



**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
Subcommittee on Governance
Special Meeting Agenda**

2 Lincoln Street
Essex Junction, VT 05452
Thurs., Feb. 13 2020
7:00 PM

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The Governance Subcommittee consists of two members of the Essex Junction Board of Trustees and two members of the Essex Selectboard. The members will not discuss or take action on any issue outside of the scope of the subcommittee and shall not act as the Town Selectboard or Village Board of Trustees at the meeting.

1. **CALL TO ORDER** [7:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
5. **BUSINESS ITEMS**
 - a. **Discuss and Consider Approving Water-Sewer Charter Transition Language Recommendation by Staff** – MEMO from Dennis Lutz, P.E., Public Works Director; Sarah Macy, Finance Director/Assistant Manager included in packet.
 - b. **Discuss response from Government Operations Committee** – George Tyler and Max Levy will bring members up to date on efforts to connect with key state legislators to gain feedback on representation and taxation concepts for the draft merger plan.
 - c. **Soliciting input from Planning Commissions for Charter Language** – George Tyler and Evan Teich will open a discussion with Subcommittee members about soliciting input from current Planning Commission members regarding transitional provisions language.
 - d. **Discuss Next Steps for Draft Transition Provisions Language** – George Tyler will open a discussion with Subcommittee members about next steps for Section 1, Transition Provisions language for the draft charter for a merged municipality. Ann Janda, Project Manager, recommends waiting for further attorney review until input is received from key state legislators regarding taxation and representation, a proposal from the libraries for their section, and for subcommittee agreement on concepts for water-sewer and planning boards.
 - e. **Set Date for Next Governance Subcommittee Meeting**
 - f. **Approve minutes: January 23, 2020**
6. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair or President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair or President. This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Village of Essex Junction and the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341.

Certification: _____ 2-10-20 _____ Ann Janda _____

Memorandum

To: Governance Subcommittee; Evan Teich, Unified Manager
From: Dennis Lutz, P.E., Public Works Director
Jim Jutras, Water Quality Superintendent
Ricky Jones, Public Works Superintendent
Sarah Macy, Finance Director/Assistant Manager
Re: Staff recommendation on Water and Sewer District in Transitional Charter
Date: February 13, 2020

Issue:

To discuss and make a recommendation regarding the future structure of the municipal water and sewer operations of the Town and Village for incorporation into the Transitional Provisions section of the draft charter for a merged municipality. The recommendation is for one district with multiple user bases that will be charged fees based on the legacy system costs so that merger will not have the effect of raising rates in one of the legacy systems.

Discussion:

Staff has met and discussed concepts for the future operations of the Water and Sewer utilities owned and operated by the Town and Village. There are two aspects that impact this recommendation:

- (1) Control, operation and management needs to be under one entity to effect savings, consolidate operations and insure that utility decisions align with community-wide decisions made by the single governing body. In essence, this means one district with multiple user classes so that merger will not have the effect of raising rates in one of the legacy systems.
- (2) User rates can be structured among classes of users to reflect a system-wide universal charge based on usage coupled with a fixed rate (and/or surcharge) to reflect current debt owed by user classes. Once the existing debt is retired, the added charges would be eliminated. Any new debt would be shared equally among all users. The existing difference in connection fees could be resolved over time by new connection fees set by the new governing board of water and sewer commissioners.

While it is clear that the two systems as currently operated are different enough to warrant some separate designation, staff recommends creating one water and sewer district under the authority of the governing board of the merged municipality. This district would have, through the governing body's authority to enact and consolidate related ordinances, the ability to designate appropriate multiple separate user bases. One district with multiple user bases would allow the governing body to set budgets and rates through one unified process instead of two. It would also allow initially for different rates in each section of the user bases reflective of the different

operations until such time as the operations may come together without cost shifts from one system to another.

Staff is currently researching adjustments that can be made now to align the existing fees, operations and billing structure, creating the foundation for future unification. Regardless of the outcome of the merger vote, these structural adjustments support efficiencies in operation and administration as the two current operations rely on the unified finance department for budgeting, billing, and financial reporting activities.

The following is proposed as transitional provisions for water and sewer.

Section 110. Municipal Water and Sewer

Upon the effective date of the charter of the merged municipality, there shall be a transitional phase to incorporate the municipal water system(s) and municipal sewer system(s) into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full.

Recommendation:

Staff recommends the governance subcommittee incorporate language into the transitional provisions of the charter for a merged municipality identifying one water and sewer district with multiple user classes that can have different fees based on the legacy costs under the direction of the governing body for the merged municipality.

