



**VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA**

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, April 23, 2019
6:30 PM

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1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **REORGANIZATION**
 - a. Election of President, Vice President
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
 - a. Discussion and appointment of Board of Trustees vacancy
 - b. Annual review of Ethics Policy—Evan Teich
 - c. Approve contract for Land Application of Biosolids at the Whitcomb Farm (North Williston Cattle Co.)—Jim Jutras
 - d. Appoint two Trustees to Joint Governance Subcommittee—Evan Teich
7. **CONSENT ITEMS**
 - a. Sale of pickup truck from Fire Department to Town of Essex
 - b. Adopt 2019 Local Emergency Operations Plan—Greg Duggan
 - c. Approve press release statement for Tree City USA designation
 - d. Approve Banner Application for KidSafe Community Yard Sale
 - e. Approval of minutes: March 26, 2019
 - f. Approve and attest Annual Meeting minutes: April 3, 2019
 - g. Check Warrants #17140—03/29/19; #17141—04/04/19; #17142—04/12/19; #17143—04/19/19
8. **READING FILE**
 - a. Board Member Comments
 - b. Email from Jason LaFrance re: Early Voting Opportunities
 - c. Village of Essex Junction Village Meeting Election Results
 - d. Village of Essex Junction Budget Status Report as of 3/31/19
 - e. Brownell Library Staff and Directors Report February 2019
 - f. Revised Job Description for Library Assistant Youth
 - g. Email from Jim Jutras re: Tri-town WWTF Update
 - h. Green Mountain Transit Essex service changes update
 - i. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. An executive session is anticipated for discussion of a real estate issue
10. **ADJOURN**

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Certification: 04/19/2019
Date Posted


Initials

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 23, 2019**

TRUSTEES PRESENT: Andrew Brown, George Tyler, Dan Kerin, Raj Chawla, Amber Thibeault
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Village Manager; Jim Jutras, Water Quality Superintendent; Susan McNamara- Hill, Town Clerk
OTHERS PRESENT: Irene Wrenner

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

George Tyler called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. **REORGANIZATION**

a. Election of President, Vice President

Mr. Teich requested nominations for President of the Village of Essex Junction Board of Trustees.

GEORGE TYLER nominated ANDREW BROWN for President of the Village of Essex Junction Board of Trustees and DAN KERIN seconded the nomination.

There were no other nominations

Voting: unanimous (4-0); the nomination passed.

Mr. Brown requested nominations for Vice President of the Village of Essex Junction Board of Trustees.

ANDREW BROWN nominated GEORGE TYLER as Vice President of the Village of Essex Junction Board of Trustees and RAJ CHAWLA seconded the nomination.

GEORGE TYLER nominated DAN KERIN as Vice President of the Village of Essex Junction Board of Trustees and DAN KERIN seconded the nomination.

George Tyler and Mr. Kerin discussed their mutual respect for each other's experience and suitability for the position, and then Mr. Kerin yielded to Mr. Tyler's nomination.

GEORGE TYLER withdrew his nomination of DAN KERIN.

There were no other nominations

Voting: unanimous (4-0); the nomination passed.

3. **AGENDA ADDITIONS/ CHANGES**

There were no changes to the agenda.

4. **APPROVE AGENDA**

With no changes to the agenda, a motion to approve was not needed.

5. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda.

There were no comments from the public

6. BUSINESS ITEMS**a. Discussion and appointment of Board of Trustees vacancy**

Mr. Brown explained that when Elaine Haney resigned from her seat on the Village Board, due to her new commitment as Chair of the Essex Selectboard, a vacancy opened that must be filled until the next regular election. He invited the board to appoint a person to fill this vacancy for the remaining year. The Trustees invited Amber Thibeault, who ran in the April 9th election, to speak about her campaign and interview for the vacancy. Ms. Thibeault spoke to the Trustees about her qualifications, including her experience on the Village Planning Commission and the Capital Program Review Committee. She explained that she looks forward to working on municipality together. She said that her familiarity the code of law, from her experience as an attorney, has prepared her to make judgements about policy and municipal planning. Mr. Teich pointed out to Ms. Thibeault that if she is voted in to serve as a Trustee, she needs to resign from the Planning Commission effective immediately, as per statute. Mr. Kerin, Mr. Brown and Mr. Tyler expressed gratitude for Ms. Thibeault's interest in the position and described her commitment to committees of the Village and her qualifications as well suited for the position.

