



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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, November 8, 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 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. Clerk Department Update
  - b. GBIC Presentation
  - c. Town Meeting TV FY25 Budget Presentation
  - d. Discussion and Consideration of Vermont Access Network Funding Conversation
  - e. Discussion and Consideration of Champlain Valley Expo Sound Indemnification Agreement
  - f. Discussion and Consideration of Rental Registry & Inspection Program
  - g. \*Discussion regarding a Contract
6. **CONSENT ITEMS**
  - a. Approve Check Warrant #24023 (103023), #24024 (110323)
  - b. Approve Meeting Minutes: October 25, 2023
  - c. MS4 Formula Grant
  - d. Tree Farm "No Parking" Signage
7. **READING FILE**
  - a. Council Member & Manager Comments
  - b. October Financial Reports
  - c. Main Street Waterline Project Update
  - d. Reappraisal 2025
  - e. Cannabis Legislation Recommendations Letter
  - f. Senior Programming Update
8. **EXECUTIVE SESSION**

\*An executive session may be needed to discuss a contract
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.*

**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
NOVEMBER 8, 2023**

**COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk; Andrew Brown; Elaine Haney.

**ADMINISTRATION:** Regina Mahony, City Manager; Susan McNamara-Hill, Clerk; Chris Yuen, Community Development Director.

**OTHERS PRESENT:** Sam Andersen, Alise Certa, Heidi Clark, Annie Cooper, Kevin Kavanaugh, Resa Mehren, Tim Miller, Jordan Mitchell, C. Reid, John Reid, Tim Shea, Brian Sheldon, Ken Signorello, Dennis Thibeault, David Wechsler, Stephen Wille Padnos, John Willey, Lynn Willey, Jess Wisloski, Lydia.

**1. CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:30 PM.

**2. AGENDA ADDITIONS/CHANGES**

City Manager Mahony requested that the executive session cover a second contract in addition to the contract already included in the executive session.

**3. APPROVE AGENDA**

**ELAINE HANEY made a motion, seconded by ANDREW BROWN, to approve the agenda as amended. The motion passed 4-0 (Councilor Certa absent for vote).**

**4. PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

John Willey spoke on behalf of a number of seniors regarding the Senior Center. He said the two main questions are what will be available on January 2 for senior programming and where, and whether the senior van service will be available for transportation. He asked whether there is an agreement between the City and SSTA for services. He said that any clarification on services and transportation to provide information to those individuals who use the Senior Center would be great.

Kevin Kavanaugh spoke about how his street (South Street Lane) is one of the only streets that isn't plowed by the Town, based on their latest winter operations plan, and asked whether a contractor could be used for plowing this street. Councilor Brown noted that South Street Lane is similar to Gaines Court in that it is a private street and not part of municipal plowing operations. City Manager Mahony said that she will follow up with Mr. Kavanaugh directly.

Annie Cooper began by noting that there were two checks received by the Village of Essex Junction on July 1, 2016 for \$13,279.40 and \$12,235.34, that were written by the Essex Area Senior Center, that there is no signed documentation in the Village Office for that amount of money, that there is an MOU at the Town Office that does not have a designated Village signature on it, and that there is unclear language in the MOU. She said that this money, which currently totals \$18,438.80, remains unspent. She noted that the senior center and senior van are sunsetting, and that it is unclear to many seniors how they will be able to access the alternative services offered through SSTA. She suggested that this \$18,000 be returned to the seniors or be put toward a senior van alternative for transportation. She also suggested an article on the ballot to have voters consider whether the City should create a Recreational Advisory Board for oversight of Essex Junction Recreation & Parks on a variety of recreation-related issues, and provided specific ballot article language. Councilor Chawla clarified that the Essex Senior Center is not closing but that it will be relocated while renovations on 2 Lincoln Street are underway. He

54 said that the seniors will be welcomed back but that this space will be shared with other programming  
55 (though the senior programming will be prioritized for seniors). He said that as soon as the City has  
56 more information on timing, it will be communicated to the public. He said that the City will also  
57 communicate and clarify about transportation. City Manager Mahony said that programming will still  
58 occur after January 1 and during renovation, but that the location is still to be decided.

