



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

Online & 145 Maple St.  
Essex Junction, VT 05452  
Wednesday, May 28, 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. **BUSINESS ITEMS**
  - a. \*Interview and Consideration of Governance Committee Applicant [5 Minutes]
  - b. Discussion and Consideration of FY26 Chittenden Solid Waste District Budget [20 Minutes]
  - c. Department Head Brief with Fire Chief Chris Gaboriault [10 Minutes]
  - d. Discussion and Consideration of Essex Junction Fire Department Training Facility at CVE [10 Minutes]
  - e. Discussion of Mural Application for the Fire Station [10 Minutes]
  - f. Discussion and Consideration of Regional Committee Appointments [10 Minutes]
  - g. Discussion and Consideration of ICMA Economic Mobility and Opportunity (EMO) Special Assistants Program [10 Minutes]
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: May 14, 2025
  - b. Annual Memo with Manager Appointments and Approve Council Appointments of the City Clerk and Tree Warden
  - c. Approve Donation to Essex Rotary for the Heavenly Food Pantry
  - d. Approve Updates to the General Rules and Personnel Regulations
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant #24075 05/16/25
  - b. Police Community Advisory Board Minutes 4/15/25
  - c. Bike Walk Advisory Committee Minutes 5/8/25
  - d. CVE Neighbor Meeting Letter
  - e. Reappraisal Guidance
9. **EXECUTIVE SESSION**
  - a. \*An Executive Session may be needed to discuss the appointment of public officials
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](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  
May 28, 2025**

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

10 **ADMINISTRATION:** Regina Mahony, City Manager; Chris Gaboriault, Fire Chief.

11  
12 **OTHERS PRESENT:** Alise Certa, Bethany Clark, Jeff Kerschner, Sarah Reeves, Ella Ruehsen, Mike  
13 Sullivan, Dennis Thibeault, Resa.

14  
15 1. **CALL TO ORDER**

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

17  
18 2. **AGENDA ADDITIONS/CHANGES**

19 Councilor Haney requested moving Consent Item #6b to be Business Item #5g.

20  
21 3. **APPROVE AGENDA**

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

24  
25 4. **PUBLIC TO BE HEARD**

26 a. Comments from Public  
27 None.

28  
29 5. **BUSINESS ITEMS**

30 a. \*Interview and Consideration of Governance Committee Applicant

31 The City Council interviewed Bethany Clark for a seat on the Governance Committee. She spoke briefly  
32 about her interest in serving on the Committee. Councilors asked questions of the candidate, and she was  
33 given the opportunity to ask questions of the Council.

34  
35 b. Discussion and Consideration of FY26 Chittenden Solid Waste District Budget

36 Councilor Certa recused himself from the discussion due to a potential perceived conflict of interest.

37  
38 Sarah Reeves, Executive Director of the Chittenden Solid Waste District spoke on this agenda item. She  
39 provided an overview of the FY26 budget for the City Council's review and consideration. She spoke about  
40 CSWD's projected FY26 revenues of \$16.2 million and projected FY26 expenses of \$15.9 million. She  
41 compared the FY26 and FY25 budgets, noting very slight changes in both revenues and expenses. She  
42 noted fee changes for small bags at drop-off centers, a change to mattress recycling fees pending  
43 negotiations with their vendor, and an increase in the solid waste management fee from \$30 to \$40 per ton.  
44 She provided an update on the Materials Recycling Facility capital project, noting that there is currently a  
45 funding gap of \$4 million. She said the SWMF increase is intended to help close this funding gap.

