



Town of Essex Selectboard

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Regular Meeting Agenda

Monday, August 15, 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=WENqeFhITGVDS0Q5bIROdkhuS3RkZz09>
- **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. *Consider appointment(s) of volunteer(s) to the Economic Development Commission: Rey Garofano, Rebecca Robinson, Brian Sheldon, Ken Signorello
 - b. Discussion about budget goals for fiscal year 2024
 - c. Consider adoption of updates to Town of Essex Personnel Guidelines
 - d. Discussion and potential action on nominating a delegate for the Vermont League of Cities and Towns (VLCT) 2022 Legislative Policy and Annual Meeting
 - e. *Discussion about appointment or employment or evaluation of a public officer or employee
 - f. **Discussion and potential action about the negotiating or securing of real estate purchase or lease options
 - g. ***Discussion about contracts
6. **CONSENT ITEMS**
 - a. Approve minutes: August 1, 2022
 - b. Approve check warrants: # 18012 - 7/29/22; # 18015 8/5/22
 - c. Consider approval of purchase of public safety virtual reality training system
 - d. Consider approval of corrections of errors and omissions on the 2022 Grand List as provided for in 31 V.S.A. 4261
7. **READING FILE**
 - a. Board member comments
 - b. Upcoming meeting schedule
 - c. Draft Facility Use Policy
 - d. Explore Essex Fall Festival Information Sheet
 - e. VLCT Town Fair 2022
 - f. Town of Essex American Rescue Plan Act survey results

8. EXECUTIVE SESSION

- a. *An executive session is anticipated to discuss the appointment or employment or evaluation of a public officer or employee
- b. **An executive session is anticipated to discuss the negotiating or securing of real estate purchase or lease options
- c. ***An executive session is anticipated to discuss contracts

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Certification: _____  _____ 08/12/2022 _____

**TOWN OF ESSEX SELECTBOARD
REGULAR MEETING
MINUTES OF MEETING
August 15, 2022**

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

ADMINISTRATION: Greg Duggan, Town Manager; Marguerite Ladd, Deputy Manager; Travis Sabatasso, Director of Human Resources;

OTHERS PRESENT: Patty Davis, Karen Lemnah, Alan Nye, Ken Signorello, Margaret Smith, TJ Yandow, Lorraine Zaloom, Heidi.

1. CALL TO ORDER

Andy Watts called the meeting of the Town of Essex Selectboard to order at 6:30 P.M.

2. AGENDA ADDITIONS/CHANGES

None at this time.

3. AGENDA APPROVAL

No approval needed as the agenda was not amended.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Alan Nye spoke about several capital projects that the Chittenden Solid Waste District are undertaking. These include the new Materials Recycling Facility (MRF), and that they are moving forward with a vote for the bond in the November election. He noted that this bond would not impact residents' taxes, and will be paid through user fees and the sale of materials. Additionally, CSWD is pursuing the construction of a new administrative office building, though the estimate for that construction came in very high and they are also considering alternatives, such as renting a space.

5. BUSINESS ITEMS

**a. *Consider appointment(s) of volunteer(s) to the Economic Development Commission:
Rey Garofano, Rebecca Robinson, Brian Shelden, Ken Signorello**

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard appoint Rey Garofano to the Economic Development Commission with term expiring June 30, 2023, and appoint Rebecca Robinson to the Economic Development Commission with term expiring June 30, 2025. The motion passed 5-0.

b. Discussion about budget goals for fiscal year 2024

Mr. Duggan noted that staff is beginning to put budgets together for FY 2024, and would like to know if the Selectboard has any particular areas of focus. They will bring the Manager's budget to the Selectboard for their consideration in October.

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Mr. Lawrence said that he would like to assess the need for positions and activities (but not cut services or positions) to try and find efficiencies and not have a budget increase for FY24.

Ms. Delphia said that the Town should be appropriately planning for maintenance and upgrades, to address problems when they occur.

Ms. Hill-Fleury said that she would like the Town to try and find areas of savings to make any tax increases as minimal as possible.

Mr. Chamberlin said that the Town should only be doing public work, not private lines of work. He added that the Town's delinquencies are too high and they should be reduced. He also noted that some sidewalks aren't plowed or maintained adequately, and the Town should ensure that all sidewalks are usable.

Mr. Watts said that he would like to see a discussion about whether there should be an increase in the capital tax (and decrease the amount of capital funding coming out of the operating budget). He touched on other topics, such as developing a five-year capital plan, having a municipal center and Town office that isn't located in the City, considering the replacement of the Town's pool, considering increased river access with a boat launch, reviewing the Indian Brook rate structure, addressing the housing crisis, expanding equity work, electrifying the Town's vehicle fleet, and improving trails.

Ms. Delphia said that she would like to see the Indian Brook rate schedule restructured to be more self-funding.

Patty Davis agreed both with improving/maintaining the sidewalks and maintaining the Town's trails.

c. Consider adoption of updates to Town of Essex Personnel Guidelines

Mr. Sabataso noted that small modifications have been made to the Personnel Guidelines, which include adding a definition for per diem employees, adding a vehicle use policy to vet users of municipal vehicles, and other minor changes.