59  
60 Resa Mehren said that at the meeting with the seniors to discuss this issue, the building manager was  
61 not in attendance, and that it is important to understand what will happen with the furniture and supplies.  
62 Councilor Chawla said that the supplies will be transferred to the location that is ultimately used for  
63 senior programming while renovations to 2 Lincoln Street are occurring.

## 64 65 **5. BUSINESS ITEMS**

### 66 a. Clerk Department Update

67 Clerk/Treasurer McNamara-Hill spoke to the Council about the Clerk's Office and its operations, staff,  
68 and services, and fielded questions from Councilors on past accomplishments and challenges and future  
69 activities, goals, and challenges. She noted that this is a new department, which opened on July 5, 2023.  
70 Councilor Chawla noted that there is a Presidential Primary in March and that the Clerk's Office does  
71 not automatically mail ballots for this election, as voters must tell the Clerk's Office which political party's  
72 primary ballot they wish to vote on. Councilor Haney asked about the recently hired Assistant Clerk, and  
73 Clerk/Treasurer McNamara-Hill replied that things are going well and that they currently in a training  
74 period and are sharing responsibilities. Councilor Certa asked if the City Clerk's Office is providing  
75 support to the Town. Clerk/Treasurer McNamara-Hill replied that she had been providing support but  
76 will be moving to providing training for the newly hired Town Clerk.

### 77 78 b. GBIC Presentation

79 Sam Andersen, the Executive Vice President of the Greater Burlington Industrial Corporation (GBIC),  
80 gave a brief presentation to the Council. She noted that GBIC is one of 12 regional industrial corporations  
81 in Vermont and that it serves Chittenden County. She spoke about GBIC's formation in 1950s and its  
82 work to support the industrial sector in Chittenden County. She said that they act on behalf of their  
83 membership to take business concerns to the State legislature, administration, and Congressional  
84 Delegation. She noted that since Covid, GBIC and other regional corporations have been asked to  
85 expand the types of businesses with which they work. She noted that they recently launched a Small  
86 Business Technical Assistance Program, which provides up to \$4,000 in grants for businesses that need  
87 technical assistance, and that they maxed out their allocated funding for these grants in 48 hours. She  
88 noted that last year, the Town and Village of Essex Junction sent a joint contribution to GBIC of \$7,500  
89 and said that this year they are gently requesting a contribution of \$3,750. She said that Essex Junction  
90 is an important municipality in Chittenden County, both in terms of businesses and cultural assets.

91  
92 Councilor Haney asked for examples of businesses in Essex Junction that have been assisted by GBIC  
93 (aside from Global Foundries and the businesses that will receive the technical assistance grants). Vice  
94 President Andersen referred Councilor Haney to the State's Agency of Commerce and Community  
95 Development for a list of businesses that have received grants from GBIC. Councilor Haney asked what  
96 sized businesses GBIC typically works with in Essex Junction. Vice President Andersen replied that  
97 prior to 2020 they worked mainly with high-tech manufacturing businesses, but since 2020 and ARPA  
98 funding was made available, they have worked with small businesses such as restaurants, bars, and  
99 beauty salons. Councilor Brown asked if Essex Junction businesses will still be eligible for assistance if  
100 Essex Junction does not make a contribution to GBIC, and Vice President Anderson replied that yes,  
101 businesses will receive assistance whether a municipality makes a contribution or not. Councilor Chawla  
102 asked whether GBIC would be open to efforts to diversify its board to make it more representative. Vice  
103 President Andersen said she would take this feedback back to the board.

104  
105 The following public comments were received:

- Annie Cooper thanked Ms. Andersen for her presentation and dedication to her work within the community and apologized for how she was spoken to.

c. Town Meeting TV FY25 Budget Presentation

Jordan Mitchell, Director of Operations for Town Meeting TV, provided an FY23 update and made an FY24 (Essex Junction's FY25) budget request on behalf of Town Meeting TV. She began by noting that in the FY23 period, Town Meeting TV covered 34 City Council and Planning Commission/DRB meetings for Essex Junction, as well as provided coverage for other general Essex Junction election programs, legislative updates, and municipal updates. She noted that Town Meeting TV is requesting an FY25 City of Essex Junction municipal contribution of \$13,891 to help meet operating fund obligations, an increase of about 5%. She additionally thanked Councilor Thibeault for her representation on Town Meeting TV's board.

