



**CITY OF ESSEX JUNCTION
CITY COUNCIL
MEETING AGENDA**

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, July 26, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be in-person at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

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. **CONSENT ITEMS**
 - a. Approve Check Warrants #17311 (7/15/2022)
 - b. Approve FY23 Tax Rates
 - c. Approve Minutes: July 13, 2022
 - d. Approve Street Name for 41 Maple Street Property
6. **READING FILE**
 - a. Progress on Implementation of All-Hazards Mitigation Plan
7. **BUSINESS ITEMS**
 - a. *Interview with City Manager candidate: Coralee Holm
8. **EXECUTIVE SESSION**

*An executive session may be needed for the evaluation of an employee
9. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 878-1341 TTY: 7-1-1 or (800) 253-0191.

Certification: 7/21/22 Brad Luck

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	07/08/22	ADVANCE AUTO PARTS Undercoat 552218933135	210-5-25-10-430.000 R&M Vehicles & Equipment	7.17	40786	07/15/22
19815	07/01/22	AMAZON CAPITAL SERVICES Office Supplies 1LJ41LJHJHPW	210-5-30-10-610.000 General Supplies	20.96	40790	07/15/22
25370	07/01/22	BOUNCE AROUND VT City Celebration 7/1 - Ad 7063	210-5-17-10-850.000 Community Events and Cele	185.00	40803	07/15/22
21210	06/28/22	CINTAS LOC # 68M 71 M ww supplies for Lab, Cont 5114169172	210-5-40-12-610.000 General Supplies	172.33	40808	07/15/22
25120	07/09/22	CLICKTIME.COM EJRP Timesheets June 377266	210-5-30-10-330.000 Professional Services	833.00	40809	07/15/22
04940	06/23/22	COMCAST MSP Phones Internet July 0176315 0722	210-5-41-26-530.000 Communications	359.21	40813	07/15/22
04940	06/27/22	COMCAST Internet EJFD 7/4-8/3/22 0179210 0622	210-5-25-10-530.000 Communications	172.90	40814	07/15/22
04940	06/23/22	COMCAST Park St Phone Internet Ju 0210908 062A	210-5-41-23-530.000 Communications	217.42	40815	07/15/22
25715	04/14/22	DONALD L. HAMLIN CONSULT Tree Farm Project 22806 0422	210-5-30-12-330.000 Professional Services	692.16	40824	07/15/22
29970	07/02/22	EAST COAST ICE City Celebration Food 1001	210-5-17-10-850.000 Community Events and Cele	1758.00	40826	07/15/22
35260	06/22/22	EAST COAST PRINTERS INC Customer Supplied Garment 06162238	210-5-25-10-612.000 Uniforms	37.75	40827	07/15/22
19005	07/01/22	FIRSTLIGHT FIBER Telephone 5/31-6/30/22 11708682	210-5-25-10-530.000 Communications	188.05	40840	07/15/22
19005	07/01/22	FIRSTLIGHT FIBER EJRP Internet July 11709147	210-5-41-26-530.000 Communications	360.00	40841	07/15/22
20470	06/30/22	GLOBAL MONTELLO GROUP Global Fuel invoice for J 288168	210-5-41-22-626.000 Gasoline	537.63	40843	07/15/22
20470	06/30/22	GLOBAL MONTELLO GROUP Global Fuel invoice for J 288168	210-5-40-12-626.000 Gasoline	2749.52	40843	07/15/22
20470	06/30/22	GLOBAL MONTELLO GROUP Global Fuel invoice for J 288168	210-5-41-26-626.000 Gasoline	337.89	40843	07/15/22
11710	07/01/22	INVEST EAP EAP 070122D	210-5-25-10-290.000 Other Employee Benefits	216.00	40855	07/15/22
28135	07/01/22	JOURNYX, INC Timesheets June 1423	210-5-30-10-330.000 Professional Services	258.00	40858	07/15/22
27515	06/29/22	LOGAN TODD City Logo Design 062922D	210-5-17-10-850.000 Community Events and Cele	617.50	40866	07/15/22
25625	07/02/22	LOWE'S - 1080 EJRP Lowes June 4191080 0722	210-5-30-12-610.000 General Supplies	343.79	40867	07/15/22
V1643	06/22/22	NEMRC Tax billing Remote work 50604	210-5-13-10-570.000 Other Purchased Services	275.00	40874	07/15/22
V1643	06/28/22	NEMRC payroll updates by Chip 50625	210-5-13-10-570.000 Other Purchased Services	110.00	40874	07/15/22
44745	10/20/21	NORTHEASTERN SECURITY Security svc call reissu 986561	210-5-41-21-431.000 R&M Buildings & Grounds	125.00	40877	07/15/22
23420	07/06/22	P & P SEPTIC SERVICE INC. Cascade Park Portolet Jul T579723	210-5-30-12-330.000 Professional Services	120.00	40882	07/15/22
37430	06/30/22	R R CHARLEBOIS INC Truck part Ie18662A	210-5-40-12-430.000 R&M Vehicles & Equipment	106.93	40890	07/15/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
18010	REYNOLDS & SON, INC.	06/16/22 Strap 3409330	210-5-25-10-750.000 Machinery & Equipment	94.50	40893	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-41-26-622.000 Electricity	2878.61	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-41-23-622.000 Electricity	367.36	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-41-21-622.000 Electricity	894.18	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-41-22-622.000 Electricity	519.21	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-41-20-622.000 Electricity	519.21	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-40-12-622.000 Electricity	1036.78	40896	07/15/22
17505	SAND HILL SOLAR LLC	07/11/22 Village Solar Jun 22 243	210-5-40-12-622.000 Electricity	255.06	40896	07/15/22
10435	SCREENMYLOGO.COM	06/23/22 City Celebration TShirts 19387	210-5-17-10-850.000 Community Events and Cele	2780.00	40898	07/15/22
29835	SHERWIN-WILLIAMS	06/30/22 Painting Supplies 32176	210-5-30-12-610.000 General Supplies	36.11	40900	07/15/22
14800	TECH GROUP INC	07/01/22 Anti-Virus Contract July 98502	210-5-25-10-431.000 R&M Buildings & Grounds	40.00	40908	07/15/22
25315	VESPA'S PIZZA PASTA & DEL	07/01/22 City Staff Pizza Friday 070122D	210-5-30-10-610.000 General Supplies	84.00	40914	07/15/22
23395	VILLAGE HARDWARE - WILLIS	06/29/22 propane tank for grill 515180	210-5-40-12-610.000 General Supplies	16.99	40915	07/15/22
07565	W B MASON CO INC	06/16/22 Office Supplies 230559955	210-5-30-12-610.000 General Supplies	156.39	40920	07/15/22
07565	W B MASON CO INC	06/16/22 Maint Office Supplies 230565517	210-5-30-10-610.000 General Supplies	58.72	40920	07/15/22
07565	W B MASON CO INC	06/16/22 Maint Office Supplies 230565517	210-5-30-12-610.000 General Supplies	503.93	40920	07/15/22
07565	W B MASON CO INC	06/20/22 Office Supplies 230626028	210-5-30-10-610.000 General Supplies	139.76	40920	07/15/22
07565	W B MASON CO INC	06/23/22 Office Supplies 230725158	210-5-30-10-610.000 General Supplies	115.14	40920	07/15/22
07565	W B MASON CO INC	06/24/22 Office Supplies 230745948	210-5-30-10-610.000 General Supplies	13.14	40920	07/15/22
V1161	ICMA RETIREMENT TRUST-401	07/15/22 Payroll Transfer PR-07/15/22	210-2-00-00-210.004 Retirement Payable	1458.49	7120188	07/15/22
V1160	ICMA RETIREMENT TRUST-457	07/15/22 Payroll Transfer PR-07/15/22	210-2-00-00-210.004 Retirement Payable	870.62	7120189	07/15/22
28045	RABIDEAU ARCHITECTS INC	05/26/21 Essex Jct 5 Corners Park 2021018	220-5-00-00-720.002 1 Main; Road Res-Q	637.50	40891	07/15/22
31275	DON WESTON EXCAVATING INC	12/30/21 9 Edgewood Essex Jct. Wat 10516	254-5-54-20-433.000 R&M Infrastructure	1912.50	40823	07/15/22
20470	GLOBAL MONTELLO GROUP	06/30/22 Global Fuel invoice for J 288168	254-5-54-20-626.000 Gasoline	285.03	40843	07/15/22
04940	COMCAST	06/23/22 Water treatment plan 6/30 0316028 622	255-5-55-30-530.000 Communications	243.34	40816	07/15/22

