



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 8, 2013 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]
 - a. Interviews for Joint Stormwater Policy Coordination Committee:
 1. Sarah Rettew
 2. Harris Abbott
 - b. Interviews for Library Trustee:
 1. M. Joseph Knox
 2. Andy Kolovos
 3. Karyn Roberts
 4. Stephanie Teleen
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:45 PM]
3. **AGENDA ADDITIONS/CHANGES** [6:45 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:45 PM]
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS** [6:50 PM]
 - a. Appointment to Joint Stormwater Policy Coordination Committee
 - b. Appointment to Library Board for unexpired term until April 2014
 - c. Authorize contract with Design Engineer for Multi-use Safety Path
6. **NEW BUSINESS** [7:00 PM]
 - a. Approve and Sign Bond Anticipation Note Line of Credit Documents
 - b. Capital Program Review Committee Project Rankings
 - c. Award bid for Public Works Department Wheel loader
 - d. Set FY 15 budget goals
7. **VILLAGE MANAGER'S REPORT** [7:30 PM]
 - Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:35 PM]
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 1. Planning Commission 8/29/13
 2. Capital Program Review Committee Minutes 9/3/13
 - c. Letter from Williston resident about Village Walk development
 - d. VLCT 2013-14 Calendar of Training and Events
 - e. Brownell Library Staff and Director's Report August 2013
9. **CONSENT AGENDA** [7:40 PM]
 - a. Approve Minutes of Previous Meetings 9/10/13 and 9/18/13
 - b. Approve Warrants including check #10047823 through #10047910 totaling \$1,548,352.81.
 - c. Approve Warrants for check #10047912 totaling \$61,413.49.
 - d. Approve Warrants including check #10047913 through #10047991 totaling \$115,956.98.
 - e. Approve Noise Waiver for EHS Homecoming fireworks.
10. **ADJOURN** [7:45 PM]

Meetings of the Board of Trustees are accessible to people with disabilities.



Patrick Scheidel
Village Manager
PatS@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

MEMORANDUM

TO: Full Time Employees
FROM: Pat Scheidel, Village Manager *PLS*
DATE: October 7, 2013
SUBJECT: Amendments to Association Contract/Health Insurance

Enclosed please find amendments to the Essex Junction Employees Association Contract for 7/1/12-6/30/14 related to health insurance changes for 2014. The changes are as follows:

Old 16.1:

16.1 Health: The VILLAGE will continue to provide the current BlueCross BlueShield (BCBS) plan with costs delineated in Exhibit 5, effective January 1, 2011. The current plan will stay in place until 2014. It is understood by both the VILLAGE and the ASSOCIATION that major changes will be made to the way health insurance is provided starting January 1, 2014 due to the changes in Federal and State Law. Both parties agree to open the contract to consider the effect of the changes, negotiations will begin July 2013.

New 16.1

16.1 Health: The VILLAGE will enroll as a group in the health exchange (Vermont Health Connect). The VILLAGE reserves the right to choose a carrier and/or plan funding level. The carrier choice and funding levels are outlined in Exhibit 5, effective January 1, 2014.

Old 16.1.1:

16.1.1 Employees may opt out the VILLAGE health insurance plan if they provide evidence of health insurance coverage from another source (spouse, parent, etc). If an employee does not use the health plan provided by the VILLAGE, 25% of the cost savings for not using the plan shall be paid to the employee monthly.

New 16.1.1:

16.1.1 If an employee does not enroll under the VILLAGE's group, and provides evidence that the employee has health insurance coverage from another source (spouse, parent, etc.), 25% of the VILLAGE'S applicable premium shall be paid to the employee monthly.

Old Exhibit 5:

Exhibit 5
(Article 16.1)

Health Insurance Conditions

Village employees who elect to enter or continue the current health insurance program may do so under the following conditions:

1. Starting July 1, 2012 to June 30, 2013 employees will pay 12% premium share and starting July 1, 2013 to June 30, 2014 employees will pay 14% premium share of their respective Health and Vision Insurance Premiums with the health deductible split maintained at 80/20;
2. The Association agrees to have its individual members select one of the health insurance options provided by the VILLAGE and complete the necessary forms.

New Exhibit 5:

Exhibit 5
(Article 16.1)

Health Insurance Conditions

Village employees who elect to purchase their health insurance under the VILLAGE's group in the health exchange (Vermont Health Connect) may do so under the following conditions:

1. *The VILLAGE agrees to pay the following monthly premium amounts for employees: up to \$502 for individuals, up to \$968 for Employee & Dependent(s), up to \$1,003 for 2-Person (Employee & Spouse), and up to \$1,409 for families. If an employee chooses a plan with a lower premium than those amounts specified above, the VILLAGE's premium contribution will be limited to the premium of the plan chosen by the employee. The employee will not be entitled to the difference between the maximum amounts specified above and the premium amount of the plan he/she chooses.*
2. *The VILLAGE agrees to pay the first \$2,250 of the deductible and co-pay for individuals, and the first \$4,500 of the deductible and co-pay for Employee & dependent(s), 2-person (Employee & Spouse), and families through a Health Reimbursement Arrangement (HRA).*
3. *The ASSOCIATION agrees to have its individual members select a BCBSVT plan in the Vermont Health Exchange. The difference between the monthly premium and the amount funded by the VILLAGE will be paid through payroll deduction.*

AMENDMENT BETWEEN THE VILLAGE OF ESSEX JUNCTION AND THE VILLAGE OF ESSEX JUNCTION EMPLOYEES ASSOCIATION

This amendment is between the Village of Essex Junction and the Village of Essex Junction Employees Association. The parties agree to amend Articles 16.1, 16.1.1 and Exhibit 5:

16.1 Health: The VILLAGE will enroll as a group in the health exchange (Vermont Health Connect). The VILLAGE reserves the right to choose a carrier and/or plan funding level. The carrier choice and funding levels are outlined in Exhibit 5, effective January 1, 2014.

16.1.1 If an employee does not enroll under the VILLAGE’s group, and provides evidence that the employee has health insurance coverage from another source (spouse, parent, etc.), 25% of the VILLAGE’S applicable premium shall be paid to the employee monthly.

Exhibit 5
(Article 16.1)

Health Insurance Conditions

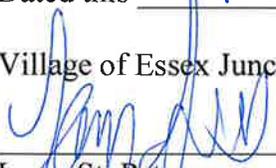
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1. The VILLAGE agrees to pay the following monthly premium amounts for employees: up to \$502 for individuals, up to \$968 for Employee & Dependent(s), up to \$1,003 for 2-Person (Employee & Spouse), and up to \$1,409 for families. If an employee chooses a plan with a lower premium than those amounts specified above, the VILLAGE’s premium contribution will be limited to the premium of the plan chosen by the employee. The employee will not be entitled to the difference between the maximum amounts specified above and the premium amount of the plan he/she chooses.
2. The VILLAGE agrees to pay the first \$2,250 of the deductible and co-pay for individuals, and the first \$4,500 of the deductible and co-pay for Employee & dependent(s), 2-person (Employee & Spouse), and families through a Health Reimbursement Arrangement (HRA).
3. The ASSOCIATION agrees to have its individual members select a BCBSVT plan in the Vermont Health Exchange. The difference between the monthly premium and the amount funded by the VILLAGE will be paid through payroll deduction.

This agreement has been signed in duplicate, each of which shall rank as an original.

Dated this 7th day of October, 2013.

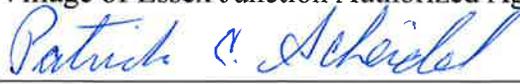
Village of Essex Junction Employees Association


Larry St. Peter


Teresa Hass


Katherine Redniss

Village of Essex Junction Authorized Agents


Patrick Scheidel, Village Manager


Lauren Morrissette, Asst. Village Manager


Susan McNamara-Hill, Asst. Village Manager



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Robin Pierce, Development Director
DATE: 10/8/13
SUBJECT: Multiuse Path Design Engineer Contract

A handwritten signature in blue ink, appearing to be "RP", is written over the "FROM:" line of the memorandum.

Issue The project committee issued a Request for Qualifications for the Multiuse Path. We received three responses and, after weighing the applications, chose a preferred firm, Vanasse Hangen Brustlin, Inc. (VHB) located in North Ferrisburgh. The committee negotiated for some time with VHB on a Scope of Work and contract fee. After the Village Attorney and VTrans reviewed and approved the contract, the committee completed the negotiation.

It is hoped that the construction documents will be completed by the spring of 2014 enabling the project to go out to bid with a goal of completing the path before winter 2014.

Cost \$65,735.61

Discussion Approve the contract with VHB to enable negotiations with New England Central Railroad to commence regarding a lease for the land that will accommodate the path and enable VHB to begin work on the survey and construction documents necessary to construct the path.

Recommendation The Trustees authorize the Village Manager to sign the contract with Vanasse Hangen Brustlin, Inc. for \$65,735.61.



Client Authorization

Vanasse Hangen Brustlin, Inc.

7056 U.S. Route 7
P.O. Box 120
North Ferrisburgh, VT
05473

802.425.6100
Fax 802.425.7799

Environmental Services
Transportation
Land Development

New Contract
 Amendment No.

Date 10/03/13
Project No. TBD

Project Name: Multiuse path- Rail with Trail
Essex Junction STP SDWK(17) & TAP TA13(6)

To:

Ms. Darby Brazoski
LPM Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Cost Estimate

**Maximum
Amount:** \$ 65,735.61

As Requested By M. Colgan

Fixed Fee Time & Expenses
 Cost + Fixed Fee Lump Sum

Date 10/03/13

**Estimated Date of Construction
Completion:** 8/19/14

Scope of Services:

This agreement consists of two (2) parts: Part I includes this Client Authorization form, the attached scope of services, cost estimate, and preliminary schedule, and Part II is the attached Terms and Conditions of the agreement.

Prepared By: Michael J Servetas, P.E.

Department Approval: Mark Colgan

Please execute this Client Authorization for Vanasse Hangen Brustlin, Inc. to proceed with the above scope of services at the stated estimated costs. **This agreement includes a Notice-To-Proceed date of September 11, 2013**

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization (Please sign original and return)

By Mark A. Colgan, P.E.

Print Name

Signature

Title Principal

Date 10/3/13

By _____

Print Name

Signature

Title _____

Date _____



October 3, 2013

Ms. Darby Brazoski
LPM Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

**Re: Village of Essex Junction
Multiuse Path - Rail with Trail
Essex Junction STP SDWK(17) & TAP TA13(6)
Scope of Services, Schedule & Cost Proposal**

Dear Ms. Brazoski:

Vanasse Hangen Brustlin Inc. (VHB) is pleased to submit the attached scope of services, preliminary schedule, and cost estimate in response to the Village of Essex Junction Multiuse Path project proposed to link the Village to the High School via the existing active railroad corridor.

This electronic copy of the scope of services, preliminary schedule, and cost estimate is assembled in accordance with the guidance discussed during our August 15, 2013 meeting and has been revised based on feedback from the Village after the initial submission on August, 26th. Our cost proposal includes a breakdown itemized by task, hourly fee by job classification, and total cost for the project. The project schedule assumes maximum coordination and review times and adjustments to the schedule during the project can be made if these times can be reduced as it is understood that this project will move forward as expeditiously as possible.

We are excited about the potential to work with you on this project and we are appreciative of this opportunity to present this proposal. Should you need further information or have any questions, please feel free to reach me at mcolgan@vhb.com or at (802) 497-6156.

Very truly yours,
VANASSE HANGEN BRUSTLIN, INC.

Mark A. Colgan, PE
Principal in Charge
Director, Engineering Services

MAC/ebp

**PROPOSED SCOPE OF SERVICES
FOR
VANASSE HANGEN BRUSTLIN, INC.
(VHB)
TO PERFORM
ENGINEERING SERVICES
FOR THE
ESSEX VILLAGE MULTIUSE
PATH PROJECT**

**FOR
THE VILLAGE OF ESSEX JUNCTION
2 LINCOLN STREET
ESSEX JUNCTION, VT**

Revised: October, 3rd 2013

Agreement for Consultant Engineering Services

This Agreement is composed of Part I and Part II.

- Part I is outlined on the following pages and includes details of the services to be performed, schedule of the services, and compensation.
- Part II (attached) contains the Terms and Conditions of the Agreement, which are the general terms of the engagement between the Village of Essex Junction, hereinafter called the "Client", and Vanasse Hangen Brustlin Inc. (VHB).

Services under this agreement are outlined in conformance with the Vermont Agency of Transportation's (VTrans) Local Transportations Facilities (LTF) project development process for "Phase A – Project Definition" and "Phase B – Project Design". "Phase C – Construction" services are not included at this time. Near the completion of Phase B, when the scope and schedule of construction is better defined, VHB will develop a contract amendment that outlines construction engineering services scope and fee.

Background

The Village of Essex Junction Multiuse Path project proposes the design and construction of a 1,175 +/- foot long multiuse path along the existing rail corridor between North Street and Central Street. The new multiuse path will allow cyclists and pedestrians to move from Essex High School to and from Central Street without using a public street. Public input has already been sought for the project through a presentation to the Essex Junction Trustees and students from the UVM Engineering School have undertaken a study of the project area. Key components of this project will include coordination with the railroad, utilities, businesses, and residents, design of the path, lighting, and stormwater treatment, and holding to the schedule for construction during the 2014 season. Following is a Scope of Services for the multiuse path project for Phase A and Phase B.

Project Approach

The following is a discussion of the project development steps required for the three phases of the LTF Process, as well as the specific approach VHB will take for this project:

Phase A – Project Definition

Phase B – Project Design

Phase C – Construction

Over the course of this project, VHB will prepare engineering plans and contract documents for use in bidding and guiding the construction of the multiuse path. VHB will provide assistance to the Village in advertising the project for construction and also provide support to the Village and Resident Engineer during construction if requested. In general, the scope of this project is consistent with the VTrans LTF process, Phase A - Project Definition, Phase B – Project Design and Phase C-Construction. However, the tasks within each phase have been tailored, in terms of sequence and details, to best suit this project after the meeting on 8/15/2013 with Village and VTrans representatives.

Several steps within each phase may be combined and the design time frame compressed since there is only one viable Build option that is compatible within the shared active railroad corridor and the project intent is to build the path next summer. The project will take into consideration the existing conditions in the Village, the Village's needs, and Vermont State standards.

Phase A: Project Definition**1.0 Pre-Design Conference**

Prior to beginning work on Phase A, VHB will schedule a Pre-Design conference to meet with various Village and state representatives including the Local Project Manager (LPM) & the VTrans LTF Project Manager (LTF PM) to review studies that have been completed to date and discuss the project goals. At the Pre-Design Conference, the Village will provide VHB copies of all project information collected to-date including public input received from the Trustees meeting and information from the UVM study.

Additionally, as part of the Pre-Design Conference VHB will seek to clearly define the lines of communication for the distribution of project information so project shaping decisions can be made in a timely manner. This discussion will also include roles and responsibilities for the Project Team members as well as the specifics of the project development process and project schedule. At this time VHB would like to review project design parameters to be used for this project.

2.0 Survey

The VHB Team will acquire boundary and 1 foot topography survey, prepare base plans, and identify possible utility conflicts in the vicinity of the proposed path in accordance with VTrans standards. This will include ROW information collected in the field and through data research at the Village offices to facilitate avoiding potential temporary and/or permanent property easements and acquisitions. The survey work will be completed by VHB surveyors, or a subconsultant if needed to meet project schedule, and it will be compliant with standard VTrans protocols. As requested in the RFP, the survey data will be collected, compiled and a base plan prepared in an AutoCAD format. The limits of survey include a corridor of approximately 1,200 +/- feet long for the entire Railroad corridor width, to capture the area needed for the path construction and connection to existing Village roads and sidewalks. This will include locating detailed features at the intersections of the railroad with North Street and Central Street. All survey work shall be performed under the supervision of a Vermont Licensed Land Surveyor.

All work within the railroad ROW requires advance notification to the railroad and must be in conformance with all State and Federal regulations (including the use of railroad flaggers). These survey efforts will require coordination with New England Central Railroad (NECR) to provide railroad flagger assistance and worker protection on the railroad right-of-way between train schedules. VHB will coordinate with the necessary officials including representatives from NECR and others who may be appropriate to coordinate rail or roadway traffic control during survey of the railroad or roadway.

Permanent vertical and horizontal ground control will be established in the field and documentation will be done in accordance with VTrans standards. The survey will be referenced horizontally to the North American Datum of 1983 [NAD 83 (1996)] and vertically to the North American Vertical Datum of 1988 (NAVD 1988).

The survey data will be imported into AutoCAD using current Standards and a 3-dimensional digital terrain model (DTM) will be created as well as an annotated base plan showing all the existing detail.

3.0 Natural Resources Field and Desktop Investigations

Based on the highly developed nature of the surrounding lands and a cursory review of online mapping databases, no jurisdictional wetlands or waters are believed to be present within or adjacent to the proposed path. Nevertheless, this will be confirmed via field investigations. Should they be present, the delineation of jurisdictional wetlands and the ordinary high water (OHW) for streams will be carried out in accordance with US Army Corps of Engineers (USACE) guidance. The width of the study area for wetland and stream delineation will be 50 feet from the east edge of the proposed path. These investigations will help identify any potential constraints or considerations for the proposed improvements. During delineation fieldwork, VHB will GPS-locate the delineation flagging and collect the data required per federal and state delineation and classification protocols. The occurrence of potential vernal pools will be earmarked for subsequent investigation during the spring of 2014. VHB will coordinate a joint field visit as necessary with the USACE and staff.

VHB will perform a formal desktop query of the Wildlife Diversity Program (WDP) database for known element occurrences (EOs) of rare, threatened or endangered (RTE) species or significant natural communities. VHB will conduct a targeted search of the investigation areas in the field focusing on potential suitable habitat areas that are proposed for permanent disturbance to identify specific threatened or endangered plant species, and significant or rare natural community types. Based on the preliminary assessment, the only EO of concern is the state-listed threatened Blunt-leaved Milkweed (*Asclepias amplexicaulis*), which has been previously mapped on the rail embankment (last observed in 1969). Concurrently with the wetland and stream delineation, VHB will conduct a targeted survey to determine if this plant is present within the project corridor.

The results from the field and desktop investigation will be reported in a summary technical report which will also provide a description of the individual survey methods. Included will be pertinent data forms, site mapping, resource summary spreadsheets, site photographs or other information pertinent to the studies. This technical report will be included as part of the Resource Investigation Report, which will subsequently be used to support the Alternatives Presentation Meeting and the process of compliance with the National Environmental Policy Act (NEPA) as described below. This same report can act as an appendix for other state and federal permit applications (if required).

4.0 Hazardous Waste Assessment

VHB will query online databases maintained by the DEC to obtain the most up to-date publicly available information regarding any documented hazardous waste site within or adjacent to the project corridor. To document any potential Oil and Hazardous Materials (OHM) concerns identified in the database search, VHB will review available DEC files to provide more information about reported OHM on or adjacent to the project area. The DEC files may provide additional information regarding the degree and extent of contamination that may be present in soil or groundwater in the project vicinity; past ownership; historic land use in the project area; past

usage, storage and disposal of OHM on and adjacent to the project area; and other evidence of potential environmental impacts. VHB will review documents including any prior Environmental Site Assessments, if applicable and/or available for review. VHB will also evaluate applicable reports on file at the DEC from active or closed hazardous sites, spills, or USTs that are identified in the project area, to obtain maps, plans, reports, and data describing the known location, degree, and extent of hazardous materials, and contaminated soil and groundwater. VHB will acquire from the Village any applicable reports describing OHM concerns within the project corridor, Corrective Action Plans, and so on.

Based on the information obtained from the hazardous waste assessment, a Health and Safety Plan may be required for implementation during project construction. The scope and fee associated with the development of such a plan, if required, will be included within the forthcoming scope and fee for construction engineering services.

5.0 Historic Properties

Based on the degree of previous disturbance within the project corridor and the fact that the proposed improvements will not require work in previously undisturbed areas, VHB anticipates that the project will have no effect on historic properties, including archaeological resources. Nevertheless, VHB will consult with Scott Newman, VTrans Historic Preservation Officer (HPO) and Jeannine Russell, VTrans Archaeology Officer, to confirm that the project improvements would have no effect on historic properties. VHB will prepare a brief Determination of No Effect letter for their concurrence.

Based on coordination with the VTrans HPO, all railroad corridors within the State of Vermont are considered eligible for listing on the National Register of Historic Places. As such, they are considered Section 4(f) resources. VHB will coordinate with the VTrans HPO to determine if the proposed improvements will result in the use of a Section 4(f) resource or require a Section 4(f) Evaluation. For the purposes of this scope of work, it is assumed that any Section 4(f) Evaluation will be completed by the VTrans HPO.

6.0 Purpose and Need Statement

VHB will develop a project Purpose and Need (P&N) Statement with key points to include safety concerns, mobility issues, connectivity, and addressing residential concerns. The P&N is the backbone of the project development process that will not describe a solution or the preferred alternative, but will be written so that the needs and goals of the project are clearly defined. Without a well-defined P&N Statement, it can be difficult to establish reasonable, prudent, and practicable alternatives as required by the federal funding process. VHB will develop the P&N statement with Village concurrence to ensure that it clearly justifies that the corrective efforts are worthy of the expenditure of public funds.

7.0 Resource Identification Report

Natural resources and potential environmental concerns in the project area will be identified and documented within a formal Resource Identification Report (RIR). The RIR will include a summary of all resources that may have an effect on the alternatives, a resource identification map that delineates resource locations and any relevant correspondence with state and federal agencies pertaining to resources. The Village and other appropriate entities recommended by the Village

will have an opportunity to review and comment on the report prior to VHB providing a final version to VTrans. The RIR will assist with the determination of the appropriate level of documentation required for compliance with NEPA requirements.

In addition to identifying the possible resource impacts, the RIR will provide a summary of possible permit needs for the build alternative.

8.0 Local Concerns Meeting /Alternatives Investigation

VHB, with the assistance of the Village staff, will organize and facilitate a public meeting, that will combine the Local Concerns and Alternatives Presentation Meetings. VHB will provide advertising material such as media articles and flyers, and it is anticipated that the Village LPM will distribute the advertising documents as needed. VHB will facilitate the meeting, prepare a PowerPoint presentation, and record meeting minutes. Due to the constraints placed upon the layout and design of a shared Rail with Trail multiuse facility by the railroad owner/operators, and the Village's desire to keep all path construction entirely within either the Railroad or Village ROW, there are only two feasible alternatives for the project, a no-build and a single build option.

The meeting will begin by reviewing the Purpose and Need statement that will be developed in concert with the Village staff based on previous public outreach on the path. The purpose and Need statement takes into consideration and summarizes input received to-date from previous studies, the Village, public, and other entities. A conceptual path layout will be presented that, in general, reflects the path layout prepared by the UVM students and presented to the Village Board of Trustees on April 23, 2013. In order to expedite the design process and in an effort to provide a clear graphical depiction of the path location to the public, VHB proposes to use a GIS based aerial ortho-photo as the base for the Local Concerns/Alternative presentation meeting. The GIS base plan will also be used to depict the environmental resource data. By screening the existing aerial photo and adding the proposed path layout to include a centerline, edge of pavement, estimated ROW and major design features like the runoff treatment, a visual depiction of how the path will relate to its surroundings can be efficiently prepared prior to obtaining ground survey. Comments from the public will be solicited to determine if the proposed alternative addresses the local concerns or if there are additional concerns that need to be considered.

The outcome sought from this meeting will be a local consensus for the construction of the multiuse path between North St and Central St within the Railroad ROW. The selected alternative will be brought forward in the development of Concept/Preliminary design plans.

A summary of the material presented along with the supporting documentation, will be compiled along with the findings of this Local Concerns/Alternative presentation meeting. This information will be assembled into a formal report for submission to the Village and VTrans. The Alternative design will be refined to address additional public comments, where feasible and appropriate, using state and Federal design standards, guidelines, and specifications. This information will be the basis for the completion of the conceptual/preliminary plans (60%) as well. The preferred alternative will be documented with a clear explanation as to why it is preferred.

9.0 Conceptual/Preliminary Plans

Once the preferred alternative has been approved, VHB will develop conceptual/preliminary plans for the multiuse path. These plans will be based on the 3-dimensional topographic survey and will include the following elements:

- Title Page
- Typical Path Section(s)
- Base Plan Showing Centerlines
- Construction Limits and Existing Right-of-Way Delineation
- Mapping and Identification of Environmental Resources
- Drainage Design
- Drainage Plan and Profile Sheets
- Drainage Details (to include rain gardens or other runoff treatment measures)
- Curb and Curb Back Designs
- ADA Details and Placements
- Pavement Markings and Signs
- Lighting
- Landscaping
- Traffic Control
- Existing and Proposed ROW Limits and Property Bounds
- An itemized quantity sheet will be developed and added to the plan set. Quantity calculations and a preliminary cost estimate based on the items and VTrans unit costs will also be prepared.

Because of the limited project length and design options available when working within an active railroad corridor, the design and plan preparation will be advanced to the 60% level prior to the Public Meeting.

VHB will formally submit the Conceptual/Preliminary Plans to the Village and VTrans for review and approval. A comment review meeting will be scheduled to discuss changes to the plans, and facilitate revisions as needed, to finalize the Conceptual/Preliminary Plans. Once approval is received from the LPM and the VTrans LTF Project Manager, VHB will request a public informational meeting to present the Conceptual/Preliminary Plans.

VHB will also begin utility relocation coordination and ROW Plan preparation using the finalized Concept/Preliminary plans. It is anticipated that only minor utility relocations will be needed and no ROW impacts beyond the Railroad or Village properties will be encountered.

10.0 Environmental Impact Resolution (NEPA)

Compliance with the National Environmental Policy Act (NEPA)

All projects that involve a federal action must meet the requirements of the National Environmental Policy Act of 1969 (NEPA). Should the Federal Highway Administration (FHWA) allocate funds to this project, NEPA compliance and documentation will be required. There are three classes of actions that prescribe the level of documentation required in the NEPA process:

- Categorical Exclusion (CE)
- Environmental Assessment (EA)
- Environmental Impact Statement (EIS)

The construction of the multiuse path would likely meet the FHWA criteria for a CE per 23 CFR Part 771 (c)(3): *Construction of bicycle and pedestrian lanes, paths, and facilities*. Additional necessary details regarding potential impacts to natural resources and associated state regulatory processes and permits would be informed by VHB's geospatial database and field surveys performed under preceding tasks. VHB will evaluate the project's against the Programmatic CE Criteria to determine if it is eligible for authorization via a Programmatic CE. VHB will complete the appropriate CE checklist and develop supporting mapping, memoranda, or reports to support the project's eligibility for a CE.

Circumstances that can render a project ineligible for a CE typically include the likelihood of impacts to endangered species, protected cultural sites, and wetlands. This project does not seem to fall outside the generally accepted limits of a CE, as any resources impacts should be capable of being mitigated to FHWA satisfaction. VHB has extensive experience with the full NEPA process to include CEs, EAs, and EISs if the project is required to proceed beyond a CE level of permitting.

VHB will perform outreach to state and federal agencies as necessary to gather any input required to complete the CE Evaluation Checklist currently used by the VTrans Environmental Section.

Agencies include, at a minimum:

- US Environmental Protection Agency
- US Army Corps of Engineers
- US Fish and Wildlife Service
- National Marine Fisheries Service
- Vermont Agency of Natural Resources
 - DEC Wetlands Program
 - DEC Rivers Program
 - DEC Stormwater Program
 - DEC Waste Management Division
- Vermont Division for Historic Preservation
- Vermont Fish and Wildlife Department
- Chittenden County Regional Planning Commission
- Others as identified by FHWA, VTrans or the Village

Other Permit Requirements

VHB will also evaluate Act 250 permit requirements. It is anticipated that this project will fall under the 10-acre threshold for impacts and that a Jurisdictional Opinion can be obtained that confirms that no Act 250 permitting will be required. It is also assumed that no lands will be involved that have been acquired or have been improved in whole or in part using monies from the Land and Water Conservation Fund (LWCF). Therefore, no lands would be involved that are subject to Section 6(f) of the Land and Water Conservation Act and thus no mitigation for conversion of such lands would be required. VHB will secure mapping from the Village or the Vermont Department of Forests, Parks & Recreation (the administrator of the LWCF) to confirm that this is the case.

Assuming that no jurisdictional wetlands or waters are present or would be impacted by the project and that the total area of disturbance is less than 1 acre, no other permits are currently anticipated.

11.0 Public Informational Meeting

VHB will present the final approved Conceptual/Preliminary Plans to the public at a meeting with the Village to solicit input and comment. This meeting will be publicly warned and minutes will be recorded. Any comments that initiate plan revisions will be incorporated into the 60% Plans as part of the utility coordination and ROW plan preparation.

Phase B: Project Design**1.0 Utility Relocation**

Once the 60% plans are complete, contact with the VTrans Utilities and Permit (U&P) section will be made to provide guidance and assistance with the Utility Coordination. If any of the existing utilities impacted by the improvements are within the VTrans ROW, then the U&P section will begin the Utility Relocation Agreement process. For those utilities that must be relocated but are not within the VTrans ROW, VHB will submit Preliminary Plans for their use in plotting their existing facilities as well as a relocation route. The utility owners are responsible for identifying these locations and upon receipt they will be incorporated onto the final design plans. The utility owners will be apprised that they have a maximum time frame of 2 months to provide this information in order to meet the expedited scheduling requirements. If a field review would accelerate the process, VHB would be willing to work with the utility owner to arrange a time to meet to discuss impacts and relocation option. Utility agreements will be drafted for review by VTrans to address reimbursement for relocation where eligible or appropriate.

2.0 Property Owner Meetings

In conjunction with the utility coordination, abutting property owners will be contacted to arrange a meeting to discuss the project in general and impacts to their property in detail.

Based on the proposed improvements and Village's directive to avoid any ROW impacts to abutting properties, the only impacted property owner will be the railroad. And VHB understands that the Village has been in contact with the Railroad owner and they support the project and are willing to enter into an agreement with the Village for its construction. Close coordination will be required with NECR throughout the project development process. Easements and funding

eligibility will need to be considered during the discussions and prior to any agreements being made.

3.0 Environmental Analysis and Permit Applications

It is assumed that no permits or authorizations other than the FHWA-approved CE and a Section 4(f) Evaluation (prepared by VTrans) will be required.

4.0 Right-Of-Way (ROW) Plans and Process

The project intent, and therefore the basis of this scope of service, is predicated on all construction related activities being limited to either the Railroad ROW or the Village road ROW. No impacts to other adjacent properties are anticipated or accounted for in the project. It is VHB's understanding that the Village has had preliminary discussions with the Railroad owners and they are in favor of the proposed project. The ROW plans for this project will be prepared to document the limited property impacts and for use as needed in securing formal Railroad approval for the Multiuse path. VHB will in general follow the LTF ROW acquisition process for placement of the path within the Railroad ROW. The Memorandum of Agreement between the Village and the Railroad owner will function as the easement documentation and it will reference the ROW and/or Construction plans. If a fee is required, it is assumed the waiver valuation method will be applicable for acquisition of the rights to site the path within the Railroad corridor.

In addition to an Easement, a lease agreement may be part of the Memorandum of Agreement between the Railroad owner and the Village. The Path Construction and Maintenance would be addressed within these documents. VHB will work with the Village and the Railroad Owner to prepare the appropriate documents and VHB will fill out and submit the applicable documents to VTrans for the Village, including a waiver Valuation forms (if needed), backup documentation and the ROW Certification.

VHB has worked on several projects, including rail with trail, which required development on Railroad property where Municipal/Railroad agreements were required. These successfully executed documents will serve as the template for the Memorandum of Agreement that will be prepared for this project.

5.0 Final 85% plans

Final Plan Development

Conceptual/Preliminary Plans will be updated to reflect changes per Village and VTrans review comments, permitting requirements, ROW process, and any utility relocation. Because there should be only minimal changes between the Final Plans and Contract Plans, we anticipate the same cut sheet set for Final Plans is needed as will be for Contract Plans. VHB will back-check review comments to ensure that all prior comments have been addressed. At this time we will also check the status of necessary permits.

An updated list of construction items, special provisions and quantities will be prepared to accompany the final plans. Using recent VTrans unit costs where available, a final cost estimate will be generated for the project.

Submittal requirements at the completion of this task include the following:

- Final Plans and cost estimate
- Draft bid documents including special provisions
- Supplemental Special Provisions

Any pay items developed in our cost estimate that do not comply with a VTrans pay item will need to become a Special Provision item. A supplemental special provision will need to be written to describe what this pay item covers. This includes the unit at which the item is paid, method of measurement, material requirements, testing requirements, basis of payment, and other information that will guide the contractor to know the requirements for this pay item. Special provisions will be developed to have the same format as VTrans Special Provisions, which should make the VTrans review process of these documents streamlined.

Final Cost Estimate

The construction cost estimate will be updated based on changes to plans and will include special provision items. Depending on the nature of special provision items, a limited amount of research may need to be conducted to determine appropriate unit costs of these items.

Draft Bid Documents

VHB will prepare a set of Draft Bid Documents and include all necessary contract specifications and special provisions. VHB is familiar with using VTrans “boiler plate” contract bid documents and customizing these to fit a given project. The invitation to bid, instruction to bidders, notice of agreement, and other forms in the Bid Documents will use the VTrans template. This will ensure that all items required by the State or FHWA are included. For contractors familiar with VTrans projects, this will also make it easier to navigate through the documents as these documents tend to be very lengthy. VHB will work with the Village to ensure that any special construction phasing items are included.

6.0 Contract 100% plans

The 85% Final Plans, Estimate, and Special Provisions will be submitted to the Village LPM and VTrans LTF PM for their review and comments. Upon receipt of the comments VHB will compile and generate a comment response memo. This memo will be reviewed with the LPM and LTF PM and agreed upon edits, additions and deletions will be incorporated into the final 100% contract documents. In addition a final review of the contract documents and plans will be made to verify their accuracy. Any changes will be highlighted and submitted for final review by the LPM and LTF PM.

Municipal Certifications

VHB will complete and submit the required certifications to VTrans for the Village. These certifications include the Right-of-Way Certification which identifies all ROW Acquisitions made to construct the projects as well as stating all acquisitions were made in accordance with FHWA guidelines. A Design & Utility Clearance certification will be submitted which documents that the project design has been through a QA/QC review. It also documents the plans have been through a utility review and the appropriate clearances are provided.

Phase C: Construction

1.0 Construction Services

Invitation for Bid

VHB will assist the Village to prepare the Invitation for Bid (IFB) in conformance with the VTrans LTF Guidelines. This will be a publically advertised project and qualified bidders will have three weeks to review the plans and contract documents.

Once we receive approval of the Construction Bid Package, VHB will assist the Village in advertising the project for construction. We will post the project on the Vermont Bid Registry website. If the Village would like to post in local newspapers, we will prepare one notice for the Village to submit into the local paper(s).

It is likely that there will be questions from contractors after the project has been advertised for bid. Questions should be submitted to the Village, but VHB will be available to assist the Village in answering contractor questions as they relate to the design of the project. We will also attend the pre-bid conference.

Bid Opening/Bid Analysis/Award of Contract

A bid opening meeting will be conducted after contractor bids have been received. We anticipate that we will attend this meeting. Following the meeting, VHB will conduct a bid analysis in order to verify that construction bids are reasonable. We will analyze the bids to determine whether there is any apparent unbalancing of bids. In addition, we will check the bids for consistency by making sure their math is correct in calculating their total bid price. We will provide a memo to the Village summarizing our bid analysis and provide a recommendation for the contract award.

Pre-Construction Meeting

Once a contractor is selected, a pre-construction meeting will be held. VHB will attend this meeting to answer questions, as needed. We will provide limited assistance during the construction phase. This will include answering design related questions from the contractor as well as review any required shop drawings. We have also included time in our cost estimate for a total of three site visits to the project site during construction.

