



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, OCTOBER 27, 2015 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**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Presentation of Alternatives: Essex Junction Train Station Access and Circulation Study – Robert Chamberlin of RSG, Inc.
4. **OLD BUSINESS**
  - a. Heart and Soul Proposal – Lori Houghton/Pat Scheidel
5. **NEW BUSINESS**
  - a. Winter Operations Plan – Dennis Lutz and Rick Jones
  - b. GPS Tracking Systems for Selected Vehicles – Dennis Lutz and Rick Jones
  - c. Grant Application for Electric Car Charging Station – Darby Mayville
  - d. Appointment to CCRPC Clean Water Advisory Committee – Pat Scheidel
6. **MUNICIPAL MANAGER’S REPORT**
  - a. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Capital Program Review Committee 10/6/15
    - Tree Advisory Committee 10/6/15
    - Planning Commission 10/15/15
  - c. Noise Monitoring Reports for Champlain Valley Fair Events
  - d. CSWD FYE 15 Annual Report
  - e. Letter from the Chair of the CSWD Board of Commissioners
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 10/13/15
  - b. Expense Warrant #16013 dated 10/16/15 in the amount of \$212,164.57
  - c. Expense Warrant #16014 dated 10/22/15 in the amount of \$611,059.22
9. **ADJOURN**

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

# PUBLIC MEETING

## Presentation of Alternatives: Essex Junction Train Station Access and Circulation Study

**We Want to Hear from You!**

**6:30 PM**

**Tuesday, October 27, 2015**

**Essex Junction Village Office  
2 Lincoln Street, Essex Junction**

The Village of Essex Junction and the Chittenden County Regional Planning Commission are sponsoring a public alternatives presentation meeting to present ideas for improving the Amtrak train station area in Essex Junction.

**The study area includes Railroad Avenue, Ivy Lane and the immediate area around the Amtrak train station**

FIGURE 1: PROJECT STUDY AREA



If you are unable to attend and have comments/questions, please contact Christine Forde, Senior Transportation Planner, Chittenden County Regional Planning Commission, 846-4490 or [cforde@ccrpcvt.org](mailto:cforde@ccrpcvt.org).

August 13, 2015

**ALERT**

## **Welcome Matt Leighninger, New Director of Public Engagement**

Today we announced the selection of **Matt Leighninger** as our new Director of Public Engagement. Matt will serve as a Vice President for the organization, as well as the Director of the recently established **Yankelovich Center for Public Judgment**.

"Matt is at the cutting edge of the public engagement and deliberative democracy movement, nationally and internationally. He is not only a skilled practitioner but also a thought leader in the field," said Will Friedman, president of Public Agenda. "With Matt on the team, Public Agenda is reinforcing our commitment to transforming the way communities and policymakers collaborate on public problems across the country."

Matt will lead the public engagement team in the development and execution of public engagement projects on a variety of local and national issues. As Director of the Yankelovich Center, he will also contribute to learning and development around public engagement theory, methods, products and services.

Prior to joining Public Agenda, Matt served as the Executive Director of the **Deliberative Democracy Consortium** (DDC), an alliance of the major organizations and leading scholars working in the field of deliberation and public participation. Over the last twenty years, Matt has worked with public participation efforts in over 100 communities, in 40 states and four Canadian provinces. Matt serves on the boards of **e-democracy.org**, the **International Association for Public Participation** (IAP2USA), The Democracy Imperative and the Participatory Budgeting Project. His books include *The Next Form of Democracy* (2006) and *Public Participation in 21st Century Democracy* (2015). Matt also led the development of "Text, Talk, and Act," a new tool that combines online and face-to-face participation as part of President Obama's **National Dialogue on Mental Health**.

"I'm really excited about this transition," said Matt. "Public Agenda has been one of the leading organizations in the field for a long time. They do a unique blend of work -- from research to engagement -- on a range of important issues. Will and I have known each other for a long time, and I'm thrilled to have this opportunity to work with him and the rest of Public Agenda team."

**Heart & Soul of Essex  
Request for Funds  
August 13, 2015**

Heart and Soul of Essex continues to act as a convener, connector and champion around issues that are aligned with the six community values identified during the grant period (February 2012 - February 2014). Examples of Heart & Soul working in our community are reflected in many ways: Facilitated community conversations are taking place around governance and the future of planning and zoning in the Town and Village (thoughtful growth, community connections). A community calendar has been created to keep all parts of Essex connected (community connections). Sixteen mini grants were awarded to organizations or individuals whose work embraces our values. One of these was used for the Design 5 Corners workshop that is seeking community input on the development of the village center (thoughtful growth). Heart and Soul has partnered with Five Corners Farmers' Market to act as a fiscal agent and to allow for charitable contributions (community connections, health & recreation).

**Heart and Soul Moving Forward**

Heart and Soul of Essex is a non-profit organization (501(c)3) that was established to ensure that there be a home for work related to our community values. Heart and Soul of Essex is an all-volunteer, citizen-led initiative. We see value in continuing our work in the community in three ways:

1. Moving to action on recommendations from the Heart & Soul project
2. Convening an annual meeting of project partners and volunteers to continue to assess how well we are doing with each of our values and make sure action ideas are being implemented by the community
3. Communicating community values through appointment to local committees and boards, quarterly newsletters and social media

**Request for Funds**

We are requesting funds for two primary activities:

- Public Engagement
- Values Based Communications

Public Engagement

We recognize the need to:

1. Train current municipal leaders and staff in best public engagement practices, to ensure that proactive citizen participation is a meaningful part of everyone's job.
2. Create, adopt and implement an Essex Public Engagement Protocol for use by all departments. The protocol allows staff and community members to implement appropriate public engagement for each municipal project.

We believe this will continue to build capacity within the municipalities to incorporate public engagement skills and expectations into all job descriptions, hiring expectations,

and performance reviews. Selectboard and Trustees could also begin to convene quarterly, informal get-togethers for residents to meet with elected municipal officials and staff. Ultimately we would like to revamp websites and link Town/Village online presence, based on citizen and staff input.

We are seeking \$4,000 from the Orton Family Foundation to hire public engagement professionals to:

- Conduct a site visit to Essex in the fall of 2015, for a one-and-a-half or two-day visit which will include:
  - meeting with Town and Village staff
  - meeting with Town and Village governments
  - meeting with key Heart and Soul people and/or other engagement leaders who are not part of local government (schools) and community organizations
  - public talk about how engagement is changing and the challenges and opportunities facing communities like Essex
  - a session or two focused on creating documents for public engagement protocol in Essex (engagement-related text to add to employee job descriptions, engagement indicators, etc.).
  
- After site visit
  - Make further changes to the documents and resubmit them to H&S for review and approval
  - Conduct a one-day workshop for engagement leaders (inside and outside government) to help build their engagement skills

### Values Based Communications

Heart and Soul of Essex feels that one of the key ways to keep the values present in the community is through regular communication around the community values and actions that are happening that support them. The Heart and Soul newsletter is delivered to more than 700 residents and links people to events and projects that are well aligned with our community values. We maintain a facebook page and other print and social media to continue to promote volunteer opportunities for community organizations and provide links to information about projects and happenings around Essex. Heart and Soul representatives are being appointed to working groups and committees that relate to the values we identified.

This on-going work will require some staff support.

Sustainability: Funds on hand have been dedicated to grant research and writing in an effort to ensure sustainability in the long term for organizational needs.

Funding Specifics: Heart and Soul of Essex is requesting funds from Orton to support the following activities:

<b>Public Engagement:</b>	\$6,500
Training and development of materials	\$4,500
Workshop co design and facilitation	\$2,000
<b>Staff Time:</b> (6 months) Values based communication on community issues and projects	\$4,800
	\$800 per month (5 hours per week @ \$40 per hour)
<b>Co working space</b> (6 months) "nomad" membership includes access to wifi, desk and collaborative work environment	\$300
	\$50 per month
<b>TOTAL REQUEST</b>	<b>\$12,150</b>

# **1. Essex Governance Group (EGG) Report: Executive Summary**

*In fall, 2014, the Essex Government Group explored with residents ways Essex can continue to improve civic engagement and governance, with a focus on budget decision-making and voting. Through a community-wide survey and public forum, EGG identified a number of strong themes. EGG findings and recommendations are briefly summarized below. For more information please go to [www.heartandsoul.org](http://www.heartandsoul.org)*

## **EGG FINDINGS**

### **1. More Effective Communication is Needed**

Citizens want Essex leaders and staff to communicate with them in ways that are more:

- Explicit, clear, and open
- Proactive, with information well in advance of decisions
- Online, with a more active web presence
- Innovative in using a variety of media
- Direct, responsive, and accountable
- Two-way, with respectful exchanges

### **2. Inclusion is Critical**

Citizens are concerned about low turn-out both at town meeting and local ballot voting. Many reported feeling barriers to participation.

### **3. High-Quality, Informed Decision Making is Greatly Valued**

Citizens value face-to-face decision making. They appreciate hearing directly from leaders, and want the community to be informed and engaged.

### **4. Essex Could Create its Own Model**

Participants in EGG forum and survey are open to creating a new model for local democratic decision making, choosing the elements that work best for Essex.

### **5. Residents Value the Power and Immediacy of Direct Democracy**

Citizens value their power at town meeting, and want to be able to see the clear, immediate results of their participation.

### **6. Same Day Voting, and a Call for Simplicity**

Each spring, Town residents vote three separate times (Village residents five times). Citizens would like all votes on local issues to occur on the same day.

## **EGG RECOMMENDATIONS**

### **A. Launch Proactive Communication Program**

Adopt an Essex Public Engagement Protocol, train and affirm expectations of staff, revamp website, and host informal community meetings.

### **B. Empower Neighborhoods**

Create Neighborhood Assemblies to serve as official advisors to the municipality.

### **C. Switch to Enhanced Town Meeting / Australian Ballot Hybrid**

Enhance Town Meeting with improved participation options. Citizens would continue to have the power to amend the budget unless Town Meeting attendance is below a specific level. The final budget would be voted by Australian ballot 45 days after Town Meeting. Additional changes: ballot would include a survey for citizen comment; Town Meeting date would be changed so as not to coincide with school break.

### **D. Institute Same-Day Voting**

Create a staged plan to combine voting dates, and combine Town/Village Meeting dates.

## 6) EGG Survey

### Survey Highlights

1. Over 450 Essex residents answered the survey.
2. Results indicate that respondents participate in our community and feel local decisions are important.
3. Even among this engaged group, many don't attend town meeting or vote in local elections.
4. Respondents identified several barriers to participating.
5. Several strong themes emerged, including the desire for more collaboration, transparency and inclusion.

Figure 8 depicts key findings from the EGG Survey.

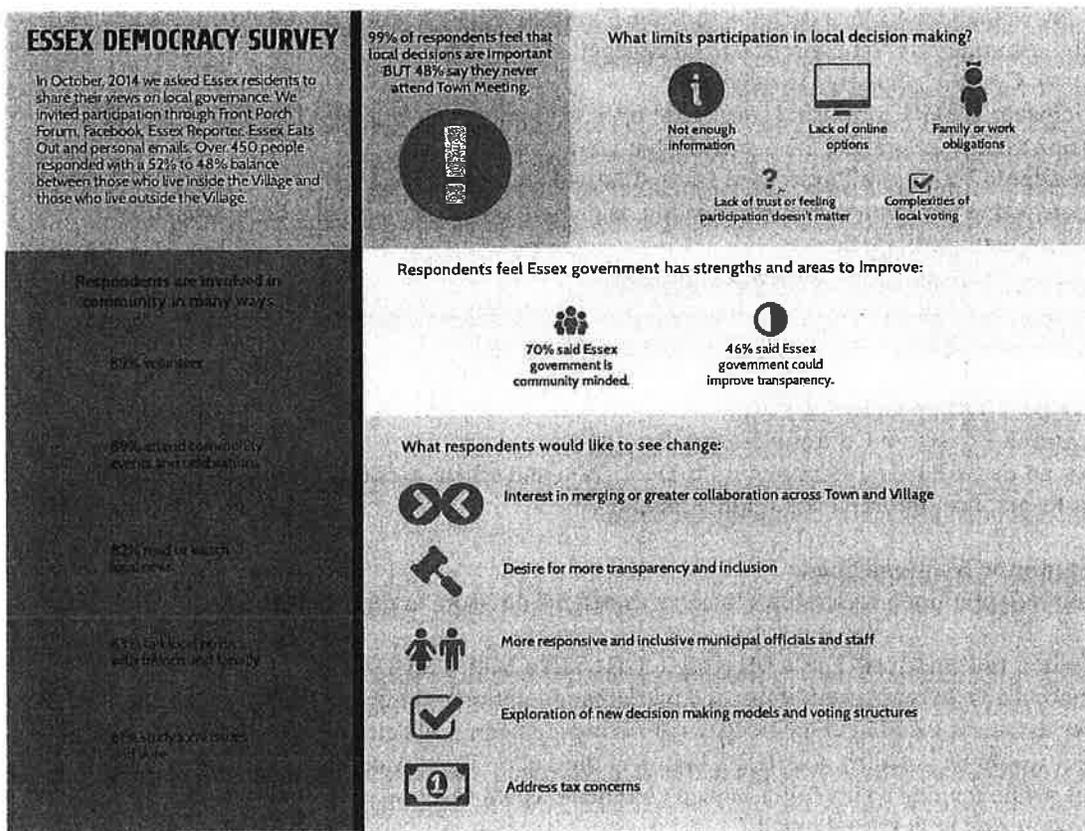


Fig. 8

## Detailed Survey Findings

### 1. Over 450 Essex residents answered the survey.

- This online survey was fielded between October 6-26, 2014.
- It was publicized through Front Porch Forum, Facebook, personal e-mails from EGG committee and their networks, posters, and the *Essex Reporter*. Volunteers also attended Essex Eats Out and provided paper copies.
- 456 people filled out the survey.
- Respondents were self-selected, providing a non-scientific “snapshot” of community.
- Participation was representative across Town and Village (47% and 51%)
- Most respondents were between the ages of 35-64 (over 70 %). There were 48 respondents under age 35 (12%), and 61 over age 65 (15%).
- More women than men filled out survey (59% women, 39 % men).
- 92% identified as white - 4% people of color.
- Most people who filled out the survey had an income between \$50,000 and \$125,000 (56%). 16% had income under \$50,000.
- 6% of survey respondents reported that they had graduated from high school, 34% graduated from college, 41% graduated from graduate school.

### 2. Respondents do participate in our community, and feel local decisions are important.

- A strong majority of respondents are engaged with local issues (not surprising since this was a self-selected group). 89% volunteer, 82% read or watch local news. A majority of people (over 60%) talk local politics and study local issues
  - Respondents said they want to be informed and shape community decisions. They feel a sense of responsibility to the community.
  - Respondents are more likely to participate in informal ways (volunteering, celebrations, community meetings) rather than formal ways (serving on a board, attending town meeting, voting).
  - 99% of respondents feel that local decisions are somewhat or very important.
  - Respondents seem more motivated by their caring about the community (83%) and feeling of responsibility towards the community (68%), than by a desire to restrain spending (22%) or keep tabs on local officials (37%).
  - 40% say there are no barriers to participation (which indicates that 60% perceive some barriers).

**3. Even among this engaged group, many don't attend town meeting or vote in local elections.**

- 48% say they never attend town meeting.
  - People who never go to town meeting cite similar barriers to people who sometimes or always go to town meeting.
  - The majority of people who never go to town meeting do volunteer (70%) but at a lower rate than people who attend town meeting (89%)
- Respondents who never go to town meeting vote **somewhat less** in national elections than those who attend town meeting (85% sometimes or always vs. 96% sometimes or always).
- Respondents who never go to town meeting vote **a lot less** in local elections (57% sometimes or always vote vs. 94% sometimes or always vote).
- Respondents who never go to town meeting feel much less sense of responsibility for community than those who do attend (55% vs. 80%).
- This is especially true for young people (ages 18 - 34). Young people participating in the survey express similar motivations and barriers to participation as all ages, with a few differences:
  - The opportunity to shape the future is a stronger motivator for young people than for all ages (77% vs. 58%).
  - Lack of information and online opportunities is a bigger barrier for young people (info. 54% vs. 32%).
  - Two places where there are big gaps in participation between young people and everyone else is voting and going to town meeting.
    - 28% of young people say they study issues and vote vs. 60% of all respondents.
    - 78% young people never attend town meeting vs. 48% of all respondents.

**4. Respondents identified several barriers to participating.**

*(Respondents could choose as many as applied, so percentages do not add up to 100%)*

- No barriers (40%)
- Lack of information (32%)
- Lack of online opportunities to participate (23%)
- Some people express lack of trust and feeling that participation won't make a difference (11% and 13%)

- Multiple votes and confusion about voting was a barrier for some but not many (10% or under)

**5. Several strong themes emerged, including the desire for more collaboration, transparency and inclusion.**

- Two values stood out well above the others when respondents were asked what local government does well, and where there is most need for improvement:
  - 70% of respondents say “Community minded” is a strong value of local government
  - 46% say “Transparency” is the area most in need of improvement
- When asked in an open-ended question what change people would most like to see, five key ideas show up in the data
  - **A) Interest in merger and/or more collaboration (96 mentions)**
    - merge town and village
    - increase collaboration
    - improve planning processes
  - **B) Desire for more transparency and inclusion (48 mentions)**
    - Communication & Engagement
      - More proactive and innovative ways to share information, including the use of technology and online platforms
      - More opportunities for shared decision-making
      - More opportunities to leverage the skills and expertise of community members
  - **C) More responsive and inclusive leadership (23 mentions)**
    - Concerns that elected, appointed officials and/or staff may have priorities that are not aligned with the community
    - Sense that leaders are not listening or responsive to the diversity of opinions and voices in the community
  - **D) Exploration of new decision making models and voting structures (34 mentions)**
    - suggestions for different models of governance
    - interest in moving voting to Australian ballot along with comments about streamlining voting processes
  - **E) Address tax concerns (24 mentions)**
    - Interest in lowering taxes
    - Streamline and unify town and village as a way to lower taxes

While all of these results are worthy of attention, only the middle three were within EGG's defined scope of work. The November 8th forum provided an opportunity to discuss these key priorities:

- Desire for more transparency, inclusion and responsive leadership
- Interest in new models of decision making & voting structures (i.e. the four approaches to town meeting voting; see Appendix).

## **7. EGG Findings**

The following is a summary of EGG's combined findings from the October Survey and November 8 Forum.

### **1. More Effective Communication is Needed**

Communication is the most prominent strand running through the Essex Governance Group's findings.

When identifying barriers to participation in Essex, survey respondents named "lack of information" most often (32%), and "lack of online opportunities to participate" second most often (23%). Even though 82% of survey respondents said they read or watch local news, many did not feel they were getting the information they wanted in order to participate.

When respondents were asked about how government most needs to improve, "Transparency" was named most often (46%).

At the Nov. 8 EGG Forum, small-table discussions were asked to shed more light on the meaning of "Transparency" in Essex. A number of important themes emerged, as discussed below. The theme of communication re-emerged repeatedly under other topics throughout Forum discussions.

Participants identified several key aspects of communication needs:

#### **A. Explicit Communication**

Participants asked for more accurate, clear, and open communication. This area was identified separately by all six small groups. Examples included timely and clear explanation on government minutes and agendas so that a person who did not attend the meeting would understand what happened; clearer numbers around total impact of tax bills; and clarity around how citizens can access information.

#### **B. Proactive Communication**

Participants at all six tables used terms like "intentional outreach," "finding ways to connect with citizens," and "being forthright with significant changes in advance." At the end of the Forum, the small groups were asked for their "top ideas," and three fell into this category, asking leaders to *go out to the people* with new, innovative outreach.

#### **C. Online Communication, Open Data**

It is no surprise that Essex, long-time home of IBM, is also home to many tech-savvy citizens with high expectations for online communication. All six tables named this as a priority. Four of the groups' "top ideas" called for a stronger web presence. Participants indicated interest in all of Essex's data being open to the public, with two "top ideas" naming Burlington's Open Data Initiative as a model. Of the two Forum

participants who offered ideas of “what I’d like to do now,” one volunteered to host a conversation about how to strengthen Essex’s online communications.

#### **D. And Beyond Online**

Participants expressed concern that government reach out in other ways (not all residents use the internet). Strengthening collaboration with the media was mentioned. Some noted that local press coverage needs improvement.

#### **E. Direct Communication with Leaders, Accountability**

Participants value responsiveness: the ability to communicate one-on one with their leaders, and for town officials and staff to provide information directly to citizens. This was named as an advantage of traditional town meeting, the hybrid model, and representative town meeting, and a disadvantage of ballot-box voting. They also called for accountability measures, such as tracking of suggestions and complaints to ensure that communication is honored.

#### **F. Active Listening: Responsive, Respectful, Engaged Communication**

Both leaders and citizens value productive two-way engagement. Participating leaders described the value of “knowing our constituents”; meanwhile, citizens asked for “open-minded listening,” and for leaders to be “receptive to ideas and input from community.”

## **2. Inclusion is Critical**

The majority of survey respondents (almost 60%) indicated that they felt barriers to participation in local elections and decision making.

As stated above, the most often-cited barriers related to communication. Many survey respondents also cited family or work obligations as limiting their participation. Respondents indicated a mix of other reasons, including not feeling their participation matters, not trusting the system, and confusion about voting.

Those who participated in the Forum expressed strong concerns about the **inclusiveness** of Essex’s system. All six tables listed multiple issues regarding inclusion, with a heavy emphasis on the drawbacks of town meeting and the relative merits of Australian ballot voting, including parallel advantages of the hybrid option since it includes Australian ballot. Participants expressed concerns about intimidation at town meeting due to complicated rules/procedures, TV cameras, and loud or impolite people. They cited a variety of advantages offered by Australian ballot including absentee ballot, voting by mail, and 12-hour voting.

Participants voiced worries about **low numbers** in both voter turnout and meeting participation. Some expressed concern that the hybrid method (SB2) would depress town meeting turnout even further.

Participants also called for more **demographic diversity** in participation, including socio-economic, cultural, geographic, and age diversity. Youth was of particular concern. The EGG Survey revealed that young respondents (ages 18-34) were significantly less likely to vote and attend town meeting than older residents. One Forum group's "top idea" was to help youth become more involved, engaged and informed.

### **3. High-Quality, Informed Decision Making is Greatly Valued**

In addition to ensuring that all citizens have the opportunity to participate and vote, Forum participants emphasized that decision-making processes must be of high quality.

The advantages of **deliberative decision making** were raised at all six tables. Traditional town meeting was especially named as offering the opportunity to exchange ideas, hear new opinions, and correct misinformation. However, town meeting was also criticized as potentially causing hasty decision making. Participants expressed some frustration with town meeting management.

Another key element identified at all Forum tables, in keeping with earlier concerns about communication, is the need for **informed and engaged voters** and citizen education. Informed participation was cited as an advantage of town meeting and representative town meeting, while participants bemoaned the lack of participation at informational meetings before Australian ballot voting. They cited the lag-time between discussion and voting as a potential advantage of the hybrid method.

High-quality decision making also means balanced participation, and all tables mentioned uneasiness with the possibility that **special interest groups** could hijack a process.

In another commentary on the importance of methodology, participants saw the choice of decision-making models as a potential element in **building community** (cited as an advantage of town meeting not seen with Australian ballot), or in dividing it (representative town meeting's need for new districts was seen as potentially fractious).

Most tables indicated that a key element of community-minded governance is **balance**: weighing the desires of the few with the needs of the whole, and making decisions based on the greatest long-term good.

Efficiency was also a concern, with most tables naming **costly re-votes** as a down-side to Australian ballot.

### **4. Essex Could Create its Own Model**

A significant number of Forum comments centered on alternative models for democratic engagement.

Of particular interest was the idea of representing citizens at the neighborhood level. Most tables named creating stronger neighborhoods, grassroots efforts or “hyper-local” emphasis as an advantage of the representative town meeting model. Two of the six tables named **Neighborhood Assemblies** such as those used in Burlington as one of their “Top Ideas.”

Most tables suggested **creative improvements** in the existing system. One group wondered whether instead of focusing on dramatic changes in voting, Essex should improve the existing system through technology and other participatory techniques. Another noted that the town selectboard is already making improvements but it will take time to see changes.

Other suggestions included:

- Reducing re-votes (for instance, by having a “no” vote automatically revert to the current budget).
- Improving town meeting participation by changing the time of town meeting, issuing specific invitations, and otherwise reducing barriers.
- One “Top Idea” was using technology (e.g. Skype) to allow remote meeting attendance/participation.
- Providing a way for voters to give specific feedback to leaders after ballot-box voting. One group’s “Top Idea” was to allow citizens to give budget feedback by incorporating a survey into the ballot.

All six tables named two-way communication between municipal leaders/staff and residents as an important **alternative to formal hearings/meetings**. “Build bridges, not walls” was one comment; another was “lots of avenues for two-way communication in a user-friendly form.” Several groups called for more topical community forums such as those hosted by Heart and Soul. (In Forum evaluations, when asked “How helpful would it be to have more of these kinds of community conversations in Essex?” 81% of respondents said that it would be “helpful” or “extremely helpful.”)

**Non-formal participation** is an important element not only of community, but what local government means to citizens. When asked “how do you participate in our community,” survey respondents were more likely to participate in informal ways (volunteering, celebrations) than in formal ways (e.g. serving on boards). However, when Forum participants were asked “What does government being community minded mean to you?” almost all groups named support of non-formal activities such as grassroots organizations, block parties, Farmer’s Market, and concerts. For many citizens, the border between informal “community” and formal “government” is fuzzy; these comments indicate that each side of the line can benefit from the energy of the other.

Four comments wondered whether Essex should consider a **city form of government**, with one group naming neighborhood assemblies reporting to a Mayor as a “top idea.”

