

**TOWN OF ESSEX  
SELECTBOARD  
SPECIAL MEETING  
MINUTES OF MEETING  
February 16, 2016**

**SELECTBOARD:** Max Levy (Chair); Irene Wrenner, Andy Watts, Mike Plageman.  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager.  
**OTHERS PRESENT:** Village Trustees (George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton), Prudential Committee (Michael Smith, Marla Durham, Tim Kemerer, Jason DiRosa), EJRP Director (Brad Luck), Essex Rec Director (Ally Vile), Wes McClellan, Diane Clemens, Colin Flanders, Judith DeNova, Liam Haggerty, Robert Haggerty, Aaron Potvin, Sue Cook, Brian Roy, Adam Sollace, Kim Gleason, Bridget Meyer.

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Max Levy called the special meeting to order at 7 PM. The Pledge of Allegiance was recited.

**2. BUSINESS: Joint Meeting with Village Trustees and Prudential Committee,**

**1. Plan of Action**

George Tyler explained with the municipal shared services initiative it was not expected to discuss the recreation programs at this time, but the school unification advanced the issue. Presently, the Prudential Committee provides governance for EJRP and the Town operates the Town's recreation program. Plans of action include:

- o Consolidating the Village rec program into the Town program;
- o Consolidating the Town rec program into the Village program;
- o Having the Village rec program under the new unified school district;
- o Creating an independent rec district.

A deadline is needed for the decision, which perhaps could be by budget development time in the fall. A committee should be appointed to evaluate the options and provide a recommendation to the three boards.

Max Levy confirmed the Essex Selectboard wants to be part of the solution and feels all options should be reviewed, a timeline laid out, and an end date set. The unified union school district board at this point is at its inception and not prepared to assume the rec program at this time.

Tim Kemerer stated the Prudential Committee will still exist to be voting on the EJRP budget for another year. The Prudential Committee will overlap the unified union school district board for a period of time. Judy DeNova added the charter will be dissolved for the Prudential Committee, but initial conversations can begin on the willingness and

46 interest in the rec program and once the board gets grounded, an opinion can be issued  
47 based on legal counsel.

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## 49 2. Composition of the Committee

50 There was discussion of the composition of the committee to review options and provide  
51 recommendations, and agreement that change will occur at the top without noticeable  
52 changes at the service level. Pat Scheidel said staff will be available to provide  
53 information to the committee. Legal questions will be referred to the municipal attorneys.  
54 The Village will pay for legal services from the Village Attorney. The Town will pay for  
55 legal services from the Town Attorney. The school district will pay for legal services  
56 from the school district's attorney. The recreation committee, once formed, will decide if  
57 a facilitator is needed for their work. Brad Luck pointed out state statute requires an equal  
58 number of representatives from each municipality serving on the committee.

59

60 Brad Luck reviewed his memo, dated 2/10/16, on the joint municipal survey committee,  
61 stressing the need to follow statute with the composition of the committee. Documents  
62 for the committee should be vetted by the Attorney General, state legislature, and the  
63 respective municipal boards. It is recommended the committee look at all options with  
64 the rec program, choose a direction and then pursue the transition.

65

66 There was mention of the committee including members from the Trustees, Selectboard,  
67 Prudential Committee, and public at-large. Marla Durham pointed out any Prudential  
68 Committee members appointed to the committee will be representing the Village as well  
69 as the Prudential Committee. There was discussion of having alternates to cover absent  
70 members and in order to remain current on discussions having the alternates attend all  
71 meetings regardless of the regular members being present.

72

73 Michael Smith and Jason DiRosa from the Prudential Committee, and Lori Houghton and  
74 Dan Kerin from the Trustees volunteered for the committee. The Selectboard will appoint  
75 two members after the election on March 1<sup>st</sup>, 2016. Advertisement will be done for the  
76 public at-large members. The Trustees will appoint the individuals from the Village and  
77 the Selectboard will appoint the individuals from the Town outside the Village.

