



VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, June 15, 2021
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:

- WATCH: the meeting will be live-streamed on Town Meeting TV.
JOIN ONLINE: Join Microsoft Teams Meeting.
JOIN CALLING: Join via conference call (audio only): (802) 377-3784 | Conference ID: 574 570 016#
PROVIDE FULL NAME: For minutes, please provide your full name whenever prompted.
CHAT DURING MEETING: Please use "Chat" to request to speak, only. Please do not use for comments.
RAISE YOUR HAND: Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
MUTE YOUR MIC: When not speaking, please mute your microphone on your computer/phone.

- CALL TO ORDER [6:30 PM]
AGENDA ADDITIONS/CHANGES
APPROVE AGENDA
PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
BUSINESS ITEMS
a. Update on equity work in Essex
b. Discussion about June 5, 2021 Strategic planning meeting
c. Update from Village Trustees on Essex Junction Independence initiative and request to Selectboard for how to move forward with the potential for shared services
d. Possible action resulting from evaluation of Unified Manager
e. Discussion and possible action on future joint meeting schedule
f. *Discussion on real estate lease options
CONSENT ITEMS
a. Approve minutes: June 5, 2021 - Joint
READING FILE
a. Board member comments
b. Letter from David W. Shevchik re: update on 158th Fighter Wing
c. Upcoming meeting schedule
EXECUTIVE SESSION
a. *An executive session is anticipated to discuss the negotiating or securing of real estate purchase or lease options.
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: 6/11/2021 [Signature]

SELECTBOARD & TRUSTEES

FINAL

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
FINAL JOINT MEETING MINUTES
Saturday, June 5, 2021**

SELECTBOARD: Andy Watts, Chair; Patrick Murray, Vice Chair; Tracey Delphia; Vince Franco; Dawn Hill-Fleury

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Sarah Macy, Finance Director; Linda Mahns, Administrative Assistant

OTHERS PRESENT: Patty Davis; Essex ReTorter; Maureen Gillard; Jennifer Knauer; Joe Percy; David Skopin; Irene Wrenner.

1. CALL TO ORDER

Mr. Brown called the Village of Essex Junction Board of Trustees to order for the Joint meeting with the Essex Selectboard at 8:11 AM.

Mr. Watts called the Town of Essex Selectboard to order for the Joint meeting with the Village of Essex Junction Board of Trustees at 8:11 AM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. APPROVE AGENDA

With no changes to the agenda, approval was not required.

4. PUBLIC TO BE HEARD

Mr. Skopin spoke about the need to work together towards climate issues.

Ms. Davis asked for attorneys to be present at all joint board meetings.

Ms. Wrenner mentioned a 2018 joint board meeting, expressing a need for representation for the TOV

5. BUSINESS ITEMS

a. Joint Board Strategic Planning Meeting

Ms. Knauer was introduced as the moderator of this meeting and gave the scope of work for the day's meeting. The boards and staff went around the room to give short introductions.

b. Prioritize Joint Board Projects

The following categories were discussed during the initial part of this meeting:

Legal – Externally Driven

- **Tax Equity** – timeline needed, if want on the current draft budget
- **Tree Farm** – deadline present for June 2022
- **Existing MOUs (Memorandums of Understanding)** – Mr. Tyler asked what (if any) joint MOUs are existing that need our attention in this next year. Mr. Duggan mentioned some

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54 Public Works MOUs. Mr. Teich spoke about unforeseen MOUs that may have implications
55 if separation occurs. **ACTION ITEM**: Staff will create a review of what is existing to report
56 back to boards on what is pending, what is needed for joint board attention, and in what
57 timeframe. The intention is to categorize and create a policy for this with standardization
58 for timelines.

- 59 • **Evaluation and Supervision of Unified Manager** – ongoing need
- 60 • **Cannabis** – there is a set deadline from the State for this topic

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62 **Delegate to Staff – Staff develops recommendations, Board(s) informs/consults**

- 63 • **Jobs/Economic Development and Stability**
- 64 • **Local Options Tax**
- 65 • **Planning for ARPA Dollars**
- 66 • **Racial Equity (Diversity, Equity & Inclusion Work)**
- 67 • **Capitol Planning/Fund sharing**

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69 **Boards have more agency – flexibility. Internal drivers**

- 70 • **Agreement between boards about how to pursue separation**
- 71 • **Budgeting/Planning for Separation**
- 72 • **Police (Policy and Oversight)**

