



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

Online & 145 Maple St.  
Essex Junction, VT 05452  
Wednesday, February 12, 2025  
**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 in the Community Room at the Essex Police Department located at 145 Maple 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
5. **PUBLIC HEARING**
  - a. Public Hearing on FY26 Proposed General Fund Operating and Capital Budgets
6. **BUSINESS ITEMS**
  - a. Discussion and Consideration of the FY26 General Fund Budget and Capital Program Budgets
  - b. Discussion and Consideration of the Necessity Resolution for the West St., River St. and Maple St. Pump Station Retrofit Bond Vote and Clean Water State Revolving Fund Application
  - c. Discussion of Initial Draft of the Informational Hearing and Annual Meeting Warning and Ballot Questions
  - d. \*Discussion and Consideration of an Executive Session to discuss a Contract
  - e. \*\*Discussion and Consideration of an Executive Session to discuss Personnel
  - f. \*\*\*Discussion and Consideration of an Executive Session to discuss Attorney Client Communication
  - g. Deliberative Session to Consider Dog Bite Order Extension for T. Flores and I. Williams – added 2/10/25
7. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: 1/22/25 and 1/25/25
  - b. Approve Revised Recreation Advisory Committee Purpose Statement
  - c. Approve Banner Application for Burlington Gem and Mineral Club
  - d. Approve Document PVR-4155, "Certificate – No Appeal or Suit Pending" for the 2024 Grand List
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
  - a. Check Warrant #24067 1/24/25 and #24068 2/7/25
  - b. Regional Boards and Committees Minutes Memo
  - c. January Financial Reports
  - d. Department Head Budget Videos Memo
  - e. Planning Commission Minutes 1/14/25
  - f. Police Community Advisory Board Minutes 1/21/25
  - g. Tree Advisory Committee Minutes 1/23/25

10. **EXECUTIVE SESSION**

- a. \*An Executive Session may be needed to discuss a Contract
- b. \*\*An Executive Session may be needed to discuss a Personnel
- c. An Executive Session may be needed to discuss Attorney Client Communication

11. **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 Council Rules for Public Participation  
City of Essex Junction**

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](http://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.

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
February 12, 2025**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Chelsea Mandigo, Water Quality  
Superintendent; Jess Morris, Finance Director.

**OTHERS PRESENT:** Bethany Clark, Brian Shelden, Harlan Smith, Dennis Thibeault, Resa.

1. **CALL TO ORDER**

City Council President Chawla called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

Resa raised concerns that Social Security checks may not be clearing from the federal government, flagging this for the Council's awareness.

5. **PUBLIC HEARING**

a. Public Hearing on FY26 Proposed General Fund Operating and Capital Budgets  
City Council President Chawla opened the public hearing.

City Manager Mahony began by noting that this is not the final budget that will be on ballots in April, but that the City is presenting this proposed budget at a time when input from the public can still be incorporated. She said that the final budget to be on the ballot will be approved by the City Council at its February 26, 2025 meeting.

She outlined the key items of note for the FY26 budget. She said that the proposed FY26 General Fund budget as drafted is a \$400,000 (or 3%) increase over the FY25 budget, which results in a 2.5% increase on the tax rate (with a tax impact of a \$69 increase on a \$280,000 home). She also spoke about preliminary utility bill changes for FY26, noting a \$99.86 (14.7%) increase in water utility rates and the creation of a stormwater utility with estimated charges per ERUs of \$84.75 per year. She provided an overview of the proposed FY26 General Fund revenue, breaking it down into source (residential/business property taxes, misc. revenues, and GlobalFoundries property taxes). She then provided an overview of the proposed FY26 General Fund expenditures, noting that 30% of expenditures are for public safety (police, fire, rescue), with general government operations and public works making up the next two largest categories by spend. She spoke briefly about other General Fund highlights and provided top-line expenditures numbers for all other departments. She spoke about the local option tax, which has an estimated annual revenue of \$900,000, and the planned spending associated with this revenue (rebranding, new City banners and signs, a portion dedicated to sidewalk maintenance, and to fund capital projects within the capital plan). She spoke about the economic development fund, which has an estimated annual revenue of \$112,000, and the planned spending associated with this revenue (Main Street Park project, Crescent Connector project completion, and Amtrak project grant match). She then provided a summary of capital projects scheduled within the capital plan over the next five years (FY26-FY30). She also noted the first year of departmental work plans for FY26, which will be used to help inform future years' budgets, and spoke about key highlights from each work plan. She

55 noted another public hearing at the Brownell Library on February 22 prior to the Council's vote to approve  
56 the budget for the ballot on February 26. She noted that Annual Meeting Day will be on April 8, 2025.

