



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 27, 2026
6:30 PM

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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. Interview and Consideration of Appointments to Bike Walk Advisory Committee, Planning Commission and Moderator [25 Minutes]
 - b. Fire Department - Department Head Brief to Council [10 Minutes]
 - c. Discussion and Consideration of the Engagement Plan [20 Minutes]
 - d. Discussion and Consideration of Essex Junction – Vermont’s 10th City – Historical Marker Application [5 Minutes]
 - e. Discussion and Consideration of FY26 Chittenden Solid Waste District Budget [15 Minutes]
 - f. Discussion and Consideration of Voting Delegate for the Vermont League of Cities and Towns Special Meeting [5 Minutes]
 - g. *Discussion and Consideration of an Executive Session to discuss Attorney Client Communication and Litigation
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 5/6/26 and 5/13/26
 - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
 - c. Approve Amendment to the Delinquent Tax Policy to Incorporate Annual Meeting Vote on Not Honoring Postmarks
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24118 5/15/26
 - b. All Hazard Mitigation Plan CY2025 Progress Report
 - c. Update on Transition of Community Justice to City of Burlington
 - d. Planning Commission Minutes 5/7/26
 - e. Tree Farm Management Group Minutes 5/11/26
 - f. Brownell Library Trustee Minutes 5/19/26
 - g. Police Community Advisory Board Minutes 5/19/26
9. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to discuss Attorney Client Communication and Litigation

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)**

*June 3, 2026 Retreat	August 12, 2026	October 14, 2026
June 10, 2026	August 26, 2026	October 28, 2026
June 24, 2026	September 9, 2026	*November 10, 2026
July 8, 2026	September 23, 2026	*December 2, 2026
July 22, 2026		*December 16, 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.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
May 27, 2026
Approved June 10, 2026**

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

ADMINISTRATION: Regina Mahony, City Manager;

OTHERS PRESENT: Robert Frederick, Cheryl Hacker, Michael Miller, Reed Nye, Beth Parent, Kirstie Paschall, Sarah Reeves, Mike Sullivan, Amanda Svensson, Dennis Thibeault, Ian Van Kirk, Judy, Resa.

1. CALL TO ORDER

City Council President Thibeault called the meeting to order at 6:30 P.M.

2. AGENDA ADDITIONS/CHANGES

City Council President Thibeault requested removing Business Item #5d and postponing it until a future City Council meeting.

3. APPROVE AGENDA

Councilor Chawla made a motion, seconded by Councilor Shelden, to amend the agenda to postpone item #5d until a future City Council meeting. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public

None.

5. BUSINESS ITEMS

a. Interview and Consideration of Appointments to Bike Walk Advisory Committee, Planning Commission, and Moderator

City Council President Thibeault began by noting that appointments will likely be made at the Council's June 10, 2026 meeting, as they will be conducting further interviews after tonight's meeting.

The Council interviewed Robert Frederick, Cheryl Hacker, and Ian Van Kirk for open positions on the Bike Walk Advisory Committee. The applicants spoke about their relevant experience, involvement in the community, qualifications, and their interest in participating on the Bike Walk Advisory Committee. Councilors asked them questions related to ideas or recommendations they have for the Committee, their experience with the City's pedestrian and bicycling network and infrastructure, and whether they would be interested in serving on another committee if they are not selected for appointment to the BWAC.

The Council interviewed Kirstie Paschall and Amanda Svensson for an open position on the Planning Commission. The applicants spoke about their relevant experience, involvement in the community (including past experience on the Planning Commission), qualifications, and their interest in participating on the Planning Commission. Councilors asked them questions related to their experience serving on the current Planning Commission (in Ms. Paschall's case), and whether they would be interested in serving on another committee if they are not selected for appointment to the Planning Commission.

b. Fire Department – Department Head Brief to Council

City Manager Mahony began by noting that she and the Finance Director spoke with the Fire Chief last week about the rolling stock and postponing the Request for Quotes (RFQ) for the fire truck that is slated for Fiscal Year 2030 in the capital plan, because the City is currently underfunded for that purchase. She said that they will be adding a specific rolling stock agenda item at a City Council meeting in June for further discussion.

57 Fire Chief Gaboriault began by noting that the Fire Department’s call volume for 2026 is significantly down
58 (by 20%) from this time in 2025, which is reflected in the salary line of the Fire Department’s budget. He said
59 that the budget line item that is currently running high is the truck maintenance line. He said that they allocate
60 \$25,000 per year for vehicle maintenance, and that has already been exceeded for the fiscal year. He said
61 that they anticipate being able to cover that excess with funding from the salary line, as noted above. He said
62 that apparatus lead times are around three years, which is why they had hoped to pursue a new fire truck
63 now to come online in FY30, but that they will discuss this further in June. He said that the department has
64 quotes for the new command vehicle, but that they are in a holding pattern given the uncertainty around
65 funding. He noted that staffing remains strong, with two staff leaving in June but two applicants lined up to
66 replace them. He noted that three positions are currently fulfilling military obligations and that one has been
67 deployed, but that all three individuals should return by the end of the summer. He spoke about activity
68 around the training site at the Champlain Valley Expo. He emphasized that the Fire Department’s highest
69 priority is its rolling stock, which is projected to be underfunded for the next ten years.
70

