Town of Essex

Selectboard

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Regular Meeting AGENDA

Wednesday, May 8, 2024 − 5:00 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 5:00 PM

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. PUBLIC TO BE HEARD

a. Comments from the public on items not on Agenda

5. BUSINESS ITEMS

a. Manager overview of goals for the day (5 minutes)

b. Discussion about departmental work plans and strategic plans (20 minutes)

c. Public comment (5 - 10 minutes)

d. Discussion about Selectboard values (30 minutes)

e. Break (10 minutes)

f. Discussion about Selectboard goals for the next 5 to 8 years (40 minutes)

g. Discussion about Selectboard work items for fiscal year 2025 (60 minutes)

h. Public comment (5 - 10 minutes)

i. Break (10 minutes)

j. Assign priority levels to work items (30 minutes)

6. EXECUTIVE SESSION

a. An executive session is not anticipated

Certification: ______________________ ________________

TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING MINUTES
WEDNESDAY MAY 8, 2024

SELECTBOARD: Tracey Delphia, Chair; Andy Watts, Vice-Chair; Kendall Chamberlin, Clerk; Dawn Hill-Fleury.
ADMINISTRATION and STAFF: Greg Duggan, Town Manager; Marguerite Ladd, Deputy Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER
Ms. Delphia called the Town of Essex Selectboard meeting to order at 5:00 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
None.

5. BUSINESS ITEMS
a. Manager overview of goals for the day
Mr. Duggan outlined the schedule of the evening and noted the major changes that have occurred in the Town over the past few years. He said that he hopes that the Selectboard will consider where they would like Essex to be in the next 5-10 years, their values, and establish overarching principles to achieve this long-term vision.

b. Discussion about departmental work plans and strategic plans
Mr. Duggan said that all department heads have outlined their day-to-day work, as well as any special projects that they might have. Mr. Chamberlin suggested that these be shared with the public, and Mr. Duggan said that this is currently being done. Mr. Chamberlin lauded the work of the staff and department heads.

c. Public comment
None.

d. Discussion about Selectboard values
Mr. Duggan discussed several identified values and the documents, such as the Heart & Soul project and Town Plan, in which they were found in. The Selectboard reviewed these values and made a list of those which they found most important. These are listed and defined as follows:

-**Cohesiveness and Connectivity**: A community connected by a variety of multi-modal options, a sense of "you can get there from here". Additional community events and connections between people.
-**Accountability & Transparency**: Information is readily available and delivered. Staff and elected officials are responsive to questions and concerns.
-**Community-Orientated**: Having a focus on the community's best interest.
-**Town Vibrancy**: The desire and joy to live and do business in Essex, and the visual aspect of such.

-**Predictability**: The community experience is the same for all and across departments. Information is readily available.
-**Fiscal Responsibility & Sustainability**: Responsible budgeting and future planning. This also includes capital projects, vehicle replacements, and consideration of maintenance costs.
-**Thoughtful Growth**: Environmentally conscious, stable and predictable development patterns that balance the need and willingness to grow with the protection and preservation of natural resources. Consider potential increased costs prior to development. Balancing the need and willingness to grow with the protection of open space and natural resources.
-**Inclusivity-Town Identify, Community-Orientated, Housing:** Being representative of all of who live in Essex, being welcoming and respectful.

e. Break

f. Discussion about Selectboard goals for the next 5 to 8 years
The Selectboard reviewed all the previously submitted goals and worked to determine which are most important.

The goals developed by the Selectboard in this meeting include:
-Evaluate recreation needs to ensure that the community's needs are met and funded accordingly.
-Ensure that capital needs are understood and fully funded. Reevaluate the funding mechanism of the Capital Plan.
-See progress on the community's vision for and construction of the new municipal complex.
-Improve multi-modal transportation options.
-Expand or improve awareness of community events.
-Continually improve access to information and documents.
-Respond to the community impact of opioid overdoses.
-Ensure the long-term support of public safety infrastructure.
-Develop a schedule to ensure documents and standards are updated regularly and reflect the needs of the community.
-Maximize non-property tax revenue revenues.
-Review and update policies annually.

The goals submitted by the Selectboard prior to this meeting and compiled by staff include:
-Community engagement/transparency
-Development Review Board
-Finance
-Housing and the Housing Commission
-Long-term planning
-Opioids
-Policies (esp. Tax Sale Policy)
-Traffic
-Sidewalk, trails and connectivity

g. Break

h. Discussion about Selectboard work items for fiscal year 2025
The Selectboard discussed and ranked work items by priority.

High
-Capital planning and funding for future needs.
-Creation of an eight-year Public Works capital, vehicle and equipment replacement plan.
-Recreation Needs Assessment.
-Tree Farm Management.
-Forest management plan and implementation.
-Leverage grant funding based on town center designation.
-Determine use for opioid settlement funds.
-Work with EWSD and the Police Department on public outreach on drug overdoses as well as consider the installation of a Narcan dispenser.
-Community outreach on the potential municipal complex.
-80-90 Main St. plan and funding options.
-Continue to increase community engagement.
-Fund balance assignment policy/process.

Medium
-Vehicle/equipment replacement plan for all departments.
-Establish Parks & Recreation as a true enterprise fund.
-Self-funding of Indian Brook.
-Affordable housing initiatives.
-Develop a Farmers Market and improve community gardens.
-Increase community events.
-Connectivity.
-Increase non-property tax revenue.
-Support and communication with committees.
-Consider Charter Committee recommendations.

Low
-Annual policy review.
-Paving and gravel plans which allow all roads to get attention as needed.
-Increase sidewalk plowing yearly.
-Add a crosswalk on Rt. 15 near Sweet Scoops.
-Address truck traffic on Sand Hill Road.
-Obtain an update from VTrans on the Route 15 light schedule.
-Increase youth participation.
-Public/private partnerships.
-Data visualization and utilizing this to drive informed decision making.
-Check warrants layout/presentation.
-Police department regionalization.

i. Public comment
None.

j. Assign priority levels to work items
This was discussed along with Item 5h, Discussion about Selectboard work items for fiscal year 2025.

6. <u>EXECUTIVE SESSION</u>
Not discussed.

7. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by ETHAN LAWRENCE, for the Selectboard to adjourn. The motion passed 5-0 at 9:22 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Approved this __20th____ day of _May___, 2024
(see minutes of this day for corrections, if any)

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Kendall Chamberlin, Selectboard Clerk