. Haney wondered if there could be sub-questions on the ballot. Ms. McNamara-Hill said that all decisions need to be arranged with legal counsel, to ensure adherence with requirements for public hearings, warnings, which sections of the

93 population needs to vote, how the votes should take place, how the question is worded on
94 ballot, etc. Mr. Tyler and Mr. Levy pointed out that, if merger details are not worked out in
95 time for the November deadline, the Selectboard members and Trustees can aim for a later
96 date for a vote on governance.
97

98 The Selectboard and Trustees discussed the pros and cons of a November 2020 deadline. Ms.
99 Haney proposed that the Selectboard and Trustees review progress in May 2020, to see if the
100 goal is still achievable. Ms. Wrenner pointed out that, even though there will be a large
101 turnout for the November 2020 election, getting information out to voters about the
102 governance question may be challenging. Ms. Haney pointed out that including the question
103 on the November ballot will ensure people do not miss their opportunity to vote.
104

105 Mr. Tyler opened the discussion to public comment. Ms. Smith agreed that getting
106 governance change information out to voters during the 2020 election will be a challenge.
107 Mr. Suntup requested verification that an early voter option will be available. Ms.
108 McNamara-Hill confirmed that early voting would be an option because the question would
109 be on the ballot.
110

111 Mr. Tyler moved, and Ms. Haney seconded, that the Trustees work with the Selectboard to
112 develop a governance change proposal for voter approval in November 2020. The motion
113 passed 4-0 (Andrew Brown absent).
114

115 Michael Plageman moved, and Andy Watts seconded, that the Selectboard work with the
116 Trustees to develop a governance change proposal for voter approval in November 2020.
117 The motion passed 5-0.
118

119 c. Review of Governance Subcommittee final report and discussion of next steps—George
120 Tyler

121 Mr. Tyler opened a discussion with Selectboard members and Trustees to determine whether
122 there is continued support for the Governance Committee to focus on and guide work
123 involved with governance change. He shared his opinion that the joint meetings of the
124 Trustees and Selectboard are not ideal venues for moving the governance issue forward, due
125 to their consistently full agendas. Mr. Plageman and Ms. Wrenner agreed with his opinion.
126 Mr. Levy and Ms. Haney suggested that the subcommittee develop a timeline, now that there
127 is a vote date in place, and condense the report they developed so it can be to be discussed at
128 the next Joint Meeting. They also discussed the pros and cons of possibly reconstituting the
129 subcommittee after April elections. Mr. Kerin voiced his support of the subcommittee model
130 as a way to mobilize public outreach on the topic of governance change. Mr. Kerin, Mr.
131 Plageman and Ms. Haney commended the subcommittee's work to date, which resulted in a
132 menu of options for the Selectboard and the Trustees to consider, all vetted by legal counsel.
133

134 Mr. Watts said that the subcommittee did not conduct their work as he had expected it would
135 be done, and proposed the governance change efforts take place at the joint meetings, not in a
136 subcommittee. He also suggested that governance planning meetings be warned as
137 Selectboard meetings, to promote greater inclusion. Mr. Tyler noted that consult with legal
138 counsels indicated the subcommittee meetings do not need to be warned, but any of the

139 Trustees and Selectboard members can attend them and participate in the discussions. Ms.
140 Wrenner, Ms. Macy and Ms. Houghton discussed how the Selectboard, Trustee and joint
141 meetings may need to be take place differently in the future, based on the changing dynamics
142 of the municipalities.

143
144 The Trustees and Selectboard, agreed that the subcommittee should meet in March to
145 produce a governance change timeline for the upcoming year and to condense the report so it
146 is ready to be discussed at the next Joint Meeting on April 10th.

