



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 13, 2014 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** [6:35 PM]
 - a. Comments from Public on Items Not on Agenda
4. **OLD BUSINESS** [6:40 PM]
 - a. Request Exploration of Additional Steps for Unification of Town and Village Services
 - b. Review and Discuss Recent Citizen Communications Regarding Planning Commission Meetings and Comprehensive Plan Revision Process
 - c. Discuss Timeline and Process for Village Downtown Charrette
5. **GUESTS/PRESENTATIONS** [7:15 PM]
 - a. CSWD FYE 15 Budget Presentation by Tom Moreau, General Manager
6. **NEW BUSINESS** [7:35 PM]
 - a. Request from CCSU for Hash Marks at 51 Park Street
 - b. Bid award for Dump Truck for the Public Works Dept.
 - c. Approve Grant Application for Library for Preservation Trust of VT
 - d. Reappointments to CCRPC Planning Advisory Committee
 - e. Review and Discuss Policy Regarding Sidewalks
7. **VILLAGE MANAGER'S REPORT** [8:00 PM]
 - Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:05 PM]
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 1. Planning Commission Work Session 4/17/14
 - c. VLCT Workshop on Dog Control 5/29/14
 - d. VT Natural Resources Board Act 250 Hearing 4 Pearl Street 4/24/14
 - e. Letter from VTrans Regarding VT 2A Speed Limit Request
 - f. Memo from Dennis Lutz about Award of Impaired Waterways Flow Restoration Plan
9. **CONSENT AGENDA** [8:10 PM]
 - a. Approve Minutes of Previous Meeting 4/29/14
 - b. Approve Warrants including check #10049182 through #10049293 totaling \$355,228.26.
 - c. Approve Request for Street Closings and Events for Memorial Day 5/24/14
 - d. Approve 2014 Five Corners Farmers Market Contract
10. **ADJOURN** [8:15 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.

Agenda Addition
Old Business 4b.

Henri de Marne
11 Skyline Drive
Essex, VT 05452
cell number: 802-363-1227

RECEIVED

MAY 13 2014

Village of Essex Junction

May 12, 2014

Mr. George Tyler, President
Village of Essex Junction
2 Lincoln St.
Essex Junction, VT 05452

Dear Mr. Tyler:

I very much enjoyed our earlier discussion and the vision you discussed for the improvements to the Village.

Unfortunately, I see a dichotomy between what I believe I heard you say and what I have heard and read from Robin Pierce, which is to build big and concentrate development in the center of the village. One of his answers to questions from Hugh Gibson of School Street is that, to achieve this on the same footprint, you need to go up.

Would concentration of development in the center of the village mean that the other corners would eventually also be developed by building tall there as well?

But this is a village, not downtown! We are not Winooski.

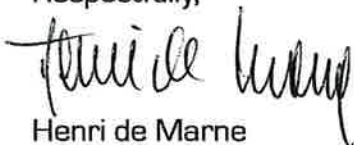
The dichotomy is the fact that I believe I heard you speak of making the five corners into four by closing off the lower part of Route 15 (the Martone's block) to transform it into a pedestrian street. Vehicular traffic would be rerouted through the Crescent by-pass and Railroad Street, and a green space created on the corner where the white house was demolished and Road ResQ relocated.

I believe that a village needs a village green, and not a huge building totally out of scale with the existing buildings.

We have a great opportunity to create a village green by moving Simon's and Road ResQ to the Crescent, which is where development should take place. These two corners and the bank property would offer a wonderful village green framed by the magnificent Veterans Memorial and the historic Lincoln Street Village offices and library.

Please give us such a coveted green space for family enjoyment and recreation.

Respectfully,



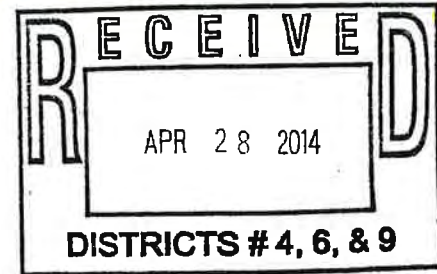
Henri de Marne

Sent to the Trustees & Planning Commission

RECEIVED

MAY 06 2014

Village of Essex Junction



Act 250 Review Board
Submitted, April 28, 2014

Linda McKenna
9 School Street
Essex Junction

Re: Anticipated development of 4 Pearl Street in Essex Junction from a bank to a commercial and residential building.

In concert with my neighbors, my family has devoted decades of time, as well as money and energy to upgrading the aesthetics of our historic corner of the village. When we moved here, our own house was student housing and there were 4 commercial sites on our small street. At least 5 of us moved to our corner within 2 years and we banded together to restore the 19th century look and feel of our dwellings. I believe that we were successful and that we increased the sense of "village" in our area. I personally have received scores of comments from pedestrians walking through as well as drivers from in and out of state as they view the work we all have done to make our street feel like it belongs both in the 19th and in the 21st centuries.

I am very aware that change is necessary and also that we must be careful about the changes that we allow. The property under consideration with its combination of commercial and residential inclusion is a concept that could be managed nicely in the center of the village. The commercial aspect is especially interesting as we strive to attract more people to our village.

I am very concerned however, with the size and scale of the proposed building. The continuous wall-like design and height of the overall structure are grossly out of line with other buildings both at the Five Corners intersection and with the Village Center. The number of rental housing units seems excessive for such a crowded site and the number of cars that would need to be both parked, and in transit for those renters would far exceed what has been allowed on that site until now. Even when the bank was at peak use, traffic was frequently backed up on Park Terrace as cars tried to exit onto 2A, turning either left or right. That was a small number of cars compared to the number envisioned by this new plan. Allowing parking along Park Terrace is especially worrisome as cars would have to back out into the street in order to exit. As I must use Park Terrace each time I come home, I was very watchful this winter as the snow banks created barely enough room for one car to turn into or drive on the street - when I needed to turn into the street from 2A, I had to wait until a car from Park Terrace exited before there was room for me to enter. I caused a backup at 5 corners more than once due to this situation.

Most importantly, I believe that we, as residents, have a responsibility to the overall look and feel of our village, just as we take care of the health and look of the forests and farms in our state. This kind of consideration to the aesthetics has a great deal to do with the attraction we have to those looking to move, to tourists and to our residents.

At the hearing on April 24, 2014, the traffic history and projected future traffic usage were discussed at length. To that issue, I can only add my personal concerns and do not elaborate on them here.

To strengthen my anecdotal offerings, I spent time going through the **Community Vision and Strategies for Essex Junction:2007-2012**. I am aware that this document's range has expired, but it is the most recent one and, I assume, the one from which we should be working. Therefore, I quote here from that document, knowing that the Village Trustees have initiated a new process which will be completed over the coming year or more. Informal conversations with individual trustees lead me to believe that their perspective concerning the "historical character" of the village, remains the same as this older document. I feel confident then in using it.

1. **General Community Goals and Vision (p.9).** DOWNTOWN: Investment in the village center shall have an emphasis on high quality design that protects the historic character and reinforces the pedestrian streetscape. ENVIRONMENT: to maintain an aesthetically attractive urban environment that is sensitive to the natural environment.
2. **The planning challenge: Toward 1012 and Beyond (p11).** Therefore, the planning challenge for Essex Junction is to manage and encourage reinvestment in the existing urban environment, and protect existing neighborhoods and ensure that redevelopment or new development preserves the promotes the "village" character of Essex Junction.
3. **Historical Resources (p18).** All sites identified on Map 3 (attached) have some historical or architectural importance to the Village. Frequently, they provide definition to residential areas. In other instances, they provide notable landmarks. All were important considerations in the identification of future Goals and Objectives in the Plan.
4. **Business Economic Development Goals(p29).** GOAL 5:, OBJECTIVE 5.3. Consider the establishment of local historic districts or other mechanisms to preserve existing residential structures of significant historic village character along major arterials and in historic neighborhoods.
5. **Open Space/Recreation(p31).** VILLAGE GREEN AND URBAN PARKS. Essex Junction has invested significant resources towards the revitalization of its historic downtown in the five corners over the last five years. A major piece of that effort has been public streetscape and open space improvements.Noticeably absent in the downtown is a village green, a symbol of the New England Village.

LAND USE

1. **Existing Land Use (p56).** VILLAGE CENTER. The buildings are predominantly two story structures with a pronounced horizontal frieze below the cornices.

.....Visually, this gives the buildings a horizontal orientation which adds a sense of scale to the area. (further on the page) Moving out slightly beyond the commercial core of the area, the architecture changes significantly. Most buildings in this area were constructed as residences during the same period as the commercial structures (late nineteenth and early twentieth centuries), but the prevailing residential styles at the time were variations on Victorian. Thus, the residential buildings tend to be two-and-one-half story structures with gabled roofs, frequently with ell and other protrusions forming complex roof forms. Where still present, roof shingling patterns are quite decorative. Many of the buildings are oriented with gable ends towards the street. The facades of these residential structures reflect considerable decoration, with porches, decorative arches and supports, cutaway bay windows with brackets, eave brackets and cornices. Finally, the buildings tend to be set back with lawns between them and the street and have lawns separating them from their neighbors. Some of these structures have been converted to non-residential use while retaining their original architectural appearance.

___In summary, the architectural features which make this area unique in the center of the Village are as follows: 1. Modest lawns separating the buildings from the street and from each other. 2. Complex facades with porches, projecting windows, ell and ornamentation. 3. Complex roof forms with steep pitches, gables and dormers.

2. **Land Use Goals (p59).** GOAL 4: To ensure that quality land planning and structural design occur in all commercial and industrial areas in a manner compatible with surrounding architecture.
3. **Future Land Use (p66).** 9.4.11 VILLAGE CENTER. Intent: To provide a compact commercial center with a mix of commercial and residential uses which is compatible with existing architectural and design standards.

Chapter III

Community Vision and Strategies for Essex Junction: 2007-2012

1. General Community Goals and Vision

An important stage of any Planning Process is the identification of a community vision for the future, which is used in establishing general community goals. These General Goals and Vision are used to identify what the community is striving to become or maintain as well as the challenges and opportunities it faces. They define the Plan and provide focus to the Planning Process.

The General Goals and Vision of the Village of Essex Junction Comprehensive Plan are as follows:

REGION: To recognize and enhance Essex Junction's role within the Chittenden County region as a major employment and transportation center; to cooperate with adjoining communities to ensure quality development; and to protect the Village from negative impact of adjoining development.

COMMUNITY: To maintain the Village character of Essex Junction as a traditional New England Style Village that is pleasant and walkable; which provides a full range of urban services to community residents in close proximity to residential neighborhoods; and to ensure new growth maintains high standards and builds off the historic village character.

NEIGHBORHOOD: To provide suitable living environments for all residents of the Village and to preserve existing neighborhoods as a valuable community resource.

LAND USE: To provide a range of activities within the mixed use districts in the core of the Village while minimizing land use conflicts. An emphasis shall be placed on encouraging infill and redevelopment of underutilized properties

DOWNTOWN: To support a healthy and vibrant Village Center as the focal point of the community through public and private investment. Investments in the village center shall have an emphasis on high quality design that protects the historic character and reinforces the pedestrian streetscape.

IDENTITY: To maintain and improve the identity of the Village as a desirable place to live and work.

DIVERSITY: To provide Village residents with a reasonable choice of living environments, vocational and educational opportunities, cultural and recreational amenities.

ENVIRONMENT: To maintain an aesthetically attractive urban environment that is sensitive to the natural environment.

ECONOMY: To enhance the existing business and industrial base within the Village and the Region.

GROWTH: To ensure orderly and efficient development within the Village by encouraging new development in commercial, industrial and multi-family districts while protecting our residential neighborhoods from incompatible land uses.

COST EFFICIENCY: To minimize the total economic cost of providing housing, utilities, transportation and public facilities and services.

PARTICIPATION: To encourage strong public participation in all public decisions affecting the development or redevelopment of the urban area.

2. Accomplished Objectives

The following is a list of planning accomplishments from 2002-2007:

- Updated the Land Development Code as follows:
 - Established a Transit Oriented Development District on Pearl Street
 - Expanded the Village Center District and revised the design review criteria
 - Redefined the zoning along Pearl and Lincoln Streets to support infill development with the establishment of two mixed use zoning districts along these corridors.
 - Amended the sign ordinance to provide greater clarity and flexibility
 - Prohibited "backyard development"
 - Changed the zoning along Main and Lincoln Streets from Residential/Office to Residential only districts along Main Street, Maple Street and Park Street
- Developed a streetscape plan, completed in August 2005, for the Village Center District entitled "Downtown Streetscape Plan for Essex Junction" prepared by Landworks.
- Implemented a streetscape project along Railroad Avenue in 2003, which narrowed the street, added wider sidewalks, antique style streetlamps, benches, trees and green space.
- Implemented a streetscape project along Main Street between the Five Corners and Railroad Avenue in 2004, which added new antique style streetlamps, new sidewalks and benches.
- Successfully nominated a National Register Historic District along Main Street and Railroad Avenue in 2004.
- Participated in the development of the "Pearl Street Corridor Enhancement Plan" in 2006, which was prepared by Saratoga Associates. Several of the recommendations in the report were adopted in the 2006-7 Land Development Code Update.
- Developed a market study, prepared by Pete Davis, which successfully attracted a grocery store back to Essex Junction, which has been a major community goal for the past five years.
- Increased the level of tax stabilization available to historic buildings which are listed or eligible for listing on the National Register of Historic Places.
- Successfully applied for and obtain Village Center Designation from the State of Vermont for the Five Corners area.
- Worked with a private developer to obtain public financing for the construction of a 30 unit affordable housing project
- Worked with a non-profit developer in obtaining public financing for the construction of 19 units of special needs housing.
- Cogeneration Project at the Wastewater Plant

2. The Planning Challenge: Toward 2012 and Beyond

Essex Junction is a dynamic and largely developed community with a good mix of residential, commercial and industrial development. It has desirable neighborhoods, accessible parks and open

space areas, and established downtown and commercial centers. Portions of its commercial areas can be classified as mature urban with underutilized properties that present opportunities for redevelopment and renewed investment. Therefore, the planning challenge for Essex Junction is to manage and encourage reinvestment in the existing urban environment, and protect existing neighborhoods and ensure that redevelopment or new development preserves and promotes the "village" character of Essex Junction.

Land use goals that the Village has set for itself will be detailed in the chapters that follow. However, the most important issues that are being grappled with today will define the priorities for Essex Junction for the coming five years.

Goal 1: Assist and work with existing businesses to stay and grow in Essex Junction. Encourage and assist new businesses and clean industries to invest in Essex Junction.

- Objective 1.1: Maintain a favorable business climate in Essex Junction.
- Objective 1.2: Review and select specific recommendations in the RKG report for possible implementation.
- Objective 1.3: Continue efforts to revitalize the village center and attract business through public investment in infrastructure

Goal 2: Promote responsible residential growth.

- Objective 2.1: Conserve open space/agricultural land for future generations.
- Objective 2.2: Encourage mixed-income infill housing within existing developed areas in the commercial and multi-family districts

Goal 3: Protect and enhance sensitive and important areas.

- Objective 3.1: Consider zone changes to preserve existing residential structures of historic village character along major arterials and in historic neighborhoods.

Goal 4: Promote the redevelopment of underutilized properties in the TOD and Village Center District with high quality design, a mix of uses, and which support pedestrian activity.

Goal 5: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E Tax and to ensure the continuation of adequate provision of services.

- Objective 5.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 5.2: Investigate additional sources of revenue.
- Objective 5.3: Keep budget increases within the rate of inflation.

Chapter IV

Community Growth and Natural Resources

Prior to development of specific recommendations for the future, it is important to examine the trends of the past. This Chapter reviews the historic development patterns within the Village and review current statistical trends as well as the natural resource base. Historic development patterns and current trends largely dictate future growth patterns. Many of the Goals and Objectives within this Plan are influenced by these trends.

1. Historic Development Patterns

Early growth in Essex Junction was focused in the vicinity of Hubbell's Falls of the Winooski River, with some agricultural settlement occurring north of the mills. A few structures remain which represent this early growth. A brick house built by Ezra Slater, Sr. at the corner of Park and South Streets is representative of this early settlement. Lincoln Hall, constructed about 1820 as a tavern, is another example of early Village growth.

Probably the single most important influence on growth patterns in Essex Junction was the arrival of the railroad in December, 1849. At that time, the crossroads in Essex Township was named Painesville, in honor of the Vermont Central Railway President, Charles Paine. Concurrently, the Vermont and Canada Railroad was being constructed and a railroad junction was formed. Burlington passengers were forced to switch trains at the Junction. Thus, the name Essex Junction began to appear, and in the early 1890's the name was officially changed. The nucleus of the Village Center began to form around the railroad junction. Early buildings included additions to the Stevens Tavern, the Central House Hotel at Central and Depot Streets. The first church was erected by the Methodists and Congregationalists in 1866.

Another major influence on development patterns within the Village was the early street pattern. The basic network of streets was formed by 1869. Thus, at this early date the "Five Corners" of Main, Maple, Park, Pearl and Lincoln Streets was already established.

By 1880, Essex Junction had displaced Essex Center as the principal Village in the Township. Numerous shops and stores were in existence. In 1892, The Village obtained a Charter from the Vermont Legislature as the Incorporated Village of Essex Junction. In 1890, Essex Junction had a population of 1,141, surpassing the 1,062 residents in the remainder of Essex Township.

During the late 1880's and first half of the 1900's, development continued to occur within the Village. Of note was the arrival of the automobile, and the beginning of traffic conflict at the "Five Corners".

The third major event to greatly influence the development of Essex Junction was the arrival of IBM in 1957. The Village population rose from 2,741 in 1950 to 5,304 by 1960. Corresponding with the population and employment growth was the demand for public and commercial services. Businesses began to expand along Pearl Street while residential development proceeded at a rapid pace.

These historic trends had a significant effect on current growth patterns. The railroads still limit the efficiency of the street network. The five major streets intersecting at "Five Corner" create heavy traffic congestion. Some relief from traffic congestion occurred after the first section of the Circumferential Highway opened in 1993; however, traffic levels have since reached pre-circumferential numbers. Traffic associated with Village Schools appears to have a significant impact on congestion in the morning as more parents seem to driving their kids to school. Reasons for the increase in school related traffic could be the breakdown of the neighborhood school system, the lack

Streets to the easterly boundary of the Countryside subdivision.

Scenic Views - Although there are many outstanding view sheds within the Village, three areas have been particularly identified. First, in the northeasterly section of the Village, between Upper Main Street and the Countryside development, is the highest point within the Village. Spectacular views of Mount Mansfield and the Adirondack Mountains are visible from this location. Second, the river crossing on Park Street provides views of the Winooski River and serves as a scenic entrance to the Village. Third, along the westerly end of Pearl Street there are spectacular views of the Winooski River Valley.

Wetlands - The development on or near wetlands is strictly regulated. In addition, wetlands provide a natural habitat for animals and preserve natural areas. They also serve important ecological functions including storm water runoff purification and ground water recharge. The wetland areas identified by the United States Department of Interior are indicated on Map 2. It should be noted that there are additional wetlands which are not currently mapped.

Forested Areas - Much of the land that was forested has been developed within the Village. The State of Vermont abandoned its tree nursery operation on Old Colchester Road and has subleased the property to the Village and Town for recreational use. Other heavily forested areas are located on the Whitcomb Farm.

Agricultural Areas - The Village is fortunate to have one active farm still in existence. The Whitcomb Farm, encompassing approximately 400 acres in the southwest sector of the Village has been actively farmed by the Whitcombs since 1879. Nine acres in this area have been set aside as permanent open space.

Prime-Ag Soils - Soil classifications are another important natural characteristic within the Village, particularly as they pertain to prime-ag soils, whose development potential may be limited, or mitigation required, by the State of Vermont under Act 250. The prime-ag soils in the Village are identified on the Map 1.

2.6 Historical Resources

In addition to the natural resources discussed previously, there are important man-made or historical resources within the Village. Map 3 identifies historic resources in the Village.

All of the sites identified on Map 3 have some historical or architectural importance to the Village. Frequently, they provide definition to residential areas. In other instances, they provide notable landmarks. All were important considerations in the identification of future Goals and Objectives in this Plan.

Goal 2: To investigate alternatives to protect existing farm land

Objective 2.1: Consider purchasing the Whitcomb Farm for passive open space and/or community supported agriculture

Objective 2.2: Consider and study the potential of the Whitcomb Farm to be used for community based agriculture and/or passive open space if the current farm operations are in jeopardy of being discontinued

Goal 3: Existing residents should not finance new infrastructure that is necessary for any new development.

Objective 2.1: All infrastructure and systems should be put in before any development in accordance with the approved Master Plan.

3. Business/Economic Development

Essex Junction has two interrelated local economies. The first is as a regional business and employment center that is home to the State's largest private employer—IBM. The second consists of the numerous small local businesses that serve a primarily local market of the residents of Essex Junction. A third emerging economy is tourism, which is being driven by the 100+ events a year at the Champlain Valley Exposition (CVE).

The Village is strategically located within the region and has the infrastructure to support additional new light industry and business expansion. The Village is close to the interstate highway, the airport, and has adequate sewer capacity for new development. In addition, it has been designated as a Metropolitan Planning Area in the 2006 Regional Plan, which is intended to support the regions largest buildings and most dense residential population.

Essex Junction does face business and economic development related challenges. One important challenge is to minimize the impact of phasing out of the M&E tax while ensuring the provision of adequate municipal services. Also, Essex Junction's retail sector faces competition from recent growth in outlying surrounding communities. To this end, it is important to support existing business, encourage new light industrial and commercial development and investigate additional sources of revenue.

Once such effort is the economic development plan prepared by RKG Associates. In 2001, Essex Junction hired RKG to prepare a master plan and economic development strategy for the Village's business districts, and to strengthen the fiscal condition of the Village. The report consists of a detailed market analysis, a business and land use inventory, and sets forth a series of goals and policies centered primarily on increased marketing and the redevelopment of underutilized properties, the establishment of an organization structure to work with local business, and to capitalize on the potential economic impact of the New England Culinary Institute (NECI), CVE other businesses.

The Villages efforts towards economic development over the past five years consist of:

- Increasing allowable densities in the core village mixed use districts
- Streetscape Projects in the Village Center including new sidewalks, lighting, landscaping, benches and receptacles
- Developed a Market Study for the potential of a grocery store in the Village; study was successful at attracting a new grocery store, which opened in June of 2007.
- Maintained a fair and balanced permitting process that supports local businesses and new investment

3.1 Village Center and Park Street Areas

The Village Center and Park Street area is the community's traditional business center and home to local businesses and retail shops. Portions of the RKG report focused on the Village Center and Park Street area and recommends that the Village should strive to capitalize on what it has, and encourage development that will enhance the environment. Specifically, the Village should include encouraging the development of market rate residential development, diversify the mix of non residential land use, attract new business, market vacant retail properties, and work to redevelop underutilized properties. Development of the New England Culinary Institute (NECI) off Park Street is an excellent example of this vision, whereby an underutilized property was redeveloped with a use that will enhance the Village environment.

10/1/06

Public improvement projects have been a central focus of the economic development efforts in the Village Center over the past five years. Two streetscape projects were completed along Main Street and Railroad Avenue within the last five years to improve lighting, sidewalks, add greenspace, and pedestrian amenities. A major upgrade to memorial park was also completed within the last five years along with landscaping improvements to Lincoln Hall and the corners of Railroad Street and Main Street. Another 1.5 million dollar streetscape project is planned for construction in 2008, which will include new mast arms and traffic signals at the five corners, pedestrian lighting, on-street parking, sidewalks and landscaping.

3.2 Pearl Street Business

The Pearl Street business corridor also is an important part of Essex Junction's business and retail sector, with many businesses and services, including two shopping centers, the Champlain Valley Exposition (CVE) and numerous other businesses and residential uses.

The RKG Report reveals that Essex Junction businesses serve primarily the local market and are facing competition from recent retail and office developments in surrounding communities. The report calls for an economic strategy that: capitalizes on the economic impact of CVE fair and non-fair related events, and works with property owners to development underutilized sites for residential and mixed-use development.

In 2005 the Village worked with the CVE and Saratoga Associates on the Pearl Street Enhancement Plan. The major focus of the plan included upgrades to the Pearl Street frontage of the CVE and recommended zoning changes to improve promote higher density mixed-use development and improved design standards. The Village should work with the CVE and other Pearl Street businesses to obtain funding to realize this vision.

3.3 Champlain Valley Exposition Fairgrounds

The CVE has become a major year round events venue over the last several years. The CVE is strategically located close to the Village Center and on a main road, which creates opportunities for local business to capitalize on the influx of people to the Village for CVE events. Public Village representatives should participate in the planning of any changes to the present use, or to the present master plan, as this will affect both the surrounding residents and the entrance into Essex Junction. Any new Master Plan or changes to the existing Master Plan should emphasize mixed use with a base of light industry and commercial uses. In addition, the Village should carefully consider and encourage businesses that support the events as the CVE such as hotels and restaurants.

3.4 IBM

IBM is Vermont's largest private employer and has a major economic impact on the local, regional, and state economies. The Village should support development policies that meet the needs of IBM, but also minimize impacts on the local residents. The Village supports completion of the Circumferential Highway, which has long been identified by IBM as important to the continued success of the IBM Essex Junction Facility.

3.5 Business/Economic Development Goals

Goal 1: Assist and work with existing businesses to stay and expand within Essex Junction. Assist and work with new businesses to invest in Essex Junction.

Objective 1.1: Maintain a favorable business climate in Essex Junction.

- Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl St. Districts.
- Objective 1.3: Consider performing market studies or other efforts to attract specific businesses to the Village such as a hotel.
- Objective 1.4: Work with officials at IBM to meet their future development needs.

Goal 2: To increase the Village's involvement with the local business community.

- Objective 2.1: Look for strategic opportunities to work with willing business and property owners on economic development
- Objective 2.2: Work closely with regional businesses through active membership in such organizations as the Greater Burlington Industrial Corporation.
- Objective 2.3: Encourage Village membership on key and regional committees involved with business expansion and economic development. Work with the Chittenden County Regional Planning Commission.
- Objective 2.4: Work with regional and local organizations on redeveloping the fairgrounds.
- Objective 2.5: Promote the Village as a destination for shopping and services.
- Objective 2.6: Provide mechanisms for increased communication between the business community and Village Officials.
- Objective 2.7: Conduct market studies as needed to attract key businesses to the Village

Goal 3: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E tax, to ensure the continuation of adequate provision of service.

- Objective 3.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 3.2: Investigate additional sources of revenue.

Goal 4: To provide mechanisms for efficient and speedy review of development applications.

- Objective 4.1: Ensure that the local codes do not inhibit/prohibit local development.
- Objective 4.2: Draft standards for development which are simple to implement and enforce.

Goal 5: To preserve and enhance the appearance and historical character of the Village of Essex Junction

- Objective 5.1: Maintain Design Review in the Village Center
- Objective 5.2: Design publicly financed improvements to preserve the character of the Village Center.
- Objective 5.3: Consider the establishment of local historic districts or other mechanisms to preserve existing residential structures of significant historic village character along major arterials and in historic neighborhoods.
- Objective 5.4: ~~Continue streetscape and landscaping efforts to attract private sector investment~~

4. Open Space/Recreation

The provision of parks and open space for active and passive recreation is an essential urban function. Essex Junction is reasonably well served by local parks, schools and recreational facilities that provide extensive active recreational opportunities. Natural areas in adjacent communities serve the needs of village residents for passive recreation. No significant publicly owned natural areas exist within the Village. Essex Junction also has a relatively comprehensive sidewalk network, a couple miles of off-road bike-paths, and several quiet residential neighborhoods where biking and walking are a common form of recreation.

Within Essex Junction, the management of the parks, recreation programs and facilities are the responsibility of the school system under the direction of the Prudential Committee. These include the management of all three of Essex Junction's formal parks along with all of the school properties that contain the majority of active recreation facilities within the village. A full-time Recreation Director administers the program. The recently completed Essex Junction Recreation Master Plan (2007) sets the vision, goals and implementation of future recreation projects and park maintenance for the next ten years.

The Village does have control over several areas of open space planning including development review and approval, development of urban passive open space areas (such as a village green or plaza), and bicycle and pedestrian planning, which will be discussed more fully in the transportation section of this plan.

The Whitcomb Farm is the only large expanse of open space left in the Village and it is protected through development. Passive recreational opportunities are available outside the village at the Indian Brook Reservoir, Saxon's Hill in Essex Town and in other nearby areas, but are not readily accessible from the village on foot.

4.1 Open Space

Most frequently open space is considered to be a park. However, there are several types of open space which contribute to the "quality of life" within the Village. The provision of publicly owned open spaces is essential to ensure public access and maintenance. Nonetheless, open spaces include some non-publicly owned open spaces as indicated below:

- 1) Wetlands
- 2) Flood Plains
- 3) Public and private forested lands
- 4) Undeveloped open lands
- 5) Agricultural land
- 6) Scenic vistas
- 7) Champlain Valley Exposition fairgrounds
- 8) Sidewalks

These open space resources are identified on Map 3 and further described in Chapter IV.

4.2 Passive Open Space

Passive open spaces are an important community asset. Passive open space includes:

- 1) Natural Areas

Sidewalks Village Green

Natural Areas

No significant public natural areas exist in the Village, which is not uncommon for a small suburban community. However, adjacent communities have put efforts towards conservation of passive open spaces such as the Intervale in Burlington, Indian Brook reservoir in Essex, and the Colchester Pond Natural Area. The Intervale is a combination of community farms and areas for events (concerts, etc.), commerce, recreation, and gardening. It is reasonable to conclude that village residents are adequately served by nearby natural areas such as the Indian Brook Reservoir and Saxons Hill properties, but having a natural area within the Village and accessible by foot could be a community asset.

Village Green and Urban Parks

Essex Junction has invested significant resources towards the revitalization of its historic downtown in the Five Corners over the last five years. A major piece of that effort has been public streetscape and open space improvements. The narrowing of Railroad Avenue in 2003 created a small piece of open space to accommodate a farmers market. A farmers market did operate for a short period of time in the space. Noticeably absent in the downtown is a village green, a symbol of the New England Village. The Village does not have passive open space in the downtown for events such as a farmers market. The annual Village Block Party has been a huge success, but requires the closing of Railroad Avenue. The front lawn of the Park Street School is the most significant existing open space area in the downtown, but has not been utilized for non-school uses. The development of a green in another other location in the Village Center would require demolition and redevelopment.

The Transit Oriented Development Zoning District along Pearl Street encourages the provision of passive outdoor spaces such as a plaza or green in redevelopment projects.

Sidewalks

Sidewalks, not traditionally considered open spaces, do serve as passive open spaces. With the exception of sidewalks in the Village Center, sidewalks in the Village are generally about 4' to 5' wide, barely enough for two people to walk side by side. In the more urban areas of the Village, wider sidewalks, such as the Village Center and Transit Oriented Development District wider sidewalks will create passive open spaces and be required on new streets along with benches and pedestrian amenities. The Village has widen sidewalks as part of the Main Street and Railroad Avenue Streetscape Projects in 2003 and 2004 and will widen the sidewalks along Park Street as part of the Essex Junction Redevelopment Project, which is scheduled for construction in 2008.

4.3 Active Recreation and Parks

Equally important are the provision of active recreational opportunities for Village residents. The 2007 Essex Junction Recreation and Park Master Plan identified all park lands within the Village and determined that there is sufficient parkland to serve the Essex Junctions residential population. The plan also noted significant natural areas in close proximity to the Village including the Indian Brook Reservoir in the Town of Essex.

Essex Junctions existing parks and open space include the following (See Map 3):

- A. **Stevens' Park:** 8.2 acre neighborhood park designed for passive, nature oriented activities. Designed walking/jogging trail system (also used by bikers). Low-level activity area with established play equipment.
- B. **Cascade Park:** 10-acre neighborhood park designed for active recreation use. Youth baseball field; three (3) tennis courts; one (1) basketball court; one established play equipment area; parking lot for 18 vehicles.
- C. **Maple St. Park:** 38 acre Community Park, designed for active recreation use. Facilities include one (1) softball field four (4) lighted tennis courts; one (1) lighted basketball court; one (1) picnic pavilion; swimming pool with bath house; two (2) shuffleboard courts; one soccer field; two (2) Little League fields; trail system, low level playground activity with established play equipment; parking lot for 128 vehicles.
- D. **Essex Junction Educational Center:** 103 acre site housing high school complex. Outdoor facilities include: multi-use stadium; all weather running track; one (1) baseball diamond; one (1) football field; three (3) lighted tennis courts 400 meter track; parking lot for 370 vehicles.
- E. **Albert D. Lawton Intermediate School:** 33.5 acre site housing middle school building. Outdoor facilities include: One (1) baseball field, one (1) soft ball field, four (4) multi-purpose field areas, parking lot for 110 vehicles.
- F. **Fleming School:** 5.44 acre site that houses elementary school complex. Outdoor facilities include: one (1) tennis court; one (1) basketball court; high intensity playground area; one (1) youth baseball field, multi-purpose play area; parking lot for 301 vehicles.
- G. **Hiawatha School:** 15.65 acre site that houses elementary school complex. Outdoor facilities include: two (2) tennis courts, one (1) youth baseball field; two (2) multi-purpose fields; one (1) basketball court; low level playground activity area.
- H. **Summit Street School:** 3.7 acre site that houses elementary school complex. Outdoors facilities include: high intensity playground area; large open space area.
- I. **Park Street School:** 1.29 acre site that houses alternative school building. Outdoors facilities include: low-level playground activity area; one (1) outdoor volleyball court.
- J. **"Parizo Farm" Property:** 7.73 acres owned by the Essex Junction School District adjacent to the Hiawatha School.
- K. **Fairview Farms:** 10 acres owned by the village; currently natural area open space
- L. **Whitcomb Heights:** 9 acres designated natural area open space.
- M. **Other Available sites:** There are several facilities owned by other agencies which provide recreation opportunities to Village Residents.
 - 1. Indian Brook Park: 577 acres, Town of Essex – Natural Park. Outdoor activities
 - 2. Winooski Valley Overlook Park: 4 acres, Winooski Valley Park District – Natural area
 - 3. Sixty-eight Acre Park: 58 acres, Town of Essex – natural area.
 - 4. Pearl Street Park: 14 Acres, Town of Essex – Active, athletic Park
 - 5. State Tree Farms: State of Vermont, Tree farm, soccer, cross country skiing/snowshoeing, walking.

- Objective 1.2: Study the feasibility of adopting and enforcing uniform building and fire codes for housing.
- Objective 1.3: Consider energy conservation standards and alternate energy resources in all future codes.
- Objective 1.4: Allow existing non-conforming multi-family conversions to continue, provided minimum neighborhood standards are maintained.
- Objective 1.5: Consider zone changes to preserve existing structures of historic village character along sections of major arterials and in historic neighborhoods.
- Objective 1.6: Provide a mechanism within the Land Development Code to encourage the creation of new affordable elderly housing.
- Objective 1.7: Consider zone changes to preserve our single family stock by discouraging its conversion to multi-family housing while encouraging the development of new multi-family housing in commercial and multi-family zones.
- Objective 1.8: Maintain allowance for density bonuses in the Planned Residential District for the construction of affordable housing
- Objective 1.9: Allow high density housing in major commercial areas and maintain the R-2 small lot single family zoning designation to allow for affordable housing

- Goal 2:** To cooperate with surrounding communities, private developers and nonprofit developers, to jointly create affordable housing and senior housing.
- Goal 3:** To continue to provide adequate sites in residential areas or areas of residential character for special needs housing.
- Goal 4:** To encourage private and public property owners of historically significant structures to maintain the historical integrity of the structures.

8. Transportation

Transportation is an important issue to the Village of Essex Junction. The "Five Corners" intersection presents difficult traffic management problems. The location of the railroad tracks add to the complexity of the problem. The historic development of Pearl Street and resultant numbers of curb cuts provide traffic safety concerns. In addition to factors within the Village, growth in adjacent communities results in traffic increases throughout the Village.

The Village street network is essentially a grid of interconnected streets, dead end streets make up only a small portion of local streets. The state highways of Route 15, Route 2A and Route 117 provide the only vehicular connections into and out of the Village. Therefore, they carry significant amounts of non-destination and local traffic. The interconnected street system allows for multiple routes to the same destination, thereby giving users of the network options for getting from point A to B. The interconnected local street system reduces congestion on major arterials, but increases the impact on local neighborhoods, especially as a result of traffic associated with Village Schools. Continuing to maintain the interconnected street network and connect streets in new developments is a central transportation policy within the Village.

The complexities of the transportation network described above require a concentrated, coordinated transportation planning effort within the Village. There are no single, simple solutions available. It is necessary to develop a multi-modal approach to transportation planning. Included is the street network, bike paths and sidewalks, public transit, and the possibility of railroad transit. In addition, public safety is an important consideration in any improvements considered. Such a multi-modal approach can lead to an improved, cost-effective and energy-efficient transportation network.

8.1 Streets

The Village of Essex Junction is fortunate in that there are no outstanding needs for construction of major new streets. The basic network has already developed. As new development occurs, the extension of the existing street network will be constructed by developers.

The primary issue, therefore, is increased traffic management, particularly for non-destination traffic.

The influence of the first phase of the Circumferential Highway, completed in 1993, can be clearly seen in reduced traffic volumes and accidents for 1995. However, it is also clear that this reduction is temporary. Traffic volumes at the Five Corners are increasing to levels that are higher than pre-Circumferential Highway levels (CCMPO, Route 15 Corridor Study, 2007). Approximately 30,000 vehicles per day travel through the Five Corners. Many of these trips do not start or end the village and are considered non-destination traffic. New developments in adjacent communities such as in Taft Corners in Williston contribute to even higher volumes.

Due to the growth in non-destination traffic, the village supports alternative routes between adjacent communities along with an additional crossing over the Winooski River. Non-destination traffic is a threat to the vitality of the Village Center where the emphasis needs to be on local access, pedestrian mobility and safety, and aesthetics. Increased vehicular capacity is in direct conflict with these Village Goals and therefore is not supported to the extent it would involve additional vehicle lanes and road widening.

Safety is another major concern. The state highways of Route 15, Route 2A and Route 117 all carry significant amounts of non-destination traffic through Essex Junction. The high number of curb cuts along with the size and location of curb cuts contributes to safety issues, particularly on roads with

more than two lanes such as Pearl Street and portions of Park Street near the five corners. Access management is therefore an important consideration of this plan. See Map 4 for high accident locations.

8.2 Sidewalks/Bike Paths

The provision of sidewalks and bike paths within the Village are important transportation issues. Essex Junction currently has approximately 38 miles of sidewalk to maintain. Cost and the efficient expenditure of tax dollars on sidewalks was a major consideration in the preparation of the Sidewalk Plan and Policy in 2005 to address the existing and future sidewalk network.

The policy for the number of sidewalks varies depending on the road function and density. Sidewalks will be constructed and maintained in the future in accordance with the following standards:

Table 8: Sidewalk Policy

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

The Village will not actively remove sidewalks, but would do so in association with a street or sidewalk reconstruction project. Several areas of the Village in low density neighborhoods would see the eventual removal of sidewalks on one side of the street. On some major arterials, sidewalks would be added. The emphasis of the sidewalk plan and policy is to maximize resources while improving connections.

Bike paths are another important consideration of the transportation plan. The Transportation Map identifies all sidewalks, bike paths and bike lanes within the village. The three types of bike paths are as follows:

- 1) Class 1 – Independent bikeway on separate right-of-way or easement, designated for the exclusive use of non-motorized vehicles.
- 2) Class 2 – Restricted right-of-way on roadway or sidewalk, designated for the exclusive or semi-exclusive use of non-motorized vehicles; designation is by striped pavement markings or by physical barrier and signing.
- 3) Class 3 – Right-of-way on street shared with motor vehicles, designated by signing only.

Due to the built-out nature of Essex Junction it is almost impossible to construct a complete Class 1 Bicycle Path. A combination of all three classes is necessary. On major arterial roads such as Pearl Street the high number of curb cuts makes an off-road bike path infeasible and does not adequately address the need for local access if the path is not immediately adjacent to the street. On-street bike

facilities should be considered in these areas and supported at the regional level. In addition, new recreational opportunities will be made available to Village residents. On low density residential streets bicyclists use the road shoulder with minimal conflicts, the need for bicycle facilities is most needed on major arterials where options are extremely limited for safe bicycle access.

8.3 Parking

The Village provides public parking in the Village Center District via on-street parking and off-street lots. On-street parking is available throughout the Main Street and Railroad Avenue area of the Village Center along with two off-street parking lots on Ivy Lane and behind the Brownell Library. On-street parking will be added to Park Street in between 34 and 37 Park Street as part of the Essex Junction Redevelopment Project.

Parking within the Village Center appears adequate at this time. However, if the need arises for additional public parking in the Village Center the Village should look to add on-street parking or add an additional off-street parking lot.

The provision of park and ride lots should be considered in the future based on regional needs.

8.4 Public Transportation

The Village of Essex Junction is served by the only Amtrak terminal in Chittenden County. Bus service is provided by the Chittenden County Transportation Authority from approximately 6:00 am to 10:00 PM. The CCTA is managed by a Board of Directors with two representatives from the Town of Essex.

Improvements to the public transportation system are important. Public transit access to places of employment and to major shopping centers may help to alleviate traffic congestion. New construction and reconstruction should consider public transit access. Other important issues include bus stops, passenger shelters, run times, public education, funding and increased convenience. The Village should work with local representatives to encourage the CCTA Board to pursue these issues.

8.5 Air Pollution/Energy Conservation

Air pollution, energy conservation and land use are important transportation issues. Increased use of public transit and bikeways will reduce pollution and save energy. Therefore, these benefits should be considered when any improvements to the transportation network and land use changes are considered. The elimination of cars is not possible, but the elimination of unnecessary trips and increasing transportation options are an important first step.

8.6 Transportation Goals

Goal 1: To support the completion of the Circumferential Highway.

Objective 1.1: Provide alternate routes for non-destination traffic

Objective 1.2: Do not support capacity increases on state highways in the Village that involve additional vehicle lanes

Objective 1.2: Emphasize local access, public transit, pedestrian safety and access, and aesthetics in future streetscape projects

Goal 2: To monitor, evaluate and implement traffic management practices on a continuing basis.

- Objective 2.1: Monitor annual traffic counts and accident data
- Objective 2.2: Review all development proposals to minimize traffic and pedestrian safety concerns.
- Objective 2.3: Where feasible, reduce the number and size of non-conforming curb cuts during development review
- Objective 2.4: Encourage the use of joint access driveways and shared parking lots when physically possible.
- Objective 2.5: Monitor the timing and sequence of all traffic lights to optimize traffic and pedestrian safety.
- Objective 2.6: Cooperate with adjoining communities to develop strategies to minimize traffic increase within the Village resulting from development beyond the Village limits.
- Objective 2.7: When possible, avoid dead end streets. Connect new streets into the existing street network from at least two points.
- Objective 2.8: Request that neighboring communities require major development proposals to include traffic impact analysis at the Five Corners and that traffic analysis be submitted to the Village for review.
- Objective 2.9: ✱ Study and consider options for reducing traffic at the two high crash ✱ locations indicated on the Transportation Map
- Objective 2.10: Implement the Village Sidewalk Plan and Policy

Goal 3: To facilitate the use of sidewalks as a viable transportation alternative.

- Objective 3.1: Review all development proposals for the efficient use of sidewalks.
- Objective 3.2: Consider alternative standards for sidewalks based upon location and potential usage.
- Objective 3.3: Encourage school age children to walk or ride a bike to school to reduce traffic congestion. Encourage enrollment in the Vermont Safe Routes to School Program.

Goal 4: To review and implement parking strategies consistent with other planning purposes.

- Objective 4.1: Encourage quality site design and landscaping for all new parking lots.
- Objective 4.2: Encourage bus and pedestrian access to all parking facilities.
- Objective 4.3: Develop long-term strategies for parking demand within the Village Center.
- Objective 4.4: Review all parking requirements and develop revised parking requirements which may include off-site parking, in lieu contributions or other alternatives.
- Objective 4.5: Cooperate with adjacent communities to locate commuter facilities in or in close proximity to the Village.
- Objective 4.6: Consider policies to require or encourage the installation of bicycle parking racks at major activity centers such as shopping centers.

Goal 5: To promote and implement strategies to encourage the use of bicycles as alternate transportation modes.

- Objective 5.1: Consider bicycle access in the review of all development proposals.
- Objective 5.2: Consider the construction or signage of bicycle lanes on all future street construction projects.
- Objective 5.3: Pursue the use of Federal and State funding for construction of Bicycle Paths.
- Objective 5.4: Include bicycle paths as a component of the Capital Budgeting process.
- Objective 5.5: Create a Bicycle Path Advisory Committee to recommend projects and to pursue funding.

Objective 5.6: Encourage the donation of land, labor and monies to the implementation of the Bicycle Path.

Goal 6: To encourage increased usage of the public transportation system.

Objective 6.1: Cooperate with the Chittenden County Mass Transportation Authority to increase access to bus routes including the use of 15 minute cycles during peak hours.

Objective 6.2: Encourage the use of bus turn-offs and shelters on major streets.

Objective 6.3: Encourage the State of Vermont to develop tax measures which support alternative transportation and reduce pressure on the local property tax.

Objective 6.4: Cooperate with the CCTA to encourage education programs on the benefits of using public transportation.

Objective 6.5: Continue to support the elderly transit program.

Goal 7: To cooperate with the State of Vermont to locate air quality monitors at the Five Corners.

Objective 7.1: Require applicants with potential emissions to obtain necessary state or federal permits prior to any local approvals.

Objective 7.2: Work with state and regional officials to ensure the uniform enforcement of all air Pollution Standards.

Goal 8: To cooperate with state and regional entities pursuing efforts to establish commuter trains.

9. Land Use

The livability and viability of any urban area are largely dependent on the pattern of land uses within the community. Transportation efficiency (and safety), the accessibility of various activities (i.e. shopping, entertainment, etc.) and the quality of residential neighborhoods are determined in many cases by land use patterns. The land use element is thus a "vision" for future development or redevelopment within the community. This "vision" can have an immediate and direct impact on the physical growth and appearance of the community.

9.1 Existing Land Use

The existing generalized land use pattern within the Village is indicated on Map 9. This existing land use pattern will, to a large degree, direct the future land use pattern. An analysis of the existing land use pattern leads to the identification of several areas with distinct development trends. Chapter IV also provides a detailed summary of historic development patterns within the village. These generalized areas are depicted graphically on Map 10 and discussed individually below:

- 1) **Village Center** – While Lincoln Hall dates from the early nineteenth century (it was originally built as an inn), most of the buildings in the commercial center of the Village date from the late nineteenth and very early twentieth centuries. In the commercial core of the area, the buildings are typical turn-of-the-century commercial types. They are built to the front sidewalk lines and cover a very high percentage of their sites. Frequently, they share common walls with their neighbors. On the front facades their first floors contain glazed storefronts which add to the pedestrian sense of the area.

The buildings are predominantly two story structures with a pronounced horizontal frieze below the cornices. The cornices tend to be heavily decorated with brackets, dentils, etc. In addition, the larger buildings (which tend to be brick) have a strong horizontal band at the second floor level. Visually, this gives the buildings a horizontal orientation which adds a sense of scale to the area.

The wood frame buildings (such as those on the east side of Main Street) do not, (or no longer) have this decorative treatment, and have vertical orientation and a somewhat different scale. This is partially mitigated by the fact that the lower floors have glazed store fronts and the tops of the store windows form a horizontal visual element.

In summary, the principal architectural features which create this area's sense of scale and identity are as follows:

1. Zero front yard setback and high site coverage.
2. Glazed storefronts on the first floor.
3. Flat roofs with a strong horizontal frieze below cornices.
4. Strong horizontal band at second floor level.

Moving out slightly beyond the commercial core of the area, the architecture changes significantly. Most buildings in this area were constructed as residences during the same period as the commercial structures, but the prevailing residential styles at the time were variations on Victorian. Thus, the residential buildings tend to be two-and-one-half story structures with gabled roofs, frequently with ell and other protrusions forming complex roof forms. Where still present, roof shingling patterns are quite decorative. Many of the buildings are oriented with gable ends towards the street.

The facades of these residential structures reflect considerable decoration, with porches, decorative arches and supports, cutaway bay windows with brackets, eave brackets and cornices. Finally, the buildings tend to be set back with lawns between them and the street, and have lawns separating them from their neighbors. Some of these structures have been converted to non-residential use while retaining their original architectural appearance.

In summary, the architectural features which make this area unique in the center of the Village are as follows:

- 1. Modest lawn separating the buildings from the street and from each other.
- 2. Complex facades with porches, projecting windows, eaves and ornamentation.
- 3. Complex roof forms with steep pitches, gables and dormers.

Even though the commercial and residential buildings date from roughly the same era, the different architectural treatments created a distinct delineation between what was the original commercial portion of the Village and the residential area surrounding it. While many of the old residences are now used for commercial activities, their areas remain qualitatively different from the commercial core of the Village.

One final note; in most cases there is no parking between the buildings and the street, and this adds considerably to the intimacy and pedestrian orientation of the Village Center.

- 2) **Summit Street to Five Corners** – This area has maintained a residential character. Although some residential structures have been altered for business purposes, much of the original structural detail remains. Commercial conversions are limited to low traffic volume professional offices. The northerly side of Pearl Street along this section of Pearl Street contains single family homes of traditional and historic value. These structures are worth protecting against conversion to office or apartment uses. This section of Pearl Street should be rezoned to R-2 District.
- 3) **Pearl Street from Summit to Willeys Court** – This area is typified by intense commercial development with multiple curb cuts. There is a mixture of building types, colors, materials, and signs. The more recent construction is dominated by increased landscaping and more efficient site design which stands in marked contrast to the older structures. The only area of significant historic value is the Champlain Valley Exposition Fairgrounds which is dominated by open space and significantly different types of structures.
- 4) **Susie Wilson Road to Willeys Court** – This area is dominated by conversions to small businesses, professional offices and apartments. This area was recently re-zoned from HC to MF/MU-1 in recognition of its transition from single family uses to apartments and less intense business uses, and as an extension of the Pearl Street Corridor.
- 3) **Indian Acres Area** – This area is dominated by well maintained single family dwellings on small lots. Several properties have been converted to duplexes or dwellings with accessory apartments.
- 4) **Warner Avenue Area** – This neighborhood has maintained a single family residential character. No multi-family conversions have been located.
- 5) **Prospect Street Area** – This neighborhood has a mix of structures, some of historical significance. Some multi-family units and duplexes have been established. Several large residences help establish a unique character to the neighborhood.

- 6) **Village Center Neighborhood** – The areas adjacent to the Village Center have been in transition. There is a mix of single family, duplex and apartment dwellings. Many lots are large enough to be subdivided. The type of development which has occurred in this area may lead to pressure for further single family conversions. Consider zoning changes to distinguish these residential and low intensity commercial areas from the core commercial areas in the Village Center District.
- 7) **Brickyard Area** – This area is dominated by multi-family and condominium development. There is no vacant land available for future development.
- 8) **Countryside and Rivendell** – Both of these areas are dominated by newer residential structures on large lots. Virtually no multi-family conversions have occurred.
- 9) **Park Street Corridor** – This area has been in a state of transition. Properties nearest the Five Corners have been converted to multi-family and commercial development. Property south and west of South Street has maintained a single family residential character with the presence of several large older homes. The east side of the corridor has seen substantial conversion to multi-family and two-family dwellings.
- 10) **Maple Street Corridor** – Properties from the Five Corners to Mansfield Avenue have been in transition with several conversions to duplexes. From Mansfield Avenue to the Village limits, and single-family residential character has been maintained. To preserve the single family character of this corridor, it should be rezoned from RO to R-2 from Mansfield Avenue to Elm Street. Accordingly, further conversions of single family to multi-family in this area should not be allowed.
- 11) **Main Street Corridor** – Lower Main Street to the Village Center has largely converted to multi-family and two-family dwellings. Some dwellings are commercial or are used for home occupations. The upper portion of Main Street, particularly the westerly section, is primarily residential, and should remain as such because a primary goal of the plan is direct growth to the Village Center and commercial and multi-family areas.
- 12) **Lincoln Street Corridor** – This area has a mix of uses including residential, commercial, offices and public/quasi structures. Several lots are large and might be subdivided in the future.
- 13) **Fairview Farms** – A relatively new residential area, with 99 lots and 10 acres open space.
- 14) **Whitcomb Heights** – 84 lots have been approved; municipal infrastructure is being built as of August 1996. There are conservation easements, a buffer zone and 9 acres open space. In addition, 142 condominium units have been approved on the Farm between Cascade Street and South Street. 50 duplexes have been approved south of Cascade Street and North of the Winooski River.

278 units built VT Land Trust
Solar farm

9.2 Future Land Use

Essex Junction faces the challenging task of planning in a mostly developed community. The issues that face the community today are complex, and have been detailed throughout this Plan. The Future Land Use Map (Map 10) is the fundamental element of the overall Comprehensive Plan. It represents the proposed distribution of land uses within the Village. While there are several

Infil - subdivides a lot and goes thru another lot.

changes, the Future Land Use Map generally follows existing patterns of development, but may allow for great densities and building heights in certain core mixed-use zoning districts.

Equally important as the Land Use Map are the individual Plan elements. These establish guidance and details necessary to achieve desired changes. The interdependence of these elements cannot be over-emphasized in that all must be consistently adhered to if the overall Plan is to remain viable. Thus, the Land Use Map is not just a physical depiction of desired land use, but is the culmination of detailed analysis of all factors related to the future growth and development of Essex Junction.

This Plan Element encompasses three major sections:

- 1) **Land Use Goals** – The Land Use Goals provide general guidance to the development of future land use categories. They establish the context in which future land use categories and the Future Land Use Map are developed.
- 2) **Land Use Categories** – The Land Use Categories provide specific guidance to interpreting the Future Land Use Map. They establish the intent of the various mapped area, and describe the general range of uses and provide guidance for development of implementation measures.
- 3) **Future Land Use Map** – The Future Land Use Map represents future land use patterns for the Village. It is the key document necessary for the creation of Zoning District Boundaries.

9.3 Land Use Goals

Goal 1: To provide sufficient locations within the Village to accommodate a variety of land uses including public, quasi-public, residential, commercial and industrial uses. *retail*

Objective 1.1: Consider redefining zoning district boundaries in the Village Center to address differences in land development patterns between the core commercial areas and the residential neighborhoods.

Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl Street Districts.

Objective 1.3: Study the purchase of key properties in and around the Village Center for public use.

Goal 2: To promote responsible residential growth and encourage the growth and maintenance of quality residential areas.

Objective 2.1: Conserve open space/agricultural land for future generations.

Goal 3: To mitigate negative impacts of contiguous but different land uses.

X **Goal 4:** To ensure that quality land planning and structural design occur in all commercial and industrial areas in a manner compatible with surrounding architecture.

Goal 5: To coordinate land use decisions with associated public infrastructure needs including streets, sidewalks, bicycle paths, drainage, water, sewer, schools, recreation and other public needs.

Goal 6: To provide mechanisms which encourage innovative development while maintaining the existing urban character of the Village.

Objective 6.1: Consider the use of Design Review, Overlay Districts, Development Agreements and Tax Increment Districts as appropriate.

~~Objective 6.2: Encourage the use of Planned Residential Development~~

6.3
Goal 7: To coordinate development with adjoining communities as appropriate.

Goal 8: To coordinate needed public improvements with the development review process.

Goal 9: To prevent development of land which is environmentally unsuitable for construction.

Goal 10: To design new street layouts to minimize both overall street length and the quantity of site grading required.

Goal 11: To place a high priority in development review on pedestrian and vehicle access and safety.

Goal 12: Protect and enhance sensitive and important areas.

Objective 12.1: Consider design review criteria for main corridors upon approach to the Village Center (such as Pearl St. from CVE to 5 Corners).

Objective 12.2: Consider zone changes to preserve existing residential structures of significant historic character along major arterials and in historic neighborhoods.

↓
OR historic overlay district

9.4 Future Land Use Categories

9.4.1 RESIDENTIAL 1

Intent: To provide areas for large lot single family residential dwellings and accessory residential uses.

Density: 15,000 sq. ft. lots exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

9.4.2 RESIDENTIAL 2

Intent: To provide areas for high-density single family dwellings and accessory residential uses.

Density: 7,500 sq. ft., exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

9.4.3 PLANNED COMMERCIAL DEVELOPMENT

- Intent:** To provide a mechanism to review major commercial developments and encourage innovative approaches to commercial development.
- Density:** Applications may be made in any commercial zone which has development limitations including, but not limited to, narrow lots, limited access, and drainage problems. Any proposed development, or re-development, which exceeds 2,500 sq. ft. of commercial space shall require application for a Planned Commercial Development. Waivers to this requirement may be granted by the Planning Commission.
- Range of Potential Uses:** All uses permitted within the applicable zoning district. A mix of residential, retail and office uses is encouraged.
- Other Information:** Planned Commercial Developments shall emphasize innovative design. Zoning District provisions, including setbacks, parking and lot coverage may be waived by the Planning Commission. Waivers may be granted only upon review of building design, lot layout, landscaping, setbacks, and amenities. Joint access, landscaping and compatible design are of particular importance. A determination must be made that these improvements mitigate waiver of any District standards.
- Application requires a Conceptual Site Plan Hearing. The Planning Commission will determine the merits of the application during Conceptual Review. Upon approval, a Final Site Plan is required which must be in substantial compliance with conceptual approval.

9.4.4 MULTI-FAMILY RESIDENTIAL 1

- Intent:** To provide areas for multi-family residential (townhouses, condominium and apartments with 4 or more units) and accessory residential uses.
- Density:** 7,500 square feet for the first unit and 5,000 square feet for each additional unit in the same structure
- Range of Potential Uses:** Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.
- Other Information:** No new multi-family 1 areas will be established. Current facilities may be repaired, remodeled or replaced, but there can be no increase in number of units.

9.4.5 MULTI-FAMILY RESIDENTIAL 2

Intent: To provide areas for construction of new multi-family residential dwellings and accessory residential uses.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,500 sq. ft.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Five or more units may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus if long-term affordability is guaranteed.

9.4.6 MULTI FAMILY RESIDENTIAL 3

Intent: To provide areas for low-density multi-family dwellings.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,000 sq. ft. to a maximum of 4 units.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Single family dwellings and accessory apartments are permitted uses. Duplexes, triplexes and quadraplexes may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus, if long-term affordability is guaranteed.

9.4.7 TRANSIT ORIENTED DEVELOPMENT

Intent: The purpose of the Transit Oriented Development District (TOD) is to encourage development that supports a variety of transportation options including public transit (bus, rail), walking, biking and the automobile.

In order to achieve the desired goal of providing greater transportation options, development within the district shall embody the characteristics of compact urban development and pedestrian oriented design. Mixed use buildings with first floor retail, wide sidewalks, interconnected streets, on-street parking, high density residential development, pedestrian amenities, transit stations and stops, open spaces, and public or shared parking are strongly encouraged and in many cases required as a part of the standards within the TOD District.

The area within the TOD District is currently served by public bus transportation. In addition, the TOD District is adjacent to an active rail corridor, which may be used for light rail service in the future. A bike path is also planned for the rail corridor. Therefore, the TOD District is in an ideal location to provide greater transportation options.

The specific objectives of the TOD District are:

- Create an environment that is conducive to using public transit, walking and riding a bike
- Accommodate a mix of uses in a form that attracts pedestrians
- Integrate commercial, institutional and residential development into a compact development pattern arranged around a street grid
- Provide pedestrian amenities and open spaces to create a comfortable and attractive environment
- Provide public and/or shared parking to accommodate automobiles, but will not detract from the pedestrian environment
- High Density Residential Development
- First Floor Retail
- Encourage the use of Tax Increment Financing to support public improvements in the district.

Density: No density limit. Density will be based on ability to provide parking and meet other district requirements including lot coverage and building height.

Range of Potential Uses:
Multi-Family, Office, Retail, Banks, Restaurants, Cultural Facilities, Personal Services.

Other Information:
Development and redevelopment in the TOD District is intended to be more urban than most of the existing development patterns within the district. The TOD District is intended to support development patterns that are similar to those found in the Village Center District.

9.4.8 MULTI-FAMILY/MIXED-USE-1

Intent: The Multi-Family/Mixed-Use-1 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU District should support alternative modes of transportation, while accommodating the automobile. Developments within this district

should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: No density limit. Density will be based on the ability to provide parking and meet other district requirements including lot coverage and building height

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

9.4.9 MULTI-FAMILY/MIXED-USE-2

Intent: The Multi-Family/Mixed-Use-2 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU-2 District should support alternative modes of transportation, while accommodating the automobile. Developments within this district should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: 15 units per acre

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

9.4.10 PLANNED RESIDENTIAL

Intent: To encourage the use of innovative residential design techniques.

Density: Density is established by the underlying zoning district by may be increased based upon specific criteria to be developed.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Any proposed commercial or business uses must meet neighborhood commercial criteria. Multi-family uses shall not exceed 30% of the total residential uses and must be specifically approved on a case by case basis. Zero-lot lines, cluster development and other innovative housing techniques are encouraged and must be approved on a case by case basis. Density bonuses not to exceed thirty percent may be granted for affordable housing or elderly housing projects. Certain street, highway and lot size requirements may be waived if alternatives are equal or superior to standard requirements. All proposals shall consider pedestrian and bike path usage. Recreational facilities, dedication of usable open space and park development may be required. All development proposals must be reviewed and approved as a Conceptual Plan.

9.4.11 VILLAGE CENTER

Intent: To provide a compact commercial center with a mix of commercial and residential uses which is compatible with existing architectural and design standards.

Density: Minimum lot size is 5,000 sq. ft. Some intensive commercial uses may require larger lot sizes.

Range of Potential Uses:

Hotel, offices, retail uses, restaurants, personal services, single family, multi-family dwellings, public and quasi-public services and amenities. Mixed use of structure is encouraged.

Other Information:

Creation or preservation of affordable housing within this area is encouraged. Emphasis is placed upon pedestrian and bicycle access to the commercial center. Design criteria may be developed to encourage construction similar to existing structures. Setbacks, parking and other requirements will be drafted to encourage development similar to existing development. Special Review may be required within the designated Village Center area.

9.4.12 RESIDENTIAL-OFFICE

Intent: Provide areas for small office conversions of existing residential structures while maintaining residential type architecture.

Range of Potential Uses:

Professional offices with associated retail uses, photography shop, copy shop, frame shop, single family, art studio, residential, multi-family residential, etc.

Density: Minimum lot size is 7,500 sq. ft. for the first residential or office unit and 500 sq. ft. for each additional residential unit. However, lot must meet lot coverage, parking, setback and building location criteria.

Other Information:

Single family and multi-family not to exceed 4 units are encouraged and are permitted uses. Multi-family must meet parking, landscaping, screening requirements and must preserve residential integrity. Projects which preserve affordable housing, or provide

Chapter VI **Implementation**

In order to connect the vision, goals and objectives of this plan with reality, it must be implemented. Action is required and funding is necessary. Therefore, a detailed implementation plan is a key component of the comprehensive planning process.

Implementation will occur through a mix of policy adoption, planning studies, regulatory changes, public/private partnerships, education and capital projects. In many cases funding sources will be identified.

Table 9 lists the goals and objectives of the plan, the department that is primarily responsible for implementation, a timeline for implementation and potential funding sources. The timeline will be identified as follows:

Short Term – 1-2 Years

Mid Term – 2-3 Years

Long Term – 4-5+ Years

Ongoing – No definitive timeframe; may be ongoing policy

1. Funding Sources

Local Funding

Planning Department Budget - Other Professional Services

\$9000 is designated annually in the Planning Department Budget to provide for general planning activities including matching grant funds, planning studies, and design assistance.

Capital Fund

The Village Capital Fund is used for public works projects including road and sidewalk reconstruction, village buildings, and streetscape projects. The Village will transfer approximately \$3-400K into the capital fund from the general fund annually over the next 10 years. However, the capital fund does not have much capacity for new projects until FY14.

Economic Development

The Village has an annual economic development budget of \$20K. \$5K of that money is used for the annual block party. The remaining \$15k is available for general economic development activities including market studies, marketing, business retention and other activities to support a thriving business community.

Public Works Streetscape Budget

The Public Works Department has an annual budget for streetscape improvements and maintenance of \$9k. The money can be used for streetscape plantings as well as landscaping installation and maintenance.



CHITTENDEN SOLID WASTE DISTRICT
1021 Redmond Road ♦ Williston, VT 05495
802-872-8100 ♦ Fax: 802-878-5787 ♦ www.cswd.net

May 5, 2014

Patty Benoit
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

RECEIVED

MAY 05 2014

Village of Essex Junction

Dear Patty:

Enclosed please find copies of the Chittenden Solid Waste District Proposed FY 2015 Budget. **CSWD is scheduled to meet with the Village of Essex Junction on Tuesday, May 13, 2014 at 7:15 p.m.** Attached is an electronic summary of the budget to forward to your Trustees for their review. Also, please note that the front cover of our FY 2015 Budget refers to our website www.cswd.net, where a complete detailed copy of our budget is available for review.