Cost Estimate

Essex Village Multiuse Path

**Design and Engineering of Essex Junction Multiuse Path
Cost Estimate Summary Sheet**

VHB Vanasse Hangen Brustlin, Inc.	PROJECT COST SUMMARY				
7056 US Route 7, P.O. Box 120	Village of Essex Junction				
North Ferrisburgh, Vermont 05473	Essex Junction STP SDWK(17) & TAP TA13(6)				
(802) 425-7788	Multiuse Path				
DESCRIPTION	Subtotal Hours	Direct Labor Costs	Overhead (154.42%)	Fee (10%)	TOTALS
Phase A Subtotal	453	\$13,604.00	\$21,007.30	\$3,461.13	\$38,072.43
Phase B Subtotal	226	\$7,306.00	\$11,281.93	\$1,858.79	\$20,446.72
Phase C Subtotal	26	\$904.00	\$1,395.96	\$230.00	\$2,529.96
Direct Expenses					\$4,686.50
VHB Project Totals	705	\$21,814.00	\$33,685.19	\$5,549.92	\$65,735.61

**Design and Engineering of Essex Junction Multiuse Path
Labor Hour Task Breakdown**

VHB Vanasse Hangen Brustlin, Inc. 7056 US Route 7, P.O. Box 120 North Ferrisburgh, Vermont 05473 (802) 425-7788	LABOR TASK BREAKDOWN Village of Essex Junction Essex Junction STP SDWK(17) & TAP TA13(6) Multiuse Path								
	TASK DESCRIPTION	Quality Assurance	Project Manager	Task Manager/ Project Engineer	Project Engineer / Surveyor Geologist	GIS/CADD Technician Surveyor Env. Scientist	Admin	Total Hours	Direct Labor Costs
Phase A									
Pre-Design Conference									
Prepare for, Attend, and Document Kick-Off Meeting with Village/VTrans		4	6				10	\$432.00	
Data Collection									
Survey - Field Data Collection, Plan Prep, Field Review, and ROW Definition	4			36	36		76	\$1,852.00	
Environmental									
Natural Resources Field and Desktop Investigations	1	2			16		19	\$521.00	
Natural Resources Summary Technical Report		1			14		15	\$368.00	
Hazardous Waste Assessment	1	8		24			33	\$1,105.00	
Historic Properties	1	6		4			11	\$905.00	
Resource Identification Report (RIR)	1	2	2	4	16		25	\$681.00	
RIR Review and Document Revision		2			4		6	\$208.00	
Geotechnical Exploration (if required)									
Borings, Lab Testing, Report to Include Findings & Recommendations		Budgeting \$2,500 within Direct Expenses to be used as needed						0	\$0.00
GIS Plan Preparation									
Environmental Resource Info, Alternative Design & Estimated ROW	4	4	12	8	16		44	\$1,364.00	
Purpose & Need Statement									
Develop and Coordinate P&N with Village and VTrans		2	4				6	\$248.00	
Local Concerns / Alternatives Presentation Meeting									
Prepare for and Attend Meeting, Distribute Meeting Notes		4	4	8			16	\$560.00	
Conceptual / Preliminary Plans									
Prepare 60% Plans	6	4	16	80	8		114	\$3,142.00	
VTrans & Village Review (3 weeks)									
Submit 60% Plans to Village and VTrans		4	4				8	\$368.00	
Environmental Impact Resolution									
Preparation of Categorical Exclusion Environmental Analysis Sheet and VTrans Coordination	2	8		24	4		38	\$1,242.00	
Public Informational Meeting									
Refine Plans, Schedule, Prepare for, Attend, and Produce Meeting Notes		4	12	16			32	\$1,008.00	
Phase A Subtotal	20	55	60	204	114	0	453	\$13,604.00	
Phase B									
Utility Relocation (Max 2 month allowed)									
Coordination with Utility Companies		6	16	12			34	\$1,160.00	
Property Owners Meetings									
Prepare Info for Village Staff and Provide Support			4	8			12	\$320.00	
Environmental Impact Resolution									
Review and Refine		2	8	8			18	\$568.00	
Right Of Way Plans									
Prepare Plans	2			8			10	\$290.00	
Final 85% Plans									
Plans, Specs, Estimate	4	8	16	40	8		76	\$2,324.00	
VTrans & Village Review (3 weeks)									
Submit 85% Plans to Village and VTrans		4	4				8	\$368.00	
100% Contract Plans and Documents									
Plans, Specifications, and Estimate	4	8	12	28	8		60	\$1,908.00	
Final Package Submission to VTrans and Village									
Submit 100% Plans to Village and VTrans		4	4				8	\$368.00	
Phase B Subtotal	10	32	64	104	16	0	226	\$7,306.00	
Phase C									
Advertise Project (3 Week Minimum)									
Advertisement Support, Bid Analysis, and Summary		6	8	12			26	\$904.00	
Phase C Subtotal	0	6	8	12	0	0	26	\$904.00	
Hour & Fee Summary									
Project TOTAL :	30	93	132	320	130	0	705	\$21,814.00	
TOTAL HOURS:									
	30	93	132	320	130	0	705	\$21,814.00	
DIRECT HOURLY RATES									
	49.00	60.00	32.00	24.00	22.00	22.00			
TOTAL LABOR COSTS :									
	\$ 1,470.00	\$ 5,580.00	\$ 4,224.00	\$ 7,680.00	\$ 2,860.00	\$ -		\$ 21,814.00	

Preliminary Schedule

Essex Village Multiuse Path

Preliminary Project Schedule Design and Engineering of Essex Junction Multiuse Path Essex Junction, VT

ID	Task Name	Duration	Start	Finish	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter
1	Submit Scope and Fee to Village/VTrans	1 day	Mon 8/26/13	Mon 8/26/13					
2	Reviews, Discussions, and Finalizing Scope and Fee	10 days	Tue 8/27/13	Mon 9/9/13					
3	Phase A - Project Definition	65 days	Wed 9/11/13	Tue 12/10/13					
4	Pre-Design Conference	1 day	Wed 9/11/13	Wed 9/11/13					
5	Data Collection (Survey/ROW)	15 days	Mon 10/7/13	Fri 10/25/13					
6	Environmental Resource Review	15 days	Mon 10/7/13	Fri 10/25/13					
7	Geotechnical Exploration	20 days	Mon 10/7/13	Fri 11/1/13					
8	GIS Plans	15 days	Mon 10/7/13	Fri 10/25/13					
9	Develop Purpose and Need Statement	5 days	Mon 10/7/13	Fri 10/11/13					
10	Local Concerns/Alternatives Presentation	1 day	Thu 10/24/13	Thu 10/24/13					
11	Develop Conceptual/Preliminary Plans (60%)	23 days	Fri 10/25/13	Tue 11/26/13					
12	Village and VTrans Review and Approval	15 days	Wed 11/27/13	Tue 12/17/13					
13	Respond to Comments and Revise Plans	15 days	Wed 12/18/13	Tue 1/7/14					
14	Public Informational Meeting	1 day	Thu 1/9/14	Thu 1/9/14					
15	Phase B - Project Design	91 days	Mon 1/13/14	Mon 5/19/14					
16	Utility Relocation	40 days	Mon 1/13/14	Fri 3/7/14					
17	Property Owner Meetings	10 days	Wed 1/15/14	Tue 1/28/14					
18	Environmental Impact Resolution	20 days	Mon 1/13/14	Fri 2/7/14					
19	Right-Of-Way Plans	15 days	Wed 1/15/14	Tue 2/4/14					
20	Final (85%) Plans (Plans, Specs, Estimate)	25 days	Wed 1/15/14	Tue 2/18/14					
21	Village and VTrans Review and Approval	15 days	Wed 2/19/14	Tue 3/11/14					
22	Contract (100%) Plans	15 days	Wed 3/12/14	Tue 4/1/14					
23	Village and VTrans Review and Approval	10 days	Wed 4/2/14	Tue 4/15/14					
24	FHWA Approval for Construction	5 days	Wed 4/16/14	Tue 4/22/14					
25	Phase C - Construction	95 days	Wed 4/23/14	Tue 9/2/14					
26	Advertise Project	15 days	Mon 4/28/14	Fri 5/16/14					
27	Bid Opening	1 day	Mon 5/19/14	Mon 5/19/14					
28	Bid Analysis and Award	5 days	Tue 5/20/14	Mon 5/26/14					
29	Preconstruction Conference	1 day	Tue 5/27/14	Tue 5/27/14					
30	Shop Drawing Review and Questions as Needed	70 days	Wed 5/28/14	Tue 9/2/14					
31	Construction	70 days	Wed 5/28/14	Tue 9/2/14					

Note: This preliminary schedule has been prepared based on a set of assumptions that includes 3 week review periods for plan submissions and environmental documents as well as expedited responses to design and permitting questions along the way. The goal of the Village is to have this multi-use path constructed the summer of 2014 and VHB will support that schedule with the design and permitting resources as required.

Terms and Conditions

Essex Village Multiuse Path

PART II

VANASSE HANGEN BRUSTLIN, INC. TERMS AND CONDITIONS OF AGREEMENT

The engagement of Vanasse Hangen Brustlin, Inc. (VHB) by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

1. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal.
2. Payment to VHB is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.
3. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. All retainer amounts will be applied to the last invoice. **A RETAINER OF \$ -0- IS REQUIRED BEFORE SERVICES CAN COMMENCE UNDER THE AGREEMENT.**
4. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.
5. Invoices will be rendered monthly and become due within 30 days after date invoice.
6. Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.
7. Invoice payments must be kept current for services to continue. If the Client fails to pay any invoice due to VHB within 120 days of the date of invoice, VHB may, without waiving any other claim or right against Client, suspend services under this Agreement until VHB has been paid in full all amounts due VHB and/or any of its Consultants and Subcontractors. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

The parties agree to coordinate invoices to assure timely payment. Among other things, VHB's project manager and Client's representative will confer as often as reasonably necessary about any issues that arise involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

8. VHB agrees to carry the following insurance during the term of this Agreement:
 - Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits.

- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and \$ 2,000,000 in the aggregate.
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of \$1,000,000 per occurrence.

Certificates of insurance will be furnished upon request. If the Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

9. The Client and VHB shall at all times indemnify and save harmless each other and their officers, and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.
10. VHB shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of VHB.
11. VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information required to be provided by Client under this Agreement.
12. Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and sub-consultants from and against any and all claims, suits, demands, liabilities costs, including reasonable attorneys fees and defense costs caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or material that exist on, about or adjacent to the job site.
13. VHB's services will be performed on behalf of and solely for the benefit and exclusive use of Client for the limited purposes set forth in the Agreement. Client acknowledges that VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. Client may not delegate, assign, sublet, or transfer its duties or interest in this Agreement without the written consent of VHB.
14. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care customarily accepted as good professional practices and procedures by members of the same profession currently practicing under similar conditions in the same locality ("Standard of Care").

Consistent with this Standard of Care, the services shall conform to applicable laws, codes, ordinances, and regulations of any governmental agency having jurisdiction over the project, at the time services are rendered. VHB shall perform its services as expeditiously as is consistent with the Standard of Care and with the orderly progress of the Work.

15. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB's having to certify, guaranty or warrant the existence of conditions whose existence VHB cannot ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall be given in VHB's professional opinion consistent with the Standard of Care. VHB shall be compensated for any work necessary to verify project compliance with regulatory standards for purposes of such certification.
16. Client hereby agrees that to the fullest extent permitted by law, VHB's total liability to Client and any persons or entities claiming by, through or under the Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes including, but not limited to VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed \$500,000 (five hundred thousand dollars).
17. All documents including Drawings and Specifications (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to VHB; and the Client, shall release, indemnify and hold harmless VHB from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and the third person or entity seeking to reuse said documents.

If any information hereunder is provided in electronic format, Client recognizes that such plans, documents or other information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and not as record documents.

18. To the extent permitted by law, VHB retains the copyright in all written work products, including plans, specifications, calculations, computer programs, and computer generated materials in any form, produced in connection with the work under this agreement, unless otherwise agreed to in writing by an authorized VHB representative. Subject to Term No. 17 above, VHB licenses to Client the use of all written work products, including plans, specifications, calculations, and computer generated materials in any form, produced in connection with the work under this agreement on a non-exclusive basis.
19. All questions in dispute under this Agreement shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties themselves be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This process shall be considered as a condition precedent to moving to a more formal or judicial process.

20. Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any incidental, special, indirect or other consequential damages incurred due to the fault of the other party regardless of the nature of the fault or whether it was committed by the Client or VHB, or their employees, sub-consultants, or subcontractors. Consequential damages include, without limitation, liability for loss of use of the Project or existing property, loss of profits, loss of production or business interruption; however, the same may be caused.
21. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which the Client relied in entering into this Agreement. No statements, representations, warranties, or understandings, unless contained herein, exist between Client and VHB.
22. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or VHB. VHB's services under this Agreement are being performed solely for the benefit of the Client and no person or other entity shall have any claim against VHB because of this Agreement. In addition, nothing herein shall be construed as creating a contractual relationship between the Client and any VHB employee, representative or consultant. The Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, the Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.
23. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.
24. This Agreement shall be governed and construed in accordance with the laws of the State of Vermont.
25. VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's scope of services, Client hereby agrees to release, hold harmless, defend and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.
26. VHB shall meet Americans with Disability Act ("ADA") requirements. Client understands however, that the requirements of the Americans with Disabilities Act ("ADA") are evolving and will be subject to various, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.

**VILLAGE OF ESSEX JUNCTION
BOND ANTICIPATION NOTE
(LINE OF CREDIT)**

No. 1 of 1

\$500,000.00

On the 10th day of October, 2014, for value received, the Village of Essex Junction promises to pay in lawful money of the United States to PEOPLE'S UNITED BANK

***** FIVE HUNDRED THOUSAND DOLLARS *****

or so much thereof as shall have been advanced to the Village of Essex Junction by PEOPLE'S UNITED BANK under this note and shall be at the time outstanding according to PEOPLE'S UNITED BANK's ledger records together with interest on any outstanding balance meanwhile at the rate of 1.45% per annum (the "Exempt Rate"), with principal and interest payable in lawful money of the United States at the Main Office of PEOPLE'S UNITED BANK in the City of Bridgeport, Connecticut. The rate of interest payable hereunder is subject to recalculation and payment of a high er rate, retroactive to the date hereof, upon the happening of any event specified in paragraph (5) of the Resolution of the Village of Essex Junction dated October 8, 2013, the terms of which are incorporated herein by reference thereto. Further, this note and all sums of money due hereunder shall be due and payable at the option of the holder hereof upon the happening of any event specified in paragraph (5) of said Resolution.

Principal and interest may be prepaid by the Issuer of this note, in whole or in part prior to the above maturity date, without penalty being assessed. Notwithstanding the full or partial payment of any advance made under this Note prior to its maturity date, the amount available for advances hereunder shall in no event exceed the principal amount of this Note less the aggregate of all advances made hereunder. Such full or partial payment shall not serve to increase the amount available for future advances.

This note is issued in anticipation of the money to be derived from the sale of bonds to make public wastewater system improvements, authorized by vote of the Village at the meeting thereof held April 12, 2011, duly passed. Execution and delivery of this note is authorized by the affirmative vote and resolution duly adopted by the Board of Trustees of said Village at a meeting thereof duly noticed, called and held October 8, 2013. It is hereby certified and recited that all acts, conditions, and things required to be done precedent to and in the issuance of this note have been done, have happened, and have been performed in regular and due form as required by the law, and that the full faith and credit of the said Village of Essex Junction are hereby irrevocably pledged for payment of this note.

Dated: October 11, 2013

BOARD OF TRUSTEES

Assistant Treasurer

By All or a Majority Thereof

**VILLAGE OF ESSEX JUNCTION
RESOLUTION
BOND ANTICIPATION BORROWING
(LINE OF CREDIT)**

WHEREAS, at a regular meeting of the Board of Trustees of the Village of Essex Junction, at which at least a majority of the Board of Trustees was present and voting, which meeting was duly called and held on February 22, 2011, it was unanimously found and determined that the public interest and necessity required certain public improvements hereinafter described, and it was further found and determined that the cost of completing said improvements would be too great to be paid out of ordinary annual income and revenue of the Village, and that a proposal to provide such improvements and incur debt of the Village to pay for the same should be submitted to the legal voters at a meeting to be called and held for that purpose, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, the Board of Trustees caused to be issued a Warning for a meeting of the Village to be held April 12, 2011 to consider certain proposals described in the Warning dated February 22, 2011, which Warning is duly recorded in the records of the Village of Essex Junction; and

WHEREAS, said Warning was duly recorded, published and posted; and

WHEREAS, said meeting was duly held on the date, at the place and at the time appointed, and a certain proposal to make improvements and incur debt therefore was voted in the affirmative; and

WHEREAS, the Board of Trustees has been and is now carrying forward the authorized improvements to completion and funds are needed to meet accruing costs of the same; and

WHEREAS, the Board of Trustees has negotiated a temporary loan with PEOPLE'S UNITED BANK for \$500,000.00 Line of credit at 1.45% to be evidenced by a single promissory note as hereinafter set forth. The note is being issued in anticipation of the money to be derived from the sale of bonds for to make public wastewater system improvements. The note is not issued to refund a previously issued note.

THEREFORE, BE IT RESOLVED, that the Board of Trustees and the Assistant Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness to cover the same; and

BE IT FURTHER RESOLVED, that said evidence of debt when issued and delivered pursuant to this Resolution shall be a valid and binding general obligation of the Village of Essex Junction payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in said Village, as established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Village of Essex Junction and its Board of Trustees, in, about, or concerning the improvements or the contracting of loans in connection therewith are hereby ratified and confirmed; and

WE, the undersigned Board of Trustees and Assistant Treasurer, hereby certify that we as such officers have signed the \$500,000.00 face amount bond anticipation note, numbered 1, dated October 11, 2013, of the following denomination and maturity in the form hereto and made a part hereof:

<u>Number</u>	<u>Denomination</u>	<u>Maturity</u>
1	\$500,000.00	October 10, 2014

WE, the undersigned Board of Trustees and Assistant Treasurer of the Village of Essex Junction, hereby certify that the above-described note is issued under and pursuant to vote of the Village of Essex Junction, April 12, 2011 and this Resolution, adopted at a duly noticed and warned meeting of the Board of Trustees of the Village of Essex Junction held October 8, 2013.

WE, the said Board of Trustees and Assistant Treasurer of the Village of Essex Junction, hereby certify that we are the chosen, qualified and acting officers as undersigned, that the note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the above-described note or the expenditures being financed by the proceeds of the same.

WE further certify that no litigation is pending or threatened affecting the validity of the note or the apportionment and assessment of taxes, if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Village of Essex Junction, nor the title of any of us to our respective offices, is being questioned or contested.

WE further certify to and covenant with PEOPLE'S UNITED BANK, its successors and assigns, including the transferees, assignees, holders and owners of the above described note, that:

(1) No proceeds of the note (including investment proceeds thereof) will be used (directly or indirectly) in any trade or business carried on by any person other than the Village of Essex Junction, nor used to make or finance loans to any person.

(2) The Village of Essex Junction will file when and as required with the Treasury Department or the Internal Revenue Service information returns relating to the issuance of the note and all other obligations of the Village.

(3) The Village will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Non-Arbitrage Certificate, execution and delivery of which is hereby authorized.

(4) During the current calendar year, the Village will not issue debt of any sort aggregating \$5,000,000.00 or more.

(5) The interest charged to and payable by the Village under the note shall be increased and recalculated to the rate of issue by 3.25% and paid to the holder thereof in any one of the following events:

(a) It shall be determined that the interest paid under said note, or any part thereof, is included in the gross income of the holder thereof for federal income tax purposes.

(b) There shall be any breach by the Village of any covenant set forth in paragraphs (1)-(4) hereof.

(6) In the event line of credit aggregate advances made under the note exceed the face amount of the note, regardless of repayment of any such advance during the term of the note, the Town will promptly execute and file such informational returns as are necessary to report a reissuance of the note.

Dated: October 8, 2013

BOARD OF TRUSTEES

Assistant Treasurer

By All or a Majority Thereof

**VILLAGE OF ESSEX JUNCTION
NON-ARBITRAGE CERTIFICATE
BOND ANTICIPATION BORROWING
(LINE OF CREDIT)**

WE, the Assistant Treasurer and at least a majority of the Board of Trustees of the Village of Essex Junction, Vermont (the "Issuer") hereby certify and represent as follows with respect to the \$ 500,000.00 Bond Anticipation Note No. 1 Line of Credit of the Issuer (the "Note"), the Note is dated October 11, 2013, payable as therein set forth:

(1) The Issuer is issuing and delivering the Note simultaneously with the delivery of this Certificate.

(2) We are the officers of the Issuer charged by law with the responsibility for issuing the Note.