147
148 **d. Support for collaborative planning between Town and Village Planning Commissions**

149 Mr. Tyler presented the question of Board support for formal, collaborative planning efforts
150 between the Town and Village Planning commissions. He invited Mr. Brusso and Mr. Alden
151 to discuss their collaborative process. Mr. Brusso said that their goal is to work toward the
152 creation of a single Planning Commission, but first explore ways to collaborate and align.
153 Mr. Duggan explained the legal limitations/ nuances of how the Planning Commissions
154 collaborate, according to municipality statutes. Mr. Brusso said that the two commissions
155 began dedicating every other month of their meeting schedules as “joint planning
156 workshops”. He expressed that this format has been beneficial and commissions have
157 identified a series of workshop topics to address. He also pointed out that, in this
158 arrangement, ex-officious are not required and those who attend are “visiting members”. Mr.
159 Tyler and Mr. Kerin said the commissions should consider going on a retreat to begin putting
160 together their ideas. Ms. Haney suggested that the Planning Commissions, the Selectboard
161 and the Trustees all meet together on some of the topic areas they are discussing. All
162 members of the Selectboard and the Trustees agreed that they support the efforts of the
163 Planning Commissions to define and normalize alignment and collaboration practices.

164
165 **e. *Evaluation of Unified Manager on 2018 goals—Max Levy & George Tyler**

166 Mr. Levy proposed that the Selectboard and Trustees evaluate the Unified Manager on the
167 Specific, Measurable, Achievable, Relevant and Time Constrained (SMART) goals included
168 in his contract for 2018. Input from Mr. Teich about his efforts toward these goals, along
169 with feedback from others on his performance, were collected and summarized for review.
170 Mr. Levy proposed that the Trustees and Selectboard members go into executive session, as
171 item 7a, to review the summery, determine Mr. Teich’s accomplishment of the 2018 SMART
172 goals and decide whether he is eligible for a bonus of up to \$3,000, as per his contract.

173
174 **f. Determine 2019 goals for Unified Manager—Evan Teich**

175 Mr. Levy introduced the issue of setting SMART goals for the Unified Manager for 2019.
176 He explained that the Village President and Selectboard Chair compiled and synthesized a
177 list of suggested goals, provided by Selectboard members and Trustees. Their proposed
178 SMART goals included:

- 179 • Ensure periodic, one-on-one, communication and interaction with department
180 heads, particularly before any policy changes that might affect their jobs. Don’t allow the
181 management organizational structure to impede good working relations with staff.
- 182 • When speaking in public make sure you and staff use consistent, inclusive, mutually
183 agreed upon Language. For example, don’t use the term ‘town’ without specifying
184 whether this refers to ‘town-wide’ or ‘town within the village.’

- 185 • Consult with interested board members and staff to develop a communication strategy
186 across multiple platforms, including Facebook and other relevant social media, and
187 incorporating the potential to effectively disseminate accurate information about merger
188 and other town-wide issues.
- 189 • Initiate a process for all Town and Village Departments to develop a five-year strategic
190 plan. This effort should be driven by department heads working in collaboration with
191 administrative staff.
- 192 • Develop an aligned and consistent process for hiring staff and onboarding new staff and
193 new appointees of standing committees.

194
195 The Selectboard members and the Trustees determined that a new, better method of
196 establishing the Unified Manager’s SMART goals should be planned for future evaluations.
197 Mr. Kerin suggested that they consider, in the future, measuring the Unified Manager’s
198 progress semiannually. Ms. Houghton suggested that the 2019 SMART goals be determined
199 as one goal specific to the Village of Essex Junction, one specific to Essex Town and one
200 joint goal. Mr. Kerin, Ms. Haney and Ms. Wrenner discussed the challenges and nuances of
201 measuring the goals proposed by the Village President and Selectboard Chair. In
202 consideration of this, it was decided to eliminate the goal written as bullet number two.

203
204 George Tyler moved, and Elaine Haney seconded, that the Trustees assign goals 1, 3, 4, and
205 5, recommended by the two board chairs, with the correction on goal number 3 to replace
206 “Facebook and other relevant social media” with just “social media”. The motion passed 3-
207 1. Roll call: George Tyler, yes; Elaine Haney, yes; Dan Kerin, yes; Ms. Houghton, No;
208 Andrew Brown absent.

