



VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, April 27, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

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

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **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. **BUSINESS ITEMS**
 - a. Review plan for upcoming appointments
 - b. Consider adoption of City Manager job description
 - c. Discuss Development Review Board (DRB) and Planning Commission (PC) transition process
6. **CONSENT ITEMS**
 - a. Approve annual appointments of Village Treasurer/Tax Collector, Village Clerk, Village Attorney, Fire Chief, Village Engineering Consultant, Audit Firm
 - b. Approve check warrants: #17297 (4/8/2022); #17298 (4/15/2022)
 - c. Approve minutes: March 28, 2022; April 6, 2022
 - d. Bond Necessity Resolution
7. **READING FILE**
 - a. Board member comments
 - b. Temporary Use Application – CVE Annual Permit
 - c. Trustee Meeting Schedule
 - d. 1 Main Street update
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

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Certification: 04/22/2022 Brad Luck

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**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 27, 2022**

TRUSTEES PRESENT: 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; Robin Pierce, Community Development Director.
OTHERS PRESENT: Jeff Bartley, Annie Cooper, Roseanne Prestipino, Harlan Smith, Bob.

1. **CALL TO ORDER**

Raj Chawla called the meeting to order at 6:30 pm.

2. **AGENDA ADDITIONS/CHANGES**

None at this time.

3. **APPROVE AGENDA**

No approval needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

5. **BUSINESS ITEMS**

a. Review plan for upcoming appointments

Mr. Luck said that there are currently 11 appointed positions that will expire, and that all of them will be posted and the Junction will accept applications from potential candidates and incumbents. He said that they would like potential new appointees to submit a letter of interest regarding the position, and they would like current appointees to submit a letter explaining why they are seeking reappointment. He said that the Trustees will hold interviews for positions once applications have been submitted.

Mr. Luck also said that the Junction will also need to address whether they will be accepting applications from non-residents. He noted that there has been conversation in the past about non-residents on some commissions, such as the Housing Commission and the Economic Development Commission. He also noted that the current appointee on CSWD is a non-resident. He asked whether these openings are specifically for residents or for both residents and non-residents. Mr. Chawla replied that they purposely allowed non-residents on the Housing Commission. He said that the CSWD position should probably be a Junction position. Mr. Tyler said he is not sure if CSWD is Junction-specific. He said that the Bike Walk and Tree Advisory Committees should be Junction residents only, but there are a few regional commissions where it may be appropriate to have regional appointees. Mr. Kerin said that he doesn't see an issue with retaining the current CSWD appointee, but suggested that when it comes up for renewal, they should look to fill the position with a Junction resident. Ms. Thibeault agreed with others. She said that in the past, those roles and representations had been non-financial, but because now there is a financial impact from those roles, it would be good to consider Junction residents when positions come up for new terms. Mr. Tyler agreed.

The Junction will advertise the positions with a requirement for Junction residency.

b. Consider adoption of City Manager job description

Mr. Luck said that this is an opportunity for the Trustees to revisit the job description and salary range for the City Manager position, which will be posted. He said that edits from the previous discussion were incorporated into this version.

54
55 Ms. Thibeault asked whether they should consider adding a qualifier to the knowledge/skills/abilities
56 section of the job description around substantial knowledge of municipal operations. She said that she
57 wouldn't disqualify someone who hadn't worked in the municipal sector before, though that experience
58 is valuable and desirable. Mr. Chawla suggested adding "or similar entity."

59
60 Mr. Tyler said that substantial knowledge of municipal operations is desirable. He said he would like a
61 candidate with understanding of a City Manager's role within those operations. He expressed concern
62 about candidates that don't have a good idea of what a municipal manager does and is unfamiliar with
63 the regulatory environment or public transparency components of the job.

64
65 Mr. Kerin said that experience working with municipal governments would be important to state in the
66 job description as well.

67
68 Mr. Chawla suggested striking the phrase "substantial knowledge of municipal operations," but
69 keeping the remainder of that paragraph intact. All agreed.

