



**BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
Wednesday, November 8, 2017
81 Main St.
Essex Junction, VT 05452
7:00 P.M.**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD/PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Discussion re: Aligned Fire Departments – Pat Scheidel, Charles Cole, Chris Gaboriault, Peter Maloska
 - b. Manager Recruitment update – Max Levy & George Tyler
 - c. Discussion; Governance – Elected Officials
 - d. *Manager Evaluation Format
6. **EXECUTIVE SESSION**
 - a. *An executive session is anticipated for the evaluation of a public official.
7. **ADJOURN**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
SPECIAL JOINT MEETING
MINUTES OF MEETING
November 8, 2017**

ESSEX SELECTBOARD: Max Levy (Chair); Andy Watts, Sue Cook, Irene Wrenner. (Michael Plageman was absent.)
BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Village Finance Director/Assistant Manager; Greg Duggan, Deputy Town Manager; Essex Fire Chief Charles Cole; Essex Junction Fire Chief Chris Gaboriault.
OTHERS PRESENT: Peter Maloska, Thomas Richards, David Sheeran, Ramona Sheppard, John Sheppard, Paula DeMichele, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Selectboard Chairman Max Levy and Village President George Tyler called the joint meeting of the Selectboard and Board of Trustees to order at 7 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Add:

- Fire Service Background Highlights – Peter Maloska

3. APPROVE AGENDA

MOTION by Sue Cook, SECOND by Irene Wrenner, to approve the agenda with the inclusion of the fire service information on Peter Maloska. VOTING: unanimous (4-0); motion carried.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the agenda with the inclusion of the fire service information on Peter Maloska. VOTING: unanimous (4-0); motion carried.

4. PUBLIC TO BE HEARD/PUBLIC HEARINGS

Ramona and John Sheppard

Ramona and John Sheppard suggested the town website be more vibrant and easier to use to find information on what is happening in the community.

Irene Wrenner on behalf of a resident

Irene Wrenner said she received feedback from a resident in a non-shooting zone who was panicked from hearing gun shots all day long by deer hunters in the area. There is lack of signage marking the non-shooting zone.

Staff will look into signage.

5. JOINT MEETING

a) Aligned Fire Departments

Pat Scheidel gave a brief history of past discussions on alignment of budget, capital purchases, training, and certification with the town and village fire departments. There have been recent conversations between the departments on the same topics. Peter Maloska, who has an extensive background in fire services, will help facilitate discussions on policies, procedures, operations, and training.

George Tyler asked if any changes in operation are anticipated. Both fire chiefs pointed out the departments provide mutual aid and must meet the same state regulations so there is already some alignment taking place. The purpose of the current discussion is to ensure both departments are operating similarly.

Elaine Sopchak asked if the budget will have a new format. Pat Scheidel said both budget formats will change, but the budget will not be difficult to review.

Irene Wrenner noted different rates are paid for different activities in the two departments. Pat Scheidel said the matter will be addressed in the discussions.

Irene Wrenner asked for confirmation the discussion is not about consolidation because the volunteer members of both departments must have a say in the decision to consolidate. Max Levy assured the discussion is about alignment and not consolidation. George Tyler added Essex Junction Fire Department is owned by the Village of Essex Junction and any consolidation would have to be voted on by the village residents. Pat Scheidel said the discussion is not a proposal to merge the two departments into one, but if that were to happen the elected officials (both boards) would determine the governing structure, not the administration. Peter Maloska clarified the scope of the discussion is limited to looking at what the departments are doing and seeing where there can be improvement, more consistency, and more seamless operation so the two departments can work more closely together.

b) Manager Recruitment Update

George Tyler reported there will be three panels to interview six finalists on December 1, 2017 (day long commitment by panel members). One panel will have municipal managers from other towns in Vermont and New Hampshire. Another panel will have staff from the village and town. The third panel will have citizens from the community. The consultant will establish and facilitate the panels as well as provide guidance on the questions to be asked. Names of potential volunteers for the panels should be forwarded to the consultant.

There was discussion of the interview process and possibly a tour of the community for each candidate. The panels will winnow the list of six candidates down to three to be interviewed the following day by the Selectboard and Board of Trustees. Once the interviews are complete by the two boards there will be discussion and perhaps a

selection made. All the interviews and discussions are confidential and will be in Executive Session. Confidentiality is paramount.

There was discussion of the Selectboard and Trustees sitting in on the professional panel interviews for observation only in order to learn about all six finalists, but the consensus was to allow the consultant to do the job they were hired to do and the panels to do their work.

The interviews by the elected officials will be the next joint meeting of the Selectboard and the Board of Trustees. It is anticipated the interviews of the three candidates and the ensuing discussion and possible selection by the two boards will be a half day commitment.

c) Governance Discussion

The memo from George Tyler, dated 10/30/17, on governance discussion items was reviewed. The following was mentioned:

- Doing an off-site work session on governance and opening the discussion to the public.
- Having a facilitator with expertise in local government (Delia Clark was mentioned).
- Receiving reading materials and research information in advance of the meeting.
- Add to the discussion items understanding the tax rate impact to the community as a result of merger and outline a plan to mitigate that impact.
- Provide information on forming different tax districts or wards and representation, different entities voting on different budgets, and direct democracy.
- Multiple discussion sessions may be necessary to cover all the information and gather public input.
- Tap into other expertise, not just government, in order to know what can be done (i.e. possibly forming an arts district or other districts).

There was agreement the discussion sessions will begin in March after Town Meeting and prior to the Village Annual Meeting. The sessions will be held on a Saturday so the public can attend. George Tyler will update the list of discussion items and forward the list to both boards. Max Levy and George Tyler will research potential facilitators.

d) Manager Evaluation Form

Pat Scheidel reviewed the ICMA evaluation form which is very useful and covers a broad range of areas such as skill sets, management style, financial management, organizational roles and expectations, media relations, leadership style, goals and objectives. Mr. Scheidel advised communicating with the manager to provide feedback on performance and passion for the job throughout the year, not just during the annual evaluation.

Sue Cook mentioned using rubrics to set expectations and remove subjectivity in evaluations. Positive feedback and constructive criticism should be given at all times.

George Tyler noted how both the boards will do the evaluation is another conversation.

Comments on the evaluation form should be forwarded to staff. The consultant may have some suggestions on the best way to evaluate the municipal manager as well.

6. CONSENT ITEMS

None.

7. EXECUTIVE SESSION

None.

8. ADJOURNMENT

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the Selectboard meeting. VOTING: unanimous (4-0); motion carried.

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the Trustees meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 8:36 PM.

RScty: M.E.Riordan