



TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, April 28, 2020
7:00 PM

E-mail: manager@essex.org

www.essexjunction.org
www.essexvt.org

Phone: (802) 878-1341
(802) 878-6951

COVID-19 UPDATE: Due to the Covid-19/coronavirus pandemic, this meeting will be held remotely. For efficiency, the Town Selectboard and Village Board of Trustees will conduct both individual and joint business twice per month, with one meeting link/code per meeting. Available options to watch or join the meeting:

- The meeting will be live-streamed on Channel 17's YouTube channel.
Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
Join via conference call (audio only): (802) 377-3784 | Conference ID: 617 253 658#
For the purpose of recording minutes, you will be asked to provide your first and last name.
When listening to the meeting, please keep your phone or computer on "mute" as to prevent interruptions during the meeting. For agenda items when it is appropriate for the public to speak, please unmute your

SELECTBOARD

1. CALL TO ORDER [7:00 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

- *Renew First Class Liquor Licenses
Discuss Selectboard member resignation and replacement process
Presentation of FY2021 proposed Water and Sewer Budget and Rates – Dennis Lutz
Discuss contributions to food pantries and organizations providing emergency assistance
Approve contract for mold remediation at Essex Fire Station

*Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item

6. CONSENT ITEMS

- Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
Approve minutes: April 6, 2020; April 14, 2020- Special
Check Warrant #17719—04/10/2020; #17722—04/17/2020; #17724—04/24/2020

7. READING FILE

- Board Member Comments
Email from Annie Cooper re: Thank you, All.
Email from Justin St. James re: resignation from Conservation and Trails Committee
Letter from Karen Horn, VLCT re: Fiscal Year 20-21 State Education Taxes Collected by Cities and Towns

8. EXECUTIVE SESSION

- a. An executive session is not anticipated

9. **RECESS SELECTBOARD**

JOINT BUSINESS**

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

1. **CALL TO ORDER SELECTBOARD & TRUSTEES** [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. Accept and award Summer FYE2021 Paving Bid
- b. Update on COVID-19

6. **CONSENT ITEMS**

- a. Approve minutes: April 6, 2020 – (Trustees and Selectboard)
- b. Approve minutes: March 5, 2020—Subcommittee on Governance

7. **READING FILE**

- a. Board Member Comments
- b. Email from Meghan O'Rourke re: Your Town Meeting TV is Remote But We Remain Near!
- c. VTANG Letter to Community Leaders from David W. Shevchik, Jr.
- d. Email from Sandi Dury re: moratorium on "small cells" and other wireless infrastructure permits process and deployment during COVID-19 emergency
- e. Upcoming meeting schedule

8. **EXECUTIVE SESSION**

- a. An executive session is not anticipated

9. **RECESS TRUSTEES MEETING**

10. **ADJOURN SELECTBOARD MEETING**

BOARD OF TRUSTEES

1. **CALL TO ORDER** [8:30 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. Update on Village Annual Meeting
- b. Approve street vending permit for Mr. Ding-a-ling Ice Cream (tabled 04/14/2020)
- c. Approve Lamoille Street Waterline and Roadway Improvements bid
- d. Discuss how to help local businesses

6. **CONSENT ITEMS**

- a. Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
- b. Approve minutes: April 14, 2020
- c. Check Warrant #17195—04/17/2020; #17196—04/24/2020

7. **READING FILE**

- a. Board Member Comments
- b. Letter from Arbor Day Foundation
- c. Letter from James L. Jutras re: Comments on Solid Waste Rules
- d. Letter from Eamon Twohig re: Village of Essex Junction; Solid Waste ID-124; Results and Response to PFAS testing
- e. Brownell Staff and Directors Reports – February, March

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 TTY: 7-1-1 or (800) 253-0191.

Certification: _____ 04/24/2020 _____



SELECTBOARD & TRUSTEES

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
JOINT MEETING MINUTES
Tuesday April 28, 2020**

SELECTBOARD: Elaine Haney, Chair; Vince Franco; Patrick Murray; Andy Watts.

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Charles Cole, Fire Department Chief; Dennis Lutz, Public Works Director.

OTHERS PRESENT: Annie Cooper; Val Gabert, Mark Mendes; Dan Petherbridge; Ken Signorello; Margaret Smith; Liz Subin; Irene Wrenner.