The Board of Commissioners approved sending the Proposed FY 2015 Budget to Member towns for their approval on Wednesday, April 23, 2014. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

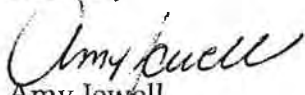
Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 6, 2014.

Please feel free to contact me should you have any questions or if you need any additional copies of the budget. Thank you.

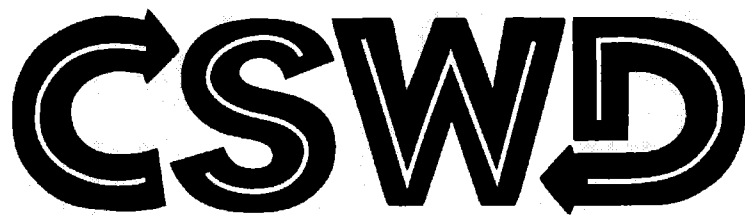
Sincerely,


Amy Jewell
Administrative Manager

Cc: George Tyler, Essex Jct. Rep.
Daniel Kerin, Essex Jct. Alt.

FY 2015 BUDGET PROPOSAL

**TO VIEW BUDGET DETAIL GO TO
www.cswd.net**



**CHITTENDEN SOLID WASTE DISTRICT
1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**



Printed on recycled paper

CHITTENDEN SOLID WASTE DISTRICT

Fiscal Year 2015 Proposed Budget

ASSUMPTIONS AND HIGHLIGHTS – GENERAL FUND

	FY14 APPROVED BUDGET	FY15 PROPOSED BUDGET	Difference \$	%
Operating Revenues	\$9,183,678	\$9,856,310	\$672,632	+7.3 %
Operating Expenditures	<u>\$8,739,954</u>	<u>\$9,115,433</u>	\$375,479	+4.3 %
Net Revenues in Excess of Expenditures	\$443,724	\$740,877		
Transfers To Reserves	(\$562,879)	(\$583,137)		
Transfers From Reserves	<u>\$233,671</u>	<u>\$160,119</u>		
Net Increase In Fund Balance	<u>\$114,516</u>	<u>\$317,859</u>		

Major Assumptions – Revenues:

1. **Solid Waste Management Fee (SWMF)** will remain at \$27.00 per ton. The total number of tons subject to this fee for FY15 is expected to be 112,000, reduced from the FY14 estimate of 114,000 tons, based on historical data and management's best projections for the near future. The resulting SWMF revenue budgeted for FY15 is \$3,024,000 – a \$51,924 (1.7%) increase over the FY14 budget of \$2,972,076. Although the tons subject to the fee is expected to decrease compared to FY14, the budgeted revenue is higher for FY15 because the \$27.00 per ton rate was effective for only 10 months of FY14 (9/1/13-6/30/14); the fee in effect for the first two months of FY14 was the lower \$22.06 rate that had been in effect since 7/1/09 (FY10).
2. **Tipping Fee revenues** are projected virtually unchanged as compared with the FY14 budget. The projected change in rate structure at the MRF – FY15 fee of \$8/ton In-District (ID) and \$13/ton Out-of-District (OD) as compared with FY14 budgeted fees of \$6.50/ton ID and \$16.50/ton OD – will have little impact on projected total revenues due to changes in expected incoming material tonnages.
3. **Sale of Materials/Materials Handling** revenues are projected for an overall net increase of \$593,200 over the FY14 budget amounts. Of this, \$475,500 is associated with resuming sales of compost products after having reduced sales for the FY14 year (persistent herbicide episode); an additional \$173,300 in this revenue category will come from the newly-instituted statewide paint product stewardship program, offsetting the District's costs of processing and recycling post-consumer paints.

Major Assumptions – Expenditures:

1. **Personnel costs** include **42.76 Full Time Equivalent** positions, up 3.89 FTE from FY14 – the compost program increased by 1.66 FTE, back to FY13 budget levels, Administration increased 1.0 FTE for a new Data Analyst position, the Web Design/Marketing position increased 0.40 FTE to full-time, and the Waste Reduction and Drop-Off Center programs also are budgeting small staffing increases.
2. Existing pay grades will be adjusted upward by a **Cost Of Living Adjustment (COLA) of 0.83%** effective with the start of the FY15 year.
3. **Health insurance** costs are budgeted with an increase of 15%. Employees' contribution will amount to approximately 11 percent of the overall total health insurance premium costs, using a percentage-of-base-salary method for individual employee contributions. The District will continue to offer an opt-out payment to employees who have healthcare coverage outside of the District's plan.

4. The **Tire & Appliance Roundup**, which was eliminated in the FY14 year (a savings of about \$40,500) remains unbudgeted for FY15.
5. The District's support of **Green Up Vermont** is budgeted at \$8,200 for FY15, an increase of \$4,100 over the FY14 budget.

Highlights:

1. Transfers to /from reserves:
 - a. Undesignated Fund Balance – there is a projected operating surplus of \$393,000 in this FY15 budget, which will be available to offset fee increases in the near future.
 - b. DOC Rate Stabilization – An additional deposit of \$42,100 is budgeted for the DOC Rate Stabilization account. This reserve was established in conjunction with the DOC rate increases instituted in FY14, to be used in future years as needed to smooth out the need for DOC rate increases.
 - c. Facilities Improvement Reserve – The FY15 operating budget provides for transfers to this reserve account in the net amount of \$395,300, to provide for future capital acquisitions and improvements.
2. Salaries and personnel benefits: Budgeted higher by about 9%, or \$266,500, as compared to FY14. Total positions budgeted increased by 3.89 FTEs, and health insurance rates are budgeted for a 15% increase (see additional narrative under Major Assumptions above).
3. Education and Training: Increased by 20%, associated with staff training for planned software upgrades, as well as training for the new Data Analyst position.
4. Professional Services: Decrease of 1% (\$4,500) in this category includes a \$34,600 decrease in budget for legal services expense, primarily due to the expected conclusion of the VLCT action relating to the persistent herbicide episode. This legal cost decrease of partly offset by a \$30,000 increase (compost program) in services costs related to the distribution and sales of compost at the District's various facilities around the county.
5. Other Services: Decrease of \$70,250 is almost entirely related to the reduced budget for processing services at the MRF due to expected lower tonnage of materials to be processed in FY15. Primarily, this expected reduction is due to recent changes in the MRF processing contract, which will require fewer tons of out-of-district materials to be brought to the CSWD facility.
6. Printing and Advertising: Budget in this category is up by 45% (\$70,000), associated with Green Mountain Compost resuming its product sales.
7. Other Charges: The largest components of the 31% increase (\$46,900) in this category compared with FY14 levels are (a) reinstating FY13 levels of funding for the community waste reduction incentive grants (increase of \$25,000); (b) reinstating budget for property taxes at Flynn Ave property (\$6,800), not budgeted FY14 due to possible sale of property.
8. In addition to the ongoing programs and services that CSWD provides, there are some special studies that are planned for FY15 (included in the Professional Services expense category):
 - a. An analysis of alternatives to process wastewater biosolids in the future - \$70,000 funded from a reserve account.
 - b. Continued work on a potential Consolidated Collection System - \$40,000 from Solid Waste Management Fees (SWMF).
 - c. Continued work on leadership succession and organizational strategic planning - \$28,000 from SWMF.
 - d. Household solid waste survey - \$23,000 from SWMF.
 - e. Waste conversion technologies forecast - \$10,000 from SWMF.

HIGHLIGHTS

FY15 CAPITAL PROGRAM BUDGET

CSWD's Capital Budget for FY15 reflects a decrease to \$1,288,112 from the FY14 budget of \$4,877,250, associated with changes in capital planning priorities as well as the completion during FY14 of the \$1.9 million equipment upgrade at the MRF. Highlights of the FY15 capital budget are as follows:

- B. \$446,000 for replacement of equipment and rolling stock reaching the end of its useful life; \$125,000 of this will be financed through lease-purchases, the remainder will come from reserve funds.
- C. \$174,000 for computer systems upgrades.
- D. \$190,000 for office space solutions, as the CSWD staff increases and the current administrative building has reached its space capacity.
- E. \$90,000 for stormwater/drainage improvements on District-owned properties.
- F. Numerous minor upgrades at CSWD facilities to increase efficiency of operations, improve the level of service to facility users, or extend the useful life of CSWD's capital infrastructure will be completed.

CHITTENDEN SOLID WASTE DISTRICT

Mission & Goals

Mission

CSWD exists for the purpose of assuring the environmentally sound management of solid waste generated within its member municipalities in an efficient, effective, and economical manner.

Goals

The District has adopted the following goals to guide its management of solid waste:

- To operate as the local authority responsible for the oversight and regulation of solid waste.
- To administer a solid waste management system based on the following hierarchical priorities consistent with Act 78:
 1. reduction of the toxicity of the waste stream
 2. reduction of the volume of the waste stream
 3. reuse
 4. recycling and composting
 5. disposal
- To ensure that the cost of the solid waste system will be paid for by the users of the solid waste system.
- To educate the public about the District's solid waste management goals and the means for achieving them.
- To ensure a solid waste management system consisting of an appropriate combination of public, private, and public/private programs in order to best serve the members of the District and promote the public good.
- To promote a flexible and dynamic solid waste management process capable of responding to technological advancement and changes in local conditions.

TOWN	NAME	ADDRESS	HOME #	WORK#	E-MAIL
Bolton - Rep.	<i>Vacant</i>				
Bolton - Alt.	<i>Vacant</i>				
Burlington - Rep.	Chapin Spencer	BPW, PO Box 849 Burlington VT 05402	316-0006	863-9094	cspencer@burlingtonvt.gov
Burlington - Alt.	July Sanders	211 Elmwood Avenue, Burlington VT 05401			julysanders8@gmail.com
Charlotte - Rep.	Abby Foulk	957 Orchard Rd, Charlotte VT 05445	425-3078	999-8501	afoulk@gmavt.com
Charlotte - Alt.	Michael Kurt	PO Box 171, Charlotte VT 05445			kmichaelkurt@hotmail.com
Colchester - Rep.	Dirk Reith	97 Fox Run Rd, Colchester VT 05446	879-6547	527-1296	dreith@aol.com
Colchester - Alt.	Nadine Scibek	248 Crossfield Drive, Colchester VT 05446	860-6225		nadinescibek@myfairpoint.net
Essex - Rep.	Alan Nye	25 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesssex@aol.com
Essex - Alt.	Max Levy	8 Bashaw Drive, Essex Jct. VT 05452	878-5267	769-9575	maxglevyvinessex@aol.com
Essex Jct. - Rep.	George Tyler	5 Acorn Circle, Essex Jct. VT 05452	878-7785	310-8215	ga55tyler@msn.com
Essex Jct. - Alt.	Daniel Kerin	10 Southview Road, Essex Jct. VT 05452	879-8343	316-1376	dkerin@essexjunction.org
Hinesburg - Rep.	Lynn Gardner	PO Box 150, Hinesburg VT 05461	482-2579	482-2325	cliffordlumber@gmavt.net
Hinesburg - Alt.	Doug Taff	210 Heron Pond Road, Hinesburg, VT 05461	482-3066		rozisdad@gmavt.net
Huntington - Rep.	Jim Christiansen	1925 Sherman Hollow Rd., Huntington VT 05462	434-6344		jccc@madriver.com
Huntington - Alt.	Roman Livak	8420 Main Rd, Huntington VT 05462	434-2663		romanlivak@gmavt.net
Jericho - Rep.	Albert Lindholm	PO Box 1054, 33 Bolger Hill Rd. Jericho VT 05465	899-3879		bertlindhm@aol.com
Jericho - Alt.	Leslie Nulty	PO Box 1121, Jericho Ctr. VT 05465	899-4582		lnulty84@gmail.com
Milton - Rep.	Roger Hunt	481 Middle Road, Milton VT 05468	893-3262	999-2228	rhunt@town.milton.vt.us
Milton - Alt.	<i>Vacant</i>				
Richmond - Rep.	Adam Sherman	158 Church Street, Richmond VT 05477	595-3538	223-7770x128	adamshermanvt@yahoo.com
Richmond - Alt.	<i>Vacant</i>				
St. George - Rep.	<i>Vacant</i>				
St. George - Alt.	<i>Vacant</i>				
Shelburne - Rep.	Timothy Loucks	1141 Falls Road, Shelburne VT 05482	985-2236	825-8872	tploucks@gmail.com
Shelburne - Alt.	Paul Bohne, III	Town of Shelburne, PO Box 88 Shelburne VT 05482		985-5110	pbohne@shelburnevt.org
So. Burlington - Rep.	Paul Stabler	75 Butler Dr., So. Burlington VT 05403	862-9283	769-6974	stabler@us.ibm.com
So. Burlington - Alt.	Mark Boucher	20 Knoll Circle, South Burlington VT 05403	863-2588	363-0768	marklboucher@comcast.net
Underhill - Rep.	Dan Steinbauer	P.O. Box 51, Underhill Ctr. VT 05490	899-3525		dsteinbauer@comcast.net
Underhill - Alt.	Mike Weisel	P.O. Box 71, Underhill Ctr. VT 05490	899-3343	324-1441	mweisel5@gmail.com
Westford - Rep.	Michelle DaVia	71 North Road, Westford VT 05494	893-3879	922-2537	mdavia1@hotmail.com
Westford - Alt.	<i>Vacant</i>				
Williston - Rep.	Craig Abrahams	855 Ledgewood Drive, Williston VT 05495	578-3677		cabrahams@comcast.net
Williston - Alt.	Tracey Tsugawa	225 Chamberlain Lane, Williston VT 05495	872-0494	828-2493	nozomi_vt@comcast.net
Winooski - Rep.	James Ticehurst	11 Cedar St., Winooski VT 05404	655-3718		jticehurst@myfairpoint.net
Winooski - Alt.	<i>Vacant</i>				

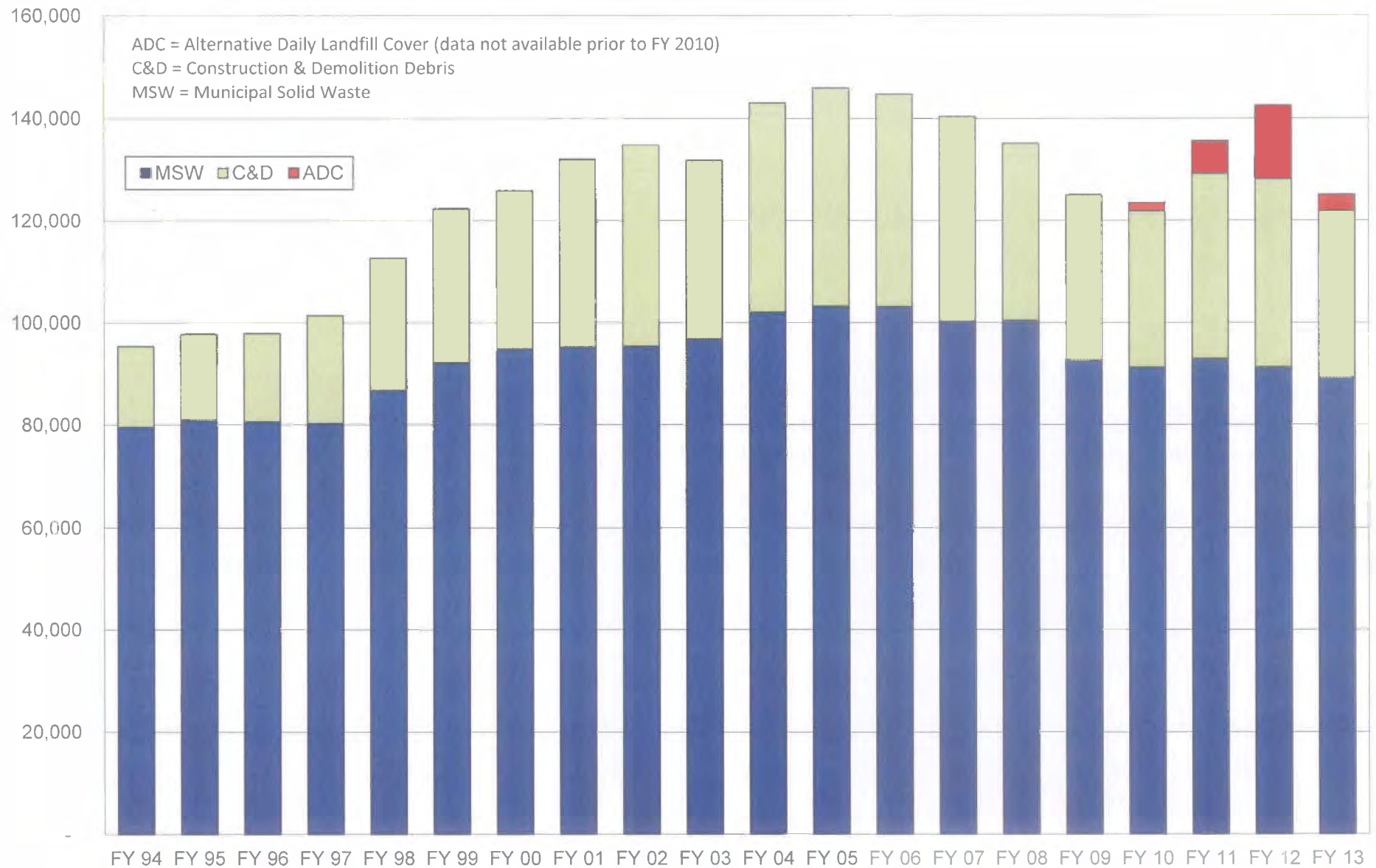
CHITTENDEN SOLID WASTE DISTRICT

FY 2015 BUDGET TIMELINE

DATE	ACTION BY WHOM	ACTION TAKEN
November 20, 2013	Board of Commissioners	Passed Preliminary Budget & Approve Dissemination
January 22, 2014	Board of Commissioners	Preliminary Budget Hearing Held
Feb - April 2014	Finance Committee & CSWD Staff	Revise Preliminary Budget
April 23, 2014	Board of Commissioners	Budget Approved For Adoption
Through June 6, 2014	CSWD Staff	Budget Presentations to Member Municipalities
April 24 - June 6, 2014 (45 Days)	Member Municipalities	Budget Approval
July 1, 2014	CSWD Staff	Effective Date of Budget

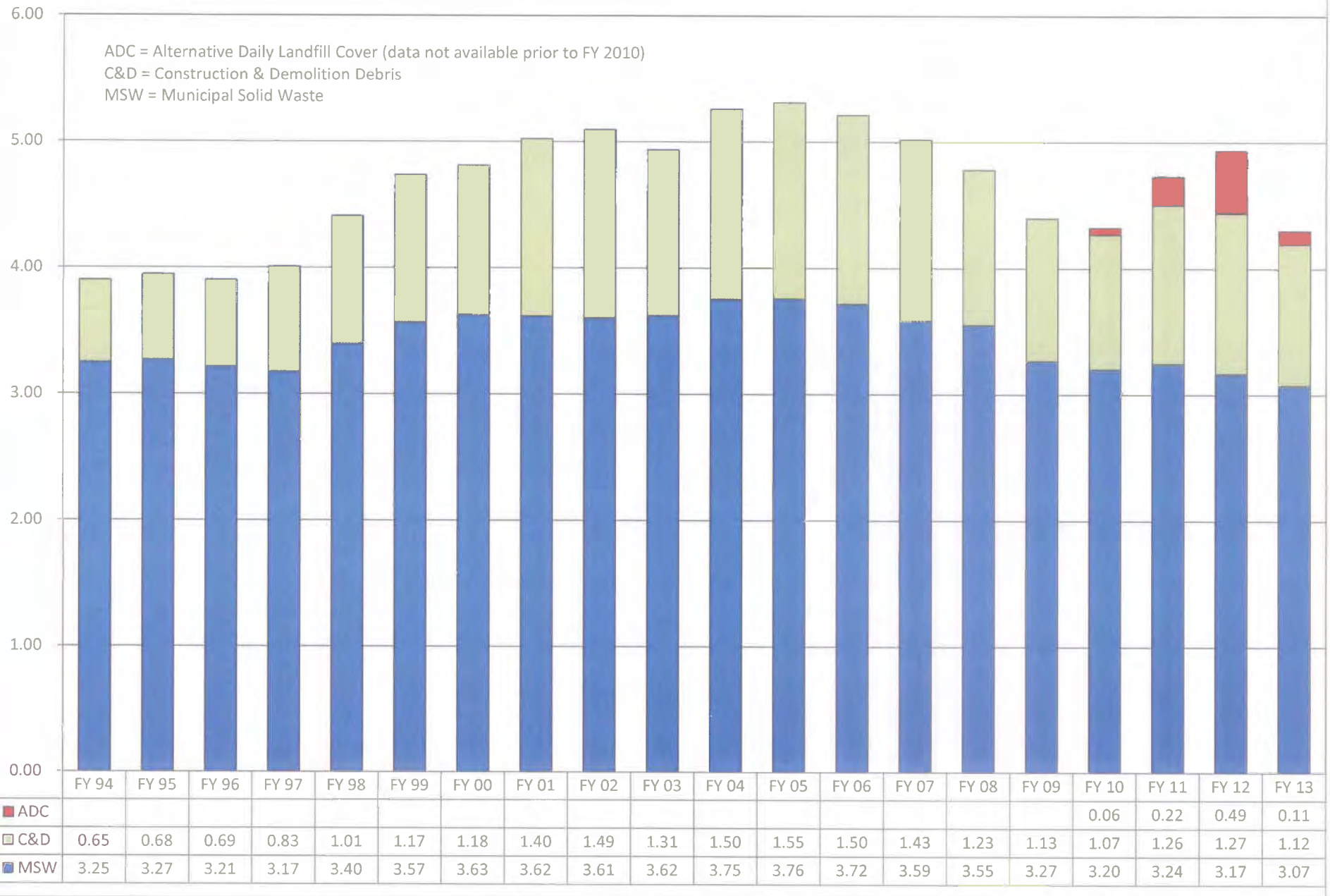
CHITTENDEN SOLID WASTE DISTRICT

Total MSW & C&D Tons Disposed By Fiscal Year 1994-2013

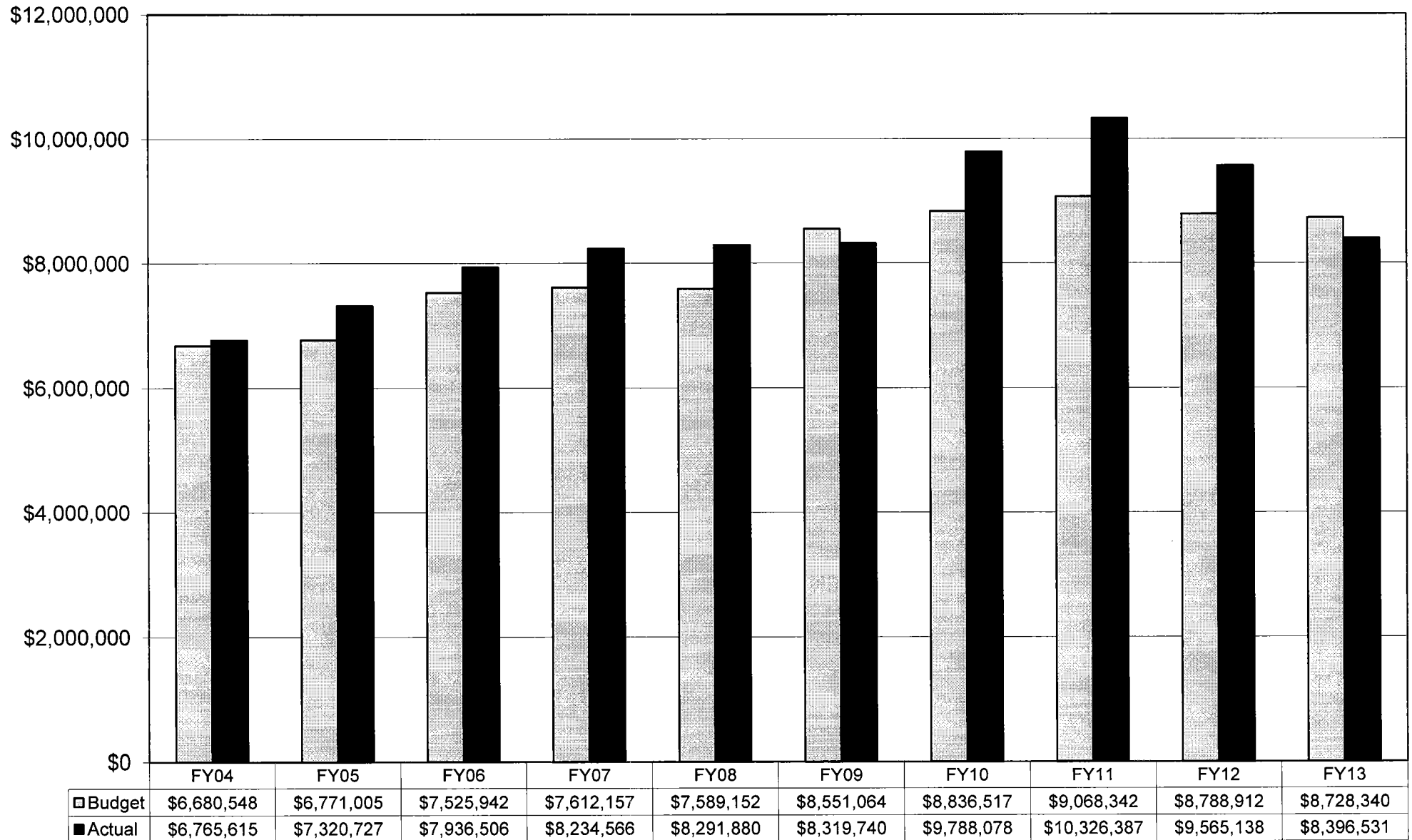


CHITTENDEN SOLID WASTE DISTRICT

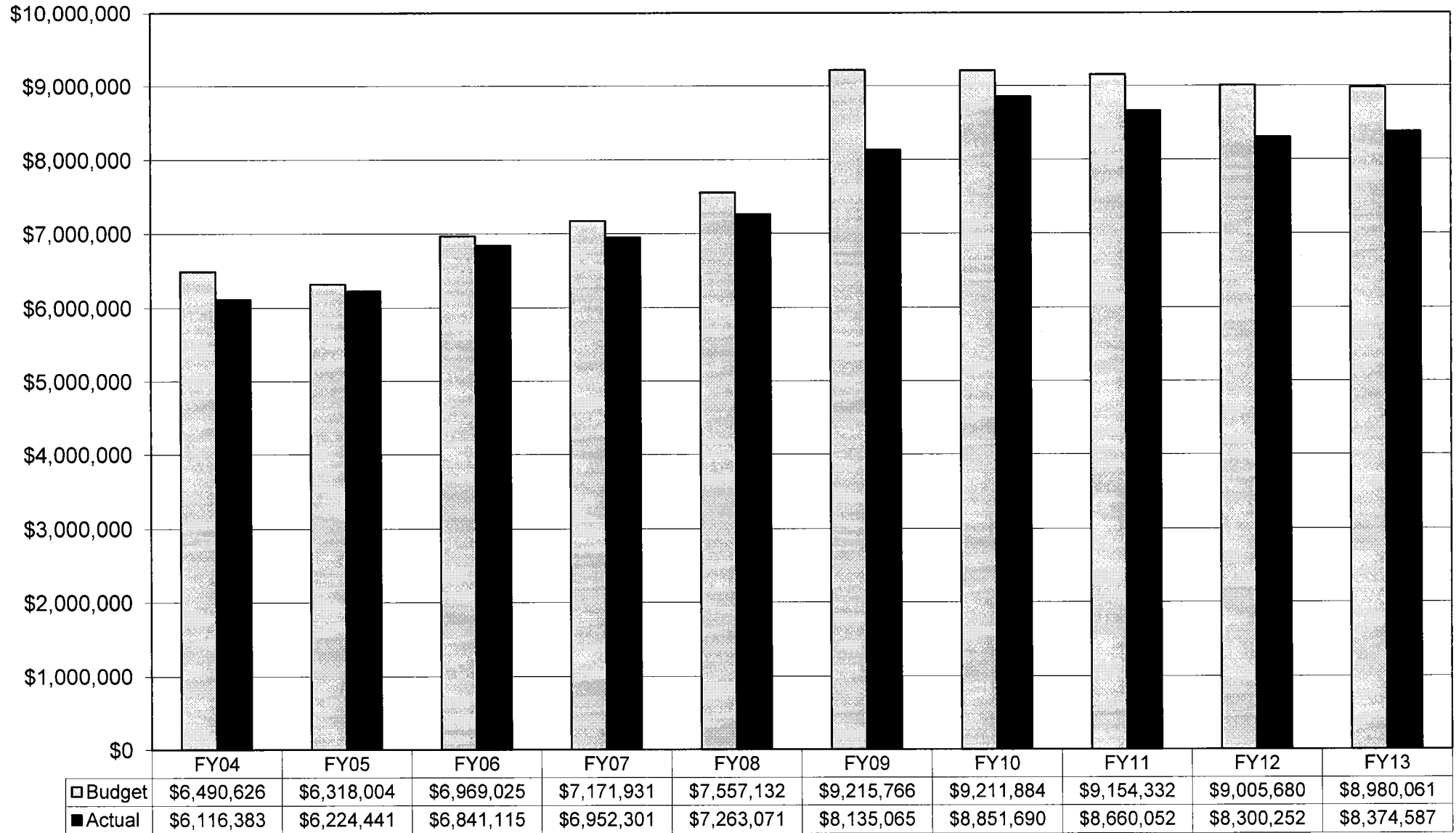
Pounds per Capita per Day Landfilled - Fiscal Years 1994-2013



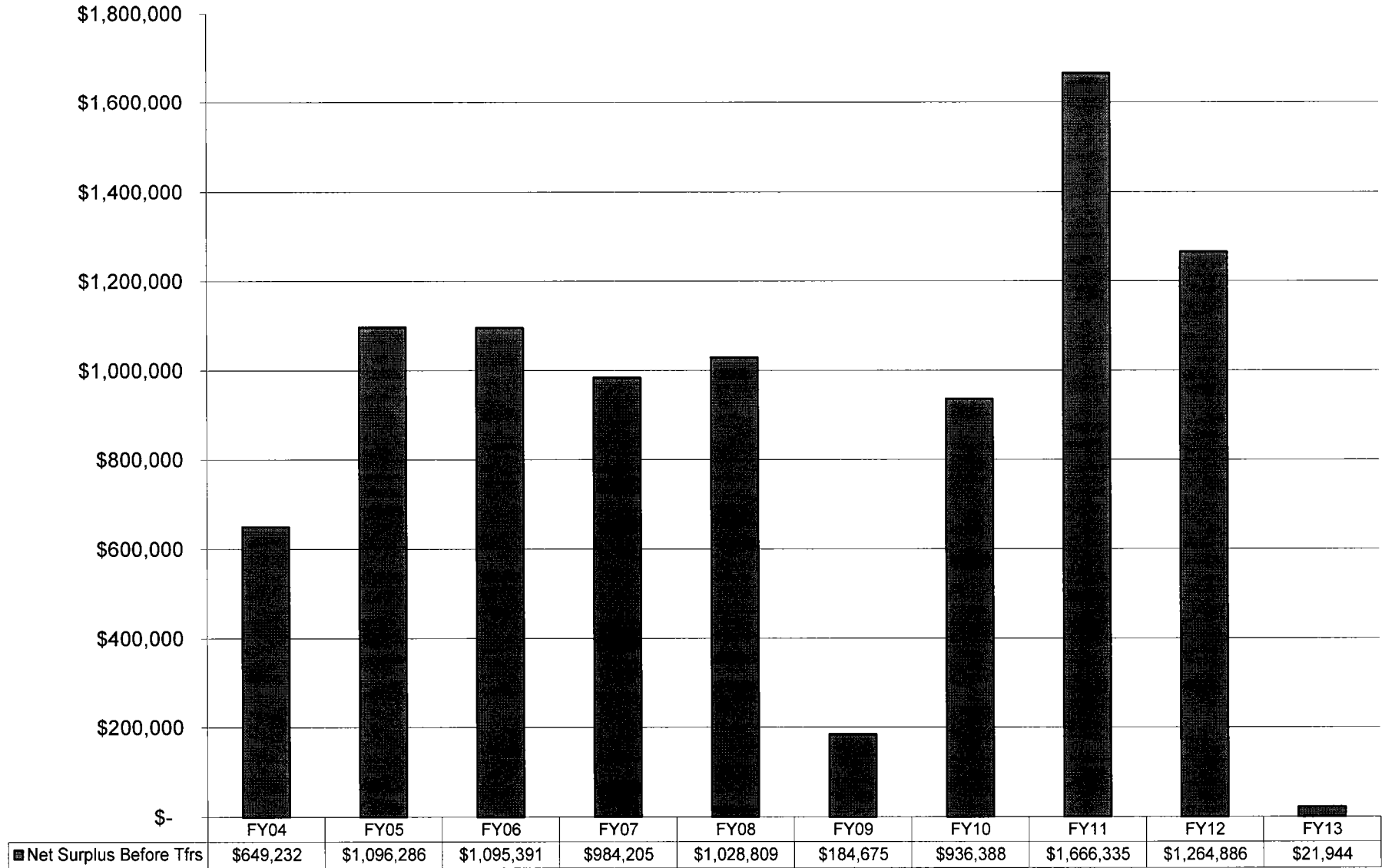
CHITTENDEN SOLID WASTE DISTRICT
Budgeted Revenues versus Actual Revenues
FY04 to FY13 - General Fund



