

VILLAGE TRUSTEES
(DRAFT)

VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
August 25, 2020

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Chris Gaboriault, Fire Department Chief; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Sarah Macy, Assistant Manager/Finance Director; Travis Sabataso, HR Director.

OTHERS PRESENT: Kevin Collins; Diane Clemens; Patty Davis; Brian Donahue; Betsy Dunn; M.J. Engel; Elaine Haney; Ramon Matanzo; Timothy Miller; Patrick Murray; Roseanne Prestipino; Margaret Smith; Sharon _____.

1. CALL TO ORDER

Mr. Brown called the meeting of the Village of Essex Junction Board of Trustees to order at 6:30 PM. Mr. Chawla was not present for the start of the meeting.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan requested the addition of a memo from Mr. Luck for item 5b.

3. APPROVE AGENDA

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the agenda. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Ms. Davis said she would be commenting during the joint meeting with the Selectboard about the July 28 minutes.

5. BUSINESS ITEMS

a. Interview and potential appointment to Bike/Walk Advisory Committee

• Ramón Matanzo

The Trustees interviewed Mr. Matanzo for the Bike/Walk Advisory Committee. He said he currently works for USCIS and has lived in Vermont since he moved here 17 years ago from Puerto Rico. He described himself as a cyclist and said he likes to walk outside in all seasons. He described some of his ideas to the Trustees related to bike safety. He suggested light stops for pedestrians and bikers; establishing standard spacing to make riding safer; and linking bike lanes to make a seamless ride between Essex Junction and Burlington. He said he found out about the Bike/Walk Advisory Committee's vacancy from a friend who serves on the committee. He said he would look forward to serving on the committee to be part of changes.

Mr. Tyler told Mr. Matanzo about the Chittenden County Regional Planning Commission's plan for connecting bike lanes from Essex Junction to Burlington.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees appoint Ramon Matanzo to the Bike/ Walk Advisory Committee. The motion passed 4-0.

Mr. Teich said other vacancies on the Bike/Walk Advisory Committee are being advertised.

b. Consider adoption of revised Village of Essex Junction General Rules and Personnel Regulations—Travis Sabataso

54 Mr. Sabataseo discussed proposed revisions to the Village of Essex Junction General Rules and
55 Personnel Regulations. These include: new parameters for pay grade changes and promotions
56 to show consistency and to create pay equity; changes to Essex Junction Recreation and Parks
57 (EJRP) overtime to ensure compliance with the Fair Labor Standards Act (FLSA) regarding
58 overtime; changes to job structures to correctly grade them, resulting in changes to Community
59 Development positions, the Grounds and Facilities Technician and Assistant Zoning
60 Administrator/Admin Assistant position; a new Grounds and Facilities foreman position, to
61 create future growth opportunities for EJRP; and moving the EJRP's Assistant Site Coordinator
62 to a full-time position. Mr. Luck explained some of the restructuring taking place at EJRP to
63 strengthen administration of the licensed childcare program.
64

65 The Trustees discussed the proposed changes. Mr. Brown and Mr. Tyler talked with Mr.
66 Sabataseo about whether the changes to Personnel Regulations would affect negotiations with
67 the Essex Junction Employee Association. Mr. Sabataseo said the specified 5.5% pay increase
68 for promotions in grade is reasonable and should not be an issue with the Association. Mr.
69 Brown asked Mr. Luck about why there have been multiple resignations at EJRP lately and Mr.
70 Luck explained that the staff persons leaving are moving out of state for family reasons, not
71 dissatisfaction in their positions. He said the staff vacancies presented the opportunity to
72 reorganize. Mr. Teich pointed out that there are currently about 700 local youth seeking school-
73 day daycare.
74

75 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees adopt**
76 **the proposed revisions to the Village of Essex Junction General Rules and Personnel**
77 **Regulations. The motion passed 4-0.**
78

79 c. **Request to award sole source purchase of air compressor system—Chris Gaboriault**
80 Fire Chief Gaboriault described the essential function of an air compressor system to fill self-
81 contained breathing apparatus bottles. He said the Bauer air compressor identified to replace
82 the Fire Station's currently unserviceable, 35-year-old system, is one that is used in more than
83 80% of fire stations. It is the same brand of the station's older system, which has a long history
84 with the Essex Junction Fire Department. The system includes a data logger to track fillings to
85 help ensure safety and is an all-enclosed unit suitable for being located at the back of the bay
86 floor. Chief Gaboriault explained that Reynolds & Sons is the only Bauer dealer in Vermont.
87

88 Mr. Brown talked with Chief Gaboriault about how the extra \$5,000 needed for the purchase,
89 beyond the \$80,000 budgeted, will be pulled from elsewhere in the Fire Station budget. Chief
90 Gaboriault also talked with the Trustees about how individuals who fill breathing apparatus
91 bottles are trained to do so and how the air used by the system, to fill the bottles, comes from
92 outside but is filtered and monitored for carbon monoxide detection by the new system.
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94 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees waive the bid**
95 **process and authorize the purchase from Reynolds & Sons for the Unicus 4i Breathing Air**
96 **Compressor System. The motion passed 4-0.**
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98 **6. CONSENT ITEMS**
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100 **GEORGE TYLER made a motion, seconded by ANDREW BROWN, that the Trustees approve**
101 **the Consent Agenda:**

- 102 a. **Approve minutes: August 11, 2020, August 17, 2020—Special**
103 • Mr. Brown requested to change "Schnell" to "Shiang" in line 12 and to change "White" to
104 "Whyte" in lines 11, 58 and 96 of the minutes.
105 b. Check Warrant #17211—08/10/2020; #17212—08/14/2020; #17213—08/21/2020

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The motion passed 4-0.

7. READING FILE

a. Board Member Comments

- Mr. Tyler said he found out from Town/Village Clerk Ms. McNamara-Hill that the Trustees have until September 21 to get the final language for the charter and before the question is placed on the ballot for November. He said once the ballot goes out, people can begin early voting in October. He said it is important to have a full-scale effort of information-sharing with the public about the charter and the Trustees should be ready to take action at the next meeting on this.

b. Email from Susan McCormack re: Wow! See Click Fix report

8. EXECUTIVE SESSION

a. ***An executive session may be necessary for appointment of a public official**

No executive session took place.

9. ADJOURN

Mr. Brown recessed the meeting of the Essex Junction Board of Trustees to transition into the Joint Meeting scheduled with the Essex Selectboard at 7:15.

Mr. Chawla joined the meeting.

RAJ CHAWLA made a motion, seconded by DAN KERIN, for the Trustees to adjourn. The motion passed 5-0 at 9:54 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary