



**BOARD OF TRUSTEES**  
**JOINT MEETING WITH THE ESSEX SELECTBOARD**  
**AGENDA**  
**MONDAY, MAY 4, 2015 AT 7:30 PM**  
**ESSEX POLICE DEPARTMENT, 145 MAPLE STREET, ESSEX JUNCTION, VT 05452**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Planning/Zoning Consultants Presentation – Greg Duggan/Consultants
4. **BUSINESS**
  - a. Essex Governance Group Discussion – Pat Scheidel
  - b. Joint Stormwater Discussion – Dennis Lutz
  - c. Spring/Summer/Fall 2015 Work List – Dennis Lutz
  - d. Bid Award for 2015 Paving – Dennis Lutz
  - e. Approve Amendment to Motor Vehicle Ordinance – Pat Scheidel
5. **TRUSTEES COMMENTS/READING FILE**
  - a. Memos from Heart and Soul re: Update on the Future of Voting in Essex
6. **EXECUTIVE SESSION**
  - a. Real Estate Contracts
7. **ADJOURN**

*Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Village Manager's office at 878-6944.*

TOWN OF ESSEX  
JOINT MEETING WITH VILLAGE BOARD OF TRUSTEES  
SELECTBOARD MINUTES  
May 4, 2015

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

**SELECTBOARD:** Max Levy, Chair; Irene Wrenner, Vice Chair; Brad Luck, Michael Plageman, Andrew Watts.

**TRUSTEES:** George Tyler, Village President; Dan Kerin, Vice President; Elaine Sopchak; Lori Houghton; Andrew Brown.

**OTHERS PRESENT:** Pat Scheidel, Town Manager; Brendan Keleher, Assistant Town Manager; Doug Fisher, Director of Administrative Services; Dennis Lutz, Public Works Director; Greg Duggan, Town Planner; Dana Hanley, Community Development Director; Sharon Kelley, Zoning Administrator; James Jutras, Village Water Quality Superintendent; Lauren Morrisseau, Village Assistant Manager/Finance/MIS; Ariana McBride, Consultant (by Skype); Alan Nye, CSWD Representative; Tom Moreau, CSWD General Manager; Harris Abbott, Joint Stormwater Committee Member; Ron Lawrence; Vanessa Zerillo; Linda McKenna; Deb McAdoo.

Mr. Levy called the Selectboard (SB) meeting to order at 7:30 p.m.

Mr. Tyler called the Board of Trustees meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."

**PUBLIC TO BE HEARD**

There were no comments from the public.

Mr. Plageman gave an update on the 81 Main Street Renovations Project. He explained that the staff has suggested they relocate during the renovations to speed up the project. There are a number of buildings with available space for the short term. In this way, the contractor has full access to 81 Main Street to make the project go more quickly and less expensively if they do not have to work around employees. This idea is being reviewed to make sure it doesn't take away any savings or quality of services during the renovations. The only departments that would remain in the building during this time would be Parks and Recreation and the Town Clerk. He reported that he sent an e-mail updating members that the intent is for bids to get out by the middle of May for work to begin in June. Mr. Levy asked about the timeline for deciding on whether staff will relocate during the renovations. Mr. Plageman stated that it was being discussed now and would be fleshed out in May. He confirmed for Mr. Levy that the end time for the project was projected to be by November.

Ms. Wrenner highlighted two local Essex Teens, Ms. Mallory Stultz (daughter of Saramichelle Stultz, Recording Secretary) and Mr. Martin Deutsch, who were recognized in the Burlington Free Press as Academic All-Stars. She commented that there were many outstanding students at Essex High School, and it was great to see them recognized in the newspaper.

**AGENDA ADDITIONS/CHANGES**

50  
51 Mr. Scheidel explained that he had spoken with the Village Engineer about a more simple solution to  
52 managing the traffic problem than changing the Motor Vehicle Ordinance. The Village Trustees agreed  
53 with Mr. Scheidel's recommendation to strike 4.e. Approve Amendment to Motor Vehicle Ordinance in  
54 the Village Agenda.

55  
56 Mr. Scheidel reported the following addition to the Town Agenda: a document about Essex, Vermont  
57 Scope of Work: Remaining Essex's Planning Governance dated April 1, 2015 and prepared by the  
58 consultants, Ms. Delia Clark and Ms. Ariana McBride.

59  
60 **APPROVAL OF AGENDA**

61  
62 **MICHAEL PLAGEMAN MOVED AND IRENE WRENNER SECONDED A MOTION TO**  
63 **APPROVE THE AMENDED AGENDA. THE MOTION PASSED 5-0.**

64  
65 **BUSINESS**

66  
67 **Chittenden Solid Waste District Budget Presentation-Tom Moreau and Alan Nye**

68  
69 Mr. Tom Moreau, General Manager, Chittenden Solid Waste District (CSWD), and Mr. Alan Nye, the  
70 Essex Representative on the CSWD Board, presented the FYE 2016 CSWD Budget Proposal. Mr.  
71 Moreau reviewed the Major Assumptions for Revenues and Expenditures for the budget and some of  
72 the highlights. He also reviewed the highlights of the FYE 2016 CSWD Capital Program Budget to the  
73 members.

74  
75 With regard to Revenues, Solid Waste Management Fee, the rate will remain at \$27 per ton, generating  
76 \$2,970,000 of revenue. The total number of tons subject to this fee for FYE 2016 is budgeted at  
77 110,000 tons, reduced from FYE 2015 estimate of 112,000 tons. This results in a \$54,000 decrease in  
78 the budgeted revenues for FYE 2016 as compared to FYE 2015. The Tipping fee revenues for FYE  
79 2016 are budgeted \$465,600 higher than FYE 2015 due to a planned increase in tipping rates at the  
80 Materials Recovery Facility (MRF).

81  
82 With regard to Expenditures, CSWD had an increased budget of \$293,943 or 4.8%. However, of that  
83 increase, \$243,000 of it is a one-time expenditure due to Mr. Moreau's retirement and an overlap of  
84 eight weeks for the General Manager position. He reviewed other one-time expenses related to  
85 temporary positions and public education outreach to help implement Act 148 (Vermont's Universal  
86 Recycling Law). Without those one-time increases, the percentage increase would be 2.1%, which is  
87 fairly normal. He added that, in addition to the ongoing programs and services that CSWD provides,  
88 the following studies are planned for FYE 2016: a. an analysis of alternatives to process wastewater  
89 bio-solids in the future; b. residential waste composition study; and c. residential food scrap collections  
90 programs-pilot collection program and grants to haulers.

91  
92 With regard to the Tire & Appliance Roundup, which was eliminated in FYE 2014, Mr. Levy asked  
93 what happens to those materials if they were not collected. Mr. Nye explained that he has been an  
94 adversary of the Tire and Appliance Roundup for a long time because he pays the dealer to dispose of  
95 his tires. The public looks for other places to rid of tires without having to pay. Some drop them off  
96 during Green Up Day and others take them to different landfills. He knew that there have been an  
97 increase of tires along the roads since eliminating this program in FYE 2014, however he didn't think  
98 he should be paying for somebody else to dispose of their tires for free. Mr. Moreau agreed that there

99 has been an increase of about 10% to 15% of tires during Green Up Day, which is unfortunate.  
100 Although there are more tires, CSWD has not seen appliances. Mr. Nye and Mr. Moreau discussed  
101 action that has been taken at the State level as far as legislation for this issue, but as is typical, these  
102 mandates are unfunded mandates. Mr. Nye noted that there is a lot of money spent on advertising with  
103 new legislation, and he is really concerned about other Vermont counties that don't have the funding  
104 stream or ability to enforce legislation as does Chittenden County. Mr. Levy pointed out that  
105 advertising is up 66% and asked if that was a one-time expenditure. Mr. Nye agreed, but expressed that  
106 he would work hard to advocate that the State provide monetary support for advertising in the future.  
107 Mr. Moreau commented that Vermont is in the top echelon for the recovery of materials in the waste  
108 stream and spends a lot of money on advertising and is currently at a 70% capture rate. The best  
109 communities, such as Portland, have 85% capture rate. The idea of zero waste is wonderful, but  
110 impractical. He added that CSWD has a very good metrics to see if advertising works.

111  
112 With regard to salaries, Mr. Nye pointed out that the 1.3% increase in salaries is based on the Northern  
113 New England Consumer Price Index, which is a good system that keeps those increases under control.  
114 Mr. Levy noticed a 10% increase in health insurance. Mr. Moreau explained that CSWD knows the  
115 costs for health insurance from July to December, but not for January to July, so the increase is  
116 estimation.

117  
118 With regard to the Capital Budget, Mr. Moreau explained that the biggest amount of funding is going  
119 towards the MRF and to glass. He explained the history of glass waste and a process for a new glass  
120 processing system for the MRF. The next biggest amount in the budget is for building refurbishments  
121 and site improvements to various drop-off centers. Mr. Nye spoke about the economics of owning  
122 versus leasing drop-off center sites.

123  
124 Mr. Levy noticed that CSWD doesn't have Vehicles listed in the Capital Budget. Mr. Moreau explained  
125 that lately, CSWD has been leasing out vehicles, and it has worked out well.

126  
127 Ms. Wrenner asked Mr. Moreau for an update on the old Williston Landfill proposal project. Mr.  
128 Moreau explained that, in 2007, there had been high, medium and low projections for waste. Currently,  
129 CSWD was 8% lower than the lowest projection from 2007 and would have had to pay. Therefore, it  
130 had been a good move to put that project off and to focus, instead, on minimizing the waste stream.  
131 Currently, CSWD was developing a 5-year strategic plan and was looking into waste conversion  
132 technologies. Waste conversion technologies, which include taking trash and converting it to fuels, is  
133 common in Europe and Asia, but not in the United States. CSWD is also considering mixed waste  
134 processing, which is another technology, and will be watching Sherbrooke, Canada as a model to see if  
135 they can capture more than 85% of the waste stream. Mr. Moreau felt that it was premature to consider  
136 a landfill because it might not be worth a cost of \$90 million dollars. With the Williston Landfill  
137 proposal, he pointed out that CSWD would have had to pay a steep premium to make sure the bonds  
138 were paid off. Therefore, he was glad that CSWD did not go down that path and that, in the strategic  
139 plan, the staff recommends keeping the current path since they were doing a good job.

