



**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)

[www.essexjunction.org](http://www.essexjunction.org)

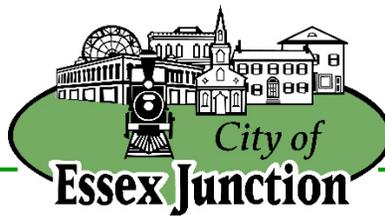
Phone: (802) 878-6944

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

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

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



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** August 30, 2023  
**Subject:** Health Officer Appointment

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**Issue:** The City needs a Health Officer.

### Discussion:

Claire Contreras is recommended for the position of Health Officer for the City. Claire interned for the City this summer as a stormwater intern. She is a graduate of Middlebury College with a B.A. degree in Environmental Public Health and is therefore well suited for this position. Claire is aware of the temporary nature of the position; the former Health Officer may return to the position or we will transition to a full time position with code enforcement/rental registry/health officer, whichever comes first.

The City Council must make a recommendation for appointment. The Commissioner of the Department of Health makes these appointments. The Department of Health needs the paperwork by Thursday 8/31 to appoint Claire for 9/1.

As a reminder the Deputy Health Officer for the City is Sharon Kelley, who is the main Health Officer for the Town. The City and Town Health Officers support each other in this way.

For your information this presentation helps describe what the Health Officer does:

[https://www.healthvermont.gov/sites/default/files/documents/pdf/Env\\_THOPresentationDuties\\_100112.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/Env_THOPresentationDuties_100112.pdf)

**Cost:** The Health Officer is paid \$900/month.

### Recommendation:

Staff recommends 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.

### Recommended Motion:

If the Council chooses to move forward with the recommendation, here is a suggested motion:

“I move 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.”

### Attachments:

New Officer Recommendation Form  
Resume  
Oath



FOR OFFICE USE ONLY  
Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Town Health Officer Recommendation Form

This is a:  New Appointment  Re-appointment

Is a resignation letter needed from previous Health Officer?  Yes  No

Start Date: \_\_\_\_\_ Town/Municipality: \_\_\_\_\_

County: \_\_\_\_\_ Full Name: \_\_\_\_\_

Home Delivery Address: \_\_\_\_\_  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone(s): W: \_\_\_\_\_ H: \_\_\_\_\_ Cell: \_\_\_\_\_

Education: High School \_\_\_\_ College \_\_\_\_ Other (list) \_\_\_\_\_

Professional Degree: \_\_\_\_ (e.g. MD, RN, DVM, DDS) Occupation: \_\_\_\_\_

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: \_\_\_\_\_  
Chair of the Select Board Date

Print Name: \_\_\_\_\_

**Return completed recommendation form to:**  
VT Department of Health / Environmental Health  
108 Cherry Street • PO Box 70  
Burlington, VT 05402

# Claire K. Contreras

## EDUCATION

**Middlebury College**, Middlebury, VT

Class of 2023

- B.A. in Environmental Public Health (Independent Scholar tract); Geography Minor
- *Magna cum laude*, Dean's List, and College Scholar
- Senior project: "Toxic Thirst: Mapping PFAS Contamination In Vermont Drinking Water"
- Weybridge Local Foods House (Food & Finance Coordinator); Climate Justice Group (President); Residential Life (Counselor); Kolot Chayeinu Oral History Project (Interviewer, Editor); Latin American Student Group (Member)

## EXPERIENCE

**Addison County Relocalization Network (ACORN)**, Addison Co., VT

Jan. 2022 - Present

### Board of Directors

- Serve on ACORN's governing body and advocate for the growth and health of the local food system
- Wrote grant proposals that successfully secured funding for ACORN
- Authored articles for the award-winning Champlain Valley Farm and Food Guide
- Served as a panelist/speaker at ACORN's 2022 Annual Meeting on Local Food Justice

**Department of Stormwater Management**, City of Essex Junction, VT

Summer 2023

### Stormwater Technician Intern

- Inspected, monitored, and took meticulous field notes on hundreds of pieces of critical stormwater infrastructure and made maintenance recommendations, including during the July 2023 floods
- Wrote Requests for Proposals, the Stormwater Management Plan, official web pages, and utility design plans to bolster the Department's partnerships, reach, and financial viability
- Assisted with the management of millions of dollars in grants, including meeting with stakeholders at the state and local levels to plan projects and document progress

**Middlebury College Organic Farm (The Knoll)**, Middlebury, VT

Spring and Fall 2022

### Farm Worker and Volunteer Supervisor

- Supervised and worked closely with volunteers to grow organic produce using regenerative practices and harvest, package, and deliver produce to food pantries, our Abenaki partners, and College dining halls
- Co-created and implemented the farm's crop rotation plan
- Facilitated partnerships with multiple Middlebury College academic departments to conduct hands-on experiments on ecological farming practices

**University of Vermont Agroecology and Extension**

Summer 2022

### Research Fellow, Burlington, VT

- Collaborated on two applied research projects using fieldwork, laboratory work, and study design: (1) study of bovine mastitis and dairy farm labor conditions and (2) study of nutrient uptake variation in vegetable crops

### Environmental Epidemiology Lab

Summer 2021

### Undergraduate Research Assistant, Middlebury, VT

- Assisted with the research, writing, and editing of a global literature review on human exposure to endocrine-disrupting compounds and their impact on metabolism

**Singing Cedars Farmstead**, Orwell, VT

Summer 2020 and 2022, Spring 2021

### Farm Worker

- Farmed, harvested, packaged, and delivered thousands of pounds of organic produce each week to local food co-ops, farm stands, restaurants, cafes, and food shelves
- Responsible for the farm's basic bookkeeping, including preparing daily invoices, maintaining accounts receivables, and tracking sales volume



## Town Health Officer Oath / Affirmation

In taking actions as a Local Health Officer under the authority of 18 VSA Chapters 3 and 11, I do solemnly swear/affirm that I will be true and faithful to the State of Vermont, and that I will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof, so help me God (oath)/under the pains and penalties of perjury (affirmation).

I do solemnly swear/affirm that I will faithfully execute the office of Local Health Officer for the municipality named below and therein do equal right and justice to all persons, to the best of my judgment and ability, according to law, so help me God (oath)/under the pains of penalties of perjury (affirmation).

A handwritten signature in black ink, appearing to read "A. Conl", is written over a horizontal line.

(Signature)

(Name Printed)

Local Health Officer for the Municipality of

Date