209
210 Ms. Houghton reiterated that she wanted to see the group choose one Village goal, one Town
211 goal and a joint goal.

212
213 Michael Plageman moved, and Andy Watts seconded, that the Selectboard assign goals 1,
214 3, 4, and 5, recommended by the two board chairs, with the correction on goal number 3 to
215 replace “Facebook and other relevant social media” with just “social media”.

216
217 Ms. Wrenner said that the goal written as bullet number two was important to include in the
218 SMART goals, and she sees it as measurable.

219
220 The motion passed 4-1, with dissenting vote from Irene Wrenner.

221
222 g. Approval of Minutes: December 5, 2019 (Trustees only)

223
224 George Tyler moved, and Dan Kerin seconded, that the Trustees approve the Trustee and
225 Selectboard special meeting of December 18, 2018 minutes, without correction.
226 The motion passed 4-0 (Andrew Brown absent).

227

228 George Tyler moved, and Dan Kerin seconded, that the Trustees approve the Joint meeting
229 of the Essex Selectboard and Essex Junction Trustees' minutes from the meeting of
230 December 5, 2018, without correction. The motion passed 4-0 (Andrew Brown absent).
231

232 **6. READING FILE**

233 a. **Board Member Comments**

- 234 • Ms. Wrenner said she is unable to go to the Saturday 2/9/19 hockey game to conduct
235 outreach, and Mr. Plageman said he would attend in her stead.
- 236 • Ms. Wrenner attended a Voices for Education meeting and has a packet of information
237 for the boards that she will add to the next meeting's reading file.

238 b. **Q&A info sheet re: Update on Governance of Essex and Essex Junction upcoming
239 Meeting Schedule and Events**

240 Mr. Levy introduced the Governance info sheet, to be used for public outreach, and requested
241 that the Selectboard and Trustees approve its content, before it is distributed. Ms. Wrenner
242 provided a spelling correction and all other revisions will be provided to Mr. Duggan.
243

244 **7. EXECUTIVE SESSION**

245
246 a. ***An executive session is expected for evaluation of a public employee**
247

248 Andy Watts moved, and Irene Wrenner seconded, that the Selectboard enter into executive
249 session to discuss the evaluation of an employee in accordance with 1. V.S.A. Section 313
250 (a)(3), to include the Village of Essex Junction Trustees and the Unified Manager. The
251 motion passed 5-0.
252

253 George Tyler moved, and Elaine Haney seconded, that the Trustees enter into executive
254 session to discuss the evaluation of an employee in accordance with 1. V.S.A. Section 313
255 (a)(3), to include the Unified Manager and the Essex Town Selectboard. The motion passed
256 4-0 (Andrew Brown absent).
257

258 Michael Plageman moved, and Irene Wrenner seconded, that the Selectboard exit
259 executive session. The motion passed 5-0 at 8:45 p.m.
260

261 George Tyler moved, and Elaine Haney seconded, that the Village Trustees exit executive
262 session. The motion passed 4-0 (Andrew Brown absent) at 8:45 p.m.
263

264 Irene Wrenner moved, and Michael Plageman seconded, that the Selectboard approve
265 awarding Evan the full \$3,000 bonus for successfully achieving 2018 goals. The motion
266 passed 5-0.
267

268 George Tyler moved, and Dan Kerin seconded, that the Trustees award Evan Teich the
269 maximum \$3,000 performance bonus for satisfactorily achieving the mutually agreed upon
270 goals as warranted under the manager's contract. The motion passed 4-0 (Andrew Brown
271 absent).
272

273 **8. ADJOURN**

274

**275 Irene Wrenner moved, and Michael Plageman seconded, that the Selectboard adjourn the
276 meeting. The motion passed 5-0 at 8:45 p.m.**

277

**278 Dan Kerin moved, and George Tyler seconded, that the Trustees adjourn the meeting. The
279 motion passed 4-0 (Andrew Brown absent) at 8:45 p.m.**

280

281

282

283 Respectfully Submitted,

284 Cathy Ainsworth

285 Recording Secretary

Memorandum

TO: Evan Teich, Unified Manager
Selectboard
Trustees

FROM: Dennis Lutz, P.E., Public Works Director

DATE: 2 April 2019

SUBJECT: Chittenden County Regional Planning Commission (CCRPC) Unified Planning Work Program (UPWP) for FYE2020

Great news! Through the hard work of staff -- Annie Costandi, Dan Gregoire and Chelsea Mandigo -- three Essex UPWP Projects are on the approved list going forward for approval by the CCRPC. The attached document lists those projects under items 7 through 9. They are:

- 1) Essex Storm Water CCTV Inspection
- 2) Tanglewood Drive Shared Use Path and Storm Water Scoping Project
- 3) Essex Junction Storm Water CCTV Inspection

It is anticipated that the projects will have funding available after 1 July 2019 and there is a 20% local match. The total estimated cost is \$129,000 and the local share is 20% or \$25,800. The funds will come either from the storm water operating accounts or the joint storm water capital account or some combination thereof.

These projects are greatly needed. Although they will consume staff time to manage, the effort will result in identifying infrastructure deficiencies and needs for future improvement.

CCRPC FY2020 UPWP Projects

Project	Partner	Status	Trans Cost	Description	
Regional Projects					
1	Chittenden County Freight Plan	All	Regional	\$40,000	The last comprehensive Chittenden County Freight Study was conducted in 2001. This study will be conducted in collaboration with VTTrans as they embark on the development of a statewide freight study. The Chittenden County freight study will evaluate existing and emerging freight movement issues/needs of the region and develop recommendations for planned transportation system investments
4	Watershed Resiliency Mapping	Munis TBD, VTTrans	Regional	\$10,000	This project would replicate the project that VTTrans conducted to help identify road segments, bridges and culverts that are vulnerable to flood and erosion damages. Critical locations will be pinpointed and mitigation options on the transportation network will be identified. The deliverable will be a web-based application to display risk information. This is proposed to be conducted for one watershed in Chittenden County.
5	Multiuse Path Connecting Williston to South Burlington	South Burl, Williston	Regional	\$30,000	Conduct a detailed evaluation of the obstacles of the preferred alternative, identified in the 2006 & 2010 Scoping Studies, for a multiuse path connecting Williston and South Burlington over Muddy Brook. This study will focus on the alignment along Marshall Ave and will include evaluation of impacts on wetlands, right-of-way and archaeological sensitive areas, and permitting, among others.
6	Queen City Parkway Sidewalk Scoping	Burlington, South Burl	Regional	\$40,000	Queen City Park Road is split between South Burlington and Burlington and connects residential, recreation and commercial land uses. Presently, sidewalk exists on the south side of QCPR, but a large ~700 ft gap is missing from the Champlain Water District to Central Avenue. Central Avenue is home to South Burlington's Red Rocks Park and its Red Rocks residential neighborhood.
7	Technical Assistance to Advance ECOS/MTP/TIP Implementation - Local, Regional & State	All	Regional	\$30,000	Provide transportation technical assistance to Chittenden County municipalities for plans, projects and initiatives at the local level that help advance the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) as well as the ECOS Strategies. Municipal technical assistance includes but not limited to: complete streets evaluation, traffic calming measures, traffic control warrants, speed studies, autonomous vehicle feasibility studies, etc. Provide transportation technical assistance to advance the implementation of State & Regional level ECOS/MTP and TIP projects and initiatives
8	Water Quality Transportation	Seven Munis	Regional	\$40,000	Consultant assistance in developing conceptual plans and cost estimates for high priority Road Erosion Inventory (REI) sites for Municipal Roads General Permit (MRGP) compliance. Conceptual plans would contain geographic locations, extent, and detailed schematics or examples of various stormwater mitigation infrastructure techniques that will assist in meeting MRGP standards and mitigate roadway stormwater erosion.
11	Chittenden County E&D Transportation	United Way, GMT, SSTA, VTTrans	Regional	\$15,000	In FY19, CCRPC and United Way staff started to conduct an evaluation of E&D transportation in Chittenden County. In FY20, CCRPC staff hope to work on additional initiatives to create a more equitable and efficient paratransit service for all Chittenden County residents
12	Chittenden County I-89 2050 Study	All	Regional	\$150,000	This is the second year of a multiyear study. The broad intent of this study is to assess the safety, capacity, resiliency and other needs of Interstate 89 in Chittenden County; identify existing and future multimodal needs; develop and evaluate improvements strategies; examine transportation and land use impacts of new or expanded interchanges; determine asset management/maintenance needs; and develop an implementation plan for making investments.
	Chittenden County I-89 2050 Study (VTTrans contribution)	All		\$75,000	VTTrans contribution
13	Way to Go!	All	Regional	\$40,000	Way to Go! (WTG) encourages Vermonters to find and use more efficient transportation options to meet their mobility needs. Its purpose is to help lower emissions, conserve energy, and save transportation dollars through reduced single occupancy vehicle (SOV) use. This year, the program might continue to focus on schools to explore new mobility opportunities for students, parents, teachers, and administrators.
	Way to Go! (Statewide)	All		\$40,000	VTTrans contribution
Regional Totals:				\$510,000	

