



**Town of Essex
Selectboard**

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Regular Meeting Agenda

**Monday, February 7, 2022 – 6:30 PM
81 Main St., Essex Junction, VT 05452**


This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom meeting](#)
- **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. *Interview and potential appointment to Economic Development Commission: Nick Fukuda
 - b. Consider approval of Unified Planning Work Program application for engineering services related to the Phosphorous Control Plan
 - c. Discussion and possible action to modify Economic Development Commission charter
 - d. Consider 30-day extension of Town of Essex Rule Requiring Wearing Face Coverings Indoors in Public Spaces
 - e. **Discussion and potential action on tentative agreements about shared services between Town of Essex and independent City of Essex Junction
 - f. *Consider appointment to Economic Development Commission: Ken Signorello
6. **CONSENT ITEMS**
 - a. Approve 2021 Certificate of Highway Mileage
 - b. Approve minutes: January 18, 2022; January 24, 2022 - Joint
 - c. Check Warrants: #17944-01/21/2022;
7. **READING FILE**
 - a. Board member comments
 - b. Town Meeting 2022: Questions and Answers about Retail Cannabis
 - c. Email from Jennifer Lavioe re: 2022 Bylaw Modernization Grant Award Notification
 - d. Memo from Brad Luck re: Village Trustees Agree to Buy High-Quality Masks for Residents
 - e. Chittenden County Regional Planning Commission January Newsletter
 - f. Memo from Dennis Lutz re: Christmas Tree Pick-up
 - g. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. *An executive session may be requested to discuss the appointment of public officials

- b. ****An executive session may be needed to discuss negotiation of contracts and agreements between the Town of Essex and Village/City of Essex Junction**

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Certification:  02/04/2022

SELECTBOARD

**TOWN OF ESSEX SELECTBOARD
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 7, 2022**

SELECTBOARD: Andy Watts, Chair; Sue Cook; Tracey Delphia; Dawn Hill-Fleury

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Annie Costandi, Stormwater Engineer; Greg Duggan, Deputy Manager

OTHERS PRESENT: Amy Boudreaux, Marcus Certa, Heidi Clark, Kevin Collins, Annie Cooper, Keith Cutler, Patty Davis, Erin Dickinson, Yves Dubief, Betsy Dunn, Dean Fraser, Nick Fukuda, Gina Halpin Barrett, Bob Klinefelter, Ethan Lawrence, Rachael Lizotte, Rosa Mehren, Timothy Miller, Toni Morgan, Brad Nutt, Leah Olave, Roseanne Prestipino, Alex Putnam, Matthew Salter, Brian Shelden, Ken Signorello, Gillian Smith, Margaret Smith, Andrew Snyder, Michael Thorne, Janet Walsh, Irene Wrenner, Doug Wilson, Lorraine Zaloom, Sharon Zukowski, Alex, Bob, Damir, John, K, Kendall, Natalie, Terri, bhs21

1. CALL TO ORDER

Mr. Watts called the Town of Essex Selectboard to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Ms. Delphia requested that the minutes from January 24th be removed from the Consent Agenda and discussed at a later meeting, as they were not present in the original packet.

3. APPROVE AGENDA

ANDY WATTS made a motion, seconded by TRACEY DELPHIA to amend the agenda to remove item 6b, “Approve minutes: January 24, 2022 – Joint.” The motion passed 4-0.

4. PUBLIC TO BE HEARD

Ms. Dunn said that the Conservation & Trails Committee has secured a \$5,000 grant from the state of Vermont Caring for Canopies Program.

