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

1. **CALL TO ORDER**

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. Approval of control panel replacement for West Street and Susie Wilson Road pump stations—Jim Jutras
   b. Update from Governance Subcommittee
   c. Approve elevator speech about potential merger
   d. Approve revised joint meeting schedule—Sarah Macy

6. **CONSENT ITEMS**
   a. Approve use of infographic about merger

7. **READING FILE**
   a. Board Member Comments
   b. Water quality impacts at Indian Brook Reservoir
   c. Memo from Greg Duggan and Tammy Getchell re: Update on changes at 2 Lincoln Street office
   d. Email and attachments from Delia Makhetha re: Colchester Exit 16 DDI Project

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: 08/23/2019
CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG
Andrew Brown called the Village of Essex Junction Trustees back to order from their recess, and Elaine Haney called the Town of Essex Selectboard to order. They entered into the Special Joint Meeting of the Village of Essex Trustees and the Town of Essex Selectboard at 7:17pm.

AGENDA APPROVAL
As no changes were proposed for the agenda, approval was not needed.

PUBLIC TO BE HEARD
   a. Comments from public on items not on agenda

BUSINESS ITEMS
   a. Approval of control panel replacement for West Street and Susie Wilson Road pump stations—Jim Jutras
Jim Jutras, Water Quality Superintendent, stated that he is requesting permission of both boards simultaneously to waive the purchasing policy bid requirements and proceed with a sole source contract to replace the control panels for the Susie Wilson Road and West Street pump stations. He noted that the current pumps are from the 1960s and have been retrofitted a number of times, and as such they require an electrician that is familiar with these pumps to perform the installation of the new control panels. He added that both Boards need to approve this waiver because the funds will come from both the Town and Village.

Mr. Levy asked how the new control panels will be designed to mitigate corrosion from salt spray, since that was one of the drivers of deterioration of current equipment. Mr. Jutras replied that the units will be set further back and on pedestals to increase air flow, and that they will be made of stainless steel and will decrease moisture and condensation around the unit.

Mr. Levy asked what would happen if the current control panels fail. Mr. Jutras replied that the Susie Wilson station could store excess flow for around 3-4 hours, and that the West Street...
relies on a generator and has very little storage capacity. He also stated that the control system

52 can be automatically shut down to prevent overflows.

53

54 Ms. Haney asked if the current proposed electrician (Pratt and Smith) would be used in future
55 for more upgrades or if another electrician could be used. Mr. Jutras replied that improvements
56 in design and documentation of pump stations going forward would mitigate the need for this
57 type of request in future.

58

59 GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees waive the
60 bid process and allow staff to proceed with purchase and installation of the Susie Wilson
61 Road and West Street pump station custom control panels with Pratt and Smith Electric.
62 The motion passed 5-0.

63

64 ANDY WATTS made a motion, and MAX LEVY seconded, that the Selectboard waive the
65 bid process and allow staff to proceed with the purchase and installation of the Susie
66 Wilson Road and West Street pump station custom control panels with Pratt and Smith
67 Electric. The motion passed 5-0.

68

I. Update from Governance Subcommittee

69 George Tyler provided an update from the Governance Subcommittee on the results from the
70 focus groups and listening sessions conducted by KSV marketing consultants. He noted that the
71 tone from the six sessions was generally positive about the merger and concept, but that there
72 were some doubts, concerns, and questions, but not much negativity. He highlighted the
73 following key findings:

74 • Participants asked about timing and why the merger conversation is occurring now,
75 since a previous merger attempt was rejected in 2007.

76 • Participants emphasized that the Town and Village governments should be unbiased
77 and fact-based when discussing the merger, not promotional.

78 • Participants generally felt positive about phasing in tax increases, but uncertain about
79 how that would be done.

80 • Participants felt strongly that maintaining quality of services is crucial and that this
81 should be emphasized when communicating about the merger.

82 • Participants showed interest in exploring the possibility of a mayoral form of government.

83

84 Mr. Levy added that participants were unclear about the status quo and what it is currently, and
85 that this should be clarified at a high level in communications.

86

87 Mr. Chawla noted that representation was a large theme in the sessions, and that there is a
88 consistent desire for some form of board representation for both the Town and Village residents.
89 Residents are willing to accept tax increases as long as they are accompanied by
90 representation.

91

92 Ms. Haney noted that it seemed that a tax increase would need to be phased in gradually, but
93 was surprised that the suggested time period was 3-5 years and not 7-10. She also noted that
94 she was struck by the statement that though Town Outside the Village residents had a lower tax
95 rate, they still have high costs (including septic systems and water lines, for example), which is
96 important for Town and Village residents to keep in mind.

97

98 Mr. Tyler noted that the final phase of this initiative will be a quantitative survey, the structure of
99 which will build from the information gathered in the qualitative survey and focus groups. The
Subcommittee members will each send individual questions for this survey, and KSV will put together a draft survey to review and revise on September 5th. Meetings have also been tentatively scheduled for September 12th and 19th, in case they are needed. The Subcommittee anticipates that results from the survey will be available in late October.