70
71 Mr. Tyler said that it should be clearer that though the Manager recommends hiring the City Attorney,
72 the Attorney represents the City Council, not the Manager. Ms. Thibeault recommended that the
73 language remain as written, since it comes from the City Charter, but that it should be further clarified
74 in a policy.

75
76 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees adopt the City**
77 **Manager job description as edited tonight by the Trustees. The motion passed 4-0.**

78
79 c. Discuss Development Review Board (DRB) and Planning Commission (PC) transition process
80 Mr. Luck spoke about the language in the Charter about transitional provisions to move from a Zoning
81 Board of Adjustment (ZBA) and a Planning Commission (PC) to a Development Review Board (DRB)
82 and a Planning Commission. He said that this would be a preliminary discussion about how the
83 Trustees would like to see this process unfold. He noted that this needs to occur by July 1.

84
85 Ms. Thibeault said she would like to know how the current ZBA and PC members feel about this
86 transition. She asked whether the current ZBA members would have to become the new DRB and
87 whether the current PC members would have to be the new PC, or whether members could be given
88 the option of changing committees. Mr. Luck replied that there are only 4 PC members currently and 2
89 ZBA members currently. He said that the statute language means that the members would
90 automatically become members of those respective boards, but that they have the option to resign
91 from one and apply to be on the other if they like.

92
93 Mr. Chawla said that one issue is how to fill those seats that are currently vacant. He also suggested
94 meeting with the current members of the PC and ZBA to get their thoughts on the future of the boards.
95 Mr. Pierce noted that many municipalities have moved to a DRB structure with good success. He said
96 that after this transition, the Planning Commission would be the legislative body that develops
97 regulations, and the DRB would adjudicate development applications based on those regulations.

98
99 Ms. Thibeault said that it would be helpful to understand more of the distinctions between having a
100 ZBA/PC and a DRB/PC. Mr. Pierce said that he could put together some of that information prior to a
101 discussion with the Trustees and current ZBA/PC members.
102

103 Harlan Smith asked if City employees who are also City residents could also serve on the Planning
104 Commission. Mr. Chawla replied that elected officials cannot serve on the Planning Commission or be
105 employees of the City. Mr. Tyler noted that Rick Hamlin was on the Bike Walk Committee for a number
106 of years and that there weren't issues. Ms. Thibeault said that as long as there isn't a conflict of
107 interest, that shouldn't be an issue. Mr. Chawla said that they should get a firmer answer on this so
108 that there is clarity.

109
110 Annie Cooper said that the Junction should not prohibit residents who are also employees to
111 participate and serve the City (if possible). She however acknowledged that conflicts of interest are a
112 murky subject and need to be taken into account.

113
114 **6. CONSENT ITEMS**

- 115 a. Approve annual appointments of Village Treasurer/Tax Collector, Village Clerk, Village Attorney,
116 Fire Chief, Village Engineering Consultant, Audit Firm
117 b. Approve check warrants: #17297—4/8/2022; #17298—4/15/22
118 c. Approve minutes: March 28, 2022; April 6, 2022
119 d. Bond Necessity Resolution

120
121 **AMBER THIBEAULT made a motion, seconded by DAN KERIN to approve the consent agenda**
122 **as amended. The motion passed 4-0.**

123
124 **The following amendment was made:**

- 125 • **Minutes of April 6, 2022: Remove "Vice President" after George Tyler's name in the**
126 **attendees, and add "Vice President" after Raj Chawla's name in the attendees.**

127
128 **8. READING FILE**

- 129 a. Board member comments: Mr. Tyler spoke about the 1 Main Street project and how it has not
130 moved forward in a timely way. He requested another update on the 1 Main Street Park project at the
131 Trustees' next meeting.
132 b. Temporary Use Application – CVE Annual Permit
133 c. Trustee Meeting Schedule
134 d. 1 Main Street update

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136
137 **9. EXECUTIVE SESSION:**

- 138 a. *An executive session is not anticipated
139 An executive session was not held.

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141 **10. ADJOURN**

142
143 **DAN KERIN made a motion, seconded by GEORGE TYLER to adjourn the meeting. The motion**
144 **passed 4-0 at 7:27 PM.**

145
146 Respectfully Submitted,
147 Amy Coonradt