46  
47 **Councilor Haney made a motion, seconded by Councilor Miller, to approve the Chittenden Solid  
48 Waste District's FY26 budget as presented by District Staff. The motion passed 4-0 (Councilor Certa  
49 recused).**

50  
51 c. Department Head Brief with Fire Chief Chris Gaboriault

52 Councilor Miller recused himself from the discussion due to a professional conflict of interest.

53  
54 The City Council held a department head brief with Fire Chief Chris Gaboriault. He spoke about activities  
55 during the last six months and anticipated activities for the next six months. He noted that over the last six  
56 months, the Fire Department received its ladder truck back from repairs, worked with CVE to establish a

57 training site for the department, are in early discussions to replace Engine #5 in FY29, and he shared  
 58 statistics about call volume and current roster. He noted increased calls for assistance to Essex Rescue for  
 59 EMS in the City as well as higher response to Williston either for assistance or station coverage. Councilor  
 60 Haney asked if the current roster of 30-32 individuals is sufficient and Fire Chief Gaboriault replied that it is,  
 61 and that they are at full capacity. He said that in the next six months, the Fire Department hopes to be working  
 62 on its new training site, increase its efforts to thoroughly populate data entry into its ESO database, and  
 63 prepare to transition from the National Fire Incident Reporting System (NFIRS) to National Emergency  
 64 Response Information System. Councilor Certa asked if the additional funding for trainings allocated to the  
 65 Fire Department has made a difference and whether the Council could help with other strategies. Chief  
 66 Gaboriault replied that the additional funding has not led to a noticeable increase in training attendance, but  
 67 that it has not led to a decrease. He said that the new training site could help offer more opportunities for a  
 68 wider variety of trainings and more realistic trainings.

70 d. Discussion and Consideration of Essex Junction Fire Department Training Facility at CVE  
 71 Councilor Miller recused himself from the discussion due to a professional conflict of interest.

72  
 73 Fire Chief Gaboriault spoke to this agenda item, relating to a Memorandum of Understanding (MOU) with  
 74 Chaplain Valley Expo (CVE) for use of space for a remote firefighting training site. He noted that the Fire  
 75 Department is looking for a training site that is away from residences so as not to impact neighborhoods. He  
 76 said that in summary, the Fire Department will stack shipping containers to simulate a two-story structure  
 77 and create training scenarios. Councilor Sheldon asked whether the City would be paying CVE for use of the  
 78 space, and Chief Gaboriault replied that the costs associated with the MOU are related to the shipping  
 79 containers (Conex boxes) that would be needed for the trainings. Councilor Haney asked if the training space  
 80 would be lower or higher in elevation than surrounding areas, and Chief Gaboriault replied that it may be  
 81 higher but that he would need to follow up on this. He said that if they conduct trainings with smoke, they  
 82 would be contacting dispatch to alert them to this. Councilor Haney suggested also alerting the public to  
 83 these trainings if there is smoke. Chief Gaboriault agreed that this is a feasible suggestion. He noted that the  
 84 site would likely be utilized from April to November. Councilor Certa asked how this enhanced training fits  
 85 into the overall trainings offered to firefighters. Chief Gaboriault replied that this training would offer the  
 86 convenience of being local and easy to conduct on workdays. Councilor Certa asked if this could be shared  
 87 with other municipalities, and Chief Gaboriault replied that they could open this up to other municipalities,  
 88 though other municipalities also have similar training sites and resources.

90 **Councilor Certa made a motion, seconded by Councilor Haney. That the City the Council authorize**  
 91 **the City Manager to approve the MOU pending legal review. The motion passed 4-0 (Councilor Miller**  
 92 **recused).**

94 e. Discussion of Mural Application for the Fire Station

95 City Manager Mahony noted that the application deadline for this mural application is due on June 16. She  
 96 said that this originated with the Community Development Department with assistance from members of the  
 97 Planning Commission, and that it relates to a design grant for a public mural on the southeastern-facing wall  
 98 of the Fire Department. She noted that this is a grant through the Vermont Arts Council’s Animating  
 99 Infrastructure Grant program and that there is no local match for this grant.

101 f. Discussion and Consideration of Regional Committee Appointments

102 City Manager Mahony said that this pertains to Essex Junction representation on various regional boards  
 103 and committees. She noted regional boards and organizations where action is needed to appoint or reappoint  
 104 members, which include the Chittenden County Regional Planning Commission (and CCRPC  
 105 subcommittees), Town Meeting TV, and Winooski Valley Park District.