Memorandum

To: Governance Subcommittee; Evan Teich, Unified Manager

CC: Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager and Finance Director

From: Ann Janda, Project Manager

Re: Discuss Next Steps for Draft Transition Plan Language

Date: February 13, 2020

Issue

The issue is to discuss the status of draft transition plan language, Subchapter 1 of a draft charter for a merged Essex Junction/Essex Town municipal government and next steps. An updated draft is attached.

Discussion

George Tyler will open a discussion with Subcommittee members about next steps for Section 1, Transition Provisions language for the draft charter for a merged municipality. Ann Janda, Project Manager, recommends waiting for further attorney review until input is received from key state legislators regarding taxation and representation, a proposal from the libraries for their section, and for subcommittee agreement on concepts for water-sewer and planning boards.

Recommendation

Staff recommends that Governance Subcommittee members discuss the draft transition provisions language following this memo and talk about next steps.

Outline of Merged Entity Charter

PREAMBLE

The inhabitants of the town of Essex, including the historical, unincorporated village of Essex Junction, are a corporate and political body under the name of "town of Essex" (herein called "the town"). As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation.

Subchapter 1: Transitional Provisions

§ 101 Adoption of town and village assets and liabilities

This first provisions should demarcate the new entity as the successor entity to the village and the town as such all assets, contracts, liabilities, rights, and obligation held by the former entities shall transition to the new entity. This should dovetail and mirror Section 201 below.

(a) All assets and obligations formerly owned or held by the Town and Village shall become the assets and obligations of the [name of municipality] upon the effective date of the charter. This shall include all real property, easements, rights and interests in land, buildings and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary.

(b) All contracts, agreements, trusts, and other binding written documents affecting the Town or Village shall remain in effect on the effective date of the charter, and the [Name of Municipality] shall assume all the responsibilities formerly belonging to the Town and Village.

§ 102. Transition Period

This provision should define the length of the transition period, if the period will extend to all or certain municipal functions, when the transition will begin, and when its provisions will sunset.

(Question for Dan Richardson: Can you recommend language that allows us to have some discretion about which departments will be immediately consolidated within the first year of the merger while others may take a few or more years?)

The transition period shall begin not later than July 1, following the approval of the charter by the Legislature, and end on June 30, 20___. At the end of the transition period, the charter will become effective and the City or Town (Town of Essex) shall be fully established and organized. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

§ 103. Organizational Municipal Meeting

Depending on whether the new entity follows a town meeting format or an Australian ballot format of annual meetings, this provision should lay out what will happen at the first meeting of the new entity, who will be elected, who will lead the meeting, and what items (such as a budget) will be voted.

The first annual City or Town meeting shall occur on the same date as the Essex Westford School District preceding the July 1 effective date of the charter. This shall be a unified meeting of the new municipality and shall be noticed and warned to all residents of the Town of Essex and (unincorporated) Village of Essex Junction. This meeting shall be for the purpose of presenting and discussing the budget only. Other (new Town) business may also be presented and discussed but not voted on. After presentation and discussion of the budget and any other business the meeting shall adjourn. Voting on the budget shall be by Australian ballot and shall occur on the same day as the budget vote for the Essex-Westford School District. Voting for (new Essex Town) elected officers shall also occur at this time. Time and holding of the meeting shall be pursuant to section ___ of the City or Town charter. The first annual City or Town meeting shall be jointly warned by the Village Trustees and Town Selectboard. The election of a moderator shall be the first order of business.

§ 104. Transitional Districts

***[Village becomes Debt Assessment District]** For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt, which is scheduled to retire in FY 2035.*

***[Village becomes Tax Reconciliation District]** For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget. (Do we need to specify an algorithm or some other formula by which this phase-in of costs occurs?)*

[Village becomes a Sidewalk District] For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.

[Village becomes a Capital Improvement District] For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District is not required to complete all projects in the plan prior to the end of the transitional period and the (new governing board) shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.

[Village Center Zone become a Downtown Improvement District] For a transitional period of 12 years commencing from the July 1 effective date of the charter, the Village Center Zone, as designated in the Essex Junction zoning plan, shall be designated as a Downtown Improvement District for the purpose of continuing the Village's downtown revitalization efforts as outlined in the Village's municipal plan. The (new Town government) shall levy a special tax on commercial properties within the District at a rate up to but not to exceed an additional \$0.01 on the community-wide tax rate in each fiscal year to pay for infrastructure improvements, landscaping improvements and maintenance, and real estate purchases within the District in accordance with the revitalization objectives in the municipal plan.

§ 105. Interim Governing Body

This provision should lay out how the new municipality will be governed between adoption of the new charter and the first organizational meeting. There are a variety of options. This body could be the duly elected Trustees and Selectboard; a representative hybrid of the two; or a body created by each of the Trustees and Selectboards composed of new members. This body should have certain powers and duties to oversee the new municipality and to oversee the transition.

(a) For the transition period described in paragraph § 102 following the approval of the charter by the Legislature, all members of the Town Selectboard and Village Trustees shall comprise an Interim Governing Body. In no event shall the Interim Governing Body consist of less than three trustees and three selectpersons. If one or two member(s) of one board resign(s) during the transition period, an equal number of members shall

resign from the other board. Each board shall designate its own process for determining such resignations with a preference for retaining selectpersons who reside outside the Village. The Interim Governing Body shall, at a minimum, schedule, warn, and hold bi-monthly meetings. The selectpersons shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The trustees shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees shall address all details and issues relating to the transition from a town and village to the new (Town of Essex) jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The (Town of Essex) council may implement such proposals once the charter becomes effective.

(b) The Interim Governing Body will also, with the assistance of the Unified Manager and staff, propose and warn in the manner pursuant to this charter, the first annual budget of the [the Town of Essex] for consideration by the voters at the first annual meeting held pursuant to § 103. This meeting shall be informational only. Voting for the budget shall occur on the same day as voting for the Essex-Westford School District budget pursuant to § 103.

§ 106. Budget and Municipality Administration

Following the approval of the charter by the Legislature pursuant to § 103 and § 105, the Manager will propose a unified budget for the community for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, debt, and that reflects any changes related to the merger.

§ 107. Village and Town Boards and Department Transitional Provisions

For a transitional period of 5 years commencing from the July 1 effective date of the charter, the Manager, with the advice and consent of (new governing board), shall integrate the fire departments, community development and planning offices, libraries, parks and recreation offices, and any other town and village municipal services and operations, with special provisions and considerations outlined below.

FIRE DEPARTMENTS

The [new town] shall continue to operate the former Essex Junction Fire Department and Essex Town Fire Department, and each department shall have a chief appointed by the manager. At the manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels and with a preference for retaining the historic identities of the two departments and for the predominant level of service remain

“paid on call.” Recommendations made by the Interim Governing Board pertaining to the fire departments cannot be adopted during the transitional period pursuant to § 102 or during the fiscal year commencing on July 1 after approval of the Charter and ending on the next June 30, nor without the approval of the (new governing body) pursuant to § 103.

COMMUNITY DEVELOPMENT, PLANNING, AND ZONING

Department

During the five-year transitional period the Manager, with the advice and consent of the (new board) shall integrate and reorganize the town and village community development and planning operations, including all designated zones, codes, state designations, and all other associated planning/development regulations of the former town and village.

(Language re: code and boards taken from 2006 transition provisions as a placeholder.)

Land Development Code

On the effective date of this charter, the former Town plan and Village plan, and the former Town zoning bylaws and subdivision regulations (land development code) until amended or a comprehensive re-write is presented by the merged Planning Commission adopted by the [Town Selectboard or City Council].

Boards

Prior to the effective date of the charter, the Town Selectboard shall appoint three members of the then current town planning commission and the Village Trustees shall appoint three members of the then current village planning commission to serve on the Town planning commission. Each shall appoint one member for a one-year term, one member for a two-year term and one member for a three-year term. The [Town Selectboard or City Council] shall choose a seventh member for a four year term, once it has organized.

Prior to the effective date of the charter, the Town Selectboard shall appoint two members of the then current town zoning board of adjustment and the Village Trustees shall appoint two members of the then current village zoning board of adjustment to serve on the Development Review Board. Each shall appoint one member for a one-year term and one member for a two-year term. The Town council shall choose a fifth member for a three-year term, once it has organized.

During the transition period, a committee comprised of planning and zoning board members from the Village and Town shall review, draft and recommend a consolidated plan, zoning ordinance and subdivision regulations to be presented for adoption, through the normal statutory process, by the Town after the effective date of the charter.

The committee shall be made up of three members from the Village boards (zoning and planning) and three from the Town boards. The Trustees and Selectboard shall appoint them, respectively. In the event that either legislative body is unable to appoint all three members from their respective planning commission or zoning board, the respective legislative body may appoint citizens of the municipalities to fill the vacancies. The Village and Town zoning and planning staffs shall staff the committee.

RECREATION AND PARKS DEPARTMENTS

During the five-year transitional period the Manager, with the advice and consent of the (new board) shall integrate and reorganize the town and village recreation and parks department and the Manager shall appoint a department head.

LIBRARIES

(Waiting for Library proposal and attorney assistance with language for Brownell.)

§ 108. Unification and Adoption of Ordinances, bylaws, and rules

This provision should provide (1) for adoption of existing ordinances and bylaws; (2) the repeal of such ordinances or bylaws that conflict; and (3) a temporary grant of power to the transitional body to oversee these ordinances and to make changes as may become necessary during the transition.

On the effective date of this charter, all ordinances, and bylaws of the Town of Essex and the Village of Essex Junction shall become ordinances and bylaws of the City or Town. The City council or Town selectboard shall be fully authorized to amend or repeal any ordinance according to the provisions of subchapter__ of the charter. Whenever a power is granted by any such ordinance, or bylaw to an officer or officers of the Town of Essex or the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the [name of municipality].

§ 109. Personnel

This provision should cover all town and village employees during transitional period for issues of employment, compensation, and benefits.

(a) The Interim Governing Body established in § 105 shall develop a pay and classification plan and make recommendations to meet the Town's needs. The City

- council or Town selectboard may implement such proposals once the charter becomes effective.*
- (b) The Town of Essex personnel regulations in effect as of 6/30/___ shall carry over and control as of July 1, 20__ until amended by the [name of municipality] council or selectboard.*
 - (c) Employees of the Town of Essex and the Village of Essex Junction shall become employees of the [name of municipality]. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the [name of municipality] and all accrued benefits shall carry over.*
 - (d) Upon the effective date of the charter, employees of the Village as of June 30, 20__ shall have the option to remain in the retirement program they are enrolled in as of June 30, 20__ or to join the Vermont Municipal Employees Retirement System*
 - (e) All new employees hired after the effective date of the charter will be considered [name of municipality] Employees and are subject to the Town Employee Manual and/or their respective labor agreement.*

§ 110. Water and Sewer Districts

Upon the effective date of the charter of the merged municipality, there shall be a transitional phase to incorporate the municipal water system(s) and municipal sewer system(s) into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full.

§ 111. Finances

Declaring all grand lists to remain in effect from the town and village and that any taxes due under the old entities will be payable to the new municipality. That the new entity will manage the existing budget of the old entities with the assistance of the existing selectboard and board of trustees. Transition provisions for assets and property, bonds, and obligations.

- (a) The existing real property tax system of the town shall become the system of the [name of municipality]. Upon the effective date of the charter, all grand lists will remain*

in effect and any remaining taxes due to the Village and Town will be payable to the [name of municipality]. The [name of municipality] will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.

All Tax and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.

All existing legal obligations, including but not limited to tax stabilization agreements and any agreements to purchase real property, are to be considered obligations of the new governmental entity.

§ 112. Terms Extended

Extending the governing officers' terms for the length of the transitional period (if necessary).

The Selectboard and Trustee terms set to expire in 20__ shall be extended without further action necessary, until June 30, 20__.

§ 113. Transitional Tax Districts and Transitional Tax Provisions.

(Question for Dan Richardson: Do we need this paragraph? How does it improve upon § 104 above?)

§ 114. Repeals

(a) 24 App. V.S.A. chapters 117 (Town of Essex Charter) and 221 (Village of Essex Junction Charter) are repealed.

§ 115. Revisions (?)

VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SUBCOMMITTEE ON GOVERNANCE - SPECIAL MEETING
January 23, 2020

SUBCOMMITTEE MEMBERS: George Tyler, Chair; Max Levy; Andy Watts; Dan Kerin, Alternate.

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager.

OTHERS PRESENT: Bruce Post, Ken Signorello, Irene Wrenner.

1. CALL TO ORDER

George Tyler called the meeting of the Village of Essex Junction Trustees and Town of Essex Selectboard Subcommittee on Governance (hereafter referred to as “Subcommittee on Governance”) to order at 7:00pm.

2. AGENDA ADDITIONS/CHANGES

George Tyler provided the following additions or changes to the agenda: an email from Susan McNamara-Hill, to be discussed during Business Item 5a; and a summary document of previously-approved transition model recommendations, to be discussed during Business Item 5b.

3. AGENDA APPROVAL

MAX LEVY made a motion, and DAN KERIN seconded, that the Subcommittee on Governance approve the agenda as amended. Motion passed 4-0.

4. PUBLIC TO BE HEARD

None at this time.

5. BUSINESS ITEMS

a. Review attorney comments on draft transition plan language

Mr. Tyler led the discussion of this item. He stated that the draft transition plan was sent to Attorney Dan Richardson by Project Manager Ann Janda and this version includes Mr. Richardson’s responses. He proposed that the Subcommittee review Mr. Richardson’s comments and formulate any follow-up questions as necessary. He finally recommended that he and Ms. Janda meet with Mr. Richardson to review follow-up questions after tonight’s meeting.