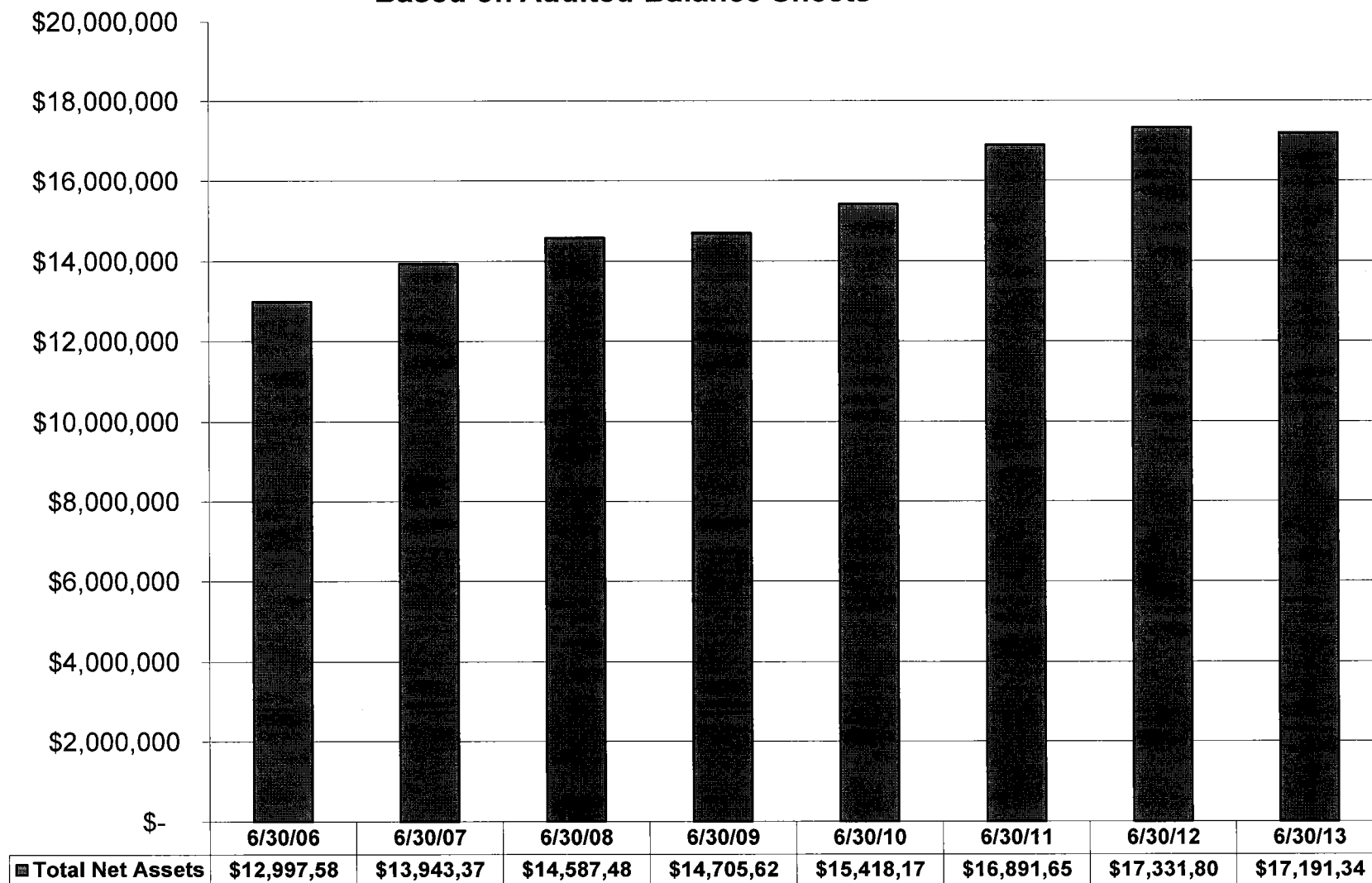
CHITTENDEN SOLID WASTE DISTRICT
Budgeted Expenses versus Actual Expenses
FY04 to FY13 - General Fund



**CHITTENDEN SOLID WASTE DISTRICT
Actual Net Revenues Over Expenses
Before Transfers To/From Reserves
FY04 to FY13 - General Fund**



CHITTENDEN SOLID WASTE DISTRICT
Total Net Assets
as of June 30 - Years 2006 Through 2013
Based on Audited Balance Sheets



CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF ALL FUNDS
FY 2015 PROPOSED BUDGET

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	
					FY 2015 PROPOSED BUDGET				FY2014 VS FY2013		
SUMMARY ACCOUNT LINE		FY12 ACTUAL	FY13 ACTUAL	FY14 ADOPTED BUDGET	TOTAL PROPOSED BUDGET	GENERAL OPERATING PROGRAMS	DESIGNATED FOR CAPITAL IMPROVEMENTS	OTHER DESIGNATED FUNDS	PERCENT CHANGE	DOLLAR CHANGE	
<u>EXPENDITURES</u>											
1	Salaries & Wages	\$ 1,936,152	\$ 2,078,325	\$ 2,170,503	\$ 2,368,519	\$ 2,368,519	\$ -	\$ -	9%	\$ 198,016	1
2	Personnel Benefits	695,839	751,938	835,323	903,814	903,814	-	-	8%	68,491	2
3	Education & Training	57,268	77,049	94,599	113,122	113,122	-	-	20%	18,523	3
4	Professional Services	371,850	491,891	579,725	575,190	575,190	-	-	-1%	(4,535)	4
5	Other Services	3,913,437	3,917,134	4,167,963	4,097,712	4,097,712	-	-	-2%	(70,251)	5
6	Insurance	73,106	78,619	86,727	99,996	99,996	-	-	15%	13,269	6
7	Printing & Advertising	162,541	101,236	157,075	227,047	227,047	-	-	45%	69,972	7
8	Utilities	77,657	88,993	96,376	108,377	108,377	-	-	12%	12,001	8
9	Computer Equipment, Systems	36,066	60,775	48,003	36,991	36,991	-	-	-23%	(11,012)	9
10	Office Supplies/Equipment	36,343	22,655	42,517	30,327	30,327	-	-	-29%	(12,190)	10
11	General Supplies	398,535	296,920	310,679	356,988	356,988	-	-	15%	46,309	11
12	Interdepartmental	-	-	-	-	-	-	-	0%	-	12
13	Other Charges	178,382	409,052	150,464	197,350	197,350	-	-	31%	46,886	13
14	Debt Service	363,075	-	-	-	-	-	-	0%	-	14
15	Programs	-	-	-	-	-	-	-	0%	-	15
16	SUBTOTAL - OPERATING EXPENDITURES	8,300,251	8,374,587	8,739,954	9,115,433	9,115,433	-	-	4%	375,479	16
17											17
18	Capital and Other Expenditures	1,393,960	776,682	4,892,250	1,328,562	-	1,288,112	40,450	-73%	(3,563,688)	18
19											19
20	TOTAL EXPENDITURES	9,694,211	9,151,269	13,632,204	10,443,995	9,115,433	1,288,112	40,450	-23%	(3,188,209)	20
21											21
22	TOTAL REVENUES	10,243,855	8,541,883	11,589,990	10,043,824	9,856,310	173,085	14,429	-13%	(1,546,166)	22
23											23
24	NET OF REVENUES OVER (UNDER) EXPENDITURES	549,644	(609,386)	(2,042,214)	(400,171)	740,877	(1,115,027)	(26,021)	-80%	1,642,043	24
25											25
26	Transfers Out To Other Funds	(2,182,317)	(751,552)	(796,550)	(743,256)	(583,137)	(76,740)	(83,379)	-7%	53,294	26
27	Transfers In From Other Funds	2,182,317	751,552	796,550	743,256	160,119	472,040	111,097	-7%	(53,294)	27
28											28
29	NET INCREASE (DECREASE) IN FUND BALANCES ALL FUNDS, NON-GAAP BUDGETARY BASIS	\$ 549,644	\$ (609,386)	\$ (2,042,214)	\$ (400,171)	\$ 317,859	\$ (719,727)	\$ 1,697		\$ 1,642,043	29

PROPOSED BUDGET

[illegible]Projection of Income _Expenditures-Capital_Other Page B-1

CHITTENDEN SOLID WASTE DISTRICT
FY 2015 PROPOSED BUDGET
Actual and Projected Unrestricted Fund Equity

	6/30/12	6/30/13	6/30/14	6/30/15
	ACTUAL	ACTUAL	PROJECTION	PROJECTED
	PER AUDIT	PER AUDIT	as of 4/1/14	BALANCES
Designated for Facilities Capital Improvements (FIR):				
MRF	\$ 2,239,249	\$ 2,419,318	\$ 544,508	\$ 562,832
Special Waste	306,052	307,071	286,298	258,629
DOC	877,622	753,661	793,215	654,431
Unregulated Hazardous Waste	298,075	242,581	206,395	178,955
Biosolids Program	233,473	226,888	252,047	203,607
Compost Program	-	-	7,304	37,952
Property Management & Admin	356,752	294,834	527,169	803
Total Designated For Capital Improvements (FIR)	\$ 4,311,223	\$ 4,244,353	\$ 2,616,936	\$ 1,897,209
Other Designated Funds:				
Post Closure Reserves (In Excess of 30-yr Obligation) *	\$ (177,322)	\$ (54,458) *	\$ (2,019) *	\$ 44,602
Facilities Closure Reserves	476,348	484,263	486,276	491,139
Community Cleanup Fund	56,326	60,764	47,264	41,264
Managers' Deferred Compensation Reserve	19,133	7,596	7,596	7,596
DOC Rate Stabilization Reserve	-	-	99,784	142,380
Total Funds Designated For Other Purposes	374,485	498,165	638,901	726,981
Total - All Designated Funds	\$ 4,685,708	\$ 4,742,518	\$ 3,255,837	\$ 2,624,190
Undesignated Fund Equity, end of fiscal year				
Undesignated Fund Equity *	1,089,063	1,010,482 *	1,149,998 *	1,467,857
Total Unrestricted Fund Equity - Designated & Undesignated	\$ 5,774,771	\$ 5,753,000	\$ 4,405,835	\$ 4,092,047

* Note: for the GAAP-basis audited financial statements, the Undesignated Fund Equity is reported net of any deficit in designated Post-Closure Reserve.

**CHITTENDEN SOLID WASTE DISTRICT
SOURCES OF OPERATING REVENUES,
AND USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM -
COMPARISON FY14 TO FY15**

TOTAL SOURCES OF OPERATING REVENUES	FY14 ADOPTED BUDGET		FY15 PROPOSED BUDGET		Difference
		% OF		% OF	
	\$	OPER REV	\$	OPER REV	\$ Change
General Operating Revenues:					
Tipping Fees	\$ 3,489,594	38.0%	\$ 3,479,796	35.3%	\$ (9,798)
Solid Waste Management Fee	2,972,076	32.4%	3,024,000	30.7%	51,924
Sale of Materials/Mat'l Handling Fees	2,583,426	28.1%	3,176,589	32.2%	593,163
Federal, State, & Local Grants	72,600	0.8%	72,600	0.7%	-
Interest	1,540	0.0%	1,540	0.0%	-
License Fees	10,505	0.1%	13,435	0.1%	2,930
Property Management	53,937	0.6%	88,350	0.9%	34,413
Subtotal Operating Revenues	9,183,678	100.0%	9,856,310	100.0%	672,632
Net Transfer From (To) Reserves	(443,724)		(740,877)		(297,153)
Total Operating Expense Budget	\$ 8,739,954		\$ 9,115,433		\$ 375,479

USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM	FY14 Based on 114,000 tons *		FY15 Based on 112,000 tons		Difference
		%		%	
Program	\$		\$		\$ Change
MRF	\$ -	0.0%	\$ -	0.0%	\$ -
Waste Reduction	320,975	10.8%	311,001	10.3%	(9,974)
Special Waste	313,142	10.5%	332,836	11.0%	19,694
DOCs	253,516	8.5%	303,513	10.0%	49,997
Unregulated Haz Waste	529,376	17.8%	435,145	14.4%	(94,231)
Biosolids Program	-	0.0%	-	0.0%	-
Green Mountain Compost	475,521	16.0%	222,182	7.3%	(253,339)
Special Projects	178,795	6.0%	248,920	8.2%	70,125
Future Projects	18,882	0.6%	27,609	0.9%	8,727
Finance	83,899	2.8%	86,899	2.9%	3,000
Administration	152,422	5.1%	189,892	6.3%	37,470
Marketing/Communications	296,624	10.0%	342,137	11.3%	45,513
Enforcement	54,960	1.8%	60,194	2.0%	5,234
PUD	104,448	3.5%	70,813	2.3%	(33,635)
Increase in Undesignated Fund Equity	189,516	6.4%	392,859	13.0%	203,343
Total Solid Waste Mgmt Fee Revenues	\$ 2,972,076	100.0%	\$ 3,024,000	99.9%	\$ 51,924

* Effective date of SWMF increase from \$22.06 to \$27.00 - September 1, 2013 (FY14)

CHITTENDEN SOLID WASTE DISTRICT
ADOPTED FY14 AND PROPOSED FY15 BUDGET - BY PROGRAM
GENERAL FUND OPERATING PROGRAMS

		BUDGETED REVENUES			BUDGETED EXPENDITURES			TRANSFERS FROM (TO) RESERVES		NET PROGRAM AMOUNT SWMF SUBSIDY *		
		1	2	3	4	5	6	7	8	9	10	
PROGRAM		FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	\$ CHANGE	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	\$ CHANGE	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	
1	MSW	\$ 2,400	\$ -	\$ (2,400)	\$ 84,461	\$ 83,379	\$ (1,082)	\$ 82,061	\$ 83,379	\$ -	\$ -	1
2	MRF	2,380,609	2,292,762	(87,847)	2,132,129	2,027,161	(104,968)	(248,480)	(265,601)	-	-	2
3	WASTE REDUCTION	200	200	-	321,175	311,201	(9,974)	-	-	320,975	311,001	3
4	SPECIAL WASTE	139,752	127,067	(12,685)	452,894	459,903	7,009	-	-	313,142	332,836	4
5	DOC	1,920,368	1,900,800	(19,568)	1,989,100	2,070,866	81,766	(184,784)	(133,447)	253,516	303,513	5
6	HAZARDOUS WASTE	166,346	366,580	200,234	695,723	782,197	86,474	-	(19,528)	529,376	435,144	6
7	SAFETY/QA PROGRAM	-	-	-	-	-	-	-	-	-	-	7
8	BIOSOLIDS	1,085,975	1,091,047	5,072	1,165,675	1,140,747	(24,928)	79,700	49,700	-	-	8
9	GREEN MTN COMPOST (GMC)	447,522	950,529	503,007	865,228	1,091,100	225,872	(57,815)	(81,611)	475,521	222,182	9
10	SPECIAL PROJECTS	-	-	-	177,295	229,920	52,625	(1,500)	(19,000)	178,795	248,920	10
11	FUTURE PROJECTS	-	-	-	53,882	27,609	(26,273)	35,000	-	18,882	27,609	11
12	PROPERTY MANAGEMENT	51,537	88,350	36,813	68,147	95,090	26,943	16,610	6,740	-	-	12
13	FINANCE	1,540	1,540	-	85,439	88,439	3,000	-	-	83,899	86,899	13
14	ADMINISTRATION	50	-	(50)	152,472	189,892	37,420	-	-	152,422	189,892	14
15	MARKETING	4,800	-	(4,800)	301,424	342,137	40,713	-	-	296,624	342,137	15
16	ENFORCEMENT	10,505	13,435	2,930	65,465	73,629	8,164	-	-	54,960	60,194	16
17	PUD	-	-	-	129,448	102,163	(27,285)	25,000	31,350	104,448	70,813	17
18	SOLID WASTE MGMT FEE REV	2,972,076	3,024,000	51,924	-	-	-	(189,516)	(392,859)	(2,782,560)	(2,631,141)	18
TOTALS		\$ 9,183,678	\$ 9,856,310	\$ 672,630	\$ 8,739,957	\$ 9,115,433	\$ 375,476	\$ (443,724)	\$ (740,877)	\$ -	\$ -	

Note: Individual totals may vary due to rounding.

* The Net Program Amount / Solid Waste Management Fee Subsidy amounts shown in columns 9 & 10 represent the net amount needed to balance the budget for each individual program. This is calculated as follows:

BUDGETED REVENUES (COL. 1 & 2) LESS BUDGETED EXPENDITURES (COL. 4 & 5) PLUS TRANSFERS FROM (TO) RESERVES (COL. 7 & 8).

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY15 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT		FY12 ACTUAL	FY13 ACTUAL	FY14 ADOPTED BUDGET	FY15 PROPOSED BUDGET	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PERCENT CHANGE	DOLLAR CHANGE					
						PROGRAM BUDGETS																							
						MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemt	PUD							
OPERATING EXPENSES																													
1	TOTAL 5100 - SALARIES & WAGES					\$ 1,936,152	\$ 2,078,325	\$ 2,170,503	\$ 2,368,519	\$ 8,183	\$ 78,957	\$ 159,921	\$ 91,999	\$ 719,056	\$ 289,299	\$ 16,919	\$ 12,946	\$ 277,574	\$ 51,961	0	\$ 8,183	\$ 161,615	\$ 334,940	\$ 118,685	\$ 38,282	0	9%	\$ 198,016	1
2	TOTAL 5200 - PERSONNEL BENEFITS					695,839	751,938	835,323	903,814	2,637	20,919	58,515	36,859	339,871	92,933	4,293	5,818	123,341	18,551	0	2,637	46,751	107,247	38,352	5,091	0	8%	68,491	2
3																											3		
4	5320	STAFF TRAINING	15,240	21,857	33,041	46,535	0	3,000	5,500	1,900	3,800	4,450	3,375	200	3,700	2,822	0	0	2,350	9,663	1,575	2,200	2,000	41%	13,494	4			
5	5325	TEAM MOTIVATION	6,969	8,475	12,300	12,775	0	0	0	0	0	0	0	0	0	0	0	0	0	12,775	0	0	0	0	4%	475	5		
6	5340	TRAVEL & MEALS	19,909	28,876	30,518	33,796	45	1,528	3,497	996	3,162	4,660	1,227	4,000	486	3,051	0	56	140	7,785	980	2,184	0	11%	3,278	6			
7	5360	SUBSCRIPTIONS	1,199	1,415	1,920	1,970	0	139	55	0	0	0	84	0	253	91	0	0	0	1,218	130	0	0	0	3%	50	7		
8	5365	MEMBERSHIP DUES	13,951	16,426	16,820	18,046	0	950	0	0	0	1,250	75	900	1,685	0	0	0	415	12,771	0	0	0	0	7%	1,226	8		
9	TOTAL 5300 - Education & Training					57,268	77,049	94,599	113,122	45	5,617	9,052	2,896	6,962	10,360	4,761	5,100	6,124	5,964	0	56	2,905	44,212	2,685	4,384	2,000	20%	18,523	9
10																											10		
11	5410	MEDICAL EXAMS	1,203	802	1,603	1,675	0	0	0	0	400	1,275	0	0	0	0	0	0	0	0	0	0	0	0	0	4%	72	11	
12	5425	LEGAL FEES	66,579	120,566	87,430	52,790	0	1,500	0	0	0	5,000	0	2,220	2,880	8,800	0	250	2,000	9,000	0	1,140	20,000	-40%	(34,640)	12			
16	5448	BANK FEES	5,524	2,021	4,155	5,905	0	0	0	0	0	0	0	0	5,500	0	0	0	405	0	0	0	0	0	42%	1,750	16		
17	5450	AUDIT FEES	12,700	13,300	15,000	19,000	0	0	0	0	0	0	0	0	0	0	0	0	19,000	0	0	0	0	0	27%	4,000	17		
18	5465	SCALE MAINTENANCE/CERTIFICATION	371	630	610	480	0	180	0	0	0	0	0	0	300	0	0	0	0	0	0	0	0	0	0	-21%	(130)	18	
19	5492	OTHER TESTING	19,851	43,382	20,360	23,630	0	0	0	0	0	2,300	0	1,500	19,830	0	0	0	0	0	0	0	0	0	0	16%	3,270	19	
20	5495	GROUND WATER TESTING	31,669	32,351	32,742	37,459	22,600	0	0	0	0	0	0	0	14,859	0	0	0	0	0	0	0	0	0	0	14%	4,717	20	
21	5499	OTHER SERVICES	233,953	278,839	417,825	434,251	9,650	25,000	3,800	133,717	4,000	9,675	0	70,000	40,206	58,000	10,000	1,950	0	18,500	11,675	578	37,500	4%	16,426	21			
22	TOTAL 5400 - Professional Services					371,850	491,891	579,725	575,190	32,250	26,680	3,800	133,717	4,400	18,250	0	73,720	83,575	66,800	10,000	2,200	21,405	27,500	11,675	1,718	57,500	-1%	(4,535)	22
23																											23		
24	5505	BUILDING/LAND LEASE	19,494	19,822	20,520	21,212	0	0	0	0	1,006	20,206	0	0	0	0	0	0	0	0	0	0	0	0	0	3%	692	24	
25	5510	EQUIPMENT LEASES	143,677	123,506	157,721	173,759	0	0	98	39,900	42,604	0	0	23,485	66,988	0	0	0	0	684	0	0	0	0	0	10%	16,038	25	
26	5515	EQUIPMENT SERVICE CONTRACTS	5,802	6,046	7,172	8,344	0	0	0	0	4,880	0	0	0	315	0	0	0	0	3,149	0	0	0	0	0	16%	1,172	26	
27	5525	FACILITIES MANAGEMENT	1,498,083	1,638,749	1,801,360	1,732,470	0	1,732,470	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-4%	(68,890)	27	
28	5545	HAZARDOUS WASTE DISPOSAL	130,776	149,294	152,376	149,837	0	0	0	5,825	0	144,012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-2%	(2,539)	28
29	5546	LEACHATE TREATMENT	2,953	1,610	2,228	1,886	1,386	0	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	-15%	(342)	29
30	5547	LEACHATE TESTING	3,907	3,059	4,254	4,254	3,950	0	0	0	0	0	0	0	304	0	0	0	0	0	0	0	0	0	0	0	0%	0	30
31	5548	LEACHATE HAULING	11,479	10,996	14,620	13,783	10,768	0	0	0	0	0	0	0	3,015	0	0	0	0	0	0	0	0	0	0	0	-6%	(837)	31
34	5552	TIRES DISPOSAL	73,404	68,799	73,600	51,760	0	0	0	27,360	24,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-30%	(21,840)	34
37	5556	MSW DISPOSAL	595,736	557,155	593,342	610,003	0	0	0	0	592,103	7,200	0	0	4,100	0	0	0	0	250	0	0	6,350	3%	16,661	37			
38	5557	RECYCLING @ CSWD	(23,971)	(7,824)	20,521	25,256	0	0	0	0	25,256	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23%	4,735	38	
39	5559	REFRIGERANT REMOVAL	23,440	26,360	26,720	25,872	0	0	0	0	25,872	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-3%	(848)	39
40	5560	ELECTRONICS MANAGEMENT	23,465	2,446	14,350	1,245	0	0	0	0	0	1,245	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-91%	(13,105)	40
41	5561	FOOD WASTE MANAGEMENT	13,748	16,347	17,105	31,635	0	0	0	0	31,635	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85%	14,530	41	
42	5562	FLUORESCENT LAMPS	37,851	22,567	19,228	16,023	0	0	0	0	0	16,023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-17%	(3,205)	42
45	5577	SLUDGE MANAGEMENT	1,125,837	1,082,888	984,050	964,258	0	0	0	0	0	0	0	964,258	0	0	0	0	0	0	0	0	0	0	0	0	-2%	(19,792)	45
46	5580	TRUCKING SERVICES	41,961	8,496	49,080	52,824	0	0	0	0	0	0	0	6,669	46,155	0	0	0	0	0									

CHITTENDEN SOLID WASTE DISTRICT SUMMARY OF PROPOSED FY15 BUDGET GENERAL OPERATING PROGRAMS

						3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
LINE ITEM		FY12	FY13	FY14	FY15	PROGRAM BUDGETS																			
A/C #	ACCOUNT	ACTUAL	ACTUAL	ADOPTED BUDGET	PROPOSED BUDGET	MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemt	PUD	PERCENT CHANGE	DOLLAR CHANGE	
96																								96	
97	6210 ADMIN ALLOCATION	0	0	0	0	6,995	36,490	49,461	29,744	74,412	38,754	0	15,710	41,936	20,434	17,406	16,281	45,695	(443,082)	29,997	19,767	0	0%	0	
98	6215 FINANCE ALLOCATION	0	0	0	0	4,461	10,543	5,880	9,935	93,880	28,793	0	3,041	28,794	2,028	203	3,650	(202,765)	0	9,124	2,433	0	0%	0	
99	6225 SAFETY - QA/QC ALLOCATION	0	0	0	0	960	522	426	0	13,338	8,221	(26,073)	0	1,544	0	0	0	0	1,064	0	0	0	0%	0	
102	6255 MAINTENANCE CHARGES	0	0	0	0	7,200	1,200	1,560	25,500	(75,600)	10,920	0	0	19,800	0	0	5,940	0	3,300	180	0	0	0%	0	
103	6259 ROLL-OFF TRUCK CHARGES	0	0	0	0	0	240	0	24,000	(65,160)	6,160	0	0	35,440	80	0	0	0	0	240	0	0	0%	0	
105	TOTAL 6200 - Interdepartmental	0	0	0	0	19,616	48,995	57,327	89,179	39,870	92,848	(26,073)	18,751	127,514	22,542	17,609	25,871	(157,070)	(438,719)	39,541	22,200	0	n/a	0	
106																								106	
107	6305 OTHER CHARGES	1,196	958	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
108	6306 GENERAL MGR'S DISCRETION	2,848	3,569	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	3,500	0	0	0	0%	0	
109	6319 R & D PILOT PROJECTS	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
110	631X DISBURSEMENTS - PERSISTENT HERBICIDE CLAIMS	0	241,925	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
111	6321 GREENUP DAY	9,610	9,374	9,650	13,750	0	0	0	0	0	0	0	0	0	13,750	0	0	0	0	0	0	0	42%	4,100	
112	6322 TIRE & APPLIANCE ROUNDUP	38,159	40,450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
114	6324 INCENTIVE GRANTS	41,032	27,544	25,000	50,000	0	0	0	0	0	0	0	0	0	50,000	0	0	0	0	0	0	0	100%	25,000	
115	6325 PAYMENT FOR MUNICIPAL SERVICES	35,156	36,383	37,054	40,416	0	25,374	0	0	0	0	0	0	5,940	0	0	9,102	0	0	0	0	0	9%	3,362	
116	6326 PROPERTY TAXES	18,913	19,254	13,442	21,541	0	0	0	0	0	0	0	0	0	0	0	21,541	0	0	0	0	0	60%	8,099	
118	6329 STATE HW TAXES	523	580	565	565	0	0	0	0	0	565	0	0	0	0	0	0	0	0	0	0	0	0%	0	
119	6335 BOARD MEETINGS	9,041	9,800	12,273	18,022	0	0	0	0	0	0	0	0	0	0	0	0	0	18,022	0	0	0	47%	5,749	
121	6350 IMPACT FEES	17,167	18,355	19,219	19,174	0	19,174	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	(45)	
122	6358 HOST TOWN FEES	4,664	795	4,561	5,282	0	0	0	0	1,900	0	0	0	3,382	0	0	0	0	0	0	0	0	16%	721	
123	6391 BAD DEBT EXPENSE	3	65	200	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0	0	0	-50%	(100)	
124	6398 RESERVE FOR CONTINGENCIES (PUD ONLY)	0	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	0	0%	0	
125	TOTAL 6300 - Other Charges	178,382	409,052	150,464	197,350	0	44,548	0	0	1,900	565	0	0	9,322	63,750	0	30,643	100	21,522	0	0	25,000	31%	46,886	
126																								126	
127	6420 G.O. BOND PRINCIPAL	350,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
128	6425 G.O. BOND INTEREST	13,075	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
129	TOTAL 6400 - Debt Service	363,075	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
134																								134	
135	TOTAL OPERATING EXPENSES	8,300,251	8,374,587	8,739,954	9,115,433	83,379	2,027,161	311,201	459,903	2,070,866	782,197	0	1,140,747	1,091,100	229,920	27,609	95,090	88,439	189,892	342,137	73,629	102,163	4%	375,479	
136																								136	
137	OPERATING REVENUES																							137	
138																								138	
139	FROM OPERATIONS																							139	
143	4301 LICENSE FEES	8,740	8,830	10,505	13,435	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,435	0	28%	2,930	
146	4402 EQUIPMENT RENT/LEASE	4,802	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
147	4405 RENTAL INCOME	89,423	90,850	53,937	88,350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	64%	34,413	
149	4416 SOLID WASTE MANAGEMENT FEES	2,908,979	2,705,345	2,972,076	3,024,000	0	0	0	0	0	0	0	0	0	0	0	88,350	3,024,000	0	0	0	0	2%	51,924	
150	4420 TIPPING FEES	2,954,454	3,004,935	3,489,594	3,479,796	0	429,000	0	31,500	1,767,939	1,245	0	1,091,047	159,065	0	0	0	0	0	0	0	0	0%	(9,798)	
151	4423 TIPPING FEE REBATES	(188,025)	(65,132)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
152	4430 CHGS FOR SVC--PESTICIDE DISP ST CONTR	15,565	18,364	18,000	18,000	0	0	0	0	0	18,000	0	0	0	0	0	0	0	0	0	0	0	0%	0	
153	4460 ELECTRONICS MANAGEMENT FEE	39,536	40,418	42,778	44,697	0	0	0	0	44,697	0	0	0	0	0	0	0	0	0	0	0	0	4%	1,919	
154	4480 DELIVERY FEE REVENUE	43,994	1,190	61,659	64,395	0	0	0	0	0	0	0	0	64,395	0	0	0	0	0	0	0	0	4%	2,736	
155	4520 SALES OF MATERIALS	3,349,538	2,303,402	2,237,922	2,706,174	0	1,863,762	0	51,200	4,143	60,000	0	0	727,069	0	0	0	0	0	0	0	0	21%	468,252	
156	4521 DISCOUNTS ON SALE OF MATERIALS	(7,443)	(8,655)	(1,663)	(8,640)	0	0	0	0	0	(8,640)	0	0	0	0	0	0	0	0	0	0	0	420%	(6,977)	
158	4524 DEPOSIT BOTTLES/CANS	6,124	6,848	6,626	5,371	0	0	0	0	5,371	0	0	0	0	0	0	0	0	0	0	0	0	-19%	(1,255)	
159	4530 TIRES	65,090	58,736	68,652	44,367	0	0	0	44,367	0	0	0	0	0	0	0	0	0	0	0	0	0	-35%	(24,285)	
160	4531 FLUORESCENT LAMPS	14,798	11,407	19,228	13,648	0	0	0	0	0	13,648	0	0	0	0	0	0	0	0	0	0	0	-29%	(5,580)	
161	4532 PAINT PRODUCT STEWARDSHIP	0	0	0	173,317	0	0	0	0	0	173,317	0	0	0	0	0	0	0	0	0	0	0	NEW	173,317	
162	4540 INTEREST	4,859	2,132	1,540	1,540	0	0	0	0	0	0	0	0	0	0	0	0	1,540	0	0	0	0	0%	0	
165	4560 CEG	43,794	38,955	34,565	33,565	0	0	0	0	0	33,565	0	0	0	0	0	0	0	0	0	0	0	-3%	(1,000)	
166	4565 SCRAP METAL	131,759	93,576	90,810	81,695	0	0	0	0	78,650	3,045	0	0	0	0	0	0	0	0	0	0	0	-10%	(9,115)	
167	4572 MISCELLANEOUS	8,339	8,727	4,849	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%	(4,849)	
168	4598 CASH OVER/UNDER	707	875	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
170	4710 FEDERAL & STATE GRANTS	69,601	75,528	72,400	72,400	0	0	0	0	0	72,400	0	0	0	0	0	0	0	0	0	0	0	0%	0	
171	4711 DONATIONS	500	200	200	200	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	
172	TOTAL OPERATING REVENUES	9,565,134	8,396,531	9,183,678	9,856,310	0	2,292,762	200	127,067	1,900,800	366,580	0	1,091,047	950,529	0	0	88,350	3,025,540	0	0	13,435	0	7%	672,632	
173																								173	
174	NET OPERATING REVENUES OVER (UNDER) EXPENSES	1,264,883	21,944	443,724	740,877	(83,379)	265,601	(311,001)	(332,836)	(170,066)	(415,617)	0	(49,700)	(140,571)	(229,920)	(27,609)	(6,740)	2,937,101	(189,892)	(342,137)	(60,194)	(102,163)	67%	297,153	
175																								175	
176	TRANSFERS TO RESERVE FUNDS																							176	
178	6612 COMMUNITY CLEAN UP FD	19,000	19,000	1,500	19,000	0	0	0	0	0	0	0	0	0	19,000	0	0	0	0	0	0	0	1167%	17,500	
179	6615 LANDFILL POST-CLOSURE RESERVES	65,000	50,000	50,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	50,000	0	0	0	0	0%	0	
180	6620 FACILITIES IMPROVEMENT RESERVES	1,350,264	346,411	411,595	472,040	0	265,601	0	0	85,000	19,528	0	20,300	81,611	0	0	0	0	0	0	0	0	15%	60,445	
181	6616 FACILITIES CLOSURE RESERVE	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	
182	6629 DOC RATE STABILIZATION RESERVE	0	0	99,784	42,09																				

Note: Individual totals may vary due to rounding.

