

**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, AUGUST 13, 2013 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Discussion with Essex Police Chief Brad LaRose
4. **OLD BUSINESS** [7:00 PM]
  - a. Discuss and approve descriptions for Boards, Commissions and Committees
5. **NEW BUSINESS** [7:10 PM]
  - a. Discuss and approve Joint Stormwater Policy Coordination Committee
  - b. Discussion and action on proposals for new website
  - c. Appointments to Capital Program Review Committee
6. **VILLAGE MANAGER'S REPORT** [7:35 PM]
  - Met with Heart & Soul Coordinators and Board
  - Met with NEMRC and Finance Directors about one tax bill
  - Met with Employees Association about past collective bargaining
  - Met with Library Board Chair and Director about Library Board's mission
  - Met with Public Works staff/stormwater
  - Met with Department Heads
  - Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:45 PM]
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Planning Commission 7/18/13
    - Block Party Committee Minutes 7/31/13
  - c. VLCT Memo re: Municipal and Legislative Service Awards
  - d. Memo with FY 14 tax rates
  - e. Letter to residents about flooding mitigation action
  - f. Notice of Hearing from PSB about Whitcomb Farm solar project 8/27/13
  - g. VLCT Vermont Public Records Act Workshop 9/26/13
  - h. Letter from resident on Sugartree Lane about water bill
8. **CONSENT AGENDA** [7:55 PM]
  - a. Approve Minutes of Previous Meeting 7/23/13
  - b. Approve Warrants including check #10047555 through #10047660 totaling \$284,309.69.
9. **ADJOURN** [8:00 PM]

*Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944. Times on the agenda are approximate.*

2 Lincoln Street  
Essex Junction, VT 05452-3154  
www.essexjunction.org



Agenda Addition  
Reading File

P: 802-878-6944  
F: 802-878-6946  
E: admin@essexjunction.org

August 12, 2013

Mr. Ernie Kelley, Manager  
Wastewater Management Program  
Watershed Management Division VT-DEC  
1 National Life Drive - Main Bldg. 2nd Floor  
Montpelier, Vermont 05620-3522

Re: Effluent Chlorine Feed Violation August 2-3

Dear Mr. Kelley:

The Essex Junction wastewater facility experienced a chlorine feed violation for an estimated time beginning late Friday afternoon on August 2<sup>nd</sup> until around 7 AM Saturday, August 3<sup>rd</sup>. We estimate that up to 1,000,000 gallons of treated effluent was inadequately chlorinated during this time. I reported this violation to Dave Di Domenico by e-mail on Monday, August 5<sup>th</sup>.

Our chlorine feed is flow proportioned with a rheostat control (variable control) that allows fine tuning of feed rates. Contractors constructing a wall in the area of the chlorine feed controls bumped the control adjustment knob reducing the proportional feed output.

Since reporting the problem, the wall construction has been completed, staging has been removed and controls have been protected to prevent any further incident. Attached are pictures of the protective measures taken.

Please call me at (802) 878-6943 if you have any questions.

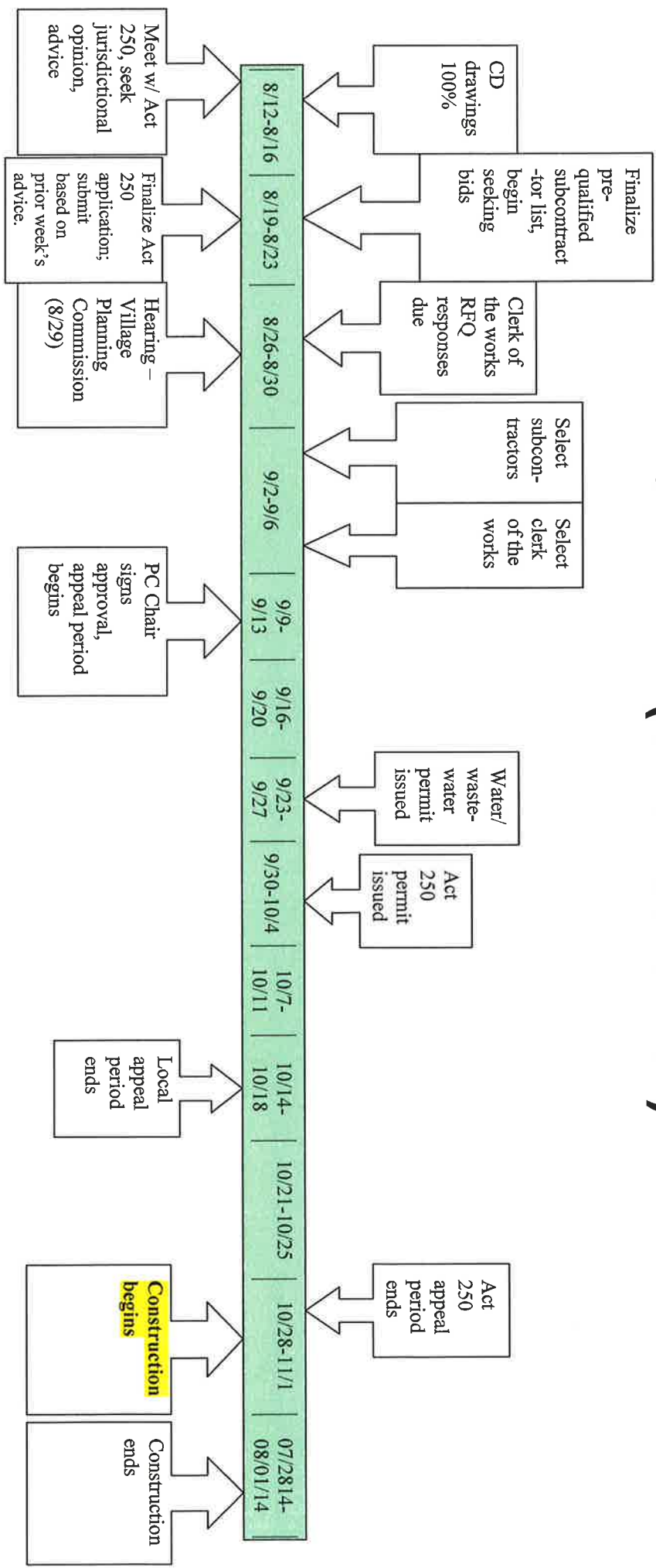
Sincerely

A handwritten signature in black ink, appearing to read "James L. Jutras".

James L. Jutras  
Water Quality Superintendent

cc: Patrick Scheidel, Town/Village Manager  
Lauren Morrisseau and Susan Hill, Assistant Village Managers  
Bruce Hoar, Williston Public Works Director  
Dennis Lutz, Essex Public Works Director  
David DiDomenico  
Monthly Compliance File

# Police Facility project timeline (as of 08/12/13)





Patrick Scheidel  
Village Manager  
[PatS@essexjunction.org](mailto:PatS@essexjunction.org)

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager *PS*  
**DATE:** August 13, 2013  
**SUBJECT:** Adoption of Volunteer Descriptions

### **Issue**

The issue is whether or not the Trustees will approve descriptions of duties for boards, committees and commissions.

### **Discussion**

As a result of Trustee and staff discussion, it was desirous to delineate duties and expectations for Village volunteer staffed boards, committees and commissions. The purpose is to obtain a commonality of mission, purpose and desired traits or skills between the Trustees and volunteers. Annual meetings between parties will serve to reinforce and/or recalibrate the past year's expectations/activities.

### **Cost**

There are no expected costs associated with this issue.

### **Recommendation**

It is recommended that the Trustees adopt the attached descriptions for the following boards:

- Library Trustees
- Planning Commission
- Zoning Board of Adjustment
- Capital Program Review Committee
- Bike/Walk Advisory Committee

**DRAFT**

## **LIBRARY TRUSTEE**

### **Mission/Purpose:**

The individual, as part of the ten-member Library Board of Trustees, would be responsible for establishing policy for the operation of the library, development of long-range plans, evaluating library service, promoting library use throughout the Village, reporting to the Manager and Village Trustees on the status of the library and expenditure monies under the Board's management, and act in conformance with Vermont statutes. The Library is required to follow all financial and personnel policies adopted by the Village Trustees and actively participate in the evaluation, recruitment and selection of its director.

Five of the ten members are elected; five members are part of the permanent self-perpetuating Library Board which functions in accordance with the terms of the Brownell Trust Agreement dated May 25, 1925.

### **Preferred skills:**

A background in or experience with any of the following is helpful but not required: budgeting, information technology, historic/cultural preservation, or library science. Specific skills are less important than general affection for the Brownell Library.

### **Requirements:**

A Library Trustee of the elected board must be a resident of the Village of Essex Junction.

A Library Trustee must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees, and library functions other than required meetings.

### **Length of term:**

Five (5) years for the elected board.

**DRAFT**

## **PLANNING COMMISSIONER**

### **Mission/Purpose:**

The individual, as part of the seven-member Essex Junction Planning Commission, would be responsible for making recommendations to the Village Trustees on all matters affecting the physical development of the Village, review and make decisions on subdivision, site plan and planned development applications, recommend municipal plan amendments to the Trustees, recommend land development code amendments to the Trustees and exercise all other responsibilities as may be provided by Vermont law.

### **Preferred skills:**

A background in or experience with any of the following is helpful but not required: legal, engineering (civil or environmental), contracting/development, land use planning/law, real estate, transportation planning, architecture, or historic preservation.

### **Requirements:**

All members of the Planning Commission must be residents of the Village of Essex Junction.

The member must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees.

### **Length of term:**

Three (3) years.

**DRAFT**

## **ZONING BOARD OF ADJUSTMENT MEMBER**

### **Mission/Purpose:**

The individual, as part of the five-member Zoning Board of Adjustment, would be asked to ensure that development occurs in a manner consistent with the municipal plan, zoning regulations and state law. The individual will make quasi-judicial decisions in accordance with the adopted zoning regulations and state law in a fair and impartial manner. Such decisions include hearing and determining appeals from administrative decisions, petitions for conditional uses and variances as may be required by law.

### **Preferred skills:**

A background in or experience with any of the following is helpful but not required: legal, contracting/development, land use planning, engineering or real estate.

### **Requirements:**

All members of the Zoning Board must be residents of the Village of Essex Junction.

The member must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees.

### **Length of term:**

Three (3) years.

**DRAFT** Approved by committee as written on 8/8/13

## **CAPITAL PROGRAM REVIEW COMMITTEE MEMBER**

### **Mission/Purpose:**

The individual, as part of the six-member Capital Program Review Committee, would be asked to examine all the Village's capital needs to develop a prioritized list of capital improvement projects including, but not limited to, street and sidewalk repairs, bridge repairs, other transportation infrastructure repairs, water and sewer line repairs, and building repairs or replacements. The prioritized list would evolve into a proposed five-year Capital Plan for consideration by the Village Manager and approval by the Board of Trustees. Recommendations on funding the prioritized list may also be assigned by the Board of Trustees.

### **Preferred skills:**

A background in or experience with any of the following is helpful but not required: community development, engineering (civil or environmental), economics (traditional, ecological), transportation or maintenance.

A desire to learn about the Village's infrastructure and the methodology for funding capital improvement projects is required.

All members of the Capital Program Review Committee must be residents of the Village of Essex Junction.

### **Requirements:**

Must be able to attend meetings as scheduled, attending a minimum of 50% of committee meetings, including occasional meetings with the Village Trustees.

### **Length of term:**

Three (3) years.



**DRAFT**

## **BIKE/WALK ADVISORY COMMITTEE MEMBER**

### **Mission/Purpose:**

The individual is expected to attend and participate in committee meetings and activities and as part of the eight-member Bike/Walk Advisory Committee, reach consensus on topics related to non-motorized transportation focusing on the Village of Essex Junction. The committee will, through its Chair, advise the Village Trustees and Village staff on how to advance Essex Junction as a community where bicycling and walking are encouraged, and where sidewalks, bike paths, multi-use paths and other facilities are provided and maintained in order to enhance the safety, accessibility, convenience, enjoyment and health of all citizens.

### **Preferred skills:**

Experience with any of the following is helpful but not required: transportation engineering, transportation planning, pedestrian/bicycle safety, recreation or health education.

### **Requirements:**

All members of the Bike/Walk Advisory Committee must be residents of the Village of Essex Junction.

The member must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees, participate in activities outside of scheduled meetings and work independently on committee tasks.

### **Length of term:**

This committee's term is three (3) years, except for the initial membership terms which will be staggered in three, two, and one year increments.

# Memorandum

TO: Patrick C. Scheidel, Town and Village Manager  
Essex Selectboard  
Essex Junction Trustees

FROM: Dennis E. Lutz, P.E., Essex Public Works Director  
Jim Jutras, Village Water Quality Superintendent/Stormwater Coordinator

DATE: 18 July 2013

SUBJECT: Plan for Stormwater Permit Compliance Coordination between the Town and the Village

ISSUE: The issue is whether or not the Essex Selectboard and the Village Trustees will create a Joint Stormwater Policy Coordination Committee for the primary purpose of providing recommendations and guidance to the Selectboard and Trustees on issues relating to meeting the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Phase 2 General Permits (3-9014) recently issued to the Town and Village. If authorized by the respective Boards, the Committee's role could be expanded to development of other aspects of stormwater policy beyond the minimum permit requirements.

## DISCUSSION:

General Background and Update: Both elected Boards have been briefed by their respective staffs over the past few months on the referenced permit that was issued in December of 2012. It is not the intent of this memo to revisit the entire list of compliance requirements. Both the Village and the Town submitted their Notification of Intent and updated Stormwater Management Plans to the Vermont Agency of Natural Resources (VANR) by the required due date of 3 June 2013. Staff from the VANR is in the process of reviewing the documents and we anticipate being required to make some changes before final approval by VANR. Once the State approves the NOI's and Stormwater Management Plans, they will issue an Authorization to Discharge which sets in motion a number of time sensitive actions that must be taken by the permit holders.

Two important issues will need to be addressed very early in the timetable for compliance. The first is stream flow monitoring (due 3 months after the Authorization to Discharge is issued) and the second is the handling of expired permits in the impaired watersheds (due 6 months after the Authorization to Discharge is issued).

Stream Flow Monitoring: At this time, the two staffs are pursuing options on the stream flow monitoring issue. The Agency of Natural Resources did not follow through on commitments made earlier to the NPDES MS4 Phase 2 permit holders that the Agency would

determine a way to run the program if the permit holders picked up the cost. They took the issue to the Legislature but it never made it out of Committee. The permit holders never learned of this until well into the summer. A small group of permit holders is meeting to determine the feasibility of using a third party contractor to manage the required monitoring program. When the group asked the State to provide the parameters of what is involved (i.e., number of sites, locations, type of monitoring controls, number of tests to be taken), the State has yet to respond. We do not believe they have thought the process through and are only doing it now that the permit has been issued. Because of the costs involved and the need to share costs in the monitoring program, the Coordinating Committee should review and provide input regarding how the program can be developed with one "management system" for the two communities.

Expired Permits: This issue has both short-term and long term implications for both communities. Decisions made early in the process can have major ramifications later when the Stream Flow Restoration Plans are developed and major costs may be incurred by the two communities.

To better understand this issue, it is appropriate to look at the end of the permit process and work backward. Ultimately, the end game is to have the two impaired streams de-listed as impaired waterways with the effort obtained at least cost. The clean-up of both streams involve multiple partners. On Sunderland Brook, it is the Village and the Town and to a lesser degree VTRANS and Colchester that are the affected MS4 permit holders. On Indian Brook, it is the Town and Village and to a lesser degree VTRANS. It is highly likely that facilities to treat or detain stormwater will need to be built in each community. The Flow Restoration Plans developed later in the permit process will look at each of the watersheds and determine where the biggest gains can be made at lowest cost. The final solution may involve building some stormwater systems in one community that eliminate the need for building a similar system in the other community.

The list of currently undetermined projects will likely require long-term financing (bonds), since the improvements will be expensive and there is little likelihood of obtaining grant assistance. The political reality is that if the process is handled independently by each community, stormwater systems may be built that are duplicative. In addition, Village residents would have to pay for their own system upgrades and the Town residents (including the Village) would have to pay for new systems outside the Village. This is not a viable financial or political scenario. A better solution is one where the two elected Boards work together to arrive at some form of joint collaboration on stormwater compliance.

The purpose of this memo is not to determine how this will be accomplished but to set the process in motion for discussion of a future solution.

How does this relate to the expired permits? There are expired permits in both communities as well as discharges to these two streams that have no permits. For example, in the Town outside the Village there are 35 discharges into Sunderland Brook and 20 parcels with

expired permits. In many cases, the expired permits discharge stormwater into the public system catch basins in Town accepted streets. One example is expired permit #1-0896 which covers the commercial properties on David Drive (Pizza Hut, Oil and Go, etc.). There are large impervious areas on these lots that discharge into the Town storm system that starts on Susie Wilson Road and discharges over the bank off the cul-de-sac on David Drive. Another example is the residential development known as Shillingford Crossing off Pinecrest Drive. The residential house footprints and driveways contribute runoff to the Town street system. In both these cases, private stormwater is co-mingled with the public stormwater off the streets. Other discharges in the watershed go directly from private lands to the stream.

The prior paragraph only identifies the numbers from one of the Town watersheds. Indian Brook in the Town adds another 20 outfalls and 24 expired discharge permits. Some of the expired discharge permits comingle and go to a single outfall, which explains why there are more expired discharge permits than outfalls. In the Village, there are similar numbers of expired permits. We have identified at least 11 potential types of system-permit combinations and so there is the potential for many alternative approaches.

The questions are these: If the Town or Village accepts the full responsibility for the expired permits now, do the Town or Village taxpayers or both later pay the entire bill for improvements that are necessary to meet the TMDL stream requirements? Additionally, what are the legal implications if the communities treat property owners differently (commercial or residential)? Should the communities "trade" permit responsibility for land on which to construct systems? What legal mechanisms do the communities have to "force" acceptance of joint permit responsibilities? Should the Boards just accept full responsibility for the stream clean-up and spread the costs for the clean-up over their respective jurisdictions?

These are all tough questions with no easy answers. Early decisions can drive later decisions that may not be palatable for the two communities. Also, if the ultimate solution may involve some form of one-party bonding, should the two Boards develop a consistent joint policy well before that decision has to be made?

Currently, the Town staffs are working with the State to get a better understanding and description of each expired permit. In the Town, the plan is to produce GIS maps that provide the overlays of the storm systems and property lines in each impaired watershed. This will then be overlaid, after meeting with the State, with the limits of the expired permits to give a visual description of what areas and properties are affected. We anticipate that this will be done within the next month. It is recommended that the Village prepare similar GIS maps or coordinate a similar mapping effort with the Town.

#### **BASIS FOR RECOMMENDATION:**

In my opinion, the appropriate way to proceed is for both the Village Trustees and the Town Selectboard to establish a Joint Stormwater Policy Coordination Committee to develop

recommendations for the two Boards to consider relative to meeting the requirements of the NPDES Phase 2 MS4 Permit. Further, the Committee should consist of the following:

- 1) Town/ Village Manager – ex officio member - Patrick C. Scheidel
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee Member appointed by the Trustees
- 4) Village Stormwater Staff- Jim Jutras with staff support (Chelsea Mandigo)
- 5) Town Public Works Staff- Dennis Lutz with staff support (Annie Constandi)
- 6) Town Representative appointed by the Town Selectboard who is a representative from one of the current, expired discharge permit holders
- 7) Village Representative appointed by the Village Trustees who is a representative from one of the current, expired discharge permit holders

From time to time, it may be necessary for the appointed group to informally involve other Town staff such as the respective Planning Department Heads, the Highway Superintendents or others.

