

ATTACHMENT A – LIST OF BOARDS, COMMITTEES, COMMISSIONS
 Essex, Vermont Handbook for Board, Committee & Commission Members
 As of January 12, 2026

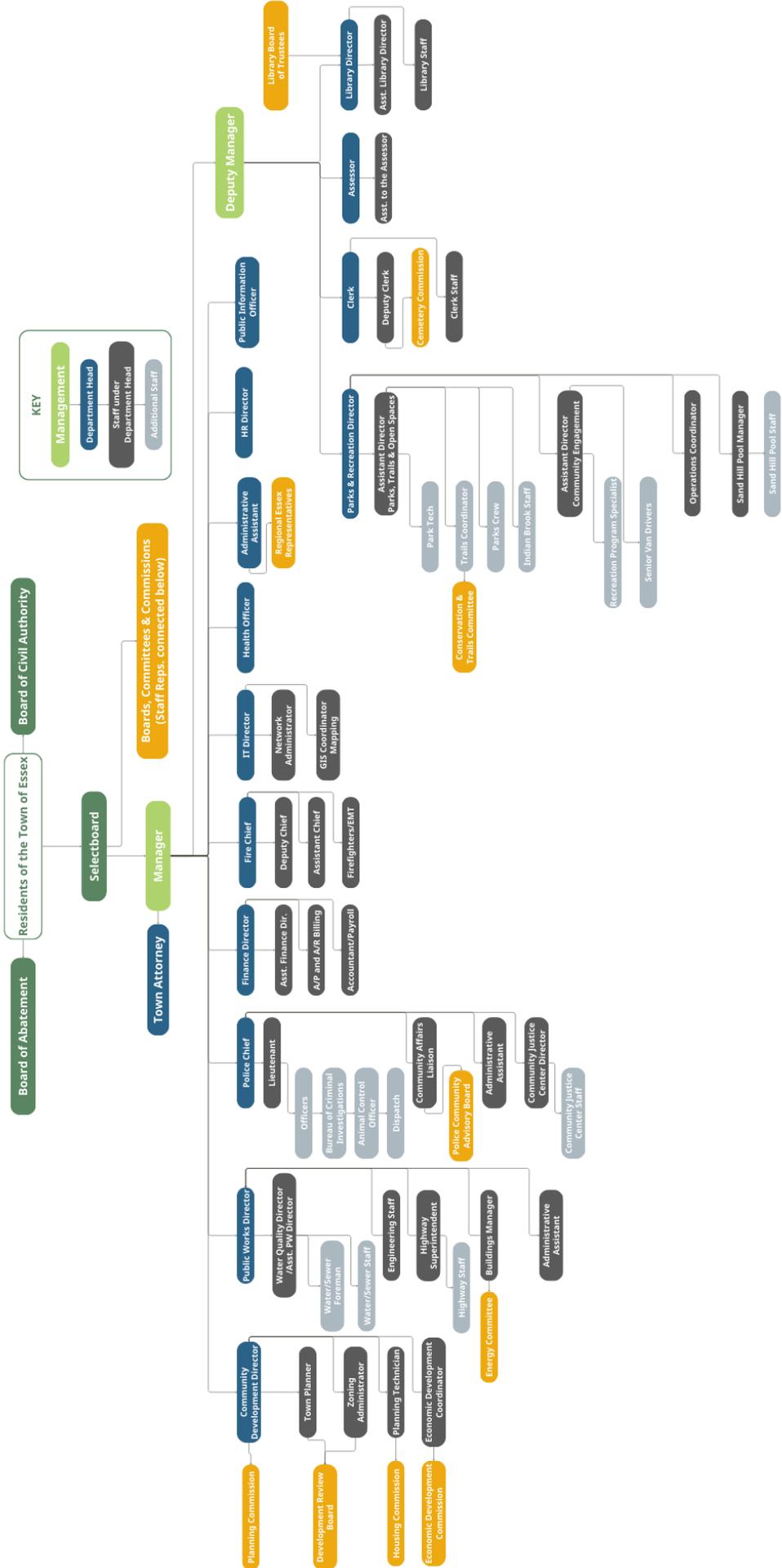
BOARD	TYPE	STAFF REPRESENTATIVE(S)
Board of Abatement	Non-advisory Quasi-Judicial	Town Clerk
Board of Civil Authority	Non-advisory Quasi-Judicial	Town Clerk
Cemetery Commission	Non-advisory Quasi-Judicial	Deputy Town Clerk
Conservation and Trails Committee	Advisory	Trails Coordinator
Development Review Board	Non-advisory Quasi-Judicial	Town Planner, Zoning Administrator
Economic Development Commission	Advisory	Community Engagement/Economic Development Director
Energy Committee	Advisory	Buildings Superintendent
Essex Free Library Board of Trustees	Non-advisory	Library Director
Housing Commission	Advisory	Planning Technician
Planning Commission	Advisory	Community Development Director, Town Planner
Police Community Advisory Board	Advisory	Community Affairs Liaison
Selectboard	Non-advisory * Quasi-Judicial	Town Manager, Deputy Town Manager

