



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, November 9, 2021
6:30 PM

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This meeting will be held both remotely and in person. 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. Depending on your browser, you may need to call in for audio (below).
JOIN CALLING: Join via conference call (audio only): (802) 377-3784 | Conference ID: 912 746 428#
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/TURN OFF VIDEO: When not speaking, please mute your microphone on your computer/phone.

- 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. BUSINESS ITEMS
a. Discussion on next steps for Independence Initiative
b. Discuss and edit agreements and MOU with the Town of Essex in relation to Independence
c. Discussion and potential action on recognizing Juneteenth as a holiday
d. Discussion and potential action regarding ending Memorandum of Understanding Regarding the Unified Manager
e. *Discussion and potential action regarding personnel
6. CONSENT ITEMS
a. Approve minutes: October 26, 2021
b. Agency of Natural Resources easement at 100 Pearl St. Essex
c. Approve Check Warrants: #17275—10/29/2021
7. READING FILE
a. Board member comments
b. Village center development update
c. Upcoming meeting schedule
8. EXECUTIVE SESSION
a. *An executive session may be needed to discuss employment of public officials
9. 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: 11/5/2021 [Signature]

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2
3 **VILLAGE OF ESSEX JUNCTION**
4 **TRUSTEES MEETING MINUTES**
5 **November 9, 2021**

6 **TRUSTEES PRESENT:** Andrew Brown; George Tyler; Raj Chawla; Amber Thibeault; Dan Kerin

7
8 **ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager;
9 Brad Luck, Essex Junction Recreation and Parks (EJRP) Director

10
11 **OTHERS PRESENT:** Bob Burrows; Amy Coonradt; Maureen Gillard; Elaine Haney; Roseanne
12 Prestipino; Kristen Shamis; Mike Sullivan; R M; Irene Wrenner

13
14 1. **CALL TO ORDER**

15 Mr. Brown called the meeting to order at 6:30 PM.

16
17 2. **AGENDA ADDITIONS/ CHANGES**

18 Ms. Thibeault requested that item 6b be removed from the agenda for a future meeting when
19 documents are available.

20
21 3. **APPROVE AGENDA**

22
23 **AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA, to amend the agenda. The**
24 **motion passed 5-0.**

25
26 4. **PUBLIC TO BE HEARD**

27 a. **Comments from public on items not on the agenda.**

28 There were no comments from the public at this time.

29
30 5. **BUSINESS ITEMS**

31
32 a. **Discussion on next steps for Independence Initiative**

33 Mr. Luck opened the discussion, noting that the independence vote passed with 88% approval and
34 voter participation was high. Mr. Brown noted the vote provided a clear direction and he thanked all
35 involved. Mr. Chawla also thanked community volunteers. Mr. Brown said that the results are on
36 the way to the State of Vermont's Legislature, where final decisions on separation will be
37 determined. He said the Trustees will continue to work on the draft MOU and agreements with the
38 Selectboard. Mr. Tyler suggested that the Trustees provide a presentation to local representatives
39 to inform their conversations with the legislature and to present as needed. Mr. Brown agreed to
40 talk with Rep. Houghton and Rep. Dolan about what should be included and the Trustees agreed
41 to email Mr. Brown their suggestions.

42
43 Mr. Sullivan requested that the legislature presentation be shared with the public in advance.

44
45 b. **Discuss and edit agreements and MOU with the Town of Essex in relation to Independence**

46 Mr. Luck and Legal Counsel, Ms. Shamis, opened a discussion of the current drafts of the MOU
47 and Agreements regarding the role of the Town of Essex in relation to independence. Ms.
48 Thibeault noted that Ms. Shamis revised the drafts to reflect the Trustees' insistence that the
49 documents not include condition-based language. The Trustees discussed how to overcome
50 irreconcilable differences of opinion, between the Trustees and Selectboard, on the use of
51 condition-based language in the documents. Mr. Chawla suggested that they set aside this
52 terminology discussion, the next time they meet with the Selectboard, in order to get more done
53 with the documents. The Trustees talked about completion status of some of the agreements:

- 54
- The Trustees see the Stormwater and Police agreements as close to completion.

- 55 • The Trustees hope the Selectboard will agree or provide a counter proposal about Town
56 access to EJRP. The Trustees had proposed that the Town could equitably share the cost, but
57 this would not include licensed childcare because it is financed by an Enterprise Fund.
58 • The Trustees would like the Selectboard to suggest how they could share Indian Brook Park.
59 The Trustees had proposed they pay 42% of the cost of the average expense of maintaining it.
60 • The Trustees acknowledged that the Town has not determined whether they want to have their
61 own Senior Center. The Trustees discussed continuing to operate the current Senior Center
62 and bus service through the City until the Town decides.
63

64 Mr. Luck and Ms. Shamis scrolled through the current drafts of the MOU and agreements and
65 discussed the most recent edits with the Trustees. In the MOU, they acknowledged that language
66 was revised to reflect the recent vote. Ms. Thibeault requested they remove the term Manager
67 throughout the documents. In the Police Services agreement, they discussed:

- 68 • Changes made on page two, which updated the timeline
69 • Revising Section 4 to clarify what should happen for cost-sharing if the Town vote fails
70 • Changes mad to part c that requires the City to provide a two year advance notice to the Town
71 if they ever plan to have their own Police Department.
72

73 Mr. Luck and Mr. Teich talked about staff discussions, regarding the IT agreement, and Mr.
74 Paluba's plan to develop a proposal for IT in the City. They talked about the removal of condition-
75 based language and additions that clarify hourly rates and termination of agreements. Ms.
76 Thibeault suggested that if they include language about the Town invoicing the City for IT use, the
77 Trustees need to see the contracts to be considered. Mr. Luck said these will be available on the
78 Joint Meeting scheduled for the November 22, 2021.
79

80 The Trustees discussed the Delinquent Tax Agreement and acknowledged that the current
81 Finance Manager, Ms. Macy, provided suggestions for how to manage Delinquent Taxes, which
82 were included. Mr. Luck said there are two issues being addressed in the agreement: 1) Who
83 would collect taxes in the first year? The agreement states that the City would collect the taxes and
84 give the money to the Town. 2) How would delinquent taxes to the Town, from residents of the
85 City, be handled and collected? The agreement states that the Town would handle and collect
86 these taxes. The Trustees agreed with the proposed language in the agreement. Mr. Teich said the
87 only outstanding debt the City would be responsible for is the Police Building, and the City would
88 still need to levy this debt to the Town.
89

90 Staff agreed that the edits discussed at this meeting can be provided to the Selectboard to
91 consider at their next Selectboard meeting. Mr. Chawla requested that at least one of the
92 agreements be functionally finished.
93

94 c. **Discussion and potential action on recognizing Juneteenth as a holiday**

95 Mr. Teich introduced the issue of whether the Trustees would adopt Juneteenth as a Village
96 recognized holiday. He said this year the Village and the Town celebrated Juneteenth at the
97 Library; the Federal government made it a recognized holiday; and the Town added it as a
98 municipal holiday. He said this is in line with the Trustees prioritization of equity work within the
99 community. As a Village holiday, Juneteenth would increase Village staff's paid days off from 13 to
100 14 and would potentially add a benefit to the bargaining unit outside of the normal bargaining cycle.
101 The Trustees agreed with the idea and had no questions.
102

103 **RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees adopt Juneteenth as**
104 **a Village recognized holiday and authorize the Unified Manager to update the Village**
105 **Personnel Rules and Regulations to add Juneteenth as a recognized holiday and to execute a**

106 **Memorandum of Understanding with the Village employee Association to add Juneteenth as a**
107 **paid holiday to their bargaining agreement. The motion passed 5-0.**
108

109 d. **Discussion and potential action regarding ending Memorandum of Understanding**
110 **Regarding the Unified Manager**

111 Mr. Brown opened the discussion about ending the MOU regarding the Unified Manager when it
112 expires. He said this was announced and discussed in a previous meeting of the Trustees. There
113 were no questions about this agenda item.
114

115 **DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the Trustees end the**
116 **Memorandum of Understanding Regarding the Unified Manager when the MOU expires after**
117 **February 26, 2022.**

118 Mr. Tyler expressed deep gratitude of the Trustees for Mr. Teich's exceptional performance over
119 the past few years, and Mr. Brown emphasized that this action is not a reflection of Mr. Teich's
120 skills or abilities.

121 **The motion passed 5-0.**
122

123 e. ***Discussion and potential action regarding personnel**

124 The Trustees agreed to discuss this item in open session, due to the recent announcement that
125 Ms. Macy will depart from her position and the motion to not renew the MOU for the Unified
126 Manager after it expires. Mr. Brown opened the discussion on the issue of whether the Trustees
127 wish to request funding from the Town of Essex in fiscal year 2022 to help the cost of recruiting
128 and/or paying for new Finance Director and a new Village Manager for the remainder of fiscal year
129 2022. Regarding the Village's 3-year agreement with the Town to share the Finance Director, Mr.
130 Brown and Mr. Tyler discussed that, in the event that the current finance director leaves, the
131 agreement would become invalid. Moving forward, Mr. Brown said, there would be two Finance
132 Directors working closely together.
133

134 **RAJ CHAWLA made a motion with a friendly amendment from ANDREW BROWN, seconded by**
135 **DAN KERIN, that the Trustees request \$97,003.85 from the Town of Essex to recruit and hire a**
136 **Village Manager in fiscal year 2022 due to the upcoming end of shared management. The**
137 **motion passed 5-0.**
138

139 **RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees request \$60,000**
140 **from the Town of Essex to recruit and hire a Village Finance Director in fiscal year 2022. The**
141 **motion passed 5-0.**
142

143 Mr. Brown said the interim Village Manager would work 30 hours per week to make decisions on
144 Village/ City Matters during the separation transition period. He proposed conducting outreach to
145 individuals who may be interested and proposed an interview process that would include
146 department heads and Trustees. Mr. Chawla suggested that the selection process include
147 stakeholders. Mr. Brown said that a higher number of stakeholders should be included when hiring
148 a full-time City Manager, later, but when they hire this interim Manager, only a few stakeholders
149 should be on the interview panel. Mr. Tyler suggested that there only be one interview for each
150 candidate. Mr. Teich suggested that they ask the department heads to each nominate two staff
151 persons to serve on the selection committee. Mr. Tyler thanked Village staff for being flexible
152 during this process. Mr. Brown said the HR Director, Mr. Sabatano, sent a job description to the
153 Trustees to consider as they draft one for the Interim Manager, to be approved at a later date.
154

155 6. **CONSENT ITEMS**
156

157 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the consent agenda**
158 **as amended:**

- 159 a. **Approve minutes: October 26, 2021**
160 ~~b. **Agency of Natural Resources easement at 100 Pearl St. Essex**~~
161 c. **Approve Check Warrants: #17275—10/29/2021**

162 **The motion passed 5-0**
163

164 7. **READING FILE**

165 a. **Board member comments**

- 166 • Mr. Kerin said he received a correspondence from Jeff Carr, who has served in multiple
167 positions in Essex Municipal government. He is moving from Essex and will not be able to
168 serve on the Regional Planning Committee, so a new person will need to be selected.
169 • Mr. Kerin announced that the Essex Area Senior Center is holding a Pie Sale Fundraiser.
170 People can place orders at the Senior Center, 2 Lincoln St., until Friday November 19th and
171 pick up will be on the 23rd and 24th. \$15 each for Apple, Pumpkin or Strawberry Rhubarb, and
172 \$18 each for Mincemeat or Pecan.
173

174 b. **Village center development update**

175 c. **Upcoming meeting schedule**
176

177 8. **EXECUTIVE SESSION**

178 a. ***An executive session may be needed to discuss employment of public officials**

179 This discussion took place as Item 5e so an executive session was not needed.
180

181 9. **ADJOURN**
182

183 **DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees adjourn the**
184 **meeting. The motion passed 5-0 at 8:15 PM.**
185

186
187 Respectfully Submitted,

188 Cathy Ainsworth