



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

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

E-mail: admin@essexjunction.org

www.essexjunction.org

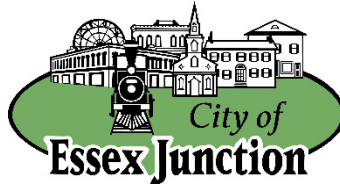
Phone: (802) 878-6944

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. *Interviews and Consider Appointments to the Community Advisory Board
 - b. Discussion and Consideration of the Housing Commission Charter
 - c. Discussion and Consideration of FY24 Tax Rate
 - d. Discussion and Consideration of 2023 Resurfacing Project Bid Award
 - e. CCRPC Presentation on Sidewalk Inventory Data
6. **CONSENT ITEMS**
 - a. Approve Check Warrants #17361 (063023)
 - b. Approve Minutes: June 28, 2023
 - c. Approve Stormwater Community Formula Grant Intent to Participate
7. **READING FILE**
 - a. Council & Manager member comments
 - b. Wasted* Pilot Program
 - c. Capital Review Committee Minutes: June 6, 2023
 - d. Brownell Library Trustee Minutes: June 20, 2023
 - e. Bike/Walk Advisory Committee Minutes: June 26, 2023
 - f. Planning Commission Minutes: July 6, 2023
8. **EXECUTIVE SESSION**
 - a. *An executive session may be needed for the appointment of public officials
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. 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.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: July 26, 2023
Agenda Item: Committee Appointment: Police Community Advisory Board

Issue: The City has three open positions on the new Police Community Advisory Board (PCAB). At the April 12, 2023 meeting, Ta Tanisha Redditta, who is on the Essex BEST committee and has helped develop the PCAB, expressed an interest in being one of the City's members starting out for the continuity of the process. The Town of Essex has appointed three new members, with Jody Kamon, the Essex Best member for the Town, taking on an advisory role for the PCAB. The City can do the same by appointing 3 new members, and have Ta Tanisha Redditta take on an advisory role for the PCAB.

The City has ten applicants wishing to fill positions on the PCAB. The following eight applicants were interviewed at the June 14, 2023, meeting.

- Mark Mendes
- Victoria Gragg
- Michelle Krasny
- Leandro Duque Garcia
- James Pfeiffer
- Celeste Marie Girrell
- Jonathan Peach-Kenworthy
- Guillaume Teganyi

Discussion: The following applicants are attending the meeting in person or via Zoom and are available for the City Council to interview:

- Christina Hagestad (Zoom)
- Jessica Wisloski

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider appointments to three seats on the Police Community Advisory Board. The Council should consider applicants for a one-year, two-year, and three-year term.

Recommended Motions:

Motion #1 "I move that the City Council enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager."

Following Executive Session:

"I make a motion to appoint (Name) for a one-year term, (Name) for a two-year term, and (Name) for a three-year term to represent the City on the Police Community Advisory Board; as well as have Ta Tanisha Redditta take on an advisory role for the PCAB for the first year."

Attachments: Applications for the PCAB

1. I am interested in applying to join the (note: if you are interested in more than one, please complete a separate application for each committee): *

- Bike/Walk Advisory Committee
- Capital Review Committee
- Chittenden Solid Waste District Board
- Development Review Board
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Christina Hagestad

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I am interested in equity, restorative practices and representing marginalized communities.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

I work at an alternative therapeutic school.

9. What do you hope to accomplish during your term on this committee? *

I wish to represent marginalized peoples dutifully.

10. Is there anything else you would like to say about your interest and application? *

No thanks!

1. I am interested in applying to join the (note: if you are interested in more than one, please complete a separate application for each committee): *

- Bike/Walk Advisory Committee
- Capital Review Committee
- Chittenden Solid Waste District Board
- Development Review Board
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Jessica Wisloski

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

For a few years, I've been mentioning at public meetings that community advisory committees (I think called CPCs) are part of how the New York City Police Department functions and has for a number of years. It's a liaison for the community, in a sense, so people who have concerns or events or want to interface in a genuine way with the police at their local precinct, and it means they have one time and day per month when they can do so. I had to report on these as a longtime newspaper writer for the New York Daily News, and it seemed so sensible, as it sort of sequesters the amount of time leaders in the local precinct need to do public interface with the public, to a predictable, transparent time and place. It always seemed to be run and operated with a strong mutual respect between the board from the community and the public affairs officer and CO. Since moving back to Essex Junction I have wondered at public forums and suggested directly to the CO that this might be something we could embrace as a community, to uphold a hospitable environment for officers who work here, and develop or establish norms and priorities for the kind of community we wish to be as a new city. I am interested personally because I feel it would be hypocritical to be advocating for this in emails and public forums for years and not express interest in having the role and doing the work. But also - I respect police, and our community. I yearn for it to be safe, but also for all kids and adults within our borders to have the same protections as each of their neighbors, no matter what their skin color, housing status, relationship with the City, or purpose of their presence here. I have never had any reason to doubt the way the EPD operates - if anything I am only impressed by any interaction I have had with them, but as a community we have lacked transparency as to what they do and how they run, since losing any local press that is devoted to Essex coverage, and with our major news outlets shrinking and disappearing word of mouth (the untrustworthy beast) tends to pervade. I would love to serve my community, and the police force, in this way.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

I lived in New York for a number of years - 13 - and for many of the years I worked there I reported as a crime beat or local news reporter in the Downtown Brooklyn area, the Bronx, and Queens. I had daily interactions with commanding officers, executive officers, and public affairs officers (and actually kept my cell phone number a 718 area code after moving here because I was still reporting on the city and it's the only way the PD would pick up.) I have been to some intense, high stress crime scenes, and have a clue what beat officers go through having seen it first hand. I did police blotter writing for local Brooklyn and Queens papers before that, spending hours with police inside their offices, using their desks, as I pored over weekly "pink sheets" or the write ups they collected for crime data that was gathered by the city weekly. When I was the editor for the Williston Observer, I also continually covered the police blotter and had regular contact with the department about its challenges, budget planning, and needs. I feel more equipped than most to work as a community member to help others have a sense of the duties and needs of a department.

9. What do you hope to accomplish during your term on this committee? *

I want to help create a legacy of openness and communication between the department and our new/old community.

10. Is there anything else you would like to say about your interest and application? *

Nope! I hope to be selected, but if not hope I can serve in some future way! And I'm so happy this is moving forward as an initiative.

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- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Mark Mendes

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I have lived here for 15 plus years and wanted to give back to the community. I also have a deep respect for folks who serve our community and put their lives on the line as police officers as well as a deep interest in inclusivity and equality for all people in our community.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

As a local minister in the Congregational Church I serve on a lot of committees and bring that knowledge and wealth to the table. I have also had a good relationship with the police in every church I have served and have fought for social justice in all sorts of ways for decades. I also simply want to help Essex Junction continue to be a good place to live.

9. What do you hope to accomplish during your term on this committee? *

I do not have a specific agenda, just to be a calm presence in what could be volatile subjects.

10. Is there anything else you would like to say about your interest and application? *

If there is anything else you want to know, feel free to give me a call.

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- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Victoria Gragg

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

Provide another prospective of the community

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

Life long Vermonter and Essex Junction resident for 8 years. Experienced different demographics and socioeconomics compared to Vermont while obtaining my BS in Biology from the University of Akron in Ohio. Excellent communication and interpersonal skills from my job as a customer service and delivery manager for USPS. Supporting family member and friend of multiple Firefighters, EMTs, and Police Officers both in Vermont as well as other parts of the country. As a result I get to see the other side of the shield/badge at home and the frustration that is caused by different types of calls.

9. What do you hope to accomplish during your term on this committee? *

A prospective that is often overlooked.

10. Is there anything else you would like to say about your interest and application? *

I am not sure if there is a conflict of interest, but I am married to a member of the Essex Police Department.

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- Police Community Advisory Board

2. Name (First and Last) *

Michelle Krasny

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

This moment in our country and in our new city seems like a unique opportunity for our community to foster a modern police force that serves its citizenry. Community oversight by a diverse population is a crucial element of a movement toward equity and transparency and is something I'd like to support however I can.

8. What about your education, experiences, and background will help you be a contributing member to this committee? *

I'm a professional listener. With a background in research (both qualitative and quantitative), I currently work as a career coach. I listen to people from all walks of life, asking probing and sometimes emotionally loaded questions to help get at the heart of an issue, and then make recommendations based on my client's value system, rather than my own. I believe the ability to put personal agenda and emotion aside, to listen, and when stumped to conduct background research, are important for anyone in such a position.

9. What do you hope to accomplish during your term on this committee? *

I hope to help foster a police force that appropriately, transparently and equitably supports our community. Personally, I also hope to put down deeper roots in what is a newer community for me (I grew up in Southern Vermont but bought my first home in Essex Junction 2 years ago).

10. Is there anything else you would like to say about your interest and application? *

I am a millennial LGBT white woman. I hope if candidates come forward who represent a more diverse viewpoint or have backgrounds that give them a greater understanding of the needs of this entire community that their applications will be considered over mine.

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- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Leandro Duque Garcia

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I believe lack of oversight and transparency are one the primary issues in police forces across the country. Serving an advisory board like this would be a step on my part to be a part of the solution.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

I have lived in multiple countries/cities and have experienced different types of police work. And as a white latino immigrant I have have had vastly different experiences with police depending on the context.

9. What do you hope to accomplish during your term on this committee? *

Lend a potentially different perspective to discussions as well as better understand how our local police interacts with our community.

10. Is there anything else you would like to say about your interest and application? *

Whether selected to participate or not, I am grateful this exists and for the people spearheading it.

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- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

James Pfeiffer

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

The people enforcing our laws need to hear the voices of those they serve loudly and clearly. I believe that I can help ensure this is done.

8. What about your education, experiences, and background will help you be a contributing member to this committee? *

Both of my parents, and a step-parent, are police officers. I joined the New Orleans Police Department when I was 21, though an injury sidelined my training long enough for me to realize that the job was not what I was raised to believe - especially in a city like New Orleans.

However, in a place like Essex Vermont, it can be. In the time I've lived here, my experiences with the department and its leadership have been positive. Ensuring that isn't purely because of my background, appearance, etc. and is the experience of every person requires that the needs and concerns of the public are fully expressed to the department, and the department's questions, responses, and needs are heard not just by our elected leadership and those most expressively supportive of police - but by those calling for additional reform.

9. What do you hope to accomplish during your term on this committee? *

Not knowing the length of the term, my response would be that the first year of this sort of body would almost certainly need to be dedicated to a review of existing policy. Additional topics for discussion will evolve as events unfold.

10. Is there anything else you would like to say about your interest and application? *

I appreciate your consideration, and hope that if you have any questions you won't hesitate to reach out and ask.

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- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Celeste Marie Girrell

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I worked in the Vermont Department of Corrections for 30 years and retired as the Superintendent of the Facilities in St. Johnsbury. The Community's relationship and understandings with its Police is critical to its safety and well-being.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

I served as a Justice of the Peace in Sutton, Vermont for several years and was on the Sutton School Board for over 20 years. After building the new Board and SU due to Act 46, I retired from the Board. I have a Masters in Education

9. What do you hope to accomplish during your term on this committee? *

To learn about and address the needs and challenges of our Police Department and to build connections between our Public Servants and the Community members they serve.

10. Is there anything else you would like to say about your interest and application? *

For health reasons, I had to leave the Kingdom two years ago. I am enjoying all this area has to offer and I miss being involved and connected to my community and neighbors. This committee would be a good match between my experience, talents, and need to serve my new community

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- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Jonathan Peach-Kenworthy

5.

