



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

Online
Essex Junction, VT 05452
Tuesday, May 12, 2020
7:00 PM

E-mail: manager@essex.org

www.essexjunction.org
www.essexvt.org

Phone: (802) 878-1341
(802) 878-6951

COVID-19 UPDATE: Due to the Covid-19/coronavirus pandemic, **this meeting will be held remotely.** 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: 684 051 95#
- 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 phone or computer and introduce yourself before requesting the floor from the Chair/President.

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

1. **CALL TO ORDER** [7:00 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. Update on COVID-19
 - b. Discuss how to help local businesses during pandemic
 - c. *Discuss personnel issues
6. **CONSENT ITEMS**
 - a. Approve minutes: April 28, 2020 – (Trustees and Selectboard)
 - b. Appoint CSWD representatives
 - c. Approve updated Joint meeting schedule
7. **READING FILE**
 - a. Board Member Comments
 - b. Email from Patricia Allard re: Masks and Safe Distancing
 - c. Town of Essex/Village of Essex Junction 2019 Progress on Implementation of All-Hazards Mitigation Plan
 - d. Memo from James Jutras re: UVM Coronavirus Research
 - e. Email from Dan Logan re: Channel 17 Changes
8. **EXECUTIVE SESSION**
 - a. *An executive session is anticipated to discuss employment of public employees/labor relations with employees
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: _____ 05/08/2020

Memorandum

To: Trustees; Selectboard; Evan Teich, Unified Manager
Cc: Sarah Macy, Finance Director/Assistant Manager; Rick Garey, Police Chief/Public Safety Officer
From: Greg Duggan, Deputy Manager *GD*
Re: Update on covid-19 and municipal services
Date: May 8, 2020

Issue

The issue is to update the boards on municipal services during the covid-19 pandemic.

Discussion

The Town and Village continue to adjust municipal services in accordance with the Governor's Stay Home, Stay Safe Order. For instance, all Police staff are back on-site full-time, Public Works and Wastewater staff are back in the field, the Clerk's Office is open by appointment for land records searches, the libraries are providing curbside materials loans, and the parks and recreation departments are reopening some amenities to small groups. More details are included in the attached press release.

Staff and any visitors to municipal buildings are answering screening questions about their health. Staff is taking precautions with cleaning, hand-washing or sanitizing, and wearing masks. Visitors must wear gloves and a mask.

The municipalities are also exploring ways to reduce costs, with the expectation that tax revenue may decline at the next payment deadline in September. The General Funds of the Town and Village each derive more than 90 percent of their revenue from property taxes. The Unified Manager, Finance Director/Assistant Manager, and Deputy Manager are meeting with Department Heads in the first two weeks of May to assess budgets and find areas to reduce spending. Possible cost savings include soft hiring freezes, restricting conferences and travel to in-state, and delaying projects and non-essential capital purchases.

Cost-reduction measures will be reviewed quarterly, with adjustments being made based on revenue streams.

Cost

N/a

Recommendation

This memo is for informational purposes.

PRESS RELEASE
May 4, 2020

Update on Town & Village services regarding COVID-19

Public Works returns to work in full; libraries to offer curbside service; leash laws in place at Indian Brook Park

ESSEX JCT. – Town of Essex and Village of Essex Junction staff are resuming in-person services where permitted by Gov. Scott's latest addendum to his Stay Home Stay Safe order. The municipalities are also requiring residents to adhere to certain guidelines when visiting municipal facilities.

Departmental updates include the following:

Clerk

The Clerk's Office at 81 Main St. will be open **for land record searches** by appointment Monday through Friday, from 9 a.m. to 11 a.m. and 1 p.m. to 3 p.m. Only one member of the public at a time will be allowed in the Clerk's Office. Visitors must wear face masks, must pass a screening test, and will be given gloves before entering the building. **All other Clerk services will be offered remotely by phone, email, website, or drop box.**

Libraries

Brownell and Essex Free libraries will begin offering curbside service for materials loaning on Monday, May 4. The service will be available Monday through Friday, 10 a.m. to 6 p.m. at Brownell Library and 9 a.m. to 5 p.m. at Essex Free Library.

Parks & Recreation

At Indian Brook Park, all pets must be leashed at all times. Violations may result in the suspension or termination of passes. As always, Indian Brook users must have a valid pass.

Public Works

As of Wednesday, April 29, Public Works field staff has returned to regular work schedules (start times of shifts may be staggered to minimize contact between teams of employees). This includes all Town Highway and Water-Sewer employees, and all Village Public Works employees. Employees are practicing social distancing and wearing face masks if they need to share vehicles or if they are working in close proximity to other employees and the public.

Town office staff is working split shifts and can be reached via e-mail or telephone (878-1344) during normal working hours. Village Public Works can be reached at 878-6944. Requests for service can also be submitted via the See-Click-Fix app.

All Public Works Buildings remain closed to the public at the present time.

In all other departments, municipal staff is working remotely. All departments remain available to assist customers by phone and electronically, even as the physical locations remain closed to the public through at least May 15 in compliance with the Governor's Order. Residents and customers are asked to conduct all municipal business electronically, by phone, or by mail. For any business that cannot be conducted remotely, staff will be available by appointment only.

When entering municipal buildings, the public must wear masks and gloves. Staff will also ask screening questions before allowing visitors to enter.

The Town and Village are committed to doing our part to keep the public and our staff healthy while preventing the spread of COVID-19, while also providing the best public service possible. We are closely monitoring the situation regarding COVID-19. The best sources to stay informed are the Vermont Department of Health (www.healthvermont.gov) and the Centers for Disease Control (www.cdc.gov) websites. These resources are updated daily and contain helpful tips for hygiene and preventing the spread of the virus.

We will continue to evaluate the situation and use guidance from the Vermont Health Department. Additional information will be shared with any changes to Town and Village services. Please check www.essexvt.org and www.essexjunction.org for updates.

For more information, contact Greg Duggan, Deputy Manager/Public Information Officer (802-878-1341, gduggan@essex.org) or Tammy Getchell, Assistant to the Manager/Deputy Public Information Officer (802-878-6951, tgetchell@essex.org).

Memorandum

To: Trustees; Evan Teich, Unified Manager
Cc: Rick Garey, Police Chief; Robin Pierce, Village Community Development Director; Owiso Makuku, Town Community Development Director; Brad Luck, EJRP Director; Ally Vile, Essex Parks & Recreation Director
From: Greg Duggan, Deputy Manager GSD
Re: Options to help local businesses during covid-19 pandemic
Date: May 8, 2020

Issue

The issue is for the Trustees and Selectboard to discuss ways to support local businesses during and after the covid-19 pandemic.

Discussion

The Trustees have discussed ideas to support local businesses, such as hosting an Essex Eats Out night, or providing socially distanced picnic tables in the downtown area. Town and Village staff have been brainstorming how an event may work, both in the Village and the Town.

More information will be available on May 12.

Cost

To be determined.

Recommendation

This memo is for discussion purposes.

Memorandum

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

CC: Travis Sabatano, HR Director

From: Greg Duggan, Deputy Manager

Re: Executive Session for Employment of Public Employees and Labor Relations
Agreements with Employees

Date: May 8, 2020

Issue

The issue is whether the Trustees and Selectboard will enter into executive session to discuss the employment of public employees and labor relations agreements with employees.

Discussion

In order to have a complete and thorough discussion about labor relations agreements, it would appear that an executive session would be necessary because the premature disclosure of the information may put the Town and Village at a substantial disadvantage.

Cost

N/A

Recommendation

If the Selectboard wishes to enter executive session, the following motions are recommended:

Motion #1

“I move that the Selectboard/Trustees make the specific finding that premature general public knowledge of the Town and Village’s position concerning labor relations agreements with employees would place the Town and Village at a substantial disadvantage.”

Motion #2

“I move that the Selectboard/Trustees enter into executive session to discuss employment of public employees and labor relations agreements with employees pursuant to 1 V.S.A. § 313(a)(3) and 1 V.S.A. § 313(a)(1)(B), to include the Trustees/Selectboard, Unified Manager, Deputy Manager, and HR Director.”

**SELECTBOARD & TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
DRAFT JOINT MEETING ITEMS MINUTES
Tuesday April 28, 2020**

SELECTBOARD: Elaine Haney, Chair; Vince Franco; Patrick Murray; Andy Watts.

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Charles Cole, Fire Department Chief; Dennis Lutz, Public Works Director.

OTHERS PRESENT: Annie Cooper; Val Gabert, Mark Mendes; Dan Petherbridge; Ken Signorello; Margaret Smith; Liz Subin; Irene Wrenner.

1. CALL TO ORDER SELECTBOARD & TRUSTEES

Elaine Haney called the meeting of the Town of Essex Selectboard to order, to enter Joint Business with the Village of Essex Junction Board of Trustees, at 8:48 PM.

Andrew Brown called the meeting of the Village of Essex Junction Board of Trustees to order, to enter Joint Business with the Essex Selectboard, at 8:48 PM. Mr. Brown explained how the meeting would proceed, with changes instituted to adhere to the COVID-19 state of emergency declared by Governor Scott, pursuant to Addendum 6 of Executive Order 0120 and Act 92, which authorized public bodies to meet electronically. He said that Village Trustees and Town Selectboard members would participate remotely via Microsoft Teams and invited the public to participate remotely using conference call-in information.

