



**CITY OF ESSEX JUNCTION
GOVERNANCE COMMITTEE
REGULAR MEETING AGENDA**

Online & 75 Maple St.
Essex Junction, VT 05452
Thursday, October 9, 2025
6:30 PM

This meeting will be in-person at Essex Junction Recreation and Parks located at 75 Maple Street and available remotely. Options to join the meeting remotely:

JOIN ONLINE: [Join the meeting now](#)

1. **WELCOME AND INTRODUCTIONS** [6:30 PM]
2. **ADDITIONS OR AMENDMENTS TO AGENDA**
3. **PUBLIC TO BE HEARD**
4. **REVIEW & APPROVE MINUTES FROM LAST MEETING**
5. **DISCUSS PLAN MOVING FORWARD AND IDENTIFY NEXT STEPS**
6. **ADJOURN**

Attachments:

- Draft Meeting Minutes September 25, 2025

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 Chairperson, 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 Chairperson. Regarding remote 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 Governance Committee, 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 Essex Junction Recreation and Parks office at 802-878-1375 TTY: 7-1-1 or (800) 253-0191.

City of Essex Junction Governance Committee Meeting Minutes

Thursday, September 25, 2025 @ 6:30 PM

Members present: Bethany Clark, Thomas Coen, Steve Eustis, Deb McAdoo, Candace Morgan, Brian Shelden, Gabrielle Smith, Marlon Verasamy (arrived 7:21 PM)

Absent: Elaine Haney

Staff present: Brad Luck

Members of the public present: None

Chair Steve Eustis called the meeting to order at 6:37 PM.

There were no additions or changes to the agenda. There was no public to be heard.

Gabrielle motioned and Brian seconded approval of the September 11 meeting minutes. They passed unanimously.

A sub-group met earlier in the week to draft a plan for next steps for educating and engaging City residents on the governance topics the Committee has been exploring. The sub-group outlined the following draft plan:

- A. Education and Outreach
 - a. Share information and spread awareness of the items that are being addressed via the City website, social media, Front Porch Forum, Junction City News, City Council meeting agenda item update, press release/Essex Reporter, have materials at businesses around the City, have a presence at Meet Me On Main!, Homecoming (10/11), Lions Club, VFW, etc.
- B. Survey
 - a. Have a survey out in the community for people to weigh in. Include education with it, allow people to say “I don’t have an opinion on this,” and to allow comments on each question.
- C. Public Forums
 - a. Host two public forums as opportunities for people to attend, learn more, ask questions, and weigh in.
- D. Report & Recommendations to City Council

After some discussion, the Committee agreed to change the final report date from November to December. The education and outreach will begin on 10/11, with a goal to

review the input, discuss as a Committee, and make recommendations for the 12/10 Council meeting. The report will be due for the Council packet on 12/5.

The Committee will review materials that Brad sends out, provide feedback, and review final documents at the next meeting on October 9.

Marlon moved and Deb seconded to adjourn, which passed unanimously. Steve adjourned the meeting at 8:03 PM.