



**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING AGENDA – REVISED**

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, April 12, 2023  
**6:30 PM**

E-mail: [admin@essexjunction.org](mailto:admin@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

Phone: (802) 878-6944

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. **BUSINESS ITEMS**
  - a. Discussion and Consideration of Community Advisory Board Recommendation from Essex BEST
  - b. Discussion and Consideration of Strategic Planning Outline
  - c. Discussion of Land Development Code Amendment Next Steps
  - d. Discussion and Consideration of City Business and Meetings Schedule with Consideration of Cultural Holidays
  - e. Discussion and Consideration of Juneteenth Funding Support Request
6. **CONSENT ITEMS**
  - a. Approve Check Warrants #17346 (031723); #17347 (032423); and #17348 (033023)
  - b. Approve Minutes: March 22, 2023; April 3, 2023
  - c. Acting as the Liquor Control Commission: Liquor License Approvals
  - d. FY24 TA60 Annual Financial Plan Approval
  - e. Memorial Day Banner Approval
  - f. Ice Cream Truck Street Vendor Application Approval
  - g. RFP Final Decision
7. **READING FILE**
  - a. Council & Manager member comments
  - b. Voting Results
  - c. Utility Receivables Balance and Shutoff Process Memo
  - d. New Wastewater Treatment Facility Data
  - e. Global Foundries Traffic Change
  - f. Bike/Walk Advisory Committee: March 20, 2023
  - g. Tree Advisory Committee: March 21, 2023
  - h. Joint Housing Committee: March 15, 2023
  - i. Brownell Library Trustees: March 21, 2023
8. **EXECUTIVE SESSION**
  - a. None anticipated
9. **ADJOURN**

*Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. 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 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
April 12, 2023**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Ron Hoague, Chief of Police; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director;

**OTHERS PRESENT:** Danielle Brown, Marcus Certa, Heidi Clark, Elaine Haney, Jody Kamon, Resa Merhan, Tim Miller, Roseanne Prestipino, Ta Tanisha Redditta, Kate Vanni, Irene Wrenner, Heidi, The Essex ReTorter – KS, The Essex Purporter, iPhone Annie.

1. **CALL TO ORDER**

Councilor Brown called the meeting to order at 6:35 P.M.

2. **AGENDA ADDITIONS/CHANGES**

Councilor Brown added the RFP Final Decision to the Consent Agenda as item #6g.

3. **APPROVE AGENDA**

**DAN KERIN made a motion, seconded by GEORGE TYLER, 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.

5. **BUSINESS ITEMS**

a. Discussion and Consideration of Community Advisory Board Recommendation from Essex BEST  
Ta Tanisha Redditta and Jody Kamon provided a summary of recommendations to the City Council from Essex BEST (Building Equality, Solidarity, and Trust). They noted that the overarching recommendation is to form a Community Advisory Board (CAB) to partner with the Police Department to facilitate a communication between the Police Department and the community and to support the EPD on strategy and policy with a focus on equity. Ms. Redditta spoke further about the mission statement, vision, goals, and structure of the CAB.

Councilor Chawla said that it's important to note that the CAB would not be an oversight board, but a partnership to ensure that a good relationship is maintained between the community and EPD. Chief Hoague agreed, noting that developing the CAB has been a collaborative effort with mutual input between Essex BEST and the EPD.

Councilor Brown asked about the timeline for recruitment for the CAB. Chief Hoague replied that they are looking to start recruiting for the board members as soon as possible, and they would employ the standard processes for board recruitment and member approval.

**RAJ CHAWLA made a motion, seconded by DAN KERIN, that the City Council vote in favor of the creation of a Citizen Advisory Board to partner with the Essex Police Department and instruct**

53 **staff to create qualifications, advertise for members and facilitate the effort. The motion passed**  
54 **5-0.**

55  
56 b. Discussion and Consideration of Strategic Planning Outline

57 City Manager Mahony began by noting that the administration would like to begin thinking about the  
58 City's strategic priorities over the next five-year period and that staff have drafted an RFP for strategic  
59 planning services as a springboard for initial Council conversation.

60  
61 Councilor Brown said that there should be some Council involvement in the RFP process, especially  
62 around evaluating the responses that come in from vendors.

63  
64 Councilor Chawla said it might be interesting to revisit the Heart & Soul report as part of this initiative,  
65 though admitted that the City has changed in the 10 years since the report was drafted. He said that  
66 one of his primary desires of a consultant is their ability to reach pockets of the community that have  
67 been hard to reach until now. He said he would like to find a consultant that will be able to guide the  
68 community to a sustainable model, given that grand list growth isn't a viable option for the City.

69  
70 Councilor Kerin said that it will be valuable to look at past research and reports, such as Design Five  
71 Corners and Heart & Soul and other charettes, as a reference point, but utilizing them as reference  
72 guides to a snapshot in time a decade ago.

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74 c. Discussion of Land Development Code Amendment Next Steps

75 Community Development Director Yuen noted that the Planning Commission held their final hearing  
76 around Land Development Code (LDC) updates on August 4, 2022 and that there are several  
77 outstanding actions that need to be taken prior to the one-year statutory deadline for City Council action  
78 on those updates. He said that staff are currently preparing an additional set of amendments to  
79 accommodate new requirements that may result from current State housing bill S.100, which is working  
80 its way through the legislative process in Montpelier. He said that staff is additionally preparing for a  
81 public engagement campaign on LDC changes to increase public awareness and obtain feedback. He  
82 said that they plan to field a public engagement survey in late April and review preliminary feedback with  
83 the Council in early May. He said that the Council could warn public hearings for the LDC updates for  
84 June 14 and July 26, with an opportunity to discuss and make amendments between those at its June  
85 28 meeting.

86  
87 Councilor Brown noted that he has heard the most feedback and public concern about triplexes and  
88 fourplexes being allowed in certain residential zoning districts and said it would be helpful to be able to  
89 explain to the public where those could be located and what that might look like. Councilor Chawla  
90 added that there have been concerns about parking on lawns or on other parts of properties as an  
91 ongoing issue, and that if triplexes or multiplexes are allowed, there needs to be ample parking to ensure  
92 that lawns don't turn into mud.

93  
94 City Manager Mahony spoke about the additional work over the next several years that would be  
95 conducted in conjunction with the Chittenden County Regional Planning Commission (CCRPC) for a  
96 Transit Oriented Development overlay, which will help define some of the more detail, design-oriented  
97 requirements that aren't addressed in the LDC.

98  
99 Marcus Certa emphasized the importance of an accessible, well-designed and well-fielded public survey  
100 process to guarantee high-quality and diverse responses.

101

d. Discussion and Consideration of City Business and Meetings Schedule with Consideration of Cultural Holidays

Councilor Chawla noted several scheduling conflicts around Passover in the last month and said that the Council needs to decide which calendar to use and the cultural holidays that need to be taken into consideration to be as inclusive as possible. He spoke about a resource from George Washington University that notes every significant holiday for a given day and any workplace accommodations for each associated events. He said it would also be important to reach out to faith leaders in the community to ensure that the Council is thoughtful in how it moves forward with scheduling. Councilor Brown supported being as inclusive as possible while still meeting statutory obligations around the Council's schedule.

Marcus Certa said that there are certain circumstances where the Council should make accommodations for holidays to ensure that all members of the community are able to participate in important events, but also acknowledged that there needs to be a compromise position and that not every single cultural event can be scheduled around when it comes to municipal meetings.

Resa Mehran expressed frustration about the scheduling of municipal meetings on dates related to Passover and said that it feels as though she and others are being excluded.

e. Discussion and Consideration of Juneteenth Funding Support Request

City Manager Mahony said that View is organizing the Juneteenth event this year and that it will occur on Sunday, June 18<sup>th</sup> from 1-3 PM at the Essex Experience. She noted that there was a request for financial support from the City Council and the Town Selectboard. She said that the funds will support venue rental, food, and talent. She said that there is funding in the Trustee expenditure line within the City's budget to cover this funding request.

**DAN KERIN made a motion, seconded by RAJ CHAWLA, that the City Council support this year's Juneteenth event, organized by VIEW, in the amount of \$2,000. The motion passed 5-0.**

6. **CONSENT AGENDA**

- a. Approve Check Warrants #17346 (03/17/2023); #17347 (03/24/2023); #17348 (03/30/2023)
- b. Approve Minutes: March 22, 2023; April 3, 2023
- c. Acting as the Liquor Control Commission: Liquor License Approvals
- d. FY24 TA60 Annual Financial Plan Approval
- e. Memorial Day Banner Approval
- f. Ice Cream Truck Street Vendor Application Approval
- g. IT RFP Final Decision \*added during agenda approval\*

**RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the consent agenda as presented for all items except for the minutes of April 3, 2023, which will be tabled for approval at a later date. The motion passed 5-0.**

7. **READING FILE**

- a. Council & Manager member comments: Councilor Brown thanked residents for coming out to vote, citing several voter turnout statistics. He thanked Diane Clemens, the Board of Civil Authority, and other volunteers for their time. Councilor Tyler congratulated Marcus Certa and Elaine Haney as the incoming City Councilors. He also spoke about the importance of having an informational hearing occur prior to the majority of mail-in voting, so that voters who are mailing their ballots in are also informed about ballot items. Councilor Chawla spoke about contractors conducting rewiring in neighborhoods and leaving debris behind, which is concerning from both a health and aesthetic point

152 of view, and asked that staff look into this. City Manager Mahony called attention to the process for  
153 utility shutoffs, as outlined in the memo in item #7c.

- 154 b. Voting Results
- 155 c. Utility Receivables Balance and Shutoff Process Memo
- 156 d. New Wastewater Treatment Facility Data
- 157 e. Global Foundries Traffic Change
- 158 f. Bike/Walk Advisory Committee: March 20, 2023
- 159 g. Tree Advisory Committee: March 21, 2023
- 160 h. Joint Housing Committee: March 15, 2023
- 161 i. Brownell Library Trustees: March 21, 2023

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163 8. **EXECUTIVE SESSION**

- 164 a. \*An executive session is not anticipated

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166 9. **ADJOURN**

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168 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER to adjourn the meeting. The motion**  
169 **passed 5-0 at 8:40 P.M.**

170  
171 Respectfully Submitted,  
172 Amy Coonradt