LIST OF AGENDA AMENDMENTS AND HANDOUTS
VILLAGE OF ESSEX JUNCTION TRUSTEES
REGULAR MEETING AGENDA
JANUARY 13, 2020

ADDITIONAL HANDOUTS

6g. Supporting material including memo pertaining to potential changes to FY21 budget and draft job description
Memorandum

To: Town of Essex Selectboard; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director/Assistant Manager
Re: Potential Changes to the Town FY21 Budget
Date: January 13, 2020

Issue:
The issue is to update the board with staff-identified areas for changes in the FY21 budget.

Discussion:
The proposed budget discussed by staff and the Selectboard on budget day, Monday January 6, 2020, was a total expenditure budget of $15,385,084 or a 3.74% increase over last year.

The following changes were identified on budget day:

- Reduce Memorial Hall Water Bill ($600)
- Reduce Clerk Supplies ($500)
- Remove Parks Other Professional Services ($1,000)
- Increase Green Mountain Transit $7,727
- Add Diversity Training for all Staff/Volunteers $5,000 – estimate

This changes bring the total expenditure budget to $15,395,817 or a 3.81% increase over last year.

Staff offers the following options for consideration and decision by the board. Making all of the identified changes would bring the total increase down to 3.18%.

Any new initiative:

- Part time Economic Development Employee ($15,070)
- Budgeting software ($6,000)
- New Police Capital Transfer ($5,000)
- HRIS software ($4,650)

Other potential adjustments:

- Choose not to increase Buildings Manager Hours ($19,347)
- Fund Police Personnel at 99%* ($42,982)

*This is not a reduction of an authorized position but is an acknowledgement of normal turnover and lag time inherent in the hiring process.
The sum total of all the above changes plus the impact on the 1% human services funding would decrease the proposed budget by $83,246 (from the original proposal of $15,385,084), bringing it to $15,337,184 or a 3.18% increase over last year

**Cost:**
Discussion only

**Recommendation:**
Staff recommend the board review the potential budget changes and determine a final budget number.
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Original Request</th>
<th>Proposed Change</th>
<th>Final Request</th>
<th>% Change</th>
<th>Rolling Change</th>
<th>Individual item - % change</th>
<th>Rolling % Change</th>
<th>Individual item - dollar impact average home</th>
<th>Running Dollar Impact Average Home</th>
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<tbody>
<tr>
<td>TOTAL BUDGET</td>
<td>15,385,084</td>
<td></td>
<td></td>
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<td>3.74%</td>
<td>15,385,084</td>
<td>3.74%</td>
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<td>Buildings budget</td>
<td>Reduce Memorial Hall Water Bill</td>
<td>1,200</td>
<td>(600)</td>
<td>600</td>
<td>0.00%</td>
<td>15,384,484</td>
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<td>110-41540.610</td>
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<td>2,000</td>
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<td>15,383,984</td>
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<td>110-48020.000</td>
<td>Increase GMT</td>
<td>275,758</td>
<td>7,727</td>
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<td>15,391,711</td>
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<td>3.78%</td>
<td>0.81</td>
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<td>110-45220.330</td>
<td>Remove Parks Other Prof Services</td>
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<td>(1,000)</td>
<td>-</td>
<td>-0.01%</td>
<td>15,390,711</td>
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<td>3.78%</td>
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<td>Managers budget</td>
<td>Add cost for diversity training for all staff and volunteers</td>
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<td>5,000</td>
<td>5,000</td>
<td>0.03%</td>
<td>15,395,711</td>
<td>0.03%</td>
<td>3.81%</td>
<td>0.52</td>
<td>40.60</td>
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<td>Police Budget</td>
<td>Budget 99% of Police personnel costs in anticipation of vacancies</td>
<td>42,982</td>
<td>(42,982)</td>
<td>-</td>
<td>-0.29%</td>
<td>15,352,728</td>
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<td>3.52%</td>
<td>(4.51)</td>
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<td>15,333,381</td>
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<td>(2.03)</td>
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<td>15,318,311</td>
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<td>15,312,311</td>
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<td>Remove Proposed HRIS Software</td>
<td>4,650</td>
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<td>15,307,661</td>
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<td>3.22%</td>
<td>(0.49)</td>
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<td>Police Budget</td>
<td>Remove new capital transfer</td>
<td>5,000</td>
<td>(5,000)</td>
<td>-</td>
<td>-0.03%</td>
<td>15,302,661</td>
<td>-0.03%</td>
<td>3.18%</td>
<td>(0.52)</td>
<td>30.83</td>
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<td>15,302,661</td>
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<td>3.18%</td>
<td>-</td>
<td>30.83</td>
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<tr>
<td>110-44450.000</td>
<td>Impact to Human Services 1%</td>
<td>(824)</td>
<td>(824)</td>
<td>15,301,837</td>
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<td>15,301,837</td>
<td>-0.01%</td>
<td>3.18%</td>
<td>(0.09)</td>
<td>30.74</td>
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</table>