CCRPC FY2020 UPWP Projects

Project	Partner	Status	Trans Cost	Description
Municipal Project Requests				
1	Bolton	Local	CCRPC staff time	Assist Bolton with administration of a Community Development Block Grant for community water and sewer system improvements (grant), and resort facility upgrades (loan) at Bolton Valley.
3	Burlington	Local	\$70,000	This project would cover Phase 1 (Wards 5 & 6) of a multi-year effort to create a comprehensive condition inventory of the City's right-of-way, to determine the feasibility of implementing stormwater retrofits to treat and manage stormwater runoff from City streets. This inventory would allow Burlington's Stormwater Program to coordinate, plan, and execute retrofits ahead of other City transportation and asset management projects. This data will further allow us to be nimble in implementing the City's Integrated Plan. Note: Original request was \$157,964. Cost reduced and asked Burlington to phase this effort.
4	Burlington	Local	\$25,000	Feasibility study for Lake Street to address stormwater issues and close the gaps in the sidewalk network on the street. These improvements will be incorporated into the City's anticipated paving of the street in 2020 or 2021.
5	Burlington	Local	\$30,000	This project should evaluate options for low-stress bikeways that will connect the Battery Park shared use path, the Old North End Neighborhood Greenway, and the upcoming Lakeview Terrace and Depot Street Neighborhood Greenways. This may include options through Battery Park and on adjacent roadways, which could include but may not be limited to North Avenue, North Street, Front Street, Park Street, and Summer Street.
6	Burlington	Local	\$60,000	This is a scoping study to investigate safety issues at the Colchester Ave/East Ave intersection (High Crash Location) and develop alternatives to address these issues as well as investigate the feasibility of protected bike lanes along Colchester Avenue and other improvements to provide for safe travel of pedestrians and bicyclists at this intersection. Note: Reduced cost - original ask was \$85,000.
7	Essex	Local	\$45,000	The Town doesn't have a complete assessment of the condition of old metal and aluminum pipes in the Town. The areas selected above were constructed between the 1960s and 1980s and consist of the pipes originally installed while the development was constructed. The areas selected are rated and based on known deficiencies and maintenance and repair records. It is imperative that the Town understand the condition of the pipes for future financial planning. The project consists of hiring a consultant to use a camera to televise the pipes in the project location and to generate a condition assessment report that the Town will then use to create a stormwater infrastructure replacement plan, to be used in both operational and capital infrastructure planning. Note: Original request was \$50,000. Reduced cost by removing ineligible pipe cleaning.
8	Essex	Local	\$39,000	This study will include scoping for a multiuse path and stormwater improvements along Tanglewood Drive. The Tanglewood Drive neighborhood currently lacks adequate infrastructure for bicyclists and pedestrians. Moreover, the roadway's 40-ft cross section contributes to significant stormwater runoff into a gully located at the end of Fern Hollow Road, which has caused significant erosion and has contributed to an increase in the sediment load to the Alder Brook watershed. This study will seek to identify alternatives to enhance safety for bicyclists and pedestrians, while also identifying opportunities to reduce the stormwater runoff from the transportation system.
9	Essex Jct	Local	\$45,000	The Village has determined the need for an assessment of the condition of the stormwater pipes in our M54 permitted area. The areas selected have not been televised, are known to have some developing deficiencies, recent problems or concerning repair records. The project would consist of hiring a consultant to televise the stormwater pipes in the selected areas and create a condition assessment report in PACP standards. The Village would then use the assessment to guide future stormwater improvement project planning including a schedule for replacement of deficient pipes as part of capital and operational planning. Note: Original request was \$50,000. Reduced cost by removing ineligible pipe cleaning.
10	Hinesburg	Local	\$30,000	Conceptual plans to modify the intersection of Richmond Road, North Road, and Texas Hill Road, and reclaim the curved roadway and associated parking area to serve as public space. Existing GMT transit stop to be retained. Possible public space opportunities could include a playground with benches and tree plantings for an underserved part of the community, and a terrific terminus for the future Richmond Road sidewalk (per 2016 CCRPC-funded feasibility study). Project elements: a local concerns meeting, design options by a landscape architect, a follow up public meeting to present options, a final report, and a cost estimate.
11	Jericho	Local	\$10,000	Develop a 10-yr plan to improve hydraulically connected road segments which do not currently meet MRGP standards. Ensure that the methodology is applicable for other rural municipalities.

