



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, October 8, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person at the Municipal Offices located at 2 Lincoln 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. Chittenden Solid Waste District Representative Update to Council with Mike Sullivan [10 Minutes]
 - b. Development Review Board Update to Council [15 Minutes]
 - c. *Discussion and Consideration of an Executive Session to Discuss a Possible Contract with the Town for Assessing Services
 - d. **Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
 - e. ***Discussion and Consideration of an Executive Session to Discuss Personnel
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: September 24, 2025
 - b. Approve the Infill Housing Consortium Project Match
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24096 10/03/25
 - b. September Financial Reports
 - c. Regional Boards and Committees Memo
 - d. Community Outreach Contract Update
 - e. Annual 2024 Report on Progress on Implementation of All-Hazards Mitigation Plan
 - f. Chittenden County Communications Union District Budget Public Hearing Notice
 - g. Understanding Your Property Tax Bill
 - h. Opioid Settlement Funds Update
 - i. Progress/Status of the Reappraisal Project 2026
 - j. Police Community Advisory Board Minutes 09/16/25
 - k. Development Review Board Minutes 09/18/25
 - l. Governance Committee Minutes 09/25/25

9. **EXECUTIVE SESSION**

- a. *An Executive Session May Be Needed to Discuss a Possible Contract with The Town for Assessing Services
- b. **An Executive Session May Be Needed to discuss Attorney Client Communications and Litigation
- c. *** An Executive Session May Be Needed to discuss Personnel

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 AGENDA OPEN FORUM
MINUTES OF MEETING
October 8, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager;

OTHERS PRESENT: John Alden, Ella Rueshsen, Mike Sullivan, 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. Chittenden Solid Waste District Representative Update to Council with Mike Sullivan
Representative Mike Sullivan spoke on this agenda item and provided an update on Chittenden Solid Waste District (CSWD) recent activities. He noted three main updates, including the sale of land by the District in Burlington on Flynn Avenue for \$700,000, CSWD's debt holdings of \$75,000 from the bankrupt Gardener's Supply, and updates on the construction process for the CSWD Materials Recycling Facility (MRF). He said that CSWD has been making progress on obtaining approval to build the MRF, noting that the proposal was redesigned to address concerns about proximity to wildlife corridors. He noted that the Williston Development Review Board (DRB) will hold a hearing on this redesign in mid-October. Councilor Certa asked for any updates on the Essex or Williston drop-off locations for CSWD. Mr. Sullivan noted that prices have increased for a number of types of waste and materials at the drop-off centers, due to the increased tip fee at the Coventry land fill. Councilor Shelden asked for information about leaf drop-off locations, and Mr. Sullivan said he would follow up with more information.

b. Development Review Board Update to Council

John Alden, Chair of the Essex Junction DRB, spoke on this agenda item. He provided an overview of DRB activity over the past year. He showed a map with locations of various development project applications, noting areas with applications related to site plan review, subdivision, design review, and conditional use review. He noted that over the past year that there have been two conceptual site plans reviewed, eight final site plans reviewed, one sketch plat reviewed, one final plat reviewed, and four design review decisions issued. He noted 12 gross new housing units approved and ten net new housing units approved. He noted that there hasn't been as much new housing created over the past year, citing difficulty in the construction industry, but that the housing development environment is friendly and new development fits in well to the master plan and the City's land development code planning. City Manager Mahony noted that in the year prior, 167 new housing units were constructed. She noted that these were for larger, multi-unit projects, which don't occur every year. Mr. Alden spoke about specific developments, including at 2 Educational Drive, 162 West Street, the Center for Technology in Essex, 34 Park Street, 197 Pearl Street, 1 Main Street, 105 Pearl Street, 40 Maple Street, and 70 Pearl Street. Councilor Shelden asked about the road construction for the Center for Technology project specifically, and Mr. Alden said there are opportunities to make adjustments to the road if there are concerns, given that the project is still in design. Councilor Certa asked if there are

specific barriers or issues with the City's Land Development Code (LDC) that have come up over the last year. He also asked about the lack of setback on the 162 West Street project. Mr. Alden replied that this project in particular made efforts to construct the parking behind the buildings, resulting in less of a setback. Councilor Certa noted the lack of net new housing over the past year and asked if the DRB feels that there are continued barriers to development. Mr. Alden replied that the City has been making efforts to build clear expectations with developers about designing good, high-quality housing in the City that will fit in well with the City's aesthetics, and that this has taken some time. He also added that loosening regulations about infill (allowing more accessory dwelling units, for example), doesn't necessarily directly correlate to incentivizing residents adding those ADUs. Councilor Miller noted that the Connect the Junction survey has been extended until October 20 and that part of that conversation will be around building height.

c. *Discussion and Consideration of an Executive Session to Discuss a Possible Contract with the Town for Assessing Services
See item #9a below.

d. **Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
See item #9b below.

e. ***Discussion and Consideration of an Executive Session to Discuss Personnel
See item #9c below.

6. CONSENT ITEMS

- a. Approve Meeting Minutes: September 24, 2025
- b. Approve the Infill Housing Consortium Project Match

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

7. COUNCILOR COMMENTS & CITY MANAGER REPORT: City Manager Mahony noted that the last set of the Meet Me On Main events for the season will occur on Saturday, October 11 from 4:00 to 7:00 P.M. She also noted the extension of the Connect the Junction survey until October 20. She noted various Reading File topics of interest. Councilor Certa encouraged residents to engage with Councilors at the Meet Me On Main event this weekend.

8. READING FILE

- a. Check Warrant #24096 – October 3, 2025
- b. September Financial Reports
- c. Regional Boards and Committees Memo
- d. Community Outreach Contract Update
- e. Annual 2024 Report on Progress on Implementation of All-Hazards Mitigation Plan
- f. Chittenden County Communications Union District Budget Public Hearing Notice
- g. Understanding Your Property Tax Bill
- h. Opioid Settlement Funds Update
- i. Progress/Status of the Reappraisal Project 2026
- j. Police Community Advisory Board Minutes – September 16, 2025
- k. Development Review Board Minutes – September 18, 2025
- l. Governance Committee Minutes – September 25, 2025

9. EXECUTIVE SESSION

a. *An Executive Session May Be Needed to Discuss a Possible Contract with the Town for Assessing Services

Councilor Miller made a motion, seconded by Councilor Sheldon, that the City Council make the specific finding that premature disclosure of the 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)(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 7:55 P.M.

City Council President Thibeault made a motion, seconded by Councilor Miller, to authorize the City Manager to execute a contract for assessing services with the Town of Essex. The motion passed 4-0.

b. **An Executive Session May Be Needed to Discuss Attorney Client Communications and Litigation
Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make the specific finding that premature disclosure of confidential attorney-client communications regarding a probable litigation 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 confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 4-0.

c. ***An Executive Session May Be Needed to Discuss Personnel
Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council enter into executive session to discuss a personnel evaluation (check-in), pursuant to 1 V.S.A. § 313(a)(3) to include the City Council and the City Manager. The motion passed 4-0.

10. ADJOURN

Councilor Shelden made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 4-0 at 7:57 P.M.

Respectfully Submitted,
Amy Coonradt