**Cumulative Impact**

|                  | (83,246) | 15,301,837 | 3.18% | 15,301,837 | 3.18% |

**SUGGESTED NEW TOTAL BUDGET:**
Town of Essex
Village of Essex Junction
Economic Development Coordinator

Purpose

The Economic Development Coordinator promotes economic development in the Town of Essex, including the Village of Essex Junction. The Coordinator takes an active role in recruiting and retaining businesses to the community. The Coordinator serves as the primary staff person for the Essex Economic Development Commission. The Coordinator works closely with the Manager’s Office and Community Development Departments. The position also assists the Finance Department, Public Works Department, Housing Commission, Energy Commission, and Conservation and Trails Committee, particularly when assessing and implementing short- and long-term economic development strategies.

This is a 20-hour-per-week position.

Public Works

Housing Commission

Essential functions

- Recruit businesses, especially those in industries desired by the community
- Support businesses with starting and growing a business, including but not limited to access to funding, compliance with regulations, permitting and marketing
- Develop and maintain databases about existing businesses
- Build and maintain relationships with current business owners
- Staff support to Essex Economic Development Commission
- Build and maintain relationships with other economic development entities in the region, including but not limited to Greater Burlington Industrial Corporation, State of Vermont (e.g., Live Work Grow Play), Lake Champlain Regional Chamber of Commerce
- Track, seek out and apply for grant opportunities, financing, loans (Brownfield redevelopment, VEGI, etc.)
- Conduct surveys related to economic development
- Conduct analysis related to economic development, such as demographic, economic, housing data
- Help organize community events that bring people to Essex
- Advise Selectboard, Manager’s Office, Community Development, Finance, and Public Works on issues related to economic development, including tax stabilization agreements, zoning regulations, infrastructure improvement, and fees
- Maintain economic development webpage on Town website
1. **FISCAL YEAR 2021 BUDGET WORK SESSION** [6:30 PM]
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [7:00 PM]
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
   a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
   a. *Interview and appointment: Jeff Benjamin, Economic Development Commission*
   b. *Interview and appointment: Botur Kosimi, Economic Development Commission*
   c. *Interview and appointment: Irene Wrenner, Economic Development Commission*
   d. Discuss petition for charter change regarding composition of Selectboard
   e. Approve resolution for VCDP Grant Application Authority for Champlain Housing Trust to convert residences in Fort Ethan Allen to recovery housing—Greg Duggan
   f. Approve Fiscal Year 2019 Fund Balance Assignments—Sarah Macy
   g. Continue Fiscal Year 2021 Budget Work Session
   h. Approve warning for Public Hearing on Fiscal Year 2021 Operating Budget—Greg Duggan
   i. **Update on status of public union contract negotiations—Evan Teich**
   j. ***Evaluation of public employee**
7. **CONSENT ITEMS**
   a. Approve upcoming Selectboard meeting dates
   b. Acknowledge “Boston Court” as new street name for a private drive
   c. Check Warrant #17679—01/03/2020
8. **READING FILE**
   a. Selectboard Comments
   b. Email from Max Levy re: 2020 Selectboard Outreach V1
   c. Vermont Incorporated Villages: A Vanishing Institution
   d. DVI Drug Trends 2019
   e. Letter from Jill Remick, Director, Property Valuation and Review, re: 2019 Equalization Study Results
   f. Arbor Day Foundation gift from Patty and Sam Davis
   g. VLCT Frequently Asked Questions and Answers About Voter-Backed Petitions
   h. Selectboard member residence 1989-2019
   i. Letter to Bianchi Stonecrafters from Mountain View Cemetery Commission
   j. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
   a. *An executive session is anticipated for appointment of public officials*
   b. **An executive session is anticipated for labor relations agreements with employees**
   c. ***An executive session is anticipated for the evaluation of a public employee**
10. **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, 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. 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: __________________________ 01/10/2020
TOWN OF ESSEX
SELECTBOARD MEETING
January 13, 2020

