



VILLAGE OF ESSEX JUNCTION
TRUSTEES
SPECIAL MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, June 8, 2020
6:00 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](#).
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- Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 810 570 130#
- 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 President.

1. **CALL TO ORDER** [6:00 PM]
2. **REORGANIZATION**
 - a. Election of President, Vice President
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
 - a. Authorize bid process to design and construct public park at 1 Main St. — Robin Pierce
7. **READING FILE**
 - a. Board Member Comments
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

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Certification: 06/05/2020
Date Posted

J Mitchell
Initials

VILLAGE OF ESSEX JUNCTION TRUSTEES
SPECIAL MEETING MINUTES
June 8, 2020

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/Assistant Manager; Robin Pierce, Community Development Director.

OTHERS PRESENT: Helen Diplock, Vince Franco, Elaine Haney, Dawn McGinnis, Russell Mills.

1. CALL TO ORDER

Andrew Brown called the meeting of the Village of Essex Junction Trustees to order at 6:01 PM.

2. REORGANIZATION

a. Election of President, Vice President

Mr. Teich requested nominations for President of the Village of Essex Junction Board of Trustees.

GEORGE TYLER nominated ANDREW BROWN for President of the Village of Essex Junction Board of Trustees and RAJ CHAWLA seconded the nomination.

There were no other nominations.

The motion passed 5-0.

Mr. Brown called for nominations for Vice President of the Village of Essex Junction Board of Trustees.

ANDREW BROWN nominated GEORGE TYLER for Vice President of the Village of Essex Junction Board of Trustees and RAJ CHAWLA seconded the nomination.

There were no other nominations.

The motion passed 5-0.

3. AGENDA ADDITIONS/CHANGES

None at this time.

4. AGENDA APPROVAL

Because there were no changes to the agenda, approval is not needed.

45 **5. PUBLIC TO BE HEARD**

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

47 No comments at this time.

48

49 **6. BUSINESS ITEMS**

50 **a. Authorize bid process to design and construct public park at 1 Main Street**

51

52 Community Development Director Robin Pierce introduced this item, noting that the Village
53 recently purchased land at 1 Main Street to create a public park, that the site is contaminated
54 and is part of the BRELLA program, and that a placeholder design had been submitted for the
55 park project's inclusion in the BRELLA program. He added that the Village has been in discussion
56 with the Vermont Nursery & Landscape Association, which could potentially provide the design
57 services needed in order to construct the park.

58

59 Noting that the Department of Environmental Conservation (DEC) would be reviewing the plan,
60 Raj Chawla asked what specifically they would be looking at during their review. Mr. Pierce
61 replied that the DEC would be looking at whether the contaminants are secure and how much
62 contaminated soil would be removed during the project.

63

64 George Tyler noted that the Village's municipal plan calls for a pocket park at that location but
65 does not specify further detail on park design, giving the Village latitude in how the park is
66 designed and built.

67

68 Mr. Chawla asked if the Vermont Landscape & Nursery Association has agreed to do this work.
69 Mr. Pierce replied that they have. Deputy Manager Duggan noted that staff recommends that
70 this project go out to bid, per the Village's purchasing policy.

71

72 Mr. Tyler cautioned against a complex and protracted bid process, and asked whether an
73 exception or sole source agreement could be made.

74

75 **GEORGE TYLER made a motion, and DAN KERIN seconded, to amend the recommendation to**
76 **remove language on the bidding process.**

77 **DISCUSSION OF AMENDMENT:**

78 Finance Director Sarah Macy stated that the Village's purchasing policy requires that
79 anything over \$40,000 go through sealed bid process. She noted that the requirement
80 can be waived if it's for a sole source contract, but added that it would be preferable to
81 put this project out to bid to get an idea of what other nonprofits would propose.

82

83 Mr. Brown asked if staff would be able to explore two local landscape architecture
84 companies. Mr. Pierce replied that he could contact several. Mr. Pierce also added that
85 the Landscape & Nursery Association would be providing the flowers and vegetation pro
86 bono, if they are selected to work on this project. Ms. Macy replied that that
87 information would come through clearly on a bid or quote process.

88

89
90 **VOTING (by roll call): Raj Chawla – nay, Amber Thibeault – nay, Dan Kerin – aye, George Tyler**
91 **– aye, Andrew Brown – nay; the motion failed 2-3.**

92
93 **ANDREW BROWN made a motion, and Raj Chawla seconded, that the Trustees authorize the**
94 **Community Development Director to seek bids to provide a charrette, a design, and all labor**
95 **and materials to construct the new Public Park for \$50,000, and to update the Trustees on**
96 **progress at their next meeting.**

97 DISCUSSION:
98 Mr. Tyler said he needed to emphasize timing, and that funding could dissolve if the
99 project is delayed.

100
101 **The motion passed 5-0.**

102
103 **7. READING FILE:**
104 **a. Board of Trustee Comments**

105
106 **8. EXECUTIVE SESSION:**
107 **a. An executive session is not anticipated**

108
109 **9. ADJOURN:**
110
111 **Mr. Brown called a brief recess to enter into the Joint Meeting of the Essex Junction Trustees**
112 **and Essex Selectboard.**

113
114 **AMBER THIBEAULT made a motion, and DAN KERIN seconded, to adjourn the meeting at 9:04**
115 **PM.**

116
117 Respectfully Submitted,
118 Amy Coonradt
119 Recording Secretary

120