1. CALL TO ORDER [7:30 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. Recognition of Chelsea Mandigo for Stormwater Award from Green Mountain Environmental Association
   b. Recognition of Adriane Martin for Young Professional Award from Vermont Recreation & Parks
   c. Update from Champlain Water District and introduction of Joe Duncan as CWD General Manager—James Fay
   d. Planning for June 22 Strategic Advance work session—Jen Knauer
   e. Update of development fees—Dana Hanley & Robin Pierce
   g. Accept Essex Community Enhanced Energy Plan—Dana Hanley & Robin Pierce
   h. Discussion of voting timeline for November 2020 vote on governance change—Evan Teich
   i. Hire marketing firm for public engagement around governance change—Greg Duggan

6. CONSENT ITEMS
   a. Approval of minutes: May 28, 2019

7. READING FILE
   a. Certificate of Merit to Village of Essex Junction from Vermont Planners Association
   b. Town of Essex/Village of Essex Junction Report for Calendar Year 2018: Progress on Implementation of All-Hazards Mitigation Plan
   c. Job Description: Merger Project Manager (Long-term, temporary, part-time)
   d. 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: 05/31/2019

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

TRUSTEES: Andrew Brown, President; George Tyler; Amber Thibeault (Dan Kerin and Raj Chawla were not in attendance)

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy Finance Director/Assistant Manager; Ally Vile, Parks & Recreation Director; Adriane Martin, Parks & Recreation Program Coordinator; Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator; Darren Schibler, Planner; Sharon Kelley, Zoning Administrator; Robin Pierce, Village of Essex Junction Community Development Director

OTHERS PRESENT: John Alden; Natalie Braun; Diane Clemens; Maura Collins; Colin Flanders; Jim Fry; Liz Gamache; Lori Houghton; Jen Knauer; Phil March; Greg Morgan; Melanie Needle; Margaret Smith; David Skopln; Jake Tran; Mia Watson; Irene Wrenner

1. CALL TO ORDER
Elaine Haney called the Town of Essex Selectboard back to order from their recess, and Andrew Brown called the Village of Essex Junction Trustees to order. They entered into the Special Joint Meeting of the Village of Essex Junction Trustees and the Town of Essex Selectboard at 7:40 PM.

2. AGENDA ADDITIONS/CHANGES
Mr. Duggan asked to add item 5i to the agenda to discuss entering into a contract with a market research firm. Mr. Duggan also asked to add item 8a, in relation to this, an anticipated Executive Session to discuss awarding a contract.

3. AGENDA APPROVAL
MAX LEVY made a motion, and PATRICK MURRAY seconded, that the Selectboard approve the agenda as amended. The motion passed 5-0.

ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees approve the agenda as amended. The motion passed 3-0.

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. Recognition of Chelsea Mandigo for Stormwater Award from Green Mountain Environmental Association
The Selectboard and Trustees recognized and congratulated Chelsea Mandigo, on her honor of receiving the Stormwater Award from the Green Mountain Environmental
Association, for outstanding performance in stormwater management and/or education, and significant contribution to the stormwater field. Ms. Mandigo said the award recognizes her contributions in the field of maintaining water quality. Ms. Haney acknowledged Ms. Mandigo's highly specialized skills. The board members gave Ms. Mandigo a standing ovation.

b. Recognition of Adriane Martin for Young Professional Award from Vermont Recreation & Parks

The Selectboard and Trustees talked with Ally Vile in recognition of Adriane Martin. They congratulated Ms. Martin on the honor of her receiving the Young Professional Award from Vermont Recreation & Parks, given to individuals who exhibit leadership, creativity, and have made significant contributions to the field of parks and recreation over time. Ms. Vile explained that during Ms. Martin's 5 years with Essex Parks and Recreation she has increased student involvement and intern mobilization and was recently chosen as the Chair Elect for the State Conference in 2020. The board members gave Ms. Martin a standing ovation.

c. Update from Champlain Water District (CWD) and introduction of Joe Duncan as CWD General Manager—James Fay

Mr. Fay introduced Mr. Duncan as the new CWD Manager. Previously, Mr. Duncan was the Chief Engineer and Assistant General Manager. He will begin his new role with CWD on July 1. Mr. Duncan explained that he is looking forward to continuing positive communications with the Selectboard and Trustees in this role. The board members and Trustees thanked Mr. Fay upon his retirement for his decades of service.