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74 **Uncategorized**

- 75 • **Indoor Recreation Facilities**
- 76 • **Expand/Rework Committee (RACI matrixes)**
- 77 • **Village separation vote for November 2021 and all things necessary to get a final**
- 78 **separation charter and plan**
- 79 • **Intersection of health & municipal services**
- 80 • **Increasing communication between boards, committees and work groups**
- 81 • **Climate Change - Energy conservation / solar projects** (Getting municipality carbon
- 82 neutral)
- 83 • **Joint Housing Commission**

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86 **c. Determine Accountable / Responsible Parties for Prioritized Items**

87 At 9:51 AM, after a morning break, an interactive poll was generated for the board members to
88 help set priorities. The objective was to confirm 3-5 most urgent / pressing priorities for Joint
89 Board Projects. A long discussion occurred to try to prioritize a list of approximately 19 items.

90
91 At 11:35 AM, after a second break, another exercise was attempted to determine a priority list –
92 the use of color coding these options to possibly determine the top 5-6 items to take on first.
93 What came out of a discussion were the following items ranked the top items, but this list is not in
94 any particular order.

- 95
- 96 • **Planning for ARPA Dollars**
- 97 • **Local options tax**
- 98 • **Capitol Planning/Fund Sharing**
- 99 • **Jobs/Economic Development & Stability**
- 100 • **Racial Equity**
- 101 • **Agreement between boards about how to pursue separation**
- 102 • **Existing MOUs**

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- 103 • Police – Policy and Oversight
- 104 • Increase communication and trust between boards
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106 d. **Develop shared expectations for how staff / management will support two boards’ work.**
 107 **The objective: Staff invited to outline proposed availability – how staff is planning to**
 108 **manage the demand of two Boards for the short term.**

109 Mr. Duggan summarized the needs of the staff:

- 110 – to reduce duplication and create standardization and efficiencies for applications as well
- 111 as tasks.
- 112 – to keep key procedures streamlined which means to keep things as staff has aligned them
- 113 and then have a discussion later once status of separation is more known/determined.
- 114 – to have one working budget per board – to not create what-if budget scenarios.
- 115 – to work more in partnership with and full acceptance from the boards to set expectations
- 116 and priorities on tasks.
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119 **ACTION ITEM:** Staff will delineate the tasks for procedures to have a future discussion with the
 120 boards.

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 122 With regards to determining how things are working, Ms. Knauer asked everyone if there’s a
 123 process for the staff to report back to the board. Mr. Murray spoke about self-evaluations as a
 124 board tool for evaluations how they are doing and how operating back to staff and residents and
 125 stated this is not being utilized currently.

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 128 e. **Develop shared expectations for working with each other on Joint Board Projects**
 129 **/Operating Agreements as needed. The objective: Identify a mechanism / shared**
 130 **understanding: if a conflict comes up re a shared project, how would we resolve it?**

131 A slide was shared on Board Priorities, outlining 3 main topics:

- 132 – Each Board controls its own priorities;
- 133 – Joint priorities require majority support of each Board independently;
- 134 – Unexpected emergency supersedes all other priorities.
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137 Mr. Chawla asked the question if one board wishes to direct the staff in one way and the other
 138 board disagrees, how might this get resolved between boards? Mr. Teich offered the opportunity
 139 to discuss issues and priorities with him so he can delegate staff.

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 141 Mr. Watts spoke about negotiating between the boards as the way to resolve potential issues
 142 going forward. Mr. Teich spoke about the boards strategizing issues to determine what can come
 143 to a yes – in other words, to ask the question: what is keeping a dissenting vote from saying yes
 144 to a plan or initiative or decision.

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 147 f. **Bring the “operating agreements” conversation to a natural close (15-20 min) Wrap-up &**
 148 **Next Steps**

149 Ms. Knauer asked if everyone got what they needed for today’s session and asked for closing
 150 comments around the room. Mr. Teich closed with a thank you, saying staff works for both
 151 boards and community and working together helps us all.

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 154 **6. EXECUTIVE SESSION**

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

7. ADJOURN

AMBER THIBEAULT made a motion, seconded by **RAJ CHAWLA**, that the Trustees adjourn the meeting. The motion passed 4-0 at 1:00 PM. **DAN KERIN** left early and was not present for the vote.

PATRICK MURRAY made a motion, seconded by **TRACEY DELPHIA**, that the Selectboard adjourn the meeting. The motion passed 5-0 at 1:00 PM.

Respectfully Submitted,
Linda Mahns
Recording Secretary