*Selectboard members may conduct business as a quasi-judicial board in some instances.

[View the Town of Essex Organizational Chart online](#)

Essex VERMONT ORGANIZATIONAL CHART

Last modified September 3, 2025



KEY

- Management
- Department Head
- Staff under Department Head
- Additional Staff

Board of Abatement

NON-ADVISORY
QUASI-JUDICIAL

MEMBERS AND TERMS

The **Board of Abatement** consists of the Justices of the Peace, [Selectboard](#), [Assessor](#), [Treasurer and Town Clerk](#).

- Justices of the Peace are elected for two-year terms at the General Election.
- Members of the Selectboard are elected at the Annual Town Meeting according to expiring term(s) (2 year or 3 year).

MEMBER ELIGIBILITY

- Town Clerk, Treasurer and Assessor are appointed by the Town Manager and do not have to be an Essex Town resident.
- Justices of the Peace and Selectboard members are elected; Essex Town residency and being an Essex registered voter are required.
- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Jenn Booker, Interim Town Clerk

E: jbooker@essex.org

P: (802) 879-0413

W: essexvt.gov/abatement

MEETING SCHEDULE

Meetings are held on an as needed basis after being duly warned by the Town Clerk. Meetings are held in the conference room at the Essex Town Office, 81 Main Street, Essex Jct. unless otherwise noted on the agenda. Meetings fall under the Open Meeting Law ([1 V.S.A. § 312](#)).

PURPOSE

Tax abatement is a statutory process for relieving a taxpayer from the burden of property taxes, penalty (collection fees) and interest. The Board of Abatement is limited to hearing requests that meet statutory [criteria](#) when considering abatement. There are no deadlines for making a request for a hearing before the Board of Abatement, and there is no deadline by which the Board must meet to consider abatement. The taxpayer must submit an [application](#) to the Town Clerk to request an abatement. Although the taxpayer is not required to attend the meeting, they are encouraged to do so. The Board will consider the request whether the taxpayer attends the meeting or not.

POLICIES, STATUTORY, AGENCY INFORMATION

[Abatement \(24 V.S.A. §1535\)](#)

[Property Assessment Grievance Appeals \(32 V.S.A. §4404\(a\)\)](#)

Board of Civil Authority

NON-ADVISORY
QUASI-JUDICIAL

MEMBERS AND TERMS

The **Board of Civil Authority** consists of the Justices of the Peace, [Selectboard](#) and [Town Clerk](#).

- Justices of the Peace are elected for two-year terms at the General Election.
- Members of the Selectboard are elected at the Annual Town Meeting according to expiring term(s) (2 year or 3 year).

MEMBER ELIGIBILITY

- Town Clerk is appointed by the Town Manager and do not have to be an Essex Town resident.
- Justices of the Peace and Selectboard members are elected; Essex Town residency and being an Essex registered voter are required.
- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Jenn Booker, Interim Town Clerk

E: jbooker@essex.org

P: (802) 879-0413

W: essexvt.gov/bca

MEETING SCHEDULE

Meetings are held on an as needed basis after being duly warned by the Town Clerk. Meetings are held in the conference room at the Essex Town Office, 81 Main Street, Essex Jct. unless otherwise noted on the agenda. Meetings fall under the Open Meeting Law ([1 V.S.A. § 312](#)).

