



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, Sept. 14, 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:

- **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. **PUBLIC HEARING**

a. Public Hearing on Proposed Cannabis Related Land Development Code Updates

6. **BUSINESS ITEMS**

a. Consider Approval of Proposed Cannabis Related Land Development Code Updates

b. Consider Resolutions of Appreciation: Maddie Barry & Joyce Stannard

c. Interview and Consider Appointment to Bike/Walk Advisory Committee: Eric Bowker

d. Discuss Website Redesign

e. *Discuss Negotiating or Securing Real Estate Purchase or Lease Options

f. **Discuss Documents That Are Exempt From Public Records Laws

7. **CONSENT AGENDA**

a. Approve Check Warrants #17317 (08/26/22); #17318 (09/02/22); #17319 (09/09/22)

b. Approve Minutes: February 17, 2021; March 23, 2021; July 13, 2022 (amended); August 31, 2022

c. Approve Banner Application for Junction Jam

d. Approve Beaver Deceiver Installation at Hubbell Falls

e. Approve Mailing Ballots for November 8, 2022 Special City Meeting

8. **READING FILE**

a. Board Member Comments

b. Crescent Connector Update

c. Howard Center Community Outreach FY22 Q4 Report

d. Local Option Tax Notices

e. Springer Law Office Letter: August 17, 2022

f. Planning Commission Minutes: August 4, 2022

g. Tree Advisory Committee Minutes: August 16, 2022

h. Development Review Board Minutes: July 21, 2022

i. Joint Housing Commission Minutes: August 17, 2022

j. Bike Walk Advisory Committee Minutes: June 27, 2022

9. **EXECUTIVE SESSION**

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

b. **An executive session may be needed to discuss documents that are exempt from public records laws

10. **ADJOURN**

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CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
WEDNESDAY, SEPTEMBER 14, 2022

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

ADMINISTRATION and STAFF: Brad Luck, Recreation Director/Interim Co-Manager; Wendy Hysko, Library Director/Interim Co-Manager; Chelsea Mandigo, Water Quality Superintendent

OTHERS PRESENT: Maddie Barry, Eric Bowker, Bob Stannard, Joyce Stannard

1. CALL TO ORDER

Mr. Brown called the meeting of the Village Trustees to order at 6:37 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. PUBLIC TO BE HEARD

Mr. Certa asked who he would speak to regarding the Essex Junction Dog Park. Mr. Luck said that EJRP oversees the park.

5. PUBLIC HEARING

a. Public Hearing on Proposed Cannabis Related Land Development Code Updates

Mr. Luck said should the Board wish to make significant changes, an additional public hearing would need to be warned before adaptation. Ms. Hysko gave an overview of the districts where the cultivation, manufacturing, laboratory testing, and retail of cannabis would potentially be allowed. Mr. Chawla said that retail sales of cannabis in Vermont can begin on October 1st and that communities are permitted to identify areas in their community where cannabis businesses are permitted to be located. Ms. Hysko explained the potential impact of cannabis on wastewater and stormwater. Mr. Brown closed the public hearing.

6. BUSINESS ITEMS

a. Consider Approval of Proposed Cannabis Related Land Development Code Updates

DAN KERIN made a motion, seconded by GEORGE TYLER, that the City Council adopt the proposed cannabis-related Land Development Code updates as presented. Motion passed 5-0.

b. Consider Resolutions of Appreciation: Maddie Barry & Joyce Stannard

Ms. Mandigo said that Ms. Stannard and Ms. Barry are retiring from being administrative support for Public Works and Wastewater after many years of service. She requested that the City Council recognize them for their service.

Mr. Tyler read the following Resolution of Appreciation for Maddie Barry:

49 WHEREAS Mrs. Barry has served as the part-time seasonal Administrative Assistant for the
50 Wastewater Treatment Facility/Public Works since 2007.

