



**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING AGENDA**

81 Main Street
Essex Junction, VT 05452

Monday, May 6, 2019

7:45 PM (or immediately following
Town of Essex Selectboard Meeting)

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The Selectboard and Trustees meet together to discuss and act on joint business. Each board votes separately on action items.

1. **CALL TO ORDER** [7:45 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Presentation of lifesaving medals to Essex Police Officers – Capt. Ron Hoague
 - b. Presentation from Chittenden Solid Waste District on Proposed Fiscal Year 2020 Budget – Sarah Reeves & Alan Nye
 - c. Award bid for Summer 2019 Paving – Rick Jones, Dennis Lutz, & Aaron Martin
 - d. Discuss Governance Subcommittee schedule – George Tyler
 - e. Approve selection process for Public Engagement Consultant on potential governance changes – Greg Duggan
 - f. Update on June 22 Joint Board Strategic Work Session – Evan Teich
 - g. Discuss options for Tax Equity Planning – Sarah Macy
 - h. Discuss Joint Board work items – Evan Teich
6. **CONSENT ITEMS**
 - a. Approval of Maple Street Park and CSWD Park & Ride as priority locations for electric vehicle charging stations
 - b. Approval of Town of Essex & Village of Essex Junction Community Development Department Records Retention Policy
 - c. Approval of minutes: April 9, 2019
7. **READING FILE**
 - a. Board Member Comments
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair or President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair or President. This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Village of Essex Junction and the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341.

Certification: 05/03/2019 

**VILLAGE OF ESSEX JUNCTION
TRUSTEES TOWN OF ESSEX
SELECTBOARD FINAL SPECIAL MEETING
MINUTES Monday, May 6, 2019**

SELECTBOARD: Elaine Haney, Chair; Max Levy; Patrick Murray; Annie Cooper; Andrew Watts

TRUSTEES: Andrew Brown; George Tyler; Dan Kerin; Raj Chawla; Amber Thibeault

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy Finance Director/Assistant Manager; Police Capt. Ron Hoague; Police Chief Rick Garey; Aaron Martin, Town Engineer/Utilities Director; Dennis Lutz; Public Works Director

OTHERS PRESENT: Colin Bellamore; Ben Chiaravalle; John Dunn; Colin Flanders; Lisa Laberge; Hubie Norton; Alan Nye; Abby Parmenter; Bruce K. Parmenter; Laura Parmenter; Sarah Reeves; Jenny, Aria & Ainsley Remillard; Kevin & Natalie Remillard; Kris Remillard; Mary Small; Jeff & Michelle Weber; Bryon Wheman; Marla and Patti Wehman; Nichole Wehman; Irene Wrenner; Lisa Laberge, West Sleepy Hollow Road Association (WSHRA)

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE TO THE FLAG

Andrew Brown called the Village of Essex Junction Trustees Special Meeting to order at 7:41 PM.

Elaine Haney called the Selectboard back to order, from their Selectboard Meeting recess, to enter into the Special Meeting with the Village Trustees, at 7:41 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. AGENDA APPROVAL

With no additions or changes to the agenda, approval was not needed.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

There were no comments from the public.

5. BUSINESS ITEMS

a. Presentation of Lifesaving Medals to Essex Police Officers – Capt. Ron Hoague, Chief Rick Garey

Ms. Haney invited Chief Garey and Capt. Hoague to lead a Life Saving Medal ceremony in honor of Officers Ben Chiaravalle, Kris Remillard and Bryon Wehman. Chief Garey explained that the Life Saving Medal is awarded to a person in a public safety agency capacity who performs an act that saves another person's life, under conditions that were not dangerous to the member.

He described Officer Chiaravalle's performance of the Heimlich maneuver in August of last year, which saved the life of a choking woman. Officer Chiaravalle received a standing ovation, when presented with his Life Saving medal.

