



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, April 26, 2023
6:30 PM

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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 Authorization of Architect contract with ARPA Funds & 2 Lincoln Renovation
 - b. Discussion and Consideration of IT Segregation and Managed Services Contract
6. **RECOGNITION**
 - a. Consider Resolutions of Appreciation: George Tyler & Dan Kerin
7. **CONSENT ITEMS**
 - a. Approve Check Warrants #17349 (040723); and #17350 (041423)
 - b. Approve Minutes: April 3, 2023; April 10, 2023; April 12, 2023
 - c. Acting as the Liquor Control Commission: Liquor License Approvals
 - d. Discussion and Consideration of the DWSRF Service Line Inventory Loan Application
 - e. FY24 Grants-in-Aid Application
 - f. *Local Emergency Management Plan Annual Approval
8. **READING FILE**
 - a. Council & Manager member comments
 - b. March 2023 Financial Reports
 - c. Tree City USA Award 2023
 - d. March Library Report
 - e. Planning Commission: April 6, 2023
 - f. Joint Housing Committee: April 5, 2023
 - g. Senior Center & Services Status Update Memo
9. **EXECUTIVE SESSION**
 - a. * An executive session may be needed to discuss municipal emergency response measures, the disclosure of which could jeopardize public safety
10. **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. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. 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 26, 2023**

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

ADMINISTRATION: Regina Mahony, City Manager; Wendy Hysko, Library Director; Susan McNamara-Hill, Clerk; Harlan Smith, Director of Parks & Facilities;

OTHERS PRESENT: John Alden, Dorothy Bergdahl, Scott Bernoudy, Marcus Certa, Jeanne Grant, Rick Hamlin, Elaine Haney, Dennis Hill, Lori Houghton, Ryan J., Max Levy, Bridget Meyer, Nick Meyer, Tim Miller, Greg Morgan, Toni Morgan, Christine Packard, Chris S., Bob, Essex Retorter – KS, RSM.

1. **CALL TO ORDER**

Councilor Brown called the meeting to order at 6:30 PM.

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony requested adding potential executive sessions for Business Items #5a and 5b in case they are needed.

Councilor Chawla requested moving the minutes of April 2, April 10, and April 12 to be Business Item #5c.

3. **APPROVE AGENDA**

RAJ CHAWLA 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.

5. **BUSINESS ITEMS**

a. *Discussion and Consideration of Authorization of Architect contract with ARPA Funds & 2 Lincoln Renovation

City Manager Mahony said that the main purpose of this agenda item is to consider approving a contract with Scott & Partners for architectural services for the 2 Lincoln Street building renovation. She said that this would enable continued assessment of the building to determine what can be changed, as well as to engage a construction manager to develop a more accurate cost estimate, which will help inform further next steps. She said that the cost for the architecture services contract is approximately \$231,000, and the conceptual project cost for the 2 Lincoln Street renovation is around \$3.1 million (though not all costs are included in this estimate). She noted that the City has roughly \$2.8 million in ARPA funds. She noted that staff are not recommending officially assigning all ARPA funds to this project at this time; a more accurate cost estimate should occur prior to determining the amount of ARPA funding to be dedicated to the project.

City Manager Mahony outlined a schedule and possible next steps if this is approved. These steps included issuing a Request for Proposals (RFP) for a construction manager by June 2023, refining plans, and associated construction cost estimates. She noted that this would be a point in time to pause and

53 make sure that there is enough funding to move forward and if not, to figure out other fundraising or
54 alternative plans.

55
56 John Alden spoke on behalf of Scott & Partners, the architecture firm that would be providing services
57 for this project. He said that his firm has been working with the City on this building for the last 20 years.
58 He said that they have a proposed plan for the main building entry from the parking lot but will ensure
59 that the original features and characteristics of the building are maintained. Director of Parks & Facilities
60 Smith also spoke about the goal of maintaining the building’s historic character. He also suggested using
61 the street-facing entrances of the building, in addition to the main entrance on the rear of the building,
62 to be as public-facing and welcoming as possible.

63
64 Councilor Tyler spoke positively about the proposed design and making use of unused office space
65 upstairs. He also noted the funding gap between the cost estimate and the available ARPA funding and
66 asked if a more refined cost estimate is available. Mr. Alden noted the inconsistencies and volatility in
67 construction and material pricing currently that have posed a challenge for more accurate cost
68 estimation. Director of Parks & Facilities Smith added that this is where a construction manager could
69 be helpful. Councilor Tyler asked if this project could be easily broken into phases if time is needed for
70 funding gaps to be addressed. Mr. Alden replied that they would be assessing the work that is needed
71 and determining what can be feasibly phased.

72
73 Councilor Tyler asked if there is a risk that ARPA funding could be clawed back from states and
74 municipalities by the federal government. City Manager Mahony replied that certain State programming
75 dollars could be pulled back more easily than municipal dollars but said that she could not speak with
76 certainty on this. She noted that ARPA dollars must be obligated or encumbered by December 2024
77 and must be spent by December 2026.

78
79 City Manager Mahony noted, in response to Councilor Tyler’s comment about unused space upstairs,
80 that the City does need to take over more space in the building, and this is using space that both the
81 Seniors and CHIPS are currently using. City Manager Mahony noted that this is a challenge for these
82 groups, and Staff is doing what they can to accommodate the Council’s wishes to maintain and keep
83 both programs in the building. She also noted a proposed \$40,000 assigned for funding for masks, but
84 that that could be unassigned if the Council feels that masks are not needed.

