



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, June 23, 2020
6:30 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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1. CALL TO ORDER [6:30 PM]

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

5. PUBLIC HEARING

a. Public Hearing (second of two) on Fiscal Year 2021 Proposed Utility Rates

6. BUSINESS ITEMS

- Adopt Fiscal Year 2021 Utility Rates—Sarah Macy
Approve next steps on 1 Main St. park design and construction—Robin Pierce
*Approve pay scale amendments to Personnel Regulations—Travis Sabataso
*Discussion and possible action to execute the Essex Junction Employee Association contract

7. CONSENT ITEMS

- Approve minutes: June 8, 2020; June 9, 2020
Check Warrant #17203—06/12/2020; #17204—06/19/2020

8. READING FILE

- Board Member Comments
Memo from James Jutras re: Densmore Drive Engineering Services Change Order #2
Memo from James Jutras re Densmore Drive Culvert
Upcoming meeting schedule

9. EXECUTIVE SESSION

- *An executive session is anticipated for contracts and labor relations agreements with employees

10. 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: 06/19/2020
Date Posted

Initials

VILLAGE TRUSTEES

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
June 23, 2020**

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 Chief; Robin Pierce, Community Development Director; Travis Sabatano, Human Resources Director; Darren Schibler, Town Planner.

OTHERS PRESENT: Andrea___; Robert Bates; Ned Daly; Helen Diplock; Vince Franco; Rep. Dylan Giambatista; Elaine Haney; Brad Kennison; Brandi Littlefield; Donald Miller; Timothy Miller; Russ Mills; Will Moran; Patrick Murray; Rep. Marybeth Redmond; Abby Russin; Renzo White; Andrea VanLiew; Irene Wrenner.

1. CALL TO ORDER

Mr. Brown called the meeting of the Village of Essex Junction Board of Trustees to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. APPROVE AGENDA

With no additions or changes to the agenda, approval 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. PUBLIC HEARING

a. Public Hearing (second of two) on Fiscal Year 2021 Proposed Utility Rates

Ms. Macy explained the FY21 Water, Wastewater and Sanitation rate setting. She discussed the 6.9% increase from the FY20 combined rates to the FY21 proposed combined rates, including usage, fixed charge, and the cost to the average user of \$544.13 per year or \$45.34 per month when using 120 gallons per day. She noted that billing in the next fiscal year would move to three times per year instead of the current four times per year cycle. She asked if there were any questions about the presentation document provided. Mr. Brown pointed out that, considering fixed charges, there was no way to make further reductions to the rates without cutting services. There were no comments from the public so Mr. Brown closed the public hearing at 6:37 PM.

6. BUSINESS ITEMS

a. Adopt Fiscal Year 2021 Utility Rates—Sarah Macy

GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees adopt the FY21 Utility Rates as presented including the new interim bill fee. The motion passed 5-0.

b. Approve next steps on 1 Main St. park design and construction—Robin Pierce

Mr. Pierce discussed the three bids received for the 1 Main St. park design and construction, all from qualified bidders: VHB, Weston & Sampson, and the Vermont Nursery and Landscape Association. He said the bidders expressed uncertainties about soil cleanup (CAP). He said two

53 of the bidders said they would not be able to do all of the work required for the available funds
 54 and the third also had uncertainties but would be willing to continue a conversation. Because
 55 no bidder was certain about the project, Mr. Pierce proposed a two phase approach, first to ask
 56 all those who bid on the project to submit a bid to do a charrette to define a final design that will
 57 direct the CAP. Once the final design has been confirmed then the Village would issue a
 58 request for proposals to construct the park. He said he would like the work to be done by
 59 September and would want to award the construction bid to the firm that conducted the
 60 charrette.

