



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

2 Lincoln Street
Essex Junction, VT 05452

Tuesday, January 14, 2020
7:15 PM (or immediately following
Village Trustees Meeting)

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** [7:15 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. Approve creation of Essex Housing Commission
 - b. Approve outreach plan for 2020 merger process
 - c. Discuss creation of Greater Essex 2020 Companion Facebook Page for events
6. **CONSENT ITEMS**
 - a. Approve application for Emerald Ash Borer Management Grant
 - b. Approve minutes: November 26, 2019 – Joint Meeting (Trustees only)
7. **READING FILE**
 - a. Board Member Comments
 - b. Email from David Gunn on behalf of Karen Horn re: U.S. Census Information
 - c. Letter from Boys & Girls Club of Burlington re: gift in memory of Rod Willingham
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: 01/10/2020 *Amitchell*

Memorandum

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

Copy: Greg Duggan, Deputy Town Manager; Robin Pierce, Village Community Development Director; Maura Collins, VHFA Executive Director; Mia Watson, VHFA Research and Communications Coordinator

From: Darren Schibler, Town Planner 

Date: January 10, 2020

Subject: Joint Essex Housing Commission Proposal

Issue

The issue is for the boards to consider a proposal to create a Joint Essex Housing Commission.

Discussion

At their joint meeting on November 26, 2019, the Selectboard and Trustees adopted the *Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan*, and instructed staff to develop a proposal for a joint Town and Village housing commission as recommended in the document.

Staff have collaborated with Maura Collins and Mia Watson of the Vermont Housing Finance Agency (VHFA) to develop a charter for such a commission, including information on its mission, purpose, membership, and operations. VHFA also drafted a job description to clarify duties and responsibilities for potential commission members. Both documents are attached for the boards' review.

If the boards approve the charter and create the commission, staff will begin advertising for potential members and schedule interviews for appointment at future joint meetings.

Cost

None.

Recommendation

It is recommended that the Selectboard and Trustees approve the proposal for a Joint Essex Housing Commission and authorize staff to begin advertising for members.

Joint Essex Housing Commission Charter

Mission

The mission of the Joint Essex and Essex Junction Housing Commission is to help ensure that any resident (or aspiring resident) of Essex has access to a home that:

- Is affordable (generally no more than 30% of household income is spent on housing);
- Is a desirable type and size for their household;
- Is located with easy access to basic needs (jobs, schools, food, health care, and cultural experiences) via walking, biking, or public transit;
- Is of sufficient quality to ensure the health, safety, and enjoyment of its residents;
- Meets residents' special needs, including senior care, ADA-accessibility, recovery housing, and housing for people who are homeless, etc.; and
- Is made available regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, pregnancy, disability, or status of citizenship, family, and military service.

Purpose

The Commission advises the Selectboard, Board of Trustees, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission also maintains and analyzes the community's demographic and housing stock information and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

Membership

The Commission is composed of up to seven members jointly appointed by the Selectboard and Trustees. Each member shall serve a staggered three-year term with no term limit. In appointing Commission members, the Selectboard and Trustees should select members who represent a variety of relevant interests and backgrounds, including but not limited to: for-profit and non-profit housing developers; housing authorities and agencies; social services organizations; representatives of area businesses; and at-large members of the community. Four of the members shall be residents; for the remaining members, residency is preferred but not required. The

Commission shall receive staff support from the Community Development Departments and other departments as needed.

Operations

A quorum shall consist of three members. At its annual organization meeting, the Commission shall elect a chairperson, vice-chairperson and clerk and shall adopt such rules/by-laws as it deems necessary for the performance of its functions. Officers shall be elected annually. The Commission shall keep a record of all transactions and meetings which shall be filed with the Town Clerk as a public record and notice shall be posted in the office of the Town Clerk and two other public buildings of the times and places of meetings of the Commission. All meetings shall be conducted in accordance with Vermont's Open Meeting Law.

Job Description of Essex Housing Commissioners

Title: Housing Commissioner

Term: Three year term, running from July 1 to June 30 of the year first appointed and for two subsequent years.

Appointment: Jointly by the Selectboard and Trustees

Job Description:

The purpose of the Essex Housing Commission is to “Advise the Selectboard, Board of Trustees, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission also maintains and analyzes the community’s demographic and housing stock information and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community’s housing goals.” The ultimate responsibility of each Commissioner is to fulfil that purpose for the greater Essex community.

Specific duties and responsibilities:

1. The initial expectation is that the Commission will begin its work with two meetings/month, with the potential to reduce to one per month when appropriate. Commissioners should attend all meetings of the Commission, and if a meeting must be missed, notify the chair as soon as possible. If more than 25% of the meetings are missed within a year, it is possible the Chair may recommend replacement.
2. Come to all Commission meetings prepared, meaning all material has been thoroughly read and assignments have been completed.
3. Fully participate and engage in the meeting discussions, including asking pertinent questions, engaging in respectful dialogue, and giving time for all Commissioners and guests to speak as needed.
4. Bring your personal experience and expertise to the Commission to be a voice representing that perspective in discussions. Also be open to hearing other perspectives and experiences that may be different from your own.
5. Be prompt with your time, succinct with your comments, and participate fully.

6. Expect there will be periodic work to be done outside of Commission meetings such as external research, possible interviews of subject matter experts, site visits, or training opportunities. This external work is an important component of making progress for the Commission.
7. There is no expectation that Commissioners have experience in housing development, sales, affordable housing, planning, or any other related field. There is an expectation that Commissioners be willing to learn and absorb the material presented so as to help fulfill the Commission's purpose (as stated above).

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager
Cc: Sarah Macy, Finance Director/Assistant Manager; Ann Janda, Project Manager
From: Elaine Haney, Selectboard Chair; Greg Duggan, Deputy Manager GSD
Re: Outreach plan for 2020 merger process
Date: January 10, 2020

Issue

The issue is whether the Selectboard and Trustees approve an outreach plan for the 2020 merger process.

Discussion

Selectboard Chair Elaine Haney has asked that the Selectboard and Trustees consider a plan and timeline for outreach for the merger process in 2020. The goal of the plan would be to deliberately engage with residents on the topics most important to them: why we chose merger, taxation, representation, and impacts on departments and finances.

A potential timeline could include four public meetings (with snacks and childcare) on Saturday or Sunday afternoons between now and the end of May, with each meeting focused on a single topic:

1. February: Why we chose merger
2. March: Taxation
3. April: Representation
4. May: Impacts on departments and finances

The boards can use the survey results as starting points, and prior to each meeting the boards could also issue a short survey asking questions on each topic. Each meeting could feature ways, such as a polling app and/or public-to-be-heard format, to further ascertain public sentiment. The results of each meeting would will help inform the Governance Subcommittee as it finalizes each part of the merger plan.

