



Town of Essex

Selectboard

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Regular Meeting AGENDA

Monday, December 15, 2025 – 6:30 PM
81 Main St., Essex Junction, VT 05452



This meeting will be in person and online. The agenda is available in alternative formats upon request.

• **JOIN ONLINE:** [Zoom Meeting ID: 987 8569 1140 | Passcode: 032060](#)

• **JOIN CALLING:** (*toll free audio only*): (888) 788-0099

• **WATCH:** Recorded meetings may be viewed on [Town Meeting TV](#) and/or [Town of Essex](#) Channels.

• **SCAN** the code on the left for the Zoom meeting link.

1. **CALL TO ORDER** 6:30 PM
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from the public on Consent items and items not on Agenda
5. **CONSENT ITEMS**
 - a. Approve minutes: December 5, 2025
 - b. Approve check warrants: #_18309- 12/5/25
 - c. Consider final approval of updated Computer Use and Artificial Intelligence Policy
6. **BUSINESS ITEMS**
 - a. *Interview and possible appointment of a volunteer to serve on the Conservation & Trails Committee - Wendy Duncan
 - b. *Interview and possible appointment of a volunteer to serve on the Conservation & Trails Committee - Carrie Macfarlane
 - c. Discussion with Tree Farm Management Group re: Annual Report
 - d. Discussion about Conservation Reserve Fund Survey
 - e. Consider approval of Wastewater Pump Station Operations Contract
 - f. Discussion and potential adoption of an updated Fund Balance Policy
 - g. Discussion of draft fiscal year 2025 fund balance assignments and potential action to warn public hearing
 - h. Discussion of draft fiscal year 2027-2031 Capital Budget Program
 - i. Work session on fiscal year 2027 Operating Budget
 - j. Continued discussion about placing Local Option Tax question(s) on the March 2026 Town Meeting ballot
 - k. Continued discussion and potential action on 80-90 Upper Main Street (new municipal complex) grant match
 - l. Discussion about a March 2026 Town Meeting ballot item related to the 80-90 Upper Main Street (new municipal complex) project
 - m. * Discussion of Town Manager performance evaluation process
 - n. * Discussion about the appointment or employment or evaluation of a public officer or employee
 - o. ** Discussion about pending or probable civil litigation or a prosecution, to which the public body is or may be a party
7. **READING FILE**
 - a. Board member comments
 - b. Upcoming meeting schedule
 - c. LDS Church Stormwater Project Update
 - d. Donations and Fundraising Policy update
 - e. Petition to set the number of Development Review Board members to five
 - f. Essex Business Bulletin & Brochure
 - g. Essex News - December newsletter
8. **PROPOSED EXECUTIVE SESSION**
 - a. * An executive session is anticipated to discuss the appointment or employment or evaluation of a public officer or employee
 - b. ** An executive session is anticipated to discuss pending or probable civil litigation or a prosecution, to which the public body is or may be a party

9. ADJOURN

Certification:  12/12/2025