**PROPOSED FY 2015
EMPLOYEE WAGE AND BENEFIT SCHEDULE**

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
													FY 15 PROPOSED WAGES				
	EMPLOYEE POSITION	Primary Site	Primary Program	Hours per year	Overtime Hours	Grade	Step (FY14)	Hourly (FY14)	Base Wage (FY14)	Step (FY15)	NET COLA 0.83%	NET STEP * VAR	New Base Wage	New Hourly Rate	Overtime Hours	Overtime Wages	TOTAL WAGES (base & ot)
1	*General Manager	ADM	ADM	2,080	-	22	20	\$ 64.43	\$ 134,014	20	\$ 1,112	\$ 676	\$ 135,127	\$ 64.96	-	\$ -	\$ 135,127
2	*Administrative Manager	ADM	ADM	2,080	-	15	14	38.88	76,710	15	637	1,090	78,437	37.71	-	-	78,437
3	Administrative Assistant	ADM/FIN	ADM	2,080	60	5	6	18.44	38,361	7	318	529	39,208	18.85	60	1,697	40,905
4	Data Analytics Specialist	ADM	ADM	2,080	-	14	6	31.13	64,750	7	537	939	66,227	31.84	-	-	66,227
5	*Enforcement Coordinator	ADM	ADM	1,248	-	12	5	27.09	33,808	6	281	780	34,869	27.94	-	-	34,869
6	*Marketing & Communications Coordinator	MRK	MRK	2,080	-	15	5	32.27	67,131	6	557	1,513	69,202	33.27	-	-	69,202
7	*Asst Engineer/Project Manager	ADM/FAC	ADM/FAC	2,080	-	15	2	30.19	62,795	3	521	1,413	64,730	31.12	-	-	64,730
8	*Facilities Manager/District Engineer	ADM/FAC	ADM/FAC	2,080	-	21	4	45.78	95,232	5	790	2,903	98,925	47.56	-	-	98,925
9	*Operations Manager	DOC	DOC	2,080	-	16	20	42.69	88,795	20	737	448	89,532	43.04	-	-	89,532
10	Web Design/Marketing Assistant	MRK	MRK	2,080	-	9	6	23.27	48,407	7	402	674	49,483	23.79	-	-	49,483
11	Drop-Off Center Operator - ON CALL	ON-CALL/BUR	DOC	416	-	4	3	16.26	6,764	4	56	152	6,972	16.76	-	-	6,972
12	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	11	18.63	7,752	12	64	113	7,929	19.06	-	-	7,929
13	Drop-Off Center Operator - ON CALL	ON-CALL/BUR	DOC	624	-	4	12	18.90	11,791	13	98	173	12,062	19.33	-	-	12,062
14	Drop-Off Center Operator - ON CALL	ESX	DOC	832	-	4	5	17.00	14,145	6	117	323	14,585	17.53	-	-	14,585
15	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	20	21.04	8,751	20	73	44	8,823	21.21	-	-	8,823
16	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	3	16.26	6,764	4	56	152	6,972	16.76	-	-	6,972
17	Drop-Off Center Operator	SOB	DOC	2,080	-	4	5	17.00	35,361	6	294	807	36,462	17.53	-	-	36,462
18	Maintenance/DOC Operator	MIL/MAIN/SPW	MIL/MAIN	2,080	52	5	20	22.79	47,403	20	393	239	47,797	22.98	52	1,792	49,589
19	Drop-Off Center Operator/SP Waste- Class II	WIL	DOC	832	-	5	5	18.04	15,009	6	125	333	15,467	18.59	-	-	15,467
20	Drop-Off Center Operator - Class I	ESX	DOC	2,080	80	5	13	20.33	42,282	14	351	590	43,222	20.78	80	2,494	45,716
21	Drop-Off Center Operator	HIN	DOC	832	-	4	3	16.26	13,529	4	112	303	13,944	16.76	-	-	13,944
22	Drop-Off Center Operator	HIN	DOC	624	-	4	5	17.00	10,608	6	88	242	10,939	17.53	-	-	10,939
23	Drop-Off Center Operator	BUR	DOC	832	-	4	5	17.00	14,145	6	117	323	14,585	17.53	-	-	14,585
24	Drop-Off Center Operator -Class I	SOB	DOC	2,080	52	5	11	19.77	41,122	12	341	573	42,037	20.21	52	1,576	43,613
25	Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	2,080	52	5	8	18.96	39,437	9	327	546	40,310	19.38	52	1,512	41,822
26	Drop-Off Center Operator	MIL	DOC	1,272	-	4	11	18.63	23,697	12	197	350	24,244	19.06	-	-	24,244
27	Drop-Off Center Operator	SOB	DOC	416	-	4	5	17.00	7,072	6	59	161	7,292	17.53	-	-	7,292
28	Drop-Off Center Operator	RIC	DOC	1,248	-	4	7	17.63	21,998	8	183	321	22,501	18.03	-	-	22,501
29	Drop-Off Center Operator/Facilities Assistant	RIC/ADM	DOC	2,080	-	8	6	21.95	45,658	7	379	679	46,717	22.46	-	-	46,717
30	Drop-Off Center Operator- Class II (A)	ESX	DOC	2,080	80	5	5	18.04	37,523	6	311	833	38,667	18.59	80	2,231	40,898
31	Drop-Off Center Operator- Class II (A)	BURL/MIL	DOC	2,080	-	5	7	18.70	38,896	8	323	530	39,749	19.11	-	-	39,749
32	Maintenance Supervisor	MAIN	MAIN	2,080	140	11	6	26.15	54,402	7	452	787	55,640	26.75	140	5,618	61,258
33	Maintenance Operator	MAIN/RO	MAIN/RO	2,080	52	7	9	21.59	44,910	10	373	622	45,906	22.07	52	1,721	47,627
34	Roll-Off Truck Driver	RO	RO	2,080	120	5	9	19.23	39,994	10	332	546	40,872	19.65	120	3,537	44,409
35	Seasonal Maintenance	MAIN/GMC	MAIN/GMC	536	-	c	c	20.00	10,720	c	-	-	10,720	20.00	-	-	10,720
36	*Finance Manager	FIN	FIN	2,080	-	17	10	40.67	84,595	11	702	1,168	86,466	41.57	-	-	86,466
37	Accounts Payable Specialist	FIN	FIN	2,080	-	7	20	25.06	52,125	20	433	263	52,558	25.27	-	-	52,558
38	Accounts Receivable Specialist	FIN	FIN	1,040	-	7	7	21.00	21,840	8	181	308	22,329	21.47	-	-	22,329
39	Compliance Program & Product Stewardship Mn	ENV	HAZ	2,080	-	17	16	44.20	91,936	17	763	1,296	93,995	45.19	-	-	93,995
40	Hazardous Waste Coordinator	ENV	HAZ	2,080	75	12	12	30.13	62,663	13	520	881	64,064	30.80	75	3,465	67,529
41	Hazardous Waste Operator - Class I	ENV	HAZ	2,080	75	9	5	22.76	47,342	6	393	1,062	48,797	23.46	75	2,639	51,436
42	Hazardous Waste Operator	ENV	HAZ	2,080	75	8	5	21.47	44,654	6	371	1,048	46,072	22.15	75	2,492	48,564
43	Latex Paint Recycler	ENV	HAZ	744	-	4	4	16.63	12,373	5	103	277	12,752	17.14	-	-	12,752
44	Hazardous Waste Operator -seasonal	ENV	HAZ	164	-	n	n	30.00	4,920	n	-	-	4,920	30.00	-	-	4,920
45	Hazardous Waste Operator - seasonal	ENV	HAZ	1,235	-	n	n	16.00	19,760	n	-	-	19,760	16.00	-	-	19,760
46	Hazardous Wate Operator - seasonal	ENV	HAX	230	-	n	n	17.50	4,025	n	-	-	4,025	17.50	-	-	4,025
47	*Waste Reduction Manager	WR	WR/SP	2,080	-	15	11	35.37	73,570	12	611	1,053	75,234	36.17	-	-	75,234
48	Community Outreach Coordinator	WR	WR/SP	1,674	-	9	12	25.30	42,347	13	351	591	43,290	25.86	-	-	43,290
49	School & Youth Outreach Coordinator	WR	WR	2,080	10	9	3	21.77	45,281	4	376	1,018	46,675	22.44	10	337	47,012
50	Business Outreach Coord & Assistant WR Mana	WR	WR	2,080	10	12	2	25.36	52,739	3	438	1,195	54,371	26.14	10	392	54,763
51	Temporary Volunteer Coordinator	WR	WR	180	-	n	n	14.00	2,520	n	-	-	2,520	14.00	-	-	2,520
52	*Green Mtn Compost General Manager	GMC	GMC	2,080	-	15	4	31.56	65,654	5	545	1,484	67,683	32.54	-	-	67,683
53	GMC Sales & Production Coordinator	GMC	GMC	1,976	-	11	4	25.02	49,432	5	410	1,139	50,981	25.80	-	-	50,981
54	GMC Senior Equipment Operator	GMC	GMC	2,080	40	7	16	23.80	49,501	17	411	695	50,606	24.33	50	1,825	52,431
55	GMC Equipment Operator	GMC	GMC	2,080	25	5	3	17.25	35,884	4	298	801	36,982	17.78	25	667	37,649
56	Office Assistant GMC	GMC	GMC	1,252	-	n	n	12.00	15,024	n	-	626	15,650	12.50	-	-	15,650
57	Delivery Driver/DOC Restocker	GMC	GMC	704	10	n	n	13.00	9,152	n	-	176	9,328	13.25	10	199	9,527
58	Light Equipment Operator (JCB) Bagger	GMC	GMC	1,640	-	n	n	12.00	19,680	n	-	3,280	22,960	14.00	10	210	23,170
59	2nd Light Equipment Operator/Bagger/	GMC	GMC	390	-	n	n	12.00	4,680	n	-	-	4,875	12.50	-	-	4,875
60	Overs separators	GMC	GMC	200	-	n	n	12.00	2,400	n	-	-	2,400	12.00	-	-	2,400
FY '15 PRELIMINARY BUDGET TOTALS				88,949	1,008				\$ 2,263,835		\$ 18,019	\$ 39,068	\$ 2,319,448		1,028	\$ 34,402	\$ 2,353,850
FY '14 BUDGET				82,102	998				\$ 2,048,094		\$ 38,493	\$ 38,278	\$ 2,124,865		998	\$ 32,637	\$ 2,157,503
FY '15 INCREASE (DECR) OVER FY '14: \$				6,847	10				215,741		(20,474)	790	194,583		30	1,765	196,347
FY '15 INCREASE (DECR) OVER FY '14: %				8.34%	1.00%				10.53%		-53.19%	2.06%	9.16%		3.01%	5.41%	9.10%
* Note - NET STEP amount, Column K, includes 1/2% lump sum merit pay for employees who are at the top of their pay grade and thus not eligible for a STEP increase. This lump sum amount is not included in Base Wage amount.																	

**PROPOSED FY 2015
EMPLOYEE WAGE AND BENEFIT SCHEDULE**

	EMPLOYEE POSITION	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE				
		FY 15 MANDATED BENEFITS			OPTIONAL BENEFITS											TOTAL BENEFITS				
		FICA 7.65%	Workers Comp.	Unemployment Insurance 6.2%	MEDICAL			Opt Out	Dental		ICMA Retirement 6%	LIFE DISAB INS	MANDATED BENEFITS	OPTIONAL BENEFITS	TOTAL BENEFITS	TOTAL WAGES/ BENEFITS				
					Insurance Membership	CSWD pays difference +15% for 6 mos	Employee Share 2.88%		CSWD 95%	Employee 5%										
1	*General Manager	\$ 9,262	\$ 468	\$ 992	2-PERSON	\$ 11,539	\$ 3,892	\$ -	\$ 787	\$ 41	\$ 8,108	\$ 2,118	\$ 10,723	\$ 22,552	\$ 33,274	\$ 169,077	1			
2	*Administrative Manager	6,810	299	992	OPT-OUT	-	-	5,951	1,391	73	4,706	1,297	8,101	13,346	21,447	99,884	2			
3	Administrative Assistant	3,217	141	992	FAMILY	18,615	1,129	-	1,391	73	2,352	701	4,350	23,060	27,410	68,315	3			
4	Data Analytics Specialist	4,915	206	992	FAMILY	17,837	1,907	-	1,391	73	-	734	6,113	19,963	26,076	92,303	4			
5	*Enforcement Coordinator	2,667	117	992	N/A	-	-	-	-	-	-	-	3,776	-	3,776	38,645	5			
6	*Marketing & Communications Coordinator	5,459	240	992	SINGLE	5,723	1,993	-	440	-	4,152	1,211	6,691	11,525	18,216	87,418	6			
7	*Asst Engineer/Project Manager	5,054	222	992	FAMILY	17,880	1,864	-	787	41	3,236	918	6,268	22,822	29,090	93,820	7			
8	*Facilities Manager/District Engineer	8,477	372	992	OPT-OUT	-	-	5,951	440	-	5,935	1,483	9,841	13,809	23,651	122,575	8			
9	*Operations Manager	7,057	310	992	FAMILY	17,166	2,579	-	1,391	73	5,372	1,425	8,359	25,355	33,714	123,693	9			
10	Web Design/Marketing Assistant	3,673	161	992	2-PERSON	14,006	1,425	-	787	41	-	516	4,826	15,309	20,135	69,619	10			
11	Drop-Off Center Operator - ON CALL	533	556	432	N/A	-	-	-	-	-	-	-	1,521	-	1,521	8,493	11			
12	Drop-Off Center Operator - ON CALL	607	632	492	N/A	-	-	-	-	-	-	-	1,731	-	1,731	9,660	12			
13	Drop-Off Center Operator - ON CALL	923	962	748	N/A	-	-	-	-	-	-	-	2,633	-	2,633	14,695	13			
14	Drop-Off Center Operator - ON CALL	1,116	1,163	904	N/A	-	-	-	-	-	-	-	3,183	-	3,183	17,768	14			
15	Drop-Off Center Operator - ON CALL	675	704	547	N/A	-	-	-	-	-	-	-	1,926	-	1,926	10,793	15			
16	Drop-Off Center Operator - ON CALL	533	556	432	N/A	-	-	-	-	-	-	-	1,521	-	1,521	8,493	16			
17	Drop-Off Center Operator	2,876	2,999	992	SINGLE	6,665	1,050	-	440	-	2,188	638	6,867	9,931	16,798	53,261	17			
18	Maintenance/DOC Operator	3,902	4,068	992	FAMILY	18,368	1,377	-	1,391	73	2,868	785	8,962	23,412	32,374	82,202	18			
19	Drop-Off Center Operator/SP Waste- Class II	1,183	1,234	959	N/A	-	-	-	-	-	-	-	3,376	-	3,376	18,843	19			
20	Drop-Off Center Operator - Class I	3,595	3,748	992	FAMILY	18,500	1,245	-	1,391	73	2,593	741	8,335	23,225	31,560	77,276	20			
21	Drop-Off Center Operator	1,067	1,112	865	N/A	-	-	-	-	-	-	-	3,044	-	3,044	16,989	21			
22	Drop-Off Center Operator	837	872	678	N/A	-	-	-	-	-	-	-	2,387	-	2,387	13,326	22			
23	Drop-Off Center Operator	1,116	1,163	904	N/A	-	-	-	-	-	-	-	3,183	-	3,183	17,768	23			
24	Drop-Off Center Operator -Class I	3,434	3,580	992	2-PERSON	14,220	1,211	-	787	41	2,522	731	8,006	18,261	26,267	69,880	24			
25	Drop-Off Center Operator/SP Waste- Class II	3,292	3,433	992	SINGLE	6,555	1,161	-	787	41	2,419	707	7,717	10,467	18,184	60,006	25			
26	Drop-Off Center Operator	1,855	1,934	992	N/A	-	-	-	-	-	-	-	4,781	-	4,781	29,025	26			
27	Drop-Off Center Operator	558	582	452	N/A	-	-	-	-	-	-	-	1,592	-	1,592	8,884	27			
28	Drop-Off Center Operator	1,721	1,795	992	N/A	-	-	-	-	-	-	-	4,508	-	4,508	27,009	28			
29	Drop-Off Center Operator/Facilities Assistant	3,685	3,842	992	SINGLE	6,370	1,345	-	440	-	2,803	760	8,519	10,374	18,893	65,610	29			
30	Drop-Off Center Operator- Class II (A)	3,218	3,355	992	2-PERSON	14,317	1,114	-	787	41	2,320	685	7,565	18,110	25,674	66,572	30			
31	Drop-Off Center Operator- Class II (A)	3,132	3,266	992	2-PERSON	14,286	1,145	-	787	41	2,385	700	7,390	18,159	25,549	65,297	31			
32	Maintenance Supervisor	4,813	3,307	992	FAMILY	20,523	1,602	-	1,391	73	3,338	989	9,112	26,242	35,354	96,612	32			
33	Maintenance Operator	3,753	2,579	992	2-PERSON	14,109	1,322	-	-	-	2,754	761	7,324	17,625	24,948	72,575	33			
34	Roll-Off Truck Driver	3,489	3,638	992	FAMILY	18,568	1,177	-	1,391	73	2,452	719	8,119	23,130	31,249	75,658	34			
35	Seasonal Maintenance	820	855	665	N/A	-	-	-	-	-	-	-	2,340	-	2,340	13,060	35			
36	*Finance Manager	6,821	300	992	SINGLE	5,225	2,490	-	440	-	5,188	1,381	8,113	12,234	20,347	106,813	36			
37	Accounts Payable Specialist	4,143	182	992	2-PERSON	13,545	1,514	-	787	41	3,153	826	5,317	18,312	23,629	76,449	37			
38	Accounts Receivable Specialist	1,708	75	992	N/A	-	-	-	-	-	-	-	2,775	-	2,775	25,104	38			
39	Compliance Program & Product Stewardship Mn	8,072	355	992	OPT-OUT	-	-	5,951	1,391	73	5,640	1,452	9,419	14,434	23,853	117,848	39			
40	Hazardous Waste Coordinator	5,786	6,033	992	OPT-OUT	-	-	4,262	440	-	3,844	1,137	12,811	9,683	22,494	90,023	40			
41	Hazardous Waste Operator - Class I	4,608	4,805	992	OPT-OUT	-	-	5,951	1,391	73	2,928	784	10,405	11,055	21,459	72,895	41			
42	Hazardous Waste Operator	3,825	3,988	992	SINGLE	6,389	1,327	-	440	-	2,764	752	8,805	10,345	19,150	67,714	42			
43	Latex Paint Recycler	976	1,017	791	N/A	-	-	-	-	-	-	-	2,784	-	2,784	15,536	43			
44	Hazardous Waste Operator -seasonal	376	392	305	N/A	-	-	-	-	-	-	-	1,073	-	1,073	5,993	44			
45	Hazardous Waste Operator - seasonal	1,512	1,576	992	N/A	-	-	-	-	-	-	-	4,080	-	4,080	23,840	45			
46	Hazardous Wate Operator - seasonal	308	321	250	N/A	-	-	-	-	-	-	-	879	-	879	4,904	46			
47	*Waste Reduction Manager	5,932	261	992	2-PERSON	13,264	2,167	-	787	41	4,514	1,294	7,185	19,859	27,044	102,277	47			
48	Community Outreach Coordinator	3,435	151	992	SINGLE	6,725	991	-	440	-	2,597	724	4,578	10,487	15,065	58,354	48			
49	School & Youth Outreach Coordinator	3,672	161	992	SINGLE	6,371	1,344	-	440	-	2,334	758	4,825	9,903	14,729	61,740	49			
50	Business Outreach Coord & Assistant WR Mana	4,319	190	992	2-PERSON	13,865	1,566	-	440	-	3,262	822	5,501	18,389	23,890	78,653	50			
51	Temporary Volunteer Coordinator	193	8	156	N/A	-	-	-	-	-	-	-	357	-	357	2,877	51			
52	*Green Mtn Compost General Manager	5,336	234	992	FAMILY	17,035	1,949	-	787	41	4,061	1,191	6,562	23,074	29,636	97,319	52			
53	GMC Sales & Production Coordinator	4,016	176	992	FAMILY	18,276	1,468	-	1,391	73	3,059	796	5,184	23,522	28,707	79,687	53			
54	GMC Senior Equipment Operator	4,693	3,224	992	OPT-OUT	-	-	5,951	1,391	73	3,036	803	8,909	11,181	20,091	72,522	54			
55	GMC Equipment Operator	2,963	2,036	992	FAMILY	18,680	1,065	-	1,391	73	2,219	654	5,991	22,944	28,935	66,584	55			
56	Office Assistant GMC	1,197	53	970	N/A	-	-	-	-	-	-	-	2,220	-	2,220	17,870	56			
57	Delivery Driver/DOC Restocker	729	760	591	N/A	-	-	-	-	-	-	-	2,080	-	2,080	11,607	57			
58	Light Equipment Operator (JCB) Bagger	1,773	1,848	992	N/A	-	-	-	-	-	-	-	4,613	-	4,613	27,783	58			
59	2nd Light Equipment Operator/Bagger/	373	365	302	N/A	-	-	-	-	-	-	-	1,040	-	1,040	5,915	59			
60	Overs separators	184	191	149	N/A	-	-	-	-	-	-	-	524	-	524	2,924	60			
FY '15 PRELIMINARY BUDGET TOTALS		\$ 186,274	\$ 83,173	\$ 51,272		\$ 374,623	\$ 44,419	\$ 34,017	\$ 30,361	\$ 1,366	\$ 111,105	\$ 31,993	\$ 320,720	\$ 582,099	\$ 902,819	\$ 3,258,338				
FY '14 BUDGET		\$ 171,467	\$ 70																	

**CHITTENDEN SOLID WASTE DISTRICT
FY 15 SCHEDULE OF PROGRAM FEES**

	<u>FY 15</u>	<u>FY 14</u>	<u>Change</u>
4) MATERIALS RECOVERY FACILITY			
Tipping fees and/or materials purchased price fluctuate with market price. Budgeted rates are:			
In District materials, per Ton	\$8.00	\$6.50	\$1.50
Out-of-District materials, per Ton	\$13.00	\$16.50	(\$3.50)
6) SPECIAL WASTE PROGRAM			
Special Waste Facility (at the Williston Drop-Off Center)			
Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):			
Small loads (up to 2 cy), per cubic yard	\$18.00	\$18.00	\$0.00
Large loads, per ton	\$70.00	\$70.00	\$0.00
Tires ~ up to 16"	\$2.25	\$2.25	\$0.00
Tires ~ 16.5" to 19"	\$3.75	\$3.75	\$0.00
Tires ~ per ton	\$200.00	\$200.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 6 cubic yards	No charge	No charge	
Each cubic yard in excess of 6 cy	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:			
Per ton	\$50.00	No charge	\$50.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$0.00
7) DROP-OFF CENTERS			
Items accepted vary by facility.			
Household Trash			
up to 18-gallon bag/barrel	\$2.00	\$2.00	\$0.00
up to 33-gallon bag/barrel	\$3.75	\$3.75	\$0.00
up to 45-gallon bag/barrel	\$5.75	\$5.75	\$0.00
per cubic yard	\$30.00	\$30.00	\$0.00
at Burlington Drop-Off Center, per pound	\$0.15	\$0.15	\$0.00
Construction & Demolition Debris			
up to 18-gallon bag/barrel	\$4.00	\$4.00	\$0.00
up to 33-gallon bag/barrel	\$7.50	\$7.50	\$0.00
up to 45-gallon bag/barrel	\$11.50	\$11.50	\$0.00
per cubic yard	\$60.00	\$60.00	\$0.00
at Burlington Drop-Off Center, per pound	\$0.15	\$0.15	\$0.00
Other Items			
(* indicates that limits apply)			
All-In-One Recyclables	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$0.00
Batteries (household and lead acid)*	No charge	No charge	
Electronics	\$1-\$15	\$1-\$15	\$0.00
Electronics - items covered by new State progra	No charge	No charge	
Fluorescent lamps*	No charge	No charge	
Food scraps & non-recyclable paper	No charge	No charge	
Furniture items	\$3-\$17	\$3-\$17	\$0.00
Hard cover books*	No charge	No charge	
Mercury-containing products*	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	
Scrap metal	No charge	No charge	
Textiles*	No charge	No charge	

7) DROP-OFF CENTERS, Continued

	<u>FY 15</u>	<u>FY 14</u>	<u>Change</u>
Tires ~ up to 16"	\$2.75	\$2.75	\$0.00
Tires ~ 16.5" to 19"	\$5.25	\$5.25	\$0.00
Tires ~ 20" to 24.5"	\$14.00	\$14.00	\$0.00
Tires ~ off road	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 3 cubic yards	No charge	No charge	
Each cubic yard in excess of 3 cy	\$10.00	\$10.00	\$0.00
Pallets & clean lumber:			
Up to 1 cubic yard	No charge	No charge	
Each cubic yard in excess of 1 cy	\$5.00	No charge	\$5.00
Used oil*	No charge	No charge	
Used oil filters*	No charge	No charge	
Wood ashes	No charge	No charge	
Yard debris	No charge	No charge	

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER**Environmental Depot**

Household hazardous waste No charge

Business hazardous waste ~ Conditionally Exempt Generators are charged by material as stated in hazardous waste hauler contract.

Rover

Household hazardous waste No charge

10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	\$96.94	\$88.85	\$8.09
Sludge per wet ton for disposal (average projected blended rate)	\$92.65	\$88.85	\$3.80
Sludge per wet ton for land application (average projected blended rate)	\$67.61	\$75.87	(\$8.26)
Sludge per wet ton for alkaline treatment	\$88.91	\$84.28	\$4.63
South Burlington Class A (average projected blended rate)	\$41.04	\$34.43	\$6.61

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$40.00	\$40.00	\$0.00
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14) FINANCE

Solid Waste Management Fee per ton	\$27.00	\$27.00	\$0.00
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CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS
FY 2015 PROPOSED BUDGET

LINE ITEM #	ACCOUNT	FY15 TOTAL REQUEST	MRF	SPECIAL WASTE		DROP-OFF CENTERS										UHW DEPOT			PROPERTY MGMT	ADMIN.	FUTURE PROJECTS
				Special Wst Facility	Wood Depot	General	Maint.	Roll-Off Truck	Williston DOC	Essex DOC	So. Burl. DOC	Milton DOC	Richmond DOC	Hinesburg DOC	Burlington DOC		Biosolids Mgmt	Compost			
7005	DESIGN AND PERMITTING	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$20,000	\$0
7020	SITWORK	164,100	0	20,600	0	0	0	0	3,000	0	13,000	1,500	4,000	2,000	0	30,000	0	0	90,000	0	0
7035	BUILDING	419,250	95,000	3,500	0	0	10,000	0	19,500	10,000	8,250	8,000	3,500	0	0	13,000	0	10,000	44,500	194,000	0
7045	EQUIPMENT	329,762	90,000	0	0	3,000	0	0	0	0	0	0	0	0	22,000	0	0	41,000	0	173,762	0
7050	ROLL-OFF CONTAINERS	100,000	10,000	0	0	90,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7055	ROLLING STOCK	190,000	50,000	75,000	0	0	0	0	0	0	0	0	0	0	0	0	65,000	0	0	0	0
7065	MISCELLANEOUS	25,000	10,000	5,000	0	5,000	0	0	0	0	0	0	0	0	0	5,000	0	0	0	0	0
TOTAL CAPITAL EXPENDITURES		\$1,288,112	\$255,000	\$104,100	\$0	\$98,000	\$10,000	\$0	\$22,500	\$10,000	\$21,250	\$9,500	\$7,500	\$2,000	\$62,000	\$48,000	\$65,000	\$51,000	\$134,500	\$387,762	\$0
REVENUES																					
4540	INTEREST INCOME	13,085	2,723	1,431	0	3,966	0	0	0	0	0	0	0	0	0	1,032	1,260	37	2,636	0	0
4605	SALES & TRADEINS OF USED EQPT	35,000	5,000	15,000	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4991	PROCEEDS OF CAPITAL LEASE OBLIGATIONS	125,000	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	65,000	0	0	0	0
TOTAL REVENUES & FINANCING SOURCES		\$173,085	\$7,723	\$76,431	\$0	\$18,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,032	\$66,260	\$37	\$2,636	\$0	\$0
NET REVENUES OVER (UNDER) EXPENDITURES		(\$1,115,027)	(\$247,277)	(\$27,669)	\$0	(\$79,034)	(\$10,000)	\$0	(\$22,500)	(\$10,000)	(\$21,250)	(\$9,500)	(\$7,500)	(\$2,000)	(\$62,000)	(\$46,968)	\$1,260	(\$50,963)	(\$131,864)	(\$387,762)	\$0
TRANSFERS IN FROM (OUT TO) GENERAL FUND																					
6621	TRANSFER OUT TO GENERAL FUND (FROM FIR)	(76,740)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(70,000)	0	(6,740)	0	0
4921	TRANSFER IN FROM GENERAL FUND	472,040	265,601	0	0	85,000	0	0	0	0	0	0	0	0	0	19,528	20,300	81,611	0	0	0
NET TRANSFERS IN (OUT)		\$395,300	\$265,601	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,528	(\$49,700)	\$81,611	(\$6,740)	\$0	\$0
NET CHANGE IN RESERVE BALANCES		(\$719,727)	\$18,324	(\$27,669)	\$0	\$5,966	(\$10,000)	\$0	(\$22,500)	(\$10,000)	(\$21,250)	(\$9,500)	(\$7,500)	(\$2,000)	(\$62,000)	(\$27,440)	(\$48,440)	\$30,648	(\$138,604)	(\$387,762)	\$0

Note: Individual totals may vary due to rounding

**CHITTENDEN SOLID WASTE DISTRICT
OTHER DESIGNATED FUNDS
FY 2015 PROPOSED BUDGET**

LINE ITEM		FY15 PROPOSED BUDGET	Landfill Post- Closure	Facilities Closure Reserve	Community Cleanup Fund	Managers' Deferred Comp	DOC Rate Stabiliz- ation Rsv	
A/C #	ACCOUNT							
EXPENDITURES								
1	6320 CLEANUP GRANTS TO MUNICIPALITIES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	1
2	6510 VESTED RETIREMENT BENEFITS	0	0	0	0	0	0	2
3	SUBTOTAL - OPERATING EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	3
4	7020 SITEWORK	15,450	15,450	0	0	0	0	4
5	7045 EQUIPMENT	0	0	0	0	0	0	5
6	7065 MISCELLANEOUS	0	0	0	0	0	0	6
7	SUBTOTAL - CAPITAL EXPENDITURES	\$15,450	\$15,450	\$0	\$0	\$0	\$0	7
8	TOTAL EXPENDITURES BEFORE TRANSFERS	\$40,450	\$15,450	\$0	\$25,000	\$0	\$0	8
REVENUES								
9	4540 INTEREST	14,429	9,067	4,863	0	0	499	9
10	TOTAL REVENUES	\$14,429	\$9,067	\$4,863	\$0	\$0	\$499	10
11	NET REVENUES OVER (UNDER) EXPENDITURES	(\$26,021)	(\$6,383)	\$4,863	(\$25,000)	\$0	\$499	11
TRANSFERS IN FROM (OUT TO) OTHER FUNDS								
12	6623 TRANSFER OUT TO GENERAL FUND (LFPC)	(\$83,379)	(\$83,379)	\$0	\$0	\$0	\$0	12
13	4922 TFR IN FROM GEN FD (COMM CLEANUP)	19,000	0	0	19,000	0	0	13
14	4923 TFR IN FROM GENERAL FUND (LFPC)	50,000	50,000	0	0	0	0	14
15	4924 TFR IN FROM GENERAL FUND (RT STABIL)	42,097	0	0	0	0	42,097	15
16	SUBTOTAL - NET TRANSFERS IN (OUT)	\$27,718	(\$33,379)	\$0	\$19,000	\$0	\$42,097	16
17	OVERALL NET INCREASE (DECREASE) IN FUND BALANCE	\$1,697	(\$39,762)	\$4,863	(\$6,000)	\$0	\$42,596	17
18								18
19	PROJECTED BALANCE, BEGINNING OF YEAR	1,547,620	906,700	486,276	47,264	7,596	99,784	19
20	PROJECTED BALANCE, END OF YEAR	\$1,549,317	\$866,938	\$491,139	\$41,264	\$7,596	\$142,380	20



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager *PCS*
DATE: May 6, 2014
SUBJECT: Hash Marks at 51 Park Street

Issue

The issue is whether or not the Trustees approve hash marks at 51 Park Street, per the request of the Chittenden Central Supervisory Union (see attached emails and Trustees' Policy Regarding Street Markings.)