61
 62 Mr. Tyler expressed strong opinions that, considering that no developer will be able to do the
 63 work for the price asked, but with the help of state funds currently available, it would be wise to
 64 work with a non-profit association, like the Vermont Nursery and Landscape Association
 65 (VNLA), to do the work. He said the bidding process should not be necessary in this case. Mr.
 66 Brown said that a written agreement would need to be established. Mr. Kerin agreed that an
 67 opportunity may be missed with the proposed bidding process. Ms. Thibeault clarified that the
 68 VNLA said they are unable to do the work for \$50,000 but are interested in discussing the
 69 project further. Mr. Pierce suggested, as an alternative, that he, the planning commission and
 70 Ms. Makuku, the Community Development Director at Town of Essex, could design the
 71 charette instead. Mr. Duggan suggested that all of the bidders tell the Village what they would
 72 be able to do for \$50,000 to decide next steps. Mr. Tyler requested that they continue the
 73 conversation with VNLA, and that he be able to look at the bids. Mr. Brown clarified that only
 74 \$50,000 is available from the Village and funding is available through the CAP program, but if
 75 the money is not spent during the fiscal year, less is available the following year and this
 76 funding cannot be rolled over. The Trustees agreed that the VNLA should provide a scope of
 77 services, charette and a list of materials to do work for under \$50,000 and discuss and
 78 strategize with them what else is needed and how to move forward.
 79

80 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees**
 81 **approve for staff to approach VNLA to further the discussion of 1 Main Street to get an**
 82 **understanding of their price quote to do a charette, a design, including materials for the**
 83 **process and construction. If they are clear they can do it for the amount approved staff can**
 84 **set up a contract. The motion passed 5-0.**
 85

86 c. ***Approve pay scale amendments to Personnel Regulations—Travis Sabataso**

87 This item was discussed in executive session as item 9a.
 88

89 d. ***Discussion and possible action to execute the Essex Junction Employee Association**
 90 **contract**

91 This item was discussed in executive session, as item 9a.
 92

93 **7. CONSENT ITEMS**
 94

95 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees**
 96 **approve the Consent Agenda:**

- 97 a. Approve minutes: June 8, 2020; June 9, 2020
- 98 b. Check Warrant #17203—06/12/2020; #17204—06/19/2020

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

101 **8. READING FILE**

- 102 a. Board Member Comments
 - 103 • There were no comments from the board at this time

- 104 b. Memo from James Jutras re: Densmore Drive Engineering Services Change Order #2
- 105 c. Memo from James Jutras re Densmore Drive Culvert
- 106 d. Upcoming meeting schedule
- 107

108 **9. EXECUTIVE SESSION**

- 109 a. ***An executive session is anticipated for contracts and labor relations agreements with**
- 110 **employees**
- 111

112 **ANDREW BROWN made a motion, seconded by DAN KERIN, that the Trustees make the**

113 **specific finding that premature general public knowledge of the Village’s position**

114 **concerning ongoing contract negotiations and labor relations agreements with employees**

115 **would place the Village at a substantial disadvantage and, further, move that the Trustees**

116 **enter into executive session to discuss contracts and labor relations agreements with**

117 **employees pursuant to 1 V.S.A. § 313(a)(1)(A) and 1 V.S.A. § 313(a)(1)(B), to include the**

118 **Unified Manager, Deputy Manager, HR Director and Assistant Manager/Finance Director.**

119 **The motion passed 5-0 at 7:08 PM.**

120

121 The Trustees returned from executive session at 7:21 PM.

122

123 **RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, that the Trustees adopt**

124 **the proposed revisions to the Village of Essex Junction General Rules and Personnel**

125 **Regulations. The motion passed 5-0.**

126

127 **ANDREW BROWN made a motion, seconded by AMBER THIBEAULT, that the Trustees**

128 **authorize the Unified Manager to execute a contract with the Essex Junction Employees**

129 **Association for 2020-2021. The motion passed 5-0.**

130

131 **10. ADJOURN**

132

133 **Mr. Brown acknowledged completion of the agenda for the regular meeting and entered the**

134 **Trustees into the Joint meeting of the Trustees and Selectboard at 7:24 PM.**

135

136 Mr. Brown left the meeting at 10:23 PM.

137

138 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, to adjourn. The motion**

139 **passed 4-0 at 11:20 PM.**

140

141 Respectfully Submitted,

142 Cathy Ainsworth

143 Recording Secretary

144