As with any appointed committee, it is important to establish tasking, limits, timetables and end products. An attempt has been made to provide a first cut on an attachment to this memorandum. An important element of the Committees' work would be to provide guidance to the elected Boards prior to any decision that must be made on the expired permits. My best estimate of time frame is that the decision on the expired permits must be made probably well before 1 March 2014.

**RECOMMENDATION:**

It is recommended that the Essex Selectboard and the Village Trustees create a Joint Stormwater Policy Coordination Committee for the primary purpose of providing recommendations and guidance to the Selectboard and Trustees on issues relating to meeting the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Phase 2 General Permits (3-9014) recently issued to the Town and Village.

# JOINT STORMWATER POLICY COORDINATION COMMITTEE

## **PURPOSE:**

The purpose of the Committee is to study and make recommendations to the Selectboard and Trustees on policy relating to common interests in complying with the NPDES PHASE 2 MS4 Stormwater Permit (3-9014) requirements. Further, the Committee shall explore and make recommendations relating to joint /cooperative stormwater management, operations and funding of stormwater activity in both jurisdictions.

## **NEED:**

The individual NPDES PHASE 2 MS4 Permit issued to each community requires that a single Flow Restoration Plan be developed in each of the impaired waterways -- Indian and Sunderland Brooks. Both communities are the principle municipalities responsible for clean-up of these watersheds. Eventually, some level of new or upgraded stormwater infrastructure will be required to be financed, built and maintained in both municipalities. With the current political and financial governmental relationship, a joint and coordinated approach to some or all aspects of permit compliance has the potential to reduce costs and improve the efficiency of delivered services in both communities. The complexity of the stormwater issues facing both entities requires significant time and effort that the elected bodies cannot provide in the required compliance time frames without study and input from a program management-oriented Stormwater Policy Coordinating Committee.

## **MEMBERSHIP:**

The Committee shall consist of the following members:

- 1) Town/ Village Manager – ex officio member - Patrick C. Scheidel
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee Member appointed by the Trustees
- 4) Village Stormwater Staff- Jim Jutras with staff support (Chelsea Mandigo)
- 5) Town Public Works Staff- Dennis Lutz with staff support (Annie Constandi)
- 6) Town Representative appointed by the Town Selectboard who is a representative from one of the current, expired discharge permit holders
- 7) Village Representative appointed by the Village Trustees who is a representative from one of the current, expired discharge permit holders

## TASKS:

- 1) Receive input from staff on the required stream flow monitoring program and recommendation(s) on the most appropriate way to proceed.
  - a. Make a recommendation to the Boards on management and funding of the required stream flow monitoring program.
  - b. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 2) Develop recommendations relative to municipal partial/ full /no acceptance of responsibility for expired permits in the impaired waterways.
  - a. Review all existing permits to better understand commonalities/differences
  - b. Review the VANR documentation relative to the implications of accepting partial or full or no expired permit responsibility
  - c. Develop pros/cons on potential recommendations with respect to the three approaches
  - d. Recommend an approach
  - e. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 3) Develop recommendations for joint development of the Flow Restoration Plans for both impaired waterways by spring 2014.
- 4) Review the stormwater budgets, stormwater management structure and stormwater operations in each community and make recommendations where either greater efficiencies or reduced costs or both can be achieved through joint or directed efforts. Perform the same review for stormwater planning and local regulation development as it relates to the appropriate requirements for review of these documents under the NPDES PHASE 2 permit (with no set time frame).
- 5) Participate in the development of the Flow Restoration Plans with recommendations for potential coordinated or joint funding, operation and maintenance of facilities (with no set time frame).
- 6) Other stormwater-related study elements as set forth by the Selectboard and Trustees.



TO: Village Trustees and Pat Scheidel, Village Manager  
 FROM: Darby Brazoski, Community Relations/Economic Development Assistant, Susan McNamara-Hill and Lauren Morrisseau, Co-Village Assistant Managers  
 DATE: August 13, 2013  
 RE: Village Website Re-Design

6m<sup>r</sup>  
 JM  
 DCB

**Issue**

The Village needs to replace the website because the current site is no longer being supported.

**Discussion**

Village Staff have spent the past year looking at various options for the redesign of our website. We have interviewed and received proposals from three companies. We have compiled a list highlighting some important facts about each company on the next two pages. Also attached are the proposals from each company.

After reviewing all of the proposals, Ecopixel was our first choice. The primary reason for this is due to the fact that they are an Essex Junction based company, and have offered to donate six (6) hours of work toward this project. Ecopixel designed and currently maintains the Waterbury website, and municipal staff is extremely happy with the quality of their service.

**Cost**

The prices for each company are:

	Setup Fees	Annual Fees	Total Fees
The Company Doctor	\$8,675	\$100	\$8,775
Ecopixel	\$7,680	\$1,208	\$8,888
Vermont Design Works	\$9,800	\$825	\$10,625

**Reccomendation**

Staff reccomends that the Village hire Ecopixel to redesign and host our website.



## Web Proposal Fact Sheet

### The Company Doctor

- **Facts:**
  - a. Price: \$8,675, plus \$100 a year for hosting.
  - b. Did not state what type of system it uses.
- **Pros:**
  - a. She was willing to come up to Essex Junction and meet with me.
  - b. She clearly did her homework before preparing the proposal-she cited information for the census and has spent a lot of time going through our current website. I was very impressed by her professionalism and the amount of work she did prior to meeting with me.
  - c. She has designed several municipal websites in the past.
  - d. She is the least expensive.
- **Cons:**
  - a. She is a one-person operation.
  - b. This is the company that is physically located the furthest from Essex Junction.
- **References:**
  - a. Lancaster NH (<http://www.lancasternh.org/>)
  - b. Guildhall, VT (<http://www.guildhallvt.org/>)
  - c. Weeks Library (<http://www.weekslib.org/>)

### Vermont Design Works

- **Facts:**
  - a. Price: \$9,800, plus \$825 in yearly fees. The yearly fees include a one-time web hosting set-up charge of \$300, an annual domain name registration fee of \$15, and a \$55 monthly hosting fee.
  - b. Uses CMS system.
- **Pros:**
  - a. This is a fully staffed small business.
  - b. The group of techies that I met with was very friendly-much more personable than most!
  - c. They have also done their homework, and were able to identify broken links and potential security problems with our current website.
- **Cons:**
  - a. They are the most expensive.
  - b. They did have difficulty making the \$10,000 maximum that we set for them, and they did mention the possibility of us hiring an intern or temp to assist with transferring files over to the new server. We would have to go into further detail with them to learn more about how much this quote will cover.
  - c. Does not appear to have any current municipal clients.
- **References**
  - a. Champlain Housing Trust-Get A Home (<http://www.getahome.org/>)
  - b. Flynn Tix (<http://www.flynntix.org/>)
  - c. Boys and Girls Club of Burlington (<http://www.bandgclub.org/>)

## Ecopixel

- **Facts:**
  - a. Price: \$7,680, plus \$1,208 yearly fees. These fees include the “Bloom” Econ-Positive Hosting and Support Service Plan\*\*
  - b. 12 hours of work included with this, half of which will be donated by Ecopixel.
  - c. Uses a Content Management System (CMS)
- **Pros:**
  - a. They are an Essex Junction business.
  - b. They agreed to donate half of their time spent working on this project. They mentioned that they did some volunteer work helping Waterbury get their website updated after Irene hit.
- **Cons:**
  - a. They have only designed one municipal website so far.
  - b. It is run by a couple without any other staff.
- **References**
  - a. Waterbury, VT (<http://www.waterburyvt.com/>)
  - b. Stowe Land Trust (<http://www.stowelandtrust.org/>)
  - c. Petra Cliffs (<http://www.petracliffs.com/>)

**\*\*Bloom” Eco-Positive Hosting and Support Service Plan** \$99 monthly \$1,188 yearly

Content Management System (CMS) Platform, including:

Calendar system, News system, Slideshow, Forms, File library, Search

Ongoing technical support & training for 3 content editors

E-newsletter/email marketing service for up to 5,000 unique recipients per mo.

Resources included: 3Gb of disk+database space, 15Gb/mo. of data transfer

Nightly backups to secure backup server

*Additional services if needed:*

*Additional content editor - includes technical support and ongoing training \$10*

*Additional 1 Gb backup-protected database+disk space \$10 -*

*Additional 5 Gb/month rapid data transfer (bandwidth) \$10 -*

Managed domain name service (per domain; includes DNS and registration) \$19.95

Self-serve Web traffic reports with Google Analytics *Free*

- **TOTAL \$1,208**

October 30, 2012

Darby Brazoski  
Village of Essex Junction  
Essex Junction, Vermont

Dear Darby:

Kris and I are excited by the opportunity to partner with you on a new Village of Essex Junction municipal website. We know a professional, locally supported and sustainable Web presence will serve the municipal staff and trustees very well as you go about doing business on behalf of the Village and its residents. When your website is kept up to date, fewer residents will need to call to get an answer to a question; they'll have essential information at their fingertips! An attractive and easy-to-navigate website will provide a important hub for our community.

We've had great success creating and maintaining the Waterbury municipal website and the municipal staff have told us they value our ongoing, local support. They were especially grateful for our extra assistance after Tropical Storm Irene hit town and drove them out of their municipal offices. We also serve statewide clients and those with national and international scope who are based in Vermont.

We would love to work with you to create a website on an open-source content management system (CMS) platform that we've specialized in for eight years, which will be cost-effective and easy for staff members to edit. This CMS allows your site to easily grow—whether adding pages or new functionality—over time. The CMS saves staff time by providing a easy and complete editing system. And we're here to help the staff make the most of the CMS as a long-term, local partner.

Our clients appreciate the fact that Ecopixel can handle the many facets of Web and communications services under one umbrella: design and development, ongoing tech support and training, Eco-Positive Hosting™ for websites, professional website and domain name management, integrated e-newsletters and blogs, writing and search engine optimization. Our clients have a single source for Web support.

Ecopixel's CMS sites offer a variety of tools that are directly integrated into the website. An integrated E-newsletter/Email Marketing tool and a News/Blog tool help you communicate timely information to the public and they run from the very same system. Our system also allows for these optional features: a private employee-only area of the website; accepting online credit card payments; and the option of putting the Town of Essex site on the same CMS platform, with its own editors and own URL.

Please keep in mind that this is not an “all-or-nothing” proposal. We welcome the opportunity to talk about the components of the project and your priorities. Ecopixel enjoys supporting local Vermont websites and we hope to work with you as well! As we are Village residents, this would be VERY local!

Best regards,



Paul Hansen & Kris Surette

# Introduction

Ecopixel is a small firm with deep experience that allows it to handle a wide variety of Web and communication services, described below. Ecopixel clients appreciate the fact that they can turn to one local technical contact for virtually all of their website needs and questions. They don't have to juggle multiple invoices and vendors who may be scattered across the country.

## SCOPE OF WORK OVERVIEW

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Ecopixel will:

- Design and implement an easy-to-navigate website layout for the municipal site.
- Create a custom design with a local “sense of place.”
- Help Village staff organize their outline for the site and the navigational structure, with the understanding that moving pages around later is easy, and the navigation is updated automatically.
- Focus on a structure that allows visitors to use fewer clicks to get to the information they want.
- Provide a complete, sustainable Web solution and ongoing local support and training that enables Village staff to efficiently manage the website's content and data.
- Deploy the site with an advanced content management system (CMS). The CMS is an open-source (non-proprietary) platform that Ecopixel has specialized in for eight years.
- Integrate highly usable tools including:
  - a. Calendar system: Implement up to two update-able calendars for view by the public: upcoming municipal meetings and events; recreational activities. (Could make just one calendar, or budget for more than two calendars if needed.)
  - b. News system: Display news items, organized by date and by subject, if desired.
  - c. Slideshows: These can be easily created and placed anywhere on the site; great for event photos and public works project images.
  - d. Forms: A contact form tool that allows the public to send community photos, questions, basic survey responses, or information to one or more employees.
  - e. E-newsletter system: Create attractive HTML emails in the CMS and send to email lists that you keep in the CMS. Allow the public to subscribe and unsubscribe automatically from a list.
  - f. Site search powered by Google Custom Search Engine.
  - g. Display a randomly selected photo from the community on each page of the site.
- Provide substantial initial site content input work to lessen the workload of Village staff.
- Set up Google Analytics for the site so staff can look at Web traffic trends.
- Provide ongoing carbon-offset hosting, security updates, backups, domain name management and personal technical support throughout the life of the CMS site.

## Custom website design

Ecopixel will work to complement any existing branding materials (logos, colors, etc.) to create an easy-to-navigate Web design. Ecopixel always strives for a professional, fast, direct and clean design with excellent navigation. We also create sites that support Web standards and all common browsers and screen sizes.

### Design Process

*Identify Design Goals:* During preliminary meetings we will identify site user/visitor groups, review any branding that already exists, and discuss overall design preferences.

*Initial Design Concept:* Ecopixel will then develop a draft layout, which will help visualize the needs of important sections of the site.

*Design Revision:* Ecopixel will proceed with one (1) additional review/revision cycle based on the initial design concept feedback. The polished look-and-feel of the site will be developed at this time.

*Final Design:* The final design with mockups will be submitted for approval prior to production work on the CMS templates.

### Accessibility & Web Standards

Ecopixel deploys sites that are accessible to those with impaired vision or other factors that make some websites difficult to use. Such “Section 508” compliance is vital online, just as it is for public spaces, and Ecopixel will build the site to comply with Web Content Accessibility Guidelines (WCAG) 2.0 standards. Careful use of Web Standards such as CSS and XHTML in the construction process helps to ensure that screen reading software and specialized Web browsing software can actually read and process the content structure of the page. Use of these standards also ensures compatibility with current and future web browsing software. Plus, it helps your site load faster for those with slow Internet connections.

Standards compliance is a content management task as well; we’ll provide training to be sure the site’s content is entered in a way that maintains accessibility.

## Features

### CONTENT MANAGEMENT SYSTEM

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#### It's your site—why shouldn't you be able to update it yourself?

The content management system (CMS) is the foundation of Ecopixel’s system. Ecopixel uses the CMS as a platform on which to design and program dynamic websites that are very easy to edit and manage.

The CMS software is licensed as **open source**—it's not proprietary to Ecopixel. This protects your long-term use of the platform because there's no licensing fee, the CMS source code is freely available, and it's backed by a nonprofit organization that stewards its ongoing development. Compared to proprietary software that locks you into a particular vendor and expensive multi-year contracts, it's easy to understand why Ecopixel chose open source and why web developers around the globe work with this CMS and continue to improve it each year.

This CMS is modular, so it's easy to build on to an existing site with new tools and features.

### Content Management Highlights

- **Text editing is a snap**—similar to using Microsoft Word. The CMS will automatically style text elements so that everything is consistent with your site's design.
- **Multiple editors** can make changes at the same time.
- The system **keeps track of all edits** so they can be reviewed or even undone.
- Pages are always online and available to visitors, even during edits.
- Inserted graphics and **photographs are automatically resized** and optimized for fast and beautiful Web viewing. The original file you've uploaded remains intact, so you can reuse it at any time elsewhere on the site.
- Create, move and rename pages anytime—and the **navigation will update automatically**.
- Organize and link to documents, maps and images using the **file library (digital asset management system)**. When you offer PDFs for downloading, you can add short summaries and thumbnail images of the first page of the PDF. You can display tidy lists of meeting minutes and other resources.
- Most pages have **clean, simple addresses ("URLs")** that are easy to share.
- Using standard text and image editing, you can create pages for **RFP listings, volunteer opportunities** or **job listings**, or whatever your heart desires. One feature that is helpful in this case is to insert an expiration date for a listing so it disappears on a certain date.
- An email form builder makes it easy to create simple **online registration forms** and **contact forms**. These forms can be emailed to one or multiple staff members.
- **Protected email links**—spammer "harvesting" of email addresses from websites is a huge problem. The CMS encrypts every email address link so it's unreadable by automated harvesters, but can still be easily accessed by human visitors to your site.

Some comments from an office manager at a regional nonprofit:

"It's easy. Paul gave us a lesson and we were all using it later that day."

"We can do it ourselves, and we can call you guys and you're there."

## CALENDAR

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Within the CMS, Ecopixel will implement a calendar tool that allows Village staff to add or update calendar items, and the public can view the calendars online. The calendar items can include an event description, images, links to pertinent content on the website or elsewhere, or related documents. In cases where the public can submit calendar items, they would do so through an online form that is emailed to staff members, who can then vet the information and post it.

This proposal includes a budget for the configuration of one online calendar for the site's launch. The Ecopixel calendar will be displayed wider than the one the Village currently has, for easier reading. Also, the calendar system has several options for setting up recurring meetings, as well as creating exceptions to those recurrences, such as when a weekly meeting is rescheduled.

Examples of the integrated calendar tool:

[www.catamounttrail.org/calendar/](http://www.catamounttrail.org/calendar/)

[www.waterburyvt.com/calendars/municipal/](http://www.waterburyvt.com/calendars/municipal/)

## NEWS/BLOG SYSTEM

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The CMS has an integrated news and blogging extension that lets you flexibly display news items or blog posts by their date and also by topic, if desired. Our system has the option of allowing the public to comment on the posts (comments are automatically filtered to block typical spam and you can set it so that you can approve each comment before it's posted, if desired).

You create and edit news items in the CMS, much like other content. They can include images and links for related documents and Web pages. We can place a list of the news items in reverse chronological order almost anywhere in the website, including the homepage. Typically we show a headline, or a headline with a short synopsis and thumbnail image, and the Web visitor clicks on the news item that interests them to read the full story. We provide links to older (archived) news articles, as well.

These are examples of our news system in action:

[www.stowelandtrust.org/](http://www.stowelandtrust.org/) (see events and news items in right column)

[www.lakechamplaincommittee.org/learn/news/](http://www.lakechamplaincommittee.org/learn/news/)

[www.cureblindness.org/news/hcp-news/](http://www.cureblindness.org/news/hcp-news/)

Sample blogs:

[www.dolmafairtrade.com/blog/](http://www.dolmafairtrade.com/blog/)

[www.aboveclouds.com/blog/](http://www.aboveclouds.com/blog/)

[www.aiavt.org/blog/](http://www.aiavt.org/blog/)

## **SLIDESHOWS**

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Ecopixel will include a slideshow tool in the CMS that allows viewers to cycle through about 10 images each. Village staff will be able to set up slideshows nearly anywhere on the site. This makes for a great addition to pages about recreational facilities, special events or municipal projects.

Examples of our slideshow tool in action include:

[www.aiavt.org](http://www.aiavt.org)

[www.aboveclouds.com/trekking/bhutan/laya-lunana/](http://www.aboveclouds.com/trekking/bhutan/laya-lunana/)

## **E-NEWSLETTER / EMAIL MARKETING SYSTEM**

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Ecopixel recommends deploying an integrated e-newsletter/email marketing system. This system would be perfect for Darby's "Weekly Village News."

This system will allow you to create and send attractive HTML emails to email lists. HTML emails can include images and links. The emails would be branded to complement the look of the Village municipal site.