Discussion

The Village Engineer has evaluated the request and does not support the installation of hash marks at 51 Park Street (see attached letter and email dated 5/6/14.)

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that we follow the advice of the Village Engineer.

Patty Benoit

From: Bruce Murdough <bmurdough@ccsuvt.org>
Sent: Friday, April 18, 2014 1:44 PM
To: Robin Pierce; Rick Jones; Rick Jones
Cc: Grant Geisler; Patty Benoit
Subject: 51 Park hash marks in road

Robin & Rick

The school dist would like to start the process for getting some hash marks painted in the north bound lane in front of the exit out of 51 Park St. When traffic stops at the light on the corners of Iroquois/Park/2a N for the light they don't stop in front of the exit.

The reason for this request is when exiting 51 Park and you are wanting to go north (towards 5 corners) it is next to impossible. I assume this might be a trustee type decision seeing it's in the right of way? (middle of the north lane). Thank you Robin and Rick for you help

--
Bruce Murdough
Director of Property Services
Chittenden Central Supervisory Union
2 Educational Drive
Essex Jct., VT 05452
Phone - (802) 879-5554
Fax - (802) 879-5529
Email - bmurdough@ccsuvt.org

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DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

Tel. (802) 878-3956
Fax (802) 878-2679
E-mail: HamlinEngineers@dlhce.net

April 23, 2014

RECEIVED

APR 25 2014

Village of Essex Junction

Mr. Robin Pierce
Village of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Re: 51 Park Street
Request for "hash marks in road"

Dear Mr. Pierce:

We have reviewed the request from the Chittenden Central Supervisory Union forwarded to our office via email on 04/21/2014 for the striping of a "do not block intersection" zone in the northbound lane of Park Street in front of the exit drive for the property at 51 Park Street. The request cites difficulty for vehicles exiting the drive to cross the southbound lane of Park Street and enter the northbound traffic stream due to queued vehicles at the existing traffic signal at Iroquois Avenue. We have attached a schematic of the area depicting the location of the requested "do not block intersection" zone, as we understand it.

The striping of a "Do Not Block Intersection/Drive" zones have been installed elsewhere in the Village. These installations are generally in locations in close proximity to the approach of a signalized intersection to accommodate left turning vehicles from the roadway into a side road or major access drive without unnecessarily impeding traffic flow; they are not intended or positioned to facilitate vehicles exiting drives. The use of these zones must be weighed carefully as they create a gap in the traffic queue upstream of the signal, which may result in premature termination of the green interval, thereby decreasing intersection capacity and performance.

The requested location of the "Do Not Block Intersection" zone across from the 51 Park Street exit drive is approximately 55' upstream of the northbound stop bar for the existing signal at Iroquois Avenue. This placement would allow only two queued vehicles from the stop bar before the gap in the traffic queue due to the proposed zone, which may result in early termination of the green interval as discussed above. In addition, the intended purpose of this requested zone is to accommodate vehicles exiting only this specific drive. In order for vehicles to exit the drive, cross Park Street, and turn into the traffic queue without blocking the southbound lane, the striped zone will have to be quite large to permit this movement; whereas in other installations throughout the Village the zone is relatively short to allow a vehicle to cross through the zone and not turn into it. In consideration of the above items, we do not support the installation of a "Do Not Block Intersection/Drive" zone in the northbound lane of Park Street across from the exit drive for 51 Park Street.

WATER SUPPLY AND DISTRIBUTION
WASTEWATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI LIFTS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

LABORATORY ANALYSIS
(WATER AND WASTE WATER)
LAND SURVEYING
SOLID WASTE MANAGEMENT

We have no further comments at this time. Please feel free to call if you have any questions, or if we may be of further service.

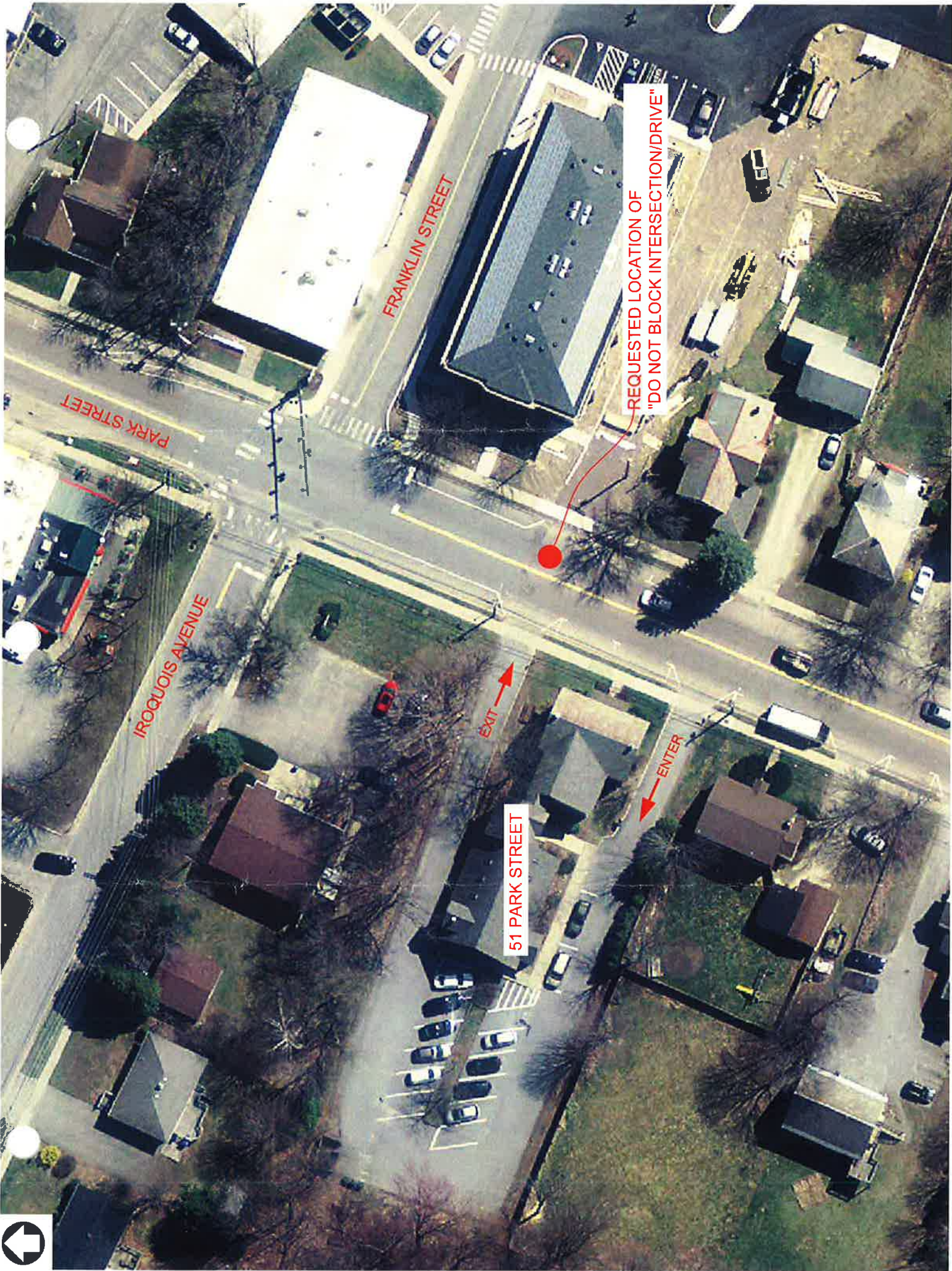
Respectfully,


Jeffrey P. Kershner, P.E.
Vice President

Enc.

Cc: Rick Jones

DONALD L. HAMLIN



REQUESTED LOCATION OF
"DO NOT BLOCK INTERSECTION/DRIVE"

FRANKLIN STREET

PARK STREET

IROQUOIS AVENUE

EXIT

ENTER

51 PARK STREET



Patty Benoit

Subject:

FW: Question

From: Bruce Murdough [<mailto:bmurdough@ccsuvt.org>]

Sent: Monday, May 05, 2014 11:17 AM

To: Patty Benoit

Cc: Grant Geisler

Subject: Re: Question

Patty,

A thought we have at the school dist is possibly moving our exit to the south driveway this would allow more cars to stack at the light?

Bruce Murdough

Director of Property Services
Chittenden Central Supervisory Union
? Educational Drive
Essex Jct., VT 05452
Phone - (802) 879-5554
Fax - (802) 879-5529
Email - bmurdough@ccsuvt.org

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Any inadvertent disclosure of this communication shall not compromise the confidential nature of the communication.

Patty Benoit

Subject: FW: Hash marks at 51 Park St.

From: Jeffrey P. Kershner, P.E. [<mailto:jkershner@dlhce.com>]
Sent: Tuesday, May 06, 2014 1:51 PM
To: Patty Benoit
Cc: Rick Jones
Subject: RE: Hash marks at 51 Park St.

Hi Patty –

Swapping of the entrance and exit drives for the property at 51 Park Street will provide approximately 130 feet upstream of the northbound stop bar for the existing signal at Iroquois Avenue. While this will allow approximately five queued vehicles from the stop bar before the gap in the traffic queue due to the proposed zone, this may still result in early termination of the green interval as discussed in our initial letter dated April 23, 2014.

The striping of “Do Not Block Intersection/Drive” zones in the Village are intended to accommodate left turning vehicles from the roadway into a side road or major access drive without unnecessarily impeding traffic flow; they are not intended to facilitate vehicles exiting drives.

Even with the proposed swapping of the access drives as suggested by Mr. Murdough, we continue to not support the installation of a “Do Not Block Intersection/Drive” zone in the northbound lane of Park Street across from either of the drives for 51 Park Street.

Please do not hesitate to contact me if there are any questions or if we may be of further service regarding this matter.

Jeff

Jeffrey P. Kershner, P.E.
Vice President
Donald L. Hamlin Consulting Engineers, Inc.
136 Pearl Street
Essex Junction, Vermont 05452
Phone: 802-878-3956 Fax: 802-878-2679
Email: jkershner@dlhce.com
www.dlhce.com

*** Please note new email address: jkershner@dlhce.com

From: Patty Benoit [<mailto:patty@essexjunction.org>]
Sent: Monday, May 05, 2014 4:04 PM
To: jkershner@dlhce.net
Cc: Rick Jones
Subject: Hash marks at 51 Park St.

Jeff,

VILLAGE OF ESSEX JUNCTION TRUSTEES' POLICY REGARDING STREET MARKINGS

Purpose: To provide staff direction regarding street markings for public safety and to maximize public resources.

Section 1. Crosswalks

- ▶ Shall be located on the sidewalk side of all Class 1 and 2 highways across all intersecting public roadways.
- ▶ All other crosswalks shall be approved on a case-by-case basis by the Village Trustees. (See Appendix for approved locations.)

Section 2. Stop Bars

Stop bars will be painted at every crosswalk where there is a stop sign, and at every signalized intersection.

Section 3. Hash Marks

Hash marks, to notify motorists not to block traffic, shall be located on Lincoln Street at the entrance to Lincoln Hall Square, on Lincoln Street at the entrance to Lincoln Terrace, at the three entrances to 4 Park Street (Lincoln Inn), 12 Park Street (Five Corners Laundry), the main entrance to 34 Park Street, 36 Park Street (Depot Home and Garden), the entrance between 8 and 10-12 Pearl Street (The Growth Center and Owen Jenkins law office) and at the intersection of Main Street and Railroad Ave.

Section 4. Center Line Markings

Center line markings shall be on all Class 1 and 2 highways, on River Street and on Brickyard Road.

Section 5. Edge Line Markings

Edge line markings shall be on all Class 1 highways, and on River Street and Mill Street.

Section 6. Materials

All street markings shall be painted.

Emphasis will be placed on painting street markings as soon as weather allows in the Spring of each year. Class 1 and 2 centerline markings are maintained by the State.



Rick Jones
Public Works Superintendent
Rick@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: Rick Jones, Public Works Superintendent *RJS*
DATE: May 5, 2014
SUBJECT: Bid Award for Dump Truck

Issue

The issue is whether or not the Trustees will award the bid for a 2014 dump truck.

Discussion

The Village of Essex Junction advertised for bids for a 2014 dump truck for the Public Works Department. We specified bids must be based on the trade-in of a 2002 dump truck. The following bids were received on 4/28/14:

<u>Company</u>	<u>Bid</u>
J & B International Trucks – Option 1	\$ 112,704.01
J & B International Trucks – Option 2	114,685.78
Clark's Truck Center – Option 1	114,414.00
Clark's Truck Center – Option 2	117,174.00
R.R. Charlebois	\$ 122,130.00

Cost

The amount budgeted in the Rolling Stock Fund for FYE 15 is \$148,350.00. The four lowest bids did not meet all of the specifications. The highest bid of \$122,130.00 did meet the specifications and is under budget.

Recommendation

It is recommended that the Trustees award the bid for the dump truck to the lowest qualified bidder, R.R. Charlebois, Inc. for the not-to-exceed amount of \$122,130.00.



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

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

MEMORANDUM

TO: Village Trustees
FROM: Darby Mayville, Community Relations and Economic Development Assistant DEM
DATE: 5/13/14
SUBJECT: Robert Sincerbeaux Fund Grant

Issue

The issue is whether or not the Village should apply for the Robert Sincerbeaux fund grant.

Discussion

The Brownell Library is in need of a historical condition evaluation. Staff would like to apply for the Robert Sincerbeau fund grant, through the Preservation Trust of Vermont, in order to complete this evaluation at a lower cost to the Village.

Should the Village receive this grant, we would use it to partner with the Preservation Trust of Vermont to hire a preservation contractor or architect to evaluate the condition of the Brownell Library. The consultant will prepare a report that prioritizes repairs and includes rough cost estimates. This will allow the Village to plan and budget for future repair and maintenance needs.

The following are known issues with the building, as identified by Library Director Penny Pillsbury:

- The shutters are original and need of inspection and possible repair;
- The brickwork mortar pointing needs to be checked and fixed if necessary;
- The window frames are original and in poor condition;
- The roof on the library addition is in poor condition;
- The library has yearly flooding issues.

Cost

The total cost of this project will be \$500, and the Village will pay \$250 (50%).

Recommendation

It is recommended that the Trustees make a motion to authorize staff to submit the Robert Sincerbeaux Fund grant application.

DRAFT

Ms. Elise Seraus
Preservation Trust of Vermont
104 Church Street, Suite 21
Burlington VT 05401

Dear Ms. Seraus,

The Village of Essex Junction is interested in applying for a Robert Sincerbeaux Grant for a condition assessment of the Brownell Library. The Brownell Library is eighty-eight (88) years old, and has never undergone comprehensive condition evaluation. We believe that it is integral to our strategic planning needs to have one completed, as it will allow us to budget for future repairs and maintenance issues.

The Brownell Library is a public building, and thousands of patrons from all walks of life come through our doors each year. Some describe the library as the “living room” of Essex Junction. As a result of this, we feel that we have a strong responsibility to keep this building in pristine historical condition. The Brownell Library is not currently on either the state or federal Register of Historic Places.

Known issues with the building are as follows:

- The shutters are original and need of repair;
- The brickwork pointing is in need of updates;
- The window frames are in poor condition;
- The roof on the library addition is in poor condition;
- The library has yearly flooding issues.

We have also attached a picture of the Brownell Library with this letter.

Please let us know if you have any additional questions.

Sincerely,

Patrick Scheidel
Village Manager



CHITTENDEN COUNTY RPC
Communities Planning Together

110 West Canal Street, Suite 202
Winooski, VT 05404-2109
802-846-4490
www.ccrpcvt.org

May 5, 2014

RECEIVED

MAY 06 2014

Ms. Patrick Scheidenl
Essex Junction Village Manager
2 Lincoln Street
Essex Junction, VT 05452

Village of Essex Junction

Dear Ms. ^{Pat}Scheidenl:

The Chittenden County Regional Planning Commission (CCRPC) bylaws provide for several standing committees including a Planning Advisory Committee (PAC) to oversee the CCRPC's regional planning activities and policy development as specifically described in items 1-13 of Article XI – Committees; E. Planning Advisory Committee. In particular, the PAC is responsible for reviewing municipal plans and Act 250 permits.

The terms of PAC members will be for two years beginning July 1st and communities whose beginning letter falls between A-L shall appoint a representative to serve beginning in odd number fiscal years; FY2015 in this case.

We would ask you to please have your legislative body take action to appoint a representative and alternate to the PAC for a term of two years beginning July 1, 2014 through June 30, 2016 (fiscal years 2015 & 2016). The PAC has been meeting monthly as needed.

Please complete the enclosed letter of appointment and return it to us in the self-addressed envelope (or scan and email to me at bferenc@ccrpcvt.org) by June 30, 2014.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Bernadette".

Bernadette Ferenc
Transportation Business Manager

Attachment

cc: PAC Representative: Robin Pierce
PAC Alternate: John Alden

Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404-2109

Ladies & Gentlemen:

This will inform you that at our meeting of _____ we voted to appoint the following as our representative and alternate to the Chittenden County Regional Planning Commission's Planning Advisory Committee (PAC) for a term of two years commencing July 1, 2014 and ending June 30, 2016:

PAC Representative: Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax number: _____

Alternate Representative: Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Fax number: _____

Very truly yours,

Signature

Name and Title

Municipality

VILLAGE OF ESSEX JUNCTION

Trustees' Policy Regarding Sidewalks

A. PURPOSE & NEED

Essex Junction has always prided itself on being a pedestrian friendly community. Pedestrians have access to the Village's commercial districts, schools, parks and residential areas via the public sidewalk network.

The primary purpose of sidewalks is to provide connectivity and give residents the ability to circulate within the community in a safe manner. Sidewalks are also used for recreation, exercise and serve as a place for social interaction. Finally, sidewalks are important from an economic development standpoint by providing access to commercial businesses and jobs.

Essex Junction does not provide bus services for Village students, so it is essential that Essex Junction have an adequate pedestrian network in place, which is adequately maintained. It is expected that sidewalks will be plowed prior to the start of school to allow children to walk to school.

The expectation that sidewalks be cleared prior to the start of school, the demand placed on the road crew to maintain an expanding sidewalk network, and the cost of reconstructing sidewalks is straining our limited municipal resources. The intent of this sidewalk policy is to better allocate our resources to enhance the safety and connectivity of the sidewalk network, prioritize winter sidewalk plowing and to establish a policy to guide the long term maintenance and reconstruction of the sidewalk network. The overall goal of this policy is to maintain and enhance pedestrian connectivity while maximizing the use of public resources.

B. EXISTING CONDITIONS

Sidewalk Network

The Village of Essex Junction currently has 38 total miles of sidewalk to plow, reconstruct and maintain (See Figure 1). The sidewalk network evolved over time on a development by development basis with no community sidewalk master plan to serve as a guide. As a result some major state highways with high vehicular and pedestrian travel have a sidewalk only on one side of the street and some low traveled residential streets have sidewalks on both sides of the street. Generally the higher the vehicular and pedestrian travel, the greater the potential conflict between the two modes of travel and the need for sidewalks on both sides of the street.

Class 1 State highways have the highest vehicular travel and for the most part have sidewalks on both sides of the street and traffic signals at major intersections. Class 2 highways are roads that connect state highways and/or other class 2 highways. They have the next highest volume of vehicular travel. Although South Street from its intersection with Park to the West Street intersection has sidewalks on both sides of the street, the remainder of Class 2 highways only have sidewalks on one side of the street. Class 3 roads are residential roads, which include some major collectors. They generally have the lowest volume of vehicular travel. Some Class 3 residential streets have no sidewalks; some have a sidewalk on one side of the street, and some have a sidewalk on both sides of the street.

C. FUTURE CONDITIONS

Methodology

Several site specific conditions were considered in developing the future sidewalk plan including, but not limited to, safety, physical barriers in the right-of-way, traffic volumes, connectivity, school connections and density. The effect of these criteria on the development of the future sidewalk plan will be discussed more fully in the following section on the plan.

A study done for the Federal Highway Administration (FHWA) on sidewalk placement and safety played a significant role in developing the sidewalk plan. The guidelines were attained from the book entitled Best Development Practices by Richard Ewing.¹ The FHWA study recommends using the guidelines listed in Table 1 to assist in determining the best location for sidewalks. The basis for the guidelines is that generally there is a direct correlation between density, traffic volumes and safety. However, Ewing does note that the issue of connectivity must be considered because some neighborhoods might meet the density requirement for a sidewalk, but because the neighborhood does not provide a through connection, a sidewalk may not be required.²

Table 1

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

D. GOALS AND OBJECTIVES

Based on the Purpose & Need and Existing Conditions, the following goals and objectives have been identified:

Goals

1. Maintain and enhance pedestrian connectivity
2. Reduce future capital reconstruction liability
3. Stabilize maintenance costs (i.e. snow plowing, etc.)

¹ R.L. Knoblach et al., Investigation of Exposure Based Pedestrian Accident Areas: Crosswalks, Sidewalks, Local Streets and Major Arterials, Federal Highway Administration, Washington, D.C. 1988, p. 143

² Ewing, Richard. Best Development Practices. Chicago, IL: American Planning Association, 1996

4. Establish a database to monitor the condition of the sidewalk network and prioritize future capital projects

*Objectives***

1. Maintain one sidewalk on all residential streets that currently have at least one sidewalk
2. Sidewalks on both sides of Class 1 and 2 Highways and Major Collectors
3. Add sidewalks to Class 1 and 2 Highways that currently have only one sidewalk
4. Add one sidewalk to residential streets that currently have no sidewalks, a density between 1 and 4 units per acre AND which provide a key through connection
5. Add a second sidewalk on residential streets that have a density of at least 4 units per acre and provide an important pedestrian linkage
6. Remove sidewalks on residential streets with a density equal to or less than 4 units per acre and which do not provide a through connection
7. As resources become available a comprehensive inventory of the condition of the sidewalk infrastructure should be completed in concert with the roadway network. In the past, the Chittenden County Metropolitan Planning Organization (CCMPO) completed a similar assessment for the Village in 1990 and 1997. However, since that time the CCMPO has developed GIS based software to track the condition of infrastructure. The Village should develop a database of infrastructure conditions as resources permit.

E. SIDEWALK AND BIKE PATH PLAN

Figure 2 shows the Future Sidewalk & Bike Path network in Essex Junction. The plan was established using the objectives listed above as guidance for the removal of sidewalks and sidewalk additions. However, several other site specific factors mentioned above played a significant role in establishing where to propose sidewalk additions. Several residential streets in the Village meet the guidelines in Table 1 for the addition of one or more sidewalks, but are not included on the future sidewalk map. Physical barriers such as excessive slopes, street trees and infrastructure (power poles, fire hydrants, etc.) precluded the ability to provide a sidewalk addition on several residential streets, particularly in the Village's traditional neighborhoods. Neighborhoods such as Indian Acres and the Villa Drive neighborhood met the density requirement for at least one sidewalk, but due to the absence of through traffic, houses having shallow front setbacks, large street trees and narrow street design to slow traffic, sidewalks are not recommended for these neighborhoods. The overall goal of the plan, to increase the connectivity of the sidewalk network and to maximize Essex Junction's capital resources appears feasible with an overall reduction in the length of sidewalks by approximately 26,022 feet while at the same time improving connectivity where possible.

Table 2: Length of Sidewalk to be Added and Removed

Additions:	11,795 feet
Removed:	43,103 feet
Difference:	-31,308 feet

**Does not include 8,672 Feet for Route15 bike path (not a Village project)

Tables 3 and 4 list the sidewalks to be added and removed respectively.

F. IMPLEMENTATION

The sidewalk plan will be implemented over an extended period of time. Essex Junction does not plan to immediately remove sidewalks. The Village will phase these sidewalks out over time in association with other reconstruction projects or when they are in a state of disrepair.

Removal of Sidewalks

Remove sidewalks on residential streets that currently have sidewalks on both sides when any of the following occur:

- a. The sidewalk conditions become unsafe or are not in compliance with the Americans with Disabilities Act.
- b. The street and/or the sidewalk on the other side of the street are reconstructed.
- c. A major repair or construction of other municipal infrastructure that would impact a significant portion of the sidewalk that is not on the Future Sidewalk & Bike Path Plan.
- d. A majority of the residents on a street request the sidewalk be removed AND it is approved by the Village Trustees.

Sidewalk Additions

Add sidewalks (as identified in Table 3) as money becomes available in the capital plan and/or outside funding sources are obtained. Also, the Planning Commission should require a developer to install future sidewalk and bike path connections that would service their development. The Official Map may be an effective tool for integrating private developments into the overall sidewalk plan or incorporation of the sidewalk and bike path plan into the Land Development Code.

G. PRIORITIZATION FOR ADDING SIDEWALKS

The following prioritization will be used in the expenditure of capital funds on the addition of sidewalks. The Village may choose to install a sidewalk that is lower on the priority list in association with the reconstruction of a sidewalk on the opposite side of the street

1. Add sidewalks on Class 1 Highways
2. Add sidewalks on Class 2 Highways
3. Add sidewalks on residential streets with a density of between 1 and 4 units and which provide a through connection
4. Add a second sidewalk on residential streets

H. PLOWING

Figure 3 shows the current sidewalk plowing plan, which is broken down into two distinct plow routes. Based on the purpose and need for a comprehensive sidewalk network, the goals of the plowing plan are to maximize the Village's Public Works resources while maintaining a safe, efficient and interconnected sidewalk network in the winter months that provides access to all areas currently served by the sidewalk network. It is essential that children and residents alike have the ability to safely and efficiently access the schools and employment centers prior to their opening in the morning. Therefore, to meet the goals of the sidewalk plan the following criteria were used as general guidelines in developing the plow routes:

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets*, except streets that have been identified as a key connection to Village Schools
3. Plow the right side of the dead end streets where sidewalks exist on both sides
4. Plow both sides of streets that provide key connections to the schools

*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

TABLE 3
SIDEWALK ADDITIONS

Street Location	Between	Priority
West Side of Main Street	Educational Drive and Athens Drive	1
Route 15 Bikepath - Pearl St. and RR ROW	Park Street to Susie Wilson Road	N/A
Lincoln Street	56 Lincoln Street to St. James Place	1
River Street Sidewalk	Park Street to IBM Gate	2
Along the Railroad ROW	Main Street and Maple Street	N/A
West Side of West Street	South Street and Hiawatha Avenue	2
East Side of West Street	Killoran and West Street Ext.	2
North Side of Iroquois Avenue	Park Street and South Summit	4
South Side of Central Street	Railroad Avenue and Educational Drive	4
South Side of Park Terrace	Park Street and School Street	3

TABLE 4
SIDEWALKS TO BE REMOVED

Street Location	Between	Schedule Removal
Outside loop of Beech Street	All	
Western side of Aspen Drive	All	
Western side of Tamarack	All	
South side of Hubbel's Falls	Bridge and Beech Street	
Outer Loop of Vale Drive	All	
West side of Countryside Drive	All	
Eastern side of Corduroy Road	All	
Outer Loop of Kiln and Mason Drives	All	
Eastern side of Woods End Drive	All	
West side of Rivendell	All	
North Side of Briar Lane	All	FY 07'

West side of Maplewood Lane	All	
South side of Taft Street	All	FY 08'
East side of Drury Drive	Upland and cul de sac	
North side of Crestview Drive	Drury and Upper Main	
North side of Densmore Drive	All	FY 10'
West side of Killoran Drive	All	
West side of Loubier Drive	All	
West side of Orchard Terrace	All	FY 07'
West side of Doon Way	All	
East side of Brownell Drive	All	
West side of Cascade Court	All	
Outer loop on Southhill Drive	All	
Outer loop of Greenwood and Redwood	All	
Eastern side of Southview Road	All	

Adopted by the Village Trustees 10/11/05. Revised 1/8/13.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager
DATE: May 13, 2014
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

May 24 at 10 AM – Memorial Day Parade

May 27, 11 AM - 5 PM – Trustees Retreat

- FYE 15 Water Rate Hearing
- Presentation from Heart and Soul

June 3, 3-5 PM – Employee Appreciation Party

June 10 at 6:30 – Regular Trustees Meeting

- Exit interviews for outgoing Commission & Board members
- Library Long Range Plan Presentation
- Discuss Extension of Agreement with School District for Recreation Dept.
- Resolution to cover budget overages

June 24 at 6:30 – Regular Trustees Meeting

- Interviews/Appointments to Commissions, Committees & Boards
- Annual appointments for Clerk, Attorney, Fire Chief & Engineer
- Set FYE 15 water/sewer/sanitation rates

July 4 at 9:30 PM – Fireworks at Maple Street Park

July 8 at 6:30 – Regular Trustees Meeting

July 19, 5-10 PM – Block Party & Street Dance

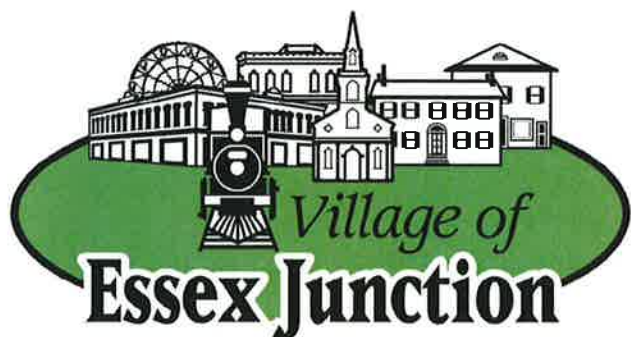
July 22 at 6:30 – Regular Trustees Meeting



EMPLOYEE APPRECIATION PARTY

Tuesday, June 3, 3-5 p.m., On Tap Bar and Grill

The Village Trustees and Administration would like to thank you for your service! Please join us for great appetizers. The Village will pay for your non-alcoholic beverages. There will be a cash bar. We hope to see you there!



**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
April 17, 2014**

MEMBERS PRESENT: Diane Clemens (Chairwoman); Andrew Boutin, Nick Meyer. (Aaron Martin, David Nistico, Amber Thibeault, and John Alden were absent.)
ADMINISTRATION: Robin Pierce, Development Director.
OTHERS PRESENT: Greg Rabideau, Brett Grabowski, Chris Lathrop, Jeff Nick.
AGENDA: 1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Work Session: Comprehensive Plan
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

Diane Clemens called the meeting to order at 6:10 PM and noted without a quorum no action can be taken on agenda items.

