



VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, August 3, 2020
7:15 PM

E-mail: manager@essex.org

www.essexjunction.org
www.essexvt.org

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

Due to the Covid-19 pandemic, this meeting will be held remotely. Available options to watch or join the meeting:

- WATCH: the meeting will be live-streamed on Town Meeting TV.
JOIN ONLINE: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
JOIN CALLING: Join via conference call (audio only): (802) 377-3784 | Conference ID: 460 057 494#
PROVIDE FULL NAME: For minutes, please provide your full name whenever prompted.
CHAT DURING MEETING: Please use "Chat" to request to speak, only. Please do not use for comments.
RAISE YOUR HAND: Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
MUTE YOUR MIC: When not speaking, please mute your microphone on your computer/phone.


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

- 1. CALL TO ORDER [7:15 PM]
2. AGENDA ADDITIONS/CHANGES
3. APPROVE AGENDA
4. PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
5. BUSINESS ITEMS
a. \*Interviews: Housing Commission
- Katie Ballard
- Anthony Barr
- Evan Einhorn
- Ara Hagan
- Debbie McAdoo
- Pam Schirner
- Michelle Teegarden
b. Discussion and possible action on educational daycare program
c. \*\*Discuss creation of MOUs to memorialize completed consolidation work to date, and shared Board decisions
d. Discussion and potential action on future meeting schedule
6. READING FILE
a. Board Member Comments
b. Statement about racial justice in Essex from Evan Teich, Chief Ron Hoague, Greg Duggan
7. EXECUTIVE SESSION
a. \*An executive session may be necessary for appointment of public officials
b. \*\*An executive session may be necessary to discuss employment of public employees
8. 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: 07/31/2020 [Signature]

# Memorandum

**To:** Village Trustees and Town Selectboard  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** Appointment of volunteers to the Joint Essex Housing Commission  
**Date:** July 31, 2020

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**Issue**

The issue is whether the Selectboard and Trustees will fill up to seven vacant seats on the Joint Essex Housing Commission.

**Discussion**

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

Previous interviews: Mark Redmond, Gabrielle Smith, Will Towne, and Mia Watson were interviewed on June 9<sup>th</sup>. The video to view the interviews begins at 2:01 at the following link: [Joint Essex Meeting June 9](#). Patrick Scheld, Don Miller, Joseph Engelken and Ned Daly were interviewed on June 23<sup>rd</sup>. The video to view the interviews for that evening begins at 1:12 at the following link: [Joint Essex Meeting June 23](#). Rupesh Asher was interviewed on July 28<sup>th</sup>. The video to view the interview begins at 1:36 at the following link: [Joint Essex Meeting July 28](#).

Katie Ballard, Anthony Barr, Evan Einhorn, Ara Hagan, Debbie McAdoo, Pam Schirner, and Michelle Teegarden are attending the meeting on August 3<sup>rd</sup> to be interviewed.

June 9	June 23	July 28	August 3
Mia Watson	Patrick Scheld	Rupesh Asher	Katie Ballard
Will Towne	Don Miller		Anthony Barr
Mark Redmond	Joseph Engelken		Evan Einhorn
Gabrielle Smith	Ned Daly		Ara Hagan
			Debbie McAdoo
			Pam Schirner
			Michelle Teegarden

The appointment of public officials can be a protected discussion during the interview, provided that the Trustees and Selectboard make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

**Cost**

None.

**Recommendation**

It is recommended that the Selectboard and Trustees interview Katie Ballard, Anthony Barr, Evan Einhorn, Ara Hagan, Debbie McAdoo, Pam Schirner and Michelle Teegarden on August 3<sup>rd</sup> for the Joint Essex Housing Commission. If the board members wish to enter executive session, the following motion is recommended:

“I move that the *Trustees/Selectboard* enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager, the Assistant Manager and the candidate.”

