



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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, May 13, 2026  
**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 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. Council Orientation Presentation [25 Minutes]
  - b. Discussion and Consideration of the Council Retreat Agenda [10 Minutes]
  - c. Discussion and Consideration of the Council Meeting Schedule for July thru December [5 Minutes]
  - d. Discussion and Consideration of Regional Committee Appointments [5 Minutes]
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: 4/29/26
  - b. Approve Bike Walk Advisory Committee Policy Amendments
  - c. Annual Designation of Newspaper, Time and Place of Regular Meetings, and Physical Posting Location
  - d. Approve Grant – Slam T1D Funding Proposal (EJRP)
  - e. Approve Annual Local Emergency Management Plan
  - f. Approve Memorial Day Road Closure Amended to Include Main Street from 8am to 2pm
  - g. Approve Block Party Application for Upland/Drury
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant # 24117 4/30/26
  - b. April Financial Reports
  - c. Regional Boards and Committees Minutes Memo
  - d. Reappraisal Update
  - e. Mural Feedback Survey News Release
  - f. Elaine Haney and Marcus Certa Resolutions
  - g. Brownell Library Trustee Minutes 4/21/26
  - h. Recreation Advisory Committee Minutes 4/27/26
  - i. Tree Advisory Committee Minutes 4/28/26
  - j. Board of Civil Authority and Board of Abatement Minutes 5/4/26
9. **EXECUTIVE SESSION** – Not Anticipated
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.*

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

	<b>June 10, 2026</b>
<b>May 27, 2026</b>	<b>June 24, 2026</b>

**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  
MINUTES OF MEETING  
May 13, 2026  
Approved May 27, 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

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

68  
 69 The following public comments were received:

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

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 75 c. Discussion and Consideration of the Council Meeting Schedule for July through December

76 City Manager Mahony said that the City reviews any cultural holidays that are in conflict with City Council  
 77 meetings and makes adjustments as necessary. She said that they also looked at adjusting the schedule to  
 78 reflect the change in date for the 2027 Annual Meeting. The Council reviewed the proposed date changes  
 79 for City Council meetings.

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

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 84 d. Discussion and Consideration of Regional Committee Appointments

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

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

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

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 100 **6. CONSENT ITEMS**

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

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

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

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119 8. **READING FILE**

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

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131 9. **EXECUTIVE SESSION**

- 132 a. Not Anticipated

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134 10. **ADJOURN**

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

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139 Respectfully Submitted,  
140 Amy Coonradt