



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

Online
Essex Junction, VT 05452
Tuesday, August 25, 2020
7:15 PM

E-mail: manager@essex.org

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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: 827 482 137#
- **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. Discussion regarding State and Local education tax—Brian Donahue, Essex Westford School District
 - b. Discussion of staffing needs for consolidated functions—Evan Teich
 - c. Discussion on draft charter and merger priorities
 - d. *Appointment of Joint Essex Housing Commissioners
6. **CONSENT ITEMS**
 - a. Approve minutes: July 28, 2020, August 3, 2020 (Trustees only)
7. **READING FILE**
 - a. Board Member comments
 - b. VLCT Town Fair
 - c. Email from Jill Evans re: Direct Referrals from Police Departments to Essex Community Justice Center – FY20
 - d. Email and attachment from Kelley Avery, VLCT re: BCBSTVT and MVP Announce 2021 Exchange Rate Increases
 - e. Letter from Town Selectboard to the House Government Operations Committee
 - f. Email from Rep. Marybeth Redmond re: H.944 Amendments to the Town of Essex Charter
 - g. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. *An executive session is anticipated for the appointment of public officials
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: 08/21/2020

MEMORANDUM

TO: Village Trustees and Town Selectboard
FROM: Evan Teich, Unified Manager
DATE: August 21, 2020
SUBJECT: Discussion regarding State and Local education tax



Issue

The issue is to inform the Selectboard and Trustees about the State and Local education tax rate and how it works for Essex and Essex Junction.

Discussion

Brian Donahue, Chief Operating Officer from the Essex Westford School District will be available to explain how the school tax rate works and to take questions.

Cost

There is no cost associated with this issue.

Recommendation

This memo is for informational purposes only.

MEMORANDUM

TO: Village Trustees and Town Selectboard
FROM: Evan Teich, Unified Manager
DATE: August 20, 2020
SUBJECT: Costs of delaying merger



I have been directed to provide the costs of delaying merger. In the pages below, you will find individual department responses. Some departments have little or no dollar costs associated with merger delay. For example, the libraries are not slated to consolidate so they have continued to act independently and therefore have little to no costs associated with delay. Of course, there is little in the way of potential operational savings, either. For ease of reading, actual costs will be in red.

It is important to point out many costs are not necessarily in dollars but rather in the delay of action, added responsibilities, duplication of effort/inefficiencies, and/or lack of direction given to serious matters such as long-term planning, economic and community development and large-scale capital needs. There is also the stress of not knowing and waiting to see if a merger happens, causing some of the greatest costs—opportunities lost.

Administration is an excellent example of a department stressed and in a holding pattern until merger. Administration includes the Unified Manager, Deputy Manager, Human Resources, Finance, administrative assistance, web sites, communications, public meetings, legal, supervision of operations for both Town and Village departments, and public relations that includes community events, and emergency response, such as the current COVID-19 pandemic. Administration serves two elected Boards (10 members), all Town and Village committees, the public, and more. In addition, Administration has been the information gathering arm of merger. The stress on this team is not sustainable moving forward with a lengthy delay in merger.

Delay means many things to the Administration. It means continued duplications: two budgets, two audits, two attorneys, two offices, two websites, two payrolls, two employee personnel manuals, and three contracts. It means supervising 17 departments versus a more manageable number, long days and too many nights. Without a direction to proceed, the cost and opportunity lost is the time and ability to work on aligning departments and operations already committed to consolidation.

Manager's Office/Administration

- New full time Assistant Manager for the Village (\$120,000-130,000 with benefits)
 - Supervision of departments
 - Coverage/support of boards and committees, including night meetings
 - Budget and project administration
 - Citizen contact, records requests, policy direction and purchasing
- If continuing to work on merger for a vote in the future, may need a part-time Project Manager (20 hours/week, \$32,000)

- **Part-time Communications Coordinator in the FY22 budget (20 hours/week, \$25,000-\$30,000)**
- Extra strain of 5+ night meetings a month which includes 5 packets, 5/7 sets of minutes, 5/10 website postings
 - Extra night meetings take a lot of work to prepare in a short turnaround: tracking down or preparing materials for agenda and packet preparation, document assembly, and posting; setting up recording secretaries; setting up media presence; attending the meetings and meeting follow up
 - Adds up to more than +125-200 annual hours to the Unified Manager and Assistant Managers
- Limited time for new initiatives and proper supervision of employees
- Confusing for customers the public, and staff having two offices and a lot of time and inconvenience spent going back and forth
- Too many departments with separate Village/Town policies and ordinances is difficult to coordinate

Human Resources

- Delayed consolidation of employee manuals including pay grade change process, evaluations, benefits, overtime, holidays, evaluations, forms and practices
 - continued alignment of practices and policies would ease the burden.
- **Negotiating two new separate labor contracts**
 - How do we continue to encourage the unions to move toward aligning contracts (work rules, starting times, benefits, holidays, pay scales) if they see us continually pushing merger back?
 - A major difference and problem between Town and Village personnel is the incrementation rate for salaries. Current gaps will continue to grow as Village personnel receive larger increases than their Town counterparts and the gap in how much each pays for health insurance and pensions.
- We are **restricted in benefit elections as we continue to explore separate plans vs combined plans with a larger group.**
- There is already immense stress and concern over the unknown amongst staff. Continuing to move forward with no set timeline or direction is only going to further this feeling.
 - Per Travis: Delay creates an additional period of time in which staff will need to continue to perform dual roles. Staff are stretched thin and have taken on additional duties and responsibilities with the idea that there was a light at the end of the tunnel. It is unrealistic to expect that these staff can continue to perform dual roles for the Town and the Village indefinitely.
 - **Part-time staff support for administrative function (filing, VMERS payments, etc.) (20 hours/week, \$18,000-\$21,000)**

Finance

- **Assign Sarah Macy, Finance Director/Assistant Manager, as full time Finance Director (cost is dealt with by adding a full time Assistant Village Manager).**

- Creation of 2 budgets-needs earlier direction on issues and joint direction on taxation/sharing throughout- must start the process earlier.
- No new costs - but more time devoted to work flow, better budgeting, merger requests and monetary efficiencies for two separate municipal operations.

Input from Sarah:

1. Grants and shared projects: Accurately accounting for anything where the costs are shared is difficult. For example, for stormwater grants, the Town pays any match and nonparticipating amounts (which get expensed to the Town) and the Village pays for any grant covered expenses (which gets expensed to the Village) and then the revenue goes to the Village. At the end of the year, the Village records a contribution from the Town and an offsetting expense to gross up the accounting records. ***Are you confused? So am I.***
2. Staff – 4 Town employees, 1 Village employee. This causes two finance budgets one in Town and one in Village. Could it all be brought into the Town? Would the Village employee have to be a Town employee to make that happen? This changes their pay and benefits.
3. Staff – a retirement expected in 2-5 years. **The cost is a part-time person to overlap with retirement at approximately \$50k.** Would grow into a full-time replacement.
4. Payroll – processing payroll for two entities every single week is like running on the world's smallest hamster wheel. It creates challenges when trying to get employees to take time off.
5. Payroll – the way split employees are treated varies by employee. Some are expensed directly to the two entities, some are accounted for with a payment from one entity to another, and others still are split via manual journal entry. We haven't cleaned this up because merger would fix it, now we will work on making changes to align the treatment to one.
6. Hidden costs: inefficiency, wasted time
7. Changes our priorities: We've been grinding on merger for 2 years and now, without completion, we are going to be tasked with changing focus to other things.
8. We have to do something to make this better: Issues on hold: capital consolidation? LOT to fund capital? ET: establish policies for funding positions, grants, and other activities that cause extra gymnastics.
9. Finance department related goals that continuously get elbows out by having to pay attention and hold onto the differences between the entities, and by the constant grinding on bigger topics:
 - Correct financial statements to be fully GAAP and GASB compliant
 - Expand financial statements to CAFR, receive GFOA excellence in financial reporting award
 - Create PAFR (popular annual financial report) geared to helping citizens understand what happened (PAFR Award)
 - Elevate the budget document to be more useful (less of a data dump, more of a story/policy document)
 - Budget award?
 - Get fixed assets out of Excel and into a real database before we lose something
 - Write/finish financial policies (capital assets, cash receipts, etc.)

- Review financial policies with an eye to inclusivity and humanity – is our hard line on penalties and interest still appropriate?

Summary of high-level items in Finance:

Major Finance Process	Consolidated, Aligned or Separate	Notes:
Payroll	Separate rules, process semi-aligned	3 Unions, 2 Personnel manuals. We've aligned the steps in the process as much as possible and the reporting/filing methods
Utility Billing	Alignment in process	We are moving toward aligning the billing cycle (YES!) the rate structures are still different, would require study in Town to align. Interim billing is aligned in process and rate.
Accounts Payable	Consolidated	
Accounts Receivable	Separate	Town – each department bills their own, Finance tracks; Village – Finance bills and tracks for everyone
Grants	Separate	Town – each department is in charge of their grants, Finance tracks and assists; Village – Finance plays larger role in billing and tracking
Budgeting, Operating	Alignment in process	New budget program will help tremendously with keeping track of things and moving to align process.
Budgeting, Capital	Separate	Everything is different in this process all the way down to how the spreadsheets are set up (projects in rows versus columns).
Budgeting, Finance Dept.	Separate	I have two budgets to manage – one in Town and one in Village. Could these become one? Would Cindy have to be a Town employee?
Audit	Consolidated, mostly	Different historical approaches to the financial statements, I've been moving them both closer to where I want them but it's a slow process.
Taxes	Consolidated, mostly	Same bill, same due dates, same collection process – different tax rates.
General Accounting	Varies	Some processes and methods are different between the two. For example: the way the enterprise funds contribute to the general fund; employee allocations

Brownell Library/Essex Free

No costs associated with delay- except the continued stress of not knowing.