8/3/20 - Ballard, Katie

Hello,

My name is Katie Ballard and I am writing to express my interest in volunteering for the housing commission. I live in Essex Junction but my family has been homeless in Essex. We had a house fire in Grand Isle and moved to Essex for the school system when we were homeless, after challenges due to my sons disability and my own we financially struggled to pay rent and eventually ended up homeless to avoid eviction. We maintained our children in the town district and thankfully found an apartment almost 3 years ago.

I have also worked at multiple local non profits as an advocate, outreach director, managing director and many other roles. The most relevant being that I worked in a local homeless shelter as the outreach director and then the intake coordinator for the low barrier shelter in Burlington. I have also been an advocate for affordable housing and renting with dignity for many years at the state house. I also support many in navigating resources especially here in Essex as a parent advocate in special education supporting a few families navigating housing issues currently in our community.

I have experience working on a board as currently sit on the Child Poverty and strengthening Families Advisory Council appointed to represent the Vermont Coalition for Disability Rights as well as recently endorsed and awaiting appointment to the state Special Education Advisory. I didn't see an application but I am familiar with the requirements and expectations of the role and believe I would be a great asset to the commission.

Please let me know what else I need to do to be considered.

Thank you  
Katie Ballard

8/3/20 - Anthony Barr

Hello, my name is Anthony Barr and I am emailing with the intent to show interest in becoming a member of the Housing Commission. I was told about the position by Patrick Murray and he thought that I would be a good fit for the position due to me being someone who lives paycheck to paycheck and understands the struggles of putting over half of my wages into paying rent. I would like to help come up with solutions to relieve the burden on the people who feel struggles in a similar way to me, and in a fair amount of cases even worse. My background may not be on the business end of what you are looking for, however my modern understanding of knowing how hard it is to make it here on any wage that is not an upper middle class family, as well as paying my housing bills in full without a partner's help for the past 2 years gives me a lot of perspective. I have a belief that we can create strong solutions and a better local economy by doing so. There is so much more that could be said, but to be completely honest I just got out of a 12 hour shift so my apologies if I have missed any important points, I would just be very excited to explore this opportunity so I wrote this out as soon as I had a chance to get in front of a computer.

Thank you and I look forward to hearing from you,

Anthony Barr

To the Selectboard and Trustees:

I would like to formally express my interest in working for Essex Housing Commission. I am very much aligned with the goals and focus of this Commission and I would like to use the skills gained in my time as an expert in my field of Affordable Housing to help with community projects such as yours reach its objectives.

I have been a Board Member for the Countryside Housing Association where I lived for the past 10 years. I have experience in chairing meetings and strategic solutions. My administrative experience and proven leadership skills will prove useful to this Housing Commission.

I get along well with others and thrive on finding resolutions to problems. I am confident that these qualities together with my commitment to work will be an asset to your organization.

Some of my personal achievements in my professional capacity I can bring to this Commission are as follows:

- Represent the organization and serve as a spokesperson.
- Take an active part in the planning process.
- Offer a broad knowledge of programs, policies and implementation strategies.
- Understanding of Fair Housing rules and regulations

Thank you for your consideration,

*Evan Einhorn*

Evan Einhorn, Owner of  
Affordable Housing Training & Consulting Services, LLC

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Hi Darren,

I'd be interested in being on the Housing Commission. I'm an Essex Jct resident and also run my business in Essex (my office for Hagan Associates was located in the town for a number of years as a business lessor and now is in the Junction where I am the building owner).

- Ara

Ara Hagan

**DEBBIE K. McADOO**

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June 29, 2020

Dear Village Trustees & Selectboard Members,

I am writing to submit my name as a potential volunteer to serve on the new Joint Essex Housing Commission (JEHC). I am happy to see that the greater Essex community has chosen to seek further guidance on this very important issue. I believe I have skills, education and experience that could be helpful to the JEHC, which includes experience in special needs housing with the VT Department of Aging and Independent Living. This work taught me life safety standards and special needs considerations for housing of elderly and disabled people. I also learned that it really does take a village to plan, develop and build affordable housing in Vermont.

