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

Monday, April 1, 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. **REORGANIZATION**
   a. Election of Chair, Vice Chair, Clerk
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
   a. Comments from the public on items not on Agenda
6. **CONSENT ITEMS**
   a. Approve minutes: March 18, 2024
   b. Approve check warrants: #18198 - 03/15/24; #18199 - 03/22/24
   c. *Consider adoption of Local Emergency Management Plan
   d. Consider approval of Liquor License renewals
7. **BUSINESS ITEMS**
   a. Consider approval of a consultant for 80 / 90 Upper Main Street planning project
   b. Consider adoption of Tax Sale Policy
   c. Consider approval of Rules and Regulations for Orderly Conduct of Business
   d. Consider approval of Conflict of Interest Policy
   e. Consider approval of Communications Policy
   f. Consider approval of the Selectboard meeting schedule for 2024 - 2025
   g. Consider approval of date for Selectboard strategic planning session
   h. ** Consider appointment of volunteer to Police Community Advisory Board
   i. ** Discussion about evaluation of Town Manager
   j. *** Discussion and potential action related to Chittenden County Communications Union District contract negotiations
8. **READING FILE**
   a. Board member comments
   b. Letter of thanks from Greater Burlington Industrial Council
   c. Restorative Justice in Essex
9. **EXECUTIVE SESSION**
   a. *An executive session may be requested to discuss security or emergency response measures
   b. **An executive session is anticipated to discuss the appointment or employment or evaluation of a public officer or employee
   c. ***An executive session is anticipated to discuss contracts

Certification: ____________________ 03/29/2024

TOWN OF ESSEX SELECTBOARD
REGULAR MEETING MINUTES
MONDAY APRIL 1, 2024

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

ADMINISTRATION and STAFF: Greg Duggan, Town Manager; Charles Cole, Fire Chief; Marguerite Ladd, Deputy Manager; Aaron Martin, Public Works Director; Shawn McNamara, Buildings Manager; Tom Richards, Deputy Fire Chief; Steve Trenholm, Assistant Fire Chief

OTHERS PRESENT: Ian Carroll, Betsy Dunn, Gail Henderson-King, Tim Miller, Hubert Norton, Mary Post, Sr. Doug Wilson, Lorraine Zaloom, M.J.S.S

1. CALL TO ORDER
In lieu of a chair, Mr. Duggan called the Town of Essex Selectboard meeting to order at 6:30 PM.

2. REORGANIZATION
a. Election of Chair, Vice Chair, Clerk

DAWN HILL-FLEURY made a motion, seconded by ANDY WATTS, to nominate Tracey Delphia as Chairman of the Essex Town Selectboard. Motion passed 5-0.

KENDALL CHAMBERLIN made a motion, seconded by ETHAN LAWRENCE, to nominate Andy Watts for Vice-Chair. Motion passed 5-0.

DAWN HILL FLEURY made a motion, seconded by ETHAN LAWRENCE, to nominate Kendall Chamberlin as Clerk for the Essex Town Selectboard. Motion passed 5-0.

3. AGENDA ADDITIONS/CHANGES
None.

4. APPROVE AGENDA
No changes, thus no approval required.

5. PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
Ms. Dunn asked for additional maps to be available to the public when discussing planning and zoning issues. Ms. Post agreed and said that it would be helpful to have these maps dated.

6. CONSENT AGENDA
DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, to approve the Consent Agenda as presented. Motion passed 5-0.
Ms. Delphia requested public comment on the Consent Agenda, of which there was none.

a. Approve minutes: Approve minutes: March 18, 2024
b. Approve check warrants: #18198 - 03/15/24; #18199 - 03/22/24
c. Consider adoption of Local Emergency Management Plan
d. Consider approval of Liquor License renewal

7. <u>BUSINESS ITEMS</u>

a. Consider approval of a consultant for 80 / 90 Upper Main Street planning project

Mr. Duggan said that an RFP was issued, with two submittals received. Interviews were conducted, and Stantec was selected by staff as the preferred consultant due to their comprehensive public engagement work. ARPA funds will be utilized for this project. Mr. McNamara said that Stantec has the more robust ability to pivot and respond to changes if need be. Mr. Martin described the increased cost of Stantec as money well-spent for the future. Ms. Henderson discussed Stantec's ability to bring in specialists as needed and their ability to stay on schedule. Ms. Hill-Fleury asked what the concerns were with the other submittal. Mr. Martin said that there were not any concerns, but that Stantec's proposal clearly met Essex's needs better. Mr. Watts said that he supported the staff recommendation as he believes that public engagement is essential. Mr. Chamberlin said that only two bids were received, and that Stantec is almost double the cost of the other firm. He said that the other firm has done several other local projects and that Stantec focuses on out-of-state projects. Mr. McNamara said that Stantec has some new and creative ideas that are necessary for this project and has done local projects, such as work at the Essex Experience. Mr. Lawrence said that Stantec is willing to meet deadlines and said that a low bidder could say that project changes are outside of the scope and subsequently charge the town more. Ms. Delphia requested public comment. Ms. Zaloom said that she does not believe that it is a positive attribute that the other firm helped to design the Essex Experience.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that Selectboard approve Stantec as the preferred consultant for the Upper Main Street Project and authorize the Town Manager to execute a contract. Motion passed 4-1, with KENDALL CHAMBERLIN dissenting.

b. Consider adoption of Tax Sale Policy

Ms. Delphia said that this was discussed and accepted at the last Selectboard meeting. No additional changes have been made. Mr. Chamberlin proposed an amendment that this policy be reviewed annually by the Selectboard, with the rest of the Town policies. Ms. Delphia requested public input, of which there was none.

DAWN HILL-FLEURY made a motion, seconded by ANDY WATTS, that the Selectboard approve the revised Tax Sale Policy. Motion passed 5-0.

c. Consider approval of Rules and Regulations for Orderly Conduct of Business

Mr. Duggan said that the staff has proposed minor changes to how consent agenda items are handled. Ms. Delphia requested public input, of which there was none.

ETHAN LAWRENCE made a motion, seconded by ANDY WATTS, that the Selectboard approve the Rules and Regulations for Orderly Conduct of Business. Motion passed 5-0.

d. Consider approval of Conflict of Interest Policy

Ms. Delphia requested public input, of which there was none.

ETHAN LAWRENCE made a motion, seconded by ANDY WATTS, that the Selectboard approve the Town of Essex Conflict of Interest Policy. Motion passed 5-0.

e. Consider approval of Communications Policy

ETHAN LAWRENCE made a motion, seconded by ANDY WATTS, that the Selectboard approve the Town of Essex Communications Policy. Motion passed 5-0.

Mr. Chamberlin said that he finds the policy confusing, as if two members attend an event the other three are not able to attend unless it is a warned meeting. Ms. Delphia requested public input, of which there was none.

f. Consider approval of the Selectboard meeting schedule for 2024 – 2025
Ms. Delphia asked the Board if they are interested in beginning meetings at 6 PM instead of 6:30 PM. All indicated that they preferred a 6:30 PM start time. Ms. Delphia requested public input, of which there was none.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that the Selectboard approve the proposed meeting schedule for 2024-2025. Motion passed 5-0.

g. Consider approval of date for Selectboard strategic planning session
Ms. Delphia provided two date options (May 8 during the evening or May 9 in the afternoon) for the strategic planning session. At this session, the Board will discuss what they want to accomplish in the next year. Ms. Delphia said that the evening hours may be better for public input. Ms. Delphia requested public input, of which there was none.

DAWN HILL FLEURY made a motion, seconded by ANDY WATTS, that the Selectboard hold the Strategic Planning Meeting on Wednesday, May 8 from 5-9 PM. Motion passed 5-0.

h. Consider appointment of volunteer to Police Community Advisory Board
Ms. Delphia said that Vince Cuciti was interviewed at a previous meeting but not appointed due to the opening not being advertised for long enough to choose a candidate. No other applicants have come forward. Ms. Hill-Fleury expressed concern that Mr. Cuciti did not understand the mission of the Community Advisory Board (CAB) and does not have enough knowledge about working with diverse populations. Mr. Chamberlin said that Mr. Cuciti had a lot of energy and thought that he would do well on the CAB.

ANDY WATTS made a motion, seconded by ETHAN LAWRENCE, to appoint Vince Cuciti to the vacant seat on the CAB. Motion passed 4-1, with DAWN HILL-FLEURY dissenting.

i. Discussion about evaluation of Town Manager
This was discussed during Executive Session.

j. Discussion and potential action related to Chittenden County Communications Union District contract negotiations
This was discussed during Executive Session.

8. <u>READING FILE</u>
a. Board member comments: Ms. Delphia thanked Mr. Watts for his service as Chair, and Mr. Chamberlin for continuing to serve as Clerk.
b. Letter of thanks from Greater Burlington Industrial Council
c. Restorative Justice in Essex

9. EXECUTIVE SESSION

a. An executive session may be requested to discuss security or emergency response measures
Not discussed.

b. 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 ETHAN LAWRENCE, 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. Motion passed 5-0.

c. An executive session was held to discuss contracts
DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, that the Selectboard make the specific finding that general public knowledge of contracts would place the Town at a substantial disadvantage. Motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, to move that the Selectboard enter into executive session to discuss contracts, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the Town Manager, Deputy Town Manager, and Town representative to the Chittenden County Communications Union District. Motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, to exit executive session. Motion passed 5-0 at 8:44 p.m.

9. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, for the Selectboard to adjourn. The motion passed 5-0 at 8:46 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Approved this 15th day of April, 2024
(see minutes of this day for corrections, if any)

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Kendall Chamberlin, Selectboard Clerk