Chief Garey described how, last October, Officers Remillard and Wehman saved an unresponsive man's life by performing CPR until Essex Rescue arrived. Officers Remillard and Wehman also received a standing ovation, when presented with their Life Saving medals. On behalf of the Trustees and Selectboard, Ms. Haney extended gratitude to all three officers for their service.

b. Presentation from Chittenden Solid Waste District on Proposed Fiscal Year 2020 Budget – Sarah Reeves & Alan Nye

This agenda item was addressed after item 5E, later in the meeting. Ms. Reeves and Mr. Nye provided a brief overview of Chittenden Solid Waste District's (CSWD) mission, history, mandates for member towns and board representation. Ms. Reeves explained the CSWD FY20 proposed budget, which includes \$12.5 million in revenue, \$11.5 million in expenses, \$665,000 in capital expenses and allocations and a net of \$331,000. She then discussed changes to CSWD services related to their financial system, the Organics Diversion Facility, the Materials Recovery Facility, Drop Off Centers and Solid Waste Management Fees. She explained that as of July 1, it will cost \$60 per ton to compost food scraps, which is about 50% less than the cost of landfilling, and \$40 per ton to recycle paper. The tip fee for plastics will increase this year to \$65 per ton. Ms. Reeves pointed out that the CSWD will no longer be packaging and selling composted organics, because this area of operations was losing money. Instead, they will sell the product unpackaged, locally. Ms. Reeves explained that the CSWD recycling operations have outgrown the space, which was originally sized to process 25 tons but now processes 45 tons. She said that, this year, they plan to return to the Selectboard and Trustees with a municipal bond proposal to build a new facility. A new facility would also enable them to take advantage of new opportunities with local paper mills and decrease costs associated with landfilling. Ms. Reeves discussed the increasing cost of recycling plastic and the resulting increased bag fee, as of July 1, of \$2 per car who drops off just recycling.

Mr. Kerin asked about public concern related to the risk of increased pest animals, such as rodents, when compost bins begin to be picked up at the curbside. Ms. Reeves discussed the CSWD's plans to ensure organics compliance, enforce healthy composting practices and monitor hauling efforts from residential organics pick-ups.

Mr. Watts and Mr. Brown wondered if the recycle drop off fee would deter people from recycling. Ms. Reeves and Mr. Nye discussed that the longstanding local history of recycling efforts and suggested that this small fee will not be a deterrent.

Ms. Haney and Mr. Watts discussed the CSWD's closure of the Reuse Zones. Ms. Reeves detailed many liability items that had regularly been left in these zones and explained that community entities like ReSource and Habitat for Humanity are filling the reuse niche.

Mr. Watts commended the CSWD's interest dividend increase, which was based on a change in investment strategy. He also wondered how CSWD functions might be shared between districts and with community entities to encourage efficiencies. Mr. Nye pointed out that the CSWD is a leader with a long history in the state, so any collaborative efforts maintain management oversight of CSWD operations. Ms. Haney wondered if there is an estimate for how much money may be requested in the bond, and Ms. Reeves and Mr. Nye explained that it is too soon to project this.

c. Award bid for Summer 2019 Paving – Dennis Lutz & Aaron Martin

Mr. Lutz presented the bidding results for 2019 paving, recommending that the low bidder, Engineers Construction, Inc. be awarded the contract. He pointed out that two bidders' estimates were higher than anticipated, due, in part, to increasing oil costs. Mr. Lutz explained that funds used for 2019 paving in the Town will include money from the fiscal year (FY) 2019 capital and operational budgets, available before July 1, as well as from the FY2020 budget, available after July 1. Six Essex Town paving projects will be completed with FY2019 funds and the rest of the projects, with the exception of one "alternative project," will

be completed with FY2020 funds. Mr. Martin explained that that the paving priorities were rearranged in the Village, because the West and South street project will no longer take place in the 2019 paving plans, as the grant to help fund this project was not received. This leaves four Village roads to be completed and the West and South Street project pushed back to FY2021.

Mr. Brown wondered which Village streets were prioritized, after the projects were rearranged based on the grant denial. Mr. Lutz explained that they are Mill Street, River Street, Stanton Drive and Silverbow Terrace, and Cascade Court. Mr. Tyler confirmed with Ms. Macy that \$35,000 will, as planned, be transferred from the Town to the Village to help offset some of the the cost of paving projects.

