



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, March 22, 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. **RECOGNITION**
 - a. Consider Resolution of Appreciation for Christine Packard
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
 - a. Department Head Conversation with Wendy Hysko, Library Director
 - b. Update from the Tree Advisory Committee and Arbor Day Proclamation
 - c. Chittenden Solid Waste District Budget Presentation, Sarah Reeves
 - d. Discussion and consideration of Department of Energy Grant Support Letter
 - e. *Discussion and consideration of an Executive Session to discuss pending or probable civil litigation
7. **CONSENT ITEMS**
 - a. Approve Check Warrants #17343 (030323); #17344 (030823); and #17345 (031023)
 - b. Approve Minutes: March 6, 2023; March 8, 2023; March 13, 2023
 - c. Zoning Administrator Appointment of Community Development Director Chris Yuen
8. **READING FILE**
 - a. Council member comments
 - b. February 2023 Financial Reports
 - c. PACIF Grants: Respectful Workplace Training & EJRP cameras
 - d. Green Mountain Job and Retention Program
 - e. Planning Commission Minutes: March 9, 2023
9. **EXECUTIVE SESSION**
 - a. * An executive session may be needed to discuss pending or probable civil litigation
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. 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.

CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 22, 2023

COUNCILORS PRESENT: Andrew Brown, President; Dan Kerin; Amber Thibeault; George Tyler

ADMINISTRATION and STAFF: Regina Mahoney, City Manager; Wendy Hysko, Library Director; Hannah Tracy, Assistant Library Director

OTHERS PRESENT: John Alden, American Institute of Architects; Dottie Bergenthal, Brownell Library Board of Trustees; Alise & Marcus Certa; Helen Donaley; Nick Meyer, Tree Advisory Committee; Christine Packard, Brownell Library Board of Trustees; Sarah Reeves, CSWD; Warren Spinner, Tree Advisory Committee; Mike Sullivan, CSWD; Heidi; RSM

1. CALL TO ORDER

Mr. Brown called the meeting of the City Council to order at 6:30 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Mahoney said there were no changes tonight but noted that the agenda had been previously amended.

3. APPROVE AGENDA

No changes, thus, no approval needed.

4. RECOGNITION

a. Consider Resolution of Appreciation for Christine Packard

Ms. Mahoney said that Ms. Packard is stepping down as Chair of the Brownell Library Board of Trustees after 17 years of service. She will continue serving on the Board in a different capacity. Mr. Tyler read the Resolution of Appreciation for Service of Christine Packard:

WHEREAS Christine Packard has served as Chair of the Brownell Library Board of Trustees from January 2006;

WHEREAS After seventeen years of leading the Brownell Library Board of Trustees, Christine Packard has stepped down as Chair but will continue as a member of the Board;

WHEREAS Christine Packard's thoughtful leadership, calm demeanor, attention to detail and deep appreciation for the Brownell Library and former Village, and now City of Essex Junction, will be missed;

WHEREAS Christine Packard led the Brownell Library Board and Library through many years of work and issues including two Town/Village merger municipal discussions, three long range plans, one major overhaul of Brownell Library policies, significant Library security improvements, including a panic button system and security camera system, the departure of a long time Library Director and hiring of her successor, and a worldwide pandemic;

WHEREAS The staff of the Brownell Library and Brownell Library Board of Trustees cannot thank Christine enough for her leadership and dedication over the past 17 years,

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NOW, THEREFORE BE IT RESOLVED

That on this day, Wednesday, March 22, 2023, the Essex Junction City Council expresses its appreciation to Christine Packard for your many years of service to the Brownell Library in the City of Essex Junction. We thank you for your time and leadership in our community.

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the Resolution of Appreciation for Service of Christine Packard. Motion passed 4-0.

5. PUBLIC TO BE HEARD

a. Comments for Public on Items not on Agenda

Mr. Certa said that the budget document on the website is an earlier version and encouraged staff to update the documents.

6. BUSINESS ITEMS

a. Department Head Conversation with Wendy Hysko, Library Director

Ms. Hysko said that Brownell has been seeing a high volume of people coming into the library, including many new patrons. Mr. Brown asked if there had been any demographic changes in library patrons. Ms. Hysko said that many are residents of the new housing being constructed. The library also serves as a safe place for those in crisis situations. Mr. Brown noted that the library could function as the community's de facto warming/cooling area in extreme weather. He asked about unexpected library closures, and Ms. Hysko said this occasionally happens when staffing shortages occur. The library uses its digital communication mediums to inform residents and places a notice on the door. Mr. Tyler asked Ms. Hysko to describe the new locker system implemented. Ms. Hysko said this enables patrons to pick up materials when the building is unexpectedly closed due to low staffing levels. She detailed the technical features of the lockers, which send automated messages to users and allows them to pick up by scanning a bar code. Ms. Hysko said that she hopes to have 24/7 pickup at some point. Mr. Kerin asked if there were safety and vandalism concerns, and Ms. Hysko said that this was one of the constraints to limiting 24/7 pickup. She said that additional security cameras or possible relocation of the door could assist with these concerns. The library roofing project was discussed, as this will help with icing and vermin issues.

b. Update from the Tree Advisory Committee and Arbor Day Proclamation

Mr. Meyer and Mr. Spinner, members of the Tree Advisory Committee (TAC), said that this proclamation was required as a part of the City's annual Tree City USA application. Mr. Meyer said that the TAC has been working on increasing communications to the community and will be doing a historical tree walk in May and an awesome tree contest. He detailed the committee's partnership with Branch Out Burlington and said the TAC is growing trees for Essex Junction in their nursery. He said this offers a significant cost savings compared to purchasing trees. Mr. Meyer said that Essex Junction had been awarded Tree City USA status for eight years in a row and that they are one of only ten communities in Vermont with this status. Mr. Spinner detailed recent efforts to apply for grants. The TAC plans on doing a planting project at Hiawatha School to celebrate Arbor Day this year. Mr. Meyer lauded the Public Works Department for their assistance. Mr. Tyler asked for an update on Emerald Ash Borer. Mr. Spinner said that it is in surrounding communities. However, the City is lucky to not have many public ash trees. Mr. Brown recognized Tim Kermerer, who recently resigned from the TAC, for his work on the committee.

