



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 10, 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. Joint meeting with the Prudential Committee
4. **OLD BUSINESS** [7:30 PM]
 - a. Discuss proposal for website redesign
5. **NEW BUSINESS** [7:45 PM]
 - a. Award bid for fire station roof replacement
 - b. Grant Application to Vermont Telecommunications Authority
 - c. 2014 Employee Health Insurance*
6. **VILLAGE MANAGER'S REPORT** [8:00 PM]
 - Met with VLCT about health insurance
 - Met with Ecopixel representatives
 - Met with Director of Essex CHIPS
 - Evaluation of Public Officials*
 - Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:10 PM]
 - a. Board Member Comments
 - b. Capital Program Review Committee Minutes 8/8/13
 - c. Final descriptions for boards, committees and commissions
 - d. Library staff and director's report July 2013
 - e. Article in Burlington Free Press about wastewater treatment plants
 - f. VLCT Selectboard Institute 11/2/13
 - g. Certificate of Service and Motion to Intervene about Whitcomb Farm Solar Project
8. **CONSENT AGENDA** [8:15 PM]
 - a. Approve Minutes of Previous Meeting 8/13/13
 - b. Approve Warrants including check #10047661 through #10047761 totaling \$514,563.15.
 - c. Approve Warrants including check #10047762 through #10047822 totaling \$586,690.30.
 - d. Approve Street Name Request for Sienna Lane
 - e. Approve Letter of Support for VTA Grant
9. **EXECUTIVE SESSION** [8:20 PM]
 - a. Contracts/Personnel*
10. **ADJOURN** [8:45 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.

REVENUE/EXPENDITURE REPORT
Bill List 9/10/13

*Agenda Addition
Consent
Agenda*

Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,806,463.00	2,806,463.00	2,806,911.57	-0.03	0.00	-448.57	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	737.05	229.01	0.00	6,262.95	10.5
410.000 LICENSE AND ZONING FEE	35,000.00	35,000.00	60,539.00	490.00	0.00	-25,539.00	173.0
411.010 SERVICE FEE - WATER	111,336.00	111,336.00	0.00	0.00	0.00	111,336.00	0.0
411.020 SERVICE FEE - WWTP	55,668.00	55,668.00	0.00	0.00	0.00	55,668.00	0.0
411.030 SERVICE FEE - SANITATION	111,336.00	111,336.00	0.00	0.00	0.00	111,336.00	0.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	439.00	0.00	0.00	1,561.00	22.0
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	33,558.14	0.00	0.00	66,441.86	33.6
420.030 EJSJ TAX COLLECTION FEES	47,000.00	47,000.00	0.00	0.00	0.00	47,000.00	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	800.00	0.00	0.00	4,000.00	16.7
432.030 MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	254.00	0.00	0.00	1,246.00	16.9
432.070 MISCELLANEOUS STREET RECEIPTS	3,500.00	3,500.00	1,124.80	100.00	0.00	2,375.20	32.1
432.080 MISCELLANEOUS LIBRARY RECEIPTS	600.00	600.00	0.00	0.00	0.00	600.00	0.0
434.010 ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
440.000 INTEREST EARNINGS	1,000.00	1,000.00	97.04	0.00	0.00	902.96	9.7
445.000 MISC. - UNCLASSIFIED RECEIPTS	5,000.00	5,000.00	134.11	24.81	0.00	4,865.89	2.7
Revenue	3,309,713.00	3,309,713.00	2,904,594.71	843.79	0.00	405,118.29	87.8
Acct Class: 4900 GRANTS & DONATIONS							
432.083 DONATIONS TO LIBRARY	0.00	0.00	4,311.75	0.00	0.00	-4,311.75	0.0
441.028 MISC GRANTS	0.00	0.00	215.66	0.00	0.00	-215.66	0.0
GRANTS & DONATIONS	0.00	0.00	4,527.41	0.00	0.00	-4,527.41	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	171.98	0.00	0.00	-171.98	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	70.00	0.00	0.00	-70.00	0.0
Non Operating Revenues	0.00	0.00	241.98	0.00	0.00	-241.98	0.0
Dept: 000.000	3,309,713.00	3,309,713.00	2,909,364.10	843.79	0.00	400,348.90	87.9
Revenues	3,309,713.00	3,309,713.00	2,909,364.10	843.79	0.00	400,348.90	87.9
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	325,729.00	325,729.00	48,312.02	9,622.41	0.00	277,416.98	14.8
720.004 MANAGER CONTRACT	0.00	0.00	8,973.46	0.00	0.00	-8,973.46	0.0
720.010 SALARIES OVERTIME	1,500.00	1,500.00	395.72	43.04	0.00	1,104.28	26.4
720.020 SALARIES PART TIME	7,974.00	7,974.00	3,255.31	809.21	0.00	4,718.69	40.8
720.022 SOCIAL SECURITY	26,568.00	26,568.00	4,014.54	867.69	0.00	22,553.46	15.1
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	44.28	11.01	0.00	1,141.72	3.7
720.026 WORKERS COMP INSURANCE	1,431.00	1,431.00	228.99	47.35	0.00	1,202.01	16.0
720.028 HEALTH INS & OTHER BENEFITS	75,626.00	75,626.00	13,206.29	548.59	0.00	62,419.71	17.5
720.030 RETIREMENT	32,573.00	32,573.00	4,621.20	924.24	0.00	27,951.80	14.2
720.032 LIABILITY & PROPERTY INS.	7,696.00	7,696.00	2,500.36	0.00	0.00	5,195.64	32.5
720.034 PUBLIC OFFICIALS LIABILITY INS	5,601.00	5,601.00	2,732.00	0.00	0.00	2,869.00	48.8
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	625.00	625.00	0.00	1,875.00	25.0
723.000 SUPPLIES	6,700.00	6,700.00	1,030.60	0.00	0.00	5,669.40	15.4
723.001 POSTAGE	4,200.00	4,200.00	1,819.27	0.00	0.00	2,380.73	43.3
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	8,088.70	0.00	0.00	8,826.30	47.8
724.000 TRAINING, CONFERENCES, DUES	10,734.00	10,734.00	838.33	38.42	0.00	9,895.67	7.8
725.000 TELEPHONE SERVICES	3,960.00	3,960.00	397.13	0.00	0.00	3,562.87	10.0
725.025 COMMUNICATIONS	13,331.00	13,331.00	4,853.63	0.00	0.00	8,477.37	36.4
728.030 VEHICLE MAINTENANCE-TRAVEL	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
745.020 LEASED SERVICES	4,840.00	4,840.00	1,018.47	0.00	0.00	3,821.53	21.0
745.031 LEGAL SERVICES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0

REVENUE/EXPENDITURE REPORT

Bill List 9/10/13

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Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	0.00	0.00	0.00	5,433.00	0.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	1,560.26	0.00	0.00	4,239.74	26.9
745.055 PAY & CLASSIFICATION STUDY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.057 ELECTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	206.68	200.00	0.00	3,793.32	5.2
755.023 CAPITAL OUTLAY	8,000.00	8,000.00	1,531.44	0.00	0.00	6,468.56	19.1
Operating Expenses	598,797.00	598,797.00	110,253.68	13,736.96	0.00	488,543.32	18.4
ADMINISTRATION	598,797.00	598,797.00	110,253.68	13,736.96	0.00	488,543.32	18.4
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	173,624.00	173,624.00	0.00	0.00	0.00	173,624.00	0.0
750.022 CAP RESRV FND CONT - BEG 1993	391,427.00	391,427.00	0.00	0.00	0.00	391,427.00	0.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
Operating Expenses	620,051.00	620,051.00	0.00	0.00	0.00	620,051.00	0.0
MISC TRANSFERS & EXPENDITUES	620,051.00	620,051.00	0.00	0.00	0.00	620,051.00	0.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,404.00	5,404.00	2,009.56	0.00	0.00	3,394.44	37.2
723.000 SUPPLIES	1,800.00	1,800.00	680.37	0.00	0.00	1,119.63	37.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
725.000 TELEPHONE SERVICES	460.00	460.00	80.10	0.00	0.00	379.90	17.4
726.000 ELECTRICAL SERVICE	6,000.00	6,000.00	510.30	0.00	0.00	5,489.70	8.5
727.000 HEATING	7,000.00	7,000.00	95.52	0.00	0.00	6,904.48	1.4
728.000 MAINT. BUILDINGS/GROUNDS	7,000.00	7,000.00	2,424.05	0.00	0.00	4,575.95	34.6
745.005 RUBBISH REMOVAL	1,785.00	1,785.00	144.50	0.00	0.00	1,640.50	8.1
745.014 CONTRACT SERVICES	7,503.00	7,503.00	1,234.30	0.00	0.00	6,268.70	16.5
755.023 CAPITAL OUTLAY	0.00	0.00	10,948.49	0.00	0.00	-10,948.49	0.0
Operating Expenses	38,452.00	38,452.00	18,127.19	0.00	0.00	20,324.81	47.1
LINCOLN HALL	38,452.00	38,452.00	18,127.19	0.00	0.00	20,324.81	47.1
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	134,400.00	134,400.00	19,867.74	0.00	0.00	114,532.26	14.8
720.022 SOCIAL SECURITY	10,282.00	10,282.00	1,519.83	0.00	0.00	8,762.17	14.8
720.026 WORKERS COMP INSURANCE	25,685.00	25,685.00	1,910.70	0.00	0.00	23,774.30	7.4
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	6,675.00	6,675.00	2,649.62	0.00	0.00	4,025.38	39.7
723.000 SUPPLIES	2,400.00	2,400.00	309.97	0.00	0.00	2,090.03	12.9
723.016 EMS SUPPLIES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	1,084.77	0.00	0.00	4,915.23	18.1
723.065 WATER AND SEWER CHARGE	900.00	900.00	0.00	0.00	0.00	900.00	0.0
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	775.77	0.00	0.00	3,024.23	20.4
726.000 ELECTRICAL SERVICE	6,400.00	6,400.00	1,365.42	0.00	0.00	5,034.58	21.3
727.000 HEATING	6,000.00	6,000.00	49.64	0.00	0.00	5,950.36	0.8
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	1,648.15	0.00	0.00	4,351.85	27.5
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
728.020 MAINTENANCE OTHER	11,916.00	11,916.00	937.65	0.00	0.00	10,978.35	7.9
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	724.17	0.00	0.00	8,275.83	8.0
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	0.00	0.00	0.00	650.00	0.0
729.000 UNIFORMS, BOOTS, ETC	18,500.00	18,500.00	44.00	0.00	0.00	18,456.00	0.2

REVENUE/EXPENDITURE REPORT

Bill List 9/10/13

Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
729.052 FIRE PREVENTION	2,000.00	2,000.00	844.50	0.00	0.00	1,155.50	42.2
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	216.00	0.00	0.00	684.00	24.0
755.022 NEW EQUIPMENT-RADIOS	3,100.00	3,100.00	2,249.00	0.00	0.00	851.00	72.5
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	929.92	0.00	0.00	13,570.08	6.4
Operating Expenses	287,208.00	287,208.00	40,426.85	0.00	0.00	246,781.15	14.1
FIRE DEPARTMENT	287,208.00	287,208.00	40,426.85	0.00	0.00	246,781.15	14.1
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	197,160.00	197,160.00	32,165.35	6,088.35	0.00	164,994.65	16.3
720.010 SALARIES OVERTIME	15,000.00	15,000.00	2,717.93	704.78	0.00	12,282.07	18.1
720.020 SALARIES PART TIME	18,590.00	18,590.00	4,161.34	778.12	0.00	14,428.66	22.4
720.022 SOCIAL SECURITY	17,867.00	17,867.00	2,853.62	557.34	0.00	15,013.38	16.0
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	71.76	10.59	0.00	1,014.24	6.6
720.026 WORKERS COMP INSURANCE	12,182.00	12,182.00	2,529.84	486.06	0.00	9,652.16	20.8
720.028 HEALTH INS & OTHER BENEFITS	82,729.00	82,729.00	14,170.95	91.25	0.00	68,558.05	17.1
720.030 RETIREMENT	19,716.00	19,716.00	3,207.90	637.49	0.00	16,508.10	16.3
720.032 LIABILITY & PROPERTY INS.	13,878.00	13,878.00	5,448.18	0.00	0.00	8,429.82	39.3
723.000 SUPPLIES	20,000.00	20,000.00	2,455.02	0.00	0.00	17,544.98	12.3
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	163.24	0.00	0.00	74,836.76	0.2
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	4,010.53	0.00	0.00	10,989.47	26.7
723.014 GRAVEL, TOPSOIL	4,000.00	4,000.00	824.00	0.00	0.00	3,176.00	20.6
723.015 SIGNS AND POSTS	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.0
723.020 GAS, GREASE AND OIL	22,000.00	22,000.00	4,266.07	30.78	0.00	17,733.93	19.4
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	22.60	22.60	0.00	477.40	4.5
725.000 TELEPHONE SERVICES	1,900.00	1,900.00	582.61	0.00	0.00	1,317.39	30.7
726.000 ELECTRICAL SERVICE	4,500.00	4,500.00	288.73	0.00	0.00	4,211.27	6.4
726.035 STREET LIGHTS	127,000.00	127,000.00	11,874.42	0.00	0.00	115,125.58	9.3
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	715.14	0.00	0.00	4,984.86	12.5
727.000 HEATING	4,000.00	4,000.00	72.57	0.00	0.00	3,927.43	1.8
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
728.010 RADIO MAINTENANCE	200.00	200.00	0.00	0.00	0.00	200.00	0.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	298.85	0.00	0.00	701.15	29.9
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	2,581.18	0.00	0.00	29,418.82	8.1
728.033 STREETScape MAINT./IMP	6,000.00	6,000.00	600.00	0.00	0.00	5,400.00	10.0
728.036 VILLAGE GARDEN SPOTS	3,650.00	3,650.00	43.98	0.00	0.00	3,606.02	1.2
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	384.34	0.00	0.00	7,615.66	4.8
728.041 MEMORIAL PARK	3,500.00	3,500.00	114.77	0.00	0.00	3,385.23	3.3
728.043 STREET MARKINGS	5,000.00	5,000.00	3,398.53	0.00	0.00	1,601.47	68.0
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	315.16	0.00	0.00	4,184.84	7.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	400.62	0.00	0.00	5,799.38	6.5
745.014 CONTRACT SERVICES	0.00	0.00	1,200.00	0.00	0.00	-1,200.00	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	54.00	0.00	0.00	946.00	5.4
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
755.011 TRAFFIC CALMING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
755.023 CAPITAL OUTLAY	9,000.00	9,000.00	7,361.23	0.00	0.00	1,638.77	81.8
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	2,076.00	0.00	0.00	924.00	69.2
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	7,058.61	0.00	0.00	1,441.39	83.0
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	120.00	0.00	0.00	2,880.00	4.0
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	8,912.00	0.00	0.00	588.00	93.8
Operating Expenses	791,358.00	791,358.00	127,521.07	9,407.36	0.00	663,836.93	16.1
STREET DEPARTMENT	791,358.00	791,358.00	127,521.07	9,407.36	0.00	663,836.93	16.1
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	305,811.00	305,811.00	57,277.80	11,451.23	0.00	248,533.20	18.7

