

1 Select Board and Trustee Subcommittee on Governance
2 September 19, 2018 Special Meeting Minutes
3 81 Main Street, Essex Junction, VT
4

5 Committee Members Present: Elaine Sopchak
6 George Tyler
7 Irene Wrenner
8

9 Absent: Max Levy
10

11 Staff Present: Greg Duggan
12 Lauren Morrisseau
13 Evan Teich (joined the meeting at 4:40 p.m.)
14

15 1. CALL TO ORDER

16 George Tyler called the meeting to order at 4:00 p.m.
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18 2. AGENDA ADDITIONS/CHANGES

19 3. APPROVE AGENDA

20 There were no agenda additions.
21

22 4. PUBLIC TO BE HEARD

23 There were no members of the public present.
24

25 5. BUSINESS ITEMS
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27 a. Review, amend, approve minutes of July 12, 2018

28 George Tyler moved and Elaine Sopchak seconded the approval of the minutes. The minutes
29 were approved 3-0 with the following amendment:
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31 Line 72: Scenario A is amended to add the following bullet:

- 32 • Goal: to conduct all Town, Village, and Town Outside the Village business at regular
33 Select Board meetings, à la RPC.
34

35 b. Request by Trustee Lori Houghton to add "Separation of Town and Village" to the list of
36 possible governance scenarios to explore

37 Trustee Houghton requested this addition via email. Ms. Wrenner would like to hear Ms.
38 Houghton's reasoning for this request. Mr. Tyler informed the committee that Mr. Levy

39 expressed to him via email that he did not support this addition. Mr. Tyler referred to line 40 of
40 the July 12th minutes, which states that “All options are on the table” for this discussion. Mr.
41 Duggan recommended it be included so that it can be said this committee explored all options.
42 After some discussion the committee agreed the addition could be further explored at the next
43 joint board meeting.

44
45 Ms. Wrenner asked to receive a copy of the results of a survey taken by the Village at the 2017
46 Village Annual Meeting.

47
48 Mr. Tyler moved and Ms. Sopchak seconded to add “Separation of Town and Village” to the list
49 of possible governance scenarios. Ms. Wrenner stated she would also like Ms. Houghton to
50 explain what she means by the word “Town.” The motion was approved 3-0.

51
52 The committee discussed other possible additions to the list of scenarios. Ms. Sopchak
53 requested that consideration of representative town meeting be included. Ms. Wrenner
54 suggested adding that any advisory boards recommended and formed must be fully
55 representative of the entire population. Mr. Tyler asked to add the following question to
56 scenario D: “How does an overlay district differ from an incorporated village?” The committee
57 agreed that Ms. Sopchak would edit the document “Potential Governance Options” to include
58 these additions, as well as additional questions from committee members.

59
60 Mr. Tyler moved and Ms. Wrenner seconded the above amendments. The motion was
61 approved 3-0.

62
63 c. Request by George Tyler to have staff perform financial analysis of Town/Village
64 revenues and analysis of Chittenden County Regional Planning Commission funding and
65 support resources

66
67 The committee discussed the detail of analysis needed with Mr. Teich, Ms. Morrisseau, and Mr.
68 Duggan, as well as a timeline. The committee and staff agreed to the following:

- 69 • Ms. Morrisseau will provide dollar information at the department level.
- 70 • Ms. Sopchak will inquire with the state’s Community Planning & Revitalization
71 department about potential impact to Village designations.
- 72 • The committee authorized staff to work with various people to obtain the necessary
73 information, including public works director Dennis Lutz, Village community
74 development director Robin Pierce, and Town CCRPC representative Jeff Carr.
- 75 • The committee will report to both boards at the next joint meeting what data is being
76 collected.

- 77 • Mr. Teich recommended providing a 10-year range of data. Ms. Wrenner requested
78 snapshots for 2006 and 2018.
- 79 • Ms. Wrenner asked for data on the percentage of the Town capital fund that comes
80 from the general fund.
- 81 • Ms. Morrisseau will have answers to the first several questions by the next committee
82 meeting.
- 83 • Mr. Teich will ask the assessor's office to provide grand list data separated by residential
84 and commercial.
- 85 • Ms. Wrenner requested specific dollar amounts spent by both the Village and the Town
86 for the ladder truck.
- 87 • Mr. Teich will authorize overtime for staff as needed to compile the information.
88

89 d. Consider hiring attorney Dan Richardson of the lawfirm of Tarrant, Gilles, & Richardson
90 to provide ongoing legal counsel and support on questions about governance

91 Mr. Tyler explained that when the Village recently reviewed bids for a new Village Attorney, Mr.
92 Richardson was a finalist but was not chosen. But both he and the staff that interviewed Mr.
93 Richardson thought he would be highly qualified to assist both boards in the governance
94 discussion.

95

96 The committee agreed it should recommend that both boards jointly retain Mr. Richardson as
97 special counsel for this project. He would have access to the members of this committee, as
98 well as Mr. Teich, Mr. Duggan, and Ms. Morrisseau. The committee asked Mr. Duggan to inform
99 Mr. Richardson that his representation would be discussed by both boards and to invite him to
100 the October 11th joint meeting. Mr. Duggan will share with Mr. Richardson the materials the
101 committee has generated thus far, and will inform him that the retainer period will likely be 1-2
102 years. Mr. Duggan will also inform both the Town and Village attorneys of the boards' decision.
103

104 Ms. Sopchak moved that the committee recommend to both boards that they jointly retain Mr.
105 Richardson as special counsel for this project. Ms. Wrenner seconded. The motion was
106 approved 3-0.

107

108 e. Next steps

109 The committee will schedule its next meeting for late October.
110

111 Mr. Tyler, at the request of Mr. Levy, informed the committee about Select Board member
112 Andy Watts' concerns regarding warnings of the committee's meetings. He shared the Town
113 attorney's opinion that there is no issue, as well as his recommendation that future reporting of

114 the committee's activities to the Town Select Board be provided by either Mr. Levy or Ms.
115 Wrenner.

116

117 6. ADJOURN

118 Ms. Wrenner moved to adjourn and Mr. Tyler seconded. The meeting adjourned at 5:46 p.m.