ANDY WATTS made a motion, and PATRICK MURRAY seconded, that the Selectboard award the 2019 Summer Paving bid to Engineers Construction, Inc., of South Burlington, Vermont, in the amount of \$1,142,391.25. The motion passed 5-0.

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees award the 2019 Summer Paving bid to Engineers Construction, Inc., of South Burlington, Vermont, in the amount of \$1,142,391.25. The motion passed 5-0.

d. Discuss Governance Subcommittee schedule – George Tyler

The Trustees and Selectboard had appointed members from their respective boards – Mr. Tyler, Mr. Chawla, Mr. Levy, and Mr. Watts – to serve on the Governance Subcommittee, and discussed the challenges associated with scheduling meetings. Mr. Tyler pointed out the importance of scheduling these meetings at times that enable the discussions to be shared at the following Joint Trustees and Selectboard meetings. The subcommittee members discussed times that were problematic and weighed the benefits of remote meetings. Mr. Chawla suggested identifying a 7:30 AM meeting time, which was well received by the rest of the group.

e. Approve selection process for Public Engagement Consultant on potential governance changes – Greg Duggan

Mr. Duggan requested that the Trustees and Selectboard members provide direction for proceeding with selecting a Public Engagement Consultant. He said that no applications had been received by the time of the deadline of 4:30 pm on May 6. Specific firms experienced in this type of project were invited to apply and it was posted on Vermont's League of Cities and Towns' website.

Mr. Levy suggested that staff reach out to firms they'd expected would apply to find out why they did not, then adapt the search process accordingly. Mr. Chawla thought it would be beneficial to split the project into two RFPs of unbundled but coordinated efforts – a community facilitation and engagement RFP and a marketing and outreach RFP. He stressed the importance of staff devising a clear structure of the job to be done. Mr. Teich plans to discuss the project with the Strategic Advance meeting facilitators to solicit input and Mr. Tyler suggested soliciting quotes from relevant firms, instead of issuing an RFP. Ms. Cooper expressed her enthusiasm for this project and her commitment to being involved as needed. Mr. Duggan suggested that they devise volunteer-based options as well as consultant/organizational engagement strategies and report all findings and plans at the next Joint meeting.

f. Update on June 22 Joint Board Strategic Work Session – Evan Teich

Ms. Macy provided an overview of preparations for the Strategic Advance work session. The Strategic Advance will be held on Saturday June 22, 2019 from 8 a.m. to 3 p.m. at the Delta Burlington. Ms. Macy explained that Liz Gamache, with a background in city management, and Jennifer Knauer, who worked with Essex on the Firearms Discharge Ordinance, are being hired to facilitate the event. Each of the facilitators will engage in preparation exercises leading up to the event with staff, Selectboard and Trustees and will play important roles in achieving process-oriented deliverables. As per open meeting law, public comment will be embedded in the day. Mr. Teich asked for feedback on the timing of the public comments during the work session and requested any other ideas for work session topics.

Ms. Cooper, Ms. Haney, Mr. Tyler and Mr. Chawla discussed the importance of taking comments from the public to be used moving forward, while also ensuring that the day is upheld as a work session with a clear agenda aimed at laying important groundwork for staff and board members. Mr. Brown noted the importance of not allowing public commentary to go beyond its allotted time. Ms. Haney described Ms. Knauer as a skilled taskmaster who could ensure this, and confirmed with Mr. Teich that Dan Richardson, consulting attorney on governance, does not need to be present for this work session.

g. Discuss options for Tax Equity Planning – Sarah Macy

Ms. Macy informed the boards about the genesis of a project to model scenarios in a tax equity plan. She explained that, with the help of former Finance Director Lauren Morrisseau, whose expertise in this area is deep, staff are planning to model tax equity scenarios based on each of the three proposed governance models presented at the April 9, 2019 joint meeting. These scenarios will consist of a variety of models suggesting different ways to achieve tax equity through a full merge all at once; a full merge with phased in tax rates over 3, 5 or 7 years; or a full merge with a special district. For comparison, each tax equity plan will also contain a snapshot of the status quo.