Essex Parks and Recreation

Input from Ally:

- 1) Program Budget
 - a. With additional childcare from EJRP, municipal buildings will be in use that would support the EPR bottom line if EPR programming could take place.
 - b. Not combining as one department lessens the resources EPR can contribute.
- 2) Alignment/Decision Making
 - a. There is only so far that we as “Essex Rec” can go and we are willing to get as close to being one as we possibly can in respect of the residents. For EPR, we cover the community as a whole. Not being “one” will still point out the differences in amounts customers pay, processes that are conducted, and that keeping some decisions under two departments may be what’s best for who we serve vs. who EJRP serves.
- 3) Direct Reports
 - a. Programming staff is moving toward specialized/categorized planning rather than broad planning in multiple categories, which stays within one department budget. This change involves offering programs that effect both budgets. Who are they reporting to? Why is it ok that some staff are in a hybrid model of supervision and job duties, while others are individually managed?
- 4) Projects
 - a. The delay will continue to push back projects that directly support the department’s vision and the community’s need in who we directly serve. This isn’t in every case, but if a merger delay was not in our future, funding and execution of projects would be more inclusive for staff to work on and the community to feel the benefit as a whole.
- 5) Continued confusion among the community
 - a. Since co-location, it has been assumed that EPR & EJRP are one/have been merged. We continue to operate out of two separate budgets and two separate program funds, and do our best to work together, but in the end, we work very parallel.

Essex Junction Fire and Town Fire

No change

Village Community Development

Input from Robin:

With no merged functions between the Community Development departments, there would not seem to be any real or organizational (changes). If the merger goes through (it is) anticipated that the Village will retain its planning identity with no changes to zoning, etc.

Town Community Development

- Decision on Interim Town Community Development Director and organization of department is delayed - this was set as an 18-month interim position. **Without merger, a decision will need to be made on whether to make the position permanent.** What organizational structure is appropriate- two directors (Village/Town)? One Director and One Economic development Director?
- Planning summit still needs to be scheduled –could lead to DRB(s), joint planning commission, etc.
- **Economic Development Coordinator – regardless of the Community Development structure, there is a need in the Town and Village for this position. This will be requested in the FY22 budget (20 hours/week, approximately \$28,000.**

Essex Police

Unless things change with the Town/Village relationship when it comes to policing, we do not expect a change or cost related to delaying merger.

Town Public Works

Input from Dennis:

General comment: *The Public Works Departments of the Town and the Village are not merged* but continue the process of actively working together on issues of mutual concern/benefit. We have been in a holding pattern for at least nine months and closer to a year.

First, I will cover the current joint functions that to a great degree are unaffected by a delay in merger. Then a narrative is provided on those areas that are impacted by a delay in the merger vote.

- 1) Storm-water programs are almost entirely joint with permit required functions funded out of the Town Storm Water Operating Account. It is a collaborative effort but there is no unified leadership structure. A major part of this work is related to acquisition and processing of grants and meeting permit requirements.

NOTE: *Further delay in merger will not impact the work **currently** in progress.*

However, by April of 2021, both communities will have to submit their Phosphorous Control Plan to the State for approval. **The longer the merger vote is delayed, the greater is the likelihood that one central government will not be there to tackle this joint financial problem (expected between \$3-7 million.** Extended merger planning and discussions will

suck the time away from discussions on how to jointly address this looming financial impact.

2) Winter Operations Plan

The joint effort on developing and using one plan will be unaffected by any delay. However, delay may result in a loss of potential opportunities to be more efficient on truck routes, equipment, labor and salt application

3) Unified Paving Contract

The joint effort on bidding paving using one contract will be unaffected by any delay. However, lack of a single driving organization may result in paving solutions that are not in-line with the combined needs of both communities

4) Mutual assistance

The joint effort on mutual assistance will be unaffected by the delay.

There is a need to provide Public Works assistance from one community to the other. Some assistance is without remuneration and others are funded by the requesting community. Some of these are:

- a) Town use of the Village sewer cleaner for pumping out (cleaning) sewage stations and cleaning storm water catch basins (services paid for by the Town to the Village utility)
- b) Use of sidewalk plows (both ways) when equipment breaks down or conditions require mutual assistance.
- c) Assistance with work tasks such as parade prep, water breaks, hauling of material, grader assistance
- d) Emergency vehicle repair by the Town mechanic on Village equipment as requested
- e) Pre-winter checks on Village vehicles by the Town mechanic when requested
- f) Joint safety and other training

5) Engineering assistance

The joint effort on engineering assistance from the Town to the Village will be unaffected by the delay. Work will continue on:

- a) Preparation of some grants by the Town for the Village
- b) Town inspection services on Village projects, subject to inspector availability
- c) Town Engineering analysis in support of Village projects (when requested or directed)

ISSUES DIRECTLY IMPACTED BY A MERGER VOTE DELAY

1) Organization structure and departmental consolidation:

This is overall the area most impacted by a delay in a merger vote. In my opinion, there is a misconception that Public Works is merged. It is only merged from the perspective that the Village Highway Budget is now included in the Town Highway

budget. There is a greater degree of mutual support and cooperation than in the past, but it is not one unified organization.

The organizational structure of a single Public Works Department has yet to be fully explored, discussed or vetted. There are difficult to overcome historical differences in management/operation of the two Public Works Departments that need to be addressed as part of any further departmental consolidation. The longer merger is delayed, key players may not be here to help bridge these differences. In addition, elected officials who had long experience and background in these issues have left or may leave creating a historical knowledge gap. Without this “history” significant additional staff time will be needed to provide this background. When this occurs, staff is spending time covering old ground and not dealing with current problems or looking for future solutions.

In the absence of a single Public Works organization, the potential efficiencies available through merger cannot be realized. This involves personnel, equipment and capital replacements, buildings, use of materials and winter materials storage, consolidation of winter routes, centralized, efficient handling of complaints, utility manning/assignment of work tasks and utility management organization, centralized and uniform project contract administration and a myriad of other areas of lost opportunity. It is difficult if not impossible to provide accurate estimates of cost savings when fully merged because there is no “fully merged plan” to compare with the current operation. The real issue is one of working towards achieving greater efficiency -- which ultimately may lead to cost savings.

Both Public Works Departments need and use engineering services to accomplish many aspects of their work. The Town uses a combination of internal professional engineering staff and contracts out for external engineering services for studies and design on specific large-scale capital projects. The Village utilizes Hamlin Engineering on a contractual basis for all engineering services as the Village engineer. In the Town, there is a defined management chain for infrastructure planning, coordination and project management. In the Village, this responsibility is split between a number of employees. It will be challenging to merge the departments, but the resulting combined entity could provide more engineering expertise across the entire community, better long-term identification of needs and improved capital planning. Once again, delays in the merger vote push this consolidation further into the future with short-term single community decisions being made rather than longer-term infrastructure decisions in the best interest of both communities.

The longer merger is delayed, the higher cost there will be of lost opportunities. Some examples follow:

- a) If a truck needs replacing today in either community, the decision has to be made on what is best and needed for the single community and not the joint entity. Will we need as many trucks? What would the joint winter plowing routes look like? Where will the equipment be housed?

- b) As employees leave/retire is the position filled because it is needed for the single community or is there a need for a totally different position that hasn't been identified yet as part of a structurally changed joined department?
- c) With a joined department, how does the organization and management structure change under joint management of water and sewer systems? Decisions are being made today in terms of replacing older systems/equipment - how does the new equipment fit into the future landscape when the Town and Village staff have different rationale for moving forward with particular equipment from pumps to communications to monitoring?

The point: important financial decisions are being made now on a wide range of issues that are geared only to the needs of each separate community – not a combined community. Decisions made today have impacts going forward far into the future.

Merger delay means that costs expended today will still have an impact ten to twenty years from now. The longer the delay, the more irreversible these short-term decisions are and the loss of any savings of those decisions.

2) Buildings

The Town has significant building needs that will be delayed and residents are not going to vote on the building needs facing either community until after decisions are made relative to what the community will or will not look like.

The second phase of the funded Building Study is currently in a holding pattern for resolution of the merger issue. Both the Town and Village buildings are aging and costing more to repair. The previously published and accepted First Phase Building Report clearly stated that Public Works, Fire and Parks/Recreation buildings and operating space is 50% of what is needed. In addition, some buildings, like the Village Public Works garage needs to be fully replaced or maybe combined in some manner with the undersized, 50-year old Town highway garage buildings.

As building issues are not addressed, they will continue to require costly and wasteful maintenance dollars that could be put into newer and better facilities. Short-term problems are being addressed without a clear picture of how all the buildings fit into the long-term time frame. This is another lost opportunity that crosses municipal boundaries.

Staff and Staff Time:

In order to provide some efficiency and cut costs, we attempt to jointly bid activities as one bid document. However, to award the bid, staff has to prepare two memos with supporting documentation and attend at least two meetings to get the bid awarded. This not only delays putting contractors to work when the construction season is short but also requires more staff time. Similar joint presentations occur under joint storm water grants, CCRPC joint planning studies, the winter operations plan, paving and others. This is

counter-productive to good use of staff time. Merger vote delay will continue this practice longer than is needed.

