



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

Online  
Essex Junction, VT 05452  
**Tuesday, April 28, 2020**  
**7:00 PM**

E-mail: [manager@essex.org](mailto:manager@essex.org)

[www.essexjunction.org](http://www.essexjunction.org)  
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**COVID-19 UPDATE:** Due to the Covid-19/coronavirus pandemic, **this meeting will be held remotely**. For efficiency, the Town Selectboard and Village Board of Trustees will conduct both individual and joint business twice per month, with one meeting link/code per meeting. Available options to watch or join the meeting:

- The meeting will be live-streamed on [Channel 17's YouTube channel](#).
- [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 617 253 658#
- For the purpose of recording minutes, you will be asked to provide your first and last name.
- When listening to the meeting, please keep your phone or computer on "mute" as to prevent interruptions during the meeting. For agenda items when it is appropriate for the public to speak, please unmute your

## **SELECTBOARD**

1. **CALL TO ORDER** [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. \*Renew First Class Liquor Licenses
- b. Discuss Selectboard member resignation and replacement process
- c. Presentation of FY2021 proposed Water and Sewer Budget and Rates – Dennis Lutz
- d. Discuss contributions to food pantries and organizations providing emergency assistance
- e. Approve contract for mold remediation at Essex Fire Station

*\*Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item*

6. **CONSENT ITEMS**

- a. Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
- b. Approve minutes: April 6, 2020; April 14, 2020- Special
- c. Check Warrant #17719—04/10/2020; #17722—04/17/2020; #17724—04/24/2020

7. **READING FILE**

- a. Board Member Comments
- b. Email from Annie Cooper re: Thank you, All.
- c. Email from Justin St. James re: resignation from Conservation and Trails Committee
- d. Letter from Karen Horn, VLCT re: Fiscal Year 20-21 State Education Taxes Collected by Cities and Towns

8. **EXECUTIVE SESSION**

- a. An executive session is not anticipated

9. **RECESS SELECTBOARD**

**JOINT BUSINESS\*\***

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

1. **CALL TO ORDER SELECTBOARD & TRUSTEES** [7:45 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. Accept and award Summer FYE2021 Paving Bid
  - b. Update on COVID-19
6. **CONSENT ITEMS**
  - a. Approve minutes: April 6, 2020 – (Trustees and Selectboard)
  - b. Approve minutes: March 5, 2020—Subcommittee on Governance
7. **READING FILE**
  - a. Board Member Comments
  - b. Email from Meghan O'Rourke re: Your Town Meeting TV is Remote But We Remain Near!
  - c. VTANG Letter to Community Leaders from David W. Shevchik, Jr.
  - d. Email from Sandi Dury re: moratorium on "small cells" and other wireless infrastructure permits process and deployment during COVID-19 emergency
  - e. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **RECESS TRUSTEES MEETING**
10. **ADJOURN SELECTBOARD MEETING**

**BOARD OF TRUSTEES**

1. **CALL TO ORDER** [8:30 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. Update on Village Annual Meeting
- b. Approve street vending permit for Mr. Ding-a-ling Ice Cream (tabled 04/14/2020)
- c. Approve Lamoille Street Waterline and Roadway Improvements bid
- d. Discuss how to help local businesses

6. **CONSENT ITEMS**

- a. Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
- b. Approve minutes: April 14, 2020
- c. Check Warrant #17195—04/17/2020; #17196—04/24/2020

7. **READING FILE**

- a. Board Member Comments
- b. Letter from Arbor Day Foundation
- c. Letter from James L. Jutras re: Comments on Solid Waste Rules
- d. Letter from Eamon Twohig re: Village of Essex Junction; Solid Waste ID-124; Results and Response to PFAS testing
- e. Brownell Staff and Directors Reports – February, March

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 TTY: 7-1-1 or (800) 253-0191.*

Certification: \_\_\_\_\_ 04/24/2020

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# Memo

**To:** Evan Teich, Unified Manager, Village Trustees, and Town Selectboard  
**From:** Dennis E. Lutz, P.E., Public Works Director  
 Ricky Jones, Village Highway Superintendent  
 Aaron Martin, P.E., Utilities Director / Town Engineer  
**Date:** April 15, 2020  
**Subject:** Summer FYE2021 Paving Bid  
 (Bid Acceptance and Award)

**Issue:** The issue is whether the Village Trustees and Town Selectboard will accept this year's FYE2021 Summer Paving project bid, award the Town portion of the bid and provide authorization to the Unified Manager to award the Village bid to the apparent low bidder, J. Hutchens, Inc.

**Discussion:** The FYE2021 Summer Paving project bid opening was held on Friday April 3, 2020 with digital bids submitted to the Town of Essex Public Works Office. Four paving contractors responded to the Invitation to Bid for the Town of Essex and Village of Essex Junction 2020 paving program, with all four paving contractors submitting bids. The Engineer's estimate for the work was \$785,240. The low bid was 22% lower than the estimate, and all other bids were also lower than the pre-bid estimate.

**Costs:** Public Works staff performed a bid analysis and bid tabulation which has been provided with this memo. Below is a list of the total bid from each Contractor;

J. Hutchens, Inc.	\$607,428.90 Low Bidder
Pike Industries	\$726,235
Engineer's Construction	<b>\$730,915</b>
ST Paving	\$765,632.50

The low bid provided for the Town projects is below the Town's budget estimate using both Capital and Operating funds as proposed in both budgets. Funding for the Village projects is also below budgeted estimates, under the assumption of a Class 2 Paving grant being awarded for West Street. The Village of Essex Junction has applied for a Class II paving grant through the State of Vermont to offset some of this year's paving costs. With the COVID-19 situation, no Class 2 Paving awards have yet been made by the State.

The two municipalities are in a very unique situation due to the COVID-9 Virus Pandemic. The bids are valid and the bids can and should be accepted at this time. Work under the bid cannot begin per the bid until after 1 July 2020. However, the issue is one of bid award and not just bid acceptance. The situation in each community is somewhat different.

**Town:** The Town has sufficient funds to construct the bid projects. The funds will be available on July 1, 2020 through the Selectboard approved Capital Plan and through the voter approved operating budget voted at Town meeting. The only issue is when the work can be started under the State mandated COVID-19 work restrictions. If the Town bid is only accepted and not approved, the selected contractor is left in a quandary as to whether or not to go after other paving projects, not knowing when or if the Town paving will be awarded. If approved and awarded now, the Town projects are given priority over scheduling versus any other projects the low bidder may obtain. In the opinion of staff, the Town projects should be both accepted and awarded now

**Village:** Although the Town budget passed which included the Village highway budget, a Village budget has not yet been passed. Nor has the State taken any action yet to notify of a Class 2 paving grant. In this instance, the recommendation is for the Trustees to accept the bid and provide the authority to the Unified Manager to award the bid when the Village budget is passed and there is further information on the award of the Class 2 paving bid. This preserves the bid but provides flexibility to award in a short time frame once the unknowns become known.