Cost

Approximately \$1,000 for refreshments.

Recommendation

It is recommended that the Selectboard/Trustees approve an outreach plan for the 2020 merger process.

Memorandum

To: Town Selectboard and Village Trustees; Evan Teich, Unified Manager

CC: Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager and Finance Director

From: Ann Janda, Project Manager

Re: Discuss Creation of Greater Essex 2020 Companion Facebook Page

Date: January 21, 2020

Issue

The issue is determining if a GreaterEssex2020.org companion Facebook page should be created for the purpose of creating Facebook “Events” to invite the public to public meetings regarding merger.

Discussion

The primary reason for having a companion Facebook page is to create Facebook Events for the various public engagement events. Facebook Events are very effective at getting the word out about events and increasing attendance. Facebook will also reach a more diverse audience than Front Porch Forum. Posts would only be used to announce meetings or to announce that new information has been posted on Greater Essex 2020. Although people may comment on the page, staff will not respond other than to encourage people to attend events or go to Greater Essex 2020 to see information.

The City of South Burlington uses Facebook extensively. However, not all municipalities do. And as we’ve seen recently in the City of Burlington, the lack of clear social media policy can create unintended consequences, so it may be best to use a Facebook page only narrowly with the goal of increasing in-person public engagement not necessarily to stimulate online dialogue.

Cost

NA


Recommendation

Staff recommends that the joint boards consider approving the creation of a Greater Essex 2020 companion Facebook page for the primary purpose of creating Facebook Events for public meetings regarding merger.

Memorandum

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

Copy: Greg Duggan, Deputy Town Manager; Dennis Lutz, Town Public Works Director; Rick Jones, Village Public Works Director; Sarah Macy, Finance Director; Essex Conservation and Trails Committee; Essex Junction Tree Advisory Committee

From: Darren Schibler, Town Planner 

Date: January 10, 2020

Subject: Emerald Ash Borer (EAB) Grant

Issue

The issue is for the boards to consider approving a joint application for a grant from the Vermont Urban and Community Forestry Program to fund emerald ash borer management.

Discussion

To improve the health of the community's urban forests and prepare for the arrival of the invasive pest emerald ash borer (EAB), the Town and Village have each adopted Street Tree Management Plans and EAB management plans. Both plans recommend proactive replacement of ash trees with other tree species to reduce the financial impact of EAB and allow for a gradual regeneration of roadside trees. Both municipalities have budgeted funds for this work in their capital plans, starting with FYE2020.

In 2020, 3 federal grants of up to \$15,000 each are available from the Vermont Urban and Community Forestry Program (VT UCF) for EAB management in the municipal right-of-way (ROW). The grant will fund removal of rural ROW trees and replanting in either the rural or urban ROW, but requires an equivalent value in local match (either cash or in-kind contributions of labor, equipment, supplies, and travel).

The Tree Advisory Committee (TAC), Conservation and Trails Committee (TAC), and Town and Village Public Works Directors support a joint application. It represents an excellent opportunity to augment planned EAB management activities in urban areas with initial work in rural areas (along Brigham Hill Road and Brigham Hill Lane) that will reduce the risk of infestation and future costs of road maintenance. The proposal would also leave more local funding available for EAB work in future years. VT UCF staff have indicated that such a partnership, which showcases good urban forest planning and collaboration between municipal entities, would be extremely competitive in the grant selection process.

In terms of administering the grant, which must be awarded to a single entity, the Town would apply for the funds and then develop a local agreement with the Village based on the share each entity contributes to cost and the value of cash and in-kind services. This agreement need not be executed until the grant is awarded.

The grant overview as well as a draft grant application and detailed budget spreadsheet are attached for the boards' review. Additional supporting documents are available if needed.

Cost

The project costs included in the grant total \$30,003.43, of which \$15,000.00 would be contributed by the grant and \$15,003.43 would be contributed as a local match. The local match would include \$7,803.43 of in-kind contributions and \$7,200.00 in cash for contracted services, all of which are already budgeted for FYE2020 and will occur regardless of whether the grant is awarded to Essex. Therefore, the proposal represents no additional cost to the municipalities.

Recommendation

It is recommended that the Selectboard and Trustees approve the joint application for a 2020 EAB Management Grant from the Vermont Urban and Community Forestry Program.



Emerald Ash Borer Management Grant Application

Funding: maximum \$15,000

SECTION 1: Applicant Information

MUNICIPALITY OR ORGANIZATION: Town of Essex / Village of Essex Junction

ADDRESS: 81 Main Street, Essex Junction, VT 05452
2 Lincoln Street, Essex Junction, VT 05452

PROJECT CONTACT PERSON: Darren Schibler, Town Planner

PHONE: (802) 878-1343

EMAIL: dschibler@essex.org

D-U-N-S NUMBER*: 104047027

FINANCIAL CONTACT PERSON: Sarah Macy, Town/Village Finance Director

PHONE: (802) 878-1359

EMAIL: smacy@essex.org

SECTION 2: Project Information

PROJECT TITLE: Joint Essex Community Ash Replacement Program

SUMMARY OF PROJECT (*2 sentences maximum*):

The Town of Essex and Village of Essex Junction are joining forces to help both municipalities prepare for emerald ash borer. Grant funds would supplement planned ash replacements in urban/suburban areas while jump-starting ash removal on rural roads.

GRANT FUNDING REQUESTED: \$15,000.00

TOTAL PROJECT COST: \$30,003.43

*A D-U-N-S number is a unique nine-digit number that identifies business entities on a location-specific basis. To request your D-U-N-S number visit [dun & bradstreet](http://dun&bradstreet.com).

SECTION 3: Community Context (25 points)

Concisely describe what your municipality has done, to date, to prepare for the impacts of emerald ash borer. Include information about your ash tree population (e.g. inventory or survey results), your municipality's management strategy, who has been involved in making decisions about EAB management, and any efforts to engage or educate the public. A summary of your municipality's ash inventory or survey and its Emerald Ash Borer Management Plan or documented ash management approach must be included as attachments for a complete project proposal packet.

The Village of Essex Junction is an incorporated municipality within the Town of Essex; both have a elected legislative body and tree care board - respectively, the Village Board of Trustees (BoT) and Tree Advisory Committee (TAC), and the Selectboard (SB) and Conservation and Trails Committee (CTC). In terms of tree maintenance, the Town's area of responsibility covers only the area of the Town outside the Village (TOV).

Both the Village and Town have adopted street tree management plans (attachments 1 and 2) drafted by their tree boards and approved by their legislative bodies based on urban tree surveys completed in partnership with the Vermont Urban and Community Forestry Program (VT UCF). The surveys identified 166 ash trees within urban and suburban public rights-of-way (ROWs) in the Village and 212 in the TOV; however, the Village has no rural roads, and limited volunteer capacity prevented the Town from surveying its approximately 60-70 miles of rural roads during the 2016 inventory.

Due to the threat of emerald ash borer (EAB) and the prevalence of ash trees within the urban and suburban municipal rights-of-way (ROWs), both municipalities also have adopted emerald ash borer (EAB) management plans (attachment 2, section IV and attachment 3) using recommended guidance by VT UCF. Specifically, both plans recommend removal and replacement of most or all ash trees within the public ROW at a rate of 10-20 trees per year, except any community-value trees that have been identified for long-term emamectin treatment.

Since adoption of these plans, the TAC has spearheaded the Village's street tree planting efforts secured \$5,000 in the FYE2020 budget towards its EAB management actions. Dozens of new trees have been planted on public and private property, which involved sourcing replacement nursery stock, coordinating contracted planting labor, and providing municipal staff to water new plantings over the first growing season.

The TOV has dedicated approximately \$21,000 in existing capital funds as well as \$10,000 annually over the next 5 years (and likely beyond) for ash tree replacements (see attachment 4). The CTC has identified a first round of replacements and has begun coordinating removals and replacements with landowners and Public Works staff, which are scheduled to be completed in 2020 (see attachment 5).

SECTION 4: What do you plan on doing? (25 points)

Describe what your municipality plans on doing and then indicate, in list form, the measurable results. Consider attaching a map to your application if it is helpful in illustrating your proposed plan. Questions that should be answered in this section include:

- **How many public ash trees do you estimate will be removed through the project, what approximate size are they, and where are they located?**
- **What will happen to the ash wood?**
- **How many replacement trees will be planted, where, and of what size and species?**

As noted in Section 3 above, the municipalities have already planned and budgeted for proactive removal and replacement of urban ash trees for at least the first 5 years. This proposal would use grant funds to jump-start EAB management actions and supplement replacement of ash trees slated for removal in urban areas. This work would further the following goals:

- 1) Reduce the potential future cost of ash management along rural road ROWs by proactively removing ash trees
- 2) Reduce the number of potential host trees along roadsides that could serve as a vector for infestation in an area, preventing the spread of EAB in a rural area composed predominantly of mixed hardwood forest cover;
- 3) Prevent the spread of EAB in urban areas and improve the resilience of the urban canopy by improving species diversity through targeted ash removals.

Rural road ash trees in poor or fair condition that are within or near the EAB high-risk areas will be prioritized for removal. Replacement trees will be planted along urban streets (within the public ROW). Grant funds would be used for both rural removal and urban replanting, but only local resources would be used for urban ash removal.

Brigham Hill Road (BHR) and Brigham Hill Lane (BHL) are forested rural roads that are within or near the EAB risk area. A recent Level 1 Rapid Roadside Assessment indicated that there are approximately 74 ash trees, 14 of which are in fair or poor condition, along BHR within the Town ROW that are not managed by electric utility companies. Along BHL, there are approximately 46 Town-managed ash, 19 of which are in fair or poor condition. The full results of the assessment, including additional trees maintained by utilities and private landowners, are included in attachment 6.

Based on previous experience and cost estimates, which are detailed in attachment 7, a total of 24 rural ash trees and 15 urban ash trees would be removed, and 17 replacement trees would be planted where urban trees are removed. Because we have identified more rural trees to remove or replace than the grant funds would cover, the removal and replanting ratio can be adjusted depending on the preferences of the grantor.

Infested wood or any wood within the infested area will be chipped on-site and transported to the McNeil Generating Station in Burlington for electricity generation. Non-infested wood outside the infested area will be, in order of preference, 1) offered to landowners, 2) sold as lumber or

Release Date: 10/25/19

Proposal Due Date: 1/17/20

firewood to contractors to offset removal costs, 3) chipped and used as mulch for municipal parks and greenbelts, or 4) chipped and transported to the McNeil plant.

Replacement trees will be planted in accordance with the existing EAB management plans (attachments 2 and 3) for urban trees within the Town and Village; see attachments 5 for planting site details. All urban trees to be replaced, or new planting sites, are documented on VT UCF's online urban tree inventory.

SECTION 5: How do you plan on doing it? (25 points)

Describe how your municipality plans on accomplishing the items identified above including timeline and action steps. All project work must be completed by March 2021. Use clear, concise, and directive language. Numbered tasks are encouraged. Questions that should be answered in this section include:

- **How will the public ash trees be removed (contracted services, municipal staff) and what are the processes that must occur to properly execute the removals?**
- **How will the replacement tree plantings be coordinated, where will they occur, and how will you ensure proper planting, protection, and maintenance of the planted trees?**

The work will be completed in four stages (identification, removal, replacement, and maintenance) using a combination of labor from volunteers, municipal Public Works crews, and contracted tree experts or landscapers. One or more Request for Proposals (RFP) will be issued, to include tree removal and/or replanting.

Identification: Lists of urban removal sites (attachment 5) have been developed from the communities' public tree inventories and maps; specific rural trees along Brigham Hill Road and Lane have not yet been identified for removal, but will be selected from those in poor or fair condition inventoried in the Level 1 Rapid Roadside Assessment. The TAC and CTC, with assistance from their respective Tree Wardens, will mark all trees that will be removed.

Removal: Village Public Works staff has adequate capacity and qualifications to remove the smaller ash trees within the Village, but due to the size of trees and lack of crew availability, all tree removals in the Town (urban and rural) will be completed by contractors. The contract for removal will require that the process for ash wood handling outlined in Section 4, including federal quarantine requirements and Slow the Spread recommendations will be followed for all ash wood, and compliance will be certified by Public Works staff or the Tree Wardens through on-site visits.

Replanting: Urban ash trees that have been removed will be replaced, and additional trees will be planted in urban areas as planned under the communities' Street Tree Management Plans. All replacement trees will be minimum 2-inch caliper balled-and-burlapped, and the Tree Wardens will select replacement trees from the species list in attachment 8 or the VT UCF Tree Selection Tool/Guide, as appropriate to the site and available in nurseries. The Tree Wardens will coordinate with the Public Works Departments to source and order replacement trees. Replacement tree planting in both the Town and Village will be completed by contractors exclusively. The contract for planting will require that the contractor comply with the Town's standard detail for tree planting (attachment 9). All contracted work will be overseen by Public Works staff or the Tree Wardens

Release Date: 10/25/19

Proposal Due Date: 1/17/20

through on-site visits.