78

## 79 3. Process

80 The process to be followed by the appointed committee will be as outlined in the memo  
81 from Brad Luck, dated 2/10/16. Essentially, the committee will review all options and  
82 provide recommendations. The respective boards (Village, Town, school) will be kept  
83 informed.

84

85 Tim Kemerer urged giving the committee the guidance that there is a philosophy being  
86 embraced of consolidation. Marla Durham said to keep in mind EJRP managed by Brad  
87 Luck and staff is successful because the department operates with its own budget  
88 independent of the general budget for the community. Max Levy stated the goal is to  
89 maintain and even improve the level of service. There is opportunity to look at both rec  
90 departments and structure them in such a way that other items could be included, such as  
91 cultural services and the Senior Center. George Tyler spoke in support of both rec

92 departments being independent of the municipal budgets. There was concurrence that a  
93 unified and shared rec department between the Village and Town is the right direction to  
94 take.

95  
96 Marla Durham thanked the leadership of the Trustees and Selectboard that helped the  
97 RED group be able to do what was done (i.e. unified school district).

98

99 4. Timeline

100 Brad Luck suggested the committee be finalized by March and the committee work  
101 proceed through April, May, and June with the goal of having a recommendation by July,  
102 2016 leaving approximately 12 months to complete the transition. George Tyler noted  
103 Ally Vile (Essex Rec Director) and Brad Luck (EJRP Director) will be regular attendees  
104 at the committee meetings as resources and guides.

105

106 5. Name of Committee

107 Following discussion there was agreement the name of the committee will be “Recreation  
108 Governance Study Committee”.

109

110 *PUBLIC COMMENT*

111 Kim Gleason, Sydney Drive, commented the communication provided by the RED Study  
112 Committee was very helpful. The RED committee had one board member and an  
113 alternate and community members. George Tyler stated the rec committee will keep  
114 minutes from the committee meetings which will be available. Marla Durham added rec  
115 departments by their nature are great points of communication.

116

117 Sue Cook, Cedar Court, suggested advertising for the at-large committee members now.  
118 Lori Houghton mentioned having more community members than board members on the  
119 committee. Marla Durham noted it takes time for committee members to get to know one  
120 another and get up to speed on the rec departments, and this should be kept in mind in  
121 light of the short timeline for the committee to complete its work.

122

123 Bridget Meyer, Pleasant Street, spoke in support of having three community members  
124 from each community (total of six members from the public at-large) to involve the  
125 public and spread the word. There is a learning curve, but with good instruction and  
126 guidance people can get up to speed. Andrew Brown suggested advertising for the  
127 openings and making a decision on the at-large number after seeing the response.

128

129 There were no further comments.

130

131 **MOTION by Irene Wrenner, SECOND by Andy Watts, that the Essex Selectboard**  
132 **agrees to form a committee named “Recreation Governance Study Committee”**  
133 **which is a joint municipal survey committee to study recreation and to explore all**  
134 **various options for potential restructure of the Village and Town recreation**  
135 **departments as outlined in the memo from Brad Luck, dated 2/10/16, and further,**  
136 **the composition of the committee is as follows:**

- 137 • Three members from the public at large from the Town outside the
- 138 Village selected by the Town of Essex Selectboard;
- 139 • Three members from the public at large from the Village of Essex
- 140 Junction selected by the Essex Junction Board of Trustees;
- 141 • Two members from the Prudential Committee;
- 142 • Two members from the Essex Junction Board of Trustees, one of
- 143 which is an alternate;
- 144 • Two members from the Essex Selectboard, one of which is an
- 145 alternate.

146 **VOTING: unanimous (4-0); motion carried.**

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148 **3. ADJOURNMENT**

149 **MOTION by Andy Watts, SECOND by Irene Wrenner, to adjourn the meeting.**

150 **VOTING: unanimous (4-0); motion carried.**

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152 The special meeting was adjourned at 8:31 PM.

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*RScty: M.E.Riordan*

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