1. CALL TO ORDER SELECTBOARD & TRUSTEES

Elaine Haney called the meeting of the Town of Essex Selectboard to order, to enter Joint Business with the Village of Essex Junction Board of Trustees, at 8:48 PM.

Andrew Brown called the meeting of the Village of Essex Junction Board of Trustees to order, to enter Joint Business with the Essex Selectboard, at 8:48 PM. Mr. Brown explained how the meeting would proceed, with changes instituted to adhere to the COVID-19 state of emergency declared by Governor Scott, pursuant to Addendum 6 of Executive Order 0120 and Act 92, which authorized public bodies to meet electronically. He said that Village Trustees and Town Selectboard members would participate remotely via Microsoft Teams and invited the public to participate remotely using conference call-in information.

2. AGENDA ADDITIONS/CHANGES

Irene Wrenner requested that item 6b (Approve minutes: March 5, 2020—Subcommittee on Governance) be removed from the Consent Agenda and added to Business Items as item 5c.

3. APPROVE AGENDA

ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Trustees move item 6b to business item 5c. The motion passed 5-0.

ELAINE HANEY made a motion, seconded by VINCE FRANCO, that the Selectboard approve the agenda as amended. The motion passed 4-0.

4. PUBLIC TO BE HEARD

There were no comments from the public at this time.

5. BUSINESS ITEMS

a. Accept and award Summer FYE2021 Paving Bid

Mr. Teich asked the Selectboard and Trustees whether they would accept this year's FY2021 Summer Paving project bid to the apparent low bidder, J. Hutchens, Inc. He explained that the joint coordination of the bidding process seems to result in better bids. He explained that this year's approval process is different because the Village Annual Budget has not yet been voted on. He suggested the Selectboard accept their portion of the bid and provide authorization to the Unified Manager to award the Village bid once an annual budget is approved. Ms. Haney clarified with Mr. Teich that the contract issued to the bidder includes a clause that enables the Selectboard to change the project as needed.

55 **PATRICK MURRAY** made a motion, seconded by **ANDY WATTS**, that the Town of Essex
 56 **Selectboard** accept the **FY2021 Summer Paving bid** in the amount of **\$607,428.90** by **J.**
 57 **Hutchens, Inc.** Further, the **Town Selectboard** approves the award of the **Town projects** in
 58 **the combined bid totaling \$275,539.40** to **J. Hutchens, Inc.** within the total **J. Hutchens, Inc.**
 59 **bid to J. Hutchens, Inc.** as shall be determined by the **Unified Manager.** The motion passed
 60 **4-0.**

61
 62 **GEORGE TYLER** made a motion, seconded by **DAN KERIN**, that the **Village of Essex**
 63 **Junction Board of Trustees** accept the **FY2021 Summer Paving bid** in the amount of
 64 **\$607,428.90** by **J Hutchens, Inc.** Further, the **Village of Essex Junction Trustees** authorize
 65 **the Unified Manager** to award **\$331,889.50** in paving for **Village projects** within the total **J.**
 66 **Hutchens, Inc. bid to J. Hutchens, Inc.** as shall be determined by the **Unified Manager.** The
 67 **motion passed 5-0.**

68
 69 **b. Update on COVID-19**

70 Mr. Teich provided recent COVID-19-related municipal updates. He said the libraries will
 71 resume curbside service on Monday, May 4, and Mr. Brown explained the libraries' book
 72 sanitizing process. Mr. Teich said Public Works is on a full schedule, in pairs of two, beginning
 73 April 24. He discussed Indian Brook Park's rule that dogs must be leashed during COVID-19
 74 restrictions, until further notice. Mr. Teich said municipal departments are preparing for
 75 reopening by stocking masks, gloves and sanitizer and by delineating processes and
 76 procedures for opening buildings. He also said they are considering next year's property tax
 77 collection, with a possible downturn in these revenues, while planning work forward.
 78

79 Ms. Thibeault and Mr. Murray talked about the decision of Essex High School to temporarily
 80 close the running track. Mr. Murray said the schools are reserving the right to close properties,
 81 such as the track or playgrounds, if they receive reports of misuse. Mr. Teich said the
 82 municipality does not plan to close amenities such as walking trails. Mr. Watts wondered if the
 83 municipality plans to continue services with full employment. Mr. Teich talked with him about
 84 current efforts of staff working from home and tracking hours remotely. He said, before they
 85 consider changing any staffing, he would need to have a better sense of where everything is
 86 headed.
 87