Maintenance: Town and Village Public Works or Recreation staff will water newly-planted urban trees throughout the first growing season, on approximately a weekly basis as weather conditions require. Within 3 years of planting, the Tree Wardens will supervise corrective pruning of new trees by members of the CTC and TAC. The contracts for replanting may require a 2-year guarantee for replacement of dead trees by the contractor, but at minimum, the municipalities will provide a 2-year guarantee.

Tentative project timeline:

- By February 28, 2020: RFP for tree removal and/or replanting issued
- By March 13, 2020: Press release of grant award distributed
- By March 20, 2020: Contractor(s) selected
- By March 31, 2020: Pre-grant meeting with VT UCF to include selected contractor(s) held
- By April 17, 2020: Replacement tree materials ordered from nursery
- By May 1, 2020: Any required public hearing for shade tree removal held
- By August 1, 2020: All urban tree removals completed
- By November 20, 2020: All urban replacement trees planted
- By February 1, 2021: All rural tree removals completed
- By April 1, 2022: Corrective pruning by CTC/TAC and Tree Wardens completed

SECTION 6: Who will carry out the plan? (25 points)

Identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, citizens, professionals, and non-governmental organizations (NGOs) that can be called upon as partners to support your efforts. If municipal staff will be performing ash tree removals, provide details about their qualifications and experience. Additionally, describe how the municipal tree warden will be involved in the project.

The grant will be managed through the Town of Essex, whose Selectboard will execute a sub-agreement with the Board of Trustees of the Village of Essex Junction for work within that jurisdiction.

The grant will be administered by the Town Planner, Town and Village Public Works Director, and Town/Village Finance Director.

The Town Conservation and Trails Committee and Village Tree Advisory Committee will serve in an advisory role, and will assist in identifying and marking trees to be removed and/or replaced.

Village Public Works staff will complete removal of Village trees; private tree service and/or landscaping companies will be hired to complete all other tree removal and replanting work. The Town and/or Village Public Works Directors will create and send out the RFP to reputable tree and landscape contractors, including those who have worked with the McNeil Plant to deliver wood chips.

Town and Village Public Works staff and/or the Town and Village Tree Wardens will supervise tree

Release Date: 10/25/19

Proposal Due Date: 1/17/20

removal and replanting to ensure protocols detailed in Sections 4 and 5 are followed. The Tree Wardens will also hold any public hearings required under 24 V.S.A. § 2509.

Town and Village Public Works or Recreation staff will water newly-planted urban trees throughout the first growing season, on approximately a weekly basis as weather conditions require. CTC and TAC members will conduct corrective pruning, supervised by the Tree Wardens.

Release Date: 10/25/19

Proposal Due Date: 1/17/20

Section 7: Budget

A Project Component	B Grant Request	C Match		D Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)	\$0.00	\$0.00	\$6,730.83	\$6,730.83
Materials/Supplies	\$1,775.00	\$2,975.00	\$800.00	\$5,500.00
Equipment (purchases of \$5,000 or more)	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$13,225.00	\$4,225.00	\$0.00	\$17,450.00
Travel	\$0.00	\$0.00	\$272.60	\$272.60
Other	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$15,000.00	\$7,200.00	\$7,803.43	\$30,003.43

Budget Explanation:
Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.

See attachment 7 for detailed expense categories and estimates, as well as work plan in Sections 5 and 6 of this application.

Note: The Total Grant Request (bottom of Column B) must be at least 50% of Total Project Cost, bottom of column D. Remaining balance of Total Project Cost is Applicant Match and may be divided in any way between cash and in-kind/ donations.

Release Date: 10/25/19

Proposal Due Date: 1/17/20

Additional Requirements and Attachments

We understand and commit to the following additional requirements of this Emerald Ash Borer Management Grant program:

- A pre- and post- project interview with VT UCF staff;
- At least one site visit with VT UCF staff to removal and replanting sites;
- Sharing any RFP language developed for contracted services of ash tree removals or replanting efforts;
- Providing VT UCF staff with information about selected contractors, and dates of removals and replanting efforts;
- Sending at least one municipal staff member to a training on EAB management and safely working with ash trees, which will be organized by the VT UCF program and held within the grant period; and
- Developing and sending out a press release about the award to local or area news publications informing readership of the receipt of the funded grant from VT UCF along with details of the project's purpose, actions, and anticipated timeline.

Required attachments for a complete proposal package:

<https://vtcommunityforestry.org/programs-0/financial-assistance/eab-management-grants>

- Completed Risk Assessment Questionnaire
- Municipality Insurance Certificate, refer to FPR Insurance Guidance for coverage minimums
- Ash inventory or survey results or summary
- Emerald Ash Borer Management Plan, or documented management strategy

Send completed proposal packet to:

Vermont Department of Forests, Parks and Recreation

Urban & Community Forestry Program

1 National Life Drive, Davis 2

Montpelier, VT 05620

jenny.lauer@vermont.gov

PROPOSALS DUE: by midnight Friday, January 17th, 2020

EAB Grant - Budget Summary - Essex and Essex Junction											
A	B	C		D							
Project Component	Grant Request	Match		Total Project Cost	Subtotal Match amount						
		Cash	In-kind / donation								
Personnel	\$0.00	\$0.00	\$6,730.83	\$6,730.83	\$6,730.83						
Materials / Supplies	\$1,775.00	\$2,975.00	\$800.00	\$5,550.00	\$3,775.00						
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Services	\$13,225.00	\$4,225.00	\$0.00	\$17,450.00	\$4,225.00						
Travel	\$0.00	\$0.00	\$272.60	\$272.60	\$272.60						
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Total	\$15,000.00	\$7,200.00	\$7,803.43	\$30,003.43	\$15,003.43						