CCRPC FY2020 UPWP Projects

	Project	Partner	Status	Trans Cost	Description
12	Paving Analysis for Raceway Road and Packard Road	Jericho	Local	\$10,000	Inventory existing conditions of Raceway and Packard Roads, including soil borings. Based on existing conditions, identify improvements necessary to support paving those two roads. Develop a phased paving plan.
13	Stormwater Project Conceptual Design	Richmond	Local	\$4,523	The goal of this study is to update conceptual plans to address stormwater runoff from I-89 that is creating erosion issues in and around the Camels Hump Middle School property. This project was identified in the most recent Richmond Stormwater Master Plan.
14	Traffic Overlay District / Traffic Impact Fees Update Phase II	South Burlington	Local	\$37,500	The City and CCRPC are currently completing a project that overhauls the City's Traffic Overlay District and Traffic Impact Fees into a coordinated transportation regulatory system. In this Phase II, the City and CCRPC will work to link the results of this work directly to implementation projects identified through other studies completed in recent years. This may include updates to elements of scoping or corridor studies for prioritized improvements, as well as developing a traffic-reduction assignment to specific improvements. As discussed with CCRPC staff, this proposal would evolve as the Phase I project concludes in the current fiscal year.
15	River Road/Pleasant Valley Road Bicyclist Accommodation and Pavement Analysis	Underhill	Local	\$50,000	The project will identify safety improvements for bicyclists and motorists who use River Road and Pleasant Valley Road, which tend to be high-traffic and high-speed roads, particularly during commute times. Inadequate, crumbling shoulders on these roadways create safety conflicts between bicyclists and motorists. Moreover, prior to 2018 resurfacing, the pavement was compromised with deep and persistent rutting creating an additional hazardous condition for bicyclists. The abbreviated lifespan of area resurfacing projects is taken to be an indication of a roadway subbase issue. The goals of this study would be to evaluate and recommend improvements for bicyclists and the roadway. Evaluation to include consideration of utilization of Irish Settlement Road (as opposed to Pleasant Valley Road) as the primary means for bicyclists reaching points north (Cambridge, Lamolle Rail Trail, etc.) of Underhill Center.
16	Traffic Signal Assessment	Williston	Local	\$15,000	This study will evaluate signal equipment condition and communications capabilities at 4 signalized intersection along Marshall Avenue. Depending on results, a plan will be developed for signal upgrades at these intersections.
17	Town of Williston Phosphorus Control Plan	Williston	Local	\$50,000	The Town of Williston is requesting funding to hire a consultant to prepare the initial (first phase) town-wide Phosphorus Control Plan (PCP). The main component of such a Plan will be to identify eligible opportunities for reductions in the amount of phosphorus discharging to Lake Champlain and her tributaries. At a minimum, the PCP shall be designed to achieve a level of phosphorus reduction equivalent to the reduction targets required for Williston's developed lands as put forth in the Lake Champlain TMDL.