## **5. Residents Value the Power and Immediacy of Direct Democracy**

All six tables named **citizens' direct democratic power** as an advantage of traditional town meeting, such as the ability to amend. "Direct democracy: we are the legislators" was a repeated sentiment, and the lack of amendment power was cited as a downside of Australian ballot. "Adding a layer" between voters and their decision making was seen as a negative element of representative town meeting, with a fear of centralizing power to an elite few. Several named Vermont's long local tradition as a positive element of town meeting. At the same time, some complained that citizen power is actually *not strong enough* at town meeting; it's "hard to make real changes," and "amendment power is limited."

Most tables appreciated the **immediacy** of town meeting. "The work is done when the meeting is done" was a common sentiment. In contrast, the hybrid model creates a two-step process, and with Australian ballot, "a no-vote means a revote."

## **6. Same Day Voting, and a Call for Simplicity**

In a typical spring in order to participate in every local vote, Town resident need to vote three different times, and Village residents, five times. Survey results indicated that while it wasn't the top concern, the complexities of voting were a barrier to participation. At the Forum, four tables offered comments indicating their interest in **same-day voting**. Two groups named same-day voting as one of their "Top Ideas."

Simplicity and clarity was a common thread in other areas, seen especially as an advantage of ballot-box voting. One group's "Top Idea" was "Simplify: Governance, communication, education (of municipal issues, budgets)."

All six tables expressed some trepidation about the **implementation** of one or more of the new decision-making models discussed. The hybrid (SB2) model raised the most apprehension about implementation, with representative town meeting a close second. Clearly, any changes should be made with caution, and with confusion and upheaval kept to a minimum.

## **8. EGG Recommendations**

The Essex Governance Group recommends the following actions. They are intended as a “package.” In particular in the case of the first three recommendations, the success of each will be enhanced by the others. For those recommendations that cannot be acted on immediately, EGG recommends that Essex leaders commit to a timeline to move forward.

- A. Launch Proactive Communication Program**
- B. Empower Neighborhoods**
- C. Switch to Enhanced Town Meeting/Australian Ballot Hybrid**
- D. Institute Same-Day Voting**

### **A. Launch Proactive Communication Program**

*Essex residents value their government’s “community minded” nature, and have expressed a strong desire for more two-way communication with leaders and staff. Ideally proactive communication does not need to add to the overall workload of officials and staff, but instead can enable leaders to succeed at existing tasks more effectively with the understanding and active support of the public.*

#### **Action steps:**

##### **1. Public Engagement Protocol**

Create, adopt and implement an Essex Public Engagement Protocol for use by all departments (see sample protocol from Portland, Oregon in Appendix). The protocol allows staff and community members to implement appropriate public engagement for each municipal project.

##### **2. Training**

Train current municipal leaders and staff in best public engagement practices, to ensure that proactive citizen participation is a meaningful part of everyone’s job.

##### **3. Hiring and Performance Expectations**

Incorporate public engagement skills and expectations into all municipal job descriptions, hiring expectations, and performance reviews.

##### **4. Website**

Revamp websites and link Town/Village online presence, based on citizen and staff input

##### **5. Informal Meetings**

Convene quarterly, informal get-togethers for residents to meet with elected municipal officials and staff. Bring the meetings to places where people may already be gathered (e.g. a bar, a school play, a community event).

## **B. Empower Neighborhoods**

*While Essex residents want to improve inclusivity, many also value face-to-face, deliberative decision making and direct democracy. The immediacy of local decision making is inspiring to youth, and local issues like parks interest young families. Devolving power on specific planning and budgeting decisions to the neighborhood level would build on Essex's "small town feel" and community engagement while bringing in new participation. (Burlington's Neighborhood Planning Assemblies may be a useful model.)*

### **Action step:**

#### **1. Create Neighborhood Assemblies**

Create Neighborhood Assemblies to make recommendations on neighborhood and municipal issues (such as planning, development, lighting and safety). The Assemblies would serve as official advisors to the municipality (in alignment with the recommended public engagement protocol—see recommendation A-1 above). Invite leaders to attend Neighborhood Assemblies.

## **C. Switch to Enhanced Town Meeting/Australian Ballot Hybrid**

*After considering a variety of options for deliberating and voting on budgets, EGG recommends changes that incorporate participants' strong interest in inclusivity while building on Essex's robust community-mindedness. The proposed hybrid model is purposefully paired with a powerfully enhanced town meeting, with the goal of protecting it from the reduced participation often experienced in New Hampshire's larger hybrid (SB2) towns. A minimum attendance requirement ensures that amendments can not be made by a tiny minority. Changes (especially to the charter) should be carefully coordinated to create the least confusion for Essex citizens.*

### **Action steps:**

#### **1. Upgrade the current Town Meeting to an "Essex Democracy Day"**

Essex Democracy Day would have the elements of the current Town Meeting, but with improved participation options (e.g. could include remote town meeting participation), and also could include a congress of Neighborhood Assemblies, a facilitated community forum on a key issue, and a dinner and celebration.

#### **2. Amendment Requirement**

If attendance at Town Meeting is high enough (equal to or greater than the median town meeting attendance during the past 10 years from 2005 through 2014), citizens attending that Town Meeting will continue to have the power to amend the budget. This meeting determines the final budget number to be sent to the voters of Essex for

approval by Australian ballot. (Note: if attendance is below this percentage, then that particular year's Town Meeting would be informational only, with no power to amend.)

**3. Amended budget voted on by Australian ballot**

Final budget is sent to voters of Essex for approval by Australian ballot vote, to be held 45 days after Town Meeting.

**4. Survey included with ballot**

A survey should be included with the ballot, to allow residents the opportunity to offer comment.

**5. Town meeting date**

Change the date of town meeting so it doesn't happen right after school break.

**D. Institute Same-Day Voting**

*In a typical spring in order to participate in every vote on local issues, Town residents must vote three different times, and Village residents five times. Complexities of local voting were named as a barrier to participation. Forum participants also expressed concern that each individual vote does not convey the overall impact of their property tax. Because Essex's voting involves five separate municipal units and separate municipal clerks, this change must be made with careful, coordinated planning. It will increase work for local clerks' office, and so will require additional staffing to ensure that they can maintain their traditionally high standards and low incidence of voter problems.*

***Action step:***

**1. Create a staged plan to combine voting dates and Town/Village Meeting dates.**

Over a specified time, institute same-day voting with all budgets voted on the same day. (This is not a proposal for a single ballot; voters would receive multiple ballots.) This process would also include combining Town and Village Meeting dates.

## **9. Conclusion**

By inviting residents to reflect on concerns about voting and decision-making around the municipal budget through this EGG process, the Town, Village and Heart & Soul of Essex have collaborated with community residents to uncover multiple pathways for building the capacity of our community to engage residents in meaningful ways and incorporate their voices in important decisions about our future.

When Essex embarked on the Heart & Soul process several years ago, the goal was to identify a set of shared values. Six core values emerged, and during this process, it was also discovered that the Heart & Soul of Essex was filling an important gap as a convener (of public conversations), a connector (connecting citizens with local government, building relationships among Town and Village staff and other community organizations), and a champion (ensuring community values are incorporated into decision making). The recommendations from the EGG report actually offer a road map for building these roles into the fabric of our community's public life. This alignment is an unexpected but promising outcome of the work of the Essex Governance group.

The Essex Governance Group respectfully offers EGG's Findings and Recommendations to the Essex Selectboard and the Essex community as a whole. We hope the community's voice is heard through the Findings, and that the EGG Recommendations will serve as a useful guide for action.

Essex leaders are in a position to strengthen the civic life of the community, and hundreds of residents have expressed their interest and support for improvements. The time is right. The Essex residents who contributed to EGG's work stand ready to help.

## **10. Appendices**

**Appendix A:** Portland, Oregon Participation protocol

**Appendix B:** Survey results, coded (link)

<https://docs.google.com/spreadsheets/d/1bMuzDpTcC-3ntXqXuAYbU6AxiGv2c8DNuNRSjuJfPOg/edit?usp=sharing>

**Appendix C:** Forum agenda and "Four Approaches"

**Appendix D:** Forum small-table results, coded

**Appendix E:** List of EGG Participants, Facilitator/Author Bios

# **Public Involvement Toolkit**



**November 2006**

**Submitted by:  
The Mayor's Bureau Innovation Project #9:  
Public Involvement**

**Eileen Argentina and Jo Ann Bowman, Co-Chairs**

# Guidelines for Using this Toolkit

## Introduction

The Bureau Innovation Project #9 team, an initiative of Mayor Potter that began in June 2005, developed this toolkit. A team made up of both city staff and public members developed the tools based on research and discussion of models from around the world. It was important to the team to develop a model that would be easy to apply to all city bureaus and create consistent expectations for the public, yet not limit the creativity or flexibility of public involvement staff.

## Before the Toolkit:

Before a public involvement staff person starts using the toolkit, there are activities that should normally occur in the overall public involvement project. The Process Overview demonstrates a typical public involvement process<sup>1</sup>. More about general steps and guidance for performing public involvement is available in the City of Portland's Outreach and Involvement Handbook, the third edition of which will incorporate the Toolkit.

First, project managers – be they public involvement staff, general project managers, or consultants – should perform, at the very least, an assessment of the project or initiative that includes the following:

- An environmental scan for related mandates, plans and other directives that may have bearing on the project,
- An initial stakeholder assessment, including considering whether this project may disproportionately affect a particular community or traditionally underrepresented community.
- A review of the goals and purposes of public involvement for the project, and
- An evaluation of resources available for the public engagement component of the project.

Once this preliminary review is complete, the toolkit can be drawn upon to further define the public involvement approach most suited to the particular project. The toolkit can also be used multiple times throughout the span of a project to assess options in a project's phases or to reassess in the event that circumstances change or modifications are needed.

## How to use the Toolkit:

This toolkit is designed to be used, ideally with participation from a representative stakeholder group, to assess the optimal approaches and methods for engaging the public in a project or initiative. It is applicable to development and planning projects as well as policy explorations and general public education.

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<sup>1</sup> Appendix A, page 4 of Toolkit

Consisting of a series of questions intended to clarify public interests and needs in the engagement process followed by a spectrum of approaches matched with tools and methods, this toolkit can help with identification of prospective options. Used with a stakeholder group, it can also help develop early public commitment to project success as public members participate in the development of the public process. The suggested steps for using the toolkit are as follows.

### **The Facilitated Stakeholder Meeting:**

#### **Step 1: Asking the Questions**

Once an environmental assessment (see above) has been completed, convene a stakeholder meeting. Bringing together stakeholders with diverse perspectives and interests helps insure that the resulting involvement will respond more readily to community needs and values.

Referring to the list of questions<sup>2</sup>, pose each question and allow all participants to answer the question in turn. If the group is very large, dividing into multiple small groups of 6-10 is recommended. As participants answer the question, the facilitator should place a check mark in the appropriate box. When all participants have answered, the facilitator moves on to the next question and each subsequent question in turn.

The facilitator should take care to ensure all voices are heard and that no answers are discussed or judged during this process. It is a free-flowing question and answer period, and all answers are equally valid.

#### **Step 2: Assessing the Answers**

Once all the questions have been answered in this manner, after thanking participants for their input, the facilitator should get agreement that the next step is to assess the group's general majority view on each question. The facilitator assessing the answer patterns, averaging them to determine a probable midpoint, and then affirming this with the group can informally accomplish this. Another option is to assign a number value to each answer and then average the answers for a mathematical average.

#### **Step 3: Overall Scoring or Scale Assessment**

After each question has been assessed and the average answer plotted, the facilitator should work with the group to come up with an overall score or location on the scale for the project. Some answers may seem to have opposing scales for this purpose. It is better not to focus on this, but to work with the group to determine a general rating or characterization of the project that will help point to the type of engagement and tools of engagement are warranted.

The questioning exercise can result in multiple positive outcomes. The facilitator, who is likely the public involvement manager for the project, will have a much better sense

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<sup>2</sup> Appendix B, page 5 of Toolkit

of stakeholder views and issues. If the outcomes of the questions conflict with the limitations of mandates driving the project, this early warning system will help daylight potential sources of conflict so they can be dealt with early on. In addition, engaging stakeholders in discussing the community interest and positions regarding the project can result in early education as well as participation.

#### **Step 4: Using the Spectrum**

Once the project assessment using the questions is complete, the group can turn to the spectrum<sup>3</sup> to discuss levels and methods of engagement. Usually, the facilitator will suggest a “landing place” for the project on the spectrum based on the question discussion, the question-by-question scores, and the overall score or outcome.

The group should discuss and come to agreement on the level of public involvement dictated for the project by the assessment. The ultimate choice need not conform directly with the “score” from the questioning exercise. It is important that the level of involvement take account of the answers to the questions but also other associated factors of the project – mandates, timelines, resources, geographic scope, etc.

#### **Step 5: Determining the Appropriate Tools and Methods**

Once the group has agreed where the project falls on the spectrum and understands the purposes and roles associated with the result, the facilitator can lead a discussion of likely tools and methods<sup>4</sup> for ensuring public engagement at the determined level. This is the point in the exercise where stakeholder participation can be particularly effective in providing insights of which project staff may be unaware and in matching tools and methods to the community in which the engagement is to take place.

#### **What Follows:**

Putting the toolkit to use early in a project is an important step in developing a public involvement plan. Following these initial planning steps, staff should develop a public involvement plan that includes timelines, goals, benchmarks, and a detailed budget for the project’s involvement components. Common steps following the toolkit exercise are:

- Complete and gain approval for the public involvement plan
- Share the plan with your initial stakeholder group and incorporate feedback
- Launch and implement the plan
- Evaluate and revisit the plan as warranted
- Ensure evaluation of the plan’s success, especially with the initial stakeholder group
- Assess and report on successes and lessons learned

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<sup>3</sup> Appendix C, page 6 of Toolkit

<sup>4</sup> Appendix D, page 7 of Toolkit

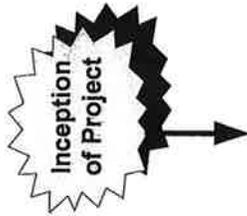
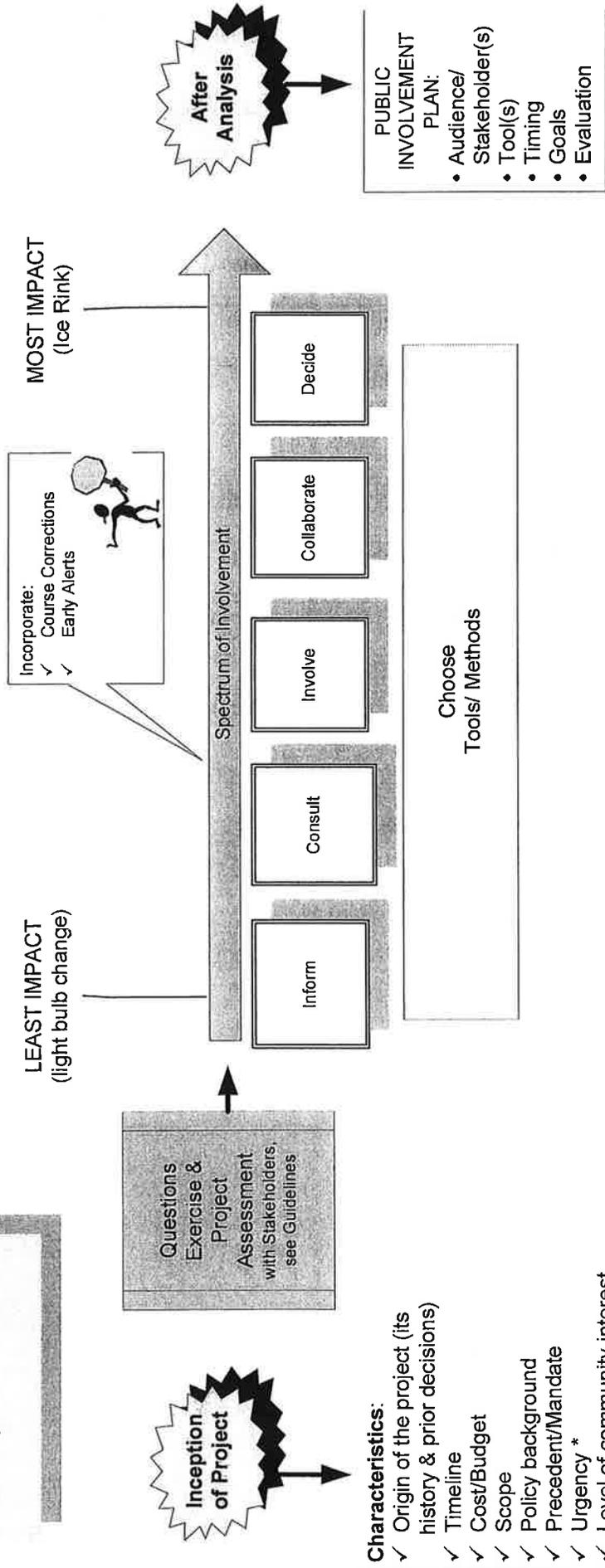
### **Additional Resources**

1. Outreach and Involvement Handbook  
(<http://www.portlandonline.com/shared/cfm/image.cfm?id=98500>)
2. IAP2 website ([www.iap2.org](http://www.iap2.org))

# APPENDIX A PUBLIC INVOLVEMENT TOOLKIT, PROCESS OVERVIEW

**NOTES:**

- ✓ This model should apply to any project, no matter where it comes from
- ✓ Assumption: process should be able to deal with 90% of the issues that come up



**Characteristics:**

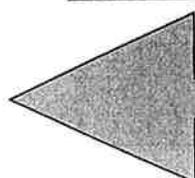
- ✓ Origin of the project (its history & prior decisions)
- ✓ Timeline
- ✓ Cost/Budget
- ✓ Scope
- ✓ Policy background
- ✓ Precedent/Mandate
- ✓ Urgency \*
- ✓ Level of community interest

\* perhaps hardest to identify due to limiting factors

**Levels of Impact**

Assessment Questions	Very Low	Low	Moderate	High	Very High
1. What is the anticipated level of conflict, opportunity, controversy, or concern on this or related issues?					
2. How significant are the potential impacts to the public?					
3. How much do the major stakeholders care about this issue, project, or program?					
4. What degree of involvement does the public appear to desire or expect?					
5. What is the potential for public impact on the proposed decision or project?					
6. How significant are the possible benefits of involving the public?					
7. How serious are the potential ramifications of NOT involving the public?					
8. What level of public participation does Council and/or bureau directors desire or expect?					
9. What is the possibility of broad public interest?					
10. What is the probable level of difficulty in solving the problem or advancing the project?					

**DRAFT Public Participation Spectrum**



Level	Public Participation Goal	The City will	Tools* to Consider	The Community
<b>Decide</b>	To place final decision-making in the hands of the public.	<i>Implement what the public decides.</i>	#5 Committees #6 Feedback Mechanisms #8 Community Driven & Organized #9 Techniques & Methods	<b>Decides</b>
<b>Collaborative</b>	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<i>Partner with public in each aspect of decision.</i>	#6 Feedback Mechanisms #8 Community Driven & Organized #9 Techniques & Methods	<b>Partners</b>
<b>Involve</b>	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	<i>Work with the public to ensure that their concerns are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</i>	#5 Committees #6 Feedback Mechanisms #7 Formal Hearings/Forums #8 Community Driven & Organized	<b>Participates</b>
<b>Consult</b>	To obtain public feedback on analysis, alternatives, and/or decisions.	<i>Keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</i>	#3 Events/ Meetings #5 Committees #6 Feedback Mechanisms #7 Formal Hearings/Forums	<b>Contributes</b>
<b>Inform</b>	To provide the public with balanced & objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.	<i>Keep the public informed.</i>	#1 Information/Notification #2 Publications #3 Events/ Meetings #4 Community Education	<b>Learns</b>

\*Refer to “Public Involvement Tools, by Category” on the next page for the full list of techniques.

Adapted from IAP2’s Public Participation Spectrum ([www.iap2.org](http://www.iap2.org))

DRAFT – October 2006 – Bureau Innovation Project # 9, City of Portland

**Increasing Level of Public Involvement**

**Public Involvement Tools, By Category – BIP #9**

#1 Information/ Notification	#2 Publications	#3 Events/ Meetings	#4 Community Education	#5 Committees	#6 Feedback Mechanisms	#7 Formal Hearings/ Forums	#8 Community Driven & Organized	#9 Techniques & Methods
<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Advertisements, Newspaper Inserts</li> <li>• Advertisements, Transit Ads</li> <li>• Bill Stuffer</li> <li>• Clerical Information Contact</li> <li>• Email</li> <li>• Info Centers &amp; Field Offices</li> <li>• Information Hot Line</li> <li>• Information Repositories</li> <li>• Media: Comics, Community Media/Cable Access, Feature Stories, Podcasting, Radio, TV</li> <li>• News Conferences</li> <li>• Postcards</li> <li>• Press Releases</li> <li>• Soap Box</li> <li>• Staffed Displays</li> <li>• Tabling</li> </ul>	<ul style="list-style-type: none"> <li>• Brochures</li> <li>• Fact Sheets</li> <li>• Issues Papers</li> <li>• Mailings</li> <li>• Newsletters</li> <li>• Reports</li> <li>• Review Drafts</li> <li>• Websites</li> </ul>	<ul style="list-style-type: none"> <li>• Community Fairs</li> <li>• Community Forums</li> <li>• Design Charrettes</li> <li>• Door to Door/Canvass</li> <li>• Field Trip</li> <li>• Groundbreaking Ceremonies</li> <li>• Meetings with Existing Groups</li> <li>• Meetings, Virtual</li> <li>• Neighborhood Walks/Strolls</li> <li>• Open Houses</li> <li>• Roadshow</li> <li>• Summits</li> <li>• Tours</li> <li>• Open Houses</li> <li>• Virtual Open Houses</li> <li>• Web-based Meetings</li> <li>• Workshop, Computer-Facilitated</li> <li>• Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings to Neighborhood &amp; Community Organizations</li> <li>• Brown Bags</li> <li>• Door to Door/Canvass</li> <li>• Panels</li> <li>• FAQ's</li> <li>• Field Trip</li> <li>• Media: Feature Stories &amp; Editorials</li> <li>• Speakers Bureau</li> <li>• Staffed Displays</li> <li>• Tabling</li> <li>• Trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory Committees</li> <li>• Citizen Juries</li> <li>• Commissions &amp; Boards</li> <li>• Established Groups &amp; Committees</li> <li>• Expert Panels</li> <li>• Task Forces</li> </ul>	<ul style="list-style-type: none"> <li>• Comment Cards</li> <li>• Community Feedback Board</li> <li>• Door to Door/Canvass</li> <li>• Fishbowls</li> <li>• Focus Groups</li> <li>• Handheld Voting</li> <li>• Interviews</li> <li>• Large Group Study</li> <li>• Media, Blogs</li> <li>• Online Testimony</li> <li>• Polling: Computer-Based, Deliberative</li> <li>• Response Sheets</li> <li>• Surveys: Exit/Follow-up, In Person, Intercept, Internet, Mailed, Telephone</li> <li>• Tabling</li> <li>• Virtual Room</li> </ul>	<ul style="list-style-type: none"> <li>• Community Forums</li> <li>• Online Testimony</li> <li>• Public Hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Coffee Klatches/House Parties</li> <li>• Community Facilitators</li> <li>• Form New Community Group</li> <li>• Meetings, Community Initiated</li> <li>• Small Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Consensus Building Techniques</li> <li>• Deliberative Dialogue</li> <li>• Design Charrette</li> <li>• Future Search Conference</li> <li>• Network with Leadership (esp. cultural groups)</li> <li>• Open Space Technology</li> <li>• Outside Consultant/Facilitator</li> <li>• Popular Education</li> <li>• Role-playing</li> <li>• Samoan Circle</li> <li>• Study Circles</li> <li>• Technical Information Contact</li> </ul>

# Memorandum

**TO:** Patrick C. Scheidel, Town Manager, and the Selectboard/Trustees  
**FROM:** Dennis E. Lutz, P.E., Public Works Director/Town Engineer  
Rick Jones, Village Public Works Superintendent  
**DATE:** 6 October 2015  
**SUBJECT:** Winter Operations Plan for 2015-2016

**ISSUE:** The issue is whether or not the Selectboard and Trustees will approve the Winter Operations Plan for 2015-2016 and sign the retyped Resolution that was first adopted over 28 years ago.

**DISCUSSION:** Every year the Town Public Works Department has sought and obtained approval from the Selectboard on an updated Winter Operations Plan. This process has been ongoing since 1986. The process serves many purposes as noted in the Introduction Section of the document.

This year's plan is a re-write and reorganization of information contained in previous plans. For the first time, it is a document that includes both the Town and Village operations in a manner that preserves the independent actions of both municipalities but provides a joint framework for issues that are common to both. It has been developed with input from both Village and Town Public Works staff.

As in the past, there are two versions – an internal version with contact phone numbers and radio call numbers not available to the public and a public version without these numbers. Many of these numbers are private cell-phone numbers needed for internal communication and contact but not appropriate for public disclosure.

Use of the document reduces complaints to a great degree and also provides a consistent basis for answering complaints covering a wide range of topics.

## **Public Notice:**

Because the Plan has changed significantly in format and now encompasses both communities, the plan is to present the document to both the Selectboard and the Trustees before placing a copy on the Town and Village web-pages. After the formal presentations are made (Town on 19 October and Village on 27 October), the document will be placed on the Town and Village websites for public review and input. A revisit will be made to the two boards for approval and signing (2 November in the Town and 10 November in the Village). Any comments received will be shared with the Selectboard and Trustees at the second meetings.

### **Changes in the Document for the Winter of 2014-2015**

There are now three sections -- Section 1 which is general and covers entirely joint items, Section 2 covers topics specific to the Town outside the Village and Section 3 covers topics specific to the Village of Essex Junction.

Very few changes have been made that impact the Town either in Section 1 or Section 2, other than reorganizing the document, updating information and identifying Special Practices for 2015-2016 (see page T8).

The Village has not had a written Winter Operations Plan in the past. Section 1 is a carry-over of information that was previously in the Town's document and Section 3 is entirely new. For example, the Village has not in the past provided guidance on mail box replacement if destroyed by a Village vehicle. There is now information in the document on how this is to be handled on a common basis.

More detail can be provided in response to questions at the scheduled Board meetings.

### **Signing of the Resolution:**

A resolution was adopted by the Town Selectboard dating back to 1986. It was developed by the Town Attorney based on model resolutions adopted across the country. The wording was carefully chosen and it is still very appropriate. It is not recommended that it be changed. It has been in effect for 28 years.

**RECOMMENDATION:** It is recommended that the Selectboard and Trustees approve the Winter Operations Plan for 2015-2016 and sign/resign the resolution contained therein.

**TOWN OF ESSEX**  
**VILLAGE OF ESSEX JUNCTION**  
**PUBLIC WORKS**  
**WINTER OPERATIONS PLAN**

**PUBLIC VERSION**

**2015-2016**



**This plan addresses the wintertime Public Works operations for ice and snow control on Town and Village roads, walkways and municipal parking lots. It also identifies essential community services provided by the Public Works Department of both communities for winter water and sewer emergencies and discusses wintertime coordination actions.**

**Dennis E. Lutz, P.E., Town Public Works Director**  
**Rick Jones, Village Public Works Superintendent**



If you have an emergency or a complaint, the daytime contact hours are

For the Town:

The Town Public Works Offices at 878-1344

For the Village:

The Village Offices at 878-6944

For the State:

District V VTRANS at 655-1580

After normal working hours, please contact:

The Essex Police at 878-8331

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# RESOLUTION

BE IT RESOLVED that the Board of Selectmen of the Town of Essex and the Trustees of the Village of Essex Junction adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) NOTWITHSTANDING the circumstances involved with changing climatic conditions, the Town and Village will endeavor to keep Town and Village roads, designated walkways and municipal parking lots in a reasonably safe condition for travelers and
- 2) Town and Village employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Essex and Village of Essex Junction Public Works Winter Operations Plan and
- 3) Travelers who use the Town and Village roads, and designated walkways and municipal parking lots are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions.

Executed at Essex Junction this \_\_\_\_\_ of \_\_\_\_\_ 2015.

## Town of Essex Selectboard

\_\_\_\_\_  
Max G. Levy, Chair

\_\_\_\_\_  
Irene A. Wrenner, Vice Chair

\_\_\_\_\_  
Andy J. Watts, Clerk

\_\_\_\_\_  
Brad M. Luck

\_\_\_\_\_  
R. Michael Plageman

## Village of Essex Junction Trustees

\_\_\_\_\_  
George A. Tyler, President

\_\_\_\_\_  
Daniel S. Kerin, Vice President

\_\_\_\_\_  
Andrew Brown

\_\_\_\_\_  
Elaine Sopchak

\_\_\_\_\_  
Lori A. Houghton

## INTRODUCTION

The Town of Essex and the Village of Essex Junction are responsible for providing winter services, such as plowing, sanding, and salting of roads, clearing of sidewalks and maintaining access to municipal buildings and parking lots within their respective municipal boundaries. A Winter Operations Plan has been developed and adopted by the respective legislative boards for the following reasons:

- 1) To align the policies set by the Town Selectboard and Village Trustees with regard to winter operations with the execution of policy by their Public Works/Highway departments.
- 2) To help insure that the winter practices of each department are consistent with the resources available through the budget process, including but not limited to equipment, manpower, overtime and materials.
- 3) To provide a source of information to Town and Village officials, the Police Department, Fire Departments, school officials, commercial businesses and the general public regarding what actions will and will not be performed by the respective Public Works Departments during the winter.
- 4) To provide an internal resource document for operational use and training by Public Works supervisors and employees.
- 5) To reflect current practice, conditions and funding of the winter operations within each community.
- 6) To assist in the reduction of citizen complaints through a better informed citizenry.
- 7) To foster coordination and cooperation between the Town and Village Public Works Departments during winter operations.

The intent is to update the document on an annual basis, prior to the onset of winter conditions and submit the document to the elected officials for their review and approval. Public input will be sought prior to presentation of the document to the two legislative boards.

The Winter Operations Plan consists of three sections, each with its own Appendix. Two versions of the Plan will be prepared with one version prepared for internal use only and a second version for the public. The internal version contains personal employee's information and communications/contact information the public release of which would be detrimental to individuals and operations. The three sections of the Plan consist of the following:

Section 1. This section covers topics and operational procedures utilized in common by both the Town and the Village. Appendices that are common to both communities are found in this section.

Section 2: Town of Essex (outside the Village). This section is specific to operations within this community, including Appendices pertinent only to the Town.

Section 3: Village of Essex Junction. This section is specific to operations within this community, including Appendices pertinent only to the Village.

## GENERAL MANAGEMENT OF OPERATIONS

During the winter operations period generally extending from early November through mid-April, the principal effort of the Public Works Departments are directed towards control of snow and ice on highways, walkways and around municipal buildings. The Departments have developed procedures to perform anti-icing and snow and ice removal operations for varying weather conditions. Personnel will respond each time that the Departments are notified or become aware that weather conditions include potential hazardous road or walkway conditions and that conditions warrant a response. The procedures have been developed over many years of experience and use of alternative methods, materials and equipment.

To accomplish the objectives and policies of the Town and Village, general operating procedures and training have been established and implemented. The operating procedures take place over four distinct periods including:

- 1) Pre-winter preparation, orientation and training (Section 1, Appendix 1)
- 2) Winter storm operations (Reference general information in Section 1 and specific Municipal information in Sections 2 and 3)
- 3) Continuing operations during non-storm periods (Section 1, Appendix 2)
- 4) Post-winter follow-up (Section 1, Appendix 3)

In general, the Town and the Village perform all winter operations in a similar manner, especially with respect to general procedures and pre-winter, continuing operations and post-winter follow-up. A general discussion on procedures follows with the other periods covered in Appendices to this section or in the specific municipal sections. The elements of winter operations that are detailed and specific to each community are described in Section 2 (Town) and Section 3 (Village).

### Determination of Operations

Using the resources identified in the Winter Operations plan for each community and judgment based on experience, the respective Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by each Department. The Superintendent of Public Works or his designee will contact employees in their Department using their alert notification lists.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads, walkways and municipal parking lots in the Village and the Town of Essex are not possible. An overall plan has been developed to provide for clearing of the roads and related infrastructure and this plan is generally followed. However, each storm event is unique and deviations from the plan occur often. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, an after-action informal review of the methods used, the materials, the equipment, the complaints and the manpower effect will be done by the Public Works Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

Emergency situations may occur requiring deviation from normal procedures and planned routes. In general, the types of situations that may require this change are:

- 1) An immediate need for Police, Fire and/or Emergency Medical assistance.
- 2) Relief for school buses that cannot negotiate a roadway and are stuck.
- 3) The need to address icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.
- 4) Relief for isolated problem areas where it is determined by the municipality that access is urgently needed before all other areas are handled.

### **Control Center/ Internal Communication/Resource Management**

The Public Works supervisor or his designee on duty will be the main line of communication between the respective Public Works Department and the Police Department/School Departments. Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

The Storm Control Center for the Town is the Town Highway garage off Sand Hill Road and for the Village the Village Highway garage.

During the winter of 2015-2016, selected employees in each department will carry a pager on a rotating schedule and will be assigned the responsibility when carrying the pager to make an initial determination of how the storm will be handled, including the immediate level of manning at the outset of the storm. The employee in each community with the pager will be temporarily in charge of operations until the Public Works Superintendent or his designee arrives at their respective Control Center and takes over responsibility.

Whichever individual arrives first - the Public Works Superintendent or the pager carrier -- shall contact the Police Department Dispatcher at 878-8331 upon their arrival at the Town or Village highway garage. It is important to notify the Police Dispatcher that the Highway Departments are aware of conditions and starting the snow removal process. It also provides a record of event timing and crew availability.

Upon notification and arrival at their respective Control Centers (Highway garages), employees will complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Superintendent in each community will periodically leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center, he can be reached via radio or cell phone (reference notification rosters in Sections 2 and 3).

In a similar manner, contact must be made with the Police Dispatcher when the winter clearing operation has ended and employees are no longer on the road. This is important for continuous follow-up after the storm and the need for reactivation of the alert call-out system.

All operators of snow and ice equipment will keep in communication with the Public Works Superintendent or the highway garage at all times. Cell phones may only be used with a “Bluetooth”, 100% hands-free device or when pulled over to the side of the road and the vehicle stopped.

Radio should be the primary means of contact during all storm events. Radio contact between the Town and Village for coordination of effort should only be between the two Superintendents. The list of radio call numbers for the Police, Fire and Public Works Departments is contained in Section 1, Appendix 5.

### **Equipment**

To support the winter operations, each Department has equipment available for use as outlined in the equipment appendices under Section 2 (Town) and Section 3 (Village). However, the equipment used is generally consistent with the following:

Dump trucks with either 7 CY capacity or 12 CY capacity plow and apply materials to paved and gravel roads. All dump trucks doing paved roads are equipped with “ground-speed control devices” that are calibrated to apply a specific amount of product. They also stop application of product when the vehicle is stationary. Calibration is an important action to insure an accurate application and reduce the impact of road salt and other products on the environment.

All three cubic yard dump trucks (Low-Pro) in both the Village and the Town are equipped with ground speed control devices.

Dump trucks plowing gravel roads are not equipped with ground speed control devices since the material being applied is sand.

Sidewalk plows are used in the Town and in the Village for clearing of sidewalks. Due to their size and configuration, they do not have adequate capacity for applying sand or salt to sidewalks.

In an emergency situation where equipment is out of service for repair or the situation is beyond the ability of the community to handle, equipment and operators may be obtained from the other community. If such equipment or operators are not available, supplemental equipment may be rented/hired from area contractors. A list of potential contractors is indicated in Section 1, Appendix 7.

Also, assistance may be secured from other neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities. Major winter disasters may require the assistance of the Vermont National Guard, if authority is given by the Governor.

### **Materials**

Both communities use solid sodium chloride (rock salt) as the primary deicer for paved roadways and parking lots, when temperatures are in the appropriate range of effectiveness. At 30 degrees Fahrenheit, one pound of salt melts 46.3 lbs. of ice in 5 minutes. At 15 degrees Fahrenheit, one pound

of salt melts 6.3 lbs. of ice and it takes 1 hour. Because of the properties of salt, it is generally not applied by itself below 15 to 20 degrees. It is also used as a liquid either alone prior to a storm to break the ice-road bond or applied in combination with the solid salt to help the solid salt stay on the roadway.

Additives and other products improve the effectiveness of salt at lower temperatures. There are many other commercial products used to augment the effectiveness of salt and most have trade-names such as Ice-Be-Gone. It is a magnesium chloride based product combined with agricultural materials from the distillation process (grains or sugars) and it operates more effectively than salt at lower temperatures.

Liquid Calcium Chloride will provide more melting at lower temperatures and it is usually applied with salt or alone as a liquid solution (20 to 30% solution).

Guidelines for application of deicing product have been developed nationally and one is included from the American Public Works Association. Both the Town and the Village utilize the guideline but may vary the application rates as local conditions dictate. The Guidelines are included in Section 1, Appendix 4.

Quantities of winter deicing products and sand are maintained at each highway garage. Onsite storage is not sufficient for full winter usage. The Town has approximately 40% of its needed winter usage and more storage is being constructed this winter to bring the total to approximately 70%. The Village has 60 % of its needed usage onsite at the start of the winter. The onsite supplies are augmented during the season with direct delivery from vendors. In some years, the availability of product has been a major issue and it has impacted on operations. The price per ton for salt delivered to storage is set based on State bids by highway district.

### **External Communication/Public Information/Complaints**

**Town:** All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (7:30 A.M. to 4:30 P.M.) to the Town Public Works Office via telephone as the principal and fastest means of communication (878-1344).

Requests for winter service can also be sent directly via the Town website at [www.essex.org](http://www.essex.org). In addition, complaints or requests for service can be written on a request form service slip with the required information noted and provided to the Public Works Secretary. This information will be converted to a work order within the Public Works office.

**Village:** All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (8:00 A.M. to 4:30 P.M.) to the Village Office (878-6944).

Complaints or requests for service, when received, should be written on a request form service slip with the required information noted and provided to Public Works. Other forms of receiving complaints are through the Village's "See-Click -Fix" App. Request for winter service can also be sent directly via the Village website at [essexjunction.org](http://essexjunction.org).

**After Hours:** Emergency requests during non-working hours in either community should be directed to the Police Department Dispatcher (878-8331) for relay to the appropriate Superintendent, Highway Foreman, Director or Highway Garage. The Highway Garage phone systems are intended for internal control only and not for direct communication between the public and the Department.

All complaints will be reviewed and investigated and corrective action taken as appropriate.

### **General Notification for Winter Storm Emergencies**

When conditions are especially severe, the Municipal Manager, the Town Public Works Director the Public Works Superintendent in the Village, or the Police Chief may issue a special snow emergency statement advising the local media, radio station, major community employers and schools that conditions may adversely affect their operations. Appendix 6 to this section provides a list of contacts and phone numbers for various organizations that may be contacted. Social media may also be used.

During the winter season, frequent contact is made between the School Management Staff and the Public Works staff regarding road and weather conditions. Public Works role is solely to provide information on current and anticipated road conditions. Any decisions relative to late school openings or school closure rests entirely with School Management staff.

## **RESOURCES AVAILABLE TO ASSIST IN THE PLANNING AND EXECUTION OF WINTER OPERATIONS**

In order to provide timely winter services and to gauge the level of activity required prior to, during and following winter storms, the following are utilized:

Weather forecasts are provided by the National Weather Service located at Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually and receivers monitor this forecast at the Public Works buildings.

Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television and through the internet at [www.intellicast.com](http://www.intellicast.com); [www.nws.noaa.gov](http://www.nws.noaa.gov) and [www.accuweather.com](http://www.accuweather.com)

Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier and this information can be obtained by calling 511. Two state radio frequencies also can be monitored on the scanner for current information.

State highway frequencies: 159.075 (car to car) and 159.195 (District wide)

Assistance is available on local road conditions from the Essex Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Departments utilize information provided by police officers on duty/patrol as well as the on-call public works employee. To provide the best possible response in the shortest time, it is important that timely and accurate information be provided by the Police Department and conveyed to Public Works at the time contact is made. The needed input is identified in Section 1, Appendix 10.

## **WINTER UTILITY OPERATIONS**

Prior to the onset of winter, the Water/Sewer Departments of each Public Works Department will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

During storms, the Water/Sewer Departments may be called upon to assist in snow and ice clearing operations. Although it is anticipated that the winter highway operations will be primarily handled by the highway crew, selected water/sewer employees will also be utilized as the need arises for qualified plow operators. This use of water/sewer personnel may be on a set schedule or to meet overtime needs or relief plowing during extended storm durations.

Following storms, Water/Sewer Department employees shall endeavor to clear snow and ice from around hydrants and to clear access lanes to pumps stations, as possible and as time allows within the normal workday. It is acknowledged that the municipal workforce cannot clear all hydrants within the community following each winter storm and that access to hydrants during the winter cannot be effective without a joint effort between the municipal workforce and affected landowners. To help achieve the goal of keeping hydrants clear, the Public Works Department will coordinate with the Police Department for use of volunteer and neighborhood groups to shovel hydrants (Adopt a Hydrant Program) as well as assistance from the community's Fire Departments.

The Water/Sewer Department also has responsibility for repair of broken and frozen water mains, within the overall limit of municipal responsibility up to and including the service curb stop. Frozen service lines are the responsibility of the owner and not the municipality. The municipality may provide assistance but is not required to provide assistance on non-public portions of the municipal water system.

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town and Village have a number of portable generators and mobile pumps which can be connected to any of these stations.

When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

# APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

## Winter Parking Bans

Both communities have adopted winter parking bans.

Section 815 of the Village of Essex Junction Municipal Code states that:

*“No person shall park or leave unattended a vehicle of any type on any street, road or right-of-way in the Village of Essex Junction during the period December 1 through April 1 of the next year between the hours of 12 midnight and 7 a.m.”*

Section 7.20.050 of the Town of Essex Municipal Ordinances states that:

- A. *“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the town of Essex and the village of Essex Junction during the period of December 1<sup>st</sup> through April 1<sup>st</sup> of the next year between the hours of midnight and 7 a.m.*
- B. *The parking or leaving of any vehicle in violation of this section is hereby deemed a nuisance.”*

## Towing of Vehicles:

Parking violation will result in the towing of vehicles. The Village towing, procedures and requirements are defined in section 825 of the Village Municipal Code. The Town’s towing requirements are defined in Chapter 7.24 of the Town Ordinances. Copies of these documents are contained in the Appendices for Section 2 and 3.

## State Laws Relevant to Winter Operations:

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be". Title 19, Section 1111 prohibits encroachment of the Town or Village right-of-way without prior approval by the Selectboard or Trustees. Objects in the ROW are placed there at the owner's risk and the Town /Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the municipal ROW, flowerpots, basketball hoops, etc.

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of

the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

Title 24, Section 2291, Enumeration of Powers provides "...For the purpose of promoting the public health, safety, welfare and convenience, a town, city or incorporated village shall have the following powers:

...to provide for the removal of snow and ice from sidewalks by the owner, occupant or person having charge of the abutting property."

In June of 2010, the State Supreme Court held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. A copy of the full excerpt from this Court finding is included in the Appendix. The Town and Village will make reasonable attempts to evenly distribute plowed snow between and among neighboring properties. However, the location of driveways, fire hydrants, mailboxes and the like may not enable an "equal" distribution of plowed snow along roadways. Neither the Town nor the Village has the resources in terms of manpower, equipment or funds to expend time and effort in redistribution of snow piles along roadways. The primary function and objective of the departments during the winter is as designated in the jointly adopted resolution in the Winter Plan, i.e., . . . "The Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers" . . .

Title 23, Section 1126a, Depositing snow onto or across certain highways prohibited, states that ...."(a) No person, other than an employee in the performance of his or her official duties or other person authorized by the agency of transportation (in the case of state highways) or selectboard (in the case of town highways), shall plow or otherwise deposit snow onto the traveled way, shoulder or sidewalk of a state highway or a class 1, 2 or 3 town highway.

(b) Nothing in this section should be construed to be in derogation of any municipal ordinance regulating the deposit of snow within the limits of town highways."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates an obstruction which is dangerous. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Departments will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Information flyers covering these topics have been developed to notify customers of violations of these regulations and ordinances. Such notices are not legally enforceable documents but do provide the basis for police enforcement if such warnings are ignored. Copies are contained in Appendix 13.

**APPENDIX 1**

**Pre-Winter Preparation, Orientation and Training**

**The Importance of Coordination**

Update the operations plan yearly based on the previous years' experience and let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings.

Know the plowing and spreading routes

1. All employees will make trial runs of their routes before winter to familiarize themselves with routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there in the past. Plan fall meetings to familiarize road crews with their winter duties and all routes in case someone becomes ill and another crewmember must take over the route.
2. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures that will be hidden from a plow, including fire hydrants, guard rails, drop inlets, catch basins and curbing ends. Discuss and mark if needed areas that have been consistent sources of complaints in the past.
3. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
4. Review the new development plowing plan with the full crew in late fall. Identify which new roads not yet accepted will be plowed by the Town.

Effective Radio/TV Communication

1. Review the alert notification roster and radio calls with all employees.
2. Check all radio equipment and insure that working spares are stockpiled at the garage.
3. Review the storm warning system with all affected employees.

**Equipment - Operation and Maintenance**

1. Each Public Works Superintendent is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.

2. Prior to the onset of winter, the mechanic and superintendent will perform complete vehicle inspections on all winter equipment to include at a minimum:

- check of all wing and plow hydraulic systems to insure proper operation

- check on the condition of moldboards, cutting edges

- operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand or salt spreading and operational checks of the computer-controlled material feed systems

- brake checks, air and hydraulic hose checks

- all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered).

- replacement of side or end-body reflective tape as necessary

3. The Town mechanic or the Village Public Works Superintendent as appropriate will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.
4. The Public Works Superintendent will insure that operators perform and document preventive maintenance on a daily basis to include at a minimum:

- inspection of tires for wear

- checks on brakes and air systems

- checks of hydraulic hoses for leaks

- visible structural checks of frames and the pins holding the bed to the frame

- all electrical equipment, especially lights, wiring and sockets

- wipers

- plow blade wear

- safety equipment checks (see Appendix 8)

## **Materials**

1. The Public Works Superintendents are responsible for insuring that adequate supplies of sand, salt and other winter products are on hand prior to the start of winter.
2. The Public Works Superintendents are responsible for maintaining adequate supplies of gravel, pea-stone, salt, calcium chloride, liquid salt brine and other winter products throughout the winter.

## Training

Training will be conducted annually and as needed based upon the experience of the workforce on some or all of the following subjects in support of winter operations:

1. The winter snow plan
2. How salt, salt brine, calcium chloride and other deicing agents work
3. How and when to use the appropriate materials and mix of materials
4. Application rates/salt reduction
5. Special storm situations/ review of problems and complaints from previous year
6. Special deicing problems/locations
7. Winter safety considerations
8. Police/Public Works communications
9. Parking/towing ordinance
10. Public relations/complaint procedures / interaction with the public
11. Other subjects as appropriate
12. Accident procedures
13. Record keeping on material usage

## APPENDIX 2

### Continuing Operations During Non-Storm Periods

Soon after a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

Equipment needs to be inspected, using preventive maintenance techniques, and repairs made as necessary. Special attention needs to be given to tires, brakes, snowplows - including wings, shoes, bearings, spinners and chloride feed systems.

Written documentation is needed on a daily basis by each equipment operator during the winter on the hours plowed, the amount and type of materials used and any identification of ongoing problems or hazards that need be addressed.

Plow routes need to be driven and checked for identification of problems, especially illegal plowing by driveway contractors, problem mailboxes. snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the supervisor.

Materials, especially salt, need to be reordered to try and provide an adequate stockpile on-site.

It is important to wing-back snow on road shoulders following each major deposition of snow and to clear critical areas to make room for future storage. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snow plows. Therefore, winging-back is an ongoing function which needs to be addressed as soon as storms subside and the amount of stockpiled snow dictates that winging-back is needed.

It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.

Following a storm, generally within 48 hours, an investigation will be made of all complaints received during the storm. The investigation will be completed by the Director, Superintendent, Foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

#### **Hauling of Snow: The Town outside the Village**

The Winter Operating Plan does not include hauling snow in the Town outside the Village. The Town plowing equipment is configured to haul and spread winter products – sand, salt and other materials. It is not configured to haul snow with major, time consuming and labor intensive changes to the equipment. In addition, the Town has no location established and permitted for ecologically safe dumping of snow.

However, at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and contract dump trucks to haul limited quantities of snow from a specific site. The principle purpose of snow removal is for the public's safety and not for the convenience of the public. The hauled snow shall be dumped on Town owned land where it will have the least possible impact on the environment. The location will be determined by the Public Works Director or Superintendent.

### **Hauling of Snow: The Village**

The Village hauls snow from a number of select locations to include but not necessarily limited to Railroad Street and the parking lot serving the Village offices. As determined by the Village Public Works Superintendent, snow may also be hauled from approximately 16 cul-de-sac locations. The designated snow storage area is at the Village Wastewater Treatment Facility.

**APPENDIX 3**

**Post-Winter Follow-Up**

Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside affected groups, including fire, rescue, police, schools, industry, the public and elected officials to obtain input for improvement in the coming season.

Give all equipment a thorough maintenance check after the last snowstorm of the winter.

1. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
2. Order new plow blades and other equipment as necessary.
- 3.. Oil and grease all moving parts before storing equipment.

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as but not limited to ice patches, frost heaves, and poor ditching.

Identify new equipment needs for improving operations.

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changing equipment and technology.

Develop and maintain a list of the significant complaints and/or plow route or technique changes that occurred during the past winter. Use these notes to develop changes to plow routes or special situations for incorporation into the Winter Operations Plan for the next year.

## APPENDIX 4

### Material Application Guidelines

Application rates and use of various materials will need to be adjusted not only for different storm events but also during each event. Storms seldom do what they are predicted to do. During a snow or ice event, traffic volumes and patterns will vary. All these variables are the reason that all application tables relating to snow and ice control refer to themselves as guidelines. Important things to remember include:

#### Techniques:

Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, salt brine, calcium chloride, other deicing products or mixes and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.

Take advantage of nature when deicing. Let the wind help to spread salt or sand over the road. On elevated curves, let gravity work by spreading on the high part of the curve.

Sand does not melt anything. It has ability to aid in traction and that is it. It may be used in a mix with salt or other de-icing products during a freezing rain event or when temperatures are so low as to render deicing agents useless.

Always plow before applying any kind of chemical. If the blade can scrape anything off the pavement, it should be down.

Higher traffic volumes will aid in the melting of snow and ice. In general application rates can be lower on these roads.

To know when to reapply deicer on the road, watch the tires of cars travelling along the road. If snow falls directly behind the tires, it is time to reapply salt. If snow fans out under the tires, the deicer is still working. When snow begins to accumulate, generally plow and stop the application of deicer.

Higher traffic speeds will sweep straight salt off the road leaving less deicing product on the road, which reduces its ability to address the precipitation.

Remove snow, if necessary, from intersections, sharp corners and bends to improve visibility.

It is not cost effective to use dry salt when pavement temperatures are below 15 degrees F.

Give salt and treated salt time to work. Generally apply salt or brine early to create a brine at the snow/road interface and salt late for clearing.

Increase salt application during the night and on sunless days when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a

sunny day are often sufficiently high that salting is not needed other than on bridges or heavily tree canopied roadways.

Adjust the spinner speed to the lowest possible for the conditions

The goal should be to never melt everything. It should be to break the bond to the pavement made by the snow and ice.

Sometimes, it is best to do nothing or postpone plowing until there is a build-up on the road.

Tables on the following two pages are taken from the American Public Works Association document entitled Municipal Snow and Ice control by Matt Wittum, latest version dated August 2014.

## Deicing Application Rate Guideline 12' of pavement (one lane)

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs. / one -lane mile			
			Salt Pre-wetted/ Pretreated with Salt Brine	Salt Pre-wetted/ Pretreated with Other Blends	Dry Salt *	Winter Sand (abrasives)
	Snow	Plow treat intersections only	80	70	100*	Not Recommended
>30° ↑	Frz. Rain	Apply Chemical	80	70	100*	Not Recommended
	Snow	Plow & apply chemical	80	70	100*	Not Recommended
30° ↓	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↑	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↓	Frz. Rain	Apply Chemical	160	140	200*	400
20-25° ↑	Snow or frz. Rain	Plow & apply chemical	160	140	200*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
20-25° ↓	Frz. Rain	Apply Chemical	240	210	300*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
15-20° ↑	Frz. Rain	Apply Chemical	240	210	300*	400
15-20° ↓	Snow or frz. Rain	Plow & apply chemical	240	210	300*	500 for frz.rain
0-15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300	Not Recommended	500 spot treat as needed
< 0°	Snow	Plow treat with blends, sand hazardous areas	Not Recommended	400**	Not Recommended	500 spot treat as needed

\* Dry salt is not recommended It is likely to blow off the road before it melts ice.

\*\* A blend of 6-8 gal/ton MgCl<sup>2</sup> or Ca Cl<sup>2</sup> added o NaCl can melt ice as low as -10°

**APPENDIX 5**

**List of Radio Call Numbers**

**NOT AVAILABLE IN PUBLIC VERSION**

**APPENDIX 6**

**Contacts for Winter Storm Emergencies**

**NOT AVAILABLE IN PUBLIC VERSION**

APPENDIX 7

List of Contractors for Assistance

<u>NAME</u>		<u>TELEPHONE #</u>
Ormond Bushey & Sons, Inc. (Ormond) 2 Bushey Lane Essex Jct., VT		872-8110
John Leo & Sons P.O. Box 8265 Essex, VT 05451		878-4982
Don Weston Excavating, Inc 349 Commerce Street Essex, VT. 05451		860-1566
Dave Stygles Woods Hollow Road Westford, VT		879-0178
Ron Weston Towers Road Essex Center, VT		878-5676
Dave's Rubbish Removal 6 Curtis Avenue Essex Jct., VT		878-2668
Wayne Russin Excavating Underhill, VT.		899-3396
Mainline Property Services Inc. Clay Barrows P.O. Box 8098 Essex Ctr. VT. 05451	(office) (pager)	879-9427 290-6850

# APPENDIX 8

## Winter Safety Practices

### Personal Safety

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

#### Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, non-insulated boots will not keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

#### Prevent Dehydration

1. The first evidence of dehydration is signaled by a dark yellow colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.
2. Carry fluids in the vehicle -- water, tea, coffee, soup. Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.

## Recognize Symptoms of Common Injuries/Life Threatening Conditions

### 3. Exposure to cold and wind chill factors

Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15 mph wind is equivalent to -24°F temperatures.

Initial symptoms of exposure to cold include shivering, numbness, low body temperatures, drowsiness and marked muscular weakness.

Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

### 2. Frostbite

Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, then becomes numb; pain may occur, then let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.

Treatment includes:

- (1) Protect the frozen area from further injury
- (2) Gradually warm the frostbitten area as soon as possible
- (3) Seek medical assistance immediately in the case of severe frostbite

### 3. Snow blindness

Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.

Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.

Prevention: use sunglasses on bright sunny days

Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

### 4. Carbon monoxide poisoning

Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.

Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.

Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth-to-mouth resuscitation and medical assistance obtained immediately.

### **Equipment Safety**

Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.

Check each vehicle for working safety/emergency equipment onboard to include:

1. flashlight
2. fire extinguisher
3. first aid kit
4. safety flares
5. warning signs with reflectors
6. operational communications equipment
7. shovel, hammer, pliers, screwdrivers
8. safety vests

Do not exceed appropriate speeds for the equipment or operation. Obey posted speed limits.

## **Operational Safety**

The foreman is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of 16 hours, except in extreme emergencies. The foreman also needs to pre-qualify drivers to insure that they have the capability and skill to operate assigned equipment.

On Town vehicles, the mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment. On Village vehicles, the Public Works Superintendent performs this task.

Operators need to be especially cognizant of the following situations:

1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
3. Children playing in snowbanks; snow forts.
4. Inability to see immediately behind vehicles, especially when backing up.
5. Crowding the centerline.
6. Excessive speed.

Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

**APPENDIX 9**  
**Adjacent Towns' Contact Lists**

**NOT AVAILABLE IN PUBLIC VERSION**

## Section 1

### APPENDIX 10 Winter Notes to Police

1. Is the problem Town-wide, restricted to one area of Town or at a specific location?  
The problem location needs to be defined as accurately as possible.
2. What is the specific nature of the problem?  
Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?  
  
Ice - How severe is the condition and is it widespread or site specific? Is the problem on paved or gravel roads or both?  
  
Miscellaneous - explain what the problem is in as much detail as possible.  
  
Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?  
  
Washouts - How large an area is affected (size) and is the washout in progress or over?  
  
Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.
3. What is being done by the Police Department pending arrival of Public Works employees?  
  
Will the Officer remain on site?  
Will barricades be put up?  
Will roads be closed?  
Will Fire/Rescue be contacted?  
Will the media be contacted?
4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

**APPENDIX 11**

**Warning Notes/Fliers**

- 1. PARKING BAN**
- 2. CHILDREN WARNING**
- 3. SNOW ON WALKS**
- 4. HIT MAILBOX**
- 5. MAILBOX INSTALLATION/CORRECTION**

**Town of Essex  
Village of Essex Junction  
Department of Public Works  
Police Department**

Town Public Works 878-1344  
Village Public Works 878-6944  
Police Dept. 878-8331

**“No person shall park or leave unattended a vehicle of any type on any street, town, road, alley, lane, park or public grounds in the Town of Essex or the Village of Essex Junction during the period of December 1<sup>st</sup> through April 1<sup>st</sup> of the next year between the hours of midnight and seven a.m. (Section 7.20.050A of the Town Ordinance)”**

**The ban applies whether or not it snows.**

**Vehicles found in violation of the Town or Village Towing Ordinance shall be towed and subject to a fine.**

**The owner of vehicles parked within the Town or Village right-of-way may also be liable for damages.**

**Town of Essex  
Village of Essex Junction  
Department of Public Works  
Police Department**

Town Public Works 878-1344  
Village Public Works 878-6944  
Police Dept. 878-8331

**A WARNING**

**Do not allow your children to play on or build fort or tunnels in roadside snow banks. Snow plows cannot change their speed or direction quickly enough to prevent injury to children playing in the snow banks.**

**Town of Essex  
Village of Essex Junction  
Department of Public Works  
Police Department**

Town Public Works 878-1344  
Village Public Works 878-6944  
Police Dept. 878-8331

**REMINDER:**

According to Title 19, Section 1111B of the Vt Statutes, "it is illegal to deposit material of any kind within, or in any way affect the grade of a highway right of way without a written permit from the Board of Selectmen of a Town."

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . . "A person other than a municipality who places or causes to be placed an obstruction or encroachment in a public highway or trail so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000 plus . . ."

***PLEASE CONSIDER THIS A WARNING.***

**Town of Essex  
Village of Essex Junction  
Department of Public Works**

Town Public Works 878-1344  
Village Public Works 878-6944  
Police Dept. 878-8331

**The Public Works Dept. has determined that the damage to your mailbox was done by a Town/Village plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.**

**In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.**

**The Selectboard and Trustees have established an upper limit for mailbox reimbursement of \$45.**

**Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.**

**To report a damaged mailbox, please call the Town or Village Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:30 p.m.**

**Town of Essex  
Village of Essex Junction  
Department of Public Works  
Town Public Works 878-1344  
Village Public Works 878-6944**

**MAILBOX CORRECTION NEEDED**

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened
- Too close to road, move back
- Too low, raise to appropriate height
- Secure fastener(s) / Connection loose
- Other

**American Association of State Highway and Transportation Officials (AASHTO) "A Guide for Erecting Mailboxes on Highways"**

- **Height -- 42" to 48" from road surface**
- **Setback --  
with curb -- 6" to 12" from face of curb  
uncurbed -- a minimum 12" from the  
edge of pavement**

APPENDIX 12

Vermont Supreme Court Ruling 2010

Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be Dismissed.

In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35

The plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this actions is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property.

OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking."

OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow thro and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow."

Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

*Jim Barlow, Senior Staff Attorney, Municipal Assistance Center.*

*VLCT News, June 2010*

**SECTION 2**  
**WINTER OPERATIONS SPECIFIC TO THE TOWN**  
**OUTSIDE THE VILLAGE**

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## SECTION 2

### WINTER OPERATIONS SPECIFIC TO THE TOWN

### OUTSIDE THE VILLAGE

#### **General**

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over 75.62 miles of accepted Town roadways, 23.16 miles of which are gravel and 52.46 miles paved, as well as over 58 miles of waterline, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Board of Selectmen. The Public Works Director manages seven functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The day-to-day operations of Vehicle Maintenance, Highway and Public Buildings are supervised and coordinated by the Public Works Superintendent. The Public Works Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Secretary. The Town Engineer/Utility Director is responsible for the Water/Sewer and Engineering Divisions and acts for the Public Works Director in his absence. Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

#### **Pager Responsibility**

During the winter of 2015-2016, the non-working-hours pager responsibility (HIGHWAY PAGER) will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the Public Works Superintendent, Highway Foreman or Public Works Director arrives and takes over responsibility. A list of persons carrying the pager and dates has been published and is in effect.

If contact cannot be made with the Highway Pager, the Public Works Superintendent should be paged followed by use of the Notification list identified in Section 2, Appendix E.

## **Winter Storm Operations**

### **Determination of Town Operations**

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

### **Control Center**

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

### **Equipment**

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road 7 cy dump trucks do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

### **Materials**

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately 800 tons of salt are maintained on-site in covered salt sheds. Usage increased last winter after a number of years of decreases ---due entirely to winter weather conditions. In prior years salt usage was lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company  
c/o Barrett's Trucking  
16 Austin Drive  
Burlington, VT 05401

Another potential source is:

American Rock Salt Co, LLC  
P.O. Box 190  
MT. Morris, NY 14510

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

4. Salt brine may be utilized under certain conditions. It was created on-site through a system constructed by Town employees. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions and therefore the Town only has a stockpile of 500 to 600 gallons available for use during a given storm.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product under consideration is Ice-be-Gone (Magic Salt). If used, it will be sprayed onto a portion of the stored salt and will be used at temperatures around 15 degrees or less.

### **Snow Plowing and Sanding/Salting Operations**

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (7 cy) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes in excess of four hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads for each designated route are:

S.Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road  
Susie Wilson Road Bypass  
Kellogg Road  
Gardenside Lane

Susie Wilson Support Route (Truck # 123 – 3 cy)

Old Colchester Road  
Gentes Road  
Pinecrest Drive

NW Gravel Roads (Truck 106 – 14 cy)

Brigham Hill Road  
Lamore to Discovery  
Chapin Road  
Lost Nation Road to Discovery Road  
Discovery Road

Central Route A (Truck 103 – 7 cy)

Essex Way  
Towers Road  
Old Stage Road  
Clover Drive

Central Route B (Truck 104 – 3 cy)

Billie Butler Drive/Carmichael Street  
Tanglewood Drive  
Lamell area

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area  
Foster Road  
Maplelawn Drive,  
Margaret Street  
Deer Crossing

NE Gravel/Paved Route (Truck 108-7 cy)

Weed Road  
Osgood Hill Road  
Bixby Hill Road  
Sleepy Hollow

SE Paved Route (Truck 107)

Lower Sandhill Road  
Valleyview Drive/Pinewood Drive loop  
North Williston Road  
Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Sydney Drive, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collector, minor or dead end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing of cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).

5. Sidewalk clearing in designated areas will generally begin in priority areas with the onset of a storm, except during weekends. During some storm events, lack of manpower or equipment may prevent sidewalks from being cleared until well after the end of the storm. Road clearing takes precedence over sidewalk clearing.

The areas of sidewalk which are planned for clearing include:

- (a) The bikepath from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (b) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rte 128 to Sandhill Road (new walkway section in Essex Center)
- (c) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (d) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (e) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (f) Essex Way from Rt. 15 to the end of bituminous path in the Woodlands Development, between Repa and Bashaw Drive (one side)
- (g) Bixby Hill Road from Rt. 128 to Iris Street
- (h) Foster Road & Founders Rd. bike path
- (i) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)
- (j) The Craftsbury Court to Rt. 15 interconnecting trail
- (k) From the interconnecting trail at Craftsbury Ct. west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the VT 15 intersection.
- (l) Kellogg Road to the Colchester Town line (both sides)

- (m) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (n) Blair Road
- (o) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rte.15 (new)
- (p) Gauthier Drive and New England Drive (one side)
- (q) Path adjacent to Old Colchester Rd from VT. Rte. 2A to the Village boundary
- (r) Carmichael Street (both sides) to the end of the accepted roads
- (s) The path on Marion and Irene Avenues (one side)
- (t) The path on VT. Rte. 128 from Irene Avenue to Thomas Lane
- (u) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Vermont Route 15.
- (v) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (w) The temporary gravel path from VT. Route 15 (Butlers Corners) to the Town Center parking lot.
- (x) Pioneer Drive from Pinecrest Drive to Blair Road
- (y) Saybrook Road from Route 15 to the 1<sup>st</sup> driveway intersection on the west side.
- (z) The multiuse pedestrian path on the south side of VT15 from Saybrook Road to Sunset Road
- (aa) The paved, multi-use path along VT15 from Essex Way west to the end of the paved section in the Town green-space
- (bb) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (cc) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (dd) VT 15 from Sunset Drive to the Shopping Center ped crossing
- (ee) Commonwealth Ave (east side) from VT. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.

Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least "one side of the street" coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalks to a central point within the major developments on the main entrance road to the development.

The amount of sidewalk plowing is limited both by the amount of equipment and the lack of manpower in public works to place an employee on the sidewalk plows. In a full storm situation, every truck used for plowing is manned by one employee. There are 10 trucks and 10 employees for winter operations. The Department has two sidewalk plows but insufficient

manning for both. The sidewalk plow is manned by utilizing either a temporary employee, a water/sewer operator or the Town mechanic. When the water/sewer operator or Town mechanic are taken from their normal duties to man the sidewalk plow, coverage is lost in their area of primary responsibility.

Without additional manning, sidewalk plowing is a secondary tasking generally undertaken only after the primary vehicle routes are open. A one-pass coverage of the sidewalks designated for plowing takes from 6 hours (v-plow) to 10 hours (blower) to accomplish with one employee.

**Special Practices for 2015-2016**

1. The winter of 2014-2015 was characterized by an early onset of winter, with temperatures that remained below freezing for very extended periods, moderate snowfall and significant use of deicing product. Supply availability of salt, sand and other materials was not a problem. Salt prices rose 20% after budgets were approved and this had a significant impact on costs. A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the past two years.

	2014-2015 (budget)	2014-2015 (actual)	2015-2016 (budget)
Overtime (hours)	4,150	3,052	4,150
Sand (tons)	3,800	4,555	4,200
Salt (ton)	1,750	1,520	1,750

2. The procedures followed in the winter of 2014–2015 to reduce overtime, sand and salt use will again be used in the winter of 2015–2016.

3. Salt use will be applied at reduced application levels on flat roads and dead end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes.

4. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-up of snow and ice will be allowed to accumulate. Typical streets are: Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.

5. The areas of sidewalk clearing are kept level from last year. The intent is to generally clear sidewalks without extensive use of week-end overtime; although sidewalks will be plowed on weekends when they are part of a continuous storm cleanup or when conditions warrant as determined by the P.W. Superintendent or P.W. Director. Unless the sidewalks are cleared immediately following a Friday or Saturday storm, followed by dropping temperatures, cleanup cannot be effective on Monday. The surface is too frozen to move without the high use of salt and excessive labor.

6. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum manning or no manning.

7. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

8. On paved roads, salt brine will be used in combination with salt in the 25 degree (+ or -) to 34 degree range; salt with liquid calcium chloride and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated and all drivers will be required to report on their salt usage following each storm to the Superintendent.

9. The Town used contract plowing services last year to plow certain sidewalks in the Town Center area (Carmichael Street), beyond the operational capability of the Town. The intent is to contract for this specific service for 2015-2016.

10. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- assistance to school buses
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

### **Snow Removal on State Highways in the Town of Essex**

Within the Town of Essex, there are over 22 miles of State highways, including:

- VT Rt. 15 (Center Road, Jericho Road)
- VT Rt. 117 (River Road)
- VT Rt. 128 (Browns River Road)
- VT Rt. 2A (Colchester Road)
- VT Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dave Blackmore, Rejean LaFleche or Dick Hosking.

### **Use of Sand / Salt from the Town Highway Garage**

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails from a stockpile outside the gate to the highway garage.

## Mailbox Policy and Encroachment in the Public Right of Way

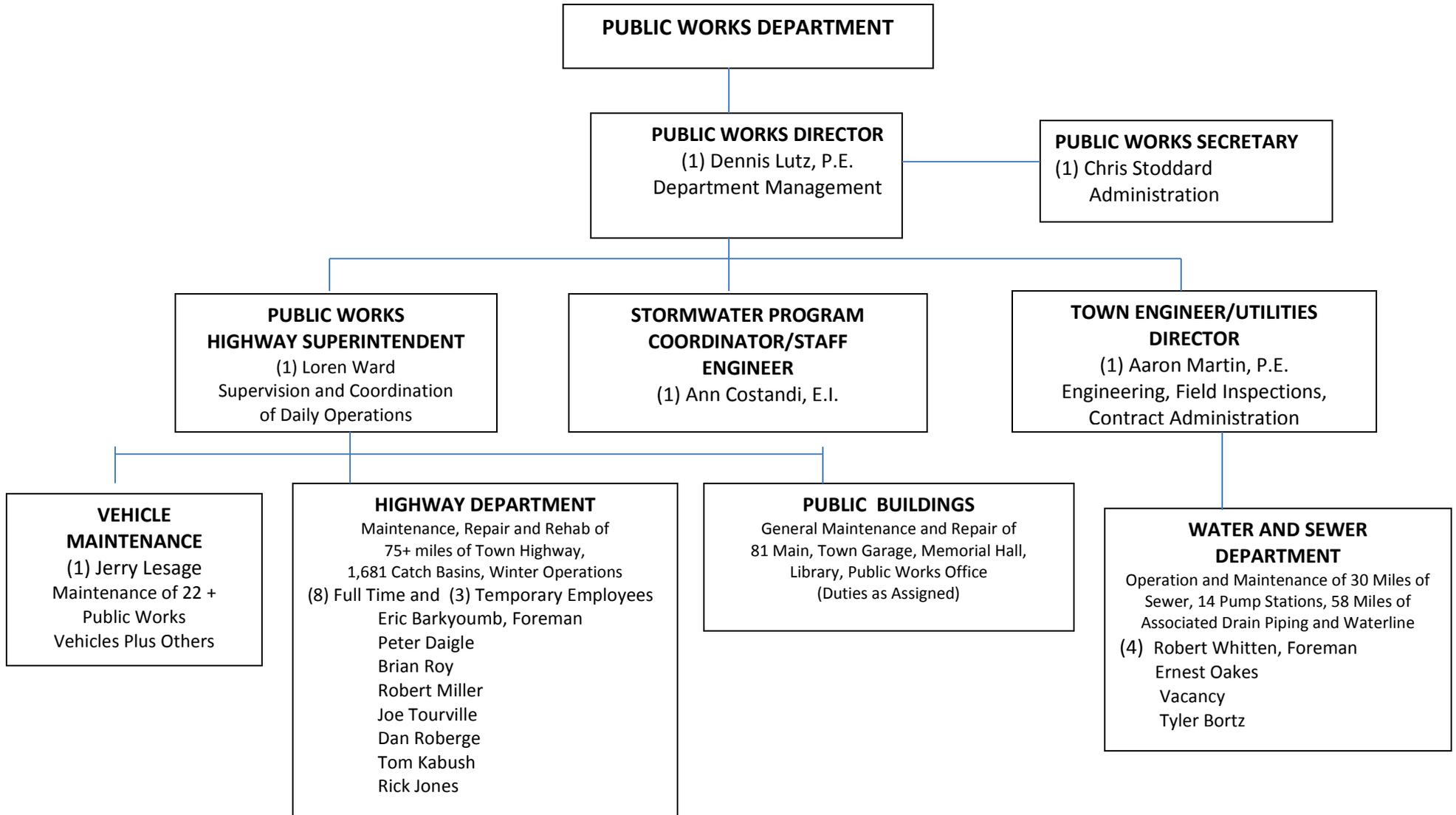
Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Board of Selectmen. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Town ROW, flowerpots, basketball hoops, etc.
2. To insure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes located in the Town right-of-way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
  - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.
  - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.
  - c) Owners of mail-boxes have a responsibility to contact Public Works at 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
  - d) The clearing around mailboxes is the sole responsibility of the owner and not the Town. With the large number of streets to plow and limited municipal resources, Town plows cannot provide a level of service that clears the road to every mailbox.
  - e) The Town will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Town will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

3. The Town will restore or replace objects located on private property damaged as a result of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme court Ruling in 2010.
4. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.

**SECTION 2, APPENDIX A  
2015-2016**

**ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS DEPARTMENT**



**SECTION 2, APPENDIX B  
2015-2016**

**VEHICLE AND ROUTE ASSIGNMENTS**

**NOT AVAILABLE IN PUBLIC VERSION**

**SECTION 2, APPENDIX C  
2015-2016**

**TOWN EQUIPMENT FOR SNOW OPERATIONS**

**PRIMARY ROUTES**

- 2010 Int'l 14 cy dual axle D/T with 1-way, 11' snow plow and 10' wing with under carriage discharge (#106) - gravel roads
- 2007 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2009 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- 2012 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing with liquid brine tank (paved roads) (#103)
- 2006 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2014 Freightliner, 3 cy with angle 9' 8" snow plow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle, 9' 8" snow plow and 9' wing plow (#104 – partial time)

**CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS**

- 2015 Int'l 3 cy D/T, 9' 8" all angle plow, with 9' wing plow (#104) primary route (partial time)
- 2014 Freightliner 3 cy D/T, 9' 8" plow with 9' wing (#123) primary route (partial time)
- 2006 Int'l 3 cy D/T, 9' 8" plow with 9' wing (#112)
- 2008 Ford 4x4 Crew Cab all-angle, 9' hydraulic snow plow (#102) (as needed to fill in)
- 2008 Ford F350 1-ton pickup with plow and drop-in sander (#25)

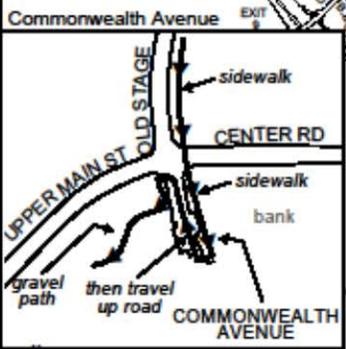
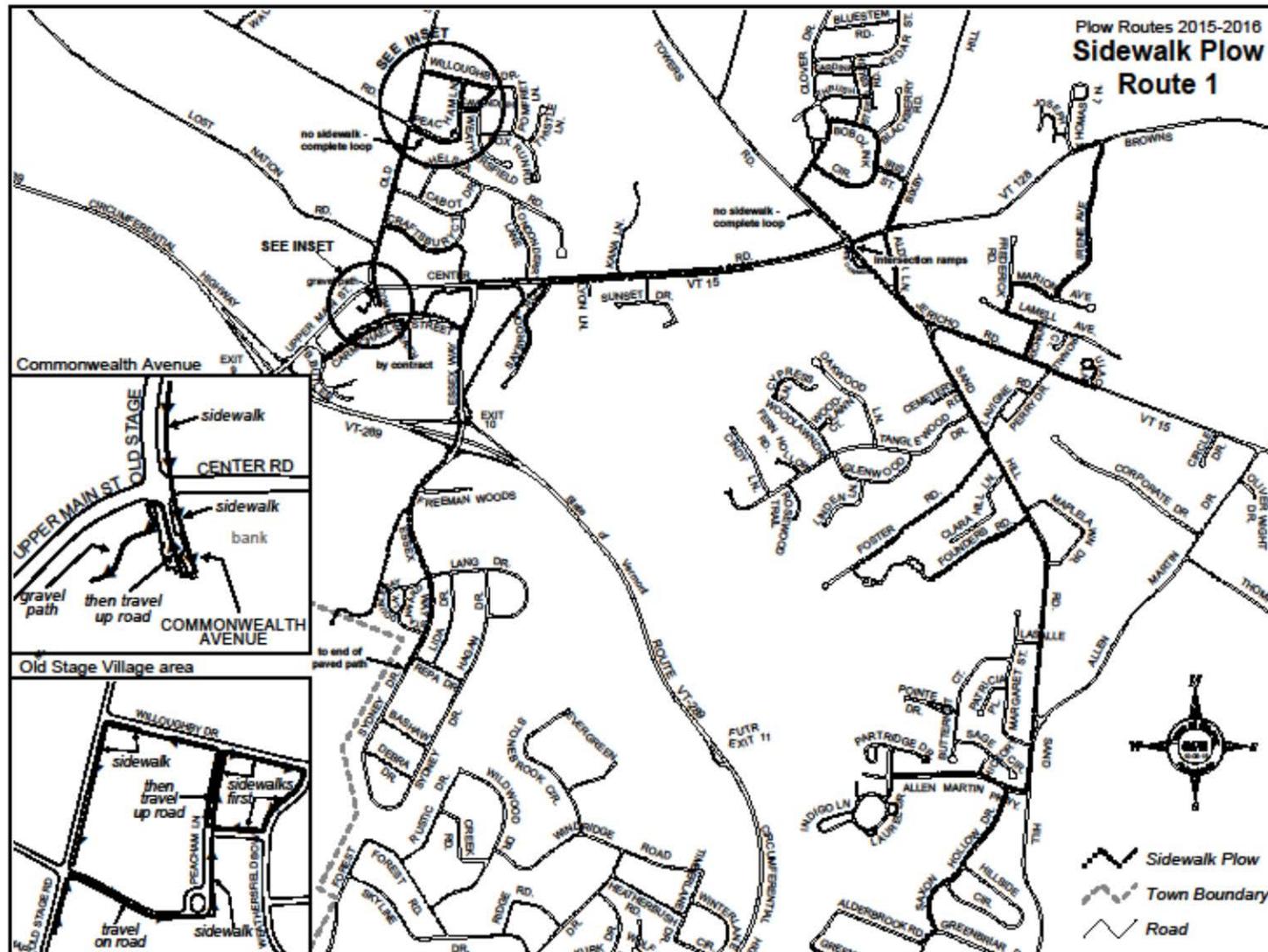
**SUPPORT EQUIPMENT**