12:05 pm

Check Warrant Report # 17311 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 07/15/22 To 07/15/22 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06870	06/08/22	Constituent Monitoring #408695	255-5-55-30-340.000 Technical Services	50.00	40829	07/15/22
06870	07/07/22	WWTF TKN 414668	255-5-55-30-340.000 Technical Services	35.00	40829	07/15/22
06870	07/13/22	WWTF TKN Only 415441	255-5-55-30-340.000 Technical Services	35.00	40829	07/15/22
V10616	06/30/22	BIOXIDE 905426144	255-5-55-30-619.000 Chemicals	9582.40	40832	07/15/22
20470	06/30/22	Global Fuel invoice for J 288168	255-5-55-30-626.000 Gasoline	498.89	40843	07/15/22
V9454	06/30/22	WW Ron Bundy Jacket 3444294	255-5-55-30-612.000 Uniforms	79.00	40864	07/15/22
12775	06/30/22	flow meter control panel 9917	255-5-55-30-570.000 Other Purchased Services	1838.50	40888	07/15/22
01020	06/29/22	Pilot-Scale PePhlo System GCAS-120002	255-5-55-70-722.012 Phlo Final Phase	6981.22	40911	07/15/22
07565	06/30/22	bottled water for WW 230886067	255-5-55-30-618.000 Laboratory Supplies	134.00	40920	07/15/22
20470	06/30/22	Global Fuel invoice for J 288168	256-5-56-40-626.000 Gasoline	460.22	40843	07/15/22
17505	07/11/22	Village Solar Jun 22 243	256-5-56-40-434.002 West Street PS Costs	718.03	40896	07/15/22
17505	07/11/22	Village Solar Jun 22 243	256-5-56-40-434.001 Susie Wilson PS Costs	518.39	40896	07/15/22
17505	07/11/22	Village Solar Jun 22 243	256-5-56-40-622.000 Electricity	181.17	40896	07/15/22
36130	06/23/22	WW pump station inv. 9909589259	256-5-56-40-434.001 Susie Wilson PS Costs	37.60	40912	07/15/22
36130	06/23/22	WW pump station inv. 9909589259	256-5-56-40-434.002 West Street PS Costs	37.60	40912	07/15/22
36130	06/23/22	WW pump station inv. 9909589259	256-5-56-40-431.000 R&M Buildings & Grounds	145.96	40912	07/15/22
37985	06/23/22	EJRP Phones June 8727992 0622	259-5-30-15-530.000 Communications	262.45	40784	07/15/22
07305	07/08/22	Pool Chemicals 9127698154	259-5-30-11-431.000 R&M Buildings & Grounds	150.05	40787	07/15/22
07305	07/08/22	Pool Chemicals 9127698345	259-5-30-11-431.000 R&M Buildings & Grounds	287.72	40787	07/15/22
07305	06/30/22	Pool Chemicals 9989189052	259-5-30-11-431.000 R&M Buildings & Grounds	235.90	40787	07/15/22
19815	06/24/22	CMS Supplies 14TPRTVCD1R9	259-5-30-17-610.000 General Supplies	11.77	40790	07/15/22
19815	06/25/22	Camp REACH Supplies 1C7QPGPYFFKM	259-5-30-17-610.000 General Supplies	132.71	40790	07/15/22
19815	06/25/22	CMS Supplies 1CQGC4VMGTV	259-5-30-17-610.000 General Supplies	61.99	40790	07/15/22
19815	06/30/22	REACH Supplies 1D99KC4L34FC	259-5-30-17-610.000 General Supplies	166.64	40790	07/15/22
19815	07/06/22	Discovery Supplies 1PRDQWPDYL4V	259-5-30-17-610.000 General Supplies	22.99	40792	07/15/22