The email lists would be maintained in the very same CMS used to update the site. Basically, when you learn how to edit in the CMS, you will also be able to create e-newsletters and email campaigns as well. Many Ecopixel clients, including the Town of Waterbury, use this system to maximize their outreach efforts.

These are examples of Ecopixel e-newsletters (which have been archived on the Web):

[www.cureblindness.org/news/newsletters/archive/hcp-e-news-december-2011/](http://www.cureblindness.org/news/newsletters/archive/hcp-e-news-december-2011/)

[www.catamounttrail.org/index.php?id=520](http://www.catamounttrail.org/index.php?id=520)

[www.petracliffs.com/index.php?id=77](http://www.petracliffs.com/index.php?id=77)

[www.catamounttrail.org/index.php?id=612](http://www.catamounttrail.org/index.php?id=612)

## **FORMS**

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Within the CMS, Ecopixel will implement an integrated form tool that allows Village staff to add or update forms on the website. These include contact forms or registration forms which are filled out by the public online and then the form information is emailed to one or more staff members. The recipients of the form information can be changed easily and nearly instantly.

Here's an example of a detailed form created by LCC's office manager:

[www.lakechamplaincommittee.org/get-involved/volunteers/bga-monitors/bga-report/](http://www.lakechamplaincommittee.org/get-involved/volunteers/bga-monitors/bga-report/)

More form examples:

<http://www.aboveclouds.com/trekking/itinerary/>

<http://www.jult.org/contact/>



## SITE SEARCH

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Ecopixel will deploy a sitewide search box that is powered by Google Custom Search Engine.

## WEBSITE STATISTICS REPORTS

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Website statistics reports (a.k.a. “Web analytics”) will help you learn more about your site’s visitors. You can find out what search engine keywords they’re searching for, see which Web pages are popular and discover how visitors navigate your site.

Ecopixel will set up Google Analytics, a *free* service from Google, to track your site. You’ll be able to log in to this Web-based system to browse these reports. Down the road if you want an analysis of the statistics, further training on how to interpret the statistics, or suggestions for improving your site’s effectiveness, Ecopixel can budget some time to do so.

# Training & Initial Content Entry

Ecopixel will provide on-site initial training for up to three (3) staff members to learn how edit the website using the CMS. (We can budget for more editors, if needed.) The staff members will each receive up to two hours of initial training — at first in a small group setting and then with individual follow-ups. This is usually enough for most people to begin adding and editing content, documents, images and pages right away! From there, we provide complete technical support and ongoing training as part of our monthly service.

Editors can have complete control to add, move and remove pages, text, documents and images, and reorder the navigation. Ecopixel can also arrange for the different editors to have access to different parts of the website.

Our service includes ongoing support to each person with editing access to the site so they can get help when they need it without going through a central contact person at their organization; and so they can make the fullest use of our platform. We're just a local phone call (or short walk!) away.

### Initial Content Entry

In this proposal, we have budgeted for Ecopixel to do 12 hours of initial content input into the new site. We will only bill for half of that time; the other half is a **donation** we'd like to make to our Village. We find that our initial content entry is really useful to jump-start the new site and minimize any burden on busy staff members.

With work schedules that are already stretched, our clients have appreciated this help in the past. After the initial training, the Village staff can dive right into edit content or add new text, images and documents themselves.

The Village staff would create a list of the content from the existing site that should be used in the new website. Any new text, images, and any files would be delivered to Ecopixel in final form, ready for the Web.

## Technical Support

This one is simple: We provide complete technical support for any problems with access to, or function of your website. We also proactively monitor, maintain and improve our platform to make sure your site is secure, available and effective. We're always here to help you make the most of your website.

## Eco-Positive Hosting™

Ecopixel websites are hosted on servers that are energy efficient and 110 percent carbon-offset. Ecopixel achieves its carbon-offsetting goals through large-scale reforestation campaigns operated by American Forests, a nonprofit organization that is a world leader in planting trees for environmental restoration, as well as through support of Native Energy projects. Not satisfied with being carbon neutral, at 110 percent these Web servers are "climate positive." Ecopixel is pleased to provide this eco-friendly technology choice to its customers. Some clients are adding an Eco-Positive Hosting tag to the bottom of their Web pages to demonstrate that they are eco-conscious.

### **Nightly Backups**

Your website is backed up every night to secure backup servers.

### **Quality Servers & Highly Reliable Network**

Ecopixel coordinates world-class data center and server vendors to deliver a reliable and cost-effective hosting platform for its customers. With more than 10 years of commercial hosting experience, including custom multi-server deployments and ISP-level Web hosting, Ecopixel has confidence in its ability to deliver a highly reliable, integrated infrastructure. Ecopixel hosts its services on high-performance servers. Redundant hard drives mean your site stays up even in the rare event of a failure. System administrators are always on site respond to server issues. And a fast and redundant connection keeps your site online 24x7.

### **Monitoring & Security**

We proactively manage the system to keep everything secure, upgraded and running smoothly. And we automatically monitor and test your site so we're immediately notified in the event of any issue. Multiple security layers including firewall, intrusion detection and intrusion protection at the perimeter and application level keep your site—and your data—safe.

## To Consider in the Future

Please contact Ecopixel for more details on these components. They are not included in the scope of this proposal.

### **TOWN+VILLAGE WEBSITE**

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Ecopixel can host additional Village-related websites within the same CMS that hosts the main Village site. For example, we can implement the Town website in the same platform to share overhead expenses. Town and Village content editors could have access to only their own website, or to both websites, by logging into the CMS. Visitors would see distinct websites. Important documents and images could be shared across both websites. There are potential staff-time efficiencies and cost-savings if the Town and Village were on the same CMS platform.

### **ONLINE CREDIT CARD PAYMENTS**

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Ecopixel's CMS platform can be extended to collect credit card payments through a third-party payment gateway. This avoids having to handle credit card numbers in house—which is a costly security burden for smaller organizations. The payment gateways do keep a cut of the online transaction, generally around 3%, making these payments best for smaller fees.

### **INTRANET PORTAL**

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With an additional budget, Ecopixel can protect a portion of the website so that employees can log in and be the only ones to access the special content there (an “intranet”). An employee calendar and employee-specific content, calendar or documents could be part of this employee-only area. Another popular feature of an intranet is a discussion forum where topics can be discussed and organized, without cluttering up your email inbox.

### **MOBILE VERSION OF WEBSITE**

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The website design that Ecopixel develops for the Village will display neatly on smart phones and tablets. With an additional budget, Ecopixel can implement a secondary version of the website design that displays the content in a format specifically designed for small screens and mobile visitors.

### **FORUMS**

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Ecopixel can also deploy a Forum system to allow for online discussions. One or more of the Village's website editors would be set as moderators of the forum. They'd have permissions to edit or delete inappropriate postings.

# Development Schedule

Work can commence after contract approval and receipt of project pre-payment (50% of expected development costs.) Here is a preliminary schedule based on projects that are similar in scope:

## *Weeks 1-2*

- Ecopixel works with Village team to discuss design preferences/goals, create an outline and navigational structure.
- Village staff gathers content pieces (logos, text, images, documents) for the site and informs Ecopixel as to what current pages of content will be used in the new site.

## *Week 3*

- Ecopixel presents the initial design concept for review.
- Village staff provide feedback on the design.
- Ecopixel provisions and configures CMS for site hosting at a development URL (the existing site remains live until the new site is ready).

## *Week 4*

- Ecopixel revises and presents final design for approval.
- Ecopixel implements CMS features.
- Ecopixel starts initial content entry.

## *Week 5*

- Ecopixel implements CMS template based on approved design.
- Ecopixel provides training to Village website editors.
- Village staff add and edit content.

## *Week 6*

- Village staff and Ecopixel test site features.
- Content entry and content editing is finalized.
- Site goes live!

# Proposed Budget

This **estimate** is based on our current understanding of the scope of work as outlined above. See the Terms of Service section for contract terms. These are estimated costs based on what we know as of October 30, 2012.

<b>Primary Web Development and Services</b>	
Meetings, project management and related communications	
Help with website content outline	
CMS content editor setup and training (up to 3 editors)	
Custom Web site design	
CMS templates & implementation of features, including these tools:	
Calendar system	
News system	
Slideshow component for use throughout site	
Forms that are emailed to one or multiple staff	
E-newsletter system	
File library (digital asset management)	
Sitewide search	
Ecopixel provides 12 hours of initial content entry assistance (6 of them are donated – a donation from the Village residents at Ecopixel!)	
<b>TOTAL</b>	<b>\$7,680</b>

<b>Ongoing Service &amp; Support, Billed Monthly</b>	<i>Monthly</i>	<i>Annual</i>
<b>"Bloom" Eco-Positive Hosting and Support Service Plan</b>	\$99	\$1,188
Content Management System (CMS) Platform, including:		
Calendar system, News system, Slideshow, Forms, File library, Search		
Ongoing technical support & training for 3 content editors		
E-newsletter/email marketing service for up to 5,000 unique recipients per mo.		
Resources included: 3Gb of disk+database space, 15Gb/mo. of data transfer		
Nightly backups to secure backup server		
<i>Additional services if needed:</i>		
Additional content editor - includes technical support and ongoing training	\$10	
Additional 1 Gb backup-protected database+disk space	\$10	-
Additional 5 Gb/month rapid data transfer (bandwidth)	\$10	-
Managed domain name service (per domain; includes DNS and registration)		\$19.95
Self-serve Web traffic reports with Google Analytics		<i>Free</i>
<b>TOTAL</b>		<b>\$1,208</b>

<b>FOR FOLLOWING YEARS' BUDGETS</b>	
Budget for an annual review of website browser compatibility (new browsers and versions come out each year) and any resulting design tweaks.	\$300

# Bios, Representative Work & References

## **ECOPIXEL STAFF BIOS**

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Please visit our website for background information on Paul Hansen and Kris Surette.

→ <http://www.ecopixel.com/about/>

## **REPRESENTATIVE WORK**

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### **Town and Village of Waterbury**

→ <http://www.waterburyvt.com/>

Ecopixel was selected in 2010 to create a website for the Town and Village of Waterbury – a site that the staff could edit on their own with easy access to tech support. After launching the new website, the town later budgeted for two additional tools: an e-newsletter/email marketing tool and a staff-only area of the website. The staff have commented at how pleased they have been with the ongoing support that Ecopixel provides—helping the staff make the most of their new content management system (CMS) website. Ecopixel also reached out to the town the day after Irene hit and provided extra assistance in online communications during an extremely difficult time. Ecopixel quickly implemented a community bulletin board for donations. It handled hundreds of postings.

### **Stowe Land Trust**

→ <http://www.stowelandtrust.org/>

In October 2004, Ecopixel was pleased to launch an economical website powered by the content management system. With only a few hours of training, Stowe Land Trust staff began adding content, including navigation, links and photographs. In 2012, Ecopixel worked with the land trust to apply a new design to the existing website, while maintaining the valuable content they had worked to create over the years. The new design was rolled out in August 2012 and it included a new events and news display system.

### **Himalayan Cataract Project**

→ <http://www.cureblindness.org/>

Dr. Geoff Tabin, co-director of the Himalayan Cataract Project, came to Ecopixel seeking updates to the project's existing site in 2002. Ecopixel soon designed the project's logo and Web presence, and updated the logo and site again in late 2008 to better reflect HCP's current work in eye care in both the Himalaya and Africa. The website makes use of a news system that is divided by categories (HCP News, HCP in the Media, Academic Publications, etc.). HCP also sends a comprehensive e-newsletter each month. Ecopixel has helped HCP significantly boost online donations over the years. To augment the work of HCP's small staff, Ecopixel continues to assist HCP each month with Web writing, content updates, e-newsletter writing and deployment.

## REFERENCES

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### **Town and Village of Waterbury**

→ <http://www.waterburyvt.com/>

Client since: 2010

Contact: Carla Lawrence, Town/Village Clerk, 802-244-8447

### **Himalayan Cataract Project**

→ <http://www.cureblindness.org/>

Client since: 2002

Contact: Emily Newick, Chief Operating Officer, 802-522-7630

### **Stowe Land Trust**

→ <http://www.stowelandtrust.org/>

Client since: 2004

Contact: Becca Washburn, Assistant Director, 802-253-7221

## Terms of Service

**Proprietary and confidential:** The contents of this document are proprietary to Ecopixel, LLC and may not be disclosed to a third party without Ecopixel's written permission. This information is being provided to the Client for their internal review only.

**Payment:** Invoices are payable Net 30. For invoices that are 30 days or more past due, interest will be charged at 3% per month. Service may be suspended due to nonpayment, at Ecopixel's discretion. For project work, 50% of project costs are due prior to commencement of the project.

**Pricing Modifications and Term:** Ecopixel reserves the right to make changes to any proposal prior to its use in an agreement. Project quotes are valid for 60 days from receipt by the Client. Ecopixel reserves the right to change service fees and hourly rates, with at least 30 days notice provided to the Client.

**Copyright:** Ecopixel, LLC shall retain the copyright to all programming code, visual designs and any other copyrightable works ("Works") that it creates. Upon payment in full, Ecopixel shall grant Client a nonexclusive, worldwide, nontransferable, irrevocable, perpetual, royalty-free license to install, create backup copies of, and use these Works. Programming code written for systems covered by an open source license ("OSL") shall be subject to the terms of that OSL software. However, programming code written for non-OSL systems may not be incorporated into an OSL system without Ecopixel's express written consent. This agreement shall not infringe upon or alter the rights of any Client-held trademarks or copyrighted material, including Client content.

**Warranty:** Ecopixel provides free technical support and bug fixes for all custom software and user interfaces ("Code") it develops for a period of one year from the date it goes live. Any modification of the Code by anyone other than Ecopixel voids this warranty. Ecopixel does not provide any warranty for OSL software.

**Service Changes:** Ecopixel reserves the right to change its vendors while sustaining similar or equivalent services, without notice.

**Third Party Services:** By using Ecopixel services, you agree to the Terms of Service and other applicable licensing agreements for third-party services used for Client services, including Google, Ecopixel's hosting providers and email services.

**Not to Exceed:** Ecopixel will not work beyond the maximum budget identified in any project document without prior written approval of the Client. Ecopixel does not guarantee that the tasks outlined herein can be completed within the costs specified if the project deviates from the specification or if events beyond Ecopixel's control occur. However, Ecopixel will make every effort to maintain project deadlines and control expenses. Ecopixel will immediately inform the Client if the budget is likely to be exceeded, or if a delay will be caused in any deliverable, for any reason.

**Author's Alterations:** Client changes to project specification will result in additional charges. Any additions or changes will be proposed to Client & approved by the Client before additional time is spent.

**Not Work for Hire:** Ecopixel, LLC, Paul Hansen and Kris Surette are not employees of the Client.





*Taking the stress out of marketing*

June 25, 2013

Village Trustees  
Lauren Morriseau, Finance & MIS Director  
Susan McNamara-Hill, Clerk / Treasurer  
Darby Brazoski, Community Relations

Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

Re: Website Redesign and Development Proposal

Thank you for the opportunity to propose a new website for the Village and its residents.

Having met with Village Government personnel and made a thorough assessment of your current site, this proposal offers suggestions for enhancing the content and design of your site in order to meet certain goals. Because I've been over your site many times, I'm confident I understand the complete scope of work and my proposal reflects my understanding of that scope.

Please let me know if I need to augment or clarify any information you need in order to make the most informed decision. Please feel free to call me at 603-788-4296 or toll free at 888-408-2288 or email me at [annie.bartlett@co-dr.com](mailto:annie.bartlett@co-dr.com).

I welcome the opportunity to serve you and those whom you serve.

Regards,

Annie Bartlett

## Proposal / Letter of Agreement

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### Introduction

The Company Doctor appreciates the opportunity to propose a website redesign for the Village of Essex Junction. Believing that ‘people do business with people’ this proposal begins with an introduction of The Company Doctor’s owner, Annie Bartlett. We believe it makes sense to ensure the person making the proposal and doing the work is not only qualified but someone you would like to do business with.

**About Annie Bartlett and The Company Doctor:** Annie brings over thirteen years of designing and developing websites as well as other marketing and management expertise to your project. Formerly from the computer software and technology sector, she’s been responsible for implementing large contracts (ranging from \$1M to \$602.9M), always coming in on time and on budget. Your deadlines and budget are just as important to her. She’s no stranger to government entities either, having worked in and with many such entities prior to relocating and opening her own business and having worked with municipal entities as The Company Doctor.

Since opening her business in 2000, Annie has focused on working with local businesses and organizations (or their local representatives), believing strongly in the value of face-to-face conversations and the value of strengthening and supporting those around her. Annie has developed websites for towns as well as non-profits and professional service providers.

Not your usual website designer, Annie is familiar with and reads about studies on such topics as eyeball tracking and brain function as these prove very useful when designing a site. For example, she knows the most readable fonts – online and offline. She knows how to get and keep the interest of website visitors who process information more visually and how to break up content so it’s easier to digest when reading online. She understands what distracts the online reader and what keeps him reading. She brings this knowledge to benefit your project. Annie also emphasizes SEO (search engine optimization) and is proud to say her clients rank highly for their keywords. None of the sites she has developed have been demoted by the search engines for using questionable SEO techniques you often hear about.

Annie’s professionalism, integrity, knowledge, and sense of humor have earned her the respect of her clients (who affectionately and respectfully refer to her as “Annie B.”) You’re invited to contact the references at the end of this proposal. Annie believes referrals are the highest form of praise from a client; consequently she has never had to advertise.

Okay, enough about Annie. Let’s talk about you!

## Website Design & Development

**Marketing Objectives:** To update the current Essex Junction VT website at <http://essexjunction.org> to:

1. enhance its appeal to and usability by your target audience
2. provide the desired level of government transparency to residents
3. support the town's mission of supporting and enriching the lives and community spirit of her citizens

**Technical Objectives:** To create a website which

1. loads quickly and is easy to navigate
2. is easy to maintain by village government personnel
3. is search engine friendly

**Suggestions for Content and Design:** In order to accomplish these objectives, The Company Doctor recommends:

### 1. Enhance your website's appeal to and usability by your target audience

The current website contains a lot of information residents appreciate. As a text heavy site, however, the website visitor can become tired quickly simply reading and navigating through the site. And with over 70 pages and links in the navigation structure alone, your website visitor can become quickly overwhelmed just looking for information.

The Company Doctor will propose design options which will allow your website visitor to easily and quickly find the information they're looking for. Furthermore, these design options will be based on knowledge of what website visitors find most readable, clickable and usable.

### 2. Provide the desired level of government transparency to residents

We applaud the level of information and transparency on your current site and our design options will only enhance this key feature.

### 3. Support the town's mission of supporting and enriching the lives and community spirit of her citizens

When residents can see what their government is doing and even how they are doing it, they feel more connected to their locale. When they can't find what they're looking for, they're left with a negative impression. When the website is easy to navigate and they find what they're looking for quickly, they feel good about you and believe in your promise of transparency.

In addition, a resident-centric website design should take into consideration the average age of the Village's residents. With a median age of 38.9 years and with 93.7% of residents attaining a high school degree or higher (and with 42.9% attaining a Bachelor's degree or higher), the Village of Essex Junction consists of a younger and more educated population than either the state or the country as a whole. (Source: *census.gov*.) These factors have a bearing on website

design and usability as younger and more educated residents have different expectations of your website. For example, this demographic expects a mobile version of your website, which The Company Doctor offers. And speaking of a mobile site, with the explosion of portable devices (phones, tablets, iPods, and now phablets) which can access the internet, and in keeping with the community benefits findings of the Essex Junction WiFi Study, The Company Doctor believes a mobile version of your website is mandatory and is thus included in this proposal.