140  
141 **IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO**  
142 **ACCEPT THE FYE 2016 CHITTENDEN SOLID WASTE DISTRICT BUDGET PROPOSAL.**  
143 **THE MOTION PASSED 5-0.**

144  
145 **Planning/Zoning Consultants Presentation-Greg Duggan/Consultants**

146  
147 Mr. Duggan introduced the issue of whether the SB and Trustees should move forward with the Essex

148 Planning Governance project (EPG), which will consist of a community-wide discussion about the best  
149 planning and zoning structure for the future of Essex. Mr. Duggan provided background to the issue.  
150 He explained that the Heart & Soul of Essex project showed that Essex residents care deeply about  
151 planning, zoning and development issues. Thoughtful Growth emerged as one of the community's top  
152 six values. Another of the values, Community Connections, called for "unified planning between  
153 village and town governments." The proposed Essex Planning Governance project seeks to further  
154 explore the community's desire to address thoughtful growth and unified planning.  
155

156 Currently, the Village and the Town outside the Village each has a planning commission and a zoning  
157 board of adjustment. The EPG project aims to explore the current governance structure, consider  
158 alternatives and make recommendations to the SB and Trustees of how Essex can best plan as one  
159 community. The Town has included \$16,000 in the FYE 2016 budget for this project that was approved  
160 in March by the voters. Mr. Duggan introduced Ms. Ariana McBride, consultant, who would speak  
161 about the scope of work and work plan in more detail. He explained that she and Ms. Delia Clark, the  
162 other consultant, have met with the steering committee, which consists of Mr. Levy, Mr. Tyler, Mr.  
163 Scheidel, Mr. Fisher and Mr. Keleher. The steering committee will continue to work with the  
164 consultants to guide the design of the project.  
165

166 Ms. McBride reviewed the three "E's" of the project, which were Exploration: a shared community  
167 vision, Education: to educate the broader community and Engagement: promoting communication and  
168 being transparent. She reviewed the key roles for the following five groups for this project: the  
169 community, the working group, the steering committee, the SB and Trustees and the consultants. The  
170 community provides input on desires for planning governance and principles to guide governance  
171 options. The Working Group dives into details and trade-offs of governance options and makes a  
172 recommendation to SB and Trustees. The steering committee guides the project design and the  
173 implementation and it manages consultants. The SB and Trustees make the final decision about project  
174 recommendations, and the consultants facilitate public process, design governance options, support  
175 project communications and produce the final report. Ms. McBride reviewed the proposed timeline for  
176 2015-2016. The project planning would occur in April through June and the working group sessions  
177 would occur in June through August. In September, there would be the first Community Workshop. In  
178 September and December, there would be focus sessions to determine preferred alternatives, and in  
179 January there would be the second Community Workshop to help form the final report for February.  
180

181 Mr. Tyler asked who Ms. McBride envisioned for the steering group and for the working group,  
182 including the size of each group. Ms. McBride stated that the Steering Committee consists of Mr. Levy,  
183 Mr. Tyler, Mr. Scheidel, Mr. Fisher and Mr. Keleher. This group will guide the project design and help  
184 with press releases and the nuts and bolts of the process and will ensure that the consultants stay on  
185 task. The working group is people who are looking at different options and what would be the best fit  
186 for Essex. There would be four really intensive focus group sessions, and their input would ultimately  
187 drive the final report. Therefore, that group would have to be prepared and ready to engage at each  
188 session.  
189

190 Mr. Tyler was concerned with how the technical information from staff and State and Regional partners  
191 regarding planning will be transcribed and imposed in this process and whether that would happen  
192 through the working group or the steering group. Ms. McBride stated that some of the early research  
193 from staff could be used and that there are different ways to meet that goal. The working group needs to  
194 have those people on it, and ideally, it would have members from the zoning boards and the planning  
195 commissions from both communities to ensure that the knowledge is in the room for those  
196 conversations. While she agreed with having that expertise, it was important to balance it with other

197 perspectives as well, such as citizen activists. Mr. Tyler thought that they wanted to keep the group at a  
198 relatively workable size and wondered how to get that expertise, but also include members of the  
199 public. Ms. McBride explained that she and Ms. Clark felt that it was more important to have the right  
200 folks in the room and the right representation whether it was 8 people or 25 people. She and Ms. Clark  
201 can design an agenda that will work with whatever number, as long as all the members are committed  
202 to all four of the sessions. Consistency in attendance aids in the evolution of the conversations and was  
203 more important than having an exact number of members.

204  
205 Ms. Wrenner, with regard to “local partners in the scope of work” under Working Group Formation &  
206 Orientation, asked who those local partners would be. Ms. McBride explained that this question would  
207 be more for the Steering Committee. Mr. Duggan added that the Regional Planning Commission (RPC)  
208 would be a partner as well as a diverse group of people for the working group. He stated that any  
209 suggestions from the boards are welcome. Mr. Tyler thought that the Regional Planning Commission is  
210 clearly a local partner and would play a role at some point in the process regarding transitioning to  
211 another planning approach, and Mr. Duggan agreed. Mr. Levy assumed that the State statute defined  
212 that there needed to be either a planning commission with a development review board (DRB) or a  
213 planning commission and with a zoning board of adjustment (ZBA). Mr. Duggan understood the statute  
214 as presented by Mr. Levy and agreed that one of those combinations could serve the function for both  
215 municipalities. Mr. Scheidel believed that some legal advice of the strength and weaknesses of the two  
216 would need to occur, which would hopefully be part of the education piece along the way.

217  
218 Ms. Houghton asked about the goals for the two community workshops on either end of the focus  
219 groups. Ms. McBride explained that the first workshop is particularly important because the goal would  
220 be to determine a shared Essex vision, to be educated about current planning governance, and to engage  
221 in a conversation about how people would like to see planning governance improved. It would also  
222 introduce people to the project process and illustrate ways they can be involved. The input gathered  
223 from the workshop would be used in the process and a set of principles would be developed to guide  
224 how the planning governance should change. The consultants would work with the steering committee  
225 to insure that the input from the community leads to a productive community-wide conversation. The  
226 second workshop's goal would be to present the Focus Group's recommendations, get feedback and  
227 discuss next steps in trying to make the information about processes as accessible as possible.

228  
229 Mr. Watts asked about the best way for communication to occur back to the SB during the process. Ms.  
230 McBride explained that information would be offered on the project website and proactively  
231 communicated in a variety of ways to the public through front porch forum, the newspaper, etc. The  
232 steering committee could play an important role for providing updates and reporting back to the SB. As  
233 far as when, specific intervals of time can be determined. The consultants could also be on-call. If the  
234 boards decide on a particular way for this information to get reported, the consultants could work with  
235 the steering committee to make that happen.

236  
237 Mr. Tyler thought that having a member of the SB and a member of the Trustees included in the  
238 working group would provide a government perspective on the working group and a way for reports to  
239 get directly back to the boards. He gave the example of how communication worked well when there  
240 was a member from both boards on the Police Facility Task Force. Ms. McBride added that every town  
241 has different versions of this process, and it depends on what would work best for Essex. Some  
242 working groups don't want town officials working with them while with others feel it is absolutely  
243 essential. She would defer to Essex and stated that it would depend on the history and culture of Essex.

244  
245 Mr. Levy wondered if the first thing to answer would be whether the community wants a DRB or a

246 ZBA with its planning commission. Mr. Duggan felt that it would be part of the process as there are  
247 different scenarios and options to consider for either path, and Ms. McBride agreed. She expected that  
248 both of those options would be discussed.

249  
250 **MICHAEL PLAGEMAN MOVED AND IRENE WRENNER SECONDED A MOTION THAT**  
251 **THE SELECTBOARD MOVE FORWARD WITH THE PLANNING GOVERNANCE**  
252 **PROJECT. THE MOTION PASSED 5-0.**

253  
254 **DAN KERIN MOVED AND LORI HOUGHTON SECONDED A MOTION THAT THE**  
255 **TRUSTEES MOVE FORWARD WITH THE PLANNING GOVERNANCE PROJECT.**  
256

257 Mr. Tyler wanted this effort to succeed and felt that it would succeed if it starts with a really good  
258 understanding of how things work now and how they could work so that the community ends up with a  
259 recommendation that is actionable and appealing to both boards. He was still concerned with the  
260 structure of the working group and felt that it had to be very narrowly focused on specifics, such as  
261 rules and regulations, state statutes, RPC requirements, etc. He understood that public input was critical  
262 as well, but wanted to ensure that the focus is on what the real possibilities are for restructuring and  
263 transitioning of planning processes. Mr. Kerin had those same concerns. He saw that both communities  
264 could be dueling each other for funding sources and grants for projects as they emerged as one  
265 planning board. Mr. Tyler asked if there was one planning process, would the RPC still see the  
266 community as two separate chartered municipalities. He stated that these were the technical concerns  
267 and questions that needed to be addressed in the beginning of the process because it would be pointless  
268 if they had to go back and rework it after the fact. Mr. Levy thought that the steering committee would  
269 ensure that happens, and Mr. Tyler agreed, but thought that the committee wouldn't be able to answer  
270 the questions. Mr. Levy thought that the role of the Steering Committee was to make sure to get those  
271 answers up front. Mr. Brown stated that, at the same time, if board members are not official members  
272 of the steering committee, they could still provide oversight and be there to make sure that those issues  
273 are being addressed. Mr. Duggan confirmed for Mr. Tyler that all of these meetings would be open,  
274 public meetings. Mr. Kerin wondered if there should be an option down the road that is built into this  
275 process as a way to have a formal review to determine whether to continue the effort or not, similarly to  
276 the shared manager process. Ms. Houghton understood that the motions on the table tonight were to  
277 move forward with the project. However, she also understood that the documents being presented  
278 tonight could be changed and that the members of both boards could have input to address Mr. Tyler's  
279 concern. She thought that there are some key people with key skill sets that have to be involved in the  
280 working committee so she wanted to clarify that the members still have input on how this process is  
281 presented. Mr. Duggan confirmed for Ms. Houghton that everything presented tonight is a draft. Mr.  
282 Levy and Ms. Houghton agreed that the community has expressed that it wants one planning  
283 governance and that the necessary structure needs to be put in place up front so the process will be  
284 successful. Ms. Houghton believed that the public still needs to be engaged, but at some level, she felt  
285 that the working group needed people from the planning department and people with the skill sets for  
286 this to be a success. Mr. Luck agreed that a base level of people needed to be in the room, but it scares  
287 him when Mr. Tyler says "that's it." Mr. Tyler clarified that he was not saying "that's it." Mr. Luck  
288 stated that he heard the consultants say that they could take up to 25 people on the working group, so,  
289 along with key players in the room, if others want to be included, he would welcome them. He felt that  
290 the SB has had a history of limiting that opportunity for others to be involved by saying that it doesn't  
291 want too many people on a committee because it gets confusing. However, that is not what he is  
292 hearing from the consultants. Therefore, he hoped that the members would continue to make an  
293 opportunity for anyone who is interested to be on the working group.

294

295 Ms. Houghton asked, what are the next steps after this approval? Ms. McBride replied that the  
296 immediate steps would be for the consultants to do preliminary research and gather all the technical  
297 materials in order to design the project. Second, would be to get a communications plan started and to  
298 determine how the boards would select members for the working group. She agreed with a comment  
299 regarding having the right type of information up front as being important. She also suggested creating  
300 a development box for this project to help determine what is feasible and what is not and why and  
301 potential costs for different options. This would provide documentation to support recommendations  
302 and the rationale that requires any kind of change that might be proposed. The other thing that is  
303 important to understand is that the consultants anticipate doing a process of confidential conversations  
304 in hopes that people feel comfortable expressing their concerns. This would then be summarized in a  
305 report.

306  
307 Mr. Scheidel knew that one of the next steps would be to formalize an agreement between the  
308 consultants and the community, and Ms. McBride agreed. Mr. Scheidel added that at some point, he  
309 would need authorization from the SB to execute an agreement between the Town and consultants.

310

311 **THE MOTION PASSED 5-0.**

312

313 Mr. Plageman didn't remember hearing any formal schedule of reports back to the SB and to the  
314 Trustees as the process moves forward. Mr. Duggan suggested that the members talk about putting a  
315 member of the SB and a member of Trustees on the working group who would report back to their  
316 respective boards. He stated that all of the meetings will be open and reports and summaries would be  
317 posted on-line. A schedule could be worked out and he would also provide updates. Mr. Plageman  
318 thought that reports back to the boards was a critical piece to the process, and he also agreed with Mr.  
319 Tyler that how this process begins will be critical as well. He hoped that a schedule of reporting back to  
320 the SB would be built into the contract between the Town and the consultants. Ms. McBride confirmed  
321 for Mr. Levy that information on the process would be posted on a link off of both the existing Town  
322 and Village websites.

323

324 Mr. Jason Starr asked, in the Heart and Soul process, where does it say or where did the members get  
325 the idea that the community wanted to go down this road, and how broad of a sentiment was that? Mr.  
326 Duggan stated that the Heart and Soul community conversations came up with six key values, and one  
327 of them was thoughtful Growth throughout the community. Thoughtful Growth was also the value that  
328 was listed as one that needed most attention right away at the community workshop, during which 200  
329 residents were in attendance. He added that another one of the values, Community Connections, called  
330 for "unified planning between village and town governments," which was a description directly from  
331 the Heart and Soul summary report.

332

333 Mr. Scheidel asked how the members would like to address the contract between the Town and the  
334 consultants.

335

336 **IRENE WRENNER MOVED AND BRAD LUCK SECONDED A MOTION TO AUTHORIZE**  
337 **THE TOWN MANAGER TO EXECUTE A CONTRACT BETWEEN THE TOWN OF ESSEX**  
338 **AND CONSULTANTS. THE MOTION PASSED 5-0.**

339

340 Ms. Houghton asked if that draft contract would go before the Steering Committee so that the Trustees  
341 could see it as well. Mr. Tyler suggested that the draft be placed on the Village Meeting Consent  
342 Agenda for an upcoming meeting.

343

344 Essex Governance Group Discussion-Pat Scheidel

345  
346 Mr. Scheidel introduced the issue of whether the SB will discuss the presentation and recommendations  
347 made by the Essex Governance Group (EGG) concerning civic engagement and governance. He  
348 confirmed for Mr. Levy that this would be a deliberative session between the boards regarding the  
349 EGG's four recommendations. Mr. Scheidel added that he was going to be looking for a sense of  
350 priorities of what the members want done because there is a lot of work involved with these  
351 recommendations. Mr. Levy understood that Mr. Scheidel would like to know which recommendations  
352 they supported and those they did not support. Mr. Scheidel suggested maximizing the resources of  
353 staff, such as working on communication through the EPG project, which would be focusing on  
354 communication. That would be a good time to see what works for communication and what does not  
355 work.

356  
357 Mr. Tyler referred to Ms. Sopchak to give a summary of the Trustee's discussion last week on the EGG  
358 report. Ms. Sopchak stated that both boards received the EGG report and accepted it. There were four  
359 recommendations in the report, which were the following: A. Launch Proactive Communication  
360 Program; B. Empower Neighborhoods; C. Switch to Enhanced Town Meeting/Australian Ballot Hybrid;  
361 and D. Institute Same-Day Voting. The EGG recommended taking these recommendations as a "suite"  
362 of recommendations and not individually. Ms. Sopchak stated that she took part in the entire EGG  
363 process as did Mr. Levy and Ms. Wrenner. She stated that the entire package of recommendations is  
364 necessary to achieve the kind of clear and transparent communication, open access to voting, and the  
365 educational component that our community needs to be responsive citizens. That being said, she didn't  
366 necessarily feel that the four recommendations could be handled simultaneously. She expressed that it  
367 was very important for them to get started right away on recommendation A and referred members to  
368 the appendix of the EGG report, which gave an example of a Communication Tool Kit created by the  
369 municipal staff from Portland, Oregon. This tool kit gives a spectrum of how to respond to the public  
370 based on the level of importance of activity being undertaken, and it itemizes the tools that the staff can  
371 use to do those communication pieces. She stated that it is a very useful and comprehensive way to  
372 ensure and measure proper communications with the community and that you are giving them enough  
373 information at any point in time based on the level of importance of the activity. She highly  
374 recommended looking at that tool kit and considering a facilitation process where staff from the Village  
375 and Town could work together to develop their own tool kit. She strongly recommended beginning  
376 work on this immediately. Mr. Luck reported that the Heart and Soul Group is working on getting  
377 money from the Orton Foundation to hire consultants to do the work suggested by Ms. Sopchak. He  
378 hoped that there would be an update on that funding in the next few weeks. Ms. Sopchak thought that  
379 was great and added that it is so much more meaningful if the ideas grow here.

380  
381 With regard to recommendation B, she liked everything outlined in the EGP and thought an aspect of  
382 that process could involve neighborhood assemblies. She thought that there were two ways to divide up  
383 the communities for neighborhood assemblies, which were by zones or by Front Porch Forum  
384 neighborhoods. This would be a great way to test out that process, refine it and make it the first step to  
385 incorporating this system on a regular basis in these decisions. She added that one of the Heart and  
386 Soul outcomes was that residents wanted input in the planning of their community so this would be a  
387 great door to implementing that outcome. With regard to recommendations C and D, Ms. Sopchak  
388 stated that they were long-term projects that involve enormous intricately, interwoven aspects of all the  
389 machinery of our municipalities. They involve Charter changes, legal input and voting changes, and it's  
390 going to take a while to make that work. She fully supported the recommendation of a hybrid model  
391 and eventually getting to same-day voting. However, because there is so much going on right now with  
392 the study on the consolidation of school districts and the EPG project, the Village and Town staffs don't

393 have the capacity to take on such a big project as changing our voting habits. At the same time, the  
394 boards can't lose sight of it. As they consolidate from department to department, they need to remember  
395 these four recommendations and think of them in a very thoughtful and unhurried way. She is not sure  
396 how long it would take for recommendations C and D and whether it would be three years, five years  
397 or six years, but she thought that they were in it for the long haul. She noted that the EGG did an  
398 amazing amount of research and came to a really big understanding about how complex this system is  
399 and how it is going to take some time to happen. She hoped that the SB agrees with the findings of the  
400 EGG and is interested in implementing them, but in a wise way.

401  
402 Mr. Tyler stated that he had some significant criticisms of the EGG report. He felt that there was a  
403 really big disconnect between the survey results that were reported and the recommendations, and he  
404 didn't see the connection between the two. He understood that the EGG was not tasked with doing a  
405 statistically significant survey of the Town and Village; however, 10% of 460 people surveyed said that  
406 they were confused about multiple votes and that it was a barrier to voting. He did not see how that  
407 translates into the recommendation to have same-day voting. He stated that, personally, he was in favor  
408 of same-day voting and in fact, a few years ago there was a charter change in the Village in order to  
409 coincide with the school budget vote as a way to move towards same-day voting. Nevertheless, he was  
410 in agreement with Ms. Sopchak about recommendation D as he did not know how high of a priority it  
411 was with the workload on staff right now. Mr. Tyler would like to see some of these questions fleshed  
412 out a bit more before saying that the community has spoken. Ms. Sopchak pointed out that both boards  
413 were vetting everything on the Heart and Soul process, which had excellent turn-out, and it was the  
414 same process for the EGG. Mr. Tyler stated "when you throw the statistic in there, you say hit me, so  
415 that is what I am doing." He found it interesting that when asked open-ended questions about what was  
416 on peoples' minds, the most consistent answer on the survey was an interest in merger and/or more  
417 collaboration between the Town and the Village, which is exactly what the boards are doing.

418  
419 Ms. Wrenner, with regard to same-day voting, was struck that, when she sat at the Village meeting a  
420 month ago and the article came up as to when the next Village Meeting would be, not one person raised  
421 a hand about making it closer to Town Meeting or to have it on the same night. Perhaps it was a  
422 different group than those who responded to the survey, but she was hoping that somebody would raise  
423 that issue so that they could have a community conversation about it. However, that didn't happen.  
424 People went the same old way, which is fine if that is what they want. However, she then hears that  
425 people want same-day voting, so she questions who is showing up where, saying what. Ms. Wrenner  
426 got very different messages during the Village Meeting than what she got from reading the EGG report.  
427 Mr. Tyler agreed that there was not clear, consistent consensus in the report.

428  
429 Mr. Watts commented that tonight was the first he had heard that Orton is working on anything related  
430 to communication to the Town. He stated that the SB did some proactive communication before Town  
431 Meeting, but he wasn't sure if the Village did as well. Ms. Sopchak agreed that the Trustees did a lot of  
432 outreach initially and that there was a bigger article on the warning and turn out is bigger when that  
433 happens. Mr. Watts handed out a lot of material to residents, and he wondered if the members thought it  
434 helped. In his opinion, it was very one-way as people were running to an event while the members  
435 handed out information. He noticed more confusion about being a Village resident and not  
436 understanding about being a Town resident as well. He stated that there was very little two-way  
437 communication, and even when their phone numbers were included on the information, he didn't  
438 receive any calls. He also commented that when they had the public meeting for the repurposing of the  
439 police facility money, members of the public felt that the information was getting to them too late and  
440 asked why they hadn't heard about the issue before. However, in reality, the Town had been talking  
441 about that issue for six months. Therefore, Mr. Watts didn't know if the members were doing something

442 wrong in communicating their big ticket items or whether it was completely the onus of residents to  
443 look at the Town website to read about what is happening. Ms. Sopchak thought that having a  
444 Communication Tool Kit could help with that problem. She noted that there is a balance between what  
445 the municipality is required to do, which they do to the letter, but then there is the civic responsibility  
446 of going to find that information. She added that a lot of people don't realize that they can find that  
447 information on the websites or in the classified section of the Essex Reporter. She agreed that there is  
448 some hand holding that needs to happen, but that there could also be some additional outreach. Mr.  
449 Levy added, or simple solutions, such as press releases.

450  
451 Mr. Kerin believed that the outreach that was done for the repurposing of the bonds for the 81 Main  
452 Street Renovation project, as well as the public works consolidation, was important and successful. He  
453 gave the police facility outreach as an example of successful outreach. Mr. Kerin reported how he had  
454 suggested moving outside the confines of meetings at the municipal offices to places such as parks or  
455 public venues so they can go out to the people. The Village Trustees had one meeting at Maple Street  
456 Park about three years ago, and he would like to see more of that because he felt that it was one way to  
457 get new engaged citizens. All too often only a few people attend their meetings, so it was something to  
458 think about.

459  
460 Ms. Sopchak wanted to point out one aspect of the Hybrid Town Meeting/Australian Ballot proposal,  
461 which is that it would enhance Town Meeting in general. Members have talked a lot about making  
462 Town Meeting more accessible and interesting to residents without changing the voting, such as having  
463 straw polls, non-binding referendums, discussion topics, etc. Another idea was to have it be Essex  
464 Democracy Day with a community project. She felt that there were some low-hanging fruit to make  
465 Town Meeting more entertaining and interactive for people, and this could be done with some elbow  
466 grease, not changing the Charter. Mr. Levy felt that the Town has taken some baby steps like mirroring  
467 the Village Meeting and adding a Public To Be Heard to Town Meeting. Ms. Sopchak agreed and felt  
468 that there would be more successes if the boards continued along that path.

469  
470 Mr. Luck clarified that Heart and Soul, based on the EGG report, is talking to Orton and then will  
471 return to the boards with a proposal. Mr. Luck thought that the recommendations come from the survey  
472 and the community forum. With regard to same-day voting, although it wasn't the top barrier, there  
473 were four tables out of 60 people that spent several hours talking about how they believe that same-day  
474 voting was one of their top ideas. Another table's top idea was to simplify governance/  
475 communication/education, so he would agree that with the survey results, same-day voting didn't rise to  
476 the top, but simplifying things and making things easier certainly seems to be an on-going theme. He  
477 would argue that same-day voting is a bad thing. Mr. Tyler clarified that he was not saying that same-  
478 day voting was a bad thing at all. He was in favor of it, but he is not sure that what he read in the  
479 survey identifies it as a big barrier to voting. He stated that he didn't mean to be critical of the EGG  
480 report, but was trying to make a connection between the recommendations and the "guts" of the report.  
481 He commented that all six tables expressed some trepidation of one or more of the new decision-  
482 making models discussed. The hybrid model raised the most apprehension about implementation with  
483 representative town meeting a close second. Clearly any changes should be made with caution and with  
484 confusion and upheaval kept to a minimum. Therefore, there's a lot of concern and trepidation about  
485 doing anything to the existing structure, and he wondered how that correlates to the recommendation  
486 that they change the existing structure. He stated that the Trustees thought that these are good ideas, but  
487 he interprets that the EGG report was telling them that there is a lot more work to be done before they  
488 just "take the recommendations and run with them." He didn't think there was a really clear, strong  
489 consistent message coming out of the findings.

490

491 Ms. Houghton thought that communication was broken, and if Heart and Soul does not come forward  
492 to be able to help them with this, she thought that both boards had to put it as a priority because the  
493 public is telling them it is an issue and the members were talking about it enough. To say that they are  
494 doing things here and there is great, but she thought that they needed a process or a tool kit that outlines  
495 different scenarios.

496  
497 Mr. Brown understood that there are some trepidations given the work load for staff. At the same time,  
498 he pointed out the EGG members in the audience and assumed that they would be willing to do more of  
499 the leg work for this issue. He was also in favor of using the neighborhood conversations during the  
500 EPG and would hope that during the process there would be some new people engaged and new ideas  
501 generated. At the same time, if the goal of the EGG group was to help improve civic engagement in  
502 governance, then it wouldn't make sense to do the exact same thing and expect a different outcome. He  
503 thought that this could be a great way to try something new, and the worst case scenario outside of a  
504 lawsuit, is that they have fewer people show up for a meeting. At that point, they could just go back to  
505 the old ways of doing things. He didn't think that they had to go down too far of a path to find that out,  
506 and he believed that the recommendations were very encouraging. He would love to see  
507 recommendations A and B happen sooner than later, which could help with some of the work for  
508 recommendations C and D. Mr. Levy agreed that this report identified some real gaps, particularly in  
509 communication. He thought that the boards had to address recommendation A before any big change  
510 like a charter change. He stated that they can't do recommendations C and D without having that  
511 communication with the community first to make sure that they are going in the right direction. Even if  
512 the members don't think communication is broken, the people think it is broken, and there are  
513 opportunities to fix it that he hoped wouldn't cost a lot of staff time or dollars. He thought that the  
514 boards had to get input or get communication fixed before addressing the other big items.

515  
516 Mr. Kerin felt that, other than putting a big loud speaker at a few key locations in town, they only hear  
517 from a certain population of citizens. The vast majority of the population is not saying anything and  
518 short of "leading the horse to water, you can't force them to drink." He gave the example from Mr.  
519 Moreau of how even the best communities can only capture 70% or 80% of waste and were never  
520 going to get to 100%. Mr. Kerin understood that they could always try to improve, but he wondered  
521 how to measure success. He asked what is the rubric to say that it is working and what constitutes  
522 success and whether you've done enough. Mr. Levy thought that Mr. Kerin's question was a good  
523 question and felt that the members would need to identify those metrics to see if they are making a  
524 difference and doing something meaningful.

525  
526 Ms. Wrenner knew of virtual shareholder meetings that were being held at places like bike paths. She  
527 stated that there is technology to allow them to do all kinds of things that they may have never dreamed  
528 of doing. She understood that some people don't have Internet access or cable. However, there were  
529 things that they could do to make sure that more people could participate, such as voting on-line or  
530 hearing the meeting in real time.

531  
532 It was confirmed for Mr. Watts that the recommendation was not for Representative Town Meeting. He  
533 felt that the Town already had empowering neighborhoods because any group could talk with the SB,  
534 such as when his neighborhood was opposed to a cell tower. He thought that, to some degree, when  
535 issues impact people immediately, people do try to take action even if they might not feel effective.  
536 With regard to the hybrid model and having at least the 10-year median of attendees, Mr. Watts asked,  
537 what is that number? Mr. Scheidel didn't know, and Mr. Watts asked if it was a fixed 10-year median or  
538 a rolling 10 years. He was concerned that if there is one person short, there would only be one  
539 information meeting. Mr. Levy clarified that the EGG's intent with the hybrid model was to make sure

540 that the number of people attending Town Meeting did not fall below the critical mass. A 10-year  
541 average was proposed arbitrarily in order to prevent a loss of participation at Town Meeting and a  
542 budget being adjusted by just a few people.

543  
544 Mr. Luck thought that recommendation A is in the works as far as Heart and Soul finding some funding  
545 from Orton and then the boards proceeding with that effort on its own. He thought that  
546 recommendation B was going to be partially incorporated into the EGP process by the consultants, who  
547 are well aware of the EGG report. He thought that the boards would get some initial results from that  
548 work as to whether there is interest or not for neighborhood assemblies and how those could be  
549 structured in the community. However, he hasn't heard about recommendations C and D and whether  
550 they have a decision regarding those recommendations. He has heard that it would be a lot of work and  
551 take a lot of time and that it would take technical ability that the staff doesn't have time to do. Mr. Luck  
552 felt that the boards needed to come up with some sort of conclusion for recommendations C and D as to  
553 whether they envision moving forward with them or not. He thought that there was an interest in  
554 understanding the next steps and he thought they owed a decision about the next steps to the EGG who  
555 did all the work last fall and got a report to the boards last February. He noted that this has been  
556 discussed a couple of times, and members have not given their opinions about the recommendations.  
557 Mr. Levy felt that this was the first time the boards were having this discussion in a joint session. Mr.  
558 Tyler didn't think that there was any recommendation that the boards felt that they were not going to do,  
559 were not interested in or didn't think was a good idea. He heard that the boards were saying that they  
560 could do recommendations A and B right now. However, for recommendation D, for example, he  
561 wondered what would happen if they moved forward with it and then along the way, the schools  
562 decided to merge. He suggested waiting to see what the schools do because there is no sense in having  
563 same-day voting for municipal budgets and then having three different school budget votes. If the  
564 community is going to have same-day voting, then he suggested it be community wide, including the  
565 schools. Ms. Sopchak agreed with waiting to see what the school districts decide. Mr. Brown didn't  
566 think they had to wait to get the process started. The boards have already picked dates for next year for  
567 their perspective annual meetings so same-day voting was already going to be a 3-year process. Mr.  
568 Tyler and Mr. Brown deliberated over the timing of changes that would need to occur for same-day  
569 voting, and Mr. Brown was in favor of working on it now. Mr. Tyler thought that there was a lot of  
570 complexity related to the school district and the Australian Ballot part of the process so that it might  
571 behoove the boards to wait and see what the school boards decide. Mr. Luck felt that Mr. Tyler was  
572 saying that it is too complicated and hard for the boards to figure out, but Mr. Tyler disagreed. Mr. Luck  
573 stated that if the decision was made just by the members, he didn't think it would ever get figured out  
574 because these decisions are not made through governing groups. He commented that knowing staff is  
575 busy with other tasks, he would be curious to hear from the EGG members who were present tonight.  
576 Mr. Levy stated that this meeting was just for deliberating between the board members.

577  
578 Mr. Tyler asked if any other Trustees had anything to add. Ms. Houghton agreed with Mr. Luck and felt  
579 that the board members needed to make a decision on whether they want to move forward with the  
580 recommendations. She agreed that the boards should not be making decisions on how it should be done.  
581 She suggested that they agree that this is important to the community and that it may start a year from  
582 now, but at least they would have the next steps in place. Ms. Sopchak believed that recommendations  
583 C and D are complicated and that the boards need to wait. The next step to her logically, would be to  
584 start researching and finding a subcommittee of people who can give the boards correct information  
585 and report back to the boards. There are members of the EGG who Ms. Sopchak suspected would be  
586 interested in taking part in that committee. Mr. Tyler was not sure if there were complicated legal issues  
587 involved as well. Mr. Scheidel commented that he was not at any of the EGG meetings, but he  
588 remembered a member, Mr. Ron Lawrence, saying that with same-day voting the presupposition is that

589 Australian Ballot voting would be on the same day as schools. Otherwise, they wind up with the system  
590 that they currently have. Therefore, in order to get to same-day voting, the community needs one  
591 methodology of voting. He agreed with Mr. Tyler that there are a number of legal questions for this  
592 issue and whether the community wants to change from Town Meeting voting for municipal budgets  
593 and Australian Ballot voting for school budgets. He suggested that same-day voting for all entities is  
594 probably the best bang for the buck because the majority of the budget (80%) is education. He was  
595 hoping that the members could decide on what they could and couldn't do right now and then decide on  
596 how to do what they can't do right away. Ms. Houghton thought that the boards could make a decision  
597 that they want to know more about these recommendations and how they would look like with the legal  
598 ramifications.

600 Mr. Levy felt that both boards agreed with recommendation A, and he asked the Town Manager to  
601 evaluate the current communication methodologies and any potential improvements to these  
602 methodologies with reference to the EGG report for review by the members. Mr. Scheidel agreed that  
603 he could complete that task for June. Mr. Levy felt that one of the values from Heart and Soul was for  
604 the Town and the Village to work more closely together, which is what the Unified Manager position is  
605 enabling, and Mr. Tyler agreed. Mr. Tyler pointed out that one thing that the boards did not learn from  
606 the EGG report is what they are doing that is not working and whether the people who gave input about  
607 communication were aware of all the resources that are currently available. He also didn't know if the  
608 comments were directed towards the Village governance or the Town governance so it would be good  
609 to say, here is all that we are doing now. Ms. Sopchak agreed with the next steps for recommendations  
610 A and B and felt strongly that a group be appointed for continued research and to report back to the SB  
611 regarding recommendations C and D. Mr. Tyler thought that how to achieve same-day voting is largely  
612 a technical question and that staff would have those answers. He was not in favor of a separate group  
613 wading their way through the system as it would take them months to learn something that the staff  
614 already knows. He thought that when there is time later on, staff could address what needs to be done.  
615 Mr. Plageman agreed and stated that there was a time to get the public involved with this process, but  
616 that it was not right now. He thought that a committee would get really cumbersome really quickly and  
617 that there was a series of steps that the staff could itemize for the members. Mr. Tyler commented that  
618 the public would need to call Mr. Scheidel who would need to call the lawyers.

620 Mr. Luck completely disagreed with Mr. Plageman and Mr. Tyler. He felt that there are some very  
621 intelligent members of the public who are a lot smarter than a lot of the members in a lot of ways and  
622 who are very interested in this topic if the boards would empower them with that role. The boards have  
623 said that staff is very busy so to only allow staff to delve into this issue simply means that it is not  
624 going to happen for a long time. He didn't understand why the boards wouldn't appoint a task force or  
625 working group, as suggested by Ms. Sopchak, and task them with reporting back to the SB in six  
626 months or three months. If they are not able to report back with good information, then the boards "go  
627 back to the drawing board." However, if they are able to report back with good information, then the  
628 boards have good information, and Ms. Houghton agreed. Mr. Kerin agreed that there are many people  
629 in the community who are much more knowledgeable in different aspects of government. However he  
630 was concerned with how the boards vet that quality and felt that it would slow the process down. He  
631 commented that Mr. Tyler's proposal is to bring it to staff and if someone from the public wants to  
632 weigh in, they can do that just like with everything else. He didn't think they had to create another  
633 committee to slow this process down instead of moving it forward.

635 Mr. Levy summarized that recommendation A has been directed to staff and that recommendation B  
636 will be a part of the EPG. Then there is a suggestion to address recommendations C and D through staff  
637 or through a task force. He saw that step as a way to evaluate whether those recommendations are the

638 right thing for the community. Ms. Sopchak heard Mr. Levy saying that they still need to evaluate  
639 whether recommendations C and D are the right things for the community, but the EGG has already  
640 made those recommendation as the right ones for the community. Mr. Levy thought that the members  
641 should question the recommendations and determine whether they want to put in all this effort and  
642 whether the whole community is "on board." He knew that they had this great sampling with the EGG  
643 report and that there was a lot of good work done, but he pointed out that recommendations C and D  
644 are a big deal with a lot of change. He thought that it was worth the effort to pursue recommendations  
645 A and B and determine whether the larger community agrees with recommendations C and D. Ms.  
646 Sopchak asked whether Mr. Levy was recommending coming up with a proposal to go to the  
647 community first before setting out to do research on recommendations C and D. Mr. Tyler suggested  
648 tasking Mr. Scheidel with listing the current community's communication methodologies, in reference  
649 to the EGG report, and then determining ways to improve upon those methodologies. Then at some  
650 point later in the summer, the SB and Trustees, along with the EGG, could reconvene for another  
651 meeting as a first step. He added that if Heart and Soul was going to be contributing as well, then they  
652 could be a part of the process as well.

653  
654 Mr. Luck thought that Mr. Levy and Mr. Tyler were missing the point because it is not about  
655 communication and putting out the message. It is about public engagement and how the municipalities  
656 are engaging people and gathering their input. It is about having meetings where people are and using a  
657 different public engagement policy as in the Portland Tool Kit. He didn't think that staff had the time or  
658 expertise to evaluate a public engagement protocol, which is a new, specialized phenomenon. He  
659 agreed with Ms. Houghton that the boards should have someone else come in and evaluate the  
660 community's communication and look at how we are doing and how we can do it better. Ms. Houghton  
661 added that we already know many of the ways that the Town and Village get the word out, so that data  
662 doesn't help. Mr. Tyler asked what if there is a recommendation from staff to invest dollars on a new  
663 on-line methodology and participation doesn't increase? He asked, what is the goal? Ms. Sopchak  
664 replied that the goal is more public engagement, more people attending, more people e-mailing them  
665 with comments and more people being a part of this process. She knew that this slows things down and  
666 makes things messy, but that is also what the boards are here to foster. Mr. Tyler argued that people can  
667 e-mail the members now, but they don't. He asked, why are they not e-mailing them now? Ms.  
668 Houghton agreed that it was one of the things they have to answer, but that is not where she would like  
669 staff spending their time when Heart and Soul might come forward with a proposal. She agreed that  
670 communication is important, and she would like to hear more about a timeline about whether an  
671 engagement protocol could happen in six months and whether it would cost a lot of money. If it was  
672 going to cost more money, then she suggested holding on as they've waited this long to focus on things  
673 that will matter. Mr. Tyler stated that the Village spends \$90,000 on communication right now. Ms.  
674 Houghton clarified that she was not suggesting spending more money, but doing other things such as  
675 setting a policy for when information goes out so people know when to check the website, or having a  
676 better website and perhaps cutting that \$90,000 down to \$30,000, but yet the public says we are doing  
677 an awesome job getting the word out. She stated that people in this room did not have the expertise to  
678 answer this question. Mr. Kerin wondered when the boards would know that they've accomplished  
679 what they set out to do. He felt they weren't the only boards having this problem and that it was a  
680 problem throughout the country. He didn't think that it was necessarily apathy, but that people are busy  
681 with their lives. He recalled one of the biggest turnouts for a meeting was a recreation meeting to  
682 support having a baseball field. He didn't think that the boards were doing anything wrong with  
683 communication, but that it was the nature of the beast. He thought that as things evolve,  
684 communications change, so he agreed with putting information on-line. However, there needs to be  
685 some kind of rubric or metric to determine success because they could be "chasing their tails" with this  
686 issue.

687  
688 Mr. Levy suggested wrapping up this discussion. Mr. Luck asked if the boards could hear from the  
689 public who had been present in the audience for a long time. Mr. Levy told Mr. Luck that he had  
690 spoken to the EGG members prior to the meeting that this was a discussion between the members  
691 tonight. Mr. Luck thought that there was always a time after a topic for public to be heard. Mr. Levy  
692 didn't think that the members had concluded their discussion yet. Mr. Scheidel, with regard to the EPG,  
693 saw it as a golden opportunity to communicate and educate citizens. Many times he has heard that  
694 people are unhappy about development projects or buildings going on in the neighborhood. There are  
695 certain developments allowed and not allowed by law, and people need to understand why things  
696 happen. Civic engagement is gathering information, but the information doesn't work too much if it is  
697 uninformed information. He is looking forward to this process as a way to educate people and agreed  
698 with finding out about civic engagement protocols since Portland and California have been doing it  
699 actively for six or seven years. He was happy to come up with a list for the members of communication  
700 methodologies, but also agreed that he is not an expert on civic engagement. Mr. Levy thought that  
701 getting something on paper to look at with the EGG report in mind would be a good way to see what  
702 they could do with the low-hanging fruit for two-way communication. Mr. Scheidel was looking for  
703 whether the boards wanted to move forward with the recommendations given in the EGG report. More  
704 specifically, what recommendations they want to do and when. Then, how to do them is another  
705 discussion.

706  
707 Mr. Tyler thought that there were a lot of different conversations going on tonight, and he didn't think  
708 there was even fundamental agreement. He had thought this topic was about budgets and now they are  
709 talking about planning and zoning and people being unhappy about planning projects and  
710 communication methodologies. He thought that this topic was a bigger discussion than what was on the  
711 Agenda so he felt that they need to continue this discussion at another meeting. He didn't think they  
712 could come to conclusions tonight. He wondered what they could achieve now so they could declare a  
713 small victory and move on. Mr. Luck thought that this happened a lot with the SB and wondered what  
714 would change between now and the next meeting to help them make a different decision. Mr. Tyler  
715 stated that they need to plan to have a meeting where this issue is the only Agenda topic, and members  
716 are prepared with all of their questions and can get to some point where they are all in agreement. Mr.  
717 Luck felt that they had already had an extensive conversation and were at a point to make a motion. Mr.  
718 Tyler asked, what would be the motion?

719  
720 **BRAD LUCK MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION THAT THE**  
721 **SELECTBOARD CREATE A TASK FORCE TO CONTINUE THE EXPLORATION OF THE**  
722 **ESSEX GOVERNANCE GROUP RECOMMENDATIONS C AND D.**

723  
724 Mr. Levy asked about recommendations A and B. Mr. Luck replied that recommendation A would be  
725 addressed separately through Heart and Soul with consultants and recommendation B would initially be  
726 addressed with the work happening with the consultants through EPG. Mr. Luck confirmed his motion  
727 for Mr. Levy. Mr. Plageman stated that he would second the motion for the purpose of discussion. He  
728 still had more questions about the task force and was not ready to jump in and have staff put together a  
729 task force without some kind of definition. He was not sure at this point what the members would  
730 direct to the staff. Mr. Levy agreed with Mr. Tyler that the boards need a separate meeting to discuss  
731 just this item.

732  
733 **THE MOTION FAILED 1-4 (Max Levy, Irene Wrenner, Michael Plageman and Andrew Watts**  
734 **opposed).**

735

736 Mr. Tyler saw that the Trustees wanted to make the same motion, but he pointed out that the SB was  
737 not yet in favor of this motion.

738  
739 **ANDREW BROWN MOVED AND LORI HOUGHTON SECONDED A MOTION THAT THE**  
740 **TRUSTEES CREATE A TASK FORCE TO CONTINUE THE EXPLORATION OF THE**  
741 **ESSEX GOVERNANCE GROUP RECOMMENDATIONS C AND D.**

742  
743 Mr. Tyler pointed out that he thought that the Trustees would be condemning a group of people by  
744 having a task force, and it would have nothing to do with how intelligent they are. There are specifics  
745 in the Village and School charters that prohibit things like same-day voting right now. He thought those  
746 could be identified quickly by staff, but that this motion would have a group of people going through a  
747 lot of information to identify those very specific facts in our charters and policies that staff can get to  
748 right away. Ms. Sopchak suggested having an engaged citizen take an hour of their day to interview the  
749 staff who know the answers to these questions. Mr. Tyler agreed, but argued that it was not the motion.  
750 Ms. Sopchak replied that the task force is an opportunity for more community engagement and for the  
751 community members to get to know staff members and gather information on something they are  
752 interested in. This process might develop more positive relationships with staff sharing information  
753 they already know. Mr. Brown argued that he could have said the same thing about the Village Capital  
754 Review Committee when a committee of citizens were tasked to recreate a process that was working  
755 with the Village staff. The Village Capital Review Committee did that because they were passionate  
756 about it. Having seen the EGG come to the Trustees two or three times, Mr. Brown sees a similar  
757 passion. He did not see this motion as condemning a group of citizens, but sees the Trustees giving  
758 citizens an opportunity to do something to further their passion and further their interests. He thought  
759 that the Trustees would end up with a great report and would also be engaging the community and  
760 allowing them the freedom to do something they want to do. Mr. Tyler stated that Mr. Brown had  
761 convinced him. Mr. Tyler clarified that he was not condemning people, but thought that the citizens  
762 were going to spend a lot of time, and he would rather see their time go into something more  
763 constructive. However, if the Trustees think it is a good thing to do for the Trustees, not for the High  
764 School or Essex Town School District, then he would support it. Mr. Kerin thought that the task force  
765 wasn't going to get them a product that the Trustees couldn't get from somebody else. He felt that the  
766 task force would occupy somebody's time and that there were other more productive things that  
767 interested people could do.

768  
769 **THE MOTION PASSED 4-1 (Dan Kerin opposed).**

770  
771 Mr. Scheidel asked for clarification on the tasks involved with the motion. Mr. Tyler stated that the  
772 Trustees are going to create or ask for volunteers for a subcommittee that is going to look into how the  
773 Village would achieve recommendations C and D. Mr. Brown understood the motion to be that the  
774 Trustees would work with the SB to develop a committee. Mr. Tyler pointed out that the SB voted its  
775 motion down. Mr. Brown didn't think they could take this further until the SB agreed. Mr. Kerin agreed  
776 and felt that the Trustees should wait until the SB supports creating a task force, and then he would  
777 agree. Mr. Tyler suggested putting a topic on the next Trustees Meeting Agenda to discuss what this  
778 motion means for the Village. He thought that they were talking about having Mr. Scheidel appoint a  
779 group to look into recommendations C and D and how to go about doing that, which is not a decision to  
780 make right now, but at the next Trustee meeting.

781  
782 Mr. Levy asked if there could be a joint meeting in the future to discuss what the task force would look  
783 like and the mission statement for the group. Mr. Luck pointed out that it was a Village Task Force  
784 because the SB doesn't want a task Force. Mr. Tyler clarified that at the next Trustee Meeting, the

785 Trustees would figure out how to appoint a subcommittee to look at recommendations C and D and ask  
786 staff questions and look at charters and policies to identify impediments or problems with having a  
787 hybrid model and same-day voting, and members agreed. He thought that the Trustees could do that on  
788 its own and report back to the SB. Mr. Luck was not concerned about what the Trustees were doing, but  
789 was more concerned about the SB's inaction and lack of clarity on the next steps. Mr. Levy proposed  
790 that Mr. Luck come up with more detail about what it is he wants citizens to do on a task force and its  
791 mission statement. Right now, the idea is too nebulous for him to support it. Mr. Plageman asked Mr.  
792 Levy if he would consider a motion that would empower the members of the EGG to be the task force.  
793 It would be very close to what the Trustees have approved, but would be a middle ground. On one hand,  
794 he didn't agree with a task force "right out of the gate," but on the other hand, he didn't want this issue  
795 to sit. He stated that Mr. Brown made a point that the EGG brought a passion to this topic, and Mr.  
796 Levy agreed that they did a lot of good work. Therefore, Mr. Plageman suggested asking them if they  
797 want to take it a step further to research this information and report back at a joint meeting with the  
798 Trustees and SB. Then if they recommend a bigger task force with the community at large, we would  
799 have new information to make that decision.

800  
801 **MICHAEL PLAGEMAN MOVED THAT THE SELECTBOARD DIRECT STAFF TO**  
802 **APPROACH MEMBERS OF THE ESSEX GOVERNANCE GROUP FOR THE PURPOSES OF**  
803 **GATHERING INFORMATION ABOUT THE ESSEX GOVERNANCE GROUP**  
804 **RECOMMENDATIONS C AND D TO PRESENT TO A JOINT MEETING OF THE**  
805 **SELECTBOARD AND TRUSTEES.**

806  
807 Members and staff further deliberated on this motion. Mr. Scheidel did not think it would mean extra  
808 work for the staff because all the information about charters and so forth is on-line. Ms. Houghton  
809 wondered if the problem was semantics and using the word "task force." She thought she could speak  
810 for the Trustees that they were envisioning asking the EGG members. Mr. Tyler pointed out that if it is  
811 a committee, then members of the public could not be excluded, and Ms. Houghton agreed. Mr.  
812 Plageman explained that he suggested his motion because of the language that was used in the Trustee's  
813 motion. He thought that going to the EGG members was a more tightly defined scope. Mr. Scheidel  
814 stated that when the Village used "task force" in its motion, it set another meaning to include people  
815 external to those already on the EGG. Mr. Brown clarified that the intent of his motion was essentially  
816 the same as what was being discussed right now. Mr. Levy did not want to have the SB and Trustees  
817 going off in different directions. Mr. Luck wanted action from the SB tonight and felt that the details  
818 were for later. He wanted to get consensus of where the SB was going with this issue. Mr. Luck was in  
819 favor of the task force, including the public, with an intent to move forward with the recommendations.

820  
821 Mr. Scheidel asked Mr. Luck what he felt the EGG members would collect for information, and Mr.  
822 Luck replied that it would be all of the details and answers to the questions that were asked tonight,  
823 such as what is the timeline, who do we need to talk to, how do we change the charters, etc. Some of  
824 those pieces the staff knows and some need to be asked to legal counsel. Mr. Luck thought that it was  
825 going to take some work and that the EGG members present tonight could read charters and call  
826 lawyers and secretaries of state and figure things out. He didn't see the SB having a huge leg up on  
827 those EGG members. Mr. Levy didn't want the SB and Trustees going in different directions. Mr. Luck  
828 agreed that if the SB was creating a second group to the Trustee's then that didn't make any sense to  
829 him. Mr. Brown thought that the Trustees and the SB were going along the same path. Ms. Houghton  
830 confirmed for Mr. Plageman that she did not make the motion. Mr. Brown had made the motion. Ms.  
831 Houghton stated that her concern was that the boards were making two separate groups, and they had  
832 agreed not to have separate groups. Mr. Tyler thought that Mr. Plageman's motion was trying to achieve  
833 gathering information about whether there are specific charter policy impediments to having a same-

834 day vote in Essex Junction and Essex Town. He believed that the boards need someone to put this  
835 information all together into a clean package, which shows whether it could be achievable or not. He  
836 thought that the task group approved by the Trustees could do that and then the Trustees could meet  
837 with the SB and present that information. He understood this was a small step, but it would identify any  
838 specific barriers that would have to be addressed to get to same-day voting. Mr. Plageman agreed with  
839 Mr. Tyler, but was trying to avoid a larger step in the process right now. There is a lot of information  
840 that needed to be gathered first and then plenty of time for the public at large to weigh in so he was in  
841 favor of his motion as a smaller step and as a middle ground between the boards. Mr. Tyler felt that the  
842 Trustees could provide that information for the SB, but that the boards should meet again later this  
843 summer with just this issue on the agenda and an earlier start time. Mr. Brown wondered if the Trustees  
844 could appoint non-Village residents on the task force. Mr. Tyler felt this was possible because the  
845 Village already has people who don't live in the Village on Village boards.

846  
847 Mr. Levy confirmed for Mr. Luck that the next step was to have another joint meeting with just this  
848 issue on the agenda. He stated that this process is going to need baby steps and that the boards are not  
849 going to take quantum leaps.

850  
851 Mr. Ron Lawrence wanted to thank the boards because despite this long discussion, he thought there  
852 was some action taken through Heart and Soul. The EGG volunteers would be “knocking on their  
853 doors” because they saw it as something that could be done fairly expediently and that they already had  
854 answers to some of the questions raised tonight.

855  
856 **THE MOTION FAILED FOR A LACK OF A SECOND TO THE MOTION.**

857  
858 **Joint Stormwater Discussion-Dennis Lutz**

859  
860 Mr. Lutz and Mr. Jutras introduced the issue of whether or not the SB and Trustees will authorize the  
861 staff to initiate land acquisition/utilization discussions with private parties with respect to the Flow  
862 Restoration Plans under development for Indian/Sunderland Brooks and the private landowners'  
863 expired stormwater permits. The Stream Flow Restoration plans (FRP) for Indian Brook and  
864 Sunderland Brook are close to final completion. Draft copies of the two reports were provided recently  
865 to the Joint Stormwater Coordinating Committee, and there are some minor edits to be made.  
866 Concurrently, staff is starting the process of meeting with stormwater expired permit holders in  
867 compliance with the stormwater expired permits ordinance/requirements passed by both Boards last  
868 year. There are certain stormwater projects identified as high priority in the FRP that are proposed for  
869 future construction. Some of these require acquiring land or easements from the private sector property  
870 owners with expired permits. It is important for the Town and Village to obtain preliminary  
871 concurrence with landowners on specific sites before the FRP's are filed with the State. It's a win-win  
872 for the Town and some of the private parties involved. It is understood that these early discussions with  
873 landowners are preliminary. The results of all negotiations will be shared with the Manager and both  
874 Boards before any final agreements are made. Mr. Jutras added that part of this issue was related to the  
875 priorities established by the FRP. Having that flexibility will provide the biggest bang for the buck for  
876 the communities. Unfunded mandates from both the State and the Federal governments are being issue  
877 and having that flexibility to work together for consistency in the application is important. He and Mr.  
878 Lutz have discussed both of them going to the meetings so that there is consistency in messaging and  
879 setting guidelines to carry this forward in a parallel way that has the best interest of both communities  
880 in mind.

881  
882 Members and Trustees agreed with the staff request for Executive Session to discuss the implications of

883 the Flow Restoration Study preliminary results with selected Type 2 and Type 3 Expired Stormwater  
884 permit holders regarding the potential for land acquisition/utilization by the Town and Village.  
885

886 **Spring/Summer/Fall 2015 Work List-Dennis Lutz**

887  
888 Mr. Lutz introduced the issue for the SB and Trustees to receive input on Town work projects planned  
889 or underway during the next six months, some of which cross municipal jurisdictions, and provide  
890 feedback regarding the work plan. Mr. Lutz reviewed his memorandum dated April 15, 2015 to the  
891 Municipal Manager, the SB and the Trustees regarding the Spring/Summer/Fall 2015 Work List. This  
892 list is available on the Town website. With regard to providing a report to the Trustees and SB on a  
893 merged public works department, he described the process of first understanding what goes on in the  
894 Town and what goes on in the Village or what doesn't go on in each community. There are things that  
895 are done much better in the Village, and things that are done much better in the Town, and those will  
896 come out. This is the only way to get to the answer about whether a combined department is a good  
897 idea or bad idea. In his opinion, if you want a well-managed community, you need one centralized  
898 public works department. However, the final decision will be up to the Trustees and the SB. He  
899 explained that this work plan is always changing as things get done or projects change.  
900

901 With regard to the Winter Operations Plan, Mr. Lutz stated that there are going to be some questions to  
902 ask the Trustees to incorporate the Village into the Plan, since the Village does not have one. The intent  
903 is to have one document for both communities that staff, SB members and Trustees can refer to as a  
904 community policy.  
905

906 Mr. Tyler commented that the Trustees and the SB have a shared 3-year commitment between their  
907 respective public works departments. He assumed that the Trustees and SB would have to make a  
908 decision well before the three years ends and wondered if they would get these kinds of reports along  
909 the way to help them make a decision. Mr. Lutz agreed that he would continue to provide reports of  
910 what needs to be done, what consultants would be needed, and at some point, what would be needed if  
911 the departments were to combine. He stated that it would take up to three to five years of working  
912 together to get one system that is efficient and really works. This report is an introduction, and he  
913 welcomed feedback. Members were comfortable with providing input to Mr. Lutz through e-mail  
914 regarding the work list.  
915

916 **Award of Paving Bids-Dennis Lutz**

917  
918 Mr. Lutz introduced the issue and discussed his memorandum dated April 20, 2015 to the Municipal  
919 Manager, the SB and Trustees regarding the Award of Paving Bids. Mr. Lutz explained that the Town  
920 has historically bid its paving differently than the Village. The Town bid has been organized for a  
921 detailed price per ton and quantity on each project with award going to the lowest overall bidder. The  
922 Village has historically bid a list of roads with an upper budget limit to be spent and has asked the  
923 bidders to provide a cost per ton to accomplish the work. The bid this year for the Town and in the  
924 Village on all the bid projects, except Allen Martin Drive, was at a price of \$66.50 per ton for the low  
925 bidder. The Allen Martin Drive/Sand Hill Road projects are even lower at \$60.40 per ton. At a bid price  
926 of \$66.50 per ton for comparable roads, the costs are lower by almost 9% in the Village over last year  
927 and by 4% in the Town. He explained that it would be a mistake to suggest that by just adding quantity,  
928 the communities were able to effect better prices because there are too many other variables, such as  
929 price of oil and location of projects. However, the bid prices are lower for both communities and in his  
930 opinion, the joint paving bid should be continued in the future. He believed that the savings were real,  
931 and both communities benefitted from this approach. He explained that when the Town comes in lower

932 than expected and it has some money left, then he tries to add a small street with the intent of getting as  
933 much done for the best price as possible. He confirmed for Mr. Levy that he planned to compare prices  
934 with those that were given to other communities. If prices given to the Town and Village were low  
935 compared to other communities then the process they followed is the right process.

936  
937 Mr. Tyler confirmed with the Trustee members that they struck the motor vehicle ordinance from the  
938 agenda so that it didn't need to be discussed.

939

940 **Authorization to Open Bank Accounts-Doug Fisher**

941

942 Mr. Fisher introduced the issue of authorization from the SB to open the necessary bank accounts at  
943 either People's United Bank or the Merchants Bank, for the Town's operating accounts. He explained  
944 that as part of the on-going task of combining service delivery in the Finance and Administrative areas  
945 of the Town and Village, staff is looking at combining bank accounts to simplify the process. The  
946 accounting software in use by the Town, and soon to be in use by the Village, can handle the allocation  
947 of funds between the two entities just as it currently does between the various funds of the Town and  
948 Village. Staff is in the process of evaluating the People's United Bank and the Merchants Bank with a  
949 set of criteria and will be making a final decision soon. This authorization is being sought to allow the  
950 Town to effect the necessary changes when the final decision is made. In order to open the necessary  
951 accounts, the Bank requires a resolution be adopted by the SB authorizing the accounts.

952

953 Mr. Levy asked about the potential downside for this scenario. Mr. Fisher replied that he would report  
954 back to the SB and Trustees about which bank is chosen, and he confirmed for Mr. Levy that there will  
955 be an agreement between the Town and the Village about how to handle the funds before the account is  
956 open.

957

958 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO**  
959 **AUTHORIZE MANAGEMENT TO OPEN THE NECESSARY BANK ACCOUNTS AT**  
960 **PEOPLE'S UNITED BANK OR THE MERCHANTS BANK AND AUTHORIZE THE CHAIR**  
961 **TO SIGN THE REQUIRED RESOLUTION.**

962

963 Ms. Wrenner commented that in case both banks come up as equal on the list of criteria, she offered  
964 that the Merchants Bank has been a Vermont bank for 166 years and does business locally, whereas the  
965 Peoples United is a much bigger bank. She recommended keeping the Town and Village money as local  
966 as possible.

967

968 **THE MOTION PASSED 5-0.**

969

970 **Kids to Park Day Resolution-Pat Scheidel**

971

972 Mr. Scheidel introduced the issue of whether or not the SB will sign the proclamation regarding  
973 National Kids to Parks Day through the National Park Trust. He agreed with Mr. Levy that there was no  
974 cost associated with this pledge. Ms. Wrenner suggested changing the language in the fourth  
975 "WHEREAS" to the following: "WHEREAS, we should encourage children to lead a more active  
976 lifestyle in order to keep fit" and members agreed. Mr. Scheidel confirmed for Mr. Levy that the Kids  
977 to Park Day was on Saturday, May 16, 2015.

978

979 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
980 **AND SIGN THE PROCLAMATION TO PARTICIPATE IN NATIONAL KIDS TO PARKS DAY**

981 **AS AMENDED. THE MOTION PASSED 5-0.**

982

983 Mr. Watts read the following resolution as amended into the record:

984

985

**A Proclamation**

986

**Kids to Parks Day: Saturday, May 16, 2015**

987

988 **WHEREAS**, May 16<sup>th</sup>, 2015 is the fifth Kids to Parks Day organized and launched by the National  
989 Park Trust; and

990

991 **WHEREAS**, Kids to Parks Day empowers kids and encourages families to get outdoors and visit  
992 America’s parks; and

993

994 **WHEREAS**, it is important to introduce a new generation to our nation’s parks because of the decline  
995 in Park attendance over the last decades; and

996

997 **WHEREAS**, we should encourage children to lead a more active lifestyle to stay fit and healthy; and

998

999 **WHEREAS**, Kids to Parks Day is open to all children and adults across the country to encourage a  
1000 large and diverse group of participants; and

1001

1002 **WHEREAS**, Kids to Parks Day will broaden children’s appreciation for nature and the outdoors; now  
1003 therefore be it

1004

1005 **RESOLVED** that the Selectboard of the Town of Essex hereby proclaim to participate in Kids to Parks  
1006 Day. We urge residents of the Town of Essex to make time May 16<sup>th</sup>, 2015 to take the children in their  
1007 lives to a neighborhood, state or national park.

1008

1009 Dated this 18<sup>th</sup> day of May 2015.

1010 Town of Essex Selectboard.##

1011

1012 **Minutes: April 20, 2015**

1013

1014 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
1015 **THE MINUTES OF APRIL 20, 2015 WITH THE FOLLOWING CORRECTIONS:**

1016

1017 Line 168: After “Crosby” add “,”. Line 187 and 190: Replace “Harley” with “Harlie”. Line 213:  
1018 Replace “Bouchard’s” with “Bouchards”. Line 227: Replace “its” with “his”. Line 229: Replace “its”  
1019 with “their”. Line 231: Put quotes around “Fight or flight”. Line 294: After “is the” add “first-on-the-  
1020 list”. Line 312: Replace “5” with “3”. Line 348: Strike “vote of the”. Line 362: Strike extra space  
1021 before “municipal”.

1022

1023 **THE MOTION PASSED 5-0.**

1024

1025 **CONSENT AGENDA**

1026

1027 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
1028 **THE CONSENT AGENDA WITH SELECTBOARD MEMBER COMMENTS. THE MOTION**  
1029 **PASSED 5-0.**

1030  
1031  
1032  
1033  
1034  
1035  
1036  
1037  
1038  
1039  
1040  
1041  
1042  
1043  
1044  
1045  
1046  
1047  
1048  
1049  
1050  
1051  
1052  
1053  
1054  
1055  
1056  
1057  
1058  
1059  
1060  
1061  
1062  
1063  
1064  
1065  
1066  
1067  
1068  
1069  
1070  
1071  
1072  
1073  
1074  
1075  
1076  
1077  
1078

**CONSENT AGENDA**

Check Warrants: April 16 & 23, 2015

Planning Commission – April 9, 2015

**Ms. Wrenner pointed out that on page 2 of the minutes, the Planning Commissioners listed two areas of focus, which were affordable housing and energy savings.**

**Memos**

To CCRPC Member Municipalities from Bernadette Ferenc, re Notice of Public Hearing to Review FY2016 Unified Planning Work Program & Proposed Major Transportation Improvement (TIP) Amendment ([www.ccrpcvt.org/workplan](http://www.ccrpcvt.org/workplan)).

To Town of Essex, Village of Essex Junction Board of Trustees, Orton Family Foundation from Heart and Soul (Liz Subin) re August 2014 Update; October 15, 2014 Update on the Future Voting in Essex

**THE MOTION PASSED 5-0.**

**The Village Trustees agreed to not discuss their consent agenda change.**

**ANDREW WATTS MOVED AND IRENE WRENNER SECONDED A MOTION THAT THE SELECTBOARD MAKE A SPECIFIC FINDING THAT THE PREMATURE PUBLIC KNOWLEDGE OF THE TOWN'S DISCUSSION REGARDING REAL ESTATE CONTRACTS, INCLUDING THE TOWN'S NEGOTIATING STRATEGY IN CONNECTION THEREWITH, WOULD CLEARLY PLACE THE TOWN OF ESSEX AT A SUBSTANTIAL DISADVANTAGE. THE MOTION PASSED 5-0.**

**DAN KERIN MOVED AND LORI HOUGHTON SECONDED A MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING POSSIBLE LAND ACQUISITION TO INCLUDE THE TOWN MANAGER, ASSISTANT TOWN MANAGER, TOWN FINANCE DIRECTOR, TOWN PUBLIC WORKS DIRECTOR, TOWN PLANNER, VILLAGE WATER QUALITY SUPERINTENDENT, VILLAGE ASSISTANT MANAGER AND HARRIS ABBOT.**

**ANDREW WATTS MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION THAT THE SELECTBOARD ENTER EXECUTIVE SESSION TO DISCUSS REAL ESTATE CONTRACTS PURSUANT TO 1 V.S.A. SECTION 313 (A)(1)(B) TO INCLUDE THE TOWN MANAGER, ASSISTANT TOWN MANAGER, TOWN FINANCE DIRECTOR, TOWN PUBLIC WORKS DIRECTOR, TOWN PLANNER, VILLAGE WATER QUALITY SUPERINTENDENT, VILLAGE ASSISTANT MANAGER AND HARRIS ABBOT. THE MOTION PASSED 5-0.**

Mr. Tyler pointed out that the reason for entering Executive Session is pertinent to the information presented by Mr. Lutz earlier in the meeting and is that the law requires a discussion on this issue to be held in Executive Session.

**THE MOTION PASSED 5-0.**

**IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO EXIT EXECUTIVE SESSION AT 11:20 P.M. THE MOTION PASSED.**

**SELECTBOARD**

**MAY 4, 2015**

1079 **GEORGE TYLER MOVED AND DAN KERIN SECONDED A MOTION TO EXIT**  
1080 **EXECUTIVE SESSION AT 11:20 P.M. THE MOTION PASSED.**

1081  
1082 **BRAD LUCK MOVED AND IRENE WRENNER SECONDED A MOTION TO ADJOURN AT**  
1083 **11:21 P.M. THE MOTION PASSED 5-0.**

1084  
1085 **GEORGE TYLER MOVED AND ANDREW BROWN SECONDED A MOTION TO ADJOURN**  
1086 **AT 11:21 P.M. THE MOTION PASSED 5-0.**

1087

1088

1089 **Respectfully submitted,**

1090

1091 Saramichelle Stultz

1092 Recording Secretary

1093

1094 Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

1095

1096 (See minutes of this date for corrections, if any).

1097

1098 \_\_\_\_\_

1099

1100 Andrew J. Watts, Clerk, Selectboard

1101

1102 (THESE MINUTES ARE SUBJECT TO CHANGE AT THE NEXT SELECTBOARD MEETING)