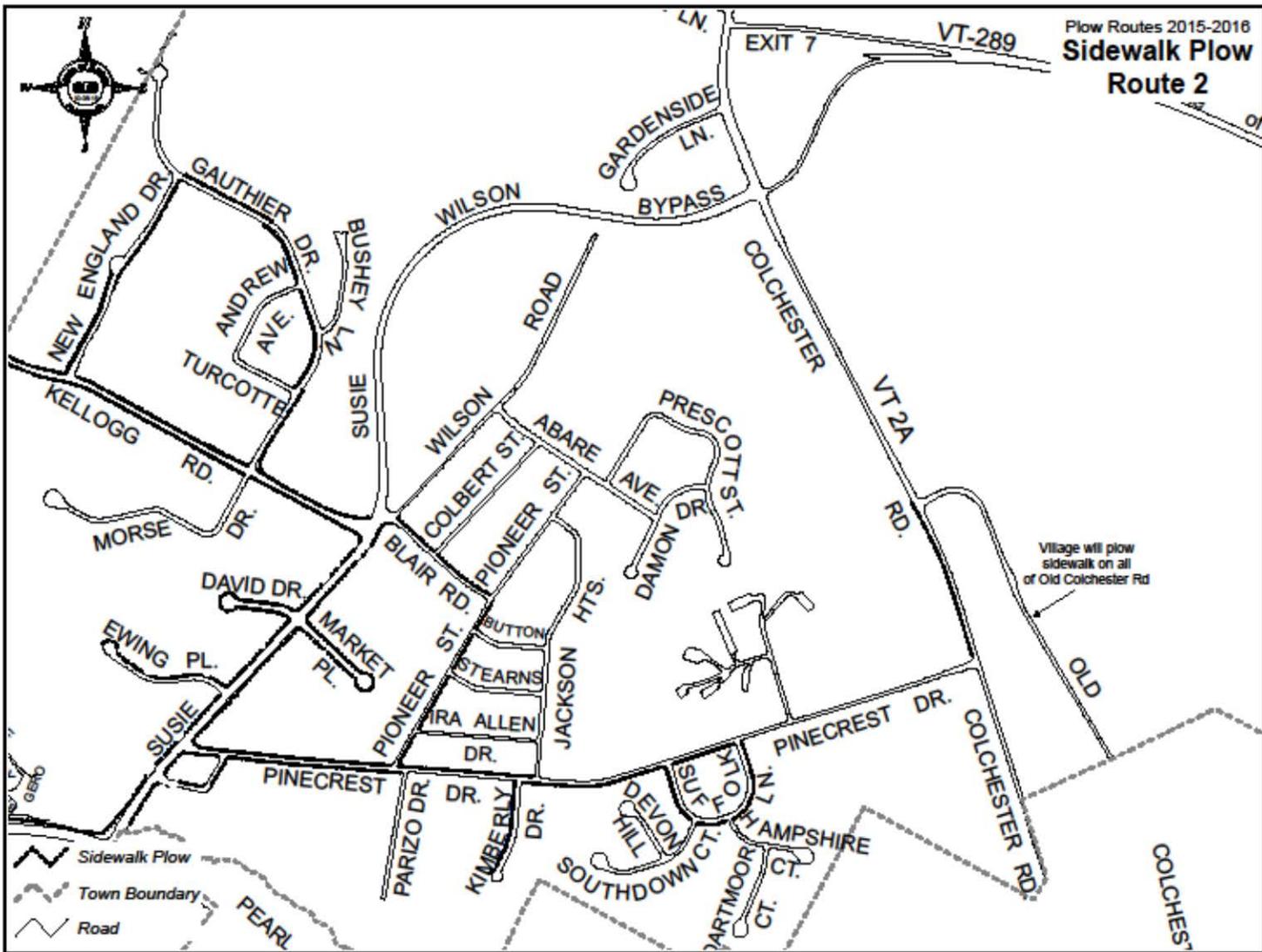
- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2001 Trackless Sidewalk Snow Plow (#118)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#116)
- 2015 John Deere 524 Bucket Loader (#219)
- 2012 MB MSV Sidewalk Snow Plow (#119)