18	Lane Assignment Evaluation for Route 2A/Zephyr Road/Paul Street Intersection	Williston	Local	CCRPC staff time	Evaluate lane assignment and signal phasing plan at the Zephyr Rd/Route 2A/Paul St intersection in Williston. Evaluate traffic data to develop a report determining if the lane redesignation at this intersection is needed.
19	North Williston Road Traffic Calming Device Evaluation	Williston	Local	CCRPC staff time	The North Williston Rd Scoping study was completed in 2017, with the preferred alternatives being implemented in stages as funding is available. Phase I of the traffic calming measures were installed in 2018. These included: four way stop signs at Mountain View/Gov. Chittenden/North Williston Road intersection, yellow flashing curve sign, radar speed feedback sign, chevrons, and rumble strips. Rectangular rapid flashing beacons will be installed in the spring of 2019. This study will evaluate the Phase I traffic calming measures before continuing to Phase II of the installation of additional measures.
20	Shared Use & Multi-Modal Parking Requirements	Williston		7,000	This project is a revision of the town's parking requirements dealing with shared use parking in areas planned for compact, mixed-use development. The town's current parking provisions for these developments have proven to be inadequate and outdated. The town seeks to adopt a set of requirements and strategies for reducing and optimizing the amount of vehicular parking in areas planned for higher intensity development in proximity to transit service and non-motorized transportation facilities in the town's growth center.
21	Inspection and Inventory of Existing Stormwater System	Winooski	Local	\$75,000	The proposed work includes inspection, condition assessment and updating GIS layers for the City's stormwater drainage system within the roadway network. The data will be used to better manage the City's transportation capital planning program and support water quality improvement planning. The work should include visual inspection using zoom camera technology. Results would be analyzed to determine replacement, rehabilitation, or maintenance needs. Deliverables would also include updated GIS layers with physical asset details and condition data.
22	City of Winooski Phosphorus Control Plan	Winooski	Local	\$19,000	MS4 communities within the Lake Champlain Basin are required to complete a Phosphorus Control Plan for developed lands within their municipality. We are proposing to perform a study focused on the transportation network stormwater runoff to support the full study. The goal would be to provide a plan for the City to achieve phosphorus reduction targets for the City's impervious transportation network. The scope would include a report with mapping/modeling to identify existing transportation-related stormwater BMPs and good-housekeeping practices with modeled credits. The report would also include potential concept-level transportation BMP projects with corresponding phosphorus credit modeling.
Municipal Totals				\$622,023	