EAB Grant - Budget Detail - Essex and Essex Junction													
# Trees	Cost Share	# Trees	Cost Share	# Trees	Cost Share								
24	\$1,584.90	10	\$4,637.25	8	\$3,173.73	TOV trees	\$5,050.00	TOV cash				\$9,395.88	TOV Contribution (cash and in-kind)
0	\$0.00	5	\$2,718.10	9	\$2,889.45	Village trees	\$2,150.00	Village cash				\$5,607.55	Village Contribution (cash and in-kind)
24	\$1,584.90	15	\$7,355.35	17	\$6,063.18	Total trees	\$7,200.00	Total local cash				\$15,003.43	Total Local Contribution (cash and in-kind)
Rural tree removal		Urban tree removal		Urban tree planting		Total	Expense category	Expense detail	Rate	Rate Units	Funding source: grant, Village, or TOV?	Notes	
Units (hours and/or trees)	Cost	Units (hours and/or trees)	Cost	Units (hours and/or trees)	Cost								
	\$1,567.50		\$2,318.75		\$2,844.58	\$6,730.83	Subtotal	Personnel (salary and fringe)					
	\$0.00		\$800.00		\$4,750.00	\$5,550.00		Materials and Supplies					
	\$6,000.00		\$4,225.00		\$7,225.00	\$17,450.00		Services					
	\$17.40		\$11.60		\$243.60	\$272.60		Travel					
	\$7,584.90		\$7,355.35		\$15,063.18	\$30,003.43		All Project Costs					
10	\$542.50	10	\$542.50	10	\$542.50	\$1,627.50	Personnel	Municipal staff oversight	\$54.25	Hourly	TOV	General estimate of hours	
	\$0.00	1.25	\$31.25	9	\$225.00	\$256.25		Volunteer labor (Village)	\$25.00	Hourly	Village	Marking removals (0.25hr/tree), pruning (1hr/tree)	
5	\$125.00	2.5	\$62.50	8	\$200.00	\$387.50		Volunteer labor (TOV)	\$25.00	Hourly	TOV	Marking removals (0.25hr/tree), pruning (1hr/tree)	
	\$0.00	7.5	\$187.50	13.5	\$337.50	\$525.00		Tree Warden oversight (Village)	\$25.00	Hourly	Village	1.5 hrs per tree removed and planted	
36	\$900.00	15	\$375.00	12	\$300.00	\$1,575.00		Tree Warden oversight (TOV)	\$25.00	Hourly	TOV	1.5 hrs per tree removed and planted	
	\$0.00	32	\$1,120.00		\$0.00	\$1,120.00		PW crew tree removal (Village)	\$35.00	Hourly	Village	Village removals only	
	\$0.00		\$0.00	18.75	\$656.25	\$656.25		PW crew watering labor (Village)	\$35.00	Hourly	Village	[1hr (setup + travel) + 5 mins per tree] X 25 weeks	
	\$0.00		\$0.00	16.67	\$583.33	\$583.33		PW crew watering labor (TOV)	\$35.00	Hourly	TOV	[1hr (setup + travel) + 5 mins per tree] X 25 weeks	
	\$0.00	16	\$400.00		\$0.00	\$400.00		PW dump truck (Village)	\$25.00	Hourly	Village	(Village removals only): 2 trucks X 8 hours	
	\$0.00	8	\$400.00		\$0.00	\$400.00	PW backhoe (Village)	\$50.00	Hourly	Village	(Village removals only): 1 backhoe X 8 hours		
	\$0.00		\$0.00	1	\$500.00	\$500.00	Tree watering tank	\$500.00	N/A	Grant	\$500 total; shared Town/Village		
	\$0.00		\$0.00	9	\$2,025.00	\$2,025.00	Commercial nursery stock (Village)	\$225.00	Per tree	Grant/Village	Ash replacements only		
	\$0.00		\$0.00	9	\$225.00	\$225.00	Tree watering bags (Village)	\$25.00	Per tree	Grant/Village	Ash replacements only		
	\$0.00		\$0.00	8	\$1,800.00	\$1,800.00	Commercial nursery stock (TOV)	\$225.00	Per tree	Grant/TOV	Additional Village trees for vacant sites		
	\$0.00		\$0.00	8	\$200.00	\$200.00	Tree watering bags (TOV)	\$25.00	Per tree	Grant/TOV	Additional Village trees for vacant sites		
24	\$6,000.00		\$0.00		\$0.00	\$6,000.00	Services	Tree removal (TOV)	\$250.00	Per tree	Grant	Rural trees only	
	\$0.00	10	\$2,500.00		\$0.00	\$2,500.00		Tree removal (TOV)	\$250.00	Per tree	TOV	TOV urban trees only	
	\$0.00	5	\$575.00		\$0.00	\$575.00		Urban tree grinding (Village)	\$115.00	Per tree	Village	All urban tree removals	
	\$0.00	10	\$1,150.00		\$0.00	\$1,150.00		Urban tree grinding (TOV)	\$115.00	Per tree	TOV	All urban tree removals	
	\$0.00		\$0.00	9	\$3,825.00	\$3,825.00		Contracted planting labor (Village)	\$425.00	Per tree	Grant		
	\$0.00		\$0.00	8	\$3,400.00	\$3,400.00		Contracted planting labor (TOV)	\$425.00	Per tree	Grant		
15	\$8.70		\$0.00		\$0.00	\$8.70	Travel	Rural tree flagging (TOV)	\$0.58	Per mile	TOV	15 miles	
	\$0.00	7.5	\$4.35		\$0.00	\$4.35		Urban tree flagging (Village)	\$0.58	Per mile	Village	7.5 miles	
	\$0.00	12.5	\$7.25		\$0.00	\$7.25		Urban tree flagging (TOV)	\$0.58	Per mile	TOV	12.5 miles	
15	\$8.70		\$0.00		\$0.00	\$8.70		Rural tree removal (TOV)	\$0.58	Per mile	TOV	15 miles (for Tree Warden to supervise)	
	\$0.00		\$0.00	7.5	\$4.35	\$4.35		Urban tree removal (Village)	\$0.58	Per mile	Village	7.5 miles (for Tree Warden to supervise)	
	\$0.00		\$0.00	12.5	\$7.25	\$7.25		Urban tree removal (TOV)	\$0.58	Per mile	TOV	12.5 miles (for Tree Warden to supervise)	
	\$0.00		\$0.00	7.5	\$4.35	\$4.35		Urban tree pruning (Village)	\$0.58	Per mile	Village	7.5 miles	
	\$0.00		\$0.00	12.5	\$7.25	\$7.25		Urban tree pruning (TOV)	\$0.58	Per mile	TOV	12.5 miles	
	\$0.00		\$0.00	150	\$87.00	\$87.00		Urban tree watering (Village)	\$0.58	Per mile	Village	7.5 miles X 25 weeks	
	\$0.00		\$0.00	230	\$133.40	\$133.40		Urban tree watering (Town)	\$0.58	Per mile	TOV	11.5 miles X 25 weeks	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING MINUTES
Tuesday November 26, 2019**

SELECTBOARD: Elaine Haney, Chair; Andrew Watts; Annie Cooper; Patrick Murray (Max Levy not in attendance)

TRUSTEES: Andrew Brown, President; George Tyler; Dan Kerin; Amber Thibeault (Raj Chawla not in attendance)

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/ Assistant Manager; Darren Schibler, Planner, Town of Essex; Robin Pierce, Community Development Director

OTHERS PRESENT: Diane Clemens; Maura Collins; Lauren Davitian; Meghan O'Rourke; David Voegele; Ken Signorello

1. CALL TO ORDER

Andrew Brown called the Village of Essex Junction Trustees back to order from recess, and Elaine Haney called the Essex Selectboard to order, to enter into the Special Joint Meeting of the Village of Essex Junction Trustees and the Town of Essex Selectboard at 7:15 PM.

