



**VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA**

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
**Tuesday, November 23, 2021**  
**6:30 PM**

E-mail: [manager@essexjunction.org](mailto:manager@essexjunction.org)

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Phone: (802) 878-6951

*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: 166 565 822#
- **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. Presentation from Our Village our Voices
  - b. Presentation from Town Meeting TV
  - c. Discussion on FY21 Fund Balance – Sarah Macy
  - d. Discuss and edit agreements and MOUs with the Town of Essex in relation to Independence
  - e. \*Discussion and potential action regarding personnel
6. **CONSENT ITEMS**
  - a. Approve minutes: November 4, 2021; November 9, 2021
  - b. Agency of Natural Resources easement at 100 Pearl St. Essex
  - c. Approve Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021
7. **READING FILE**
  - a. Board member comments
  - b. Jim Jutras recipient of the 2021 NEWEA Residuals Management Achievement Award
  - 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 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 President. This agenda is available in alternative formats upon request. Meetings, 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 878-1341 TTY: 7-1-1 or (800) 253-0191.*

Certification: 11/19/2021

## VILLAGE TRUSTEES

November 23, 2021

### VILLAGE OF ESSEX JUNCTION TRUSTEE MEETING MINUTES TUESDAY, NOVEMBER 23, 2021

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation & Parks Director; Sarah Macy, Finance Director; Harlan Smith, Essex Junction Recreation & Parks Grounds & Facilities Director

**OTHERS PRESENT:** Elaine Haney, Our Village Our Voices; Meghan O'Rourke, Town Meeting TV; Paula Sargent

#### **1. CALL TO ORDER**

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

#### **2. AGENDA ADDITIONS/ CHANGES**

Ms. Thibeault requested the removal of Consent Item 6c, "Approval of Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021" and asked that this item be moved to Business Item 5e. Former business Item 5e, "Discussion and potential action regarding personnel" will be moved to Business Item 5f.

#### **3. APPROVE AGENDA**

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

#### **4. PUBLIC TO BE HEARD**

Ms. Sargent said that she is a member of the Senior Center. She expressed concerns about the future of joint Town/Village management of the Center, staffing, building hours, external events being held in the Senior Center, bus excursions, a desire for increased funding, and the potential of a future advisory board.

#### **5. BUSINESS ITEMS**

##### **a. Presentation from Our Village our Voices**

Ms. Haney said that she would like to report on the spending and activities of "Our Village our Voices." Over thirty volunteers were involved in this process, and the committee began work in April of 2021. The committee reached out to 71% of households in Essex Junction via door-to-door outreach, connected with residents at a variety of public settings, and helped ensure a 50% turnout at the separation vote. \$10,000 was allocated to the committee, however a little over \$3,000 will be returned as unspent. Our Village Our Voices is looking forward to continuing to assist the Trustees in their work toward separation. The Trustees thanked the committee and volunteers for their hard work.

##### **b. Presentation from Town Meeting TV**

Ms. O'Rourke said that CCTV will be updating the Trustees on their work in the last year and requesting funds for the next fiscal year. She said that a major change was the move to hybrid meetings and said that the number of meetings Essex Junction has had resulted in exceeding their production allotment. Increased production services can be discussed to compensate for this. Revenues from cable companies are

decreasing, and this must be made up with governmental funding. Mr. Brown thanked CCTV for their hard work and said that the number of meetings held are expected to decrease next year. He also said that Essex Junction needs someone to serve on the CCTV Board. Mr. Teich said that he believes that hybrid meetings have helped to increase resident engagement and expressed thanks to the production team for their hard work. Ms. O'Rourke said that CCTV could be hired to film additional meetings on an hourly or contractual basis if needed.

**c. Discussion on FY21 Fund Balance – Sarah Macy**

Ms. Macy said that FY21 audit is substantially complete. The unassigned fund balance is a little over 10%, which is the voter-approved limit. Ms. Macy said that she recommends that the Trustees use this overage (\$43,461) to offset the tax levy in the FY23 budget. Mr. Brown asked if there are any concerns in using this amount to offset the tax levy, and Ms. Macy said that it could result in the potential of future tax increases if there were no fund balance offsets in subsequent years.