REVENUE/EXPENDITURE REPORT

Bill List 9/10/13

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2:50 pm

Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.020 SALARIES PART TIME	89,012.00	89,012.00	16,433.79	2,847.18	0.00	72,578.21	18.5
720.022 SOCIAL SECURITY	30,365.00	30,365.00	5,609.67	1,102.29	0.00	24,755.33	18.5
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	223.49	38.72	0.00	2,160.51	9.4
720.026 WORKERS COMP INSURANCE	1,588.00	1,588.00	324.97	63.90	0.00	1,263.03	20.5
720.028 HEALTH INS & OTHER BENEFITS	70,891.00	70,891.00	12,261.42	561.38	0.00	58,629.58	17.3
720.030 RETIREMENT	30,581.00	30,581.00	5,683.98	1,139.44	0.00	24,897.02	18.6
720.032 LIABILITY & PROPERTY INS.	9,972.00	9,972.00	4,200.05	0.00	0.00	5,771.95	42.1
723.000 SUPPLIES	12,000.00	12,000.00	1,184.23	0.00	0.00	10,815.77	9.9
723.001 POSTAGE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
723.055 COMPUTER EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
723.065 WATER AND SEWER CHARGE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	286.16	0.00	0.00	4,713.84	5.7
725.000 TELEPHONE SERVICES	1,200.00	1,200.00	174.99	0.00	0.00	1,025.01	14.6
725.030 TECHNOLOGY ACCESS	6,000.00	6,000.00	3,181.78	0.00	0.00	2,818.22	53.0
726.000 ELECTRICAL SERVICE	14,250.00	14,250.00	1,986.64	0.00	0.00	12,263.36	13.9
727.000 HEATING	7,400.00	7,400.00	96.60	0.00	0.00	7,303.40	1.3
728.000 MAINT. BUILDINGS/GROUNDS	12,000.00	12,000.00	3,002.39	0.00	0.00	8,997.61	25.0
728.050 ALARM SYSTEM MAINTENANCE	700.00	700.00	195.00	0.00	0.00	505.00	27.9
735.000 INTERVIEW COSTS	100.00	100.00	94.00	0.00	0.00	6.00	94.0
745.014 CONTRACT SERVICES	23,225.00	23,225.00	1,749.88	0.00	0.00	21,475.12	7.5
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	1,914.52	0.00	0.00	1,085.48	63.8
755.014 COMPUTER REPLACEMENT	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	4,246.49	0.00	0.00	26,753.51	13.7
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	1,268.51	0.00	0.00	14,231.49	8.2
Operating Expenses	684,479.00	684,479.00	121,396.36	17,204.14	0.00	563,082.64	17.7
BROWNELL LIBRARY							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,436.00	129,436.00	25,210.43	4,783.20	0.00	104,225.57	19.5
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	10,305.00	10,305.00	1,974.51	431.73	0.00	8,330.49	19.2
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	0.00	0.00	0.00	435.00	0.0
720.026 WORKERS COMP INSURANCE	506.00	506.00	387.15	74.75	0.00	118.85	76.5
720.028 HEALTH INS & OTHER BENEFITS	33,038.00	33,038.00	7,433.81	0.00	0.00	25,604.19	22.5
720.030 RETIREMENT	12,944.00	12,944.00	2,471.04	478.32	0.00	10,472.96	19.1
720.032 LIABILITY & PROPERTY INS.	2,147.00	2,147.00	962.12	0.00	0.00	1,184.88	44.8
720.034 PUBLIC OFFICIALS LIABILITY INS	5,600.00	5,600.00	2,732.00	0.00	0.00	2,868.00	48.8
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	825.00	825.00	0.00	2,775.00	22.9
723.000 SUPPLIES	2,500.00	2,500.00	391.86	0.00	0.00	2,108.14	15.7
723.001 POSTAGE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	236.49	0.00	0.00	4,468.51	5.0
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	27.80	0.00	0.00	4,472.20	0.6
725.000 TELEPHONE SERVICES	1,524.00	1,524.00	226.15	0.00	0.00	1,297.85	14.8
725.025 COMMUNICATIONS	2,000.00	2,000.00	140.00	0.00	0.00	1,860.00	7.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	600.00	200.00	0.00	2,400.00	20.0
745.031 LEGAL SERVICES	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
745.051 RECORDING FEES	2,500.00	2,500.00	470.00	0.00	0.00	2,030.00	18.8
Operating Expenses	244,740.00	244,740.00	44,088.36	6,793.00	0.00	200,651.64	18.0
PLANNING AND ZONING DEPT.							
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	35,196.00	35,196.00	6,430.80	1,290.40	0.00	28,765.20	18.3
720.022 SOCIAL SECURITY	2,696.00	2,696.00	527.61	110.63	0.00	2,168.39	19.6
720.024 UNEMPLOYMENT INSURANCE	250.00	250.00	0.00	0.00	0.00	250.00	0.0

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.026 WORKERS COMP INSURANCE	149.00	149.00	29.66	6.21	0.00	119.34	19.9
720.028 HEALTH INS & OTHER BENEFITS	4,967.00	4,967.00	684.50	156.28	0.00	4,282.50	13.8
720.030 RETIREMENT	3,520.00	3,520.00	643.08	129.04	0.00	2,876.92	18.3
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,635.03	0.00	0.00	364.97	94.8
745.040 COMMUNITY EVENTS & PROGRAMS	5,850.00	5,850.00	762.00	0.00	0.00	5,088.00	13.0
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,000.00	9,000.00	7,852.50	0.00	0.00	1,147.50	87.3
748.000 NEW PROGRAMS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
Operating Expenses	79,628.00	79,628.00	23,565.18	1,692.56	0.00	56,062.82	29.6
ECONOMIC DEVELOPMENT	79,628.00	79,628.00	23,565.18	1,692.56	0.00	56,062.82	29.6
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	371.60	0.00	0.00	-371.60	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	104.29	0.00	0.00	-104.29	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	681.68	0.00	0.00	-681.68	0.0
Operating Expenses	0.00	0.00	1,157.57	0.00	0.00	-1,157.57	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	1,157.57	0.00	0.00	-1,157.57	0.0
Expenditures	3,344,713.00	3,344,713.00	486,536.26	48,834.02	0.00	2,858,176.74	14.5
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	2,422,827.84	-47,990.23	0.00	-2,457,827.84	-6,922.4
Change in Fund Balance:			2,422,827.84				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	46.74	0.00	0.00	-46.74	0.0
Revenue	0.00	0.00	46.74	0.00	0.00	-46.74	0.0
Dept: 000.000	0.00	0.00	46.74	0.00	0.00	-46.74	0.0
Revenues	0.00	0.00	46.74	0.00	0.00	-46.74	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
710.030 FIRE TRUCK LOAN PRINCIPAL	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
720.040 INTEREST EXPENSE	0.00	0.00	3,255.26	0.00	0.00	-3,255.26	0.0
Operating Expenses	0.00	0.00	53,255.26	0.00	0.00	-53,255.26	0.0
Acct Class: 8000 Capital Projects							
750.721 SWEEPER (13)	0.00	0.00	14.28	0.00	0.00	-14.28	0.0
750.722 TRUCK #4 REPLACEMENT	0.00	0.00	29,215.11	0.00	0.00	-29,215.11	0.0
Capital Projects	0.00	0.00	29,229.39	0.00	0.00	-29,229.39	0.0
Dept: 000.000	0.00	0.00	82,484.65	0.00	0.00	-82,484.65	0.0
Expenditures	0.00	0.00	82,484.65	0.00	0.00	-82,484.65	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-82,437.91	0.00	0.00	82,437.91	0.0
Change in Fund Balance:			-82,437.91				

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Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	0.99	0.00	0.00	-0.99	0.0
Revenue	0.00	0.00	0.99	0.00	0.00	-0.99	0.0
Dept: 000.000	0.00	0.00	0.99	0.00	0.00	-0.99	0.0
Revenues	0.00	0.00	0.99	0.00	0.00	-0.99	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
755.023 CAPITAL OUTLAY	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Operating Expenses	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Dept: 000.000	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Expenditures	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	-709.01	0.00	0.00	709.01	0.0
Change in Fund Balance:			-709.01				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	87.51	0.00	0.00	-87.51	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	37,430.38	0.00	0.00	-37,430.38	0.0
Revenue	0.00	0.00	37,517.89	0.00	0.00	-37,517.89	0.0
Dept: 000.000	0.00	0.00	37,517.89	0.00	0.00	-37,517.89	0.0
Revenues	0.00	0.00	37,517.89	0.00	0.00	-37,517.89	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	76.50	0.00	0.00	-76.50	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	33.00	0.00	0.00	-33.00	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	117,775.59	0.00	0.00	-117,775.59	0.0
750.175 VILLAGE OFFICE RENOVATIONS	0.00	0.00	19,386.50	0.00	0.00	-19,386.50	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	124,176.43	0.00	0.00	-124,176.43	0.0
Capital Projects	0.00	0.00	261,448.02	0.00	0.00	-261,448.02	0.0
Dept: 000.000	0.00	0.00	261,448.02	0.00	0.00	-261,448.02	0.0
Expenditures	0.00	0.00	261,448.02	0.00	0.00	-261,448.02	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-223,930.13	0.00	0.00	223,930.13	0.0
Change in Fund Balance:			-223,930.13				
Fund: 210 - LAND ACQUISITION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	18.23	0.00	0.00	-18.23	0.0
Revenue	0.00	0.00	18.23	0.00	0.00	-18.23	0.0

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For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000	0.00	0.00	18.23	0.00	0.00	-18.23	0.0
Revenues	0.00	0.00	18.23	0.00	0.00	-18.23	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	18.23	0.00	0.00	-18.23	0.0
Change in Fund Balance:			18.23				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	16.58	0.00	0.00	-16.58	0.0
465.010 SALE OF WATER-RESIDENTIAL	787,839.00	787,839.00	193,669.17	0.00	0.00	594,169.83	24.6
465.020 WATER SALES - LARGE USERS	87,413.00	87,413.00	20,137.32	8,914.88	0.00	67,275.68	23.0
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	944.50	927.36	0.00	2,555.50	27.0
465.045 WATER RECONNECT FEES	0.00	0.00	100.00	0.00	0.00	-100.00	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	1,500.00	650.00	0.00	13,500.00	10.0
Revenue	893,752.00	893,752.00	216,367.57	10,492.24	0.00	677,384.43	24.2
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,149,120.00	2,149,120.00	567,268.24	218,711.60	0.00	1,581,851.76	26.4
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	13,665.68	5,218.17	0.00	28,265.32	32.6
IBM Water Pass Thru Rev	2,191,051.00	2,191,051.00	580,933.92	223,929.77	0.00	1,610,117.08	26.5
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	4.79	0.00	0.00	-4.79	0.0
Non Operating Revenues	0.00	0.00	4.79	0.00	0.00	-4.79	0.0
Dept: 000.000	3,084,803.00	3,084,803.00	797,306.28	234,422.01	0.00	2,287,496.72	25.8
Revenues	3,084,803.00	3,084,803.00	797,306.28	234,422.01	0.00	2,287,496.72	25.8
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	102,349.00	102,349.00	19,106.43	3,537.74	0.00	83,242.57	18.7
720.010 SALARIES OVERTIME	12,300.00	12,300.00	2,712.31	902.22	0.00	9,587.69	22.1
720.020 SALARIES PART TIME	4,729.00	4,729.00	1,613.25	161.27	0.00	3,115.75	34.1
720.022 SOCIAL SECURITY	9,239.00	9,239.00	1,754.38	363.94	0.00	7,484.62	19.0
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	22.78	2.20	0.00	541.22	4.0
720.026 WORKERS COMP INSURANCE	4,447.00	4,447.00	1,233.63	252.26	0.00	3,213.37	27.7
720.028 HEALTH INS & OTHER BENEFITS	42,180.00	42,180.00	9,587.08	329.03	0.00	32,592.92	22.7
720.030 RETIREMENT	10,235.00	10,235.00	1,863.01	381.41	0.00	8,371.99	18.2
720.032 LIABILITY & PROPERTY INS.	3,305.00	3,305.00	1,377.72	0.00	0.00	1,927.28	41.7
720.040 INTEREST EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	911.57	5.20	0.00	4,088.43	18.2
723.001 POSTAGE	1,500.00	1,500.00	319.51	0.00	0.00	1,180.49	21.3
723.020 GAS,GREASE AND OIL	2,800.00	2,800.00	675.41	0.00	0.00	2,124.59	24.1
723.041 METERS AND PARTS	2,000.00	2,000.00	607.92	0.00	0.00	1,392.08	30.4
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
723.055 COMPUTER EXPENSES	600.00	600.00	1,066.80	0.00	0.00	-466.80	177.8
723.065 WATER AND SEWER CHARGE	350.00	350.00	0.00	0.00	0.00	350.00	0.0
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
726.000 ELECTRICAL SERVICE	650.00	650.00	58.37	0.00	0.00	591.63	9.0
727.000 HEATING	3,500.00	3,500.00	64.92	0.00	0.00	3,435.08	1.9
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	19.32	0.00	0.00	980.68	1.9
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.0
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.014 CONTRACT SERVICES	111,336.00	111,336.00	0.00	0.00	0.00	111,336.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0

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For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
745.041 AUDIT	3,293.00	3,293.00	0.00	0.00	0.00	3,293.00	0.0
745.042 CWD WATER PURCHASE	424,297.00	424,297.00	31,909.68	0.00	0.00	392,387.32	7.5
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
750.020 TRANS TO CAPITAL RESERVE	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0.0
770.510 STATE WATER TAX	8,278.00	8,278.00	761.33	0.00	0.00	7,516.67	9.2
Operating Expenses	893,752.00	893,752.00	75,665.42	5,935.27	0.00	818,086.58	8.5
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,149,120.00	2,149,120.00	178,165.36	0.00	0.00	1,970,954.64	8.3
770.511 State Water Tax - IBM	41,931.00	41,931.00	4,250.79	0.00	0.00	37,680.21	10.1
IBM Water Costs	2,191,051.00	2,191,051.00	182,416.15	0.00	0.00	2,008,634.85	8.3
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	14,941.53	0.00	0.00	-14,941.53	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	151.66	0.00	0.00	-151.66	0.0
Capital Projects	0.00	0.00	15,093.19	0.00	0.00	-15,093.19	0.0
WATER DEPARTMENT	3,084,803.00	3,084,803.00	273,174.76	5,935.27	0.00	2,811,628.24	8.9
Expenditures	3,084,803.00	3,084,803.00	273,174.76	5,935.27	0.00	2,811,628.24	8.9
Net Effect for WATER FUND	0.00	0.00	524,131.52	228,486.74	0.00	-524,131.52	0.0
Change in Fund Balance:			524,131.52				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	2,000.00	1,000.00	0.00	18,000.00	10.0
440.000 INTEREST EARNINGS	0.00	0.00	9.35	0.00	0.00	-9.35	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	5,153.26	0.00	0.00	19,921.74	20.6
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	3,750.00	0.00	0.00	11,250.00	25.0
500.000 ANNUAL CUSTOMER CHARGE	391,670.00	391,670.00	125,026.19	0.00	0.00	266,643.81	31.9
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	612.40	600.58	0.00	1,187.60	34.0
Revenue	453,545.00	453,545.00	136,551.20	1,600.58	0.00	316,993.80	30.1
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	105.79	0.00	0.00	-105.79	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	68.08	0.00	0.00	-68.08	0.0
Non Operating Revenues	0.00	0.00	100,173.87	0.00	0.00	-100,173.87	0.0
Dept: 000.000	453,545.00	453,545.00	236,725.07	1,600.58	0.00	216,819.93	52.2
Revenues	453,545.00	453,545.00	236,725.07	1,600.58	0.00	216,819.93	52.2
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	85,049.00	85,049.00	16,463.11	3,295.05	0.00	68,585.89	19.4
720.010 SALARIES OVERTIME	10,865.00	10,865.00	740.38	134.68	0.00	10,124.62	6.8
720.020 SALARIES PART TIME	4,729.00	4,729.00	1,613.46	161.27	0.00	3,115.54	34.1
720.022 SOCIAL SECURITY	7,822.00	7,822.00	1,388.14	268.90	0.00	6,433.86	17.7
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	28.83	2.19	0.00	535.17	5.1
720.026 WORKERS COMP INSURANCE	4,285.00	4,285.00	775.45	148.95	0.00	3,509.55	18.1
720.028 HEALTH INS & OTHER BENEFITS	39,416.00	39,416.00	7,921.95	91.26	0.00	31,494.05	20.1
720.030 RETIREMENT	8,505.00	8,505.00	1,683.53	339.93	0.00	6,821.47	19.8
720.032 LIABILITY & PROPERTY INS.	5,628.00	5,628.00	2,218.23	0.00	0.00	3,409.77	39.4

REVENUE/EXPENDITURE REPORT
Bill List 9/10/13

Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
723.000 SUPPLIES	1,000.00	1,000.00	177.73	0.00	0.00	822.27	17.8
723.001 POSTAGE	3,000.00	3,000.00	648.71	0.00	0.00	2,351.29	21.6
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	500.50	0.00	0.00	2,499.50	16.7
723.041 METERS AND PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	2,133.60	0.00	0.00	-933.60	177.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,200.00	8,200.00	1,335.73	0.00	0.00	6,864.27	16.3
727.000 HEATING	1,800.00	1,800.00	80.42	0.00	0.00	1,719.58	4.5
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	506.86	0.00	0.00	993.14	33.8
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	518.10	0.00	0.00	4,981.90	9.4
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	910.62	0.00	0.00	7,089.38	11.4
728.064 WEST ST PS COSTS	13,500.00	13,500.00	1,119.94	0.00	0.00	12,380.06	8.3
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	125.00	0.00	0.00	875.00	12.5
745.014 CONTRACT SERVICES	141,636.00	141,636.00	0.00	0.00	0.00	141,636.00	0.0
745.015 RIGHT OF WAY AGREEMENTS	8,700.00	8,700.00	3,994.57	0.00	0.00	4,705.43	45.9
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	495.00	0.00	0.00	505.00	49.5
745.041 AUDIT	1,646.00	1,646.00	0.00	0.00	0.00	1,646.00	0.0
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Operating Expenses	453,545.00	453,545.00	45,379.86	4,442.23	0.00	408,165.14	10.0
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	29,884.84	0.00	0.00	-29,884.84	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	151.67	0.00	0.00	-151.67	0.0
Capital Projects	0.00	0.00	30,036.51	0.00	0.00	-30,036.51	0.0
SANITATION DEPARTMENT	453,545.00	453,545.00	75,416.37	4,442.23	0.00	378,128.63	16.6
Expenditures	453,545.00	453,545.00	75,416.37	4,442.23	0.00	378,128.63	16.6
Net Effect for SANITATION FUND	0.00	0.00	161,308.70	-2,841.65	0.00	-161,308.70	0.0
Change in Fund Balance:			161,308.70				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	12.62	0.00	0.00	-12.62	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	46.45	0.00	0.00	-46.45	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	831.17	815.48	0.00	1,968.83	29.7
460.012 VILLAGE USER CHARGE	677,209.00	677,209.00	167,367.33	0.00	0.00	509,841.67	24.7
460.013 WASTEWATER CHARGE - ESSEX	434,242.00	434,242.00	72,374.28	0.00	0.00	361,867.72	16.7
460.014 WASTEWATER CHARGE - WILLISTON	567,359.00	567,359.00	94,560.78	0.00	0.00	472,798.22	16.7
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	0.00	0.00	0.00	30,300.00	0.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	1,102.86	3.62	0.00	10,897.14	9.2
460.026 SHARED SEPTAGE REVENUES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	0.00	0.00	1,929.29	0.00	0.00	-1,929.29	0.0
Revenue	1,729,910.00	1,729,910.00	338,224.78	819.10	0.00	1,391,685.22	19.6
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	57.81	0.00	0.00	-57.81	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	224.66	0.00	0.00	-224.66	0.0
Non Operating Revenues	0.00	0.00	282.47	0.00	0.00	-282.47	0.0
Dept: 000.000	1,729,910.00	1,729,910.00	338,507.25	819.10	0.00	1,391,402.75	19.6