As stated many times over recent weeks, these are difficult times requiring new approaches to solving problems.

**Recommendations:** It is recommended that the Village of Essex Junction Board of Trustees and Town of Essex Selectboard accept the FYE2021 Summer Paving bid in the amount of \$607,428.90 by J Hutchens, Inc. Further, the Town Selectboard approves the award of the Town projects in the combined bid totaling \$275,539.40 to J. Hutchens, Inc. Further, the Village of Essex Junction Trustees authorize the Unified Manager to award \$331,889.50 in paving for Village projects within the total J Hutchens, Inc. bid to J.Hutchens, Inc. as shall be determined by the Unified Manager.



## Town and Village of Essex Junction 2020 Paving Program Bid Tabulation

BASE BID	Description	BID Quantity	Unit	Estimated Price	Estimated Total	Pike Industries, Inc.		Engineer Construction, Inc		St Paving		J. Hutchins, Inc.	
						Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total
Paving Project 2020T-P1 - Old Stage Road	Type III B.C. Pavement (1.5 Inch Thick)	605	Ton	\$84.00	\$50,820.00	\$84.00	\$50,820.00	\$84.50	\$51,122.50	\$81.00	\$49,005.00	\$77.85	\$47,099.25
	One Foot Gravel Shoulders	4180	LF	\$1.50	\$6,270.00	\$1.50	\$6,270.00	\$1.50	\$6,270.00	\$4.00	\$16,720.00	\$1.00	\$4,180.00
	Durable 4 Inch Yellow Line, Polyurea	4180	LF	\$1.50	\$6,270.00	\$0.50	\$2,090.00	\$0.25	\$1,045.00	\$1.50	\$6,270.00	\$0.18	\$752.40
	Totals				\$63,360.00		\$59,180.00		\$58,437.50		\$71,995.00		\$52,031.65
Paving Project 2020T-P2 - Woodlawn Drive	Type III B.C. Pavement (1.5 Inch Thick)	265	Ton	\$84.00	\$22,260.00	\$84.00	\$22,260.00	\$84.50	\$22,392.50	\$81.00	\$21,465.00	\$77.85	\$20,630.25
	Totals				\$22,260.00		\$22,260.00		\$22,392.50		\$21,465.00		\$20,630.25
Paving Project 2020T-P3 - Woodlawn Court	Type III B.C. Pavement (1.5 Inch Thick)	100	Ton	\$84.00	\$8,400.00	\$84.00	\$8,400.00	\$84.50	\$8,450.00	\$81.00	\$8,100.00	\$77.85	\$7,785.00
	Totals				\$8,400.00		\$8,400.00		\$8,450.00		\$8,100.00		\$7,785.00
Paving Project 2020T-P4 - Windridge Road	Cold Planing, Bituminous Pavement	6110	SY	\$4.00	\$24,440.00	\$4.50	\$27,495.00	\$3.00	\$18,330.00	\$3.25	\$19,857.50	\$2.00	\$12,220.00
	Type III Bituminous Concrete Pavement	800	Ton	\$84.00	\$67,200.00	\$84.00	\$67,200.00	\$84.50	\$67,600.00	\$81.00	\$64,800.00	\$77.85	\$62,280.00
	Totals				\$91,640.00		\$94,695.00		\$85,930.00		\$84,657.50		\$74,500.00
Paving Project 2020T-P5 - Dalton Drive	Cold Planing, Bituminous Pavement	3640	SY	\$4.00	\$14,560.00	\$4.50	\$16,380.00	\$3.00	\$10,920.00	\$3.25	\$11,830.00	\$2.00	\$7,280.00
	Type III Bituminous Concrete Pavement	475	Ton	\$84.00	\$39,900.00	\$84.00	\$39,900.00	\$84.50	\$40,137.50	\$81.00	\$38,475.00	\$77.85	\$36,978.75
	Totals				\$54,460.00		\$56,280.00		\$51,057.50		\$50,305.00		\$44,258.75
Paving Project 2018T-P6 Pinecrest Drive	Cold Planing, Bituminous Pavement	6000	SY	\$4.00	\$24,000.00	\$4.50	\$27,000.00	\$3.00	\$18,000.00	\$3.25	\$19,500.00	\$2.00	\$12,000.00
	Type III Bituminous Concrete Pavement	775	Ton	\$84.00	\$65,100.00	\$84.00	\$65,100.00	\$84.50	\$65,487.50	\$81.00	\$62,775.00	\$77.85	\$60,333.75
	One Foot Gravel Shoulders	4000	LF	\$1.50	\$6,000.00	\$1.50	\$6,000.00	\$1.50	\$6,000.00	\$4.00	\$16,000.00	\$1.00	\$4,000.00
	Totals				\$95,100.00		\$98,100.00		\$89,487.50		\$98,275.00		\$76,333.75
Town Portion = \$335,220.00\$338,915.00\$315,755.00\$334,797.50\$275,539.40													
Paving Project 2020V-P1- South Street	Cold Planing, Bituminous Pavement	5200	SY	\$4.00	\$20,800.00	\$4.50	\$23,400.00	\$3.00	\$15,600.00	\$3.25	\$16,900.00	\$2.00	\$10,400.00
	Bituminous Concrete Pavement	670	Ton	\$84.00	\$56,280.00	\$84.00	\$56,280.00	\$84.50	\$56,615.00	\$87.00	\$58,290.00	\$77.85	\$52,159.50
	Change Elevation of Sewer Manhole	14	EA	\$975.00	\$13,650.00	\$500.00	\$7,000.00	\$1,250.00	\$17,500.00	\$900.00	\$12,600.00	\$650.00	\$9,100.00
	Change Elevation of Drop Inlets, Catch Basin	17	EA	\$900.00	\$15,300.00	\$500.00	\$8,500.00	\$800.00	\$13,600.00	\$900.00	\$15,300.00	\$650.00	\$11,050.00
	Adjust Elevation of Valve Box	5	EA	\$600.00	\$3,000.00	\$300.00	\$1,500.00	\$300.00	\$1,500.00	\$150.00	\$750.00	\$125.00	\$625.00
	Durable 4 Inch Yellow Line, Waterborne Paint	3300	LF	\$1.50	\$4,950.00	\$0.50	\$1,650.00	\$0.25	\$825.00	\$1.50	\$4,950.00	\$0.18	\$594.00
	Totals				\$113,980.00		\$98,330.00		\$105,640.00		\$108,790.00		\$83,928.50
Paving Project 2020V-P2- West Street	Cold Planing, Bituminous Pavement	15100	SY	\$4.00	\$60,400.00	\$4.50	\$67,950.00	\$3.00	\$45,300.00	\$3.25	\$49,075.00	\$2.00	\$30,200.00
	Bituminous Concrete Pavement	1960	Ton	\$84.00	\$164,640.00	\$84.00	\$164,640.00	\$84.50	\$165,620.00	\$87.00	\$170,520.00	\$77.85	\$152,586.00
	Change Elevation of Sewer Manhole	36	EA	\$975.00	\$35,100.00	\$500.00	\$18,000.00	\$1,250.00	\$45,000.00	\$900.00	\$32,400.00	\$650.00	\$23,400.00
	Change Elevation of Drop Inlets, Catch Basin	59	EA	\$900.00	\$53,100.00	\$500.00	\$29,500.00	\$800.00	\$47,200.00	\$900.00	\$53,100.00	\$650.00	\$38,350.00
	Adjust Elevation of Valve Box	13	EA	\$600.00	\$7,800.00	\$300.00	\$3,900.00	\$300.00	\$3,900.00	\$150.00	\$1,950.00	\$125.00	\$1,625.00
	Durable 4 Inch Yellow Line, Waterborne Paint	10000	LF	\$1.50	\$15,000.00	\$0.50	\$5,000.00	\$0.25	\$2,500.00	\$1.50	\$15,000.00	\$0.18	\$1,800.00
	Totals				\$336,040.00		\$288,990.00		\$309,520.00		\$322,045.00		\$247,961.00
Village Portion = \$450,020.00\$387,320.00\$415,160.00\$430,835.00\$331,889.50													
Bid Totals = \$785,240.00\$726,235.00\$730,915.00\$765,632.50\$607,428.90													