The longer the merger vote is delayed, the more staff will expend energy and resources to answer questions and obtain data and this detracts from our primary mission of maintaining and improving the community's infrastructure.

COSTS: This memo is short on actual costs because most of the impacts cannot be estimated in terms of actual dollars. Most are lost opportunity costs that can only be known once time has passed, dollars have been spent and we can identify that savings could have been achieved if we followed a different course of action.

Waste Water Treatment

Input from Jim:

Reminder WWTF is already aligned as are most stormwater functions.

1. Staff resources tied up/dedicated (in part) to issues and mechanisms of merger
 - a. Trustee meeting frequency and duration
 - b. Staff involvement in same and beyond
 - c. Other staff planning and related meeting discussion
2. Ongoing contractual alignment issues
3. Community morale
4. Staff morale
5. Effects of "Limbo" on both community and staff
6. Holding back on some alignment that could happen regardless and provide service and saving opportunities...i.e. utilities
7. **Missing consolidation opportunities, taking advantage of opportunities made through attrition/retirement, etc. We consistently miss this opportunity!** Can we handle personnel differently or by existing staff with a change in focus? Brainstorm, evaluate, consider, then decide and communicate.
8. Diverse contracts, perceived inequity between communities doing the same thing but doing it differently, sometimes at different pay scale. If alignment is delayed, this can be exacerbated, even if it is a perception, not reality.
9. Barriers to some internal subcontracting between departments for same services. i.e. lawn mowing, consolidated field inspections for areas traveled by both communities, etc.
10. Applied Diversity Training: Individual departments versus community.... We are still working in our own silos in many departments whether we will admit it or not. Not admitting we do the same things and not embracing that there are different ways to do these tasks. This may take time to know departments better than responding to what you think a department does, its community wide responsibilities, etc.
11. Evaluate potential utility rate and tax beneficial impacts regardless if there is not consolidated planning to address.
12. Look back to the key bullets from the 2019 Strategic Advance for more items identified as community priorities.

Village PW

Delay is mainly in providing direction in the area of personnel:

- a) Do we hire or replace or wait for consolidation?
- b) We have been discussing the need for more administrative help in this area, but that was placed on hold for merger.
- c) Space needs - the Village building is quite old and has space issues - does the combined PW re-evaluate what divisions are where, such as moving all water/sewer functions to one location and all general and highway to the other?

Other Operations

- Selectboard/Village Board


Here is a list of items that if delayed cost staff time, inefficiency and in some cases money:

- Agree on one platform (laptops), one process for agendas, files and packets (Sharepoint, CivicClerk, other)
- Stick to policy not implementation- makes for longer meetings
- Establish one process for selecting vacancies on boards and commissions
- Consolidate or reorganize committees - Bike/Walk and Conservation and Trails, Village Capital with Town staff, Energy Committee, Economic Development Committee, etc.
- One website-linked by CivicPlus - we will do a demonstration now that the Town site is up and running
- Decide in advance what issues go to what board? What are joint board topics?
- Limit extra night meetings (other staff not Evan, Greg, or Sarah to attend meetings of committees) - better gate keeping
- Board support for consolidation and alignment of all policies
- Three annual Strategic Planning meetings: one for Trustees, one for Selectboard, one jointly; preferably all at the same time of year (e.g., spring, after elections; or fall, at start of budget season) \$5,000
 - Barring emergencies or major unforeseen issues, focus on and stick to the goals and plans identified at Strategic Planning meetings
 - Districts, and redistricting, and tie-breaking—depending on Legislature’s final response to 3+3—legal and other expenses will have to be studied to determine the cost
- Complete the consolidation of Public Works
 - establish an organizational chart
 - include the sharing of capital dollars and capital planning
- Review MOU’s on what has been consolidated and shared and what still needs to be addressed
- Establish an “official formula” for how all costs will be shared: i.e., buildings, personnel, capital, etc.

- Jointly decide on priorities for the next 12-24 months
 - Budget direction and priorities
 - Racial justice
 - What departments to consolidate or study
 - Local Options Tax

MEMORANDUM

TO: Village Trustees and Town Selectboard
FROM: Evan Teich, Unified Manager
DATE: August 21, 2020
SUBJECT: Discussion of draft charter/merger priorities



Issue

The issue is whether the Village Trustees and the Town Selectboard would like to have a follow-up discussion on the draft charter and merger priorities.

Discussion

The Village Trustees and Town Selectboard may decide to continue discussion from previous joint meetings regarding the draft charter as presented by the Village Trustees and merger priorities.


Cost

There is no cost associated with this issue.

Recommendation

This memo is for informational purposes only.

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: August 21, 2020

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."*

The Village Trustees and Town Selectboard conducted sixteen interviews for the commission. All applicants are residents of Essex.

Interviews Link: June 9 Begins at 2:01	Interviews Link: June 23 Begins at 1:12	Interviews Link: July 28 Begins at 1:36	Interviews Link: August 3 Begins at 1:43
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, provided the Trustees and Selectboard make a final decision to appoint a public official(s) 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 appoint up to seven commissioners to the Joint Essex Housing Commission with staggered three-year term limits: three seats to expire June 30, 2023, two seats to expire June 30, 2022, and two seats to expire June 30, 2021. Seats would expire to coincide with the fiscal year end and when the majority of other board and committee seats are up for

reappointment each year. 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 and the Deputy Manager.”

**SELECTBOARD & TRUSTEES
(DRAFT)**

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

SELECTBOARD: Elaine Haney, Chair; Dawn Hill-Fleury; Vince Franco; Patrick Murray; Andy Watts.

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

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

OTHERS PRESENT: Rupesh Asher; Annie Cooper; Betsy Dunn; Adam Kavanaugh; Timothy Miller; Russel Mills; Bruce Post; Ken Signorello; Gabrielle Smith; Margaret Smith; Daryl Stultz; Carmille Terborgh; Irene Wrenner; Sharon Zukowski

1. CALL TO ORDER

Elaine Haney called the meeting of the Town of Essex Selectboard to order to enter into joint business with the Village of Essex Junction Board of Trustees at 7:42 PM.

Mr. Tyler called the meeting of the Village of Essex Junction board of Trustees back to order to enter into joint business with the Essex Selectboard at 7:42 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan submitted updated versions of minutes dated June 23, June 29 and July 6, 2020 to replace the others in 6a on the Consent agenda.

3. APPROVE AGENDA

PATRICK MURRAY made a motion, seconded by ANDY WATTS, that the Selectboard approve the agenda as amended. The motion passed 5-0.

DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the Trustees approve the Agenda as amended. The motion passed 4-0.

4. PUBLIC TO BE HEARD

Mr. Signorello shared his perspective that board discussions and negotiations have not included fully honest points of view. He said the boards should utilize the best alternative for negotiated agreements.

Ms. Cooper said she spoke to the Trustees earlier in the evening about her concerns with public negativity toward the boards. She expressed her thanks to the Selectboard on behalf of the community for what she described as their beautiful, hard work.

5. BUSINESS ITEMS

a. *Interview Housing Commission

The boards interviewed Mr. Asher for the Housing Commission. Mr. Asher said he wants to add his perspective and personal experiences to the Housing Commission's efforts. He said he would like to address the issue of limited affordable housing in the community and discussed the role transportation may have on housing development. He said his favorite thing about the community is that it is safe and a good place to raise a family. He discussed the role business development

plays with housing development, explaining that he want to ensure an inclusive approach to business, recreation and housing development.

Mr. Duggan said there are six additional candidates to interview for the Housing Commission, and then boards will deliberate and determine which candidates, of the entire pool, to appoint.

b. Discuss Selectboard and Board of Trustees priority issues related to merger (to create a list for future work and prioritization)

The boards discussed pending questions, issues and concerns related to the merger. Items they would like to address include:

- Ms. Haney said she would like the boards to review each uncomplete section of the charter together.
- Mr. Tyler suggested they hold a planning summit to hear from the Planning Commissioners about their ideas for community planning and zoning decisions.
- Ms. Hill-Fleury suggested that policies and ordinances be reviewed to determine alignment.
- Mr. Murray suggested that they work together on how to support staff to run the two communities separately until the merger vote.
- Mr. Chawla added that the boards should determine how to zone for recreation, drinking and cannabis.

Later, they also added an item to address issues of equity between the municipalities

The boards talked about needing to discuss what might get in the way of a merger approval. Mr. Watts suggested they find a path forward with honest solutions for development and representation. He also wondered if they could find an answer to the question he said people are asking: "What the Village will give up?" Mr. Tyler wanted to know if the Trustees and Selectboard want to move forward together or if each board would be taking unilateral decisions, citing discussions the Selectboard had about Australian ballot voting and 3-3 representation. The board members recognized that in order to address this further they needed to discuss what would be included on the November 2020 ballots, item 5e on the agenda.

ANDY WATTS made a motion, seconded by PATRICK MURRAY, to combine business items 5e and 5b on the agenda. The motion passed 5-0.

DAN KERIN made a motion, seconded by AMBER THIBEAULT, to combine business items 5e and 5b on the agenda. The motion passed 4-0.