REVENUE/EXPENDITURE REPORT
Bill List 9/10/13

Village of Essex Junction

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Revenues	1,729,910.00	1,729,910.00	338,507.25	819.10	0.00	1,391,402.75	19.6
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	286,000.00	286,000.00	54,847.98	10,371.33	0.00	231,152.02	19.2
720.010 SALARIES OVERTIME	42,000.00	42,000.00	7,199.96	1,468.53	0.00	34,800.04	17.1
720.020 SALARIES PART TIME	12,000.00	12,000.00	1,736.10	231.92	0.00	10,263.90	14.5
720.022 SOCIAL SECURITY	26,492.00	26,492.00	4,720.65	903.37	0.00	21,771.35	17.8
720.024 UNEMPLOYMENT INSURANCE	1,637.00	1,637.00	23.60	3.15	0.00	1,613.40	1.4
720.026 WORKERS COMP INSURANCE	16,055.00	16,055.00	1,543.43	297.79	0.00	14,511.57	9.6
720.028 HEALTH INS & OTHER BENEFITS	124,767.00	124,767.00	24,900.50	228.14	0.00	99,866.50	20.0
720.030 RETIREMENT	28,600.00	28,600.00	5,215.88	1,037.09	0.00	23,384.12	18.2
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	9,720.16	0.00	0.00	15,279.84	38.9
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	17,000.00	17,000.00	2,688.02	0.00	0.00	14,311.98	15.8
723.013 CHEMICALS	185,000.00	185,000.00	28,212.21	0.00	0.00	156,787.79	15.2
723.020 GAS,GREASE AND OIL	6,000.00	6,000.00	1,073.85	0.00	0.00	4,926.15	17.9
723.065 WATER AND SEWER CHARGE	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	174.07	57.07	0.00	6,325.93	2.7
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	735.64	0.00	0.00	3,564.36	17.1
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	24,335.25	0.00	0.00	175,664.75	12.2
727.000 HEATING	11,000.00	11,000.00	3,246.27	0.00	0.00	7,753.73	29.5
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	9,043.35	0.00	0.00	60,956.65	12.9
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	387.65	0.00	0.00	3,112.35	11.1
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	839.44	0.00	0.00	3,660.56	18.7
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	200.00	0.00	0.00	7,800.00	2.5
745.014 CONTRACT SERVICES	55,668.00	55,668.00	0.00	0.00	0.00	55,668.00	0.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	214.50	0.00	0.00	785.50	21.5
745.033 GRIT DISPOSAL	7,000.00	7,000.00	804.55	0.00	0.00	6,195.45	11.5
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	6,405.75	0.00	0.00	143,594.25	4.3
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	9,120.05	9,120.05	0.00	161,279.95	5.4
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.041 AUDIT	3,866.00	3,866.00	0.00	0.00	0.00	3,866.00	0.0
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	170,000.00	170,000.00	0.00	0.00	0.00	170,000.00	0.0
755.013 LOAN PAYMENT	51,625.00	51,625.00	0.00	0.00	0.00	51,625.00	0.0
755.023 CAPITAL OUTLAY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
Operating Expenses	1,709,910.00	1,709,910.00	197,388.86	23,718.44	0.00	1,512,521.14	11.5
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	151.67	0.00	0.00	-151.67	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	568,179.20	0.00	0.00	-568,179.20	0.0
750.632 CO-GEN	0.00	0.00	4,607.00	0.00	0.00	-4,607.00	0.0
750.636 ARC FLASH ANALYSIS	0.00	0.00	10,000.00	0.00	0.00	-10,000.00	0.0
Capital Projects	0.00	0.00	582,937.87	0.00	0.00	-582,937.87	0.0
WASTEWATER TREATMENT PLANT	1,709,910.00	1,709,910.00	780,326.73	23,718.44	0.00	929,583.27	45.6
Expenditures	1,709,910.00	1,709,910.00	780,326.73	23,718.44	0.00	929,583.27	45.6
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-441,819.48	-22,899.34	0.00	461,819.48-2,209.1	
Change in Fund Balance:			-441,819.48				
Grand Total Net Effect:	-15,000.00	-15,000.00	2,359,389.76	154,755.52	0.00	-2,374,389.76	



Agenda Addition
Old Business

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant
DATE: September 10, 2013
RE: Lincoln Street Sidewalk and Lighting Improvements Project

DEM

Issue

The Village Trustees have requested an update on the Lincoln Street Sidewalk and Lighting Improvements project.

Discussion

Resident Engineer, Steven Lizewski, has issued a Certification of Substantial Completion for the project. This certifies that all work associated with the project, except for the installation of lighting and signage, is complete. Due to the fact that the lights are on back order, this section of the project will be completed by October 20th at the absolute latest; however, Don Weston anticipates that this will be done much earlier than this.

Due to safety concerns about the anchor bolts for the lights, Mr. Lizewski will be contacting Mr. Weston to cover them up.

Cost

The total amount budgeted for this project was \$423,300. As of July 31st, we have spent \$173,755.15. This leaves \$249,544.85 in the budget. We have not yet received a bill for the work completed in August.



Agende Addition
New Business

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Susan McNamara-Hill, Assistant Manager/Clerk/Treasurer *SMH*
DATE: September 9, 2013
SUBJECT: Amendment to Personnel Regulations

Issue

The issue is whether or not the Trustees should amend Section 403 of the General Rules & Personnel Regulations.

Discussion

Section 403. Suspensions and Dismissals lists a procedure that indicates an employee can have a hearing after dismissal. In order to provide due process, the employee should be notified of a hearing before dismissal. See copy of document with suggested changes attached.

Cost

There is no cost associated with this action

Recommendation

It is recommended the Trustees amend Section 403 of the General Rules & Personnel Regulations as shown in the attachment.

Note: New wording is underlined, wording to be deleted is in brackets.

403. SUSPENSIONS AND DISMISSALS

(a) The Manager or Department Head, with the approval of the Manager, may suspend, for disciplinary reasons, any employee in his/her department. The Manager or Department Head, with the approval of the Village Manager, may dismiss an employee at any time for cause. Cause shall include but not be limited to those causes for disciplinary action defined in Section 401, or physical or mental disability. Prior to suspension or dismissal, the employee shall be notified in writing of the charges against the employee, the reasons for the suspension or dismissal, and their right to attend a hearing with the Manager and/or Department Head. The employee may bring representation to the hearing and will be allowed to present evidence in his/her defense. After the hearing, if suspension or dismissal is carried out, the employee shall be notified in writing of his/her right to appeal to the Trustees in accordance with Section 403 (b). Copies of the notice shall be forwarded to the Trustees.

(b) Within ten (10) days of the receipt of such notice, an employee may request a hearing before the Trustees by filing such request with the Manager. The Trustees then shall proceed to hold such hearing not less than ten (10) days nor more than twenty (20) days after receipt by the Manager of the hearing request. At the hearing, the employee is entitled to be represented by counsel and to answer and be heard on the charges. Within ten (10) days of the conclusion of the hearing, the Trustees shall forward the written findings of fact and their decision to the employee. The Trustees may support the action of the Village Manager or may modify it.

(c) The provisions of Section 401 shall not apply to probationary employees who, during such probationary period, may be freely suspended or discharged.

Agende Addition
(after Exec. Session)

APPOINTMENT OF AUTHORIZED REPRESENTATIVE

Project No. 1 (RF1-148)

The Village of Essex Junction, as legislative body of the applicant,
hereby authorizes Patrick Scheidel to act as the authorized representative
of the applicant for the purpose of furnishing to the State of Vermont such information, data
and documents pertaining to the above noted project as may be required and otherwise to act
as the authorized representative of the applicant in connection with the project.

Correspondence should be sent to the authorized representative at the following address:

Patrick Scheidel, Village Manager

2 Lincoln St.

Essex Junction, VT 05452

(802) 878-6944 (802) 878-6946
Phone Number Fax Number

PatS@essexjunction.org
Email Address

Done this _____ day of _____, 20_____.

BY: **Village of Essex Junction**

(Name of Municipality)

(All or a majority of its legislative body)

MEMORANDUM OF AGREEMENT

The Village of Essex Junction ("Village") and the Essex Junction Incorporated School District ("District") have reached the following agreement to resolve pending litigation and provide a basis to assure the long-term success and excellence of recreation programs in Essex Junction. This Agreement has the following terms:

1. Pursuant to 31 V.S.A. §203, the Village delegates to the District the conduct of the recreation program in the Village of Essex Junction. This delegation does not affect or diminish any other powers the District has under law (including its charter) to operate its own recreation programs.
2. No later than June 1, 2011, the District and the Village shall enter a written lease agreement allowing the District to use Maple Street Park, Cascade Park and Stevens Park for recreation purposes during the term of this Agreement. The lease shall provide that the District shall defend, indemnify and hold the Village harmless from all claims, suits, actions, damages and expenses in connection with loss of life, bodily or personal injury or property damage arising from any occurrence which is the result of any negligence on the part of any Parks and Recreation employees or their agents. The Lease shall also provide that as long as the District is operating, maintaining, and administering Parks and Recreation, it shall maintain a combined single limit insurance policy of one million (\$1,000,000) dollars aggregate for general liability and property damage and name the Village of Essex Junction as an additional insured. Annually, the District shall provide a certificate from the insuring company indicating that such policy has been issued and is in force and that said insurance company agrees to notify the Village Manager at least ten (10) days prior to the date of termination of or change in said policy for the maintenance of insurance. There shall be no payment for use of the parks pursuant to the above-mentioned lease. Provided, however, that beginning in Fiscal Year 2013, the District shall reimburse the Village for \$500 annual payment for land leased from IBM that is used for recreation. The Village and District will cooperate in the negotiation of any extension of the IBM lease.
3. At least twice a year, the District and the Village shall hold a joint public meeting to address any issues of common interest. The District and the Village will work together to assure effective communication on all issues of common interest. The District and the Village shall discuss any issues related to any potential merger of the Town and the Village, or the District and other school districts. The meetings shall be held on the first Wednesday of September and March, or such other dates as would be established by agreement of the Village and the District.
4. The Recreation Advisory Council shall be changed as follows: A) There shall be two new voting members added immediately; one must be a member of the Prudential Committee, and the other must be a member of the Village's Board. B) The terms of the six adult members shall be filled by members of the public and staggered, so two expire

in one year, two expire in two years, and two expire in three years. Upon expiration of these terms, their successors shall each have three year terms. The Village and the District shall each appoint one member in years one, two and three, none of whom shall be members of the Parties' respective governing boards. There shall also be a youth member, appointed by the District, who shall serve a one-year term. C) The Recreation Advisory Council shall communicate directly to the Village Board and the Prudential Committee on issues of interest to the Board and the Prudential Committee through their ex officio members and in advance of the semi-annual meetings discussed in paragraph three.

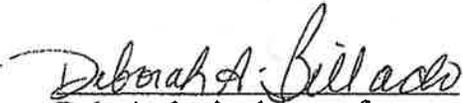
5. This Agreement will commence on July 1, 2011, and shall have an initial term of three years (ending on June 30, 2014). The initial term will be extended for an additional one year on each July 1 thereafter, unless prior to that date, a party has provided a written notice of renegotiation. Upon delivery of such notice, the contract will stay in force for its remaining two years, and shall expire if there is no written agreement on its renegotiation. The intent of this provision is to provide the stability of a rolling three-year agreement, but also provide the parties with a two-year window to renegotiate before the expiration of an agreement. This Agreement may not be assigned by either party without the written consent of the other.
6. By March 31, 2011, the Parties shall file a stipulation of dismissal of the pending lawsuit and counterclaim with prejudice. Each side shall bear its own costs and attorney's fees.
7. This Agreement is the successor to written Agreements between the Village and District that were dated February 12, 2001 (and later extended through June 30, 2010) and March 15, 2010, which extended to June 30, 2011.
8. Agreed Upon Public Statement.

The Village of Essex Junction Board of Trustees and the Essex Junction Prudential Committee are pleased to announce that they have reached an agreement to settle their lawsuit. The agreement dismisses the pending lawsuit and describes how the Board and Prudential Committee will work together in the future to address their shared interest in continuing the successful recreation program.

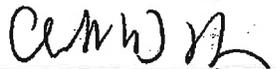
The agreement has an initial term of three years with annual one-year extensions. If the Board and the Prudential Committee want to renegotiate terms in the future, there will be at least two years for negotiations before the agreement expires. The Agreement provides for at least two meetings a year between the Board and the Prudential Committee. It also ensures active participation by both the Board and the Prudential Committee in the Recreation Advisory Council. As part of the agreement, the Board and Prudential Committee have also agreed to sign a lease for the Maple Street, Cascade and Stevens parks.

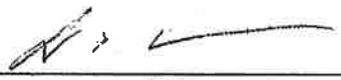
Dated at Essex Junction, Vermont, this 24th day of March, 2011.


Duly Authorized Agent for
Prudential Committee


Duly Authorized Agent for
Board of Trustees

Approved as to Form:


Christopher Roy, Esq.
Counsel for Prudential Committee


David Barra, Esq.
Counsel for Board of Trustees



The economic engine of Vermont.

Patrick Scheidel
Village Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager *PS*
DATE: August 23, 2013
SUBJECT: Shared Web Page

Issue

The issue is whether or not the Town of Essex could host the Village web page.

Discussion

At the 8/13/13 Trustees meeting, Trustee Brown asked if the Village web page could be hosted entirely by the Town's web page.

The answer is yes and no. Presently the Town is using GovOffice and is going live with its new update which includes a link to the Village web page. This topic was discussed previously and will continue through next year as to how it may work.

Cost

There are no costs associated with this issue.

Recommendation

There is no recommendation as this item is information only.

Patty Benoit

Subject:

FW: EcoPixel Proposal

From: "Kris Surette" <kris@ecopixel.com>

To: "Darby Brazoski" <darby@essexjunction.org>

Cc: lauren@essexjunction.org, "Patrick C. Scheidel" <pats@essexjunction.org>, "Susan McNamara-Hill" <susan@essexjunction.org>, "Paul Hansen" <paul@ecopixel.com>

Sent: Thursday, August 22, 2013 2:30:57 PM

Subject: Fwd: EcoPixel Proposal

Hi Darby: We're glad to hear that this project is moving forward! We would be so pleased to work with you to develop and support our Village's new website. Thanks for considering us!

Here are answers to your emailed questions, including clarifications on a few other other comments made at the 8/13 Village Trustees meeting (we watched it online -- great discussion!). We can also walk down the street to discuss if that is helpful, especially to talk about the additional features you mentioned. Friday early afternoon works well for us (tomorrow), before the Farmers Market.

Q1: Would you be able to incorporate the See Click Fix widget that the Village currently uses onto your proposed website? If so, would there be any additional cost?

A: Sure! At no additional cost you can very easily add the SeeClickFix widgets to any pages of the website. It would also be easy for you to add supplemental information above and below the widgets. You can create the widgets at <http://seeclickfix.com/widgets/new>. We'll cover how to embed external content like this during our hands-on training. This same CMS functionality makes it easy to embed other external content in the website, such as CCTV/Channel 17 meeting videos, Facebook fan boxes, Twitter feeds and YouTube videos.

Q2: Would there be any extra fee to using the following on our website: credit card payments, a mobile version of the website, and a forum for moderated online discussions? Also, could you go into more details about what the moderated online forums mentioned in your proposal might look like?

A: Credit card payments: Setting up and maintaining this feature could come at no cost from Ecopixel. It really depends on what features the Village needs in such a system. No matter how it is done, Ecopixel does not take a cut of transactions. All credit card processors and payment gateways charge a fee on each transaction (we refer to these as "third parties" in our proposal). For example, PayPal currently charges 2.9% plus \$0.30 per transaction for its Website Payments Standard service, with no other fees.

The simplest set-up, provided at no cost from Ecopixel, is a form where the taxpayer would choose the type of payment (Property Tax, Water Bill, etc.), enter their Parcel ID or bill ID, and then proceed to a secure payment page hosted at PayPal or a similar third-party online payments provider. There would also be no cost from Ecopixel if we're simply linking to an external site that handles this capability entirely for you. Again, Ecopixel does not charge anything per transaction for any types of

payments. The Village would be responsible for paying any associated fees to the other providers involved in the service. If the Village wants a more complex payment form or system, we'd have to discuss that with you and provide you with an estimate.

A: Mobile version of the website: At no cost, Ecopixel will provide an integrated mobile-friendly version of the website that works smoothly on popular modern smartphones and tablets. Using modern "responsive design" techniques, the mobile site will automatically include all of the site's content in a format that reads well on a small screen.

A: Forum for moderated online discussions: This is a great way to engage the community including those who are steering clear of Facebook. Please check out an example of our integrated forum system here: <http://www.catamounttrail.org/forums/> . A couple village staff members or community volunteers could be set as moderators of the forum. They could start topic discussions and would have permission to edit or delete inappropriate postings. The forums are feature-rich and do require additional setup time of \$480 and an ongoing fee for maintenance and support of \$20/month. We would create the initial set of forum categories (topic areas) for you and ensure that all of the moderators are set up correctly.

Please note, you could achieve some of the same functionality with our integrated comments feature. You can create a page or news/blog article with a question, or a list of questions, and allow moderated comments to be posted. This functionality is less structured than the forums above, but is included in Ecopixel's proposal at no additional cost.

Q3: Ecopixel's annual fees seem to be a little on the high side. Could you give us more details on what we would receive as a part of our annual fees?

A: Please see page 11 of our proposal for a complete list of provided services and features, PLUS it includes the mobile version described above. Basically, we aim to provide a complete service and we manage all of the technical details so you can focus on your constituents and up-to-date website content.

The leading advantage is in the level of support we provide, including unlimited technical support and ongoing training. You'll call a local number and talk with a person who already knows all about your website and the Village. We can walk over to the village offices and provide hands-on training. Each supported editor can get direct help and training without going through a designated "point person." We'll go the extra mile to make sure you are able to make effective use of your Ecopixel website. It's really simple: if you have a question or need help doing something with your website, contact Ecopixel and we'll be there for you.

The second advantage is our awesome platform. We directly maintain all of the CMS and server software to keep things updated and stable. Our hosting systems are robust, secure, and fast. We make daily backups of your entire website and our annual platform uptime is typically 100% (not including brief, rare, planned maintenance periods). We manage all of the technical aspects including

domain name registration, DNS, and hosting, simplifying your Web presence down to your local relationship with Ecopixel.

The third advantage is our chosen CMS software. We've specialized in TYPO3 for almost nine years because it is fast, open source, reliable and state-of-the-art. You won't outgrow it no matter how much content you add or how many editors are working on the website at the same time. When we say it is "extendable" it means we can program additional custom functionality that does exactly what you need, as your budget allows, at a lower cost than switching platforms or purchasing additional outside services or software.

Q4: If the Village chooses not to use Ecopixel's calendar or newsletter services, would we be able to get a reduction in cost for our annual fees? If the Village choose to use a different calendar service, such as Google Calendar, would Ecopixel be able to add this to our website?

A: We provide a complete platform that has the most important integrated features our clients need for success on the Web today. These services are all included so they are there right away; we don't provide a discount if you choose to use something else. You can use any number of external services (and embed widgets from them as mentioned above) however please note that Ecopixel cannot assist with technical problems at these external services. Most of our customers with our integrated calendar and e-newsletter features had previously used an external service, but have really loved the additional features our complete system provides and the ongoing training and technical support they receive when they need it.

We know the old village website lacks a calendar, so a Google Calendar was a reasonable work-around. Compared with Google Calendar, our integrated calendar works much better on mobile devices and provides more advanced display features. For example, the list of upcoming events on Waterbury's home page updates automatically, and each event gets its own webpage where you they add documents, images, text and link. The Jericho Underhill Park District previously used Google Calendar, but found it very hard to maintain; they had to update several different Google Calendars to keep their events organized. In their new Ecopixel-developed website, they have a beautiful calendar with color-coded categories for various types of events: <http://www.millsriversidepark.org/calendar/>

Similarly, the integrated e-newsletter system saves time because you'll create messages using the same layout tools that are used for content throughout the website; you can also directly reuse previously uploaded photos and text. While your current MailChimp service level is free, it will jump to \$30/month as soon as you reach 2,001 subscribers or need to send more than 12,000 emails per month. Our complete \$99/month service plan (with CMS, calendar, e-newsletter and support for 3 editors) includes sending to up to 5,000 subscribers as many times per month as you need.

Q5: The Village needs to have a fully operational new website by December 24, 2013. What date would you need to have a decision from us by in order to design a site that would be ready by this date?

A: To ensure a smooth and stress-free development project and cut-over, with enough of time for the Trustees to weight in on the design and for staff to become adept at editing, we should start no later than September 16. (We'd get started with a signed contract, which we will provide to you, and a deposit check from you.) There are a lot of moving pieces to a modern website project and it really does take time to produce the beautiful and functional websites that meet our clients' goals!

Point of Clarification: Darby, at the meeting you mentioned that we'd donate half of the time to make the website. Just to be clear, we're donating 6 of the 12 hours to input text, images and other content into the new website. We'll get a lot done in that time. You and the other supported editors will also put in some content as part of initial training on using the website CMS. The best way to learn the system is to use the system! :)

--

Kris Surette / Ecopixel, LLC
www.ecopixel.com / 802.878.0380
Web development + visibility partners



WEB DEVELOPMENT + VISIBILITY PARTNERS

Ecopixel, LLC
P.O. Box 393
Essex Junction, VT 05453

www.ecopixel.com
802.878.0380
info@ecopixel.com

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.

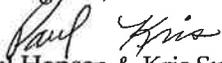
We would love to work with you to create a website on an open-source content management system (CMS) platform that we've specialized in for eight years, which will be cost-effective and easy for staff members to edit. This CMS allows your site to easily grow—whether adding pages or new functionality—over 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

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

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

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/

www.waterburyvt.com/calendars/municipal/

NEWS/BLOG SYSTEM

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/ (see events and news items in right column)

www.lakechamplaincommittee.org/learn/news/

www.cureblindness.org/news/hcp-news/

Sample blogs:

www.dolmafairtrade.com/blog/

www.aboveclouds.com/blog/

www.aiavt.org/blog/

SLIDESHOWS

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

www.aboveclouds.com/trekking/bhutan/laya-lunana/

E-NEWSLETTER / EMAIL MARKETING SYSTEM

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/

www.catamounttrail.org/index.php?id=520

www.petracliffs.com/index.php?id=77

www.catamounttrail.org/index.php?id=612

FORMS

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/

More form examples:

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

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

SITE SEARCH

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

WEBSITE STATISTICS REPORTS

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

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

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

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

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

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.

Primary Web Development and Services	
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!!)	
TOTAL	\$7,680

Ongoing Service & Support, Billed Monthly	<i>Monthly</i>	<i>Annual</i>
"Bloom" Eco-Positive Hosting and Support Service Plan	\$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		Free
TOTAL		\$1,208

FOR FOLLOWING YEARS' BUDGETS

Budget for an annual review of website browser compatibility (new browsers and versions come out each year) and any resulting design tweaks.	\$300
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Bios, Representative Work & References

ECOPIXEL STAFF BIOS

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

→ <http://www.ecopixel.com/about/>

REPRESENTATIVE WORK

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

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.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Chris Gaboriault, Fire Chief *Chris Gaboriault*
DATE: September 5, 2013
SUBJECT: Fire station roof replacement

Issue

The issue is whether or not the Village Trustees will award the bid for the fire station roof replacement.

Discussion

The Village of Essex Junction advertised for bids to replace the fire station roof and received the following bids:

<u>Company</u>	<u>Bid Price</u>
All Roofing Inc., White River Jct.	\$ 22,680
Millbrook Building & Remodeling Inc., Essex Jct.	26,800
All In Construction, Enosburg Falls	40,000
Laferriere Construction Inc., Danville	\$ 125,758

Cost

The amount budgeted for the roof replacement in the General Fund Capital Reserve Plan is \$44,427. The lowest qualified bid is \$22,680. However, we would like to change to architectural style shingles for an additional \$350 and are required to have an asbestos inspection (\$300), making the total cost \$23,330.

Recommendation

To award the bid to the lowest qualified bidder, All Roofing, Inc., for the not-to-exceed price of \$23,330.



Business Broadband Improvement Districts VTA2013-138
APPLICATION RESPONSE FORM TO BE COMPLETED by the SPONSORING ENTITY

In order to begin the process of identifying Broadband Business Improvement Districts ("Districts"), please fill out the following form and return it to the Vermont Telecommunications Authority (VTA) at info@telecomvt.org.

If you haven't done so already, please review the **Broadband Business Improvement Districts VTA2013-138 Application for Assistance** available online: <http://www.telecomvt.org/rfp/138>.

Note: In order to complete this form, you do not need to become an expert on telecommunications infrastructure, but it is important to be familiar with what the overall process entails.

1. The Basics - *The contact person should be the single person who will represent the municipality or organization, and will collaborate and communicate with the VTA.*

Contact Person: **Darby Mayville**

Lead Municipality or Organization: **Village of Essex Junction**

Respondent's Connection to Municipality/Organization: **Economic Development/Community Relations Assistant**

Email Address: **Darby@essexjunction.org**

Phone Number: **(802) 878-6944**

Please indicate if this application is for a District within one municipality or a group of municipalities:

Municipality

Group of municipalities

Name(s) of Municipality or Municipalities in which District is Located: **Essex Junction**

2. Has this proposal been submitted by a municipality?

Yes

No

Letter of support is attached.

If not, please include a letter of support from an authorized individual or body representing the municipality or municipalities containing the District.

3. How many businesses are located within the proposed District?

If not known, please provide an estimate. **There are 12 businesses within the proposed District.**

4. How many people are employed by businesses within the proposed District?
If not known, please provide an estimate. **There are approximately 30 employees within the proposed district. HOWEVER, the proposed WiFi zone is intended to benefit patrons, not employees.**

5. Please attach a map of the proposed District. **(attached)**

Districts should be defined using any combination of the following types of boundaries: roads, municipal boundaries, telephone exchange boundaries, streams or water bodies, parcel boundaries, or census block geography boundaries (e.g. census blocks or census defined places).

Electronic maps in a shapefile or KML format are preferred and will expedite consideration of responses, but scanned maps in a JPEG image or PDF format may be submitted, if necessary. They need to be clear and include one or more of the boundaries types listed above.

6. If known, please list key employers or businesses that require upgraded broadband Internet service.*

**** This application is for a WiFi zone. All of the businesses within the zone have broadband Internet service. However, none of the businesses within the zone provide public WiFi.**

- Attach Additional Page for Businesses if Needed

District Evaluation Criteria - All proposed districts that the VTA determines meet the following definitions of a Broadband Business Improvement District will be recommended for designation to the Agency of Administration.

7. Is your proposed Business Broadband Improvement District a “business district” as defined below? Please check all that apply.

- A downtown, village or town center, which shall be an area within a city or town where local commercial activity and/or public services are concentrated; or
- An industrial or office park/district; or
- An employer of significance to the local economy; or
- An area of tourism activity of significance to the local economy; or
- An area of a town containing three or more small businesses or home-based businesses with a need and a demonstrated intent to purchase upgraded service once available.

8. Can the proposed District be defined as “underserved” according to at least one of the three tests listed below? Please check all that apply.

Broadband Speed

- Business-class broadband Internet services generally marketed and sold to small offices/home offices are not available at speeds equal to or greater than 10 Mbps download and 3 Mbps upload are not available; or
- Broadband Internet services generally marketed and sold to enterprise or institutional customers are not available for rates of \$10/month/Mbps or less when purchasing services with symmetrical speeds of 100 Mbps or greater; or

Wireless Broadband Access

- The district does not have a Wi-Fi Zone or Hotspot available to the public.

9. Please attach a narrative to provide details about the reasons you checked items in #8. **(Narrative Attached)** You may also include LTE availability as described in Section 1.1.2 of the Application for Assistance, if it’s applicable.

END OF REQUIRED APPLICATION FORM

The following items are not required in order to be considered for designation as a District. However, proposed Districts that are successfully designated will be required to complete the next section: #s 10 – 17. Therefore, if any information requested in 10-17 is readily available to you at this time, it would be very helpful if you would add it now.

10. Attach a narrative describing the level of broadband Internet service you believe is needed by businesses in your proposed District. If applicable, include any performance criteria beyond 10 Mbps download and 3 Mbps upload, including but not limited to speed, latency, reliability, and route diversity.

If the needs described in your response exceed 10 Mbps download and 3 Mbps upload, please explain what present or future business applications in the District require these higher levels, and the basis for arriving at this conclusion.

11. Please describe any efforts up-to-now that you, businesses in the proposed District, or other groups in the community have made in order to obtain upgraded Internet service from broadband service providers, and the outcome(s) of those efforts.
12. Does this application for District designation have demonstrated support from the local communities, especially from local businesses and employers? If so, please attach copies of letters to this application.
13. All lead applicants whose proposals lead to District designation will be expected to provide active support to the effort to upgrade broadband Internet service in their District. Please provide a description of the organizational or volunteer resources available to assist in the post-designation process. These would include, but not be limited to, assisting with the following:
 - a. Respond to VTA requests for supplemental information regarding the District.
 - b. Act as a communications liaison between the VTA and potential users of upgraded services.
 - c. If requested, organize and convene at least one community meeting in the District between the VTA and potential users to discuss needs for upgraded broadband infrastructure and services.

Note: The VTA may suspend its activities related to any given District if the respondent requesting the designation is unable to provide post-designation support referenced above.
14. If the municipality or municipalities in which the District is located can provide matching funding or is aware of some that may be available, please describe it and include any material limitations, restrictions, or uncertainties about its availability.
15. Please provide a description of the economic impact that would result from implementing this request to upgrade broadband Internet services.
16. Are there other economic development initiatives in the community or the region that could leverage or be leveraged by upgrades to broadband Internet infrastructure and services in the proposed Broadband Business Improvement District? If so, please provide a description.
17. Please list any other information that the respondent believes should be considered, especially related to topics listed below (and explained in Section 4.2 of VTA2013-138):
 - a. The magnitude of the need;
 - b. The feasibility and cost-effectiveness of available options;
 - c. Opportunities to meet multiple telecommunications objectives; and/or
 - d. Ability to meet long-term needs as well as short term.

Additional Responses Required for Applications Requesting a Wi-Fi Zone or Hotspot
Responding to these questions constitutes a request to be considered.

1. Does your proposed Wi-Fi project have a fiscal sponsor willing to sustain the operation of the Wi-Fi zone or hotspot for at least a three-year period?

Yes. Village of Essex Junction has indicated support for the project contingent upon cost.

2. Have potential sites to locate equipment been identified and the support of the owners of these sites been enlisted?

Equipment would be located on utility poles and infrastructure owned and maintained by the Village of Essex Junction, which has given preliminary approval for the project.

3. Are you looking to establish a single Wi-Fi site or a multi-site zone?

Multi-site. (a. business district; b. Amtrak/CCTA station; c. site of weekly farmers market and other community events)

4. What is the approximate area in which the project seeks to provide coverage?

10,000 ft²

5. Is there a minimum area required for the community to proceed with the project?

No.

6. Who will be most likely to use the Wi-Fi and so would be considered the target audience(s)?

Commuters and students using public transportation (CCTA/Amtrak station), patrons to local businesses, students traversing area en route to school, tourists/citizens/visitors to weekly farmers market and other community events on Lincoln Street and Railroad Ave.

7. Has any person/entity been identified who will be responsible for ongoing maintenance of the Wi-Fi zone or hotspot.

Village has established a WiFi committee which includes two engineers familiar with wireless Internet operations. They have indicated willingness to remain involved with maintenance and monitoring of equipment. Village of Essex Junction has also identified this project as a possible ongoing economic improvement initiative.

Note: The VTA will work with the community to specify equipment and installation services. However, If cost estimates have already been developed, these may be submitted in support of the request.

VTA2013-138 Application Required Document - Response to Question 9 – submitted by Essex Junction WiFi Committee

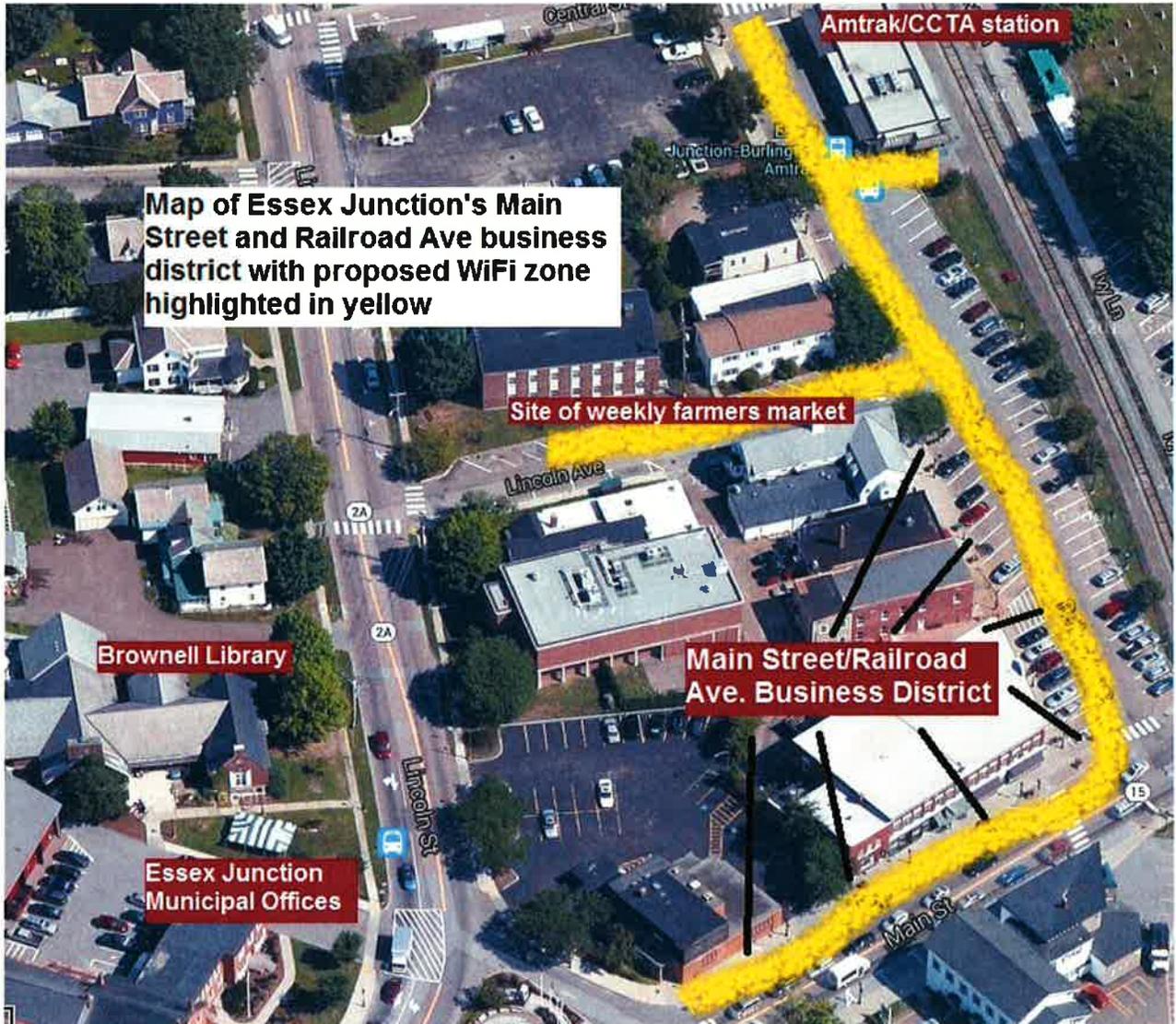
Question 9: Required Narrative describing proposed WiFi Project

The Village of Essex Junction is seeking to establish an open-access, wireless Internet zone within its downtown core area. This initiative resulted from an extensive study of the feasibility of creating a “Village-Wide” wireless Internet service (i.e. accessible from all points within the Village of Essex Junction) that took place from 2012 – 2013. The study concluded that given the cost and complexity of creating a municipality-wide network, a small “demonstration” network should be established to determine the level of community support and to better assess actual set-up and operating costs of a large-scale network. The Village is seeking funds to help defray the cost of the initial set up of the wireless network. The Village would maintain and support the network thereafter. Note that the Village of Essex Junction has met the state requirements for a designated Village Center.

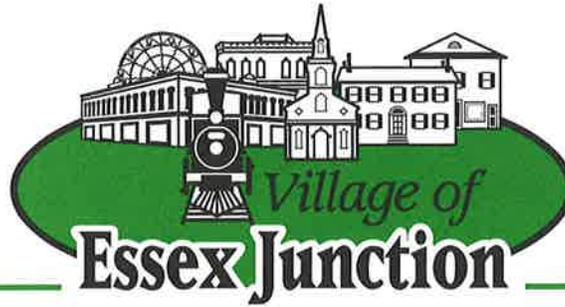
To summarize the process to this point:

- 1) The Village of Essex Junction established a WiFi committee consisting of engineers, elected officials, and interested citizens in 2012.
- 2) The WiFi committee recommended creating an open-access WiFi network within the downtown area as an economic development initiative and as a prelude to creating a community-wide network. **The Final Report of the WiFi Study Committee is attached to this application.**
- 3) The Village of Essex Junction has supported these efforts and has indicated its continuing support. The members of the committee have indicate a desire to remain involved with this project. Wireless equipment would be attached to Village-owned utility poles. Internet service would be obtained through an access point at the Brownell Library (owned and operated by the Village municipality) or through the Village administrative offices.
- 4) The Village WiFi Study Committee, acting on behalf of the Village, is seeking funds from either public or private sources to help defray the initial set-up of the wireless zone. The committee has professional engineers who would partner with the Village Staff to provide oversight of the network. The estimated cost of establishing the network in the area designated in this application is \$_____.

VTA2013-138 Application Required Document (Question 5) Map of Proposed WiFi Zone



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



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

September 10, 2013

To the Vermont Telecommunications Authority:

On behalf of the Essex Junction Trustees, I am writing to enthusiastically support the Village WiFi Committee's application to the Vermont Telecommunications Authority (VTA). We believe that establishing an open access WiFi zone in the Village downtown would be an economic development incentive and would be appreciated and heavily used by the Village citizens, store and restaurant customers, and others who commute through or visit the area each day. We have supported the Village WiFi committee's efforts over the last two years to investigate the feasibility of establishing public WiFi in the Village and, contingent upon the final cost of the project, we anticipate that our support will continue if their application to the VTA is successful.

Respectfully,

George Tyler, President

Essex Junction Board of Trustees



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Susan McNamara-Hill, Assistant Manager/Clerk/Treasurer *smh*
DATE: September 5, 2013
SUBJECT: Employee Health Insurance

Issue

The issue is that under the Affordable Care Act, the Village is required to change the way health insurance is provided for its employees for 2014.

Discussion

The Village falls into the "under 50" category of businesses and as such is required to purchase insurance directly from the health exchange (Vermont Health Connect). Staff has been meeting with member services representatives from VLCT Health Trust to help us through this process. There will be four tiers of health plans offered, identified as platinum, gold, silver, and bronze. The coverage between the tiers is supposed to be the same with the difference being in how it is funded. One major change for 2014 is that the employees are responsible for enrolling themselves in their health plan. Employers are limited to choosing a plan metal level to fund and a carrier, or just a plan level (dollar amount). Starting Oct. 1st, employers will be able to enroll with Vermont Health Connect and download a census of employees that are eligible to enroll under the employer.

There are two insurance carriers approved by Vermont Health Connect; BCBS and MVP. The differences are in the networks. MVP is an HMO and does not provide nationwide coverage. BCBS is a national network and provides coverage outside of Vermont.

When comparing the proposed plans with the current plan, it appears that the BCBS Platinum plan is comparable for our employees for 2014. An additional incentive for choosing BCBS is because of the third party vendor that BCBS will be providing with their plans to administer the HRA and FSA (funding for deductibles & co-pays). By using an HRA (Health Reimbursement Arrangement) to fund employees' deductibles & co-pays, the funds are not spent unless the cost is incurred.

Cost

The Village currently offers two health plans for their employees, and pays 86% of the premium and 80% of the high deductible. The total liability for the health insurance is potentially \$327,350 for the Village. The out of pocket costs for employees ranges from \$1,262 for individuals to \$3,822 for families.

The 2014 BCBS Platinum plan premiums at 86% would potentially be \$365,314 (budget amount is \$414,000). The out of pocket costs for employees ranges from \$1,229 for individuals to \$3,251 for families.

Recommendation

Staff recommends that the Trustees approve the 2014 health insurance carrier as BCBS of Vermont and that the Village pay the following premiums: \$502 for individuals, \$1,003 for two-person, \$968 for Employee & dependent(s); and \$1,409 for families and that the Village pay the first \$2,250 for deductibles and co-pays for individuals, and the first \$4,500 of deductibles and co-pays for 2-person, Employee & Dependent(s); and families.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager *PK*
DATE: September 10, 2013
SUBJECT: September 24th Trustees Meeting

Due to the fact that I will be away at the ICMA Conference the week of September 23 and the Assistant Managers will not be available for your meeting on September 24, we respectfully request that you cancel your second meeting in September.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager
DATE: September 10, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

Sept. 24 at 6:30 – Regular Trustees Meeting – cancel - Manager at ICMA conference

Oct. 3 at Killington – VLCT 2013 Town Fair

Oct. 8 at 6:30 – Regular Trustees Meeting

- Appoint Library Trustee for vacancy
- Update/Summary of Lincoln Street Project
- 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
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
August 8, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Harlan Smith, Rick Hamlin, Richard Donahey, Lori Houghton. (David Nistico was absent).

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:30 PM.

2. APPROVE MINUTES

June 4, 2013

The minutes of June 4, 2013 were unanimously approved without changes.

3. RANKING OF PROJECTS

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

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
S	46	North Street water line & sewer
V	55	Pearl Street water line (235 Pearl to Suzie Wilson)
Y	59	Railroad Ave. water line (Main to Central)
HH	46	West Street water line (South Summit to Hayden)
KK	37	Main Street drainage, curb, sidewalk (Pleasant to bridge)
LL	64	Main Street drainage, curb, sidewalk (bridge to Crestview)

The following projects were removed from the capital project list:

<u>Project ID</u>	<u>Brief Description</u>
W	Pearl Street water line to CVE vault to Hillcrest
X	Pearl Street water line Hillcrest to Curtis
DD	South Street water and sewer
EE	South Street water line Pearl to Cherry
FF	Summit Street water line Pearl to Prospect

The scoring in each category for Grove Street and Rosewood Lane was not recorded on the spreadsheet. Rick Hamlin will review the record to determine the scoring for each project. [Note: following investigation the scoring was added to the spreadsheet for the projects on Grove Street and Rosewood Lane.]

4. COMMITTEE MEMBER DESCRIPTION

The revised Capital Program Review Committee Member description was reviewed.

MOTION by Rick Hamlin, SECOND by Richard Donahey, to accept the Capital Program Review Committee document with the changes as shown and with the addition of language stating committee members must be residents of the village.

VOTING: unanimous; motion carried.

Harlan Smith announced there is a possibility he may be relocating outside of the village and if that happens a replacement will be needed to complete the remaining year on his term.

5. MEETING SCHEDULE

Next meeting

- September 3, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

6. ADJOURNMENT

The meeting was adjourned at 6:32 PM.

RScty: M.E.Riordan

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:

Any Village citizen interested in this position is encouraged to apply. Those with a background in budgeting, information technology, historic/cultural preservation, literacy, education, childhood development or library science may be particularly interested in applying. Specifics skills are less important than general affection for the Brownell Library.

Requirements:

Library Trustees who are members of the elected board must be residents of the Village of Essex Junction.

Library Trustees 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.

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, proactively monitor the comprehensive plan and exercise all other responsibilities as may be provided by Vermont law.

Preferred skills:

Any Village resident interested in this position is encouraged to apply. Those with a background in law, engineering (civil or environmental), contracting/development, land use planning/law, real estate, transportation planning, architecture, or historic preservation may be particularly interested in applying.

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.

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:

Any Village citizen interested in this position is encouraged to apply. Those with a background in law, contracting/development, land use planning, engineering or real estate may be particularly interested in applying.

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.

CAPITAL PROGRAM REVIEW COMMITTEE MEMBER

Mission/Purpose:

The individual, as part of the five-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:

Any Village citizen interested in this position is encouraged to apply. Those with a background in community development, engineering (civil or environmental), finance, economics (traditional, ecological), transportation or maintenance may be particularly interested in applying.

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

Requirements:

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

Members 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.

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:

Any Village citizen interested in this position is encouraged to apply. Those with a background in transportation engineering, transportation planning, pedestrian/bicycle safety, recreation or health education may be particularly interested in applying.

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.

Staff and Director's Report July 2013

Pillsbury in July- Exhibits – Penny advised **Tim Jerman on his display of W.C. Sawyer's early photos of Essex.** The **Essex Community Historical Society** helped fund the enlargement and. The **Birds of Vermont Museum** in the persons of **Mae and Bill Mayville filled the glass case with Owl realia.** Penny found a huge plush owl in the storage closet to perch on top of the case. On the large lobby table with displayed **Patron Bucket List titles,** Small table held **some Chick Lit for Summer** and downstairs in honor of the Rock of Ages Quarry trip we **displayed A Granite Kiss: Stones and Rocks.** She spent time filling up the Genre Tree with books that AMAZED.

Programs: On July 8th, **Tim Jerman** did a fabulous job on the **Village Cemetery Walk** – 36 people attended, greatly helped by a portable PA system he'd purchased personally. Some folks with disabilities followed the tour in their car through the cemetery. We could tell that Tim could have spoken for another two hours about the Essex citizens interred there.

Tim J returned on July 10th to present a *never before viewed* series of photos **Essex Before the Automobile** by Jct native **W. C. Sawyer, courtesy of the Vt. Historical Society.** These stunning pictures captured the turn of the century: barns, baseball, Hubbell's Fall,. Gasp-worthy photos –there was standing room only for the 77+ people who stayed till nearly 10pm. Penny feels that it would be worth it to see if Tim and other local history experts could do some more historical photo programming. It is obviously of great interest .

Penny was glad that there were 13 people who signed up for the summer adventure school ride to the **Rock of Ages quarry** and visitors' Center in Graniteville. The attendees also had a chance to see the sights of downtown Barre before returning. Special thanks to Sue Pierce and Lisa Buckton for helping with the signage to promote this program. Sponsored by the Friends of Brownell Library.

Penny loaded up the pickup with two tables, art supplies, FOBL books for giveaway, and library info sheets for our presence at the **Block Party on July 20th.** Members of the **Library Trustees, Foundation and Friends** all came to help make the library visible. We rolled out a piece of newsprint for folks of any age to draw something they liked about the library. **It will go into the Library Time Capsule.**

Penny and Ed Cashman met to create the final list of titles for the Big Ideas Dine & Discussion for the fall and spring.

Vacation: Penny had to go to Michigan to visit a terminally ill friend July 15-18. She also took the week of 7/29-8/2 to celebrate her 40th wedding anniversary.

Building Issues:

She called **Chimney Sweep for a discounted annual inspection and repair of the gas fireplace** insert. She considered with the Foundation whether to place a screen on the 1926 era chimney for 1st Wednesday slide show programming. In the end she decided that it might be less problematic and less expensive **to carefully remove Sam Brownell's portrait and project on the wall** between the sconces.

She talked with tree warden **Warren Spinner about the two remaining Maple Trees' health.** He recommended Meahen tree service, who came to prune the trees and to fertilize them.

The **Mezzanine exit doorway again let water into that floor.** Per Jim Jutras's recommendation, she talked with company who makes floodgates. After listening to the description of the problem, a company rep admitted that

their product would not be suitable for us. Penny asked Public Works if they could put a camera down the drain to see if it is pierced by roots or collapsed. We remember that the sewer pipe had a root problem a few years back.

Penny called **Essex Paint and Carpet** to ask for an estimate to replace worn out Youth entrance carpet.

Meetings/ Workshops:

On July 11 Penny enjoyed a **Makerspace Workshop** at the Midstate library. She and a young librarian from Royalton learned how to take apart toys and to hack the computer clips

Penny participated in a Long Range Planning Committee meeting on 7/9. She also went to Dept Head Meetings and a one-on-one meetup with Pat Scheidel, the Uber-Village Manager.

She called Ann Paietta at the Essex Free Library and arranged a breakfast meeting for both library's staff for August 15th.

News from the Circulation Department

40 adults registered for a library card this month.

Alison trained **Lisa Buckton** and former volunteer, **Shayna Bennett**, on the main desk to fill in as substitutes.

Alison and Susan began interviewing for Viki's vacated position. The Library hired former volunteer, Andrew Baker whose first day was Monday, July 22nd!

