



VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA

Online  
Essex Junction, VT 05452  
Tuesday, May 26, 2020  
8:00 PM

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Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:

- The meeting will be live-streamed on [Town Meeting TV](#).
- [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: 567 879 777#
- 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 phone or computer and introduce yourself before requesting the floor from the Chair/President.

1. **CALL TO ORDER** [8:00 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**
  - a. Waive requirement to review and record write-in ballots by hand
  - b. Approve revisions to Village of Essex Junction General Rules and Personnel Regulations
  - c. Approve new schedule for utility billing
6. **CONSENT ITEMS**
  - a. Approve minutes: May 5, 2020—Special; May 12, 2020
  - b. Check Warrant #17199—05/18/2020; Warrant#17200—05/22/2020
7. **READING FILE**
  - a. Board Member Comments
  - b. Letter from James Jutras re: Village of Essex Junction, Solid Waste ID-124 Results and Response to PFAS testing
  - c. Letter from James Jutras re: SFY 2018 TAP Grant
  - d. Memo from Greg Duggan and Tammy Getchell re: notifications for Village Meeting voting
  - e. Email from SeeClickFix re: Public comment added to Pothole #7830117
  - f. Letter from Donald L. Hamlin Consulting Engineers re: Village Engineer Reappointment
  - g. Memo from George Tyler and Raj Chawla re: Action Steps for Helping Local Restaurants and Bars Hurt by the Pandemic
  - h. Survey results for Essex Junction Eating/Drinking Establishments during COVID-19
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.

Certification: 05/22/2020  
Date Posted

J Mitchell  
Initials

VILLAGE TRUSTEES

VILLAGE OF ESSEX JUNCTION TRUSTEES  
MEETING MINUTES  
Tuesday May 26, 2020

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Rick Garey, Chief of Police; Travis Sabatasa, Human Resources Director

**OTHERS PRESENT:** Ken Signorello; Margaret Smith; Irene Wrenner

**1. CALL TO ORDER**

Andrew Brown called the meeting of the Village of Essex Junction Board of Trustees to order from the Joint meeting with the Town Selectboard at 10:09 PM.

**2. AGENDA ADDITIONS/CHANGES**

There were no additions or changes to the agenda.

**3. APPROVE AGENDA**

With no changes or additions, a motion to approve the agenda was not required.

**4. PUBLIC TO BE HEARD**

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

**5. BUSINESS ITEMS**

a. **Waive requirement to review and record write-in ballots by hand**

Mr. Duggan introduced the issue of whether the Trustees would waive the requirement that write-in ballots be reviewed by hand, as permitted by the guidance provided by the Secretary of State’s office. The temporary election law change put in place the following provision due to the COVID-19 pandemic:

***“4. If a municipality uses a tabulator, ballots do not have to be reviewed by hand under the following circumstances:***

***a. There is no election of officers on the ballot and, as such, no write-in spaces; or***

***b. There is an election of officers but the total write-in vote counted by the tabulator is not higher than the total for the winning candidate(s) that was named on the ballot.”***

The Trustees had no questions or concerns with this item.

**GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees approve the request to waive the requirement to review and record write-in ballots by hand for the June 2nd election as long as the conditions of the Secretary of State’s guidance under 4(b) are met. The motion passed 5-0.**

b. **Approve revisions to Village of Essex Junction General Rules and Personnel Regulations**

Mr. Sabatasa introduced the revisions to the Town of Essex Personnel Guidelines, which include the implementation of a Furlough Program. He said discussions with unions, regarding

51 layoffs and furloughs, will be strengthened with this addition. He also noted a revision made  
52 earlier in the evening, by the Selectboard, to page16, changing the mention of "Columbus Day"  
53 to "Indigenous Peoples Day", in alignment with Vermont's renaming of this holiday.  
54

55 Ms. Thibeault asked about the termination section of this document. Mr. Sabataso explained  
56 that because Mr. Teich, as the Unified Manager, has hiring and firing authority, he would also  
57 make furlough/ layoff decisions with the full knowledge and in concert with the board members.  
58

59 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees accept the**  
60 **proposed revisions to the Village of Essex Junction General Rules and Personnel**  
61 **Regulations, with additional amendments made at this meeting. The motion passed 5-0.**  
62

63 **c. Approve new schedule for utility billing**

64 Ms. Macy provided an overview of the utility billing schedule changes, to move from quarterly  
65 billing to triannual billing. She said this will create equal billing cycles between the Village and  
66 Town outside the Village, talked about how the change may translate to the amounts people  
67 pay per bill and discussed the efficiencies that will result from the new schedule. The Trustees  
68 talked briefly about the history of how these bills have been scheduled but had no questions or  
69 concerns with the change.  
70

71 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees authorize staff**  
72 **to transition utility billing to a triannual billing cycle. The motion passed 5-0.**  
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74 **6. CONSENT ITEMS**

75  
76 **DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the Trustees approve**  
77 **the Consent Agenda:**  
78

- 79 a. Approve minutes: May 5, 2020—Special; May 12, 2020
- 80 b. Check Warrant #17199—05/18/2020; Warrant#17200—05/22/2020

81  
82 **The motion passed 5-0**  
83

84 **7. READING FILE**

- 85 a. Board Member Comments
  - 86 o Mr. Brown shared a card he received from the entire Public Works staff thanking the
  - 87 Trustees for their ongoing support.
  - 88 o Mr. Tyler and Mr. Chawla said they plan to meet with local restaurants to find out how they
  - 89 would like the municipality to provide support through tables, opening public space, etc.
  - 90 during COVID-19 restrictions. The Trustees said they are looking forward to thinking with
  - 91 businesses on this and Mr. Brown said the topic should be on the next meeting's agenda.
- 92 b. Letter from James Jutras re: Village of Essex Junction, Solid Waste ID-124 Results and
- 93 Response to PFAS testing
- 94 c. Letter from James Jutras re: SFY 2018 TAP Grant
- 95 d. Memo from Greg Duggan and Tammy Getchell re: notifications for Village Meeting voting
- 96 e. Email from SeeClickFix re: Public comment added to Pothole #7830117
- 97 f. Letter from Donald L. Hamlin Consulting Engineers re: Village Engineer Reappointment
- 98 g. Memo from George Tyler and Raj Chawla re: Action Steps for Helping Local Restaurants and
- 99 Bars Hurt by the Pandemic
- 100 h. Survey results for Essex Junction Eating/Drinking Establishments during COVID-19

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**8. EXECUTIVE SESSION**

- a. An executive session is not anticipated  
An executive session did not take place.

**9. ADJOURN**

**DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting at 10:39 PM.**