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**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
DRAFT 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 Wheman; Nichole Wheman; 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 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.

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

57 This agenda item was addressed after item 5E, later in the meeting. Ms. Reeves and Mr. Nye
58 provided a brief overview of Chittenden Solid Waste District's (CSWD) mission, history,
59 mandates for member towns and board representation. Ms. Reeves explained the CSWD
60 FY20 proposed budget, which includes \$12.5 million in revenue, \$11.5 million in expenses,
61 \$665,000 in capital expenses and allocations and a net of \$331,000. She then discussed
62 changes to CSWD services related to their financial system, the Organics Diversion Facility,
63 the Materials Recovery Facility, Drop Off Centers and Solid Waste Management Fees. She
64 explained that as of July 1, it will cost \$60 per ton to compost food scraps, which is about
65 50% less than the cost of landfilling, and \$40 per ton to recycle paper. The tip fee for plastics
66 will increase this year to \$65 per ton. Ms. Reeves pointed out that the CSWD will no longer
67 be packaging and selling composted organics, because this area of operations was losing
68 money. Instead, they will sell the product unpackaged, locally. Ms. Reeves explained that the
69 CSWD recycling operations have outgrown the space, which was originally sized to process
70 25 tons but now processes 45 tons. She said that, this year, they plan to return to the
71 Selectboard and Trustees with a municipal bond proposal to build a new facility. A new
72 facility would also enable them to take advantage of new opportunities with local paper mills
73 and decrease costs associated with landfilling. Ms. Reeves discussed the increasing cost of
74 recycling plastic and the resulting increased bag fee, as of July 1, of \$2 per car who drops off
75 just recycling.
76

77 Mr. Kerin asked about public concern related to the risk of increased pest animals, such as
78 rodents, when compost bins begin to be picked up at the curbside. Ms. Reeves discussed
79 the CSWD's plans to ensure organics compliance, enforce healthy composting practices and
80 monitor hauling efforts from residential organics pick-ups.
81

82 Mr. Watts and Mr. Brown wondered if the recycle drop off fee would deter people from
83 recycling. Ms. Reeves and Mr. Nye discussed that the longstanding local history of recycling
84 efforts and suggested that this small fee will not be a deterrent.
85

86 Ms. Haney and Mr. Watts discussed the CSWD's closure of the Reuse Zones. Ms. Reeves
87 detailed many liability items that had regularly been left in these zones and explained that
88 community entities like ReSource and Habitat for Humanity are filling the reuse niche.
89

90 Mr. Watts commended the CSWD's interest dividend increase, which was based on a
91 change in investment strategy. He also wondered how CSWD functions might be shared
92 between districts and with community entities to encourage efficiencies. Mr. Nye pointed out
93 that the CSWD is a leader with a long history in the state, so any collaborative efforts
94 maintain management oversight of CSWD operations. Ms. Haney wondered if there is an
95 estimate for how much money may be requested in the bond and Ms. Reeves and Mr. Nye
96 explained that it is too soon to project this.
97

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

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

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

111
 112 Mr. Brown wondered which Village streets were prioritized, after the projects were
 113 rearranged based on the grant denial. Mr. Lutz explained that they are Mill Street, River
 114 Street, Stanton Drive and Silverbow Terrace, and Cascade Court. Mr. Tyler confirmed with
 115 Ms. Macy that \$35,000 will, as planned, be transferred from the Town to the Village to help
 116 offset some of the the cost of paving projects.

117
 118 **ANDY WATTS made a motion, and PATRICK MURRAY seconded, that the Selectboard**
 119 **award the 2019 Summer Paving bid to Engineers Construction, Inc., of South Burlington,**
 120 **Vermont, in the amount of \$1,142,391.25. The motion passed 5-0.**

121
 122 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees award the**
 123 **2019 Summer Paving bid to Engineers Construction, Inc., of South Burlington, Vermont, in**
 124 **the amount of \$1,142,391.25. The motion passed 5-0.**

125
 126 d. **Discuss Governance Subcommittee schedule – George Tyler**

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

135
 136 e. **Approve selection process for Public Engagement Consultant on potential**
 137 **governance changes – Greg Duggan**

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

143
 144 Mr. Levy suggested that staff reach out to firms they'd expected would apply to find out why
 145 they did not, then adapt the search process accordingly. Mr. Chawla thought it would be
 146 beneficial to split the project into two RFPs of unbundled but coordinated efforts – a
 147 community facilitation and engagement RFP and a marketing and outreach RFP. He
 148 stressed the importance of staff devising a clear structure of the job to be done. Mr. Teich
 149 plans to discuss the project with the Strategic Advance meeting facilitators to solicit input and
 150 Mr. Tyler suggested soliciting quotes from relevant firms, instead of issuing an RFP. Ms.
 151 Cooper expressed her enthusiasm for this project and her commitment to being involved as
 152 needed. Mr. Duggan suggested that they devise volunteer-based options as well as
 153 consultant/organizational engagement strategies and report all findings and plans at the next
 154 Joint meeting.