2. AGENDA ADDITIONS/ CHANGES

Mr. Teich changed agenda item 6a to include Selectboard approval of the minutes of October 29, 2019. He also provided two additional handouts, TV Municipal Update on Essex & Essex Junction, for item 5a, and an Email from Max Levy regarding the discussion of whether to pursue a local option tax, for item 5d.

3. AGENDA APPROVAL

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the agenda, as amended. The motion passed 4-0.

PATRICK MURRAY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the agenda, as amended. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

5. BUSINESS ITEMS

a. Annual presentation, Essex C.H.I.P.S.—David Voegele

Mr. Voegele provided an update on Essex C.H.I.P.S. and the Quality Youth Development (QYD) Project. He discussed participation rates and engagement in Essex C.H.I.P.S. Community Health Initiatives and Programs: Teen and Tween Centers; Mentoring; Substance Use Prevention Campaign; Above the Influence state-wide tobacco prevention program; Adventure Orientation program; Youth Mental Health First Aid trainings; and Speech and Debate clubs. He also shared information about the Birdie-Bash 2020 badminton fundraiser to benefit Essex C.H.I.P.S. hosted on January 26th. Mr. Voegele discussed progress on the

51 (QYD) credentialing process, created by Essex C.H.I.P.S. He explained that this could
52 become a national quality standard for communities that support and empower youth. He
53 discussed the QYD benchmarks communities would need to achieve in order to be
54 credentialed. He explained that these benchmarks are based on the Search Institute's Assets
55 Development framework. Mr. Voegelé said that Essex/Westford, the pilot project for QYD, has
56 already achieved 7 of the 10 benchmarks. Four other communities in Vermont are also
57 interested in obtaining the QYD credential. The Selectboard members and Trustees
58 commended Mr. Voegelé on the work of Essex C.H.I.P.S. and encouraged him to continue to
59 share progress updates on Essex/Westford's QYD credentialing.
60

61 **b. Annual presentation, Channel 17—Lauren Davitian and Meghan O'Rourke**

62 Ms. Davitian and Ms. O'Rourke discussed highlights of their Town Meeting TV FY20 Update
63 memo to the Trustees and Selectboard members dated November 24, 2019, in preparation
64 for their FY21 funding request. They shared examples of how the three meetings covered by
65 Channel 17 for Essex Junction and the Town of Essex enable the public to be civically
66 engaged, through real time streaming, YouTube archives with transcripts and recordings
67 available on the website. They talked about how the station navigates changing technologies.
68 Ms. Cooper said her friends watch Channel 17. She and Mr. Brown talked about how
69 fortunate the municipalities are to have the service and Ms. Haney talked about how important
70 and popular the service was during this year's gun ordinance meetings.
71

72 Ms. Davitian and Ms. O'Rourke discussed a recent settlement reached with Comcast to
73 continue operating the station. They said that the settlement includes a stipulation that the
74 station will move from channel 17 to a thousand-tier station and they will operate with a new
75 name and look. Ms. Davitian talked with Mr. Tyler about strategies, such as embedding a link
76 and information on websites, to help people learn how to find the new station.
77

78 Ms. Davitian and Ms. O'Rourke said that the station will be increasing their request of Essex
79 and Essex Junction by 5% this year, noting that it costs approximately \$27K per year for the
80 service, some of which is also paid for by subscribers. Ms. Haney said that the State of
81 Vermont's Public, Educational & Government (PEG) Access Study Committee will continue to
82 consider PEG regulatory and funding mechanisms for community access channels. She
83 suggested that Essex support this group. Ms. Davitian said that there are promising examples
84 nationally, being explored by the committee, where alternative funding is provided from
85 broadband.
86

87 **c. Adopt Town of Essex and Village of Essex Junction Housing Needs Assessment and
88 Action Plan – Darren Schibler & Robin Pierce**

89 Mr. Brown recused himself from this agenda item for an actual or perceived conflict of interest
90 with his employer.
91

92 Mr. Schibler talked with the Trustees and Selectboard members about the Housing Needs
93 Assessment and Action Plan, first presented to them in June. Mr. Tyler and Mr. Murray said
94 they were impressed by the document's breadth of research. Mr. Schibler said, to address the
95 issues of affordable housing, stakeholders from multiple sectors of the community should also
96 be engaged. He talked with the Selectboard and Trustees about establishing a Joint Housing
97 Commission and, eventually, a housing trust fund. Mr. Schibler pointed out that the goals
98 listed on page 5 of the plan could become the mission of a housing commission and a

99 structure similar to the Economic Development Commission could be a model, with 5
100 members comprised of experts in the field. Maura Collins, an Essex resident who is also the
101 Executive Director of the Vermont Housing Finance Agency (VHFA), spoke to the Selectboard
102 and Trustees about her interest in establishing a housing commission in Essex. She talked
103 about how housing commissions function in other municipalities. She encouraged the Board
104 of Trustees and Selectboard to establish a commission soon, keeping in mind that it could
105 take years to finally establish a trust fund.
106

107 Mr. Watts and Mr. Murray shared anecdotes to illustrate issues related Essex's limited
108 housing availability. They talked about young families not being able to move in, former
109 residents not being able to move back and people moving away because housing is
110 unaffordable. Mr. Teich added that, even though a number of new apartments are being built
111 each year, they are filling almost immediately.
112

113 Ms. Haney and Mr. Tyler discussed staff capacity with Mr. Duggan and Mr. Teich, noting their
114 interest in keeping the conversations about housing moving forward. Mr. Teich said that if the
115 Trustees and Selectboard members advise the creation of a Housing Commission, staff will
116 devise a strategy with Ms. Collins and Mr. Schibler. Ms. Haney stated that it is the consensus
117 of the board members to move forward with the idea of establishing a housing commission
118 and suggested another discussion after the holidays about how to proceed.
119

120 **ANDY WATTS made a motion, and ANNIE COOPER seconded, that the Selectboard adopt**
121 **the Town of Essex and Village of Essex Junction Housing Needs Assessment and Action**
122 **Plan. The motion passed 4-0.**
123

124 **DAN KERIN made a motion, and AMBER THIBEAULT seconded, that the Trustees adopt**
125 **the Town of Essex and Village of Essex Junction Housing Needs Assessment and Action**
126 **Plan. The motion passed 3-0, with Mr. Brown recused.**
127

128 **d. Discussion of whether to pursue local option tax—Greg Duggan**

129 Mr. Watts recused himself from this agenda item for an actual or perceived conflict of interest
130 with his employer. Ms. Haney and Mr. Brown called a 5 minute recess to reestablish a quorum
131 of the Selectboard, then reconvened at 8:18
132