**SECTION 2, APPENDIX D  
2015-2016**

**MAPS OF HIGHWAY ROUTES (TOWN)**

Plow Routes 2015-2016  
**Sidewalk Plow**  
**Route 1**



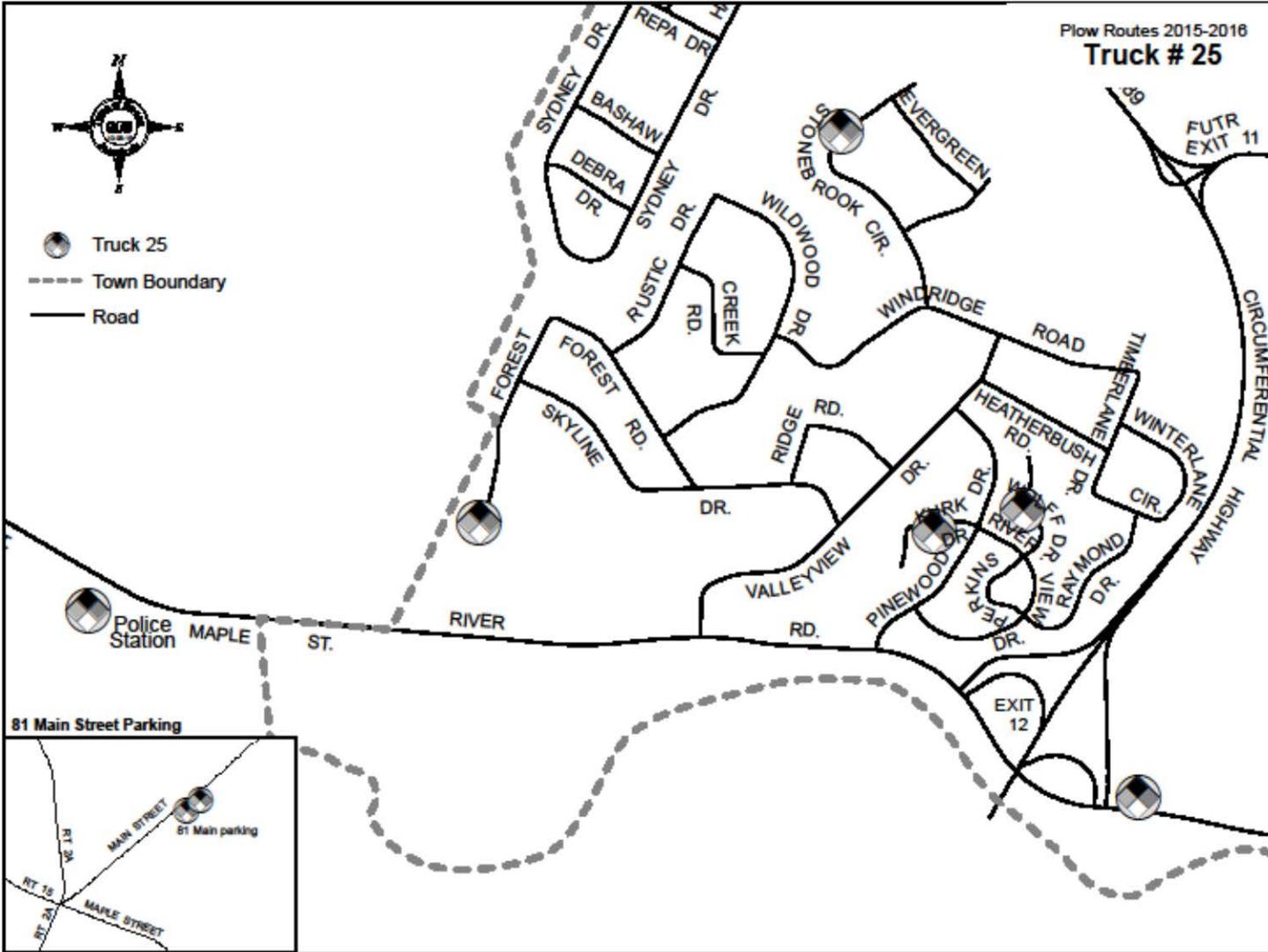


Plow Routes 2015-2016

### Truck # 25



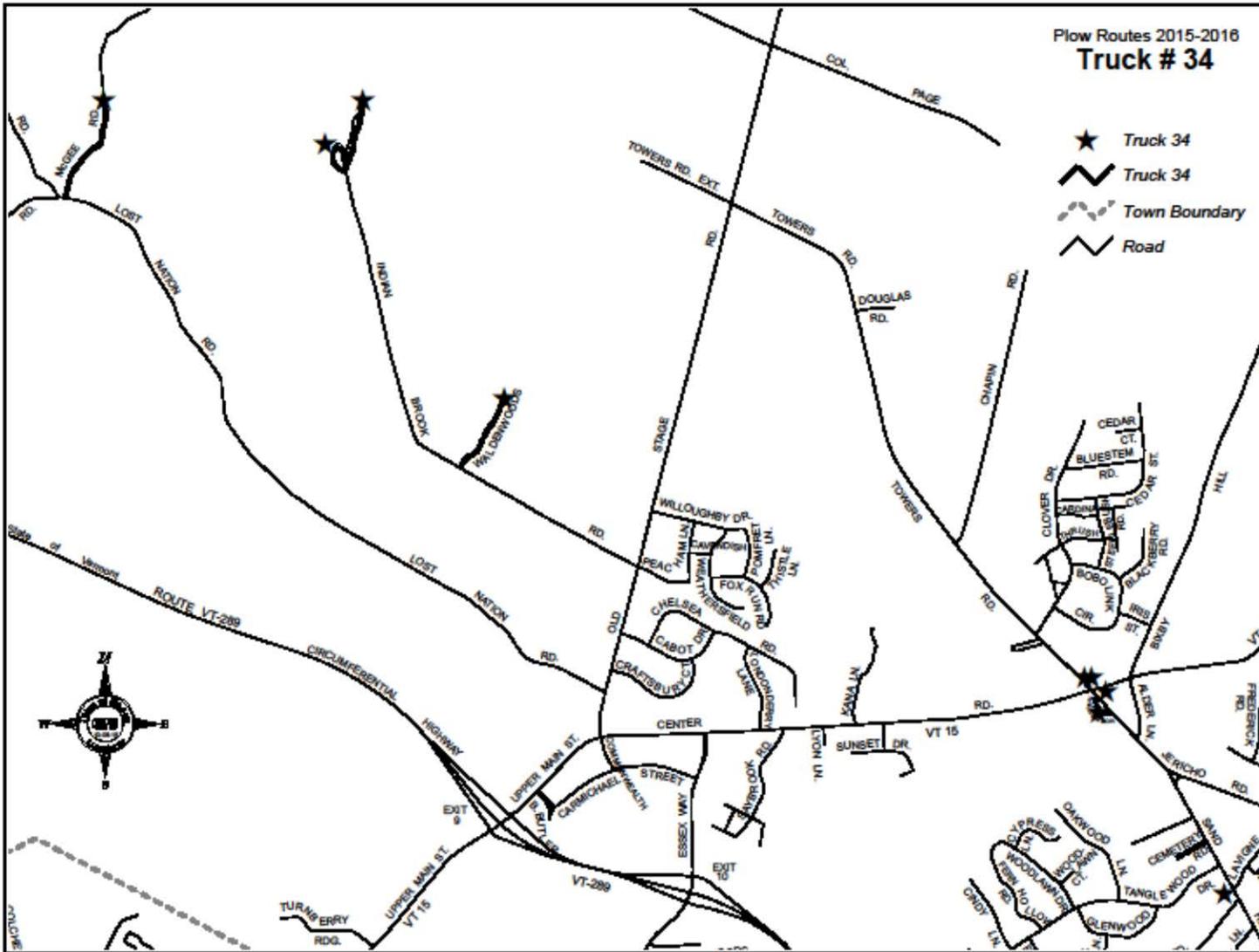
- Truck 25
- Town Boundary
- Road



Flow Routes 2015-2016

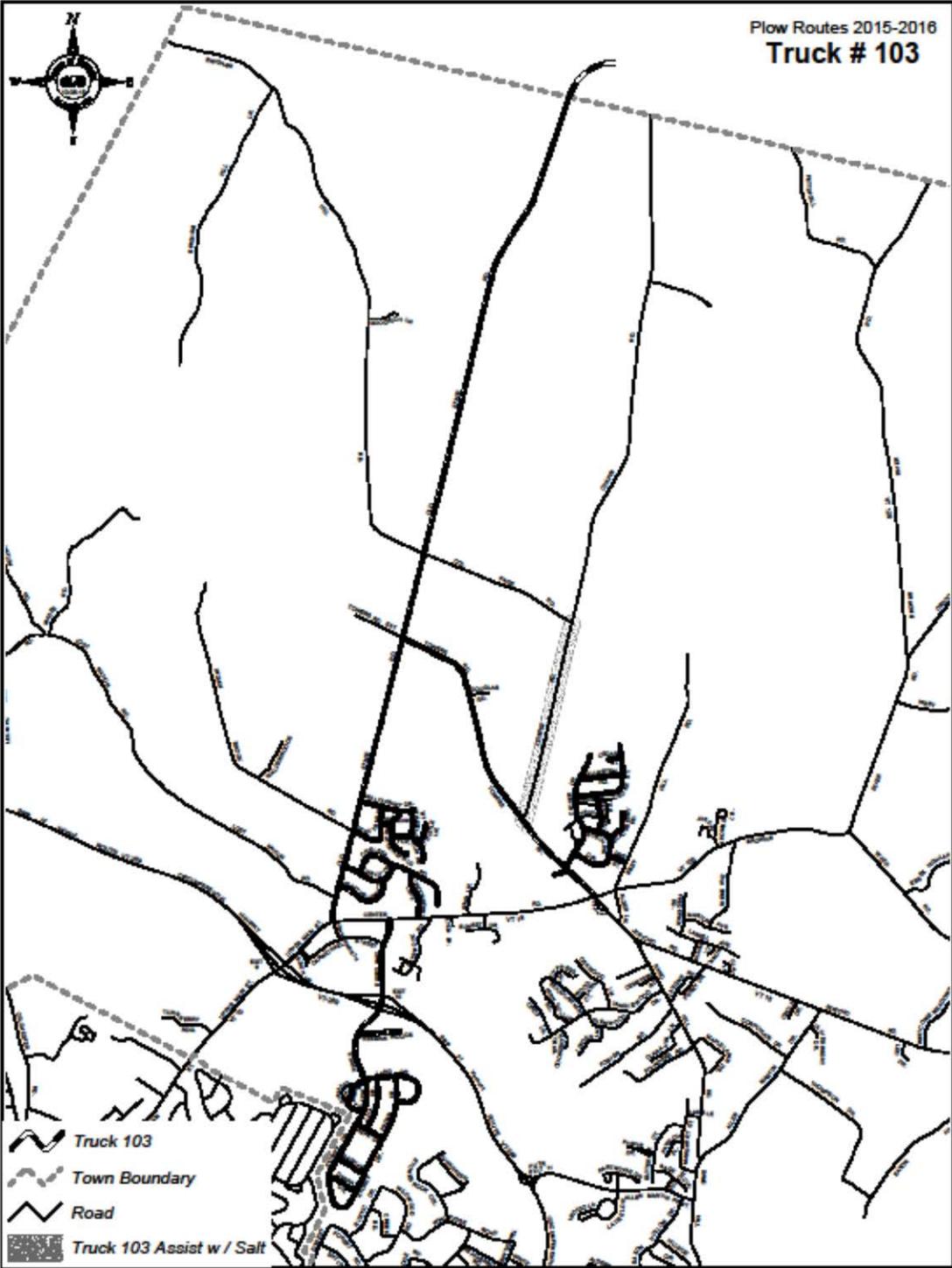
### Truck # 34

- ★ Truck 34
- ⚡ Truck 34
- Town Boundary
- ⚡ Road



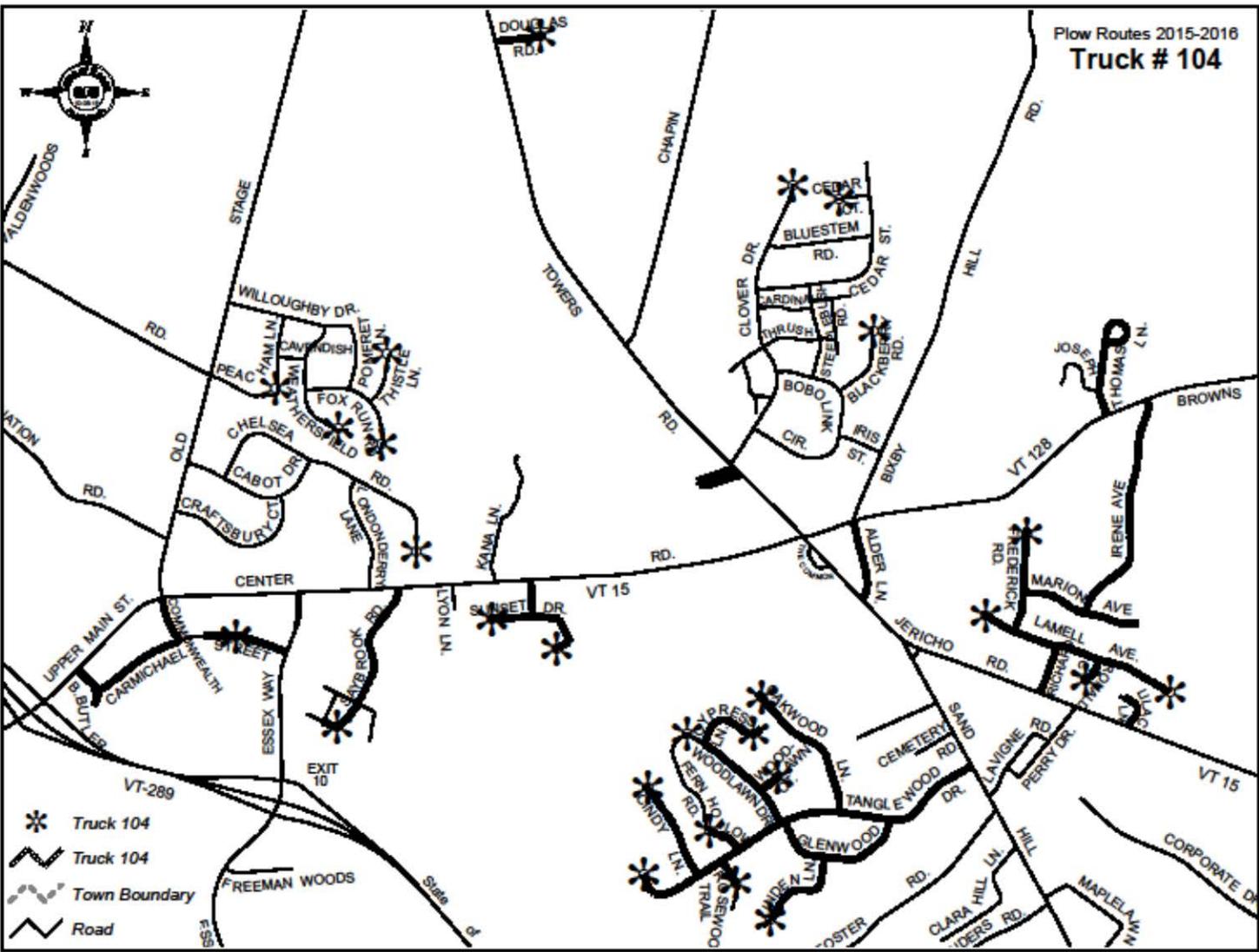


Plow Routes 2015-2016  
Truck # 103



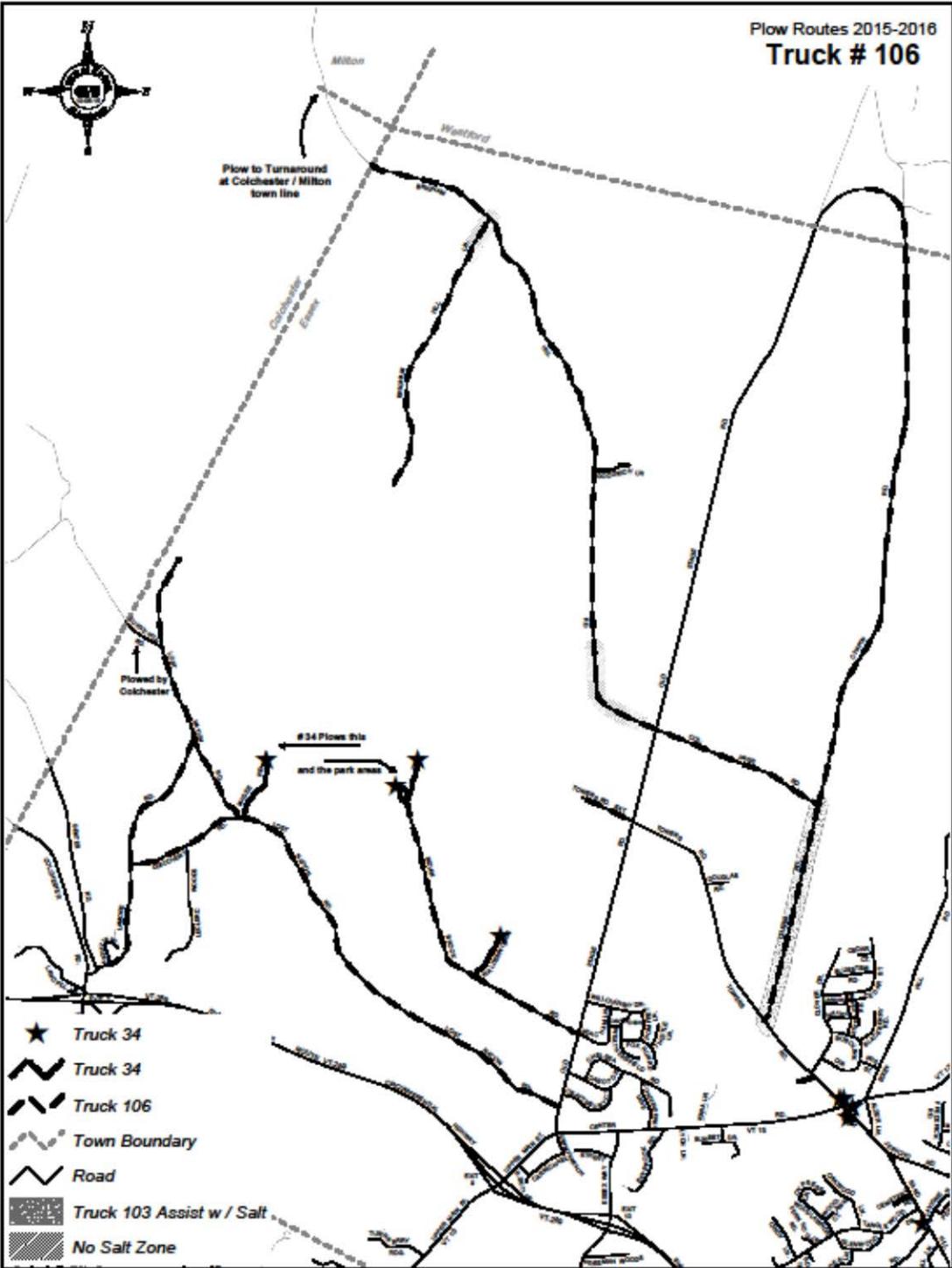


Plow Routes 2015-2016  
Truck # 104

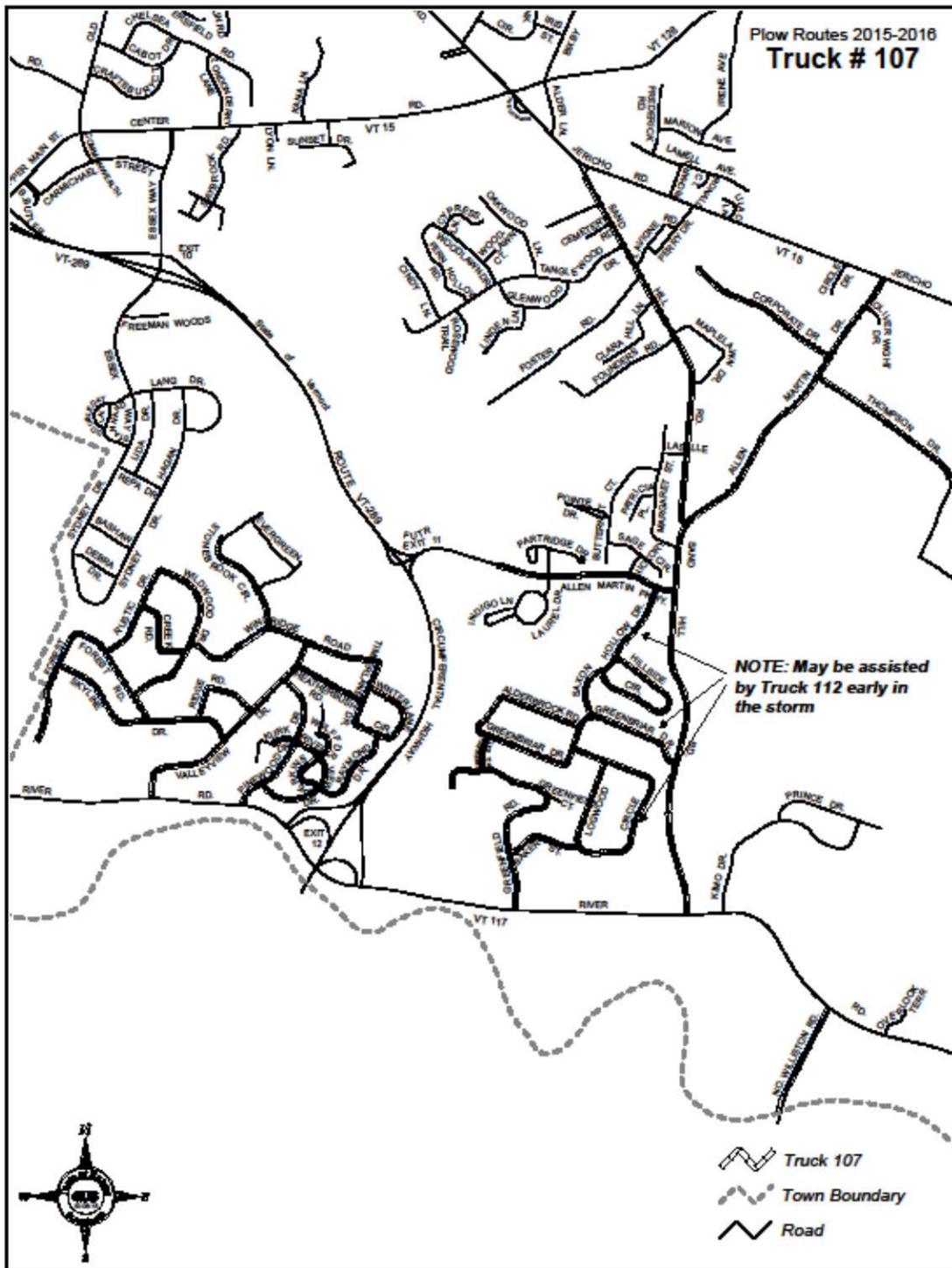




Plow Routes 2015-2016  
Truck # 106



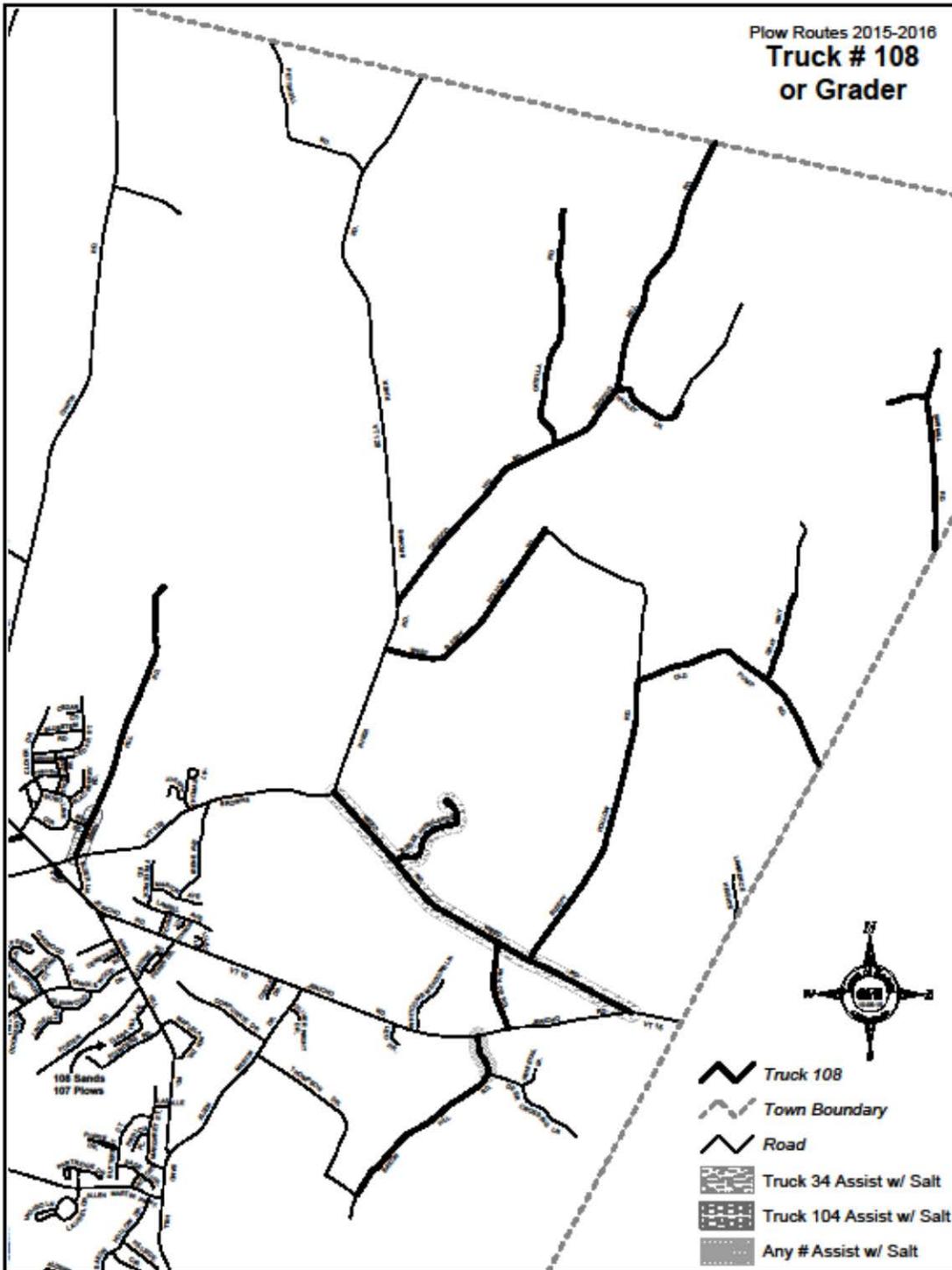
Plow Routes 2015-2016  
Truck # 107



NOTE: May be assisted  
by Truck 112 early in  
the storm

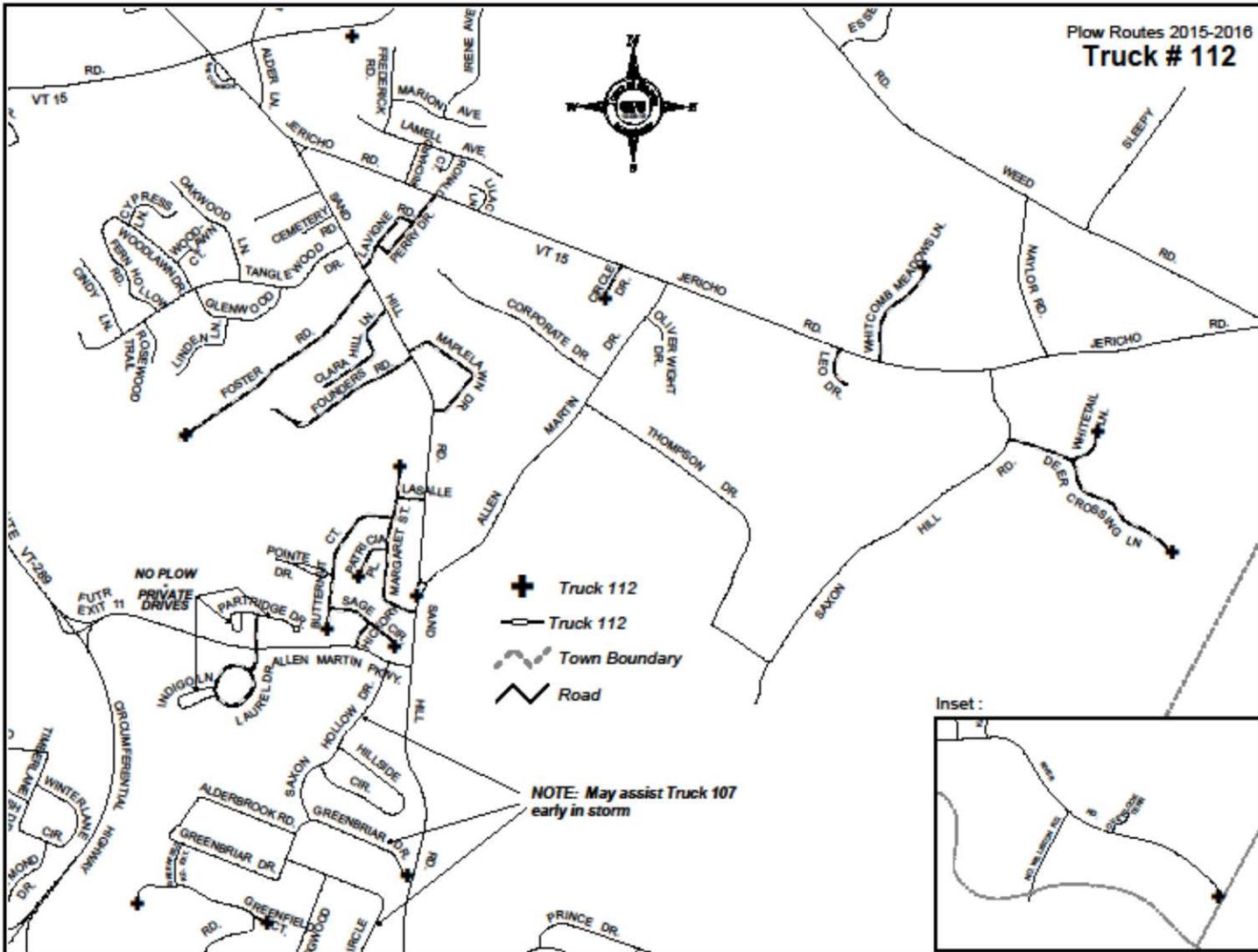
-  Truck 107
-  Town Boundary
-  Road

Plow Routes 2015-2016  
**Truck # 108**  
or Grader



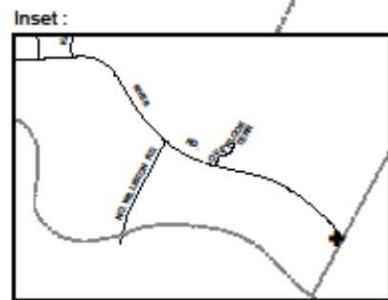


Plow Routes 2015-2016  
**Truck # 112**

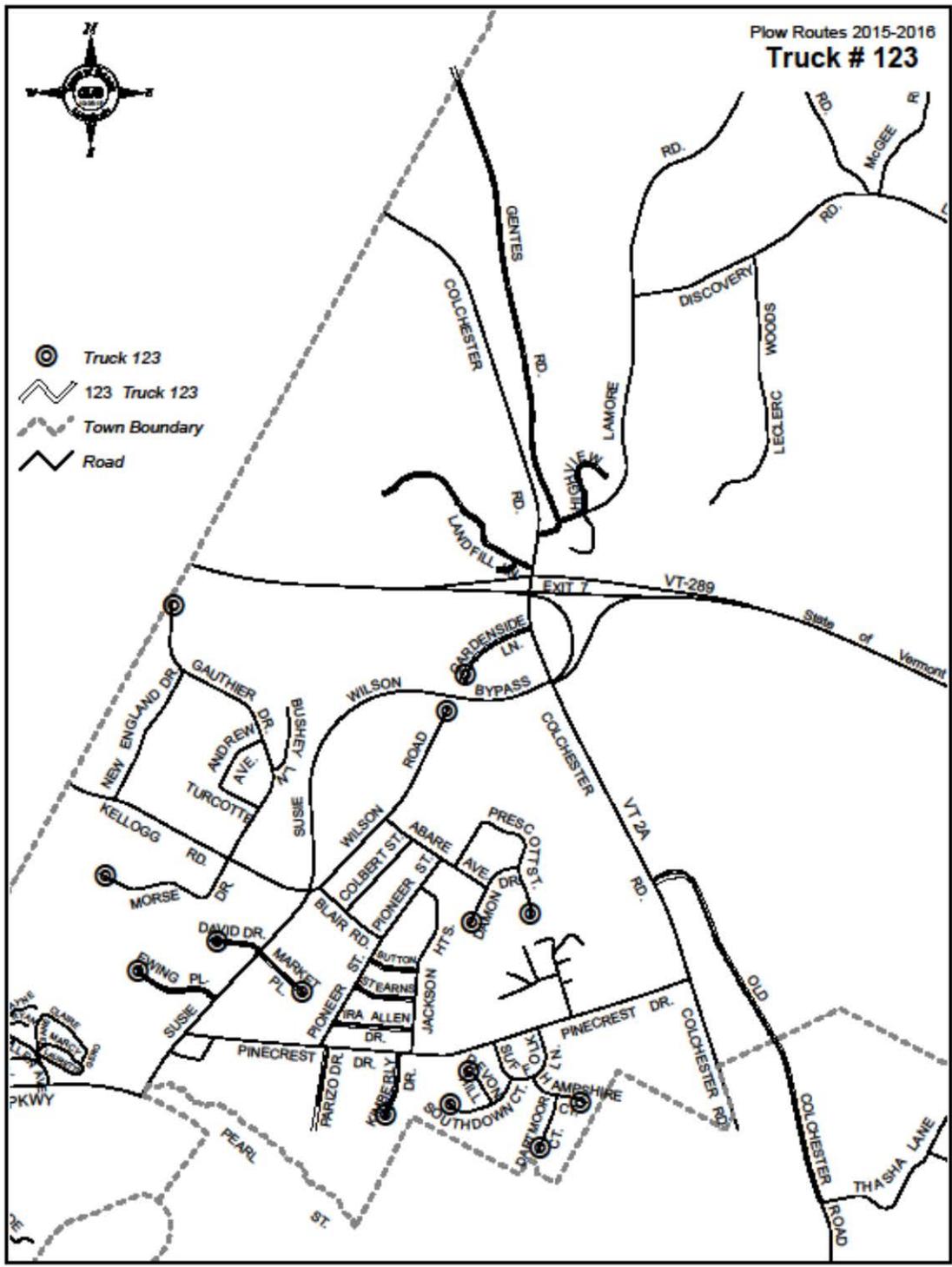


- +
  - 
  - - -
  -
- Truck 112  
Truck 112  
Town Boundary  
Road

NOTE: May assist Truck 107 early in storm



Plow Routes 2015-2016  
**Truck # 123**





**SECTION 2, APPENDIX E**

**TOWN OF ESSEX  
PUBLIC WORKS NOTIFICATION LIST  
NOT AVAILABLE IN PUBLIC VERSION**



Date Day	Time			Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Other Material	Fuel Gal.	Comments
	From	To	Hrs										
Mon													
Tues													
Wed													
Thurs													
Fri													
Sat													
Sun													
<b>Week Totals</b>													

Ending Mileage \_\_\_\_\_

Starting Mileage \_\_\_\_\_

Total \_\_\_\_\_

Operators \_\_\_\_\_

**Air Conditions**

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

**Weather Conditions**

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover ( over 3")
- H. Drifting/Blowing on Road

**SECTION 2, APPENDIX G  
2015-2016  
TOWN TOWING ORDINANCE**

**Chapter 7.24**

**TOWING**

**Sections:**

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

**7.24.010 Findings.**  
It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

**7.24.020 Seasonal hours when parking prohibited.**

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1<sup>st</sup> through April 1<sup>st</sup> of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

**7.24.030 Unattended or obstructing vehicles prohibited**

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

**7.24-040 Removal of vehicles authorized when.**

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property

would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

**7.24.050 Towed vehicles – Registered owner responsibility.**

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner at the time of parking. (§ 3 of Ord. passed 2/27/78)

**7.24.060 Commercial towing service authorized when.**

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state or local police officers, constable or deputy sheriff.  
(§ 1 of Ord. passed 2/27/78)

**7.24.070 Redemption of towed and stored vehicles – Costs.**

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part): Ord. passed 5/15/89: § 2 of Ord. passed 2/27/78)

**7-24-080 Citing in addition to towing when.**

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine

not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

**7.24.090 Chapter provisions not exclusive.**

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)

**SECTION 3**  
**WINTER OPERATIONS SPECIFIC TO THE VILLAGE**  
**OF ESSEX JUNCTION**

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<b>Determination of Operations.....</b>	<b>V2</b>
<b>Control Center.....</b>	<b>V2</b>
<b>Equipment.....</b>	<b>V2</b>
<b>Materials.....</b>	<b>V2</b>
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<b>Special practices for 2015-2016.....</b>	<b>V5</b>
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<b>Mailbox and Encroachment in the Village Public Right of Way.....</b>	<b>V7</b>
<b>Appendices</b>	
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Appendix B	<del>Village Vehicle and Route Assignments (Internal Distribution)</del>
Appendix C	Village Equipment for Snow Operations
Appendix D	Maps of Highway Routes (Village)
Appendix E	<del>Village Notification List (Internal Distribution Only)</del>
Appendix F	Village Towing Ordinance/General Regulation of Public Streets

# SECTION 3

## WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

### General

The Village of Essex Junction Public Works Department has the responsibility of maintaining essential services on over 35 miles of accepted Village roads, all of which are paved, as well as over 40 miles of waterline, over 40 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Village Public Works Superintendent has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Village Trustees. The Public Works Superintendent manages six functional areas within the Department - Administration, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The Public Works Superintendent is responsible for winter field-crew operations. Section 3, Appendix A contains an organizational chart identifying Department structure; Section 3, Appendix B lists vehicle and route assignments; Section 3, Appendix C lists vehicles available for plowing.

The general procedures used by the Village during winter operations have been identified in Section 1. More specific details on Village operations are as follows:

### Pager Responsibility

During the winter of 2015-2016 the non-working-hours on-call responsibility will be shared among selected Public Works Highway employees rotating on a published schedule. The person on-call will make an initial determination on how the storm event will be handled. The on-call employee will be temporarily in charge of operations until the Public Works Superintendent, arrives and takes over responsibility. A list of persons being on-call and dates has been published and is in effect.

If contact cannot be made with the on-call employee, the Public Works Superintendent should be called followed by use of the Notification list identified in Section 3, Appendix E.

## **Winter Storm Operations**

### **Determination of Village Operations**

Using the resources available to the Village and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

### **Control Center**

Upon notification, employees at the Village Highway Garage off Jackson Street complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

### **Equipment**

To support the operation, the Department has equipment available as noted in Section 3, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#34, #6, #5) as well as all 1 of the 3 cy dump trucks (low pro #7).

### **Materials**

At the Highway Garage yard located off Jackson Street, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Village are:

250 tons of sand.

Approximately 800 tons of salt are maintained on-site in covered salt sheds. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations.

As the on-site stockpile of salt is depleted, additional salt is ordered. The primary Village source currently being used is:

Cargill Salt Company  
c/o Barrett's Trucking  
16 Austin Drive  
Burlington, VT 05401

Another potential source is:

American Rock Salt Co, LLC  
P.O. Box 190  
MT. Morris, NY 14510

Alternative deicing agents such as Magic Salt or Ice-Be-Gone is utilized under certain conditions. It is rock salt treated with a liquid, agricultural by-product of the distilling process blended with magnesium chloride. It is applied in combination with straight rock salt as a material that is effective at lower temperatures. It is less corrosive than calcium chloride, biodegradable and has less impact on the environment. The product is sprayed onto rock salt and then mixed to create a semi-homogeneous mixture. The ice-Be-Gone is obtained through the following distributor:

Magic Salt of Vermont  
9 Oak Street  
St Albans VT 05478

### **Snow Plowing and Salting Operations**

The Public Works Department has organized the equipment into three subareas of the Village for routine operations. The areas are designated red, green and blue. The red area covers the northwestern part of the Village; the green area covers the central and northwestern area and the blue area covers the southern and southwestern portion. The smaller Low Pro and pic-up trucks are generally used to plow the smaller, less travelled routes and for clearing of the municipal parking lots. Each complete route for a single truck takes in excess of 3.5 hours to complete, once a major snow event is over.

1. The Village plan or clearing of roads generally follows the priority of State road classification. The three classes in the Village are:
  - a. "Class 1 Town highways are those town highways which form the extension of a State highway route and which carry a State highway route number."
  - b. "Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than the normal amount of traffic."

The Trustees, with the approval of the Agency of Transportation, shall determine which highways are to be Class 2 highways.”

- c. Class 3 town highways are all traveled town highways other than Class 1 or 2 which meet certain standards by the Agency of Transportation.
- d. Class 4 town highways are all those highways that are not Class 1, 2 or 3. There are none in the Village.

2. The routes have been established to provide highest priority coverage to the designated Class 1 roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads are:

Trucks 5 and 6 Plow the Class 1 roads in tandem

Park Street  
Maple Street  
Lincoln Street  
Pearl Street  
Main Street

3. Other high traffic volume roads, including all of the Class 2 roads follow shortly after the Class 1 roads or in conjunction with the plowing on the Class 1 roads:

Trucks 5 and 6 Plow independently:

West Street  
South Street (east of West Street)  
South Summit Street  
Iroquois Road

Truck 34

Brickyard Road/Mansfield Avenue  
Assists with salting the Class 1 and 2 roads  
Other critical Red Zone roads

Truck 7

Prospect St.  
Hillcrest Road  
West Hillcrest Road  
Other critical Green Zone roads

4. The next priority of plowing is to the collector roads and lessor traffic volume roads within each color zone. Typical collector roads are Cascade Street, Fairview Drive, Rivendell Drive, Central Street, etc. Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Dead-end streets follow in priority,

although many may be cleared earlier in the process to meet the objectives of cycling and access on steep grades. In general, the trucks plow in the following areas:

Truck 5 and 6 : Blue Zone

Truck 7: Green Zone

Truck 34: Red Zone

5. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

6. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

6.Sidewalk clearing throughout the Village begins concurrent with street plowing. This is necessary due to the absence of school busing and the significant number of people who use the sidewalks in the winter. Only during periods of continuous heavy snowfall over an extended time frame will sidewalk clearing be delayed for clearing of streets.

7.The general plan for clearing of sidewalks is for all Class 1 and Class 2 roads with sidewalks or paths to be cleared on both sides of the road with the sidewalks on Class 3 roads cleared on only one side.

8. Sidewalk clearing is performed by both permanent and temporary employees using two sidewalk plows. A one-pass coverage of the sidewalks designated for plowing takes from 3.5 hours (v-plow) to 15 hours (blower) to accomplish with the two employees and two sidewalk plows.

### **Special Practices for 2015-2016**

1.The winter of 2014-2015 was characterized by an early onset of winter, with temperatures that remained below freezing for very extended periods, moderate snowfall and significant use of deicing product. Supply availability of salt, sand and other materials was not a problem. Salt prices rose 20% after budgets were approved and this had a significant impact on costs.

2. Due to the high costs for the winter of 2014–2015, some changes are planned for the winter of 2015-2016. In the past, an added deicing agent was used that although effective was expensive. To reduce costs, Public Works will purchase a different deicing agent directly and fill storage tanks onsite. Public Works will then mix the product with the road salt, saving on the order of \$4,000 to \$5000. In addition, the trucks will be calibrated both before the season and partially through the season to insure more accurate application rates.

3. Salt use will be applied at reduced levels where possible on flat roads and cul-de-sacs, but not eliminated.

4. The areas of sidewalk clearing are kept level from last year, with the exception of one short area along Maple Street and River Road. With a new sidewalk on the eastern portion of Maple Street and the installation of a linking sidewalk on River Road in the Town, the Village will plow the sidewalk out to the general area of JP's Restaurant. The location is too isolated and far for the Town sidewalk plow to cover and there is a demonstrated need to keep the sidewalk in this area open due to the influx of new businesses along River Road.

5. During the evening hours of a storm event between 9:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, Village forces will be reduced to a minimum manning or no manning.

6. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

7. The Village used contract plowing services last year to plow the area of Railroad Av., Lincoln Place, Lincoln Hall, the Fire Station and a portion of Main Street. The call for contract services generally occurs when the projected snowfall accumulation is on the order of 3 to 4 inches. In the past this request for assistance has been handled informally and the intent is to formalize this service through a more formal services agreement.

8. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Village snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring three to four hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

### **Use of Sand / Salt from the Village Highway Garage**

The Village of Essex Junction expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Village prohibits the taking of any amount of road salt from the Village highway garage for use on private driveways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain sand from a stockpile inside the gate to the highway garage. It is intended that the “public stockpile” will not be accessed or used by any commercial venture engaged in snow clearing operations.

### **Mailbox Policy and Encroachment in the Public Right of Way**

Because of the volume of complaints specific to objects in the Village right-of-way and damage to property, the following policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Village right-of-way without prior approval by the Trustees. Objects in the ROW are placed there at the owner's risk and the Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Village ROW, flowerpots, basketball hoops, etc.
2. To insure mail delivery to all residents, the Village has provided blanket authorization for mailboxes located in the Village right-of-way. The Village retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.