Councilor Certa expressed concern about the consistency of audio quality from Town Meeting TV's recordings and asked that this be looked into moving forward. He additionally expressed appreciation for Town Meeting TV's services and coverage and the value they add to the community in terms of engagement. Councilor Haney echoed both the sound concern and appreciation sentiments. She also commended CCTV's policy work and initiatives on free speech and equity.

Councilor Certa said that he would like all of the City's boards and commissions to be able to have a similar style of service to the meetings covered by Town Meeting TV, and City Manager Mahony said that the Council will discuss this in an upcoming meeting. Director Mitchell noted that Town Meeting TV will begin covering Planning Commission meetings and that they would certainly be open to covering additional meetings.

The following public comments were received:

- Annie Cooper thanked Town Meeting TV for their services.

d. Discussion and Consideration of Vermont Access Network Funding Conversation

Councilor Thibeault recused herself from this discussion due to a conflict of interest (her representation of Burlington Telecom).

Jordan Mitchell, Director of Operations for Town Meeting TV, noted that CCTV is part of a statewide organization called the Vermont Access Network (VAN), and that they have been looking for a permanent funding source for community media centers across the State. She said that they have successfully received one-time bridge funding while they work toward a permanent source of funding, and that they are now ready to bring a proposal for a permanent solution to the legislature. She said that they are asking municipalities to sign on to a letter of support that will accompany the proposal to the legislative session. She said that they are specifically asking for the establishment of a community media public benefit fund, which would cut down on the need for municipal contributions.

e. Discussion and Consideration of Champlain Valley Expo Sound Indemnification Agreement

Tim Shea, Executive Director of the Champlain Valley Exposition, said that this is a request for an extension to the sound indemnification agreement for CVE, and that it seeks to also align the timing of its next expiration with that of the financial agreement in place for CVE (which expires in 2027).

Councilor Thibeault noted that as part of this agreement, CVE posts sound monitoring reports on the City's website for public review. She noted that there has been a lag in receiving some of the reports and asked that they be received more quickly by the City. Mr. Wechsler (staff at CVE who uploads these reports) said that reports will be uploaded in a timelier fashion moving forward but that there were delays due to unforeseen circumstances.

158 Councilor Chawla said that it might be time to review the methodology for establishing the sound limits,  
159 given that it's been 15 years since the methodology within the indemnification agreement were  
160 established, and that he would like to understand whether the methodology is helping to decrease the  
161 nuisance around sound levels coming from CVE. Mr. Wechsler said that the methodology was  
162 constructed the way it was because sound levels and the nuisance around them tend to be subjective,  
163 and this methodology attempts to decrease that subjectivity by measuring sound levels in 5-minute  
164 averages. He said that he could supply historical sound level data for concerts that take place during  
165 the fair and concerts that take place outside of the overall fair event.  
166

167 Councilor Haney asked whether artists are aware of the 78-decibel limit at CVE. Executive Director Shea  
168 replied that when they contract with artists, they include the sound limit in the agreement, and that most  
169 artists are very responsive to this limit. Councilor Haney asked whether they could set the decibel limit  
170 to be lower (such as 75 or 72), and Executive Director Shea replied that they could, but that certain  
171 artists may choose not to perform at CVE if they set the decibel limit too low. He also noted that people  
172 tend not to complain about the sound levels if they like the music, but that if they don't, that's when there  
173 tend to be more complaints.  
174

175 Councilor Certa said that he would feel comfortable aligning the agreements in terms of timing for now.  
176 He asked whether there is an opportunity to use sound-limiting technology to decrease the impacts from  
177 sound and be proactive in managing that. Mr. Wechsler replied that one technique for sound mitigation  
178 is aiming the speakers properly to contain the sound within the event space, which some artists do, but  
179 that it could be done more consistently and proactively. Councilor Certa asked whether other physical  
180 mitigation efforts have been implemented, especially along the western edge of the property where it  
181 gets loud. Mr. Wechsler said that buildings along that side and the tree line are configured so that they  
182 dampen the sound enough before it travels too far off the property. Councilor Chawla noted that there  
183 is a difference between hearing the sound and being disturbed by it, which points back to the subjective  
184 nature of sound disturbance.  
185