## **Memorandum**

**To:** Board of Trustees; Selectboard  
**From:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager  
**Re:** Municipal services update regarding Covid-19  
**Date:** April 24, 2020

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### **Issue**

The issue is to provide an update on municipal services in regards to Covid-19.

### **Discussion**

The Town and Village are continuing to monitor, react, and plan around the Covid-19 situation.

First and foremost, the municipalities are adhering the Governor Scott's orders and addendums.

### **Staffing**

- Our employees are our most important asset. They perform a variety of functions, many essential, that impact the lives of our citizens every day ranging from issuing marriage licenses, death certificates, collecting and distributing taxes, protection of lives and property, providing clean drinking water, removing and treating waste water, and so much more. To that end:
  - All regular staff and regular part time staff have continued to be paid in full
  - The majority of employees are still working full shifts – remotely, in person, and by appointment. Prior to the virus and the Governor's stay at home order we made several key decisions as an organization: the Selectboard approved the purchases of key software upgrades that allowed for remote invoice approvals, laptops vs desktop computers and a full time IT staff that configured our ability to work remotely.
  - Essential staff continues to work out of municipal offices and in the field. This includes police and the fire departments. Others, including Public Works and Wastewater personnel, are working in shifts. Our Clerk's office has been working by appointment and has been extremely busy with persons selling and refinancing their properties. Finance is working remotely on payroll, water/sewer billing, invoices, and Administration has been quarterbacking the Covid-19 response as well as other responsibilities.
  - Employees are working from home as much as, and whenever, possible. Examples include administration, all of whom continue to work 40-plus hours per week; Community Development departments, which are processing applications for projects and permits, managing projects, and pulling information for customers; librarians, who are providing virtual programming and doing planning.
  - Recreation has operated a small daycare operation for emergency care employees and hosted the Easter egg event.
  - Our libraries were open for a two week period with curbside book delivery and drop off but now are doing virtual programming and providing electronic materials via their websites.
  - Our police were divided in their shifts so that if one person got infected we lowered the chance that either an entire shift or worse contracted the virus. They continue in their duties and have experienced increased call volumes for drinking, domestics, complaints on social distancing, retail thefts and assault.
  - New actions:
    - Clerk's office is open again by appointment.

- Starting Wednesday, April 29 the Public Works departments and the Wastewater Treatment Facility will all be back but mandated to work in small groups of 2 or less and must not break or lunch together.
- We are reviewing as a staff the financial implications of Covid-19 on this fiscal year's budget and next. The Town derives about 85% of its revenue from property taxes and while this year we have received about our normal average we are anticipating the potential for issues for the next fiscal year. To that end, we have been preparing cost saving measures that could be employed to balance expenses to revenue and limit the need for use of reserves (although they are always there as a backstop).
- The Governor appears to be employing a slow turning of the "return to work" valve. We anticipate that offices who employ certain safety measures; social distancing, sneeze guard or barrier to in-person transactions, cleaning regiments, masks, gloves, etc. will be allowed to return within the coming weeks. We expect libraries to be somewhere on that list as well. This will be tougher for sure.
- Last, but not least, we have been discussing our late spring and summer programs with Recreation. The Town and the Village operate pools, camps, day care programs and so much more. This is the time of season they plan for these activities and their parks staff have been reading fields and facilities for the time we are given clearance to open.

#### Safety measures

- We have been working to procure and install protective shields at our buildings in anticipation of re-opening up to the public someday in the not too distant future. Shields are in place at the main desk at 81 Main and at 75 Maple. Orders are being taken as sizes vary.
- We plan to have at least two face masks for each employee when they return to work. Some staff members and their families are making masks, we have ordered masks, and put out a call for donations on social media. Masks will be given to employees in the order of need.
- Several gallons of hand sanitizer are arriving soon.

#### Boards/commissions/committees

- The Town Planning Commission will resume meeting, electronically, on April 30. Village PC and both Zoning Boards can meet remotely for necessary business.
- The Cemetery Commission met recently for the sole purpose of making a recommendation to hire a sexton, which will be necessary in coming weeks and months as burials resume.
- All other volunteer boards have been asked to refrain from meeting until at least May 1, and then only if they need to. Staff has issued guidance, based on information from the state, on open meeting law for electronic meetings.

#### **Cost**

N/a

#### **Recommendation**

This memo is for informational and discussion purposes. Staff welcomes any feedback from board members.



**TRUSTEES & SELECTBOARD  
(DRAFT)**

April 6, 2020

**VILLAGE OF ESSEX JUNCTION TRUSTEES  
TOWN OF ESSEX SELECTBOARD  
DRAFT MEETING MINUTES  
April 6, 2020**

**SELECTBOARD:** Elaine Haney, Chair; Patrick Murray; Andrew Watts; Annie Cooper; Vince Franco.

**TRUSTEES:** Andrew Brown, President; Amber Thibeault; Raj Chawla; Dan Kerin.

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/Assistant Manager; Rick Garey, Chief of Police.