51
52 WHEREAS After fifteen years of employment for the Village of Essex Junction, as well as a prior
53 career at IBM, Mrs. Barry is taking a well-deserved full retirement;

54
55 WHEREAS Mrs. Barry's sense of humor, attention to detail, and hard work will be greatly missed;

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57 WHEREAS Mrs. Barry lives and raised her family in Essex Junction. She and her late husband
58 were deeply involved with the Essex Junction Fire Department and volunteered there for 34 years;

59
60 WHEREAS The staff in the Village of Essex Junction cannot thank Mrs. Barry enough for her hard
61 work and dedication over the past thirty-four years, both as an employee and as a volunteer.

62
63 NOW, THEREFORE BE IT RESOLVED On this day, Wednesday, September 14, 2022, the Essex
64 Junction City Council expresses its appreciation to Maddie Barry for your many years of service to
65 the City of Essex Junction. We thank you for your time and service to our community.

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67 Mr. Tyler read the following Resolution of Appreciation for Joyce Stannard:

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69 WHEREAS Mrs. Stannard served as the Village of Essex Junction Administrative Assistant to the
70 Municipal Manager from 1985-2003 before beginning at the Wastewater Treatment Facility/Public
71 Works Department in 2004 as a part-time seasonal Administrative Assistant;

72
73 WHEREAS After thirty-seven years of employment for the Village of Essex Junction, Mrs.
74 Stannard is taking a well-deserved full retirement;

75
76 WHEREAS Mrs. Stannard's historical knowledge, attention to detail, networking, and organization
77 will be greatly missed;

78
79 WHEREAS Mrs. Stannard lives and raised her family in Essex Junction. She is a passionate
80 pickleball player and was instrumental to the installment of permanent pickleball courts in Essex
81 Junction;

82
83 WHEREAS The staff in the Village of Essex Junction cannot thank Mrs. Stannard enough for her
84 hard work and dedication over the past thirty-seven years, both as an employee and as an engaged
85 citizen.

86
87 NOW, THEREFORE BE IT RESOLVED On this day, Wednesday, September 14, 2022, the Essex
88 Junction City Council expresses its appreciation to Joyce Stannard for her many years of service to
89 the City of Essex Junction. We thank you for your time and service to our community.

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91 All Councilors lauded Ms. Berry and Ms. Stannard for their hard work.

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93 **ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the City Council approve**
94 **resolutions of appreciation for Maddie Barry and Joyce Stannard, as were read previously. Motion**
95 **passed 5-0.**

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c. Interview and Consider Appointment to Bike/Walk Advisory Committee: Eric Bowker

Mr. Bowker said that he was a founding member of the Bike/Walk Advisory Committee (BWAC) and that he has a lot of institutional knowledge of the committee. He said that a large part of the reason why he moved to Essex Junction was its bike and walkability. He spoke of the BWAC’s work to achieve Bike Friendly Community status. Mr. Tyler spoke to the impact that the BWAC has had on Essex Junction and thanked Mr. Bowker for his service to the Committee. Mr. Chawla asked if the Council could assist the BWAC with anything. Mr. Bowker said that the committee is now back to a good size and that they feel ready to get back to work. Mr. Luck said that he has been working to bring stronger staff support to committees and said that Mark Brislin of EJRP is now their staff liaison.

RAJ CHAWLA made a motion, seconded by DAN KERIN, to appoint Eric Bowker to a three-year term (7/1/22-6/30/25) on the Bike/Walk Advisory Committee. Motion passed 5-0.

d. Discuss Website Redesign

Mr. Luck said that Ms. Snellenberger and Mr. Hansen (from the website service provider Ecopixel) have been working on a new design for the City website. They are hoping to get an initial perspective from the City Council.

Ms. Snellenberger said that the homepage is available for viewing and that a public survey will be disseminated after this meeting. She clarified that the City would be hiring a photographer or soliciting high-quality photos from the public to use on the website. Mr. Hansen discussed website changes, including the headlines and icons, which would serve to improve the user experience. He showed the Council the news, boards, contact, and events pages. He also pointed out a “Quick Answers” section, which hopes to answer frequently asked questions quickly.

Mr. Brown thanked Mr. Hansen for his work on this project and asked if the website backend is going to be easy to use. He answered affirmatively. Mr. Chawla said that he would like to see enhanced search features where users can search by topic. He said that there are a lot of people who have difficulty finding things on the website and said that additional descriptions would be helpful. Ms. Snellenberger said that this is something that will be developed later in the process. All of the Councilors expressed their support for the website outline. In public comment, Ms. Certa explained that she worked in communications for the Chittenden Solid Waste District and suggested that the Council consider working on making the site as user-friendly as possible and ensure that users are able to find what they need as fast as possible. Mr. Hanson explained some new search features that were proposed for the website and clarified the mobile-friendliness of the website. Ms. Snellenberger said that surveys need to be completed by October 1 and that a live website should be created by November.

e. Discuss Negotiating or Securing Real Estate Purchase or Lease Options

This was discussed during Executive Session.

f. Discuss Documents That Are Exempt From Public Records Laws

This was discussed during Executive Session.

7. CONSENT ITEMS

Motion by RAJ CHAWLA, second by DAN KERIN to approve the consent agenda. Motion passed 5-0.

a. Approve Check Warrants #17317 (08/26/22); #17318 (09/02/22); #17319 (09/09/22)

- 145 **b. Approve Minutes: February 17, 2021; March 23, 2021; July 13, 2022 (amended); August 31, 2022**
146 **c. Approve Banner Application for Junction Jam**
147 **d. Approve Beaver Deceiver Installation at Hubbell Falls**
148 **e. Approve Mailing Ballots for November 8, 2022, Special City Meeting**
149

150 **8. READING FILE**

- 151 **a. Board Member Comments:** Mr. Brown said tonight is the last day of having Mr. Luck and Ms. Hysko
152 as the interim Co-Managers. He lauded the work that both did to keep the municipality running during this
153 time. Mr. Luck and Ms. Hysko thanked the Board for working with them during this time period.
154 **b. Crescent Connector Update**
155 **c. Howard Center Community Outreach FY22 Q4 Report**
156 **d. Local Option Tax Notices**
157 **e. Springer Law Office Letter: August 17, 2022**
158 **f. Planning Commission Minutes: August 4, 2022**
159 **g. Tree Advisory Committee Minutes: August 16, 2022**
160 **h. Development Review Board Minutes: July 21, 2022**
161 **i. Joint Housing Commission Minutes: August 17, 2022**
162 **j. Bike Walk Advisory Committee Minutes: June 27, 2022**
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164 **9. EXECUTIVE SESSION**

- 165 **a. An executive session may be needed to discuss negotiating or securing real estate purchase or lease**
166 **options**
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168 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to move that we go into executive**
169 **session to discuss negotiating or securing real estate purchase or lease options under the provisions of**
170 **Title 1, Section 313(a)(2) of the Vermont Statutes, and include the interim co-managers. Motion**
171 **passed 5-0.**
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- 173 **b. An executive session may be needed to discuss documents that are exempt from public records**
174 **laws**
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176 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to move that we go into executive**
177 **session to discuss documents that are exempt from the public records laws under the provisions of**
178 **Title 1, Section 313(a)(6) of the Vermont Statutes. Motion passed 5-0.**
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180 **DAN KERIN made a motion, seconded by GEORGE TYLER, to exit executive session. Motion**
181 **passed 5-0 at 9:07 p.m.**
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183 **10. ADJOURN**

184 **DAN KERIN made a motion, seconded by GEORGE TYLER, to adjourn. Motion passed 5-0 at 9:07**
185 **p.m.**
186

187 Respectfully Submitted,
188 Darby Mayville
189 Recording Secretary
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