Ms. Delphia suggested changing references to sex and sexual orientation to gender, gender identity, and sexual orientation.

Lorraine Zaloom asked whether vetting users of municipal employees could impact (decrease) insurance costs. Mr. Sabataso said he would look into this with the Vermont League of Cities and Towns.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that the Selectboard adopt the proposed revisions to the Town of Essex Personnel Guidelines, with amendments. The motion passed 5-0.

d. Discussion and potential action on nominating a delegate for the Vermont League of Cities and Towns (VLTC) 2022 Legislative Policy and Annual Meeting

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Mr. Watts said that this meeting will be held at the same time as the Town Fair and will be held in Killington.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that the Selectboard appoint Andy Watts as the delegate for VLCT's Legislative Policy and Annual Meeting. The motion passed 5-0.

e. *Discussion about appointment or employment or evaluation of a public officer or employee

See item #8a below.

f. **Discussion and potential action about the negotiating or securing of real estate purchase or lease option

See item #8b below.

g. *Discussion about contracts**

See item #8c below.

6. CONSENT ITEMS

a. Approve minutes – August 1, 2022

b. Approve check warrants: #18012 – 7/29/22; #18015 – 8/5/22

c. Consider approval of purchase of public safety virtual reality training system

d. Consider approval of corrections of errors and omissions on the 2022 Grand List as provided for in 31 V.S.A 4261

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that the Selectboard accept the consent agenda as presented. The motion passed 5-0.

7. READING FILE

a. Board member comments: Mr. Lawrence asked about the process around the public nuisance ordinance. Mr. Watts replied that the Town Police staff are working on language, and the draft ordinance will come back to the Selectboard for their review and approval when ready. Ms. Hill-Fleury thanked the Police Department for the Essex Night Out event. Ms. Delphia said that the ARPA survey results will be updated over the next several days. Mr. Watts said he is excited about the Explore Essex event. He also noted that there is a budget day on November 4th as part of the upcoming meeting schedule.

b. Upcoming meeting schedule

c. Draft Facility Use Policy

d. Explore Essex Fall Festival Information Sheet

e. VLCT Town Fair 2022

f. Town of Essex American Rescue Plan Act survey results

8. EXECUTIVE SESSION

a. * An executive session is anticipated to discuss the appointments or employment or evaluations of a public officer or employee

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DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard enter into executive session to discuss the appointment or employment or evaluation of a public officer or employee in accordance with 1 V.S.A. Section 313(a)(3), to include the Town Manager and Deputy Manager. The motion passed 5-0 at 7:13 PM.

b. ****An executive session is anticipated to discuss the negotiating or securing of real estate purchase or lease options**

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that that the Selectboard enter executive session to discuss the negotiating or securing of real estate purchase or lease options in accordance with 1 V.S.A. Section 313(a)(2) and to include the Town Manager, Deputy Manager and Director of Parks and Recreation. The motion passed 5-0 at 7:13 PM.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to exit executive session. The motion passed 5-0 at 8:57 PM.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that whereas, on November 22, 2021, the Selectboard approved a motion "...that the Selectboard offer a lease agreement to the Tree Farm Management Group, for four years and that Essex Parks and Recreation and Essex Junction Recreation and Parks assume the management of the Tree Farm facility thereafter, with the understanding that the lease agreement would need to be developed with that transition plan and business plan";

Whereas, on May 16, 2022, the Selectboard approved a motion "...that the Selectboard direct staff to schedule a meeting between the Selectboard and Trustees to further discuss the Memorandum of Understanding for the management of the Tree Farm Recreational Facility Between the Town of Essex and the Village of Essex Junction, and the lease extension with the Tree Farm Management Group;"

NOW, THEREFORE, BE IT RESOLVED by the Selectboard for the Town of Essex that the November 2021 motion, mentioned above, is clarified that the Town staff is directed to work with the City of Essex Junction to update the lease extension with the Tree Farm Management Group, along with the management agreement and Memorandum of Understanding with the Essex Junction City Council, in order to continue the proper management, care and use of the Tree Farm Recreational Facility through December 31, 2026, and beyond. Motion passed 5-0.

c. *****An executive session is anticipated to discuss contracts**

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard make the specific finding that general public knowledge of contracts 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 contracts, pursuant to 1 V.S.A.

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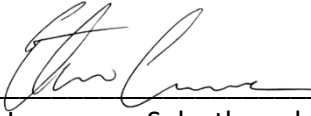
§313(a)(1)(A) to include the Town Manager. The motion passed 5-0 and the Selectboard entered into executive session at 7:13 PM.

9. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, to adjourn the meeting. The motion passed 5-0 at 9:02 P.M.

Respectfully Submitted,
Amy Coonradt,
Recording Secretary

Approved this 12th day of September, 2022
(see minutes of this day for corrections, if any)



Ethan Lawrence, Selectboard Clerk