The Subcommittee reviewed questions and comments within the draft charter document. These focused on multiple sections within the document itself, including the transition period, organizational municipal meeting, details around the interim governing body itself, budget and municipal administration, boards and department transitional provisions, personnel (including a specific question around implications for unions/associations should the Town and Village dissolve and merge), water and sewer districts, finances, terms extended, and the municipal government seat.

**SUBCOMMITTEE ON GOVERNANCE
(DRAFT)**

January 23, 2020

47 Mr. Tyler will draft more specific questions based on this discussion and will review them with
48 Ms. Janda and Mr. Richardson prior to the next Subcommittee on Governance meeting.
49

50 Bruce Post asked whether a period of 12 years for a transitional tax district could be guaranteed
51 if it were included in an adopted charter. Mr. Tyler replied that it would be binding, to the extent
52 that it was in an approved municipal charter. Mr. Teich stressed that any charter changes need to
53 be reviewed and approved by the legislature in Montpelier prior to adoption. In reply to Mr.
54 Post's concern, Mr. Tyler suggested potentially including language in the transitional charter that
55 made the charter binding for the period of the transition.
56

57 **b. Discuss plan for meeting with attorney and legislators in Montpelier**

58 Mr. Tyler suggested that it would be appropriate for him as chair of the Subcommittee on
59 Governance to meet with legislators and legislative counsel in Montpelier, but asked if others
60 would also like to participate.
61

62 Mr. Teich cautioned against inadvertently having a quorum of the Subcommittee meet with the
63 legislature, as open meeting laws still need to be followed.
64

65 Mr. Tyler noted that he had drafted an executive summary of the recommendations for a
66 transitional representation model and asks other subcommittee members whether it should be
67 presented to legislators when discussion occurs. Other subcommittee members agreed on this
68 approach.
69

70 The subcommittee decided that Mr. Tyler and Mr. Levy, as chair and vice-chair of the
71 Subcommittee on Governance, were appropriate representatives for meeting with legislators.
72

73 **DAN KERIN made a motion, and MAX LEVY seconded, that the Subcommittee on**
74 **Governance approve the executive summary of recommendations for a transitional**
75 **representation model for use at a meeting with State legislators in Montpelier. Motion**
76 **passed 4-0.**
77

78 **c. Consider designating a subcommittee member or members to the Boards in the meeting**
79 **with legislators**

80 This was discussed in Business Item 5b.
81

82 **d. Review draft FAQ and consider approving for use at upcoming public meetings**

83 Mr. Tyler reviewed the survey and changes that have been made recently, specifically that this
84 draft includes more content on how the Town and Village can merge and not separate, and noted
85 that the document has been drafted to be as apolitical as possible.
86

87 Because the Subcommittee had substantive edits to make to the current draft FAQ, a decision
88 around using the FAQ as written was postponed and will be determined at a future meeting.
89

90 Ken Signorello suggested some edits to the draft FAQ clarifying the statement about 43% tax
91 base loss. He suggested adding language around population loss as well. Mr. Tyler stated that the
92 language in question is in the process of being revised.

93
94 Irene Wrenner suggested excluding the paragraph from the draft FAQ around separation, since
95 separation models and options are not discussed. She also suggested that the separation and share
96 model be discussed and vetted by local government.
97

98 Mr. Watts noted that the Town cannot separate itself from the Village and that it does not have a
99 mechanism to do so. He stated that because this decision can only come from the Village, it is
100 inappropriate to ask the Town to separate from the Village. He proposed adding language around
101 this discussion.
102

103 **e. Set date for next Subcommittee on Governance meeting**

104 A tentative date for the next Subcommittee on Governance meeting was set for February 13,
105 2020 at 7:00pm.
106

107 **f. Approval of minutes**

108 *January 16, 2020:*

109 **MAX LEVY made a motion, and ANDY WATTS seconded, to approve the Subcommittee**
110 **on Governance meeting minutes from January 16, 2020 with the following modifications:**

- 111 - **Line 4: Replace “December 19, 2019” with “January 16, 2020”**
 - 112 - **Line 28: Replace “brought up” with “presented”**
- 113

114 **Motion passed 4-0.**
115

116 **6. ADJOURN:**

117
118 **DAN KERIN made a motion, and MAX LEVY seconded, to adjourn the meeting. Motion**
119 **passed 4-0. The meeting adjourned at 9:13pm.**
120

121 Respectfully Submitted,
122 Amy Coonradt
123 Recording Secretary
124

125
126 Approved this _____ day of _____, 2020
127

128 **(see minutes of this day for corrections, if any)**