



# City of Winooski

## Vermont's Opportunity City

27 West Allen Street  
Winooski, Vermont 05404  
802 655 6410  
[winooski.vt.gov](http://winooski.vt.gov)

### Winooski City Council Meeting Minutes

Tuesday, February 21, 2023, at 6 PM

**Members Present:** Mayor Kristine Lott, Deputy Mayor James Duncan  
**Councilors:** Bryn Oakleaf, Aurora Hurd, Thomas Renner  
Thomas Fraga, Maggie Barch, Ali Nagle, Andrew Garami, Levi Bonnell

**Officers Present:** Elaine Wang, City Manager; Paul Sarne, Communications Director; Jenny Willingham, City Clerk, Eric Vorwald, Planning and Zoning Manager, Jon Rauscher, Public Works Director, Angela Aldieri, Finance Director and Ray Coffey, Community Services Director

#### I. Call to Order

The Mayor Called the meeting to order at 6:02 PM.

#### II. Agenda Review

No changes

#### III. Public Comment

None

#### IV. Consent Agenda

- a. Approval: City Council and Liquor Control Board Minutes of 2.6.23
- b. Approval: Accounts Payable Warrant 2.16.23
- c. Approval: Payroll Warrant 1.22.23 – 2.4.23

Councilor Duncan requested the Consent Agenda be in 2 parts since he was absent for the Liquor Control Board meeting.

Motion: Councilor Oakleaf seconded by Councilor Renner to approve the Liquor Control Board Minutes of 2.6.23 Voted and passed 3-0. Councilor Duncan abstained.

Motion: by Councilor Hurd seconded by Councilor Renner to approve the other items on the Consent Agenda. Voted and passed 4-0

#### V. Council Reports

Councilor Renner reported Downtown Winooski will be hiring a director. He thanked the current director, Meredith Bay-Tyack.

Councilor Duncan (term ending 3/6/23) stated it has been a honor to serve the City of Winooski

Mayor Lott thanked Councilor Duncan for his service. In addition, Mayor Lott, along with City Manager Wang met with high school students to engage them in City projects.

Councilor Oakleaf announced a budget meeting for CSWD on March 8<sup>th</sup>.

Councilor Hurd announced the Inclusion & Belonging Commission will meet on Thursday,

February 23, 2023 at 6:00 to discuss the Equity Audit.

## **VI. City Updates**

Town Meeting Day is coming up! As a reminder, the election is on Tuesday, March 7<sup>th</sup>- voting takes place at the Winooski Senior Center from 7 AM to 7 PM. Early voting and absentee ballots are available at the City Clerk's Office. For all ballot and budget details visit [winooski.vt.gov/townmeeting](http://winooski.vt.gov/townmeeting). As a reminder, all legal residents, regardless of citizenship status, can vote on Town Meeting Day. Translated ballots will be available in 11 languages! If you still need to register to vote, please visit [winooski.vt.gov/vote](http://winooski.vt.gov/vote) for details or stop by the City Clerk's Office for info. If you have questions, call or email 802 655 6410 / [clerk@winooski.vt.gov](mailto:clerk@winooski.vt.gov)

Be sure to join us for the upcoming budget presentations: City & School Virtual Budget Presentation: Wednesday, February 22 at 6:00 pm via Zoom and the Annual Town Meeting Day Budget Presentation-Mon. March 6 at 6:00 PM at the Winooski School District Performing Arts Center. Again, visit [winooski.vt.gov/townmeeting](http://winooski.vt.gov/townmeeting) for all ballot, budget and meeting info

Clerk's Office hours

On behalf of the staff, thank you to Jim Duncan for your service to Winooski and helping bring me on and help the through line from past to present.

## **VII. Regular Items**

### **a. Public Hearing on Proposed Changes to Chapter 5 of the Municipal Code - Eric Vorwald, Planning and Zoning Manager**

Planning and Zoning Manager Eric Vorwald provided a summary of the proposed changes to the Sidewalk process and the Municipal Code. Ali Nagle (Monkey House) questioned why this new process? Maggie Barch (Our House Bistro) also had questions on the proposed changes regarding outside seating space. Eric Vorwald identified the need to safely protect the community and minimize potential liability against the City for any accidents that potentially might occur on the sidewalk area.