The Selectboard members talked about the community's desire to change the current Town charter, implementing Australian ballot budget voting and forming a 3-3 governance. Mr. Tyler said that these items should, instead, be part of the merged charter negotiations. He stated his opinion that removing these discussions would change the merger dynamic. He said fiduciary responsibilities and disproportionate spending of Town taxes on the Town outside the Village should be discussed because and he thinks the 3-3 representation model institutes a veto option on items that may not benefit one or the other part of Town. He also responded to the question of what the Village would be giving up in a merger, stating that the Village would be giving up an entire Village-specific government. Mr. Chawla added that the Village would also be giving up any relief that could be gained by the Village through merger over twelve years. He also said that the Town adopting an Australian ballot vote for the next budget election, may help limit the spread of COVID.

The board members discussed why they want to continue to pursue merger. They talked about the benefits of being a combined community. Mr. Murray pointed out that the merger could address the equity issue of how people in Essex, who typically have the least resources, are

currently being taxed significantly more. Ms. Hill-Fleury discussed her interest in understanding more about the merger elements in discussion. The board members talked about the significant progress they have made so far and Mr. Kerin said they either need to merge or move forward as separate entities. Ms. Haney requested that staff schedule work sessions to address the list of items identified during this discussion.

Ms. Dunn suggested that the boards decide whether a merger vote should be on the November ballot and then, if not, consider putting an Australian ballot question on the November ballot so the March budget vote can take place in this way. She suggested that each section of the new charter be discussed.

Mr. Post talked about how Essex's previous merger votes proceeded. He suggested that the Australian ballot question be on the November ballot. He talked about tax inequities and encouraged the merger to include a design for multiple voting districts.

Mr. Signorello said he perceived half-truths in the board discussion about the 3-3 governance structure and he talked about the voting timeline.

Ms. Cooper said she enjoyed the board members' frank/ open discussion during this business item. She said that it is important to recognize that Village residents pay Town taxes plus the Village taxes. She said she is proud to pay both taxes, but suggested that the boards clarify the amounts being paid so community members better understand.

Ms. Zukowski said that if the Merger vote, inclusive of the Australian ballot change, is not on the November ballot, then the Australian ballot option should be on the ballot instead.

Mr. Signorello tried to share comments from Ms. Wrenner about wanting to hear a motion on Australian ballots and a response to Ms. Cooper's comments about paying taxes.

The board members decided to table the discussion until after they decide whether they would include the merger vote on the November ballot.

c. Discussion and potential action on date of merger vote

The board members agreed that there is not enough time to address all of the things needed to be addressed to be ready for a merger vote during the November election. They also talked about the challenges related to possibly holding a special election during COVID restrictions. They identified that, if they plan to put a merger question on the ballot in March, they would still need to finalize everything by January. There were concerns that if the March merger vote does not transpire, the next scheduled vote would be in 2021.

The Selectboard members discussed whether or not to put the Australian ballot question on the November ballot and requested that staff provide language for this at the next Selectboard meeting. They also discussed how to establish voting districts into the current Town charter to address the community's 3-3 governance structure rejected with suggestions from the state's Government Opps committee. They discussed their impression that, if the merger vote does not take place in November, the Government will still expect answers and suggestions for how a 3-3 governance structure would operate within the Town charter. They requested that the Town attorney work with the Unified Manager to develop language regarding this. Members of the Trustees suggested that establishing voting districts without a merged community seems strange considering it was rejected at the state level.

The Trustees pointed out that the Selectboard was one meeting ahead of them in discussing these topics. They requested the opportunity to discuss them at their next meeting before acting

on a motion. Mr. Watts expressed concern with delaying the motion on this item, because of the impending deadline for ballot language.

Ms. Cooper said she believes the citizen's vote for a 3-3 structure should play its course.

Mr. Signorello said he believes that the Town Attorney already gave opinions on the 3-3 governance structure.

Ms. Wrenner gave her impression that the opinions stated in the Government Opps committee's letter, in response to the 3-3 governance, was not shared by the whole committee.

DAWN HILL-FLEURY made a motion, and PATRICK MURRAY seconded, to table this issue for the evening to allow the Trustees one further meeting and the Selectboard further discussion at their next meeting. The motion passed 4-1, with dissenting vote by ANDY WATTS

d. **Discuss creation of MOUs to memorialize consolidation work to date and shared board decisions

The Selectboard and board of Trustees agreed to table this item for the next joint meeting and requested that staff provide a list of MOUs to discuss.

e. Discuss potential Town and/or Village charter changes for inclusion on November 2020 ballot(s)

This agenda item was addressed with Business Item 5b.

6. CONSENT ITEMS

- a. Approve minutes: June 23, 2020 (Trustees only); June 29, 2020 (Trustees only); July 6, 2020 (Trustees only)

DAWN HILL-FLEURY made a motion, seconded by ANDY WATTS, that the Selectboard approve the consent agenda. The motion passed 5-0.

RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees approve the consent agenda. The motion passed 4-0.

7. READING FILE

a. Board Member Comments

- Mr. Teich provided a preview of the upcoming school year schedule and explained that Parks and Recreation are trying to devise a plan to support families with their new childcare needs.
- Mr. Teich invited the board members to an Essex Chips event scheduled for August 8.

b. Email re: Request for separation financials

c. Email from Missie Thurston re: BLM & Policing in Essex

d. Email from Kara Douglas re: Citizen Oversight Committee for Essex Policing

e. Email from Lillie Bleau re: Essex policing needs to change

f. Email from David Voegelé, Essex CHIPS Director re: Quality Youth Development (QYD) Community certification

8. EXECUTIVE SESSION

a. An executive session may be necessary for appointment of public officials

No executive session took place.

b. **An executive session may be necessary to discuss employment of public employees

No executive session took place.

9. ADJOURN

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RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, to adjourn. The motion passed 4-0 at 10:20 PM.

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to adjourn. The motion passed 5-0 at 10:20 PM

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
DRAFT JOINT MEETING MINUTES
August 3, 2020

SELECTBOARD: Elaine Haney, Chair; Patrick Murray, Vice-Chair; Vince Franco, Clerk; Andrew Watts; Dawn Hill-Fleury.

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/Assistant Manager, Dan Richardson, Attorney.

OTHERS PRESENT: Katie Ballard, Anthony Barr, Sandra Chittenden, Diane Clemens, Patty Davis, Helen Diplock, Evan Einhorn, Ara Hagan, Brad Kennison, Edith Klimoski, Ethan Lawrence, Debbie McAdoo, Russell Mills, Bruce Post, Pam Schirner, Margaret Smith, Michelle Teegarden, Irene Wrenner.

1. CALL TO ORDER

Andrew Brown called the Village of Essex Junction Trustees and Elaine Haney called the Town of Essex Selectboard to order and to enter into the Joint Meeting of the Village of Essex Trustees and the Town of Essex Selectboard at 8:00 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

Edith Klimoski proposed that a Black Lives Matter mural should be painted in Essex Junction, citing that racism is a human rights issue that is prominent in Vermont and that race should stop being criminalized. She added that the mural would be thought-provoking and raise awareness for the struggles of the Black community in Essex. She proposed that the mural be painted at the 5 Corners intersection to maximize exposure. Town and Village staff will work with Ms. Klimoski to answer legal and procedural questions related to this mural request.

Margaret Smith suggested that the Town get a larger ballot drop-off mailbox, as the current mailbox is not large enough to accommodate ballot envelopes. Ms. Hill-Fleury replied that a larger mailbox has been ordered and will arrive in time for the November elections.

5. BUSINESS ITEMS

a. *Interviews: Housing Commission

▪ Katie Ballard

Mr. Brown asked Ms. Ballard to describe her background and why she is interested in the position. Ms. Ballard said that the position aligns with her interests and that the Housing Commission conducts vitally important work around development and the Essex community. Mr. Murray asked Ms. Ballard to describe her background in advocacy work. She said that she has been an advocate for the homeless

and the education of homeless children in Vermont, has worked in homeless shelters in Burlington, has been an intake coordinator for the low-barrier shelter in wintertime, and additionally is a member of the disability rights coalition at the Vermont legislature. Mr. Watts asked Ms. Ballard her thoughts on older residents in the community who are looking to downsize. She replied that a big concern is for the elderly who are looking to downsize and are unable to find affordable or accessible housing, and that it is important to recognize the diversity of Essex and its housing in order to balance the needs of the community.

▪ **Anthony Barr**

Mr. Brown asked Mr. Barr to describe his background and why he is interested in the position. Mr. Barr replied that he moved to Essex two years ago and would like to do things to help improve peoples' standard of living. He added that he recognizes the cost issues of housing in the Essex community as a barrier for many. Mr. Murray asked Mr. Barr to elaborate on his past and current involvement in the Essex community. Mr. Barr replied that he had organized the Stand for Solidarity movement after the death of George Floyd, and that he additionally volunteers at the community food shelf. Mr. Watts noted that climate change is a concern for everyone, and that legislation to address climate change has been passed at the state level. He asked for Mr. Barr's thoughts on how that could impact the cost of building in certain areas and how it could affect future housing trends. Mr. Barr replied that costs will likely increase in future as a result of legislation and that subsidies will most likely be needed for lower-income families. He added that additional research will be needed for further assessment. Mr. Franco asked Mr. Barr to speak to the challenges he faced in finding affordable housing in Essex and how he would use that experience in his work on the Housing Commission. Mr. Barr replied that it was difficult to secure rental housing, especially as a pet-owner, and that it is also difficult to purchase a home in Essex on a single or double income.