12:05 pm

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	07/09/22	AMAZON CAPITAL SERVICES RK Supplies 1RT1G161CJ4K	259-5-30-17-610.000 General Supplies	105.87	40794	07/15/22
19815	06/30/22	AMAZON CAPITAL SERVICES CMS Service Supplies 1WQM6X4F1WYM	259-5-30-17-610.000 General Supplies	99.89	40796	07/15/22
44455	06/17/22	AUDUBON VERMONT Camp Reach 6/2223 06172022	259-5-30-17-580.000 Travel	642.00	40799	07/15/22
42360	06/21/22	ECHO AT THE LEAHY CENTER Camp REACH EES 6/21 POS67216	259-5-30-17-580.000 Travel	392.00	40828	07/15/22
04640	06/14/22	FASTENAL INDUSTRIAL & CON Pool First Aid Supplies VTBUR310028	259-5-30-11-610.000 General Supplies	2.51	40833	07/15/22
04640	06/14/22	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR310032	259-5-30-17-610.000 General Supplies	6.62	40833	07/15/22
04640	06/14/22	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR310033	259-5-30-17-610.000 General Supplies	7.28	40833	07/15/22
04640	06/21/22	FASTENAL INDUSTRIAL & CON Ice Packs VTBUR310289	259-5-30-17-610.000 General Supplies	251.19	40833	07/15/22
04640	06/21/22	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR310290	259-5-30-17-610.000 General Supplies	4.10	40833	07/15/22
04640	06/21/22	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR310291	259-5-30-17-610.000 General Supplies	4.10	40833	07/15/22
20470	06/30/22	GLOBAL MONTELLO GROUP Global Fuel invoice for J 288168	259-5-30-15-626.000 Gasoline	222.46	40843	07/15/22
11260	07/02/22	GOLD STAR DOG TRAINING Dog Programs 66	259-5-30-14-330.000 Professional Services	2884.00	40845	07/15/22
06030	06/23/22	LOGAN TINA Sculpture Camp 062322D	259-5-30-14-330.000 Professional Services	5120.00	40865	07/15/22
25625	07/02/22	LOWE'S - 1080 EJRP Lowes June 4191080 0722	259-5-30-11-431.000 R&M Buildings & Grounds	233.79	40867	07/15/22
22235	06/24/22	MCFARLING, RYAN J Mountain Bike Camp Wk1 062422D	259-5-30-14-330.000 Professional Services	300.00	40870	07/15/22
2900	07/06/22	PALMER LANE MAPLE Camp Field Trip FY22 7352	259-5-30-17-580.000 Travel	571.50	40883	07/15/22
2900	07/06/22	PALMER LANE MAPLE Camp Field Trip FY23 7352A	259-5-30-17-580.000 Travel	301.00	40883	07/15/22
29935	06/29/22	PAYKEL JOANNA Swim Lesson Refund 140016	259-4-30-11-020.306 Swim Lessons	146.00	40884	07/15/22
29425	06/23/22	PERFORMANCE FOOD SERVICE CMS Snack 684512	259-5-30-17-610.000 General Supplies	29.77	40885	07/15/22
29425	06/27/22	PERFORMANCE FOOD SERVICE CMS Snack 684918	259-5-30-17-610.000 General Supplies	240.92	40885	07/15/22
29425	06/27/22	PERFORMANCE FOOD SERVICE Discovery Snack 685047	259-5-30-17-610.000 General Supplies	157.54	40885	07/15/22
29425	06/28/22	PERFORMANCE FOOD SERVICE Reach Fleming Snack 686755	259-5-30-17-610.000 General Supplies	116.92	40885	07/15/22
29425	07/05/22	PERFORMANCE FOOD SERVICE CMS Snack 688785	259-5-30-17-610.000 General Supplies	168.36	40885	07/15/22
29425	07/04/22	PERFORMANCE FOOD SERVICE Discovery Snack 689000	259-5-30-17-610.000 General Supplies	203.58	40885	07/15/22
29425	07/11/22	PERFORMANCE FOOD SERVICE CMS Snack 692049	259-5-30-17-610.000 General Supplies	254.88	40885	07/15/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29425	07/11/22	PERFORMANCE FOOD SERVICE Discovery Snack 692286	259-5-30-17-610.000 General Supplies	194.71	40885	07/15/22
29920	06/24/22	QUINLAN KIMBERLY Mountain Bike Camp Wk 1 062422D	259-5-30-14-330.000 Professional Services	1240.00	40889	07/15/22
10435	06/20/22	SCREENMYLOGO.COM Pool TShirts 19378	259-5-30-11-610.000 General Supplies	303.25	40898	07/15/22
10435	06/28/22	SCREENMYLOGO.COM Pool Staff Shirts 19399	259-5-30-11-610.000 General Supplies	135.00	40898	07/15/22
10435	07/01/22	SCREENMYLOGO.COM Manager on Suits 19407	259-5-30-11-610.000 General Supplies	42.00	40898	07/15/22