The Village will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.

Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Village will not fix or replace mailboxes in these situations.

Owners of mail-boxes have a responsibility to contact Public Works at during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Village. The Village will inspect the mailbox to determine if it is the Village's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Village until the replacement has been completed and verified as being in place by the Village.

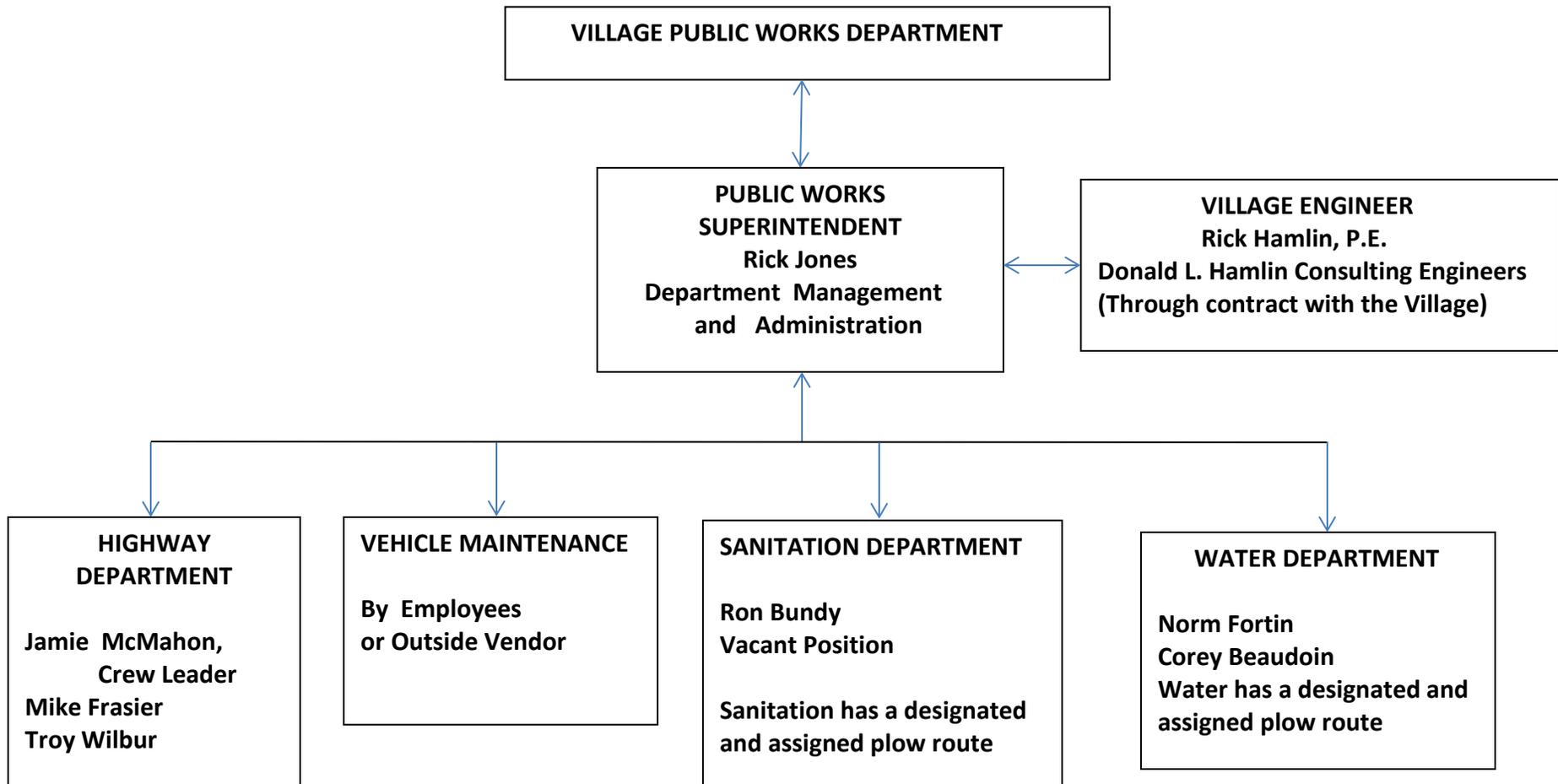
The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

The Village will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Village will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

3. The Village will restore or replace objects outside the Village road right of way damaged as a result of its snow or ice clearing operations, only when it has been determined that the Village was responsible for the damage, consistent with the State Supreme Court Ruling in 2010.
4. Recovery of damages will be pursued by the Village if Village equipment is damaged due to objects placed in the Village ROW.

**SECTION 3, APPENDIX A  
2015-2016**

**ORGANIZATIONAL CHART OF THE VILLAGE PUBLIC WORKS DEPARTMENT**



**SECTION 3, APPENDIX B  
2015-2016**

**VILLAGE VEHICLE AND ROUTE ASSIGNMENTS  
NOT AVAILABLE IN THE PUBLIC VERSION**

**SECTION 3, APPENDIX C  
2015-2016**

**VILLAGE EQUIPMENT FOR SNOW OPERATIONS**

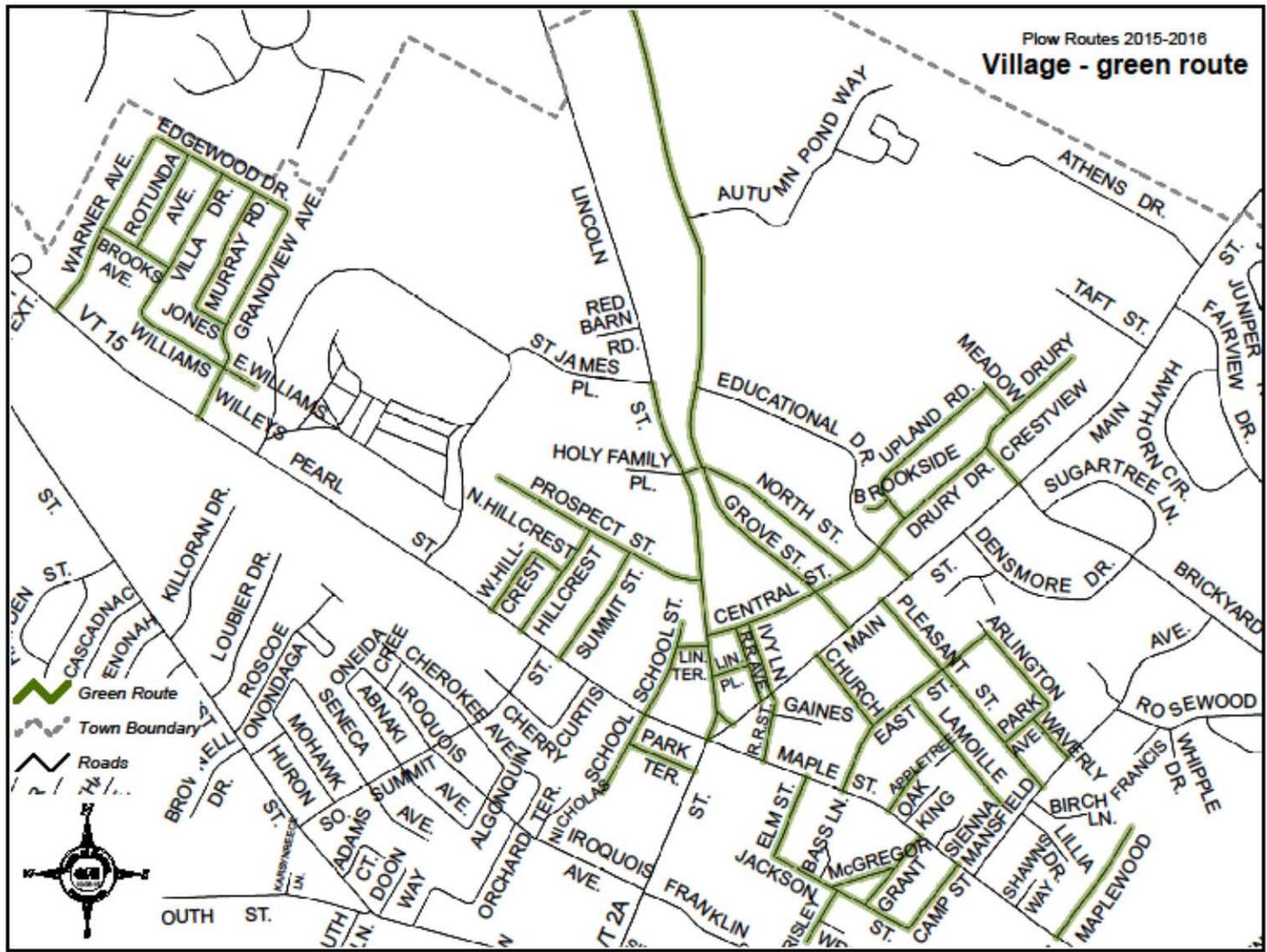
Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	1999 International 7cy. Dump truck with one-way front plow, tailgate sander and wing
Truck #7	2012 International 3 cy. Low Pro Dump Truck with one-way front plow, tailgate sander and wing
Truck #1	2011 Chevrolet Pickup with v-plow and sander.
Truck #15	2011 Chevrolet Pickup with v-plow and sander.
Sidewalk Plow #10	2015 Trackless
Sidewalk Plow #11	2008 Belos

**SECTION 3, APPENDIX D  
2015-2016**

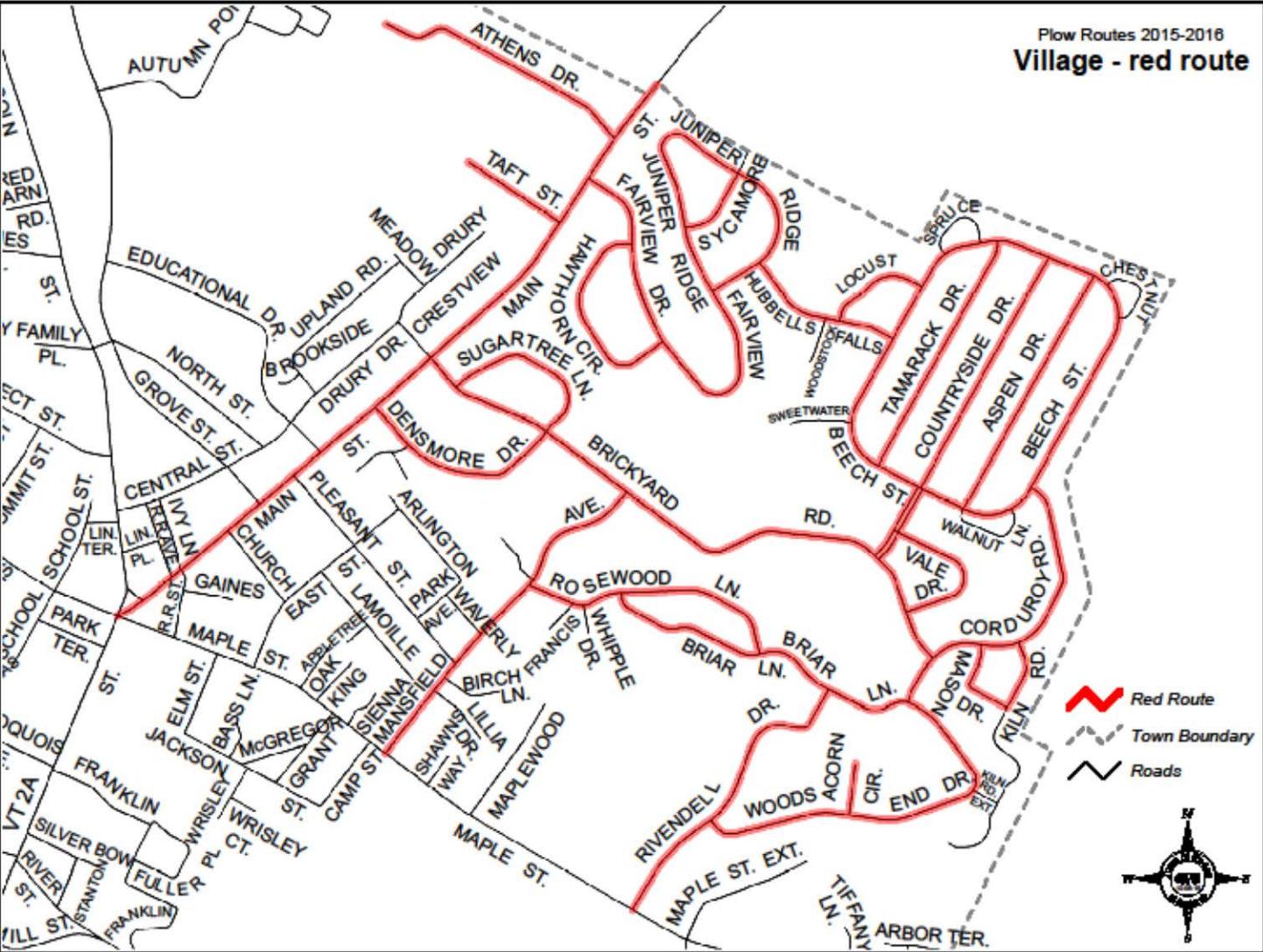
**MAPS OF HIGHWAY ROUTES (VILLAGE)**



Flow Routes 2015-2016  
**Village - green route**



Plow Routes 2015-2016  
**Village - red route**



**SECTION 3, APPENDIX E**  
**2015-2016**  
**NOT AVAILABLE IN THE PUBLIC VERSION**

**SECTION 3, APPENDIX F  
2015-2016**

**VILLAGE TOWING ORDINANCE**

**Village of Essex Junction, VT**

**Municipal Code**

**SECTION 825. VIOLATION DEEMED NUISANCE – NOTICE, TOWING & CHARGES:**

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental agency or company shall be prima facie proof that such person, rental agency or company was in control of the automobile at the time of such notice.
- (c) It shall be sufficient notice of violation for a law enforcement officer to leave written notice on an official form securely on the vehicle indicating the violation, the time and date of the violation, the location of the violation, and the registration number of the vehicle, and such other information as seems appropriate.
- (d) "Parking," for these purposes, shall mean leaving the vehicle at rest with or without an operator in attendance unless otherwise provided.
- (e) The Public Works Department, the Fire Department of the Village of Essex Junction, or any lawful police official of the State of Vermont, are hereby authorized to remove and tow away, or have towed away, by commercial towing service, any vehicle illegally parked in any place where such parked vehicle violates this chapter, creates or constitutes a public nuisance, creates or constitutes a traffic hazard, blocks the use of fire hydrants, obstructs or may obstruct the movement of emergency vehicles, or interferes with the free flow of traffic, or has three or more unpaid violations. In addition to towing, a police officer may issue a ticket in accordance with Section g.
- (f) A vehicle so towed away to storage under the provision of this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges, or other expenses incurred in the moving of the vehicle, except that the charge of towing each vehicle shall not exceed an amount as established by the Village Manager. The operator of the commercial towing service may hold such vehicle until such charges have been paid. In addition, any vehicle towed due to three or more outstanding violations shall be required to pay all fines prior to the vehicles being released to them by the commercial towing service.
- (g) Any person who violates the provisions of this chapter may be ticketed for such offense by any lawful police official of the state of Vermont as listed below:
  - Twenty-five dollars per violation.
- (h) The Village may choose to have a vehicle towed to a location other than a commercial storage facility and may choose to bear the cost of such towing (i.e. to clear streets for special events).
- (i) The provisions of this chapter are declared to be separable in that any provision declared to be invalid shall not affect the validity of the remaining provisions.

**VILLAGE OF ESSEX JUNCTION  
MUNICIPAL CODE`**

**CHAPTER 2.  
GENERAL REGULATION OF PUBLIC STREETS**

**SECTION 201: ENACTMENT AUTHORITY:**

This article is adopted by the Trustees of the Village of Essex Junction pursuant to the authority granted them under Sec. 1.07 (d) and (e) of the Village Charter.

**SECTION 202:**

- (a) No person shall throw or put, or cause to be thrown or put, snow or ice in any street, road park or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (b) No person shall sprinkle any salt, or chloride in any street, road or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (c) No person shall slide on a sled or sleigh in any street, road, walk, lane or alley.



# Memorandum

**TO:** Patrick C. Scheidel, Town Manager, and the Selectboard/Trustees  
**FROM:** Dennis E. Lutz, P.E., Public Works Director/Town Engineer  
Rick Jones, Village Public Works Superintendent  
Brad Larose, Police Chief  
Rick Garey, Police Captain and IT Coordinator  
**DATE:** 7 October 2015  
**SUBJECT:** GPS Tracking Systems for Selected Vehicles

**ISSUE:** The issue is whether or not the Selectboard and/or Trustees will approve a request to install GPS tracking systems (Auto Vehicle Locators – AVL) on selected vehicles. In addition, the request is also to enter into a three-year contract with Fleetmatics to install and run such systems on selected Town and Village equipment. It is recommended that the Police Department use up to \$8,000 annually in Equitable Sharing Funds.

**DISCUSSION:** As the winter operations plan was under development and discussions continued on sharing/consolidation of Town and Village services, the issue of installing GPS tracking systems on certain vehicles arose. The Police Department was already researching this issue and it broadened into an expansion for public works consideration. Contact was made with a number of companies that provide this service, information was gathered on the advantages/ disadvantages of such systems and the timing of implementation was considered.

Every vendor's system is somewhat different both in terms of front end cost (installation) and monthly charges. Some are more oriented strictly towards plowing/salting information and some have a broader base for application across more types of vehicles (police, fire, recreation, etc.). Some notes on the systems are:

Webtech: This system was installed on all the state plow trucks. It gives very detailed information on winter plowing and much of its customer base is in Canada. The cost is between \$750 and \$1200 per truck to install and a monthly fee of \$35 per vehicle.

Geotab is marketed locally by Clark's Trucking and again is geared towards winter plowing. The cost was estimated at \$154 per vehicle and \$26 per month. It is cell-phone based and not direct satellite GPS based.

Fleetmatics is the largest of the vendors with no upfront costs and a \$35 per month per vehicle fee. A three-year contract is required. It appears to be a much broader based system in that it has applicability across a wider range of vehicles – police and other emergency services vehicles as examples. Information on the system is attached.

What information can be obtained from such a system? It would:

- 1) Give data in semi-real time (within 30 seconds) as to location of the vehicle (police or plow truck), speed, location of application of salt or sand and duration of application (plow truck).
- 2) Provide a visual history of travel with data on routes traveled, time, speed, idle time and other data
- 3) Provide a basis within the software for scheduling and reporting of vehicle maintenance
- 4) Identification of material application through relation to application start and stop times and calibrated application rates using the ground-speed control application units already on trucks.

How can this information be used?

For winter plowing, it can help us improve the efficiency of routes by looking at how much the trucks vary from their assigned routes, double-back, assist other operators, etc. It will help to answer questions that arise from residents as to when roads were last plowed and the speed of trucks at very specific times and locations. It will provide management with the ability to monitor plowing from the office and to divert trucks that are closest to emergencies.

For the police, dispatchers will know where vehicles are in real time and be better able to direct Essex police vehicles to emergencies or find officers who need emergency assistance, both potentially saving lives. A large screen monitor/TV was installed in the dispatch center of the police department for the primary purpose of a future AVL display.

For all vehicles, the built-in maintenance management software will provide a tool for the Town mechanic and others doing services to better manage the timing, extent and history of maintenance and repairs. The program being looked at for implementation has built in tracking and recording that the Town mechanic has been seeking for some time. Use of the AVL system, if approved, will eliminate the need for separate maintenance tracking software that has been discussed for some time as an unfounded annual goal. It is not a complete work order program or total maintenance infrastructure management program but it does provide much more information than is available today.

Although not intended for this purpose, it does provide management with location and speed information on each vehicle and the information can be used to insure that employees are using the vehicles properly. For some employees, this issue is a concern (i.e., big brother is watching). However, all employees are expected to perform their duties within the context of appropriate behavior. If they are, and the expectation is that they are, there should be no repercussions from knowing where Town or Village vehicles are at all times and that vehicles are being used appropriately.

The recommendation is to go forward with the Fleetmatics system due to its absence of up-front costs, its comparable monthly costs and the broader applicability across all departments.

It is recommended that the following number of units be installed initially:

Essex Police: 10 units initially; 9 later

Essex Public Works: 18 initially, to include:

5 large dump trucks (7cy or larger)

3 Low-pro dump trucks

4 pick-up trucks/4x4

2 sidewalk plows

3 sewer/water vehicles

sweeper

Village Public Works: 8 initially, to include:

4 trucks

Sweeper

Vactor

2 sidewalk plows

**COSTS:** The Police Department will initially fund units with a request to the Selectboard to use up to \$8,000 annually in Equitable Sharing Funds. This request is for up to 19 units for the duration of the contract (3 years). Evaluation of the system and available funding sources will determine future expenditures for the Police Department.

So that these systems can be used for this winter, Town Public Works will offer to fund the 18 vehicles in the Town and 8 in the Village for the 7 months in FYE16 at a cost of \$6,370. This is unbudgeted so that it will have to fit within all other expenditures. After 1 July 2016, the costs for the Town Public Works will be budgeted against the Town Highway (14 x \$35 x 12 or \$5,880), Town Water/Sewer funds (3 x \$35 x 12 or \$1260) and the Village costs against the Village Highway budget (8 x \$35 x 12 or \$3360).

Because the contract will be for 3 years, approval now will commit the expenditure of these funds both in the Town and the Village.

**RECOMMENDATION:** It is recommended that the Selectboard and/or Trustees approve the request to install GPS tracking systems (Auto Vehicle Locators – AVL) on selected vehicles. In addition, the request is also to enter into a three-year contract with Fleetmatics to install and run such systems on selected Town and Village equipment. It is recommended that the Police Department use up to \$8,000 annually in Equitable Sharing Funds.

# PUT YOUR BUSINESS INTELLIGENCE TO WORK

FLEETMATICS REVEAL. A FLEET TRACKING AND MANAGEMENT SOLUTION.



# CONTENTS

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# THE TOP LINE

## TOOLS AS RELENTLESS AS YOU ARE.

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Fleetmatics REVEAL runs the same way you run your business — finding new ways to grow, getting more done every day, reducing waste and delighting customers with better service.

### RESULTS YOU CAN BANK ON.

Fleetmatics REVEAL translates vehicle performance data into real operational costs. It's one thing to see performance metrics. It's a whole different ballgame when those metrics are shown as real operational costs. Suddenly it's crystal clear where you can have the greatest impact on your business.

### WHAT YOU NEED, WHEN YOU NEED IT.

Fleetmatics REVEAL transforms the complex and ever growing mounds of data and paper your business generates into simple, easy-to-understand maps, charts, graphs and reports — so you can make the right decision, right now. Our dashboards let you view all the information you need by vehicle or driver as well as monitor trends and industry benchmarks at a glance.

### GET THE FULL PICTURE.

You don't have time to pour over reams of data to figure out where your drivers have been. That's why we designed Fleetmatics REVEAL with the intelligence to capture the places your drivers frequent. This gives you much better insight into where your vehicles go, where your drivers live as well as your depot locations, providing better context for your reports and route replays.

### ACCESS FROM ANYWHERE.

When you run a business, you can't be chained to your desk or your desktop computer. That's why Fleetmatics REVEAL comes with a range of mobile apps for both Apple iOS and Android devices that have nearly the exact functionality as our desktop version, so you can stay connected to what's happening no matter where you are.

### SETUP AND GO.

You don't need an I.T. guy to get up and running. Because there's no computer software that needs to be installed, it's easy to get started using Fleetmatics REVEAL—just log in from one almost any internet browser.



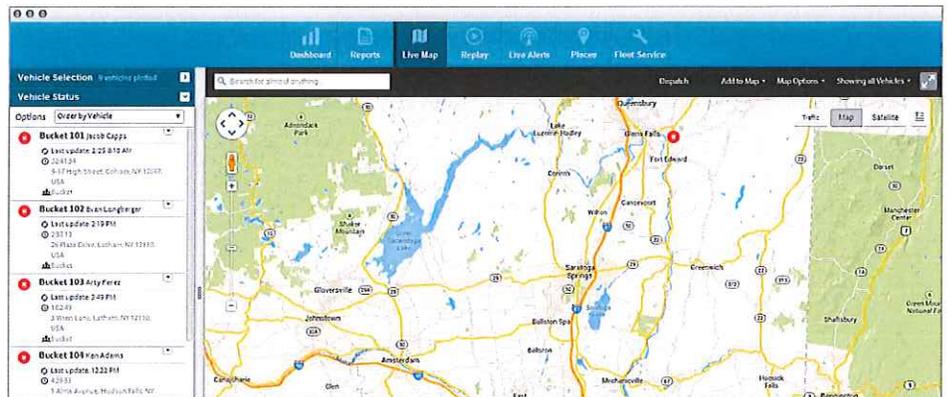
# LIVE MAP

ANYTIME ACCESS TO THE FIELD.

Pinpoint your team's location in real-time and really understand what's going on in the field so you can dispatch more efficiently, improve customer service and reduce the time spent calling drivers for updates.

## YOUR INFORMATION. AT A GLANCE.

Find out everything you need to know about any driver or vehicle at a glance using the Vehicle Status pane.



## STAY AHEAD OF THE CURVE.

Convenient right-click tools help you solve problems faster and stay on schedule. Find nearest vehicles, save a special location, send directions to your team and more.