PURPOSE

The Board's primary responsibilities are serving as election officials, reviewing the voter checklist, participating in state district reapportionment, and hearing grievance appeals of property assessments. A grievance appeal to the Board of Civil Authority is a process afforded to property owners who are still dissatisfied with their property assessment after receiving a determination from the Assessor's Office in their grievance process. The appeal process has strict statutory deadlines that all parties must follow.

POLICIES, STATUTORY, AGENCY INFORMATION

Cemetery Commission

NON-ADVISORY
QUASI-JUDICIAL

MEMBERS AND TERMS

5 members with 3-year terms

- Appointed by the Town Manager and approved by the Selectboard ([24 VSA ch. 117, §402](#))
- Terms commence on the first day of April following appointment.
- Appointments to fill a vacancy are effective at the time of appointment and run for the unexpired period of the term.

MEMBER ELIGIBILITY

- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Jenn Booker, Interim Town Clerk

E: jbooker@essex.org

P: (802) 879-0413

W: essexvt.gov/cemetery

MEETING SCHEDULE

Meets on the 2nd Wednesday of the month at 11am in the first-floor conference room at 81 Main Street.

PURPOSE

The Essex Cemetery Commission will provide guidance for a well-maintained setting for the interment and commemoration of the deceased and for the comfort and inspiration of the bereaved and the public. The Commission will strive to accommodate the desires of families and individuals within the Town's and Cemetery's rules adopted for the operation of Mountain View Cemetery. The Commission wishes to provide compassionate and efficient service in a manner that respects human dignity.

ITEMS OF NOTE

- Sexton: Ever More

POLICIES, STATUTORY, AGENCY INFORMATION

- [Mountain View Cemetery Rules and Regulations](#)
- [Mountain View Cemetery Price List](#)

Conservation and Trails Committee

ADVISORY

MEMBERS AND TERMS

9 members with 3-year terms

MEMBER ELIGIBILITY

- Must be at least 16 years of age.

STAFF REPRESENTATIVE

Hans Nedde, Trails Coordinator

E: hnedde@essex.org

P: (802) 878-0886

W: essexvt.gov/conservation

MEETING SCHEDULE

Meets on the 2nd Tuesday of the month at 6pm in the first-floor conference room at 81 Main Street.

PURPOSE

Mission, Powers, & Duties

The Town of Essex Conservation and Trails Committee is composed of nine members who are appointed by the Selectboard for three-year terms. The mission of the committee is to inventory and study the natural, historic, educational, cultural, scientific, architectural, or archaeological resources of the town in which the public has an interest; and to preserve, develop and maintain a multi-use trail, sidewalk, and greenway system in the Town of Essex that will link residential neighborhoods to natural areas, schools, parks, businesses, recreational facilities, community centers, and neighboring towns.

The Committee also advises the Selectboard and Planning Commission on matters relating to the public understanding of local natural resources and conservation needs, development applications and acquisition of lands involving the above resources.

The Committee receives the staff support of the Community Development Department, as well as the Parks and Recreation Department and the Department of Public Works on an as needed and as available basis.

The Committee shall not be a formal party or representative of the municipality at any court, commission, or board hearing without prior approval of the Town Manager.

At its organizational meeting, the Committee shall elect a chairperson, vice-chairperson and secretary and shall adopt such rules as it deems necessary for the performance of its functions. Officers shall be elected annually. The Committee shall keep a record of all transactions and meetings which shall be filed with the Town Clerk as a public record and notice shall be posted in the office of the Town Clerk of the times and places of meetings of the Committee. All meetings shall be conducted in accordance with Vermont's Open Meeting Law.

Development Review Board

NON-ADVISORY
QUASI-JUDICIAL

MEMBERS AND TERMS

7 members with 4-year terms

MEMBER ELIGIBILITY

- Appointments are in accordance with the [Town of Essex Charter](#).
- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Kent Johnson, Town Planner
Sharon Kelley, Zoning Administrator
E: Community-development@essex.org
P: (802) 878-1343
W: essexvt.gov/drb

MEETING SCHEDULE

Meets on 1st Thursday of each month and the 3rd Thursday of the month as needed at 6:30pm at the Town Office at 81 Main Street.