SELECTBOARD: Elaine Haney, Chair; Max Levy, Vice Chair; Annie Cooper.

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director/Assistant Manager.

OTHERS PRESENT: Jeff Benjamin, Jim Bernegger, Amy Demetrowitz, Dave Kilbon, Michael Monte, Greg Morgan, Marybeth Redmond, David Riegel, Ken Signorello, Margaret Smith, Irene Wrenner.

1. FISCAL YEAR 2021 BUDGET WORK SESSION
This item was moved to later in the agenda due to lack of quorum.

2. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG
Ms. Haney called the meeting of the Town of Essex Selectboard to order at 7:00pm and invited all in attendance to rise and join in the “Pledge of Allegiance.”

3. AGENDA ADDITIONS/CHANGES
Add to Agenda:
- Business Item 6g: supporting material including a memo pertaining to potential changes to the Fiscal Year 2021 budget and a draft job description for an economic development coordinator.

4. AGENDA APPROVAL
MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the agenda as amended. The motion passed 3-0.

5. PUBLIC TO BE HEARD
a. Comments from public on items not on agenda
Margaret Smith inquired about the range of events at which Selectboard members will reach out to the community regarding Town Meeting. She encouraged the Selectboard to consider outreach venues such as arts, music, and other events, not just sports. Mr. Levy replied that outreach in past years had been very successful at high school events, which is why this year’s proposed outreach will focus heavily on high school events.

6. BUSINESS ITEMS
For agenda items 6a-c, Ms. Haney led the interview with each of the candidates. She and other board members asked candidates to describe their background, why they are interested in the position, what the biggest impediments are to businesses in Essex and how the candidates would address them, whether they have had a chance to attend any Economic Development Commission (EDC) meetings and met with the chair, and what the role of the EDC is and should be.
a.  **Interview and appointment: Jeff Benjamin, Economic Development Commission**

The candidate, Mr. Benjamin, described himself as an Essex native with an interest in becoming more involved with the community and has close ties to many of the businesses in the community. He stated that the lack of visibility and awareness on the part of the community around current businesses in Essex is an impediment to developing existing businesses and bringing in new businesses, and would strive to increase visibility. He added that he has attended several EDC meetings and has met with the chair both on and off-site. He finally stated that the EDC appears to have a broad role and that members each contribute different perspectives and ideas, which allow the community to continue to develop.

b.  **Interview and appointment: Botur Kosimi, Economic Development Commission**

The candidate, Mr. Kosimi, has been a resident of Essex for 12 years and has recently become interested in contributing back to the community. He said he is currently doing so through the Lions Club and volunteering at events. He noted his interest in economics and finance, as well as a background in business management and accounting. He also noted how much development has occurred since he began living in Essex, and that it is a unique community with both a rural and more urban feel. He said he believes in measured, thoughtful development. He added that development could be improved with better, more centralized database of businesses. He views the EDC as a bridge between the community and businesses, and sees it as an additional resource for the Selectboard to help guide the community toward effective economic development. He said his previous business was in international travel and development to facilitate foreign student exchanges and summer work and travel programs, through a contract with the State Department, and a Farsi language training program through a Department of Defense contract.