Friday, July 26th was adult movie night and the showing of "Gone Baby Gone" drew in 8 people.

After work on Tuesday, July 30th, staff met at Pho Dang to say good bye to both of our shelvers. They are leaving for college in the fall: Sarah is heading to Luther College in Iowa and Margaret is attending University of Virginia.

ILL Statistics

fiscal year	Jul 12		Jul 13
InterLibrary Loan Sent	99	23%	122
InterLibrary Loan Requested	30	120%	66
Holds	494	46%	723

News from Tech Services

Brownell is a busy place in the summer and that includes Tech Services!

Wendy kept busy with Penny away 2 separate weeks in July and Nellie away for week. 3 Tech Services volunteers also went on vacation at different times leaving a hole in our work flow in their absence.

With Penny away, Wendy handled the fallout of a situation with a frequently rude patron who went to use an adult computer on July 16 and found children's books on a chair he wanted to sit on, and instead of going to a different computer, or asking about the books, he threw them on the floor upsetting a mother who was nearby with her 4 year old child who had placed the books on the chair. Erna was in Tech Services at the time and responded to the elevated angry voices in the computer area. Another patron offered to call the police and Erna went to a phone to call for help upstairs and the irate man left. The mother reported he swore at her in front of her child. Wendy returned from a meeting and was getting briefed when a call came in asking to speak the library director. The man on the phone was the upset computer user calling to complain about staff interfering with a personal conflict and Wendy explained it was the staff's job to maintain a safe and welcoming environment and it was our responsibility to address conflicts among patrons. He asked if he would be allowed back at the library and Wendy said yes (not knowing the full extent of his interaction and getting into a verbal argument including swearing at a family). He then went on to complain about books being on a chair and Wendy explained we handle books gently at the library and they get damaged otherwise and he didn't agree throwing them from the chair to the floor could have damaged them. Wendy then learned about the swearing asked about him swearing at the woman and child and he responded it wasn't against the law and Wendy explained it was and he said no judge would ever convict him of that. He then went on to explain he had Tourette's Syndrome and he would get a doctor's note sent to Wendy's attention so he could then be protected by the American Disabilities Act. Wendy spoke with an Essex Police officer to inquire if anything would need to be handled differently if we were to get a No Trespass order against this man claiming a disability, or would staff and patrons have to tolerate his abusive behavior and they recommended a no trespass order. This patron didn't return for a week and has been on his best behavior. As of August, Wendy has not received anything from a doctor explain a patron can be excised from his verbal tirades due to Tourette's Syndrome.

Wendy continues to look into new time management software with our current software in need of an upgrade and because of its design this will require combing through the registries on all the public computers to find hidden files that don't uninstall and cause problems with upgrades. Our Koha support vendor Bywater is supporting a new open source time management solution call Libki that looks promising, but needs a few more developments and Wendy is waiting to have a demo scheduled.

Wendy worked with the VOKAL Implementation Team to move ahead on some developments to allow front line staff to work more efficiently with the system. The team also worked with support vendor Bywater to have the VOKAL server moved to their new dedicated server farm which happened at the end of July and resulted in transaction processing times 30% faster. A Koha software upgrade is scheduled for the beginning of August.

Wendy worked with the VOKAL training committee to set up a 2 day training with Nicole from Bywater that will occur in August. Wendy gathered the information collected by training committee member Susan Smolinsky who created the online enrollment form and came up with agendas for the training days and also worked with Nicole to offer the training online which required a more precise schedule for people interested in logging in for different topics.

Wendy helped coordinate and facilitate the July 20 quarterly meeting for VOKAL. She also attended the Brownell strategic planning committee on July 9.

Materials Added in the Adult and Juvenile collections this month:

Adult materials added, July: 291

Youth materials added, July : 186

Magazine issues added, July: 136

Total catalogued collection size July: 78,855

Brownell Library Website monthly visitors:

June-2012	Visits	2885	Page Views	3631
Aug-2012	Visits	2648	Page Views	3300
Sep-2012	Visits	2335	Page Views	2861
Oct-2012	Visits	2471	Page Views	3349
Nov-2012	Visits	2542	Page Views	3221
Dec-2012	Visits	2225	Page Views	2810
Jan-2013	Visits	2791	Page Views	3589
Feb-2013	Visits	2439	Page Views	3050
Mar-2013	Visits	2726	Page Views	3417
April -2013	Visits	1937	Page Views	3128
May-2013	Visits	2515	Page Views	3039
June-2013	Visits	2652	Page Views	3276
July-2013	Visits	1825	Page Views	3275

At wastewater plants, 'boots-on-the-ground environmentalists'

Written by JOEL BANNER BAIRD Free Press Staff Writer
Aug. 25, 2013 |

burlingtonfreepress.com



Andy Pelletier uses a weed harvester to remove organic matter and blue green algae blooms from St. Albans Bay in Lake Champlain on Monday afternoon.

Phosphorus from St. Albans City's wastewater treatment plant contributes somewhat to plant growth in the bay, but not as much as from agricultural runoff, experts say. / EMILY McMANAMY/FREE PRESS

Nearby and notable

Measured against spring and summer 2011, when record-setting storms taxed the capacities of Vermont's wastewater treatment plants, this year's reported releases of untreated or under-treated sewage is modest — so far. Below, total reported releases since 2007 (in parenthesis) are followed by tallies for 2011, 2012 and 2013: (Total spills) 2011 / 2012 / 2013 Burlington (8) 4 / 0 / 1 Brandon (9) 3 / 0 /

0 Enosburgh Falls (10) 2 / 3 / 0 Essex Junction (9) 6 / 0 / 3 Fair Haven (20) 8 / 2 / 1 Hinesburg (2) 0 / 0 / 0 Middlebury (27) 7 / 2 / 3 Montpelier (15) 4 / 1 / 2 Proctor (20) 1 / 0 / 0 Rutland (8) 0 / 1 / 1 Shelburne (7) 0 / 0 / 4 S. Burlington (7) 1 / 1 / 1 St. Albans (14) 1 / 1 / 1 Vergennes (23) 7 / 2 / 1 Williston (3) 1 / 1 / 1 Source: Vermont Department of Environmental Conservation, Watershed Management Division (<http://bit.ly/VtOverflow>)

Age and vulnerability

The cost of maintaining and improving sewage treatment plants around Lake Champlain remains a vexing issue, not just in Vermont. About a fifth of all facilities that feed into the lake either are past their expected lifespans or within five years of reaching it, according to the most recent (2012) "State of the Lake," an annual summary published by the Grand Isle-based Lake Champlain Basin Program. Find the complete document online at <http://sol.lcbp.org>.

When they work the way they're supposed to, Vermont's sewage treatment plants perform as round-the-clock engines that transform our earthly cast-offs into inert, if not pristine, leavings.

When they fail us, the consequences are grim: a pipe belching our untreated or partially untreated effluence into beloved lakes and streams.

It follows that municipal sewage (or "wastewater") has become, at the very least, the butt-end of unkind jokes — and more often, an icon for humankind's despoliation of nature.

That's an unfair and inaccurate portrayal, many scientists retort, and they back up their assertions with data.

They urge us to hold our noses and consider this possibility: Although fallible (and many of them are aging), treatment plants serve the lake far better than most folks give them credit for.

How so? Maybe because their successes — and their failures — are among the very few variables in Lake Champlain's pollution portfolio that can be measured, studied, regulated and critiqued with some degree of precision.

That doesn't mean we should excuse the failures, says Lake Champlain Committee Staff Scientist Mike Winslow, but it might be time to re-examine the size of the red flags that are routinely thrown up when a plant falls short.

Sewage overflows contribute to Lake Champlain's already-over-rich diet of phosphorus, the nutrient that speeds weed and algae growth and degrades fish habitat by robbing water of oxygen.

A whiff of reassuring news: Data collected since 1975 show a steep decline in phosphorus from treatment plants beginning in 1978, when Vermont banned the use of phosphates in laundry detergent.

In sequestered, shallow waters like those of St. Albans Bay, a treatment plant failure can speed a summer bloom in aquatic flora, Winslow said, but lake-wide, the contribution of wastewater-flushed phosphorus is "tiny" — somewhere between 1 and 3 percent of the total load.

Blow-outs

The lion's share of additional phosphorus in the lake, according to most regional water-quality experts, arrives via erosion of stream and river banks, coupled with runoff from agricultural fields and urban and suburban development.

Those sources likely will become even more significant, given the harder, heavier rains predicted by climate scientists.

Water-treatment plants are expected to take a beating, too, said Ernie Kelley, who manages the Department of Environmental Conservation's wastewater program.

Most plants are tasked, to varying extents, with treating stormwater runoff along with sewage, Kelley said, and their failures are tied statistically to gullywashers that overwhelm pipes, pumps, filters and holding tanks.

"The worst case is when a volume of water blows right through the treatment plant, because it doesn't have the hydraulic capacity," Kelley said.

Just two years ago

The year 2011 serves as a prime example of how vulnerable those facilities are.

Rapid spring snowmelt and heavy rains that season raised Lake Champlain to record-high levels. In late August — almost exactly two years ago — Tropical Storm Irene unleashed another massive deluge.

State regulators recorded 60 sewage discharges from Vermont treatment plants that year — more than twice the number for 2010 and 2012.

This year? Kelley has documented 30 overflows so far; most of them the result of historically high, early summer rainfall.

The other 'P' word

A prime indicator of a wastewater plant's failure, at least in the summer, is a beach closed to swimming due to high concentrations of *E. coli* bacteria. Our collective excrement (including that of every other healthy mammal and bird) contains this organism, which typically dies during the sewage-treatment process.

Although the escape of *E. coli* from its regulated constraints isn't necessarily hazardous, its presence along the shore signals the possibility that other, disease-laden intestinal pathogens are lurking nearby.

Amateur scientists can track the connection of *E. coli* outbreaks to cloudbursts (beach closings almost always follow a hard rain), along with the organism's survival rate in open water (beaches normally re-open a day or two after *E. coli* levels exceed health guidelines).

Out of sight

Amateur historians can appreciate the hazards of exposure to chronically tainted water. Our species, after all, owes its continued existence to the healthy distance we keep between what we eat and drink, and where we excrete.

Not much more than a century ago, sewage-spawned typhoid outbreaks in Burlington Bay inspired the transformation of the city's various ravines from open conduits for sewage and storm runoff into ones encased in brick, cast iron and tile.

Although expedient, that project overlooked the vast differences in volume between the regular deposition by residents, and the intermittent but torrential nature of storm runoff that increased as more of the city was developed and paved.

It'll cost you

Today, a large part of downtown Burlington endures the consequences of the "combined" storm/sewer network.

"More intense rainstorms are something this system was just not built to handle," Department of Public Works Director Steve Goodkind said. He elaborated:

- Undersized pipes don't easily accommodate the surge; backups flood basements and low-lying intersections.
- The waterfront treatment plant, after reaching the limits of its capacity, automatically shunts some of the flow into a separate, less-thorough avenue for processing (relying mainly on chlorine to disinfect the sewage).
- When that secondary system is overwhelmed (or is sidestepped due to equipment failure or operator error), raw, untreated sewage enters the bay.

Burlington's three plants have released raw sewage eight times since 2007. This year's single overflow took place July 4, when 2 inches of rain fell over the course of one hour.

That's not to say there have been no problems, Goodkind said, but, when he first entered city service in the early 1980s, "the phone would ring off the hook every time it rained."

In the early 1990s, the city invested \$52 million in upgrades to its system, and continues to make incremental improvements. But a complete separation of sewage and stormwater is not in the cards. Most of the combined lines lie beneath other utilities. Most follow the path of busy roads; some pass under private property.

The Department of Environmental Conservation's Kelley ballparked the cost of "unraveling that ball of wax" at hundreds of millions of dollars.

"Not only would the price be astronomical," Goodkind added, "the inconvenience would be astronomical."

Spend a little more?

The village of Middlebury faces a different but similarly vexing inconvenience. Two decades ago, it separated its storm and sewer systems.

Now, after the recent investment of about \$7.5 million in an improved sewage-treatment plant, Middlebury residents find themselves outflanked by aging and inadequate collection pipes.

Groundwater infiltration, not rain, overcrowds sewer lines, Plant Supervisor Bob Wells said. But rain occasionally derails pumping stations.

His plant has recorded three discharges of under-treated sewage into Otter Creek this year. The most recent, as with Burlington, took place during the heavy rains of July 4.

"Back in the day, our system was state-of-the-art," Wells said. "Right now, it's a question of how to spend the taxpayers' money most wisely. If money was no object, we wouldn't have a problem."

The shortcomings and limitations of sewage-treatment plants might also indicate a collective indifference to the downstream impact of our developed landscapes, said James Ehlers, executive director of Colchester-based Lake Champlain International.

“When one of those plants fails,” Ehlers said, “it shows that people don’t want to spend money, and they don’t want to be regulated.”

Rubber boots

The Essex Junction Wastewater Treatment Facility is due to finish its \$15 million upgrade next year.

The rehabilitation will not expand operations, said Jim Jutras, the village’s water quality supervisor; the plant is operating at about half-capacity. But it will remove phosphorus and other pollutants more effectively, in anticipation of possibly tighter future regulations.

Earlier this year, a contractor at the Essex Junction plant inadvertently shut off a chlorination valve, resulting in a sizable release of incompletely treated sewage.

That incident doesn’t reflect the plant’s overall performance, Jutras said — last year, it had no sewage discharges — nor should it diminish the cumulative, positive impact of treatment facilities.

“These are complex mechanical and biological systems in a relatively new industry,” he added. “Problems are going to happen no matter what you try to do.”

Jutras said he and other operators put their personal signatures on water-quality permits, and they take seriously their obligations to public health.

“We’re not the bad guys,” he said. “We’re the boots-on-the-ground environmentalists.”

Contact Joel Banner Baird at 660-1843 or joelbaird@burlingtonfreepress.com. Read his blog at <http://bit.ly/BairdsEye> and follow him on Twitter at www.twitter.com/vtgoingup.

FALL SELECTBOARD INSTITUTE – OCTOBER 19 AND NOVEMBER 2, 2013

WHO SHOULD ATTEND AND WHY

The new *Fall Selectboard Institute* will expand our training on the unique roles and responsibilities of Vermont selectboard members. This workshop includes timely town meeting preparation topics of drafting articles, preparing the warning and dealing with petitioned articles, as well as preparing and managing the annual budget. In addition, the important topics of employee termination and ordinance adoption and enforcement will be reviewed. Designed for both newly elected and seasoned members, the program is highly interactive and allows members to learn from each other's experiences.

Presentations and Speakers

- **Preparing for Your Town Meeting.** Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center
- **Municipal Budgeting – Preparation and Implementation.** Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center
- **Employee Termination.** Garrett Baxter, Staff Attorney II, VLCT Municipal Assistance Center
- **Municipal Ordinance Adoption and Enforcement.** Jim Barlow, Senior Staff Attorney, VLCT Municipal Assistance Center

REGISTRATION FEE (PER PERSON):

\$60.00 VLCT PACIF Members
\$90.00 VLCT Members
\$150.00 Non-Members

**PLEASE REGISTER
BY OCTOBER 11.***

To see a detailed agenda and register online,
visit vlct.org/eventscalendar,
and click on the workshop title.

Questions? Contact VLCT at 800-649-7915 or 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.

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 3:00 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.



89 Main Street, Suite 4
Montpelier, Vermont 05602

October 19, 2013
Killington Grand Hotel
Killington, Vt.

November 2, 2013
DoubleTree Hotel
South Burlington, Vt.

Please get directions Online:

<http://maps.google.com/>
<http://mapquest.com/>
<http://maps.yahoo.com/>

FALL SELECTBOARD INSTITUTE

OCTOBER 19, 2013

Killington Grand Hotel, Killington, Vt.

NOVEMBER 2, 2013

DoubleTree Hotel, South Burlington, Vt.

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GEORGE TYLER
Village President
ESSEX JUNCTION VILLAGE
2 LINCOLN ST
ESSEX JUNCTION VT 05452-3154

WILLIAM H. SORRELL
ATTORNEY GENERAL

SUSANNE R. YOUNG
DEPUTY ATTORNEY GENERAL

WILLIAM E. GRIFFIN
CHIEF ASST. ATTORNEY
GENERAL



TEL: (802) 828-3171
FAX: (802) 828-3187
TTY: (802) 828-3665

<http://www.atg.state.vt.us>

STATE OF VERMONT
OFFICE OF THE ATTORNEY GENERAL
109 STATE STREET
MONTPELIER, VT
05609-1001

RECEIVED
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Village of Essex Junction

August 30, 2013

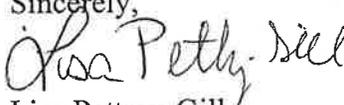
Susan M. Hudson, Clerk
Vermont Public Service Board
112 State Street, Drawer 20
Montpelier, VT 05620-2701

Re: Petition of ERWR Whitcomb Farm Solar, LLC for a Certificate of Public Good pursuant to 30 V.S.A. § 248 authorizing the construction of a 2,200 kW photovoltaic electric generation facility to be located on the Whitcomb Farm in Essex Junction, Vermont.
PSB Docket No. 8076

Dear Ms. Hudson:

Enclosed for filing in the above-referenced matter, please find an original and six copies of *Certificate of Service* and *Motion to Intervene* from Diane Zamos, A.A.G. on behalf of Vermont Agency of Agriculture, Food and Markets.