2. AUDIENCE FOR VISITORS

Greg Rabideau representing the approved redevelopment project at 4 Pearl Street discussed a proposal to convert the property at 8 Pearl Street (which is again up for sale) to additional parking for the retail portion of the 4 Pearl Street project. Two possible Sketch plans were shown of the lot at 8 Pearl Street one completely converted to parking and the second with a portion of the house retained and the remainder of the lot converted to parking. The house is on the National Register and part of the village inventory for the Historic Village Center. The house needs significant repair and the developer felt restoring the house would not be economically viable. The cost of restoration would require a very high rent for the space. The Planning Commission was asked for an opinion on removing the house and adding parking to the site or if there might be a Village purpose or communal use for the house if the house is maintained on the lot. Removal of the house would have to be approved by the Planning Commission and Vermont Department of Historic Preservation.

Observations from the Planning Commission included:

- The concern about lack of parking for the retail portion of the proposed development at 4 Pearl Street was expressed when the proposal was reviewed and still remains.
- Removing the historic structure at 8 Pearl Street (house) and converting the lot to parking allows parking along Route 15 to begin to “creep” up Pearl Street to other historic buildings. This is a concern.
- The Planning Commission has been hesitant to allow parking facing the street. In an attempt to maintain a ‘village feel’ parking should be behind the building.

Parking in the front of the lot in the village historic district is expressly prohibited in the LDC. (The applicant noted there are ways to make parking “disappear” with decorative walls and such.)

- Maintaining the building and gaining parking on the westerly side only (where the loading area was approved at 4 Pearl Street) is one possibility to consider. (The applicant noted the price of gaining only 11 parking spaces as opposed to 18 if the building is removed would be very expensive. The house at 8 Pearl Street is marginal in its leasability.)
- A Village purpose or communal use of the house may be possible. Further investigation is needed. There are organizations in the Village looking for space and if the house is up for donation or trade for parking an arrangement might be possible. There is concern about the presence of lead paint in the house at 8 Pearl Street especially if young children will be in the space.

Diane suggested that the developer could provide illustrations of the site with the building removed. Greg Rabideau will return to a future Planning Commission meeting when a quorum is present with more illustrations of options for the properties at 4 Pearl & 8 Pearl Street.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Robin Pierce announced the Village received a Federal Finding of No Significant Impact by the Crescent Connector roadway so the project can move forward with development of plans and right-of-way acquisition.

4. MINUTES

April 3, 2014

Postponed until the next meeting due to lack of a quorum.

5. WORK SESSION: COMPREHENSIVE PLAN

Transportation

The following was noted:

- The responses from CCTA to questions from the Planning Commission were reviewed. There was agreement the Village is served fairly well by CCTA.
- The text on CCTA in the plan is now much clearer than in the past.
- Every occurrence of “five corners” in the text should be shown as a proper name (i.e. as “Five Corners” with capitals).
- In Section 8.4 (Public Transportation) – delete or explain the statement reading: “Error! Reference source not found. provides the most recent history of ridership on this service which is experiencing rising popularity.”
- In Section 8.6 (Transportation Goals):
 - Objective 2.8 – correct the spacing (remove embedded tabs).
 - Add Objective 3.4 to read: “Utilize all traffic calming techniques and strategies available.”
 - Objective 4.4 – delete “in lieu contributions”.

- Objective 5.5 – rewrite to read: “Utilize Bike-Walk Advisory Committee to recommend projects and pursue funding sources and conduct bike/ped education to encourage safety and visibility.”

Nick Meyer asked about the threshold to mandate improvements to a private road serving multiple families. Robin Pierce suggested adding language to the Land Development Code when the update is done to read: “Any private road that serves more than five (5) units of housing or properties must be built to Village standards when approved or if the application is being modified or if the number of units is being increased.”

6. OTHER PLANNING COMMISSION ITEMS

Affordable Housing Work Session with Board of Trustees

It was noted there was an article in the *Seven Days* publication about the residents of Thasha Lane. Nick Meyer suggested before the Planning Commission begins updating the Land Development Code a joint work session should be held with the Planning Commission and Board of Trustees to discuss mandating some affordable units as part of large residential developments in the village.

Next Meeting

May 1 (work session)

Agenda: Land Use
 Transportation
 Implementation
 Top five goals & priorities for the plan
 Maps
 Approve minutes (April 3 & 17)

7. ADJOURNMENT

The meeting adjourned at 7:35 PM.

Rcdg Scty: MERiordan





89 Main Street, Suite 4
Montpelier, Vermont 05602

Directions to the Capitol Plaza:

Take Exit 8 off Interstate 89. Exit ramp will merge with Route 2. At second stop light, turn left onto Bailey Avenue. At intersection, turn right onto State Street. Vermont State House is on your left; Capitol Plaza Hotel is one-half block farther on the right.

Parking is available behind the Capitol Plaza. A parking permit will be emailed to you in advance or you may pick one up at the registration table.

THE MUNICIPAL DOG CONTROL WORKSHOP

Thursday, May 29, 2014
Capital Plaza Hotel
Montpelier, Vermont

PRSRST STD
U.S. POSTAGE PAID
MONTPELIER, VT
PERMIT NO. 358



Board of Trustees
ESSEX JUNCTION VILLAGE
2 LINCOLN ST
ESSEX JUNCTION VT 05452-3154

RECEIVED

APR 25 2014

Village of Essex Junction

THE MUNICIPAL DOG CONTROL WORKSHOP - THURSDAY, MAY 29, 2014

Who Should Attend and Why

Springtime in Vermont brings the melting of snow, the flowing of sap, the spinning of tires in mud, and, of course, dog complaints, dog complaints, and more dog complaints. Whether they're running at large or nipping the neighbors, our little four-legged friends seem to get into all sorts of trouble at this time of year which translates into causing all sorts of headaches for town officials. This workshop is designed for municipal clerks, selectboard members, health officers, animal control officers, and those designated to enforce dog ordinances. There will be plenty of time for questions in all of the presentations.

Presentations and Speakers:

- **Canine Control – Who is Responsible for What?**
Sarah Jarvis, Staff Attorney II
VLCT Municipal Assistance Center
- **Regulating Dogs With or Without a Local Ordinance**
Garrett Baxter, Senior Staff Attorney
VLCT Municipal Assistance Center
- **The "Vicious" Dog Hearing**
Gwynn Zakov, Staff Attorney I
VLCT Municipal Assistance Center
- **Creating an Effective Dog Licensing Program**
Donna Kinville, City Clerk, City of South Burlington
Additional Speakers to be Announced

REGISTRATION FEE (PER PERSON):

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

**PLEASE REGISTER
BY MAY 22.***

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 3:30 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.

STATE OF VERMONT
NATURAL RESOURCES BOARD
DISTRICT #4 ENVIRONMENTAL COMMISSION
111 West Street
Essex Junction, VT 05452

RECEIVED

MAY 05 2014

Village of Essex Junction

RE: 4 Pearl Street Investments, LLC
32 Seymour Street
Williston, VT 05495

Application #4C1264
Hearing Recess Order
10 V.S.A. §§ 6001-6092 (Act 250)

I. Introduction

On April 24, 2014, the District Commission held a public hearing for the above referenced application located at 111 West Street, Essex Junction. A site visit was held immediately preceding the hearing. Pursuant to Act 250 Rule 13(B), the Commission recessed the hearing pending submittal of additional information by the Parties as set forth below.

II. Party Status

- A. The following persons have party status pursuant to 10 V.S.A. § 6085(c)(1):
1. The **Applicant** was represented at the hearing by Greg Rabideau, Rabideau Architects; Peter Smiar, Civil Engineering Associates, Inc.; Roger Dickinson, Lamoureux and Dickinson; Robert Rushford, Gravel and Shea; and Brett Grabowski, Milot Real Estate.
 2. The **Vermont Division for Historic Preservation** was represented at the hearing by Jamie Duggan, Historic Preservation Review Coordinator.
- B. At the hearing the Chair preliminarily granted party status to the following parties under the listed criteria:
1. Anne and Matthew Whyte, 10 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 2. Frank Naef, 4 Park Terrace, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 3. Hugh Gibson, 6 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 4. Peter Sloan, 8 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 5. Linda McKenna, 9 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 6. Matthew and Christine Diem, 4 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
- C. The District Commission allowed the following persons to participate pursuant to 10 V.S.A. § 6085(c)(5).
1. Michael Munson, 83 Park Street, Essex Junction; Participated at the hearing under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
 2. Henri de Marne, 11 Skyline Drive, Essex Junction; Participated through a letter dated April 15, 2014 addressing Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).

Pursuant to 10 V.S.A. § 6085(c)(6), the Commission will re-examine its party status decisions prior to the close of the hearing and will state its final party status decisions either in the decision it issues on the case or in a separate memorandum.

III. Supplemental Evidence

Pursuant to Act 250 Rule 20(A), and with regard to the testimony provided, the Commission requires that the **Applicant** submit the following information:

1. A Landscape Plan.
2. A completed ComCheck report.
3. Assurance that the proposed project can be adequately served by trucks that meet Park Terrace's 16,000 lb. vehicle weight limit.
4. Revised plans and proposed conditions addressing any additional mitigation measures that would help to alleviate pedestrian safety concerns along Park Terrace, or in the alternative a statement as to why Applicant contends that additional mitigation measures are not necessary. The Applicant should solicit input from the Criterion 5 parties in developing any mitigation proposals.
5. A Memorandum articulating the legal basis for including the traffic impact numbers from the former People's United Bank branch in the calculation of the traffic impacts of the project.
6. A statement whether the Applicant has any objection to including conduit for electric vehicle charging stations in the project.
7. An explanation of whether the parking configuration and traffic flow on the project site could be reconfigured to avoid the potential conflicts at the lower end of Park Terrace.
8. A Memorandum addressing the Project's harmony with its surroundings considering its mass and height. In particular, explain any additional mitigating steps to improve the Project's harmony with its surroundings, or in the alternative provide a detailed explanation as to how the Project will be in harmony as designed. Please identify any clear written community standards intended to preserve the aesthetics of the area.

With regard to the testimony provided, the Commission requires that **the parties/persons listed under Section II, Subsection B above** submit the following information:

1. A Memorandum identifying any clear written community standards intended to preserve the aesthetics of the area.

With regard to the testimony provided, the Commission requires that **Jamie Duggan**, Historic Preservation Review Coordinator, DHP submit the following information:

1. His Curriculum Vitae.
2. A written statement outlining the DHP's position on the proposed project, including proposed mitigation, if any.

With regard to the testimony provided, the Commission requires that **Linda McKenna** submit the following information:

1. The "Vision Statement" from which she cited at the hearing. Please include the relevant portions, the date of the statement, and whether or not it is currently in effect.

IV. Intragovernmental Cooperation

Per 10 V.S.A. § 6024, other departments and agencies of state government shall cooperate with the board and make available to it data as may be needed to assist the board in carrying out its duties and functions.

Pursuant to 10 V.S.A. § 6024, the Commission requires the **Vermont Agency of Transportation (VTrans)** to submit the following information:

1. Information regarding the impact of the proposed project on traffic congestion and safety at the Five Corners. The Commission understands that the Village of Essex Junction has jurisdiction over VT Route 15 at the Five Corners. However VT Routes 2A and 117 are subject to VTrans' jurisdiction in this area.
2. Information regarding the application of the fair share policy on any planned highway improvements including but not limited to the Crescent Connector.

V. Order

1. The Commission requests the above **documentation be provided to all parties listed on the attached certificate of service** and that **four (4) paper sets plus a digital version** of the documentation be submitted to the District Commission Office on or before **Monday, May 19, 2014**. All filings must be received in the District Commission office no later than **4:30 p.m.** on the date scheduled, unless another time is specifically required or authorized. The Commission requests that the Commission's digital version be supplied on a CD-ROM or attached as an email to the NRB public folder ([nrb-act250\[district office\]@state.vt.us](mailto:nrb-act250[district office]@state.vt.us)) or, if larger than 3 MB in size, uploaded to the NRB ftp site (see <http://www.nrb.state.vt.us/lup/publications/efilingguidelines.pdf>). Any upload to the NRB ftp site should be followed up with an email to the NRB public folder and to the District Coordinator informing that the files have been uploaded.

Telefax filings are not permissible, unless specifically requested and authorized by the Coordinator. **The parties will have until Friday, May 30, 2014 to submit any rebuttals.**

After the above information has been received, the Commission will reconvene the hearing only if there are outstanding questions or if a party has reasonable questions about the additional information. If the information has not been received within 30 days from the date of this notice, or if the hearing is not reconvened, the Commission will set a date for adjournment and issue a final decision based on the existing record following a full deliberation of the issues. If the applicant wishes to continue the recess beyond 30 days from the date of this notice it must notify the District Commission in writing on or before the 30th day.

An appeal from this order may be filed with the Environmental Court in accordance with 10 V.S.A. Chapter 220 and the Rules for Environmental Court Proceedings.

If any party has any questions or wishes to request the hearing be reconvened, please call the district coordinator, Stephanie H. Monaghan at 802/879-5662.

Dated at **Essex Junction**, Vermont this **2** day of May, 2014.



Thomas A. Little, Chair
District #4 Environmental Commission

CERTIFICATE OF SERVICE

I hereby certify on this 2nd day of May, 2014, a copy of the foregoing ACT 250 HEARING RECESS ORDER #4C1264, was sent by U.S. mail, postage prepaid to the following individuals without email addresses and by email to the individuals with email addresses listed.

Note: any recipient may change its preferred method of receiving notices and other documents by contacting the District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify our office of any email address changes. All email replies should be sent to nrb-act250essex@state.vt.us. Please note you can now fill out and submit the Act 250 survey online at: <http://permits.vermont.gov/act250-survey>.

4 Pearl Street Investments LLC
c/o Brett Grabowski
32 Seymour Street
Williston, VT 05495
brett@milotrealestate.com

Roger Dickinson
Lamoureux & Dickinson Consulting Engineers
14 Morse Drive
Essex, VT 05452
roger@ldengineering.com

Greg Rabideau
Rabideau Architects
550 Hinesburg Road
S. Burlington, VT 05403
greg@rabideau-architects.com

Peter Smiar
Civil Engineering
10 Mansfield View Lane
S. Burlington, VT 05403
psmiar@cea-vt.com

Robert Rushford, Esq.
Gravel and Shea
76 St. Paul Street, PO Box 369
Burlington, VT 05402-0369
rrushford@gravelshea.com

Chair, Village Trustees/Chair, Village Planning Commission
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

Chair, Selectboard/Chair, Planning Commission
Town of Essex
81 Main Street
Essex Jct., VT 05452

Charlie Baker, Executive Director
Regina Mahony, Senior Planner
Chittenden County Reg Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
cbaker@ccrpsvt.org; mahony@ccrpsvt.org

Elizabeth Lord, Land Use Attorney
Agency of Natural Resources
National Life Drive, Davis 2
Montpelier, VT 05602
anr.act250@state.vt.us

Barry Murphy/Vt. Dept. of Public Service
112 State Street, Drawer 20
Montpelier, VT 05620-2601
barry.murphy@state.vt.us

Craig Keller
Utilities & Permits/VTrans
One National Life Drive, Drawer 33
Montpelier, VT 05633
craig.keller@state.vt.us

Beth Fenstermacher, Act 250 Coordinator
Vt. Agency of Agriculture, Food & Markets
116 State Street, Drawer 20
Montpelier, VT 05620-2901
beth.fenstermacher@state.vt.us

Division for Historic Preservation
National Life Building, Drawer 20
Montpelier, VT 05620
scott.dillon@state.vt.us
james.duggan@state.vt.us

Anne and Matthew Whyte
10 School Street
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duany.whyte@hotmail.com

Frank Naef
4 Park Terrace
Essex Jct., VT 05452
frankvermont@comcast.net

Hugh Gibson
6 School Street
Essex Jct., VT 05452

Peter Sloan
8 School Street
Essex Jct., VT 05452
skislovt@comcast.net

Linda McKenna
9 School Street
Essex Jct., VT 05452
Mckenna.linda@gmail.com

Matthew and Christine Diem
4 School Street
Essex Jct., VT 05452
matthewd@burton.com

Michael Munson
83 Park Street
Essex Jct., VT 05452
mjmunson@aol.com

Henri de Marne
11 Skyline Drive
Essex Jct., VT 05452

FOR YOUR INFORMATION

District #4 Environmental Commission
Thomas A. Little, Chair
Marcy Harding/Thomas Getz
111 West Street
Essex Junction, VT 05452

Jason Starr
The Essex Reporter
jason@essexreporter.com

Dated at Essex Junction, Vermont, this 2nd day of May, 2014.

Christine A. Commo

Natural Resources Board Technician
879-5614
christine.commo@state.vt.us

W:\NRB\DIST4\PROJECTS\4C1251-4C1500\4C1264\4C1264 csHearingNotice.docx



State of Vermont
AOT - Traffic Operations
1 National Life Drive
Montpelier VT 05633-5001
www.aot.state.vt.us

[phone] 802-828-2696
[fax] 802-828-2437
[ttd] 800-253-0191

Agency of Transportation

May 2, 2014

RECEIVED

MAY 07 2014

Village of Essex Junction

Patrick Sheidel
Essex Junction Village Manager
2 Lincoln St
Essex Junction VT 05452

RE: Speed Limit Request, VT 2A, Essex

Dear Mr. Sheidel:

This letter is in response to your January 24, 2014 request to change the speed limit on VT 2A just north of the Village of Essex Junction. The Traffic Operations Unit has conducted an engineering study in this area.

At its April 25, 2014 meeting, the Vermont Traffic Committee approved that the 25 mph zone be extended 0.09 miles northerly to St James Place (Gate F).

A copy of the official Certificate is included with this letter. A work order will be issued in the near future and VTrans will then install the required signs. The speed limit regulation will take effect upon completion of the work order. No further action is required by the Town, however, we recommend this Certificate copy be filed in the Town records.

Please do not hesitate to contact me at (802) 828-2696 if you have any questions or require additional information.

Sincerely,

Bruce Nyquist, PE
Assistant Program Manager

cc

AOT District 5, DTA Blackmore (via e-mail)
Robyn Pierce, Essex Development Director, 2 Lincoln St, Essex Junction VT 05452
Michelle Boomhower, CCRPC (via e-mail)



State of Vermont

CERTIFIED STATEMENT TO ESTABLISH OR CHANGE A SPEED LIMIT ON THE STATE HIGHWAY SYSTEM

In accordance with Title 23, Vermont Statutes Annotated, Section 1003, the following speed limit is hereby designated for the section of State Highway described below:

Route No.: VT 2A Town of: Essex County of: Chittenden
Exact location : A maximum speed limit of 25-mph beginning 0.78[±] miles south of
TH-6 (mp 1.09[±]), extending northerly 0.09[±] miles to 0.69[±] miles south of TH-6
(mp 1.18[±]), then from this point 35-mph extending northerly 0.51[±] miles to 0.18[±] miles
south of TH-6 (mp 1.69[±]), and then from this point 40-mph extending northerly
0.15[±] miles north of TH-23 (mp 2.95[±]).

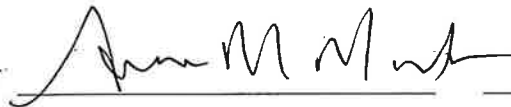
This certificate supersedes the speed limits established April 28, 1994

Certified and signed by the Vermont Traffic Committee at Montpelier, Vermont.

Date: 4/25/14



Commissioner of
Motor Vehicles



Secretary, Agency of
Transportation



Commissioner of
Public Safety

(Town may use this space for a recording stamp)

(This space reserved for Traffic Committee)

The official signs designating the
foregoing regulation were erected
by the Vermont Agency of
Transportation on: _____
Work Order No.: (_____)

Memorandum

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

CC: Members of the Joint Stormwater Coordinating Committee

FROM: Dennis Lutz, P.E., Town Public Works Director 

DATE: 7 May 2014

SUBJECT: Award of Impaired Waterways Flow Restoration Plan (INFORMATION)

The Town, working with the Joint Stormwater Coordinating Committee and NPDES MS4 Stormwater permit holders on Indian Brook (VTRANS, Essex, Village) and Sunderland Brook (VTRANS, Essex, Village, Colchester, UVM), received an \$80,000 Flow Restoration Plan (FRP) Grant from VTRANS earlier this year. The Selectboard agreed to fund the 20% local share (\$16,000) from the Town's Capital Stormwater Fund. I am the designated municipal project manager (MPM in VTRANS jargon) tasked with administering the grant.

Per the grant requirements, we followed a process whereby a Request for Statement of Qualifications and Cost Proposal was sent out to prospective firms. It went out to 21 organizations on a direct mail basis as well as being put into the newspaper. Seven firms responded, two of which were considered non-responsive since they did not provide all the information for review prior to opening the cost proposals. All proposals were reviewed in-depth and independently by Jim Jutras from the Village, Jennifer Callahan from VTRANS and me using scoring sheets against the pre-published evaluation criteria. It was determined that the top two firms in the process were Watershed Consulting Associates/Aldrich and Elliott and Stone Environmental/Stantec. The difference in manhours observed during the first phase of the evaluation carried through to a substantial price difference in the proposals.

The Review/Selection group determined that the best combination of approach to the project, design team qualifications, schedule and cost effectiveness was the Watershed Consulting Associates/Aldrich and Elliott submittal. A check was made with both Colchester and UVM to confirm this selection for Sunderland Brook and with VTRANS to confirm that the advertisement and award procedures conformed to their protocol. All were in agreement to award to the selected firm.

I have attached a copy of the scoring sheet summary, the cost summaries, and a copy of letters being sent to those not awarded the work (typical) and the tentative award letter. Since the overall costs are below the amount already agreed to by the Selectboard for the local share, I have taken the action to begin contract negotiations leading to signing of a contract.

As a final note, the development of an acceptable Flow Restoration Plan as required by the NPDES permit is one of the most important work items under the permit. The study will tell us what needs to

be built in the two watersheds to meet the State's Model for improving water quality inherent in the stream's assigned TMDL (Total Daily Maximum Load), a time frame for accomplishing the work and costs. We anticipate the study will be done by February or March of 2015, which will give all the MS4 partners time under the current NPDES permit schedule to come up with a realistic and doable FRP implementation plan.

It is my intent to keep all parties informed as to the progress of the work on periodic intervals as relevant information is developed.

RANKING PROPOSALS FOR INDIAN AND SUNDERLAND BROOKS FLOW RESTORATION PLANS

FIRM	Essex	VTRANS	Village	Total Rank	Manhours
Watershed Consulting Associates/ LLC and Aldrich and Elliott	Den score: 67 Rank: 1 (tie) Annie: 87 Rank: 1	Score: 80 Rank: 1	Score: 61 Rank 1	3	650 TOTAL INDIAN: 461 SUND: 189
Horsley Witten Group and Trudell Consulting Engineers	Den score: 51 Rank: 4 Annie: 63 Rank: 5	Score: 72 Rank: 2	Score; 57 Rank: 2	8	508 TOTAL INDIAN: 416 SUND: 92
Milone and MacBroom, Fitzgerald Environmental Associates, Northwoods Ecological Consulting	Den score: 61 Rank: 3 Annie: 64 Rank: 4	Score: 65 Rank: 5	Score: 42 Rank: 5	13	934 TOTAL INDIAN: 481 SUND: 453
Weston and Sampson	Den score: 47 Rank: 5 Annie: 85 Rank: 2	Score: 67 Rank: 4	Score: 55 Rank:3	12	715 TOTAL INDIAN: 419 SUND: 296
Stone Environmental, Inc and Stantec	Den score: 67 Rank: 1 Annie: 82 Rank: 3	Score: 70 Rank: 3	Score: 51 Rank: 4	8	954 TOTAL INDIAN: 492 SUND: 462
Lamoureux and Dickinson and Hoyle Tanner	Den score: 29 Rank: non compliance with FRP Annie: not rated Rank: non compliance with FRP	NA	Score 15 non compliance with FRP	NA	NA

Dubois and King, Inc	Den score: 42 Rank: non compliance with FRP Annie Rank: non compliance with FRP	NA	NA	NA	NA

COST PROPOSALS FOR INDIAN AND SUNDERLAND BROOKS FLOW RESTORATION PLANS

FIRM	Cost	Manhours	Cost/manhour
Watershed Consulting Associates/ LLC and Aldrich and Elliott	\$38,156 + \$15,555 = \$53,711	650 TOTAL INDIAN: 461 SUND: 189	\$82.63
Horsley Witten Group and Trudell Consulting Engineers	\$49,380	508 TOTAL INDIAN: 416 SUND: 92	\$97.20
Milone and MacBroom, Fitzgerald Environmental Associates, Northwoods Ecological Consulting	\$50,150 + \$48,010 = \$98,160	934 TOTAL INDIAN: 481 SUND: 453	\$105.09
Weston and Sampson	\$69,404	715 TOTAL INDIAN: 419 SUND: 296	\$97.07
Stone Environmental, Inc and Stantec	\$49,433 + \$46,554 = \$95,987	954 TOTAL INDIAN: 492 SUND: 462	\$100.62
Lamoureux and Dickinson and Hoyle Tanner	\$109,600	NA	NA
Dubois and King, Inc	\$63,900	NA	NA



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • **E-mail:** manager@essex.org • **Website:** www.essex.org

7 May 2014

Julia Moore
Stone Environmental
535 Stone Cutters way
Montpelier, VT 05602

Dear Ms. Moore:

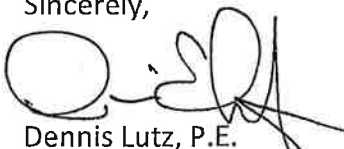
The Indian Brook/Sunderland Brook Flow Restoration RFQ review group has met and evaluated the proposals submitted on the referenced project. The selection process was difficult because most firms submitting proposals did an excellent job. We were impressed by the qualifications and skill of members of the proposed program teams. Seven applications were considered, two of which did not fully comply with the submittal requirements outlined in the RFQ. Your firm was not one of the two.

With any evaluation process, we had to select a single proposal that presented the best combination of approach to the project, design team qualifications, schedule, and ultimately cost effectiveness. We have selected the team of Watershed Consulting Associates/LLC joined with Aldrich and Elliott to begin the process of negotiating a contract.

We understand that firms may want to review the other submitted proposals as well as the summary of the project team review. We will maintain these files in our office in an area where firms may come in and look at this information. Unfortunately, with our current workload, we do not have the time to meet with each applicant to discuss their particular application but you are most welcome to review the written material. If you intend to do this, we ask that you make an appointment beforehand with the Public Works Secretary, Chris Stoddard at 878-1344, because of space limitations in our office.

We wish you the best on future proposals.

Sincerely,



Dennis Lutz, P.E.
Public Works Director

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • **E-mail:** manager@essex.org • **Website:** www.essex.org

7 May 2014

Andres Torizzo, Principal
Watershed Consulting Associates
430 Shelburne Road
P.O.Box 4413
Burlington, VT 05406

Dear Mr. Torizzo:

You will be pleased to learn that the Indian Brook/Sunderland Brook Flow Restoration RFQ review group has met, evaluated the proposals submitted on the referenced project, and decided to select your firm in combination with Aldrich-Elliott to do the work. Because the project is dependent on an LTF VTRANS grant to support a large portion of the costs, we had to delay this notification until VTRANS approved the selection process that we used. That is now done and we may proceed to the contract negotiation phase.

We were impressed with the quality and content of almost all of the proposals that we received. In our opinion, it is in both your interests and ours that you look through the other proposals to determine if any additional ideas surface that might be a good addition or change to your proposed scope. This is not to suggest that we have any issues with your proposal; it just appears to be prudent to insure that we have covered as many of the bases as possible that need covering up front before the work actually begins. From our perspective, the RFQ we put out and your submittal with any recommended changes can be the basis for a contract and referenced in that manner. In addition, we believe it advisable to do this as a Not-To-Exceed contract since we envision that with all the potential moving pieces, there may have to be adjustments in scope or costs as we go forward.

As you are aware, we are under a permit time line to get the work done and so we would very much like to work as quickly to get the project into your hands to execute. Internally among the committee members, we are already trying to put all the pertinent information so that we can be fully prepared to hand over this material once the contract is signed and we have an initial meeting.

The selection process was difficult because most firms submitting proposals did an excellent job. We were impressed by the qualifications and skill of members of the proposed program teams. Seven applications were considered, two of which did not fully comply with the submittal requirements outlined in the RFQ.

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

We look forward to working together with you on this project. Our success at meeting the water quality objectives in these streams is highly dependent on the direction which will come out of this study.

Sincerely,

A handwritten signature in black ink, appearing to be 'Dennis Lutz', written over the printed name.

Dennis Lutz, P.E.
Public Works Director

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 29, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau, Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Jim Jutras, Water Quality Director; Rick Hamlin, Village Engineer.
OTHERS PRESENT: Benjamin Rouleau, Anna Nadler, Jacques Larose, James Dee, T. Noordewier, J. Curtis, Michael Koch, Irene Wrenner, Tim Noordewier, Tim Steis, Wayne Berry.

EXECUTIVE SESSION

The Trustees met in Executive Session prior to the regular meeting to discuss contracts and legal matters.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize the Village Manager to represent the Board of Trustees and to sign the settlement agreement reached through voluntary mediation should a mutual settlement be reached.

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

MOTION by Andrew Brown, SECOND by Lori Houghton, to authorize the Village Manager to approve a negotiated settlement with ANR Enforcement Division.

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Board of Trustees meeting convened at 6:30 PM and the Pledge of Allegiance was recited.

2. OATH OF OFFICE and ELECTIONS

Oath of Office for Newly Elected Trustees

Susan McNamara-Hill administered the Oath of Office to Dan Kerin and George Tyler.

Elections

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to nominate George Tyler as Village President. There were no other nominations. **VOTING: unanimous; motion carried.** George Tyler is Village President.

MOTION by George Tyler, SECOND by Lori Houghton, to nominate Dan Kerin as Vice President. There were no other nominations. **VOTING: unanimous; motion carried.** Dan Kerin is Village Vice President.

3. AGENDA ADDITIONS/CHANGES

Add discussion of a personnel matter to the Executive Session following the regular meeting.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**1. Comments from Public on Items Not on Agenda**

None.

2. Presentations by UVM Engineering Students on Capstone Projects***Conversion of Four Way Stop Sign at Educational and Drury Drive to Roundabout and New Pedestrian Bridge on Main Street***

Engineering students from UVM reviewed a proposal to address traffic congestion at Educational and Drury Drive and Educational and Main Street with the installation of a roundabout, improved travel lanes, drainage and rain garden, crosswalks, and a multi-use path at Educational/Drury Drive, and a prefab weathered steel bridge with lighting and bike/ped lane on Main Street.

New Link from Educational Drive to Route 2A at St. James Place to Relocate the Existing Rail Crossing at North and Grove Streets

UVM Engineering students reviewed a proposal to relocate the railroad crossing and line up Educational Drive with St. James Place and convert the North Street crossing to pedestrian only. New sidewalk and green space will be added as well as a precast concrete culvert for Indian Brook. A traffic signal is warranted and will improve level of service in the area.

The Trustees suggested the presentations be shown to Regional Planning and the school board. Rick Hamlin will handle the matter.

5. OLD BUSINESS**1. Update and Pavement Marking Request from Bike/Walk Advisory Committee**

Rick Hamlin briefed the Board on the research conducted by the Bike/Walk Advisory Committee to identify trigger points at stop lights in the village and to request the painting of a bike template to alert bicyclists where to stop to trigger the light.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the request from the Bike/Walk Advisory Committee to mark the pavement for bicyclists at selected traffic lights in the village.

DISCUSSION: It was mentioned the next step will be to install signs noting the presence of the bike template.

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

2. Draft Communication Policy

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the Communication Policy for the Village Board of Trustees and Staff, Draft Version 2, 4/15/14. VOTING: unanimous (5-0); motion carried.

6. NEW BUSINESS**1. Approve Bid Award for Utility Vehicle for Waste Water Treatment Facility**

Jim Jutras explained the need for a four-wheel drive compact utility vehicle for use at the waste water treatment plant.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to award the bid for a four-wheel drive compact utility vehicle to Milton Rental & Sales Center at a cost of \$14,465.09. VOTING: unanimous (5-0); motion carried.

2. Review/Sign Acknowledgement of Ethics Policy

The Trustees signed the document.