71 Councilor Chawla asked if there are further details around the drivers of the 20% reduction in call volume.
72 Chief Gaboriault noted that even though call volume is down, the department does respond to a number of
73 repetitive alarms. The Chief said he will discuss the rolling stock issue further with the Council at its June 10,
74 2026 meeting.
75

76 c. Discussion and Consideration of the Engagement Plan

77 Communications & Strategic Initiatives Director Snellenberger spoke about this agenda item. She began by
78 noting that staff have been working over the last year to develop this engagement plan, through researching
79 other municipalities’ engagement strategies, to determine what would work best for Essex Junction. She
80 spoke about the three main components of the plan, which include the framework that defines the
81 engagement vision (including how the City will engage with the community, and role definition for individuals
82 involved in the engagement process), community engagement goals and actions (including how the City will
83 improve engagement over the next five years), and an engagement toolkit for staff to have tools and
84 procedures and resources for how staff will develop engagement with their respective projects. She said that
85 this initial draft has been reviewed by the Chittenden County Regional Planning Commission (CCRPC)
86 Outreach and Engagement Coordinator, as well as the Economic Mobility Manager, and that they are also
87 soliciting feedback from staff on the toolkit component specifically. She said that this is an opportunity for the
88 City Council to review and discuss the initial draft and propose feedback or comments for consideration.
89

90 Councilor Chawla commended staff for their work on this initial draft. He said that the initial draft seems like
91 more topical or project-based engagement and a roadmap for that. He asked how this could be leveraged to
92 build relationships with the community holistically. Director Snellenberger replied that this engagement plan
93 is envisioned to achieve both topical engagement and more holistic engagement and trust-building with the
94 community. She said that the City’s day-to-day work needs to have direction and a process for engagement
95 that is consistent, which will also help build trust. She said that the plan also contemplates whether to have
96 a Community Engagement Committee and proposes building a community network map so that the City can
97 leverage it in an ongoing way. Councilor Clark asked about the timeline for implementing the engagement
98 plan and its priorities. Director Snellenberger replied that the timeline will be informed by the Council’s
99 feedback and level of comfort with the contents of the proposed plan, and that components of the
100 engagement plan will be built into departments’ individual work plans. Councilor Shelden asked about the
101 social network engagement strategies articulated in the plan and Director Snellenberger noted that the
102 avenues for social network engagement are those that are currently in place but that they could add additional
103 outlets and tools as needed and as the City’s engagement plan evolves over time. Councilor Shelden
104 suggested that the City could do a better job of communicating that is emergency-based, such as when
105 Public Works has acute infrastructure issues and needs to conduct repairs, for example. He asked whether
106 the plan could consider ways to have more emergency action communications. Director Snellenberger noted
107 that this plan focuses more on broader engagement than specific communication strategies. City Council
108 President Thibeault said that for the next discussion on this topic, it could be useful to have more specific
109 examples of strategies to react to. City Manager Mahony provided examples of projects that had
110 communications plans associated with them, which include the Connect the Junction project and the City’s
111 Comprehensive Plan updates. Councilor Chawla said he would like more details on the feedback from the

112 CCRPC during the next discussion on this topic. He also asked whether some of these activities have been
 113 built into departments' budgets. He said this is a very worthwhile topic to have on the Council's agendas over
 114 the coming months. Councilor Clark suggested that it would be helpful if staff have guiding questions that
 115 can help inform future Council discussions on the plan.

117 d. Discussion and Consideration of Essex Junction – Vermont's 10th City – Historical Marker Application
 118 ****AGENDA ITEM POSTPONED****
 119 No discussion.

121 e. Discussion and Consideration of FY27 Chittenden Solid Waste District Budget
 122 Sarah Reeves, Executive Director of Chittenden Solid Waste District (CSWD), spoke on this agenda item.
 123 She provided an overview of the FY27 budget for the City Council's review and consideration. She began by
 124 noting that there was a project fraud incident related to the new Materials Recycling Facility (MRF), in which
 125 CSWD fell victim to a significant phishing scam and lost \$3 million in payments that were intended for its
 126 construction partner. She said that there is currently an open investigation related to this, that CSWD is
 127 cooperating fully with law enforcement, and that the CSWD Board is conducting an internal review of the
 128 incident with an independent third party. She said that CSWD will share further updates with its municipal
 129 members as they are available, and that CSWD is reconfiguring its budget to bear the burden of closing the
 130 project funding gap (without placing that burden on municipal members). She said that all FY27 revenue in
 131 excess of budgeted needs will be directed to the MRF project fund, that they are deferring other capital
 132 needs, and that CSWD anticipates needing to seek a short-term bank loan to fill the gap. She spoke about
 133 CSWD's projected FY27 revenues of \$19.2 million and projected FY27 expenses of \$16.1 million. She
 134 compared the FY27 and FY26 budgets, noting changes in both revenues and expenses. She noted increases
 135 for tip fees, material sales increases, SWMF increases, and product stewardship reimbursement increases.
 136 She noted anticipated level-funding of expenses from FY26 to FY27, with decreases in administrative costs,
 137 promotion and education, professional fees, equipment and fleet, and travel and training. She spoke in further
 138 detail about fee increases, including for facility use fees, leaf and yard fees, material recycling facility fees,
 139 organics recycling facility fees, and solid waste management fees.