107 **Councilor Certa made a motion, seconded by Councilor Miller, that the Council appoint the following**  
 108 **positions: move the Council appoint the following positions: CCRPC Board: Appoint Cristin Gildea**  
 109 **as Representative and Dan Kerin as Alternate to the Board for CCRPC; CCRPC (TAC): Appoint Chris**  
 110 **Yuen as Representative and Michael Giguere as Alternate to the Transportation Advisory Committee**  
 111 **for CCRPC; CCRPC (CWAC): Appoint Chelsea Mandigo as Representative to the Clean Water Advisor**

Committee for CCRPC; Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as Alternate; Winooski Valley Parks District: Appoint George Tyler as the Representative to the WVPD; All other appointments remain as is for now. The motion passed 5-0.

g. Annual Memo with Manager Appointments and Approve Council Appointments of the City Clerk and Tree Warden \*\*was Consent Item #6b\*\*

Councilor Haney asked if the City has procedures or policies in place to assess whether it is satisfied with the performance of the City Attorney, City Auditor, and City Engineer, which are included in this set of reappointments. City Manager Mahony replied that the current purchasing policy includes these appointments, also noting that the City will be updating its purchasing policy and bringing it to the Council for its approval at a future meeting. She said that for the City’s audit firm, she sees value in putting out a Request For Proposals (RFP) for this scope of work on a regular basis. Councilor Certa asked about the advantages of having a City Attorney on staff versus a contracted position with a firm. City Manager Mahony replied that there is value in thinking through the comparison of cost between outside contractors and retaining services in-house. She said that the City should also thinking about the quality of services and whether it is satisfied with performance.

**Councilor Miller made a motion, seconded by Councilor Haney, that the City Council that the Council reappoint Susan McNamara-Hill as City Clerk for FY26 and reappoint Warren Spinner as Tree Warden. The motion passed 5-0.**

h. Discussion and Consideration of ICMA Economic Mobility and Opportunity (EMO) Special Assistants Program

City Manager Mahony spoke to this item, noting that it relates to a program that could potentially help support or dovetail with the Equity Policy Advisory position that’s been funded in FY26 with \$25,000. She said this opportunity is for a more public/outward-facing position related to addressing economic mobility challenges. She said that there is interest from Winooski, South Burlington, and Shelburne for this work, given that they have funding set aside for economic development and this program ties in closely to similar areas of focus. Councilor Certa expressed support for this, given that it would lead to more staff and support for these important areas.

**Councilor Certa made a motion, seconded by Councilor Miller, that the City Council authorize the City Manager to apply for the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program with interested municipal partners. The motion passed 5-0.**

**6. CONSENT ITEMS**

- a. Approve Meeting Minutes: May 14, 2025
- b. Annual Memo with Manager Appointments and Approve Council Appointments of the City Clerk and Tree Warden \*\*now Business Item #5g\*\*
- c. Approve Donation to Essex Rotary for the Heavenly Food Pantry
- d. Approve Updates to the General Rules and Personnel Regulations

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

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT**: City Manager Mahony thanked the Houghtons for providing access to the 2 Lincoln building while the driveway is being worked on. She and other Councilors thanked staff and the public for a great Memorial Day event. Councilor Certa noted that the Essex Historical Society is holding an open house on June 1, 2025. City Manager Mahony noted that the City’s Pride Festival will take place on Saturday at Maple Street Park, and that the City will be holding a Glow Run at 9:00 P.M. on Friday evening.

**8. READING FILE**

- a. Check Warrant #24075 5/16/2025
- b. Police Community Advisory Board Minutes 5/14/2025

- c. Bike Walk Advisory Committee Minutes 5/8/2025
- d. CVE Neighbor Meeting Letter
- e. Reappraisal Guidance

9. **EXECUTIVE SESSION**

- a. \*An Executive Session may be needed to discuss the appointment of public officials

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

**Councilor Certa made a motion, seconded by Councilor Shelden, to exit executive session. The motion passed 5-0 at 8:00 PM.**

**Councilor Thibeault made a motion, seconded by Councilor Miller, to appoint Bethany Clark to the Governance Committee. The motion passed 5-0.**

10. **ADJOURN**

**Councilor Haney made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 8:02 P.M.**

Respectfully Submitted,  
Amy Coonradt