



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 11, 2022
6:30 PM

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

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
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- **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. Welcome Ashley Snellenberger, Communications & Strategic Initiatives Director
 - b. Consider approval of Chittenden Solid Waste District (CSWD) FY23 Budget
 - c. Discuss transition to Planning Commission and Development Review Board (DRB) effective July 1, 2022
 - d. Discuss 1 Main Street Park
 - e. Discuss City Manager Recruitment and Hiring Planning Committee progress
 - f. Discuss City Celebration(s)
 - g. Consider approval of Declaration of Inclusion
 - h. Consider approval of the Ethics Policy
 - i. *Discuss real estate purchase or lease options
 - j. Discuss Out & About in Essex
6. **CONSENT ITEMS**
 - a. Approve check warrants: #17299 (04/22/22); #17300 (04/29/22)
 - b. Approve minutes: April 13, 2022; April 27, 2022
 - c. Approve Street Closure Application for Memorial Day Parade
 - d. Approve Street Banner Application for Memorial Day Parade
 - e. Approve Fireworks Display Permit for July 4th Community Celebration
 - f. Approve Chittenden County Regional Planning Commission Grant Support Letter
 - g. **Approve Local Emergency Management Plan
7. **READING FILE**
 - a. Board member comments
 - b. Trustee Meeting Schedule
 - c. Participation CDC COVID-19 wastewater sampling program
8. **EXECUTIVE SESSION**
 - a. *An executive session may be necessary to discuss securing or negotiating real estate purchase or lease options
 - b. **An executive session may be necessary to discuss municipal emergency response measures, the disclosure of which could jeopardize public safety
9. **ADJOURN**

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Certification: _____ 5/6/22 _____ Brad Luck _____

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
FINAL MINUTES OF MEETING
May 11, 2022**

TRUSTEES 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; Robin Pierce, Community Development Director; Ashley Snellenberger, Communications & Strategic Initiatives Director.

OTHERS PRESENT: John Alden; Alise Certa, CSWD; Heidi Clark; Annie Cooper; Elaine Haney; Tim Miller, Michele Morris, CSWD; Bridget Meyer, Nick Meyer, Mike Plageman, Harlan Smith, RSM

1. CALL TO ORDER

Dan Brown called the meeting to order at 6:30 pm.

2. AGENDA ADDITIONS/CHANGES

Mr. Brown requested to add various emails received from community members to Business Item 5d. Mr. Luck requested to add Business Item 5J: Out and About in Essex.

3. APPROVE AGENDA

DAN KERIN made a motion, and RAJ CHAWLA seconded, 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

Alan Nye spoke about deciding to appoint Village residents to county boards. He said he stands ready to be a representative on the CSWD Board if they are unable to find another candidate. He said that he has been the Village representative on that Board for 4 or 5 years.

5. BUSINESS ITEMS

a. Welcome Ashley Snellenberger, Communications & Strategic Initiatives Director

The Board of Trustees welcomed Ms. Snellenberger to Essex Junction. She spoke briefly, saying that she is from Arkansas and has a background in journalism. She said she has worked in the medical, non-profit, and education fields, and is looking forward to working with the Essex Junction community.

b. Consider approval of Chittenden Solid Waste District (CSWD) FY23 Budget

Ms. Certa provided a very brief overview of the budget, noting that the most significant item would be renovating a 1990s materials recovery facility, and that they are aiming to go out for a bond for that in November. She said that she would like to be able to come back and present the budget in more detail when both she and Ms. Reeves are available.

Alan Nye noted that in terms of significant operational changes, CSWD removed the recycle zones in drop-off centers due to safety concerns and said that Richmond was upset with that decision. He said that Richmond contracted for drop-off center services with Casela.

Mr. Chawla asked if the lack of trailer access in Essex is due to Covid or a traffic pattern change. Mr. Nye replied that it is a safety issue. Ms. Certa added that they made a number of changes to address safety concerns at drop-off centers. She said that the CSWD Board is also taking stock of what additional

54 improvements can be made to drop-off centers. Mr. Chawla noted that the lack of trailer access makes
55 it difficult for those without pickup trucks or other ways of hauling trash to drop off their waste.

56
57 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the**
58 **Chittenden Solid Waste District Fiscal Year 2023 budget as presented. The motion passed 5-0.**
59

60 c. Discuss transition to Planning Commission (PC) and Development Review Board (DRB) effective
61 July 1, 2022

62 Mr. Brown said that he would like the Trustees to talk at a high level about this change, as well as find
63 a time to discuss this with current Planning Commissioners. Mr. Chawla and Mr. Tyler said that they
64 would attend the Planning Commission's next meeting on May 19th.

65
66 Mr. Tyler noted that there was a recommendation made for each committee (the PC and potential DRB)
67 to have 5-member boards, which is a significant change from the current number of members. Mr. Alden
68 replied that he is not concerned with the recommendation, since the Planning Commission had
69 previously been a 5-member board.