### **b. Discussion/Approval: Proposed Changes to Chapter 5 of the Municipal Code - Eric Vorwald, Planning and Zoning Manager**

Discussion ensued by the Council and the public in attendance of the impact of this new process. It was decided to revisit this process at a later date.

### **c. Discussion/Approval: Development Review Board Appointment - Eric Vorwald, Planning and Zoning Manager**

Eric Vorwald recommended to appoint Emily Morse, Alternate to the Development Review Board with a term ending on June 30, 2024.

Motion Councilor Oakleaf seconded by Councilor Renner to appoint Emily Morse, Alternate to the Development Review Board. Voted and passed 4-0

### **d. Discussion/Approval: Pinegrove Terrace Homeowners Association Request - Elaine Wang, City Manager, Jon Rauscher, Director of Public Works**

Discussed ensued from Pinegrove Terrace Homeowners Association request for the City to assume responsibility for the private pump station serving this neighborhood. Discussion around the logistics of taking over a private pump station. Several members from the Pinegrove Terrace Homeowners Association spoke regarding this request of the City.

Mayor Lott stated this will be a discussion at the next Strategic Prioritization meeting in late May or early June.

e. **Discussion/Approval - Main Street Revitalization – Construction Phase Services Approval - Jon Rauscher, Director of Public Works**

Jon Rauscher, Director of Public Works requested an authorization by the City Manager to execute the construction phase services amendment for VHB.

Motion: Councilor Duncan seconded by Councilor Renner to authorize the City Manager to execute the necessary documents. Voted and passed 4-0

f. **Discussion/Approval: Lot 7D Municipal Garage Bond Resolution - Elaine Wang, City Manager, Angela Aldieri, Finance Director**

Discussion ensued over adopting the resolution and authorize the City Manager to conclude, and the Mayor to execute, the financing agreement based on one or all of the options in this agreement.

Motion: Councilor Renner seconded by Councilor Oakleaf to authorize and execute the financing agreement. Voted and passed 4-0

g. **Discussion/Approval - Resolutions Setting Fees for Community Services Programs and Thrive Program - Ray Coffey, Community Services Director**

Community Services Director Ray Coffey requested approval of the Resolution for setting fees for Community Services and Thrive program. This annual Resolution established fees for anticipated programs.

Motion: Councilor Duncan and seconded by Councilor Renner to approve the Resolution. Voted and passed 4-0. The meeting was convened at 8:25 PM to convene as Trustees of the Winooski Community Development Trust.

**VIII. Recess to Convene as Trustees of the Winooski Community Development Trust**

**IX. Reconvene**

Motion: Councilor Duncan seconded by Councilor Renner to reconvene at 8:28 PM. Voted and passed 4-0.

**X. Regular Items**

a. **Discussion/Approval: Equity Next Steps for City Council - Mayor Kristine Lott, Councilor Aurora Hurd**

Minutes At the February 6, 2023 Council meeting, Council reviewed policy equity assessment tools in Vermont. Councilor Hurd presented a draft equity policy assessment tools adapted for Winooski. Discussion ensued over the proposed draft. The Council recommended for the Inclusion & Belonging Commission to review this document at the next meeting on Thursday, February 23, 2023.

b. **Discussion/Approval - City Manager Review Process - Councilor Aurora Hurd**

Minutes Mayor Lott presented a memorandum proposing the process for an annual review of the City Manager. Councilor Hurd supported the facilitation of the evaluation process.

Motion Councilor Oakleaf seconded by Councilor Renner to find an executive session is warranted. Voted and passed 4-0.

Motion Councilor Renner seconded by Councilor Hurd to enter into Executive Session at 8:55 PM> Voted and passed 4-0.

**XI. Executive Session** - Executive Session Pursuant to 1 V.S.A. §313 (3), the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting.

Motion: Councilor Duncan seconded by Councilor Hurd to exit out of Executive Session at 9:54PM.

**XII. Adjourn**

Motion: Councilor Duncan seconded by Councilor Renner to adjourn at 9:55 PM. Voted and passed 4-0

Attest: \_\_\_\_\_  
Jenny Willingham, City Clerk