133 Mr. Duggan introduced the issue of whether to pursue a local option tax for capital
134 infrastructure expenses. He explained that this tax is the only way, other than raising property
135 taxes, that Essex could secure a significant amount more money to pay for infrastructure. He
136 said the tax could amount to \$1.2 million annually, estimated based on information from the
137 state. He said in order for a Local Option Tax to be established, there would need to be a
138 town-wide vote, the language of which would need to be approved by the board members in
139 January for it to appear on a March ballot. Mr. Teich advocated for the local option tax. He
140 said Essex is the only municipality in the region that has not adopted this yet and the costs
141 associated with wear and tear of the roads by people driving through could be offset by
142 people other than just Essex residents with a Local Option Tax. He noted that this strategy
143 supports resiliency planning, considering that the 10 year plan for Village capital maintenance
144 currently does not have a clear funding source for the full costs associated with these
145 projects. He discussed how the State of Vermont administers the tax. Mr. Brown wondered if
146 there is enough staff capacity to administer the tax, but Mr. Teich assured the board members

147 that they would make it work. Mr. Kerin and Mr. Teich discussed how some large industries
148 could be exempt from parts of a Local Option Tax and Mr. Brown said that the board
149 members would also have the choice of approving only part of the Local Options Tax, such as
150 on rooms and meals. Ms. Cooper wondered if an infographic could be generated to illustrate
151 how weekly expenses may change with the tax.
152

153 Mr. Tyler, Mr. Brown, Mr. Kerin, Mr. Levy (by e-mail) and Ms. Haney expressed support of the
154 tax but pointed out that the timing of the town-wide vote is an issue, with the merger decision
155 and a presidential election already at the forefront. They expressed concern that residents
156 may not understand what the Local Option Tax vote would mean for them in this context. Ms.
157 Haney strongly suggested not pursuing the tax right now. Mr. Teich reminded the board
158 members of the show of hands in support of a Local Option Tax at the Village of Essex
159 Junction's Annual meeting. He also said that the residents at the Town of Essex Annual
160 Meeting demonstrated interest in maintaining infrastructure by adding \$100,000 to the budget
161 for paving. Mr. Murray stated that his campaign for Selectboard included his support of
162 pursuing a Local Options tax. Ms. Thibeault suggested that staff should develop a strategy for
163 the board members to review in January to determine whether or not to pursue a March ballot
164 vote. The Trustees and Selectboard members agreed that they are not opposed to staff
165 bringing more information to a joint meeting in January.
166

167 Ms. Clemens introduced herself as a presiding officer at the polls and pointed out that there
168 are more options than just March for a vote on the Local Options Tax in 2020, noting the April
169 school budget vote and the August primary vote. She shared her opinion that this year is the
170 right time for a Local Options Tax because many other local communities have implemented
171 it, the roads need funding and residents are supportive.
172

173 Mr. Watts returned to the meeting.
174

175 e. **Update from Subcommittee on Governance**

176 Mr. Tyler reviewed the Subcommittee on Governance's recommendation for a representation
177 model within an Essex merger plan: establishing a 7-member board with four seats
178 designated (two from district 8-2; one from district 8-1; one from 8-3) and three seats at-large.
179 Mr. Tyler said that the subcommittee suggested the model be established for a transitional
180 phase, followed by a new government structure thereafter. He said the subcommittee debated
181 over if the recommendation should have been an all at-large representation structure or
182 divided amongst districts. He said they considered public feedback that prefers a ward
183 governance structure. He described the recommendation as the result of compromise on all
184 sides. Mr. Tyler said that, next, the subcommittee will determine a strategy for phasing in
185 taxes. He said there may be interest in creating a designated tax district during the phase-in
186 process to help pay for specific, planned, Village-level infrastructure work.
187

188 Mr. Watts told the board members that the subcommittee discussed the complexities of
189 getting representation correct. He expressed concern that the recommendation for
190 representation does not reflect public survey results. Mr. Brown agreed, pointing out that 50%
191 or higher of surveys from every district recommended a district ward model but a hybrid model
192 was suggested at the lowest rate. Mr. Murray said that the subcommittee's representative
193 model may face challenges because it is relatively unique. He agreed with Mr. Watts and Mr.

194 Brown that representation should be based a district ward model. Mr. Brown added that if the
 195 subcommittee’s recommendation is accepted, an independent body should work with the
 196 board to determine a permanent model. Ms. Haney suggested that the duration of an interim
 197 representative body should be short and should have a requirement to begin developing a
 198 districting board immediately. Mr. Watts explained that when the census is completed new
 199 population count boundaries will need to be considered in this process.
 200

201 Mr. Kerin expressed concern with the subcommittee’s recommendation of a special tax district
 202 and Mr. Tyler explained that the tax would be specific, like the penny tax, only to a portion of
 203 the community and would not include a representative entity dealing with debt or bonds. Ms.
 204 Haney expressed concern that the special district idea is complicated and that any phase-in of
 205 taxes should have a longer timeline than an interim representative body.
 206

207 Mr. Signorello showed a chart of survey data from the Greater Essex 2020 website to
 208 highlight that Essex residents prefer a district ward representation model. He suggested that
 209 merger’s governance should include 3 representatives from the Town outside the Village, and
 210 3 from inside the Village.
 211

212 Mr. Franco said that he moved to Essex in July and would like more information on the issues
 213 being discussed. He asked for direction on how to obtain this. Mr. Brown pointed him to the
 214 Greater Essex 2020 website; Ms. Cooper said that any of the Selectboard members or
 215 Trustees would be willing to talk with him individually; and Mr. Murray suggested that he read
 216 current and back issues of the Essex Reporter.
 217

218 **f. Approve revised January meeting schedule – Greg Duggan**

219 Mr. Duggan explained that the suggested changes to the January meeting schedule aim to
 220 mitigate long meetings previously scheduled.
 221

222 **GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the Trustees**
 223 **accept the January meeting schedule as presented. The motion passed 4-0.**
 224

225 **ANNIE COOPER made a motion, and PATRICK MURRAY seconded, that the Selectboard**
 226 **approve the schedule. The motion passed 4-0.**
 227

228 **g. *Evaluation of public officer – Evan Teich**

229 Discussion of this item took place in executive session as 8a.
 230

231 **6. CONSENT AGENDA**

232 **a. Approve minutes: October 29, 2019 – Joint Meeting (Selectboard and Trustees)**
 233

234 **ANDY WATTS made a motion, seconded by PATRICK MURRAY, that the Selectboard**
 235 **approve the Consent Agenda with Selectboard comments.**

- 236 • There were no changes or comments on the minutes.