(3) The Note is being issued in anticipation of the money to be derived from the sale of bonds for to make public wastewater system improvements as stated in the vote of the Issuer at a meeting thereof held April 12, 2011.

(4) The entire amount borrowed by the issuance of the Note, together with all of such, if any, amounts previously raised or borrowed for the same purpose, does not exceed the total costs of such project less all other funds available for the purpose, and all of the proceeds of the Note have been or are expected to be needed and expended for project costs within three (3) years from the date of the first borrowing for the project.

(5) Work on the project being financed by the Note has proceeded and is expected to proceed hereafter with due diligence to completion.

(6) The Note is not being issued to refund a note previously issued.

(7) Any real and personal property, acquisition of which has been financed by the Note, has not been and is not expected during the life of the Note to be sold or otherwise disposed of for consideration.

(8) It is expected that any earnings or net profit derived from investment or deposit of the proceeds of the Note, including transferred proceeds, any accrued interest received upon sale of the Note and any premium received on the delivery thereof, will be expended for project costs within the period stated in paragraph (4) above to the extent such funds are not commingled for accounting purposes in the general funds of the Issuer with tax and other substantial operating revenues.

(9) The Issuer has not created and does not expect to create or establish any debt service fund, bond payment reserve, sinking fund, or other similar fund pledged to the payment of the Note or from which it is expected that payment of the Note would be made.

(10) Substantial binding obligations to commence the project being financed by the Note have been made, or are expected to be made, consisting of at least a binding obligation to expend more than five percent of the total cost of said project being financed by the Note.

(11) To the best of our knowledge, information and belief, the above expectations are reasonable.

(12) The Issuer has not been notified of any action by the Commissioner of Internal Revenue to disqualify it as an issuer whose arbitrage certificates may be relied upon.

(13) No part of the proceeds derived from the issuance and sale of the Note, nor the expenditures financed by the proceeds of the Note, shall be:

(a) Used, loaned or otherwise made available to any person or other entity, other than the Issuer or a governmental body, so as to cause the Note to be classified as a private activity bond, as that term is defined under the Internal Revenue Code of 1986;

(b) Used directly or indirectly in a trade or business by any person other than the Issuer or another governmental entity;

(c) Loaned to any person directly or indirectly other than the Issuer;

(d) The subject of any contract, lease or agreement of any sort having a term of one year or more and calling for the payment by the Issuer of consideration other than a flat fee;

(e) Expended to finance the construction, alteration or renovation of any improvement the use, occupancy, availability or beneficial enjoyment of which shall be restricted among public users thereof or for which preferential, different or unique fees, rates, assessments or charges shall be levied;

(f) Invested in such a manner or for such a period or at a yield to result in the rebate of interest earnings thereon to the United States under any public law now or hereafter in effect.

(14) The Issuer shall create and maintain separate records and books of account with respect to the Note and the expenditures financed by the proceeds thereof, which accounts shall detail and provide at a minimum the following:

(a) Amount, net interest cost and term of the Note;

(b) Costs associated with the issuance of the Note;

(c) Identity of all investments made with the proceeds of the Note, including interest and rate of return;

(d) Identify and date of all expenditures, regardless of source of funds;

(e) Such other information as may be required by law from time to time during the period of time the Note shall remain outstanding.

(15) The Issuer shall furnish to the United States, or any agency, department or instrumentality thereof, in a timely fashion, such information as may be required by law with respect to all evidences of debt now or hereafter issued by the Issuer.

(16) Neither the proceeds of the Note, nor any earnings derived from the investment thereof, shall be expended for the purpose of paying any costs associated with the issuance of the Note.

(17) The Note will not be refunded or otherwise paid, defeased or secured by the proceeds of any form of debt issued by the Issuer, unless the manner of such payment, refunding or security preserves the characterization of the Note as essential function bonds under the Internal Revenue Code of 1986.

(18) The proceeds of the Note shall not be invested for a period or at a yield so as to render the interest payable on the Note includable in the gross income of the holder(s) thereof.

(19) The proceeds of the Note will not be used in a manner that will cause the Note to be arbitrage bonds within the meaning of Section 103(c), 141 and 148(a) of the Internal Revenue Code of 1986, as amended.

This Certificate is executed and is being delivered pursuant to Section 1.148 -2 (b),(2),(1) of the Treasury Regulations.

Dated: October 11, 2013

BOARD OF TRUSTEES

Assistant Treasurer

By All or a Majority Thereof

Essex Junction Capital Committee Recommendations for Top Five High Priority Projects *(Finalized and approved by the committee during their 1 October 2013 meeting)*

1. School Street (WW)

- Total Cost = \$725,098
- Primary Project Reason = Possible leakage of very old water lines

2. Main Street Comprehensive (KK, LL, MM, NN)

- Total Cost = \$2,734,659
- Primary Project Reasons = New bridge over Indian Brook; enclose drainage on sides of road from Athens Drive to Educational Drive; reconstruct sidewalks and curbs from Athens Drive to Educational Drive

3. Hillcrest Drive (N)

- Total Cost = \$275,276
- Primary Project Reason = Drainage Improvements

4. Briar Lane (D, E, F, G)

- Total Cost = \$2,247,667
- Primary Project Reason = Replace water lines, road, sidewalks

5. Algonquin Ave (C)

- Total Cost = \$193,496
- Primary Project Reason = New waterline installation

Total Five Project Cost Estimate = \$6,176,196

Village of Essex Junction
Capital Projects
Construction Cost Estimate

Summary of Capital Projects Estimates

Cost Reference Date: 11/14/2012

Revision Date: 10/3/2013

Street Name	Project Description	Estimate Preparation Date	Cost Reference Date	Construction Cost	Engineering Fees	Total Cost	
A Abnaki Avenue	Reconstruction of 525 L.F. of Roadway	11/14/12	11/14/12	\$ 229,061.16	\$ 45,812.23	\$ 274,873.39	
B Algonquin Avenue	Reconstruction of 230 L.F. of Roadway and Install New Waterline	Completed Summer of 2012					
C Algonquin Avenue	New Waterline Installation, Cherokee Ave to Iroquois Ave	1/7/13	11/14/12	\$ 161,246.82	\$ 32,249.36	\$ 193,496.19	
D Briar Lane	Sidewalk Replacement	1/7/13	11/14/12	\$ 182,245.83	\$ 36,449.17	\$ 218,695.00	
E Briar Lane	Waterline and Sidewalk Replacement	1/7/13	11/14/12	\$ 311,783.61	\$ 62,356.72	\$ 374,140.33	
F Briar Lane	Road Reconstruction, Conventional Construction	1/7/13	11/14/12	\$ 708,814.00	\$ 134,674.66	\$ 843,488.65	
G Briar Lane	Road Reconstruction, Innovative Construction	1/7/13	11/14/12	\$ 681,801.85	\$ 129,542.35	\$ 811,344.20	
H Central Street	Waterline Replacement, Lincoln Street to Main Street	1/7/13	11/14/12	\$ 950,602.11	\$ 180,614.40	\$ 1,131,216.51	
I Church Street	Waterline Replacement, Main Street to East Street	11/14/12	11/14/12	\$ 201,299.19	\$ 40,259.84	\$ 241,559.03	
J Denmore Drive	Partial Reconstruction and Culvert Replacement	11/14/12	11/14/12	\$ 335,955.41	\$ 67,191.08	\$ 403,146.50	
K Fairview Farms	Stormwater Pond Improvements	Completed Summer of 2010					
L Grant Street	Waterline Replacement, Jackson Street to Maple Street	1/7/13	11/14/12	\$ 256,929.72	\$ 51,385.94	\$ 308,315.67	
M Grove Street	Replace Sanitary Sewer, Road Reconstruction	Completed Summer of 2010					
N Hillcrest Road	Drainage Improvements on Hillcrest, Water & Drainage Improvements on North Hillcrest	11/14/12	11/14/12	\$ 229,397.35	\$ 45,879.47	\$ 275,276.82	
O Iroquois Avenue	Road Reconstruction, South Summit Street to Park Street, Conventional Construction	1/7/13	11/14/12	\$ 883,787.25	\$ 167,919.58	\$ 1,051,706.82	
P Iroquois Avenue	Road Reconstruction, South Summit Street to Park Street, Innovative Construction	1/7/13	11/14/12	\$ 830,745.81	\$ 157,841.70	\$ 988,587.51	
Q Lamoille Street	Waterline Replacement and Roadway Reconstruction	1/7/13	11/14/12	\$ 548,522.77	\$ 104,219.33	\$ 652,742.09	
R Main Street	Enclose Drainage from Educational Dr. to Athens Dr., New Bridge at Indian Brook	11/14/12	11/14/12	\$ 1,827,695.61	\$ 328,985.21	\$ 2,156,680.82	
S North Street	Replace Waterline, Grove Street to Central Street	1/7/13	11/14/12	\$ 1,000,436.95	\$ 180,078.65	\$ 1,180,515.60	
T Old Colchester Road	New Sanitary Sewer	11/14/12	11/14/12	\$ 667,373.91	\$ 126,801.04	\$ 794,174.95	
U Orchard Terrace	Sidewalk Replacement	1/7/13	11/14/12	\$ 126,663.77	\$ 25,332.75	\$ 151,996.52	
V Pearl Street	New Waterline, 235 Pearl Street to Susie Wilson Road	1/7/13	11/14/12	\$ 241,655.40	\$ 48,331.08	\$ 289,986.48	
W Pearl Street	Waterline Replacement, CVE Water Vault to Hillcrest Road	Does not need to be completed per Rick Jones					
X Pearl Street	Waterline Replacement, Hillcrest Road to Curtis Avenue	Does not need to be completed per Rick Jones					
Y Railroad Avenue	New Waterline, South of Lincoln Place to Central Street	1/7/13	11/14/12	\$ 142,236.84	\$ 28,447.37	\$ 170,684.21	
Z River Street	Section A, New Curb and Sidewalk, Park Street to Stanton Drive	1/7/13	11/14/12	\$ 143,493.90	\$ 28,698.78	\$ 172,192.68	

Village of Essex Junction
Capital Projects
Construction Cost Estimate

Street Name	Project Description	Estimate Preparation Date	Cost Reference Date	Construction Cost	Engineering Fees	Total Cost
AA River Street	Section B, New Curb and Sidewalk, Stanton Drive to Riverside in the Village	1/7/13	11/14/12	\$ 208,423.81	\$ 41,684.76	\$ 250,108.57
BB Rosewood Lane	Sidewalk Replacement, Mansfield to Briar, north side	11/14/12	11/14/12	\$ 179,909.73	\$ 35,981.95	\$ 215,891.68
CC South Street	Waterline Replacement, Park Street to Doan Way	1/7/13	11/14/12	\$ 651,807.03	\$ 123,843.34	\$ 775,650.37
DD South Street	Municipal Water and Sanitary Sewer Improvements	Does not need to be completed per Rick Jones				
EE South Summit St	Waterline Replacement, Pearl Street to Cherry Street	Completed Summer of 2010				
FF Summit Street	Waterline Replacement, Pearl Street to Prospect Street	Completed Summer of 2011				
GG Thasha Lane	Waterline Installation	11/14/12	11/14/12	\$ 117,382.36	\$ 23,476.47	\$ 140,858.83
HH West Street	Waterline Replacement, South Summit to Hayden Drive	11/14/12	11/14/12	\$ 728,667.77	\$ 138,446.88	\$ 867,114.64
II Woods End	Road Reconstruction, Conventional Construction	1/7/13	11/14/12	\$ 586,904.26	\$ 111,511.81	\$ 698,416.07
JJ Woods End	Road Reconstruction, Innovative Construction	1/7/13	11/14/12	\$ 559,973.16	\$ 106,394.90	\$ 666,368.06
KK Main Street	New Drainage, Curb & Sidewalk - Pleasant Street to Bridge, Elevate Educational Drive Intersection	11/14/12	11/14/12	\$ 423,312.72	\$ 84,662.54	\$ 507,975.27
LL Main Street	New Bridge at Indian Brook, Enclose Drainage, New Curb & Sidewalk, Bridge to Crestview Road	1/7/13	11/14/12	\$ 866,172.54	\$ 164,572.78	\$ 1,030,745.32
MM Main Street	Enclose Drainage, New Curb & Sidewalk, Crestview Road to Taft Street	11/14/12	11/14/12	\$ 603,886.06	\$ 114,738.35	\$ 718,624.41
NN Main Street	Enclose Drainage, New Curb & Sidewalk, Taft Street to Athens Drive	11/14/12	11/14/12	\$ 397,763.13	\$ 79,252.63	\$ 477,015.75
SS Pearl Street	Sidewalk and Lighting Improvements from Mac's Market to Willeys Court	Completed Summer of 2010				
TT Pearl Street	Sidewalk and Lighting Improvements from Willeys Court to West Street Extension	11/14/12	11/14/12	\$ 1,148,132.79	\$ 206,663.90	\$ 1,354,796.69
UU Pearl Street	Sidewalk and Roadway Improvements from West Street to Susie Wilson Road	11/14/12	11/14/12	\$ 670,024.81	\$ 127,304.71	\$ 797,329.52
VV West Street	Sidewalk Improvements from South Street to Clems Drive	1/7/13	11/14/12	\$ 504,442.92	\$ 95,844.15	\$ 600,287.07
WW School Street	Water & Sanitary Sewer Improvements, Road Reconstruction	10/3/13	11/14/12	\$ 609,326.75	\$ 115,772.08	\$ 725,098.83

Note: Use ENR conversion factor for correction to projected construction date.

Enr Construction Index - December 2008 =	8551.32
Enr Construction Index - February 2012 =	9198.29
Enr Construction Index - August 2012 =	9359.99
Enr Construction Index - November 2012 =	9398.41
Enr Construction Index - October 2013 =	9551.58
	7.5657%
	1.7579%
	0.4105%
	1.6297%



The economic engine of Vermont.

Rick Jones
Public Works Superintendent
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Fax: (802) 878-6946

MEMORANDUM

TO: Village Trustees
FROM: Rick Jones, Public Works Superintendent 
DATE: October 8, 2013
SUBJECT: Bid Award for Wheel Loader

Issue

The issue is whether or not the Trustees will award the bid for a 2013 wheel loader.

Discussion

The Village of Essex Junction advertised for bids for a 2013 wheel loader for the Public Works Department. We specified bids must be based on trade-in of a 2001 wheel loader. The following bids were received on 9/12/13:

<u>Company</u>	<u>Bid</u>
Milton CAT, Richmond	\$ 95,900
CRW Corp, Williston	\$ 105,156
Nortrax, Williston	\$ 109,000

Cost

The amount budgeted for the wheel loader in the Rolling Stock Fund is \$93,178. The Village Manager and Finance Director indicated that the small amount over budget could be covered in the Rolling Stock Reserve.

Recommendation

Staff recommends that the Trustees award the bid for the wheel loader to the lowest qualified bidder, Milton CAT, for the not-to-exceed amount of \$95,900.

FY 15 BUDGETS AND CAPITAL PROGRAM ADOPTION SCHEDULE

October 4, 2013	Finance Director provides Department Heads with budget sheets.
October 8, 2013	Village Trustees set budget goals.
October 14, 2013	Department Heads provide completed capital request sheets to Finance Director.
November 1, 2013	IBM provides FY14 estimated water use.
November 4, 2013	Department Heads provide completed budget sheets to Finance Director.
November 11-15, 2013	Finance Director prints out budget summaries for Department Heads. Revisions are made and final printout of budgets and non-general fund project budget summaries are provided to the Manager.
November 12, 2013	Manager presents General Fund Capital Plan to Trustees.
November 18-27, 2013	Manager and Co-Managers meet with Department Heads in regard to budgets. Revisions are made and operating budgets and non-general fund capital budgets are prepared for Trustees' consideration.
Week of Dec. 2, 2013	Meet with IBM before submitting budget to Trustees.
Week of Dec. 9, 2013	Budget Day with Trustees – (Dec. 10?)
January 14, 2014	Trustees review budgets.
January 28, 2014	Public Hearing on budgets and capital programs.
February 11, 2014	Adopt budgets and capital programs, per Charter, Section 6.06.
February 25, 2014	Adopt Warning for Annual Meeting (17 V.S.A. 2641(a)).
April 2, 2014	Annual Meeting



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager
DATE: October 8, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

Oct. 22 at 6:30 – Regular Trustees Meeting

Nov. 12 at 6:30 – Regular Trustees Meeting

- Interview/Appointment for Capital Committee vacancy
- Schedule FY 15 Budget Day in Dec.

Nov. 26 at 6:30 – Regular Trustees Meeting

Dec. 4, 6-8 PM – Tree Lighting and Train Hop

Dec. 10 at 6:30 – Regular Trustees Meeting

Dec. 24 at 6:30 – Regular Trustees Meeting – *cancel?*

January 14, 2014 – Regular Trustees Meeting

- Review FY 15 proposed budgets

January 28, 2014 – Regular Trustees Meeting

- Public hearing on FY 15 budgets and capital programs

February 11, 2014 – Regular Trustees Meeting

- Adopt FY 15 budgets and capital programs

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
August 29, 2013**

MEMBERS PRESENT: Diane Clemens, John Alden, Aaron Martin, David Nistico, Andrew Boutin, Nick Meyer, Amber Thibeault.

ADMINISTRATION: Robin Pierce, Development Director

OTHERS PRESENT: Pat Scheidel, Henri De Marue, Russell Kinaman, Deb McCanna, Brad LaRose, Doug Fisher, Matthew Diem, Hugh Gibson, Peter Sloan, Larry Dean, David Roy, Karen Moino, Peter Moino, Martin Courcelle, Doug Henson, Irene Wrenner, Deb Alden, Michael Plageman, Anne Whyte, Trevor Lashua, David Johnson.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Approval of Minutes
 5. Public Meeting/Hearing
 - Final Site Plan, Police Station, 145 Maple Street, Town of Essex
 6. Other Planning Commission Items
 7. Adjournment

1. CALL TO ORDER

Diane Clemens called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

Anne Whyte, 10 School Street

Anne Whyte, 30 year village resident, commented on the proposed development at Five Corners to replace the bank building, noting the following:

- Extra care should be given to allow all citizens opportunity to comment on the proposed building at Five Corners due to the significance of the site and prominence in the heart and soul of the village.
- The architect should make available a 3-D rendering as was done with the crescent connector on the village website or a 3-D mockup of the building showing the exterior and interior.
- A visual presentation is needed to show the scale of the proposal in proportion to the buildings in the area.
- Traffic impacts from the proposed building are enormous for School Street residents who already have to time their travel due to existing traffic volumes.
- School Street to Park Terrace will become a shortcut. Residents could become prisoners on the street due to the traffic.
- Traffic studies should be required to be up to date with impacts before the project breaks ground rather than after 50% occupancy.

Russ Kinaman, 22 Wildwood Drive

Mr. Kinaman expressed concern about traffic from the project at Five Corners and asked at what stage in the process of purchase the development is and if permits have been attained. Robin Pierce said his understanding is the developer has an option to purchase based on a successful application before the Planning Commission. Mr. Kinaman spoke in support of retaining the existing trees on the property, noting the property itself is beautiful and fits nicely with the village office and Lincoln Inn. A three story building close to the sidewalk like the VSAC building in Winooski is not desirable. Rather the sidewalk should be extended like a promenade. There could be one or two restaurants on the first floor of the building open to the promenade. To avoid the building looking like a wall the second floor could be set back from the first with outside access via terraces.

Henri De Marue, 11 Skyline Drive

Henri De Marue noted his extensive experience in design and construction with prominent architects and spoke of the Chittenden Bank building being an architectural marvel and the focus of Five Corners. Three of the five corners of the intersection are excellent (Chittenden Bank, Lincoln Hall, Memorial). The two commercial corners should be moved to the bypass and replaced with green space. There should not be a huge building like the VSAC building that gives the feeling of entering into a canyon. Mr. De Marue said he envisions an eating venue like the Bristol Café or Garden of Eatin' with reasonably priced sandwiches and pastries and drinks. With the nearby commercial area this should be a great success at lunch. Mr. De Marue spoke in support of doing all that can be done to save the bank building which is an architectural marvel.

Hugh Gibson, 6 School Street

Hugh Gibson said he is nervous an approval can be made without village residents clearly understanding what is being proposed. Mr. Gibson said he hopes a traffic study is done before approval and the architects hold a public forum to display what is planned. The information should be posted on the website and made easy to find. The site is prominent in the village and the Planning Commission should take extra steps to get public input on the project. Regarding traffic and the project, Park Terrace is one way and if the road is blocked off then residents on School Street will have to enter and exit onto Route 15 and there will be traffic backups.

Diane Clemens noted meetings are available on Channel 17.org and the public is always welcome to attend Planning Commission meetings and correspond with members through staff. There are public hearings on applications being reviewed by the Planning Commission. Staff tries to post as much information as possible on the village website.

Deb Alden, 3 Mason Drive

Deb Alden commended the planning commissioners for their efforts, noting the expectation is the Planning Commission is thorough in the work that is done. Ms. Alden mentioned the development occurring near her house that appears to be happening in two phases with Phase 2 preceding Phase 1 though there was no notification this would be the sequence. Robin Pierce was contacted and indicated "Phase 1" and "Phase 2" does not have meaning. Research will show that is not the common understanding. Mr. Pierce also

said that there is no condition saying Phase 1 must be done before Phase 2. The project approval notes the phases. Ms. Alden said she spoke with other elected officials in the village, but still does not understand the chain of command to support what the Planning Commission does. Ms. Alden expressed concern about the village, development in the village, who is in charge, changes that are made, and enforcement.

George Tyler, Village President, clarified he did not say the Planning Commission is advisory. Monitoring projects and enforcement of the village bylaws is handled by the Village Development Director (Robin Pierce).

Peter Moino, 14 Kiln Road

Peter Moino concurred with the statements about not knowing “where the buck stops” in the village and that how changes are made on what the public thought was finalized seems arbitrary. Mr. Moino said his house is adjacent to the development activity and he was not notified prior to the start of construction. The project phases are out of sync. There is a wood mill operating 25’ from the house and the noise shakes the house. The refueling station for the vehicles clear cutting the forest is 25’ from the house. Mr. Moino said this cannot continue and sets a bad precedent. What has happened up to this point is not acceptable. Mr. Moino said he is coming to the Planning Commission directly to protect his rights as a citizen from the caprice of the developer.

David Johnson, 3 Kiln Road

David Johnson mentioned the wood chipper being used with the tree cutting operation is right next to his house. Mr. Johnson recalled when his neighborhood was built 30 years ago more trees were removed than planned despite stipulations that the trees remain. With the Village Walk project the Development Director gave approval for a cutting plan that includes the road and it seems the measuring is wider than the road needs to be plus five housing lots have been clear cut. There is concern about oversight of the plan. It is sad to see the trees taken down and it has happened so quickly, creating a large sandpit which will soon be homes for village residents.

Robin Pierce explained the cutting plan includes clearing for three houses and the fire pump. Staff visits to the site two to three times a week confirm the developer is adhering to the plan. Each individual house site requires a permit and plantings and a buffer between neighbors.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

There were no changes to the agenda.

4. APPROVAL OF MINUTES

July 18, 2013

MOTION by John Alden, SECOND by Aaron Martin, to approve the minutes of 7/18/13 with the following correction(s)/clarification(s):

Page 6, paragraph beginning “David Nistico asked about the access from Park Terrace”, 5th sentence – change “(the curb cut to Maple Street...)” to “(the curb cut to Pearl Street...)”;

Page 6, paragraph beginning “There was discussion of landscaping”, 2nd sentence – change “maple trees” to “Linden trees”.

VOTING: unanimous (7-0); motion carried.

5. PUBLIC MEETING/HEARING

Final Site Plan for an 18,600 s.f. police station with a radio room, pad mounted emergency generator and HVAC chiller, 100’ tall radio antenna, and parking at 145 Maple Street in the L-I District by the Town of Essex, agent for IBM Essex, owners

Doug Henson, Lamoureux and Dickinson, appeared on behalf of the application. Aaron Martin disclosed he is the Utility Director and Town Engineer for the Town of Essex and has prior knowledge of the project. John Alden disclosed he served on the police station study committee #2 in advance of the current design and supports the project. Mr. Alden said he has had conversations with Trevor Lashua regarding the high performance characteristics of the building identified by the study committee #2. The consensus of the Planning Commission and the applicant was recusal by the members was not necessary.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 8/29/13. Robin Pierce noted the building will be brick and one storey. The antenna will be visible. Shrubs can be planted in the sight line from Maple Street although it may be good for the public to be able to see where the station is located. Trees to be removed from the site are in the parking lot area or in the footprint of the building. The proposal meets or exceeds setback requirements.

APPLICANT COMMENTS

Doug Henson gave an overview of the project, noting:

- The 5.5 acre parcel where the new police station will be built is owned by IBM.
- State permitting is in process.
- The lot has been subdivided from the IBM master plan.
- The driveway off Maple Street has existed since 1957 and served a residential property. The driveway was there before Rivendell was built.
- The driveway will only serve the police station and public parking for the station.
- The driveway will be restructured to the police station. The Town will plow the entire length of the roadway (rebuilt and original portions).
- The police will have gated access to a secured parking area with 25 parking spaces. There is the ability for emergency egress from the secured parking area.
- There are three tennis courts and a basketball court in poor condition on the site. The residential house was removed in 2010. The bathhouse was removed in 2002.
- There are healthy and unhealthy mature trees on the site.
- Six existing lights along the existing driveway will be replaced with 13 pole mounted lights spaced down the driveway to illuminate the parking.
- There will be three building mounted lights and some with security cameras.
- Landscaping will include maintaining some of the larger trees (oaks, willows). Shrubs will be planted by both the public and secure entrances.
- The police station building will be four feet below the center of Maple Street so visibility of the structure from the road will be limited.

- There are two berms, one between the building and driveway and one behind the building (made from material on the site).
- The generator and HVAC pad will be inside the fenced area along with the radio room and tower.

John Alden spoke in support of having the building be visible from the road. Consideration could be given to making the antenna tower look better than the standard tower if possible. Also, a note is needed on the height of the parapet (13'4" main roof, 4' increment at the Sallie port and entrance so 17'4" at the highest point). John Alden asked about signage ("Essex Police Department"). Mr. Henson said a stand-alone sign is not proposed. There is a sign on the building. David Roy added there will be 18" high cast aluminum lettering ("Essex Police") on the front roof of the building. After the building is complete signs can be further discussed. Following further discussion there was agreement a sign is needed to inform the public of the location of the station.

Nick Meyer stated the siting of the building and the park-like lot setting is good. Evergreen trees can be planted to limit the view of the antenna. Clarity is needed on tree species to be planted because Ash does not do well in Vermont. Mr. Meyer urged avoiding the sewer line going through the trees, but if this happens the guideline to minimalize root disruption is one foot setback for each inch of tree diameter.

Andrew Boutin asked about additions on the building in the future. David Roy, architect with Wiemann Lamphere, said expansion to the south is possible, but the building as presently designed should accommodate the needs of the police for the next 40-50 years.

Diane Clemens asked if the requirements of 'complete streets' will be met (i.e. sidewalk on both sides of major arterials). Robin Pierce noted sidewalk on the south side of Maple Street is part of the master plan for the entire site. 'Complete streets' is not a requirement, but a guideline. Also, the village policy is sidewalk on one side of the street. David Roy noted the plan is to connect the site to sidewalk with a crosswalk. Doug Henson stated a new sidewalk will be constructed to the police building. The existing sidewalk will remain as is. ADA compliance will be met. Ms. Clemens asked about the roadway. Mr. Henson said the driveway is paved and goes to gravel beyond the building, but will be passable for emergency vehicles. Diane Clemens suggested the water meter vault be screened if it is to remain. Doug Henson said Champlain Water District and the village water department asked that the vault not be touched. Screening and landscaping can be added around the structure. Diane Clemens pointed out the sewer service trench detail needs to be revised. Mr. Henson said the change will be made after all input from the review is received. The sewer access (manhole) is at the Rivendell intersection which is owned by the Town of Essex.

There was discussion of lighting. Doug Henson noted the impound area is more brightly illuminated than other areas. The impound area will be enclosed with an 8' high chain link fence.

There was discussion of roadways. Robin Pierce noted the Village Engineer is looking at the driveway as a roadway which is not the case. The IBM master plan has a road on the IBM side of the lot, not on the police station lot which was subdivided from the IBM property. Any change in the character of the driveway will require further review by the Planning Commission.

PUBLIC COMMENT

Deb McCanna, IBM, stated the master plan shows an access off Robinson Parkway. The police station driveway ends. A future road across to ADL is shown if needed. The police station driveway is not shown as an access road in the master plan.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Nick Meyer, to close the public portion of the application for 145 Maple Street (police station). VOTING: unanimous (7-0); motion carried.

DELIBERATION/DECISION

Final Plan, Police Station, 145 Maple Street, Town of Essex

The Planning Commission mentioned the following:

- Landscaping by the entry and concrete vault area;
- Low plantings so the sign is visible;
- Selective plantings for screening the vault area and parking lot;
- Announce that the building is there;
- More beautification than screening with the plantings;
- Do a sign with plantings similar to what is at the town offices;
- Consider adding trees to the existing grove to help soften the sight line to the antenna tower;
- Foundation plantings by the building;
- Add trees where there are unhealthy trees (spruce trees) that will not survive;
- Take measures necessary to protect existing trees during construction with at least 15' setback or one foot setback per each inch tree diameter;
- Flag the trees.

MOTION by Diane Clemens, SECOND by David Nistico, to approve the application for a police station at 145 Maple Street by the Town of Essex with the following stipulations:

1. **Comply with all staff recommendations.**
2. **Take all means to protect trees during construction including the location of the sewer service.**
3. **Replace dying trees and work with staff on the selection of replacement trees.**
4. **Focus more on beautification with the screening.**
5. **Discuss cosmetic alterations to the antenna with staff.**

VOTING: unanimous (7-0); motion carried.

Pat Scheidel, Town Manager, thanked everyone for the hard work on the project and the Planning Commission for accommodating the applicant with the meeting.

6. OTHER PLANNING COMMISSION ITEMS

There was discussion of more ways to inform the public of projects being reviewed by the Planning Commission. Suggestions included Front Porch Forum, village newsletter, website, email blast, Channel 17. The public is encouraged to attend Planning Commission meetings and express their points of view.

The next Planning Commission meeting is September 19, 2013 at 6 PM.

7. ADJOURNMENT

MOTION by Aaron Martin, SECOND by John Alden, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:45 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
September 3, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Harlan Smith, Rick Hamlin, Richard Donahey, David Nistico.
ADMINISTRATION: Lauren Morrisseau, Co-Assistant Village Manager.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:30 PM and announced the Village Trustees changed the charter for the Capital Program Review Committee to decrease the number of Trustees serving on the committee to one member so Lori Houghton will no longer be serving on the committee. David Nistico, representative from the planning commission, recognized the difficulty for all to attend meetings and expressed concern about having a quorum present and enough representation from the various boards and committees in the village to make a decision on projects.

2. APPROVE MINUTES

August 8, 2013

MOTION by Harlan Smith, SECOND by Andrew Brown, to approve the minutes of August 8, 2013 with the correction of Project EE to read "South Summit Street" and the addition of an explanation for the removal of the following projects from the project list:

- **Pearl Street water line to CVE vault to Hillcrest (Project ID – W): removed based on input from Public Works that the line does not need replacement.**
- **Pearl Street water line Hillcrest to Curtis (Project ID – X): removed based on input from Public Works that the line does not need replacement.**
- **South Street water and sewer (Project ID – DD): removed based on Public Works input that the work does not need to be done.**
- **South Summit Street water line Pearl to Cherry (Project ID – EE): removed because the project was done in 2010.**
- **Summit Street water line Pearl to Prospect (Project ID – FF): removed because the project was done in 2011.**

VOTING: unanimous; motion carried.

3. RANKING OF PROJECTS

The committee used the ranking matrix to rank the following capital projects:

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
MM	64	Main Street drainage, curb, sidewalk (Crestview to Taft) It was suggested Project LL (Main Street drainage bridge to Crestview) and Project MM (Main Street drainage Crestview to Taft) be done as one project especially if a bond is pursued.
TT	38	Pearl Street sidewalk & lighting (Willeys Court to West Street)

UU	43	Pearl Street sidewalk & roadway improvements/bike lane east and west on Route 15 (West Street to Suzie Wilson Road)
VV	41	West Street sidewalk (South Street to Clems Drive)

The following projects were removed from the capital project list:

<u>Project ID</u>	<u>Brief Description</u>
OO	Pearl Street sidewalk and lighting Five Corners to School Street (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
PP	Pearl Street sidewalk and lighting School Street to South Summit Street (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
QQ	Pearl Street sidewalk and lighting South Summit Street to West Hillcrest (project is part of the “missing link” project on Pearl Street and the now complete scoping study; per the latest information, VTrans will likely go out for RFQ in 2015 for design)
RR	Pearl Street sidewalk and lighting West Hillcrest to Mac’s Market (half of project is part of the “missing link” project on Pearl Street and half is already complete)
SS	Pearl Street sidewalk and lighting Mac’s Market to Willeys Court (project removed from list because the work was complete in 2011 as part of the upgrade by CVE)

4. MEETING SCHEDULE

Next meeting

- October 1, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

5. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Richard Donahey, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:32 PM.

RScty: M.E.Riordan

Board of Trustees

11 Sept. 2013

RECEIVED

SEP 13 2013

Village of Essex Junction

Village of Essex Junction

2 Lincoln St.

Essex Junction VT 05452

Dear board members,

Since moving to Vermont from Pennsylvania two years ago, I have explored our end of Chittenden County on long daily fitness walks (generally six to eight miles in length). One of my six (so far) routes steers me into the village from my home just south of the Winooski River bridge on Vermont 2A. At the Five Corners intersection, I often turn right and head out Maple Street, sometimes proceeding beyond the road going to the IBM facility. More often than not, I turn left off Maple and head up Rivendell and Woods End to the top of a hill before then threading my way down Brian Lane and, eventually, to Mansfield and back to Maple to the Five Corners and then south to my home neighborhood.

I was saddened recently upon reaching the top of Woods End (where it becomes Briar Lane) to discover that five or more acres of the ridgetop forest there had been cleared, apparently for yet another new subdivision of single-family houses.

There are many things wrong here: The loss of and degradation and fragmentation of migratory bird habitat; the loss of the trees themselves; the upcoming paving of more once natural land and subsequent stormwater runoff from more impervious surface; the loss of green, open space; and the creation of another collection of houses whose occupants will almost assuredly end up driving their personal cars from to get the essentials of daily life (groceries, odds and ends from a hardware store, etc. This will mean more motor vehicles on the road and more air pollution and more congestion.

And it also means the creation of yet another residential area that is not friendly toward walkers. I am also stricken by the fact that there are more than a few existing houses for sale right now in the village – this at the same time as the new-home construction business swings into action again. Shouldn't we attempt to get people and families into existing houses before building new ones and diminishing the natural countryside in the process? That, after all, is what attracted many people over the years to move to our state. Additionally, every acre of forest that we allow to be cleared makes it harder yet to even maintain, much less improve, the water quality of Lake Champlain.

Thank you for your time.



ALAN C. GREGORY

Lt. Col., USAF, Ret.

222 Eastview Circle

Williston VT 05495

VERMONT LEAGUE OF CITIES AND TOWNS

2013-2014 CALENDAR OF TRAINING AND EVENTS

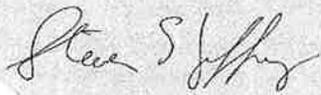
September 2013

Dear VLCT Member:

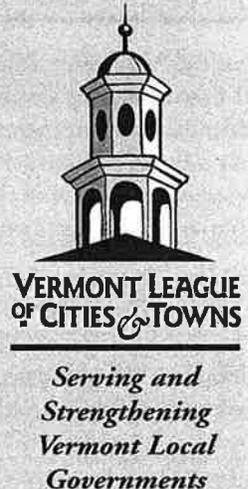
Please take a moment to look over our 2013-2014 Calendar of Training and Events. Many of this season's diverse offerings are in response to member requests for trainings in different parts of the state. We will continue to hold workshops at the Capitol Plaza in Montpelier as well as at the Middlebury Inn, Middlebury, and Lake Morey Resort, Fairlee. But this year we've added trainings in Burlington, Killington, Brattleboro, and Rutland.

Save these dates! Please visit our website, www.vlct.org/eventscalendar, for program updates, full agendas, and to register online, or call (800) 649-7915 or email info@vlct.org with any questions.

We look forward to seeing you at an event soon!



Steven E. Jeffrey, Executive Director, VLCT



RECEIVED

SEP 13 2013

Village of Essex Junction

2013

Thursday, September 26, Capitol Plaza Hotel and Conference Center, Montpelier

What Vermont Municipal Officials Need to Know about the Vermont Public Records Act (*Sponsored by the VLCT Municipal Assistance Center*)

This workshop is designed for Vermont municipal officials who manage public records and respond to public records requests. The speakers will review the law's numerous exemptions and explain how the most common and confusing ones should be applied, and examine new requirements for requests for police records that deal with the investigation and detection of crime. We anticipate offering 6.0 continuing legal education credits to attendees.

Thursday, October 17, Lake Morey Resort, Fairlee

Fall Auditors Workshop (*Sponsored by the VLCT Municipal Assistance Center*)

Designed for both newly elected and seasoned municipal auditors, this workshop will review the statutory duties and responsibilities of auditors, discuss best practices, plus review how to use internal controls and audit checklists to help you conduct the annual audit of your town's accounts.