28215	07/04/22	SOLI MUSIC INC July 4th Event 1101	259-5-30-14-330.000 Professional Services	3000.00	40902	07/15/22
19295	04/07/22	SOLO WFR Review 4/2-3 0407221	259-5-30-14-330.000 Professional Services	2170.00	40903	07/15/22
23495	06/30/22	STUDENT TRANSPORTATION OF Reach Bus 6/20-28 70168304	259-5-30-17-580.000 Travel	977.31	40905	07/15/22
23495	06/30/22	STUDENT TRANSPORTATION OF Camp STAR Field Trp 6/24 70168306	259-5-30-17-580.000 Travel	367.45	40905	07/15/22
29975	07/02/22	SWEET SCOOPS Camp REACH 6/29 201	259-5-30-17-580.000 Travel	221.48	40906	07/15/22
20130	06/27/22	T W WOOD GALLERY Camp REACH 6/2728 1003	259-5-30-17-580.000 Travel	960.00	40907	07/15/22
25280	06/21/22	THE LIFEGUARD STORE Lifeguard Suits INV001216725	259-5-30-11-610.000 General Supplies	639.70	40909	07/15/22
25280	06/24/22	THE LIFEGUARD STORE MSP Pool Supplies INV001219181	259-5-30-11-610.000 General Supplies	77.50	40909	07/15/22
25280	06/27/22	THE LIFEGUARD STORE MSP Pool Supplies INV001220116	259-5-30-11-610.000 General Supplies	36.50	40909	07/15/22
25280	06/27/22	THE LIFEGUARD STORE Lifeguard Tankini INV001220275	259-5-30-11-610.000 General Supplies	43.50	40909	07/15/22
25280	06/28/22	THE LIFEGUARD STORE MSP Pool Supplies INV001221055	259-5-30-11-610.000 General Supplies	70.00	40909	07/15/22
25280	07/06/22	THE LIFEGUARD STORE Pool Suits INV001224126	259-5-30-11-610.000 General Supplies	196.00	40909	07/15/22
26795	07/13/22	VERMONT CHALKY PAINT LLC Camp Reach Field Trip 000001	259-5-30-17-580.000 Travel	940.00	40913	07/15/22
25315	06/14/22	VESPA'S PIZZA PASTA & DEL RK Pizza 061422D	259-5-30-15-610.000 General Supplies	84.00	40914	07/15/22
25315	06/28/22	VESPA'S PIZZA PASTA & DEL Summer Staff Training 062822D	259-5-30-17-610.000 General Supplies	227.00	40914	07/15/22
25315	07/13/22	VESPA'S PIZZA PASTA & DEL CIT Program Lunch 071322D	259-5-30-17-610.000 General Supplies	48.00	40914	07/15/22
25945	06/30/22	VT AFTERSCHOOL Summer Staff Training 6/2 6068	259-5-30-17-330.000 Professional Services	148.09	40916	07/15/22
07565	06/24/22	W B MASON CO INC Programs Supplies 230753944	259-5-30-14-610.000 General Supplies	83.99	40920	07/15/22
07565	07/05/22	W B MASON CO INC Pool Supplies 230947419	259-5-30-11-610.000 General Supplies	247.98	40920	07/15/22
V10333	06/26/22	YOUNG TRADITION VERMONT Camp REACH 6/2728 062622D	259-5-30-17-580.000 Travel	300.00	40922	07/15/22

07/15/22

Town of Essex Accounts Payable

12:05 pm

Check Warrant Report # 17311 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 07/15/22 To 07/15/22 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

		Report Total		74602.72		
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Memorandum

To: City of Essex Junction Councilors, Brad Luck, Interim Co-Manager
 From: Jess Morris, Finance Director
 Re: FY23 Tax Rates – City
 Date: July 20, 2022

Issue:

To set the City tax rates for FY23 (July 1, 2022 – June 30, 2023).

Discussion:

The FY23 tax rates have been calculated based upon the 2022 grand list after assessor appeals. The grand list figures as compared to last year are as follows:

	<u>2022 Grand List</u>	<u>2021 Grand List</u>	<u>\$ Change</u>	<u>% Change</u>
City	\$ 11,245,472	\$ 11,220,964	\$ 24,508	0.22%

The City voted to raise \$3,890,397 in property taxes for FY23 at the Annual Meeting.

The Grand List increased by 0.22% from 2021 to 2022. The Grand List value has been adjusted for the tax stabilization agreements for 8 Pearl St., 15 Park St., and the Whitcomb Farm property at 315 South Street, resulting in an adjusted Grand List value of \$11,229,508. The City municipal taxes are set using the adjusted grand list, tax stabilization does not impact the Town or Education taxes.