Ms. Haney asked if the survey would have the same statistical significance requirements as the first survey? Mr. Tyler replied that he thinks so, yes. He noted that the response rate to the first survey was very high and that he is hoping this survey has similar response rates.

Ms. Haney also asked both boards about the utility of the survey and focus group activities conducted by KSV. Mr. Kerin noted that having an outside entity produce and field an unbiased, factual survey is extremely valuable, and is helping to educate the public as well as supply information to the Town and Village. Ms. Cooper noted that she had hoped for a higher volume of participants, but felt that broad representation in the survey and groups has been achieved.

Mr. Signorello cautioned the Boards about developing policy through surveys, because surveys can be misinterpreted. He also noted that there is no public notice for a survey (unlike for a vote), and that there are not restrictions on who can take the survey. He advised the Boards to consider all information within the survey and groups when making decisions around the merger topic.

c. Approve elevator speech about potential merger

Mr. Levy walked through the proposed elevator speech about a potential merger, noting that the Subcommittee on Governance drafted the language in an attempt to be succinct and unbiased. The following changes were proposed by the Trustees and Selectboard members:

- In the last sentence of the first paragraph, strike “the” from “overcome the challenges”
- Strike the second sentence of the second paragraph and replace with the following: “We’re relying on residents’ feedback to help us develop the best models for representation and for taxing everyone equitably for our municipal services.”

DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Board of Trustees approve the elevator speech about a potential merger about the Town of Essex and Village of Essex Junction with the proposed edits. The motion passed 5-0.

Public comment: Mr. Signorello noted that an elevator pitch has three parts (problem and benefits of solution, differentiator, and an ask for action). He asks that the Boards consider the basics of an elevator pitch before approving this language.

Mr. Kerin responded that the above proposed language has been termed an elevator speech as a matter of semantics, but is simply a method to solicit feedback from the public, and does not retract his motion.

The motion passed 5-0.

PATRICK MURRAY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the elevator speech about a potential merger about the Town of Essex and Village of Essex Junction with the proposed edits. The motion passed 5-0.
d. Approve revised joint meeting schedule—Sarah Macy
Sarah Macy walked through the discussion of revising the joint meeting schedule. She stated that the schedule of meetings had been changed in April from two meetings each per month for the Trustees and Selectboard and one joint meeting every other month, to appending a joint meeting to one of each individual Board’s meetings (the first Selectboard meeting and second Trustees meeting of each month). Staff have proposed a revised schedule, recognizing that the current schedule has increased timely decision-making but has increased the number of meetings per month. Staff now propose that joint meetings are held twice monthly with individual Selectboard or Trustee business to be conducted before or after those meetings.

Both Selectboard and Trustee members agreed that fewer meetings would be better and that more joint meetings would make all aware of both Town and Village issues, but expressed concern with having longer meetings, not having enough time devoted to discussing Selectboard-specific or Trustee-specific issues, and blurring jurisdictional lines if both boards are present when a Town-or-Village-specific issue is being considered and voted on.

Both Boards agreed that this discussion item be tabled, and that staff will revise their proposed schedule and bring it to a future Joint Trustees/Selectboard meeting.

6. CONSENT ITEMS
GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the consent agenda. The motion passed 5-0.

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the consent agenda with comments.

a. Approve use of infographic about merger
Mr. Watts noted that the agenda item asks for approval of the use of the infographic, not the content in the infographic. He stated that his concerns regarding key benefits have not yet been satisfied.

The motion passed 4-1, with dissenting vote from Mr. Watts.

7. READING FILE:
a. Board Member Comments
Mr. Teich noted that a staff member is on maternity leave and that they are short-staffed for between 12-13 weeks.

Mr. Chawla noted that Public Works has put up more reflecting beacons and mid-street crosswalks at key pedestrian traffic points, and expressed his appreciation of this.

Mr. Watts asked for clarification regarding the merger infographic. He stated he had been told that the infographic would be used at KSV focus sessions, and that he had told members of the public that it would be used at some and not at other sessions. Mr. Teich clarified that the infographic was not use for any of the sessions, adding that it had not been available to use at the first session and KSV had omitted it from other sessions to be consistent.

Mr. Murray noted that the 2019-2020 school season will begin on August 28, and that there will be increased bus traffic and activity in the Village, and that residents be aware of this increase across neighborhoods.
b. Water quality impacts at Indian Brook Reservoir -
c. Memo from Greg Duggan and Tammy Getchell re: Update on changes at 2 Lincoln Street office
d. Email and attachments from Delia Makhetha re: Colchester Exit 16 DDI Project

8. EXECUTIVE SESSION:
No Executive Session was required or held.

9. ADJOURN:
MAX LEVY made a motion, and PATRICK MURRAY seconded, to adjourn the Selectboard meeting. The motion passed 5-0 at 8:52pm.

GEORGE TYLER made a motion, and DAN KERIN seconded, to adjourn the Trustee meeting. The motion passed 5-0 at 8:52pm.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this ________9th_______ day of September_______, 2019

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