c.  **Interview and appointment: Irene Wrenner, Economic Development Commission**

The candidate, Ms. Wrenner, said she has been attending EDC meetings and felt she could contribute as a member of the public. She said there is a lack of communication and outreach from the community to businesses and that the EDC’s role is to build a bridge between the two to facilitate that outreach and maintain lines of communication. She also believes that lack of affordable housing is an impediment to forming new businesses in the community. She stated that outreach to agricultural businesses could be improved, and that agriculture is a form of economic development. To bring businesses to Essex, she would reach out to them through various methods, and would also focus on already-existing businesses in Essex and leverage current relationships in order to strengthen those ties.

Ms. Wrenner asked how the Selectboard would select candidates for the EDC position. Ms. Haney responded that the Selectboard would consider each candidate’s experience with businesses, involvement with community, ideas going forward and diversity, and best sense of what the Selectboard thinks the member should bring to the table in order to meet the community needs.

d.  **Discuss petition for charter change regarding composition of Selectboard**
Ms. Haney introduced the topic, stating that this is an opportunity to give the Selectboard a chance to ask questions, identify areas where other opinions should be sought, and potentially develop an FAQ about the petition.

Mr. Levy said the petition is working its way through a straightforward process.

Ms. Haney noted that public hearings have been warned and publicized for January 27, 2020 and February 3, 2020, and that an FAQ will be put together to accompany the ballot article pertaining to the petition. Mr. Teich noted that the public hearings will be at Essex High School.

e. Approve resolution for VCDP Grant Application Authority for Champlain Housing Trust to convert residences in Fort Ethan Allen to recovery housing—Greg Duggan

Ms. Haney disclosed that she is an employee of the Vermont Agency of Commerce and Community Development, which oversees the Vermont Community Development Program (VCDP). Other board members did not see a potential conflict of interest.

Mr. Duggan introduced this item on the agenda, noting that a public hearing was held in September 2019, at which time the Selectboard agreed to have Champlain Housing Trust put together a grant application that would allow CHT and Vermont Foundation of Recovery (VFOR) to seek funding to convert apartments at Fort Ethan Allen into recovery housing. The Selectboard approval came with the condition that the application would come back before the Board for its consideration prior to submission. Due to concerns from the police chief, a phased plan has been proposed to start the project with one building to be used as recovery housing for up to 12 residents; with a second CHT apartment being used as transition housing. An impact study would be conducted to determine that if there is no undue burden or negative impact to Town emergency services, the project can move to its second phase and convert the final apartments into recovery housing.

Amy Demetrowitz, the Director of Real Estate for CHT, stated that the application has been completed but feedback can still be submitted and incorporated until the February 11, 2020 submission deadline.

Mr. Levy asked whether the impact study incorporated opportunities to hear about the impact on residents in addition to impact on Town emergency and other services. Ms. Demetrowitz replied that the concern from the police chief was more around impacts to emergency services. Ms. Demetrowitz and Mr. Duggan added that the Selectboard would need to approve moving into the second phase of the project, and residents could attend that meeting to provide feedback.

Ms. Haney reminded the applicants to reach out to the Essex Westford School District to determine whether wraparound services would be available for any children who move into the proposed housing.
Selectboard member Andy Watts asked (via email) whether the Town would need to do grant reporting for the full 30 years if the recovery housing changed to another type of housing. Ms. Macy replied that this grant has changed from a 30-year deferred loan to a one-time. Ms. Haney also emphasized that the Town is not taking on any new debt for this project.