5. BUSINESS ITEMS

a. Interview and potential appointment to Economic Development Commission: Nick Fukuda

Mr. Fukuda said that he works in finance and is passionate about business and economics. He feels serving on the EDC is a good way for him to add value and get involved in the community. Ms. Hill-Fleury asked what Mr. Fukuda felt the biggest economic problem in Essex is, he said he believes a lack of affordable housing is the biggest problem. Ms. Delphia noted Mr. Fukuda’s history as a Democratic staffer and asked how this experience would benefit the Commission. Mr. Fukuda described his experience campaigning and gaining community input. He said that he is comfortable having difficult conversations in a civil and comfortable manner.

b. Consider approval of Unified Planning Work Program application for engineering services related to the Phosphorous Control Plan

Ms. Costandi said that this application is requesting \$90,000 in funding, with a 20% local match, for engineering services for the Phosphorus Control Plan. This work will help fund field work to determine project feasibility and will allow the Town to apply for additional funding in the future. In public comment, Ms. Dunn asked if this would assist with phosphorus control at Indian Brook, Ms. Costandi

49 answered affirmatively. Ms. Zaloom asked how this would relate to future developments, and Ms.
50 Costandi said that all developers need to have a stormwater review before construction.

51
52 **SUE COOK made a motion, seconded by DAWN HILL-FLEURY that the Selectboard approve the**
53 **application requesting funding under the CCRPC's Unified Planning Work Program and the**
54 **authorize the Manager to sign the attached letter on behalf of the Selectboard in support of the**
55 **UPWP request. The motion passed 4-0.**

56
57 **c. Discussion and possible action to modify Economic Development Commission charter**
58 Mr. Duggan said that the Economic Development Commission (EDC) is interested in allowing the
59 Selectboard to appoint up to two non-resident business owners to the EDC. Mr. Shelden, Chair of the
60 Economic Development Commission stated that the EDC has had difficulty in recruiting new members,
61 and that non-resident business owners could bring a new perspective. Ms. Cook asked if it would make
62 sense to expand the committee to seven and allow for two of those seats to be for non-resident business
63 owners. Mr. Shelden said that this would be a challenge for the EDC, as recruitment is a problem. He
64 clarified that no members will be removed from the EDC to make room for non-resident members. In
65 public comment, Ms. Wrenner said that residents have been discouraged from joining the EDC and
66 suggested that this decision be delayed until after separation has been decided upon. Ms. Cooper
67 expressed support for this proposal. Ms. Dunn asked about the process for recruiting members to the
68 EDC. Mr. Duggan said that this was done with a mix of website/social media and personal outreach. Ms.
69 Davis suggested that the EDC reach out to the owner of the Essex Experience, Peter Edelman, as he is
70 skilled at attracting businesses to the community. Mr. Signorello said that the Chairman of the
71 Commission, Mr. Shelden, is a business owner. Mr. Lawrence said that he feels that the EDC should be
72 limited to residents. Ms. Delphia presented the possibility of limiting the number of business owners
73 (resident and non-resident) that are allowed to serve on the EDC. The Selectboard decided to put this
74 discussion on hold until further details about the implication of separation develops.

75
76 **d. Consider 30-day extension of Town of Essex Rule Requiring Wearing Face Coverings Indoors in**
77 **Public Spaces**

78 Mr. Watts said that this would extend the face covering rule to March 22. Mr. Watts said that the numbers
79 are currently down, and that if they continue to fall the Board may be able to rescind this at the next
80 meeting, Mr. Duggan will research this possibility. Ms. Delphia, Ms. Hill-Fleury, and Ms. Cook
81 expressed support for continuing the rule. Ms. Cook asked if there was a possibility for the Town to
82 purchase high quality masks for residents, Mr. Teich answered affirmatively. Ms. Delphia suggested
83 mask distribution at grocery stores. In public comment, Mr. Shelden, Ms. Cooper, Mr. Dubief, Ms.
84 Zaloom, Ms. Davis, and Ms. Zukowski expressed support for continuing the mask mandate. Mr. Putnam
85 and Mr. Cutler spoke against extending the mask mandate. Ms. Cooper clarified that free masks are being
86 distributed through pharmacies and the difference between kn95 and n95 masks. Mr. Signorello
87 encouraged communication with business owners in this process.

