



**Town of Essex  
Selectboard**

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**Regular Meeting Agenda**

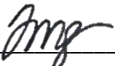
**Monday, March 21, 2022 – 6:30 PM  
81 Main St., Essex Junction, VT 05452**

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

- **VISIT** <https://www.essex.org/zoomselectboard> for direct meeting links and options to participate.
- **JOIN ONLINE:** <https://zoom.us/join> | Meeting ID: 987 8569 1140; Passcode: 032060
- **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. \*Discussion and potential action on tentative agreements about shared services between Town of Essex and independent City of Essex Junction
6. **CONSENT ITEMS**
  - a. Consider approval of liquor license renewals
  - b. Consider approval of revisions to Selectboard Computer Use Policy
  - c. Approve minutes: March 7, 2022
  - d. Approve check warrants: #17958 - 03/04/2022; #17960 - 03/14/2022; #17962 - 03/18/2022
7. **READING FILE**
  - a. Board member comments
  - b. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. \*An executive session may be requested to discuss contracts

*This agenda is available in alternative formats upon request. Meetings of the Selectboard, like all programs and activities of the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.*

Certification: \_\_\_\_\_  \_\_\_\_\_ 03/18/2022

**SELECTBOARD**

**TOWN OF ESSEX SELECTBOARD  
REGULAR MEETING MINUTES  
MONDAY, MARCH 21, 2022**

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

**ADMINISTRATION and STAFF:** Greg Duggan, Town Manager; Marguerite Ladd, Deputy Manager; Ally Vile, Recreation Director

**OTHERS PRESENT:** Lisa Allen, Andrew Brown, Raj Chawla, Kevin Collins, Annie Cooper, Erin Dickinson, Gina Halpin Barrett, Ethan Lawrence, Toni Morgan, Bill Nourse, Michael Peterson, Mary Post, Roseanne Prestipino, Adam Randolph, Angel Segarra, Ken Signorello, Gillian Smith, Harlan Smith, Margaret Smith, Chaya Thanhauser, Neil Villeneuve, Ann Wadsworth, Irene Wrenner, Lorraine Zaloom, Sharon Zukowski, Annie, Bob, Ryan

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

Mr. Duggan said that staff wishes to provide an update on the status of the Tree Farm management during executive session.

**3. APPROVE AGENDA**

**DAWN HILL-FLEURY made a motion, seconded by SUE COOK, to accept the agenda as amended. Motion passed 5-0.**

**4. PUBLIC TO BE HEARD**

Mr. Peterson said a new business, Glavel, has been operating at all hours of the night Saxon Hill Road, is very loud, and is emitting a very plastic strong smell. He expressed concerns about the discharge from the factory damaging the quality of his well water. Mr. Duggan suggested a meeting with the CEO of Glavel to attempt to work the problem out. Mr. Peterson expressed a desire to have a member of the Selectboard at this meeting to look out for the interests of the town. Mr. Murray said this would not be necessary as Mr. Duggan would be doing so. Mr. Murray encouraged members of the public to start with a meeting with the Town Manager and the Glavel CEO before taking more drastic measures. Mr. Duggan said that Glavel appears to be open to have conversations with neighbors. Mr. Duggan said Glavel was approved to have 24/7 operations under their state permit. Mr. Peterson's concerns were echoed by Mr. Bilodeau, Mr. Norris, Ms. Wrenner, Mr. Chawla, Ms. Margaret Smith, Ms. Thanhau, Ms. Zaloom, Ms. Zukowski, Mr. Randolph, and Ms. Halpin Barrett. In addition, Ms. Wrenner said the current Resource Preservation District-Industrial zoning district has been eroded.

Mr. Chawla expressed concerns with people openly drinking in Pearl Street Park, including in the playground area.

Ms. Zaloom expressed concern regarding the number of waivers the Planning Commission has been approving. Ms. Halpin Barrett expressed a desire for the Planning Commission to take more consideration of the impact that industrial neighbors have on the community.

