

City of Essex Junction

City Council SPECIAL Meeting

Agenda



TUESDAY, JULY 28, 2026 • 6:00 PM
Online & 2 Lincoln Street, Essex Junction, VT 05452

www.essexjunction.org • P: 802-878-6944
E: admin@essexjunction.org

This meeting will be in-person and available 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** **[6:00 PM]**
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Discussion and Consideration of Application for Extension to File the Grand List [5 Minutes]
6. **CONSENT ITEMS**
 - a. None
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. None
9. **EXECUTIVE SESSION**
 - a. None
10. **ADJOURN**

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.

Upcoming City Council Meetings
(Meeting Dates are Subject to Change)(* denotes special meeting or date change)

August 12, 2026	September 9, 2026	*November 10, 2026
August 26, 2026	September 23, 2026	*December 2, 2026
	October 14, 2026	*December 16, 2026
	October 28, 2026	

City Council Rules for Public Participation

Vermont's Open Meeting Law protects the public's right to attend and participate in meetings of local public bodies, but the purpose and function of these meetings is for the public body to do the work of the public; they are not meetings of the public (i.e., public forums). Consequently, these rules are necessary to manage the public's participation to ensure an environment in which the public feels safe to express their views on matters considered by the public body while minimizing disruptions so that the public body can get its work done. The full City Council Rules of Procedures for Meetings can be found here: www.essexjunction.org/codes/policies.

1. Please raise your hand to speak, whether in person or attending virtually.
2. You may only speak after you have been recognized by the president.
3. Before speaking, please state your name and address for the record.
4. All remarks must be addressed to the president.
5. Comments must be germane to the agenda item being addressed.
6. Comments under "Public to be Heard" must pertain to the business of the public body.
7. Repetitive and irrelevant comments are not allowed.
8. Please wait your turn; do not interrupt others.
9. Each person will be limited to two minutes of comment. This time may be extended only by permission of the president. The balance of time not used by each person will expire and cannot be reserved or yielded to another.
10. Each person may only speak once on the same agenda item, time permitting, with the consent of the president.
11. Those yet to be heard will be given priority over those who have already spoken.
12. You do not have the right to vote on agenda items.
13. Please obey orders and rulings of the president.
14. Keep your cool. Disruptive people will be asked to leave and removed if necessary.
15. Listen well, pay attention, and participate.



MEMO

To: City Council

From: Regina Mahony, City Manager

Meeting Date: July 28, 2026

Agenda Item: Consider approval of application for extension to file the grand list

ISSUE:

The issue is whether the City Council will approve an application for a 60-day extension to file the grand list. Note: this memo is the same as the one presented to the Town of Essex SLB for consideration.

Thanks to Greg Duggan for drafting.

DISCUSSION:

Each year, the City needs to file its grand list with the State of Vermont. Due to the reappraisal and approximately 400 grievance requests, the Assessor does not expect to be able to meet the typical deadline for this year.

Under statute, 32 V.S.A. § 4342, an assessor may make a written application, with approval by the City Council, for an extension to file the grand list. Without an extension, the Assessor needs to mail grievance decisions by July 29 and file the grand list by August 15. Given the number of grievances that require decisions after the hearings, staff may not meet the deadlines and is therefore requesting an extension. The State has advised that dozens of municipalities request the extension each year, and called it a normal part of the process.

Staff recommends a 60-day extension request, which would give until October 14 to file the grand list. The Assessor would file the grand list sooner if possible.

COST:

n/a

RECOMMENDATION:

Staff recommends the City Council approve an application for a 60-day extension to file the grand list.

RECOMMENDED MOTION:

"I move that the City Council approve an application for a 60-day extension to file the grand list and authorize the City Council President to sign the application (Form PVR-4342)."

ATTACHMENTS:

Form PVR-4342

Form PVR-4342
GRAND LIST EXTENSION REQUEST

Name of Town City of Essex Junction			Name of Contact Person Regina Mahony
Mailing Address 2 Lincoln Street			Phone Number 802-878-6944
City Essex Junction	State VT	ZIP Code 05452	Email Address rmahony@essexjunction.org

TO: Director of Property Valuation & Review
Vermont Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Dear Director,

The listers of the Town of Essex Junction request a 60 day extension under 32 V.S.A, section 4342.

Sincerely,

Amber Thibeault

PRINT Name of Chair of Selectboard/Alderman

Signature of Chair of Selectboard/Alderman

Date

Email completed form to **tax.pvr@vermont.gov** or mail to the address above.

32 V.S.A. § 4342. Extensions by the Director

On written application therefor made by the listers or assessors of any town, with the approval of the selectboard of the town or mayor of the city, the several dates fixed by law and extended by section 4341 of this title or the charter of any municipal corporation, on or before which certain acts must be done relating to duties of listers and assessors, may be further extended by the Director and such extensions shall be in writing.