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I'm concerned about the transparency of the Essex Police department. I feel like some issues aren't being addressed. I'm concerned about quality of life issues including signage, parking, and speed enforcement.

8. What about you education, experiences, and background will help you be a contributing member to this committee? *

I'm a small business owner who works as a technology consultant for small businesses. I'm a father and an advocate for special education services. I have an extensive background in State Government and helped develop the Low Income Energy Program. I have experience bridging the gap between private and public organizations. I previously sat on the Town of Essex Energy Committee.

9. What do you hope to accomplish during your term on this committee? *

Try to foster a working relationship between the community and Essex Police department. I want to feel safe walking and riding my bike around the city.

10. Is there anything else you would like to say about your interest and application? *

I would love the opportunity to support our community. Please let me know if you have any other questions for me.

1. I am interested in applying to join the (note: if you are interested in more than one, please complete a separate application for each committee): *

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- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Guillaume Teganyi

5. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I would like to help my communities of Congolese Africans and Essex Junction police communicate effectively together.

8. What about your education, experiences, and background will help you be a contributing member to this committee? *

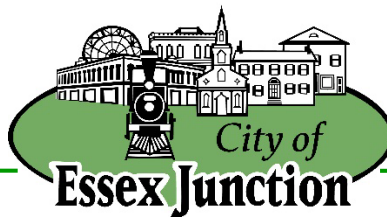
Formerly I was employed by the IRC (International Rescue Committee) in the Democratic Republic of the Congo. I was in charge of a fleet of 45 vehicles used in transporting medical supplies and food to the outlying villages of the city of Bukavu. In addition, I was a community leader through my church in Bukavu. When atrocities throughout the outlying villages occurred from marauding militia, I photographed, recorded and reported the crimes. Through support from the government of DRC, the IRC was also attacked. I was forced to flee the DRC. I have a bachelor's degree in statistics. I am now employed by the Vermont Catholic Charities. I speak several languages including French, English, Swahili and other African languages.

9. What do you hope to accomplish during your term on this committee? *

I would like to help the African community have their voices heard and make Essex Junction safe and inclusive for everyone.

10. Is there anything else you would like to say about your interest and application? *

I have lived in Vermont for 12 years having had to flee the DRC because of my humanitarian work at the International Rescue Committee. I have wanted to be involved in community work since I've been in America, but I had to wait until my family was no longer in danger in DRC. My family of six children and my wife have finally been reunited with me, (last November) here in Vermont. We are thrilled to be together for the first time in 12 years, now living in a nice home with good neighbors in Essex Junction. My three youngest children are students at Essex Junction High School. My three oldest children are working at Twincraft and Ben and Jerry's. We have waited a long time to be together and make this our home. I am very interested in representing my African and my Essex Junction communities to help everyone understand, respect and live safely together.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: July 26, 2023
Subject: City Housing Commission Launch

Issue:

As a part of the Town-City separation, the Joint Housing Commission must be re-launched as separate Town and City Housing Commissions.

Discussion:

See attached for a memo from the Joint Housing Commission members. It summarizes work done to date to help transfer this information from the Joint Commission to the two individual commissions. Katie Ballard, chair of the Joint Housing Commission, is intending to attend the Council meeting to talk through the memo.

The Joint Housing Commission held its final meeting on June 7, 2023. A new draft charter for the City Housing Commission has been included in the packet for consideration by City Council. The latest job description for the positions have also been included in the packet.

The attached job description and charter reflect an initial desire to have a membership of five (5) people and to meet once per month. The current Joint Housing Commission members feel that seven (7) members may be a better size to strive for in the future but that currently, a membership of five is more feasible, given need to fill upcoming vacancies.

It should be noted that while the Joint Commission previously met twice a month, staff believes that meeting once per month is more feasible given staffing availabilities. The current Joint Housing Commission members have varying preferences on how often to meet. The revised job description is written in such a way as to allow flexibility in determining the future meeting schedule by stating that the commission "generally meets once each month." At their final meeting on 6/21/23, the members voted to approve this phrasing.

There are currently three members in the City Housing Commission, but one member has indicated that they will depart from the commission in September. That leaves three vacancies to be filled in the coming months. We currently have two applicants.

Staff anticipates the following timeline for the launch of the City Housing Commission:

- July 26 – Council adopts new City Housing Commission Charter
- Ongoing until- August 16- Ongoing recruitment for new Housing Commissioners
- August 23 – Council appoints new Housing Commissioners
- September 6 – First meeting of City Housing Commission
- August or September – Joint meeting between City Council, Planning Commission and Housing Commission to discuss strategic priorities and areas of focus for each commission.

Cost:

There are no costs associated with this memo.

Recommendation:

Staff recommends that Council adopt the proposed Charter and Job Description for the City Housing Commission.

Recommended Motion:

I move that City Council adopt the City Housing Commission Charter and Job Description, as drafted.

Attachments:

1. Memo from Housing Commission members
2. Town of Essex Housing Commission Charter
3. HC Job Description

ESSEX HOUSING COMMISSION

As the final month of the Essex Joint Housing Commission wrapup we are writing this memo to the members of the Essex Select Board and the City Council as they begin the work of creating these separate housing commissions to communicate our priorities as well as some feedback to consider. From the beginning of this commission we have worked together as commissioners and with staff to find out role in the many important housing related conversations for our communities. The first year we focused on educating and engaging with our community, the experts in the field, and other housing commissions across the state to help guide our group as a whole, but also to help us decide how to best move our priorities forward. These connections have been very beneficial and would be beneficial for both municipalities to continue to engage in the bigger housing conversation across the state and maintain relationships with other commissions when possible. After taking the time to educate ourselves we began to focus on identifying the priorities we wanted to focus on and tried to also create the organizational structure that would allow our commission to maximize its time together and truly support our communities in housing conversations when they are happening. This was a challenge we never fully were able to tackle due to the separation changes taking priority unexpectedly, and often disrupting the progress on the priorities at hand. Although we are proud to have been able to provide multiple public comments and letters to our elected officials and the planning commissions as various housing topics and projects came to our group. Collaborating with other groups in our municipalities and the role our commission could play in discussions related to housing would be more proactive and meaningful with a clear understanding for how each Housing Commission should or could be engaged moving forward. Ensuring that all groups, especially the Planning Commissions, can proactively understand when and how the housing commission can be involved or engaged when topics of housing come up on future agendas is a conversation that was started in January of 2022 with leadership from both the Town and the City and would be worth revisiting. The majority of this year has been spent planning for separation and focusing on Inclusionary Zoning and a proposal for creating a Housing Trust Fund in our community and determining how to transition those priorities through the transition. The Joint Housing Commission is clear in the recommendation to both municipalities that these priorities should continue to move forward and the body of work related to both should be available in the staff documents but if there is any questions moving forward we will ensure there is a contact person identified for each with the historical knowledge and resources available to both the Town and the City. One priority we were unable to achieve was to create bylaws and clarity around the way our commission works and creating a way to more efficiently manage our time, and reduce the challenge of onboarding new commissioners when necessary without derailing the work of the group.

As Commissioners, we come together from diverse experiences that contribute to and inform our understanding of housing. Having a diverse membership should continue to be of paramount importance for both the City and Town. Ensuring there are members with lived

experience in housing issues or homelessness, tenants and other vulnerable voices are able to participate should be of the highest importance for both moving forward. Having the ability to bring multiple perspectives to the conversation will be necessary for the big task each municipality has with completing and bringing forward proposals to both the City and the Town related to recommendations to incorporate zoning regulations to support the growth and development of affordable housing by using incentives and density bonuses. Our second priority has been to engage and do research related to creating a Housing Trust Fund in our community and beginning to gather information from other communities that have created them, including what they are used for and how they are funded. In addition to becoming more involved in the ongoing housing conversations related to development projects, our hope is to be able to serve as a resource for many of the housing (and related) issues that affect Essex, such as the increasing cost burden of housing, health and safety hazards in some rental housing, and the importance of regulations that stimulate production of a variety of housing sizes and types to support the changing needs of smaller households, an aging population and all rungs on the housing tenure ladder, from homelessness to single family home ownership. This conversation is ongoing and there is much left for each municipality to finish but it is important to note that both Inclusionary zoning and the Housing Trust Fund have received positive feedback from both the Select Board and the City Council with an interest in moving forward with full proposals to consider in the future.

Our commission has worked closely with staff from the Community Development Departments of both the City and the Town and the Commission would not have been able to take on these big conversations without the amazing support from both staffs. We hope there are continued opportunities for collaboration and innovation between both groups and staff as we move forward together on the most important and critical mission of the Housing Commissions which is to achieve equity, fairness and inclusion for all current and future residents of Essex.

It has been an honor to serve as a Joint Housing Commission and for me personally to serve as its chair and I know our whole commission and its past members are excited to see the future for both our communities and the changes we can make together when it comes to ensuring the dignity and safe housing for all our community!

Katie Ballard, Chair Joint Essex Housing Commission

Katie Ballard (City), Chair; Gabrielle Smith (City), Vice Chair; Deb Flannery (Town) Clerk; Ta Tanisha Redditta (City); Ned Daly (city); Rupesh Asher (Town);

Joint Essex Junction Housing Commission Charter
Approved MMM-DD-YYYY by the Essex Junction City Council

Previously the Joint Essex Housing Commission Charter

Approved January 14, 2020 by the Essex Selectboard and Essex Junction Board of Trustees
Amended August 23, 2021 and June 22, 2022

Mission

The mission of the ~~Joint Essex and Essex Junction~~ Housing Commission is to help ensure that any resident (or aspiring resident) of ~~Essex and~~ Essex Junction has access to a home that:

- Is affordable (generally no more than 30% of household income is spent on housing);
- Is a desirable type and size for their household;
- Is located with easy access to basic needs (jobs, schools, food, health care, and cultural experiences) via walking, biking, or public transit;
- Is of sufficient quality to ensure the health, safety, and enjoyment of its residents;
- Meets residents' special needs, including senior care, ADA-accessibility, recovery housing, and housing for people who are homeless, etc.; and
- Is made available regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, pregnancy, disability, or status of citizenship, family, and military service.

Purpose

The Commission advises the ~~Selectboard,~~ City Council, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community's demographic and housing stock information and provides periodic updates on housing issues to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

Membership

The Commission is composed of up to ~~ten-five~~ members ~~with five each~~ appointed by the ~~Selectboard and~~ City Council. Each member shall serve a staggered three-year term with no term limit. In appointing Commission members, the ~~Selectboard and~~ City Council should select members who represent a variety of relevant interests and backgrounds, including but not limited to: for-profit and non-profit housing developers; housing authorities and agencies; social services

organizations; representatives of area businesses; and at-large members of the community. Of ~~each municipality's~~ the five members, three shall be residents; for the remaining members, residency is preferred but not required. The Commission shall receive staff support from ~~both Town and~~ City Community Development Departments and other departments as needed.

Operations

A quorum shall consist of ~~five~~ three members. At its annual organization meeting, the Commission shall elect a chairperson, vice-chairperson and clerk and shall adopt such rules/by-laws as it deems necessary for the performance of its functions. Officers shall be elected annually or when otherwise appropriate. The Commission shall keep a record of all transactions and meetings which shall be filed with the ~~Town and~~ City Clerk as a public record and notice shall be posted in the office of the ~~Town and~~ City Clerk and two other public buildings ~~in each municipality~~ of the times and places of meetings of the Commission. All meetings shall be conducted in accordance with Vermont's Open Meeting Law.