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58 The following public comments were received:

- 59 • Harlan Smith asked several clarifying questions about capital fund transfers.

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61 City Council President Chawla closed the public hearing.

## 63 6. **BUSINESS ITEMS**

### 64 a. Discussion and Consideration of the FY26 General Fund Budget and Capital Program Budgets

65 City Manager Mahony spoke briefly about the changes in the budget from the Council's discussion on  
66 January 20, 2025, but quickly turned to a more substantive discussion about the creation of a stormwater  
67 utility. She noted that staff will bring all parts of the stormwater utility back to the Council for its consideration  
68 on February 26, 2025. She said that staff are still recommending moving forward with this as a utility, because  
69 it looks at real impact from a property-based impervious surface standpoint rather than looking at the value  
70 of the property (which is how taxes are determined), and because the utility would include all properties  
71 contributing to the City's stormwater system. She said that the current proposal is to end General Fund  
72 funding of the stormwater budget in FY25 and move completely to the utility in FY26, the budget for which  
73 would be \$448,000. She also noted that GlobalFoundries is no longer exempt from the utility in the current  
74 proposal. She said that based on feedback from the public, they are also exploring phasing this utility in and  
75 only collecting funds for the portion of the program that doesn't include capital transfers.

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77 Councilor Haney asked about the inclusion of GlobalFoundries into the utility. Water Quality Superintendent  
78 Mandigo replied that the shift of this program out of the General Fund and into a stormwater utility is part of  
79 a broader, more equitable system that ensures all properties contribute fairly to the maintenance and  
80 enhancement of the stormwater infrastructure. She noted that further research and legal review found that  
81 there are no exemptions from stormwater utility except for agriculture. City Manager Mahony noted that they  
82 have tried to ensure that there are no exemptions at the beginning of this program, but will make a credit  
83 system available to ratepayers.

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85 Councilor Certa said he would like to be consistent in the treatment of transfers to the unassigned fund  
86 balance and capital fund. City Manager Mahony said that they would essentially not cover \$125,000 for  
87 capital for stormwater in 2026, but would be waiting a year to build the capital funds needed for stormwater  
88 improvement projects, thus requiring less of a contribution to the stormwater utility from rate payers for the  
89 first year. She said that with a phased-in approach, GlobalFoundries (for example) would be looking at a  
90 \$78,000 payment for FY26, compared to a \$108,000 payment if the total stormwater program amount was  
91 included in the FY26 budget. Councilors expressed support for keeping the stormwater utility as an enterprise  
92 fund at this juncture, but will discuss this further at their February 26, 2025 meeting.

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94 City Manager Mahony then spoke about other items included in the FY26 budget. She spoke about an  
95 increase in the county tax. She spoke about the 2 Lincoln St renovation project, saying that they will likely  
96 need to use a large percentage of the local option tax revenue fund's balance for covering some of the  
97 project's cost. She also noted that the TOD Connect the Junction project is funded through a Raise grant  
98 through CCRPC, which is on pause, and said that they could fill the \$35,000 gap in that funding through  
99 some of the balance within the Economic Development Fund. She also noted that if they are not able to get  
100 a municipal planning grant to cover some of the costs for Comprehensive Plan updates, they could also look  
101 to the Economic Development Fund to support that work. She further asked whether the Council would like  
102 to bring the allocation for rebranding back up to \$40,000 or leave it at \$27,500. She also noted that Essex  
103 Rotary has requested financial support from the City to help support their food insecurity program, but that  
104 given the City's lack of a social services funding program to help guide funding decisions, she would  
105 recommend not including this ask in the budget. Councilors agreed to add the increased county tax costs  
106 into the FY26 budget, but said they will wait until the February 26, 2025 meeting to discuss the other items.

