



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, March 11, 2026
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. **PUBLIC HEARING**
 - a. Second Public Hearing on Charter Change Amendments
6. **RECOGNITION**
 - a. Resolution of Appreciation for Brad Luck
7. **BUSINESS ITEMS**
 - a. Discussion and Consideration of the FY27 General Fund Operating and Capital Budgets [10 Minutes]
 - b. Discussion and Consideration of the Final Informational Hearing and Annual Meeting Warning [10 Minutes]
 - c. Discussion and Consideration of the Fire Department Personnel Regulations and Associated Edits to the Full Personnel Regulations [10 Minutes]
 - d. *Discussion and Consideration of an Executive Session to Discuss a Personnel Evaluation
8. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 2/25/26
 - b. Approve Administrative Officer Reappointment of Chris Yuen
 - c. Approve Railroad Avenue Waterline Capital Plan Amendment, Bid Acceptance and Contract Authorization
 - d. Approve Street Vending Permit
9. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
10. **READING FILE**
 - a. Check Warrant #24112 3/6/26
 - b. February Financial Report
 - c. Regional Boards and Committees Meeting Memo
 - d. Voter Information for City Annual Meeting
 - e. Reappraisal Update
 - f. Fidium Fiber Press Release
 - g. Let's Build Homes Slideshow
 - h. Recreation Advisory Committee Minutes 2/4/26
 - i. Police Community Advisory Board Minutes 2/17/26

- 11. **EXECUTIVE SESSION**
 - a. *An Executive Session May Be Needed to Discuss a Personnel Evaluation

- 12. **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.

**Upcoming City Council Meetings
(Meeting Dates are Subject to Change)
(* denotes special meeting or date change)**

*March 23, 2026	May 13, 2026
March 25, 2026	May 27, 2026
*April 15, 2026	June 10, 2026
*April 29, 2026	June 24, 2026

**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.

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
March 11, 2026
Approved March 25, 2026**

COUNCILORS PRESENT: Amber Thibeault, President; Marcus Certa, Vice President; Tim Miller, Clerk; Elaine Haney, Brian Sheldon.
ADMINISTRATION: Regina Mahony, City Manager; Colleen Dywer, Human Resources Director; Chris Gaboriault, Fire Chief; Jess Morris, Finance Director.
OTHERS PRESENT: Michael, Reed, 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. **PUBLIC HEARING**

a. Second Public Hearing on Charter Change Amendments

City Council President Thibeault opened the public hearing.

City Manager Mahony began by noting that this is the second public hearing for the proposed charter change amendments, which arose out of recommendations from the Governance Committee. She reviewed the proposed charter change questions. The first asks whether the City Council President should be paid compensation that is 25% higher than other Councilors, due to the additional time commitments required of the President. The second is regarding how the Council's stipend should be adjusted over time, and whether voters will approve indexing the adjustment to the percentage change in the Consumer Price Index (CPI) automatically. The third is whether the Charter should include a consistent time period for a Charter Review Committee to periodically review the City's charter every 12 years.

There was no public comment.

City Council President Thibeault closed the public hearing.

6. **RECOGNITION**

a. Resolution of Appreciation for Brad Luck

City Manager Mahony noted that Mr. Luck resigned from the City after almost 19 years of work at EJRP, and Councilor Haney read a resolution of appreciation for Mr. Luck into the record. Councilors and staff expressed their thanks to Mr. Luck for his work and dedication to the City of Essex Junction.

7. **BUSINESS ITEMS**

a. Discussion and Consideration of the FY27 General Fund Operating Budget and Capital Budgets

City Manager Mahony said that the proposed FY27 General Fund Operating Budget and Capital Budgets are unchanged since they were last presented on February 11, 2026. She noted that there was an adjustment made to the ranking of projects within the Capital Plan, due to an additional project related to a shared use

56 path on Main Street. She said that the budget for FY27 represents an approximately 4.1% increase over
57 FY26, or a \$118 increase on a \$280,000 home.

58 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council approve the FY27**
59 **General Fund Operating and Capital Budgets as presented. The motion passed 5-0.**

60
61 b. Discussion and Consideration of the Final Informational Hearing and Annual Meeting Warning
62 City Manager Mahony said that other than reordering the questions on the ballot, the content of the Final
63 Informational Hearing and Annual Meeting Warning remain unchanged from previous discussions. She said
64 that the informational hearing will be warned for Monday, March 23, 2026, and the Annual Meeting will be
65 warned for April 14, 2026 from 7:00 A.M. to 7:00 P.M.

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67 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council approve the**
68 **warning as drafted. The motion passed 5-0.**

69
70 c. Discussion and Consideration of the Fire Department Personnel Regulations and Associated Edits to the
71 Full Personnel Regulations
72 Councilor Miller recused himself from the discussion due to a perceived conflict of interest.

73
74 City Manager Mahony said that staff have conducted a review of personnel regulations over the last year
75 and that this has necessitated changes to the Fire Department regulations, clarifying that the Fire Department
76 staff are part-time employees and not volunteers. She said that these changes do not modify day-to-day
77 operations at the Fire Department but simply clarify how to designate the staff based on Department of Labor
78 regulations.

79
80 **Councilor Certa made a motion, seconded by Councilor Shelden, that the City Council approve the**
81 **Essex Junction Fire Department General Rules and Personnel Regulations as presented, and**
82 **approve the amended General Rules and Personnel Regulations as presented. The motion passed 4-**
83 **0 (Councilor Miller recused).**

84
85 d. *Discussion and Consideration of an Executive Session to Discuss a Personnel Evaluation
86 See item #11 a below.

87
88 8. **CONSENT ITEMS**

- 89 a. Approve Meeting Minutes: February 25, 2026
- 90 b. Approve Administrative Officer Reappointment of Chris Yuen
- 91 c. Approve Railroad Avenue Waterline Capital Plan Amendment, Bid Acceptance, and Contract
92 Authorization
- 93 d. Approve Street Vending Permit

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

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98 9. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony said that the City will
99 be holding tours of the Public Works Facility at 11 Jackson Street, with tours scheduled for Wednesday,
100 March 18, 2026 from 10:00-11:00 A.M., and Saturday, March 21, 2026 from 10:00-11:00 A.M. She also
101 noted that the City Council will be hosting a food drive at 2 Lincoln Street from March 16 through March
102 30.

103
104 10. **READING FILE**

- 105 a. Check Warrant #24112 – March 6, 2026
- 106 b. February Financials Report
- 107 c. Regional Boards and Committees Meeting Memo
- 108 d. Voter Information for City Annual Meeting
- 109 e. Reappraisal Update
- 110 f. Fidium Fiber Press Release

- g. Let's Builds Homes Slideshow
- h. Recreation Advisory Committee Minutes – February 4, 2026
- i. Police Community Advisory Board Minutes – February 17 2026

11. **EXECUTIVE SESSION**

a. *An Executive Session may be needed to discuss a Personnel Evaluation
Councilor Haney made a motion, seconded by Councilor Certa, that the City Council enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council and City Manager.

Councilor Haney made a motion, seconded by Councilor Certa, to exit executive session. The motion passed 5-0 at 7:22 P.M.

12. **ADJOURN**

Councilor Haney made a motion, seconded by Councilor Shelden to adjourn the meeting. The motion passed 5-0 at 7:22 P.M.

Respectfully Submitted,
Amy Coonradt