Job Description of ~~Essex /~~ Essex Junction Housing Commissioners

Title: Housing Commissioner

Term: Three year term, running from July 1 to June 30 of the year first appointed and for two subsequent years.

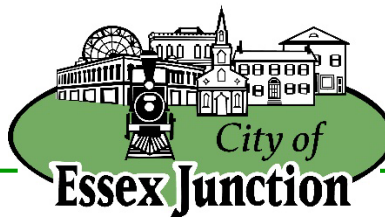
Appointment: 5 members ~~each~~ by the ~~Essex Selectboard and~~ Essex Junction City Council

Job Description:

The purpose of the ~~Essex /~~ Essex Junction Housing Commission is to “Advise the ~~Selectboard,~~ City Council, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community’s demographic and housing stock information and provides periodic updates to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community’s housing goals.” The ultimate responsibility of each Commissioner is to fulfil that purpose for the ~~greater~~ Essex Junction community.

Specific duties and responsibilities:

1. The Commission generally meets ~~once a month on the first and third Wednesdays of each month, with the potential to reduce to once per month when appropriate~~. Commissioners should attend all meetings of the Commission, and if a meeting must be missed, notify the chair as soon as possible. If more than 25% of the meetings are missed within a year, it is possible the Chair may recommend replacement.
2. Come to all Commission meetings prepared, meaning all material has been thoroughly read and assignments have been completed.
3. Fully participate and engage in the meeting discussions, including asking pertinent questions, engaging in respectful dialogue, and giving time for all Commissioners and guests to speak as needed.
4. Bring your personal experience and expertise to the Commission to be a voice representing that perspective in discussions. Also be open to hearing other perspectives and experiences that may be different from your own.
5. Be prompt with your time, succinct with your comments, and participate fully.
6. Expect there will be periodic work to be done outside of Commission meetings such as external research, possible interviews of subject matter experts, site visits, or training opportunities. This external work is an important component of making progress for the Commission.
7. There is no expectation that Commissioners have experience in housing development, sales, affordable housing, planning, or any other related field. There is an expectation that Commissioners be willing to learn and absorb the material presented so as to help fulfill the Commission’s purpose (as stated above).



MEMORANDUM

To: City Council; Regina Mahony, City Manager
From: Jess Morris, Finance Director
Meeting Date: July 18, 2023
Subject: Approve FY24 Tax Rate

Issue

To set the tax rate for FY24 (July 1, 2023 – June 30, 2024).

Discussion

The FY24 tax rate has been calculated based on the 2023 grand list, after assessor appeals. The grand list figures as compared to last year are as follows:

<u>2023 Grand List</u>	<u>2022 Grand List</u>	<u>\$ Change</u>	<u>% Change</u>
\$ 11,334,287	\$ 11,245,472	\$ 88,815	0.79%

The City voted to raise \$10,420,986 in property taxes for FY24.

The Grand List increased by 0.79% from 2022 to 2023. The Grand List value has been adjusted for the tax stabilization agreement for the Whitcomb Farm property at 315 South Street, resulting in an adjusted Grand List value of \$11,328,845. The City municipal taxes are set using the adjusted grand list; tax stabilization does not impact Education taxes.

To raise the taxes necessary for the General Fund budget including bond payments, the tax rate needs to be set at \$0.9199 per \$100 of assessed value. This amount is an increase of \$0.0001 or 0% in the tax rate. The following table shows a more detailed comparison of this year’s tax rate to last year’s combined Town and City tax rates.

<u>Comparison of FY23 rates to FY24 rates</u>						
			<u>FY23 (Combined Town and City)</u>	<u>FY24</u>	<u>% Change</u>	<u>\$ Increase/ (Decrease)</u>
General Fund Tax Rate			\$ 0.9198	\$ 0.9199	0.0%	\$ 0.0001
Taxes on \$280,000 assessed value home			\$ 2,575	\$ 2,576	0.0%	\$ 1
Grand List Values, unadjusted			\$ 11,245,472	\$ 11,334,287	0.8%	\$ 88,815
Grand List Values, after stabilization			\$ 11,229,508	\$ 11,328,845	0.9%	\$ 99,337

This tax rate is lower than the rate (\$0.9237) estimated when the budget was approved.

As a reminder, the City will also be assessing a \$0.0100 tax per \$100 of assessed value for Economic Development Capital Improvement Projects. This tax was initially approved at the April 6, 2016 Annual Meeting with the provision that this tax rate is to be reconsidered by the voters at the annual meeting in 2021. At annual meeting in 2021, this tax rate was extended until annual meeting in 2024 at which point it will once again be reconsidered. In FY24 the \$0.0100 tax will raise \$113,288.

Cost

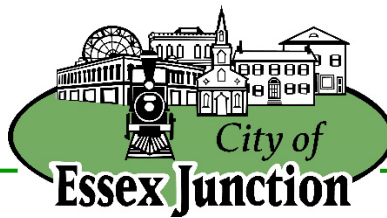
The cost to a tax payer with a \$280,000 assessed property for the City general tax will be \$2,576 per year which is an increase of \$1 from the FY23 amount. The cost of the \$0.0100 tax is unchanged at \$28 per year.

Recommendation

Staff recommends that the City Council adopt the FY24 tax rate as presented.

Recommended Motion

I move that the City Council approve the FY24 tax rate as presented.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
CC: Rick Jones, Public Works Superintendent
Meeting Date: July 26, 2023
Subject: 2023 Resurfacing Project Bid Award

Issue: Bids have been advertised and received for the 2022 Resurfacing Projects.

Discussion: The resurfacing project for this year includes a portion of Cascade St (and Poplar Ct), Densmore Drive, Sugartree Lane, and West Street sidewalk.

Cost: The general fund includes \$300,000 for resurfacing in the FY24 budget. Staff believes removal of the West Street sidewalk would be the only way to get the contract down to the general fund amount. My recommendation would be to make up the \$21,000 difference from the Local Option Tax (LOT) fund because the West Street sidewalk is in need of resurfacing, the City's only dedicated senior housing is located in this area, we've heard many requests to improve this sidewalk, and it's a capital project which is the intent of the LOT.

Recommendation: It is recommended that the City Council award the bid for the 2023 Roadway Resurfacing Project to the lowest qualified bidder, Pike Industries, Inc. for \$320,825.18; and use the LOT to make up the difference between the general fund budget of \$300,000 and this contract amount.

Recommended Motion:

Should the Council decide to move forward with the recommendation, here is a recommended motion:

"I move that the City Council award the bid for the 2023 Roadway Resurfacing Project to the lowest qualified bidder, Pike Industries, Inc. for \$320,825.18; and use the LOT to make up the difference between the general fund budget of \$300,000 and this contract amount."

Attachments:

Hamlin Engineering Recommendation of Award
Bid Tabulation

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

Tel. (802) 878-3956
Fax (802) 878-2679
www.dlhce.com

July 10, 2023

Ms. Regina Mahony
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: 2023 Resurfacing Projects
Recommendation of Award

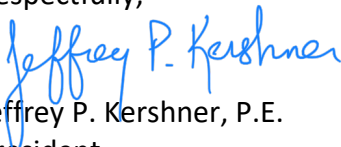
Dear Ms. Mahony:

Please find enclosed a copy of the bid tabulation for the 2023 Resurfacing Projects. We have reviewed all the bids submitted and determined that the apparent low bidder, Pike Industries, Inc., is in fact the low bidder with a total base bid of \$313,585.10 per the selection basis contained in the contract documents. Their total bid for all projects was \$320,825.18, which was also the lowest total combined bid.

We have spoken with Joe Montagne from Pike Industries, Inc. and he has assured us that they wish to complete the project. Accordingly, we recommend that Pike Industries, Inc. be awarded the contract for this project.

Please do not hesitate to contact me with any questions or if we may be of further service.

Respectfully,



Jeffrey P. Kershner, P.E.
President

Enc.

Cc: Rick Jones, Public Works Superintendent

BID TABULATION

**CITY OF ESSEX JUNCTION
2023 RESURFACING PROJECTS**

Cascade Street

DLHCE					Pike Industries, Inc.		FW Whitcomb Construction Corp.		Engineers Construction, Inc.	
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1) Type III Bituminous Concrete Pavement, 1-1/2" Overlay	555	tons	\$ 95.00	\$ 52,725.00	\$ 112.78	\$ 62,592.90	\$ 96.00	\$ 53,280.00	\$ 120.00	\$ 66,600.00
2) Cold Plane Pavement Up to 1-1/2" Thick	415	sy	\$ 20.00	\$ 8,300.00	\$ 7.50	\$ 3,112.50	\$ 12.00	\$ 4,980.00	\$ 16.00	\$ 6,640.00
3) Grind Asphalt Fillet at Driveways and Replace with 1-1/2" Type IV Bituminous Concrete Pavement	20	tons	\$ 310.00	\$ 6,200.00	\$ 300.00	\$ 6,000.00	\$ 325.00	\$ 6,500.00	\$ 480.00	\$ 9,600.00
4) Remove & Reset Existing Frame and Cover/Grate	12	each	\$ 500.00	\$ 6,000.00	\$ 1,950.00	\$ 23,400.00	\$ 1,800.00	\$ 21,600.00	\$ 1,500.00	\$ 18,000.00
5) Traffic Control	1	ls	\$ 4,000.00	\$ 4,000.00	\$ 9,540.00	\$ 9,540.00	\$ 8,000.00	\$ 8,000.00	\$ 25,000.00	\$ 25,000.00
Total				\$ 77,225.00		\$ 104,645.40		\$ 94,360.00		\$ 125,840.00

Densmore Drive

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1) Bomag Existing Pavement, 8" Deep	1,440	sy	\$ 18.00	\$ 25,920.00	\$ 7.50	\$ 10,800.00	\$ 12.00	\$ 17,280.00	\$ 4.00	\$ 5,760.00
2) Type III Bituminous Concrete Pavement, 1-1/2" Top	160	tons	\$ 95.00	\$ 15,200.00	\$ 112.78	\$ 18,044.80	\$ 96.00	\$ 15,360.00	\$ 135.00	\$ 21,600.00
3) Type IV Bituminous Concrete Pavement, 1/2" Shim	15	tons	\$ 95.00	\$ 1,425.00	\$ 112.78	\$ 1,691.70	\$ 130.00	\$ 1,950.00	\$ 135.00	\$ 2,025.00
4) Type II Bituminous Concrete Pavement, 2" Base	170	tons	\$ 95.00	\$ 16,150.00	\$ 112.78	\$ 19,172.60	\$ 92.00	\$ 15,640.00	\$ 135.00	\$ 22,950.00
5) Mill Existing Pavement, 2" Deep	480	sy	\$ 20.00	\$ 9,600.00	\$ 7.50	\$ 3,600.00	\$ 5.00	\$ 2,400.00	\$ 15.00	\$ 7,200.00
6) Cold Plane Pavement Up to 1-1/2" Thick	110	sy	\$ 20.00	\$ 2,200.00	\$ 7.50	\$ 825.00	\$ 12.00	\$ 1,320.00	\$ 15.00	\$ 1,650.00
7) Grind Asphalt Fillet at Driveways and Replace with 1-1/2" Type IV Bituminous Concrete Pavement	21	tons	\$ 310.00	\$ 6,510.00	\$ 300.00	\$ 6,300.00	\$ 325.00	\$ 6,825.00	\$ 375.00	\$ 7,875.00
8) Remove and Reset Existing Curb	50	lf	\$ 40.00	\$ 2,000.00	\$ 120.00	\$ 6,000.00	\$ 80.00	\$ 4,000.00	\$ 110.00	\$ 5,500.00
9) Remove and Reset Existing Frame and Cover/Grate	1	each	\$ 500.00	\$ 500.00	\$ 1,950.00	\$ 1,950.00	\$ 1,800.00	\$ 1,800.00	\$ 2,250.00	\$ 2,250.00
10) Traffic Control	1	ls	\$ 4,000.00	\$ 4,000.00	\$ 9,540.00	\$ 9,540.00	\$ 13,000.00	\$ 13,000.00	\$ 20,000.00	\$ 20,000.00
Total				\$ 83,505.00		\$ 77,924.10		\$ 79,575.00		\$ 96,810.00