Mr. Fay discussed the benefits of the CWD governing structure with Mr. Watts. The CWD includes one elected commissioner (one vote) per city/town. He said there are also 28 employees to supply all 12 water districts, with only one Human Resources employee, one Finance Director and one Receptionist. Mr. Fay did not think that Mr. Watts' suggestion of sharing back-office functions with other service organizations would be possible.

Mr. Duncan talked with Mr. Brown about his interest in continuing the district's successful, proactive approach toward asset management and maintenance. Mr. Levy asked Mr. Duncan why Comparative Retail Water Rates in Essex Junction are lower than the rates in the Town of Essex and asked for clarification of sharp water rate fluctuations in the past. Mr. Duncan explained that water rates are calculated from the wholesale rate, with consideration of operational maintenance and water investment debt within the different municipalities. He also discussed the impact GLOBALFOUNDRIES' water use has on rates, explaining that their high water use allows for more economical rates, but when their water use goes down, fixed rates increase to make up the difference. Similarly, when IBM closed, the significant change in water use caused sharp fluctuations in rates. Mr. Fay pointed out that over the past 10 years rates have increased for the average family by $4.17. He also explained that CWD has been carefully managing a capital reserve fund to ensure effective asset maintenance. He said that 2 months of the CWD operating budget is fund balance.

d. Planning for June 22 Strategic Advance work session—Jen Knauer
Ms. Knauer, moderator for the June 22 Strategic Advance work session, discussed the draft agenda with the Selectboard members and Trustees. She summarized key points from Liz Gamache’s presentation at the previous joint meeting and requested feedback on the strategic advance agenda’s menu of topics. These potential agenda topics include:

A. Opportunity to hear from staff
B. Articulate shared rationale/vision for merger
C. Define division of roles and responsibilities
D. Develop tasks, key decision points and timeline leading up to November 2020
E. Determine how decisions will be made
F. Confirm communications plan
G. Board/Trustee discussion and clarification of next steps

To inform the day’s activities, the Selectboard and Trustees agreed to provide Ms. Knauer relevant, available information, such as established timeline points around legal dates for ballots, and suggestions from the marketing firm. Mr. Tyler will provide the draft communications plan, begun by the Joint Committee on Unification as well as relevant research and any key questions that need to be resourced at the Strategic Advance. They also agreed on three public comment periods of 5 to 10 minutes at morning, midday and at the end of the day, with time carefully allotted to speakers based on an initial raise of hands of all who wish to speak within the set timeframe.

Mr. Tyler hoped that operational and governmental matters remain clear so discussions of conceptualization will not be hindered by discussions of day-to-day matters. He wondered if having so many stakeholders present might be too ambitious. Ms. Knauer, Mr. Duggan, Mr. Brown and Mr. Teich talked about the benefits of staff presence and roles they might play during the day. Ms. Knauer clarified that staff input can be valuable when conceptualizing different futures. She clarified that the staff knowledge of real-life implications should be seen as a resource base available during the day to help streamline the process of conceptualization. Mr. Teich and Mr. Brown pointed how valuable it is for staff to hear board enthusiasm and learn about what decisions need to be made.

Mr. Murray hoped significant time would be spent on item B, so the discussion around vision and rationale of merger options can go into depth. Mr. Brown discussed the importance of items E, C and G to inform the development of an infrastructure of how decisions will be made. Mr. Watts would like to discuss what should be in the communications plan.

