



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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, May 14, 2025
6:30 PM

E-mail: admin@essexjunction.org

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. **BUSINESS ITEMS**
 - a. *Interview and Consideration of an Appointment to the Tree Farm Management Group [5 Minutes]
 - b. Discussion and Consideration of FY26 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, Sanitation, and EJRP Program Fund; and Warn Public Hearing for Utility Rates [20 Minutes]
 - c. Council Orientation Presentation [45 Minutes]
 - d. Discussion and Consideration of City Council Representation on the Governance Committee [5 Minutes]
 - e. Discussion and Consideration of July thru December Council Meeting Date Adjustments [5 Minutes]
 - f. **Discussion and Consideration of an Executive Session to discuss a Contract
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 4/23/25; 5/1/25 Joint CC/PC
 - b. Approve Annual Local Emergency Management Plan
 - c. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24074 5/2/25
 - b. Regional Boards and Committees Memo
 - c. April financials
 - d. Rebranding Committee Memo
 - e. Update on the Reappraisal
 - f. Feedback Letter on Draft Chittenden County Housing Targets
 - g. Arbor Day Recognition
 - h. CVE Sound Waiver Date Changes
 - i. EJCF April Newsletter
 - j. Raj Chawla Resolution
 - k. Development Review Board Minutes 4/17/25
 - l. Board of Abatement Minutes 4/22/25
 - m. Governance Committee Minutes 4/24/25

9. EXECUTIVE SESSION

- a. *An Executive Session May be Needed to Discuss the Appointment of a Public Official
- b. **An Executive Session May be Needed to Discuss a Contract

10. 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.

- 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.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
May 14, 2025**

COUNCILORS PRESENT: Amber Thibeault, President; Marcus Certa, Vice President; Tim Miller, Clerk; Elaine Haney, Brian Shelden.

ADMINISTRATION: Regina Mahony, City Manager; Ricky Jones, Public Works Superintendent; Brad Luck, Essex Junction Recreation & Parks Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: Bethany Clark, Wendee Pringle-Corcoran, Resa.

1. CALL TO ORDER

City Council President Thibeault 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

a. Comments from Public

None.

5. BUSINESS ITEMS

a. *Interview and Consideration of an Appointment to the Tree Farm Management Group
The City Council interviewed Wendee Pringle-Corcoran for a seat on the Tree Farm Management Group. She spoke briefly about her background and interest in serving on the Group. Councilors asked questions of the candidate, and she was given the opportunity to ask questions of the Council.

See item #9a below for further details.

b. Discussion and Consideration of FY26 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, Sanitation, and EJRP Program Fund; and Warn Public Hearing for Utility Rates
Director Morris provided an update on the currently proposed FY26 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, and Sanitation, and the EJRP Program Fund. She noted that there is currently a combined 19.89% utility rate increase in the Water, Wastewater, and Sanitation rates (translating to an increase of \$134.92 per year on an average bill). She noted that the rate increases do not directly tie to budget increases. She then spoke about each fund's changes individually. She noted that from FY25 to FY26, the Water Fund's rate increase has been revised to 8.5% with a 15.2% increase in user fees, that the Wastewater Fund's rate change has been revised to 7.3% with a 24.2% increase in user fees, and that the Sanitation Fund's increase has been revised to 21% with a 23% increase in user fees. She noted that the Stormwater fund has a proposed 8.5% decrease, given that it was previously part of the General Fund and is now a separate enterprise/utility. She provided an update on the Enterprise Capital Funds, noting that they have sufficient funding and balances to complete all projects identified at this time (with the exception of the Stormwater Capital Fund, for which staff are currently prioritizing projects to determine affordable and appropriate transfers to support capital). She noted no changes in the EJRP Program Fund administrative fees, the overall EJRP Program Fund, or the Senior Center Fund. She noted that a proposed next step is warning and holding a public hearing on these proposed rates on June 11, 2025.

Councilor Certa asked about the decrease in Tri-Town wastewater revenue from Williston over the last several years, and Water Quality Superintendent Mandigo replied that it is related to a decrease in flow

through the City's facilities from Williston, which is due to decreased infiltration and inflow (I&I) from that municipality in the system. City Manager Mahony noted that tightening up and decreasing the City's I&I will be important, as the increased development in all three municipalities will lead to increased flow.