Thank you for your assistance.

Sincerely,

Lisa Pettrey-Gill
Paralegal

Enclosures

cc: Service List

general fund appropriation for grants). See also Act No. 52 (2011) at Sec. 34, Sec. 35, Sec. 40-43, and Sec. 100 (appropriating \$475,000 in general fund to the Agency to implement new and on-going agricultural development initiatives). This continuing legislative support sends a clear signal that Vermont's agricultural natural resources and its related contributions to the economy are each considered matters of public good.

6. The Agency has reviewed the petition and determined the construction of the facility will occur on a site that contains important farmland soils, as identified in the Farmland Classification Systems for Vermont Soils, June 2006, published by the USDA's Natural Resources Conservation Service. Accordingly, the Agency seeks to participate in the Public Service Board's consideration of the petition concerning the following criteria:

a. subsection 248(b)(5) regarding the natural environment, specifically the potential of the primary agricultural soils at the site, and

b. subsection 248 (b)(4) regarding the impact the project may have upon the economic viability of Vermont's agricultural economy.

7. The Agency has a particularized interest in ensuring projects proposed under 30 V.S.A. § 248 are designed to avoid or minimize permanent reduction in the agricultural potential of the state's quality agricultural soils. It has a particularized interest and expertise in the agricultural sector of Vermont's economy.

8. Agency staff has particularized knowledge and experience with identification of prime and primary agricultural soils, assessment of agricultural potential based on size and location of a site relative to adjoining land uses, and soil reclamation plans. The Agency's expertise and interests differ from that presented by the Agency of Natural Resources or the Department of Public Service and these entities cannot adequately protect the Agency's particularized interests.

9. The Agency's intervention will not unduly delay these proceedings as the Agency's interests are limited in scope. The Agency also anticipates working collaboratively with both the Agency of Natural Resources and the Department of Public Service on procedural and other matters of mutual interest.

Wherefore, the Agency of Agriculture, Food and Markets requests that the Board grant this Motion to Intervene under Rule 2.209, limited to the criteria and interests identified herein, so the Board may benefit from the Agency's expertise during the Board's consideration of whether a certificate of public good for this project should issue.

Dated at Montpelier, Vermont this 30th day of August 2013.

STATE OF VERMONT
WILLIAM H. SORRELL
ATTORNEY GENERAL

by: *Diane E. Zamos*
Diane E. Zamos
Assistant Attorney General
Office of the Attorney General
109 State Street
Montpelier, VT 05609-1001
(802) 828-3193
dzamos@atg.state.vt.us
Counsel for *Vermont Agency of
Agriculture, Food and Markets*

Cc: Service List

**STATE OF VERMONT
PUBLIC SERVICE BOARD**

In Re: Petition of ERWR Whitcomb Farm Solar,)
 LLC for a Certificate of Public Good)
 pursuant to 30 V.S.A. § 248 authorizing the)
 construction of a 2,200 kW photovoltaic)
 electric generation facility to be located on)
 the Whitcomb Farm in Essex Junction,)
 Vermont)

PSB Docket No. 8076

CERTIFICATE OF SERVICE

I, Lisa Pettrey-Gill, on behalf of Diane Zamos, AAG, representing Vermont Agency of Agriculture, Foods & Markets, hereby certify that on this 30 day of August 2013, I sent a copy of *cover letter* and *Motion to Intervene* in the above captioned matter by U.S. Mail, postage prepaid, to the following individuals:

Leslie A. Cadwell, Esq.
Matthew S. Stern, Esq.
Gravel & Shea, P.C.
P.O. Box 369
Burlington, VT 05402-0369

Donald J. Einhorn, Esq.
Vermont Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901

Devon Coleman/Scott Dillon
Vermont Historic Preservation Division
Agency of Commerce & Community Dev.
National Life Building
Montpelier, VT 05620-0501

Brian Searles, Secretary
Vermont Agency of Transportation
National Life Building
Montpelier, VT 05633-5001

Harry L. Chen, M.D., Commissioner
Vermont Department of Health
108 Cherry Street
P.O. Box 70
Burlington, VT 05402

Chittenden County Regional
Planning Commission
110 West Canal Street, Suite 202
Winooski, Vermont 05404

Rob Eno
Whitcomb Heights II Condominium
Cluster I, Inc.
PO Box 1201
Williston, VT 05495

Village of Essex Junction Planning
Commission c/o Susan McNamara-Hill
2 Lincoln Street
Essex Junction, VT 05452

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

Megan Ludwig, Esq.
Director for Public Advocacy
Vermont Department of Public
Service 112 State Street
Montpelier, VT 05620-2601

Shirley Zundell
PO Box 5104
Essex Junction, VT 05453

**STATE OF VERMONT
WILLIAM H. SORRELL
ATTORNEY GENERAL**

By: 
Lisa Pettrey-Gill
Paralegal
109 State Street
Montpelier, VT 05609-1001
(802) 828-0241
lpettrey-gill@atg.state.vt.us

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
August 13, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Village Manager; Jim Jutras, Waste Water Treatment Facility Director; Darby Brazoski, Economic Development/Community Relations Assistant.
OTHERS PRESENT: Chelsea Mandigo, Dennis Lutz, Wayne Elliott, Leslie Cobler, Brad LaRose, Irene Wrenner.

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 Reading File – Letter to Waste Water Management Program, Vermont DEC, dated 8/12/13
- Under Manager’s Report – Police Facility Project Timeline

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

Leslie Cobler, 13 Sugartree Lane, G-4

Leslie Cobler, Sugartree Lane, asked about the amount of the water fee that is being charged and who is being charged. George Tyler explained the fees are set so the budget can be established and to support the required upgrades at the waste water treatment plant. The fees are charged quarterly. Wayne Elliott with Aldrich + Elliott, Water Resource Engineers, added every residential unit will be charged the fee. The village is upgrading meters for remote reading. Meters are read every six months to determine actual usage. Fees are charged quarterly based on estimated usage. Ms. Cobler stated her water meter has not yet been changed. Staff will investigate the matter. Ms. Cobler asked about the car washes at the fire station and the irrigation system at the village office which was operating during the rain. Jim Jutras stated the municipality is billed for water use. Staff will check the rain sensor on the irrigation system.

b. Discussion with Essex Police Chief, Brad LaRose

Police Chief LaRose updated the Trustees on police activity in the village and town, noting the following:

- The department is fully staffed which will allow implementation of programs and services.
- The department is preparing for the Champlain Valley Fair. Traffic, noise, parking are concerns. Meetings with CVE personnel are being held to discuss these matters and avoid problems. People should report any issues they see.

- There is an illicit drug problem in the state that is driving most of the criminal activity. Drugs are the number one priority for the police force. The village and town do not suffer from as great a battle with drugs as other communities. The police are remaining diligent.
- The neighborhood group in the Railroad Avenue area is doing a great job in stemming loitering and hanging out which can lead to criminal activities. Beautification of the area helps as well.
- Crime statistics are available online for the village and town.
- The bike patrol travels through the parks in the village and town as the “eyes and ears” of the police. The bike riders are not police officers.
- Having an active neighborhood watch in every neighborhood would be very beneficial to the community and the police. There is a meeting in October for captains of the watch groups. A good turnout is encouraged.
- There are increasing challenges in crime enforcement in the form of alternative justice and options on the enforcement end. For example the recently passed state law relative to marijuana possession conflicts with local ordinances and that is a problem.

Lori Houghton mentioned having a police presence at the farmers market is very helpful. Ms. Houghton also thanked the police for pulling over a driver at Five Corners who proceeded when there was a pedestrian waiting to cross the road.

Chief LaRose thanked the community for supporting the new police facility, noting much work has been done on the plans, the facility will be money well spent, and it is important the project remain on schedule so money and time are not lost.

4. OLD BUSINESS

a. Discuss/Approve Descriptions of Boards, Commissions, Committees

The following comments/suggestions were made on the descriptions:

- For library trustee remove the language about preferred skills to avoid potential volunteers from eliminating themselves.
- Add language in the library trustee description saying “interest in literacy, education, childhood development”.
- Add language in the description of the capital review committee members to say financial background or accounting.
- Add a general statement for all positions saying that the village welcomes volunteers from all walks of life. For example, have language saying: “The Village would like all citizens to consider serving on the committee. Skills or interests that might be helpful to you...”
- For the planning commission position there should be language saying “take a proactive role” (i.e. proactively monitor the comprehensive plan).
- Make it clear that members must be village residents by having language saying “elected board members must be residents of the village”.

Staff will amend the descriptions as suggested.

George Tyler suggested further discussion be held regarding restricting residents in the town outside the village from serving on village committees. Dan Kerin pointed out residents in the town outside the village do not have a vested interest like a village resident. Elaine Sopchak mentioned the upcoming discussions of combining planning and zoning codes so it may make sense to allow shared services. Lori Houghton stated when the town and village are sharing services then committee membership can be reviewed.

MOTION by George Tyler, SECOND by Dan Kerin, to adopt the board, committee, commission descriptions for the following as amended on 8/13/13 by the Trustees:

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

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

5. NEW BUSINESS

a. **Discuss/Approve Joint Storm Water Policy Coordination Committee**

Jim Jutras, Waste Water Treatment Facility Director, briefed the Trustees on the recent incident at the treatment plant where treated waste water was inadvertently released prior to the end of the process. Regarding the Joint Storm Water Policy Coordination Committee, the purpose is to work in the current storm water permit realm in a smart and efficient way. The village and town must address storm water rules, requirements for implementation under development regulations, the flow restoration plan, unpermitted areas, technical assistance outreach on low impact development, and funding improvements long term. Dennis Lutz echoed the logic of the town and village coordinating efforts to address storm water. George Tyler noted the Essex Selectboard approved going forward with a joint committee.

Dan Kerin asked about controlling runoff with retention ponds and addressing expired permits, perhaps when a property owner comes before the Planning Commission with a development plan. Jim Jutras explained there are other approaches to controlling runoff than retention ponds that are low cost alternatives especially with larger parcels such as retrofitting natural drainage structures. Dennis Lutz briefly explained underground storage systems for water as another option to ponds. Regarding expired permits, there will be lots of partnering because the state bundled the permits and told the communities to deal with them.

MOTION by Lori Houghton, SECOND by Andrew Brown, to create a Joint Storm Water Policy Coordination Committee with the Town of Essex 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 of Essex and the Village of Essex Junction, and further, that the joint committee include:

- **Town/Village Manager – ex officio member – Patrick Scheidel**

-
- **Selectboard member appointed by the Selectboard – Mike Plageman**
 - **Trustee member appointed by the Trustees**
 - **Village Storm Water Staff – Jim Jutras with staff support, Chelsea Mandigo**
 - **Town Public Works Staff – Dennis Lutz with staff support, Annie Constandi**
 - **Town representative appointed by Selectboard who represents one of the current, expired discharge permit holders**
 - **Village representative appointed by the Trustees who represents one of the current, expired discharged permit holders**

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

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint George Tyler as the Trustee appointed to the Joint Storm Water Policy Coordination Committee.

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

b. Discussion/Action on Proposals for New Website

Darby Brazoski explained the recommendation to award the redesign of the website to Ecopixel of Essex Junction. Following discussion the Trustees requested further information on the following:

- Reduction in fee if calendar or email applications are not used? If something else is used will the vendor install? Cost?
- Extra cost to install credit card app?
- Does vendor take a cut of the credit card usage fee?
- Can SeeClickFix be incorporated? Cost?
- Is there a mobile version of website? Cost?
- Is there a forum to monitor online discussions? Cost?
- What does village get for the annual fee which is higher than the other bids?
- Drop dead date for decision on the website is what?
- Since town mentions village on website and village mentions town on website what is potential of partnering with town rather than building new village website?

Action was tabled until the next meeting pending further information. The Trustees want to view the new webpage before activation.

c. Appointments to Capital Program Review Committee

Lori Houghton stated there is no need to have two members of the Board of Trustees serve on the capital committee. The policy should be changed to reflect one member of the Board of Trustees.

MOTION by Dan Kerin, SECOND by Lori Houghton, to amend the policy for the Capital Program Review Committee to decrease the membership by requiring one member from the Board of Trustees. VOTING: unanimous (5-0); motion carried.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to (re)appoint David Nistico to the Capital Program Review Committee. VOTING: unanimous (5-0); motion carried.

6. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- 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 and Committees

Meetings continue with department heads and committees:

- Discussion with Heart & Soul covered values, shared manager concept, and the public engagement process of the two plans up for re-adoption. Heart & Soul appears to support one common plan.
- Discussion with Finance covered having one tax bill for the general fund. August 2014 is the target date. One tax bill will be sent to the taxpayer with taxes for both the town and village due on the same date. Collection for the school districts needs to be worked out.
- Discussion with the Employee Association covered negotiations with the new management.
- Discussion with the Library involved recruitment for the Library Director position and involvement of the village manager. The Library Board wants the village manager to be involved.
- Discussion with Public Works covered storm water issues.

3. Police Facility Timeline

The Agency of Natural Resources advised that it would be easier to secure a permit if the property is subdivided which was done. The Planning Commission is meeting August 29, 2013 to review the site plan for the project.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

None.

b. Reading File

- Minutes

-
- Planning Commission 7/18/13 (Dan Kerin corrected the minutes to reflect the maximum building height in the village at 58' rather than 85')
 - Block Party Committee 7/31/13
 - VLCT Memo re: Municipal and Legislative Service Awards
 - Memo on FY14 Tax Rates
 - Letter to Residents re: Flooding Mitigation Action
 - Notice of Hearing from PSB re: Whitcomb Farm Solar Project 8/27/13
 - VLCT Vermont Public Records Act Workshop 9/26/13
 - Letter from Resident on Sugartree Lane re: Water Bill

8. CONSENT AGENDA & READING FILE

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meetings (7/23/13).**
2. **Approve Warrants including Checks #10047555 through #10047660 totaling \$284,309.69.**

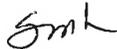
VOTING: unanimous (5-0); motion carried.