186 Councilor Haney said that neighbors will sometimes complain about intermittent loud noise, which isn't  
187 just coming from CVE. She said that the City's noise ordinance should be looked into more generally,  
188 since there are a number of sound complaints that come from residents.  
189

190 Councilor Brown recommended that substantive changes be made to this agreement when it next  
191 expires in 2027, given that researching appropriate sound levels and other policy decisions will need to  
192 be prioritized and conducted by staff. City Manager Mahony agreed, saying that she is not sure whether  
193 the sound monitoring program can be implemented in a way that is better than current state, but that  
194 significant research would need to be put into answering that question. She said that noise issues are  
195 difficult to monitor and limit from an enforcement perspective. Councilor Brown suggested that staff could  
196 look into other sound mitigation models for similar communities and event spaces but acknowledged  
197 that that will be a heavy lift. Councilor Haney said that this is a complicated issue and that if the City  
198 wants to be successful in substantively changing this agreement, it needs to commit to it and agree to  
199 begin looking into these issues proactively.  
200

201 Councilor Chawla acknowledged that CVE has been a collaborative partner in this agreement and that  
202 it pays for sound testing at its own expense and has come to the table willingly to engage.  
203

204 Councilor Certa asked whether Expo staff is on site to enforce or contain larger events. Executive  
205 Director Shea replied that staff and security, as well as Essex Police, are on site or on call for larger  
206 overnight events.  
207

208 The following public comments were received:

- Stephen Wille Padnos provided more technical detail about sound, given his perspective as a sound engineer.

**ELAINE HANEY made a motion, seconded by ANDREW BROWN, that the City Council approve the Champlain Valley Expo (CVE) Sound Indemnification Agreement as amended to expire December 31, 2027 with the requirement that staff revisit the policy and Land Development Code (LCD) regarding noise nuisances no later than 12 months prior to the renewal of this contract and correct the numbering within the agreement; and authorize the City Manager to execute the agreement. The motion passed 5-0.**

f. Discussion and Consideration of Rental Registry & Inspection Program

Councilor Brown disclosed that part of the work that went into this program proposal was conducted by a group of students from a class that he teaches, but that he did not profit in any way from the work and that he only served to facilitate the connection between these students and the municipality. Other Councilors did not feel that this constitutes a conflict of interest.

Community Development Director Yuen began by providing an overview of the rental unit data analysis that was conducted by the City in conjunction with the Chittenden County Regional Planning Commission (CCRPC), which helped inform the rental registry program proposal that is up for the Council's consideration. He noted that this analysis was based on the grand list data and compared the mailing address of the property owner to a given parcel's address. He said that from this, they found that there were an estimated 279 rental properties and 1954 estimated total rental units (116 of which are estimated to be condominium rental units), comprising a total of 43% of households in Essex Junction. He noted where rental units are located within the City, showing that they are evenly dispersed, except for the R1 district, which is lower density. He noted that the four major landlords in the City hold 58.1% of all rental units.

Community Development Director Yuen then spoke about the draft ordinance. He said that the Planning Commission took a major role in advising how to proceed with this ordinance and program and has worked both to research other municipalities' rental registry programs and draft this ordinance over the last 12 months.

Councilor Haney asked about safety inspections for short-term rentals (such as an Airbnb listing for a bedroom within someone's home) and whether they need to comply with sprinklers and fire exits. She expressed concern about certificates of fitness being issued to short-term rentals that may not have the safety requirements in place that a hotel or a bed and breakfast would. Community Development Director Yuen said that the ordinance would require properties to be in compliance with all applicable municipal and State regulations, such as the rental housing health code. He said that short-term rentals are considered a public building and therefore need to comply with fire code.

Councilor Certa asked whether other municipalities have implemented regulations for short-term rentals specifically. Community Development Director Yuen replied that for Burlington, they are classifying short-term rentals differently depending on whether the rental unit is a room within a house and how many days per year they are rented out, and if a certain threshold is passed then there is an associated inspection. Councilor Thibeault noted that Burlington also has a minimum housing code and wondered whether other municipalities (like Essex Junction) have the authority to inspect or whether that authority resides at the State level.