#### **4. Loads quickly and is easy to navigate**

Both traditional and mobile versions of your website must load quickly. There seems to be a correlation between the time spent with technology and our patience and tolerance levels for it – the more time we spend, the less patient we are! The Company Doctor will offer design options which will load quickly in the browser, be it the more traditional computer or laptop browser or a mobile browser.

And, as mentioned earlier, the site will be easy for its users to navigate. This is important to Village personnel as well for several reasons: (1) they use the site, (2) they maintain the site, (3) they get calls from people looking for something on the site, (4) your site is a source of pride and (5) they're residents!

#### **5. Be easy to maintain by Village personnel**

The Company Doctor proposes a site which is easy to maintain:

- There is no special software to purchase or learn
- Ease of maintenance will be treated as a design consideration, therefore there will be discussions at the beginning of the project with those tasked with maintaining the site
- The mobile site will be easy to update

#### **6. Maintain the existing email system**

Village of Essex Junction personnel have expressed a desire to continue with their current email system; therefore this proposal does not include migrating email.

#### **7. Create a search-engine friendly site**

While 'Essex Junction' is a unique name and therefore not a term you have to worry about competing for online, there are other keywords you may wish to be found with. Search engine optimization is an instilled discipline and something we do automatically during the design stage of creating your site.

## Tasks & Responsibilities

**The Company Doctor's Responsibilities** include:

### Account Management

- Domain Account - The Village currently has their domain registered with Network Solutions and is listed as both the administrative and technical contact. If this is correct you may already be paying domain registration fees. If so, we recommend you continue this. However, if you like, The Company Doctor can become your contact and bill you as needed for the domain name registration.
- Hosting Account – I will create a new hosting account for you and turn it over to you upon completion of the site. You will be able to access this account any time to update your site.
- Email Account – The Village is happy with their email system, so The Company Doctor will not touch this
- 3<sup>rd</sup> Party Accounts – The existing site uses third party tools and therefore you have other accounts we need to integrate or replace. For example, you currently use Feedburner to capture your newsletter sign-ups. Google officially stopped support for Feedburner last year so you may be experiencing either erratic behavior or it may simply stop working. We will need to migrate your subscription list to my recommended replacement, MailChimp, which I understand town personnel already know how to use
- Document information as necessary regarding accounts

### Design

- Work with organization appointed representative(s) to design the layout, style, and navigation of the new site
- Provide the team with 2-4 design options
- Create a final design based on the review of these options
- Conform to current industry design standards and best practices
- Display properly in the top 3 browsers: Internet Explorer, Firefox, and Chrome and in mobile device browsers
- Design a site which is easy to maintain
- Optimize site content and design for keywords
- Incorporate suggestions outlined in the “Suggestions for Content and Design” portion of this proposal

### Development

- Preserve current content as requested, and change other content as requested
- Work with Village personnel to consolidate redundancies, eliminate empty pages, and restore broken links if desired
- Develop content which is search engine friendly for the requested search terms
- Create, proof and test all pages (while the Company Doctor does this, typos are ultimately the responsibility of the client)

## Implementation

- Set up website visitor tracking statistics
- Train Village personnel on maintaining the site
- Change domain pointers to point to new site hosting location and you're live!

## Village of Essex Junction Responsibilities include:

- Identifying one or more points of contact for design discussions as well as those responsible for maintaining the site
- Selecting and agreeing upon a final design
- Ensure all elements and topics are accounted for during design (i.e. navigation structure, topics and pages)
- Ensure all documentation is current
- Work with The Company Doctor to reword any existing pages and/or develop new pages
- Responding to The Company Doctor's questions, issues and information in a timely manner
- Providing The Company Doctor with photos, documents, wording and content to be used on the site
- Reviewing and proofing all pages and testing all links
- Scheduling time to cutover to the new site
- Scheduling time for training sessions (one-on-one for each person responsible for updating the site)

## Included at No Additional Charge

When The Company Doctor designs and develops your website you can expect the following 'plusses' which most website firms either don't offer or charge extra for:

- The site will be designed and developed to be easily maintained by Village government personnel, without the assistance of The Company Doctor. In other words, there will be zero cost for maintenance (other than a small annual charge for domain name and hosting). This means the fees you save in maintenance will pay for the design and development of the site over a few years
- A mobile version of your site is free
- Changes to the web version of your site are instantly and automatically made to your mobile site without any additional coding or work on your part
- Search engine optimization is part of the design and development of the site and therefore is no extra charge
- A press release for you to review and submit to the local newspapers announcing your new site at no extra charge

## Timeframes

The timeframe to complete the site will be decided and agreed upon at the start of the project.

## Fees

The total fee for this project is estimated at \$8,675. Payment schedule is as follows:

Upon signing Letter of Agreement	\$2,603
Upon Completion of Design	\$1,735
Upon Completion of Development	\$3,414
Upon Cutover to New Site and Completion of Training	\$ 924

### Annual Recurring Fees

Hosting	\$ 100 (1)
Domain Renewal	\$ 40 (2)
Estimated Annual Maintenance	\$ 0 (3)

### Notes on Recurring Fees:

- (1) \$100 per year for hosting may look like a typo, but it isn't. If you're used to being charged by the amount of space you use and the throughput requirements of your site, you're going to be pleasantly surprised. And this is not a here-today-gone-tomorrow hosting company that I use. They host tens of millions of websites, employ the best and brightest, and are financially sound. I receive no money from this company and only bill you what they bill me.
- (2) Domain Renewal – if you are currently the contact for your domain and are being billed directly for its renewal, then this fee does not apply. Your current domain name is set to expire on August 20, 2014.
- (3) Annual Maintenance is estimated at \$0 as town personnel will be maintaining the site. If, after the completion of training and turnover, you should have questions, I'll be happy to answer any questions or resolve any issues you may encounter (usually) at no charge. The Company Doctor doesn't "drop" you when the project is complete.

## Municipal References

The following municipal websites were designed and developed using the same tool I will use for your website – a tool which allows you to maintain your own site without purchasing or downloading any special software to do so.

### **Town of Lancaster, NH 603-788-3391**

Website: [www.lancasternh.org](http://www.lancasternh.org)

Contacts: Ed Samson, Town Manager & Website Committee Chair  
Charity Blanchette, Tax Collector, Website Committee Member, primary contact  
Ben Gaetgens-Olsen, Planning & Zoning, Website Committee Member, primary contact

*In their words: "Annie listened to what we wanted, knew our needs, and quickly put together a plan. She explained the process and the options and made the entire process easy for us. Annie trained us on the tool, which is much simpler to use than we thought, and now we maintain the website. If you're looking to develop or update your website, I highly recommend you talk to Annie Bartlett."*

### **Weeks Memorial Library 603-788-3352**

Website: [www.weekslib.org](http://www.weekslib.org)

Contacts: Barbara Robarts, Library Director  
Ronnie Zajac, Youth Services Librarian

*In their words: "Our new website is wonderful. We wanted a site we could update regularly on our own. We were worried at first, but honestly, it couldn't be easier. The site is easy to navigate and we've received a lot of positive feedback from patrons. We also love working with Annie. She's very accommodating and pays attention to our wants and needs. She gave us the time we needed and even though the site is complete and turned over to us, we know if we have a question Annie will be there. She gets 5 stars from us. We're more than happy to personally talk to anyone interested in doing business with Annie."*

### **Town of Guildhall, VT 802-676-3797**

Website: [www.weekslib.org](http://www.weekslib.org)

Contacts: Sam Swope, Town Clerk and Member of Website Committee and the person who maintains the site  
Website Editorial Board Members (voluntary): George Blakeslee, Teri Anderson, Sam Swope and Laura Wilson.

Note: I am in the process of working with the town of Guildhall on a written testimonial. In the meantime, I recommend talking with Sam Swope and going from there.



## Selected Additional References

**Gladys Brooks Foundation (Non-Profit) 603-631-1888**  
(A family foundation, offering grants to specific types of organizations)  
Website: [www.gladysbrooksfoundation.org](http://www.gladysbrooksfoundation.org)  
Contact: Chris Hawkins, Trustee, Board of Governors and primary contact

*In their words: "We just wanted you to know we have already received more and higher quality applicants than we normally receive by this time of year. We're also seeing newer and higher quality applicants, which was one of our goals for the new website design. So not only do we have a professional looking site which is easy for applicants to navigate, but we're being found by the search engines for a change. Well done!"*

\*\*\* The following two client sites were developed using another tool and are not easily user maintainable. Both clients have expressed an interest in the ability to maintain their site, and we are starting to discuss that. Their comments reflect what it is like to work with me to design and develop a website. \*\*\*

**Geo M. Stevens & Son Co. (Professional Service Firm) 603-788-2555**  
(Largest independent insurance agency in the area)  
Website: [www.geomstevensinsurance.com](http://www.geomstevensinsurance.com)  
Contact: Jeff Gilman, Partner

*In their words: 'We used Annie Bartlett for our original website design and then again for a redesign several years later. She was very responsive to our needs and great to work with. We attended a high profile workshop focused on how to build a top notch website and were pleasantly surprised to find that Annie was already delivering on the key points addressed at the workshop. We highly recommend her work.'*

**Crane & Bell CPAs (Professional Service Firm) 603-788-4928**  
Website: [www.craneandbellcpas.com](http://www.craneandbellcpas.com)  
Contact: Donald Crane, Partner

*In their words: "Annie built our original website from the ground up. We consider a website as part of the baseline infrastructure which needs to be in place for a business to be taken seriously. With her combined marketing and management background, Annie brought a client focus to all of our marketing, including our website. Our website has helped our recruiting efforts as it sets us apart from a lot of other local and regional firms. Clients have found us through the website as we are near the top of search results for key phrases. Our website design is differentiated as other local sites ignore graphics and aesthetics. A website is not a totally technical exercise. It's more about how it integrates with your marketing strategy. That's what makes it work. We regard Annie as part our team."*

## Acceptance of Proposal

If the above proposal is acceptable to the Village of Essex Junction, please sign and return two originals of this page in the enclosed SASE along with the first installment of the fee. The Company Doctor will sign both originals and return one to you for your records.

\_\_\_\_\_ (sign)  
Name (Village of Essex Junction)

\_\_\_\_\_ (sign)  
Annie Bartlett, The Company Doctor

\_\_\_\_\_ (print)

\_\_\_\_\_ (print)

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)



# VermontDesignWorks

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print, web + online marketing

## **PROPOSAL**

### **Website Design & Hosting for Village of Essex Junction**

June 26, 2013

130 West Canal Street, Suite 3, Winooski, Vermont 05404

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info@vtdesignworks.com | www.vtdesignworks.com

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## PROJECT OVERVIEW

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Vermont Design Works (VDW) staff met with Darby Brazoski from the Village of Essex Junction (aka you) to discuss your redesigning your website. Your website is built on an outdated version of Joomla leaving you vulnerable to hacking (which has happened several times) and your current vendor will cease support in late September. You would like to return to a content management system (CMS) that is easy for your staff to use. Other goals for your website are to:

- Provide accurate and timely information to the public in an easy to navigate, attractive website
- Communicate news and events through a categorized blog (that will be titled “news”)
- Share resources such as business and non-profit organization listings, forms, Village meetings, events, and minutes, and contact information for Village staff and elected officials

VDW staff will work closely with you through an iterative process to design and implement a new online presence. We ask that you create a team of staff and officials who will provide ideas and feedback throughout this process. This will ensure that your website will meet the complex needs of the Village of Essex Junction and that the launch of the site will run more smoothly and on time to meet your fall deadlines.

As a past client, you know that VDW has been building website applications and online marketing strategies for organizations and businesses since its inception 13 years ago. The VDW team welcomes the opportunity to help a local Vermont community. Our recommendations for functional development, strategy, timeline, and finances are laid out on the following pages.

## PROPOSED SCOPE OF WORK

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VDW will collaborate with your team to design and develop your new website. As with all VDW websites, the Village of Essex Junction's website will be designed and developed according to the highest current usability standards for display, content delivery, and browser compatibility. It will not be fully ADA compliant but will use coding and tools to meet minimum accessibility standards. This stable, secure platform will be easily updated and have the capability to add new features as your communications needs change.

### Redesign of your website includes:

1. **Template Design.** Your website templates will apply the best practices of website usability and accessibility. VDW will design up to five different templates for pages with various functions, such as internal web pages, blog/news landing page, and contact forms.
2. **Content Management System.** Your website will be built on a platform that allows non-technical staff to create, edit, and manage web pages on an easy-to-use interface. It will include the following tools:
  - a. **Staff and Elected Officials Directory.** Creating a database of staff and elected officials will allow you to enter contact information in one back-end listing. This information will then populate multiple pages of your website where this information is posted to the public. You will not have to remember where each person is listed to change information; thus eliminating inaccurate information on your website.
  - b. **Calendar.** We will use a Google calendar plug-in to keep costs under control. However your new website platform will have the ability to add a calendar CMS database in the future. A CMS allows you to cross reference events for visitors to see multiple options or fewer options at once.
  - c. **See Click Fix.** We will create a page to integrate the iFrame for the See-Click-Fix platform. This page will be deactivated when you cancel this service.
  - d. **Replacement Form for See-Click-Fix.** A contact form will be built in advance for when your See-Click-Fix subscription expires. You will activate this pre-built page at that time or ask VDW to make the change for you (we will provide a cost estimate for this work in advance).
  - e. **Directories for Businesses, Non-Profit Organizations and Churches.** The current business listings will be replicated with a new CMS database. The database

will include fields that you may use for internal use only (such as business owner names) and fields that will be publically shared (such as location, phone, and website link).

- f. **Document Sharing.** Given the number of documents shared on your website, we recommend installing a document CMS database. Like the staff directory, this allows you to cross reference documents and post them in multiple places. It also allows you to update the document once and have it change on all pages. We will also install a function to “stick” a document to the top of a list for easy reference. For example, the current agenda for your Village Trustees’ meeting will “stick” to the top of the list of meeting notices and minutes.
3. **Blog.** You currently use a blog feature on your website titled: News. VDW recommends continuing this practice to manage news and announcements and for publishing original content written by you or guest writers. We will use a WordPress blog with these features:
    - a. **Best-Practices.** Your blog functionality will include best practices such as: headlines and links; complete detail pages for news, events, images, and other timely information.
    - b. **“Call out” Area.** Your blog will include the option to add a “call out area” (aka a box) to your home page that will display headlines and links for recent blog posts. This may be activated or deactivated as you wish.
    - c. **Post Categories.** By categorizing blog posts, website visitors may search blog posts by reference area (such as zoning news), special event, or special interests. We will work with you to develop a short list of categories to keep the blog manageable.
  4. **Additional Items for Website.** VDW will add the following best practices to your website:
    - i. **Privacy Statement and Terms & Conditions of Use**
    - ii. **Email Sign-up**
    - iii. **Google Analytics**
    - iv. **Tracking Tags.** Tracking tags will be inserted on each page to report on visitor and traffic patterns in the industry-standard Google Analytics reporting system.
    - v. **Sitemap.** The entire website map will be submitted to Google for faster updating.
    - vi. **Copyright Footer.** This tool will automatically update the copyright date on every one of your website’s pages.

- vii. **Favicon.** This is an image based on your logo will appear in the browser tab next to the URL.
- 5. **Social Media Integration.** VDW understands that the Village of Essex Junction is slowly entering into social media. We recommend installing social media sharing tools for Facebook and Twitter accounts even though you are in the early stages of using these platforms. Building these tools into the design of your website will save you time and costs in the future.
  - a. **Prominent Sharing Widgets.** Link your website to Facebook and Twitter pages with one click “Like” and one click “Share” widgets.
- 6. **Content Migration.** This proposal includes migrating all content and documents from your current website into your new website. During planning and production, you will advise us on what content will and will not be migrated. You will be responsible for providing new content and verifying documents that will populate the new website.



## COMPANY PROFILE: VISION AND MISSION

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VDW has been helping organizations and businesses leverage the power of the web since we started building websites in 1999.

Our principals have extensive experience in online strategy, website usability, internet marketing, startup and business development, and non-profit and advocacy communications. Our designers, developers, and programmers are top-notch new media talents in their respective disciplines.

At Vermont Design Works, we pride ourselves on creating websites that look great and work even better. Every aspect in our design and development process is carefully planned and executed to give you a website that is visually attractive *and* gets the results you want, whether you're looking for lead generation, increased sales, community-building, or streamlining of your internal processes.

We also pay attention to the things you can't see (unless you're a techie): clean, standards-compliant code; browser compatibility (including mobile devices); secure PCI compliant transaction systems; robust hosting and backups; the works.

At Vermont Design Works, we know that a website is only successful when it reaches its target audience. Our highly-trained online marketing team follows the near-daily changes in this rapidly-evolving field and puts new techniques to work for our clients. We know that each client's needs and budget are different and we will work with you to come up with the most cost-effective way to help you connect with your online audience.

We are a small, ten-person agency, so you are always guaranteed that the "A" team is assigned to your project. You receive full strategic planning and project support – as well as excellent customer service – throughout your project, and whenever you need it after your website launches.

*For more details about Vermont Design Works, please see Appendix B: Who We Are*

## PROPOSED COST

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*The estimated cost to redesign the Village of Essex Junction's website is \$9,800. Ongoing hosting fees are itemized below.\**

**Website Redesign and Production** **\$9,800**

**Includes** Strategy and Planning; Website Design, Programming and Development; Project management.

**Includes the following activities limited to the times/quantities detailed below:\***

Reviewing and editing of sitemap and navigation (up to 3 hours)\*

Meetings with client to review design (up to 3 hours)\*

Training and pre-launch phone support (up to 5 hours)\*

*\* Occasionally, projects require additional amounts of time for these activities based on client requests and/or changes made during the project. This additional time will be billed at our hourly rate of \$100 in 15 minute increments.*

*\*\* This proposal and cost outline is valid for 30 days from the date on the cover page.*

## PAYMENT SCHEDULE

---

*Payment terms are as follows:*

**Deposit:** A deposit of **\$4,800** is required to begin the project.

**Payment 2:** Payment 2 of **\$2,500** is due in Week 8

**Final Payment:** Final payment of **\$2,500** plus any monthly consulting expenses will be billed upon final delivery of all project components or at the beginning of the fourth month of activity after project inception, whichever comes first.

**Payment Terms:** Net 30 days

\* This proposal and cost outline is valid for 30 days from the date on the cover page.

## HOSTING SERVICES

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Website setup and hosting charges are listed below. **Please note that as part of hosting with Vermont Design Works, we will install and ensure compatibility with regular software updates to the Word Press software platform to ensure your site operates as intended.**

**Hosting with Vermont Design Works** (billed separately from project costs)

Web Hosting setup **\$150 one time**

AND

Monthly hosting fee (includes manual Word Press software updates) **\$55/month**

Annual Domain name renewal and DNS management **\$15/year**

*Please initial here* \_\_\_\_\_

## PRELIMINARY SCHEDULE

---

VDW understands that the Village of Essex Junction has a short time frame to complete this project and that your trustees must also review this proposal. Therefore, all parties will agree on the start date once a contract is signed and deposit is made so that we meet your September deadline. **Milestones of this timelines include:**

- Contract signed and down payment received
  
- Production includes:
  - Kick off meeting
  - Planning: completed
  - Design: completed
  - Production: completed
  
- Beta and soft launch
  
- Projected completion date

Specific deadlines will be developed during the planning phase and will function as a working document throughout the project.

