

City of Essex Junction

City Council Regular Meeting Agenda



WEDNESDAY, SEPTEMBER 9, 2026 • 6:30 PM

Online & 2 Lincoln Street, Essex Junction, VT 05452

www.essexjunction.org • P: 802-878-6944

E: admin@essexjunction.org

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. **PUBLIC HEARING**
 - a. Proposed Amendments to the Municipal Code Chapter 8: An Ordinance Relating to Motor Vehicle Regulations Enforcement for Park Street Striping and Pine Court Stop Sign
6. **BUSINESS ITEMS**
 - a. Discussion and Consideration of Proposed Amendments to Municipal Code Chapter 8: An Ordinance Relating to Motor Vehicle Regulations Enforcement for Park Street Striping and Pine Court Stop Sign
 - b. Discussion and Consideration of Rebranding Update of New City Signs
 - c. *Discussion and Consideration of an Executive Session to discuss the appointment of Public Officials
 - d. **Discussion and Consideration of an Executive Session to Discuss Personnel
 - e. ***Discussion and Consideration of an Executive Session to Discuss a Possible Contract
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 8/26/2026
 - b. Acting as the Local Cannabis Control Commission: Approve Retail Cannabis License Renewal for Sweetspot Vermont LLC
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant # 27004 08/21/26; # 27005 09/03/26
 - b. August Financial Reports
 - c. Regional Boards and Committees Memo
 - d. Brownell Library Trustees 8/18/2026
10. **EXECUTIVE SESSION**

- a. *An Executive Session May Be Needed to Discuss the Appointment of Public Officials
- b. **An Executive Session May Be Needed to discuss Personnel
- c. ***An Executive Session May Be Needed to Discuss a Possible Contract

11. 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)**

September 23, 2026	*November 10, 2026	January 13, 2027
October 14, 2026	*December 2, 2026	January 27, 2027
October 28, 2026	*December 16, 2026	

City Council Rules for Public Participation

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
September 9, 2026
Approved September 23, 2026**

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

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Gail Boundy; Marcus Certa; Joe Cornacchia; Michael Miller; Reed Nye; Dennis Thibeault; 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

Gail Boundy asked for clarification and guidance regarding a fence that was put up on her property. She said it was installed in alignment with fencing regulations but that she received a notice that there were other regulations she did not follow when she installed it, one of which is that there are visibility concerns. She noted that the City suggested installing landscaping instead of a fence, but that she does not have financing to do that. She requested some sort of reasonable compromise. City Manager Mahony advised G. Boundy to work within the Development Review Board process and with City staff to resolve this issue.

Joe Cornacchia spoke about a neighbor around the proposed Pine Court stop sign that has an unkempt property, and asked if there is municipal code that could help remedy this. City Manager Mahony advised J. Cornacchia to connect with the Community Development Department staff on this topic.

Marcus Certa thanked staff for providing information about the Economic Development Fund and the reference to the capital improvement tax. M. Certa noted that the reasoning and justification for using that and the local option tax fund seem to have overlap, and suggested a more in-depth discussion about fund uses in the future.

5. PUBLIC HEARING

a. Discussion and Consideration of Proposed Amendments to Municipal Code Chapter 8: An Ordinance Relating to Motor Vehicle Regulations Enforcement for Park Street Striping and Pine Court Stop Sign
City Council President Thibeault opened the public hearing.

City Manager Mahony began by noting that this ordinance change is being done to implement the restriping of Park Street for the bicycle lanes as approved by the City Council on April 29, 2026. She noted proposed amendments in Chapter 8 of the Municipal Code that would accomplish this. She also noted the addition of a stop sign on Pine Court and West Street, which is not related to the bicycle lanes project. She said that this stop sign is similar to the approach taken to have stop signs on the rest of the entryways to West Street.

The following public comments were received:

- Joe Cornacchia noted that there are very few homes in the area of the proposed stop sign, and very few vehicles that would be crossing that intersection, given the nearby dead end. He said that having a stop sign here might cause problems, and that the issue is that a motorist wasn't obeying the traffic laws and rights-of-way requirements that are already in place.

City Council President Thibeault closed the public hearing.

6. **BUSINESS ITEMS**

a. Discussion and Consideration of Proposed Amendments to Municipal Code Chapter 8: An Ordinance Relating to Motor Vehicle Regulations Enforcement for Park Street Striping and Pine Court Stop Sign

Councilor Miller said that the proposed stop sign location is in an area that doesn't seem to have limited sign distance, and noted that the sight lines on the other end of Pine Court and Clems Drive were more inhibiting than the sight lines at Pine Court and West Street. Community Development Director Yuen said he received a complaint from a neighbor that encountered someone coming from Pine Court in an unsafe way, which was captured on security footage and reviewed by the City Engineer, who determined that a stop sign was the recommendation. He noted that having a stop sign there entering West Street is a regulatory standard. Councilor Chawla said that the cost is not prohibitive and that the City Engineer is recommending it, which he could support. Councilor Miller said he could also support it, given that it came from a resident and the placement of the stop sign seems prudent. Councilor Shelden agreed, noting the City Engineer's comment that having a standardized and predictable approach for intersections leading to West Street is a regulatory best practice. City Council President Thibeault said it makes sense to follow the City Engineer's advice and place the stop sign.

