



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

Remote Meeting Only
Essex Junction, VT 05452
Tuesday, March 22, 2022
6:30 PM

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Phone: (802) 878-6951

This meeting will be remote participation only. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

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. *Interview and potential appointment: Stefan Fetterhoff, Bike/Walk Advisory Committee
 - b. Consider appointment of City Manager Recruitment & Hiring Planning Committees
 - c. **Discuss contracts with the Town of Essex
 - d. Consider approval of the Declaration of Official Intent for Main Street water line
 - e. **Discuss Confidential Disclosure Agreement
6. **CONSENT ITEMS**
 - a. Approve minutes: March 8, 2022
 - b. Approve Check Warrants: #17292—03/04/2022; #17293—03/14/2022
7. **READING FILE**
 - a. Board member comments
 - b. Upcoming meeting schedule
 - c. Village/City Organizational Chart
 - d. Annual Report Newsletter
 - e. Annual Report
 - f. Recording of the budget and ballot presentation:
<https://www.youtube.com/watch?v=PH1hNgd4pa8>
8. **EXECUTIVE SESSION**
 - a. *An executive session may be requested to discuss the appointment of a public official.
 - b. **An executive session may be necessary to discuss potential contracts
9. **ADJOURN**

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Certification: 03/18/2022 Darby Mayville

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3 **VILLAGE OF ESSEX JUNCTION**
4 **TRUSTEES MEETING MINUTES**
5 **March 22, 2022**

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

7
8 **ADMINISTRATION and STAFF:** Wendy Hysko, Interim Village Co-Manager; Brad Luck, Interim
9 Village Co-Manager; Chelsea Mandigo, Water Quality Superintendent; Harlan Smith, EJRP Grounds &
10 Facilities Director

11
12 **OTHERS PRESENT:** Kevin Collins; Annie Cooper; Stefan Fetterhoff; Ken Signorello; Irene Wrenner;
13 Bob

14
15 1. **CALL TO ORDER**

16 Mr. Brown called the meeting to order at 6:33 PM.

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

19 Mr. Brown added an executive session to discuss a personnel matter as agenda item #8c.

20
21 3. **APPROVE AGENDA**

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

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

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

28 Ms. Wrenner invited individuals running for a Trustee position to an interview with the Essex
29 ReTorter. Mr. Brown requested that the Trustee meetings not be places for media solicitation.

30
31 5. **BUSINESS ITEMS**

32 a. ***Interview and potential appointment: Stefan Fetterhoff, Bike/Walk Advisory Committee**

33 Mr. Fetterhoff requested the interview take place in executive session.

34
35 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees enter into**
36 **executive session to discuss the proposed public official appointment(s) in accordance with 1**
37 **V.S.A. Section 313 (a)(3) and to include the interim co-managers and candidate Stefan**
38 **Fetterhoff. The motion passed 5-0 at 6:36 PM.**

39
40 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, to exit executive session. The**
41 **motion passed 5-0 at 6:47 PM.**

42
43 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to appoint Stefan Fetterhoff to**
44 **the Bike/Walk Advisory Committee and the vacant seat with the term ending June 30,2024. The**
45 **motion passed 5-0.**

46
47 b. **Consider appointment of City Manager Recruitment & Hiring Planning Committees**

48 Mr. Chawla said he and Ms. Thibeault interviewed all eleven candidates interested in volunteering
49 to recruit and hire a City Manager then decided to split up the process into two Committees
50 because all of the candidates were qualified. They requested that the Trustees approve their lists
51 of committee appointments to the Recruitment Committee and the Hiring Committee. Ms. Thibeault
52 and Mr. Chawla offered to also sit on the committees. Mr. Luck said the meetings would most likely
53 alternate Mondays in the evening, Mr. Tyler offered to take Mr. Chawla's seat if he finds, after
54 looking into his schedule, that he is unavailable for the set meeting time. Mr. Brown assigned Mr.
55 Chawla to the Recruitment Committee and Ms. Thibeault to the Hiring Committee.

56

57 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, to appoint the City**
58 **Manager Recruitment Planning Committee and City Manager Hiring Planning Committee with**
59 **the membership as outlined below, with Trustees Chawla and Thibeault to work with the two**
60 **components of the planning committees and Trustee Tyler as an alternate if Trustee Chawla**
61 **will not be able to fulfill the duty. The motion passed 5-0.**
62

63 c. ****Discuss contracts with the Town of Essex**

64 Mr. Luck presented the Selectboard members' contract suggestions, from their meeting the night
65 before. The Trustees discussed the suggestions and prepared for their next Joint Meeting with the
66 Selectboard.
67

68 Regarding the Finance document: The Trustees did not have strong opinions on the Selectboard's
69 suggestions to replace the words "will" or "shall" with "may" in several places. Or whether to
70 remove or leave the wording "[transition] of the Village finance department out of 81 Main Street
71 question on #6 of the documents, regarding Termination."
72

73 Regarding the Clerk/Treasurer document: The Trustees confirmed that the termination date
74 referenced is accurate, June 30, 2023. They also discussed and had no disagreements with the
75 proposed language regarding district courts, noting that if something is required to be in federal
76 court, they would be told and they would do so. Mr. Chawla said the Selectboard seemed not to be
77 open to the Clerk/Treasurer document becoming stand-alone but are willing to talk about it.
78

79 Regarding the Recreation, Indian Brook, Senior Center, Senior Bus document: Mr. Luck said that
80 the Selectboard suggested defining the Senior Center relocation space with wording such as
81 "adequate alternative" or "available space". Mr. Brown suggested the Trustees not bind the
82 agreement to the 2 Lincoln St. location. Mr. Chawla pointed out that the documents cover FY23
83 and only half of FY24, even though the Village Taxpayers would still be paying for services for the
84 full year of FY24. He wondered why they would discuss only a 6 month agreement and suggested
85 that the Village should be able to access Sandhill road pool for a full year. Mr. Brown said the
86 Recreation Department would have challenges with issuing only half year passes to access Indian
87 Brook Park. Mr. Chawla suggested the document be for the full-year with a clause about Indian
88 Brook Park. The Trustees agreed that the timing was confusing/ not ideal. Mr. Tyler said other than
89 the timing nothing seemed disagreeable. Mr. Brown suggested that they clarify the timeline with
90 the Selectboard, addressing the Sandhill Pool concern.
91

92 The Trustees discussed the timing of signing the documents. Mr. Tyler expressed concern that the
93 Selectboard may want to wait until the Governor signs the separation legislation. He said not
94 signing them when they are complete could potentially result in having to revisit them next year,
95 after had already worked on drafting them for a year. Ms. Thibeault said the rationale for the
96 language of the MOU was that it would be signed before the separation completes through the
97 legislature. Mr. Brown said he did not hear an agreement from the Selectboard that they should
98 remove the Housing Commission from the MOU. Mr. Chawla suggested the Housing Commission
99 attend the joint meeting to share how they have discussed the issue of separation. Mr. Brown said
100 that if the Selectboard does not want to remove the boards and commissions from the MOU, they
101 could end up not sharing committees. Mr. Kerin talked about how the committees function and
102 didn't see how a shared Housing Commission would work after separation.
103

104 Further discussion on this item took place in executive session as 8b.
105

106 d. **Consider approval of the Declaration of Official Intent for Main Street water line**

107 Mr. Luck introduced the Declaration of Official Intent for a Main Street waterline which would allow
108 the Village to begin work on the project prior to receiving bond money, should the voters approve

the ballot item, and then be reimbursed using bond money for the work done in advance. The Trustees had no questions about this.

DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees adopt the Declaration of Official Intent to reimburse certain expenditures from proceeds of indebtedness related to the Main Street water line replacement bond, should the bond be approved by the voters on April 12. The motion passed 5-0.

e. **Discuss Confidential Disclosure Agreement

The Trustees entered executive session, during agenda item #8, to discuss a contract related to a confidential disclosure agreement concerning information obtained by the Village and its staff that is related to research and technology development of wastewater contaminants.

6. CONSENT ITEMS

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the consent agenda:

a. Approve minutes: March 8, 2022

b. Approve Check Warrants: #17292—03/04/2022; #17293—03/14/2022

The motion passed 4-0.

7. READING FILE

a. Board member comments

- Mr. Tyler suggested that Ms. Getchell be provided a token of appreciation for the work she donated on her own time to complete the Annual Report. Mr. Luck said he would do this.
- Mr. Brown offered ways the public could become informed about the ballot items. He also suggested that the Trustees discuss, in the next meeting, whether to go hybrid with their meetings. He requested a memo from Mr. Luck about how this would impact staff.

b. Upcoming meeting schedule

c. Village/City Organizational Chart

d. Annual Report Newsletter

e. Annual Report

f. Recording of the budget and ballot presentation:

<https://www.youtube.com/watch?v=PH1hNgd4pa8>

8. EXECUTIVE SESSION

a. *An executive session may be requested to discuss the appointment of a public official.

This executive session took place earlier in the meeting as item 5a.

b. **An executive session may be necessary to discuss potential contracts

See motion below..

c. An executive session to discuss a personnel matter.

See motion below.

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees find that premature general public knowledge regarding the Village's contracts with the Town of Essex would clearly place the Village at a substantial disadvantage, because the Trustees risk disclosing its negotiation strategy if it discusses the proposed contract terms in public;

and further made a motion, seconded by RAJ CHAWLA, to go into executive session to discuss potential contracts with the Town of Essex under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and include the Interim Co-Managers;

and further made a motion, seconded by RAJ CHAWLA, to find that premature general public knowledge regarding the Village's contracts regarding a confidential disclosure agreement

162 concerning information obtained by the Village and its staff that is related to research and
163 technology development of wastewater contaminants would clearly place the Village at a
164 substantial disadvantage, because the Trustees risk disclosing its negotiation strategy if it
165 discusses the proposed contract terms in public;

166 and further made a motion, seconded by RAJ CHAWLA, to go into executive session to
167 discuss a confidential disclosure agreement concerning information obtained by the Village
168 and its staff that is related to research and technology development of wastewater
169 contaminants under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and
170 include the Interim Co-Managers and Water Quality Superintendent;

171 and further made a motion, seconded by RAJ CHAWLA, to go into executive session to
172 discuss the evaluation of an employee under provisions of Title 1, Section 313(a)(3) of the
173 Vermont Statutes and to include the Trustees.

174 The motions passed 5-0.

175
176 RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, to exit Executive Session.
177 The motion passed 5-0 at 8:40 PM.

178
179 Mr. Brown made a motion, seconded by RAJ CHAWLA that the Trustees enter into the
180 confidential disclosure agreement concerning information obtained by the Village and its staff
181 that is related to research and technology development of wastewater contaminants and
182 authorize management to sign all documents related to this matter. The motion passed 5-0.
183

184 d. ****An executive session may be necessary to discuss the appointment of a public official**
185 This executive session took place earlier in the meeting as item 6e.

186
187 9. **ADJOURN**

188
189 DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting. The motion
190 passed 5-0 at 8:41 PM.

191
192
193 Respectfully Submitted,
194 Cathy Ainsworth