PURPOSE

Mission

The Development Review Board (DRB) is a seven-member volunteer board composed of Essex residents who are appointed by the Selectboard for staggered four-year terms. The DRB is charged with overseeing subdivision, site plan, conditional use, appeals, variances, and all other Board reviewed applications.

Ultimately, the purpose behind the development review process is to help achieve the community's vision through sensible and well-planned development. The community's vision is expressed broadly in the Town Plan, and codified with regard to new development in specific land use regulations – Zoning Regulations, Subdivision Regulations, etc.

The Role of the Development Review Board in Reviewing Applications

The Development Review Board (DRB) serves as an impartial body responsible for evaluating and making decisions on various land use applications including site plans, subdivisions, conditional uses and variances. While the DRB plays a crucial role in ensuring that the Town's development adheres to the Zoning and Subdivision Regulations and the Town Plan, it must maintain a neutral and objective stance during the review process. This neutrality is vital to uphold the integrity of the review process and balance the interests of residents, developers, and the broader community.

Ensuring Fairness and Transparency

The DRB is committed to a transparent decision-making process that provides clear explanations of how decisions are made and ensuring that all materials related to the development application are accessible to the public. People can sign up [online](#) to receive updates on DRB agendas.

(Development Review Board, continued)

ITEMS OF NOTE

- An Attendance Policy is included in the Rules of Procedure and Conflict of Interest Policy.

POLICIES, STATUTORY, AGENCY INFORMATION

- [Town of Essex Charter](#)
- [Rules of Procedure and Conflict of Interest Policy](#)
- [State Municipal Code of Ethics](#)
- [Public Participation Guide \(PDF\)](#)

Economic Development Commission

ADVISORY

MEMBERS AND TERMS

5 members with 3-year terms

MEMBER ELIGIBILITY

- Must be at least 16 years of age.

STAFF REPRESENTATIVE

Tammy Getchell, Community Engagement & Economic Development Director

E: tgetchell@essex.org

P: (802) 876-5773

W: essexvt.gov/edc

MEETING SCHEDULE

Meets on the 1st Thursday of the month at 8am at the Town Offices, 81 Main Street.

Meets on the 2nd Thursday of the month at 8am at a local business location or at 81 Main Street.

PURPOSE

The Town of Essex Economic Development Commission is responsible for promoting the quality of life in Essex, Vermont. The Town of Essex supports economic development activities which enhance the Essex community. To accomplish this the Economic Development Commission is directed to pursue the following community goals:

1. Assist with the retention, expansion and development of existing business in Essex.
2. Assist with the location and development of industrial and commercial firms to Essex.
3. Plan for the development of a broad range of industrial and commercial firms to perform its function in assuring economic diversification, and meeting desirable community and citizen needs.
4. Review economic development issues and trends to guide the Town of Essex in maintaining a stable tax base and responding to changing political and economic forces.
5. Provide recommendations to the Selectboard on at least an annual basis in the form of a report on suggested actions to enhance our commercial and industrial base.

Energy Committee

ADVISORY

MEMBERS AND TERMS

7 members with 3-year terms

MEMBER ELIGIBILITY

- Must be at least 16 years of age.

STAFF REPRESENTATIVE

Shawn McNamara, Buildings Manager

E: smcnamara@essex.org

P: (802) 878-1344

W: essexvt.gov/energy

MEETING SCHEDULE

Meets on the 2nd Wednesday of the month at 7:00 pm at the Town Offices at 81 Main Street.

PURPOSE

The mission of the Town Energy Committee is to provide leadership, advocacy, and outreach in the areas of conservation, efficiency, and renewable energy.

Essex Free Library Board of Trustees

NON-ADVISORY

MEMBERS AND TERMS

7 members with 3-year terms

MEMBER ELIGIBILITY

- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Caitlin Corless, Library Director

E: ccorless@essex.org

P: (802) 879-0313

W: essexvt.gov/librarytrustees

MEETING SCHEDULE

The Essex Free Library Board of Trustees Bylaws require members to meet a minimum of 6 times per year. Typically, the board meets on the 3rd Wednesday of the month at 7pm at the Essex Free Library.

PURPOSE

Sec. 5. 22 V.S.A. § 105. GENERAL POWERS

The trustees, managers, or directors shall:

- (1) elect the officers of the corporation from their number and have the control and management of the affairs, finances, and property of the corporation;
- (2) adopt bylaws and policies governing the operation of the library;
- (3) establish a library budget;
- (4) hold regular meetings; and
- (5) ensure compliance with the terms of any funding, grants, or bequests.

POLICIES, STATUTORY, AGENCY INFORMATION

[View Essex Free Library Board of Trustees Bylaws and library policies](#)

Housing Commission

ADVISORY

MEMBERS AND TERMS

5 members with 3-year terms

MEMBER ELIGIBILITY

- Members should represent a variety of relevant interests and backgrounds, including but not limited to: for-profit and non-profit housing developers; housing authorities and agencies; social services organizations; representatives of area businesses; and at-large members of the community.
- 3 members - must be Town of Essex residents; 2 members – Town of Essex residency is preferred but not required.
- Must be at least 16 years of age.

STAFF REPRESENTATIVE

Brittany McGregor, Planning Technician

E: bmcgregor@essex.org

P: (802) 878-1343

W: essexvt.gov/housing

MEETING SCHEDULE

Meets on the 1st Tuesday of the month at the Town Office Conference Room at 81 Main Street, 3pm-4:30pm

PURPOSE

Mission

The mission of the Housing Commission is to help ensure that any resident (or aspiring resident) of Essex has access to a home that:

- Is affordable (generally no more than 30% of household income is spent on housing);
- Is a desirable type and size for their household;
- Is located with easy access to basic needs (jobs, schools, food, health care, and cultural experiences) via walking, biking, or public transit;
- Is of sufficient quality to ensure the health, safety, and enjoyment of its residents;
- Meets residents' special needs, including senior care, ADA-accessibility, recovery housing, and housing for people who are homeless, etc.; and
- Is made available regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, pregnancy, disability, or status of citizenship, family, and military

Purpose

The Commission advises the Selectboard and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community's demographic and housing stock

(Housing Commission, continued)

information and provides periodic updates on housing issues to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

POLICIES, STATUTORY, AGENCY INFORMATION

- [Essex Housing Commission Charter](#)
- [Job Description of Housing Commissioners](#)

Planning Commission

ADVISORY

MEMBERS AND TERMS

7 members with 3-year terms

MEMBER ELIGIBILITY

- A majority of members must be Essex residents.
- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Katherine Sonnicks, Community Development Director

E: ksonnick@essex.org

P: (802) 878-1343

W: essexvt.gov/planningcommission

MEETING SCHEDULE

Meets on the second Thursday (and fourth Thursday as needed) of the month at 81 Main Street.

PURPOSE

The Commission is responsible for preparing, maintaining and amending the municipal plan, zoning regulations and subdivision regulations; undertaking reviews under these regulations; participating in the review of applications under Act 250; and conducting studies and making recommendations on the following:

- Design
- Energy conservation
- Historic and scenic preservation
- Land development and redevelopment
- Natural resource protection
- Transportation

ITEMS OF NOTE

- Planning Commission members may also be members of the Development Review Board.

POLICIES, STATUTORY, AGENCY INFORMATION

- [24 V.S.A § 4325](#) (Powers and Duties of planning commissions)
- [Agency of Commerce and Community Development / Community Development](#)
- [Planning Commission Rules of Procedure and Conflict of Interest Policy \(PDF\)](#)
- [State Municipal Code of Ethics](#)
- [Public Participation Guide \(PDF\)](#)
- [Welcome Packet For Planning Commission Members \(presented by CCRPC 20230427\) pdf](#)

Police Community Advisory Board (PCAB)

ADVISORY

MEMBERS AND TERMS

6 members with 3-year terms

MEMBER ELIGIBILITY

- The PCAB is a committee with equal representation from the Town of Essex and the City of Essex Junction and is intended to include 3 residents from each municipality. The Selectboard appoints Town of Essex members.
- Must be a resident of either the Town of Essex or the City of Essex Junction.
- Must be at least 16 years of age.
- Interested in public safety.
- Be a good communicator.
- Support the mission, vision and goals of the board.
- Be able to attend the majority of meetings (at least 80%).