88 Ms. Cooper commended the police for help they provided with a situation she experienced. She
 89 said they described to her what they can and cannot help with during COVID-19 in a kind
 90 manner. She thanked them for their efforts.
 91

92 **c. Approve minutes: March 5, 2020—Subcommittee on Governance**

93 Mr. Tyler explained that the Subcommittee on Governance meeting, on March 5, was the final
 94 one prior to the subcommittee going on hiatus, which is why the Trustees and Selectboard
 95 would approve these minutes. Mr. Tyler pointed out that Mr. Chawla and he were the only
 96 ones, from those present at this joint meeting, who also attended the Subcommittee on
 97 Governance meeting on March 5. Ms. Wrenner requested the minutes of the Subcommittee
 98 meeting include her suggested changes:
 99

100 Line 11: change "Sheldon" to "Shelden"

101 Line 29: change "Item C" to "Item 5c".

102 Line 50: change "role" to "roles"; after "them." add "They asked to remain un-merged."

103 Line 52: change "trust" to "Trust"

104 Line 58: Change "trustee" to "Trustees"

105 Line 59: change "trustees" to "Trustees"

106 Line 62: add "keeping the libraries separate," after "libraries."

107 *Line 94: add a period after "request"; add "She wished, specifically, before "to"***

108

109 *Mr. Tyler clarified, on line 94, that the first sentence should be replaced with the following: "Ms.
110 Wrenner wished specifically to see costs for a separate-and-and share option." Mr. Tyler said
111 Ms. Wrenner and Mr. Tyler's suggested edits were appropriate:
112

113 Mr. Duggan said, moving forward, suggested changes to minutes made by community
114 members should be given to appropriate staff before the board packets are put together. Ms.
115 Cooper pointed out that receiving so many changes to minutes, from community members, is
116 not typical of municipalities. Ms. Wrenner said consistently accurate minutes serve as an
117 accurate historical record.
118

119 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Trustees accept the**
120 **minutes as submitted by Ms. Wrenner and corrected by Mr. Tyler. The motion passed 5-0.**
121

122 **ANDY WATTS made a motion, seconded by VINCE FRANCO, that the Selectboard approve**
123 **the minutes of the March 5, 2020 Governance Subcommittee meeting, with corrections**
124 **discussed in this Joint meeting. The motion passed 4-0.**
125

126 **6. CONSENT ITEMS**

- 127 a. Approve minutes: April 6, 2020 – (Trustees and Selectboard)
128 ~~b. Approve minutes: March 5, 2020 – Subcommittee on Governance~~
129 This item was moved to become Business Item 5c.
130

131 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees approve the**
132 **consent agenda. The motion passed 5-0.**
133

134 **ANDY WATTS made a motion, seconded by PATRICK MURRAY, that the Selectboard**
135 **approve the consent agenda. The motion passed 4-0.**
136

137 **7. READING FILE**

- 138 a. **Board Member Comments**
139 • Mr. Watts offered to help staff connect with the Vermont Food Bank.
140 b. Email from Meghan O'Rourke re: Your Town Meeting TV is Remote But We Remain Near!
141 c. VTANG Letter to Community Leaders from David W. Shevchik, Jr.
142 d. Email from Sandi Dury re: moratorium on "small cells" and other wireless infrastructure permits
143 process and deployment during COVID-19 emergency
144 e. Upcoming meeting schedule
145

146 **8. EXECUTIVE SESSION**

- 147 a. **An executive session is not anticipated**
148 An executive session was not required.
149

150 **9. RECESS TRUSTEES MEETING**

151 **Mr. Brown called a recess of the Trustees at 9:42 p.m., to reconvene at 9:46 p.m. in the**
152 **meeting of the Trustees.**
153

154 **10. ADJOURN SELECTBOARD MEETING**

155 **PATRICK MURRAY made a motion, seconded by VINCE FRANCO, that the Selectboard**
156 **adjourn the meeting. The motion passed 5-0 at 9:42 PM. The motion passed 4-0.**
157
158

159 Respectfully Submitted,
160 Cathy Ainsworth
161 Recording Secretary