Ms. Cooper asked how CHT would address issues where a child’s living situation is disturbed and how to minimize impact for the child and family. Mr. Riegel replied that CHT has worked closely with the Vermont Department for Children and Families (DCF) and Vermont Alliance of Recovery Residences (VTARR) and other subject matter experts in a working committee to develop policies, procedures, and ensure that wraparound services are available prior to moving any families into this housing.

Ms. Haney asked for public comment at this juncture in the discussion.

Johnathan Hodgkin stated that he is a resident at Fort Ethan Allen and that he does not believe the VFOR staffing or phasing plan is sufficient, citing a lack of experience in family reunification programs on the part of VFOR, and urged more oversight in the phasing plan. He also asked if residents would be able to comment on litigation if necessary. He further noted that if a portion of the proposed project budget will be used to pay off existing debt and noted that if so, that doesn’t directly support recovery housing.

Ann Laberge noted her concern for the children who are currently living at Fort Ethan Allen, stating that their families have been under incredible pressure with having to move. She said these families should be looked after even before CHT becomes responsible for the additional families that will move in. Ms. Demetrowitz replied that the current project timeframe allows a good amount of time for families to be moved elsewhere within CHT, that CHT pays for moving expenses and ensure that the families’ rent in their new housing is equal to or less than their current rent. She also responded to the question about acquisition costs in the grant by stating that it would pay off all existing debt on the buildings, allowing for lower rents for residents and more funds available for additional services for residents.

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard approve a resolution for the VCDP Grant Application Authority for Champlain Housing Trust to convert residences in Fort Ethan Allen to recovery housing, and authorize staff to submit a grant application. Motion passed 3-0.

f. Approve Fiscal Year 2019 Fund Balance Assignments—Sarah Macy

Ms. Macy explained that the Fiscal Year 2019 audit is complete. She said the increase in General Fund balance of $693,000 was due to four major items and other minor items. She noted that the Selectboard has a fund balance policy whereby it can maintain unassigned fund balance in the General Fund up to 15 percent of the current budget, and that funds exceeding that limit must be assigned. She outlined the targeted areas to which staff have recommended the assignment of funds in order to meet the 15 percent threshold. She noted that a number of the items relate to the Fiscal Year 2021 budget, which suggests using $100,000 to offset any tax rate increases.
MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard assign the fund balance in the amounts recommended by the Unified Manager and the Financial Director. Motion passed 3-0.

g. Continue Fiscal Year 2021 Budget Work Session

Ms. Macy said this topic is a continuation of a budget work session from January 6, at which time a budget of $15,385,084 was proposed. This represents a 3.74 percent increase over the prior year’s budget. After adjustments to revenue budget, this would result in a 3.79 percent increase in the budget’s property tax line. She further stated that five changes were identified on budget day to include in the budget, resulting in a net increase to the budget and bringing the total to $15,395,817 or 3.81 percent over the prior year budget. She finally stated that a number of new initiatives were identified that could be cut, which would bring the increase down to 3.18 percent. These included reducing or cutting funding for a part-time economic development coordinator, budgeting software, a new police capital transfer, and new HRIS software; choosing not to increase the hours of the Buildings Manager; and funding the Police personnel line item at 99 percent of cost instead of 100 percent.

Mr. Levy asked whether an increased intensity in hiring for police personnel would pose a risk, should the Selectboard choose to fund that line item at 99 percent. Mr. Teich said there is often a lag in the police department in filling vacant positions; this money could be reallocated to other portions of the budget without removing an entire position. Ms. Macy noted that should this option be chosen, $44,000 would have to be raised in future years to fund the police personnel at 100 percent.

Mr. Levy asked whether the economic development director position could be rolled into the duties and responsibilities of the interim Community Development Director. Mr. Teich said Community Development Directors may not have the skillset specific to economic development and that he would not want to skew the focus of community development for that purpose.

After discussion, adjustments were made to the budget that resulted in a 3.38 percent increase, for a Fiscal Year 2021 total budget of $15,332,134.