As you will see from my resume, I have many years of successful service working with and educating the public concerning all areas of public health, including housing. I see volunteering with the EHJC as a way to give back to the community while expanding my network and knowledge of local resources and subject matter experts. If you are still in need of volunteers for this committee, please call me at [REDACTED]

I look forward to speaking with you about how I might help move this important work forward for the greater Essex community good.

Thank you,

Deb McAdoo, MPH



**From:** pam schirner  
**Sent:** Saturday, July 18, 2020 4:48 PM  
**To:** Darren Schibler  
**Subject:** application for Housing commission

Thank you for following up. I have attached my resume for consideration.

I live in Essex and enjoy learning about how the town government works along with contributing when I can. I volunteer with the Essex Community Justice Center and served two terms on the Zoning board.

The commission is of interest to be in large part because of the mission and we own three investment properties in Essex and it has been a challenge managing the expenses of the properties while ensuring our rents are affordable. So, learning more about our local housing and how we can enhance our current situation is of interest to me.

I can be reached at [REDACTED] if you have any questions.

8/3/20 - Teegarden, Michelle

Dear Tammy,

I am contacting you in regard to my interest in serving as a volunteer on the Essex Housing Commission and per instructions, I have attached my resume.

In December 2019 I retired from a 25 year career in the Office of Admission at Saint Michael's College and I am now seeking new opportunities to serve my community. My candidacy would fall into the category of "at-large member of the community" having been an Essex resident since 1993. I would bring my passion for social justice, commitment to equity and fairness, as well as a natural curiosity in and concern for political/social issues.

I look forward to learning more about the Essex Housing Commission and its goals toward ensuring fair and affordable housing to the community. Thank you for your consideration.

Respectfully,

Michelle Teegarden

### Memorandum

**To:** Board of Trustees; Selectboard  
**Cc:** Brad Luck, Essex Junction Recreation and Parks Director; Ally Vile, Essex Parks and Recreation Director; Rob Paluba, IT Director  
**From:** Evan Teich, Unified Manager  
**Re:** Remote learning for K-8  
**Date:** July 31, 2020

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### Issue

The issue is informing the Trustees and Selectboard about a potential partnership between the Village, Town, and Essex Westford School District to provide remote learning location(s) for students.

### Discussion

Brad, Ally, Rob, and I have been working on with EWSD related to our community's Covid-19 response. This project, was in the exploratory phase, as we were looking at how the Town and the Village could partner together with the school district to provide a free, safe, remote learning location for those families, including our first responders and employees. We understand that no solution is perfect and that there are many challenges to what we are looking to "do" but we feel that this is something that we can do for our community during these difficult and unsure times. To those ends, we have been exploring locations and researching issues. We need about 7-8 locations each for the Village and the Town or roughly 14-16 total spaces. Now these 14-16 spaces can be within one location but that location has to be big enough to section off grades and maintain a safe environment. So larger spaces are preferred as they lower our challenges and do not spread us out too far.

Up until the past few days, this is something we were exploring, just to see if it was possible. We needed to see what the school districts were thinking and what their plans may entail. But now we have a clearer picture and are getting to a stage where we believe it is not only possible but our efforts should be ramped up and this project to be made to occur. Therefore, we have started meeting with property owners and looking at a variety of spaces including at 2 Lincoln, 75 Maple, Memorial Hall, the movie theaters, and more to see what could be assembled. We also panned out a very preliminary budget.

Obviously, we have never done this before and we have faced many questions and concerns about so many issues. But, the reality to us is that even with all these challenges and risks, this is something that we can and should do for the families of our community in their times of need. We believe we can provide safe learning environments for the children so that their parents can go to work. It may not be perfect, heck we know it will not be perfect, but it is worth the effort.