Ms. Cooper confirmed with Ms. Knauer that the agenda would have clear timeframes around the central topics to be used in the day’s design and Ms. Thibeault hoped there may be breakout sessions. Ms. Knauer explained that there will be multiple open discussions with easel sheets utilized to visualize trends. A recap at the end of the day will be prioritized.

e. **Update of development fees—Dana Hanley & Robin Pierce**

Ms. Haney requested this item be moved to after Item 5g on the agenda to allow guests at the meeting to present first.
GEORGE TYLER made a motion on behalf of the Village Trustees, and AMBER THIBEAULT seconded, to rearrange the agenda as described by Selectboard Chair Elaine Haney. The motion passed 3-0.

MAX LEVY made a motion, and ANNIE COOPER seconded, to move item 5e to after 5g. The motion passed 5-0.


Mr. Brown recused himself from this discussion because the topic pertains to the work of his employment, which may suggest a conflict of interest. He passed his Village Chair responsibilities to Mr. Tyler for the purpose of this discussion.

Mr. Schibler and Mr. Pierce provided a summary of the Town and Village Housing Needs Assessment (HNA) and Action Plan. Mr. Schibler walked through a PowerPoint overview that provided the context, driving questions, data sources and margin of error for the study, as well as the goals and findings. The goals are that "everyone should have access to a home that is affordable (<=30% of household income); is a desirable type and size; located to support walking, biking and public transit; meets special needs (ADA, senior care, recovery support, low-income, etc.); available without discrimination." The findings included demographic trends of Essex, including Essex Junction, that show increasing population, shrinking household size, more seniors and young adults, increasing ethnic diversity, stagnant incomes and increasing cost burden. Mr. Schibler discussed the finding that lower end jobs cannot or can just barely afford rent or a home mortgage in Essex, so these employees mostly live outside of Essex and commute to work. Mr. Schibler summarized the trends for rental housing as well as homeownership, noting that affordability is an issue and renters often cannot access homeownership. He also discussed trends for housing for the elderly, special needs housing and homelessness. He described the recommended action plan, which would establish a Joint Housing Commission; revise the land use regulations (consider inclusionary zoning); reduce development fees for affordable housing projects; establish a housing trust fund; and partner with housing developers and non-profits.

Maura Collins, an Essex resident and Executive Director of the Vermont Housing Finance Agency (VHFA), thanked the Village of Essex Junction for supporting an application that enabled VHFA to revamp their housing data website. She gave credit to Essex staff for generating the Housing Needs Assessment and Action plan and said she has discussed the proposal of establishing a joint housing commission with the Trustees and Selectboard. She also spoke with the Economic Development Commission and with ecumenical faith-based groups about this. Ms. Collins sees the formation of a housing commission as a great first step in tackling housing needs in the area. VHFA staff participates in many local municipal housing commissions and they are willing to provide support and to work in partnership with Essex to move forward with a full community action plan.

ANDY WATTS made a motion, and MAX LEVY seconded, that the Selectboard accept the Town and Village Housing Needs Assessment and Action Plan. The motion passed 5-0.
AMBER THIBEAULT made a motion, seconded by ANDREW BROWN, to accept the
Town and Village Housing Action Plan.
After discussion with Mr. Teich and Mr. Tyler, and upon legal counsel from the Village
Attorney, Mr. Brown recused himself from this vote. Because there was no voting
quorum, no vote could take place. Trustees not present will review the video of this
meeting and a vote on this topic will be taken at the next Trustees meeting where there
is a quorum.

Amber Thibeault withdrew her motion.

State Representative Lori Houghton pointed out that VHFA and other housing agencies
in Vermont have pushed for the State to address the issue of people who are financially
eligible but still not qualifying for Federal Housing Vouchers. As a result, language in the
current state budget will ensure that legislators dig into this topic to better understand
the Federal Housing Assistance available to the state and to strategize how to best use
it.

