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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
DRAFT MINUTES OF MEETING  
May 13, 2026**

**COUNCILORS PRESENT:** Amber Thibeault, President; Tim Miller, Vice President; Bethany Clark, Clerk; Raj Chawla, Brian Shelden.

**ADMINISTRATION:** Regina Mahony, City Manager; Ashley Snellenberger, Director of Communications & Strategic Initiatives.

**OTHERS PRESENT:** Marcus Certa, Dennis Thibeault, Michael, 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

Resa asked about the process for swearing in new City Councilors. Councilors discussed how they were sworn in, which involves process and paperwork with the Clerk Treasurer, rather than being sworn in at a public Council meeting. City Manager Mahony noted that new Councilors were sworn in the prior week due to the timing of a special hearing related to a potential vicious dog bite. She noted that Councilor Thibeault is the Council President, Councilor Miller is the Council Vice President, and Councilor Clark is the Council Clerk.

5. **BUSINESS ITEMS**

a. Council Orientation Presentation

City Manager Mahony provided an informational overview of the City and City Council as orientation for new Council members. She began by summarizing the City's demographics and summarizing its current Comprehensive Plan, noting that the Comprehensive Plan is currently being updated for 2027. She then spoke about the City's vision and Strategic Action Plan that was developed over the last several years, outlining the six pillars and action items under each pillar from that Plan. She also noted that the Vision and Strategic Action Plan will help frame and inform some of the Comprehensive Plan updates for 2027, and that the Comprehensive Plan will also include updates to align with new state and regional planning requirements related to housing targets and new land use maps. She then spoke about the City's governmental structure, noting that Essex Junction has a City-Manager form of government, where the Council is responsible for policy-setting for the City and the Manager is the Chief Administrative Officer and is responsible for running the City's operations. She articulated the Council's authorities under this structure, and the Manager's authorities under this structure. She then provided an overview of the Council's Rules of Procedure, touched on transparency, Open Meeting Law compliance, the City's Code of Ethics, the City's updated Purchasing Policy, and reviewed the City's Declaration of Inclusion. She summarized the City's various boards and commissions, potential future boards and committees that could be created in the future, the City's organizational chart, and briefly mentioned the City's physical plant, facilities, and parks. She provided an overview of the FY27 budget summary, estimated tax impact, revenue, expenses, and purchasing. She highlighted a list of the City's priority projects, noted current City vacant positions for which it is hiring, and spoke about upcoming events.

b. Discussion and Consideration of the Council Retreat Agenda

56 Communications & Strategic Initiatives Director Snellenberger spoke about this agenda item. She noted that  
57 the City Council will have its strategic planning retreat on June 3 from 8:00AM to approximately 3:30PM. She  
58 said that this retreat is an opportunity for the Council and department heads to begin reviewing and  
59 discussing the City's priorities for the next year, which will also inform the budget build for FY28. She said  
60 that the retreat will be facilitated by Sue McCormack, who facilitated the prior year's retreat. She said that  
61 they are planning to have Council-specific discussions in the morning and department head discussions with  
62 the Council in the afternoon. Councilors discussed the agenda and process, noting that last year's retreat  
63 went well. Director Snellenberger noted that department heads are currently drafting their department work  
64 plans, which will be available for the Council to review prior to the retreat, and which will then inform  
65 discussion at the retreat itself. Director Snellenberger said she would send the Council summary of last year's  
66 retreat to new Councilors for their review as well.

67  
68 The following public comments were received:

- 69 • Resa asked if the retreat is open to the public. City Council President Thibeault replied that there is a  
70 public comment opportunity at the beginning of the Retreat, but they are welcome to attend the  
71 entirety of the Retreat. Resa asked if the facilitator role went out to bid, and City Manager Mahony  
72 replied that it did not, given the small dollar amount for the role.

73  
74 c. Discussion and Consideration of the Council Meeting Schedule for July through December  
75 City Manager Mahony said that the City reviews any cultural holidays that are in conflict with City Council  
76 meetings and makes adjustments as necessary. She said that they also looked at adjusting the schedule to  
77 reflect the change in date for the 2027 Annual Meeting. The Council reviewed the proposed date changes  
78 for City Council meetings.

79  
80 **Councilor Chawla made a motion, seconded by Councilor Shelden, to approve the revised City**  
81 **Council meeting schedule as presented. The motion passed 5-0.**

82  
83 d. Discussion and Consideration of Regional Committee Appointments  
84 City Manager Mahony noted that this pertains to Essex Junction representation at respective regional boards  
85 and committees, and specifically for boards and committees that need appointments at this time. She noted  
86 that the City needs to reappoint members to the Planning Advisory Committee for the Chittenden County  
87 Regional Planning Commission (CCRPC), the Chittenden Solid Waste District, and Town Meeting TV.

88  
89 City Council President Thibeault noted that she has a conflict of interest and has resigned from her seat on  
90 the Town Meeting TV Board.

91  
92 **Councilor Chawla made a motion, seconded by Councilor Clark, that the City the Council appoint the**  
93 **following positions: CCRPC (PAC): Appoint Chris Yuen as Representative and Michael Giguere as**  
94 **Alternate to the Planning Advisory Committee for CCRPC; Chittenden Solid Waste District: Appoint**  
95 **Mike Sullivan as the City representative on the CSWD Board; Town Meeting TV: Appoint Marcus Certa**  
96 **as Representative and Bethany Clark as Alternate; All other appointments remain as is for now. The**  
97 **motion passed 5-0.**

98  
99 **6. CONSENT ITEMS**

- 100 a. Approve Meeting Minutes – April 29, 2026
- 101 b. Approve Bike Walk Advisory Committee Policy Amendments
- 102 c. Annual Designation of Newspaper, Time, and Place of Regular Meetings, and Physical Posting Location
- 103 d. Approve Grant – Slam T1D Funding Proposal
- 104 e. Approve Annual Local Emergency Management Plan
- 105 f. Approve Memorial Day Road Closure Amended to Include Main Street from 8AM to 2PM
- 106 g. Approve Block Party Application for Upland/Drury

108 Councilor Miller made a motion, seconded by Councilor Shelden, to approve the consent agenda.  
109 The motion passed 5-0.  
110

111 7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that there are a  
112 number of community events coming up. She congratulated Logan, the City's Town Meeting TV staff  
113 member, for graduating from the University of Vermont this weekend. Councilor Miller noted that the  
114 Memorial Day parade route is changing this year, as the Police Department has recommended  
115 shortening the parade route and having it conclude near the Champlain Valley Exposition entrance by  
116 the VFW, rather than the fairgrounds' main entrance.  
117

118 8. **READING FILE**

- 119 a. Check Warrant #24117 – April 30, 2026
- 120 b. April Financial Reports
- 121 c. Regional Boards and Committees Minutes Memo
- 122 d. Reappraisal Update
- 123 e. Mural Feedback Survey News Release
- 124 f. Elaine Haney and Marcus Certa Resolutions
- 125 g. Brownell Library Trustee Minutes – April 21, 2026
- 126 h. Recreation Advisory Committee Minutes – April 27, 2026
- 127 i. Tree Advisory Committee Minutes – April 28, 2026
- 128 j. Board of Civil Authority and Board of Abatement Minutes – May 4, 2026
- 129

130 9. **EXECUTIVE SESSION**

- 131 a. Not Anticipated
- 132

133 10. **ADJOURN**

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135 Councilor Miller made a motion, seconded by Councilor Chawla, to adjourn the meeting. The motion  
136 passed 5-0 at 7:23 P.M.  
137

138 Respectfully Submitted,  
139 Amy Coonradt