**OTHERS PRESENT:** Lisa LaBerge; Max Levy; Ken Signorello; Irene Wrenner.

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

Andrew Brown called the Village of Essex Junction Trustees to order and Elaine Haney called the Town of Essex Selectboard back from recess, to enter into the Joint Meeting of the Village of Essex Trustees and the Town of Essex Selectboard at 8:03 PM.

**2. AGENDA ADDITIONS/CHANGES**

There were no agenda additions or changes at this time.

**3. AGENDA APPROVAL**

There were no changes to the agenda so approval is not needed at this time.

**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. Update on COVID-19 impacts:**

Mr. Teich began the update by noting the key actions that the Town and Village have taken to cope with the COVID-19 pandemic, including enacting the Essex Emergency Operations Plan with Police Chief Garey as the designated emergency operations coordinator, asking the boards to declare a state of emergency due to the COVID-19 crisis, unifying Town and Village actions and operations during the crisis where possible, and ensuring consistent messaging from the joint communities through the appointment of a public information officer (Mr. Duggan) and assistant public information officer (Tammy Getchell). He added that departmental continuity plans were developed, non-essential board and committee meetings have been cancelled, all essential board meetings are held remotely, public meeting spaces have been closed, and essential roles and functions in Town and Village administration are either working remotely or in staggered shifts. He further noted that the Champlain Valley Expo is now a COVID-19 test site, the Fire Department is now treating all calls as hazardous, the Police Department is

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(DRAFT)****April 6, 2020**

working split shifts, park amenities are closed, and parks and paths are not closed but social distancing is being very strongly encouraged. He finally noted that two new expense accounts have been created for Town and Village COVID-19-related expenses, in anticipation of FEMA-reimbursement in future.

Ms. Haney thanked municipal staff for their hard work, and noted that different communities are experiencing different levels of intensity in terms of police enforcement of Stay Home, Stay Safe orders. Mr. Teich noted that the Essex Police Department has been approaching the order with a light touch to start.

Mr. Chawla noted that signage for social distancing was put into place in the Pearl Street Park, but that many are ignoring them and he has heard concern from elderly constituents. He emphasized the importance of ramping up stronger messaging. Ms. Cooper stressed that Essex should try and get ahead of the curve to enact preventive measures, not reactive measures.

Mr. Kerin asked whether school grounds were included in the social distancing/trespass order and suggested reaching out to the school boards to post signage on school playgrounds.

Mr. Brown asked if the next step would be for the parks and recreation departments to remove basketball hoops, tennis nets, and other equipment from parks to discourage gatherings and encourage social distancing. Mr. Teich replied in the affirmative, if signs are not adhered-to. He added that park crews are on a split shift and are also tasked with disinfecting buildings, so they may not have the bandwidth to do comprehensive enforcement.

**b. Discuss how to assist residents and businesses during COVID-19 pandemic:**

Mr. Teich said the Town has 1% of the current fiscal year's budget set aside for Health & Human Services funding, which amounts to \$148,000, and that the Town received more first-time grant applications than the prior year, for a total amount of \$186,000. He proposed to expedite the approval process for grants, bringing them before the Selectboard in early May instead of June to get funding distributed as quickly as possible. He also noted that the Town and Village are actively reaching out to senior citizens, sending them letters with a list of resources and contacts.

Selectboard and Trustee members discussed various ways to get food to families in need, update citizens on available resources, and distribute donations. Mr. Teich mentioned that the human services funds utilize partnerships with local entities, who have the knowledge and infrastructure to better distribute funding than the administration could. He also suggested that more money could be taken out of surplus funding to cover the gap between existing human services grant funding and the amount of funding requested during this round.

The Selectboard and Trustees discussed bringing ideas and potential solutions for connecting citizens to resources to the grant review committee.

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Ken Signorello suggested that personal protective equipment (PPE) could be purchased and made available to those that need it like frontline staff, grocery, delivery, healthcare.

Irene Wrenner suggested that United Way is coordinating the receipt and distribution of resources, and can be reached by dialing 2-1-1.

The Selectboard and Trustees then discussed the anticipated financial impacts of the COVID-19 crisis. Mr. Teich noted that the state education fund is projected to lose \$40 million between now and the beginning of the next state fiscal year. He noted that the Town and Village are able to use their assigned and unassigned fund balances to ensure that essential services are maintained through during the COVID-19 crisis. Sarah Macy noted that the Town had \$2.2 million in unassigned fund balance and \$1.7 million in assigned fund balance at the end of the last fiscal year.

Ms. Haney stated that the Selectboard and Trustees want to assure residents that there will not be massive tax increases after the crisis is over with, and asked what steps could be taken to ensure that this doesn't occur. Mr. Teich said the administration is looking at current cash flow and cash availability and will review ways to limit expenses moving forward.

Ms. Haney asked if there are actions that can be taken at the property-tax collection level, should that be needed in future. Mr. Teich replied that less than 20% of the property tax bill is municipal, and that the school district and state receive a large portion of the collected taxes. He added that Essex has a Board of Civil Authority which hears requests for tax abatement and penalty reduction from citizens, and that one of the qualifying reasons for abatement or penalty reduction is provable financial hardship. Ms. Macy added that when the next round of delinquent tax notices is sent out, the Town would include information on property owners' right to apply for abatement.

Mr. Watts asked whether the state's decision to postpone the tax filing deadline until July 15<sup>th</sup> has had an effect on Essex. Ms. Macy noted that this would delay when citizens would receive a revised tax bill with property tax adjustments applied. Ms. Haney suggested reaching out to the Essex delegation of legislators to see if action can be taken at that level.

**c. Discuss and approve upcoming meeting schedule:**

Mr. Duggan noted that meetings will be remote for the foreseeable future and that the schedule has been adjusted to have the Selectboard and Trustees meet twice per month.

**PATRICK MURRAY made a motion, VINCE FRANCO seconded, that the Selectboard approve the revised meeting schedule through June 30, 2021, with adjusted start times to 7:00 PM. when Selectboard meets first. Motion passed 5-0.**

**PATRICK MURRAY made a motion, VINCE FRANCO seconded, that the Selectboard approve Option A meeting schedule through April 2021. Motion passed 5-0.**

TRUSTEES & SELECTBOARD  
(DRAFT)

April 6, 2020

RAJ CHAWLA made a motion, and DAN KERIN seconded, that the Trustees approve the Option A meeting schedule through April 2021, with the Trustees start time at 6:30 PM. Motion passed 4-0.

**6. CONSENT ITEMS**

**a. Approve minutes: March 24, 2020 (Trustees and Selectboard)**

ANDY WATTS made a motion, and ANNIE COOPER seconded, that the Selectboard approve the consent agenda for April 6, 2020. Motion passed 5-0.