**GEORGE TYLER made a motion, seconded by DAN KERIN that the Trustees assign \$43,461 of unassigned fund balance to offset the tax levy in the FY23 budget.**

**d. Discuss and edit agreements and MOUs with the Town of Essex in relation to Independence**

Mr. Brown said that this is a good time to debrief and ask any questions that the Board might have. Mr. Tyler said that it seems that the Selectboard will not approve any agreements unless all are resolved, and asked how this should be navigated. Mr. Chawla and Mr. Kerin said that the Boards made significant progress at the joint meeting last night, and said that it bodes well for the future. Mr. Tyler encouraged the Board to keep any agreement regarding senior services to be at a high level, and not get into details at this time. Mr. Brown believes that the Town and Village need to ensure that all immediate issues (i.e. police, finance, stormwater) are addressed before the legislature will approve the charter, however the smaller issues do not need to be finalized at this time. Mr. Chawla encouraged the Board to discuss the Tree Farm Building Maintenance Agreement prior to the next joint meeting. Mr. Teich said that there is a vacant home, semi-vacant barn, a building that has fallen to disrepair and storage building on the property. There are no plans to make any changes to this property, and any changes would need to be planned and approved by the state. Mr. Chawla said that, despite the joint ownership, the Village has not had any direct say in the upkeep of the buildings, and is concerned about the liability. He encouraged the Town to use some of the fund balance for this purpose, and said that the Village is leaving all of this money on the table after separation. Mr. Smith said that there is a red barn that has not been mentioned, which is also in disrepair. He said that the documentation states that the Town is responsible for the buildings upkeep, and that there is no Village use of any of these buildings. Mr. Brown said that he is happy to be responsible for these buildings if there is some benefit to the Village for doing so. Mr. Chawla agreed, and said that income from the property should have some funds put towards capital. Mr. Tyler said that a possibility would be that the Village control of all properties on the Village side, and the Town control of all properties on the Town side. Mr. Brown said that there seems to be a consensus that the Board is not in favor of maintaining these buildings, and that if the Town is interested in doing so it should be their responsibility. This may be something where it is better for the two communities not to work together. The Trustees said that they hope to focus on the top-tier agreements at the next joint board meeting. Mr. Brown said that future joint meetings need to be scheduled into the New Year, and said that at least one a month will be needed. Mr. Chawla asked how the Finance Department will be structured after Ms. Macy leaves for her new position. Mr. Luck said that this could be the subject of a new agreement, stating that the two communities will have separate finance directors which will both initially work out of 81 Main Street. This will be drafted and sent to the legal counsel. In public comment, Mr. Smith said it would be helpful if some kind of long-term plan would be instituted for the Tree Farm, and volunteered to assist with this project. Mr. Brown said that he hopes that all staff feels empowered to bring forth ideas to management.

**e. Approve Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021**

Ms. Thibeault said that she believes that the Village has inadvertently ended up with some of the Town check warrants. Mr. Teich suggested that these be approved, except for those that begin with a “1” as these are Town accounts.

**AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA to accept the check warrants, except for those that begin with a number “1” as those are Town accounts. Motion passed 5-0.**

**f. Discussion and potential action regarding personnel**

This was discussed during Executive Session.

**6. CONSENT ITEMS**

**Motion by RAJ CHAWLA, second by AMBER THIBEAULT to approve the consent agenda.**

**Motion passed 5-0.**

**a. Approve minutes: November 4, 2021; November 9, 2021**

**b. Agency of Natural Resources easement at 97-103 Pearl St. Essex**

**e. Approve Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021**

**7. READING FILE**

**a. Board member comments:** Mr. Brown said Mr. Jutras plans to retire soon, and lauded him for his efforts in his 31-year career. Mr. Teich echoed these sentiments, and described Mr. Jutras’s work in cost mitigation, environmental regulation, and legislative action. Mr. Teich said that, as the wastewater treatment facility is a tri-town initiative, he would like to engage representatives from the Town of Essex and Williston in interviewing Mr. Jutras’s replacement. Mr. Tyler encouraged the Village to make it possible for Mr. Jutras to attend the NEWEA award ceremony in Boston. Mr. Chawla said that construction vehicles and fencing have been blocking the sidewalk on Pearl Street, and encouraged this to be resolved as soon as possible.

**b. b. Jim Jutras recipient of the 2021 NEWEA Residuals Management Achievement Award**

**c. Upcoming meeting schedule**

**8. EXECUTIVE SESSION**

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

**ANDREW BROWN made a motion, and DAN KERIN seconded, that the Trustees enter into executive session to discuss the employment of a public employee in accordance with 1 V.S.A. Section 313(a)(3) to include the Unified Manager and Assistant Manager. The motion passed 5-0.**

**DAN KERIN made a motion, seconded by AMBER THIBEAULT to exit Executive Session. Motion passed 5-0.**

**9. ADJOURN**

**DAN KERIN made a motion, seconded by AMBER THIBEAULT, to adjourn. Motion passed 5-0 at 9:11 p.m.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary