Town of Essex
Selectboard
Phone: (802) 878-1341
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Regular Meeting Agenda

Monday, June 6, 2022 – 6:30 PM
81 Main St., Essex Junction, VT 05452

This meeting will be in person and online. Available options to watch or join the meeting:
• **VISIT www.essex.org/zoomselectboard** for direct meeting links and options to participate.
• **JOIN ONLINE:** Zoom Meeting ID: 987 8569 1140; Passcode: 032060
or https://zoom.us/j/98785691140?pwd=WENqeFhITGVDS0Q5blROdkhuS3RkZz09
• **JOIN CALLING:** (*toll free audio only*): (888) 788-0099 | Meeting ID: 987 8569 1140; Passcode: 032060

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 possible appointment of a volunteer to serve on the Conservation and Trails Committee - Betsy Dunn, Ken Signorello
   b. Consider Changes to Conservation and Trails Committee Charter
   c. Consider approval of Human Services Funding recommendations for fiscal year 2022
   d. Presentation of Essex Parks & Recreation Program Fund Budget
   e. *Consider the appointment of a Representative and Alternate to the Chittenden Solid Waste District
   f. Consider appointment of Town Meeting TV Trustee
6. **CONSENT ITEMS**
   a. Approve minutes: May 16, 2022; May 26, 2022
   b. Approve check warrants: # 17982 5/13/22 # 17984 5/20/22
   c. Consider amendment to motion approving Chittenden Solid Waste District fiscal year 2023 budget
   d. Consider approval of liquor license renewal
   e. Consider appointment of Representative and Alternate to Chittenden County Regional Planning Commission's Planning Advisory Committee
7. **READING FILE**
   a. Board member comments
   b. Upcoming meeting schedule
   c. Press release re: Community Development Director
   d. Spongy Moth and Adopt-a-Tree Outreach
   e. Winter Operations Summary
   f. Letter from Vermont Agency of Transportation re: Engineering Speed and Safety Study - VT Route 128

g. Memo re: Staffing Changes Plan at the Essex Community Justice Center
h. Press release re: Public Works Director
i. Chittenden County Regional Planning Commission newsletter May 2022
j. Selectboard strategic planning results

8. EXECUTIVE SESSION

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

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Certification: ________________________ ____06/03/2022_____

TOWN OF ESSEX SELECTBOARD
REGULAR MEETING MINUTES
MONDAY, JUNE 6, 2022

SELECTBOARD: Andy Watts, Chair; Kendall Chamberlin; Tracey Delphia, Vice-Chair; Dawn Hill-Fleury; Ethan Lawrence, Clerk

ADMINISTRATION and STAFF: Greg Duggan, Town Manager; Courtney Bushey, Finance Director; Tammy Getchell, Assistant to the Manager; Marguerite Ladd, Deputy Manager; Ally Vile, Recreation Director

OTHERS PRESENT: Heidi Clark, Annie Cooper, Christina Corodimas, Patty Davis, Erin Dickinson, Betsy Dunn, Travis Poulin, Ken Signorello, Margaret Smith, Kate Vanni

1. CALL TO ORDER
Mr. Watts called the Town of Essex Selectboard to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES
Mr. Duggan asked to add an item to executive session discussion regarding ending probable litigation.

4. APPROVE AGENDA
Motion by DAWN HILL-FLEURY, seconded by TRACEY DELPHIA to amend the agenda as requested. The motion passed 5-0.

5. PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
Ms. Dunn said that the Town needs to review its charter after separation and suggested that a committee be appointed for this purpose. Ms. Smith said that she has concerns that the Essex Westford School Board never released information about potential candidates and plans to conduct interviews in executive session. Mr. Watts said that the Selectboard does not have any authority over the school board, but that the Selectboard did have the opportunity to review the candidates and had no concerns. Ms. Dunn asked if meeting videos would be posted on YouTube, Mr. Duggan said that the Town is working on bolstering its social media presence.

6. BUSINESS ITEMS
a. Interview and possible appointment of a volunteer to serve on the Conservation and Trails Committee - Betsy Dunn, Ken Signorello
Ms. Dunn said that she has served as the Clerk of the Conservation and Trails Committee (CTC) for the past nine months and has enjoyed her time. Ms. Hill-Fleury asked what Ms. Dunn’s ideas were for interacting with the Planning Commission, Ms. Dunn said that she serves on a working group for this purpose. Ms. Delphia asked Ms. Dunn how she handled situations where her voice was in the minority. Ms. Dunn said that she will always listen, and that compromise is how democracy works best. Mr. Lawrence asked Ms. Dunn her vision for Saxon Hill and Indian Brook. Regarding Indian Brook, Ms. Dunn described clean-up efforts, algae bloom prevention, water testing, and a desire for handicapped access. Regarding Saxon Hill, Ms. Dunn discussed trail connectivity and preservation. Mr. Watts asked if boating access to the Winooski River was planned by the CTC, Ms. Dunn said she would research this further.

Mr. Signorello said that he has been on the CTC for five months, and has conducted public outreach, prepared a handout on spongy moths, and worked on making changes to the tree policy and CTC committee policy. Ms. Delphia asked Mr. Signorello to describe a time he changed his mind on an issue, he said that he recently changed his opinion on using pesticides to treat spongy moth infestation. He detailed some of the potential treatments to assist with management of spongy moths and said that the infestation is due in part to climate change. Mr. Watts said that Mr. Signorello's handout has been very helpful, and that many residents are searching out this information.

Mr. Watts said that all appointments would take place at the next meeting.

b. Consider Changes to Conservation and Trails Committee Charter

Mr. Duggan said that the changes include: changing the number of members from seven to nine, capturing the Town's tree car policy, and the establishment of a tree care board. Mr. Signorello said that another change involves sating that the CTC is responsible for planning for trail management, but not actually doing the work itself. Ms. Delphia asked for clarification about the sentence regarding a member being removed for "excessive" absences. After some discussion, it was decided to set this figure as an absence of 50% of all meetings. Public comment was requested, and Ms. Davis expressed support for the charter change.

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY that the Selectboard approve the updated Conservation and Trails Committee charter with the following changes:

-Second bullet of the mission update to read, "and greenway systems."
-Third bullet, begin with "in coordination with staff to carry out the Town's tree care policy."
-Update the second to last paragraph to read "If a member misses more than 50% of warned meetings, the Conservation and Trails Committee" (continue with what is presented).

After Selectboard discussion, Ms. Delphia also requested that the following change be added into the motion:

-That the membership powers and duties read: the Committee shall receive staff support on an as needed and as available basis. The motion passed 5-0.

c. Consider approval of Human Services Funding recommendations for fiscal year 2022

Ms. Getchell presented the recommendations from the Human Services Funding Review Committee. The Committee received 34 applications and has noticed a growth in both the number and dollar amount of requests. The Committee is recommending funding 28 of the highest-ranking requests. Ms. Getchell suggested that, in the future, organizations only be able to submit one application for funding. Organizations who receive funds are also being asked to prepare a one-page report detailing their activities. Ms. Delphia asked if all the applicants are non-profits, Ms. Getchell said that this will be double-checked before a check is issued. Ms. Hill-Fleury thanked Ms. Getchell and HR Director Travis Sabataso for their hard work. Mr. Lawrence asked if all organizations were based out of Essex, Ms. Getchell said that they do not necessarily have to be in Essex but must serve Essex residents.

Mr. Chamberlin asked if the size of the organization's budget is included in the calculation, and Ms. Getchell detailed some of the changes that she hoped to have included to the process in the future. Mr. Watts said that it is important to remember that none of the organizations are guaranteed funding in years to come, and that these funds should not be the backbone of their budget. He also said that the funds are given to each organization with no expectations of how it will be spent and questioned if requiring a report would expose the Town to an audit risk. Ms. Getchell read the current guidelines and said that the recipients are not judged on the quality of their report, however, will be ineligible for future awards if they do not send one. Mr. Watts requested public comment. Ms. Dunn asked for details about the relationship between Center for Technology Essex and Habitat for Humanity, Ms. Getchell said that she does not have the details on this. Mr. Poulin said that he works at Chittenden Community Action and thanked the Selectboard for their hard and thoughtful work in this process.