Councilor Chawla asked whether municipal rental registries like this would be superseded if the State were to pass a statewide rental registry law. City Manager Mahony said that she believes that local programs could remain in place, were that to occur, but would need to supply data to the State. Councilor Chawla asked how much of a property would be inspected for this rental registry program, and whether

261 they would receive a Certificate of Fitness if there were one or more normal City ordinance violations.  
262 Community Development Director Yuen replied that this level of detail isn't specifically covered by the  
263 ordinance but that it does say that a Certificate of Fitness could be issued if there are minor violations  
264 to the ordinance, though not major violations. City Manager Mahony said that Certificates of Fitness  
265 wouldn't be withheld due to violation of another ordinance or the LDC, but that those ordinances would  
266 need to be enforced independently.

267  
268 Councilor Certa asked about the ordinance's requirement to provide a local emergency contact, and  
269 Community Development Director Yuen replied that this came from Winooski's rental registry  
270 requirements. Councilor Certa expressed concern about enforcement and about whether it is legal to  
271 require that. Councilor Certa then asked about multi-unit buildings and whether the Certificate of Fitness  
272 is withheld if there is a violation within one unit, and Community Development Director Yuen replied that  
273 the Certificate would not be withheld for the entire building but for that unit, though the frequency of  
274 inspection could be informed by the number of past violations. Councilor Certa noted that the ordinance  
275 requires inspection every five years for each rental housing unit or short-term rental unit, but that it  
276 requires inspection every four years for new construction, which does not seem consistent. Community  
277 Development Director Yuen replied that this is an oversight and should be corrected and made  
278 consistent. Councilor Certa asked for an explanation of the term "attractive nuisance", as a reason to  
279 deny a Certificate of Fitness. Community Development Director Yuen replied that this was included in  
280 Winooski's regulations and that it is a legal term that had previously been defined in a court case.

281  
282 Councilor Chawla noted that Section 20.08 subsections B and D seem similar, and asked whether they  
283 could be combined, and Community Development Director Yuen agreed that they could be combined.

284  
285 Councilor Haney asked if the local contact requirement by default would fall to the tenant if a single-  
286 family home were being rented and the owner lives out of state and doesn't have any other interests in  
287 the State of Vermont. She asked if the tenant should be required to be the default superintendent of a  
288 property and whether that is appropriate. Community Development Director Yuen replied that he can  
289 research this more and determine what the best practice is.

290  
291 Councilor Thibeault asked about handling the transition into this program, given that all properties will  
292 first have a provisional Certificate of Fitness and will need to be inspected within 90 days (which may  
293 not be feasible for City staff to complete). Community Development Director Yuen clarified that an  
294 inspection needs to occur within 60 days of a request for inspection from the City, and that the City won't  
295 request inspections for every rental unit immediately.

296  
297 Community Development Director Yuen then walked through the proposed budget for this program. He  
298 noted that the largest costs will be incurred by labor (staff time), software, and a City vehicle. He noted  
299 that qualified staff would have an estimated salary of \$97,000. Councilor Certa asked whether the staff  
300 could receive a mileage stipend rather than a dedicated vehicle. Community Development Director Yuen  
301 replied that a mileage stipend is possible, but that it will be important for the safety and professionalism  
302 of this staff person to have an official municipal vehicle that can clearly be identified as such. Councilor  
303 Chawla asked about the software estimate, which seemed high. Community Development Director Yuen  
304 said that there are less costly alternatives, but that the most expensive option is more automated and  
305 would save on staff time (being mindful that the position would only be working half time in code  
306 enforcement and would have other duties). Councilor Chawla also cautioned about being thoughtful  
307 about how City data is used and by whom, and whether some of the more public-facing reporting could  
308 be achieved through software the City already has.

309  
310 Community Development Director Yuen then walked through the two fee structure options and  
311 associated projected revenue. The first option would entail a flat fee of \$115 per rental unit per year,  
312 with a projected year one revenue of \$157,300 (assuming 70% compliance) and would cover the entire

313 first year of operating costs. The second option would be \$40 per property and \$75 per unit per year,  
 314 which would offer a discount for multi-unit rental properties and would generate about \$109,900 for year  
 315 one (not enough to cover full program costs, though the full FTE isn't covered by this program). Councilor  
 316 Brown expressed preference for the flat fee of \$115 per unit as simpler and less administratively  
 317 burdensome to implement. Councilor Certa agreed, but asked whether a new owner inherits valid  
 318 Certificates of Fitness at the time of sale or needs to pay for new certificates. Community Development  
 319 Director Yuen replied that the intent is that the Certificate is valid but would need to be updated to reflect  
 320 new ownership. Councilors discussed having extra revenue from this program be put back into the  
 321 community through programs such as a revolving loan fund or Housing Trust Fund. They agreed that  
 322 the fee schedule should be structured to cover the entire cost of this position for now.  
 323

