



**BOARD OF TRUSTEES  
SPECIAL MEETING AGENDA**

**Wednesday, July 18, 2018  
81 Main St.  
Essex Junction, VT 05452  
7:00 PM**

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 Morrisseau
  - 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.*

1 **VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES**  
2 **SPECIAL MEETING WITH THE ESSEX SELECTBOARD**  
3 **MINUTES**  
4 **July 18, 2018**

5  
6 **BOARD OF TRUSTEES:** George Tyler, President; Andrew Brown, Vice President; Elaine Sopchak.  
7 Absent: Dan Kerin and Lori Houghton.

8 **SELECTBOARD:** Max Levy, Chair; Michael Plageman, Vice Chair; Elaine Sopchak, Clerk; Andrew  
9 Watts, Irene Wrenner.

10  
11 **OTHERS PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Lauren  
12 Morrisseau, Finance Director/Assistant Village Manager; Dennis Lutz, Public Works Director; Aaron  
13 Martin, Town Engineer/Utilities Director; Annie Costandi, Stormwater Coordinator/Staff Engineer;  
14 Chris Stoddard, Public Works; Loren Ward, Public Works; Dan Roberge, Public Works; John  
15 FitzGerald; Jerry Fox; Linda Myers; Lisa Schaeffler, American Public Works Association (APWA)  
16 New England; Margaret Smith; Richard \_\_\_\_, American Public Works Association New England.

17  
18 Mr. Levy called the Selectboard meeting to order at 7 p.m.

19  
20 Mr. Tyler called the Board of Trustees meeting to order at 7 p.m.

21  
22 **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

23  
24 Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."  
25

26 **AGENDA ADDITIONS/CHANGES**

27  
28 There were no additions or changes to the agenda.

29  
30 **APPROVAL AGENDA**

31  
32 With no changes to the agenda, no approval was needed.  
33

34 **PUBLIC TO BE HEARD**

35  
36 John FitzGerald said traffic was growing worse on Pinecrest Drive. He suggested turning Jackson  
37 Heights into a one-way street.

38  
39 **BUSINESS ITEMS**

40  
41 **a. Presentation of Outstanding Achievement in Public Works Award for Dennis Lutz**

42 Public Works Director Dennis Lutz was presented with the Outstanding Achievement in Public Works  
43 Award.  
44

45 **b. Approval of extension of Memorandum of Agreement for consolidation of Public Works**

46 **ANDREW WATTS MADE A MOTION FOR THE SELECTBOARD TO APPROVE**  
47 **AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT BETWEEN**  
48 **THE TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF**  
49 **PUBLIC WORKS SERVICES. SECONDED BY IRENE WRENNER. MOTION PASSED 5-0.**

50 ELAINE SOPCHAK MADE A MOTION FOR THE BOARD OF TRUSTEES TO APPROVE  
 51 AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT BETWEEN  
 52 THE TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF  
 53 PUBLIC WORKS SERVICES. SECONDED BY ANDREW BROWN. MOTION PASSED 3-0.  
 54

55 **c. Finalize goals for evaluation of Unified Manager**

56 The boards discussed eight goals on which to evaluate the performance of Unified Manager Evan Teich  
 57 in February. Goals were proposed by a subcommittee of the boards, and included the following:  
 58

- 59 **1. Goal:** Continue to align policies and procedures for those departments that are already  
 60 consolidated. Work with department heads from both the Town and Village to gather  
 61 information on what has yet to be aligned and provide updates to the boards at scheduled joint  
 62 board meetings, prior to January 01, 2019. Develop a work plan to assess what can be  
 63 realistically done.  
 64
- 65 **2. Goal:** Develop a Community Strategy to increase the number of residents hearing and  
 66 understanding our message. The program should focus on reaching a broad and diverse group  
 67 of individuals and it should cross over multiple platforms, including internet, print-paper and,  
 68 public meetings. This program should be developed by January 1, 2019.  
 69
- 70 **3. Goal:** Provide the Selectboard and Trustees with staff support to continue working on a  
 71 future governance structure. Check in with the boards at joint board meetings from now until  
 72 the end of January to see what is needed for staffing and other resources. The boards are  
 73 ultimately responsible for discussing governance; the goal of the manager is to facilitate the  
 74 process and provide the needed resources.  
 75
- 76 **4. Goal:** Appoint a staff liaison, prior to October 1, 2018, to work at building a relationship  
 77 between the Town, the Village and the Essex Westford School District. A progress report  
 78 detailing the steps that have been taken and summarizing meetings between these entities shall  
 79 be supplied to the boards prior to January 1, 2019.  
 80
- 81 **5. Goal:** Develop a comprehensive Town/Village plan and policies to address pedestrian safety,  
 82 including completing an inventory of all crossings where striping or signs are currently located  
 83 and where enhancements are desired. The goals are to increase safety and reduce the number of  
 84 pedestrian/automobile incidents. The plan should be developed prior to January 01, 2019.  
 85
- 86 **6. Goal:** Work with the boards to clearly define commonly-used words around governance and  
 87 consolidation. All terms previously discussed shall have final, agreed upon, definitions prior to  
 88 January of 2019.  
 89
- 90 **7. Goal:** Finalize the Firearms Ordinance public input project prior to August of 2018. Provide  
 91 the board with a clear report and what the timeframe for implementation is.  
 92
- 93 **8. Goal:** Work to streamline and align Town/Village processes such as Development Review,  
 94 Capital Plans, Hiring, and budget. Provide the board with updates prior to January 1, 2019 of  
 95 what has been completed.  
 96

97 **ANDREW WATTS MADE A MOTION THAT THE SELECTBOARD ASSIGN GOALS 1, 2, 4,**  
 98 **AND 8 FROM THE SMART GOALS FOR UNIFIED MANAGER LIST, DATED JUNE 21,**

99 2018. SECONDED BY MIKE PLAGEMAN. MOTION PASSED 5-0.

100

101 ANDREW BROWN MADE A MOTION THAT THE BOARD OF TRUSTEES ASSIGN GOALS  
102 1, 2, 4, AND 8 FROM THE SMART GOALS FOR UNIFIED MANAGER LIST, DATED JUNE  
103 21, 2018. SECONDED BY ELAINE SOPCHAK. MOTION PASSED 3-0.

104

105 **d. Discussion of Budget Process and Alignment**

106 Finance Director/Assistant Village Manager Lauren Morrisseau presented proposed changes to the  
107 Town and Village budget format and processes. The changes would begin aligning the two budgets,  
108 would affect the fiscal year end 2020 budget.

109

110 **e. Presentation of revised Town & Village organizational chart**

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

114

115 **f. Approval of definitions of commonly-used words around governance and consolidation**

116 Irene Wrenner and Elaine Sopchak presented revisions of definitions of words commonly used to  
117 discuss governance and consolidation.

118

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

122

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

126

127 **g. Update from Governance Subcommittee**

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

132

133 **READING FILE**

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

139

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

142

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

145

146 Respectfully submitted,  
147 Greg Duggan, Deputy Town Manager