237 **The motion passed 4-0.**
 238

239 **AMBER THIBEAULT made a motion, seconded by DAN KERIN, to that the Trustees**
 240 **approve the Consent Agenda. The motion passed 4-0.**
 241

242 **7. READING FILE**

243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280

a. **Board Member Comments**

- There were no board member comments on the reading file.

b. **Memo from Jerry Firkey and Sharon Kelley re: Inform the Essex Selectboard regarding Revisions to the State Rental Housing Health Codes**

8. EXECUTIVE SESSION

a. ***An executive session is anticipated to discuss the evaluation of a public officer**

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313 (a)(3) and to include the Selectboard. The motion passed 4-0 at 9:55 PM.

ANDY WATTS made a motion, and PATRICK MURRAY seconded, that the Selectboard enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313 (a)(3) and to include the Trustees.

The motion passed 4-0 at 9:55 PM.

AMBER THIBEAULT made a motion, and DAN KERIN seconded, that the Trustees exit executive session. The motion passed 4-0 at 10:07 PM.

PATRICK MURRAY made a motion, and ANDY WATTS seconded, that the Selectboard exit executive session. The motion passed 4-0 at 10:07 PM.

9. ADJOURN

AMBER THIBEAULT made a motion, seconded by DAN KERIN, for the Trustees to adjourn the meeting. The motion passed 4-0 at 10:08 PM.

PATRICK MURRAY made a motion, seconded by ANDY WATTS, for the Selectboard to adjourn the meeting. The motion passed 4-0 at 10:08 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

From: David Gunn <dgunn@vlct.org> **On Behalf Of** Karen Horn

Sent: Thursday, January 2, 2020 1:52 PM

To: Info <info@vlct.org>

Subject: U.S. Census Information

This year, the U.S. Census Bureau is working hard to ensure that every person in America is counted in the 2020 Census. The Census is used to determine how more than \$675 billion in federal funds is distributed across the country. Vermont relies on federal money for almost a third of its total budget. One of the attached documents contains language you can include in a Town Meeting Town Report. The other is a flyer you can make available for Town Meeting attendees.

Stand-Alone Entry

Every ten years, the U.S. Constitution requires an enumeration of all persons in the United States, commonly referred to as The Census. For the next ten years, the numbers produced in this effort will help determine how more than \$675 billion will be distributed to states and localities annually through more than 65 federal programs. These programs include special education funding, school lunch programs, meals on wheels, fuel assistance, Medicare, housing rehabilitation, community economic development and revitalization block grants, early childhood education, cooperative extension offices, and more. This year, you will have the option of responding online, on the telephone, or with a traditional, short-form written response. Look for your invitation to respond in the mail or at your door. It is critical that *everyone* participate and that all household members be included. The 2020 Decennial Census begins in March. Make sure that *your* community counts!

Short Insertion into Selectboard Report

We urge all residents to participate in the U.S. Census this year because the results will determine how more than \$675 billion is distributed each year to states and localities for key programs during the next decade. The Census is short, easy to complete, and important for this town.



Every town is an important part of the American story.

Make sure your town's story is told by responding to the 2020 Census—the count of everyone living in the United States. When you do, you'll also help your town get the most out of the American dream.

Responding Is Important for Your Community

Census responses provide data that can attract new businesses and the jobs that come with them. The data also informs where over \$675 billion in federal funding is spent each year in states and communities. That includes money for things like:

- Medicare Part B
- Special education
- Supplemental Nutrition Assistance Program
- Cooperative Extension Service
- Substance Abuse Prevention and Treatment Block Grant
- Water and waste disposal systems for rural communities

Responding Is Safe

Your personal information is kept confidential by law.

Responding Is Easy

To complete the census, answer a handful of questions online, by phone, or by mail. Choose the option that works best for you.

Every Person Counts

Whether it's funding in communities across your state or helping determine the number of seats your state will have in the U.S. House of Representatives—every count makes an equal impact.

For more information, visit:

2020CENSUS.GOV

**Shape
your future
START HERE >**

United States®
**Census
2020**



**BOYS & GIRLS CLUB
OF BURLINGTON**

62 Oak Street
Burlington, VT 05401
Phone: (802) 864-5263
Fax: (802) 864-6827

Officers
Robin Abramson
President
Sandra McAllister
Vice President
Brian Meyer
Treasurer
Tris Coffin
Secretary

Board of Directors
Andrew Allen
Lesli Blount
Robert Cain
Joe Caliguri
Christine Dunbar
Jane Greenberg
Jeff Grunwald
Geoff Hand
Matt Hanks
Al Hardy
Amy Jackman
Nancy Jenkins
Timothy Keefe
Jeff McMahan
Cailin McMurdo-Minnich
Mark Militello
Elizabeth Miller
Joshua Parker
Steve Partilo
Roger Preis
Johanna Prince
Randall Raner
Michael Schirling
Jan Shanks
Buddy Singh
Brian Waxler
Susan Wertheimer
Tim Williams
Elizabeth Williamson

Executive Director
Tanya Benosky

Director of Development
Kylie de Groot

Honorary Board
Debbie Allen
Terry Allen
Daniel Boardman
David Boardman
Scott Carpenter
David Coates
Cynthia Hoehl
Robert Hoehl
Gene Richards
Michael Wool
Glen Wright

December 17, 2019



BE GREAT

Evan Teich
Town of Essex
81 Main Street
Essex Junction, VT 05452-3211

Dear Evan,

Thank you for your support of our mission. We are grateful for your gift of \$75.00 that we received on 12/16/2019 in memory of Rod Willingham.

We believe that every child deserves a **GREAT FUTURE**. When school is out each day, many kids leave with no place to spend the remainder of their day. They risk being unsupervised, unguided and unsafe. To improve the outlook of our youth, our Club provides a safe place with caring mentors, meals and high quality programs. Our members spend their after school hours working on learning activities, exploring the Vermont outdoors, creating digital music, participating in theatre and so much more.

Every day, in every way, we do all we know how to give the children of the Boys and Girls Club a leg up. We are helping each child to **BE GREAT** because you support us.

Sincerely,

Tanya

Tanya Benosky
Executive Director

*What a wonderful way
to celebrate & remember
Rodney's life Thank you for
helping Club kids to be their
best!*



**United Way of
Northwest Vermont**

In accordance Internal Revenue Service guidelines, this statement is to affirm that the Boys & Girls Club of Burlington has not provided any goods or services in exchange for your generous gift. Please keep this letter with your tax records as your receipt. Tax ID: 03-0179307.

Our mission is to inspire and enable youth in our community, especially those who need us most, to realize their full potential as productive, healthy, caring and responsible citizens.