We have some big questions left to answer, like to keep it free or at a low cost, "how to cover the costs of the educators?" We will need one per space (class of up to 20 children). If the school district provides these educators, and the movie theater (Peter Edelman) allows us to use his space for minor costs than we could do this for little or no cost to the parents. We would also be seeking funding from other sources like the feds or the state as well. If we have to pay the educators, we would likely be at \$25 per day per student and break even. If the Town wants to subsidize some of that \$25 I could then bring this before the Selectboard/Village Board. In the interim I want to keep moving forward so that we could get this endeavor off the ground asap-school starts September 08<sup>th</sup> as of today, to give parents a few extra days to hear about it, settle their issues and get their children signed up and then come. Until I get commitments, I really do not have any more monetary details right now to share other than total cost if we have to pay the educators (not the school district) minus what we would have to

charge for each child. I will certainly know more later next week and as we learn how many kids may get signed up. Again, our goal is to have it free.

I will be happy to answer your questions. I caution, I may not have all the answers yet but rest assured we are working on it.

**Our Advantages:**

- We already do child care-so we know that part
- We and the school district has an IT department who can make the wifi work at our locations
- We have department heads and employees who are smart, resilient, and have the “we can make it work attitude”
- We are trusted by the community
- We know safety
- We are not profit motivated
- We have a strong relationship with our school district
- We have surplus funds (with board approval of course)
- We already have a few of these spaces Teen Center, Senior Center, Memorial Hall, 75 Maple to name a few that can be converted quickly and know people who may let us use their vacant or under used properties
- We have fogging equipment to help quickly disinfect a space or a vehicle

**So Many Challenges:**

- We have less than a month to pull all of this together
- School district learning schedule- it may change-it will change
- Wifi availability at all spaces, enough to have distant learning- spaces that have comcast service are preferred due to bandwidth
- The Virus and all of its twists and turns
- Cleanliness, safety, social distancing
- School meals
- 36 square miles plus first responders and employees’ children
- K-8 with an expected need of finding space for 450+ children and how to get them to after school programming
- Being able to scale up or down as needed
- Spaces that have heat, ac, bathrooms, available for up to a year and can meet standards
- Cost, adding employees, transportation
- Acceptance that some spaces, previously used by others now have a different calling

More information will be distributed as it becomes available.

**Cost**

Unknown at this time.

**Recommendation**

This memo is for discussion.

**Memorandum**

**To:** Board of Trustees; Selectboard; Evan Teich, Unified Manager  
**Cc:** Sarah Macy, Assistant Manager/Finance Director  
**From:** Greg Duggan, Deputy Manager *GSD*  
**Re:** MOUs to memorialize completed consolidation work to date, and shared Board decisions  
**Date:** July 24, 2020

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**Issue**

The issue is for the boards to discuss existing MOUs about consolidation work, and any potential MOUs to further memorialize work to date.

**Discussion**

Since 2013, the Village of Essex Junction and Town of Essex have created memorandums of understanding and memorandums of agreement to ensure shared services and staffing. The MOUs cover items including a shared/unified manager, stormwater, a shared bank account, the Clerk's Office, and Public Works services.

Depending on the future and timeline of merger discussions, staff recommends the boards revisit existing MOUs and identify areas that may need extensions or new agreements. For instance, an agreement to share functions of the Manager's Office, including Information Technology, Human Resources, and other staff in the Manager's Office.

A full list of consolidation documents is available online at [www.essexvt.org/724/Town-Village-Consolidation-Documents](http://www.essexvt.org/724/Town-Village-Consolidation-Documents)

**Cost**

n/a

**Recommendation**

This memo is for discussion. If the boards need to discuss staffing in executive session, the following motion is recommended:

"I move that the Trustees/Selectboard enter into executive session to discuss the employment of a public employee in accordance with 1 V.S.A. Section 313(a)(3) and to include the Selectboard/Trustees, Unified Manager, Deputy Manager, and Assistant Manager/Finance Director."

**Memorandum**

**To:** Board of Trustees; Selectboard  
**Cc:** Sarah Macy, Assistant Manager/Finance Director; Tammy Getchell, Assistant to the Manager  
**From:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager  
**Re:** Future meeting schedule for Trustees and Selectboard  
**Date:** July 31, 2020

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**Issue**

The issue is whether the Trustees and Selectboard will adjust their meeting schedules.