AMBER THIBEAULT made a motion, and DAN KERIN seconded, that the Trustees approve the consent agenda for April 6, 2020. Motion passed 4-0.

**7. READING FILE:**

**a. Board Member Comments**

**8. EXECUTIVE SESSION:**

**a. An executive session is not anticipated**

**9. ADJOURN:**

DAN KERIN made a motion, and AMBER THIBEAULT seconded, to adjourn the Trustees meeting. Motion passed 4-0 at 10:10 PM.

The Selectboard continued with a Selectboard-only portion of the meeting.

Respectfully Submitted,  
Amy Coonradt  
Recording Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

(see minutes of this day for corrections, if any)

**SUBCOMMITTEE ON GOVERNANCE  
(DRAFT)**

**March 5, 2020**

**VILLAGE OF ESSEX JUNCTION TRUSTEES  
TOWN OF ESSEX SELECTBOARD  
SUBCOMMITTEE ON GOVERNANCE - SPECIAL MEETING  
March 5, 2020**

**SUBCOMMITTEE MEMBERS:** George Tyler, Chair; Raj Chawla; Max Levy; Annie Cooper.

**ADMINISTRATION:** Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager.

**OTHERS PRESENT:** Irene Wrenner, Ken Signorello, Harlan Smith, Christine Packard, Bonnie Doble, Caitlin Corless, Margaret Smith, Bruce Post, Brian Sheldon.

**1. CALL TO ORDER**

George Tyler called the meeting of the Village of Essex Junction Trustees and Town of Essex Selectboard Subcommittee on Governance (hereafter referred to as "Subcommittee on Governance") to order at 7:02pm.

**2. AGENDA ADDITIONS/CHANGES**

Mr. Tyler suggested changing the order of the agenda so that Business Item 5b would be discussed first and Business Item 5a would be discussed second. Other subcommittee members agreed and the order of the agenda was changed.

**3. AGENDA APPROVAL**

**GEORGE TYLER made a motion, and MAX LEVY seconded, that the Subcommittee on Governance approve the agenda as amended. Motion passed 3-0 [Annie Cooper not present for vote].**

**4. PUBLIC TO BE HEARD**

George Tyler noted that the charter change will be discussed during Item C.

**5. BUSINESS ITEMS**

**a. Discuss and consider approving Q&A for water/sewer transition language:**

Mr. Tyler noted that Andy Watts had had questions about water/sewer transition language and messaging around changes in tax rates. Mr. Teich clarified that the current proposal is that the Town and Village would both have their separate legacy systems for water and sewer, with their own rates and any associated debt. In the future, the systems could decide (with voter approval) to take on new debt, which would be shared between the two systems, and rates would eventually equalize. He further emphasized that only residents who are connected to the systems would pay for services from those systems.

Mr. Chawla suggested including language in the Q&A that explicitly states that only people who pay for water/sewer pay for the infrastructure and the services associated with them.

Ms. Cooper emphasized the importance of transparency and clear messaging to residents on the topic of the merger.

**SUBCOMMITTEE ON GOVERNANCE  
(DRAFT)**

**March 5, 2020**

**b. Discuss library proposal:**

Christine Packard, Chair of Brownell Library Trustees, Bonnie Doble, Chair of the Essex Free Library Trustees, and Caitlin Corless, Director of the Essex Free Library were present to describe the role of their respective Boards of Trustees and how a merger could impact them.

Ms. Packard stated that the Brownell Library trust requires a Board of Trustees made up of permanent and elected members, which oversees library policy creation, fundraising, and budget oversight. Mr. Tyler noted that dissolving this board would require legal action, and that it has remained intact due to conditions in the library's bequest.

Ms. Doble noted that the Essex Free Library is a municipal library, which is a town department and is bound by requirements in state statute. She added that the trustee are appointed by the Selectboard for 3-year terms and generally have the same duties as the Brownell Library trustees, in terms of policy-setting and fundraising.

Mr. Tyler noted that because of the board requirements for both libraries, a merger would pose no changes to the board structures of either entity and have relatively little impact on them.

Ms. Packard noted that the libraries have proposed to align applicable procedures and staff compensation where possible, to continue to realize cost savings.

**c. Review and approve Subcommittee memo to Joint Boards:**

Mr. Tyler outlined the recommendations for the merger proposal that would be given to the joint boards for their final approval, which included recommendations on a representation model, tax rate integration and reconciliation, and other transition language in the draft charter.

The subgroup discussed how the March 3 vote to approve the Town's charter change to allow an even-number of Board seats split between the Town and Village would impact the recommendation within the proposal for a board with two Village, two Town, and three at-large seats. Mr. Tyler proposed putting this recommendation on hold pending a decision from the House Committee on Government Operations about whether an even-numbered representational board is feasible. Mr. Levy proposed that if the Government Operations Committee allows an even-numbered Board, the current recommendation should be modified to reflect an even-numbered board. Mr. Levy also cited concern that the legislature does not have a deadline for making that determination.

Mr. Tyler noted that the tax reconciliation section is still pending input from staff on which of the tax reconciliation models and associated financial figures should be included. He also noted that the section around community development and planning is still pending while the two planning commissions meet to discuss proposed language.

Ms. Cooper expressed concern about the amount of misunderstanding and confusion around the merger in both the Town and the Village, and strongly urged the Subcommittee to issue clear communication both on the merger proposal but also on what a separation scenario and associated costs could look like. Mr. Tyler suggested that that topic may be out of the purview of this subcommittee and that it may be more appropriate for the joint boards to discuss.



**SUBCOMMITTEE ON GOVERNANCE  
(DRAFT)****March 5, 2020**

Ms. Wrenner echoed Ms. Cooper's request to see costs for a separate-and-share option. She also urged the administration to listen to voters and consider all proposals, including those not touting the position of the establishment.

Mr. Sheldon, Ms. Wrenner, and Mr. Tyler discussed whether there was voter confusion at the polls. Mr. Tyler noted that there was some confusion about the charter change ballot question in the Village, but whether confusion impacted ballot results is speculation at this juncture.

**d. Prepare draft transition provisions language for attorney review:**

This item was discussed in Business Item 5c.

**e. Set date for next Subcommittee on Governance meeting:**

The next Subcommittee on Governance meeting date was tentatively set for March 26, 2020 at 7:00pm.