In order to raise the taxes necessary for the General Fund budget including bond payments, the tax rate needs to be set at \$0.3464 per \$100 of assessed value. This amount is an increase of \$0.012 or 3.6% in the tax rate. The following table shows a more detailed comparison of this year’s rate to last year’s rates.

<u>Comparison of FY22 rates to FY23 rates</u>						
			<u>FY22</u>	<u>FY23</u>	<u>% Change</u>	<u>\$ Increase/ (Decrease)</u>
General Fund Tax Rate			\$ 0.3343	\$ 0.3464	3.6%	\$ 0.0121
Taxes on \$280,000 assessed value home			\$ 936	\$ 970	3.6%	\$ 34
Grand List Values, unadjusted			\$ 11,220,964	\$ 11,245,472	0.2%	\$ 24,508
Grand List Values, after stabilization			\$ 11,205,022	\$ 11,229,508	0.2%	\$ 24,486

This tax rate is in line with the rate (\$0.3460) estimated when the budget was approved.

As a reminder, the City will also be assessing a \$0.0100 tax per \$100 of assessed value for Economic Development Capital Improvement Projects. This tax was initially approved at the April 6, 2016 Annual Meeting with the provision that this tax rate is to be reconsidered by the voters at the annual meeting in 2021. At annual meeting in 2021 this tax was extended until annual meeting in 2024 at which point it will once again be reconsidered. In FY23 the \$0.0100 tax will raise \$112,295.

Cost

The cost to a taxpayer with a \$280,000 value home for the City General tax will be will be \$970 for the City General tax which is an increase of \$34 from the FY22 taxes. The cost of the \$0.0100 tax is unchanged at \$28.

Recommendation

It is recommended that the Councilors set the FY23 City General tax rate at \$0.3464 per \$100 of assessed property value.

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
July 13, 2022**

COUNCILORS PRESENT: Andrew Brown, President; Raj Chawla, Vice President; Dan Kerin; Amber Thibeault, George Tyler.

ADMINISTRATION: Wendy Hysko, Library Director/Interim Co-Manager; Brad Luck, Essex Junction Recreation & Parks Director/Interim Co-Manager; Rick Hamlin, City Engineer; Robin Pierce, Community Development Director.

OTHERS PRESENT: Rich Boyers; David Burton; Annie Cooper; Nathan Doudera; Christopher Kline; Bridget Meyer; Nick Meyer; Wendy Shellito; Miles Waite.

1. **CALL TO ORDER**

Andrew Brown called the meeting to order at 6:32 P.M.

2. **AGENDA ADDITIONS/CHANGES**

Ms. Thibeault asked that the July 6, 2022 minutes be moved from the Consent Agenda and placed on the agenda as Business Item 5c.

Mr. Brown noted that they received information from the Police Department about the liquor licenses and requested that that be added to Consent Agenda item 6c.

3. **APPROVE AGENDA**

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the agenda as amended. The motion passed 5-0.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None at this time.

5. **BUSINESS ITEMS**

a. *Interviews and consider appointments to Capital Planning Review Committee, Tree Advisory Committee, BikeWalk Advisory Committee

Nathan Doudera spoke about his interest in serving on the Capital Planning Review Committee. He noted a strong financial background as well as prior volunteer experience. He said he is excited about the energy of becoming a City and would like to be involved in keeping that momentum.

Rich Boyers spoke about his interest in serving on the Tree Advisory Committee. He spoke about his background as a landscape architecture, urban regional planning, and schoolteacher. He said that he had previously served on the Tree Advisory Committee in 2014 and that it tapped into his interests both in landscape architecture and teaching. He said that partnerships between the City and businesses and property-owners with regards to plantings is crucial, given that the City's public rights-of-way are narrow.

RAJ CHAWLA made a motion, seconded by DAN KERIN, to approve of appointing Nathan Doudera to the Capital Planning Review Committee (3-year term) and Rich Boyers to the Tree Advisory Committee (3-year term). The motion passed 5-0.

b. Discuss and consider next steps with 1 Main Street Park

53 Mr. Luck provided an overview of the item, noting that the Councilors (then Trustees) had previously
54 allocated \$35,000 at its May 25 meeting for short-term improvements. Those included filling in the curb
55 cut and obtaining planters and picnic tables for the site. He said that tonight's discussion will focus on
56 longer-term improvements, such as an opportunity for community input and ultimately an approved
57 design. He said that once those occur, the City can apply for grant funding to remove the contaminated
58 soils and construct the park. He outlined a potential timeline, with community input opportunities and
59 preliminary design occurring in late summer/early fall, an approved design by City Council in late fall,
60 grant-writing for soil remediation in the winter, and breaking ground on the park in the spring of 2023.
61 He said that tonight's goals will include providing the designer (Mr. Burton) with goals, constraints, and
62 a budget.

63
64 Mr. Waite outlined the contaminated soil, remediation, and obtaining grant funding for remediation
65 activities. He said that having grass areas in the park could entail the removal of more soil. He said that
66 there is funding available in the Petroleum Cleanup Fund, in addition to the \$12,000 they are seeking in
67 funding from the Chittenden County Regional Planning Commission to conduct additional testing. He
68 said that additional testing will entail more soil boring to better characterize the soil. He said that this will
69 help determine the price of remediation. He said that the worst-case scenario for remediation costs is
70 around \$100,000 for removal per foot of soil. He said that grant funding is available from the state for
71 remediation activities. He said that once they have a better sense of the soil composition as well as a
72 final design for the park, they will be able to better determine how much soil needs to be removed. Mr.
73 Kerin asked if soil removal would need to be deeper if shrubs or other vegetation are planted. Mr. Waite
74 replied that they could remove more feet of soil where plantings will occur, if needed.