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan 

Check Register Report

BL 8/27/13

Date: 08/27/2013

Time: 2:12 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
Checks							
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10047663	08/15/2013	Printed		9884	JONATHAN BURKART	LH PAINTING/BLINDS-LH	900.00
10047664	08/27/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	207.19
10047665	08/27/2013	Printed		10007	AIRGAS EAST	GAS CYLINDER LEASE-WWTF	107.22
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10047667	08/27/2013	Printed		00382	AMAZON.COM CREDIT	CIRC MATERIALS-LIBRARY	90.73
10047668	08/27/2013	Printed		9847	AUTOZONE, INC	SUPPLIES-FIRE	20.76
10047669	08/27/2013	Printed		9976	AVONDA AIR SYSTEMS, INC	MAINTENANCE CONTRACT-LIBRARY	965.00
10047670	08/27/2013	Printed		10571	ANDREW BAKER	MILEAGE REIMB--LIBRARY	92.66
10047671	08/27/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	2,458.50
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10047673	08/27/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA PREM-VARIOUS	15,047.40
10047674	08/27/2013	Printed		10402	DARBY BRAZOSKI	MILEAGE REIMB-EC DEV	35.26
10047677	08/27/2013	Printed		0268	BRODART CO.	CIRC MATERS-LIBRARY&FRIENDS	1,490.93
10047678	08/27/2013	Printed		0305	BURLINGTON FREE PRESS	CO-GEN DESIGN ADVERTIZ-WWTF	287.00
10047679	08/27/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPER-LIBRARY	22.00
10047681	08/27/2013	Printed		9941	BUSINESSCARD SERVICES	SEE SPREADSHEET	1,902.02
10047682	08/27/2013	Printed		04555	THE NEW CAPITAL LINCOLN-MERC	TRUCK REPAIR-STREET	2,044.69
10047683	08/27/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-VARIOUS	527.63
10047684	08/27/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	JULY USAGE-WATER	215,087.16
10047685	08/27/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	MGMT &DIRECT FEES-WWTF	159.71
10047686	08/27/2013	Printed		10207	CHOICE CARE CARD	MONTHLY ADMIN FEE-VARIOUS	171.00
10047687	08/27/2013	Printed		10353	CIVES CORP	TRUCK ACCESSORY-STREET	542.66
10047688	08/27/2013	Printed		9788	COMCAST	CABLE-STREET	62.29
10047689	08/27/2013	Printed		9788	COMCAST	CABLE-FIRE	13.50
10047690	08/27/2013	Printed		10505	DAVE A. CRAWFORD	CONSULTING SVCS-WWTF	900.00
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10047693	08/27/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
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10047695	08/27/2013	Printed		0592	DJ'S TREE SERVICE&LOGGING INC.	TREE REMOVAL-STREET	600.00
10047696	08/27/2013	Printed		0700	EAST COAST PRINTERS	UNIFORMS-SANI	539.50
10047697	08/27/2013	Printed		0720	EMPIRE JANITORIAL SUPPLY CO.	HAND SOAP-LH	63.00
10047698	08/27/2013	Printed		0710	ENDYNE, INC.	WEEKLY EFFLUENT-WWTF	25.00
10047699	08/27/2013	Printed		0780	ESSEX EQUIPMENT SALES	GENERATOR SERVICE-FIRE	123.25
10047700	08/27/2013	Printed		0795	TOWN OF ESSEX	MGR CONTRACT-ADMIN	4,486.73
10047701	08/27/2013	Printed		1935	FERGUSON WATERWORKS #590	SUPPLIES-WWTF/ROAD PAVING	1,495.73
10047702	08/27/2013	Printed		10570	FRANKLIN MILLER,INC	HS PUMP STA PARTS-SANI	275.00
10047703	08/27/2013	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	66.68
10047704	08/27/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF	118.00
10047705	08/27/2013	Printed		9726	GOT THAT RENTAL SALES, INC	TRIMMER HEAD-STREET	26.99
10047706	08/27/2013	Printed		24511	GRAINGER	SUPPLIES-WWTF	513.46
10047708	08/27/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	13,012.19
10047709	08/27/2013	Printed		1031	HANNAFORD BROTHERS CO.	PAPER TOWELS-WWTF&WATER	84.18
10047710	08/27/2013	Printed		1093	HOLLAND CO., INC.	SODIUM BISULFITE-WWTF	6,219.00
10047711	08/27/2013	Printed		10129	WENDY HYSKO	MILEAGE REIMB-LIBRARY	98.50
10047712	08/27/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	137.31
10047713	08/27/2013	Printed		11631	INTEGRITY COMMUNICATIONS	PHONE SYS RECONFIG-LH	250.01

Check Register Report

BL 8/27/13

Date: 08/27/2013

Time: 2:12 pm

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Village of Essex Junction

BANK:

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10047716	08/27/2013	Printed		9769	KEMIRA WATER SOLUTIONS	SODIUM ALUMINATE-WWTF	8,821.80
10047717	08/27/2013	Printed		9822	KLEARWATER	BAGS ON BOARD REFILLS-STREET	2,112.00
10047718	08/27/2013	Printed		10130	LOWE'S BUSINESS ACCOUNT	SUPPLIES-LH&FIRE	217.82
10047719	08/27/2013	Printed		1460	MAPLEHURST FLORIST	YOUTH PROG GIFT CERTIFS-LIBRY	50.00
10047720	08/27/2013	Printed		1483	MCMASTER-CARR SUPPLY COMPANY	LADDER FITTER& SUPPLIES-WWTF	898.41
10047721	08/27/2013	Printed		14289	NED MEEHAN	SHADE TREE MAINT-LIBRARY	940.00
10047722	08/27/2013	Printed		1516	MILTON RENTAL & SALES INC	LAWN MOWER&PARTS-STREET	7,420.43
10047723	08/27/2013	Printed		10041	MINUTEMAN VERMONT	2013 TAX BILLS&ENV/POSTG-ADMIN	1,293.70
10047724	08/27/2013	Printed		10573	NEEDHAM ELECTRICAL SUPPLY	EQUIP-FIRE	94.29
10047725	08/27/2013	Printed		10176	NEOFUNDS BY NEOPOST	POSTAGE FOR METER-ADMIN	600.00
10047726	08/27/2013	Printed		1660	NORTHEAST DELTA DENTAL	INS PREMIUM-ALL DEPTS	2,159.28
10047727	08/27/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LIBR/LH	2,494.18
10047728	08/27/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	1,597.20
10047729	08/27/2013	Printed		1791	PENELOPE D PILLSBURY	REIMBURSEMENT-LIBRARY	10.00
10047730	08/27/2013	Printed		1825	POSEIDON AIR SYSTEMS	AIR COMPRESSOR SERVICE-FIRE	595.00
10047731	08/27/2013	Printed		10235	PRATT & SMITH INC	ELECTRICAL SERVICES-WWTF	1,810.71
10047732	08/27/2013	Printed		1891	QUEEN CITY STEEL CO.	STEEL -STR	112.22
10047733	08/27/2013	Printed		1908	THE RADIO NORTH GROUP, INC.	MINITOR/ANTENNA-FIRE/STREET	2,333.00
10047734	08/27/2013	Printed		1910	RADIOSHACK	PHONES & NETWORK CABLES-ADM	63.95
10047735	08/27/2013	Printed		9587	RANGER ASPHALT & CONCRETE PROC	TOPSOIL-STREET	135.00
10047736	08/27/2013	Printed		9972	KATHERINE REDNISS	YOUTH PGM SUPPLIES REIMB-LIB	65.94
10047737	08/27/2013	Printed		1955	REYNOLDS & SON, INC.	COMPRESSOR REPAIR-FIRE	219.40
10047738	08/27/2013	Printed		10572	RICHMOND FREE LIBRARY	OVERDUE BOOK-LIBRARY	29.95
10047739	08/27/2013	Printed		2015	S. T. PAVING INC	STREET PAVING-CAP R	119,422.64
10047740	08/27/2013	Printed		10386	SAC INCORPORATED	CLARIFIER REPAIR PARTS-WWTF	828.50
10047741	08/27/2013	Printed		2054	SEARS COMMERCIAL ONE	FLOOR/WET VAC-WWTF	493.73
10047742	08/27/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT-LH	126.97
10047743	08/27/2013	Printed		21153	SOVERNET COMMUNICATIONS	TELE & INTERNT-ST/FIRE/LIB	406.84
10047744	08/27/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-ADM/PLAN	211.57
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10047746	08/27/2013	Printed		0545	THE TECH GROUP	REMOTE PLUS MANAGED SVCS-ADM	664.00
10047747	08/27/2013	Printed		2227	TI-SALES, INC.	WATER METER-WATER/SANI	178.58
10047748	08/27/2013	Printed		2260	TROWEL TRADES SUPPLY INC.	HYDRAULIC CEMENT-WWTF	23.00
10047749	08/27/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	LIFE INS PREMIUM-ALL DEPTS	766.00
10047750	08/27/2013	Printed		2338	USA BLUE BOOK	HOSE PARTS/ADAPTORS-WWTF	264.07
10047751	08/27/2013	Printed		9509	VERMONT HUMANITIES COUNCIL	CIRC MATERIALS-LIBRARY FRIENDS	75.00
10047752	08/27/2013	Printed		23545	VERMONT PET & SUPPLY	ABSORBANT CLAY-FIRE	212.50
10047753	08/27/2013	Printed		9968	VISION SERVICE	INS PREMIUM-ALL DEPTS	410.49
10047754	08/27/2013	Printed		10476	PLAN-CONNECTICU VMF FABRICATING AND MACHINING	GATE OPERATOR ADAPTER-WWTF	105.00
10047755	08/27/2013	Printed		10488	VT DEPARTMENT OF LIBRARIES	TRAINING-LIBRARY	35.00
10047756	08/27/2013	Printed		2411	VT DEPT OF MOTOR VEHICLES	REFUND DUP CHECK -	7.00
10047757	08/27/2013	Printed		2462	WATER ENVIRONMENT FEDERATION	MEMBER RENEWAL-WWTF	77.00
10047758	08/27/2013	Printed		2485	WESCO DISTRIBUTION, INC.	BATTERIES-FIRE	33.46
10047759	08/27/2013	Printed		24851	DON WESTON EXCAVATING, INC	LINC ST SIDEWALK-CAP R	64,887.30
10047760	08/27/2013	Printed		2505	DAVID WHITCOMB	VEHICLE FUEL-WWTF	52.10
10047761	08/27/2013	Printed		3085	ZEP MANUFACTURING CO.	CLEANER-WWTF	212.91

Check Register Report

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Date: 08/27/2013

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Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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Total Payments: 97 **Bank Total (excluding void checks): 514,563.15**

Total Payments: 97 **Grand Total (excluding void checks): 514,563.15**

Check Register Report

BL 9/10/13

Date: 09/06/2013

Time: 11:56 am

Page: 1

Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
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10047764	09/10/2013	Printed		9429	AQUARIUS LANDSCAPE INC.	REPAIR SPRINKER-LH	196.87
10047766	09/10/2013	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS DEPTS	222.87
10047768	09/10/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIB&FRIENDS	1,029.38
10047769	09/10/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-STREET	58.06
10047770	09/10/2013	Printed		0461	CENTRAL BEVERAGE	NEWSPAPERS-LIB	174.00
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10047772	09/10/2013	Printed		0508	CHAMPLIN ASSOCIATES INC.	CABLE-SANI	127.50
10047773	09/10/2013	Printed		0505	R.R CHARLEBOIS INC.	FLOOR MAT-STREET	27.90
10047774	09/10/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	LAND APPLICATN-WWTF	9,120.05
10047775	09/10/2013	Printed		2305	CLARK'S TRUCK CENTER	SERVICE JETTER-VARIOUS DEPTS	253.50
10047776	09/10/2013	Printed		0624	DEMCO, INC.	SUPPLIES-LIBRARY	475.53
10047777	09/10/2013	Printed		1690	DEPOT HOME & GARDEN	STRAW-STREET	7.75
10047778	09/10/2013	Printed		10396	DION SECURITY INC	LOCK REPAIR-WWTF	59.00
10047779	09/10/2013	Printed		10455	DIANE DUQUETTE	MILEAGE REIMBURSE-ADMIN	38.42
10047780	09/10/2013	Printed		0720	EMPIRE JANITORIAL SUPPLY CO.	SECURITY MIRROR-LH	26.80
10047781	09/10/2013	Printed		0710	ENDYNE, INC.	WEEKLY TESTS-WWTF	75.00
10047782	09/10/2013	Printed		0708	ESSEX HIGH SCHOOL YEARBOOK	YEARBOOKS-LIBRARY	90.00
10047783	09/10/2013	Printed		0780	ESSEX EQUIPMENT SALES	WORK GLOVES-WWTF	72.72
10047784	09/10/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	220.00
10047785	09/10/2013	Printed		1935	FERGUSON WATERWORKS #590	PARTS-WATER	132.27
10047786	09/10/2013	Printed		10574	FILTER BELTS	GBT BELT-WWTF	828.26
10047787	09/10/2013	Printed		9726	GOT THAT RENTAL SALES, INC	SUPPLIES-STREET	67.80
10047788	09/10/2013	Printed		24511	GRAINGER	VENTURI FAN-WWTF	19.74
10047789	09/10/2013	Printed		09502	GRAYBAR COMPANY INC.	LIGHT SWITCHES-WWTF	13.94
10047791	09/10/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	17,058.51
10047792	09/10/2013	Printed		1023	HALLAM ICS	ARC FLASH ANALYSIS-WWTF	10,000.00
10047793	09/10/2013	Printed		1039	THE HARTIGAN COMPANY	EAST ST TV INSPECTION-SANI	1,300.00
10047794	09/10/2013	Printed		10277	IBM CORPORATION	REC FIELD LEASE	500.00
10047795	09/10/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	35.36
10047796	09/10/2013	Printed		11631	INTEGRITY COMMUNICATIONS	PHONE REPAIR-LH	318.75
10047797	09/10/2013	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-STREET	1,463.00
10047798	09/10/2013	Printed		1210	JAMES JUTRAS	MILEAGE REIMB-WWTF/ST	79.67
10047799	09/10/2013	Printed		9488	LEWIS SOFTWARE ASSOCIATES	941 FILING SVC-AD	28.00
10047800	09/10/2013	Printed		13631	LYNN PUBLICATIONS	ADS FARMER MARKET-EC DEV	300.00
10047801	09/10/2013	Printed		10132	NOCO DISTRIBUTION LLC	GREASE-WWTF	36.71
10047802	09/10/2013	Printed		1661	NORTH CENTRAL LABORATORIES	LAB & SAMPLE SUPPLIES-WWTF	501.68
10047803	09/10/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	1,161.42
10047804	09/10/2013	Printed		18298	POWERPLAN OIB	SWEEPER KNOB-STREET	14.28
10047805	09/10/2013	Printed		1856	PUTNEY PRESS	VT GOV DIRECTORY-ADMIN	97.75
10047806	09/10/2013	Printed		1891	QUEEN CITY STEEL CO.	REBAR FOR SIDEWALKS-STREET	15.00
10047807	09/10/2013	Printed		9587	RANGER ASPHALT & CONCRETE PROC	TOPSOIL-STREET	157.50
10047808	09/10/2013	Printed		1994	RUSSELL SUPPLY	TAPE MEASURES-WWTF	40.00
10047809	09/10/2013	Printed		10575	LORI SCOTNICKI	ARTWORK APPRAISAL-ADMIN	200.00
10047810	09/10/2013	Printed		2047	SCOTT + PARTNERS	ARCHITECTURAL SVCS-LH	130.50
10047811	09/10/2013	Printed		2042	SCOTT'S LINE STRIPING, INC	STREET PAINT SUPPLIES-STREET	1,450.00
10047812	09/10/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	ROAD PAINT-STREET	240.68
10047813	09/10/2013	Printed		10558	SMALL DOG (WAITSFIELD)	COMPUTER -ST/WATER/SANITA	1,454.95
10047814	09/10/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-VARIOUS	897.48
10047815	09/10/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB-WWTF	521,164.51

Check Register Report

BL 9/10/13

Date: 09/06/2013

Time: 11:56 am

Page: 2

Village of Essex Junction

BANK:

C N.	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047816	09/10/2013	Printed		9866	TYLER TECHNOLOGIES	SFTWRE SUPPORT & MAINT-VARIOUS	6,536.75
10047817	09/10/2013	Printed		23415	VERIZON WIRELESS	CELL PH-VARIOUS	367.92
10047819	09/10/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	GAS-VARIOUS	2,317.96
10047820	09/10/2013	Printed		2377	VLCT UNEMPLOYMENT INS. TRUST	INS PREMIUM-ALL DEPTS	1,466.00
10047821	09/10/2013	Printed		9591	VRWA	COURSE REGISTRATION-WWTF	40.00
10047822	09/10/2013	Printed		0811	F.W. WEBB COMPANY	PLUG-ADMIN WALL-WWTF	6.40
				Total Checks: 57		Checks Total (excluding void checks):	586,690.30
				Total Payments: 57		Bank Total (excluding void checks):	586,690.30
				Total Payments: 57		Grand Total (excluding void checks):	586,690.30

Patty Benoit

Subject: FW: Street Name

From: Shannon Lunderville [<mailto:slunderville@ESSEX.ORG>]

Sent: Thursday, September 05, 2013 1:55 PM

To: Terry Hass

Subject: RE: Street Name

Hi Terry!

"Sounds" perfect ☺

I don't see a problem with that, there are not any sound-alikes as far as I can see.

Let me know if it gets approved and where it is so I can let 911 know ok?

Thanks Terry!

~ Shannon

From: Terry Hass [<mailto:terry@essexjunction.org>]

Sent: Thursday, September 05, 2013 1:42 PM

To: Shannon Lunderville

Subject: FW: Street Name

Hi Shannon,

We receive the request today, I did not know if Tom Hergenrother contacted to or not? Sienna Lane is not on the Village's approved street list, do you have any objections to the name? Tom would like to have his request on the Trustees agenda for Tuesday, September 10th.

Thank you,

Terry

From: thomas hergenrother [<mailto:thomashergerrother@gmail.com>]

Sent: Thursday, September 05, 2013 12:45 PM

To: Patrick C. Scheidel; Patty Benoit

Subject: Street Name

Hergenrother Const LLC

97 Blakely Rd. Ste 103

Colchester Vt. 05446

To Whom it may concern,

I am placing a formal request for the street name at the project of 48 Maple St. of Essex Junction for which I have purchased. I would appreciate it if the trustees would consider the name to be Sienna Ln.

Thank you for your time.

Sincerely

Thomas Hergenrother Sr.

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



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

September 10, 2013

To the Vermont Telecommunications Authority:

On behalf of the Essex Junction Trustees, I am writing to enthusiastically support the Village WiFi Committee's application to the Vermont Telecommunications Authority (VTA). We believe that establishing an open access WiFi zone in the Village downtown would be an economic development incentive and would be appreciated and heavily used by the Village citizens, store and restaurant customers, and others who commute through or visit the area each day. We have supported the Village WiFi committee's efforts over the last two years to investigate the feasibility of establishing public WiFi in the Village and, contingent upon the final cost of the project, we anticipate that our support will continue if their application to the VTA is successful.

Respectfully,

George Tyler, President

Essex Junction Board of Trustees