88
89 **DAWN HILL-FLEURY made a motion, seconded by SUE COOK that the Essex Town Selectboard**
90 **extend mask mandate through March 22. Motion passed 4-0.**

91
92 **e. Discussion and potential action on tentative agreements about shared services between Town of**
93 **Essex and independent City of Essex Junction**

94 This was discussed in Executive Session.

95
96 **f. Consider appointment to Economic Development Commission: Ken Signorello**

97 This was discussed in Executive Session.

98

99 **7. CONSENT AGENDA**

100 **ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, to approve the Consent**
101 **Agenda. The motion passed 4-0.**

- 102 a. Approve 2021 Certificate of Highway Mileage
- 103 b. Approve minutes: January 18, 2022; ~~January 24, 2022~~ Joint
- 104 c. Check Warrants: #17944-01/21/2022; #17947-01/28/2022

105

106 **8. READING FILE**

107 **a. Board member comments:** Ms. Hill-Fleury thanked Ms. Makuku for her dedicated service to the
108 Town and wished her luck on her new position. Ms. Delphia asked for Board approval to work with staff
109 on ways of improving committee communications and recruitment. Ms. Cook informed the Board that the
110 Town had been awarded a Bylaw Modernization grant. Mr. Watts informed the Board that the term
111 “Selectman” has been replaced with a gender-neutral term in the current charter. In public comment, Ms.
112 Dunn suggested holding an exit interview with Ms. Makuku so that she can provide information for future
113 planners. Ms. Hill-Fleury said that ballots will be mailed out shortly.

114 **b. Town Meeting 2022: Questions and Answers about Retail Cannabis**

115 **c. Email from Jennifer Lavioe re: 2022 Bylaw Modernization Grant Award Notification**

116 **d. Memo from Brad Luck re: Village Trustees Agree to Buy High-Quality Masks for Residents**

117 **e. Chittenden County Regional Planning Commission January Newsletter**

118 **f. Memo from Dennis Lutz re: Christmas Tree Pick-up**

119 **g. Upcoming meeting schedule**

120

121 **9. EXECUTIVE SESSION**

122 **a. An executive session is anticipated to discuss the appointment of public officials**

123

124 **SUE COOK made a motion, seconded by TRACEY DELPHIA that the Selectboard enter into**
125 **executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A.**
126 **Section 313 (a)(3) and to include the Unified Manager and Deputy Manager. Motion passed 4-0.**

127

128 **b. An executive session may be needed to discuss negotiation of contracts and agreements between**
129 **the Town of Essex and Village/City of Essex Junction**

130

131 **SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard make the**
132 **specific finding that general public knowledge of contracts would place the Town at a substantial**
133 **disadvantage. Motion passed 4-0.**

134

135 **SUE COOK made a motion, seconded by TRACEY DELPHIA that the Selectboard enter into**
136 **executive session to discuss contracts in accordance with 1 V.S.A. Section 313 (a)(3) and to include**
137 **the Unified Manager and Deputy Manager. Motion passed 4-0.**

138

139 **DAWN HILL-FLEURY made a motion, seconded by SUE COOK, to exit executive session. Motion**
140 **passed 4-0 at 9:49 p.m.**

141

142 **DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to appoint Nick Fukuda**
143 **to the Economic Development Commission to a term ending June 30, 2023. Motion passed 4-0.**

144

145 **10. ADJOURN**
146 **DAWN HILL-FLEURY made a motion, seconded by SUE COOK, for the Selectboard to adjourn.**
147 **Motion passed 4-0 at 9:51 p.m.**
148

149 Respectfully Submitted,
150 Darby Mayville
151 Recording Secretary

152
153 Approved this 23rd day of February, 2022
154 (See minutes of this day for corrections, if any)

155
156 *Tracey Delphia*
157 Tracey Delphia, Clerk, Selectboard

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