2. AGENDA ADDITIONS/CHANGES

Irene Wrenner requested that item 6b (Approve minutes: March 5, 2020—Subcommittee on Governance) be removed from the Consent Agenda and added to Business Items as item 5c.

3. APPROVE AGENDA

ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Trustees move item 6b to business item 5c. The motion passed 5-0.

ELAINE HANEY made a motion, seconded by VINCE FRANCO, that the Selectboard approve the agenda as amended. The motion passed 4-0.

4. PUBLIC TO BE HEARD

There were no comments from the public at this time.

5. BUSINESS ITEMS

a. Accept and award Summer FYE2021 Paving Bid

Mr. Teich asked the Selectboard and Trustees whether they would accept this year's FY2021 Summer Paving project bid to the apparent low bidder, J. Hutchens, Inc. He explained that the joint coordination of the bidding process seems to result in better bids. He explained that this year's approval process is different because the Village Annual Budget has not yet been voted on. He suggested the Selectboard accept their portion of the bid and provide authorization to the Unified Manager to award the Village bid once an annual budget is approved. Ms. Haney clarified with Mr. Teich that the contract issued to the bidder includes a clause that enables the Selectboard to change the project as needed.

PATRICK MURRAY made a motion, seconded by ANDY WATTS, that the Town of Essex Selectboard accept the FY2021 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. within the total J. Hutchens, Inc. bid to J. Hutchens, Inc. as shall be determined by the Unified Manager. The motion passed 4-0.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Village of Essex Junction Board of Trustees accept the FY2021 Summer Paving bid in the amount of \$607,428.90 by 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. The motion passed 5-0.

b. Update on COVID-19

Mr. Teich provided recent COVID-19-related municipal updates. He said the libraries will resume curbside service on Monday, May 4, and Mr. Brown explained the libraries' book sanitizing process. Mr. Teich said Public Works is on a full schedule, in pairs of two, beginning April 24. He discussed Indian Brook Park's rule that dogs must be leashed during COVID-19 restrictions, until further notice. Mr. Teich said municipal departments are preparing for reopening by stocking masks, gloves and sanitizer and by delineating processes and procedures for opening buildings. He also said they are considering next year's property tax collection, with a possible downturn in these revenues, while planning work forward.

Ms. Thibeault and Mr. Murray talked about the decision of Essex High School to temporarily close the running track. Mr. Murray said the schools are reserving the right to close properties, such as the track or playgrounds, if they receive reports of misuse. Mr. Teich said the municipality does not plan to close amenities such as walking trails. Mr. Watts wondered if the municipality plans to continue services with full employment. Mr. Teich talked with him about current efforts of staff working from home and tracking hours remotely. He said, before they consider changing any staffing, he would need to have a better sense of where everything is headed.

Ms. Cooper commended the police for help they provided with a situation she experienced. She said they described to her what they can and cannot help with during COVID-19 in a kind manner. She thanked them for their efforts.

c. Approve minutes: March 5, 2020—Subcommittee on Governance

Mr. Tyler explained that the Subcommittee on Governance meeting, on March 5, was the final one prior to the subcommittee going on hiatus, which is why the Trustees and Selectboard would approve these minutes. Mr. Tyler pointed out that Mr. Chawla and he were the only ones, from those present at this joint meeting, who also attended the Subcommittee on Governance meeting on March 5. Ms. Wrenner requested the minutes of the Subcommittee meeting include her suggested changes:

Line 11: change "Sheldon" to "Shelden"

Line 29: change "Item C" to "Item 5c".

Line 50: change "role" to "roles"; after "them." add "They asked to remain un-merged."

Line 52: change "trust" to "Trust"

Line 58: Change "trustee" to "Trustees"

Line 59: change "trustees" to "Trustees"

Line 62: add “keeping the libraries separate,” after “libraries.”

*Line 94: add a period after “request”; add “She wished, specifically, before “to”**

*Mr. Tyler clarified, on line 94, that the first sentence should be replaced with the following: “Ms. Wrenner wished specifically to see costs for a separate-and-and share option.” Mr. Tyler said Ms. Wrenner and Mr. Tyler’s suggested edits were appropriate:

Mr. Duggan said, moving forward, suggested changes to minutes made by community members should be given to appropriate staff before the board packets are put together. Ms. Cooper pointed out that receiving so many changes to minutes, from community members, is not typical of municipalities. Ms. Wrenner said consistently accurate minutes serve as an accurate historical record.

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Trustees accept the minutes as submitted by Ms. Wrenner and corrected by Mr. Tyler. The motion passed 5-0.

ANDY WATTS made a motion, seconded by VINCE FRANCO, that the Selectboard approve the minutes of the March 5, 2020 Governance Subcommittee meeting, with corrections discussed in this Joint meeting. The motion passed 4-0.