Sugartree lane

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1) Mill Existing Pavement, 2" Deep	3,460	sy	\$ 20.00	\$ 69,200.00	\$ 7.50	\$ 25,950.00	\$ 3.25	\$ 11,245.00	\$ 4.50	\$ 15,570.00
2) Type III Bituminous Concrete Pavement, 1-1/2" Top	295	tons	\$ 95.00	\$ 28,025.00	\$ 112.78	\$ 33,270.10	\$ 96.00	\$ 28,320.00	\$ 125.00	\$ 36,875.00
3) Type IV Bituminous Concrete Pavement, 1/2" Shim	100	tons	\$ 95.00	\$ 9,500.00	\$ 112.78	\$ 11,278.00	\$ 130.00	\$ 13,000.00	\$ 125.00	\$ 12,500.00
4) Traffic Control	1	ls	\$ 3,000.00	\$ 3,000.00	\$ 4,770.00	\$ 4,770.00	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00
Total				\$ 109,725.00		\$ 75,268.10		\$ 58,065.00		\$ 69,945.00

West Street Sidewalk

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1) Type IV Bituminous Concrete Pavement, 1-1/2" Overlay	175	tons	\$ 120.00	\$ 21,000.00	\$ 225.00	\$ 39,375.00	\$ 310.00	\$ 54,250.00	\$ 275.00	\$ 48,125.00
2) Grind Existing Pavement, Up to 1-1/2" Thick	575	sy	\$ 20.00	\$ 11,500.00	\$ 7.50	\$ 4,312.50	\$ 40.00	\$ 23,000.00	\$ 35.00	\$ 20,125.00
3) Topsoil, Seed, and Mulch	270	sy	\$ 15.00	\$ 4,050.00	\$ 27.00	\$ 7,290.00	\$ 40.00	\$ 10,800.00	\$ 50.00	\$ 13,500.00
4) Traffic Control	1	ls	\$ 3,000.00	\$ 3,000.00	\$ 4,770.00	\$ 4,770.00	\$ 22,000.00	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00
Total				\$ 39,550.00		\$ 55,747.50		\$ 110,050.00		\$ 106,750.00
Base Bid Total				\$ 310,005.00	Base Bid Total	\$ 313,585.10	Base Bid Total	\$ 342,050.00	Base Bid Total	\$ 399,345.00

Poplar Court

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1) Type III Bituminous Concrete Pavement, 1" Overlay	36	tons	\$ 95.00	\$ 3,420.00	\$ 112.78	\$ 4,060.08	\$ 96.00	\$ 3,456.00	\$ 120.00	\$ 4,320.00
2) Traffic Control	1	ls	\$ 500.00	\$ 500.00	\$ 3,180.00	\$ 3,180.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00
Addition				\$ 3,920.00	Addition	\$ 7,240.08	Addition	\$ 4,456.00	Addition	\$ 9,320.00
Total with Add				\$ 313,925.00	Total with Add	\$ 320,825.18	Total with Add	\$ 346,506.00	Total with Add	\$ 408,665.00

Notes: All three bidders entered the Total Base Bid as the total of Cascade Street, Poplar Court, Densmore Drive, Sugartree Lane, and West Street Sidewalk.
Per the Contract Documents, the Base Bid was the total cost for Cascade Street, Densmore Drive, Sugartree Lane, and West Street Sidewalk.
No changes to the lowest bidder resulted as a result of this.

11:50 am

Check Warrant Report # 17361 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 06/30/23 To 06/30/23 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	06/14/23	ADVANCE AUTO PARTS HYDRAULIC HOSE-BULK 1 It 552316550611	210-5-40-12-610.000 General Supplies	41.34	46884	06/30/23
05290	06/15/23	ADVANCE AUTO PARTS DEGREASER 5 GA PRPWR 552316628977	210-5-40-12-610.000 General Supplies	34.49	46884	06/30/23
05290	06/22/23	ADVANCE AUTO PARTS ROTELLA T6 5W40 55GAL 552317369299	210-5-40-12-626.000 Gasoline	2109.38	46884	06/30/23
19815	06/23/23	AMAZON CAPITAL SERVICES BL Supplies 1NCXTT9KCX43	210-5-35-10-610.000 General Supplies	17.99	46887	06/30/23
19815	05/28/23	AMAZON CAPITAL SERVICES BL Supplies 1VYX9CY9NHYT	210-5-35-10-610.000 General Supplies	15.99	46892	06/30/23
07465	06/23/23	BIBENS ACE HARDWARE INC BATTERY ALKALINE D 8PK 481675	210-5-40-12-610.000 General Supplies	17.99	46898	06/30/23
20915	06/09/20	BRANCH OUT BURLINGTON! Tree Gators 060923D	210-5-40-12-810.112 Tree Advisory Committee	170.97	46900	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606119	210-5-35-10-640.202 Juvenile Collection	119.91	46901	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606119	210-5-35-10-610.000 General Supplies	8.80	46901	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606125	210-5-35-10-640.202 Juvenile Collection	89.82	46901	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606125	210-5-35-10-610.000 General Supplies	4.80	46901	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606245	210-5-35-10-640.202 Juvenile Collection	8.09	46901	06/30/23
00530	05/18/23	BRODART CO BL JCollection-Supplies B6606245	210-5-35-10-610.000 General Supplies	0.80	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollection-Supplies B6606840	210-5-35-10-640.202 Juvenile Collection	218.51	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollection-Supplies B6606840	210-5-35-10-610.000 General Supplies	12.80	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollection-Supplies B6606850	210-5-35-10-640.202 Juvenile Collection	19.42	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollection-Supplies B6606850	210-5-35-10-610.000 General Supplies	1.60	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollect-Supplies B6606865	210-5-35-10-640.202 Juvenile Collection	16.90	46901	06/30/23
00530	05/19/23	BRODART CO BL JCollect-Supplies B6606865	210-5-35-10-610.000 General Supplies	0.80	46901	06/30/23
00530	05/31/23	BRODART CO BL A Collection B6611653	210-5-35-10-640.201 Adult Collection	17.79	46901	06/30/23
25120	06/01/23	CLICKTIME.COM ClickTime.com, 403421	210-5-13-10-505.000 Tech. Subs, Licenses	135.00	46911	06/30/23
30100	06/16/23	COBRAHELP CobraHelp June 287251	210-5-10-10-210.000 Group Insurance	38.40	46912	06/30/23
04940	06/19/23	COMCAST Lincoln Internet June 23 0136343 0623	210-5-41-20-530.000 Communications	168.39	46917	06/30/23
29545	03/01/23	DALY EDMUND J HOUSING COMMISSION STIPEND HC TM 3123	210-5-10-10-190.000 Board member Payments	25.00	46922	06/30/23
25715	05/23/23	DONALD L. HAMLIN CONSULT Inspections for 197 Pearl 23810 0523	210-1-00-00-130.002 Exchange - Billable	609.72	46924	06/30/23

11:50 am

Check Warrant Report # 17361 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 06/30/23 To 06/30/23 & Fund 2

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	05/23/23	DONALD L. HAMLIN CONSULT	Essex Junction for variou	210-5-16-10-330.000	770.62	46924	06/30/23
			238102 0523	Professional Services			
38955	06/15/23	F W WEBB COMPANY	NIP STD BLK STL 1/2x7 TBE	210-5-40-12-610.000	8.46	46930	06/30/23
			81195709	General Supplies			
23000	05/08/23	F W WHITCOMB	SHUR-PAC	210-5-40-12-605.000	328.32	46931	06/30/23
			00014084	Summer Construction Suppl			
28155	06/21/23	FH PRESSURE WASHING	Pressure Wash Station	210-5-41-22-431.000	500.00	46933	06/30/23
			10361	R&M Buildings & Grounds			
244635	06/20/23	FIRST NATIONAL BANK OMAHA	Mahony CC Jun 23	210-5-16-10-500.000	20.00	46936	06/30/23
			8718 0623	Training, Conf, Dues			
244635	06/20/23	FIRST NATIONAL BANK OMAHA	Mahony CC Jun 23	210-5-10-10-500.000	20.00	46936	06/30/23
			8718 0623	Training, Conf, Dues			
244635	06/20/23	FIRST NATIONAL BANK OMAHA	Mahony CC Jun 23	210-5-10-10-505.000	19.99	46936	06/30/23
			8718 0623	Tech. Subs, Licenses			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-560.000	206.31	46937	06/30/23
			0017 0623	Postage			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-500.000	253.73	46937	06/30/23
			0017 0623	Training, Conf, Dues			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-640.201	114.10	46937	06/30/23
			0017 0623	Adult Collection			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-505.000	121.94	46937	06/30/23
			0017 0623	Tech. Subs, Licenses			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-90-00-991.000	599.94	46937	06/30/23
			0017 0623	Library Donation Expense			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-840.201	136.26	46937	06/30/23
			0017 0623	Adult Programs			
21845	06/20/23	FIRST NATIONAL BANK OMAHA	Post-Donatn-Trn-ACol-Tech	210-5-35-10-610.000	199.00	46937	06/30/23
			0017 0623	General Supplies			
21835	06/18/23	FIRST NATIONAL BANK OMAHA	Department Glasses	210-5-25-10-750.000	735.55	46938	06/30/23
			C27947	Machinery & Equipment			
21835	06/18/23	FIRST NATIONAL BANK OMAHA	Department Glasses	210-5-25-10-750.000	736.51	46938	06/30/23
			C27948	Machinery & Equipment			
21835	06/05/23	FIRST NATIONAL BANK OMAHA	Department Pens	210-5-25-10-750.000	832.54	46938	06/30/23
			SI246000188	Machinery & Equipment			
34895	06/15/23	GAUTHIER TRUCKING, INC.	RECYCLE WOOD	210-5-40-12-425.000	345.00	46943	06/30/23
			1721249	Trash Removal			
4610	06/20/23	GOVHR USA LLC	Comp Study first installm	210-1-00-00-120.000	11520.00	46947	06/30/23
			10623354	Prepaid Expenses			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-41-20-622.000	99.64	46949	06/30/23
			060823D S	Electricity			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-41-22-622.000	99.64	46949	06/30/23
			060823D S	Electricity			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-40-12-622.000	33.80	46949	06/30/23
			060823D S	Electricity			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-41-21-622.000	231.99	46949	06/30/23
			060823D S	Electricity			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-40-12-622.000	211.35	46949	06/30/23
			060823D S	Electricity			
07010	06/20/23	GREEN MOUNTAIN POWER CORP	multi solar 05/08-06/07/2	210-5-41-23-622.000	49.15	46949	06/30/23
			060823D S	Electricity			

11:50 am

Check Warrant Report # 17361 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 06/30/23 To 06/30/23 & Fund 2

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	06/13/23	Non solar Acct 05/12 - 06	061323NS	210-5-40-12-622.200	11080.98	46950	06/30/23
				Streetlight Electricity			
07010	06/13/23	Non solar Acct 05/12 - 06	061323NS	210-5-40-12-622.200	700.45	46950	06/30/23
				Streetlight Electricity			
33495	06/08/23	BL AColl-Supply-Postage	76335502	210-5-35-10-640.201	15.85	46957	06/30/23
				Adult Collection			
33495	06/08/23	BL AColl-Supply-Postage	76335502	210-5-35-10-610.000	0.58	46957	06/30/23
				General Supplies			
33495	06/08/23	BL AColl-Supply-Postage	76335502	210-5-35-10-560.000	0.87	46957	06/30/23
				Postage			
45410	06/19/23	Uniforms	129359	210-5-25-10-612.000	4989.00	46959	06/30/23
				Uniforms			
40580	05/30/23	ADOBE Colleen HR	2464972943	210-5-10-10-505.000	19.99	46967	06/30/23
				Tech. Subs, Licenses			
40580	06/07/23	Adobe6/2023 CYuen	2471380373	210-5-10-10-505.000	19.99	46967	06/30/23
				Tech. Subs, Licenses			
40580	06/25/23	Adobe6/2023 Thass	2486134663	210-5-10-10-505.000	19.99	46967	06/30/23
				Tech. Subs, Licenses			
27240	06/19/23	BL Elevator JUL-AUG FY24	100401219573	210-1-00-00-120.000	339.98	46977	06/30/23
				Prepaid Expenses			
24100	06/15/23	R2-1 24x30 Speed Limit 25	199091	210-5-40-12-572.000	440.50	46978	06/30/23
				Traffic Control			
V10554	06/22/23	BL Adult Collection	833475	210-5-35-10-640.201	92.79	46981	06/30/23
				Adult Collection			
41015	06/14/23	RotaryGrant DiverseJCol	432300	210-5-10-10-895.000	316.95	46985	06/30/23
				State and Other Grant Exp			
22680	03/01/23	HOUSING COMMISSION STIPEND	HC TM 3123	210-5-10-10-190.000	25.00	46990	06/30/23
				Board member Payments			
02320	03/01/23	HOUSING COMMISSION STIPEND	HC TM 3123	210-5-10-10-190.000	25.00	46991	06/30/23
				Board member Payments			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-41-26-622.000	3402.24	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-41-23-622.000	492.22	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-41-21-622.000	1218.75	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-41-22-622.000	630.01	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-41-20-622.000	630.02	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-40-12-622.000	986.43	46999	06/30/23
				Electricity			
17505	06/09/23	billing period -05/08-06/	254 SH	210-5-40-12-622.000	255.88	46999	06/30/23
				Electricity			
12130	03/01/23	HOUSING COMMISSION STIPEND	HC TM 3123	210-5-10-10-190.000	25.00	47003	06/30/23
				Board member Payments			
19350	06/01/23	GPS ACCT FOR PW June	360000042761	210-5-40-12-442.000	151.60	47013	06/30/23
				Rental Vehicles/Equip			
V9632	06/21/23	Construction phase utilit	0069201	230-5-40-13-895.830	1164.25	46956	06/30/23
				BC2058 Brickyard Culvert			

11:50 am

Check Warrant Report # 17361 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 06/30/23 To 06/30/23 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
39425	05/19/23	SCOTT & PARTNERS INC Lincoln Renovations May 2 4515	232-5-41-20-890.832 2 Lincoln Street Renovati	20482.68	47001	06/30/23
23435	06/13/23	CHAMPLAIN WATER DISTRICT - 2023 Consumer Confidenc CCR2023	254-5-54-20-550.000 Printing and Binding	1537.20	46906	06/30/23
25715	05/23/23	DONALD L. HAMLIN CONSULT Essex Junction for variou 238102 0523	254-5-54-70-723.004 Main St Water Line	44.00	46924	06/30/23
07010	06/13/23	GREEN MOUNTAIN POWER CORP Non solar Acct 05/12 - 06 061323NS	254-5-54-20-622.000 Electricity	75.39	46950	06/30/23
03070	06/28/23	MINUTEMAN PRESS City June UB postage CityJunepost	254-5-54-20-560.000 Postage	526.97	46971	06/30/23
V2227	06/07/23	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 INV0158389	254-5-54-70-750.001 Meter Replacement Program	2256.70	47008	06/30/23
V10411	06/23/23	CLEAN WATERS, INC. Charge-Pack 155 (2,290 # 13040	255-5-55-30-568.000 Biosolids Subcontractor	6863.84	46910	06/30/23
35260	06/15/23	EAST COAST PRINTERS INC Stock uniform held in off 05082310	255-5-55-30-610.000 General Supplies	610.00	46926	06/30/23
36130	06/18/23	VERIZON WIRELESS VSAT TOWN CELL PHONES 9937524081	255-5-55-30-570.000 Other Purchased Services	40.01	47014	06/30/23
07010	06/20/23	GREEN MOUNTAIN POWER CORP multi solar 05/08-06/07/2 060823D S	256-5-56-40-622.000 Electricity	87.31	46949	06/30/23
07010	06/20/23	GREEN MOUNTAIN POWER CORP multi solar 05/08-06/07/2 060823D S	256-5-56-40-434.001 Susie Wilson PS Costs	56.13	46949	06/30/23
07010	06/20/23	GREEN MOUNTAIN POWER CORP multi solar 05/08-06/07/2 060823D S	256-5-56-40-434.002 West Street PS Costs	64.93	46949	06/30/23
07010	06/13/23	GREEN MOUNTAIN POWER CORP Non solar Acct 05/12 - 06 061323NS	256-5-56-40-622.000 Electricity	446.88	46950	06/30/23
03070	06/28/23	MINUTEMAN PRESS City June UB postage CityJunepost	256-5-56-40-560.000 Postage	1069.91	46971	06/30/23
17505	06/09/23	SAND HILL SOLAR LLC billing period -05/08-06/ 254 SH	256-5-56-40-434.002 West Street PS Costs	785.66	46999	06/30/23
17505	06/09/23	SAND HILL SOLAR LLC billing period -05/08-06/ 254 SH	256-5-56-40-434.001 Susie Wilson PS Costs	596.50	46999	06/30/23
17505	06/09/23	SAND HILL SOLAR LLC billing period -05/08-06/ 254 SH	256-5-56-40-622.000 Electricity	171.33	46999	06/30/23
V2227	06/07/23	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 INV0158389	256-5-56-70-750.001 Meter Replacement Program	4520.20	47008	06/30/23
19815	06/22/23	AMAZON CAPITAL SERVICES CD player 1JYX943X4RCR	258-5-33-13-830.000 Regular Programs	56.50	46885	06/30/23
27295	06/21/23	MAPLEHURST FLORIST Flowers and Bingo prizes 103180	258-5-33-13-830.000 Regular Programs	22.00	46969	06/30/23
21570	06/21/23	PETTY CASH - NICOLE MONE 062123 Reimb petty cash 062123D	258-5-33-13-830.000 Regular Programs	24.27	46979	06/30/23
19815	06/25/23	AMAZON CAPITAL SERVICES Pool Supplies 1CGTD447LTFN	259-5-30-11-610.000 General Supplies	140.91	46885	06/30/23
19815	06/25/23	AMAZON CAPITAL SERVICES Camp Discovery Supplies 1FPNGFL9KNGV	259-5-30-17-610.000 General Supplies	470.19	46885	06/30/23
19815	06/25/23	AMAZON CAPITAL SERVICES CMS Art Supplies 1ILCQ3HHL9FW	259-5-30-17-610.000 General Supplies	374.62	46885	06/30/23
19815	06/24/23	AMAZON CAPITAL SERVICES Camp Reach Fleming Suppli 1J77FQ77H7Y9	259-5-30-17-610.000 General Supplies	21.99	46885	06/30/23

For Check Acct 01 (GENERAL FUND) All check #s 06/30/23 To 06/30/23 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	06/22/23	Camp Star Supplies 1M1H3NH771W7	259-5-30-17-610.000 General Supplies	138.09	46887	06/30/23
19815	AMAZON CAPITAL SERVICES	06/24/23	Behavior Support 1MQXXNGGGKKG	259-5-30-17-610.000 General Supplies	10.00	46887	06/30/23
19815	AMAZON CAPITAL SERVICES	06/22/23	Summer Behavior Support 1N6YDPFX3YHJ	259-5-30-17-610.000 General Supplies	15.99	46887	06/30/23
19815	AMAZON CAPITAL SERVICES	06/21/23	Reach Fleming Supplies 1PDF6VN931V3	259-5-30-17-610.000 General Supplies	117.50	46889	06/30/23
23455	CHITTENDEN SOLID WASTE DI	06/16/23	EJRP/City Dump Fees 3473100	259-5-30-17-330.000 Professional Services	50.00	46908	06/30/23
25395	POOL WORLD INC	06/21/23	Pool Repairs 258109	259-5-30-11-610.000 General Supplies	150.73	46986	06/30/23
25395	POOL WORLD INC	06/22/23	Pool Vac 258160	259-5-30-11-431.000 R&M Buildings & Grounds	1993.74	46986	06/30/23
23395	VILLAGE HARDWARE - WILLIS	06/07/23	PS Park St Supplies 516841	259-5-30-16-610.000 General Supplies	55.94	47015	06/30/23
23395	VILLAGE HARDWARE - WILLIS	06/16/23	Camp Room Supplies 516882	259-5-30-17-610.000 General Supplies	42.95	47015	06/30/23
07565	W B MASON CO INC	06/20/23	CMS Supplies 239216172	259-5-30-17-610.000 General Supplies	63.99	47018	06/30/23
07565	W B MASON CO INC	06/20/23	Camp Supplies 239249282	259-5-30-17-610.000 General Supplies	83.99	47018	06/30/23
Report Total					93211.90		

To the Treasurer of City of Essex Junction, We Hereby certify

that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****93,211.90

Let this be your order for the payments of these amounts.

CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 28, 2023

COUNCILORS PRESENT: Amber Thibeault, Vice-President; Andrew Brown; Marcus Certa, Elaine Haney

ADMINISTRATION and STAFF: Regina Mahoney, City Manager; Brad Luck, Recreation Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: John Alden, Meg Armstrong, Phil Bieber, Andrew Boutin, Heidi Clark, Kevin Collins, Jerry Fox, Celeste Girrell, Ann Gray, Christopher Kline, Nick Meyer, Tim Miller, Russ Miller-Johnson, Mike Plageman, Justin Rabidoux, Steve Rivard, Patrick Scheld, Andrew, RSM

1. CALL TO ORDER

Ms. Thibeault called the meeting of the City Council to order at 6:30 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Thibeault requested that consent item 8b, Approve Minutes: June 14, 2023, be discussed as Business Item 7e.

3. APPROVE AGENDA

MARCUS CERTA made a motion, seconded by ANDREW BROWN, to approve the agenda as amended. Motion passed 3-0 (Elaine Haney not in attendance).

4. PUBLIC TO BE HEARD

a. Comments for Public on Items not on Agenda

None.