DAN KERIN made a motion, and GEORGE TYLER seconded, that the Trustees approve AMBER THIBEAULT as Interim Village Trustee for the remainder term of this year until the next election cycle. Voting: unanimous (4-0); motion carried.

Ms. McNamara- Hill swore in Ms. Thibeault as a Village of Essex Junction Trustee. Ms. Thibeault then participated in her new role as Trustee for the remainder of the meeting.

b. Annual review of Ethics Policy

Mr. Teich requested that the Trustees conduct their annual review and acknowledgment of the Village of Essex Junction Ethics Policy and General Rules and Personnel Regulations as they pertain to public officials. He read the eleven areas covered by the Ethics Policy and invited the Trustees to discuss and sign it. Ms. Thibeault wondered why the "Financial Limits" definition on Page 2 is limited only to managerial positions and Mr. Brown wondered about how the Selectboard policy differs from the Village Trustees' policy. Ms. Macy explained that there will be opportunity for revisions to the Ethics Policy when they align the Town and Village policies this year during joint meeting discussions. The Trustees accepted Ethics Policy to sign.

c. Approve contract for Land Application of Biosolids at the Whitcomb Farm (North Williston Cattle Co.)

Mr. Jutras discussed a request that the Village of Essex Junction enter into a contract for land application of treated wastewater sludge (biosolids) at the Whitcomb Farm (North Williston Cattle Co.). He pointed out that the Village of Essex Junction has been in a good, longstanding partnership with the farm but previously involved a third party, arranged through the Champlain Solid Waste District (CSWD). The updated CSWD participation agreement, approved in February by the Trustees, removes the third party for land application. Under the new Whitcomb Farm contract, Essex Junction would work directly with the Whitcombs for land application of biosolids, utilizing the farm agronomist to act as the third-party ensuring compliance with farm requirements. He explained that the contract adheres to Vermont's Lake Champlain Total Maximum Daily Load readiness and, with inflation calculated, the costs outlined in the contract are comparable to the previous contract. Mr. Jutras explained the contract is written with flexibility to withdraw if necessary, in response to emerging Polyfluoroalkyl Substances (PFAS) Contamination legislation in the State House may affect. He discussed the origins of this legislation, the challenges and described soil sampling efforts to determine the extent of PFAS contamination in Vermont. He talked with Mr. Chawla about the possibility of a "Plan B" solution, if a contract withdrawal must take

place. These options include the possibility of landfilling the biosolids or using it in North Central Quebec on backfilling projects. He noted that applying biosolids to the land is a 30% less expensive strategy than landfilling. Mr. Jutras discussed how the use of biosolids on farms can help decrease phosphorus levels in the lake and explained that other new technologies are also being developed to address the phosphorous issue. Mr. Jutras explained that this strategy has environmental benefits, provides benefits to the farm and supports a good neighbor by engaging in an ongoing, positive partnership.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees authorize the Unified Manager to sign the contract for land application of biosolids with the North Williston Cattle Company, pending final legal review. Voting: unanimous (5-0); motion carried.

d. Appoint two Trustees to Joint Governance Subcommittee

Mr. Teich explained that Trustees need to appoint two new members of the Joint Governance Committee so they may continue, along with Selectboard members Andy Watts and Max Levy, to focus on issues of governance between the Village of Essex Junction and Town of Essex. George Tyler said he would be happy to continue and, after discussing committee meeting time flexibility and the possibility of Skyping in to the meeting if necessary, Mr. Chawla volunteered to also serve.

DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the trustees appoint RAJ CHAWLA and GEORGE TYLER to serve on the Joint Governance Subcommittee.

The Trustees thanked Mr. Chawla and Mr. Tyler for agreeing to serve on this committee

Voting: unanimous (5-0); motion carried.

7. CONSENT ITEMS

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the consent agenda:

- a. Sale of pickup truck from Fire Department to Town of Essex
The Town of Essex will pay the Village of Essex Junction for its 2004 GMC Truck.
- b. Adopt 2019 Local Emergency Operations Plan—Greg Duggan
Adopt a local emergency operations plan that has been updated by the Police Chief.
- c. Approve press release statement for Tree City USA designation
Approve the following press release statement: “The Village of Essex Junction is proud of its Tree City USA designation for the 4th straight year. It attributes that success to the unwavering stewardship of the Essex Junction Tree Committee, the dedicated Village Public Works Department and the support of the Village Trustees. The Village would not be the exceptional community it is without its trees and their many contributions to improving the streetscape and environment.”
- d. Approve Banner Application for KidSafe Community Yard Sale
- e. Approval of minutes: March 26, 2019
- f. Approve and attest Annual Meeting minutes: April 3, 2019
- g. Check Warrants #17140—03/29/19; #17141—04/04/19; #17142—04/12/19; #17143—04/19/19

Voting: unanimous (5-0); motion carried.

8. READING FILE

- a. Board Member Comments
 - George Tyler expressed his gratitude for both new Trustees on the board and their records of engagement in Village of Essex Junction efforts.
 - Mr. Teich was invited by the Trustees to provide a Unified Manager's report.
 - Mr. Teich welcomed the new Trustees and thanked them for their service.
 - Mr. Teich said that, at his meeting with Bob Stock about the 2020 Census, he learned that Essex has the potential of having a high undercount. To avoid this, the Government is working with leaders to reach out to people in the community who may not participate otherwise. Staff agreed to form a committee and present what this process will be to the Trustees. The Federal Government will also be hiring staff to conduct Census work.
 - The Strategic Advance retreat date has been set for Saturday June 22. Board members and staff will meet from 8am to 3pm at the Delta, formerly Trader Dukes.
 - Green Mountain Transit will not eliminate the number 4 bus but staff and the school district are still in discussions with GMT about the bus's time of operation.
 - Mr. Kerin pointed out that the GMC truck being sold by the Village to the Town will result in the Village taxpayers, as taxpayers of the Town of Essex, paying 42% of the sale price.
- b. Email from Jason LaFrance re: Early Voting Opportunities
- c. Village of Essex Junction Village Meeting Election Results
- d. Village of Essex Junction Budget Status Report as of 3/31/19
- e. Brownell Library Staff and Directors Report February 2019
- f. Revised Job Description for Library Assistant Youth
- g. Email from Jim Jutras re: Tri-town WWTF Update
- h. Green Mountain Transit Essex service changes update
- i. Upcoming meeting schedule

9. EXECUTIVE SESSION

- a. An executive session is expected for discussion of a real estate issue

ANDREW BROWN made a motion, seconded by GEORGE TYLER that the Trustees enter into executive session to discuss a real estate matter, that having a public discussion on would put the community at undue risk or harm, and invited the Unified Manager and Assistant Manager to join in the discussion Voting: unanimous (5-0); motion carried at 7:22 pm

The Trustees exited executive session at 8:10 pm.

Andrew Brown opened discussion about the staff request for funds to create and pave pedestrian paths at the Park Street School and the Handy property at Five Corners.

George Tyler explained that the owner of the Handy property has allowed the Village to use the back parking lot for public parking but there is presently no direct path between the lot and Main Street. Staff's proposal would provide such a direct and safe path. He also explained that staff intends to build new parking spaces adjoined to the existing spaces at the Park Street School. The proposed path at the school would make the new spaces more accessible.

Evan Teich noted that there may need to be new signage at the school to designate specific drop-off and pick-up areas, and to limit hours of availability of the public spaces.

Sarah Macy recommended that if the Trustees decide to approve the requests, they should use the Village's economic development fund.

There was general discussion about the appropriate uses of the economic development fund and consensus that creating pedestrian walkways was an appropriate use.

DAN KERIN moved that the Trustees approve staff's request for \$10,000 to create and pave the proposed paths in the Village center and to use the economic development fund to pay for the expenditure. Voting: unanimous (5-0); motion carried.

10. **ADJOURN**

DAN KERIN moved, and GEORGE TYLER seconded, to adjourn the meeting. Voting: unanimous (5-0); motion carried.

The meeting Adjourned at 8:19 pm

Respectfully Submitted,
Cathy Ainsworth