STAFF REPRESENTATIVE

Alyssa March, Community Affairs Liaison

E: amarch@essex.org

P: (802) 878-8331

Email PCAB: epd.advisoryboard@essex.org

W: essexvt.gov/pcab

MEETING SCHEDULE

Meets on the 3rd Tuesday of the month at 6:00pm at 81 Main St. Essex Junction, VT.

PURPOSE

Our mission is to represent the diverse community of the Town of Essex and the City of Essex Junction in facilitating a positive, trusting, and effective relationship with the Essex Police Department (EPD). The Police Community Advisory Board representatives will advocate for the systemically marginalized, disenfranchised and oppressed members of the community. The CAB will provide honest and open feedback and serve as a conduit between law enforcement and the community to support the EPD in continuously meeting the highest standards of engagement, professional service, and protection.

ITEMS OF NOTE

- Police Community Advisory Board member can access additional resources and stored documents at www.essexvt.gov/pcab.
- PCAB members must be able to attend at least 80% of scheduled meetings.

Selectboard

NONADVISORY

MEMBERS AND TERMS

5 elected members with 3-year terms

MEMBER ELIGIBILITY

- Must be a registered voter.
- Must be at least 18 years of age.

STAFF REPRESENTATIVE

Greg Duggan, Town Manager

E: gduggan@essex.org

P: (802) 878-1341

Email Selectboard: selectboard@essex.org

W: essexvt.org/selectboard

MEETING SCHEDULE

Meets at 6:30pm on the 1st and 3rd Mondays of the month at 81 Main Street, Essex Junction, VT.

PURPOSE

The Town Selectboard appoints the Town Manager to oversee day-to-day municipal operations, to draft a budget, and to implement and enforce Town policy and legislative initiatives.

Selectboard Responsibilities

1. Policy making is one of the most important aspects of local government, and this duty rests exclusively with the Town Selectboard. Specific powers and duties are enumerated by State law. A brief listing of those duties follows:
 - a) Adopt ordinances, town plan and bylaws.
 - b) Authorize permit issuance under interim zoning or during bylaw amendment hearings.
 - c) Approve performance bonds for required public improvements.
 - d) Approve application and hearing fees.
 - e) Accept streets.
 - f) Adopt impact fees and ordinances.
 - g) Appoint and remove the Town Manager and supervise, create, change, and abolish offices, commissions or departments other than the offices, commissions or departments established by charter.
 - h) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by charter.
 - i) Provide for an independent audit by a registered or certified public accountant.
 - j) Inquire into the conduct of any officer, commission or department and investigate all municipal affairs.
 - k) Exercise other power which is granted to the Selectboard by the [Statutes of the State of Vermont](#).

(Selectboard, continued)

ITEMS OF NOTE

- The Selectboard serves as the local quasi-judicial Control Commissioners of Alcoholic Beverages, Cannabis, and Tobacco ([7 VSA §§ 161-168](#))
- The Selectboard serves as the local quasi-judicial Board of Health ([18 VSA § 613](#))
- The Selectboard serves as the local quasi-judicial Board of Water & Sewer Commissioners ([24 V.S.A § 3602](#) and [24 V.S.A § 3313](#))

POLICIES, STATUTORY, AGENCY INFORMATION

- [Town of Essex Charter \(V.S.A. Title 24, Ch. 117\)](#)
- [Selectboard Values, Long-term Goals, and Work Plan](#)
- [Rules and Regulations for Orderly Conduct of Business \(pdf\)](#)
- [Selectboard Computer Use Policy \(pdf\)](#)
- [Communications Policy \(pdf\)](#)
- [Ethics and Conflict of Interest \(pdf\)](#)