5. RECOGNITION

a. Resolution of Appreciation for Howard Kimball

Ms. Mahoney said that Mr. Kimball has worked for the Wastewater Treatment Facility for the past 39 years and will retire in July. Ms. Mandigo said that Mr. Kimball has done an excellent job maintaining essential lab processes and is the second longest-tenured employee ever to work for the department. Mr. Certa read the following resolution to the record:

WHEREAS Howard Kimball was hired by the City of Essex Junction as Wastewater Operator on December 17, 1984;

WHEREAS Since that time, Howard's attention to detail and in-depth knowledge in wastewater treatment has led him to be the lead operator conducting daily and weekly permit required laboratory tests for over 30 years;

WHEREAS Howard will retire on July 7, 2023, with 39 years of dedicated service, leadership, knowledge, and experience at the Wastewater Treatment Facility;

WHEREAS Annually, Howard conducted and passed Environmental Protection Agency tests, certifying the facility's laboratory to continue internal operations. He also served as an early member for the Department of Environmental Conservation Lab Standards Committee, providing important input to lab methods still used at wastewater facilities today;

49 WHEREAS Howard was a founding member of the City’s Employee Association, participating in
50 several rounds of contract negotiations and served as President of the Association for over ten years;
51 WHEREAS Howard was an active member of several trade organizations, including the New
52 England Water Environment Association and Green Mountain Water and Environment Association,
53 where he helped organize bus trips for wastewater operators to tour Deer Island (Boston’s
54 Wastewater Treatment Facility); he was a member of the operations team called Sewer Marines
55 representing Vermont and New England at regional and national wastewater operation challenge
56 competitions, placing in several categories;
57 WHEREAS Howard received the Andrew Fish Laboratory Excellence Award from Green Mountain
58 Water Environment Association for exceptional performance in lab operations in 2008;
59 WHEREAS Howard’s dedication, tidiness, passion for process control, and historical knowledge of
60 the facility’s will be tremendously missed;
61 NOW, THEREFORE BE IT RESOLVED
62 On this day, Wednesday, June 28th, 2023, the Essex Junction City Council expresses its appreciation
63 to Howard for his dedicated career at the Essex Junction Wastewater Facility. We thank you for
64 your time and service to our community.
65

66 Motion by ANDREW BROWN, seconded by MARCUS CERTA, to approve the Resolution of
67 Appreciation for Howard Kimball. Motion passed 3-0 (Elaine Haney not in attendance).
68

69 **6. PUBLIC HEARING**

70 **a. a. Public Hearing on Large Water Utility Rate**

71 Ms. Morris said the FY24 proposed combined rates represent a 12.1% increase over the FY23 rates. She
72 detailed the fixed and usage charges for each fund and the increases to the wastewater wholesale and large
73 user rate. This information has also been sent directly to Global Foundries, the sole customer for this rate.
74 Answering a question from Mr. Certa, Ms. Morris said that the standard for becoming a large user is based
75 on the amount of usage. Ms. Thibeault requested public comment, of which there was none.
76

77 **b. Public Hearing on Park Ordinance Amendments**

78 Mr. Luck said that the current park ordinances are very outdated and in need of updates. Changes to the
79 documents have been included based on City Council and legal feedback. Major changes include:
80 permitting leashed dogs at public parks, changes to smoking regulations, verbiage regarding drones/metal
81 detectors, and permitting caterers to serve beer/wine at specific events. The possibility of allowing hard
82 alcohol was discussed, and all Councilors indicated their support for this. As a result, the ordinance was
83 changed to specify alcohol rather than beer/wine. Ms. Thibeault requested public comment, and Ms.
84 Morris asked about the insurance requirements for alcohol vendors. Mr. Luck pointed her to a section in
85 the ordinance that details these requirements. Mr. Boutin asked if private security or police would be used
86 for events with alcohol. Mr. Luck said that recreation staff and the caterer’s staff would manage
87 compliance with regulations and that it would be unlikely that the police would be needed.
88

89 **7. BUSINESS ITEMS**

90 **a. Conversation with the Essex Community Historical Society**

91 Ms. Gray, a Board Member of the Essex Community Historical Society, presented to the Council. She said
92 that the Historical Society plans to support both the City and Town in the coming years and take steps to
93 ensure that both communities are represented. She discussed the progress of the renovations to the Water
94 Tower, as well as fundraising initiatives and other projects. Ms. Thibeault requested public input. Mr.
95 Brown asked how members of the public could learn more about the Historical Society, and Ms. Gray

96 encouraged residents to visit the Harriet Powell Museum or visit their website. Ms. Haney congratulated
97 the Historical Society for their hard work on fundraising for the water tower renovations.
98

99 **b. Discussion and Consideration of FY24 Utility Rates**

100 Ms. Thibeault requested public comment, of which there was none.
101

102 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, that the City Council approve**
103 **the FY24 utility rates as presented. Motion passed 4-0.**
104

105 **c. Discussion and Consideration of Park Ordinance Amendments**

106 The Board decided that the document could be approved with this evening's changes. Ms. Thibeault
107 requested comments from the Council and public, of which there were none.
108

109 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, to approve the updates to the**
110 **Essex Junction Municipal Ordinances, Chapter 3: Regulation of Public Parks, as amended. Motion**
111 **passed 4-0.**
112

113 **d. Interviews and Consider Appointments to the Bike Walk Committee, Capital Review Committee,**
114 **Development Review Board, Planning Commission, and Tree Advisory Committee**

115 Ms. Thibeault said that interviews could be conducted in Executive Session if requested. Ms. Mahoney
116 said that the two Boards with more applicants than positions are the Tree Advisory Committee and the
117 Capital Review Committee.
118

119 **Bike/Walk Advisory Committee**

120 Mr. Bieber said that he believes that biking and walking are good for businesses and the development of
121 relationships between neighbors. Mr. Certa asked Mr. Bieber for an example of where the City could
122 improve on bike and walkability and an example of something that another community does that Essex
123 Junction could emulate. Mr. Bieber said that Essex Junction could develop more innovative bike
124 accommodations and described small rotaries in Portland, Oregon. Mr. Brown said that it might take many
125 years for ideas to be implemented and asked Mr. Bieber if he felt he could work with this. Mr. Bieber said
126 he was amenable.
127

128 Mr. Miller-Johnson said that he is a long-time bike commuter and an engineer. Mr. Certa asked Mr.
129 Miller-Johnson for an example of where the City could improve on bike and walkability and an example of
130 something that another community does that Essex Junction could emulate. Mr. Miller-Johnson suggested
131 having secure bike parking at events as well as improving connectivity and ease of biking.
132

133 **Capital Review Committee**

134 Mr. Collins said that he is a past member of the Capital Review Committee, but his employer had requested
135 that he step aside. His employment status has now changed, and he is interested in rejoining. Mr. Certa
136 asked Mr. Collins what he feels is the most important criteria in prioritizing projects. Mr. Collins said that
137 the scoring matrix is essential. He also spoke of a desire for increased prioritization of sidewalks. Ms.
138 Haney asked Mr. Collins if he felt that the matrix needed to be adjusted, and he said that it is an ongoing
139 process.
140

141 Mr. Plageman said that he is impressed by the ranking system for capital projects. He said that he enjoys
142 public service and has the time and energy to give to this committee. Ms. Haney asked Mr. Plageman

143 about his previous experience serving on Boards, and he mentioned his work serving on the police station
144 committee as well as his experience working as a business owner for a general contracting service.
145

146 Mr. Rabidoux discussed his previous volunteer experience, both municipal (Public Works Review
147 Committee and Police Department Committee) and through his church. Ms. Haney asked Mr. Rabidoux to
148 share his professional background. He said that he is an engineer who has municipal experience as a
149 Public Works Director and is now working in water consulting.
150

151 **Development Review Board**

152 Mr. Alden said that the current Development Review Board (DRB) has several projects in front of them
153 and is a new Board with new staff. Mr. Certa noted that Mr. Alden expressed a desire for more joint
154 meetings in his application and asked what could be done to improve cohesion and communication. Mr.
155 Alden said that quarterly or biannual meetings with the City Council and Planning Commission would be
156 helpful to disseminate information and share goals.
157

158 **Planning Commission**

159 Mr. Scheld said that he is looking forward to the work of creating the first city plan. Ms. Haney lauded the
160 Planning Commission for their hard work on code updates and asked Mr. Scheld for his thoughts on new
161 state planning legislation (S100). He said that he hopes that it can serve to increase housing affordability
162 and inclusion. Mr. Certa asked what Mr. Scheld thought would help increase communications between
163 committees, and he said that collaboration and the development of a joint vision are important. Mr. Brown
164 said that he greatly appreciates the work that the Planning Commission and DRB have done since their
165 implementation.
166

167 Ms. Thibeault called for a five-minute recess.
168

169 **Tree Advisory Committee**

170 Ms. Girrell said that she owned land used for forestry and that her significant other was a farmer. She said
171 that she is interested in native plants and is concerned about invasive species and environmental support for
172 aging trees. Ms. Thibeault asked Ms. Girrell if she is open to serving on both the Tree Advisory
173 Committee (TAC) and the Community Advisory Board (which she has also applied for). Ms. Girrell said
174 that she was happy to serve on both. Mr. Brown said that the TAC is very hands-on and does a lot of
175 planting. Ms. Girrell indicated her enthusiasm for this work.
176

177 Mr. Meyer said that he has served on the TAC for ten years. He said that the TAC had made a lot of
178 progress and lauded the support of the committee members, staff, and volunteers. He said that the TAC
179 had planted 260 trees and now raises their own street trees. He detailed the events and educational
180 opportunities provided by the committee and expressed a desire for the TAC to take more of a role in
181 design review. He said that he hopes that the City can collect funds from developers who do not plant on
182 their property, in line with the Land Development Code. Mr. Certa asked Mr. Meyer what he thought of
183 forestation within the City, such as Steven’s Park. He discussed improving outdoor amenities.
184

185 Mr. Rivard said that he has energy and passion for tree canopy in the City of Essex Junction. Ms. Haney
186 asked about ash tree removal in the City, and Mr. Rivard discussed the large number of these trees in Essex
187 Junction.
188

189 **e. Approve Minutes: June 14, 2023**

Ms. Thibeault requested changes to the minutes to clarify that it was Ms. Kransy, not Ms. Gragg, that was interviewed in the fourth paragraph of Business Item 6a, “Interviews and Consider Appointments to the Community Advisory Board.”

Motion by MARCUS CERTA, seconded by ANDREW BROWN, to approve the minutes as amended. Motion passed 4-0.

8. CONSENT ITEMS

Motion by ANDREW BROWN, seconded by MARCUS CERTA, to approve the consent agenda. Motion passed 4-0.

a. Approve Check Warrants #17359 (061623); #17360 (062323)

b. Approve Minutes: June 14, 2023

c. Acting as the Liquor Control Commission: Liquor License Approvals

d. Approve Champlain Water District Easement Transfer

e. Approve Brickyard Change Order

f. Approve Crescent Connector Change Order

g. Approve Whitcomb Farm Tax Stabilization

h. Approve Fee Schedule Correction

9. READING FILE

a. Council member comments: Ms. Haney thanked the Whitcomb Family for providing public access to their property, noting that it is the only agricultural land in the City. Ms. Mahoney said the Main Street Water Line project will start on July 10. The City Offices will be open to the public next week, and the Clerk’s Office will return to 2 Lincoln Street. The City has successfully migrated off of the Town’s IT infrastructure. She described upcoming recreation and library events. Mr. Brown lauded staff for their hard work, untangling agreements with the Town of Essex.

b. May 2023 Financial Reports

c. Brownell Library Staff and Directors Report May 2023

d. Planning Commission: June 8, 2023

10. EXECUTIVE SESSION

a. An executive session may be needed for the appointment of public officials

Motion by ANDREW BROWN, seconded by MARCUS CERTA, move that the City Council enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager. Motion passed 4-0.

Motion by MARCUS CERTA, seconded by ANDREW BROWN, to exit Executive Session at 8:36 PM.

Motion by MARCUS CERTA, seconded by ELAINE HANEY, to appoint Philip Bieber and Russ Miller-Johnson to the Bike/Walk Advisory Committee.

Motion by MARCUS CERTA, seconded by ELAINE HANEY, to appoint Kevin Collins, Michael Plageman, and Justin Rabidoux to the Capital Review Advisory Committee.

Motion by MARCUS CERTA, seconded by ELAINE HANEY, to appoint John Alden to the Development Review Board.

238 **Motion by MARCUS CERTA, seconded by ELAINE HANEY, to appoint Patrick Scheld to the**
239 **Planning Committee.**

240

241 **Motion by MARCUS CERTA, second by ELAINE HANEY, to appoint Nick Meyer and Steve**
242 **Rivard to the Tree Advisory Committee.**

243

244 **11. ADJOURN**

245 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, to adjourn. Motion passed 4-0**
246 **at 8:39 PM.**

247

248 Respectfully Submitted,

249 Darby Mayville

250 Recording Secretary

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MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
cc: Regina Mahony, City Manager
Jess Morris, Finance Director

MEETING DATE: July 26, 2023

SUBJECT: MS4 Formula grant Intent to Participate

Issue: Participate in Department of Environmental Conservation's (DEC) Clean Water Initiative Program (CWIP) Municipal Stormwater Implementation Grant Program.

Discussion: The DEC CWIP has a new funding opportunity available only to Municipal Separate Storm Sewer System's (MS4) of which the City is one. The funding program, known as the MS4 Community Formula grant, provides funding based on how much phosphorus your municipality has left to remove to meet the targets set in our Phosphorus Control Plan and the state issued MS4 permit.

Before becoming a City, the Village's stormwater capital projects were fully funded through the Town of Essex's stormwater capital plan. Now that we have separated, a funding mechanism for stormwater will be established within the next year, likely in the form of a stormwater utility. In the meantime, grants like this will continue to play a big part of funding out projects (along with the stormwater allocated funds in our general fund capital plan).

As for phosphorus reduction, we have almost reached the target on the Mallet's Bay watershed side but there is still work to do on the Main Lake watershed side. The money being offered can be used for either engineering or construction of a phosphorus reduction project. We have already begun preliminary engineering work at a project site located in the Main Lake watershed and could use this grant to fully fund engineering to get it to the construction stage.

We have until September 2026 to complete this project.

Costs: Initial Award Offer: \$228,856 50% Match required: \$114,428

A note on match: The State is allowing any municipal stormwater project that is part of our phosphorus control plan to be counted as match money, so long as it is paid for by funds other than federal. For the past 4 years we have been completing outlet stabilization projects ranging from \$10,000-\$18,000 and plan to continue to do so (as per the MS4 permit requirements). We plan on continuing to implement outlet stabilization projects which will count towards the match requirement. Additionally, once the stormwater utility is established it can be a source for any remaining match money.

Recommendation: It is recommended that City Council authorize the City Manager to sign the Intent to Participate for the City of Essex Junction in the MS4 Community Formula grant program.

Intent to Participate Signature Page

Thank you for reviewing this Intent to Participate package. Below you will find the calculated initial award offer for your MS4 community based on the formula breakdown as described in the package. You may choose to request a smaller award budget than this initial award value depending on need and capacity to implement projects. Also note, should any eligible entities decline participation, CWIP may redistribute declined funds across participating entities and this award value may change. You will be notified of this change prior to finalizing the award budget and performance measures. You understand that by signing this document, you are not signing the final MS4 Formula Grant Agreement, and that we will follow up after this Intent to Participate process to begin Step 2: Execution of Grant Agreement.

MS4 Community: City of Essex Junction

Initial Award Offer: \$228,856.00

This is your official participation decision.

1. Please select one of the following:

We decline to participate in this grant program.

We agree to participate in this grant program.

2. Please have an officer authorized to accept or decline funds sign the following.

Signature	X
Name (Print)	
Title	
Department/Office	
Phone	
Email Address	
Mailing Address	

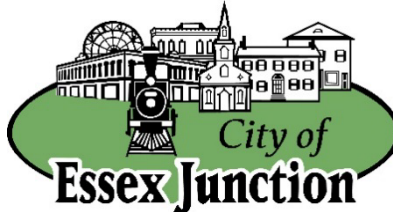
3. Please fill in the following contacts table:

	<u>Programmatic Contact</u>	<u>Financial Contact</u>
Name:		
Title:		
Department/Office:		
Email:		
Phone:		
Mailing Address:		

Send completed Intent to Participate page to Gianna Petito at gianna.petito@vermont.gov.

Formula Variables Breakdown

MS4	Total Target P	Adjusted Total Target P	BIPOC (% non-white only)	Adjusted BIPOC	MHI % of statewide	Adjusted MHI	Total Score	Proportional Score	Initial Award Value
City of Essex Junction	31.7	0	16%	2	120%	0	0.1	0.006430868	\$228,856.00



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
Claire Contreras, Stormwater Technician Intern
DATE: July 20, 2023
SUBJECT: Wasted* pilot program participation

Issue: Information on Essex Junction's partnership with Wasted* to pilot cutting edge, sustainable biosolid management techniques.

Discussion: Wasted* is a new Williston based portable-toilet company looking for sustainable solutions to human waste management. Currently they rent out portable toilets that separate the urine from the solids and then recycle the urine as nutrient rich fertilizer to farms in southern Vermont. Their mission is to "catalyze the global transition to circular sanitation and change the way people think about waste."

As you've heard from me previously, biosolid management will continue to become more costly and difficult as PFAS regulations continue to roll out. Human waste will likely be relegated to landfills, impacting our current waste management process significantly. Wasted* is looking at innovative ways to be part of the solution to this problem. As such, they proposed a pilot program to test out a newer technology that can be part of the biosolids management process called pyrolysis. The pyrolizer takes dewatered biosolids and using heat, breaks it down into biochar. Biochar is not simply a byproduct but rather a nutrient rich form of charcoal that can be used to fertilizer.

Due to permitting constraints, Wasted* has been encouraged to partner with a WWTF like us who already have permitting to manage biosolids. The lab work for this project will be done by UVM Professor Dr. Badireddy, the same partner from the Pephlo project. For this partnership, we will house the equipment, allow select Wasted* team members to access our facilities during operating hours, and provide them with our dewatered biosolids as they test the performance of the equipment. This pilot will last 2 years from July 2023-May 2025, with an option to extend.

Costs

A small amount of staff time if Wasted* needs anything. They will continue to pay to tip solids and all electricity they use.

Recommendation

N/A

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
JUNE 6, 2023**

COMMITTEE: Amber Thibeault, Chair; Karen Dolan, Vice-Chair; Scott McCormick

ADMINISTRATION: Rick Hamlin, City Engineer; Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: Marty Malone

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Appointments: Chair and Vice Chair

All committee members and staff introduced themselves and provided information on their roles within the committee.

KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to nominate Amber Thibeault as Chair. Motion passed 3-0.

AMBER THIBEAULT made a motion, seconded by SCOTT MCCORMICK, to nominate Karen Dolan as Vice-Chair. Motion passed 3-0.

b. Meeting Schedule Discussion

Ms. Thibeault said that the Capital Committee typically meets on the first Tuesday of the month at 6 PM and that meetings would last an hour unless a warning was given. All were amenable to this, and the next meeting was scheduled for August 1 due to next month's holiday. Ms. Thibeault said that meetings may not be necessary every month, however, there may be some months where more than one is necessary.

c. Review of Existing Capital Plan File

Ms. Morris shared a document with all current capital projects and shared information for each on the funding, project description, and department. She said that many of the estimates need to be updated, as well as timing information. She described recent efforts to inventory Capital investments to develop a replacement cycle. Ms. Thibeault explained that the Capital Committee is responsible for sending the City Council a draft five-year plan around budget time so that they can determine how funds are allocated. She said that emergencies sometimes come through which require immediate work and that other projects are selected due to proximity to other high-priority projects. Ms. Morris clarified that there is not a set amount of money that goes to capital projects each year. Ms. Thibeault said that the

Capital Committee only focuses on general fund projects and that projects funded differently would be handled by the City Council.

d. Review Ranking Process

Ms. Thibeault read the current ranking criteria, noting that the past process has involved a project presentation from staff, followed by all Committee members ranking the projects privately utilizing the ranking criteria. Individual rankings were discussed at the next meeting and were averaged to develop a committee ranking. She said that these criteria have been the same since the start of the committee and that they could use a revamp, noting that the community support line item could result in one project being unfairly favored. Mr. McCormick encouraged the Capital Committee to consider how to engage residents in the process. Ms. Thibeault said that the City Council is going to issue an RFP for a strategic planning process. She suggested that a review of the criteria be placed on the agenda for the next meeting.

e. Local Option Tax Discussion

Ms. Thibeault said that the City implemented a Local Option Tax (LOT) since the last meeting. While there is no policy for how to spend these funds, the intention is for the majority to be spent on capital projects. Ms. Morris explained how the tax works and the amount of money from the tax that Essex Junction can keep. She offered to reach out to other communities with established LOT revenue to see how they organize their funds. Ms. Thibeault requested public comment, Mr. Malone said that he appreciates how easy it was to get engaged in Essex Junction as a new resident. Ms. Thibeault noted that annual road paving is not something that typically goes through the Capital Committee.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: July 6, 2021

Not discussed.

6. ADJOURN

KAREN DOLAN made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. The motion passed 3-0; the meeting adjourned at 6:58 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Brownell Library Trustees Meeting Minutes

June 20, 2023

Brownell Trustees in attendance: Sheila Porter, Christine Packard, Ann Wadsworth, Dottie Bergendahl, Linda Costello, Helen Donahey, Jeanne Grant, Beth Custer, Celine Yao (teen trustee)

Brownell Staff in Attendance: Wendy Hysko, Chessa Caylor

No other attendees

Meeting called to order by: Jeanne at 7:01pm

Agenda Changes/Deletions

Add budget working group to new business

Minutes of Tuesday, May 16, 2023

Dottie moved to accept Minutes as written. Linda seconded. Motion passed unanimously.

Financial Report

\$2,092.96 in Trustees fund.

CD: \$2,853.03

Dottie reviewed the library budget spreadsheet and said that the library should finish this budget year on target.

The Trustees acknowledged the financial report.

Announcements

Jeanne announced that Joe Knox has resigned from the Board as of this meeting. We all acknowledged his service as a Trustee and

Treasurer and will miss him. Thank you, Joe.

Jeanne discussed looking for a new member to take Joe's place and several Trustees said that they would contact potential candidates.

Jeanne mentioned again that those Trustees who haven't submitted their background check forms should do so.

Reports Library Director and Staff Report

There was discussion about staff having to deal with difficult patrons, especially those with mental health problems, and how much more difficult it has become with the end of housing opportunities for the homeless.

The staff was commended on bringing in 34 classrooms to visit the library before the end of the school year and encouraging each child who doesn't have one to get a library card. The library also reached out to the middle school as well.

Committee Reports

There are no committees.

Foundation Report

Dottie reported that the Trustees made \$262.25 at their Memorial Day Book Sale, a bit more than last year when it poured rain right as the parade ended.

Dottie also reported that the Foundation has created a new schedule for book donation dates and rules regarding how to deal with donations which will be shared in writing with the staff. The room will be closed from Saturday, July 5 until Saturday, July 15 while the room is reorganized and the remaining books are

reassessed.