**f. Approval of minutes**

*February 13, 2020:*

**RAJ CHAWLA made a motion, and ANNIE COOPER seconded, to approve the Subcommittee on Governance meeting minutes from February 13, 2020 with the following modifications:**

- **Line 51: replace "relied" with "replied".**

**Motion passed 4-0.**

**Reading file:**

**Mr. Watts had questions about the process for dissolving charters as the result of a merger vote. Other subcommittee members reached out to legislative counsel and were provided with clarification.**

**6. ADJOURN:**

**MAX LEVY made a motion, and RAJ CHAWLA seconded, to adjourn the meeting. Motion passed 4-0. The meeting adjourned at 8:17pm.**

Respectfully Submitted,  
Amy Coonradt  
Recording Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

(see minutes of this day for corrections, if any)

Dear Municipal Leaders,

**Channel 17/Town Meeting TV** offices remain closed, but we remain open and active in support of open democracy and free speech.

### **Streaming and Archiving Your Meetings**

Town Meeting TV is recording, streaming, airing, and archiving your remote municipal meetings. We are keeping an eye on the new open meeting provisions for this time of social distancing as [summarized here](#) by the Vermont League of Cities and Towns.

You, our municipal partners, are using Zoom, Microsoft Teams, GoToMeeting and other platforms to host public community meetings. Our remote field producers 'attend' via any of these platforms, add titles and live stream the meeting to your [municipal Youtube playlist](#). Viewers see the meeting and a telephone number to call in and connect while watching live. Your point of contact for meeting production is Dan Logan, at [maketv@cctv.org](mailto:maketv@cctv.org)

### **Submit a Video or Announcement For Airing**

Send us your video update. Record it on your phone or webcam. We can add titles and information screens. We will air it, share it online, and archive it! [www.cctv.org/SendYourVideos](http://www.cctv.org/SendYourVideos) We are continuing to share announcements on our televised bulletin board and have created a compilation of [up-to-date local resources on our website](#). Want help with this? We can interview you online about initiatives in your community. You can start your own community based talk show. Here are [simple steps for using Zoom as a remote studio](#). Send your ideas to [morourke@cctv.org](mailto:morourke@cctv.org)

### **More Local Meetings Being Recorded?**

We are aware that many of our municipal partners are *recording board and commission meetings not usually covered by Town Meeting TV* during this remote meeting period. Town Meeting TV can facilitate the archiving of this extra meeting content. Please be in touch with us if you have extra meetings to add to your Youtube playlists or the online content library that we maintain for your municipality.

### **Continued Community Content**

We have launched the series [Caremongers: Dispatches From the Front Line](#) exploring local initiatives in response to COVID-19. Share your ideas with us for the series! We have hosted remote training sessions with munis and community producers on creating and submitting content while our studios remain closed. We are beginning to receive content from community producers who are getting creative with remote TV production!

### **Partnership and Advocacy**

More than ever we are working with other local access centers around the state to share skills, messaging, and advocacy for community media, free speech, and open government. The lack of 100% broadband penetration and challenges for distance learning are weighing on the minds of Vermont legislators. Working with Vermont Access Network, CCTV/Town Meeting TV is continuing to advance our proposals for a statewide public network and for generating public funds from the private use of the State's right-of-ways.

### **Head's UP! 'Channel 17' is moving!**

For those of you used to tuning in on Comcast cable channel 17 to find Channel 17/Town Meeting TV, please be aware that as of May 28th, we will be seen ONLY on Comcast Channel 1087. On the Burlington

Telecom system we will remain seen on channels 17,. For more details on [why that is happening visit here](#). Yes, we are also working on a new name!

### **What are You Learning?**

We love hearing from you during this time of disruption and innovation. What are you learning from remote democracy? How will you implement continued remote participation in future face-to-face meetings?

We stand by to assist local community leaders and elected officials to use this time effectively while maintaining the best open meeting standards. Let us know how we can support you.

Please be in touch,

--

Meghan O'Rourke  
Town Meeting TV Director  
Channel 17/Town Meeting TV at CCTV The Center for Media and Democracy  
294 North Winooski Avenue Burlington VT 05401  
802 862 3966 x16  
[morourke@cctv.org](mailto:morourke@cctv.org)  
[facebook.com/TOWNMEETINGTV](https://facebook.com/TOWNMEETINGTV)  
[twitter.com/ch\\_17](https://twitter.com/ch_17)

**Watch online all the time.** *We're your go-to resource for Town Meeting Day! Tune in for candidate forums & budget and ballot presentations. And don't miss our LIVE Election Results Show on 3/3! [www.ch17.tv](http://www.ch17.tv)*



DEPARTMENT OF THE AIR FORCE  
158TH FIGHTER WING (ACC)  
SOUTH BURLINGTON VERMONT

Joint 7c

17 April 2020

Colonel David W. Shevchik, Jr.  
158th Fighter Wing Commander  
105 NCO Drive  
South Burlington, Vermont 05403

Chittenden County City Council Leaders and Town Managers

Dear City Council Leaders and Town Managers,

The 158th Fighter Wing is proud to serve our state and nation in this unprecedented time. The global COVID-19 pandemic presents new challenges, but our call to serve is unwavering, no matter the issue. We stand ready to meet every request of the Governor until we defeat this virus. I am writing to provide you with a brief update on our operations. Our work here in Vermont in response to COVID-19 and our federal F-35 mission are being executed thoroughly and effectively in tandem. In the midst of the crisis, we will continue flying operations in order to maintain our federal mission readiness requirements. Our Airmen play a pivotal role in defending our Nation and protecting national security. State and federal mission demands are not new to us, and they are not mutually exclusive.

We appreciate that the City of Burlington's recent resolution states the City is "*strong supporters of the men and women in the Guard in their proper role of protecting the people of Vermont.*" Our proper role in protecting Vermonters means answering the call here at home and maintaining our federal responsibility and obligation to ensure we are a ready fighter wing when we are called on to serve. Just as it is ill-advised to be unprepared for a global pandemic, it is also ill-advised to be unprepared for a global conflict. We are grateful for the overwhelming support we are receiving from our community and across the state. It is the greatest honor for our members to serve their communities and our state in these very difficult times.

With respect to our Vermont COVID-19 efforts, through the Vermont National Guard, we have leaders embedded with the State Emergency Operations Center and the Governor's Office. Airmen are supporting the COVID-19 response across our great state in these ways:

1. Serve as coordinators, planners and logisticians with the State emergency Operations Center and the Governor's office;
2. Support the Vermont Department of Health with logistical operations and warehouse management at the Strategic National Stockpile Warehouse distributing essential personal protective equipment and ventilators to hospitals and medical offices in Vermont;
3. Established a mobile COVID-19 sample site to support the VT Department of Health with Soldiers from the Vermont Army National Guard in Putney, VT;
4. Airmen helped build a 400 bed Alternate Health Facility (AHF) in less than six days at the Champlain Valley Exposition in Essex Junction with Soldiers from the Vermont Army National Guard and they continue to support sustainment needs;
5. Airmen are staffing and managing the 400 bed AHF at the Champlain Valley Exposition in Essex Junction along with Soldiers from the Army National Guard.