g. Accept Essex Community Enhanced Energy Plan— Melanie Needle & Darren
Schibler
Ms. Needle, the Senior Planner for the Chittenden County Regional Planning
Commission (CCRPC), introduced the Essex Community Enhanced Energy Plan
(ECEEP) and walked through a PowerPoint presentation. The Energy Committee,
Essex staff and both planning commissions were instrumental in the development of the
ECEEP. She said that Act 174 gives greater say to municipalities to permit renewable
energy initiatives or enhanced energy planning and the regional planning commissions
can review and approve enhanced energy plans. She pointed out that Vermont's energy
goals by 2050 are pushing municipalities to make big changes in heating, energy,
transportation and housing. Ms. Needle provided an overview of Vermont’s total source
energy use (20% renewable in 2017) in multiple areas. She also gave an overview of
suggested implementation actions. She noted strategies for building renovations or new
developments; thermal and energy efficiency education and infrastructure; ease of use
of alternative energy transportation; access to alternative modes of transportation; and
siting of land use for renewable energy generation. She discussed energy targets and
analysis developed by the Vermont Energy Investment Corporation for Essex with
metrics and targets that show trajectories for changes in areas like the number of people
who switch to electric vehicles or begin using alternate heating and power sources for
electricity.

Ms. Haney suggested that at a future date, when there is time for discussion and more
individuals from the Energy Committee in attendance, Ms. Needle should return to the
Selectboard and Trustees to discuss the implementation strategies embedded in the
ECEEP in more detail. Ms. Needle pointed out that this plan will be an appendix to the
draft Village 2019 Comprehensive Plan being voted on by the Essex Junction Planning
Commission, which will then be sent to the Trustees the week of June 10th for approval,
followed by a public hearing in July. The Comprehensive Plan is scheduled to go to the
Trustees for adoption in August. The Town will be able to use the ECEEP in its
Comprehensive plan when the time comes and, in the meantime, can use the report to
support aligned initiatives.
MAX LEVY made a motion, and PATRICK MURRAY seconded, that the Selectboard accept the Essex Community Enhanced Energy Plan. The motion passed 5-0.

**e. Update of development fees— Darren Schibler & Robin Pierce

Mr. Schibler and Mr. Pierce introduced the issue of considering alignment of development fees between the Village of Essex Junction and the Town of Essex. In the proposal, Phase 1 would align administrative and deliberative fees. Then, later, Phase 2 would examine impact fees.

Mr. Tyler hoped to learn more about the underlying logic for this proposal and for how development fees are determined by the Town. He expressed concern that this step could change the way impact fees are used toward development goals in the Village and that it is contradictory to efforts toward tax stabilization. Mr. Pierce explained that impact fees are rarely used in the Village, in order to encourage development.

Ms. Haney discussed with Mr. Levy and Mr. Duggan how Town impact fees are currently determined, how the fees are used for capital funding, and the role of the Economic Development committee with this. Zoning Administrator Sharon Kelly shared that there has not been an increase in Town fees for a long time and there is room for the Town to have discussion with the Village on this.

Mr. Schibler and Mr. Pierce discussed the day-to-day administrative benefits of aligning administrative and deliberative fees. Mr. Brown suggested aligning these first, under Phase 1, and holding off on Phase 2, because it warrants more discussion between the Selectboard and Trustees. Ms. Haney pointed out that the topic of impact fees may come up during capital budgeting conversations in the unification process. Mr. Duggan suggested that the topic could be included in timeline planning that takes place at the Strategic Advance.

ANDY WATTS made a motion, and Max Levy seconded, that the Selectboard authorize the Community Development Departments to create a proposal for parity between the two fee schedules of administrative and deliberative fees, which would be considered by the two legislative bodies at a later date. The motion passed 5-0.

GEORGE TYLER made a motion that the Trustees authorize staff to jointly study and elaborate the goals of administrative and deliberative fees between the Village and the Town.

Mr. Brown suggested utilizing the Selectboard’s motion, for unity, noting that Mr. Tyler’s request for elaborated goals be included in the work Community Development Departments’ work. Ms. Haney observed that Mr. Tyler’s motion did come up with a proposal for new fees.

GEORGE TYLER withdrew his motion.