70 d. Discuss 1 Main Street Park

71 Mr. Pierce noted that the current proposal is the second iteration of a plan that has come to the Trustees.
72 He noted that a water feature and shade have been added to the plan as additional amenities. He
73 showed a number of images of potential designs for the park, noting that some of them include brick
74 accents and railroad elements (which the Junction is known for), as well as hedges for sound mitigation.
75 He noted that they received input on trees from the Tree Advisory Committee (TAC).

76
77 Mr. Brown noted that the last time this was discussed it was in a more conceptual stage. He asked if
78 staff are looking to finalize a design from the examples presented. Mr. Pierce replied that the highest
79 priority from his perspective is receiving Trustee approval to conduct the remediation of contaminated
80 soils, the cost of which is covered by the Chittenden County Regional Planning Commission (CCRPC).
81 Mr. Brown asked if committees other than the TAC have been engaged regarding planning for the park.
82 Mr. Pierce replied that he has not engaged other committees.

83
84 Mr. Chawla asked if the soil calculation is impacted by size, location, or existence of the bandstand. Mr.
85 Pierce replied that there wouldn't be, except for the foundation of the bandstand. Mr. Chawla said that
86 it would be good to overcalculate the amount of soil that would need to be removed so that there is
87 flexibility for any further changes in design.

88
89 Mr. Tyler generally agreed with Mr. Chawla, saying that it would be prudent to err on the side of too
90 much soil remediation in order to have the maximum amount of design latitude. He suggested another
91 round of public engagement on the design. He noted that an economic development fund was created
92 in 2016 for improvements in downtown (including a pocket park), and that funds have been accumulating
93 since then. He noted that this has been delayed due to Covid and the independent City initiative. He
94 urged that momentum for completing this project be maintained.

95
96 Mr. Kerin said that he agrees that more remediation would be good. He added that he would like to see
97 a softening of the hardscape in the Five Corners area. He said that there doesn't necessarily need to be
98 a bandstand, and that he would like to see more greenery and more screening to create more of a green
99 space.

100
101 Mr. Brown noted that a constituent reached out and asked whether a committee could be formed to help
102 finalize the plans for the 1 Main Street Park, which could help speed the process along and alleviate

103 burden on staff. Mr. Tyler also suggested that a design charette could be held to engage the public as
104 broadly as possible.

105
106 Nick Meyer spoke as a member of the Tree Advisory Committee, noting that when the TAC was engaged
107 they had concerns about the number of trees, knowing the condition of the current soil at the park
108 location. He said that they initially proposed 9-11 trees, which was too many for that tiny space. He said
109 that once they conducted a site visit they determined that 5 trees would be a good maximum. He
110 expressed concern about the breathability of the hard surface. He said that there should be a water
111 feature included so that they can water the greenery in the park.

112
113 Bridget Meyer said that she strongly supports parks and green space in the community. She said that a
114 simple space with shade and green screening would be sufficient. She expressed support for gathering
115 more public opinion and also expressed support for the formation of a committee.

116
117 Marcus Certa said he had some concerns about the proposed designs. He said that would be important
118 to think about creating a space that can be flexible, since the longer-term needs for the park might
119 change or need to be reconfigured. He said that if they want to mitigate sound, they will need to install
120 more than a short hedge.

121
122 Harlan Smith expressed support for designing the park to be flexible. He expressed support for the
123 formation of a committee and potentially holding a design charette.

124
125 Annie Cooper said that the vision as presented seems more conceptual and less finalized. She also
126 expressed support for an active and productive committee. She suggested that it be comprised of
127 members of different existing committees (the Planning Commission, the TAC, etc) as well as staff,
128 subject matter experts, and residents. She said that she wants the process to be deliberate and thorough
129 and produce a park that is amenable to all.

130
131 Mr. Kerin asked whether a semi-permeable surface for the park would be feasible, saying that it could
132 help with keeping the greenery hydrated and would provide a place for rainfall and snowmelt to go. Mr.
133 Pierce replied that the area needs to be capped and added that permeable surfaces require some
134 maintenance and work well for lower-traffic areas. He suggested a hybrid park that combines artificial
135 and natural elements to soften the landscape.

136
137 Mr. Chawla said that it will be important to communicate the constraints of the space (ex: surface must
138 be capped) when soliciting public input. Mr. Tyler agreed, and added that having a good facilitator for
139 the committee and/or design charette will be essential.

140
141 Mr. Brown said that staff should return to the Trustees with a proposal for how much soil to remediate,
142 after which they should make decisions around next steps (such as the potential formation of a
143 committee).

144 e. Discuss City Manager Recruitment and Hiring Planning Committee progress
145 Ms. Meyer spoke as a member of the Recruitment Committee. She said that they began with a survey
146 of community members, staff, department heads, and Trustees, and found that they had aligned
147 priorities in terms of an ideal candidate. She said that after that, they drafted an ideal candidate profile
148 and then drafted an advertisement. She said that the advertisement will be posted to around 20
149 locations. Mr. Plageman, another member of the Recruitment Committee, thanked the committee for its
150 effort and commended them for the progress they have made. Mr. Luck noted that the position will be
151 advertised until June 12th and that the Hiring Planning Committee is currently developing their hiring
152 process in anticipation of receiving applications.

153
154 Mr. Tyler asked who would have access to applications for the City Manager position, noting that when
155 someone applies for a staff position their application is treated confidentially. Mr. Luck said that once
156 the Hiring Planning Committee receives the applications, he anticipated that staff, two Trustees and
157 eventually department heads would be responsible for selection of the top three candidates, which will
158 be presented to the Board of Trustees for its consideration. Mr. Brown noted that there is an initial portion
159 of the process that is confidential, but it becomes public further into the process.

160
161 The Trustees discussed the proposed hiring process and agreed that they would like to hold an
162 executive session before the top 5 candidates are forwarded to the department heads.

163
164 Annie Cooper said that it is important for the Trustees to be able to see all of the applications for
165 candidates if they choose to.

166 f. Discuss City Celebration(s)

167 Ms. Haney began by noting that Our Village Our Voices (OVOV) developed plans for celebrating the
168 creation of the City of Essex Junction. She proposed a formal event on July 1, followed by a year of
169 programming that would acknowledge the City's past and embrace its future. She said that the
170 programming could lead to sustained community engagement or formation of a downtown alliance, and
171 suggested that a committee be formed to oversee that year of programming and any future community
172 events and engagement. Mr. Luck noted that over the last several years the Trustees have discussed
173 putting together a committee to allocate money to groups that want to put on community events, and
174 this could tie into the sustained effort.

175
176 Marcus Certa said that he would like more of a celebratory event on July 1 to commemorate the
177 formation of the City. Ms. Haney suggested doing a float for the Memorial Day parade and doing some
178 kind of event at the Independence Day celebration.

179 g. Consider approval of Declaration of Inclusion

180 Ms. Hysko noted that this was discussed at the February 8th meeting and that 40 municipalities in
181 Vermont have signed on to the declaration. She read the declaration of inclusion.

182
183 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees adopt the**
184 **Declaration of Inclusion. The motion passed 5-0.**

185 h. Consider approval of the Ethics Policy

186 Ms. Thibeault said that she used the Vermont League of Cities and Towns Ethics Policy as a template
187 and merged it with the Junction's existing ethics policy to create a streamlined policy that applies to
188 elected and appointed officials and staff.

189
190 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the**
191 **Conflict of Interest and Ethics Policy, effective July 1, 2022, as presented. The motion passed 5-**
192 **0.**

193 i. *Discuss real estate purchase or lease option

194
195 **ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees enter into**
196 **executive session to discuss negotiating or securing real estate purchase or lease options under**
197 **the provisions of Title 1, Section 313(a)(2) of the Vermont Statutes, and include the interim co-**
198 **managers. The motion passed 5-0 and the Trustees entered into executive session at 9:38 PM.**

199 **DAN KERIN made a motion, and GEORGE TYLER seconded, that the Trustees exit executive**
200 **session. The motion passed 5-0 at 10:03 PM.**

201 j. Discuss Out and About in Essex

202 Mr. Luck said that the Out and About in Essex event was a Town and Village event in 2021 but asked if
203 it should continue being a joint event given that the Town and the Village (soon to be City) have
204 separated. The Trustees discussed the question, saying that the event has been great in the past and
205 that City money should stay in the City (which may be difficult if the event is put on collaboratively with
206 the Town). They agreed that this event be recast as a celebration of the formation of the City and that it
207 should focus on the Junction community.

208
209 **6. CONSENT ITEMS**

210 a. Approve check warrants: #17299 (04/22/22); #17300 (04/29/22)

211 b. Approve minutes: April 13, 2022; April 27, 2022

212 c. Approve Street Closure Application for Memorial Day Parade

213 d. Approve Street Vanner Application for Memorial Day Parade

214 e. Approve Fireworks Display Permit for July 4th Community Celebration

215 f. Approve Chittenden County Regional Planning Commission Grant Support Letter

216 g. **Approve Local Emergency Management Plan

217
218 **GEORGE TYLER made a motion, seconded by DAN KERIN to approve the consent agenda as**
219 **amended. The motion passed 5-0.**

220
221 **8. READING FILE**

222 a. Board member comments: Mr. Kerin said that Green Up Day was this past Saturday and was well-
223 attended. Mr. Brown thanked Mr. Chawla for chairing the previous Trustees meeting.

224 c. Trustee Meeting Schedule

225 d. Participation CDC COVID-19 wastewater sampling program

226
227 **9. EXECUTIVE SESSION:**

228 a. *An executive session may be necessary to discuss securing or negotiating real estate purchase or
229 lease options

230 b. **An executive session may be necessary to discuss municipal emergency response measures, the
231 disclosure of which could jeopardize public safety.

232
233 **10. ADJOURN**

234
235 **DAN KERIN made a motion, seconded by GEORGE TYLER to adjourn the meeting. The motion**
236 **passed 5-0 at 10:04 PM.**

237
238 Respectfully Submitted,
239 Amy Coonradt