85
86 Director of Parks & Facilities Smith noted that with respect to phasing, approaching construction in a
87 phased approach tends to add costs to a project. He said that they would be able to pause the project
88 and change the schedule of it if the Council needs to consider other sources of funding to address any
89 funding gap.

90
91 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the City Council assign \$231,419**
92 **in ARPA funds for this project, authorize the contract and authorize the City Manager to execute**
93 **the Architect and Engineering Services contract with Scott + Partners for an amount not to**
94 **exceed \$231,419, pending legal review. The motion passed 5-0.**

95
96 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the City Council unassign**
97 **\$40,000 in ARPA funds for masks that were assigned by the Council on 1/25/22. The motion**
98 **passed 5-0.**

99
100 b. ****Discussion and Consideration of IT Segregation and Managed Services Contract**
101 City Manager Mahony said that the City needs to migrate off the Town’s IT system by July 1, 2023,
102 and noted that this discussion item is around recommending that segregation and migration occur

103 through services provided by Open Approach, the successful bidders for this work. She said that Open
104 Approach was selected to provide those services as well as a scope of work for managed services.
105 She noted that \$100,000 was included in the Fiscal Year 2023 budget from local option tax revenue to
106 cover IT migration, and that the Fiscal Year 2024 budget includes \$125,000 for managed services
107 contracting and licensing. She noted that though the estimated yearly cost of the managed services
108 contract is approximately \$166,000. Funding could be used from new positions that don't start right on
109 July 1 to make up the difference. She also said that they do not want to use additional local option tax
110 revenue for this, though they could do that in a worst-case scenario.

111 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the City Council authorize the**
112 **City Manager to execute the following contracts with Open Approach for segregation of city**
113 **and town infrastructure, for an amount not to exceed \$94,284 and managed services, for an**
114 **amount not to exceed \$166,245.60 annually. The motion passed 5-0.**

115 c. Minutes: April 3, 2023; April 10, 2023; April 12, 2023.

116 Councilor Chawla noted that at the last City Council meeting, it was noted by a resident that their name
117 did not appear in the list of attendees in the minutes of prior meetings, as she had used her initials to
118 join via Zoom. Councilor Brown said that if an attendee participating on Zoom would like to be identified
119 in a certain way, they should ensure that they are identifying themselves that way through the software.
120 Councilor Chawla said that it should be implemented similarly to how attendees sign in to the meeting
121 in person.
122

123 Councilor Chawla asked that the minutes from April 3, 2023, April 10, 2023, and April 12, 2023, be
124 adjusted to change the attendee "RSM" to "Resa Mehran."
125

126 Councilor Brown asked that the minutes of April 10, 2023, be adjusted to reflect that moderator Steven
127 Eustis called the meeting to order, not Councilor Brown.
128

129 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the City Council accept the**
130 **minutes of April 3, 2023, April 10, 2023, and April 12, 2023, as amended above. The motion passed**
131 **5-0.**
132

133 6. **RECOGNITION**

134 a. Consider Resolutions of Appreciation: George Tyler & Dan Kerin

135 Councilor Brown began by noting that Dan Kerin and George Tyler will be leaving the City Council after
136 this meeting, having served as Trustees and now Councilors for Essex Junction over the last 12 years.
137 He thanked them for their service to the Village of Essex Junction and now the City of Essex Junction.
138 Councilors Chawla and Thibeault also thanked both Councilors Kerin and Tyler for their service.
139

140 Members of the public and staff also shared words of thanks and well wishes to departing Councilors
141 Kerin and Tyler.
142

143 Councilor Thibeault read into the record a resolution in appreciation of George Tyler.
144

145 Councilor Tyler spoke briefly about his time serving on Essex Junction's governing board. He expressed
146 appreciation for staff, managers, fellow Councilors, and the entire Essex Junction community.
147

148 Councilor Chawla read into the record a resolution in appreciation of Dan Kerin.
149

Councilor Kerin spoke about his time serving on the Board of Trustees and City Council. He thanked fellow Councilors, staff, and members of the community.

7. **CONSENT AGENDA**

- a. Approve Check Warrants #17349 (04/04/2023); and #17350 (04/13/2023)
- b. Approve minutes: April 3, 2023; April 12, 2023 **moved to Business Item 5c**
- c. Acting as the Liquor Control Commission: Liquor License Approvals
- d. Discussion and Consideration of the DWSRF Service Line Inventory Loan Application
- e. FY24 Grants-in-Aid Application
- f. ***Local Emergency Management Plan Annual Approval

DAN KERIN made a motion, seconded by RAJ CHAWLA, to approve the consent agenda as presented. The motion passed 5-0.

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the City Council recognize George Tyler and Dan Kerin as honorary Council president and vice president for the remainder of this meeting. The motion passed 5-0.

8. **READING FILE**

- a. Council & Manager member comments: Councilor Kerin noted that Elaine Haney will move into the representative role at the Chittenden County Regional Planning Commission (CCRPC) and that he will move into the alternate role (if approved).
- b. March 2023 Financial Report
- c. Tree City USA Award 2023
- d. March Library Report
- e. Planning Commission: April 6, 2023
- f. Joint Housing Committee: April 5, 2023
- g. Senior Center & Services Status Update Memo

9. **EXECUTIVE SESSION**

- a. *An executive session may be needed to discuss contracts related to architecture services
Not needed.
- b. **An executive session may be needed to discuss contracts related to IT segregation, migration, and managed services
Not needed.
- c. ***An executive session may be needed to discuss municipal emergency response measures, the disclosure of which could jeopardize public safety
Not needed.

10. **ADJOURN**

DAN KERIN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The motion passed 5-0 at 7:55 P.M.

Respectfully Submitted,
Amy Coonradt