



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

Online & 145 Maple St.  
Essex Junction, VT 05452  
**Wednesday, August 27, 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. Public Works Department Head Brief to Council [10 Minutes]
  - b. Discussion and Consideration of Initial Concepts for Public Works Facility Renovation [30 Minutes]
  - c. Discussion and Consideration of Health Officer and Deputy Health Officer Appointments [5 Minutes]
  - d. \*Executive Session to Discuss Negotiating Lease Options for the Teen Center/CHIPS at 2 Lincoln
  - e. \*\*Executive Session to Discuss a Possible Contract with the Town for Assessing Services
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: August 13, 2025
  - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant #24083 08/22/25
  - b. Governance Committee Minutes 08/04/25
  - c. Recreation Advisory Committee Minutes 08/06/25
  - d. Planning Commission Minutes 08/07/25
  - e. Bike Walk Advisory Committee Minutes 08/14/25
9. **EXECUTIVE SESSION**
  - a. \*An Executive Session may be needed to discuss negotiating lease options for the Teen Center/CHIPS at 2 Lincoln
  - b. \*\*An Executive Session may be needed to discuss a possible contract with the Town for assessing services
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.

**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING AGENDA  
MINUTES OF MEETING  
August 27, 2025**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Ricky Jones, Public Works Superintendent, Carl Wermer, EJFD Dispatch.

**OTHERS PRESENT:** Rick Hamlin, Dennis Thibeault, Resa, vtemi.

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

It was requested that Business Item #5c be moved up in the agenda.

**3. APPROVE AGENDA**

**Councilor Miller made a motion, seconded by Councilor Shelden, to reorder the Business Items such that #5c is now #5a. The motion passed 4-0.**

**4. PUBLIC TO BE HEARD**

a. Comments from Public  
None.

**5. BUSINESS ITEMS**

a. Discussion and Consideration of Health Officer and Deputy Health Officer Appointments  
City Manager Mahony began by noting that Assistant Fire Chief John Rowell is serving as the current Health Officer but will be retiring at the end of September. She said that Carl Wermer of the Essex Junction Fire Dispatch is recommended for the position once Assistant Chief Rowell steps down, and that the City Council must make this recommendation to the Vermont Department of Health, which approves these appointments. She also noted that staff are recommending the reappointment of Sharon Kelly as the Deputy Health Officer, whose current term expires on August 31, 2025.

**Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make a recommendation to the Department of Health to appoint Carl Wermer to the position of Health Officer for the City starting October 1, 2025; and to re-appoint Sharon L. Kelley to the position of Deputy Health Officer for the City starting September 1, 2025. The motion passed 5-0.**

b. Public Works Department Head Brief to Council  
Public Works Superintendent Jones began by summarizing activities from the past six months. He noted that the Public Works Department is now fully staffed, having hired two additional staff. He noted that they had looked into contracting out certain services, such as snow removal and line striping, but that they determined it was more cost-effective to retain services in house. He spoke about activities over the next six months, including wrapping up the Lincoln Hall renovations, work on the Iroquois water line, working with the WWTF to identify issues in the sewer lines, taking on some additional building maintenance, and working on Crescent Connector traffic lights. Councilor Miller commended the Public Works Department for its prompt response to issues the public raises. Councilor Shelden asked about the sewer activity work that is occurring, and Public Works Superintendent Jones spoke about the activity occurring and how it affects residents' sewer systems. Councilor Shelden asked if they could explore communicating a schedule to residents about sewer activity and flushing, and Public Works Superintendent Jones replied that they could discuss this further with the Council and the City administration.

## c. Discussion and Consideration of Initial Concepts for Public Works Facility Renovation

Rick Hamlin, Chief of Engineering at Hamlin Consulting Engineers, spoke regarding this item. He noted that the last time the Public Works facility was upgraded was in 1996, and that the only major addition since then was the addition of the salt shed in 2005. He provided a brief overview of the current 3-acre Public Works facility site, located off Jackson Street, noting where current buildings and parking lots are located. He pointed out the locations of two different options: one which represents removing current buildings and constructing a new building, and the other which represents building an addition to connect and renovate existing buildings. He noted that one option shows a 9,900 square foot infill between the 5,000 square foot building and the 2,000 square foot building, which would connect the structures and allow for complete passage from one structure to another without going outside. He said that this would be the new shop and prime vehicle storage space for the Public Works department. He showed details about the elevation of each building in this infill option. He noted that the other option shows a 21,000 square foot new building, which proposes to remove every current building on site except for the 3,000 square foot salt shed. He showed details about the elevation of each building in the replacement option. He noted that both options propose expanding the salt shed from its current size. Mr. Hamlin noted that one exercise conducted was to inventory every single piece of rolling stock that Public Works has, in order to determine how each piece of equipment could be stored inside the buildings in both options. He provided details about the layout of the interiors of the buildings in both options. Mr. Hamlin then spoke about the pros and cons of each of these options, based on the information and feedback gathered from other regional municipalities' Public Works department facility renovations. He noted that one potential disadvantage of removing current buildings and rebuilding a brand new set of buildings is that the Public Works department would essentially not have a location for operations and storage while construction and renovations occur, whereas pursuing the option that retrofits current facilities would allow for continued operations on site during renovations. He noted that a complete renovation would yield a brand-new facility. He spoke about cost estimates for each option, noting that an infill option could cost around \$5 million and a brand-new facility could cost around \$8 million. He noted that the very preliminary estimated timelines for completion for both options are around the same (approximately a year).

Councilor Miller noted that both Georgia and Milton renovated their own public works facilities recently using relatively similar design builds, and that the Milton project cost around \$6 million for 27,000 square foot facility, and the Georgia project cost around \$3.5 million based on the bond used to fund it. He said that having toured the current facility and having also learned from some of the experience of renovating 2 Lincoln Street, he would advise the City to pursue a tear-down and complete rebuild. Councilor Certa asked about the condition of the current buildings and whether they have deferred maintenance or would otherwise need additional renovation. Mr. Hamlin noted that in the infill version, the existing building would largely be used for cold storage and the new infill would be where staff office spaces and other amenities would be located. Councilor Shelden noted that these designs attempt to anticipate and address the City's needs for the next 50-100 years, and Public Works Superintendent Jones added that they allow for the storage of the City's current equipment with some additional space left over for more equipment, if needed in the future. Councilor Shelden asked about the condition of the buildings at the existing facilities, and Public Works Superintendent Jones replied that the conditions of most buildings is good, except for one of the structures in the corner of the lot. Councilor Certa noted that a number of vehicles in the Public Works Department's current inventory are not able to be stored inside currently, and asked if this impacts the length of their useful life. Public Works Superintendent Jones replied that moving vehicles into heated storage where possible would help extend their working lives by some time. Councilors Certa and Miller and City Council President Thibeault expressed support for the option involving replacing the current facility with a brand-new facility. Councilor Shelden expressed support for the option involving utilizing existing buildings and constructing infill, given that the brand-new building option would involve the complete loss of use of the site for storage of vehicles while construction is occurring.

d. \*Executive Session to Discuss Negotiating Lease Options for the Teen Center/CHIPS at 2 Lincoln  
See item #9a below.

e. \*\*Executive Session to Discuss and Possible Contract with the Town for Assessing Services  
See item #9b below.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: August 13, 2025
- b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses

**Councilor Miller made a motion, seconded by Councilor Shelden, to approve the consent agenda. The motion passed 4-0.**

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the City, Town, Westford, and the Essex Westford School District are holding an opioid forum on September 9, 2025 at 5:00 P.M. She noted that it will include a community barbecue, resource booths, and discussion panels. Councilor Certa congratulated Councilor Haney for winning a blue ribbon at the Champlain Valley Fair for her flowers.

8. **READING FILE**

- a. Check Warrant #24083, August 22, 2025
- b. Governance Committee Minutes – August 4, 2025
- c. Recreation Advisory Committee Minutes – August 6, 2025
- d. Planning Commission Minutes – August 7, 2025
- e. Bike Walk Advisory Committee Minutes – August 14, 2025

9. **EXECUTIVE SESSION**

- a. \*An Executive Session may be needed to discuss negotiating lease options for the Teen Center/CHIPS at 2 Lincoln

**Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make the specific finding that premature disclosure of contractual matters would place the City at a substantial disadvantage. The motion passed 4-0.**

**Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(2) to include the City Council and City Manager. The motion passed 4-0.**

- b. \*\*An Executive Session may be needed to discuss a possible contract with the Town for assessing services

**Councilor Certa made a motion, seconded by Councilor Miller, that the City Council make the specific finding that premature disclosure of contractual matters would place the City at a substantial disadvantage. The motion passed 4-0.**

**Councilor Certa made a motion, seconded by Councilor Miller, 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 and City Manager. The motion passed 4-0.**

**Councilor Miller made a motion, seconded by Councilor Shelden, to exit executive session. The motion passed 4-0 at 8:44 P.M.**

10. **ADJOURN**

**Councilor Miller made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 8:46 P.M.**

Respectfully Submitted,  
Amy Coonradt