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108 The following public comments were received:

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- Harlan Smith asked what percentage the unassigned fund balance would be with the proposed transfer of \$110,000, and Finance Director Morris replied that the transfer would bring the unassigned fund balance up to about 8%. Mr. Smith asked if municipal properties would need to pay stormwater fees, and Finance Director Morris replied that yes, there will be fees going from the General Fund to the Stormwater Fund.

b. Discussion and Consideration of the Necessity Resolution for the West St., River St. and Maple St. Pump Station Retrofit Bond Vote and Clean Water State Revolving Fund Application  
 Water Quality Superintendent Mandigo said this item relates to adding a bond vote onto the ballot for Annual Meeting to fund three critical pump station retrofit projects. She said that they are asking for a bond because the sanitation capital fund has been underfunded for some time and there isn't enough funding to meet the need of retrofitting the stations. She spoke briefly about each pump station, noting that all three of them are beyond their life expectancy. She noted that the current bond ask is for \$3.8 million (\$2.5 million for West Street and \$1.3 million for Maple Street and River Street). She noted that there would be cost sharing with the Town of Essex for the West Street station, and that the Town would pay for 70% of the costs and the City would pay for 30% of the costs. She said that the City is applying to the Clean Water State Revolving Loan Fund.

**Councilor Haney made a motion, seconded by City Council President Chawla, that the Council adopt a resolution that the public interest or necessity demands the retrofit of three pump stations in the City located on West St, Maple St, and River St. and that the \$3.8 million will be too great to be paid out of the ordinary annual income and revenue, and a proposition of incurring a bonded debt to pay for public improvements will be submitted to the qualified voters of the City at Annual City Election on April 8, 2025. The motion passed 5-0.**

**Councilor Haney made a motion, seconded by Councilor Certa, that the City Council authorize the City Manager to resubmit the priority list application to the Clean Water State Revolving Fund State Fiscal Year 2026 for final design and construction of the retrofit projects of three pump stations-West St, Maple St, and River St. The motion passed 5-0.**

c. Discussion of Initial Draft of the Informational Hearing and Annual Meeting Warning and Ballot Questions  
 City Manager Mahony said that this item relates to the warning, which is for the informational hearing that will be held on March 25, 2025, and the annual meeting on April 8, 2025. She said the articles will include the budget, the bond vote for the pump stations, a City Council seat, a CWD Commissioner for a three-year term, and a Library Trustee for a five-year term.

d. \*Discussion and Consideration of an Executive Session to discuss a Contract

**Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage, and that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council, City Manager and Mark Brislin. The motion passed 5-0.**

e. \*\*Discussion and Consideration of an Executive Session to discuss Personnel

**Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council. The motion passed 5-0.**

f. \*\*\*Discussion and Consideration of an Executive Session to discuss Attorney Client Communication

**Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications would place the city at a substantial disadvantage, and that the City Council enter**

into executive session to discuss confidential attorney-client communications, pursuant to 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0.

g. Deliberative Session to Consider Dog Bite Order Extension for T. Flores and I. Williams  
City Council President Chawla said that this will be discussed after the third executive session, and will not include Councilor Thibeault.

Councilor Thibeault left the meeting at 9:45 P.M.

**Councilor Haney made a motion, seconded by Councilor Miller, to exit executive session. The motion passed 4-0 at 9:54 P.M.**

**7. CONSENT ITEMS**

- a. Approve Meeting Minutes: January 22, 2025 and January 25, 2025
- b. Approve Revised Recreation Advisory Committee Purpose Statement
- c. Approve Banner Application for Burlington Gem and Mineral Club
- d. Approve Document PVR-4155, "Certificate – No Appeal or Suit Pending" for the 2024 Grand List

**Councilor Haney made a motion, seconded by Councilor Certa, to approve the consent agenda as presented. The motion passed 5-0.**

**8. COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that postcards will be sent out to residents so that they can request mailed ballots, and that ballots will not be automatically universally mailed this year. She said that residents can call or email the Clerk's Office to request a mailed ballot, as well. She also noted that City Council meetings will stay at a meeting format rather than a webinar format. City Council President Chawla recommended reviewing each of the department head videos, as they are very informative. He also thanked Public Works for their snow removal work this winter.

**9. READING FILE**

- a. Check Warrant #24067 – 1/24/2025 and #24068 – 2/7/2025
- b. Regional Boards and Committees Minutes Memo
- c. January Financial Reports
- d. Department Head Budget Videos Memo
- e. Planning Commission Minutes 1/14/2025
- f. Police Community Advisory Board Minutes 1/21/2025
- g. Tree Advisory Committee Minutes 1/23/2025

**10. EXECUTIVE SESSION**

- a. \*An Executive Session may be needed to discuss a Contract
- b. \*\* An Executive Session may be needed to discuss Personnel
- c. \*\*\*An Executive Session may be needed to discuss Attorney Client Communication

**11. ADJOURN**

**City Council President Chawla made a motion, seconded by Councilor Haney, to adjourn the meeting. The motion passed 4-0 at 9:55 P.M.**

Respectfully Submitted,  
Amy Coonrad