**Discussion**

Staff continues to consider the best meeting schedule for the Trustees and Selectboard to best meet the needs of the community and respect the busy schedules and business of elected officials and staff.

For several months, not including a different schedule during the first few months of the pandemic, the boards have had the following meeting schedule:

- 1<sup>st</sup> Monday: Selectboard, joint meeting of both boards
- 2<sup>nd</sup> Tuesday: Trustees
- 3<sup>rd</sup> Monday: Selectboard
- 4<sup>th</sup> Tuesday: Trustees, joint meeting of both boards

The schedule ensures the boards meet together regularly. On joint meeting nights, however, one board often needs to cut a meeting short, cause the joint meeting to start later than the warned time, or both.

The boards continue to have joint business, although if the vote on whether or not to merge the municipalities does not happen in November 2020, the boards may not need to meet together as frequently. As a result, staff proposes a new meeting schedule in which the boards will meet jointly once a month, instead of twice:

- 1<sup>st</sup> Tuesday: Selectboard
- 1<sup>st</sup> Wednesday: joint meeting of both boards
- 2<sup>nd</sup> Tuesday: Trustees
- 3<sup>rd</sup> Tuesday: Selectboard
- 4<sup>th</sup> Tuesday: Trustees

All meetings could begin at 6:30 p.m. The schedule results in the biggest change for the Selectboard, which would move its meetings from Monday evenings to Tuesdays. Such a change allows staff more time to respond to questions from board members that come in over the weekend, after packets go out on Friday afternoon.

**Cost**

n/a

**Recommendation**

Staff recommends the Trustees/Selectboard adopt the revised schedule proposed above.

STATEMENT ABOUT RACIAL JUSTICE IN ESSEX

July 29, 2020

## We hear you.

We hear you saying our responses to racial justice are inadequate. We hear you telling us that we need to improve what we do. We know we have a lot of work to do. We need to listen to you now, and in the long-term.

We are learning that structural racism and white privilege impact who we are, what we do, and how we do it. We are learning that white supremacy can describe not just hate groups, but a dominant white culture that has resulted in systems of inequality. We want to learn more, because we don't know everything. In fact, we really don't know half of it. We are sending this message to let you know that we are committed to learning and willing to change. We know that change begins with self-reflection and education.

In a perfect world, we would be able to stop time and do all that self-reflection and education so that we are better prepared to meet you at the table, fully informed, to talk about how we are going to change our practices, policies, and systems of operation in a way to better serve everyone in our community.

This is not a perfect world, and we will need to learn as we listen. Change will not happen overnight, so we ask for your understanding and help as we look inward and move toward the goal of achieving much-needed change.

You are hurting now. Intentional or not, existing systems, policies and practices subjugate some people and are harmful to the overall well-being of our community. We are going to start the hard work of changing now, and we understand that we will make mistakes and learn from them as we go along.

We want Essex to become a better community, one that embraces our diversity and is more welcoming to all people. We understand that we need to change. We want you to help us understand what change needs to look like. We recognize that you need to tell us how you feel, and what you want and need to move forward as a safe and welcoming community for all.

We hear you saying you want us to defund the police. We want to understand what you mean.

We hear you saying you do not feel safe in our community. We want to understand why.

In August, we will release a schedule of facilitated listening sessions for you to share your experiences, your ideas, and your strategies.

Right now, we can start listening to you through your responses to a short (2-minute) survey that will inform us about ways Essex's municipal leaders and law enforcement can best engage with the community. We will use the survey responses to structure listening sessions and, after holding the listening sessions, to help us decide how to develop a plan of action based on community needs.

The survey is available online at <https://www.surveymonkey.com/r/JQR8299>.

We are not ready to make decisions yet. We want to change so we can make better decisions. This is about a cultural shift and we are ready to begin. We look forward to working with you.

Sincerely,

Evan Teich, Unified Manager, Town of Essex and Village of Essex Junction

Ron Hoague, Essex Police Chief

Greg Duggan, Deputy Manager, Town of Essex and Village of Essex Junction