

Middlebury Selectboard

April 22, 2021 Retreat Meeting Minutes

Note: Due to the need for separation to prevent the spread of COVID-19 virus, the meeting was held remotely via video conferencing with participants

Members Present: Brian Carpenter, Heather Seeley, Nick Artim, Farhad Khan, Lindsey Fuentes-George, Dan Brown and Esther Thomas.

Staff Present: Town Manager Kathleen Ramsay.

Call to Order: The meeting was called to order at 5:30 p.m. by Vice Chair Heather Seeley.

Approval of Agenda: Nick Artim moved to approve the agenda, and Farhad Khan seconded the motion. The agenda was approved with 7 in favor. **Motion Passed.**

Review 2021 Project List: The Board reviewed the 2021 project list, with Brian Carpenter giving brief updates on the downtown bridge replacement project and the rail platform work. He noted the need to have a second retreat to discuss planning for American Rescue Plan Act (ARPA) funds, once more information about eligible expenses and other stimulus packages currently under consideration is received from the federal and state governments.

Discussion on Preparing Members for Board Leadership Roles: The Board discussed materials distributed in advance of the meeting on the role of board chair and Chair Brian Carpenter and Vice Chair Heather Seeley shared their experiences in their respective roles. Carpenter and Seeley offered to discuss their experiences further with any member of the Board who would like to do so.

Consider Adoption of a Consent Agenda: The Board welcomed the idea of adopting a consent agenda, whereby routine matters, including minutes, liquor license renewals and staff reports are approved as a single agenda item at the beginning of the meeting, unless there is a concern about any item included in the consent agenda item, in which case the item can be removed from the approval and discussed as a regular agenda item.

Board Subcommittees

Composition & Charge of Public Health & Safety Committee

The Board re-affirmed the charge of the Public Health & Safety Committee:

The Public Health & Safety Committee considers the community's needs on a broad range of subjects, including traffic; parking and sidewalk management; pedestrian and bicycle safety; fire, police and medical emergency preparedness and equipment; weather-emergency preparedness; wildlife issues; environmental hazards; criminal justice; and keeps abreast of state-wide health trends and concerns.

The Board also plans to add a third at-large member to the Committee and stagger the terms of the three at-large members of the Committee. At-large members represent the interests of all Middlebury citizens as they relate to matters coming before the Committee.

Charge for Diversity, Equity & Inclusion (DEI) Workgroup

With project consultant selection complete, which was the initial charge of the DEI Workgroup (Lindsey Fuentes-George, Farhad Khan and Dan Brown), the Board updated the charge based on the contract with DEI project consultants Tabitha Moore and Lisa Ryan:

Formed in 2021, the Diversity, Equity and Inclusion (DEI) Workgroup is a short-term subcommittee of the Selectboard charged with assisting the Board in engaging the Middlebury community in discussions regarding the local impacts of racism. The Workgroup will facilitate the work of the Town's DEI consultants by:

- 1. Providing input about vision, goals, process, and design of DEI activities;*
- 2. Communicating with and engaging community, partners, and those involved or who should be involved;*
- 3. Organizing and providing meeting logistics (venue, food, interpretation, etc.) and materials (e.g. handouts, flip chart pages, name tags, projector)*
- 4. Providing vital information to consultants re: culture, history, current events & work that may or will impact the goals;*
- 5. Presenting information as needed; and*
- 6. Participating in the action planning process and formation of the planning development team to ensure plan implementation.*

It is anticipated that the Workgroup will be active until October 1, 2022, the target date for appointment of a planning development team to ensure DEI plan implementation.

The Board will continue to update the Workgroup's charge as, and if, needed and decided to keep the workgroup as three members of the Selectboard, pending input from the consultants.

Appointments to Board Subcommittees: The Board agreed to assignments for Board Subcommittees as follows:

Public Health & Safety: Dan Brown and Nick Artim (alternate)

Middlebury Regional Emergency Medical Services (MREMS) Workgroup: Nick Artim, Heather Seeley and Dan Brown, with Kathleen Ramsay as staff.

Parks & Recreation Committee: Farhad Khan

Better Middlebury Partnership: Farhad Khan

Liaison to Kick Start Program: Nick Artim

Downtown Improvement District Commission: Dan Brown

College Relations: Chair Brian Carpenter, Vice Chair Heather Seeley and an alternating third member

Policy Review Committee: former Selectboard members Gary Baker and Donna Donahue

Middlebury Community Television (MCTV): Farhad Khan

Addison County Transit Resources (ACTR): Kathleen to contact Tri-Valley Transit (TVT), the new, merged entity, which includes ACTR, to determine if there continues to be a need for a Middlebury representative to this agency.

Town Energy Committee: Lindsey Fuentes-George

Town Representative to College Energy 2028 Steering Committee: Lindsey Fuentes-George

Expenditure Review: Board members rotate throughout the year

Personnel Committee: Dan Brown, Heather Seeley and Brian Carpenter

Town/School Committee: Nick Artim

Creek Road Task Force: Heather Seeley

Diversity, Equity & Inclusion Workgroup: Lindsey Fuentes-George, Farhad Khan and Esther Thomas

Infrastructure Committee: Heather Seeley and Esther Thomas

Cannabis Ordinance Approach: The Board will task the Public Health & Safety (PH & S) Committee with recommending ordinance revisions and/or new ordinance(s), and circulate drafts to other departments/boards for comment before considering recommendations for adoptions. Since all PH & S Committee and other Committee meetings are public meetings and the ordinance adoption process requires a series of meetings and hearings, there will be considerable opportunity for public input during this process.

Discuss Topics for and Scheduling of a Second Retreat: The focus of a second retreat will be consideration of development of an approach to allocation and expenditure of American Rescue Plan Act (ARPA) funds. The retreat would be held in mid-summer, once guidance is received on the use of ARPA funds.

Adjourn: At 7:38 p.m., Lindsey-Fuentes George moved that the Board adjourn. Heather Seeley seconded the motion, which was approved by the Board.

Respectfully Submitted,

Kathleen Swinington Ramsay
Town Manager