ANDREW BROWN made a motion, and AMBER THIBEAULT seconded, that the Trustees authorize the same motion as the Selectboard. The motion passed 3-0.

h. Discussion of voting timeline for November 2020 vote on governance change—

Evan Teich

Mr. Teich discussed the timeline of the unification merger plan, including deadlines that must be met according to state statutes, at the state and local levels, in order to get a
vote on the ballot for November 3, 2020. Elaine Haney requested information of if the
holiday date deadline can be changed without missing other required deadlines. Mr.
Levy pointed out that this phase of the unification process begins in August 2020, which
means all of the details that go into this process will be ironed out before then. Mr. Watts
noted that the decision of which merger plan to go with will determine who votes. He
and Mr. Brown talked about the importance of consulting with legal counsel regarding
this phase of the timeline. Mr. Brown suggested that the Trustees and Selectboard read
state statutes related to these deadlines.

i. *Hire market research firm for public engagement around governance change—
Greg Duggan
Mr. Duggan explained that staff interviewed six market research firms for the
governance change outreach efforts. He suggested that the Selectboard members and
Trustees enter into executive session to discuss and select a firm to contract with.

6. CONSENT ITEMS

a. Approval of minutes: May 28, 2019
Mr. Watts suggested the minutes be changed from “Monday, May 28” to “Tuesday, May
28”.

GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the
Trustees approve the Consent agenda with the change suggested by Mr. Watts. The
motion passed 3-0.

7. READING FILE

a. Certificate of Merit to Village of Essex Junction from Vermont Planners Association
b. Town of Essex/Village of Essex Junction Report for Calendar Year 2018: Progress on
   Implementation of All-Hazards Mitigation Plan
c. Job Description: Merger Project Manager (Long-term, temporary, part-time)
d. Board Member Comments
   • Mr. Watts noted how much reading there was in this meeting’s reading file and
     suggested some of the documents could have been provided farther in advance.

8. EXECUTIVE SESSION

a. *An Executive session to discuss entering into a contract with a firm to conduct public
   engagement efforts about governance change.

ANDY WATTS made a motion, and MAX LEVY seconded, that the Selectboard make
the specific finding that premature general public knowledge of the Town’s position
concerning the proposed contract discussion would put the Town at a substantial
disadvantage. The motion passed 5-0.

ANDY WATTS made a motion, and MAX LEVY seconded, that the Selectboard enter
into executive session to discuss contracts pursuant to 1. V.S.A. 313(a)(1)(A), to
include the Trustees, Unified Manager, Deputy Manager, and Finance
Director/Assistant Manager. The motion passed 5-0 at 10:00 p.m.

GEORGE TYLER made a similar motion, and AMBER THIBEAULT seconded, on
behalf of the Essex Junction Trustees. The motion passed 3-0 at 10:00 p.m.
MAX LEVY made a motion, seconded by PATRICK MURRAY, for the Selectboard to exit executive session. The motion passed 5-0 at 10:33 p.m.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, for the Trustees to exit executive session. The motion passed 3-0 at 10:33 p.m.

ANDREW BROWN made a motion, seconded by AMBER THIBEAULT, for the Trustees to authorize the Unified Manager to execute a contract with KSV for public engagement around governance change, and to return to the boards for approval if the contract exceeds $40,000. The motion passed 3-0.

ELAINE HANEY made a motion, seconded by MAX LEVY, for the Selectboard to authorize the Unified Manager to execute a contract with KSV for public engagement around governance change, and to return to the boards for approval if the contract exceeds $40,000. The motion passed 5-0.

9. ADJOURN

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, for the Trustees to adjourn. The motion passed 3-0 at 10:35 p.m.

ELAINE HANEY made a motion, seconded by MAX LEVY, for the Selectboard to adjourn. The motion passed 5-0 at 10:35 p.m.

Respectfully Submitted,

Cathy Ainsworth
Recording Secretary

Approved this 15th day of July, 2019

(See minutes of this day for corrections, if any)

[Signature]
Patrick Murray, Clerk