6. CONSENT ITEMS

a. Approve minutes: April 6, 2020 – (Trustees and Selectboard)

~~b. Approve minutes: March 5, 2020 – Subcommittee on Governance~~

This item was moved to become Business Item 5c.

GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees approve the consent agenda. The motion passed 5-0.

ANDY WATTS made a motion, seconded by PATRICK MURRAY, that the Selectboard approve the consent agenda. The motion passed 4-0.

7. READING FILE

a. **Board Member Comments**

- Mr. Watts offered to help staff connect with the Vermont Food Bank.
- 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**

An executive session was not required.

9. RECESS TRUSTEES MEETING

Mr. Brown called a recess of the Trustees at 9:42 p.m., to reconvene at 9:46 p.m. in the meeting of the Trustees.

10. ADJOURN SELECTBOARD MEETING

PATRICK MURRAY made a motion, seconded by VINCE FRANCO, that the Selectboard adjourn the meeting. The motion passed 5-0 at 9:42 PM. The motion passed 4-0.

Memorandum

To: Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager *GSD*

Re: Appointing representatives and alternates to CSWD Board of Commissioners

Date: May 8, 2020

Issue

The issue is whether the Trustees/Selectboard will appoint a representative and alternate to the CSWD Board of Commissioners for the Village of Essex Junction/Town of Essex.

Discussion

The Champlain Solid Waste District has a Board of Commissioners with representatives and alternates from each municipality in the district. Terms for the commissioners end on May 31, 2020.

Alan Nye and George Tyler are the representative and alternate, respectively, for Essex Junction.

Alan Nye and Max Levy are the representative and alternate, respectively, for Essex. Mr. Levy does not wish to continue serving on the CSWD Board of Commissioners, so the Selectboard will need to appoint another Selectboard member or advertise the opening.

Cost

N/a

Recommendation

Staff recommends that the Trustees appoint Alan Nye and George Tyler as the Essex Junction representative and alternate, respectively, to the CSWD Board of Commissioners.

Staff recommends that the Selectboard appoint Alan Nye as the Town of Essex representative to the CSWD Board of Commissioners.

Staff further recommends that the Selectboard appoint one of their members as the Town of Essex alternate to the CSWD Board of Commissioners, or authorize staff to advertise the opening.

April 8, 2020

Elaine Haney
Selectboard Chair – Essex
81 Main Street
Essex Jct., VT 05452

Dear Elaine:

As you may be aware, the term for the representative and alternate member representing your community on the Chittenden Solid Waste District Board of Commissioners ends on May 31, 2020, or until their successors are appointed. Your current Board Representative is Alan Nye. Your current Board Alternate is George Tyler.

Charter provisions are provided below.

Appointment

The legislative bodies of member municipalities whose beginning letter begins with A through K shall appoint their commissioners and alternate commissioners in even numbered years...

Terms of Office

Each commissioner and alternate commissioner shall serve for a term of two years ending May 31, 2020 and until his/her successor is duly appointed.

It is important that the Board of Commissioner be able to communicate your communities' needs regarding waste management. CSWD will hold the annual organizational meeting on June 24, 2020 this year and it is recommended that the appointed representative attend this meeting.

Following the appointment, we ask that you forward a copy of the letter of appointment, or the minutes reflecting such action to the CSWD office at your earliest convenience. We also request that you notify us in writing if a commissioner resigns from his/her position.

Please feel free to contact me if I can assist you or if you have any questions regarding Board appointment. Thank You.

Sincerely,



Amy Jewell
Director, Administration

cc: City/Town Clerk
Board Representative
Board Alternate

April 8, 2020

Andrew P. Brown
Selectboard Chair – Essex Jct.
2 Lincoln Street
Essex Junction, VT 05452

Dear Andrew:

As you may be aware, the term for the representative and alternate member representing your community on the Chittenden Solid Waste District Board of Commissioners ends on May 31, 2020, or until their successors are appointed. Your current Board Representative is Alan Nye. Your current Board Alternate is Max Levy.

Charter provisions are provided below.

Appointment

The legislative bodies of member municipalities whose beginning letter begins with A through K shall appoint their commissioners and alternate commissioners in even numbered years...

Terms of Office

Each commissioner and alternate commissioner shall serve for a term of two years ending May 31, 2020 and until his/her successor is duly appointed.

It is important that the Board of Commissioner be able to communicate your communities' needs regarding waste management. CSWD will hold the annual organizational meeting on June 24, 2020 this year and it is recommended that the appointed representative attend this meeting.

Following the appointment, we ask that you forward a copy of the letter of appointment, or the minutes reflecting such action to the CSWD office at your earliest convenience. We also request that you notify us in writing if a commissioner resigns from his/her position.

Please feel free to contact me if I can assist you or if you have any questions regarding Board appointment. Thank You.