TRACEY DELPHIA made a motion, seconded by ETHAN LAWRENCE that the Selectboard approve contributions to the human services agencies as presented on the attached list, Attachment A, contingent on receipt of 501c3 or IRS 990 status. The motion passed 5-0.

In Selectboard discussion, Mr. Lawrence asked for more details about the Human Services Funding guidelines as compared to the policy. Mr. Watts said that the Selectboard decides on the policy, and the manager on the guidelines. Mr. Duggan said that the Selectboard also approves the focus areas for the awards, and Ms. Getchell detailed the process that goes into presenting these to the Selectboard. When reviewing the policy, the Selectboard decided to add verbiage making it clearer that these funds are only accessible to registered non-profits who have 501c3 or IRS 990 status. Public comment was requested, none was given.

ETHAN LAWRENCE made a motion, seconded by TRACEY DELPHIA that the Selectboard approve the policy for the Human Services distribution, as amended. The motion passed 5-0.

d. Presentation of Essex Parks & Recreation Program Fund Budget

Ms. Vile said that this fund is not taxpayer-supported and is funded from programming fees. She said that this year the department hopes to re-build many of its previously offered programs. The Selectboard discussed salary details, as well as credit card processing fees. In public comment, Mr. Signorello asked if the Senior Center expenses and revenue are included in this document, Ms. Vile said that it is included with the Village budget.

e. Consider the appointment of a Representative and Alternate to the Chittenden Solid Waste District

Mr. Watts said that this term has expired, and that the Selectboard has interviewed candidate Alan Nye at a previous meeting. Deputy Manager Marguerite Ladd has volunteered to serve as the alternate.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA that the Selectboard appoint Alan Nye to the two-year term to expire June 30, 2024 as the Essex Representative, and Marguerite Ladd as the alternate, to the Chittenden Solid Waste District. The motion passed 5-0.

f. Consider appointment of Town Meeting TV Trustee

Mr. Watts said that this position has been advertised however there has been no interest from the general public.

TRACEY DELHIA made a motion, seconded by ETHAN LAWRENCE to appoint Dawn Hill-Fleury to the position of Town Meeting TV Trustee. The motion passed 5-0.

7. <u>CONSENT AGENDA</u>

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, to approve the Consent Agenda. The motion passed 5-0.

a. Approve minutes: May 16, 2022; May 26, 2022

b. Approve check warrants: # 17982 5/13/22 # 17984 5/20/22

c. Consider amendment to motion approving Chittenden Solid Waste District fiscal year 2023 budget

d. Consider approval of liquor license renewal

e. Consider appointment of Representative and Alternate to Chittenden County Regional Planning Commission's Planning Advisory Committee

8. <u>READING FILE</u>

a. Board member comments: Ms. Hill-Fleury thanked Dennis Lutz for his report. Mr. Lawrence asked that staffing levels be discussed at the next Selectboard meeting. Mr. Chamberlin welcomed the new Public Works Director and Community Development Director.

b. Upcoming meeting schedule

c. Press release re: Community Development Director

d. Spongy Moth and Adopt-a-Tree Outreach

e. Winter Operations Summary

f. Letter from Vermont Agency of Transportation re: Engineering Speed and Safety Study - VT Route 128

g. Memo re: Staffing Changes Plan at the Essex Community Justice Center

h. Press release re: Public Works Director

i. Chittenden County Regional Planning Commission newsletter May 2022

j. Selectboard strategic planning results

9. <u>EXECUTIVE SESSION</u>

a. Ending Probably Litigation

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard make the specific finding that general public knowledge of pending or probable civil litigation, to which the public body is or may be a party, would place the Town at a substantial disadvantage. The motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard enter into executive session to discuss pending or probable civil litigation, to which the public body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E), to include the Town Manager and Deputy Manager. The motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA to exit executive session. The motion passed 5-0.

10. <u>ADJOURN</u>

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, for the Selectboard to adjourn. The motion passed 5-0 at 8:51 PM.

Respectfully Submitted,

Darby Mayville
Recording Secretary

Approved this_21st_day of_June, 2022
(See minutes of this day for corrections, if any)

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Ethan Lawrence, Selectboard Clerk