Mr. Brown and Ms. Haney expressed that they are looking forward to receiving thorough information about how tax equity can be achieved and are glad to know Ms. Morrisseau is on this project with staff. Mr. Watts and Mr. Tyler both pointed out that these scenarios should include how the different water rates between the current municipalities will be addressed through consolidation. Ms. Haney clarified with Ms. Macy that this exercise will not yet specifically address the Capital Plan but will focus instead on operating budget cohesion. Mr. Teich explained that assets in existence will not affect the tax rate synthesis. Mr. Chawla wondered how future capital needs would play out in this process and Mr. Teich clarified that the exercise will focus on the economics of FY 2019 to model scenarios, opening a discussion of all elements of the budget that would play a role in achieving tax equity. This would not necessarily mean looking forward at capital needs yet.

h. Discuss Joint Board work items – Greg Duggan

Mr. Duggan introduced a proposed work list for this new era of more frequent joint board meetings, to gather input and possible other items to be considered. Mr. Duggan provided an overview of the topics that may be covered: Board Level Policies & Procedures; Administrative Policies; Budget; Evaluation of the Manager; Governance; Creation of Subcommittees; Consolidated Departments/Functions; Joint Capital Projects; Taxation/ Tax Equity; Ordinances; Alignment Discussions; Outreach & Engagement Campaign; Decisions Impacting both Municipalities; Annual Presentations & Appointments of Representatives; Fee Schedules; Economic Development; Space Needs; Tree Farm; Wastewater Treatment Facility; and Joint RFPs.

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Mr. Brown suggested prioritizing items that will enable the boards to work more easily together. He pointed out that aligning some of the different operating procedures of the boards could improve peer-to-peer discussions and decision making. Mr. Watts suggested deprioritizing policy alignment if it may need to be revised again based on the consolidation vote. Ms. Haney suggested that any policy alignment that makes work easier on staff would be good to focus on. Mr. Tyler, Mr. Levy and Ms. Haney would like to prioritize a process for evaluating the Unified Manager. Ms. Haney requested that Trustees or Selectboard members email Mr. Duggan if they have other suggestions for this list of work items.

6. CONSENT ITEMS

MAX LEVY made a motion, and PATRICK MURRAY seconded, that the Selectboard approve the Consent agenda with comments.

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the Consent agenda.

- a. Approval of Maple Street Park and CSWD Park & Ride as priority locations for electric vehicle charging stations
Approve Maple Street Park and the CSWD Park & Ride as priority locations for EV charging stations.
- b. Approval of Town of Essex & Village of Essex Junction Community Development Department Records Retention Policy
Approve the Town of Essex Community Development Department and Village of Essex Junction Community Development Department Records Retention Plan.
- c. Approval of minutes: April 9, 2019

The Selectboard motion passed 5-0.

The Trustee motion passed 5-0.

7. READING FILE

a. **Board Member Comments**

Mr. Brown thanked Ms. Haney for bringing cookies and wished her a Happy Birthday. Ms. Cooper led those who would join in singing Happy Birthday.

Mr. Teich pointed out that he purposely scheduled the presentation of life saving medals ceremony to take place at the joint meeting and asked for feedback. Ms. Cooper, Mr. Watts, Mr. Brown, Mr. Chawla and Mr. Kerin discussed the event, noting that it was good and very special to be part of because these awards mean so much to people. They talked about having the boards be more involved in the future by standing in recognition, orchestrating a photo opportunity, making a resolution and/or putting out a press release.

8. EXECUTIVE SESSION

There was no executive session.

9. ADJOURN

MAX LEVY made a motion, and PATRICK MURRAY seconded, to adjourn the Selectboard meeting. The motion passed 5-0, 9:46 PM.

DAN KERIN made a motion, and RAJ CHAWLA seconded, to adjourn the Trustee meeting. The motion passed, 5-0, 9:46 PM.

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260 Respectfully Submitted,

261 Cathy Ainsworth

262 Recording Secretary

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264 Approved this 28th day of May, 2019

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266 (see minutes of this day for corrections, if any)

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271 Patrick Murray
Patrick Murray, Clerk, Selectboard

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