141 Councilor Chawla asked if CSWD is now carrying fraud insurance, and Ms. Reeves replied that CSWD had
 142 insurance but it was not adequate to cover the incident. She said that the Board is recommending its
 143 members take a look at this, given that they are insured by VLCT but with minimal coverage, and VLCT has
 144 recommended adding a supplemental insurance policy. She said that in the next year's budget there is
 145 funding for a supplemental insurance policy. Councilor Chawla asked whether CSWD has contemplated
 146 distributing compost to municipalities, given that it has a composting program and residents are required to
 147 compost. Ms. Reeves replied that they are hoping to implement a compost redistribution program in one of
 148 the next few years. Councilor Clark asked if there are other safeguards that have been put in place since the
 149 fraud incident, and Ms. Reeves replied that they are intending to develop a one-page report of the incident
 150 and associated findings and actions to implement. She said that they have had their internet service provider
 151 conduct a scan and that there was no breach in security, which is fortunate. She said she anticipates the
 152 Board's report to be ready for distribution within the next month.

154 **Councilor Clark made a motion, seconded by Councilor Miller, to approve the Chittenden Solid Waste
 155 District Fiscal Year 2027 budget as presented by District staff. The motion passed 4-1 (Councilor
 156 Chawla dissenting).**

158 f. Discussion and Consideration of Voting Delegate for the Vermont League of Cities and Towns (VLCT)
 159 Special Meeting
 160 City Manager Mahony noted that VLCT is holding a special meeting on June 22, 206 and that the City
 161 needs to assign a voting delegate for participation.

163 **Councilor Chawla made a motion, seconded by Councilor Miller, to designate Bethany Clark as the
 164 City's Voting Delegate for the VLCT special meeting. The motion passed 5-0.**

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

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: May 6, 2026; May 13, 2026
- b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
- c. Approve Amendment to the Delinquent Tax Policy to Incorporate Annual Meeting Vote on Not Honoring Postmarks

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

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted a number of community events occurring this weekend, including Pride Fest at Maple Street Park, the 1920s-themed event associated with the 100th anniversary of the Brownell Library, Girls on the Run at CVE, and a track and field invitational at the high school. She said that reappraisal letters are also being sent out in the mail and urged residents to review those closely. She said that any questions should be directed to the Town Assessing Office by June 11th to schedule reappraisal appointments. City Council President Thibeault also noted that reappraisal letters are also available online. Councilor Chawla noted that his neighborhood is disappointed with the change in the parade route this year, given that the previous route included more accessibility accommodations. Councilor Clark said that she also heard similar feedback, and she also noted that there was no advertisement about the addition of food trucks or other vendors at the event this year, which seems like a missed opportunity to solicit participation from more vendors. Councilor Miller said that the route change was a pilot, and also noted that it was still a good event despite the route change. City Council President Thibeault said she received positive feedback from businesses that had been affected by road closures in past years.

8. **READING FILE**

- a. Check Warrant #24118 – May 15, 2026
- b. All Hazard Mitigation Plan CY2025 Progress Report
- c. Update on Transition of Community Justice to City of Burlington
- d. Planning Commission Minutes – May 7, 2026
- e. Tree Farm Management Group Minutes – May 11, 2026
- f. Brownell Library Trustee Minutes – May 19, 2026
- g. Police Community Advisory Board Minutes – May 19, 2026

9. **EXECUTIVE SESSION**

a. *An Executive Session may be needed to discuss Attorney Client Communication and Litigation
Councilor Clark made a motion, seconded by Councilor Miller, that the Council make the specific finding that premature disclosure of the confidential attorney-client communications regarding a probable litigation would place the City at a substantial disadvantage. The motion passed 5-0.

Councilor Clark made a motion, seconded by Councilor Miller, 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 5-0 at 8:03 P.M.

Councilor Clark made a motion, seconded by Councilor Chawla, to exit executive session. The motion passed 5-0 at 8:24 P.M.

10. **ADJOURN**

220 **Councilor Shelden made a motion, seconded by Councilor Clark, to adjourn the meeting. The motion**
221 **passed 5-0 at 8:24 P.M.**

222
223 Respectfully Submitted,
224 Amy Coonradt