▪ **Evan Einhorn**

Mr. Brown asked Mr. Einhorn to describe his background and why he is interested in the position. Mr. Einhorn replied that he has worked in housing since 1994 and that he additionally teaches seminars and classes on housing rules and regulations. Mr. Murray asked about Mr. Einhorn's experience with living in Essex. Mr. Einhorn replied that he has lived in Essex Junction for 17 years, has been on the Countryside Housing Association Board in some capacity for a number of years, and that he is very actively engaged in the community through his sons' participation on community sports teams. Mr. Watts asked for more detail on Mr. Einhorn's work in affordable housing training and whether there are particular highlights that should be taken into consideration in Essex. Mr. Einhorn replied that her conducted many webinars and participated in many conferences, the goal of which were to assist those who need affordable housing. He added that one emphasis in his teaching was that landlords should be advocates for their tenants. Mr. Kerin asked how Vermont and Essex compare to other parts of the country in terms of housing. Mr. Einhorn replied that Vermont's affordable housing properties are much nicer and newer than most.

▪ **Ara Hagan**

Mr. Brown asked Ms. Hagan to describe her background and why she is interested in the position. She replied that after a negative experience leasing a work space in Essex, she bought a property to convert for her business. She added that she has participated on the board of Green-Up Day and is active in the Boys and Girls Club of Burlington. Mr. Murray asked how her work could relate to her work on the Housing Commission. She replied that her company is a marketing agency and has worked for both HUD and CEDO around lead remediation, so she has some experience with the commission's subject matter. Mr. Watts asked Ms. Hagan for her thoughts on the implications of moving to development centers from rural areas in the context of climate change. Ms. Hagan replied that the community could think

creatively about how to gather and distribute power, such as communal solar panels. She added that there is efficiency in population density in development centers, but that the Town has more access to more land, and therefore, potentially, more renewable energy.

▪ **Debbie McAdoo**

Mr. Brown asked Ms. McAdoo to describe her background and why she is interested in the position. She replied that she has a history of working in housing and worked for the State's Department of Disabilities, Aging, and Independent Living to focus on housing for the aging. Mr. Murray asked for more detail on alternatives for senior housing. Ms. McAdoo replied that she worked on a grant to establish life safety standards for licensed assisted living in the state and additionally worked on initiatives for aging in place and utilizing assisted living as a nursing home alternative. Mr. Watts asked for her thoughts on aging in place and an increasingly older population in the community. She replied that there are a number of creative programs and options that could be leveraged to help with the aging population, including multi-generational housing developments and programs through Housing Vermont.

▪ **Pam Schirner**

Mr. Brown asked Ms. Schirner to describe her background and why she is interested in the position. She replied that she has always been interested in real estate, is the director of the Business Enterprise Program to assist vulnerable populations, owns three investment properties, and had previously served on the Zoning Board. She added that her participation on the committee would help her make an impact on affordable housing. Mr. Murray asked her to elaborate on how COVID-19 has affected her as a landlord and her tenants. She replied that her tenants are essential workers, so have had employment, but added that there could be trends where tenants are unable to pay rent and landlords raising rent in subsequent years to make up for that lost income. Mr. Watts asked about zoning regulation adjustments for tiny houses. Ms. Schirner replied that construction is good if done well, and that accessory apartments can increase the value of a house. Mr. Franco asked whether tiny house could relieve housing demand pressures. Ms. Schirner replied that they create passive income, and can also be created for lower costs from repurposed materials.

▪ **Michelle Teegarden**

Mr. Brown asked Ms. Teegarden to describe her background and why she is interested in the position. She replied that she has a passion for equity and social justice, has worked in the past with families and students on financial aid and affordability, and has worked with the Refugee Resettlement Program to try and secure affordable housing for families. Mr. Murray asked her to elaborate on her experience with the Refugee Resettlement Program. She replied that it was challenging to secure affordable housing for a large, multi-generational family with a language barrier, and also that the program itself is underfunded and under-resourced.

b. Discussion and possible action on educational daycare program

Mr. Teich introduced this agenda item, saying that staff has been exploring ways to help working families in the Essex community if the school district moves to a hybrid system where students are in class for two days a week or remote learning for three. He said staff have specifically been exploring options around day care and providing safe spaces for children to remote learn if their parents are working and unable to stay home with them.

Mr. Murray asked for clarification and asked if the Town and Village would be providing the physical locations for children to remotely learn, or if they are trying to secure locations for the school district to send their educators as temporary classrooms. Mr. Teich replied that staff are exploring ways to provide a safe space for children to remotely learn and continue schooling from 7:30 AM to 3:00 PM while their parents are at work.

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Mr. Murray asked about the need and provision for security at these potential locations, adding that schools are designed to have protocols in place for acts of violence. He said that any alternative needs to consider security measures as well.

Mr. Watts asked if there would be other activities provided at these locations. Mr. Teich replied that there would be activities other than remote learning, such as art and activities to encourage movement and physical activity.

Mr. Kerin asked what funding mechanism would be used for costs associated with this, and also expressed concern about liability issues. Mr. Teich replied that staff is reviewing state protocols and that any program set up will need to follow the day care guidelines as set forth by the state. Mr. Kerin expressed concern about commercial or private properties and liability.

Mr. Watts asked how the Town and Village could guarantee that such programs would be free for all residents. He asked if a sliding scale could be adopted if providing this service for free is not feasible. Mr. Teich replied that costs have been discussed and that scholarships will be available for those in need.

Ms. Haney added that the State Agency of Administration will be administering a municipal grant program for COVID-related expenses and that the State Agency of Human Services has a day care program as well. She suggested that staff looked into these options for potential funding opportunities. Mr. Teich noted that one obstacle is a lack of space, though several business owners, such as the owners of the movie theater, have been willing to work with the Town and Village over the next year to assist with space issues.

c. **Discuss creation of MOUs to memorialize completed consolidation work to date, and shared Board decisions

Mr. Duggan introduced this item, noting that staff are taking stock of current Memoranda of Understanding (MOUs) on consolidation between the Town and Village, reviewing them to determine which need to be extended, and determining whether other MOUs need to be in place in other departments.

Mr. Murray asked that staff include content related to the police department in their current assessment and summary, noting that the Selectboard has jurisdiction over the running of the police department, but that documentation around this would be helpful to have on hand.

Ms. Haney noted that the Public Works MOU has a number of outstanding recommendations in terms of consolidation work that is still pending, and that it would be good to move forward on some of those items.

Mr. Brown suggested that it would be helpful to know which MOUs are expiring soon and asked that end dates be included in summary material.

Ms. Haney requested a link to all MOUs in effect currently as well as their begin and end dates, so that the Joint Boards can prioritize them and begin working on them.

d. Discussion and potential action on future meeting schedule

The new proposed meeting schedule with adjustments would have the Selectboard meet on the first and third Monday of the month, the Village Trustees meet on the second and fourth Tuesday of the

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month, and the Joint Boards meet on the fourth Monday of the month, with 6:30 PM start times, to begin in September.

PATRICK MURRAY made a motion, and VINCE FRANCO seconded, to adopt the meeting schedule as proposed by staff with amendments. VOTING: unanimous (5-0); motion passed.

DAN KERIN made a motion, and AMBER THIBEAULT seconded, to adopt the meeting schedule as proposed by staff with amendments. VOTING: unanimous (3-0); motion passed.

6. READING FILE:

a. Board Member Comments

b. Statement about racial justice in Essex from Evan Teich, Chief Ron Hoague, Greg Duggan: Mr. Teich noted that there have been nearly 500 responses to date, and that it will be in the field for another month. He further noted that it has been translated to 10 other languages.

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:

DAN KERIN made a motion, and AMBER THIBEAULT seconded, to adjourn the Trustees meeting. VOTING: unanimous; motion passed at 10:15 PM.

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to adjourn the Selectboard meeting. VOTING: unanimous; motion passed at 10:16 PM.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this _____ day of _____, 2020

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



Town Fair has gone virtual! The annual conference of the Vermont League of Cities and Towns which usually alternates between northern and southern Vermont is all virtual this year. The virtual event encompasses member training, annual meetings (VLCT, PACIF and VERB), and time to connect with your colleagues from across the state.

SEP 28 - OCT 2

[Click here](#) to download the Conference Agenda

[Click Here](#) to Register

VIRTUAL

VLCT 2021-22 Legislative Policy and Annual Meeting

[Click here](#) to designate your voting delegate and learn more. Voting delegates will receive credentials from Data on the Spot (DOTS) via email in late September. *Deadline to designate your voting delegate: September 18.*

Legislative Policy Meeting: Wednesday, September 23, 1:00 PM

Discuss and amend the 2021-22 Legislative Policy.

VLCT Annual Meeting: Wednesday, September 30, 1:00 PM

IMPORTANT: Amendments may ONLY be proposed at the Policy Meeting (9/23), not at the VLCT Annual Meeting. A final up or down vote on the policies will be taken at the VLCT Annual Meeting.

[Click here](#) to view the agenda, governing rules, and amended procedure.

VERB and PACIF Annual Meetings

PACIF and VERB members must designate a voting delegate to vote in their respective virtual annual meetings. [Click here](#) to designate your voting delegate. Voting delegates will receive credentials from Data on the Spot (DOTS) via email in late September. *Deadline to designate your voting delegate: September 18.*

VERB and PACIF Annual Meeting: Wednesday, September 30, 1:00 PM

[Click here](#) to view the annual meeting notices and agenda.



Agenda

Talk with Your Colleagues from Around the State!

Join one of the roundtables to learn, share, and chat with people you probably haven't seen face-to-face in a while. While we can't replicate an in-person conference, these roundtables are your opportunity to have a casual conversation about the issues affecting you right now.