324 Community Development Director Yuen then spoke about timeline for ordinance adoption. He noted  
 325 that there is a requirement for one public hearing prior to adoption, though if there are amendments then  
 326 a subsequent public hearing needs to be warned (with a 3-day minimum warning period), and then the  
 327 ordinance is effective immediately upon passage. He noted a rescission clause if there is a petition that  
 328 is signed by over 5% of registered voters within 44 days. Councilor Brown asked whether a significant  
 329 public outreach campaign and survey to landlords is necessary. Community Development Director Yuen  
 330 replied that they should be reaching out to every landlord possible to maximize compliance with paying  
 331 fees and to minimize surprises. He said that he wouldn't have the City conduct a survey but would push  
 332 information out to landlords. Councilor Chawla also recommended outreach to tenants to establish a  
 333 point of contact for them in case they have questions.  
 334

335 The following public comments were received:

- 336 • Annie Cooper said that the City should put a financial policy in place to better and more efficiently  
 337 direct staff resources to the most appropriate initiatives.
- 338 • Jess Wisloski noted that she attended a Community Planning Vision session the prior Saturday  
 339 but that she didn't hear anyone raise concerns about cracking down on small landlords. She said  
 340 that this does not improve the general wellbeing of people or allow them to age in place. She  
 341 noted that Brattleboro has a rental registry that is free to get on, and landlords are incentivized  
 342 by being eligible for funding to upgrade their properties. She said that this proposal does not feel  
 343 friendly to renters, nor does it incentivize the creation of additional housing units, which is what  
 344 this City desperately needs.  
 345

346 g. \*Discussion regarding a Contract  
 347 See Item #8a below.  
 348

349 **6. CONSENT AGENDA**

- 350 a. Approve Check Warrant #24023 (10/30/23), #24024 (11/03/23)
- 351 b. Approve Meeting Minutes: October 25, 2023
- 352 c. MS4 Formula Grant
- 353 d. Tree Farm "No Parking" Signage  
 354

355 **ELAINE HANEY made a motion, seconded by ANDREW BROWN, to approve the consent agenda**  
 356 **as presented. The motion passed 5-0.**  
 357

358 **7. READING FILE**

- 359 a. Council & Manager member comments: City Manager Mahony noted that the City applied for the  
 360 VLCT Welcoming and Engaging Communities Program. She thanked everyone who participated in  
 361 the strategic planning workshop on Saturday and that further information will be released once  
 362 feedback is compiled. She also noted that the Community Development Department has begun their  
 363 sign enforcement educational campaign. Councilor Certa thanked the Essex Police Department for  
 364 allowing him to participate in a second ride-along and said that it was a positive experience that he

- 365 encourages other Councilors to seek out. Councilor Chawla extended condolences to the family of  
366 former Essex Junction Assistant Chief Robert Scott Morris, who passed away this past weekend.  
367 b. October Financial Reports  
368 c. Main Street Waterline Project Update  
369 d. Reappraisal 2025  
370 e. Cannabis Legislation Recommendation Letter  
371 f. Senior Programming Update  
372

373 8. **EXECUTIVE SESSION**

- 374 a. \*An executive session may be needed to discuss contracts  
375

376 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council make the**  
377 **specific finding that general public knowledge of a contract would place the City at a substantial**  
378 **disadvantage. The motion passed 5-0.**  
379

380 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council enter**  
381 **into executive session to discuss a contract, pursuant to 1 V.S.A. Section 313(a)(1)(A) to include**  
382 **the City Council and City Manager. The motion passed 5-0.**  
383

384 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to exit executive session. The**  
385 **motion passed 5-0 at 10:30 P.M.**  
386

387 9. **ADJOURN**

388  
389 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The**  
390 **motion passed 5-0 at 10:30 P.M.**  
391

392 Respectfully Submitted,  
393 Amy Coonradt