Saturday, October 19, Killington Grand Resort Hotel, Killington

Fall Selectboard Institute (*Sponsored by the VLCT Municipal Assistance Center*)

This new workshop will expand our training on the unique roles and responsibilities of Vermont selectboard members. We will discuss timely town meeting preparation topics, including drafting articles, preparing the warning and dealing with petitioned articles, as well as how to prepare and manage the annual budget. In addition, we will review employee termination and ordinance adoption and enforcement. Designed for both newly elected and seasoned selectpersons, this highly interactive workshop allows attendees to learn from each other's experiences.

(Continued on page 2)

VLCT 2013-2014 CALENDAR OF TRAINING AND EVENTS

Tuesday, October 22, Middlebury Inn, Middlebury

Fall Auditors Workshop (Sponsored by the VLCT Municipal Assistance Center)

See description on previous page.

Saturday, November 2, DoubleTree Hotel, Burlington

Fall Selectboard Institute (Sponsored by the VLCT Municipal Assistance Center)

See description on previous page.

Tuesday, November 19, Capitol Plaza Hotel and Conference Center, Montpelier

Fall Planning and Zoning Forum (Sponsored by the VLCT Municipal Assistance Center)

Meet with planning officials to discuss emerging and important topics in planning and land use. Join us to hear from experts on a range of topics that include responding to request for and managing public records, the new flood resilience town plan element, a review of the requirements of H.520 that addresses Building Energy Standards and the responsibilities of administrative officers, and an update on Vermont Neighborhood Development Areas and other designation programs.

Tuesday, December 3, DoubleTree Hotel, Burlington

Thursday, December 5, Quality Inn & Conference Center, Brattleboro

Town Health Officers Workshop (Co-sponsored by the VLCT Municipal Assistance Center and Vermont Department of Health)

This workshop is designed to assist town health officers, selectboard members, and town managers or administrators who deal with local public health hazards and rental housing code enforcement. Topics will include the duties of a town health officer, legal requirements and best practices for writing health orders and emergency health orders, and how to comply with the state Rental Housing Health Code.

Wednesday, December 11, Capitol Plaza Hotel and Conference Center, Montpelier

Protecting your Increasingly Insecure Data - Information, Technology and Security for Municipalities and Schools (Sponsored by the VLCT Municipal Assistance Center, VLCT PACIF, and the Vermont Association of School Business Officials)

Is your electronic data secure? How can you be sure? These days, every function in municipal government has data stored on a computer somewhere, either at the town office or in the "cloud" or even on a laptop a telecommuting employee takes home. Come hear experts from banking, academia, and business discuss cutting edge technology and data security and describe what municipal officials need to know and how to make sure their computer systems are secure.

2014

Tuesday, February 11, Capitol Plaza Hotel and Conference Center, Montpelier

Town Meeting Tune-Up (Sponsored by the VLCT Municipal Assistance Center)

A parliamentarian's paradise, this annual workshop is designed for moderators and selectboard members, both seasoned and new. It focuses on the statutory requirements for town meeting, *Robert's Rules of Order*, recent pertinent court cases, and best practices for making it through Town Meeting unscathed.

Wednesday, February 19, Capitol Plaza Hotel and Conference Center, Montpelier

Local Government Day in the Legislature (Co-sponsored by VLCT and the VMCTA)

This special day at the Vermont State House allows local officials to learn firsthand about the status of pending legislation, attend legislative hearings, and speak with their representatives and senators. Details will follow as the date nears.

Tuesday, March 11, Capitol Plaza Hotel and Conference Center, Montpelier

Thursday, March 13, Holiday Inn, Rutland

Town Health Officers Workshop (Co-sponsored by the VLCT Municipal Assistance Center and Vermont Department of Health)

See description above.

Saturday, March 22, Capitol Plaza Hotel and Conference Center, Montpelier

Spring Selectboard Institute (Sponsored by the VLCT Municipal Assistance Center)

The Spring Selectboard Institute provides Vermont selectboard members with the skills they need to manage the affairs of their town by focusing on the fundamentals of municipal governance and current issues facing selectboards. Topics may include understanding the municipal organization, essentials of municipal law, running effective meetings, managing the town budget, and how to reduce liability risks. A detailed agenda will be available in January.

(Continued on page 3)

VLCT 2013-2014 CALENDAR OF TRAINING AND EVENTS

Tuesday, March 25, Lake Morey Resort, Fairlee

Thursday, March 27, Middlebury Inn, Middlebury

Treasurers Workshop (Sponsored by the VLCT Municipal Assistance Center)

This workshop provides basic guidance for treasurers to perform their jobs on a daily basis. It includes a review of the duties and responsibilities of the treasurer, a discussion of financial policies and internal controls for the finance office, an introduction to basic financial reporting for governments, and suggestions on ways to manage your daily operations, including processing revenues and expenditures, preparing payroll, and managing cash.

Saturday, April 12, Holiday Inn, Rutland

Spring Selectboard Institute (Sponsored by the VLCT Municipal Assistance Center)

See description on previous page.

Tuesday, April 22, Middlebury Inn, Middlebury

Thursday, April 24, Lake Morey Resort, Fairlee

Spring Auditors Workshop (Sponsored by the VLCT Municipal Assistance Center)

This workshop has been added in response to elected auditors' requests for training in the spring. In addition to reviewing the statutory duties and responsibilities of auditors, we will discuss best practices and how to use internal controls and audit checklists to help you conduct the annual audit of your town's accounts. Both newly elected and seasoned municipal auditors are encouraged to attend.

Tuesday, May 6, Lake Morey Resort, Fairlee

Thursday, May 8, Middlebury Inn, Middlebury

Conducting Effective Tax Appeals (Sponsored by the VLCT Municipal Assistance Center)

With the property tax under increasing pressure – and the subject of more and more scrutiny – it is essential that the appeals process be properly administered. Come learn what your town can do to conduct effective property tax assessment grievances and appeals.

Thursday, May 29, Capitol Plaza Hotel and Conference Center, Montpelier

Dog Control Workshop (Sponsored by the VLCT Municipal Assistance Center)

Springtime in Vermont brings the melting of snow, the flowing of sap, the spinning of tires in mud, and, of course, dog complaints, dog complaints, and more dog complaints. Whether they're running at large or nipping at the heels of neighbors, our four-legged friends seem to get into all sorts of trouble at this time of year, presenting all sorts of headaches for town officials. This workshop will focus on Vermont's dog laws including licensing requirements, dog control enforcement issues, and "vicious" dog hearings.

Wednesday, June 4, Lake Morey Resort, Fairlee

Spring Planning and Zoning Forum (Sponsored by the VLCT Municipal Assistance Center)

Land use officials from around the state will discuss important topics in planning and zoning regulation at this workshop. Representatives from the Environmental Division of the Superior Court will discuss decision making with municipal land use officials and present an introduction to the mediation process. Other experts will weigh in on enforcement of land use decision and regulations, conducting effective meetings and hearings, and navigating common land use meeting and hearing issues.

Thursday, June 19, Capitol Plaza Hotel and Conference Center, Montpelier

Governmental Accounting and Auditing Symposium (Sponsored by the VLCT Municipal Assistance Center, the Office of the Vermont State Auditor, the Vermont Government Finance Officers' Association, and the Vermont Municipal Clerks' and Treasurers' Association)

This annual symposium is a comprehensive series of educational sessions about governmental accounting and auditing presented by certified public accountants (CPAs) and state and local government officials. Continuing professional education hours are available for CPAs who attend.

(Continued on page 4)

GENERAL EVENT INFORMATION

REGISTRATION

Fees range from \$60 to \$150, depending on the event. Please check the workshop announcement or our website for individual event fees. VLCT PACIF underwrites a portion of these fees for its members. Non-members are asked to pay in advance and cannot be invoiced. VLCT cannot currently accept credit card payments. Registration deadlines are typically one week prior to the event date and will be noted on the workshop announcement as well as our website. Any registration received (either by mail, fax, or online) after that date incurs an extra \$10.00 per person. Upon request, we will send workshop materials to those who prepaid but were unable to attend. VLCT cannot be financially responsible for any unforeseen circumstances. If in doubt, you may wish to register late or at the door and pay the \$10.00 late fee.

CANCELLATION POLICY

For a full refund, you must cancel in writing (email, fax, or letter) by the deadline noted in the workshop announcement. For your convenience, you may pre-register without paying. However, if you do not attend the workshop and have not cancelled your registration in writing by the deadline, you will be billed for the full cost of the workshop. Cancellation for events, even for sickness, that comes after the deadline cannot be refunded because VLCT will have already incurred all the costs for attendance including space rental, meal guarantees, and packet generation.

INCLEMENT WEATHER POLICY

In the event of bad weather, please call (800) 649-7915 (a message will be recorded for after hours) or check the VLCT website's home page or events page for event or workshop cancellations or delays.

VENUES

These are some of the venues that VLCT is using for the 2013-2014 year. Please visit their individual websites for directions.

Capitol Plaza Hotel and Conference Center, Montpelier

www.capitolplaza.com
(802) 223-5252

DoubleTree Hotel, Burlington

(802) 658-0250
www.doubletreehotel-burlington.com

Holiday Inn, Rutland

www.hivermont.com
(802) 775-1911

Killington Grand Resort Hotel, Killington

(802) 422-5001
www.killington.com

Lake Morey Resort, Fairlee

www.lakemoreyresort.com
(802) 333-4311

Middlebury Inn, Middlebury

www.middleburyinn.com
(802) 388-4961

Quality Inn & Conference Center, Brattleboro

(802) 254-8701
www.qualityinn.com

VLCT Offices, Montpelier

www.vlct.org/directions/
(800) 649-7915

For registration fees, online registration, directions to workshop locations, etc., please visit our website at www.vlct.org. You may also call Lisa Goodell, VLCT Conference Coordinator, at (800) 649-7915 (email, lgoodell@vlct.org). For your convenience, registration information will be available six weeks prior to each event.



89 Main Street, Suite 4
Montpelier, VT 05602-2948
Tel.: (802) 229-9111
Fax: (802) 229-2211
Email: info@vlct.org
Web: www.vlct.org

Staff and Director's Report August 2013

Pillsbury In August- celebrated her 40th wedding anniversary by taking a week of vacation, hence she missed the First Friday piano concert **The Believeaus and Yu: Annie Beliveau, Evelyn Beliveau, and Grace Yu present a concert of piano and song** - classical and not. Volunteers **Ann Wadsworth and Ed Malina** helped set up the room and put everything away. We had 39 people come to hear this excellent trio. At the end of the month Penny took three vacation days to celebrate her son's return from the UK.

In the glass case the **Vermont Gem and Mineral Club** led by **Warren Ellison** put together an eye-popping array of beautiful fossils and rocks. We placed books on gems and minerals and jewelry on the display downstairs.

On the small lobby table held first books by **Elizabeth Peters** who passed away. The large table held Patron and Staff "Bucket List Titles" then books by **Elmore Leonard** who died as well.

The artists of the month were from the program: **Tina Logan Art for Teens: Layers of Truth, What Lies Beneath – a self-portrait that explores your inner& outer self, and what makes up your true identity. Explore truth, memoir, symbols.** The results are a monument to excellent art education!

Programming: Three **Community Tent Yoga sessions were led by Peggy Pineiro**, who volunteered to her classes in August. The ages and numbers varied a lot. Patrons have asked if Peg is available to do a yoga program this fall in the Kolvoord Room. She is willing and doesn't charge the library.

The **winner of the Grand Prize of an overnight at the Essex** for the Summer Adult Reading Program was **Crystal Cheney**.

On Friday Aug. 16th **Penny and Viki** presided over the **Installation of the 50 year Essex Time Capsule in Library Reading Room. To Be Opened 8/16/2063** for the 300th anniversary of Essex! We had a photo and article in the Essex Reporter and have purchase a small brass plaque to secure to the shelf below the capsule. Viki worked very hard to make sure all the materials could fit into the capsule.

We had borrowed a large tarp the Van Buren family with Wendy Johnson's help thinking that we would show ***Oz the Great and Powerful*** on the library's back lawn on Aug. 9th. The Public Works dept hung up the large tarp screen, then it turned hot, humid and rained torrentially. We decided the audience would prefer air conditioning with no mud and bugs.

Mon.-Fri. Aug. 26-30 - Friends Late Summer Book Sale – All New Materials and the Fiction sorted into alphabetical order, which makes shopping easier. The Friends had emptied the room, and we put out the word that donations were needed. **What an OUTPOURING!** One morning Penny opened ca. 40 boxes of books. The FOBL sale room was filled up in under four weeks!

Penny and book discussion leader **Ed Cashman** met to finalize the list of **Big Idea Dine & Discuss** titles for the 2013-14. The series covers major issues in **Race Relations, Architecture, Pre-colonial American history, Genetic Engineering, Being Human, An Overlooked Founding Father, and The Fall of Adam and Eve!** First book : ***How Does It Feel to Be a Problem: Being Young and Arab in America.***

Building Issues:

Penny asked that Public Works "camera" the drain from the Mezzanine Exit to see if it is stopped up by roots or collapsed. Rick and crew did this and found that the pipe to the drain near the sidewalk is clear. Later we asked Village Engineer Rick Hamlin to consider the water flow problem. He suggests that the drain from the sidewalk to the street be photographed too. It could be "backwash" from the entire EJFD and the back driveway, overflowing our drain. While at the Rotary Corn Booth, Penny met a local citizen who might be willing to help us pay to fix this aggravating problem.

On 9/22, we had **Essex Paint and Carpet** replace the walk-off carpet in and around the Youth Entrance. The carpet had become so wrinkled and worn the door was sticking and not easy to open or close.

Avonda came and did some **preventative maintenance on the HVAC**. We had several problems with the **Outside Book Drop getting stuck** closed and open. We had Larry from Public Works come to fix that. Penny and Wendy Hysko did the **Fixed Assets Inventory** for Lauren Morrissette. It is tricky to keep track of the computers coming and going.

Penny met a flooring salesman at Rotary. After describing the **floor in the Kolvoord Room** she had him return with her to look at it. He thinks a no-wax floor would be better. **MORE IMPORTANTLY he stated at any floor would be destroyed by our chairs which lack protective slides on the bottom.** Susan researched what is available that would last longer than the original ones, found some and ordered them.

The **Next building issue is the decaying 1926 white wooden shutters** on the south side of the building. Penny will be asking around for companies or woodworkers that restore/replace old shutters.

Meetings:

During the week of **August 8th**, Penny and Christine Packard had a meeting with **Pat Scheidel**-we reviewed the draft of **job description for Library Trustees** and made some editions on the role of Library Trustees in **evaluation and hiring of the Library Director**. We very much appreciate Pat's interest in the library's policies and roles.

As part of Team Building on 9/15, all available staff took breakfast to **Ann Paietta and Bridget at Essex Free Library**. We felt that it was a positive start showing our investment and a good conversation about possible ways which we could collaborate more...at least annually. Ann seemed positive and so did Bonnie Doble, the library trustee who arrived. It will be easier for Ann when she has a full complement of staff.

On 8/14 Christine Packard hosted the **Long Range Planning Committee at her home** -We revised the **library's mission statement**, decided on the **four Service Responses** we felt matched our vision. Next the Staff will need to consider goals under each in our own sphere of influence first, then as a group. Next would be brainstorming action steps.

Youth Department News from July and August

The busy days of July and August left little time for report writing. Here are highlights of our successful summer!

July Programs: Giuseppe & Kelly DiDio led **Stick Figure Workshops** on July 1 & 2. Erna led **5 Preschool Story Times** in July, including word and number literacies. Matthew Witten performed **Songs and Stories** July 5. **Mary**

hosted the **Teddy Bear Picnic** with The Swing Peepers July 7. During **Mystery Word Week** (July 15-19), 100 kids found the word "under" in a book to win a coupon for a free ice cream at Sam's Scoop Shop. Four Winds Nature Institute presented **The Down and Dirty Details** on our library property July 17, with **Mary** hosting. **Erna** walked students over to Public Works on July 22, for a **Heavy Equipment** program. **Wendy Johnson** and her son **Matt** brought a pet corn snake in for the **Snakes Alive** program July 24. On July 26, world music was performed by Jay Cook on a variety of instruments, in **Groovin & Diggin' to Another World**. **Chelsea** from Essex Junction's Wastewater Treatment Facility told us what happens to poop in her **Flushed Away** program July 31. 3 **Drop-In Story Times** occurred this month, 2 with **Mary** and 1 with **Erna**.

Weekly Garden Visits were made each Tuesday in July, with only 1 rainout. **Mary** and **Erna** and Summer Volunteer **Theresa Lessard** enjoyed showing kids how to pull weeds, harvest vegetables and explore insects with bug nets. The garden, at Summit Street School, produced lush, tasty crops. On Tuesday afternoons we had 4 **Fresh from the Garden: Good Food for Kids** sessions, featuring the following menus: **Kat's Pasta with Kale Pesto & Veggies**, **Mary's Rice Pilaf with Veggies**, **Kat's Panzanella Salad**, & more. The aromas in the library were delicious, and kids found themselves eating fresh food they had never cooked before, and loving every bite!

Erna presented these **Booked for Lunch** programs: **Dig into Burrowing Animals** and **Dig into Pirates**. **Mary** presented **Dig into Rocks**. **Erna** presented these **Craft** programs: **Prairie Dog Mazes**, **Pirate Patch & Treasure Map**, and **Zen Gardens**. **Chess for Kids** took place every Wednesday, supervised by Teen Volunteers **Omkar Bourse** and **Martin Deutsch**.

August Programs: On Aug. 1 **Mary** and **Erna** led a **Book Discussion of *The Expeditioners*** by S.S. Taylor, a title on the new DCF List for 2013-14. **Erna** went to meet **S.S. Taylor at Essex Free Library** Aug. 2, and greeted some of our students there. On Aug. 5 **Kat** welcomed **Bridget Meyer**, who presented 2 **Dig into Clay Art** programs. **Erna** hosted the program **Got Bats? VT's Threatened & Endangered Cave Bats** on Aug. 8, presented by **Wendy Hysko's** friend, naturalist **Alyssa Bennett**. **Wendy J** hosted **Storyteller Tom Stamp** on Aug. 9. **Mary** hosted the **Final Summer Reading Party with No Strings Marionette Co.** on Aug. 13. Kids received prize books and enjoyed a puppet show, "Jack and the Beanstalk".

Mary and **Erna** led 4 more **Weekly Garden Visits** in August. The garden overflowed with bounty! **Mary** and **Kat** led 3 more **Fresh from the Garden** programs, cooking Pasta with Basil Pesto, a Summer Squash dish, and more. **Matthew** did 2 sessions of **Songs and Stories**, and we held 3 **Drop-In Story Times**, 2 by **Erna** and 1 by **Mary**. We had 2 winners in our **Gummy Worm Contest: D.J. Hankey** and **Morgan Blaine**, who each won 58.5 worms!

A total of **3479 books** were read this summer, **3077 by Kids** and **637 by Teens!!** **Sade Hankey** won a Kindle. This year we added Early Literacy Records for Preschoolers, and parents recorded **202 activities** completed at home! **141 Beanie Pets** were adopted by kids this summer, with **Pet Journals** to record the fun times they shared.