Sign up to attend one and submit a question or topic you'd like to talk about. We'll pick three to highlight for every session. Each roundtable will have a moderator who reads the question and offers some insight. Then we'll go into virtual breakout rooms so you can have a small group discussion. Make sure to turn on your video! Groups will be asked to share their conclusions or insights with the full audience before we hear the next question and the process repeats.

These engaging, fast-paced, and interactive sessions will be a highlight of the Virtual Town Fair.

Monday

9:00 Clerk Roundtable

Moderator: TBD

10:30 Improve Your Computer Security – These Model Policies Can Help!

Implementing computer security policies will help protect your municipality from costly cyber-attacks. Experts at Champlain College's Leahy Center for Digital Forensics and Cybersecurity developed templates for five foundational policies for VLCT members. The templates are designed to meet the needs of small municipalities. Learn how to protect your computer infrastructure today!

Speaker: Alexander Caron, Professional Services Director, Leahy Center for Digital Forensics & Cybersecurity, Champlain College

1:00 Modernize Your Land Records

Tanya Marshall, State Archivist and Chief Records Officer, will explain the legislative intent of Vermont's Coronavirus Municipal Records Digitization Grants, national standards and best practices for recording and providing access to land records, and how municipalities can make further investments to modernize their land records.

Speaker: Tanya Marshall, State Archivist and Chief Records Officer, State of Vermont

2:30 Vermont Women Leading Government (VT WLG) Annual Meeting

This meeting is for all members of the group as well as anybody who wants to learn more about the group. The agenda will include a review of the year's work, plans for the year ahead, and election of officers to the steering committee.

4:00 VT WLG Virtual Happy Hour

Bring your favorite beverage and join women from around the state to network. We will break out into “rooms” to chat about various topics facing us today.

Tuesday

9:00 Selectboard Roundtable

Moderator: TBD

10:30 Responding to COVID-19 – Lessons Learned and Best Practices Going Forward

Emily Harris MPA, Engagement Section Chief for Vermont Emergency Management, will discuss lessons learned as we grapple with the ongoing COVID-19 pandemic. What are best practices going forward? What have we learned about best ways to communicate with constituents and how to keep Vermonters safe? What does preparing for the next crisis entail?

Speaker: Emily Harris MPA, Engagement Section Chief, Vermont Emergency Management

1:00 What “Defund the Police” Means for Municipalities

The 'Defund' movement may provide law enforcement agencies and municipalities with a chance to make productive changes in mission and practice. Several issues will be discussed including community flashpoints, civilian grievances, the internal numbers game, external investigations, considerations for small police departments, and the future of U.S. policing.

Speaker: Lou Reiter, Co-Director, Legal & Liability Risk Management Institute

2:30 Finance Roundtable

Moderator: Abby Sherman, President, VT GFOA

Wednesday

Keynote Address – Stronger Together: Building Local Resilience in Turbulent Times

Vince Williams, Mayor of Union City, GA and NLC Second Vice President, will speak about ways that local leaders can rise to challenges and help their communities become stronger and more resilient. Mayor Williams will also offer his valuable perspective, as a local official and a black man, on the current social unrest.

About Vince Williams

Mayor Williams began his tenure as mayor in 2013 after having been on the City Council since 2007. His first priority as a Councilmember was to create a strong economic base for Union City by attracting, professional and commercial business that would transform the city into a full-scale, financially sound livable community. As mayor, he focuses on

- Development and Redevelopment of Union City’s Central Business District
- Job Creation, Workforce Development, and Education
- Transportation Opportunities for Residents
- Strong Neighborhood Public Safety Initiatives
- Governmental Transparency
- Economic Sustainability
- Ending Homelessness and Hunger

Mayor Williams is a graduate of Lemoyne-Owen College in Memphis, Tennessee where he earned a B.A. in Political Science. He has over 25 years in Corporate America that includes a strong work ethic and positive attitude. He currently serves as President of the Georgia Municipal Association and as Second Vice President of the National League of Cities.

VLCT, VERB, and PACIF Annual Meetings

All annual meetings will take place consecutively in *one virtual session* on Wednesday, September 30. There will be no in-person meeting. We encourage you to attend! **VLCT, VERB, and PACIF members need to designate a voting delegate for each meeting ahead of time.** Sign up to be a voting delegate for one or more of the meetings at vlct.org/vote.

Note: VLCT's 2021-22 Legislative Policy will be discussed and amended on Wednesday, September 23.

Thursday

9:00 Human Resources Roundtable

Moderators: Jessica Hill and Jill Muhr, VLCT

10:30 Adapting to Change: How to Support Your Workforce and Navigate Through Challenging Times

Workplaces and individuals are facing a constant state of change and disruption. Learn how to help your workforce adapt to these changes and navigate the stress and anxiety that is inherent in any transitional process. This workshop will explore management tools that begin with acknowledging and normalizing employee experiences, celebrating successes, and building skills that address the emotional support needs of the workforce.

Speaker: Taryn Austin, Director of Clinical Operations, InvestEAP

1:00 Economic Recovery and Stability During COVID-19

Local economies and the vibrant downtowns and village centers that define our communities are suddenly in economic crisis. Even with economic recovery grants and federal assistance, it is going to be tough to retain our singular businesses or to restructure for recovery.

What are strategies for supporting economic recovery? How do we help businesses when the weather requires them to move indoors? Are there best practices that will keep people safe and small businesses viable as we move through the COVID-19 pandemic?

Speakers: Joan Goldstein, Commissioner, Vermont Department of Economic Development; Josh Hanford, Commissioner, Vermont Department of Housing and Community Development; Austin Davis, Government Affairs Manager, Lake Champlain Chamber of Commerce

2:30 Managers and Administrators Roundtable

Moderator: Jessie Baker, Town Manager, Winooski; President, VTCMA

Friday

9:00 Lister Roundtable

Moderator: TBD

10:30 Just or Bust: How Racial Equity is Critical to the Future of Vermont Towns

Xusana Davis, Vermont's Executive Director for Racial Equity, will discuss how to work with the State on equity and how to practice it in the context of municipal governance. "Just or Bust: How Racial Equity is Critical to the Future of Vermont Towns" will also feature historical context, demographic statistics, and related economic data.

Speaker: Xusana Davis, Executive Director for Racial Equity, State of Vermont

1:00 Online Tools to Improve Tax Assessment and Collection

This session will feature two innovative projects – the integrated property tax management system and the statewide parcel mapping project – which will improve municipal property tax assessment and collection as well as other functionality relied on by the town and the public. Speakers will conduct live demonstrations and describe how the systems will improve municipal functions.

Speakers: Pat Santoso, Principal, Axiomatic LLC; Tim Terway, GIS Professional, Vermont Center for Geographic Information (VCGI). Moderator: Jill Remick

2:30 Keeping Your Community Informed and Engaged During Crisis

When your community experiences crisis, the first thing they want is information. How do you become a trusted source of information and what channels do you use—the media, social media, Front Porch Forum, public meetings? How do you engage your residents during the crisis? It can quickly feel overwhelming. When you are a small shop, you need simple and effective tools. In this workshop, learn about which channels you should use, how to determine what to share, and the importance of timing. Walk away with a simple planning tool to help you organize and get information out quickly and accurately.

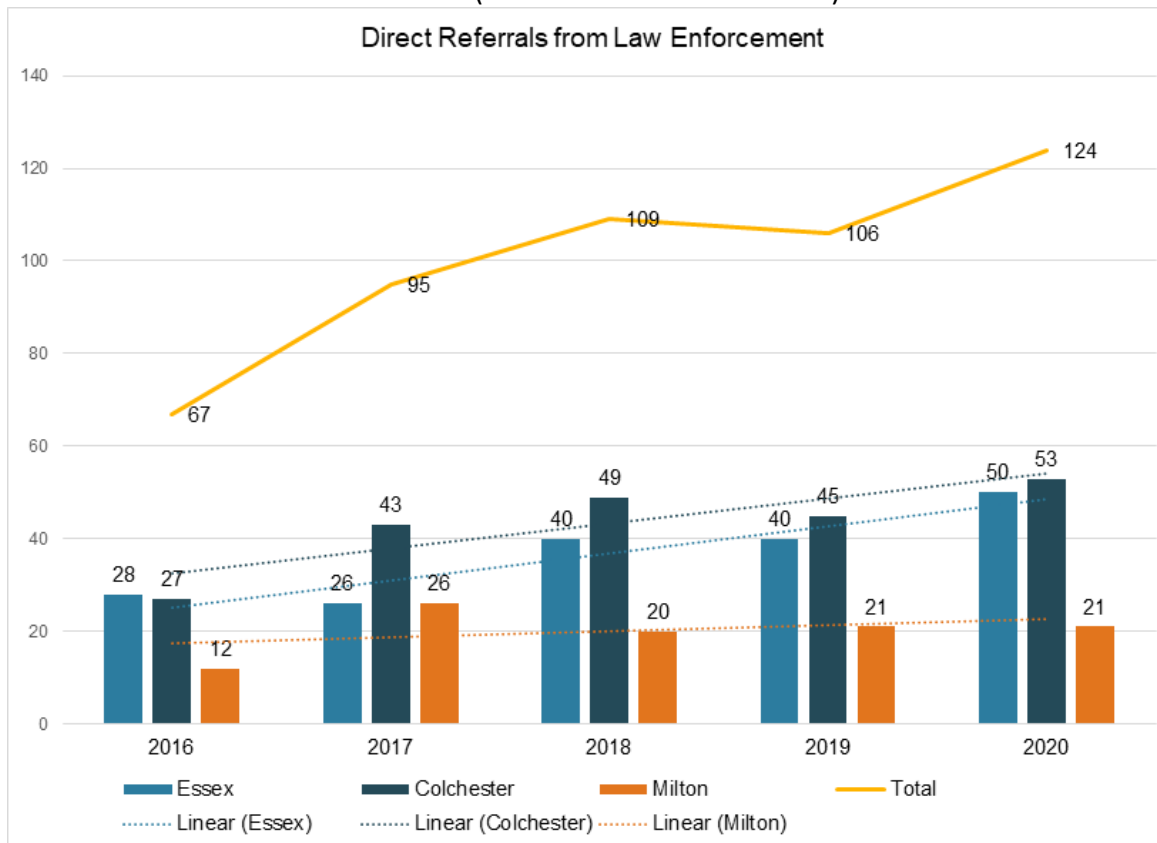
Speaker: Coralee Holm, Director of Community Engagement & Innovation, City of South Burlington

