



Town of Essex

Selectboard

Phone: (802) 878-1341

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Regular Meeting AGENDA

Monday, February 26, 2024 – 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:

• **JOIN ONLINE:** [Zoom](#) Meeting ID: 987 8569 1140; Passcode: 032060

• **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 987 8569 1140; Passcode: 032060

This agenda is available in alternative formats upon request.

1. **CALL TO ORDER** 6:30 PM
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from the public on items not on Agenda
5. **CONSENT ITEMS**
 - a. Approve minutes: February 12, 2024
 - b. Approve check warrants: # 18183- 12/29/23; # 18193 - 02/09/24; #18194 - 2/16/24
 - c. Consider approval of 1st, 2nd, and 3rd class liquor license renewal applications
 - d. Consider approval of Vermont Agency of Transportation Certification of Compliance for Town Road and Bridge Standards and Network Inventory
 - e. Consider approval of Vermont Agency of Transportation Annual Financial Plan for Town Highways
 - f. Consider awarding bid for construction of the 2024 ADA Compliant Sidewalk Ramp Project
 - g. Consider approval to apply for the U.S. Treasury Capital Projects Fund for Libraries grant
6. **BUSINESS ITEMS**
 - a. * Interview volunteer to serve on the Police Community Advisory Board - Vince Cuciti
 - b. Discussion and potential action to schedule Selectboard strategic planning work session
 - c. Discussion about the Selectboard meeting schedule for 2024 - 2025
 - d. Discussion about process for Town Meeting Informational Hearing
 - e. * Discussion about the appointment of employment or evaluation of a public officer or employee
 - f. * & ** Discussion about Town Manager contract
 - g. *** Discussion of pending or probable civil litigation
7. **READING FILE**
 - a. Board member comments
 - b. Upcoming meeting schedule
 - c. Letter from Department of Taxes re: petition for a redetermination of the Equalized Education Property Values, etc.
 - d. Harm Reduction Pack Distribution Pilot Program at the Library
 - e. Chittenden Solid Waste District Fiscal Year 2023 Annual Report
 - f. Selectboard Essentials training from Vermont League of Cities and Towns
 - g. Letter from Green Mountain Transit re: fiscal year 2025 assessment
 - h. Update on 80 & 90 Upper Main St. planning and development process
 - i. Email from Rusty Brink re: resignation from Conservation and Trails Committee
 - j. Email from John Mangan re: resignation from Planning Commission
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 contracts
 - c. *** An executive session is anticipated to discuss pending or probable civil litigation

SELECTBOARD

TOWN OF ESSEX SELECTBOARD REGULAR MEETING MINUTES MONDAY FEBRUARY 26, 2024

SELECTBOARD: Tracey Delphia, Vice-Chair; Kendall Chamberlin, Clerk; Dawn Hill-Fleury

ADMINISTRATION and STAFF: Greg Duggan, Town Manager; Marguerite Ladd, Deputy Manager; Caitlin Corless, Library Director; Ron Hoague, Police Chief

OTHERS PRESENT: Vince Cuciti, Drew Darrow, Patty Davis, Betsy Dunn, Ken Signorello, Lorraine Zaloom. M.J.S.S, Tracey

1. CALL TO ORDER

In Mr. Watts's absence, Ms. Delphia called the Town of Essex Selectboard meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Ms. Dunn asked for clarification on Articles 3 and 4 on the Town Meeting Day ballot, noting that they are listed as advisory and non-binding. She finds this to be egregious, as it is a completely different slant than how it was intended by the petitioners. Ms. Delphia said that this was done on the advice of legal counsel, however it is something that the Board intends to do should the articles be passed. Mr. Duggan clarified that the information on the petition was not fully clear, but that staff will do their best to comply should the articles be passed. Mr. Signorello said that the Essex News made it seem like the petitioners requested an advisory vote, however this is not true. He said that it also appears to give the Selectboard credit for putting this on the ballot. He suggested putting out a correction and said that this appears to diminish the efforts of the petitioners. Mr. Duggan said that there is no attempt to diminish the work that was done, and that it will be corrected going forward.

5. CONSENT AGENDA

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, to approve the Consent Agenda as presented A-G. Motion passed 3-0.

a. Approve minutes: February 12, 2024

b. Approve check warrants: # 18183- 12/29/23; # 18193 - 02/09/24; #18194 - 2/16/24

c. Consider approval of 1st, 2nd, and 3rd class liquor license renewal applications

d. Consider approval of Vermont Agency of Transportation Certification of Compliance for Town Road and Bridge Standards and Network Inventory

e. Consider approval of Vermont Agency of Transportation Annual Financial Plan for Town Highways

f. Consider awarding bid for construction of the 2024 ADA Compliant Sidewalk Ramp Project

g. Consider approval to apply for the U.S. Treasury Capital Projects Fund for Libraries grant

6. BUSINESS ITEMS**a. Interview volunteer to serve on the Police Community Advisory Board - Vince Cuciti**

Mr. Cuciti said that he has lived in Essex for six years and was looking for a way to give back to the community. He is an army veteran, an engineer and the father to two teenagers. Mr. Chamberlin asked if there was a specific area of police work that he is interested in; Mr. Cuciti said that he is interested in helping with whatever is needed. Ms. Hill-Fleury asked how Mr. Cuciti saw himself acting out the Community Advisory Board mission statement, he said that he would be open-minded and do his best. Ms. Delphia asked Mr. Cuciti how he would advocate for marginalized members of the community; he said that he would leverage his experience serving his own neighborhood. Ms. Delphia said that the Board typically advertises openings for thirty days and will not be deciding on appointments tonight.

b. Discussion and potential action to schedule Selectboard strategic planning work session

The Board indicated a preference for scheduling this on a Thursday evening. The date will be finalized when the entire Board is present.

c. Discussion about the Selectboard meeting schedule for 2024 – 2025

Ms. Delphia suggested starting the meetings at 6 PM, rather than 6:30 PM. Ms. Delphia requested public input; none was given.

d. Discussion about process for Town Meeting Informational Hearing

Ms. Delphia clarified that nothing will be voted upon during this hearing, and that this is a public meeting of the Selectboard. Soup will be served. Ms. Delphia requested public comment, of which there was none.

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

This was discussed during Executive Session.

f. Discussion about Town Manager contract

This was discussed during Executive Session.

g. Discussion of pending or probable civil litigation

This was discussed during Executive Session.

7. READING FILE

a. Board member comments: Ms. Hill-Fleury thanked Rusty Brink and John Mangan for their service and expressed her condolences to the Lawrence family on their loss. Mr. Chamberlin said that he is happy to see that the library is going to be distributing Narcan. Ms. Delphia expressed thanks to staff for including information on progress of developing 80 & 90 Upper Main Street. Mr. Chamberlin said that he wants to make sure that there is no conflict between the needs of Essex Rescue and the Town of Essex regarding the use of this land.

b. Upcoming meeting schedule

c. Letter from Department of Taxes re: petition for a redetermination of the Equalized Education Property Values, etc.

d. Harm Reduction Pack Distribution Pilot Program at the Library

e. Chittenden Solid Waste District Fiscal Year 2023 Annual Report

f. Selectboard Essentials training from Vermont League of Cities and Towns

g. Letter from Green Mountain Transit re: fiscal year 2025 assessment

h. Update on 80 & 90 Upper Main St. planning and development process

i. Email from Rusty Brink re: resignation from Conservation and Trails Committee

j. Email from John Mangan re: resignation from Planning Commission

8. EXECUTIVE SESSION

a. An executive session was held to discuss the appointment or employment or evaluation of a public officer or employee

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, 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 Town Manager. Motion passed 3-0.

b. An executive session was held to discuss contracts

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, that the Selectboard make the specific finding that general public knowledge of contracts would place the Town at a substantial disadvantage. Motion passed 3-0.

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, to move 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), and to discuss contracts, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the Town Manager. Motion passed 3-0.

c. An executive session was held to discuss pending or probable civil litigation

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, to move 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. Motion passed 3-0.

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, to move 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

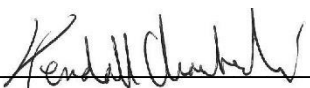
DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, to exit executive session. Motion passed 3-0 at 7:41 p.m.

9. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by KENDALL CHAMBERLIN, for the Selectboard to adjourn. The motion passed 3-0 at 7:42 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Approved this 18th day of March, 2024
(see minutes of this day for corrections, if any)


Kendall Chamberlin, Selectboard Clerk