We thoroughly enjoyed our first ever **Library Garden for Kids**. The **Fresh Food Programs** with kids and teens were a huge success, gaining photo spreads in **The Essex Reporter** and **The Burlington Free Press**, and an **interview with Kat and Mary on WCAX**. Local gardeners helped us out, and we received support from the Summit Street Natural Playground Committee and Principal **Mary Hughes**. Many parents were grateful that their children are now eating such healthy foods at home. We turned the garden over to Summit Street School at the end of the summer, and indicated our interest in borrowing the garden space next summer, to tie in with the science theme. Can't wait for our next growing season!

Circulation Department Doings

August was a busy month staffing wise. It was filled with vacations, a surgery, a biking accident, and staff transitions. Thank you to all staff for filling in when and where you were needed!

Former shelper **Carol Boucher** filled in quite a bit this month while we looked for two new shelpers and got those shelpers up to speed. Alison and Kat interviewed 6 candidates for the 2 open shelving positions and hired; **Giselle Glaspie**, an EHS sophomore and TAB member, and **Hannah Nasta**, a MMU student whom we first met when she volunteered in the adult/tech services departments this summer.

Thursday August 8th, **Andrew** spent the morning in Quechee at a Koha training. He was in charge of the Reader's Tree this month.

Wendy Johnson had surgery in the middle of the month and was home recovering for two weeks.

Alison returned to work on August 21st after a week vacation and on August 22nd had the shelpers come in for their first day of training.

On August 28th **Alison and Mary** trained a new substitute; **Traci Eaton**. Traci Eaton is a Village resident and works as a school Librarian at Chamberlin School in South Burlington.

ILL Statistics

fiscal year	Aug 12		Aug 13
InterLibrary Loan Sent	74	30%	96
InterLibrary Loan Requested	74	-36%	47
Holds	438	40%	612

Tech Services News for August

Tech Services carried on getting more items cataloged. We had a number of volunteer vacations, and Wendy took a few vacation days as well.

Wendy oriented a new computer volunteer – Ed Malina- who will be coming in every other week to assist with general computer issues while his wife Ann is volunteering in the Adult Dept.

Wendy attended DOL workshop Tech Trends: Why You Do What You Do in webinar format on Aug. 13 which was presented by library trends expert Linda Braun.

Shelving some yearbooks that were left out one evening, Wendy noticed a gap in the EHS yearbook collection of recent years. After consulting with Penny where these normally come from and being directed to the EHS yearbook committee, Wendy and Nellie were able to speak with the librarian who referred the inquiry to the teacher in charge of the yearbook (Kelly Green) who delivered the yearbooks to the library and gave us a discounted rate in recognition of their being a community resource. It's so nice to have a friendly connection at EHS to who's excited to collaborate on this part of our Vermont Collection!

Wendy worked with Nicole from Bywater to create a schedule and offer an online option for her VOKAL sponsored 2 day Koha training in Quechee. Wendy attended the advanced training on Day2, and Nellie and Erna were able to log in for the cataloging portion of Day 2 and learn about Serials. New Adult Library Assistant Andrew attended the basic Koha training on day 1 in person.

The **Green Mountain Library Consortium (GMLC)** Board that **Wendy is co-President** of voted earlier in the summer to turn on the Recommend to Purchase feature for the Listen Up Vermont (LUV) Overdrive service which was long asked for by eager ebook downloading patrons who wanted to request titles purchase consideration. This feature was turned on in August and the requests quickly overwhelmed the LUV coordinator who asked for guidance on what to actually order. Wendy contacted a colleague at the New Hampshire State Library and discovered they did not have this feature on, but were in the process of a collection development policy for their Overdrive service which is now on the to do list for the GMLC board to help offer guidance to LUV materials selectors.

Wendy received a request through GMLC Executive Director Lisa von Kann to meet with State Librarian Marti Reid and her staff Tom McMurdo who is in charge of cataloging for the state, and a small assortment of other librarians to discuss the possibility of merging the Catamount Koha system and the VOKAL system as well as state cataloging issues and the interlibrary loan system. Wendy questioned the wisdom of many big topics to be addressed in one meeting without the right people at the table and requested this be broken down into different meetings and any discussion of potentially merging VOKAL and Catamount really needed to include the full VOKAL Executive Committee, not just Wendy. After some back and forth, Tom McMurdo contacted Wendy directly stating he wasn't sure where the talk of merging catalogs came from, and he was most interested in troubleshooting the dismal state of cataloging knowledge at public libraries due to the number of very small libraries with minimal training and understanding which is now becoming evident to him as they merge catalogs of member libraries in the Catamount system. Wendy was thrilled to hear about the possibility of working together to offer more cataloging resources to the non-catalogers forced to catalog throughout the state and got a meeting scheduled with him, the VOKAL Implementation Team and VOKAL Cataloging Committee chair Debbie Roderer at the Dorothy Alling Library. With DOL choosing Koha for their Catamount Network, developing their own standards that only reflect the needs of their large libraries and signing a separate contract with our support vendor Bywater, merging catalogs isn't as straight forward as it would have been before launching their own project. VOKAL has been asking for more involvement from DOL with cataloging training for small libraries for years and it's wonderful to get to a point they have a staff person who is also interested in this topic and willing to tackle it.

Wendy has worked with VOKAL Support vendor Bywater on getting our Koha system more compliant with the new RDA cataloging rules which are now officially in use by many consortia around the country since the March go live date for RDA. At this time, most of the issues are ironed out with the correct information showing up where it should for the public side of the catalog. There is still some work to be done on the staff side of the system, but now the new fields are saving in the system and can be accessed through the MARC record which staff can click to see, the remaining problem is getting the Publisher information to show up in the staff catalog with the new RDA records. Almost there!

Wendy and the VOKAL Implementation Team have been working with Bywater to get our system ready to turn on the OPAC mobile view which will allow the VOKAL catalog to be much more user friendly on a smart phone. They have been tweaking the style sheet which is the basic design of the OPAC and playing around with the appearance of the various VOKAL library logos, like our wonderful Brownell community logo that Todd Logan designed. We expect a mobile version of our OPAC will be live by the end of September.

In early September, the Ilsley Public Library in Middlebury became 44th fully catalogued library in the VOKAL system.

At close to 4 years of operation, VOKAL has over 440,000 marc records with almost 980,000 items in the catalog, and more than 50,000 active patrons. In August monthly circulation exceeded 115,000!

VOKAL membership is currently closed to new members. 8 more libraries are scheduled to catalog into, or migrate into the system through early 2014, including the Essex Free Library which is migrating in November!

Materials Added in the Adult and Juvenile collections this month:

Adult materials added, August: 315

Youth materials added, August : 138

Magazine issues added, August: 128

Total catalogued collection size August: 78,944

Brownell Library Website monthly visitors:

Aug-2012	Visits	2648	Page Views	3300
Sep-2012	Visits	2335	Page Views	2861
Oct-2012	Visits	2471	Page Views	3349
Nov-2012	Visits	2542	Page Views	3221
Dec-2012	Visits	2225	Page Views	2810
Jan-2013	Visits	2791	Page Views	3589
Feb-2013	Visits	2439	Page Views	3050
Mar-2013	Visits	2726	Page Views	3417
April -2013	Visits	1937	Page Views	3128
May-2013	Visits	2515	Page Views	3039
June-2013	Visits	2652	Page Views	3276
July-2013	Visits	1825	Page Views	3275
Aug-2013	Visits	2403	Page Views	3936

**Respectfully submitted,
Penelope Pillsbury and Staff**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 10, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Darby Mayville, Economic Development/Community Relations Assistant.
OTHERS PRESENT: Kris Surette, Paul Hansen, Charlee Day, Marla Durham, Michael Smith, Judith DeNova, Brad Luck, Nick Meyer.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Add to agenda:

- Under Consent Agenda – Revenue and Expense Report
- Under Old Business – Update on Lincoln Street Sidewalk & Lighting Project
- Under New Business – Amendments to Personnel Regulations, Section 403
- Action Following Executive Session – Appointment of Authorized Representative

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

There were no comments from the public.

b. Joint Meeting with Prudential Committee

Request was made and both boards agreed to amend the agreement that specifies two joint meetings per year between the Prudential Committee and the Village Trustees to one annual joint meeting, and not to hold the meeting in September due to the full school calendar at that time of year. Staff will amend the agreement for review and acceptance by both parties.

Brad Luck, Recreation Director, gave an update on recreation program activities, noting the following

- Reappointments were made to the nine member Rec Advisory Committee.
- Memorial Day Parade event was successful.
- Heart & Soul is moving forward.
- Summer staffers (125 workers) were exceptional this year.
- There are seven full time positions being staffed. Staff who run the after school program also work in the school system. Many have been in the position for consecutive years which provides continuity for the program.

-
- Legal support (Paul O'Brien) supervises the Rec Director position.
 - Village parks and pool revenues were impacted by the rains.
 - There is demand for the community gardens. The dog park is popular.
 - Pedestrian entrances to the parks have been enhanced to improve visibility.
 - Marathon and July 4th events were held despite the weather.
 - Summer camps were very successful. There is strong demand for camps and swim lessons. Most of the participants are village children. There are waiting lists for the programs.
 - During the fall and winter months planning will be done for the Memorial Day Parade, Youth Alliance, Dog Park, Heart & Soul activities, sporting events, improvement to facilities, brochure for spring events, and other activities.
 - Community Action Summit is scheduled September 25, 2013.
 - Upcoming events in the fall include Halloween festivities, Thanksgiving luncheon, community bonfire.

George Tyler mentioned improving Stevens Park in some manner, perhaps having garden spots. Lori Houghton asked about the bike park. Brad Luck said the park is very popular.

Nick Meyer commented that the rec program in the village is a tremendous asset to the community. Mr. Meyer asked about funding capital improvements, perhaps with a recreation impact fee. Brad Luck will research implementing a recreation impact fee and report to the Trustees.

4. OLD BUSINESS

a. Discuss Website Redesign Proposal

There was discussion of the proposal from Ecopixel for webpage design and support for the amount of \$7,680. Kris Surette and Paul Hansen with Ecopixel said the company has been in business for the past 12 years and located in Essex Junction for the past five years. Ecopixel is pleased to work with the village. Elaine Sopchak asked about online discussions and maintaining control on what is posted on the website. The Trustees wanted further investigation of this feature. Andrew Brown suggested beginning with a comments feature and then adding the forum option as the need increases.

Lori Houghton noted the Five Corners Farmers Market talked to Ecopixel about a website.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the budget as noted on page 11 of the bid from Ecopixel (\$7,680 for primary web development and services plus \$1,208 for ongoing service and support, billed monthly, and \$300 for the annual review of website browser compatibility and needed design tweaks), and to authorize the Village Manager to execute the contract. VOTING: unanimous (5-0); motion carried.

Pat Scheidel reported he asked about the village being part of the town's webpage and was told this may be possible in the future and could be a possible discussion with Ecopixel.

Dan Kerin said he received an email from an individual saying he could not find resources on the website pertaining to senior citizens (AARP, elder care locator, and such), and he told him that the village website is under discussion by the Trustees and his comments will be taken into consideration.

Darby Mayville noted the new website will be live by Christmas Eve because the current vendor will not support the site after that date.

b. Update on Lincoln Street Sidewalk & Lighting Project

Darby Mayville reported the Lincoln Street sidewalk and lighting project is under budget and will be complete by mid-September. Light poles and signage will be installed so the safety concern about the anchor bolts will go away. Regarding the concern about falls down the embankment, Public Works viewed the site and felt a barrier is not necessary.

5. NEW BUSINESS

a. Award Bid for Fire Station Roof Replacement

The bids for the roof replacement were reviewed. Lauren Morrisseau explained the village policy pertaining to a bid difference within 5% of the total amount allowing a local bid to be chosen even if the bid is not the lowest.

MOTION by Dan Kerin, SECOND by Lori Houghton, to award the bid for the fire station roof replacement to the lowest qualified bidder, All Roofing, Inc., for an amount not-to-exceed \$23,330 (\$23,030 plus \$300 for asbestos inspection). VOTING: unanimous (5-0); motion carried.

b. Amend Personnel Regulations, Section 403

Susan McNamara-Hill explained the amended language gives due process to an employee if faced with suspension or dismissal.

MOTION by Andrew Brown, SECOND by Dan Kerin, to amend Section 403 of the Village of Essex Junction General Rules and Personnel Regulations as presented. VOTING: unanimous (5-0); motion carried.

c. Grant Application to Vermont Telecommunications Authority (VTA)

George Tyler reported VTA has \$500,000 to bring high speed internet to areas of the state that do not have the service. VTA also will provide money to a community that wants to create WiFi hotspots in the downtown area. The cost is \$12,000 for a WiFi zone in the village as identified. Additional cost includes an ongoing internet port. The draft letter to VTA says the Trustees support the grant application and will continue to support the service contingent on cost.

MOTION by Andrew Brown, SECOND by Dan Kerin, to support the village WiFi application to the VTA and authorize the Village President to sign the letter of support on behalf of the village. VOTING: unanimous (5-0); motion carried.

d. 2014 Employee Health Insurance

Susan McNamara-Hill reported the most compatible plan for coverage to what is now in place is Blue Cross Blue Shield Platinum Plan. Some of the discussion pertains to contracts and personnel and should be conducted in Executive Session.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- October 8 @ 6:30 – Regular Trustees Meeting
- October 22 @ 6:30 – Regular Trustees Meeting
- November 12 @ 6:30 – Regular Trustees Meeting
- November 26 @ 6:30 – Regular Trustees Meeting
- December 10 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- October 3 – VLCT 2013 Town Fair at Killington

b. Meetings

Meetings have been held with VLCT regarding health insurance coverage, Ecopixel representatives, Essex CHIPS, Employee Association, and village employees.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Andrew Brown mentioned with school back in session and traffic from parents driving children to school there needs to be discussion of how to improve the commuting infrastructure in the village.
- Lori Houghton stated commuters are parking on Railroad Avenue which impacts local businesses. Parking in the village needs to be discussed. Regional Planning or VTrans could work with the village to locate parking by public transit service.
- Elaine Sopchak stated a food pantry is needed in the village to assist people in need.
- Elaine Sopchak noted several residents have spoken against removing the trees by the former Chittenden Bank building at Five Corners. There is much misinformation and rumor about the trees and the proposed redevelopment. Village Development Director, Robin Pierce, should address the matter. Also, a photo of the proposed new building has not yet been received for posting on the village website.
- Elaine Sopchak pointed out the Land Development Code is currently being updated and this is a good time for the public to get involved and comment. The village should evaluate if a development review board (DRB) is needed.
- Elaine Sopchak said a report on massage parlors in the village will be provided by November. Changes to the Land Development Code and the ordinance are necessary for enforcement by the police.
- George Tyler stated the air conditioning units on the second floor of Lincoln Hall facing the street detract from the look of the building. The units should be installed in the back of the building.

- Dan Kerin said sandwich boards and trees blocking the historic library building are an issue. The trees should be removed. Replacement trees could be planted elsewhere in the village. Also, there are many scrub type trees in the village that should be removed.

b. Reading File

- Minutes
 - Capital Program Review Committee (8/8/13)
- Final Descriptions for Village Boards, Committees, and Commissions
- Library Staff and Director's Report July 2013
- Article in *Burlington Free Press* on Waste Water Treatment Plants
- VLCT Selectboard Institute 11/2/13
- Certificate of Service and Motion to Intervene re: Whitcomb Farm Solar Project

8. **CONSENT AGENDA & READING FILE**

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda as follows and with the addition of the revenue and expense report:

1. **Approve Minutes of Previous Meetings (8/13/13).**
2. **Approve Warrants including Checks #10047661 through #10047761 totaling \$514,563.15.**
3. **Approve Warrants including Checks #10047762 through #10047822 totaling \$586,690.30.**
4. **Approve Street Name Request: "Sienna Lane".**
5. **Approve Letter of Support for VTA Grant.**

VOTING: unanimous (5-0); motion carried.

9. **EXECUTIVE SESSION and/or ADJOURNMENT**

MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session for the purpose of discussing contracts and personnel issues, and to invite the Village Manager and Co-Assistant Managers to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:05 PM.

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 8:55 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Andrew Brown, to end the current contracts with Dave Crawford on 9/30/13 and authorize the Village Manager to enter into a contract with Dave Crawford limited to work on the Waste Water Treatment Plant upgrade at the discretion of the Water Quality Superintendent, James Jutras, with no minimum and a monthly maximum of \$500, and further, the Village President shall have authorization to increase the maximum by an

additional \$300 upon request from the Water Quality Superintendent and any increases over \$800 per month must be approved by the Board of Trustees.

VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to select BC/BS Vermont as the insurance carrier and to provide the following amounts for monthly health insurance premiums for employees for 2014:

- \$502 for individuals
- \$1,003 for 2-person (employee & spouse)
- \$968 for employee & dependent(s)
- \$1,409 for families

And further, to provide a health reimbursement arrangement (HRA) to fund the first dollars of the deductibles and co-pays in the following amounts:

- \$2,250 for individuals
- \$4,500 for 2-person, employee & dependent(s), and families

VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to name Village Manager, Pat Scheidel, and Co-Assistant Managers, Lauren Morrissette and Susan McNamara-Hill, as the negotiating team for the opening of the Employees' Association contract regarding 2014 health insurance. VOTING: unanimous (5-0); motion carried.

ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9 PM.

RScty: M.E. Riordan 

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
SEPTEMBER 18, 2013**

BOARD OF TRUSTEES: George Tyler (President), Dan Kerin (Vice President), Lori Houghton (Elaine Sopchak and Andrew Brown were absent).
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer

CALL TO ORDER

Village President George Tyler called the meeting to order at 12:00 noon.

BUSINESS

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve and sign the bond authorization documents for continued funding of the Wastewater Treatment Facility upgrade.
VOTING: 3 ayes, motion carried.

ADJOURNMENT

MOTION by Dan Kerin, SECOND by George Tyler, to adjourn the meeting. **VOTING:** 3 ayes; motion carried.

The meeting was adjourned at 12:02 p.m.