On Aug 14, 2020, at 12:18 PM, Jill Evans <jevans@essex.org> wrote:

Hello Chief Hoague, Chief Allen and Chief LaRoche,

First of all, I apologize for the delay in getting these reports out to you! I've attached our latest detailed reports of direct referrals from each of your Police Departments to the Essex Community Justice Center for FY20 (the period of 7/1/19 – 6/30/20). These individual reports include a number of community impact results for each town.

This graphic shows referrals from FY16 – FY20 with all 3 Police Departments separated out and combined. You can see that Essex and Colchester continue to increase (even in the time of COVID!) while Milton remains fairly steady.



Then, just so you can see how your Police Departments compare to others across the state in terms of Direct referrals I've included this breakdown by CJC. The Essex CJC has the second highest rate of referrals from the Police Departments it serves! Most CJsCs serve multiple PDs;

Direct Referral	Ad	Bar	BF	Ben	Brat	Burl	Esx	HW	HF	Lam	Mont	New	Oran	Rut	Spr	SB	SA	SJ	Wil	Win
FY20	12	32	1	168	74	111	138	12	12	2	54	24	5	5	6	127	24	33	123	25

Thank you for being such great partners in this work! And let us know if you have any questions. As always, ***we'd love it if you would share the reports with your PD staff***, or even with your whole Town staff so they know the great work being done by their Police Departments!

Also, if you have hired any new officers in the last year please let us know and we can set up an orientation for them to the work we do and the MOU we have in place.

Some general trends that we noted from the reports for this past 6 months. Some of them may be related to COVID while others may indicate a need for an updated presentation with Officers about the CJC, who to refer and what to expect, which we would be happy to provide if you'd like!

Essex:

- The role of the States Attorney's Office in referrals:
 - The attached document provides information about cases that originated at the Essex PD, and were either referred directly to the CJC or referred by the State's Attorney's Office (SAO).
 - In FY 20 there were 14 Essex PD cases that the SAO either sent back to the PD and asked the PD to referred to the CJC, or that the SAO sent directly to the CJC. This is an increase in cases forwarded by the SAO, and this is likely related to the back-up in cases caused by COVID-19.
 - In addition to the cases described in these documents, the SAO also referred 3 cases from the Vermont State Police to the Essex panel. These incidents took place in either Jericho or Underhill.
 - Both Aggravated Assault charges were sent to the CJC by the SAO.

- Eight Responsible Parties did not engage with the Essex CJC, did not take responsibility for the charges, or chose not to participate. There is opportunity for enhanced screening by the referring party. Does the accused take responsibility? Do they know the case will go to the CJC, and what that means?
- The rate of successful completion remains steady.
- The average age of referrals has increased in 2020. The average age of all Essex PD referrals is 27.

Colchester:

- Referrals remain steady along with the completion rate for folks that enter into panels
- 82% of referrals enter into a process which means there is room for increased screening – do folks take responsibility, do they want to engage?
- SAO Kick Backs represent 21% of referrals. This could also be impacting appropriateness of referrals. Opportunity to better coordinate and train on panel referral criteria.
- Significant number of marijuana possession referrals led to discussions about fit and the creation of an adaptive process when YSASP not the desired intervention

Milton:

- Referrals remain steady with an impressive 100% completion rate for folks that enter into panel process
- Only 62% of referrals entered into a process though which shows room for continued screening.
- 48% of referrals were SAO Kick Backs, so important for CJC to coordinate with SAO regarding training and fit as well. Are there ways to share if PD determines

Best,

Jill Evans

Director, Essex Community Justice Center

137 Iroquois Ave, Suite 101

Essex Junction, VT 05452

(802)662-0001

jevans@essex.org

<http://essexcjc.org>

From: Kelley Avery <kavery@vlct.org>
Sent: Thursday, August 20, 2020 9:07 AM
To: Kelley Avery <kavery@vlct.org>
Cc: Teri Martineau <tmartineau@hbhriq.com>
Subject: BCBSTVT and MVP Announce 2021 Exchange Rate Increases

TO: Health Insurance Advisory Services (HIAS) Participating Groups (Small Groups only)

RE: 2021 Exchange Rates for BCBSVT and MVP

As many of you may already have heard, the Green Mountain Care Board (GMCB) announced approved rate increases for 2021 late last Friday. The GMCB approved an average 4.2% rate increases for Blue Cross and Blue Shield of Vermont and an average 2.7% rate increase for MVP Health Care. These are *average* rate increases only. Rate increases by specific plans will vary. We expect the carriers will have individual rate increases confirmed and finalized possibly by the end of next week.

Attached is a copy of the GMCB press release with additional information. Thank you!



Kelley

Kelley Avery
Senior VERB Programs Administrator
89 Main Street, Suite 4
Montpelier, VT 05602-2948
802-262-1965
vlct.org

In light of concerns about COVID-19 I am currently working remotely. Addressing member concerns and questions remains a high priority for all VLCT staff. We appreciate your patience as we adapt to virtual communications.

Visit <https://www.vlct.org/coronavirus> for recommendations and resources from VLCT and links to the CDC and VT Dept. of Health.

FOR IMMEDIATE RELEASE: Friday, August 14, 2020**For more information, please call Christina McLaughlin at (802) 505-1418****GREEN MOUNTAIN CARE BOARD REDUCES RATE REQUESTS FOR 2021 VHC PLANS**

Montpelier, VT – The Green Mountain Care Board (GMCB) announces its decision regarding Blue Cross Blue Shield of Vermont's (BCBSVT) and MVP Health Care's (MVP) requested rate increases for insurance plans offered through Vermont Health Connect (VHC) in 2021. BCBSVT requested a 6.3% average annual rate increase, which it lowered to 5.5% based on the recommendations of the GMCB's actuaries, Lewis and Ellis (L&E), and then increased to 6.7% following the submission of hospitals' FY 2021 budgets. MVP requested a 7.3% average annual rate increase, which it lowered to 6.1% based on the recommendations of the GMCB's actuaries, and then increased to 6.4% following the submission of hospitals' FY 2021 budgets. Based on the submitted filings, there are 39,195 BCBSVT members and 36,980 MVP members enrolled in the plans affected by these filings.

"The Board recognizes that Vermont is facing a public health emergency of a magnitude not seen since 1918. Our health care system and economy are trying to adjust to the realities of the COVID-19 pandemic response, and individuals, businesses, and governments are experiencing an unprecedented level of financial hardship and uncertainty. At the same time, the cost of health care is increasing, driven mainly by rising medical and pharmaceutical costs, particularly specialty drug costs. Against this backdrop, the Board did its best to make the rates as affordable as possible given the other statutory factors it must consider", said Board Chair Kevin Mullin. By law, the Board must consider whether a requested rate is affordable, promotes quality and access to care, and protects insurer solvency, taking into account the Vermont Department of Financial Regulation's analysis and opinion regarding the impact the proposed rate will have on the insurer's solvency and reserves.

After a complete review, the Board decided to reduce BCBSVT's rate request to 4.2% and MVP's rate request to 2.7%, resulting in a total premium reduction of approximately \$18.9 million. The Board denied administrative increases for both companies, while allowing small increases (0.5%) to reserves due to the current uncertainty and increases tied to medical and drug spending. These rate increases represent averages across different benefit plans with varying levels of cost sharing. The plan-level increases range from -2.6% to 11.0% for BCBSVT and -3.9% to 4.7% for MVP. Vermonters enrolled in a VHC plan may see higher or lower increases in their premiums depending on the benefit plan they are enrolled in. When considering what plan to purchase during open enrollment, the Board encourages Vermonters to use the online plan comparison tool available at the Department of Vermont Health Access's website to see if they are eligible for financial assistance that will offset the cost of premiums or cost sharing requirements. Approximately two thirds of Vermonters enrolled in VHC receive financial assistance. Between January and August 2020, VHC members have received nearly \$83 million in federal and Vermont subsidies. Vermonters will have the ability to compare 2021 VHC plans starting October 15, 2020.

The rate requests filed by the insurers on May 8, 2020 were subject to a 90-day analysis and review by the Board and its actuaries and by the Office of the Health Care Advocate (HCA) as an interested party to the filing. The GMCB held public hearings via Microsoft Teams on July 20, 2020 and July 21, 2020. The Board solicited public comment on the rates in writing, by phone, and virtually at the close of the hearings and in separate public comment forum on July 21, 2020 from 4:30 to 6:30 pm. The Board received oral and written comments from nearly 1,000 Vermonters. For questions about your health insurance or health care access, please contact Vermont Legal Aid's Office of the Health Care Advocate at 1-800-917-7787.





