

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
March 24, 2020**

**TRUSTEES PRESENT:** Andrew Brown, President; George Tyler; Raj Chawla; Amber Thibeault; Dan Kerin.

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/ Assistant Manager; Jim Jutras, Water Quality Superintendent; Rick Jones, Public Works Superintendent

**OTHERS PRESENT:** Elaine Haney.

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

Mr. Brown called the meeting to order at 6:30 p.m.

2. **STATEMENT ABOUT COVID-19 AND PUBLIC MEETINGS**

Mr. Brown made a statement explaining how the meeting would proceed, with changes instituted to adhere to COVID-19/ coronavirus social distancing restrictions. He said that even though the public meeting location was in the Town of Essex Offices at 81 Main St., Essex Jct., board members would participate remotely via Microsoft Teams. He invited the public to participate remotely by conference call.

3. **AGENDA ADDITIONS/ CHANGES**

Mr. Duggan added two documents to item 6c: a final contract for Hoyle Tanner and Associates, and a red-lined version of the contract.

4. **APPROVE AGENDA**

**DAN KERIN made a motion, and GEORGE TYLER seconded, that the Trustees approve the agenda as amended. VOTING: 5-0; motion carried.**

5. **PUBLIC TO BE HEARD**

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

There were no comments from the public at this time.

6. **BUSINESS ITEMS**

a. **Appoint volunteers to Bike/Walk Advisory Committee**

Mr. Chawla said the appointment of volunteers to the Bike/Walk Advisory Committee will fill a vacant seat left from the recent resignation of Katelyn Hayes and another seat from an existing vacancy. The board of Trustees had interviewed the candidates, Mr. LaClair and Mr. Cronin, during their previous two meetings.

**RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees appoint Seth Cronin to the term ending June 2022 and Patrick LaClair to the term ending 2021 on the Bike/Walk Advisory Committee. VOTING: 5-0; motion carried.**

b. **Cancel Village Annual Meeting and schedule special meeting for April 2 to re-warn Village Annual Meeting for a new date**

Mr. Teich provided an update of efforts conducted to clarify how to proceed with the Village Annual Meeting, in accordance to the Village Charter, while adhering to COVID-19 restrictions in Vermont.

He talked about legal parameters around timelines preventing the school and municipal meetings from happening at the same time. Mr. Teich explained the timeline for warning the meeting on April 2 would result in the Annual Village meeting taking place on May 11, with ballot voting on May 19. He said if the COVID-19 restrictions continue, the new meeting dates may also need to be postponed.

Ms. Haney said the Senate Government Operations Committee is discussing whether the rules for voice votes should go to Australian Ballot, if needed during this time. Mr. Tyler pointed out the importance of effective outreach regarding the date change.

**RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees authorize staff to issue public notices that the Annual Village Meeting will not be held on April 1<sup>st</sup> and April 14<sup>th</sup>, but the Trustees will schedule a special meeting on April 2 for the purpose of adopting a new warning for an annual meeting date, expected to be May 11<sup>th</sup> and May 19<sup>th</sup>. VOTING: 5-0; motion carried.**

- c. **Approve Engineering Services Contract Award for Densmore Drive culvert replacement**  
Mr. Teich recapped the Halloween flood damage to Densmore Drive and the municipality's FEMA application for funds to address this. FEMA approves only certain contractors for projects such as this and, through the bidding process, Village staff determined the engineering contract should go to Hoyle Tanner and Associates. Mr. Jutras described this engineer firm's track record in neighboring communities with similar projects. Ms. Macy said she will get an answer to how the \$35,000 for this project may impact other capital projects.

**DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees award the Engineering Services Contract for the Densmore Drive culvert replacement to Hoyle Tanner and Associates. VOTING: 5-0; motion carried.**

## **7. CONSENT ITEMS**

**AMBER THIBEAULT made a motion, and RAJ CHAWLA seconded, that the Trustees approve the Consent agenda:**

- a. Approve banner application for Vermont Quilt Festival
  - Approval of Vermont Quilt Festival Banner(s)/ event flags, to be hung from 6/12/20-6/28/20.
- b. Approve authorization to apply for 2021 Class II Town Highway Paving Grant
  - Approve authorization to apply for a VTRANS 2021 Class II Town Highway Paving Grant to offset construction costs associated with repair and overlay of a section of West Street.
- c. Approve minutes: February 15, 2020; March 10, 2020
- d. Check Warrant #17190- 3/13/2020

**VOTING: 5-0; motion carried.**

## **READING FILE**

### **a. Board Member Comments**

- Mr. Teich said the Governor provided a new executive decision earlier in the evening that all employees except for essential work force should stay home. He assured the Trustees that staff already have been assigned and organized so this can take place effectively.
- b. Memo from Tom Yandow re: Capital Projects for Village Buildings
  - c. Upcoming meeting schedule

## **8. EXECUTIVE SESSION**

### **a. An executive is not anticipated**

An executive session did not take place.

**ADJOURN**

**Mr. Brown called a recess of the Essex Village Board of Trustees at 7:04 PM, to enter the Joint meeting of the Trustees and the Essex Selectboard.**

Respectfully Submitted,  
Cathy Ainsworth