Minutes respectfully submitted by Susan McNamara-Hill, Co-Manager/Clerk/Treasurer



Check Register Report

BL 9/25/13

Date: 09/26/2013

Time: 11:20 am

Page: 1

Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047823	09/09/2013	Printed		0795	TOWN OF ESSEX	TOWN TAX INCL IN VILLAGE CHECK	532.68
10047824	09/25/2013	Printed		9230	RONNIE PREAVY	FAB & WELDING-WWTF	558.97
10047825	09/25/2013	Printed		9230	RONNIE PREAVY	ASST'D FABRICATIONS-WWTF	705.49
10047826	09/25/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	249.04
10047827	09/25/2013	Printed		0059	AIR CLEANING SYSTEMS INC.	SERV EXHAUST EXTRACTION-FIRE	1,850.00
10047828	09/25/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF	67,716.37
10047829	09/25/2013	Printed		00382	AMAZON.COM CREDIT	CIRC. MATERLS-LIBR & FRIENDS	236.63
10047830	09/25/2013	Printed		10579	AMERICAN COMMERCIAL EQUIP SLS	SUPPLIES-LIBRARY	162.00
10047831	09/25/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	1,270.50
10047832	09/25/2013	Printed		10408	BAY STATE ELEVATOR COMPANY	INSPECTION/LUBRICATION-LIBRA RY	245.45
10047833	09/25/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	TVHP HSA INS PREM-VARIOUS	9,385.56
10047834	09/25/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA-VARIOUS	15,047.40
10047838	09/25/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBR & RIENDS	1,776.19
10047839	09/25/2013	Printed		10577	BULLEX INC.	SMOKE GENERATOR-FIRE	3,308.21
10047840	09/25/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPER-LIBRARY	22.00
10047843	09/25/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	2,646.69
10047844	09/25/2013	Printed		9515	C&H DISTRIBUTORS, LLC	COMPUTER NETWORK DESK-WWTF	713.00
10047845	09/25/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-ST/LH/WWTF	116.07
10047846	09/25/2013	Printed		0523	CCRPC	BIKE/PED PLAN EJ/ET	142.55
10047847	09/25/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	265,694.61
10047848	09/25/2013	Printed		9916	CHITTENDEN COUNTY MUTUAL AID	TRAINING-FIRE	480.00
10047849	09/25/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	DRUM & DIRECT FEES-WWTF	467.21
10047850	09/25/2013	Printed		10207	CHOICE CARE CARD	ADMIN FEE-ALL DEPTS	189.00
10047851	09/25/2013	Printed		9788	COMCAST	CABLE - FIRE	13.50
10047852	09/25/2013	Printed		0560	COPY-SHIP-FAX-PLUS	SHIPPING-FIRE/WWTF	49.95
10047853	09/25/2013	Printed		10505	DAVE A. CRAWFORD	OWNERS REP WORK-WWTF	700.00
10047854	09/25/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-LH/STREET	46.20
10047855	09/25/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
10047856	09/25/2013	Printed		10190	CINDY DELIBAC	CONF EXPENSE REIMBURSE-ADMIN	10.00
10047857	09/25/2013	Printed		10576	ECOPIXEL LLC	50% DEVELOP FEE WEBSITE-ADMIN	3,840.00
10047858	09/25/2013	Printed		0710	ENDYNE, INC.	WKLY TKN-WWTF	25.00
10047859	09/25/2013	Printed		0780	ESSEX EQUIPMENT SALES	EQUIP REPAIR-FIRE/ST	721.98
10047860	09/25/2013	Printed		0779	ESSEX PAINT & CARPET, INC.	VESTIBULE CARPET INSTALL-LIBR	812.50
10047861	09/25/2013	Printed		9885	ESSEX RESCUE, INC.	EMS SUPPLIES-FIRE	127.40
10047862	09/25/2013	Printed		0795	TOWN OF ESSEX	SEPT MGR CONTRACT-ADMIN	4,486.73
10047863	09/25/2013	Printed		10011	FAIR POINT COMMUNICATIONS,INC.	PHONES-FIRE	28.58
10047864	09/25/2013	Printed		0798	HOWARD P. FAIRFIELD, LLC	JOHNSTON SWEEPER-ROLLING STK	211,205.00
10047865	09/25/2013	Printed		1935	FERGUSON WATERWORKS #590	PIPE COUPLING-SANITA	165.04
10047866	09/25/2013	Printed		0751	FISHER AUTO PARTS	SUPPLY-STREET	3.36
10047867	09/25/2013	Printed		10452	FREE PRESS MEDIA	BIDS/LEGAL NOTICES-VAR	406.50
10047868	09/25/2013	Printed		10226	G & K SERVICES	SHOP RAGS-STREET	66.68
10047869	09/25/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR/LH	593.12
10047870	09/25/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER RENT/COPIES-WW	224.72
10047871	09/25/2013	Printed		0935	GORDON STAMP & ENGRAVING	ENGRAVING & STAMP PADS-LIBR/AD	47.69
10047872	09/25/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	8,739.94
10047874	09/25/2013	Printed		1035	DONALD L. HAMLIN	ENGINEER SERV- VARIOUS	66,071.87
10047875	09/25/2013	Printed		0018	A. H. HARRIS & SONS, INC.	SIDEWALK SEALER-STREET	220.48

Check Register Report

BL 9/25/13

Date: 09/26/2013

Time: 11:20 am

Page: 2

Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047876	09/25/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION	123.18
						MATERIALS-LIBRARY	
10047877	09/25/2013	Printed		11631	INTEGRITY COMMUNICATIONS	TELE PHONE LINE REPAIR-LH	75.00
10047878	09/25/2013	Printed		2041	S. D. IRELAND CONCRETE	RINGS & CONCRETE-ST	674.10
10047879	09/25/2013	Printed		5107	LAKE CHAMPLAIN CHAMBER OF COMM	DUES-EC DEV	690.00
10047880	09/25/2013	Printed		10130	LOWE'S BUSINESS ACCOUNT	CEMENT FORMS-STREET	420.02
10047881	09/25/2013	Printed		13631	LYNN PUBLICATIONS	FARMERS MKT AD-EC DEV	50.00
10047882	09/25/2013	Printed		1000	SUSAN J. MCNAMARA-HILL	MILEAGE & MEAL REIMBURS-ADMIN	150.59
10047883	09/25/2013	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMBURSE-ADMIN	119.78
10047884	09/25/2013	Printed		10176	NEOFUNDS BY NEOPOST	METER POSTAGE-ADMIN	600.00
10047885	09/25/2013	Printed		1660	NORTHEAST DELTA DENTAL	INS PREM-ALL DEPTS	2,222.52
10047886	09/25/2013	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICAL EXAM-FIRE	266.00
10047887	09/25/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LH/LIBRARY	2,369.18
10047888	09/25/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	1,447.11
10047889	09/25/2013	Printed		18298	POWERPLAN OIB	BACKHOE FITTINGS/HOSE-WATER	45.90
10047890	09/25/2013	Printed		1780	EVERETT J. PRESCOTT, INC.	CB RISER-STREET	154.69
10047891	09/25/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MEETING MINUTES-ADM/PLAN	280.00
10047892	09/25/2013	Printed		1955	REYNOLDS & SON, INC.	EQUIP & UNIFORM ITEM-FIRE	221.65
10047893	09/25/2013	Printed		10499	PETER RILEY	PIANO TUNING-LIBR FRIENDS	100.00
10047894	09/25/2013	Printed		9481	SAFETY SYSTEMS OF VERMONT, LLC	REPAIR ALARM SYSTEMS-FIRE	977.15
10047895	09/25/2013	Printed		20401	SCHOLASTIC LIBRARY PUBLISHING	CIRCULATION MATERIALS-LIBRARY	152.10
10047896	09/25/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT-ST	136.04
10047897	09/25/2013	Printed		9627	THE SMALL ENGINE CO., INC	CUTTING WHEEL-FIRE	36.45
10047898	09/25/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH & INTERNET-VARIOUS	599.35
10047899	09/25/2013	Printed		10289	SUPERIOR COURT OF VERMONT	NOTARY-ADMIN	30.00
10047900	09/25/2013	Printed		0545	THE TECH GROUP	MANAGED SER/REPLAC COMPTRS-ADM	3,504.00
10047901	09/25/2013	Printed		2227	TI-SALES, INC.	WATER METERS-WATER/SANIT	1,705.38
10047902	09/25/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	REFURB RF1-148 -WWTF	851,728.27
10047903	09/25/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	INS PREMIUM-ALL DEPARTS	766.00
10047904	09/25/2013	Printed		2338	USA BLUE BOOK	GLOVES-STREET	263.66
10047905	09/25/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	HEAT-FIRE	45.64
10047906	09/25/2013	Printed		10578	VT FED CU	REFUND TAX OVRPD	540.54
10047907	09/25/2013	Printed		0811	F.W. WEBB COMPANY	ASSORTED PIPING-WWTF	87.13
10047908	09/25/2013	Printed		10238	DAVID M. WECHSLER	CONCERT MONITORING-CVE	1,160.00
10047909	09/25/2013	Printed		24851	DON WESTON EXCAVATING, INC	LINCOLN ST CONST-CAP R	4,040.00
10047910	09/25/2013	Printed		25261	MATTHEW WITTEN	AUGUST PERF-LIBRARY FRIENDS	200.00
Total Checks: 82							Checks Total (excluding void checks): 1,548,352.81
Total Payments: 82							Bank Total (excluding void checks): 1,548,352.81
Total Payments: 82							Grand Total (excluding void checks): 1,548,352.81

Check Register Report

SPECIAL HAMLIN BL 9/27/13

Date: 09/27/2013

Time: 12:20 pm

Page: 1

Village of Essex Junction

BANK:

C N	ar	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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Checks

10047912		09/27/2013	Printed		1035	DONALD L. HAMLIN	ENGINEERING - VARIOUS	61,413.49
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Total Checks: 1

Checks Total (excluding void checks):

61,413.49

Total Payments: 1

Bank Total (excluding void checks):

61,413.49

Total Payments: 1

Grand Total (excluding void checks):

61,413.49

Check Register Report

BL 10/8/13

Date: 10/04/2013

Time: 1:46 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047913	09/27/2013	Printed		2411	VT DEPT OF MOTOR VEHICLES	SWEeper REGISTRATION -ROLL STK	56.00
10047914	10/03/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	466.39
10047915	10/03/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	18,562.15
10047916	10/08/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	87.46
10047917	10/08/2013	Printed		9976	AVONDA AIR SYSTEMS, INC	A/C BLOWER MOTOR REPLACE-LIB	1,645.41
10047918	10/08/2013	Printed		0173	BEARINGS SPECIALTY CO., INC.	POLY BLEND BEARINGS-WWTF	30.00
10047919	10/08/2013	Printed		9963	BENOURE PLUMBING & HEATING INC	SERVICE CALL-LIBRARY	127.90
10047921	10/08/2013	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	196.60
10047923	10/08/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBR & RIENDS	648.80
10047924	10/08/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-WWTF	34.90
10047925	10/08/2013	Printed		9743	CARQUEST AUTO PARTS	REPAIR PARTS-FIRE/WATER	14.56
10047926	10/08/2013	Printed		9533	CCP INDUSTRIES	SUPPLIES-WWTF	225.51
10047927	10/08/2013	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	3,248.68
10047928	10/08/2013	Printed		05070	CHARLEBOIS TRUCK PARTS INC.	BACKHOE HAMMER PARTS-WATER	30.60
10047929	10/08/2013	Printed		2305	CLARK'S TRUCK CENTER	PUMPER INSPECTION/SERVICE-FIRE	827.86
10047930	10/08/2013	Printed		9788	COMCAST	CABLE-STREET	62.29
10047931	10/08/2013	Printed		10382	CVC PAGING (CENTRAL VERMONT	ANNUAL PAGER FEE-WWTF	102.00
10047932	10/08/2013	Printed		1690	DEPOT HOME & GARDEN	STRAW-STREET	7.75
10047933	10/08/2013	Printed		10396	DION SECURITY INC	KEYS-LIBRARY	5.58
10047934	10/08/2013	Printed		0689	ED EATON	ISO PUMPER SERVICE TEST-FIRE	337.50
10047935	10/08/2013	Printed		0723	EMPLOYEE DATA FORMS OF MO LLC	EMPLOYEE DATA CALENDAR-ADM	27.25
10047936	10/08/2013	Printed		0710	ENDYNE, INC.	LAB TESTS-WWTF	139.00
10047937	10/08/2013	Printed		0780	ESSEX EQUIPMENT SALES	VEHICLE MAINTENANCE-FIRE	96.58
10047938	10/08/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	260.00
10047939	10/08/2013	Printed		0798	HOWARD P. FAIRFIELD, LLC	SWEeper BROOMS-STREET	1,230.00
10047940	10/08/2013	Printed		0797	FALCON PLUMBING SERVICE, INC.	HEAT SYSTEM REPAIR-LH	795.00
10047941	10/08/2013	Printed		9473	TODD J. FARRELL	HEDGE PRUNING-STREET	450.00
10047942	10/08/2013	Printed		1935	FERGUSON WATERWORKS #590	WTR DISTRIBUTU SUPPLIES-WATER	125.00
10047943	10/08/2013	Printed		08147	FIREMATIC SUPPLY CO. INC.	EQUIPMENT MAINTENANCE-FIRE	425.80
10047944	10/08/2013	Printed		0807	FIREPROTEC	ANNUAL FIRE EXT MAINT-LH	162.80
10047945	10/08/2013	Printed		0838	FLEX-A-SEAL, INC.	POLY BLEND SEAL WORK-WWTF	30.00
10047946	10/08/2013	Printed		0854	FOREMOST FIRE PROMOTIONS	PROMOTIONAL MATERIALS-FIRE	670.64
10047947	10/08/2013	Printed		0943	MARY L. GRAF	CIRC MATERIALS REIMB-LIBRARY	59.68
10047948	10/08/2013	Printed		0953	GREATER BURLINGTON INDUSTRIAL	FY14 MUNI CONTRIBUTION-EC DEV	500.00
10047949	10/08/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	2,177.15
10047950	10/08/2013	Printed		1010	HACH COMPANY	LAB TEST SUPPLIES-WWTF	638.24
10047951	10/08/2013	Printed		1023	HALLAM ICS	ARC FLASH-WWTF	2,000.00
10047952	10/08/2013	Printed		1035	DONALD L. HAMLIN	ENG SERV- VARIOUS	1,968.84
10047953	10/08/2013	Printed		1031	HANNAFORD BROTHERS CO.	PAPER TOWELS/LAB WATER-WWTF	40.32
10047954	10/08/2013	Printed		0018	A. H. HARRIS & SONS, INC.	CURE/SEAL COMPOUND-STREET	102.55
10047955	10/08/2013	Printed		1175	INDUSTRIAL SCIENTIFIC CORP	MULTIGAS UNIT REPLAC-WWTF	2,111.24
10047956	10/08/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	107.99
10047957	10/08/2013	Printed		11631	INTEGRITY COMMUNICATIONS	TELE WIRE REPAIR-LH	80.88
10047958	10/08/2013	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-STREET	543.80
10047959	10/08/2013	Printed		9645	KOMLINE-SANDERSON	GBT SEAL-WWTF	163.05
10047960	10/08/2013	Printed		10245	MAILFINANCE	LEASE PMTS-ADMIN	254.91
10047961	10/08/2013	Printed		10402	DARBY MAYVILLE	TUITION REIMB-ADMIN	719.00
10047962	10/08/2013	Printed		10580	ROBERT T MORGAN	REFUND TAX OVERPAYMENT-ADM	375.25

Check Register Report

BL 10/8/13

Date: 10/04/2013

Time: 1:46 pm

Page: 2

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047963	10/08/2013	Printed		1643	NEMRC	ON/OFF SITE TAX BILLING-ADMIN	1,500.00
10047964	10/08/2013	Printed		1755	P & H SENESAC, INC.	DEWATER PROCESS-WWTF	7,581.05
10047965	10/08/2013	Printed		1775	PETTY CASH VILLAGE	POSTAGE/SUPPLIES-VAR	56.44
10047966	10/08/2013	Printed		1793	SUSAN PIERCE	MILEAGE REIMB-LIBRARY	43.16
10047967	10/08/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	1,096.65
10047968	10/08/2013	Printed		1781	PIONEER MOTORS & DRIVES, INC.	BACK-UP DRIVE-WWTF	405.82
10047969	10/08/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MEETING MINUTES-ADM/PLAN	250.00
10047970	10/08/2013	Printed		9587	RANGER ASPHALT & CONCRETE PROC	TOPSOIL-STREET	180.00
10047971	10/08/2013	Printed		9481	SAFETY SYSTEMS OF VERMONT, LLC	FIRE ALARM SERVICE-WWTF	1,029.13
10047972	10/08/2013	Printed		2042	SCOTT'S LINE STRIPING, INC	PAINT-STREET	375.00
10047973	10/08/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	ROAD PAINT-STREET	89.25
10047974	10/08/2013	Printed		20835	SIMONS UNIFORMS	UNIFORMS-FIRE	711.49
10047975	10/08/2013	Printed		2093	SLACK CHEMICAL COMPANY INC.	SODIUM BICARB-WWTF	774.60
10047976	10/08/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	267.35
10047977	10/08/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-LH/PLAN/ADM	295.35
10047978	10/08/2013	Printed		2159	SURPASS CHEMICAL CO INC	BLEACH-WWTF	4,202.57
10047979	10/08/2013	Printed		9507	VELLANO BROTHERS, INC	MANHOLE LIFTER TRK#4-STREET	625.00
10047980	10/08/2013	Printed		23415	VERIZON WIRELESS	CELL PHONES-FIRE/PLAN/WW	427.00
10047982	10/08/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	HEAT-VARIOUS	1,550.08
10047983	10/08/2013	Printed		9968	VISION SERVICE	PREMIUM-ALL DEPTS	414.40
10047984	10/08/2013	Printed		10476	PLAN-CONNECTICU VMF FABRICATING AND MACHINING	POLY BLEND SHAFT-WWTF	275.00
10047985	10/08/2013	Printed		10488	VT DEPARTMENT OF LIBRARIES	WORKSHOP-LIB	35.00
10047986	10/08/2013	Printed		2258	VTGFOA	CONF REGISTRATION FOR 3-ADMIN	135.00
10047987	10/08/2013	Printed		0811	F.W. WEBB COMPANY	PVC-WWTF	49.42
10047988	10/08/2013	Printed		10238	DAVID M. WECHSLER	CONCERT REPORTS-CVE	1,140.00
10047989	10/08/2013	Printed		24851	DON WESTON EXCAVATING, INC	LINC SDWK/HYDNT REPLAC-CAP/WTR	48,700.11
10047990	10/08/2013	Printed		2510	FRANK WHITCOMB CONSTRUCTION	CRUSHED STONE-STREET	575.20
10047991	10/08/2013	Printed		25261	MATTHEW WITTEN	PERFORMANCES-LIBR FRIENDS	200.00

Total Checks: 76

Checks Total (excluding void checks): 115,956.98

Total Payments: 76

Bank Total (excluding void checks): 115,956.98

Total Payments: 76

Grand Total (excluding void checks): 115,956.98

Patty Benoit

From: Ed Hockenbury <ehockenbury@ccsuvt.org>
Sent: Friday, September 20, 2013 3:24 PM
To: Patty Benoit
Subject: fireworks permit
Attachments: Essex Jct. HS Permit 10-04-13.pdf

Hello Patty,

This is our annual request for a permit for fireworks at our Homecoming football game. The game this year is on Friday, 10/4. Fireworks will be at 10:00 p.m. Could I please get the required signatures on the attached permit?

Thanks,
Ed

--

Ed Hockenbury
Athletic Director
Essex High School
2 Educational Drive
Essex Jct., VT 05452
802-879-5548 phone
802-872-0900 fax
ehockenbury@ccsuvt.org
<http://www.ccsuvt.org/ehs/athletics/>

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