August 18, 2020

Representative Sarah Copeland Hanzas, Chair, House Government Operations Committee
Representative John Gannon, Vice Chair, House Government Operations Committee

RE: H.944 -- Amendments to the Town of Essex Charter

Dear Chair Copeland Hanzas and Vice Chair Gannon,

Thank you very much for your letter of May 29, 2020 addressing proposed amendments to our Town charter for a six-member, district-based selectboard, which were the result of a citizen-backed petition and ballot initiative. The Essex Selectboard has had lengthy discussions regarding the concerns you raised in your letter and wishes to provide some clarification.

1. Board transition. Our charter states, "Unless necessary to fill a vacancy, no more than two selectmen shall be elected at any annual meeting." [VSA 24 § 117-203(c)] As a five-member board currently, the elections for the Selectboard run in a three-year cycle, with two seats up for election in year one, two seats in year two, and one seat in year three. Based on this schedule, a sixth member could be added to the third year of the election cycle without changing the Town charter. The election of 2021 is the third year in the cycle with one seat up for reelection, and will be the soonest opportunity until 2024 to transition to a six-member Selectboard. Notwithstanding the occasional vacancy, the election cycle could be changed to two seats up for election every year without changing the charter.
2. Reapportionment language. We agree that reapportionment language is necessary to ensure that, should the population change significantly in one district, voters in each district would continue to have proportional representation as directed by the U.S. Constitution. To that end, we request that the Committee include the language below, or other language deemed more acceptable, in H.944 if the Committee forwards the bill to the full Legislature for approval:
"The Town of Essex may be divided into wards by ordinance. The Selectboard--or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard--may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein."
This language is based on the examples the Committee provided from Barre, Montpelier, and Rutland.
3. Even number of members. The Selectboard acknowledges the unusual nature of an even numbered board. Robert's Rules of Order, which is the procedural guidance the Selectboard traditionally uses, states that "On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority." (XIII § 44) This is current practice when one board member is absent (resulting in a temporary even numbered board). Because this is a procedural consideration, it does not necessitate changing the charter to accommodate it.

4. Timing. At the end of your May 29th letter you expressed the hope of “revisiting a charter change once the voters of the Town of Essex and the Village of Essex Junction have approved a plan of merger.” Due to COVID-19 and other pressing business, our boards have not been able to complete the plan of merger in time to put it on the November ballot. As a result the Committee will not see a merged community charter from Essex in the immediate future. As we develop the new charter, a key issue continues to be the governance structure of the merged community. Having clarity on whether or not the Legislature will accept a six-member selectboard will prove invaluable in helping our board and the Village of Essex Junction Board of Trustees present the merger plan to our voters.

As described above, in 2021 the Town’s election cycle will be on year three, with one seat up for election. Therefore, the Selectboard could begin to implement the new cycle of two seats every year as early as March of 2021. If we do not have clear direction from the Committee and approval by the Legislature in time, then we must wait until 2024 to add the sixth seat requested by voters.

The delay in implementing this proposed change to our Selectboard that was approved by voters in March of this year has caused considerable consternation in our community. We understand that in Vermont, municipal charter changes are subject to refinements imposed by the Legislature and must be approved by the Legislature. With respect, we request the clarity of a specific ruling so that our community can move forward.

We thank you very much for the time and consideration you have given our Town’s proposed charter change, particularly in light of the significant burden COVID-19 has placed on our entire state. We would welcome the opportunity to provide you with any further information you may need, and stand ready to meet with you and the Committee to discuss H.944 in open session when you return at the end of August. Thank you again for your consideration.

Respectfully,

The Town of Essex Selectboard
Elaine Haney, Chair
Patrick Murray, Vice Chair
Vincent Franco
Dawn Hill-Fleury
Andrew Watts

cc: Evan Teich, Unified Manager
Greg Duggan, Deputy Manager
Susan McNamara Hill, Clerk
Bill Ellis, Town Attorney
Village of Essex Junction Board of Trustees
Rep. Robert Bancroft
Rep. Dylan Giambatista
Rep. Lori Houghton
Rep. Linda Myers
Rep. Marybeth Redmond

Thank you, Elaine (and Select Board members) for forwarding your response letter re: H.944, Amendments to the Town of Essex Charter.

As lead sponsor of the bill, I will be reaching out today to the Speaker of the House and the House Gov Ops chair and vice chair to see if the Committee is able to take up H.944 during our brief return to session (beginning on Aug. 25). I am hopeful that the Legislature can make progress on this determination over the next few weeks.

I will be back in touch when I have heard back from House leadership; as you may know, the upcoming schedule is very tight, but I am working hard to get H.944 a hearing in the short-term.

Many thanks for all the Town's good work on moving forward this issue of representation, which is very important to my Chittenden 8-1 constituents.

My best,

Rep. Marybeth Redmond
Chittenden 8-1/Essex
House Human Services Committee

From: Elaine Haney <ehaney@essex.org>

Date: Tuesday, August 18, 2020 at 9:10 PM

To: Sarah Copeland Hanzas <SCopelandHanzas@leg.state.vt.us>, John Gannon <JGannon@leg.state.vt.us>

Cc: Town of Essex Selectboard <SelectBoard@ESSEX.ORG>, Evan Teich <eteich@essex.org>, Gregory Duggan <gduggan@ESSEX.ORG>, Susan McNamara-Hill <SMcnamarahill@ESSEX.ORG>, Bill Ellis <wellis@mcneilvt.com>, Village of Essex Trustees <Trustees@essexjunction.org>, Robert Bancroft <RBancroft@leg.state.vt.us>, Dylan Giambatista <dgiambatista@leg.state.vt.us>, Lori Houghton <LHoughton@leg.state.vt.us>, Linda Myers <LMyers@leg.state.vt.us>, Marybeth Redmond <MRedmond@leg.state.vt.us>, Tammy Getchell <tgetchell@essexjunction.org>

Subject: H.944 -- Amendments to the Town of Essex Charter

Dear Rep. Copeland Hanzas and Rep. Gannon,

On behalf of the Town of Essex Selectboard, please accept the attached letter in reference to H.944, Amendments to the Town of Essex Charter.

We would be happy to provide you with any additional information you might need, or to speak with you on this topic at your convenience.

Thank you for your consideration,

Elaine Haney, Chair

Elaine Haney (she / her)
Chair, Town of Essex Selectboard

MEETING SCHEDULES

08/21/2020

DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS ARE HELD ONLINE UNTIL FURTHER NOTICE

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS		JOINT MEETINGS	
				 	
August 25, 2020—6:30 PM		VB Regular			Cathy
August 25, 2020—7:15 PM		JT Special			Cathy
September 8, 2020—6:30 PM		VB Regular- (Sarah will attend)			Amy from recording
September 8, 2020—6:30 PM		SB Regular- (Evan will attend)			Cathy
September 21, 2020—6:30 PM		SB Regular			Cathy
September 22, 2020—6:30 PM		VB Regular			Cathy
September 28, 2020—6:30 PM		JT Special			Cathy
October 5, 2020—6:30 PM		SB Regular			Cathy
October 13, 2020—6:30 PM		VB Regular			Cathy
October 19, 2020—6:30 PM		SB Regular			Cathy
October 26, 2020—6:30 PM		JT Special			Cathy
October 27, 2020—6:30 PM		VB Regular			Cathy
November 2, 2020—6:30 PM		SB Regular			Cathy
November 10, 2020—6:30 PM		VB Regular			Cathy
November 16, 2020—6:30 PM		SB Regular			Cathy
November 23, 2020—6:30 PM		JT Special			Cathy
November 24, 2020—6:30 PM		VB Regular			Cathy
December 7, 2020—6:30 PM		SB Regular			Cathy
December 9, 2020—8:30 AM		VB—All Day Budget Workshop			Cathy
December 21, 2020—6:30 PM		SB Regular			Cathy
December 28, 2020—6:30 PM		JT Special			Cathy
December 29, 2020—6:30 PM		VB Regular			Cathy
January 4, 2021—8:00 AM		SB—All Day Budget Workshop			Cathy
January 11, 2021—6:30 PM		SB Regular			Cathy
January 12, 2021—6:30 PM		VB Regular			Cathy
January 19, 2021—6:30 PM		SB Regular			Cathy
January 25, 2021—6:30 PM		JT Special			Cathy
January 26, 2021—6:30 PM		VB Regular			Cathy

February 1, 2021—6:30 PM	SB Regular	Cathy
February 9, 2021—6:30 PM	VB Regular	Cathy
February 16, 2021—6:30 PM	SB Regular	Cathy
February 22, 2021—6:30 PM	JT Special	Cathy
February 23, 2021—6:30 PM	VB Regular	Cathy
March 1, 2021—7:30 PM	Town Annual Meeting	Cathy
March 9, 2021—6:30 PM	VB Regular	Cathy
March 15, 2021—6:30 PM	SB Regular	Cathy
March 22, 2021—6:30 PM	JT Special	Cathy
March 23, 2021—6:30 PM	VB Regular	Cathy
April 5, 2021—6:30 PM	SB Regular	Cathy
April 7, 2021—7:00 PM	Village Annual Meeting	Cathy