75
76 Councilors began by discussing constraints for the project. Mr. Brown said that this should be a
77 community-designed area, rather than an area designed for the community based on assumptions. Mr.
78 Tyler said that he would encourage community input but would want to engage professional services to
79 create the park. He also said that they have already made the decision to cap the site, but are still
80 deliberating about how many and which trees and other types of vegetation to put on top of it. He also
81 suggested erring on the side of caution and proposed a budget of \$200,000. Mr. Luck said that if there
82 is a clear constraint that hardscape is a preference, as it is less expensive for remediation than installing
83 grass, this would be helpful for the designer to know. Mr. Chawla pointed out that the design will likely
84 be dictated by what the public wants, but it will be important to make the constraints (such as budget)
85 clear to the public when seeking their input. He said that he would be comfortable with a budget of
86 \$200,000 (to include both remediation and construction). Ms. Thibeault and Mr. Kerin agreed with Mr.
87 Chawla and Mr. Tyler about a budget. They acknowledged that it is difficult to determine costs both
88 without a final design and without further soil analysis.

89
90 Mr. Hamlin pointed out that the topography of the site has changed from the initial proposal to now. He
91 said that if they were to design the park to have multiple grades, then the hard surface could be built on
92 the existing surface and excavation could be limited to where the trees and posts for shaders would be
93 installed. He said that soil testing is the next step, as it will determine where the trees can go (if the soils
94 are more contaminated in certain areas than others).

95
96 Mr. Burton asked for more detail about several of the constraints mentioned. He asked how many trees
97 are being contemplated for the space, and Mr. Brown replied that they want 5 trees in the space. Mr.
98 Burton asked whether the suggested budget of \$200,000 is a hard limit, or whether an extra percentage
99 of contingency funding could be contemplated. Mr. Brown replied that extra funding wouldn't be an issue
100 unless it impacts the soil mitigation plan. Mr. Burton asked for confirmation that the surface would be
101 capped, and Mr. Brown confirmed that the plan is to cap it. Mr. Waite noted that one constraint could be
102 stormwater runoff. Mr. Luck said that one of the goals of the park is to have places for people to sit and

103 enjoy meals. Mr. Burton said that it will also be important to think about the longevity of the space, when
104 thinking about the materials and style for it.

105
106 Bridget Meyer suggested appointing a short-term committee comprised of a member of the Tree
107 Committee, the City Engineer, the head of grounds and facilities, staff from public works, and Mr. Burton
108 to develop a proposal and return to the City Council with its recommendations.

109
110 Annie Cooper said that in terms of public input, she has felt that her input has not necessarily been
111 heard in the past. She said that Mr. Burton is an exceptional designer and that she is confident that he
112 will help get the project completed. She advised that \$100,000 be allocated toward remediation and
113 \$200,000 be allocated for the park (for a total of \$300,000). City Councilors discussed costs and decided
114 to stick with \$200,000.

115
116 Mr. Brown asked whether Mr. Burton would find a steering committee useful. Mr. Burton replied that if
117 the City has a good feel for the elements that are the most important and are supported by the
118 community, then there may not be the need to reach out to the community further. He said he wants to
119 avoid having community members feel like there are elements that are missing. Mr. Brown said that if a
120 formal committee is appointed, then it is required to follow Open Meeting Law and could slow down the
121 process further. He said that in terms of community input, an informal survey could be acceptable (rather
122 than another full design charrette).

123
124 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the City Council approve of the**
125 **1 Main Street process as outlined in the memo with a budget of up to \$200,000 for the**
126 **construction of the park. The working group, comprised of members as determined by staff, will**
127 **also be involved in the long-term improvement process. The motion passed 5-0.**

128
129 c. Consider July 6, 2022 minutes

130 Ms. Thibeault requested the following amendments to the July 6 meeting:

- 131 • Note that it was a special, rather than regular, meeting
- 132 • Remove George Tyler from attendee list
- 133 • Replace any reference to "Trustees" with "Councilors" on Line 7

134
135 **GEORGE TYLER made a motion, seconded by DAN KERIN, to amend the minutes of July 6, 2022**
136 **as recommended by Councilor Thibeault. The motion passed 5-0.**

137
138 **6. CONSENT ITEMS**

- 139 a. Approve Minutes: May 19, 2022; June 22, 2022;
- 140 b. Approve Check Warrants: #17308 (6/24/2022); #17309 (6/30/2022); #17310 (7/8/2022)
- 141 c. Approve Banner Application: Gem, Mineral and Fossil Show
- 142 d. Approve Liquor License Application for Central Beverage pending approval by the Chief of Police
- 143 e. Approve City Liquor Licenses
- 144 f. Approve Recommendation of Sharon Kelley as Deputy Health Officer
- 145 g. Approve of Susan McNamara-Hill As City Clerk

146
147 **RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT to approve the consent agenda**
148 **as presented. The motion passed 5-0.**

149
150 Mr. Tyler asked if there have been any retail cannabis applications received. Mr. Chawla replied that
151 any applications are first conditionally approved by the State's Cannabis Control Board, after which they
152 will come before the Local Cannabis Control Commission for approval.