Sincerely,



Amy Jewell
Director, Administration

cc: City/Town Clerk
Board Representative
Board Alternate

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager
Cc: Sarah Macy, Finance Director/Assistant Manager; Tammy Getchell, Assistant to the Manager
From: Greg Duggan, Deputy Manager GSD
Re: Revisions to upcoming meeting schedule
Date: May 8, 2020

Issue

The issue is whether the Trustees and Selectboard will revise the upcoming meeting schedule through July 2020.

Discussion

The Trustees and Selectboard recently adjusted their meeting schedules through June 2020, largely in response to the Covid-19 pandemic. The boards are meeting jointly through June to help reduce workload for staff during the pandemic, and so the boards can simultaneously receive updates about the Town and Village municipal responses to covid-19.

The boards are scheduled to meet on the second and fourth Tuesdays of the month (May 12, May 26, June 9, June 23), alternating with which board meets first.

The covid-19 pandemic does not seem as if it will end in the near future. Staff is recommending that the boards extend the meeting schedule through July, with meetings on July 14 and July 28.

Staff also recommends that the Trustees always meet first, followed by joint business and then Selectboard business. The Trustees can start meetings at 6:30 p.m., and typically have shorter meetings than the Selectboard. Starting at 6:30 with the Trustee portion of the meeting should allow board members and staff to end meetings sooner than when the Selectboard kicks off the meeting at 7 p.m.

Proposed Selectboard & Trustee meeting schedule through July 31, 2020:

*** All meetings would start at 6:30 p.m.**

Tuesday, May 12 (Trustees, joint business, Selectboard)

Tuesday, May 26 (Trustees, joint business, Selectboard)

Tuesday, June 9 (Trustees, joint business, Selectboard)

Tuesday, June 23 (Trustees, joint business, Selectboard)

Tuesday, July 14 (Trustees, joint business, Selectboard)

Tuesday, July 28 (Trustees, joint business, Selectboard)

Cost

None.

Recommendation

Staff recommends the Trustees and Selectboard approve the revised meeting schedule through July 31, 2020.

From: Patricia Allard
Sent: Friday, April 24, 2020 7:03 PM
To: Evan Teich <eteich@essex.org>
Subject: Masks and safe distantcing in Essex

Good evening Sir.

I am an 82 year old resident in Essex Junction living in one of the developments along with another 300+ residents. I am very adamant about wearing a mask during this difficult time. And, I am also very careful to stay 6 feet away from neighbors. What bothers me is why I seem to be one of the few who follow these rules, and when I am about doing errands in Town. Some of the grocery shoppers and workers follow the rules, but not all. My question is who in Essex Junction has the same authority that the Mayors of Burlington, Rutland, and other towns by passing a rule that all residents need to wear masks; and that the police departments will be monitoring public parks, bike paths, etc this weekend to make sure that residents are keeping safe by practicing the safe distantcing. I believe that the Mayor of Burlington has even imposed strict dollar fines. I have not seen any such instructions, except to leave it up more or less to each individual. i would like to see this take place here in Essex Junction. It could save many lives.

Thank you for your input.

Patricia Allard

Sent: Tuesday, April 28, 2020 1:05 PM

To: Rick Garey <rgarey@ESSEX.ORG>

Cc: Gregory Duggan <gduggan@ESSEX.ORG>

Subject: 2019 Report, Implementation of Essex All-Hazard Mitigation Plan actions

To: Rick Garey, Town of Essex Emergency Management Director

CC: Gregory Duggan, Essex member, Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan Update Committee

Rick and Gregory:

The adoption resolution for the combined Essex/Essex Junction 2017 All-Hazards Mitigation Plan included the following resolve:

"An annual report on the process of the implementation elements of the Plan will be presented to the Selectboard by the Emergency Management Director or Coordinator."

Attached is the 2019 report prepared by CCRPC with assistance from the Town. Please distribute to the Selectboard. Thanks!

If you'd like a Word version of the document as well please let me know.

Dan Albrecht, MA, MS

Senior Planner

Chittenden County Regional Planning Commission

110 West Canal Street, Suite 202

Winooski, VT 05404

*(802) 846-4490 ext. *29*



TOWN OF ESSEX / VILLAGE OF ESSEX JUNCTION	
Report: Calendar Year 2019: Progress on Implementation of All-Hazards Mitigation Plan	
Date:	April 2020
To:	Town Selectboard & Village Trustees
From:	Rick Garey, Town & Village Emergency Management Director
Information collected by:	Chittenden County RPC in partnership with municipal staff

Town of Essex and Village of Essex Junction Mitigation Actions: Implementation Monitoring Worksheet