***NOTE: dates determined during the planning phase are valid based on compliance with item 3 in the “not so small print” section of this agreement, and are not respective to optional or additional services.***

## THE “NOT SO SMALL” PRINT

---

We like to be clear about the small print as our experience proves that the less ambiguous things are up-front, the better the outcome for both you and us. Here’s a list of the things to keep in mind:

1. We will keep our word on all that we represent to you, but will insist that any changes that you request are documented by a change order that we will generate for your approval and signature.
2. Any change to the contract entails two things you should be aware of: additional costs (that we will discuss together and agree to up front), and a change to the timeline of your project. The change to the timeline is dependent on the nature of your request. Often, what seems like a small change is not and requires a lot of behind-the-scenes work and could delay the original completion date.
3. The timeline that we agree upon is dependent on two things: our ability to keep on schedule, and your providing your deliverables on time. When your deliverables are late, it negatively impacts the timeline for both of us. If your deliverables are not to us on time, we have no choice but to suspend your project and begin work on another. At that point, we will reschedule your project back into our production flow, and we expect that your completion date will be extended. This could recur throughout the project if subsequent deliverables are late. If your project is suspended, you will incur additional costs to re-commence it. We can’t just “pick up where we left off” due to the re-familiarization process that our designers and programmers will be tasked with. These extra costs will be discussed with you at the point that you delay the project.
4. There are major milestones of your project that will require your explicit approval before work can proceed further. Your project cannot proceed beyond any of these milestones unless you give us the OK.
5. Please – ask! If we haven’t made something clear enough, let us clarify it. We welcome any and all questions and feedback, because we realize the value of your being comfortable with the process of getting a new website and/or marketing program.
6. Our contract with each other is explicit. A common misunderstanding can be eliminated by realizing that if it is not in writing in our contract, it is not part of this project. If you change or add to any elements of your project, and these changes are not explicitly in our contract, it will likely be at an extra cost and may affect the timeline.

7. You own your website and copyright to all content. Upon full and final payment, we will release ownership of all deliverables, including design and graphical elements, code and databases, to you. Our websites and content management system are built in standard, portable environments, and you may relocate website files to servers of your choice and/or choose to perform maintenance on or revisions to files, including code and database updates without our assistance. All warranties will be null and void once changes are made by any party other than VDW, and any necessary or requested revisions made by us will be billed at the relevant hourly rate.
8. We'd like to emphasize that any tools and features that you include in your website now will always cost less than adding them later. When we include them now, they are part of building your website. If we add them later, we will have to change the internal structure of your website in order to integrate them (therefore incurring extra costs).

We ask for your signature, agreeing that you thoroughly understand the "small" print of the contract that you are signing, and looking forward to smooth sailing from the very first day of our working together...

---

Client signature

Date

## APPENDIX A: FOR TECHIES

---

VDW recommends the utilization of a standard, stable programming environment for ensuring user compatibility and longevity of the website over time. We do not recommend using outdated programming languages, old versions of software or languages, or emerging, trendy code sets that may expose vulnerabilities in security, performance, or in compatibility with standard web environments.

Accordingly, our websites are built as follows:

- VDW deploys websites on the open-source Apache server & Linux operating platform.
- PHP is utilized as the base programming/database scripting language for website development, coupled with MySQL for database storage.
- Your site will be built to be compatible with IE7, IE8 and IE9, Firefox 3.1 and Safari 4.0.
- Older browsers and/or browser versions may not display your website correctly. It is also common for browsers to rapidly upgrade and/or change, therefore future releases of existing browsers or new browser types might present programming problems, impair functionality or even “break” the website in some way. These issues are beyond the control of VDW and your website may require modification that VDW will provide on a time and materials basis upon your request.
- We develop our websites to be accessed by any mobile or tablet device that has a fully supported browser.
- Third-party applications or hosted services can be integrated by VDW, or other programmers can perform and create utilities to allow import/export of text- of flat-file data.

CLIENT'S INITIALS \_\_\_\_\_



## APPENDIX B: WHO WE ARE

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### **Our Company**

On January 1, 2000, Vermont entrepreneur Andrew Allen celebrated the new millennium by launching [ilovermont.com](http://ilovermont.com), a company committed to helping businesses and non-profit organizations build a presence in the marketplace and on the web by offering a full range of graphic design and website development services.

[ilovermont.com](http://ilovermont.com) jumped right into the Vermont business community with a big splash by designing the 2000 summer marketing campaign for Ben and Jerry's ice cream. Since then, we have created hundreds of successful websites and graphic design projects for large and small businesses and nonprofits, including the Flynn Center for the Performing Arts, Vermont Stage, Hearthstone Stoves, Ben & Jerry's, Vermont Nurses Association, the Burlington Livable Communities Project, and the Vermont Sustainable Jobs Fund, to name a few.

In 2002, we changed our name to Vermont Design Works in order to better communicate our strengths to the public and to reflect our widening client base, while continuing to emphasize our Vermont roots and commitment to the local community.

Vermont Design Works' offices in downtown Winooski, Vermont provide a home base for staff with flexible work schedules and work-from-home options. We turn off our computers at night, and turn on lights only when we need them. We recycle, and our refrigerator is stocked with local and organic food (often from our own gardens). We use no off-shore personnel, and rely on Vermont-based freelance talent when it is required for a project. Our dogs come to work with us.

For all of us at Vermont Design Works, the best part of our job is working with clients (flatlanders and natives alike) who share our love for Vermont, our concern for the environment, our support for local businesses, and our hope for a great future for our community.

## **Our Team**

During your project, you'll be working with the following team members:

### **David Abbott, Creative Director**

After receiving his BFA as a sculptor and painter, David switched gears to pursue a music career, singing, song writing, and playing bass in a Burlington VT rock trio; an experience that culminated with a performance at the now defunct CBGBs in New York City. He then moved to Santa Cruz, California, where he became a 3D animator for a web based animation firm. As Art Director for PPD Multimedia, he applied his talents to help bring the design firm to a new level of creativity and efficiency. In his free time, he enjoys writing and performing music, snowboarding, hiking, kayaking, and tennis.

### **Ross Carlson, Programming Director**

Ross has been developing highly-customized internet applications since 1995 under the Metacraft trade name. In 1997, Ross joined Collector Online, a small Vermont internet startup, streamlining and automating the company's processes and eventually seeing the company through its acquisition in early 2001. At that time, Ross joined the VDW team in order to expand the company's service offerings to include customized database-driven web applications. In addition to his more than a decade and a half of internet application development experience to VDW, and a passion for “doing it right the first time”.

### **Nicole Chevrier, Director of Business Services**

Nicole settled in the Green Mountain State after several hops between the Atlantic and Pacific coasts. Working in both the public and private sectors, she has proven her ability to partner with stakeholders, clients, and technical teams to plan, integrate, document, and execute complex projects. The common thread of her experience is pairing clients with the best technology to meet their business objectives.

As a project manager in IT consultancy, Nicole coordinated the architecture and integration of applications across multiple platforms. She excels at researching which tools offer the highest potential, and developing tactical plans for ongoing support and mobilization. She is now developing responsive business solutions to help VDW clients optimize their online presence.

As a graduate of the University of Oregon, Nicole is a Fighting Duck football fanatic who enjoys rooting for the perpetually challenged Red Sox and the New England Patriots. She is an avid consumer of online media following blogs from this interest area to that interest area. She also spends as much time on a golf course as possible.

### **Ben Glassman, Web & Multimedia Director**

Ben began his career as a freelance web developer and graphic designer in southern Massachusetts. He moved to Vermont in 2001 to pursue a Bachelor's Degree in Multimedia and Graphic Design from Champlain College. After graduating in 2005, Ben joined the VDW team, bringing his experience in web development and a passion for building accessible, standards-compliant web sites. In his spare time, Ben enjoys playing, recording, and listening to music. He is an Adjunct Professor at Champlain College teaching Introduction to Web Development.

### **Sara Munro, Director of Communications & Strategy**

Sara brings a unique blend of communications, strategic planning, and public relations to Vermont Design Works as Director of Communications and Strategy. She specializes in developing visionary ideas into measurable business goals and diversified communications plans. In the past two decades, she held a variety of leadership roles at small and large public sector organizations, all of which required technical writing, marketing, media relations, and emerging digital communications. Over the past six years, she has sharpened her skills in email marketing, online fundraising, crisis communications, and social media. She earned a Bachelor of Science in Zoology and Master of Public Administration at The University of Vermont. An active volunteer in her community, Sara served on several board of directors and event committees. She is the Past President of the Junior League of Champlain Valley and represents JLCV on a national initiative with the Association of Junior Leagues International to reimagine civic engagement in the 21<sup>st</sup> Century. When she has free time, Sara can be found digging in a garden, proving the laws of gravity, or hatching adventures with her family and close friends.

## APPENDIX C: REFERENCES

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**Fairbanks Museum & Planetarium** – <http://communityobserver.fairbanksmuseum.org/>  
*Web design & development; database/systems integration*

The Community Observer portion of the Fairbanks Museum website is a forum for HCRS scientists to observe and record natural phenomena in order to track climate-caused changes in weather and the life-cycles of plants and animals. Data are presented on a searchable map-based interface. Community Observers come from many walks of life: while some are trained scientists, others are educators, hobbyists, or even young children. The application had to be user-friendly and appealing to all.

The Community Observer project is a four-year project and the map is just Phase 1. We anticipate that we'll be working with the Fairbanks Museum on subsequent phases.

Note: The map interface is only visible to project participants. All are welcome to participate, so we invite you to become a Community Observer and try out the functionality of the application for yourself.

**Contact Information:** Anna Rubin, Director of External Relations, 802.748.2372,  
[arubin@fairbanksmuseum.org](mailto:arubin@fairbanksmuseum.org).

**Vermont Sustainable Jobs Fund** – [www.vsjf.org/](http://www.vsjf.org/)

**Vermont Farm to Plate Food System Atlas** – under development

*Web design & development; programming; database/systems integration; mapping*

The Vermont Sustainable Jobs Fund was created by the Vermont Legislature in 1995 to accelerate the development of Vermont's green economy. They offer a variety of services from start-up grant funding to comprehensive economic reports. They turned to VDW to design an easily navigable site for people from all walks of life and technical skills. The site is also built to evolve with the agency and their ever growing programs.

As the landscape of value-added agriculture evolved, the State again asked VSJF to create new programming to support Vermont's farmers. This 10-year strategic plan engages multiple communities, agencies, and stakeholders to map food producers and provide a public education portal. VSJF turned to VDW as the partner to build the web application to sustain the plan's goals over the next 8 years. This VSJF project is quickly becoming the leading body of work in the local food movement. The centerpiece is the Vermont Farm to Plate Food System Atlas which is powered by a VDW custom application.

VDW provided project management, site structure development and strategy, graphic design, website programming, database programming and database integration, and an elegant design. The entire site is managed on a Symfony framework.

**Contact Information:** Scott Sawyer, Research, Evaluation & Communications Coordinator,  
802.828.0404, [scott@vsjf.org](mailto:scott@vsjf.org)

### **The Flynn Center for Performing Arts and the FlynnTix Regional Box Office –**

[www.flynncenter.com](http://www.flynncenter.com), [www.flynntix.org](http://www.flynntix.org)

*Web design & development; systems integration; e-commerce*

The Flynn Center is northern Vermont's premier performing arts and arts education center. Each year it offers its contributing members the opportunity to reserve tickets for its series of theatrical, dance, and music performances before the general public through its Flynn Series website. The Flynn wanted to bring programming closer to home by working with a local firm, and called on VDW after having worked with us to develop the original Flynn Center website several years ago. VDW was selected to provide a compelling design that also provided an intuitive way to include the advanced user features present in its in-house ticketing and performance management system, Tessitura™.

VDW redesigned and rebuilt the entire Flynn web presence from the ground-up, including its FlynnTix (<http://www.flynntix.org>) regional box office ticket sales site, which was re-launched for the 2010 season. VDW performed website design, user interface planning, e-commerce programming, and systems and database integration for the 2-year project.

**Contact Information:** Gloria Ormsby, 802.652.4500, [gormsby@flynncenter.org](mailto:gormsby@flynncenter.org)

## AGREEMENT & SIGNATURES

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*I have carefully read the project specifications and conditions outlined in this proposal, and I have had the opportunity to ask questions and request clarification before signing. With full understanding of the scope and scale of this project, and the terms and conditions stipulated in this proposal, I authorize Vermont Design Works to begin work on this project.*

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Name	Title	Date
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**Please verify the following information and make any changes necessary:**

Contact: Darby Brazoski or Village Representative to be determined

Company: Village of Essex Junction

Address: 2 Lincoln Street, Essex Junction, VT 05452

Phone: 802-878-6944

E-mail: [darby@essexjunction.org](mailto:darby@essexjunction.org)

*Vermont Design Works acknowledges receipt of this agreement, and agrees in turn to provide the project described in this proposal, according to the terms stipulated herein.*

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Name	Title	Date
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**Vermont Design Works Contact:**

Contact: Andrew Allen

Address: 130 West Canal St., #3 Winooski, Vermont 05404

Phone: 802-383-7679

Fax: 802-383-5403

E-mail: [andrew@vtdesignworks.com](mailto:andrew@vtdesignworks.com)



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Susan McNamara-Hill, Assistant Manager/Clerk/Treasurer *SMH*  
**DATE:** August 6, 2013  
**SUBJECT:** Appointments to the Capital Program Review Committee

### **Issue**

The issue is whether or not the Trustees will fill the two expiring terms on the Capital Program Review Committee.

### **Discussion**

Two members of this committee have terms expiring 8/31/13. They are Trustee Lori Houghton and Planning Commissioner David Nistico. According to the policy for this committee, two members are to be Trustees, and at least one member is to be a member of the Planning Commission. Both Lori and David chose to have initial one-year terms in order to provide for staggered terms going forward. Lori Houghton has indicated that she does not wish to be reappointed to this committee and David Nistico has indicated he will accept reappointment. If Lori Houghton is not reappointed, another Trustee should be appointed to the committee per the Capital Review Committee Policy. The appointments are for three year terms.

### **Cost**

There are no expected costs associated with this issue.

### **Recommendation**

It is recommended that the Trustees appoint a Trustee and reappoint David Nistico to the Capital Program Review Committee for a three (3) year term expiring 8/31/16.

## **Patty Benoit**

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**From:** Dave Nistico <dnistico1@comcast.net>  
**Sent:** Wednesday, August 07, 2013 8:21 AM  
**To:** Susan McNamara-Hill; Patty Benoit  
**Subject:** Capital review committee

To whom it may concern,

I am writing this letter to express my interest in continuing to serve on the Capital Review Committee in the village of Essex Junction.

Thank you for your consideration.

Sent from my iPad





## **MEMORANDUM**

**TO:** Essex Junction Trustees & Department Heads  
**FROM:** Pat Scheidel, Village Manager  
**DATE:** August 13, 2013  
**SUBJECT:** Trustees Meeting Schedule

### **TRUSTEES MEETING SCHEDULE/EVENTS**

**Aug. 27 at 6:30 – Regular Trustees Meeting**

**Sept. - schedule semi-annual meeting with Prudential Committee**

**Sept. 10 at 6:30 – Regular Trustees Meeting**

**Sept. 24 at 6:30 – Regular Trustees Meeting – reschedule? Manager at ICMA conference**

**Oct. 3 at Killington – VLCT 2013 Town Fair**

**Oct. 8 at 6:30 – Regular Trustees Meeting**

- Approve Design Engineer for Multiuse Safety Path
- Set FY 15 Budget Goals

**Oct. 22 at 6:30 – Regular Trustees Meeting**

**Nov. 12 at 6:30 – Regular Trustees Meeting**

- Schedule FY 15 Budget Day

**Nov. 26 at 6:30 – Regular Trustees Meeting**

**Dec. 10 at 6:30 – Regular Trustees Meeting**

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
July 18, 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, Elaine Sopchak, Toni Morgan, Andrew Snow, Steve Kolvoord, Doug Henson, Deb McCanna, Norman Smith, Lori Houghton, Jason Starr (Essex Reporter).

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
    - Election of Chair and Vice Chair
  4. Approval of Minutes
  5. Public Meeting/Hearing
    - Sketch & Final Plan, Subdivision, Two Lots, 145 Maple Street, IBM Essex
    - Change of Use, Professional Office to Personal Service Establishment, 78 Lincoln Street, Kolvoord
    - Conceptual Plan, Redevelopment with Commercial and Residential Space, 4 Pearl Street, Milot Real Estate for Chittenden Trust Co.
  6. Other Planning Commission Items
    - Ethics Policy
  7. Adjournment
- 

**1. CALL TO ORDER**

Diane Clemens called the meeting to order at 6:04 PM.

**2. AUDIENCE FOR VISITORS**

There were no comments from the public.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

Add:

- Acknowledge and Sign Ethics Policy
- Election of Chairperson and Vice Chairperson

*Election of Chair and Vice Chair*

**MOTION by Nick Meyer, SECOND by Aaron Martin, to nominate Diane Clemens as Chair and John Alden as Vice Chair of the Essex Junction Planning Commission.**

There were no other nominations. **VOTING: unanimous; motion carried.**

Diane Clemens is Chairwoman and John Alden is Vice Chairman of the Essex Junction Planning Commission.

**4. APPROVAL OF MINUTES**

*April 18, 2013*

**MOTION by Aaron Martin, SECOND by David Nistico, to approve the minutes of 4/18/13 as presented. VOTING: unanimous (7-0); motion carried.**

**5. PUBLIC MEETING/HEARING**

**Sketch and Final Plan for a two lot subdivision at 145 Maple Street in the L-I District by IBM Essex, owners**

Andy Snow appeared on behalf of the application.

## STAFF REPORT

The Planning Commission received a written staff report on the application, dated 7/18/13. Robin Pierce noted the Village Engineer had questions on access and easements, but these matters will be covered when development applications are submitted for the lots. John Alden expressed concern about precluding future alignment of the access road with Rivendell Drive if access and easements are not discussed with the subdivision of the lots. Robin Pierce reiterated access will be covered when an application is received for development of each lot.

## APPLICANT COMMENTS

Andy Snow, IBM Facilities and Site Operations Manager, explained the proposal to subdivide a 5.58 acre parcel north of the railroad tracks and bordered by Maple Street, Robinson Parkway on IBM property, a driveway to the parcel north of the tracks, and a utility road to the west. The lot is the future location of the police facility.

## PUBLIC COMMENT

There were no comments from the public on the application.

**MOTION by Aaron Martin, SECOND by Nick Meyer, to close the public portion of the application by IBM Essex for 145 Maple Street. VOTING: unanimous (7-0); motion carried.**

## DELIBERATION/DECISION

**Sketch & Final Plan, Subdivision, Two Lots, 145 Maple Street. IBM Essex**

**MOTION by David Nistico, SECOND by Aaron Martin, to approve the application for a two lot subdivision at 145 Maple Street by IBM Essex with the following stipulations:**

1. **An easement enabling the new 5.58 acre site to be accessed via Robinson Parkway shall be executed prior to any development work on Lot 2.**
2. **The Town shall discuss the potential to move the limited access road to the police facility to align with Rivendell Drive.**

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

**Change of Use from Professional Office to Personal Service Establishment and Storage at 78 Lincoln Street in the NLSO District by Steven Kolvoord, agent for Philip and Louise Kolvoord, owners**

Steven Kolvoord appeared on behalf of the application.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 7/18/13.

#### APPLICANT COMMENTS

Steven Kolvoord noted the following:

- Philip and Louise Kolvoord purchased the property at 78 Lincoln Street in 1967.
- In October 2012 the use on the site included mini-storage units, a shed, and an office building where Sherman Electric was formerly located.
- In March 2013 Hathaway Taekwondo leased 1400 s.f. of the 2200 s.f. of space in the office building. The remaining 800 s.f. is climate controlled storage.
- The requested change of use is from office to personal services.
- There are seven parking spaces and one accessible space on the site plus space where cars can park by the mini-storage units.
- The storage units are 100% rented. The kiosk is not used much.
- Taekwondo classes will be held Monday, Tuesday, Wednesday, and Thursday. There are 8-10 students in a class. Parking is tight at the change of classes, but the gates to the mini-storage area can be opened and patrons can park there.
- There have been no complaints regarding parking at the mini-storage. Most storage unit places leave the gates open.
- There will be no parking in the snow removal/storage area.
- There is no dumpster on the site for the mini-storage use and the taekwondo use does not need a dumpster.
- No taekwondo tournaments will be held at the site.

Nick Meyer asked if the parking spaces could be defined on the south side of the lot. Mr. Kolvoord stated the area is not wide enough. Parking will be a challenge in winter so the gates to the mini-storage may have to be open more often. The taekwondo use is a one to two hour parking need in a 24 hour day. It may be necessary in the winter to truck out excess snow from the site.

John Alden observed the parking appears to be close to the property line. Mr. Kolvoord assured the parking will not encroach on the adjacent property. Nick Meyer suggested the parking spaces be striped. Mr. Alden advised against this because the parking which is for the current use may not always be in that location and the current use could change. The parking is a management issue to ensure there is no parking on Route 2A or the neighboring property.

#### PUBLIC COMMENT

Norman Smith, adjacent property owner, stated many cars park along the south side of the entrance to the site. The concern is this occurring in winter with snow banks. Mr. Smith urged requiring parking to be at the back of the site.

There were no further comments.

**MOTION by John Alden, SECOND by Nick Meyer, to close the public portion of the change of use application for 78 Lincoln Street. VOTING: unanimous (7-0); motion carried.**

#### DELIBERATION/DECISION

Change of Use, Personal Service Establishment, Taekwondo Classes, 78 Lincoln Street, Kolvoord

**MOTION by John Alden, SECOND by Nick Meyer, to approve the change of use to a personal service establishment for taekwondo classes at 78 Lincoln Street with the following recommendations:**

1. There shall be no taekwondo tournaments held at the site.
2. The gate to the mini-storage unit area shall be on a timer to be open during the taekwondo classes so additional parking is available to patrons.
3. The Hathaway Taekwondo lease terminates in three years and if the use will continue the applicant must return to the Planning Commission for review.

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

**Conceptual Plan for redevelopment at 4 Pearl Street to include 15,000 s.f. of commercial space on the first floor of the new building and 45,000 s.f. of residential units in the next three floors of the building with underground parking and a waiver of Section 703.B.2 for loading requirements by Milot Real Estate, agent for Chittenden Trust Co., owners**

Greg Rabideau appeared on behalf of the application. John Alden disclosed his office is working with Rabideau Architects on a different project. The Planning Commission felt Mr. Alden did not need to recuse himself at this point in time.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 7/18/13. Robin Pierce made suggestions on color and materials for the façade of the building for consideration by the developer (having the brick all the same may help “lift” the building). Also, the developer may want to consider having the corner portion of the building at a greater height than the rest of the building (85’ is the height allowed by the Land Development Code). Mr. Pierce also suggested the developer do a traffic study after six months of occupancy to confirm traffic volume is as anticipated and to determine if any improvements are necessary.

#### APPLICANT COMMENTS

Greg Rabideau showed a color rendering of the proposed building for the redevelopment of the property at 4 Pearl Street (the color of the building in the rendering was not accurate). Mr. Rabideau noted the following:

- The developer wants to do a redevelopment that is consistent with the historic character of the area. There will be a mix of uses with a less suburban and more village like appearance. The commitment is to do a high quality building.

- The existing bank building will be demolished and replaced with an L-shaped building having a mix of commercial uses (café, restaurant, professional offices) on the first floor and residential dwellings on the next three floors (51 dwelling units in total with 24 two-bedroom units, 24 one bedroom units, and three studio units).
- The goal is to have activity at the street level and a mix of activity in the building.
- The building will have wings on Route 2A and Route 15 with the front corner facing the Five Corners intersection. The building will have glass, brick masonry, and windows. Materials and features present in the village will be threaded into the building, such as double hung two-over-two windows, gesture of a cornice on the wings, different materials, colors, shapes so the building is interesting visually and compatible with the Village.
- There will be a double sidewalk system around the building with one sidewalk next to the building then a planted buffer (planted island, benches, and such) and then the village sidewalk. Pedestrian activity is being encouraged. The building entrance will be ADA compliant. The front corner area of the building could be made into a space to sit and gather.
- There are 95 parking spaces on the site with 51 in the underground garage. There will be one parking space per residential unit plus parking for the commercial uses. Shared parking is proposed because the commercial uses will likely need parking during the day and most of the residential spaces are available during the day.
- The site will be accessed from Park Terrace. The curb cut will be closed on Pearl Street.
- The applicant will try to save the stand of mature Linden trees on Park Street during construction, but if that is not possible the trees will be replaced in-kind with fairly good sized trees.
- The development is exempt from Act 250 review because the area is a designated downtown. A storm water permit is not required because the site is less than one acre. There are storm flows now which will be used. The storm water system will be gravity flow except for the pump to be used to pump water from the underground parking level to the infiltration system before discharge. Roof water drainage will be collected with an internal roof drain system. The water will be treated before discharge. More details will be provided at the next level of review.
- A waiver is requested for the truck loading area. It is anticipated the commercial uses will be smaller establishments and smaller delivery vehicles will be used (i.e. UPS delivery type trucks).
- Regarding traffic, according to the ITE standard a bank with a drive through teller window generates a higher volume of traffic than a mixed residential and retail development.
- The building is up on the street with attention to detail, a variety of colors and materials, and an emphasis on the pedestrian level. The parking is hidden by the building. There will be discussion of using solar with the building.
- It is hoped to have the permitting complete by fall (2013) to start construction next spring (2014).

Andrew Boutin stated the building is nicely done for a city setting, but does not look like an historic village building. Also, there are 47 parking spaces shown on the plan, not 51 spaces. Mr. Boutin suggested using Drury brick on the building if possible. Use of the roof space by residents of the building should also be considered. Robin Pierce stated that we are not looking for a pastiche of the past but rather a building design that recognized the importance of the past and the promise of the future.

Aaron Martin stated the building rendering is a good first attempt with the blend of wood and brick though more brick on the building would be better.

David Nistico asked about the access from Park Terrace. Robin Pierce noted the street is two way traffic by the site. If a waiver is granted for deliveries then trucks should not be allowed. John Alden expressed concern about having only one access to the site which could cause traffic backups and discourage people from coming to the site. Greg Rabideau explained there is an easement along Maple Street for the adjacent property which must be preserved and that is why the driveway will remain (the curb cut to Maple Street will be closed).

There was discussion of traffic. John Alden observed the overall traffic at Five Corners will have an impact on the building, not necessarily traffic from the building having an impact on Five Corners. Greg Rabideau assured the developer will work with the Village to make the traffic flow work. Robin Pierce again noted the recommendation in the staff report to do a traffic study after six months and 50% occupancy. John Alden suggested the option to use another access point be included in the plan. Nick Meyer suggested prohibiting a left turn off Park Terrace and directing traffic to the crescent connector. John Alden pointed out it may not be necessary to prohibit a left turn all the time though. Greg Rabideau assured different scenarios will be considered.

There was discussion of the underground parking. David Nistico asked if the parking is for tenants only. Greg Rabideau said essentially there is one interior parking space per unit. Transit use should be encouraged from this type of location. Businesses at the site will use available parking. Robin Pierce noted the commercial parking requirement depends on the use, but ranges from one space per 500 s.f. up to 1,000 s.f. Greg Rabideau said the layout of the parking will be optimized and the access will be reconsidered. It is expected that most of the outside parking will be used by people patronizing the businesses. People will also be able to walk to the businesses. There was mention of the traffic flow in the parking garage having a more circular flow.

Nick Meyer asked about ventilation hoods for any eateries at the site. Greg Rabideau said the planning includes vents to the roof top. There will be a mix of professional office space and other businesses, but there is a limit to what can be accommodated.

There was discussion of landscaping. Nick Meyer suggested the existing maple trees are at the end of their useful life and should be replaced. John Alden pointed out mature trees are suburban, not urban, and do not promote street life. It may be more appropriate to have less green space. Grass is not in character with the regulations that state no setback

and concrete sidewalk. Urban trees are in grates and appropriately sized for the space. Much can be done with the sidewalk space to create activity. Greg Rabideau said there should be some street tree presence to soften the look of the building, but the developer will consider a more urban streetscape approach to the hardscape. Nick Meyer stated scale is a concern. A human scale is needed and this can be handled with landscaping which will soften the building and help with being pedestrian friendly and with storm drainage.

John Alden noted the project has some reflection of the Land Development Code which is good. The Code refers to pedestrian circulation in the village center district and not detracting from the historic character. The building is less historic looking and more contemporary versus the description by the developer. The front corner looks the least historic. Greg Rabideau pointed out there are gables and clapboards on the building. The historic revival has been a struggle. John Alden suggested looking at the relationship to the neighbors, the surrounding context, and meshing with the rhythm down the road. Balance is needed.

#### PUBLIC COMMENT

Lori Houghton, 40 School Street, stated the verbal description is of a project that the village wants in the downtown area, but the depiction appears very modern. The bank building had green space and was brick material. The proposed building should not necessarily be made modern because the bank was modern. Brownell Block is the signature block of the village and a good example to follow. Buildings should be brought to the street and trees replaced with other types of plantings (flower planters and such). Ms. Houghton also commented on delivery trucks, noting that even small businesses receive deliveries from large trucks.

Elaine Sopchak, Sycamore Lane, asked about the entrances to the businesses in the building and parking in the evening hours when residents in the dwelling units will be occupying the parking. Greg Rabideau stated the businesses will have entrances in front and in back of the building. Regarding parking, each unit has one dedicated space and beyond that the parking is shared. There is parking available within walking distance of the building. As much parking as possible for the businesses will be provided. Ms. Sopchak asked about the types of businesses that may be interested in the site, local or national chain. Mr. Rabideau said the rent will be driven by the economics of the project so it is not known what type of businesses will locate at the site. Ms. Sopchak commented on the material in the 'spacer' area on the building and suggested the center portion of the building be all brick to be more in keeping with the historic look. Also, the cornice over the clapboard should continue all around the building. Mr. Rabideau said the spacer material is zinc coated and contrasts with the other building materials. John Alden pointed out having a narrower 'spacer' area makes the feature less dominant. Elaine Sopchak asked if the rendering of the building could be posted on the village website so people can comment. Mr. Rabideau said the rendering can be posted after preliminary plan review. The developer would like to return at the next meeting for final review with the understanding another meeting will be necessary if aesthetics are still an issue.



Toni Morgan, resident, stated the scale and size of the building is difficult to perceive as is Five Corners handling more traffic. Also, storm water is absorbed by grass and trees and this will be lost if the trees and green space are removed. In addition there will be no shade. Most cities have wide sidewalks and trees to provide shade. John Alden pointed out the existing building (bank) is vacant currently and traffic is difficult at Five Corners so the new building will not impact the intersection which is already overloaded with traffic. The site is slated for dense, more urban type of development. The project is consistent with what the Village wants in this location. Diane Clemens added people have asked for more opportunities downtown to walk to without having to park and re-park their car.

There were no further comments.

**MOTION by John Alden, SECOND by Aaron Martin, to close the public portion of the proposal for redevelopment of 4 Pearl Street. VOTING: unanimous (7-0); motion carried.**

#### DELIBERATION/DECISION

Conceptual Plan, Redevelopment with Commercial and Residential Space, 4 Pearl Street, Milot Real Estate for Chittenden Trust Co.

**MOTION by John Alden, SECOND by David Nistico, to approve the conceptual plan for redevelopment of 4 Pearl Street with commercial and residential space by Milot Real Estate for Chittenden Trust Co. with the following recommendations:**

1. **Comments from the Village Engineer and staff shall be addressed and/or satisfied.**
2. **Parking and loading practices shall be more fully worked out to better define the waiver request.**
3. **Aesthetic components of the building shall be reworked as discussed.**

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

#### 6. OTHER PLANNING COMMISSION ITEMS

##### *Ethics Policy*

The Ethics Policy was reviewed and signed.

#### 7. ADJOURNMENT

**MOTION by Aaron Martin, SECOND by Amber Thibeault, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 8:12 PM.



**Village of Essex Junction  
2013 Block Party Committee Meeting Minutes  
July 31, 2013 at 3:30 PM**

Present: Sam Jackson, Joanie Maclay, Bridget Meyer, Darby Brazoski and Patty Benoit.

The committee wanted to review how the block party went while it was all fresh in our minds. Everyone thought it went very well, turnout was excellent and the weather was perfect. The day of the block party was changed to Sunday, after considering the concerns of Dave Contois of Contois Music School regarding possible severe weather on Saturday. The change went much smoother than anticipated and the committee felt there was a different feeling this year, possibly because it was Sunday.

The evaluation comments are still coming in and were reviewed (attached). Everyone was very impressed with the Contois Music School band. The Dave Keller Band played first and they too were very good. Dave Keller indicated he'd like to come back as he enjoyed it very much. The roaming railroad is extremely popular but we need to make sure it doesn't go in the road.

Joanie noticed people weren't spending too much money and the IBM layoffs were mentioned. Sam said that Noonie's Deli was quite expensive so he had recommended to them next time to make their sandwiches smaller and less expensive. Domino's, Euro Restaurant and the Hungry Dutchman did very well. The mini boot camp was a great new addition.

The group discussed how the street closing signs were ignored this year and we had to tow four cars off Railroad Ave. It was recommended that we make the signs bigger that we put on the lamp posts and get the word out more via social media. We had hand delivered notices to all businesses and apartments, but it was more difficult this year trying to get all the cars off the street by 1 p.m. Mike Bushey gives us a break on the price (\$65 ea.) because he only moves them to Ivy Lane, but it comes out of the block party budget. It's better than having them in the way of the block party, but Bridget suggested that we think about charging people for having to tow their cars.

We didn't make budget on sponsors (\$1,300 received, \$1,500 budgeted) as a couple of the banks didn't do it this year. Sam suggested that we re-think how we reward sponsors. Currently, they get their name on the poster and can put up a banner on the fence during the block party. We have a \$12 deficit in the total budget but haven't yet received the funds from EJP for the Fun Run.

The meeting adjourned at 4:30 p.m. The next meeting will be in January for the 2014 block party.

Respectfully submitted,  
Patty Benoit

# 2013 BLOCK PARTY EVALUATION FORM FEEDBACK

## What were the three things you liked most about the Block Party?

1. Weather
2. Talking with folks
3. Seeing old friends
4. I was very happy with the number of people who attended!
5. Fit to Excel was a big hit!
6. I was so happy that everyone was so willing to change their schedule and come on Sun.
7. The number of people that turned out in spite of change of date
8. Free children's activities
9. Contois band was a pleasure to listen to
10. Good selection of kids activities
11. Good entertainment
12. Organized very well
13. Great opportunity for local businesses to meet local residents
14. Good mix of vendors
15. Well organized
16. Loved the Contois School of Music band!!

## What were the three things you would change or improve for the next Block Party?

1. Have our booth back on the West side of the street (better shade!)
2. Not have competing music (got bothersome between 92.9 and band playing)
3. I think it would be helpful to have a volunteer schedule and job list.
4. I'm not sure if there is anything that we can do about this-but I would love it if the towing/street closures could go a little smoother.
5. I think the train should not be in the road near Five Corners.
6. Send invitation to local businesses and non-profits (Green Mountain Coffee Roasters, Food Sciences Corp., IBM, Zumba people and local churches)
7. Maybe expand to the space where Farmers market runs.
8. Advertise in the newspaper all the businesses and nonprofits who are going to participate.
9. Our outreach tent was very close to the stage, it was hard to talk to those who were interested in our information. Perhaps outreach tents, where talking is the most important, could be located further from the stage.
10. Replace Domino's Pizza with a local pizza restaurant
11. More marketing of the event and participating vendors ahead of time.
12. Try to increase attendance through advertising/increased communication.

## Any suggestions for how we can maintain community connections throughout the year?

- More community events that include fun for kids, families and others.
- I would love to see a larger Block Party Committee-maybe we could have sub-committees that work on specific aspects of the party as well.
- How about Pumpkin fest or October fest or Harvest fest (like Underhill has)?

## Other comments:

- You guys have done an incredible job this year, better than last year. Appreciate your hard work and invitation to participate.
- Great event and we are happy to participate!



89 Main Street, Suite 4  
Montpelier, VT 05602

Tel.....802-229-9111  
Fax..... 802-229-2211  
Email ... info@vlct.org  
Web..... www.vlct.org

# MEMORANDUM

To: VLCT Members  
From: Karen B. Horn, Director  
Public Policy and Advocacy  
Date: July 16, 2013  
Re: 2013 VLCT Municipal and Legislative Service Awards

RECEIVED  
JUL 19 2013  
Village of Essex Junction

Please consider nominating an exceptional municipal official or legislator for the Municipal Service or the Legislative Service Award. We will recognize VLCT's 2013 Award winners at Town Fair, which will take place Thursday, October 3, 2013, at the Killington Grand Hotel in Killington, Vermont.

We look forward to hearing from you!

**MUNICIPAL SERVICE AWARD:** given to an elected or appointed municipal official who has shown an active commitment to strong local government beyond the borders of his or her community – such as service to the Vermont League of Cities and Towns – and has also demonstrated a commitment to his or her municipality by serving on a board or commission.

**LEGISLATIVE SERVICE AWARD:** recognizes a member of the Vermont General Assembly who, through his or her service, has best shown an awareness of the problems facing local government and its capacity for self-governance, and has sought to solve those problems and pro-vide local authority on a statewide basis through legislative action.

Nomination forms for these awards are attached and are **due at the VLCT offices by Thursday, August 15, 2013**. Thank you!

attachments

*Sponsor of:*

VLCT Health Trust, Inc.

VLCT Municipal Assistance  
Center

VLCT Property and Casualty  
Intermunicipal Fund, Inc.

VLCT Unemployment  
Insurance Trust, Inc.

# VLCT TOWN FAIR AWARDS NOMINATION FORM

## MUNICIPAL SERVICE AWARD

**This award will be presented at Town Fair, October 3, 2013, at the Killington Grand Hotel in Killington, Vermont.**

This award is given to an elected or appointed municipal official who has shown an active commitment to strong local government beyond the borders of his or her community – such as service to the Vermont League of Cities and Towns – and has also demonstrated a commitment to his or her municipality by serving on a board or commission.

Name of person nominated: \_\_\_\_\_

Nominator: \_\_\_\_\_ Municipality: \_\_\_\_\_

Position(s) held by nominee: \_\_\_\_\_

***The nomination must be accompanied by a letter of recommendation from the local legislative body in which the nominee serves.***

Street address of nominee: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Years of Service to Municipal Government: \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

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Please cite a specific example of the nominee's efforts to solve a problem that affects Vermont municipalities:

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Please indicate an instance of the nominee advocating for local governments (in the legislature, at a regional commission, solid waste district, or similar regional forum, or as a member of an advocacy group) or working with other groups to achieve a goal beneficial to municipalities as well as other community groups:

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Attach additional sheets if needed.

Please return to Vermont League of Cities and Towns, 89 Main Street, Suite 4, Montpelier, VT 05602-2948, fax to 802-229-2211, or email to Karen Horn at [khorn@vlct.org](mailto:khorn@vlct.org) by **Thursday, August 15, 2013.**

## 2014 VLCT BOARD VACANCY



*Serving and  
Strengthening  
Vermont Local  
Governments*

There will be vacancies on the Board of Directors of the Vermont League of Cities and Towns this year due to terms of members expiring. The Nominating Committee of the Board of Directors appreciates your assistance in obtaining names of persons who qualify to be a Director. The term is for two years.

The VLCT Bylaws state that a member of the Board of Directors shall be “a qualified official of a member city or town” and that “a qualified official is a person currently holding the position of selectperson, mayor, municipal manager, clerk, treasurer, or position established in a municipal charter with responsibilities comparable to one of the aforementioned.”

A person elected to the Board of Directors must be able to attend the monthly Board meeting, which is held at the office of the Vermont League of Cities and Towns in Montpelier, usually commencing at noon and lasting three to four hours.

**AS A BOARD MEMBER, YOU WILL BE ASKED TO:**

- Provide overall governance of the organization;
- Help formulate League legislative policy for approval by the membership;
- Provide direction for VLCT’s long-range goals and objectives; and
- Assist staff on specific legislative positions, including possibly testifying before legislative committees.

The position also demands approximately two days in September or October of each year to help with VLCT’s Town Fair and Annual Meeting. It may also involve membership on VLCT policy committees or legislatively established study committees. Lastly, many of the members of the Board are asked to act on occasion as “ambassador” for the League by visiting neighboring towns and cities to explain our programs and policies, and to seek input from other local officials. VLCT provides reimbursement for travel expenses plus a small per diem for attendance at Board meetings.

If you or a qualified individual you know is interested in municipal issues of statewide significance and would like to be involved in VLCT’s work on these issues as a member of the VLCT Board of Directors, please fill out and return the form on the reverse side.

Thank you for your consideration.

Sincerely,



Steve Jeffrey, Executive Director  
Vermont League of Cities and Towns

**Please submit your application (on reverse side) by Thursday, August 15, 2013.**

**MEMO**

To: Village Office Staff  
From: Susan McNamara-Hill *gms*  
Subject: FY 2014 Tax Rates  
Date: July 30, 2013

The FY 2014 tax rates have been set and are shown below. For comparison, the previous year's tax rates are shown at the bottom of this page.

Village of Essex Junction Property Tax Rates for 2013-2014 tax year	
Homestead Rate	Non-Residential Rate
1.4060 State Education	1.4263 State Education
0.0651 EJSD Recreation (Municipal)	0.0651 EJSD Recreation (Municipal)
0.2666 Village Municipal	0.2666 Village Municipal
<u>1.7377</u> Total School & Village Tax	<u>1.7580</u> Total School & Village Tax
0.3620 Town General Fund	0.3620 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0015 Town Local Agreement	0.0015 Town Local Agreement
<u>0.3835</u> Total Town Municipal	<u>0.3835</u> Total Town Municipal
<u><b>2.1212</b></u> Total Homestead Rate	<u><b>2.1415</b></u> Total Non-Residential Rate

Town of Essex (outside the Village) Property tax rates for 2013-2014 tax year	
Homestead Rate	Non-Residential Rate
1.4009 State Education	1.4225 State Education
0.0800 Town Highway	0.0800 Town Highway
0.3620 Town General Fund	0.3620 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0015 Town Local Agreement	0.0015 Town Local Agreement
<u>0.4635</u> Total Town Municipal	<u>0.4635</u> Total Town Municipal
<u><b>1.8644</b></u> Total Homestead Rate	<u><b>1.8860</b></u> Total Non-residential Rate

Village of Essex Junction Property Tax Rates for 2012-2013 tax year	
Homestead Rate	Non-Residential Rate
1.3276 State Education	1.3665 State Education
0.0651 EJSD Recreation (Municipal)	0.0651 EJSD Recreation (Municipal)
0.2554 Village Municipal	0.2554 Village Municipal
<u>1.6481</u> Total School & Village Tax	<u>1.6870</u> Total School & Village Tax
0.3419 Town General Fund	0.3419 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0014 Town Local Agreement	0.0014 Town Local Agreement
<u>0.3633</u> Total Town Municipal	<u>0.3633</u> Total Town Municipal
<u><b>2.0114</b></u> Total Homestead Rate	<u><b>2.0503</b></u> Total Non-Residential Rate

Town of Essex (outside the Village) Property tax rates for 2012-2013 tax year	
Homestead Rate	Non-Residential Rate
1.3364 State Education	1.3650 State Education
0.0800 Town Highway	0.0800 Town Highway
0.3419 Town General Fund	0.3419 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0014 Town Local Agreement	0.0014 Town Local Agreement
<u>0.4433</u> Total Town Municipal	<u>0.4433</u> Total Town Municipal
<u><b>1.7797</b></u> Total Homestead Rate	<u><b>1.8083</b></u> Total Non-residential Rate

2 Lincoln Street  
Essex Junction, VT 05452-3154  
www.essexjunction.org



P: 802-878-6944  
F: 802-878-6946  
E: admin@essexjunction.org

August 2, 2013

Mr. and Mrs. Robert Haggerty  
1 Shawn's Way  
Essex Junction, VT 05452

Re: Flooding Mitigation Action

Dear Mr. and Mrs. Haggerty:

At the July 23, 2013 Village of Essex Junction Trustees Meeting, the Trustees voted to inspect the 24" pipe behind 8 Waverly Street and the 24" pipe that runs under Maple Street using a TV camera. Rick Jones was able to engage a contractor to do this work on July 24 due to a cancellation in the contractor's schedule. The results of this work were that the private pipe behind 8 Waverly Street and the pipe under Maple Street that drains the water next to Shawn's Way were both found to be clear of debris. The pipe behind 8 Waverly Street has some joint separations. Rick Jones informed Mr. Harvey, who owns the pipe behind 8 Waverly Street that his pipe has some joint separations. This is a private pipe. The pipe under Maple Street is in good condition.

As stated at the meeting, the Village will continue to seek grants to help repair/improve our infrastructure. In order to expedite any potential grant application by the Village for hazard mitigation, it is important to have any homeowner insurance claims, contractor estimates, bills for work, and other financial information related to the flooding that occurred this May, June and July. This information is critical in demonstrating the need for a grant. An application cannot be fully considered without this important backup information. We request that you send it to us now if you have not done so already.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick C. Scheidel".

Patrick C. Scheidel  
Village Manager



112 State Street  
4<sup>th</sup> Floor  
Montpelier, VT 05620-2701  
TEL: 802-828-2358



TTY/TDD (VT): 800-253-0191  
FAX: 802-828-3351  
E-mail: [psb.clerk@state.vt.us](mailto:psb.clerk@state.vt.us)  
Internet: <http://www.state.vt.us/psb>

State of Vermont  
**Public Service Board**

RECEIVED

AUG 05 2013

Village of Essex Junction

August 2, 2013

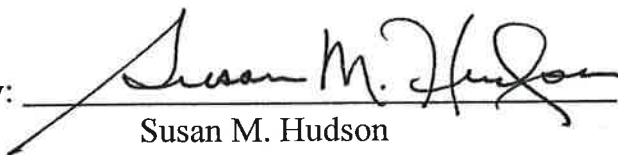
**NOTICE OF HEARING**

You are hereby notified that a Hearing Officer of the Public Service Board, Mary Jo Krolewski, Utilities Analyst, will hold a **PUBLIC HEARING**, pursuant to 30 V.S.A. Sections 8, 10 and 248, in PSB Docket No. 8076 –

Petition of ERWR Whitcomb Farm Solar, LLC, for a certificate of public good, pursuant to 30 V.S.A. § 248, authorizing the construction and operation of a 2,200 kW photovoltaic electric generation facility to be located on the Whitcomb Farm off of South Street in Essex Junction, Vermont –

on **Tuesday, August 27, 2013**, commencing at **7:00 P.M.**, in the Cafeteria at the Essex High School, located at 2 Educational Drive in Essex Junction, Vermont.

VERMONT PUBLIC SERVICE BOARD

By:   
Susan M. Hudson  
Clerk of the Board

## VERMONT PUBLIC RECORDS ACT WORKSHOP – SEPTEMBER 26, 2013

### WHO SHOULD ATTEND AND WHY

This workshop is designed for Vermont municipal officials who are responsible for managing public records and responding to public records requests. Its 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. Selectboard members, town clerks, managers and administrators, police chiefs, and other custodians of municipal public records are encouraged to attend. We anticipate offering 6.0 continuing legal education credits to attendees.

### PRESENTATIONS AND SPEAKERS

- **How to Respond to a Public Records Request, Step-by-Step.** Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center
- **Analyzing and Applying the Most Common Public Records Act Exemptions.** John H. Klesch, Esq., Stitzel, Page & Fletcher, P.C.
- **Handling Requests for Police Records Dealing with the Detection and Investigation of Crime under the Public Records Act's (c) (5) Exemption.** John H. Klesch, Esq., Stitzel, Page & Fletcher, P.C.
- **Proper Management of Electronic and Paper Public Records.** Trevor R. Lewis, Esq., Local Records Program Coordinator, Vermont State Archives and Records Administration

#### REGISTRATION FEE (PER PERSON):

\$60.00. VLCT PACIF Members

\$90.00 ..... VLCT Members

\$150.00 ..... Non-Members

To see a detailed agenda and register online, visit [vlct.org/eventscalendar](http://vlct.org/eventscalendar), and click on the workshop title.

Questions? Contact VLCT at 800-649-7915 or [info@vlct.org](mailto:info@vlct.org).

*\* Please include an additional \$10.00 per person for registrations received after the deadline above. For a full refund, please cancel in writing by the same deadline.*

**PLEASE REGISTER BY  
SEPTEMBER 19,  
2013.\***

**REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT  
4:15 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.**

RECEIVED

AUG 09 2013

Village of Essex Junction

Barbara L. Molkenthin  
14 Sugartree Lane, Unit F-4  
Essex Junction, VT 05452

August 7, 2013

Village Trustees  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

Dear Trustees,

SUBJECT: Water Bill

Must be none of you nor do any one of you know a "minimum user." I happen to be one, and even before this "New Approach," I already felt the water bill was unfair because I had to pay for a minimum amount of water whether I used it or not. It didn't work that way when I moved to Vermont in 1977. I hope Green Mountain Power and Vermont Gas don't get that idea, too!!

To quote your Subject pamphlet, currently "...the burden of paying for the fixed costs of the water, sanitation and sewage treatment systems is shifted disproportionately onto homes and businesses that are unable to lower their water usage.", therefore, a "New Approach" to "reduce inequities" is needed. From my point of view, with the "New Approach" you are increasing inequities because the "burden of paying" is now shifted disproportionately to minimum users, resulting in a disproportionately higher bill. Did you ever think of that? Plus, a lot of minimum users are probably the least able to pay such a sudden, large increase. Did you ever think of that?

You write that you will, "...distribute the fixed costs in a more balanced and equitable way." The opposite is true: it is unfair for minimum users to pay the same fixed charges as those who use double or more. The greatest burden is on the minimum user who will see the greatest increase. Read that again. Does that really seem fair to you? Why didn't you put that statement in your pamphlet to warn us?

Your water bill estimates are inaccurate. I will see a yearly increase of \$148, not \$125. And look how that compares to other categories: an increase of \$83 for using twice, yes, twice what I use; my increase should be half as much, not almost double!!! "A typical residential customer with average usage will see no change in the annual costs." Well, you forgot about us typical, conserving minimum users who will get a large increase of \$148 instead of "no change." That's a BIG difference. Do you call that fair??

You have to agree that the minimum user bears the greatest burden - simple mathematics - and that is unfair and so sad. It feels like the minimum users are being punished for being just that! So sad that I unexpectedly burst into tears when I called your office and spoke to Darby, originally thinking that the water bill I just received had to be a mistake because the three-month bill looked more like my 6-month bill. I was not aware of this large increase; I cannot afford the internet and never got the pamphlet she just mailed to me.

The fixed charges for minimum users need to be reduced so the "burden of paying" is shifted proportionately and equitably. How about it? I know you can do it. Didn't you learn how to be fair in Kindergarten, along with being honest and polite?

Most definitely sincerely,

A handwritten signature in cursive script that reads "Barbara L. Molkenthin".

Barbara L. Molkenthin

cc: Susan McNamara-Hill

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
July 23, 2013**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak. (Andrew Brown was absent.)

**ADMINISTRATION:** Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Rick Hamlin, Village Engineer; Rick Jones, Public Works Director; Jim Jutras, Waste Water Treatment Facility Director.

**OTHERS PRESENT:** Linda Waite-Simpson, Gary and Pam Jurkiewicz, Sarah and Eric Karandy, Robert and Sherry Haggerty, Diane Clemens, Alan and Priscilla Bouffard, Brad Aldrich, Cesar Barrios.

---

**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 New Business - Adopt resolution for fire truck note renewal.
- Under New Business - Appoint Village Manager, Pat Scheidel, as authorized agent to sign legal and other documents relative to the operation of the village.
- Under Trustees Reading File - Information on scoping grant for bike/walk plan.

**3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS**

a. Comments from Public on Items Not on Agenda  
None.

**4. OLD BUSINESS**

a. Waste Water Treatment Facility Refurbishment Update

Brad Aldrich with Aldrich & Elliott Consulting Engineers reported the refurbishment project at the Waste Water Treatment Facility is tracking on budget and the contractor is on or ahead of schedule. Jim Jutras added the improvements are showing results. Photos of the refurbishment work were shown.

b. See-Click-Fix Reconsideration

Staff reported the cost of the See-Click-Fix program with one “dashboard” (Rick Jones) for one year is \$1,200.

**MOTION by Lori Houghton, SECOND by George Tyler, to approve the expenditure of \$1,200 for the See-Click-Fix program for another year and authorize the Village Manager to execute the agreement and include a report at the end of the year on usage and results of post-in requests. VOTING: unanimous (4-0); motion carried.**

**5. NEW BUSINESS****a. Discussion of Flooding in the Village**

Village Engineer, Rick Hamlin, and Public Works Director, Rick Jones, reviewed the watersheds and drainage infrastructure in the Mansfield Avenue and Maple Street area that were overwhelmed by record rainfall in a contracted time period resulting in destructive flooding of property. Concerns raised by residents have been heard and are being addressed. The standard in the village is piping for a 25-year storm with non-saturated soil conditions and rain over a 24 hour period. With the flooding that occurred there were clogged pipes that caused water to quickly pool and flood properties. There is debate over the new tables for predicting storm water flow. The new numbers for the village are less than the current standard. Intense storms over a short time period are the problem, not continuous rain over time.

**MOTION by George Tyler, SECOND by Lori Houghton, to authorize staff to move forward with the following at a total cost of \$6,800:**

- **Confirm the 24” pipe installed in 2005 in the Mansfield/Waverly Street area is clear of debris;**
- **Install an inlet structure on the arch culvert.**

**VOTING: unanimous (4-0); motion carried.**

**MOTION by George Tyler, SECOND by Dan Kerin, to authorize the Village Manager to apply for any FEMA grants or other emergency management grant money that may become available for the purpose of implementing flood mitigation with the assumption the Board of Trustees will give approval. VOTING: unanimous (4-0); motion carried.**

***PUBLIC COMMENTS***

Sherry Haggerty, 1 Shawns Way, commended village workers for all the help with the flooding and noted the following:

- May 23, 2013 at 9 AM the finished basement in the house (1 Shawns Way) had no water. By 9:20 AM there was a foot of water in the basement and by 11 AM there was five feet of water in the basement.
- All that was in the basement was lost. The Fire Dept. helped shut off the utilities and pump water.
- The basement also had water from the July 4<sup>th</sup> storm. The water came in fast and left fast.
- PVC piping draining to the gully actually ended up directing water to the house during the storm events.
- A backflow was added to the piping.
- A grate was installed by the drainage pipe to prevent clogging; the grate was clogged.
- Water from the gully is not draining.
- Rain from 2005 to 2012 ranging from 10” to 20” in a five to six month time period including rain from Tropical Storm Irene and Hurricane Sandy did not cause water in the house basement.
- Per a letter sent to parents the drainage at ADL School has been changed so the athletic fields can be used.
- There is question as to whether the drainage change at the school or aging pipe infrastructure is impacting drainage.

- 
- Ms. Haggerty said their child has health problems and cannot be out in the heat and humidity so the basement space in the house is a necessity.

The resident at 3 Shawns Way stated they had water in their basement as well and share the same concerns expressed by the Haggerty family regarding the change in drainage from the school.

Rob Haggerty, 1 Shawns Way, stated the gully along Shawns Way is very deep and in prior years never filled with water, even in heavy rains, but in the rain events in 2013 the gully filled over capacity. There is contention that something beyond just rainfall has changed to cause so much water buildup (perhaps a blockage downstream). Rich Hamlin stated the record was researched with regard to the school's drainage plans and no changes are shown in the school's records or the village's records. Further research will be done. Rick Jones said a camera can be run through the culvert to look for any blockages.

Linda Waite-Simpson, former School Board Chair, confirmed Bruce Murdough, school facilities director, was working with the village on a drainage plan. The foundation at ADL School was cracking and the water had to be diverted away from the building.

Alan and Priscilla Bouffard, 3 Lillia Drive, reported the following:

- Their driveway culvert was submerged during the May 23<sup>rd</sup> storm.
- The stream height was seven feet.
- On the north side of the driveway the water was flowing so fast the banks were breached and water flowed over lawns.
- There was 15' of water on one side of the street, but only a trickle on the other side.
- The next two rain storms also caused flooding.
- Property damage is in the thousands of dollars. The Bouffards do not have flood insurance. A claim was filed against the village, but the deadline was missed. Village workers have come out and viewed the damage.
- The culvert was always able to handle storms in the past and the stream banks have never been breached until this year.
- Water is a huge issue for the children coming to the home daycare and for children walking to school.
- Something has changed to cause all the flooding.

Gary and Pam Jurkiewicz, 19 Greenwood Ave., said they have been flooded four times. The cost to repair the cellar several times was \$25,000. Water comes into the basement from the street. Village staff has been out to view the situation. There is concern about more flooding and impact on property value. The 25-year storm standard may not be a viable number. Storms seem to be more frequent and more violent. Perhaps the pipes under the street should be larger. Mr. Jurkiewicz said they filed a claim against the village and were told the problem is theirs, not that of the village.

Sarah Karandy, 8 Waverly Street, recalled the flooding that they watched inundate their house on May 22<sup>nd</sup> and May 23<sup>rd</sup>. The neighbor's lawn filled with water then the water went down and rushed over the sidewalk and street. The road was closed as cars were stalling out and carried by the water. Mansfield Ave. turned into a river. The water ripped a 12 foot long piece of

foundation from the first floor of the house and in 30 minutes filled the basement with seven feet of water. Without the extra pumps just purchased the entire first floor of the house would have been lost. The Fire Dept. evacuated the premises. A culvert on the property of 8 Waverly Street (private culvert) accepts water from the village and the culvert was clogged with a ton of debris. A catch basin was installed to fix the flooding problem, but with the storm on July 4<sup>th</sup> the catch basin was filled to the top. The flooding has impacted the family's peace of mind. There is much concern about safety. Also, it is unlikely the property will ever be able to be sold.

Diane Clemens, Williams Street, noted the Willey's Court culvert was exceeded by water, creating a pond. There is concern for safety and flooding of properties. There is a large amount of water coming through the culverts and causing erosion.

Cesar Barrios, 3 Shawns Way, said he and his wife were fixing up their house to go on the market for sale, but now the damage from flooding must be fixed before the house can be sold.

George Tyler assured the residents that village staff will be working to find answers. Rick Hamlin stated modeling will be done to find answers on the size of the pipe needed and if there are any blockages. Conditions that made the flooding that occurred will be studied. FEMA funds must funnel through the village. Grants for damages must be written. There is a 25% match. The requirements to qualify for hazard mitigation will be posted on the village website. Information will also be posted on Front Porch Forum and in the village's electronic newsletter. Residents should submit any information that may be useful to Rick Hamlin or Rick Jones.

b. Set FY14 Tax Rate

**MOTION by George Tyler, SECOND by Lori Houghton, to set the FY14 village tax rate at \$.2666 per \$100 of assessed value to raise the funds approved at annual meeting.**

**DISCUSSION: Staff noted FY13 was the final year of the IBM subsidy.**

**VOTING: unanimous (4-0); motion carried.**

c. Authorized Agent

**MOTION by George Tyler, SECOND by Lori Houghton, to appoint Patrick Scheidel as the authorized agent for the Village of Essex Junction to sign legal and other documents relative to the operation of the village. VOTING: unanimous (4-0); motion carried.**

d. Fire Truck Note Renewal

**MOTION by George Tyler, SECOND by Dan Kerin, to adopt the resolution for current expense borrowing as presented and sign the current expense note and the resolution.**

**VOTING: unanimous (4-0); motion carried.**

e. Bid Award for FY14 Paving

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to award the paving bid to the lowest bidder, S.T. Paving, Inc. at a cost of \$67.88 per ton.**

**VOTING: unanimous (4-0); motion carried.**

f. Discuss/Action on Trustees Policy re: Appointments to Boards, Commissions and Committees



Pat Scheidel reported in an effort to improve communication between parties and reinforce the mission a follow up interview should be done annually with appointees prior to reappointment. Language as follows is recommended to be added to the existing policy:

- Section 6. Annual Follow-Up Interviews for Members of Boards, Commissions and Committees
- a. All volunteer members of boards, commissions and committees shall be given the opportunity to meet with the Trustees at a regularly scheduled meeting or special meeting.
  - b. The purpose of the follow-up interview will be to discuss how the expectations of each volunteer met the reality of the past year, and to review the mission and focus of the boards, commissions, and committees.
  - c. Per Sections 4 & 5 the annual interview will be held prior to reappointing current members of boards, commission, and committees.

There was discussion of drafting descriptions for positions on the village planning commission, zoning board, committees, and task forces. Staff will draft some language for consideration.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to amend the Village Board of Trustees policy regarding appointments to boards, commissions, and committees to include new Section 6 as recommended, with the addition of “and for those who do not wish reappointment the interview shall serve as an exit interview” to Section 6(c).**

**VOTING: unanimous (4-0); motion carried.**

## **6. VILLAGE MANAGER’S REPORT**

### a. Meeting Schedule

- August 13 @ 6:30 – Regular Trustees Meeting
- August 27 @ 6:30 – Regular Trustees Meeting
- September 10 @ 6:30 – Regular Trustees Meeting
- September 24 @ 6:30 – Regular Trustees Meeting
- October 8 @ 6:30 – Regular Trustees Meeting
- October 22 @ 6:30 – Regular Trustees Meeting
- November 12 @ 6:30 – Regular Trustees Meeting
- November 26 2 6:30 – Regular Trustees Meeting
- December 10 @ 6:30 – Regular Trustees Meeting

### Special Meetings/Events:

- October 3 – VLCT 2013 Town Fair at Killington

### 2. Meetings with Staff

Pat Scheidel reported he is meeting with staff collectively and individually to find out what each person does.

### 3. Waste Water Facility Tour

Pat Scheidel said the tour of the Waste Water Facility with Jim Jutras was very impressive.

### 4. Railroad Avenue Recess Group Meeting

After meeting with the group it is anticipated the neighborhood watch program will be reinvigorated.

#### 5. Memo Format

Correspondence by memorandum will contain the following categories of information:

- Issue (what is at hand)
- Discussion (what is needed to know to make an informed decision)
- Cost (amount and funding source)
- Recommendation (suggested action/motion)

#### 7. TRUSTEES COMMENTS/ANNOUNCEMENTS

##### a. Board Member Comments

- Lori Houghton announced September 25, 2013 is the last Heart & Soul community summit and volunteer fair at the high school
- The \$10,000 Building Healthy Communities grant was used to form the bike/walk committee that produced the document on the bike/ped plan.
- Comments on the alignment of the Crescent Connector relative to bike/ped use have been received. Trustee Houghton will email the comments to the Trustees and Pat Scheidel.
- Elaine Sopchak asked about the ADA access at the train station. George Tyler noted Amtrak federal funding was drastically reduced. Robin Pierce will be asked to provide an update on the train station project.
- George Tyler noted the high school pump station project is complete and was slightly under budget.

##### b. Reading File

- Minutes
  - Block Party Committee 6/24/13
- Memo on Project Closeout for High School Pump Station
- Memo on Crescent Connector Road Update
- Notices re: Whitcomb Farm Solar Project/Vermont Public Service Board
- Memo on Final Chittenden County ECOS Plan

#### 8. CONSENT AGENDA & READING FILE

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the consent as follows and with the amendment to the Board of Trustees minutes from 6/25/13 as noted:**

1. **Approve Minutes of Previous Meetings (6/25/13 with the statement on Page 4 in the action list from the Trustees retreat to read that the Trustees expressed interest in possibly meeting with the developer about the plan for the redevelopment of the bank property at Five Corners).**
2. **Approve Warrants including Checks #10047352 through #10047402 totaling \$69,053.40.**
3. **Approve Warrants including Checks #10047403 through #10047487 totaling \$466,689.49.**
4. **Approve Warrants including Checks #10047488 through #10047551 totaling \$1,621,435.20.**
5. **Approve FY13 Audit Contract.**

- 
6. Approve EJFD Request to Waive Bid Process for Software Contract.
  7. Approve Request from Village Resident to Hold Vigil at Lincoln Hall.
  8. Approve VTrans Grant Application for Flow Restoration Plan Development.

**VOTING: unanimous (4-0); motion carried.**

**9. EXECUTIVE SESSION**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to enter Executive Session to discuss personnel issues and invite the village management team of Pat Scheidel, Lauren Morrisseau, and Susan McNamara-Hill to attend. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 8:50 PM.

**MOTION by Dan Kerin, SECOND by George Tyler, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 9:02 PM.

*ACTION FOLLOWING EXECUTIVE SESSION*

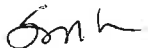
**MOTION by Dan Kerin, SECOND by George Tyler, to authorize the Village Manager to spend up to \$4,400 for bonuses and costs associated with an appreciation lunch for village employees. VOTING: unanimous (4-0); motion carried.**

**10. ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by George Tyler, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 9:05 PM.

RScty: M.E.Riordan



# Check Register Report

BL 8/13/13

Date: 08/08/2013

Time: 3:21 pm

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Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10047555	07/19/2013	Printed		10526	DAVE KELLER	BLOCK PTY/2ND HALF PMT-EC DEV	500.00
10047556	07/19/2013	Printed		10026	MARCY M KELLY	BLOCK PARTY-EC DEV	450.00
10047557	07/19/2013	Printed		9447	SHIRLEY PINE	BLOCK PARTY-EC DEV	1,175.00
10047558	07/19/2013	Printed		10397	DANNY DECOSMOS	BLOCK PARTY-EC DEV	1,200.00
10047559	07/19/2013	Printed		9414	TOP HAT ENTERTAINMENT, INC	BLOCK PARTY-EC DEV	650.00
10047560	07/31/2013	Printed		1817	POSTMASTER	WTR/SEWER BILLS-WATER/SANI	968.22
10047561	08/07/2013	Printed		10568	KAMCO SUPPLY CORP	DOOR LOCK-FIRE	752.00
10047562	08/07/2013	Printed		05530	COSTCO COLCHESTER #314	SUPPLIES-FIRE	15.99
10047563	08/07/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	4,679.52
10047564	08/07/2013	Printed		10041	MINUTEMAN VERMONT	POSTAGE TAX BILLS-ADMIN	1,219.27
10047565	08/13/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	282.04
10047566	08/13/2013	Printed		10007	AIRGAS EAST	OXYGEN CYLINDER-STREET	106.43
10047567	08/13/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-VARIOUS	50,317.69
10047569	08/13/2013	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	335.00
10047572	08/13/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	1,692.68
10047573	08/13/2013	Printed		0315	BURLINGTON TOOL REPAIR	SAWZALL BASE-WWTF	8.67
10047575	08/13/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES - VARIOUS	424.15
10047576	08/13/2013	Printed		0523	CCRPC	BIKE/PED PLAN -EC DEV	409.38
10047577	08/13/2013	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	3,275.19
10047578	08/13/2013	Printed		10349	CHITTENDEN COUNTY STREAM TEAM	DUES-STREET	1,800.00
10047579	08/13/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	BIOSOLIDS-WWTF	12,653.37
10047580	08/13/2013	Printed		10353	CIVES CORP	STROBES-ROLL STOCK	524.00
10047581	08/13/2013	Printed		9788	COMCAST	CABLE-STREET	62.29
10047582	08/13/2013	Printed		0560	COPY-SHIP-FAX-PLUS	SHIPPING-FIRE	14.86
10047583	08/13/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-LH	28.25
10047584	08/13/2013	Printed		10382	CVC PAGING (CENTRAL VERMONT	PAGERS-STREET	54.00
10047585	08/13/2013	Printed		10397	DANNY DECOSMOS	BLOCK PARTY-EC DEV	250.00
10047586	08/13/2013	Printed		0700	EAST COAST PRINTERS	BLOCK PARTY T-SHIRTS-EC DEV	266.50
10047587	08/13/2013	Printed		0710	ENDYNE, INC.	LAB TESTING-WWTF	100.00
10047588	08/13/2013	Printed		9879	THE ENGRAVING BENCH	INK STAMPS-LIBRARY	16.00
10047589	08/13/2013	Printed		0792	ENVIRONMENTAL PRODUCTS & SVCS	CHROMIUM PAINT DISPOSAL-WWTF	2,572.00
10047591	08/13/2013	Printed		10134	ENVIRONMENTAL RESOURCES ASSOC.	QA/QC RETEST-WWTF	165.00
10047592	08/13/2013	Printed		0780	ESSEX EQUIPMENT SALES	SAFETY VESTS-STREET	167.17
10047593	08/13/2013	Printed		9669	ESSEX FREE LIBRARY	BOOK REPLACEMENT-LIBRARY	12.00
10047594	08/13/2013	Printed		9885	ESSEX RESCUE, INC.	CPR CLASS-ADMIN	80.00
10047595	08/13/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	250.00
10047596	08/13/2013	Printed		10011	FAIR POINT COMMUNICATIONS, INC.	PHONE-FIRE	28.58
10047597	08/13/2013	Printed		10153	FEDERATED FIRE & SECURITY, INC	CTRL STA MONITORING-LIB	195.00
10047598	08/13/2013	Printed		1935	FERGUSON WATERWORKS #590	MANHOLE FRM/PIPE-VARIOUS	2,058.86
10047599	08/13/2013	Printed		10567	FIRE SAFETY U.S.A.	MUFFLER FOR GAS PPV-FIRE	70.00
10047600	08/13/2013	Printed		0751	FISHER AUTO PARTS	OIL/GREASE-STREET	44.40
10047601	08/13/2013	Printed		0833	BERNARD FLEURY	RAIN SUIT REIMBURSEMENT-WWTF	134.94
10047602	08/13/2013	Printed		10564	FOUR WINDS NATURE INSTITUTE	SUMMER LIB PGM REG-LIBRARY	178.50
10047603	08/13/2013	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	72.40
10047604	08/13/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR/LH	545.12
10047605	08/13/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF	118.00
10047606	08/13/2013	Printed		9726	GOT THAT RENTAL SALES, INC	BLUE MARKING PAINT-WATER	43.45
10047607	08/13/2013	Printed		9616	GRANITE CORPORATION OF BARRE	CUSTOM PAVERS MEMORIAL PARK	710.00

# Check Register Report

BL 8/13/13

Date: 08/08/2013

Time: 3:21 pm

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Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
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10047610	08/13/2013	Printed		1010	HACH COMPANY	LAB SUPPLIES-WWTF	576.20
10047611	08/13/2013	Printed		1031	HANNAFORD BROTHERS CO.	LAB WATER-WWTF	46.44
10047612	08/13/2013	Printed		1039	THE HARTIGAN COMPANY	TV CAMERA INSP/PORTA-ST/EC DEV	1,147.50
10047613	08/13/2013	Printed		10473	INFOGROUP CITY DIRECTORIES	BURLINGTON AREA DIRECTORY-LIB	270.00
10047614	08/13/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	38.88
10047615	08/13/2013	Printed		2041	S. D. IRELAND CONCRETE	CEMENT-STREET	1,102.00
10047616	08/13/2013	Printed		9454	LENNY'S SHOE & APP	BOOTS-STREET	115.00
10047617	08/13/2013	Printed		10565	JUSTIN LEVINSON	PERFORMANCE-LIBRARY	100.00
10047618	08/13/2013	Printed		9608	TINA LOGAN	ART PRGMS-LIBRARY	300.00
10047619	08/13/2013	Printed		13631	LYNN PUBLICATIONS	LEGAL/EMPLOYMENT ADS-LIB	110.50
10047620	08/13/2013	Printed		1000	SUSAN J. MCNAMARA-HILL	MILEAGE REIMBURSEMENT-ADMIN	44.86
10047621	08/13/2013	Printed		10269	NEW ENGLAND CENTRAL RR	ROW LEASE-SAN	1,045.28
10047622	08/13/2013	Printed		9233	NO STRINGS MARIONETTE CO	PERFORMANCE-LIBRARY	560.00
10047623	08/13/2013	Printed		1661	NORTH CENTRAL LABORATORIES	LAB SUPPLIES-WWTF	416.71
10047624	08/13/2013	Printed		1660	NORTHEAST DELTA DENTAL	INS PREMIUM-VARIOUS DEPTS	2,159.28
10047625	08/13/2013	Printed		10563	NORTHERN SAFETY & INDUSTRIAL	ARC FLASH SHIELD-SANI	167.48
10047626	08/13/2013	Printed		10059	ROBERT PIERCE	CELL PHONE REIMB-PLAN	129.24
10047627	08/13/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	621.87
10047628	08/13/2013	Printed		1791	PENELOPE D PILLSBURY	BOOKS REIMBURSEMENT-LIBRARY	58.47
10047629	08/13/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MTG MINUTES-ADM/PLAN	290.00
10047630	08/13/2013	Printed		10140	REGIONAL STORMWATER EDUC. PROG	EDUCATIONAL PROGRAM-STREET	5,000.00
10047631	08/13/2013	Printed		10199	SAMMEL SIGN COMPANY	WATER BILLS DUE SIGN-ADMIN	20.00
10047632	08/13/2013	Printed		2042	SCOTT'S LINE STRIPING, INC	PAINT-STREET	1,500.00
10047633	08/13/2013	Printed		10512	SEE CLICK FIX	LICENSE-STREET	1,200.00
10047634	08/13/2013	Printed		10399	SERVPRO WINOOSKI STOWE	WATER DAMAGE REPAIR-LIBRARY	463.76
10047635	08/13/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT SUPPLIES-ST/LH	425.28
10047636	08/13/2013	Printed		10546	SIEMENS INDUSTRY INC	BIOXIDE-WWTF	8,985.60
10047637	08/13/2013	Printed		2093	SLACK CHEMICAL COMPANY INC.	SODIUM BICARB-WWTF	1,070.44
10047638	08/13/2013	Printed		10558	SMALL DOG (WAITSFIELD)	POWER ADAPTERS/CABLES-ADM/PLN	64.95
10047639	08/13/2013	Printed		9627	THE SMALL ENGINE CO., INC	EQUIPMENT-FIRE	265.53
10047640	08/13/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	734.42
10047641	08/13/2013	Printed		10566	STA INC.	BARRE TOUR CHARTER-LIB	318.50
10047642	08/13/2013	Printed		9874	TOM STAMP	STORYTELLER-LIBRARY	100.00
10047643	08/13/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-VARIOUS DEPTS	184.73
10047644	08/13/2013	Printed		2134	STEWART CONSTRUCTION, INC.	ADMIN OFFICE REFURB-	29,255.00
10047645	08/13/2013	Printed		2227	TI-SALES, INC.	METERS-WTR/SANIT	39,289.07
10047646	08/13/2013	Printed		2338	USA BLUE BOOK	ASSTD QUICK CONNECTS-WWTF	667.94
10047647	08/13/2013	Printed		23415	VERIZON WIRELESS	CELL SERV & PHONE-VARIOUS	690.53
10047648	08/13/2013	Printed		10042	VERMONT BLACKTOP CORPORATION	TOP RAP MIX-STREET	236.59
10047650	08/13/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	NATURAL GAS-VARIOUS	2,503.04
10047651	08/13/2013	Printed		2343	VILLAGE COPY & PRINT	PRINTING- VARIOUS	830.00
10047653	08/13/2013	Printed		1000206	VILLAGE OF ESSEX JCT.	WATER & SEWER-VARIOUS DEPTS	2,336.12
10047654	08/13/2013	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREM-VARIOUS DEPTS	410.49
10047655	08/13/2013	Printed		2380	VLCT PACIF, INC.	SEWER BACK-UP CLAIMS-SANI	654.00
10047656	08/13/2013	Printed		0811	F.W. WEBB COMPANY	CHEM LINE RELOCATION-WWTF	38.74
10047657	08/13/2013	Printed		24851	DON WESTON EXCAVATING, INC	LINC ST&STMLINE-CAP R/ST	67,629.29

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Village of Essex Junction

BANK:

C N	ar	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>								
10047658		08/13/2013	Printed		2510	FRANK WHITCOMB CONSTRUCTION	GRAVEL-STREET	313.00
10047659		08/13/2013	Printed		2620	YIPESI	TRK BED LINERS-ROLLING STK	524.95
10047660		08/13/2013	Printed		3081	ZEE MEDICAL, INC.	FIRST AID KIT SUPPLIES-STREET	38.50

<b>Total Checks: 98</b>	<b>Checks Total (excluding void checks):</b>	<b>284,309.69</b>
<b>Total Payments: 98</b>	<b>Bank Total (excluding void checks):</b>	<b>284,309.69</b>
<b>Total Payments: 98</b>	<b>Grand Total (excluding void checks):</b>	<b>284,309.69</b>