3. Appoint Representatives to CSWD Board through 5/31/16

MOTION by Dan Kerin, SECOND by Lori Houghton, to reappoint George Tyler as the village representative to the CSWD Board through 5/31/16. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, to appoint Dan Kerin as the alternate to the CSWD Board. VOTING: unanimous (5-0); motion carried.

7. VILLAGE MANAGER'S REPORT**1. Meeting Schedule**

- May 13, 2014 @ 6:30 – Regular Trustees Meeting
- June 10, 2014 @ 6:30 – Regular Trustees Meeting
- June 24, 2014 @ 6:30 – Regular Trustees Meeting
- July 8, 2014 @ 6:30 – Regular Trustees Meeting
- July 22, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- May 24, 2014 @ 10 AM – Memorial Day Parade
- May 27, 2014 @ 11 AM – 5 PM – Board of Trustees Retreat
- June 3, 2014 @ 3 PM – 5 PM – Employee Appreciation Party
- July 4, 2014 @ 9:30 PM – Fireworks at Maple Street Park
- July 19, 2014 @ 5 PM-10 PM – Block Party & Street Dance

2. Off Color Tap Water on Maple Street

Residents at the end of the water line on Maple Street (by IBM) are experiencing off color water. Presently there are just a few houses at the end of the water line so there is not great demand and the water in the line does not get cleared on a regular basis. The situation appears to have occurred with the switch from the new water line back to the older main which provides more capacity. A new residential development on Maple Street will be built at the end of the water line which will increase demand for water so the supply will move through the line on a regular basis. Plan of action to address the matter now includes Public Works flushing the line more frequently to help clear iron sediment, having Champlain Water District test the water and send residents a letter

confirming the water is safe for use, and determining whether the switch back to the existing main is the cause of the problem. The water bill for Wayne Berry (resident on Maple Street) has been credited and charges are not being issued for use, just fixed costs at this time.

3. Meetings

Meetings with staff at the village and town have been held to discuss issuing one tax bill and one collection process. The forthcoming recommendation will be for the town to be the collector of taxes and owner of debt recorded as an asset. Savings that might accrue would be to the school district and some administrative savings to the village. These steps forward the goal of consolidating some administrative services to realize savings. A three year MOU is recommended which will provide time to confirm the arrangement is working.

Meetings continue with department heads and staff.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin announced an opening on the Rec Advisory Council.
- George Tyler reported the regional gun trafficking seminar in Boston was very informative. Regional data sharing was discussed.
- George Tyler reported the Leadership Through Change conference was very good.
- Elaine Sopchak confirmed the letter from Beth Glaspie, 20 Corduroy Road, was read by the Trustees. Ms. Sopchak said a production on Channel 17 is being developed to help educate the public on the direction of the state to concentrate development and stop sprawl and the direction of the village plan to allow high-rise buildings in the village downtown area. George Tyler will contact Ms. Glaspie regarding her letter.
- Andrew Brown suggested the Trustees consider appointing a different auditor. The present audit firm has held the village contract for the past 20 years. Following discussion there was agreement the matter will be included on the agenda for the Trustees retreat.

2. Reading file:

- Minutes of Planning Commission (4/3/14)
- Minutes of Block Party Committee (4/21/14)
- Minutes of Bike/Walk Advisory Committee (4/21/14)
- Certification of Election Results for 2014 Annual & Special Meetings
- Memo from CCRPC re: Public Hearings on 5/21/14
- Email from EJRP re: Advisory Council Seeking Members
- Letter from Beth Glaspie re: Future Redevelopment
- Memo from Robin Pierce and Letter from Dubois & King re: Crescent Connector Revised Environmental Assessment

9. CONSENT AGENDA & READING FILE

MOTION by Lori Houghton, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meetings (4/8/14).**
2. **Approve Warrants including check #10049100 through #10049181 totaling \$358,630.66.**
3. **Approve/Sign Bridge Inspection Report Form for Hubbell's Falls Drive Bridge.**

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

10. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to go into Executive Session to discuss contracts and a personnel matter, and to invite the Village Manager and co-assistant managers to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:40 PM.

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

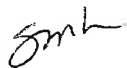
Executive Session was adjourned and the regular meeting reconvened at 8:59 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the revised Employees Association agreement and authorize the Village Manager to execute the agreement. VOTING: unanimous (5-0); motion carried.

With no further business the meeting was adjourned at 9:30 PM.

RScty: M.E.Riordan



Check Register Report

BL 5/13/14

Date: 05/09/2014

Time: 12:32 pm

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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10049185	04/22/2014	Printed		00382	AMAZON.COM CREDIT	CIRCULATION MATERIALS-LIBRARY	732.61
10049186	04/22/2014	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB CONST-WWTF	24,900.69
10049187	04/22/2014	Printed		9968	VISION SERVICE	PREMIUM-VARIOUS	415.69
10049188	04/22/2014	Printed		10614	PLAN-CONNECTICU CHOICE COBRA, LLC	ADMIN FEE-ADMIN	30.00
10049189	04/30/2014	Printed		1817	POSTMASTER	MAIL WATER BILLS-WATER/SANI	999.94
10049190	05/02/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	1,471.58
10049191	05/09/2014	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	238.21
10049192	05/09/2014	Printed		0025	ESSEX AGWAY	TRASH BAGS/RAIN WEAR-WWTF	62.97
10049193	05/09/2014	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF	21,139.91
10049194	05/09/2014	Printed		0031	ALLEN ENGINEERING	LIME-WWTF	485.00
10049195	05/09/2014	Printed		9337	AMERICAN LIBRARY ASSOC	MEMBERSHIP DUES-LIB FRIENDS	500.00
10049196	05/09/2014	Printed		9429	AQUARIUS LANDSCAPE INC.	SPRNG OPENING SPRINKLERS-LH/ST	320.95
10049197	05/09/2014	Printed		9976	AVONDA AIR SYSTEMS, INC	THERMOSTAT RELOC-LIBRARY	418.99
10049198	05/09/2014	Printed		10301	DAVID A. BARRA, PLC	LEGAL FEES-VARIOUS	5,659.16
10049199	05/09/2014	Printed		10408	BAY STATE ELEVATOR COMPANY	EXAM & LUBE ELEVATOR-LIBRARY	252.81
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10049202	05/09/2014	Printed		10599	BLUETARP FINANCIAL #2	SUPPLIES-VARIOUS	149.60
10049203	05/09/2014	Printed		4505	SUZANNE BRAUNEGG	4/2 ELECTION WORK-ADMIN	30.00
10049205	05/09/2014	Printed		10600	BRODART #2	CIRC MATERIALS-LIBRARY FRIENDS	1,945.88
10049208	05/09/2014	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBRARY	1,609.70
10049209	05/09/2014	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	22.00
10049210	05/09/2014	Printed		0457	CARGILL, INC SALT DIVISION	DEICER SALT-STREET	1,936.33
10049211	05/09/2014	Printed		9743	CARQUEST AUTO PARTS	BEARING/PUMP CART-WWTF	37.73
10049212	05/09/2014	Printed		0461	CENTRAL BEVERAGE	NEWSPAPERS-LIBRARY	107.00
10049213	05/09/2014	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASES-SANI	100.00
10049214	05/09/2014	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	3,713.61
10049215	05/09/2014	Printed		0525	CHITTENDEN SOLID WASTE DISTRICT	BIO SOLIDS DISPOSAL-WWTF	7,604.49
10049216	05/09/2014	Printed		2305	CLARK'S TRUCK CENTER	PIERCE ARROW SERVICE - FIRE	754.12
10049217	05/09/2014	Printed		0536	DIANE L. CLEMENS	4/2 ELECTION WORK-ADMIN	30.00
10049218	05/09/2014	Printed		9788	COMCAST	CABLE-STREET	64.59
10049219	05/09/2014	Printed		0624	DEMCO, INC.	SUPPLIES-LIBRARY	864.12
10049220	05/09/2014	Printed		1690	DEPOT HOME & GARDEN	SUPPLIES-STREET	133.80
10049221	05/09/2014	Printed		0636	DESORCIE EMERGENCY PRODUCTS	VEHICLE PARTS-FIRE	148.61
10049222	05/09/2014	Printed		9766	ALBERTA DEUTSCH	MILEAGE REIMB-LIBRARY	42.00
10049223	05/09/2014	Printed		10644	DIRT TECH CO LLC	WOODS END CONST - CAP R	63,390.90
10049224	05/09/2014	Printed		0780	ESSEX EQUIPMENT SALES	EQUIP & RENTAL-WWTF	2,461.37
10049225	05/09/2014	Printed		0770	ESSEX JUNCTION SCHOOL DISTRICT	TRANSFER SCHL IMPACT FEE	18,847.74
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10049227	05/09/2014	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	230.00
10049228	05/09/2014	Printed		10231	FAILSAFE TESTING INC	ANNUAL FIRE HOSE TESTING-FIRE	1,924.00
10049229	05/09/2014	Printed		10011	FAIR POINT COMMUNICATIONS, INC.	PHONE-FIRE	28.58
10049230	05/09/2014	Printed		1935	FERGUSON WATERWORKS #590	METER WASHERS-WATER	25.90
10049231	05/09/2014	Printed		0836	FLAG SHOP OF VT	USA FLAG-FIRE	85.90
10049232	05/09/2014	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	59.49
10049233	05/09/2014	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-LH	150.00

Check Register Report

BL 5/13/14

Date: 05/09/2014

Time: 12:32 pm

Page: 2

Village of Essex Junction

BANK:

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10049236	05/09/2014	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY- VARIOUS	17,595.53
10049237	05/09/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	530.25
10049238	05/09/2014	Printed		1010	HACH COMPANY	LAB SUPPLIES-WWTF	462.92
10049239	05/09/2014	Printed		1035	DONALD L. HAMLIN	ENGINEERING- VARIOUS	12,834.00
10049240	05/09/2014	Printed		1031	HANNAFORD BROTHERS CO.	LAB WATER-WWTF	46.44
10049241	05/09/2014	Printed		10636	HEALTHEQUITY	FSA ADMIN FEE- ADMI	3.45
10049242	05/09/2014	Printed		1089	HOME DEPOT CREDIT SERVICES	ELEC. TOOL BAG-WWTF	71.94
10049243	05/09/2014	Printed		10129	WENDY HYSKO	MILEAGE REIMB-LIBRARY	42.78
10049244	05/09/2014	Printed		9854	IDEXX DISTRIBUTION, INC.	E. COLI SUPPLIES-WWTF	390.64
10049245	05/09/2014	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	34.73
10049246	05/09/2014	Printed		1204	WENDY L. JOHNSON	MILEAGE REIMB-LIBRARY	128.35
10049247	05/09/2014	Printed		10642	DANIELL KERIN	TRAVEL EXPENSES REIMB-ADMIN	875.95
10049248	05/09/2014	Printed		12618	KNOX COMPANY	KNOX BOX-FIRE	184.00
10049249	05/09/2014	Printed		1293	F. R. LAFAYETTE, INC.	SIGN POST-STREET	45.50
10049250	05/09/2014	Printed		9454	LENNY'S SHOE & APP	BOOTS/UNIFORMS-WWTF	230.00
10049251	05/09/2014	Printed		10645	DANIEL LUSK	BOOKS - LIBRARY	42.80
10049252	05/09/2014	Printed		13631	LYNN PUBLICATIONS	ADS-AD/PLN/WWTF	1,554.75
10049253	05/09/2014	Printed		1454	MARYLAND BIOCHEMICAL CO., INC.	ODOR CONTROL - WWTF	2,665.13
10049254	05/09/2014	Printed		9715	MINUTEMAN FIRE & RESCUE	PARTS-FIRE	41.00
10049255	05/09/2014	Printed		9831	JUDITH S MOREAU	4/2 ELECTION WORK-ADMIN	30.00
10049256	05/09/2014	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT PHYSICAL-STR	304.50
10049257	05/09/2014	Printed		1755	P & H SENESAC, INC.	POLYMER-DEWATERING-WWTF	6,900.00
10049258	05/09/2014	Printed		1756	PATTON FACILITY MGMNT	JANITORIAL-LH/LIB	5,346.53
10049259	05/09/2014	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	TRAFFIC SIGNS-STREET	842.05
10049260	05/09/2014	Printed		9564	ELIZABETH PIERCE	MILEAGE REIMB-LIBRARY	21.50
10049261	05/09/2014	Printed		10059	ROBERT PIERCE	RTPI MEMBERSHIP REIMB-PLAN	365.35
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10049266	05/09/2014	Printed		10199	SAMMEL SIGN COMPANY	BANNER & FINIAL WORK-BLOCK/LIBR	70.00
10049267	05/09/2014	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT SUPPLIES-STREET	35.38
10049268	05/09/2014	Printed		9627	THE SMALL ENGINE CO., INC	SUPPLIES-FIRE	106.46
10049269	05/09/2014	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	247.05
10049270	05/09/2014	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-VAROUS	608.93
10049271	05/09/2014	Printed		2153	SULLIVAN, POWERS & CO.	FINAL BILL/SINGLE AUDIT--WWTF	3,405.00
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10049274	05/09/2014	Printed		2330	UNIFIRST CORPORATION	OFFICE MATS-LH	40.70
10049275	05/09/2014	Printed		2302	UPSTART	SUPPLIES-LIBRARY	26.00
10049276	05/09/2014	Printed		2338	USA BLUE BOOK	GLOVES-STREET	597.39
10049277	05/09/2014	Printed		2341	VERDON SEAMLESS GUTTERS	GUTTER REPL-LIBRARY	335.00
10049278	05/09/2014	Printed		23415	VERIZON WIRELESS	CELL PHONES-VARIOUS	1,485.11
10049279	05/09/2014	Printed		2366	VERMONT GAS SYSTEMS, INC.	GAS HEAT-LIBRARY	5,971.99
10049280	05/09/2014	Printed		2368	VERMONT HISTORICAL SOCIETY	CIRCULATION MATERIALS-LIBRARY	46.20
10049282	05/09/2014	Printed		2403	VERMONT TENT COMPANY	TENT DEPOSITS-ADMIN/BLK PTY	836.75
10049284	05/09/2014	Printed		1000206	VILLAGE OF ESSEX JCT.	WATER & SEWER-VARIOUS	10,232.63
10049285	05/09/2014	Printed		9591	VRWA	COURSE REGISTRATION-WWTF	24.00
10049286	05/09/2014	Printed		9823	VT ELEVATOR INSPECTION SVCS IN	ELEVATOR INSPECTIONS-LIBRARY	300.00

Check Register Report

BL 5/13/14

Date: 05/09/2014

Time: 12:32 pm

Page: 3

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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10049289	05/09/2014	Printed		0811	F.W. WEBB COMPANY	SUPPLIES-WWTF	174.61
10049290	05/09/2014	Printed		2485	WESCO DISTRIBUTION, INC.	BATTERIES-FIRE	35.04
10049291	05/09/2014	Printed		9356	WILLIAMSON ELECTRICAL, INC	BALLAST REPL-LIBRARY	153.30
10049292	05/09/2014	Printed		2525	H.W. WILSON COMPANY	CIRCULATION	307.50
						MATERIALS-LIBRARY	
10049293	05/09/2014	Printed		25261	MATTHEW WITTEN	PERFORMANCES-LIB FRIENDS	200.00

Total Checks: 106

Checks Total (excluding void checks):

355,228.26

Total Payments: 106

Bank Total (excluding void checks):

355,228.26

Total Payments: 106

Grand Total (excluding void checks):

355,228.26

Patty Benoit

Subject:

FW: Memorial day parade

May 6, 2014

Board of Trustees

Village of Essex Junction

2 Lincoln Street

Essex junction, Vt 05452

Dear Trustees;

On behalf of the 2014 Memorial Day Parade Committee, I would like to request permission for the following;

- 1) Candlelight vigil to be held on Friday May 23, 2014. This vigil will be the same as previous years starting with a service at the First Congregational Church followed by a march to the Five Corners with lighted candles which will be placed around the Veterans Park and left in place for the remainder of the night. We will provide security guards throughout the night.
- 2) The placement of a sign on Village property announcing the closing of the Five Corners for the Memorial Day Parade on May 24, 2014. We plan to have the sign in place on Monday , May 19, 2014 until the parade. This has been helpful in past years for motorists to plan their route on the day of the parade.
- 3) The Memorial Day Parade on Saturday , May 24, 2014.

The Police Department plans to start closing Lincoln Street and Pearl Street at 9 a.m. for the memorial service at 9:30 and have them completely closed by 10 a.m. for the start of the parade. They will remain closed until the parade ends at approximately noon. The other streets at the Five Corners will remain open under control of a police officer during the memorial service and parade.

Thank you for your consideration and I hope to see you at the vigil and parade. Please join us and be on the reviewing stand.

Sincerely yours,

Edward Von Sitas

2014 Parade Committee

VILLAGE OF ESSEX JUNCTION
FARMERS MARKET RENTAL AGREEMENT

This AGREEMENT is entered into this _____ of May, 2014 by and between the Village of Essex Junction, a Vermont municipal corporation ("Village") and Five Corners Farmers' Market, Inc. with a principal place of business in Essex Junction, Vermont.

WHEREAS the Market desires to organize, manage and promote a local farmers' market in the Village; and

WHEREAS the Village is agreeable to providing a location for the farmers' market because of the expected public benefit of such a market.

NOW THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. **Market Purpose:** The purpose of the Market is to provide area residents' access to local producers. The Market's intention is to provide the freshest products giving the consumer the healthiest choices and thus supporting Vermont's agricultural economy. The Market is NOT intended to be a flea market. Nor is the intent to provide a garage sale experience to consumers. No used or second-hand goods will be sold at the Market. All products sold will be new, freshly cut, home grown or made by growers, crafters or qualified processors for value added products. Market rules are attached in Appendix A for reference.
2. **Market Location:** The Market will be located on the entirety of Lincoln Place, as depicted in the attached map (Appendix B). Vendor sites will not exceed 36 during the regular season. The Market may apply to add vendor sites for specific dates for special events at the market (example: craft day, etc.)
3. **Market Schedule:** The Market will operate once per week on Fridays from 3:30 pm to 7:30 pm in the summer months and 3:30 pm to 6:30 pm in the fall months beginning May 31, 2014 and ending October 17, 2014.
4. **Closure of Lincoln Place:** The Market may close Lincoln Place to traffic from 2:00 pm to 9:00 pm on Market days. In addition, the Market may restrict parking on Lincoln Place by placing cones in parking spaces beginning at 6:00 am on Market days, and by placing a "Parking Restricted" sign at the entrance of Lincoln Place. The Market shall permit abutting business owners, their employees and patrons to park on Lincoln Place until 2:00pm on Market days. The Market shall discuss this arrangement with abutting business owners.
5. **Market supplied trash and recycling receptacles** may be left on either end of Lincoln Place throughout the market season. The Village Department of Public Works will coordinate trash pickup with their normal contracted service. This will be at no cost to the Market.
6. **The Essex Junction Department of Public Works will assist the Farmers' Market by placing three items:** 1) A 6 foot by 8 foot removable storage shed on a designated location 2) A temporary sign and base at the corner of Lincoln Place and Route 2A 3) Up to 3 banners on

the gas light poles on Railroad Ave; at least 2 weeks prior to the start of the market. All three items will remain at their locations throughout the Farmers' Market season with DPW removing them no sooner than one week after the close of the market. DPW will also store all three items during non-market season.

7. Village's Right to Cancel Market days: The Village, by providing two (2) weeks notice to the Market, may cancel any individually scheduled use of the Site by the Market if, in the sole discretion of the Village, the Village determines that another event should occur on the Site on the designated date and time. In the event of an emergency, every effort will be made to give the Market advance notice of cancellation; though no advance notice shall be required. The Market hereby agrees to hold the Village harmless for any claims related to Market cancellations, including but not limited to lost profits.
8. Market Management: The Market shall, in advance of the Market season, designate a Market Manager(s) to be the liaison between the Market and Village. The Market Manager(s) shall be primarily responsible for providing management oversight of the Market. The Market Manager(s), or his/her designee, shall be physically present during scheduled hours of Market operation. The Market Manager(s) shall be primarily responsible for assuring the Site is kept clean and free from trash associated with the Market.
9. Permits: The Market shall be responsible for obtaining all necessary local, State and Federal permits and licenses prior to opening for the season.
10. Market Affiliation and Use of the Site: The Market shall pre-approve all Vendors. Only pre-approved Vendors will be allowed to set up and vend from the Site.
11. Vendors' Release of Liability and Hold Harmless Agreement in Favor of Village: Prior to operating, Vendors shall be required to sign an Agreement agreeing to release the Village from any and all liability and the hold the Village harmless from any claims associated with their Market vending.
12. Market Insurance: The Market shall obtain and carry for the duration of the Market season a general liability insurance policy with single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Village shall be named as an additionally insured, and the Market shall provide a copy of the certificate(s) of such insurance to Village prior to the Market season.
13. Signs: Signage for the Market is agreed to as outlined in Appendix C.
14. Tents and Other Structures: The Market and its Vendors may erect and keep temporary tents and other structures during operational hours only. Vendors are required to supply their own tent weights, totally 35-40 pounds per corner of their 10'x10' tents. Any tent weights and tie-downs shall be required to be visually marked to ensure the safety of patrons. Stakes shall not be driven into the roadway or sidewalk.
15. Entertainment: The Market may provide certain entertainment during Market hours. By way of illustration (and not limitation), types of entertainment may include live music, face painting, balloon artists, etc. The entertainment shall be supplemental and accessory to its

Market Purpose outlined above. Music shall be without amplification if possible. All entertainment shall be carried out in a way that is non-disruptive to area residents and businesses.

16. Term: This Agreement shall take effect upon signing and shall continue for the current Market season as outlined in Paragraph 3 above. At the end of the current Market season, the Village and the Market shall meet to discuss an Agreement for the following Market season.
17. Termination: The Village and Market shall have the right to terminate this Agreement upon thirty (30) days written notice to the other party.

DATED at Essex Junction, Vermont this ____ day of _____, 2014

Village of Essex Junction

Five Corners Farmers' Market, Inc.

By: _____
Duly authorized agent

By: _____
Duly authorized agent



2014 Rules & Guidelines

The Five Corners Farmers' Market (5CFM) is a non-profit organization whose mission is to promote the connection between our community and local farmers and producers of fresh, healthy foods and related products. A weekly farmers' market in downtown Essex Junction provides convenient access to locally produced agricultural products, prepared foods, and crafts. In addition, the market and other scheduled events helps to support a revitalized Village downtown.

5CFM provides the market location, advertising, promotion and site insurance coverage. A market manager is at every market day to promote a pleasant, safe and successful market day for all vendors and customers.

Terms and Conditions

1. Interested vendors submit a completed & signed 5CFM Vendor Agreement indicating that they have read, understand, and agree to abide by the rules, and listing all items to be sold at the market if accepted. Deposit and balance are due as listed. If a vendor is not offered a spot, the fees paid will be refunded.
2. Vendors and items to be sold are reviewed by 5CFM and are accepted on the basis of proximity to the market, the quality and/or source, and our current supply and mix of products. The market will strive to maintain a ratio of 60% local agricultural products and agricultural value added foods, 35% hot and cold prepared food, and 5% craft.
 - **Agricultural**: food, fiber, plants, or flowers, and value-added agricultural products that were grown in Vermont by the vendor or the vendor's employees.
 - **Prepared food**: ready to eat food or drink prepared by the vendor in Vermont in a **licensed** home or community kitchen, and including **at least 50%** local ingredients from Vermont farms and businesses.
 - **Crafts**: items that do not qualify as agricultural or prepared food, and are hand crafted in Vermont by the vendor in their home or shop.
3. A vendor may only sell the items on her or his approved list as issued by 5CFM; prior to selling any other items, an amended inventory must be submitted and approved by the Market Manager.
4. Only the following local (as defined by the Vermont Department of Agriculture) vendor grown or produced items may be offered for sale:
 - Fresh fruits, vegetables, herbs, plants and flowers
 - Honey, maple syrup and wine; dairy products, poultry, eggs and meat
 - Specialty food products: cider, jams, jellies, home-canned garden foods, pickles, etc. using ingredients grown by the vendor
 - Prepared foods and baked goods using local ingredients but *not* grown by the vendor
 - Yarn, wool, and wood products
 - Exceptions and other items may be approved by the 5CFM Board to meet market/consumer needs
5. Vendors must comply with all applicable federal, state and local laws and regulations. All products sold must comply with the requirements set forth by federal, state and local town/village laws, regulations and rules. **Copies of insurance as necessary to cover operations and liabilities and all appropriate licenses and inspections must be submitted with fee balance due by April 1 of each market season.**
6. All vendors must anonymously report **weekly** gross sales for insurance and market growth analysis –please submit by e-mail or in person to Market Manager by the start of the following market. **Day Vendors – MUST submit gross receipts at the end of the market day that they vend.**

7. All vendors should submit 5CFM tokens to Market Manager **weekly** – by the start of the following market. Reimbursement checks for tokens will be issued **monthly** except in extenuating circumstances..
8. Vendors may be asked to contribute product to one or two fundraising efforts annually.
9. All vendors are required to attend an annual pre-season vendor meeting to receive important information and your space assignment for the season. If you cannot attend, you **MUST** contact the market before the meeting to receive important updates. Please let us know if you have any special space needs.
10. Community, agricultural or nutrition-oriented projects by local non-profit organizations, civic and youth groups are welcome as space available; **subject to approval of application and any products to be sold.**

Attendance

1. Consistent vendor attendance is vital to maintain a vibrant market, thus vendors are expected to attend all markets for the entire season. 5CFM is “rain or shine” unless cancelled by market manager due to dangerous conditions.
2. Planned absences must be noted on application or coordinated with market manager as early as possible.
3. In other unavoidable absences, **vendors must call or email the market manager no later than 6 pm Wednesday** before the market. (If we do not hear from you by 6pm on Wednesday, you will be charged the \$25 fee*) Advance notice allows us to schedule a day vendor replacement for your space.
4. No shows and late notices are subject to the Rules Violation Policy* (below) unless it is a genuine emergency.

Vendor Space

1. Space is assigned by the market management team based on market appearance, products sold, and attendance at the pre-season vendor meeting. Each space is 10 feet square with ~ 2 ft. walkway on each side. Changes or modifications are possible at the discretion of the market management team.
2. Vendors must maintain an orderly and clean display (including area behind their stand),
3. Vendors must provide a waste receptacle for their customers, and take home all waste and unsold items.
4. Electricity is NOT provided. **Vendor generators must be approved by market manager before use. Please contact the Market Manager beforehand if you are planning to use a generator.**
5. Vendors using grills **must** bring an approved fire extinguisher, and must not create excessive smoke as excessive smoke may a problem for other vendors and customers.

Prices and Signs

1. Each vendor must post the name and location of his/her farm or business at his/her assigned space.
2. Prices must be clearly posted and set by the individual vendor. Scales must be legal-for-trade.
3. All items offered for sale must be first quality, unless they are expressly posted as "seconds."
4. Northeast Organic Farmers' Association (NOFA) certification is required to label foods "organic".
5. **Styrofoam containers are banned.** If you bring Styrofoam containers to the market, **you will not be allowed to use them.** Please make other arrangements before the season starts!

Market Safety

1. All canopies must be secured and weighted for safety at all times. Most accidents at markets involve wind-blown tents, canopies or umbrellas.

PLEASE READ AND ABIDE BY THE FOLLOWING REQUIREMENTS:

- a. All canopies used at the market **MUST** have at least 35-40 lbs. of weight attached to each corner of a 10 x 10 tent. If you are using an umbrella a 50 lb. weight should be used.
- b. Weights must be tethered with lines that are securely attached and clearly visible so they are not a hazard. **It is NOT sufficient to just place weights on the feet of the canopy.**
- c. Weights must be on the ground, not above people heads, and located so they are not in the path of customers or cause a tripping hazard.
- d. Do not use gallon water jugs - they are not heavy enough for large gusts of wind. One gallon of water weights 8 pounds. One gallon of water on each corner would be the equivalent of a 3 year old child trying to hold down a 100 square foot parachute.

e. Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight.

Good example of canopy weights – 2.5 gallon buckets filled with sand or cement and tied to each corner of the tent. **NEVER** use cement blocks! They are sharp and can hurt people if you run into them, easy to trip over, and hard to secure effectively. **The best weights are strapped to the bottom of each leg, then tethered to the top corner of the canopy. This helps to lower the center of gravity of the canopy and keep everyone safe.**

2. Severe Weather Policy

Imminent: In the event of severe weather during the Market, all customers, vendors and volunteers will immediately move to a safe place until the dangerous conditions have passed. Possible safe places include Murray's Bar and the Library. A determination will be made about resuming normal Market operations for the remainder of the Market day. If the Market must remain closed due to ongoing weather conditions, all vendors must pack up and leave immediately.

Forecast: Based on weather reports of severe weather and/or on-site conditions, market management may adjust market opening or closing times or cancel the affected Market entirely. If possible a decision will be made by 11 AM Friday of the market, or as early as possible. Notification will be sent to vendors by email and also be posted on our website, Facebook page, and other social media.

Market Operation

1. Vendors must agree to sell for the entire market day, during official market hours.
 2. Vendors should arrive between 2:15 & 3pm to allow time to unload and move vehicles off the street by 3:15.
Absolutely no moving vehicles are allowed after 3:15pm and or at the end of the market until the market manager reopens the street.
 3. Vendors who arrive after 3pm must park off the street and ask market manager about unloading safely.
 4. Vendors must use designated parking areas to allow customers easy parking.
 5. No smoking, loud hawking, solicitation, collection drives, political or religious activities permitted.
 6. Vendors are strongly urged to leave their pets at home.
- ⇒ **Please use great caution, courtesy and common sense!**

Vendor Concerns

Feedback, questions and suggestions are always welcomed.

Vendors may contact the market manager in person or via e-mail; a timely response will be issued by e-mail or phone if the issue cannot be resolved at the time.

Issues may also be brought to any 5CFM Board member or meeting.

***Rule Violation Process**

1. Vendors will be fined for violations of market rules (including no shows and late notice), \$25 for 1st occurrence, \$50 for 2nd occurrence, to be subtracted from your security deposit. After a second occurrence, your space at the market may be in jeopardy and you will be in a probationary status. **PLEASE READ AND BE AWARE OF THE RULES & GUIDELINES ABOVE TO AVOID THESE FEES.**
2. Subsequent and/or serious violations will be brought to the 5CFM Board; response will be based on individual circumstances, and may include fines, suspension or termination without refund.
3. If no violations occur, your security deposit will be returned to you at the end of the market season.

I have read and agree to follow all 5CFM rules, guidelines and directions from the Market Manager.

VENDOR SIGNATURE: _____ DATE: _____

Lincoln Street											
FAIRPOINT		17			18		FEDERAL BLDG				
		16			19						
		15			20						
		14			21						
		13			22						
		12			23						
		11			24						
		10			25						
		9			26						
		ALLEY		8	MARKET BOOTH						ALLEY TO FED. BLDG PARKING
MURRAY'S TAVERN		7			27		LAWYER'S BLDG/APTS				
		6			28						
		5			29						
		4			30						
		3			31						
		2			32						
		1		NON-PROFIT BOOTH	33						
		RAILROAD AVE.									

APPENDIX C

SIGNAGE

1. The Village shall permit the Market to place directional signs (such as "Farmers' Market Ahead") in the public rights of ways along each of the five main roads leading into Five Corners. Individual signs shall be limited to 8 square feet. The Market may place the signs on Market days only from approximately 6:00 am to 9:00 pm. The Market shall be responsible for placing and removing signs.
2. If the Market procures the right to place a banner over Route 2A near the falls south of five corners, the Village agrees to pay the \$250 banner fee. The Village agrees to pay this fee one time only during the Market season.
3. The Market may apply for banner space on the lawn of the Lincoln Hall.
4. The Market may integrate signage / banners into its sawhorses used to block traffic at the ends of Lincoln Place during Market hours.
5. The Market may place signs in private yards so long as individual signs are no more than 2 square feet, are placed outside of the public right of way and are outside the view triangle at intersections as set forth in the Village's Land Development Code. The Market may place the signs on Thursday preceding Market days and shall remove the signs at the close of Market on Fridays. The Market shall seek the permission of land owners before placing signs, and shall provide the Village with a list of properties where signs will be located.
6. The Village shall permit the Market to place a temporary sign depicting the name of the Market at the corner of Lincoln Place and Route 2A in the public right of way near Fairpoint Communications. The sign will meet all appropriate code.
7. The Market may place banners on the gas light poles on Railroad Avenue for the duration of the Market season. The banners will meet all appropriate code.