With respect to our federal F-35 mission, we are making significant progress to be a ready fighter wing and strictly following established schedules to minimize impact on communities. We currently have

15 of our expected 20 aircraft, with the remaining aircraft scheduled to arrive by late summer. All aircraft are being utilized to train and build fundamental mission readiness capabilities.

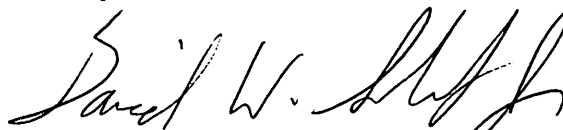
Our flying schedule remains similar to the schedule flown until two years ago as an operationally ready F-16 fighter wing. We fly approximately four days per week, Tuesday through Friday, morning and afternoon, and are adhering to a schedule of between 4-8 aircraft each time. We continue to fly on our monthly drill weekends to ensure our traditional members fulfill their training requirements. Once per quarter we fly on Sunday of drill – with a no earlier than noon takeoff. Night flights are also necessary to meet training requirements, and we alert the public in advance through media releases when those are expected. We are committed to fulfilling our mission requirements and adhering to operational security, while transparently providing mission updates and community mitigation efforts. We value our community relationships and remain committed to a respectful, productive, and professional dialogue as your dedicated Airmen execute this critical mission for our state and nation.

In an effort to provide updates within the current environment, our team has provided some information below to help answer recent questions regarding our operations. We have also provided information regarding our social media and DIVIDS pages so you can follow the work of our professional team, your Vermont Air National Guard.

When we get through the immediacy of this health crisis as a community, state and nation, I hope to have an opportunity to connect with you in person and invite you to the base to see our operations. Constructive, professional and productive conversations are important to us. We remain committed to serving our communities, state, and nation – and proudly continue the legacy and dedication of service expected by Vermonters. On behalf of the women and men of the 158th Fighter Wing, thank you for what you do as community leaders, especially during these challenging times.

We will get through this together!

Sincerely,

A handwritten signature in black ink, appearing to read "David W. Shevchik, Jr.", written in a cursive style.

DAVID W. SHEVCHIK, Jr., Colonel, VTANG  
Commander, 158th Fighter Wing

Attachments:

1. Q&A
2. Follow Your Airmen



**ATTACHMENT 1**

*Q – How are members of the 158th Fighter Wing supporting the State in the fight against COVID-19?*

**A – The whole-of-government approach is critical as we strive to halt the spread of the virus, flatten the curve, and avoid the overflow of hospitals in order to save lives. Not all members from the 158th Fighter Wing are required to support the COVID-19 response at this time. All members stand ready to support if called on. 50+ Airmen are supporting the State in the fight against COVID-19. Leaders from the Vermont Air National Guard are currently serving as coordinators, planners and logisticians with the State Emergency Operations Center and the Governor's Office. 15+ members from the 158 Logistics Readiness Squadron and Civil Engineering Squadron are supporting the Vermont Department of Health with logistic operations and warehouse management of the Strategic National Stockpile. This mission is important as the SNS serves as the central hub for distributing personal protective equipment and ventilators to hospitals and medical offices in Vermont. Airmen and Soldiers from the Vermont National Guard Civil Support Team (CST) established a mobile COVID-19 sample site to support the VT Department of Health in Putney, VT. Airmen from the Mission Support Group and Maintenance Group built a 400 bed Alternate Health Facility (AHF) in less than six days at the Champlain Valley Exposition in Essex Junction, VT with Soldiers from the Vermont Army National Guard. Finally, Airmen from our Medical Group, many who work in our communities as medical specialists, are currently staffing and managing the 400 bed Alternate Health Facility (AHF) at the Champlain Valley Exposition in Essex Junction with soldiers from the Vermont Army National Guard. Finally, many of our full-time force is teleworking aside from a small footprint who continue to execute the federal mission. Together we will flatten the curve.**

*Q – Why is the 158th Fighter Wing flying during the COVID-19 pandemic?*

**A – The 158th Fighter Wing is in a unique position as the first F-35 Wing in the Air National Guard. Our dedicated women and men, those who live, work and have families in our communities, are proudly, professionally and successfully meeting both State and Federal mission demands. We can do both missions concurrently – they are not mutually exclusive. We are committed to serving Vermont and our communities in whatever State missions we are tasked with by the Governor. We also play a pivotal role in our Nation's national security and must continue flying operations as scheduled in order to maintain our federal mission readiness requirements. Just as it is ill-advised to be unprepared for a global pandemic, it is also ill-advised to be unprepared for a global conflict. Many aspects of our State and Federal missions cannot be worked from home. Currently, we are focused on maintaining a safe work environment so we can protect our team and families. While our maintenance and operations teams launch, fly, maintain and recover aircraft, our medical and mission support teams are building alternate healthcare facilities, conducting ongoing medical operations and managing medical supplies. Our dedicated members are always available to respond, if called upon, to provide additional assets should the State of Vermont or nation request them. We remain a ready force to meet any mission we are called upon to execute – and will do so with pride, professionalism and passion as we've proven throughout our history.**

*Q – What is the schedule of arrival of additional F-35's for the rest of the year?*

**A – We have currently received 15 aircraft that are assigned to the 158th Fighter Wing. A total of 20 aircraft will be assigned to the 158th Fighter Wing with the remaining aircraft arriving this summer. We anticipate all aircraft will arrive by September 2020.**



*Q - What flying schedule should residents anticipate?*

**A - Residents should anticipate the flying schedule to mirror the flying schedule of the F-16s. Standard flying operations take place Tuesday – Friday. We take-off in the morning and again in the afternoon. We also fly on drill weekends, which typically takes place during the first weekend of each month. We primarily fly on Saturday – morning and afternoon take-offs. We also fly once a quarter on Sundays and will not fly before noon. If time and operational conditions permit, we will notify the community through a press release for anything outside of the above schedule (i.e. Night Operations). A takeoff will typically consist of 4-8 aircraft.**

*Q – What is the expectation for use of afterburners?*

**A – We are maintaining the 5% or less afterburner take-off, as stated in the final EIS. To date, we have only conducted a single (less than 1%) afterburner take off from Burlington.**

*Q – What efforts is the Guard already taking to mitigate noise and impact on our community?*

**A – We have two main noise abatement procedures in place for local flying. During the takeoff phase, we use reduced power settings on the climb out over the local area. This procedure is both safe and effective in mitigating our noise footprint during the initial phase of flight. On arriving back into the local area for landing, we have done two things: we have raised our pattern altitude by 500' over previous F-16 procedures, and we fly an extended pattern that avoids direct overflight of Winooski High School for landings on runway 15. In addition, we attempt to complete traffic pattern practice work at other airports, primarily Wheeler-Sack Army Airfield at Ft Drum near Watertown, NY.**



**Joint 7c**  
**158 FW App**



**158 FW**



**VermontAirNationalGuard**



**158FighterWing**



**VermontAirNationalGuard**



**dvidshub.net/unit/158FW**



**www.158fw.ang.mil**  
**(802) 660-5379**

**usaf.vt.158-fw.mbx.public-affairs@mail.mil**

Dear Mr. Teich,

Dear Mayor & City Council Member,

We ask that you impose a moratorium on “small cells” and other wireless infrastructure permits process and deployment until the COVID-19 emergency is over.