Councilor Miller made a motion, seconded by Councilor Certa to approve the FY26 Enterprise Fund operating and capital budgets for Water, Wastewater, Sanitation, Stormwater and EJRP Program Fund as presented, and to warn a public hearing on June 11, 2025 for FY26 rate setting for the Water, Wastewater, Sanitation and Stormwater funds. The motion passed 5-0.

c. Council Orientation Presentation

City Manager Mahony provided an informational overview of the City and City Council as orientation for new Council members. She began by summarizing the City's demographics and summarizing its current Comprehensive Plan (last updated in 2019 and required to be updated every 8 years). She then spoke about the City's vision and Strategic Action Plan that was developed over the last several years, outlining the pillars and action items from that Plan. She then spoke about the City's governmental structure, noting that Essex Junction has a City-Manager form of government, where the Council is responsible for policy-setting for the City and the Manager is the Chief Administrative Officer and is responsible for running the City's operations. She articulated the Council's authorities under this structure, and the Manager's authorities under this structure. She then provided an overview of the Council's Rules of Procedure, touched on transparency, Open Meeting Law compliance, and the City's Code of Ethics. She summarized the City's various boards and commissions and the City's organizational chart and briefly mentioned the City's physical plant and facilities. She provided an overview of the FY26 budget summary, estimated tax impact, revenue, expenses, and purchasing. She highlighted a list of the City's priority projects, noted current City vacant positions for which it is hiring, and spoke about upcoming events.

The following public comments were received:

- Resa asked about the interaction and duties between the City Manager and City's Human Resources Manager, and City Manager Mahony noted that the City Manager is responsible for hiring and firing and the Human Resources Manager is responsible for the administrative duties related to recruitment and retention.

d. Discussion and Consideration of City Council Representation on Governance Committee

City Manager Mahony noted that because Councilor Shelden was a resident representative on the Governance Council and is now on the City Council, the City needs to re-configure its City Council representation on the Governance Committee. She noted that it has been proposed that Councilor Certa will step down from the Committee and Councilor Shelden has been proposed to replace him in that role.

Councilor Certa made a motion, seconded by Councilor Miller to appoint Councilor Shelden to the Governance Committee. The motion passed 5-0.

e. Discussion and Consideration of July through December Council Meeting Date Adjustments

Councilors discussed potential adjustments to the July through December City Council meeting schedule. They agreed to cancel the second City Council meeting in November and move the December 24th meeting to December 17th.

f. **Discussion and Consideration of an Executive Session to discuss a Contract
See item #9b below.

6. **CONSENT ITEMS**

- Approve Meeting Minutes: April 23, 2025; May 1, 2025 (Joint City Council/Planning Commission)
- Approve Annual Local Emergency Management Plan
- Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses

Councilor Miller made a motion, seconded by Councilor Certa, to approve the consent agenda. The motion passed 5-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the City is currently working on a water line at 2 Lincoln Street to serve the sprinkler system and that they have had to close the driveway to 2 Lincoln in order to achieve that. She noted that the City's Memorial Day Parade will be held on Saturday, May 24th. She also noted that she and Community Development Director Yuen spoke to school district staff about pickup and drop-off traffic challenges at Hiawatha School and that the Police Department will be working to perform outreach and educate the public about more efficiently conducting pickup and drop-off, and noted that the City will continue to monitor traffic and determine whether further adjustments are needed. City Council President Thibeault thanked everyone for their efforts on Green-Up Day.

8. **READING FILE**

- a. Check Warrant #24074 5/2/2025
- b. Regional Boards and Committees Memo
- c. April financials
- d. Rebranding Committee Memo
- e. Update on the Reappraisal
- f. Feedback Letter on Draft Chittenden County Housing Targets
- g. Arbor Day Recognition
- h. CVE Sound Waiver Date Changes
- i. EJCJ April Newsletter
- j. Raj Chawla Resolution
- k. Development Review Board Minutes – April 17, 2025
- l. Board of Abatement Minutes – April 22, 2025
- m. Governance Committee Minutes – April 24, 2025

9. **EXECUTIVE SESSION**

- a. *An Executive Session May be Needed to Discuss the Appointment of a Public Official

Councilor Miller made a motion, seconded by Councilor Certa, that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. §313(a)(3) to include the City Manager. The motion passed 5-0 at 7:52 P.M.

City Council President Thibeault made a motion, seconded by Tim Miller, to exit executive session. The motion passed 5-0 at 8:50 P.M.

City Council President Thibeault made a motion, seconded by Councilor Certa, to appoint Wendee Pringle-Corcoran to the Tree Farm Management Group, with a term expiring on June 30, 2027. The motion passed 5-0.

- b. **An Executive Session May be Needed to Discuss a Contract

Councilor Certa made a motion, seconded by Councilor Miller, 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 at 7:52 P.M.

City Council President Thibeault made a motion, seconded by Tim Miller, to exit executive session. The motion passed 5-0 at 8:50 P.M.

10. **ADJOURN**

Councilor Certa made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 5-0 at 8:50 P.M.

Respectfully Submitted,
Amy Coonradt