50 **5. BUSINESS ITEMS**51 **a. Discussion and potential action on tentative agreements about shared services**  
52 **between Town of Essex and Independent City of Essex Junction**53 Regarding the Clerk/Treasurer Agreement, Mr. Watts said that both boards have agreed on a  
54 timeline to when the shared clerk services would end.55  
56 The Finance agreement has been edited to say that Village finance employees may move out of  
57 the 81 Main Street location prior to the end of the agreement. Ms. Cook asked if it was seen as  
58 optimal for the two finance departments to be co-located. Mr. Duggan said the two departments  
59 feel that remote work has enabled them to work out of two different spaces. Mr. Watts said the  
60 Selectboard and Village of Essex Junction Board of Trustees could discuss their comfort level  
61 with having a concrete end date of when the two departments will cease to co-locate. Ms.  
62 Delphia and Mr. Murray expressed concern about setting a date and said this would be handled  
63 between the two municipal managers. Ms. Cook expressed concern about Village employees  
64 using needed office space at 81 Main Street.65  
66 Regarding the agreement for Recreation, Indian Brook, and Senior Services, Mr. Watts said  
67 there will be at least a temporary need to relocate the Senior Center during renovations at the  
68 Village Offices at 2 Lincoln St. He said it would be helpful to put something in the agreement to  
69 note this, with Ms. Cook suggesting the term "adequate and appropriate space." Ms. Delphia  
70 suggested the term "comparable space." Mr. Watts said that Village residents will no longer  
71 have access to Indian Brook the next calendar year after separation is complete.72  
73 Mr. Watts suggested removing the exhibit that detailed the shared committees from this  
74 document. Ms. Cook said it would be helpful to hear from the Housing Commission, as this is  
75 the only shared board, commission or committee that had not had the opportunity to weigh in.  
76 Mr. Watts said the Trustees hope to have all these documents completed by next Monday. Ms.  
77 Delphia indicated that it would be better for the Selectboard not to sign anything until the  
78 legislature approves the Village's separation. Mr. Watts said the agreements would be  
79 tentatively approved, and the rest of the Board concurred.80  
81 In public comment, Ms. Post encouraged the Board not to sign any documents until after the  
82 legislature has approved separation. Mr. Lawrence said the Town has funded the space for the  
83 shared municipal employees at 81 Main Street, and that the Village should return the favor by  
84 funding the Senior Center space to be occupied by a Town employee.85  
86 **6. CONSENT AGENDA**87 **DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to approve the**  
88 **Consent Agenda.**89  
90 In discussion, Ms. Cook asked if training on how to use the Help Desk was still being provided  
91 for Selectboard members. Mr. Duggan said it would be provided if needed.92  
93 **Friendly amendment by DAWN HILL-FLEURY, seconded by TRACEY DELPHIA, to include**  
94 **help desk training, if needed, in the Selectboard Computer Use Policy. Amended motion**  
95 **passed 5-0.**96  
97 **a. Consider approval of liquor license renewals**

98 **b. Consider approval of revisions to Selectboard Computer Use Policy**

99 **c. Approve minutes: March 7, 2022**

100 **d. Approve check warrants: #17958 - 03/04/2022; #17960 - 03/14/2022; #17962 - 03/18/2022**

101  
102 **7. READING FILE**

103 **a. Board member comments:** Ms. Hill-Fleury asked if joint meeting dates would be finalized  
104 after reorganization. Mr. Watts answered affirmatively. Mr. Watts said the start time of the  
105 Selectboard meetings may be changed when the new members begin. The Selectboard may  
106 also change their meeting day of the week after separation.

107 **b. Upcoming meeting schedule**

108  
109 **8. EXECUTIVE SESSION**

110 **a. An executive session was requested to discuss contracts**

111  
112 **SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard make**  
113 **the specific finding that general public knowledge of contracts would place the Town at a**  
114 **substantial disadvantage. Motion passed 5-0.**

115  
116 **SUE COOK made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard enter**  
117 **into executive session to discuss contracts, pursuant to 1 V.S.A. § 313(a)(1)(A) to include**  
118 **the Town Manager, Deputy Manager, and Recreation Director. Motion passed 5-0.**

119  
120 **PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to exit executive**  
121 **session. Motion passed 5-0.**

122  
123 **9. ADJOURN**

124 **DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, for the**  
125 **Selectboard to adjourn. Motion passed 5-0 at 8:14 PM.**

126  
127 Respectfully Submitted,  
128 Darby Mayville  
129 Recording Secretary

130  
131 Approved this 4th day of April, 2022  
132 (See minutes of this day for corrections, if any)

133  
134 *Tracey Delphia*  
135 Tracey Delphia, Clerk, Selectboard