CATEGORY A: Improve capabilities of existing road and stormwater management infrastructure to address identified vulnerable infrastructure to mitigate Severe Rainstorm, Flooding, Fluvial Erosion and Water Pollution and their associated vulnerabilities of: <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts • Temporary loss of power and/or telecommunications • Temporary isolation of vulnerable individuals 	
Action (Primary Responsible Entity)	Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i>
<u>Action A-1: Stormwater Management</u> (Town and Village Public Works)	-note any grants or funding source investigated -note any grants applied for/obtained -note progress on stormwater management projects <u>Town/Village reports progress in 2019 as follows:</u> See attached “Awarded Stormwater Grants” spreadsheet for all stormwater related grants in both the Village and Town. Project status is included in the table.
<u>Action A-2: Plan for Repair of Vulnerable Infrastructure</u> (Town and Village Public Works)	-note progress on repairs and upgrades <u>Town reports progress in 2019 as follows:</u> <ul style="list-style-type: none"> • The Town actively assesses and prioritizes infrastructure repairs and upgrades. With the CCRCP, the Town has developed road infrastructure priorities through the APWA Paver program, has completed a system wide sewer study, annually inspects, cleans and repairs its storm water systems, performs daily and weekly pump station maintenance and inspects, flushes and operates it water valves one to 2 times per year. The Town repaired a waterline main in Fort Ethan Allen during the summer. In 2019, the Town also received a grant through the CCRPC to televise stormwater pipes and

	<p>create a stormwater infrastructure replacement and maintenance plan. Work will begin in 2020 on this project.</p> <p><u>Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • The Village actively assess and prioritizes infrastructure repairs and upgrades. With the CCRCF, the Village has developed road infrastructure priorities through the APWA Paver program, has televised its sewer system and prioritized repairs, annually inspects, cleans and repairs its storm water systems, performs daily and weekly pump station maintenance and inspects, flushes and operates its water valves one to two times per year.
<p><u>Action A-3: Erosion Mitigation</u> (Town and Village Public Works)</p>	<p>-note progress on erosion mitigation projects</p> <p><u>Town/Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • Village repaired three eroded outfalls. One through a better roads grant on Juniper Ridge Road. Two were repaired through the construction of the Fairview Main Gravel Wetland construction project which was funded through a Ecosystem Restoration Grant. • The Town repaired two eroded outfalls – one on Saybrook Road and one on Bobolink Circle. The Town also completed ditch and stone line work on Brigham Hill Road which was funded through the Grants-in-Aid program.
<p><u>Action A-4: Fluvial Erosion Hazard Mitigation Implementation</u> (Town and Village Public Works, DEC)</p>	<p>-note progress on FEH mitigation projects</p> <p><u>Town/Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • Village received significant damage from the 10/31/2019 FEMA declared rain event at Densmore Drive stream crossing culvert. The culvert will be replaced above and beyond the pre-storm condition in 2020 and most likely use Hazard Mitigation funds to do this. • The Town received significant damage from the 10/31/2019 FEMA declared rain event at two culverts on Osgood Hill Road and one culvert on Towers Road – both of which washed out significant portions of the road. On Towers Road, the Town increased the culvert size and stabilized the surrounding banks. On Osgood Hill, the Town repaired the existing culverts. Because this is the second FEMA event that has caused the same severe damage at these culverts, the Town plans to conduct a hydrological study in 2020 to determine a solution.
<p>CATEGORY B: Operate an effective Stormwater Management System to mitigate Severe Rainstorm and Water Pollution and their associated vulnerabilities of:</p> <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts 	

Action (Primary Responsible Entity)	Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i>
<u>Action B-1: Mitigate impacts of runoff such as excessive flow, sediment load and excessive phosphorus discharge.</u> (Town & Village Public Works)	<p>-annual # basins cleaned</p> <p>-annual # street miles swept</p> <p>-note any progress on improvements to zoning bylaws to reduce excess flow, sediment loading or excess phosphorus discharge</p> <p><u>Town/Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • Town reports for calendar year 2019 to be submitted by April 1, 2020. For last reporting year, 1016 catch basins inspected, 154 cleaned removing 26.5 CY of material, 240 outfalls inspected, 68 miles of roadway swept with 1068 CY of street cleaning debris collected and properly disposed of. • Village reports for calendar year 2019 to be submitted by April 1, 2020. For last reporting year: 33 basins cleaned removing 14.5 cubic yards of material. Street sweeping: 57.42 miles swept removing 256 cubic yards (spring sweeping numbers only, fall street sweeping occurred but data was not recorded)
<u>Action B-2: Begin implementation of Flow Restoration Plans for Indian Brook and Sunderland Brook</u> (Essex Public Works Director)	<p>-project types and locations and year constructed/installed</p> <p><u>Town/Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • Town reports that Sydney Drive project design completed and construction to begin in 2020; LDS church project in preliminary design phase with expected construction in 2022; completion of these two projects with two in the Village will meet the required FRP goal for Indian Brook. • Village reports that Village FRP projects for Fairview Drive was built in 2019. Mansfield Ave will be under construction in 2020; completion of these two projects with two in the Town will meet the required FRP goal for Indian Brook. • Sunderland Brook FRP projects: No projects have been constructed/installed as both Town and Village are currently meeting and exceeding the requirements of the Sunderland Brook TMDL.
<u>Action B-3: Develop Phosphorus Control Plan</u> (Town & Village Public Works)	<p>-progress on development of plan and filing to State</p> <p><u>Town/Village reports progress in 2019 as follows:</u></p> <ul style="list-style-type: none"> • Town & Village report that that the Village & Town have received a VTRANS Highway and Stormwater Mitigation grant to develop a joint PCP. The PCP has been awarded to Stone Environmental with work scheduled to be completed by April 2021.