CCRPC FY2020 UPWP Projects

Partner Requests	Project	Partner	Status	Trans Cost	Description
1	Old North End Park It Pledge	CarShare Vermont	N/A	\$24,500	In 2013, CarShare Vermont conducted a successful citywide outreach campaign called the Park It Pledge (PIP). Outreach and communication strategies were derived from community-based market research, allowing us to speak directly to people's concerns and motivators. Building upon that success we aim to canvas 1,000 households to inform residents about the transportation options available in our community and offer generous incentives to encourage households to commit to reducing their vehicle dependence for a three-month period. Our goal is to recruit at least 25 households to participate in the pledge by committing to more efficient and sustainable transportation practices. Through incentives, exposure to new ways of getting around, and accountability, we expect that a significant portion of households will shed vehicles permanently, thereby continuing to reduce their VMT and emissions.
2	Homes for People, Not Cars	CarShare Vermont	N/A	\$5,300	CarShare Vermont seeks to deepen its potential to make residential living costs in Burlington more affordable by making more visible the various connections between transportation and housing costs. CarShare Vermont proposes to work with local non-profits and banking institutions to develop informational and outreach resources for people of low- to moderate incomes to help increase access to housing opportunities through sound management of personal transportation costs. Secondly, CarShare Vermont, with local housing partners, hopes to explore an innovative sharing model which incentivizes the creation of accessory dwelling units while minimizing private vehicle ownership, literally transforming space for cars to house people.
3	Optimize CATMA as the Countywide Transportation Specialist & Expand ETC Network	CATMA	N/A	\$58,000	CATMA will plan and strengthen its expansion as a regional TMA, and provide comprehensive TDM planning assistance and support to businesses, developers, and municipalities. A consistent resource in the region on cooperative transportation and parking opportunities will ensure efficient, coordinated & cost-effective TDM solutions. The continued growth and interest in CATMA's Employee Transportation Coordinator Network, consisting of over 60 diversified members, has provided a forum for members to engage in the TDM conversation and practices, while bolstering networking among regional TDM leaders and providing CATMA with information on TDM needs and opportunities in our region. In addition, CATMA will conduct online transportation surveys at three additional sites in FY20 in an effort to provide the organization with baseline commute data and inform our region about transportation barriers and opportunities.
4	Chittenden County Bus Commuter Ridership Pilot Project	University of Vermont	N/A	\$10,000	Increasing public transit use can reduce demand for single occupancy cars, contributing to lower emissions, improve transportation cost equity, and reduce congestion. Due to the real and perceived costs of using transit, demand for fixed route transit often increases when coupled with workplace parking restrictions (e.g., limits on permits, higher costs, remote parking requiring longer walks or other transfers). In this project we expand a targeted intervention connecting potential transit users with free transit offered by UVM and other Burlington entities with efficient bus service and parking facilities on five Link Express and Commuter Routes.
5	Local Motion Regional Walk-Bike Planning and Technical Assistance	Local Motion	N/A	\$80,000	WALK-BIKE PLANNING & TECHNICAL ASSISTANCE: Work with municipalities across Chittenden County to incorporate bike and pedestrian design and policy as part of transportation and land use plans and projects, as well as take advantage of opportunities for short-term, on the ground improvements for walking and biking through the coordination of pop-up demos and the development of Walk-Bike Safety Community Action Plans. BIKE COMMUTER TRAINING & SUPPORT: Provide bicycling training and consulting through a series of workshops, personalized demonstrations, and other assistance for people using bikes for transportation via workplaces and community centers, and helping employers identify strategies and programs for encouraging walking and biking to work. PUBLIC EDUCATION & EVENTS TO PROMOTE WALKING AND BIKING: Raise the profile of walking and biking and emphasize the connections between active transportation and community/economic vitality through a coordinated event and public education series. CONTRACT ADMIN & COORDINATION: Manage contract and coordinate with CCRPC and other partners
6	Neighbor Rides	United Way	N/A	\$47,000	The Neighbor Rides initiative is a multi-year effort working to align community resources, identify and prioritize gaps in the current system and develop creative solutions to support the mobility needs of older adults and adults with disabilities. This project will be the second and final stage of our initiative to develop a system for engaging end-users' of Chittenden County's E&D program in providing feedback. The establishment of a high-quality feedback loop is essential to inform the E&D program as well as support greater inclusion in transportation planning over time.
7	Chittenden County Energy Planning and Transportation Electrification Support	VEIC	N/A	\$30,000	This project will continue VEIC's support for local and regional energy planning and plug-in electric vehicle (EV) market transformation in Chittenden County. Significant advances have occurred in EV technology over the past six years. For FY2020 VEIC proposes the following activities in support of the ECOS plan's clean energy goals: Municipal energy planning assistance; Consumer engagement and marketing programs to support electric vehicle adoption; and Workplace and multifamily charging infrastructure resources and development. Note: Original request was \$50,000
Partner Totals				\$254,800	
				TOTAL:	\$1,386,823