



VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
SPECIAL MEETING AGENDA

Online  
Essex Junction, VT 05452  
Monday, November 2, 2020  
6:00 PM

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

[www.essexjunction.org](http://www.essexjunction.org)

Phone: (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: 782 088 89#
- **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.

1. **CALL TO ORDER** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Consider request to install permanent pavilion at Brownell Library
6. **READING FILE**
  - a. Board member comments
  - b. Email from Clare Innes re: Gratitude for Out and About Essex
  - c. Upcoming meeting schedule
7. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
8. **ADJOURN**

*This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.*

Certification: 10/30/2020

Date Posted

Initials

## Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Wendy Hysko, Brownell Library Director  
Sarah Macy, Finance Director/Assistant Manager  
**Re:** Request to install permanent pavilion at Brownell Library  
**Date:** October 29, 2020

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### **Issue:**

The issue is to seek approval from the Trustees to install a permanent pavilion at Brownell Library.

### **Discussion:**

As part of the Local Government Expense Reimbursement grant received by the Village, increased operating costs and costs associated with doing business in a pandemic environment are eligible to be reimbursed with grant funds. During the pandemic, the library has been using its outdoor space a great deal more and it is insufficient. An event tent purchased in 2000 for the annual book sale has been used for shelter for the public using wifi and having shelter from weather. The event tent has been high maintenance for Essex Junction Public Works with daily tightening and retrieving it from 5 Corners during wind events and was damaged beyond repair during a recent wind event. The Library has attempted to use the event tent for past summer programming but it often fell down and the shade caused significant damage to the lawn underneath resulting in repair costs. We are proposing to put a more permanent structure in place of the tent that would include a concrete slab and pavilion that can be used as shelter for people to better access Brownell wifi and for future use for Library programming and municipal events in 5 Corners. We have received confirmation from the grantor that this would be covered by grant funds.

### **Cost:**

Costs covered 100% by grant funds

### **Recommendation:**

Staff recommends the Trustees authorize staff to move forward with construction of a permanent pavilion at Brownell Library.

----- Forwarded message -----

From: **Clare Innes**  
Date: Thu, Oct 29, 2020 at 4:29 PM  
Subject: Gratitude for Out and About Essex  
To: <[eteich@essex.org](mailto:eteich@essex.org)>  
Cc: Annie Cooper; Tim Cece

To everyone who had anything to do with making Out and About in Essex possible:

THANK YOU! Thank you for making it possible to create an event to bring the community together to highlight local businesses and the community they serve. As a performer, I have a deep appreciation for event producers who handle even the minute details with professionalism, dependability, imagination, and kindness. I would appreciate it if you would share this with others involved in making the event happen.

I'd like to call out the seven touchpoints I experienced during the event:

**Tim Cece**, my initial contact, who roped me in to play a family-friendly set at Turner Toys. He was on site on time to set up the sound system that he provided, with everything he promised right there and in working order. Thank you, Tim, for making it so easy and such a pleasure to participate.

**Annie Cooper**, who swung by several times, making sure all was well and dispersing fun energy and much appreciated gift cards to spend at participating businesses — a wonderful and thoughtful surprise! On the administrative end, she was responsive, lighthearted, and made the business end of things a breeze.

**Turner Toys**, who provided the venue, created a welcoming atmosphere and friendly staff. We were drained from fighting the wind (playing music while anchoring a spinnaker of a music stand in high winds was a bit of a challenge), so we postponed our plans to check out the toy store for another time (which I'm really looking forward to!), and after the program we made a beeline for ...

**The Firebird Cafe**, where we downed an exquisite, soul-satisfying lunch in their lovely outdoor seating area. We will definitely be returning there and have already sung their praises to others. While there, we were able to catch the last half of ...

**The Hokum Brothers**, one of our favorite bands, who were performing at ...

**McGillicuddy's**, across the intersection. While we were eating, we also watched the ...

**Unruly Allies** set up for their performance, but had to leave before they started. We will definitely seek them out at a later date.

As you can see, the ripple effect of your event, even for just little ol' me, will continue long after the event itself. I hope this event model continues in the future. Kudos to everyone who worked to make it a success!

Regards,  
Clare Innes

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**Clare Innes**  
Ukulele Teacher | Performer | Shenanigan Instigator  
[ukuleleclare.com](http://ukuleleclare.com)

# MEETING SCHEDULES

10/29/2020

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

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS  
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	Darby
December 21, 2020—6:30 PM	SB Regular	Cathy
December 28, 2020—6:30 PM	JT Special	Amy
December 29, 2020—6:30 PM	VB Regular	Amy
January 4, 2021—8:00 AM	SB—All Day Budget Workshop	Darby
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	Amy
February 1, 2021—6:30 PM	SB Regular	Darby
February 9, 2021—6:30 PM	VB Regular	Cathy
February 16, 2021—6:30 PM	SB Regular	Darby
February 22, 2021—6:30 PM	JT Special	Amy
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