The wireless providers are using the COVID-19 emergency as cover to expand and cement their rapid and virtually unsupervised deployment of harmful wireless infrastructure. Our local leaders should not have to dedicate time and resources to policing whether the wireless companies are following local and state law, they have far more important things to do.

The FCC wireless permit rules allow emergency moratoria. Homeland Security guidelines emphasize that maintenance of existing communications capability is the priority. New construction is not “essential.”

The COVID-19 emergency has led to a government shut down of non-essential activity. Hospitals, emergency response and local officials are overwhelmed and they must be allowed to focus on what is indeed “essential”. Now is not the time to be dedicating resources to expanding, rather than just maintaining, our networks.

The FCC has directly held a local jurisdiction can impose a temporary halt to deployment and permits during emergencies. In the Matter of Accelerating Wireline Broadband Deployment by Removing Barriers, FCC 18-111, 33 FCC Rcd 7705, 7784-7785, ¶157 (2018) (“We recognize that there may be limited situations in the case of a natural disaster or other comparable emergency where an express or de facto moratoria that violates section 253(a) may nonetheless be ‘necessary’ to ‘protect the public safety and welfare’ or to ‘ensure the continued quality of telecommunications services.’”)

Homeland Security has declared that local government is on the forefront and can take control over determining whether to temporarily halt all non-essential activity. Homeland Security guidance documents prioritize maintenance of existing Communications Systems, and do not support “essential” status for new construction. See Homeland Security Cybersecurity & Infrastructure Security Agency, Identifying Critical Infrastructure During COVID-19, <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19> (local control); e-Critical Infrastructure and Key Resources Support Annex, <http://www.fema.gov/pdf/emergency/nrf/nrf-support-cikr.pdf> (focus on “protection, response, recovery, and restoration”). Homeland Security, like the FCC, understands that it is essential in an emergency situations justify focusing on protecting, responding, recovering and restoring of existing systems, but new communications facilities construction is and should be deemed nonessential, and subject to lockdown for so long as we are under emergency conditions.

Cities can and should impose a moratorium on deployment in their local area and freeze the permit process until the COVID-19 emergency is over.

Sincerely,  
Sandi Drury  
209 Old Stage Rd  
Essex Junction, VT 05452

# MEETING SCHEDULES

04/16/2020

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	JOINT MEETINGS
			
April 28, 2020—7:00 PM		SB, Joint, VB—online	
May 12, 2020—6:30 PM		VB, Joint, SB—online	
May 26, 2020—7:00 PM		SB, Joint, VB	
June 9, 2020—6:30 PM		VB, Joint, SB	
June 23, 2020—7:00 PM		SB, Joint, VB	
July 13, 2020—7:00 PM		SB Regular	
July 14, 2020—6:30 PM		VB Regular	
July 28, 2020—7:00 PM		VB Regular	
July 28, 2020—7:15 PM		JT Special—2 Lincoln	
August 3, 2020—7:00 PM		SB Regular	
August 3, 2020—7:45 PM		JT Special—81 Main	
August 11, 2020—6:30 PM		VB Regular	
August 18, 2020—7:00 PM		SB Regular	
August 25, 2020—6:30 PM		VB Regular	
August 25, 2020—7:15 PM		JT Special—2 Lincoln	
September 8, 2020—6:30 PM		VB Regular	
September 14, 2020—7:00 PM		SB Regular	
September 29, 2020—6:30 PM		VB Regular	
September 29, 2020—7:15 PM		JT Special—2 Lincoln	
October 5, 2020—7:00 PM		SB Regular	
October 5, 2020—7:45 PM		JT Special—81 Main	
October 13, 2020—6:30 PM		VB Regular	
October 19, 2020—7:00 PM		SB Regular	
October 27, 2020—6:30 PM		VB Regular	
October 27, 2020—7:15 PM		JT Special—2 Lincoln	
November 2, 2020—7:00 PM		SB Regular	
November 2, 2020—7:45 PM		JT Special—81 main	
November 10, 2020—6:30 PM		VB Regular	
November 16, 2020—7:00 PM		SB Regular	

<b>November 24, 2020—6:30 PM</b>	VB Regular
<b>November 24, 2020—7:15 PM</b>	JT Special—2 Lincoln
<b>December 7, 2020—7:00 PM</b>	SB Regular
<b>December 7, 2020—7:45 PM</b>	JT Special—81 Main
<b>December 9, 2020—8:30 AM</b>	VB All Day Budget Workshop
<b>December 21, 2020—7:00 PM</b>	SB Regular
<b>December 29, 2020—6:30 PM</b>	VB Regular
<b>December 29, 2020—7:15 PM</b>	JT Special—2 Lincoln
<b>January 4, 2021—8:00 AM</b>	SB—All Day Budget Workshop
<b>January 11, 2021—7:00 PM</b>	SB Regular
<b>January 12, 2021—6:30 PM</b>	VB Regular
<b>January 18, 2021—7:00 PM</b>	SB Regular
<b>January 26, 2021—6:30 PM</b>	VB Regular
<b>January 26, 2021—7:15 PM</b>	JT Special—2 Lincoln
<b>February 1, 2021—7:00 PM</b>	SB Regular
<b>February 1, 2021—7:45 PM</b>	JT Special—81 Main
<b>February 9, 2021—6:30 PM</b>	VB Regular
<b>February 16, 2021—7:00 PM</b>	SB Regular
<b>February 23, 2021—6:30 PM</b>	VB Regular
<b>February 23, 2021—7:15 PM</b>	JT Special—2 Lincoln
<b>March 1, 2021—7:30 PM</b>	Town Annual Meeting
<b>March 9, 2021—6:30 PM</b>	VB Regular
<b>March 15, 2021—7:00 PM</b>	SB Regular
<b>March 23, 2021—6:30 PM</b>	VB Regular
<b>March 23, 2021—7:15 PM</b>	JT Special—2 Lincoln
<b>April 5, 2021—7:00 PM</b>	SB Regular
<b>April 5, 2021—7:45 PM</b>	JT Special—81 Main
<b>April 7, 2021—7:00 PM</b>	Village Annual Meeting