Councilor Clark made a motion, seconded by Councilor Chawla, that the City Council adopt the amendments to Chapter 8 of the Municipal Code as presented. The motion passed 5-0.

b. Discussion and Consideration of Rebranding Update of New City Signs

Communications & Strategic Initiatives Director Snellenberger began by noting that the City solicited estimates for updated signs in 2022, which were around \$14,375. She noted that prices have increased since then. She noted that the rebranding project still has an unspent balance of \$2,350, which could be repurposed to cover these costs. She noted that they received updated quotes from two companies in Williston, for \$6,805 and \$7,400. She noted that based on this, staff are requesting an additional \$10,000 from the Economic Development Fund, to cover costs.

Councilor Miller asked how many banners were included in the quote. He also asked if this quote includes replacement of the 5 entry signs into the City and whether it also includes replacing the sign in front of the municipal office. Director Snellenberger said the quotes include 50 banners and the 5 entry signs, not the municipality signage. Councilor Chawla asked if they could use additional funding for professional imagery, and suggested that they could find additional funds in the FY28 budget to do so. Councilor Clark asked why the original estimate was so far off, and Director Snellenberger replied that they were initial estimates in the middle of a range, and that they have been further refined and reflected in these finalized numbers.

Councilor Chawla made a motion, seconded by Councilor Clark, that the City Council authorize the use of the Economic Development Fund in an amount not to exceed \$10,000 for the rebranding sign project. The motion passed 5-0.

c. *Discussion and Consideration of an Executive Session to discuss the appointment of Public Officials See item #9a below.

d. **Discussion and Consideration of an Executive Session to Discuss Personnel See item #9b below.

e. ***Discussion and Consideration of an Executive Session to Discuss a Possible Contract See item #9c below.

7. **CONSENT ITEMS**

- a. Approve Meeting Minutes – August 26, 2026
- b. Acting as the Local Cannabis Control Commission: Approve Retail Cannabis License Renewal for Sweetspot Vermont LLC

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

8. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the first installment of property taxes are due on September 15, 2026. She also noted that fees are due to the City on 4:30 P.M. on the day they are due. City Council President Thibeault noted that the Council is holding a snack and school supply drive on September 15 at 2 Lincoln Street. Councilor Clark noted that the first Meet Me On Main event is on September 19, and on each subsequent Saturday. Councilor Shelden commended Public Works for their swift action with some plumbing issues he experienced. Councilor Miller noted that there was a major fire this afternoon that was swiftly dealt with by the Fire Department, and commended their efforts.

9. **READING FILE**

- a. Check Warrant #27004 – August 21, 2026; #27005 – September 3, 2026
- b. August Financial Reports
- c. Regional Boards and Committees Memo
- d. Brownell Library Trustees Minutes – August 18, 2026

10. **EXECUTIVE SESSION**

- a. *An Executive Session may be needed to discuss the appointment of public officials

Councilor Clark made a motion, seconded by Councilor Miller, that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. §313(a)(3) to include the City Manager and Kolby LaMarche. The motion passed 5-0.

Councilor Shelden made a motion, seconded by Councilor Chawla, to exit executive session. The motion passed 5-0 at 7:56 P.M.

Councilor Clark made a motion, seconded by Councilor Shelden, to appoint Kolby LaMarche to the Police Community Advisory Board for a 3-year term ending June 30, 2029. The motion passed 4-0 (Councilor Miller absent for vote).

- b. **An Executive Session may be needed to discuss personnel

Councilor Clark made a motion, seconded by Councilor Miller, that the City Council enter into executive session to discuss a personnel evaluation (check-in) pursuant to 1 V.S.A. §313(a)(3) to include the City Council and City Manager. The motion passed 5-0.

- c. ***An Executive Session may be needed to discuss a possible contract

Councilor Miller noted that he will be recusing himself from this executive session, due to a conflict of interest with the Fire Department.

Councilor Clark made a motion, seconded by Councilor Shelden, that the City Council make the specific finding that premature disclosure of the contractual matters would place the City at a substantial disadvantage, and further that the City Council enter into executive session to discuss a contract, pursuant to 1.V.S.A. §313(a)(1)(A) to include the City Council (except for Tim Miller due to the conflict of interest with the Fire Department) and City Manager. The motion passed 4-0 (Councilor Miller abstaining).

11. **ADJOURN**

Councilor Shelden made a motion, seconded by Councilor Chawla, to adjourn the meeting. The motion passed 4-0 at 7:56 P.M (Councilor Miller absent for vote).

Respectfully Submitted,
Amy Coonradt