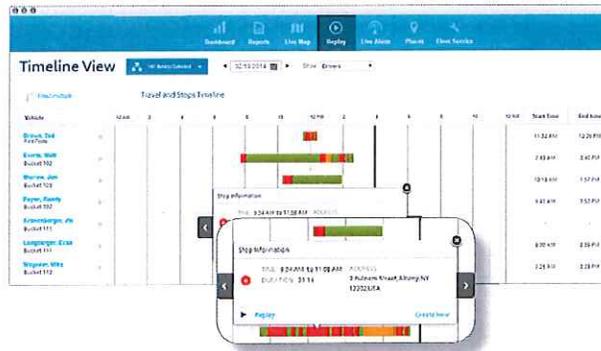
## FIND WHAT YOU'RE LOOKING FOR. FAST.

When you need to answer an urgent question from a customer or find a particular place for a technician, use the search bar to find almost anything on the map.

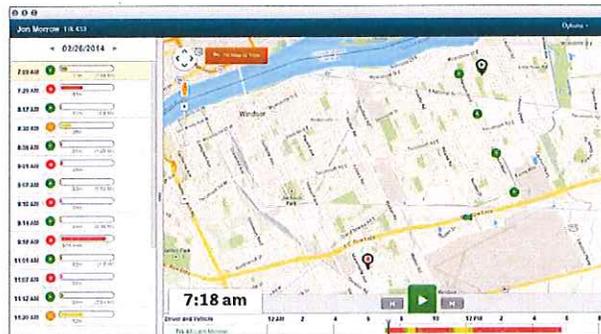
# REPLAY

A GRAPH IS WORTH A THOUSAND WORDS.

Fleetmatics REVEAL's Timeline View offers a visual and interactive display of vehicle and driver activity so you can watch any trip from start-up to shutdown. You'll know where your drivers spend their time, all the time.



Early starts, early finishes, and off-hour activity are completely obvious with the timeline graph and color-coded vehicle status highlights long stops and excessive idling, enabling you to dig in where needed.



With just one click, you can view interactive timeline segments for location and trip details or drill down into full replay mode for one or multiple vehicles.

# DASHBOARD & TRENDING

MEET YOUR NEW COMMAND CENTER.



Quickly and easily get answers about your fleet's performance, both the good and the bad. And not just in hours in miles...but in dollars and cents. Fleetmatics REVEAL displays your team's performance using your operational costs. See how much money wasted fuel is costing you and how much extra drive time impacts your payroll expense. With Fleetmatics REVEAL, you can see how activity in the field can impact your bottom line.

## OUR DASHBOARD TRANSLATES RESOURCE ACTIVITY INTO METRICS THAT MATTER TO YOUR BOTTOM LINE:

- // After Hours Driving
- // Average Speed
- // Distance Traveled
- // Engine On/Off
- // Fuel Purchased
- // Harsh Driving
- // High Speed
- // Total Idle Time
- // Modeled Payroll Expense
- // Number of Stops
- // Safety Score
- // Speeding Severity
- // Speeding Violations
- // Stop Duration
- // Vehicle Activity
- // Vehicle Maintenance Expense
- // Wasted Fuel

# DASHBOARD & TRENDING

CONTINUED.



## SEE THE BIG PICTURE.

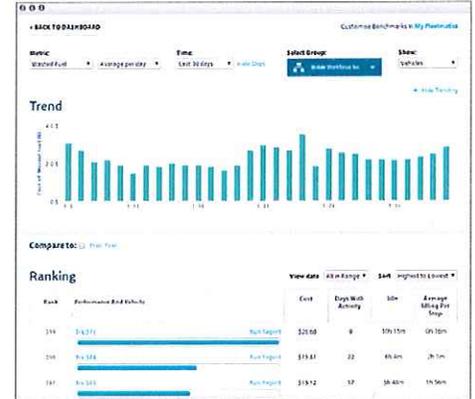
With the simple layout and easy to read visuals, you see the big picture on your driver's real-time performance when it comes to these areas:

- // Fuel
- // Payroll
- // Operations
- // Safety
- // Fleet Management
- // Management Operations



## GET THE SCORE ON YOUR DRIVERS.

A Driver Scorecard can provide visual proof when coaching and behavior changes are needed so you can investigate incidents, spot habits and trends — plus compare your drivers productivity and performance.



## SET THE BAR HIGH.

Measure your team against benchmarks by setting your own limits for each metric.

## GET THE INFO YOU NEED. WHEN YOU NEED IT.

Simple bar charts show exactly how each driver is measuring up against your benchmarks and other drivers. You can quickly find out who your top and bottom performers are with the stack rankings.

# REPORTS

GET THE FULL REPORT FROM THE FIELD.

Fleetmatics REVEAL turns your data into useful and actionable information...not just basic insight into where your vehicles were. With Fleetmatics REVEAL you have easy access to the reports you need by vehicle or driver.

## SEE THE WHOLE PICTURE.

Don't let a driver's ability to change vehicles leave you with incomplete or inaccurate reporting. Fleetmatics REVEAL automatically identifies which driver is in which vehicle at any given moment and combines the data so you get a complete picture of activity.

Have reports delivered directly to your inbox based on your frequency and time range preferences whether that's daily, weekly or quarterly. Share report delivery with users based on their responsibility and access levels with an easy to read format on the screen so you can quickly scan details that make a difference.

## FUEL REPORTS.

Get control over your fuel spend and boost vehicle efficiency.

- // Fuel Efficiency Report
- // Fuel Purchased Report
- // Lost Fuel Report
- // Carbon Footprint Report

Start Time	Distance (miles) Duration	Stop Location	Arrival Time	Idle Duration	Stop Duration	Departure Time
<b>Arty Ferez</b> Vehicles: <b>Bucket 103</b>						
<b>Report Totals for: 02/25/2014 - 02/25/2014</b>						
Total Stop Duration: <b>223h 27m</b>		Total Distance Traveled (miles): <b>1335</b>		Total Idle Time: <b>33h 45m</b>		
Average Stop Duration: <b>34m</b>		Total Travel Duration: <b>56h 14m</b>		Number of Stops: <b>405</b>		
<b>02/25/2014</b> Starting from: [Arty's home] 130 Thimbleberry Road, Ballston Spa, NY 12020, USA						
10:25 AM	1.5 03m 48s	[2501-2505 State Highway 9] 128-132 Dunning Street, Ballston Spa, NY 12020, USA	10:29 AM	00m 36s	07m 23s	10:36 AM
10:36 AM	25.32 29m 43s	543 North Pearl Street, Albany, NY 12204, USA	11:06 AM	00m 35s	1h 50m 26s	12:56 PM
12:56 PM	0.51 02m 02s	[14 Broadway] 14 Broadway, Menands, NY 12204, USA	12:58 PM	00m 34s	06m 33s	1:05 PM
1:05 PM	0.33 00m 32s		1:05 PM	00m 27s	05m 48s	1:11 PM
1:11 PM	0.34 02m 00s	613-653 New York 32, Albany, NY 12204, USA	1:13 PM	00m 26s	2h 02m 06s	3:15 PM
3:15 PM	0.43	[14 Broadway]	3:17 PM	00m 28s	05m 22s	3:22 PM

# REPORTS

CONTINUED.

**Daily Report**  
Created 02/20/24 9:57 AM

Report Title for 02/20/24 - 02/20/24

Total Stop Duration: 22h 27m | Total Distance Traveled: 1355 | Total Mile Time: 33h  
Average Stop Duration: 34m | Total Fuel Cost: \$65.14m | Number of Stops: 42

**Arty Forez** - Vehicle: Renault K91

Start Time	Distance (miles)	Stop Location	Arrival Time	Mile Duration	Stop Duration
10:29 AM	1.13	1011 20th St, Albany, NY 12204, USA	10:29 AM	00m	07m
10:36 AM	25.32	343 South Pearl Street, Albany, NY 12204, USA	11:05 AM	00m	1h 50m
12:14 PM	8.81	110 Broadway, Albany, NY 12204, USA	12:54 PM	00m	05m
1:03 PM	8.33	110 Broadway, Albany, NY 12204, USA	1:43 PM	00m	05m
1:41 PM	8.34	613 443 New York St, Albany, NY 12204, USA	1:43 PM	00m	2h 52m
3:13 PM	8.42	110 Broadway, Albany, NY 12204, USA	3:17 PM	00m	07m

**ACTIVITY REPORTS.**  
See everything that's happening in the field.

- // Cost Analysis Report
- // Daily Report
- // Detailed Report
- // Geofence Report
- // Proximity Report
- // Sensor Report
- // Speeding Report
- // User Activity Report
- // Vehicle Maintenance Report

**Driving Style Summary Report**  
Created 02/20/24 9:57 AM

Report Title for 02/20/24 - 02/20/24

Report Date: 02/20/24 | Report Period: 02/20/24

Report User: [Name] | Report Period: [Date]

Vehicle ID	Stoppage	Speed	Steer	Brake	Health	Score	Overall	Rating
PA170	488.10	2	3	1	3	1	1	31
PA171	81.34	1	1	1	1	1	1	10
PA172	82.87	1	1	1	1	1	1	10
PA173	116.61	1	1	1	1	1	1	10
PA174	43.1	1	1	1	1	1	1	10
PA175	439.8	1	1	1	1	1	1	10
PA176	16.52	1	1	1	1	1	1	10
PA177	24.7	1	1	1	1	1	1	10
PA178	676.01	1	1	1	1	1	1	10
PA179	114.18	1	1	1	1	1	1	10
PA180	1247.28	1	1	1	1	1	1	10
PA181	48.52	1	1	1	1	1	1	10
PA182	1168.19	1	1	1	1	1	1	10
PA183	166.1	1	1	1	1	1	1	10
PA184	1075.11	1	1	1	1	1	1	10
PA185	1082.46	1	1	1	1	1	1	10
PA186	871.32	1	1	1	1	1	1	10
PA187	1124.88	1	1	1	1	1	1	10
PA188	163.82	1	1	1	1	1	1	10
PA189	1883.36	1	1	1	1	1	1	10
PA190	10.14	1	1	1	1	1	1	10
PA191	2.05	1	1	1	1	1	1	10

**DRIVING STYLE REPORTS.**  
Get complete visibility into individual driving habits and rank drivers with our proprietary Safety Score. Know who is at the top and the bottom with scores from 0 to 100.

- // Driving Style Summary Report
- // Harsh Driving Incident Report

**Fleet Summary Report**  
Created 02/20/24 9:57 AM

Report Title for 02/20/24 - 02/20/24

Report Date: 02/20/24 | Report Period: 02/20/24

Report User: [Name] | Report Period: [Date]

Driver	Action	Engine On	Driving Duration	Mileage	Engine Off	Distance	Max Speed
Arty Forez	5	12h 28m	1h 12m	2h 27m	1h 12m	211.8	75
Billy Elliot	1	06m	27m	03m	16h 31m	8.76	5
Ben Brubaker	2	15h 26m	1h 42m	1h 42m	16h 22m	214.13	75
Bobby Latham	4	15h 33m	1h 12m	1h 42m	4h 21m	218.37	75
Bryant Pugh	2	1h 30m	3h 30m	2h 30m	1h 12m	119.26	75
Chadwick Fitch	3	2h 29m	1h 07m	1h 22m	2h 43m	80.83	75
Clayton	1	26m	16m	11m	1h 57m	4.88	4
Chris Washington	3	1h 11m	4h 42m	1h 28m	1h 28m	105.12	75
Greg Dwyer	3	2h 44m	1h 20m	1h 24m	1h 18m	211.37	75
James Parris	3	1h 42m	1h 28m	07m	2h 32m	34.26	75
David Hill	3	1h 48m	2h 20m	2h 14m	2h 27m	18.52	4
Danny Martin	4	1h 10m	1h 16m	1h 17m	2h 24m	215.8	75
Doug Dumas	2	1h 22m	1h 35m	1h 48m	1h 42m	211.53	75
Dwayne Jones	5	1h 35m	1h 07m	1h 54m	1h 39m	188.36	75
Dylan Harty	3	1h 26m	1h 18m	1h 40m	1h 48m	214.18	75

**SUMMARY REPORTS.**  
See the big picture without getting lost in the details.

- // Distance Traveled Report
- // Exception Report
- // Custom Summary Report

**Daily Timocard Report**  
Created 02/20/24 9:57 AM

Report Title for 02/20/24 - 02/20/24

Report Date: 02/20/24 | Report Period: 02/20/24

Report User: [Name] | Report Period: [Date]

Start Time	Distance	Stop Location	Stop Duration	Departure Time	Mile Duration	Notes
7:07 AM	1.13	1011 20th St, Albany, NY 12204, USA	1h 56m	8:07 AM	0m	
8:27 AM	1.18	1011 20th St, Albany, NY 12204, USA	1h 56m	10:00 AM	0m	
10:00 AM	1.18	1011 20th St, Albany, NY 12204, USA	1h 56m	11:33 AM	17m	
11:22 AM	8.76	1011 20th St, Albany, NY 12204, USA	1h 56m	11:22 AM	0m	
11:30 AM	7.02	1011 20th St, Albany, NY 12204, USA	1h 56m	1:00 PM	0m	
1:00 PM	1.18	1011 20th St, Albany, NY 12204, USA	1h 56m	1:53 PM	0m	
1:53 PM	1.18	1011 20th St, Albany, NY 12204, USA	1h 56m	3:10 PM	0m	
3:10 PM	12.36	1011 20th St, Albany, NY 12204, USA	1h 56m	4:08 PM	0m	

**TIMECARD REPORTS.**  
Reduce fleet labor costs so hours worked equals hours paid. Plus, you can streamline and improve payroll and customer billings.

- // Daily Timocard Report
- // Payroll Summary Report
- // Weekly Timesheet Report

\*For a complete list of all the reports available in Fleetmatics REVEAL, ask your sales representative for a copy of the Reports Book.



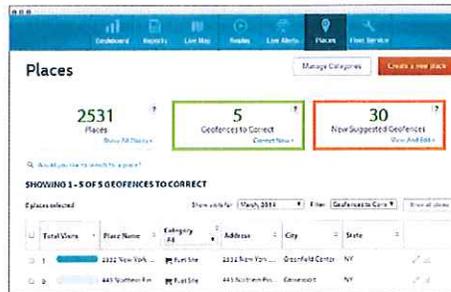
# PLACES

TIME IS MONEY. SEE WHERE IT GOES.

To get the most out of any GPS tracking system, you need to get the complete picture of how your team's time is spent in the field—productively or unproductively. Fleetmatics REVEAL makes it easy to get the most out of your GPS tracking system by automatically identifying key locations your team visits and categorizes them for you. You can even drill down to see rankings, vital statistics and stop-by-stop details.

Create and save a list of places that are important to you like technician homes, warehouses, corporate offices, job sites and more. Fleetmatics REVEAL also analyzes the size, shape and activity around the Geofences and proactively points out corrections so you can accurately capture activity. Get quick access to:

- // Number of visits at a location and the details of when those stops happened
- // Average time spent at every location
- // Average time spent traveling to and from the location

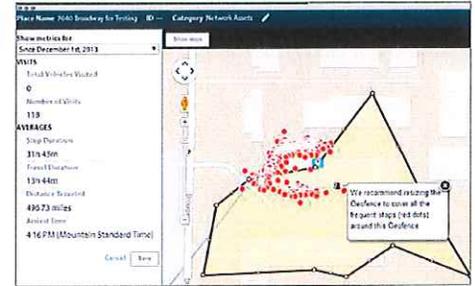


#### Geofences to Correct

Fleetmatics REVEAL analyzes vehicle activity and lets you know when you may have a geofence that needs to be adjusted.

#### New Suggested Geofences

Don't waste time creating geofences—Fleetmatics REVEAL's technology automatically analyzes activity and creates geofences for you.



#### WHAT'S A GEOFENCE?

A geofence is a virtual perimeter created around a real-world location that's used to categorize activity. What used to be difficult and time consuming to create is now easy with Fleetmatics REVEAL.

# MOBILE

YOUR FLEET. AT YOUR FINGERTIPS.

The pressure to keep up with business doesn't stop when you are out of the office and away from your computer. With Fleetmatics REVEAL, you can access key information about your team anytime, from anywhere.

Our mobile app available for Android®, iPhone™ and iPad™, provides you with up-to-the-minute information location, alerts, reports and dashboard, so you can:

- // Quickly locate any driver in your workforce
- // Dispatch vehicles from the field
- // Look at performance on key metrics with Dashboard
- // Confirm activity with powerful reports
- // Monitor speeding, late starts, excess idling, aggressive driving and more with real-time alerts



More than just a mobile website, our native application gives you full functionality in the palm of your hand, not just dots on a map.

# FLEET SERVICE

PREPARE FOR THE LONG HAUL.

Coordinate and manage your vehicle maintenance needs by scheduling reminders and getting automatic alerts when your vehicles are due for service, so they can stay on the road as long as possible.

**TAKE THE GUESSWORK OUT OF MAINTENANCE.** Easily manage vehicles, drivers, and maintenance activities in one secure place. Because Fleetmatics REVEAL calculates vehicle mileage and fuel purchases, you can accurately track and log your vehicle use and fuel consumption.

You can also track each vehicle's past services and set alerts to remind your team or your mechanic of service needs on the horizon, whether by date, vehicle mileage or hours of use.

Service Name	Vehicle Name	Days to Go	Due Date	Distance To Go	Engine Hours to Go
Tire Rotation	Trk 181	-	-	-	528162N 100m overdue
Oil Change	Trk 181	-	-	-	528162N 100m overdue
Regular Utility Van Oil Change	Trk 181	-	-	-	528162N 100m overdue
Tire Rotation	Trk 155	-	-	-	291274N 28m
Oil Change	Trk 155	-	-	-	291274N 28m
Regular Utility Van Oil Change	Trk 155	-	-	-	291274N 28m
Tire Rotation	Trk 156	-	-	-	243854N 100m overdue
Regular Utility Van Oil Change	Trk 156	-	-	-	243854N 100m overdue
Oil Change	Trk 156	-	-	-	243854N 100m overdue
Oil Change	Buck# 121	-	-	-	1588179N 100m overdue
Tire Rotation	Buck# 121	-	-	-	1588179N 100m overdue
Oil Change	Buck# 121	-	-	-	1588179N 100m overdue
Weekly Vehicle Safety Check	Buck# 121	3 overdue	-	-	-
Days-Based Service Plan Enterprise	Buck# 121	26 overdue	-	-	-
Oil Change	Buck# 121	175	-	-	1588179N 100m overdue

Dashboard Reports Live Map Replay Live Alerts Places Fleet Service

Reminders History Manage Service Plans Fuel Purchases

[Create a New Service Plan](#)

SHOWING 1 - 50 OF 88 SERVICE REMINDERS

Vehicle Name	Type	Service Name	Days to Go	Distance To Go	Engine Hours to Go	
Trk 455		Oil Change		117.44 miles to go		
Trk 291		Oil Change		100.04 miles to go		
Trk 206		Oil Change		155.34 miles to go		
Trk 902		Oil Change		157.03 miles overdue		
Trk 905		Oil Change		201.33 miles overdue		
Trk 901		Oil Change		293.67 miles overdue		
Trk 605		Oil Change		123.13 miles overdue		

# SET UP & ADMIN

GET UP AND RUNNING FAST. NO GEEK REQUIRED.

Fleetmatics REVEAL makes it easy to get set up and make changes as you grow with just a few mouse clicks. Plus, you can easily customize the system to work the same way you do.

## ORGANIZE FLEETMATICS REVEAL THE WAY YOU ORGANIZE YOUR BUSINESS.

Get the information you need, the way you need it, in every area of the product no matter how complex your business – without the hassle, extra cost, or frustration. Better yet, when your business changes, it only takes a few clicks to update the system.

## SET UP IN MINUTES, MAKE CHANGES IN SECONDS.

Check boxes, radio buttons, and drop-downs make it a snap to use the solution the way you want to, without needing help from I.T.

## EVERYTHING YOUR TEAM NEEDS. NOTHING THEY DON'T.

Managers, dispatchers, and supervisors have different requirements – and sorting through features they don't need can waste time. Use simple permissions to specify who can see which vehicles and groups and limit access to features they truly need.

## I.T.'S NOT YOUR PROBLEM.

There's no technology to worry about with Fleetmatics REVEAL—you can start using it right away without worrying about installation, maintenance, downloading updates or security. You also won't need a server or any of the other additional I.T. investments that software requires.

The 'Edit Driver' interface features a top navigation bar with tabs for 'Details', 'Employee Home', 'Assignment History', and 'Advanced Options'. The 'Jump to Driver' dropdown is set to 'Alan Kepner'. On the left, there is a profile picture of Alan Kepner with an 'Upload' button and 'Group Access' information showing he is a member of 3 groups. The main form contains fields for 'Driver Number' (01210), 'Employee ID' (2592), 'First Name' (Alan), and 'Last Name' (Kepner). Under 'Home Addresses', it shows 'No homes specified' with an 'Edit Home Addresses' link. The 'Current vehicle' is set to 'Trk 209' with an 'Advanced Options' link. The 'Email address' is 'AlanKepner@enterprise.com' and the 'Hourly Rate (\$)' is '0.00' with a 'Use account preference' checkbox. A 'Key Fob ID\*' field is also present with an 'Add' button.

The 'Edit Vehicle' interface has a top navigation bar with tabs for 'Details', 'Assignment History', and 'Vehicle Information'. The 'Jump to Vehicle' dropdown is set to 'Bucket 103'. On the left, there is a profile picture of a white pickup truck with an 'Upload' button and 'Group Access' information showing it is a member of 7 groups. The main form contains fields for 'Vehicle Name' (Bucket 103), 'Vehicle Number' (0223), 'Registration #' (Reg Number 62716), and 'Current odometer' (2877.92 Mi) with a 'Change' link. There is also a 'Notes' text area and a 'Current hours of use' field (132h 37m) with a 'Change' link. A 'Hide from vehicle selections' checkbox is at the bottom left. 'Cancel' and 'Save' buttons are at the bottom right.

# WHY FLEETMATICS?

RUN A SMARTER BUSINESS WITH A SMARTER FLEET.

## THE POWER OF MANY.

Fleetmatics is one of the largest fleet tracking providers in the world. What does that mean for you? With all of that data available to analyze, we can provide you with benchmarks of your fleet's operational effectiveness compared to businesses like yours.

## ONE LOW MONTHLY FEE.

Pay a low, predictable, flat-rate monthly fee per vehicle with Fleetmatics REVEAL. That means your spend on technology—which used to be a major capital expense and headache—now becomes an affordable operational expense.

## GETTING BETTER ALL THE TIME.

We're constantly getting feedback and suggestions from our 22,000 customers. We don't just listen to their comments, we implement them to make our solutions even better.

## ALWAYS HAVE THE NEWEST MODEL.

Unlike installed software that needs to be updated, you'll always have access to the latest version of Fleetmatics REVEAL. When a new version of the service is released, we make it available to all customers, giving you access to tools that will help keep your business at peak competitiveness.

## JUST A PHONE CALL AWAY.

Customer service is just as important to us as it is to you and your customers. Our support is delivered from in house teams in the UK and USA, and we try to answer over 90% of calls within 30 seconds. The teams that support you are highly trained, so when a call comes in, we are ready not just to answer it the phone, but also to resolve the issue quickly and efficiently.

## THERE AS YOU GROW.

As your team grows and changes, we are happy to provide training as you need it. If you have new employees joining your team we can schedule one-on-one training sessions just for them.



# CALL TODAY FOR A DEMO

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TO: Village Trustees and Pat Scheidel, Village Manager  
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM  
DATE: October 23, 2015  
RE: Vermont Electric Vehicle Charging Station Grant

### **Issue**

The issue is whether or not the Village should apply for the State of Vermont Electric Vehicle Charging Station grant.

### **Discussion**

The State of Vermont Department of Housing & Community Development is offering grants to pay for 75% of the cost of installing a electric vehicle charging stations on municipal property. Village staff would like to apply to install a level 2 single charging station in the parking lot of Lincoln Hall. This station would enable one electric vehicle to be charged fully in 3.5 hours. The charging station would also be set up to bill the consumer for the electricity used, and this cost will not be shouldered by the taxpayers.

Offering an electric vehicle charging station would help to attract new consumers to Essex Junction's Village Center district. As charging stations are relatively uncommon, this would be a way to literally put Essex Junction "on the map." It would also help serve to promote the ecologically friendly practice of driving an electric vehicle.

Should this grant be received, the Trustees will also need to designate one space in the Lincoln Hall parking lot for exclusive use by electric vehicles. Staff proposes that this be one of the spaces located directly next to the Fire Station, as this will be easiest to wire. While the rest of the parking lot is unavailable for use overnight, this space will need to be available for charging 24/7.

### **Cost**

The total cost to install the charging station is \$6,600. This includes the cost of a Leviton Single Wall Unit, as well as the cost of installation. The grant has a 25% match, which means that the total cost to the Village is \$1,650. The Village will also need to pay \$15 per month in order to have the station networked so that it can receive payments from users.

### **Recommendation**

It is recommended that the Trustees authorize staff to submit the Electric Vehicle Charging Station grant application, sign the attached Resolution, and authorize \$1,650 in matching grant funds.

**RESOLUTION FOR ELECTRICAL VEHICLE CHARGING STATION**

**WHEREAS**, the Municipality of Essex Junction is applying for funding as provided for in the FY 2016 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality has voted at an annual or special meeting to provide local funds for an electric vehicle charging station,

**Now, THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 25% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

\_\_\_\_\_  
*(David Nistico)*

\_\_\_\_\_  
*(Signature)*

3. That Patrick Scheidel, Municipal Manager, who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

4. That Darby Mayville, Community Development/Economic Development Assistant, is hereby designated as the Grant Administrator, the person with the overall administrative responsibility for the Electric Vehicle Charging Station grant activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 27 day of October, 2015.

**LEGISLATIVE BODY\***

*(name)*

*(signature)*

George A. Tyler, President

Daniel S. Kerin, Vice President

Lori A. Houghton, Trustee

Andrew P. Brown, Trustee

Elaine H. Sopchak, