1. **CALL TO ORDER/ PLEDGE OF ALLEGIANCE TO FLAG** [7:00 PM]

2. **AGENDA ADDITIONS/CHANGES**

3. **APPROVE AGENDA**

4. **PUBLIC TO BE HEARD**
   a. Comments from Public on Items Not on Agenda

5. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
   a. Presentation of Outstanding Achievement in Public Works Award for Dennis Lutz – Aaron Martin
   b. Approval of extension of Memorandum of Agreement for consolidation of Public Works – Greg Duggan
   c. Finalize goals for evaluation of Unified Manager – Evan Teich
   d. Discussion of Budget Process and Alignment – Lauren Morriseau
   e. *Presentation of revised Town & Village organizational chart – Evan Teich
   f. Approval of definitions of commonly-used words around governance and consolidation – Elaine Sopchak and Irene Wrenner
   g. Update from Governance Subcommittee – George Tyler

6. **READING FILE**
   a. Article by Ethan Kent re: Project for Public Spaces. What is Placemaking?
   b. Article from State of New York re: Winner of $20 Million Municipal Consolidation and Efficiency Competition Award
   c. Letter from State of Vermont re: Board decision on Backstage LLC Liquor License July 9, 2018
   d. Selectboard Special Meeting Agenda for July 19, 2018: Forum about Firearms Discharge Ordinance

7. **EXECUTIVE SESSION**
   a. *An executive session may be needed to discuss personnel.

8. **ADJOURN**

   *Meetings of the Trustees are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341.*
VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES
SPECIAL MEETING WITH THE ESSEX SELECTBOARD
MINUTES
July 18, 2018

BOARD OF TRUSTEES: George Tyler, President; Andrew Brown, Vice President; Elaine Sopchak.
Absent: Dan Kerin and Lori Houghton.
SELECTBOARD: Max Levy, Chair; Michael Plageman, Vice Chair; Elaine Sopchak, Clerk; Andrew
Watts, Irene Wrenner.

OTHERS PRESENT: Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Lauren
Morrisseau, Finance Director/Assistant Village Manager; Dennis Lutz, Public Works Director; Aaron
Martin, Town Engineer/Utilities Director; Annie Costandi, Stormwater Coordinator/Staff Engineer;
Chris Stoddard, Public Works; Loren Ward, Public Works; Dan Roberge, Public Works; John
FitzGerald; Jerry Fox; Linda Myers; Lisa Schaeffler, American Public Works Association (APWA)
New England; Margaret Smith; Richard ____, American Public Works Association New England.

Mr. Levy called the Selectboard meeting to order at 7 p.m.

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

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

APPROVAL AGENDA

With no changes to the agenda, no approval was needed.

PUBLIC TO BE HEARD

John FitzGerald said traffic was growing worse on Pinecrest Drive. He suggested turning Jackson
Heights into a one-way street.

BUSINESS ITEMS

a. Presentation of Outstanding Achievement in Public Works Award for Dennis Lutz
Public Works Director Dennis Lutz was presented with the Outstanding Achievement in Public Works
Award.

b. Approval of extension of Memorandum of Agreement for consolidation of Public Works
ANDREW WATTS MADE A MOTION FOR THE SELECTBOARD TO APPROVE
AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT BETWEEN
THE TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF
PUBLIC WORKS SERVICES. SECONDED BY IRENE WRENNER. MOTION PASSED 5-0.
c. Finalize goals for evaluation of Unified Manager
The boards discussed eight goals on which to evaluate the performance of Unified Manager Evan Teich in February. Goals were proposed by a subcommittee of the boards, and included the following:

1. Goal: Continue to align policies and procedures for those departments that are already consolidated. Work with department heads from both the Town and Village to gather information on what has yet to be aligned and provide updates to the boards at scheduled joint board meetings, prior to January 01, 2019. Develop a work plan to assess what can be realistically done.

2. Goal: Develop a Community Strategy to increase the number of residents hearing and understanding our message. The program should focus on reaching a broad and diverse group of individuals and it should cross over multiple platforms, including internet, print-paper and, public meetings. This program should be developed by January 1, 2019.

3. Goal: Provide the Selectboard and Trustees with staff support to continue working on a future governance structure. Check in with the boards at joint board meetings from now until the end of January to see what is needed for staffing and other resources. The boards are ultimately responsible for discussing governance; the goal of the manager is to facilitate the process and provide the needed resources.

4. Goal: Appoint a staff liaison, prior to October 1, 2018, to work at building a relationship between the Town, the Village and the Essex Westford School District. A progress report detailing the steps that have been taken and summarizing meetings between these entities shall be supplied to the boards prior to January 1, 2019.

5. Goal: Develop a comprehensive Town/Village plan and policies to address pedestrian safety, including completing an inventory of all crossings where striping or signs are currently located and where enhancements are desired. The goals are to increase safety and reduce the number of pedestrian/automobile incidents. The plan should be developed prior to January 01, 2019.

6. Goal: Work with the boards to clearly define commonly-used words around governance and consolidation. All terms previously discussed shall have final, agreed upon, definitions prior to January of 2019.

7. Goal: Finalize the Firearms Ordinance public input project prior to August of 2018. Provide the board with a clear report and what the timeframe for implementation is.

8. Goal: Work to streamline and align Town/Village processes such as Development Review, Capital Plans, Hiring, and budget. Provide the board with updates prior to January 1, 2019 of what has been completed.
2018. SECONDED BY MIKE PLAGEMAN. MOTION PASSED 5-0.

ANDREW BROWN MADE A MOTION THAT THE BOARD OF TRUSTEES ASSIGN GOALS 1, 2, 4, AND 8 FROM THE SMART GOALS FOR UNIFIED MANAGER LIST, DATED JUNE 21, 2018. SECONDED BY ELAINE SOPCHAK. MOTION PASSED 3-0.

d. Discussion of Budget Process and Alignment
Finance Director/Assistant Village Manager Lauren Morriseau presented proposed changes to the Town and Village budget format and processes. The changes would begin aligning the two budgets, would affect the fiscal year end 2020 budget.

e. Presentation of revised Town & Village organizational chart
Unified Manager Evan Teich proposed a revised Town and Village organizational chart that would provide better span of control for the manager’s office. The proposed changes are scheduled to take effect August 1, 2018.

f. Approval of definitions of commonly-used words around governance and consolidation
Irene Wrenner and Elaine Sopchak presented revisions of definitions of words commonly used to discuss governance and consolidation.

ANDREW WATTS MADE A MOTION THAT THE SELECTBOARD APPROVE DEFINITIONS OF COMMONLY-USED WORDS AROUND GOVERNANCE AND CONSOLIDATION. SECONDED BY IRENE WRENNER. MOTION PASSED 5-0.

ANDREW BROWN MADE A MOTION THAT THE BOARD OF TRUSTEES APPROVE DEFINITIONS OF COMMONLY-USED WORDS AROUND GOVERNANCE AND CONSOLIDATION. SECONDED BY ELAINE SOPCHAK. MOTION PASSED 3-0.

g. Update from Governance Subcommittee
George Tyler said the governance subcommittee of the Selectboard and Trustees had met and elected him as chair and Elaine Sopchak as vice chair. Max Levy and Irene Wrenner are also on the subcommittee. The boards discussed the subcommittees work thus far and next steps, and talked about governance structures and charters in other Vermont communities.

READING FILE
a. Article by Ethan Kent re: Project for Public Spaces. What is Placemaking?
c. Letter from State of Vermont re: Board decision on Backstage LLC Liquor License July 9, 2018
d. Selectboard Special Meeting Agenda for July 19, 2018: Forum about Firearms Discharge Ordinance

ELAINE SOPCHAK MADE A MOTION TO ADJOURN. SECONDED BY IRENE WRENNER. THE MOTION PASSED 5-0 AT 9:14 P.M.

ANDREW BROWN MADE A MOTION TO ADJOURN. SECONDED BY ELAINE SOPCHAK. THE MOTION PASSED 3-0 AT 9:14 P.M.

Respectfully submitted,

Greg Duggan, Deputy Town Manager