Awarded Stormwater Grants

To be completed 2020

Municipality	Project Location	ID #	Grant Program	Granting Agency	Grant \$	Local Share %	Local Share \$	Local Funding Source	Total Project \$	Project Description	Permit Requirement	Person Coordinating	Project Status	Project Construction Date	Funding Deadline	Expense Account(s)	Engineering Firm Hired	Construction Estimate
Town	Sydney Drive	Agreement #: CA0459 Grant Ref ID: Essex TAP TA16(5)	VTRANS TAP	VTRANS	\$ 243,953.46	20	\$ 60,988.36	Town Stormwater Capital Fund	\$ 304,941.82	Detention pond with underground stone storage and infiltration gallery	FRP Top 4	Annie Costandi/Dennis Lutz	Project ready to go out to bid once Stay at Home order lifted.	Summer 2020	2/1/2021	130-46820.001 (100%)	Dubois & King Inc.	
Village	Brickyard Mansfield	Essex Junction TAP TA 16(7)	VTRANS TAP	VTRANS	\$ 142,455.94	20	\$ 35,613.99	Town Stormwater Capital Fund	\$ 178,069.93	Gravel Wetland	FRP Top 4	Chelsea Mandigo/Jim Jutras	Project out to bid early March. Had to put on hold due to COVID-19. New bid dates sent when given directions.	Spring 2020	2/4/2021	130-46820.002 (20%) 230-46801.710 (80%)	Dubois & King Inc.	
Village	Phosphorus Control Plan	CA0530	VTRANS HIGHWAY & STORMWATER MITIGATION	VTRANS	\$ 40,000.00	20	\$ 10,000.00	Town Stormwater Capital Fund	\$ 50,000.00	Develop a phosphorus control plan for Village/Town using FRP project as basis	2018 MS4	Chelsea Mandigo/Jim Jutras	2nd draft of BMP tracking sheets have been developed and reviewed. Stone submitted to State for initial review 1/14/20 including watershed boundary adjustment	Spring 2021	5/12/2022	130-46820.009 (20%) 230-46801.725 (80%)	Stone Environmental	
Town	LDS Church	Agreement #: CA0514 Grant Ref ID: Essex Town STP MM18(9)	VTRANS HIGHWAY & STORMWATER MITIGATION	VTRANS	\$ 1,076,948.00	20	\$ 269,327.00	Town Stormwater Capital Fund	\$ 1,346,275.00	Retrofit 2 ponds into underground storage & infiltration galleries	FRP Top 4	Annie Costandi/Dennis Lutz	The LDS Church approved the conceptual plans and VHB is moving forward with the preliminary plans.	TBD	5/1/2022		VHB	
Town	Cul-De Sac Retrofit	CA0536	VTRANS TAP	VTRANS	\$ 271,138.38	20	\$ 67,785.00	Town Stormwater Capital Fund	\$ 338,923.38	Cul-de-sac Retrofit with infiltration systems, phosphorus removal in both Town/Village	FRP based project	Annie Costandi/Dennis Lutz	Preliminary plans submitted for VTRANS review. Comments received back, responding to comments.	TBD but probably 2021	12/31/2022		Stantec/Stone	
								Village Rolling Stock		Replace Vacuum truck with one has larger capacity tank. To be used in both Village/Town		Chelsea Mandigo/Jim Jutras	Awarded Agreement Pending-No change in status of Buy American wavier 1/14/20					
Village	Vacuum Truck	Not Assigned yet SFY2018	VTRANS TAP	VTRANS	\$ 283,000.00	20	\$ 56,600.00		\$ 339,600.00		NO							
Town	Road Management Plan	BR0566	BETTER ROADS	VTRANS	\$ 8,000.00	20	\$ 1,600.00	Town Stormwater Capital Fund	\$ 9,600.00	Develop Road Management Plan based on CCRPC road erosion inventory	MRGP	Annie Costandi/Dennis Lutz	Annie to contact the State as the funding deadline passed and work wasn't completed on this grant.		Submitted extension request to Better Roads Program in January 2020			
Village	Televising of Stormwater Infrastructure		Unified Planning Work Plan FY 20	CCRPC	\$ 36,000.00	20	\$ 9,000.00	Town Capital Fund	\$ 45,000.00	TV stormwater infrastructure in 3 areas of Village, condition assessment report, future planning		Chelsea Mandigo/Jim Jutras	Request for bids developed along with list of assests to TV	TV work conducted 2020 Field Season	6/30/2020		Malone & McBroom	
Town	Televising of Stormwater Infrastructure		Unified Planning Work Plan FY20	CCRPC	\$ 36,000.00	20	\$ 9,000.00	Town Operating Account for Professional Services	\$ 45,000.00	TV stormwater infrastructure in 3 areas of Town, condition assessment report, future planning		Annie Costandi/Dennis Lutz	Request for bids developed along with list of assests to TV	TV work conducted 2020 Field Season	6/30/2020		Malone & McBroom	
Village	Vale Drive Outfall Stabilization		Better Roads	VTRANS	\$ 9,105.50	20	\$ 2,185.00	Town Capital Fund	\$ 12,655.50	Stabilize eroded outfall and remove pipe section that has fallen off		Chelsea Mandigo/Jim Jutras	One homeowner will not sign easment for project		6/30/2020			
Town	Tanglewood Drive Shared Use Path and Stormwater Scoping Study		Unified Planning Work Plan FY20	CCRPC	\$ 31,200.00	20	\$ 7,800.00	Town Capital Fund	\$ 39,000.00	Scoping study to determine feasibility of installing an infiltration system on Tanglewood Drive and conceptual plan development	PCP/MRGP	Annie Costandi/Dennis Lutz	Local Concerns Meeting conducted in October. The survey was completed in January. Dennis and Annie to provide Stantec with alternatives to consider.	N/A	6/30/2020			
Town	Hanley Lane and West Sleepy Hollow Road		Grants-in-Aid	CCRPC/DEC	\$ 31,175.00	20	\$ 7,794.00	Town Capital Fund	\$ 38,969.00	Upgrade HC road segments to meet state standards	PCP/MRGP	Annie Costandi/Dennis Lutz	Temporarily on hold - waiting for status update on WSH. May redirect funds to other location.		6/30/2020			
Village	Mansfield/Brickyard Gravel Wetland		Clean Water Block Grant	SWRPC/DEC	\$ 71,284.42	50	\$ 65,700.50	Town Capital Fund	\$ 136,984.92	Aid in the construction of gravel wetland	FRP	Chelsea Mandigo/Jim Jutras	Notification of award. No subgrant agreement sent yet.					