Old Business

Nothing new with the Independence plan. Susan McNamara-Hill will be moving into the City offices by July 1. Everything else is still in flux.

The Memorial Day books sold well, including the books and jigsaw puzzles brought over from the Senior Center. This was a one time arrangement to help them clean out their books and puzzles.

New Business

The Pride Festival was a big success and was so well attended that they will probably have to move the celebration to the Fair Grounds next year.

A new budget work group was created including Jeanne, Sheila and Dottie and may begin meeting as soon as this summer. In the meanwhile, Jeanne and Dottie will meet with the City accounting staff to better understand the line items in our budget reports each month.

Linda requested that money be put in the budget to hire more story tellers and Helen suggested that this might be a good program request for First Wednesdays and that she will give them a call.

Adjournment

Sheila moved to adjourn. Linda seconded. Passed unanimously. Meeting adjourned at 8:00 pm.

Minutes submitted by: Christine Packard

----- Note on Vermont Open Meeting Law -

minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting. ****Minutes should be provided to Library Staff for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. ****

DRAFT

City of Essex Junction
Bike/Walk Advisory Committee Meeting Minutes
June 26, 2023

Meeting Attendees: Micah Hagan, Chris Kline, Eric Bowker, Mark Breslin, Tacy Lincoln, Susan Grasso (Local Motion)

Meeting Called to Order: at 7:15 p.m. Tacy Lincoln volunteered to take minutes for the meeting. Minutes from April 17, 2023 were unanimously approved.

RRFB Update: Mark will check with Rick for status of the Lincoln/Central Streets crossing blinker.

LDC Update: There was nothing to report at this time. Micah asked if there were any upcoming meetings that members of the BWAC should attend. Mark will check with Chris Yuen and report back.

Request to Assist with 100 Mile Bike Fundraising Planning: Mark has been in contact with the planners of this event and will continue to discuss possible routes for the group to use. The event is scheduled for October, 2024.

Pride Festival (6/10/2023) Debrief: It was a very successful event from all perspectives. BWAC committee members staffed an information table and given the amount of interest and interaction throughout the event there was a discussion about what other community events the BWAC should attend next year. It was agreed that the concept of BWAC “out-reach” should be further explored at the next meeting. Mark mentioned that BWAC might want to be present at this year’s National Night Out program which is sponsored by local police departments across the country on the first Tuesday in August. He will look into the possibility of BWAC’s involvement. Additionally, Susan offered a couple of ideas for the committee to consider:

- Participate and/or be present in events throughout the greater Burlington community that “layer” the number of activities, agencies, programs, etc. which include a biking/walking component. This was enthusiastically received and Chris mentioned that it would be great for the BWAC to have a professionally made sign which would identify BWAC’s presence at these sort of events. There was further discussion about what sort of “give-aways” the BWAC might be able to hand out to attendees that would promote awareness and connections of the BWAC within the City of Essex Junction as well as surrounding communities.

- Provide “valet” bike parking services at local events to ensure the safe-keeping of bikes for attendees while at the same time promote riding versus driving to such events. Local Motion owns bike racks that could be borrowed and they would be willing to provide training and suggestions for the racks temporary placement. Chris suggested that the BWAC budget may allow BWAC to consider purchasing bike racks for areas where there is a determined need.

Discussion of the BWAC name: Chris asked if the name of the BWAC was inclusive of all the different ways people can be involved with biking and walking. For example, does the word “walk” represent people who are pedestrians within the community as well as people who are walking as an activity. Susan expressed her support of the name of the committee as it is and provided logical rationale. The committee members concluded that Bike/Walk Advisory Committee is an appropriate name.

Stress Map and Ongoing Projects: Given there was no update on the “America Walks” initiative, Susan requested that time to discuss the progress of the work Local Motion is doing to develop a “stress map” which is an analysis of the use of the biking infrastructure in Chittenden County. Ultimately, this analysis will provide data specific to each community. Susan offered to provide the BWAC with the data that relates to the City of Essex Junction when the project is complete. Additionally, Susan shared that they are working on a spreadsheet of all the various projects, programs and initiatives in the greater Burlington area that are in some way related to biking and walking. Such data will be used as a means of generating community feedback as to where priorities exist. There was a brief discussion about the possibility of administering a survey based upon the data and it was decided that this should be a topic for another meeting.

Next Meeting Date: Monday, July 17, 2023 at 7:00 p.m.

Meeting Adjourned: at 8:15 p.m.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
JULY 6, 2023
DRAFT**

MEMBERS PRESENT: Patrick Scheld, Vice-Chair; Diane Clemens; Scott McCormick; Elijah Massey
ADMINISTRATION: Chris Yuen, Community Development Director
OTHERS PRESENT:

1. CALL TO ORDER

Mr. Scheld called the meeting to order at 6:34 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. June 8, 2023

MOTION by DIANE CLEMENS, SECOND by SCOTT MCCORMICK, to approve the minutes of June 8, 2023. Motion passed 3-0. Elijah Massey was not yet in attendance.

5. BUSINESS ITEMS

a. Community Vision and Strategic Action Plan RFP

Mr. Yuen gave a brief overview of the RFP, stating that it is intended to find out what residents want Essex Junction to look like. Ms. Clemens said that some of the things mentioned in the RFP no longer exist, such as the print newspaper and Farmer's Market. Mr. McCormick said that there were five proposals submitted. Mr. Scheld asked if the PC would be able to meet with the selected firm; Mr. Yuen said that he would try to schedule such an opportunity.

b. Land Development Code Amendments Public Engagement Summary

Mr. Yuen said that the survey received 217 responses. Of those responses, 206 lived in Essex Junction, and only 14 respondents indicated that they rented rather than owned their home. Many respondents had higher than average income. Mr. Yuen said that even though many respondents thought that some proposals (i.e., expanding duplex/triplexes) would not benefit their own families, they were good for the City as a whole. Ms. Clemens expressed concern about the lack of knowledge in some of the survey respondents and said that there could be some NIMY (not in my backyard) attitudes. Mr. McCormick said that this survey has a wealthier group of respondents than average, and that this may skew the results. Ms. Clemens noted that many participants spoke against "big box" stores. The opinions on parking were discussed, noting that many respondents felt that two vehicles are required for each household with two adults. Mr. Scheld said that he hopes that respondents will consider the use of public transit and other alternative transportation options. Mr. Yuen pointed out concerns about the

winter parking ban, and the limits that it put on residents during these months. Ms. Clemens said that it would be helpful to further communicate public parking locations, especially during the winter.

Mr. Yuen said that the transit-oriented-development (TOD) section of the project will focus on how best to use the transit resources that exist based on development projects. Ms. Clemens said that she thought that this study would look at the TOD district on Pearl Street and determine how it could be better used. She requested more information on this project, Mr. Yuen said that he would include this in the next meeting's packet. Regarding the survey, Mr. Yuen noted strong support for bike/walk and green infrastructure. Ms. Clemens said that some private businesses have been removing their bike racks, possibly due to fear over theft. Mr. Yuen said that this could possibly be addressed if there is a site plan amendment to an existing location or via enforcement if a bike rack was in the existing plan.

b. Rental Registry & Inspection Program

- Review first draft of Ordinance
- Goals and objectives of program
- Key policy choices to be made
- Getting feedback from Council

Mr. Yuen said that Winooski inspects both rental units and public buildings. He said that it would be helpful for Essex Junction to begin with just inspecting rental units. Ms. Clemens said that she believes that it is important to focus on public safety and ensuring that safety codes are enforced. The PC discussed the role of a fire inspector, and when one would be required. Mr. Yuen suggested keeping the titles listed in the document as more general to allow for staff flexibility. Mr. Scheld said that renters tend to be the most marginalized, and the least able to negotiate for the safety of their living spaces. He suggested using federal housing guidelines as a starting point and said that any household that receives a housing voucher is required to live in a property that meets HUD standards. Mr. Massey asked the PC if they felt that it is important to also include short-term rentals in this ordinance. Mr. Scheld said that it would be helpful to see how many short-term rentals are in the community. Mr. Yuen said that the City Council has requested that the PC consider this issue as well. Ms. Clemens said that she feels that it is important to look at all rentals, not just long-term units, and Mr. Massey said that doing such would help to create confidence in the rental quality in the City.

Answering a question from Mr. McCormick, Mr. Yuen said that the minimum housing standards would be derived from the Vermont Rental Housing Health Code. Mr. Yuen said that it is important to clarify the goals and objectives of the program, key policy choices that need to be made, and when the PC feels they will be ready to get feedback from the City Council. Ms. Clemens said that an amendment needs to be made to the current code to detail enforcement for the rental registry. The City Council would need to amend Chapter 9 of the existing code, as it references the police department handling inspections.

Mr. McCormick asked what the next steps would be to submit this document to the City Council. Mr. Yuen said that he could make the staff edits but suggested that the PC work on the purpose and objective section during the current meeting. Mr. Scheld suggested including verbiage stating that this code is intended to enforce the Vermont Rental Registry Health Code, ensuring that the regular inspection of these units occur. He also said that it would be helpful for the City to have some financial resources to assist smaller landlords' funds to fix property issues. Mr. McCormick said that he did not think that the program itself would have these funds, but that it would be helpful to identify outside sources of funds.

Ms. Clemens recommended that there be some type of restrictions to ensure that the landlords are in need of these funds, similar to the recreation scholarships. Mr. Yuen suggested verbiage in the statement of purpose stating that it is intended to connect landlords to necessary resources.

Mr. McCormick suggested that the following be included as objectives, but noted that the specific wording may still need to be adjusted:

- Develop inventory of residential rental properties in Essex Junction.
- Ensure the adequate life and safety of all residential rental properties.
- Improve opportunities to connect landlords to adequate resources for improving their properties.

All indicated their support for these objectives.

Mr. McCormick said that he estimated that it will take over a year to create the registry, and asked if landlords should be charged during this time. He also expressed concern that one person would not be able to conduct all the inspections required. Mr. Yuen said that he believes that the rental schedule can be flexible and suggested a rough estimate of one inspection every four years. The pros and cons of a randomized inspection schedule were discussed, as well as the ability of tenants to call in requests for inspections. More frequent inspections could be conducted for problematic properties. Mr. Massey suggested leaving the language of the ordinance intentionally vague. Mr. McCormick suggested utilizing the Grand List to gain information on which properties were rented. Mr. Yuen will work to summarize what was said at this meeting and determine where guidance is needed. He will bring forth a revised ordinance for the next meeting. Ms. Clemens said that she would like to know what the City Council felt on the potential changes. Mr. Yuen suggested that the PC formally present to the City Council this fall.

6. READING FILE

a. Nothing this month

7. MEMBERS UPDATES

Ms. Clemens said that the Vermont League of Cities and Towns has video resources on rental registries.

8. STAFF UPDATES

a. City Office operational changes

Mr. Yuen said that the City Office is now open, and the Clerk's Office has moved in.

b. Vermont Department of Housing and Community Development "Homes for All" pilot community application

Mr. Yuen said that Essex Junction was not selected for this opportunity. The LDC updates are now live on the website and are screen-reader friendly. Ms. Clemens suggested that this be more easily accessible on the website and that it be further publicized. Mr. Yuen said that applications for the City Planner position are open. The next Planning Commission is tentatively scheduled for August 10.

9. ADJOURN

MOTION by ELIJAH MASSEY, SECOND by DIANE CLEMENS, to adjourn the meeting at 8:54 PM. Motion passed 4-0.

Respectfully submitted,

Darby Mayville