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Mr. Luck noted that the City has conducted 3 City Manager interviews so far and has 3 more to conduct by the end of the week.

7. **ADJOURN**

DAN KERIN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The motion passed 5-0 at 8:08PM.

Respectfully Submitted,
Amy Coonradt



Community Development Department

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Fax: (802) 878-6946

MEMORANDUM

TO: Essex Junction City Council
FROM: Robin Pierce
Village Community Development Department.
DATE: July 21, 2022
SUBJECT: New Street Name for former 41 Maple Street property

Issue

The issue is whether the Trustees wish to approve the name for a private access driveway for a New six house development at the former 41 Maple Street property.

Discussion

The Planning Commission approved a six house development proposal at 41 Maple Street. The owner of the property has chosen a name from those previously approved by the Trustees for the new development which is a private street. The developer has chosen Robin Way to be the private drive name that will go to the 6 homes planned at 41 Maple Street. The name meets the State E911 standards and has been approved by Shannon Lunderville. If approved by the Trustees the addressing would be as follows:

Building 1 will be # 42 Robin Way
Building 2 will be # 45 Robin Way
Building 4 will be # 56 Robin Way
Building 3 will be # 59 Robin Way
Building 6 will be # 70 Robin Way
Building 5 will be # 73 Robin Way

Cost

No cost implications for Essex Junction.

Recommendation

Staff recommends that the Trustees approve the proposed name for this new development.

TOWN OF ESSEX / CITY OF ESSEX JUNCTION

Report: Calendar Year 2021: Progress on Implementation of All-Hazards Mitigation Plan

Date: July 2022

To: Town Selectboard & City Council

From: Ron Hoague, Chief of Police
Town & City Emergency Management Director

Information collected by: Chittenden County RPC in partnership with municipal staff

Town of Essex and Village of Essex Junction Mitigation Actions: Implementation Monitoring Worksheet

<p>CATEGORY A: Improve capabilities of existing road and stormwater management infrastructure to address identified vulnerable infrastructure to mitigate Severe Rainstorm, Flooding, Fluvial Erosion and Water Pollution and their associated vulnerabilities of:</p> <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts • Temporary loss of power and/or telecommunications • Temporary isolation of vulnerable individuals 	
<p>Action (Primary Responsible Entity)</p>	<p>Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i></p>
<p><u>Action A-1: Stormwater Management</u> (Town and Village Public Works)</p>	<p>-note any grants or funding source investigated -note any grants applied for/obtained -note progress on stormwater management projects</p> <p><u>Town/Village reports progress in 2021 as follows:</u> See attached “Awarded Stormwater Grants” spreadsheet for all stormwater related grants in both the Village and Town. Project status is included in the table.</p>
<p><u>Action A-2: Plan for Repair of Vulnerable Infrastructure</u> (Town and Village Public Works)</p>	<p>-note progress on repairs and upgrades</p> <p><u>Town/Village reports progress in 2021 as follows:</u></p> <p><u>Town reports progress in 2021 as follows:</u> The Town actively assesses and prioritizes infrastructure repairs and upgrades. With the CCRPC, the Town has developed road infrastructure priorities through the APWA Paver program, has completed a system wide sewer study, annually inspects, cleans, and repairs its stormwater systems, performs daily and weekly pump station maintenance and inspects, flushes, and operates its water valves 1-2 times per year.</p>

	<p>In the fall of 2021, staff completed an inspection inventory of all the culverts in the Town and developed a list of culverts that needed maintenance or replacement. Staff is currently working to update the information in the State’s database.</p> <p>In 2020, the Town and the CCRPC hired a consultant to televise stormwater pipes and create a stormwater infrastructure replacement and maintenance plan. Phase 1 of televising was completed in 2020 and an infrastructure plan was created in 2021. Phase 2 of televising is planned to be completed in 2022.</p> <p>Based on the information collected during Phase 1 of televising, the Town replaced 300 ft. of stormwater pipe on Greenfield Road and slip lined approximately 1200 ft. of stormwater pipe on Sand Hill Road. Both projects were completed in 2021. The Town plans to slip line an additional 500 ft. of stormwater pipe on Sand Hill Road in 2022.</p> <p>In collaboration with the CCRPC, the Town completed a study on Tanglewood Drive looking at potential solutions to aging infrastructure and an eroded outfall off Fern Hollow Road. The study was presented to the Selectboard in Sept 2021. The Selectboard approved the study and endorsed a preferred alternative at the recommendation of staff.</p> <p><u>Village reports progress in 2021 as follows:</u> The Village actively assess and prioritizes infrastructure repairs and upgrades. With the CCRPC, the Village has developed road infrastructure priorities through the APWA Paver program, has televised its sewer system and prioritized repairs, annually inspects, cleans and repairs its storm water systems, performs daily and weekly pump station maintenance and inspects, flushes and operates its water valves one to 2 times per year. The Village and CCRPC hired a consultant to televise stormwater pipes and create a stormwater infrastructure replacement and maintenance plan that is going into a second round of televising .</p> <p>Replacement of a failed culvert due to 2019 FEMA event storm on Densmore drive was constructed in 2021. Design of second replacement culvert found to be at end of life on Densmore drive completed and bid for construction in 2022. Design of a replacement culvert on Brickyard Rd that was found to be end of life was started in 2021 with construction in 2023.</p> <p>Slip lined on outfall located on Corduroy Rd.</p>
<p><u>Action A-3: Erosion Mitigation</u> (Town and Village Public Works)</p>	<p>-note progress on erosion mitigation projects</p>

	<p><u>Village reports progress in 2021 as follows:</u></p> <ul style="list-style-type: none"> • The Village secured a contractor to repair an eroded outfall in Rosewood in Spring 2022. <p><u>Town reports progress in 2021 as follows:</u></p> <ul style="list-style-type: none"> • The Town worked with a consultant to complete a gravel road management plan providing a 5-year work plan with cost estimates. The project was funded through a Better Roads Grant. • The Town repaired 2 severely eroded outfalls located off Saxon Hollow Road and Foster Road. • The Town completed gravel road upgrades to various sections of Lost Nation Road, Catella Road, Osgood Hill Road, and Hanley Lane. A portion of those upgrades were funded through the Better Roads Grant and the Grants-in-Aid Program. • The Town re-established ditch lines, installed additional stormwater infrastructure, and replaced a culvert on Alder Lane to mitigate an erosion issue on a resident’s property. The Town also stabilized the erosion area.
<p><u>Action A-4: Fluvial Erosion Hazard Mitigation Implementation</u> (Town and Village Public Works, DEC)</p>	<p>-note progress on FEH mitigation projects</p> <p><u>Town/Village reports progress in 2021 as follows:</u></p> <ul style="list-style-type: none"> • The Town did not implement any FEH mitigation projects in 2021. A hydraulic study was completed on a series of undersized culverts on Hanley Lane, Osgood Hill Road, and Catella Road. The area has a history of washing out during extreme storm events. The Town is looking into funding to help offset the costs associated with making these upgrades. • The Village replaced a Densmore Drive stream crossing culvert which was damaged in the 10/31/2019 storm (FEMA DR#4474). (Note: This culvert was replaced in August 2021).
<p>CATEGORY B: Operate an effective Stormwater Management System to mitigate Severe Rainstorm and Water Pollution and their associated vulnerabilities of:</p> <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts 	
<p>Action (Primary Responsible Entity)</p>	<p>Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i></p>
<p><u>Action B-1: Mitigate impacts of runoff such as excessive flow, sediment load and excessive phosphorus discharge.</u> (Town & Village Public Works)</p>	<p>-annual # basins cleaned -annual # street miles swept -note any progress on improvements to zoning bylaws to reduce excess flow, sediment loading or excess phosphorus discharge</p>

	<p><u>Town/Village reports progress in 2021 as follows:</u></p> <ul style="list-style-type: none"> • The Town reports for calendar year 2021 will be submitted to the State by April 1, 2022. For last year’s reporting, 258 catch basins were cleaned removing 28 CY of material. Street sweeping: 56.7 lane miles swept with 678 CY of street cleaning debris collected and properly disposed of. The Town’s Stormwater Ordinance was reviewed through the Phosphorus Control Plan development process in 2021. Updates to the Ordinance are planned in 2022. • Village reports for calendar year 2021 will be submitted to DEC by April 1, 2022. For last reporting year: 146 basins were cleaned removing 12.5 cubic yards of material. Street sweeping: 87 lane miles swept removing 357.5 cubic yards of material removing 1.11 kg/yr of P. The land development code is under a full update with approval anticipated in 2022.
<p><u>Action B-2: Begin implementation of Flow Restoration Plans for Indian Brook and Sunderland Brook</u> (Essex Public Works Director)</p>	<p>-project types and locations and year constructed/installed</p> <p><u>Town/Village reports progress in 2021 as follows:</u></p> <ul style="list-style-type: none"> • Indian Brook FRP Projects: Town reports that the LDS Church project is still in the Right-of-Way phase. Easements have been drafted and approved. Construction will be pushed out to 2023. This is the final project for meeting the requirements of the Indian Brook FRP. Village reports. The Village has completed all FRP project required under this plan at this time. • Sunderland Brook FRP projects: No projects have been constructed/installed as both Town and Village are currently meeting and exceeding the requirements of the Sunderland Brook TMDL.
<p><u>Action B-3: Develop Phosphorus Control Plan</u> (Town & Village Public Works)</p>	<p>-progress on development of plan and filing to State</p> <p><u>The Village and Town reports progress in 2021 as follows:</u> The Town and Village submitted a plan for review to the State by April 1, 2021. We are awaiting comment and approval from the State as of Feb 2022. The Village began further scoping projects flagged as priority in the submitted plan using Hamlin Engineers.</p> <p><u>ACTION ITEM COMPLETED</u></p> <ul style="list-style-type: none"> • With funding provided by a VTRANS Highway and Stormwater Mitigation grant along with municipal funds, the Town and Village engaged the services of a consultant to draft and complete a joint Village/Town Phosphorus Control Plan which was submitted to Vermont DEC prior to the April 1, 2021, deadline.

Memo

To: Essex Junction City Council

From: Brad Luck, Interim Co-Manager

Meeting Date: July 26, 2022

Agenda Item: 7a. Interview with City Manager candidate: Coralee Holm

Issue

The Council will be interviewing a City Manager candidate. It will be best to conduct the interview in executive session.

Discussion

None.

Cost

N/A.

Recommendation

It is recommended the Council go into executive session to conduct the interview.

Recommended Motion

Should the Councilors decide to move forward with the recommendation, the following is the recommended motion:

“I move that we go into executive session to discuss the evaluation of an employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.”

Attachments

None.