MEMORANDUM

TO: Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Gregory Duggan, Deputy Manager
DATE: May 5, 2020
SUBJECT: UVM Corona Virus Research

A handwritten signature in blue ink, appearing to read "James Jutras".

UVM has applied for a rapid research grant titled **Monitoring SARS-CoV-2, Chloroquine, Hydroxychloroquine, and Associated Human Metabolites in Sewage Waters for Assessing Community Health.**

The scope of the research is to determine the effectiveness of using sewage samples as an indicator of prevalence of Coronavirus in the community. We collected influent and process samples for this UVM Engineering and Medical School research project on the Coronavirus.

We are simply committing to provide samples for this research project, if the grant is awarded. There is no charge or match required of us for this grant.

Please let me know if you have any questions regarding participation in this valuable research.

Gregory Duggan

From: Channel Coordinator <maketv@cctv.org>
Sent: Thursday, April 23, 2020 11:40 AM
To: Tammy Getchell; Gregory Duggan; Deana Stoneback; Sharon Kelley; Terry Hass
Subject: Channel 17 Changes

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST

Hi everyone, I hope you're all well!

I want to give you a quick heads up of some important changes in the hopes that you can circulate this to other Essex Town and Essex Junction folks who may need to know. The changes below will need to be reflected in a considerable amount of Town and Village communications where our channel is promoted.

As of May 28th, Comcast customers will only find us on Comcast channel 1087.

As a result, we'll be moving away from our "Channel 17" branding and will now be going by "Town Meeting TV". A new logo will be sent out soon.

Online viewers will still be able to access our content on www.ch17.tv and at <https://www.youtube.com/channel/UCJkWMLSqRNKLoyUZQiNoAcQ>.

Feel free to reach out with any questions about our small rebranding push.

Thanks!

- Dan

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Dan Logan

Channel Coordinator | Channel 17/ Town Meeting Television

802.862.3966 x13 | maketv@cctv.org | www.ch17.tv

All Channel 17 Town Meeting Day coverage can be seen at <http://bit.ly/TMD2020-Forums>

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