155
 156 f. **Update on June 22 Joint Board Strategic Work Session – Evan Teich**

157 Ms. Macy provided an overview of preparations for the Strategic Advance work session. The
 158 Strategic Advance will be held on Saturday June 22, 2019 from 8 a.m. to 3 p.m. at the Delta
 159 Burlington. Ms. Macy explained that Liz Gamache, with a background in city management, and
 160 Jennifer Knauer, who worked with Essex on the Firearms Discharge Ordinance, are being
 161 hired to facilitate the event. Each of the facilitators will engage in preparation exercises
 162 leading up to the event with staff, Selectboard and Trustees and will play important roles in
 163 achieving process-oriented deliverables. As per open meeting law, public comment will be
 164 embedded in the day. Mr. Teich asked for feedback on the timing of the public comments
 165 during the work session and requested any other ideas for work session topics.
 166

167 Ms. Cooper, Ms. Haney, Mr. Tyler and Mr. Chawla discussed the importance of taking
 168 comments from the public to be used moving forward, while also ensuring that the day is
 169 upheld as a work session with a clear agenda aimed at laying important groundwork for staff
 170 and board members. Mr. Brown noted the importance of not allowing public commentary to
 171 go beyond its allotted time. Ms. Haney described Ms. Knauer as a skilled taskmaster who
 172 could ensure this, and confirmed with Mr. Teich that Dan Richardson, consulting attorney on
 173 governance, does not need to be present for this work session.
 174

175 g. **Discuss options for Tax Equity Planning – Sarah Macy**

176 Ms. Macy informed the boards about the genesis of a project to model scenarios in a tax
 177 equity plan. She explained that, with the help of former Finance Director Lauren Morrisseau,
 178 whose expertise in this area is deep, staff are planning to model tax equity scenarios based
 179 on each of the three proposed governance models presented at the April 9, 2019 joint
 180 meeting. These scenarios will consist of a variety of models suggesting different ways to
 181 achieve tax equity through a full merge all at once; a full merge with phased in tax rates over
 182 3, 5 or 7 years; or a full merge with a special district. For comparison, each tax equity plan
 183 will also contain a snapshot of the status quo.
 184

185 Mr. Brown and Ms. Haney expressed that they are looking forward to receiving thorough
 186 information about how tax equity can be achieved and are glad to know Ms. Morrisseau is on
 187 this project with staff. Mr. Watts and Mr. Tyler both pointed out that these scenarios should
 188 include how the different water rates between the current municipalities will be addressed
 189 through consolidation. Ms. Haney clarified with Ms. Macy that this exercise will not yet
 190 specifically address the Capital Plan but will focus instead on operating budget cohesion. Mr.
 191 Teich explained that assets in existence will not affect the tax rate synthesis. Mr. Chawla
 192 wondered how future capital needs would play out in this process and Mr. Teich clarified that
 193 the exercise will focus on the economics of FY 2019 to model scenarios, opening a
 194 discussion of all elements of the budget that would play a role in achieving tax equity. This
 195 would not necessarily mean looking forward at capital needs yet.
 196

197 h. **Discuss Joint Board work items – Greg Duggan**

198 Mr. Duggan introduced a proposed work list for this new era of more frequent joint board
 199 meetings, to gather input and possible other items to be considered. Mr. Duggan provided an
 200 overview of the topics that may be covered: Board Level Policies & Procedures;
 201 Administrative Policies; Budget; Evaluation of the Manager; Governance; Creation of
 202 Subcommittees; Consolidated Departments/Functions; Joint Capital Projects; Taxation/ Tax
 203 Equity; Ordinances; Alignment Discussions; Outreach & Engagement Campaign; Decisions
 204 Impacting both Municipalities; Annual Presentations & Appointments of Representatives; Fee
 205 Schedules; Economic Development; Space Needs; Tree Farm; Wastewater Treatment
 206 Facility; and Joint RFPs.
 207

208 Mr. Brown suggested prioritizing items that will enable the boards to work more easily
 209 together. He pointed out that aligning some of the different operating procedures of the
 210 boards could improve peer-to-peer discussions and decision making. Mr. Watts suggested
 211 deprioritizing policy alignment if it may need to be revised again based on the consolidation
 212 vote. Ms. Haney suggested that any policy alignment that makes work easier on staff would
 213 be good to focus on. Mr. Tyler, Mr. Levy and Ms. Haney would like to prioritize a process for
 214 evaluating the Unified Manager. Ms. Haney requested that Trustees or Selectboard
 215 members email Mr. Duggan if they have other suggestions for this list of work items.
 216

217 **6. CONSENT ITEMS**

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

220
 221 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the**
 222 **Consent agenda.**

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

232
 233 **The Selectboard motion passed 5-0.**

234
 235 **The Trustee motion passed 5-0.**

236
 237 **7. READING FILE**

238 a. **Board Member Comments**

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

241
 242 Mr. Teich pointed out that he purposely scheduled the presentation of life saving medals
 243 ceremony to take place at the joint meeting and asked for feedback. Ms. Cooper, Mr. Watts,
 244 Mr. Brown, Mr. Chawla and Mr. Kerin discussed the event, noting that it was good and very
 245 special to be part of because these awards mean so much to people. They talked about
 246 having the boards be more involved in the future by standing in recognition, orchestrating a
 247 photo opportunity, making a resolution and/or putting out a press release.
 248

249 **8. EXECUTIVE SESSION**

250 There was no executive session.
 251

252 **9. ADJOURN**

253
 254 **MAX LEVY made a motion, and PATRICK MURRAY seconded, to adjourn the meeting. The**
 255 **motion passed 5-0, 9:46 PM.**
 256

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

259
260 Respectfully Submitted,
261 Cathy Ainsworth
262 Recording Secretary