DAN KERIN made a motion, seconded by GEORGE TYLER, to approve the Celebrate Arbor Day Proclamation. Motion passed 4-0.

97 Mr. Meyer and Mr. Spinner thanked the City Council for their support over the years.
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99 **c. Chittenden Solid Waste District Budget Presentation, Sarah Reeves**

100 Sarah Reeves, Executive Director of the Chittenden Solid Waste District (CSWD), was joined by Essex
101 Junction's representative, Mike Sullivan. She said that each member town is asked to review the budget
102 proposal and vote on it yearly. Ms. Reeves said that CSWD serves Chittenden County residents by
103 removing trash/recycling/compost. CSWD offers educational opportunities to assist residents in increasing
104 the amount of their recycled or composted waste, noting that over half of the items thrown out could be
105 recycled or composted. She reviewed the revenue compared to expenses, noting that revenue is up 9.8%
106 and expenses are up 8.7%. She detailed the fees charged by CSWD, noting which ones will increase and
107 which will not. Around half of the costs are associated with the drop-off centers, and bag disposal fees will
108 increase. She discussed staffing costs, noting that there will be a 7% cost-of-living adjustment.
109 Ms. Reeves discussed the Capital Plan, noting that major investments are planned for many of the drop-off
110 centers. Mr. Brown congratulated Ms. Reeves on a successful vote for a new materials recovery facility, as
111 this project was badly needed. Mr. Brown suggested making a one-time payment for the cost-of-living,
112 rather than a continual increase. Ms. Reeves said that this was briefly discussed. However, the Board felt
113 that it was important to make salaries competitive. This could be revisited in the future. Mr. Brown asked if
114 information on recycling could be included in the Annual Report, and Ms. Reeves answered affirmatively.
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116 **DAN KERIN made a motion, seconded by GEORGE TYLER, to move that the City Council**
117 **approve of the FY 2024 Budget for the Chittenden Solid Waste District. Motion passed 4-0.**
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119 **d. Discussion and consideration of Department of Energy Grant Support Letter**

120 Ms. Mahoney said that this is a statewide effort to apply for a federal Department of Energy grant to
121 develop better administration (education, project review, inspection, certification, and enforcement) of
122 Vermont's energy codes. John Alden, a member of the American Institute of Architects, said there is little
123 to no ability for the state to administer its own regulations. Architects and contractors sign a form stating
124 that their work is built to code. However, this is not checked. He believes that energy codes should be
125 administered the same way as building and fire safety codes, with checks to ensure they have been
126 completed correctly. This proposal will not result in any new codes but rather the enforcement of current
127 codes.
128

129 The American Institute of Architects, Vermont, is working on getting communities to sign on as supporters
130 of this grant to make the proposal more successful. Mr. Brown said there is no other request for funds or
131 other support other than signifying support for the proposal. Mr. Tyler and Mr. Kerin thanked Mr. Alden
132 for his work on this effort.
133

134 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the City Council authorize the**
135 **Council President to sign the support letter. Motion passed 4-0.**
136

137 **e. Discussion and consideration of an Executive Session to discuss pending or probable civil litigation**

138 This was discussed in Executive Session.
139

140 **7. CONSENT ITEMS**

141 **Motion by DAN KERIN, second by GEORGE TYLER, to approve the consent agenda. Motion**
142 **passed 4-0.**

143 **a. Approve Check Warrants #17343 (030323); #17344 (030823); and #17345 (031023)**

144 **b. Approve Minutes: March 6, 2023; March 8, 2023; March 13, 2023**

145 **c. Zoning Administrator Appointment of Community Development Director Chris Yuen**
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147 **8. READING FILE**

148 **a. Council member comments:** Mr. Brown said that he and Ms. Mahoney had discussed the City budget
149 on WVMT Morning Drive and CCTV. Recordings for both can be found on the respective organization's
150 websites.

151 **b. February 2023 Financial Reports**

152 **c. PACIF Grants: Respectful Workplace Training & EJRP cameras**

153 **d. Green Mountain Job and Retention Program**

154 **e. Planning Commission Minutes: March 9, 2023**
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156 **9. EXECUTIVE SESSION**

157 **a. An executive session may be needed to discuss pending or probable civil litigation**
158 **GEORGE TYLER** made a motion, seconded by **DAN KERIN**, that the City Council make the
159 specific finding that general public knowledge of pending or probable civil litigation or a
160 prosecution, to which the public body is or may be a party would place the City at a substantial
161 disadvantage. Motion passed 4-0.
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163 **GEORGE TYLER** made a motion, seconded by **DAN KERIN**, move that the City Council enter into
164 executive session to discuss pending or probable civil litigation or a prosecution, to which the public
165 body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council and City
166 Manager. Motion passed 4-0.
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168 **DAN KERIN** made a motion, seconded by **GEORGE TYLER**, to exit Executive Session. Motion
169 passed 4-0 at 8:05 PM.
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171 **10. ADJOURN**

172 **AMBER THIBEAULT** made a motion, seconded by **DAN KERIN**, to adjourn. Motion passed 4-0 at
173 8:06 p.m.
174

175 Respectfully Submitted,
176 Darby Mayville
177 Recording Secretary
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