Margaret Smith commented that Town Meeting formats present opportunities for citizens to argue the case for additional budget recommendations and urged the Selectboard not to adopt an Australian ballot format for the budget vote.

h. Approve warning for Public Hearing on Fiscal Year 2021 Operating Budget—Greg Duggan

MAX LEVY made a motion, and ANNIE COOPER seconded, to warn a public hearing for the Town of Essex Fiscal Year 2021 budget of $15,332,134, to be held Tuesday, January 21, 2020 at 7:05pm at Town Offices at 81 Main St. Motion passed 3-0.

i. **Update on status of public union contract negotiations—Evan Teich

An executive session is anticipated for this discussion item.
j. **Evaluation of public employee**
   The Selectboard postponed discussion of this item until its January 21, 2020 meeting.

7. CONSENT ITEMS

MAX LEVY made a motion, and ANNIE COOPER seconded, to approve the consent agenda for January 13, 2020. Motion passed 3-0.

a. Approve upcoming Selectboard meeting dates
b. Acknowledge “Boston Court” as new street name for a private drive
c. Check Warrant #17679-01/03/2020

8. READING FILE:

a. Selectboard Comments
   - Mr. Levy announced that he will not be seeking a fifth term on the Selectboard. Ms. Haney thanked him for his years of service and commitment.
   - Email from Max Levy re: 2020 Selectboard Outreach V1
   - Vermont Incorporated Villages: A Vanishing Institution
     - Ms. Haney thanked Mr. Watts for the Vermont History article around Vermont incorporated villages.
   - DUI Drug Trends 2019
     - Ms. Haney asked about the inclusion of the DUI study and it was clarified that Police Chief Garey included it in the reading file as an informational presentation.
   - Letter from Jill Remick, Director, Property Valuation and Review, re: 2019 Equalization Study Results
   - Arbor Day Foundation gift from Patty and Sam Davis
     - The Selectboard thanked Mr. and Mrs. Davis for the gift of an Arbor Day Foundation tree planted on the Town’s behalf.
   - VLCT Frequently Asked Questions and Answers About Voter-Backed Petitions
   - Selectboard member residence 1989-2019
   - Letter to Bianchi Stonecrafters from Mountain View Cemetery Commission
     - The Board thanks Bianchi Stone Crafters for the donation.
   - Upcoming meeting schedule

9. EXECUTIVE SESSION:

a. *An executive session is anticipated for evaluation of public officials
b. **An executive session is anticipated for labor relations agreements with employees

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard enter into executive session to discuss the proposed public official appointments in accordance with 1 VSA Section 313(a)(3) and to include the Unified Manager and the Deputy Manager. The motion passed 3-0.

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard make the specific finding that premature general public knowledge of the Town’s
SELECTBOARD

January 13, 2020

position concerning ongoing contract negotiations, labor relations agreements with
employees, and mediation would place the Town at a substantial disadvantage. Motion
passed 3-0.

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard
enter into executive session to discuss contracts, labor relations agreements with
employees, and mediation pursuant to 1 V.S.A. Section 313(a)(1)(A), 1 V.S.A Section
313(a)(1)(B), and V.S.A. Section 313(a)(1)(C), to include the Unified Manager. Motion
passed 3-0 and the Selectboard entered into an executive session at 9:14 p.m.

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard exit
executive session. Motion passed 3-0 at 9:44 p.m.

ANNIE COOPER made a motion, and MAX LEVY seconded, to appoint Botur Kosimi
to the Economic Development Commission, and Jeff Benjamin to the Economic
Development Commission while Greg Morgan is on sabbatical. Motion passed 3-0.

10. ADJOURN:
MAX LEVY made a motion, and ANNIE COOPER seconded, to adjourn the meeting.
The motion passed 3-0 at 9:46 p.m.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this 21st day of January, 2020

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

Patrick Murray, Clerk, Selectboard