



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

Online Ony  
Essex Junction, VT 05452  
Wednesday, August 30, 2023  
6:30 PM

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

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This meeting will ONLY be held remotely. Options to watch or join the meeting remotely:

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- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Discussion and Consideration of Health Officer
6. **CONSENT ITEMS** - none
7. **READING FILE**
8. **EXECUTIVE SESSION** - none
9. **ADJOURN**

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CITY OF ESSEX JUNCTION  
SPECIAL CITY COUNCIL MEETING MINUTES  
THURSDAY, AUGUST 30, 2023

**COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault, Vice-President; Marcus Certa, Elaine Haney

**ADMINISTRATION and STAFF:** Regina Mahony, City Manager

**OTHERS PRESENT:** Annie Cooper, Resa Mehren

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. APPROVE AGENDA**

No changes, thus no approval required.

**4. PUBLIC TO BE HEARD**

**a. Comments for Public on Items not on Agenda**

None.

**5. BUSINESS ITEMS**

**a. Discussion and Consideration of Health Officer**

Ms. Mahony said that the Health Officer's role is to ensure that the state's health code is enforced at a local level. The current Essex Junction Health Officer is on leave. Claire Contreras, a former stormwater intern and Environmental Public Health graduate is interested in serving in this role. If the City Council recommends Ms. Contreras, she will need to be appointed by the Department of Health. Ms. Haney asked for clarification about the former Health Officer's possible return. Ms. Mahony said that the current Health Officer is on personal leave, and that this position needs to be filled in the interim. Mr. Certa asked why interviews were not being held for this role. Ms. Mahony said that this role must be filled under state status, otherwise it would be the responsibility of the Chair of the City Council. She said that it has been advertised to all current staff members and will eventually be a part of a new staffer's responsibility. Mr. Chawla requested public input. Ms. Cooper said that she believes that this should have been publicly advertised, especially if it is intended to turn into a full-time role. Ms. Mehren said that the affidavit was signed and dated yesterday without Ms. Contreras being formally appointed, which makes it seem like a foregone conclusion. Ms. Mahony said that this was done to ensure that the paperwork would be sent out tomorrow morning should Ms. Contreras be approved. Ms. Thibeault clarified that this is a part-time, on-call position, with a stipend, not a full-time role.

**ELAINE HANEY made a motion, seconded by RAJ CHAWA, that the City Council make a recommendation to the Department of Health to appoint Claire Contreras for the position of Health Officer for the City. Motion passed 4-0.**

**6. CONSENT ITEMS**

None.

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**7. READING FILE**

None.

**8. EXECUTIVE SESSION**

None.

**9. ADJOURN**

**MARCUS CERTA made a motion, seconded by AMBER THIBEAULT, to adjourn. Motion passed 4-0 at 6:43 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary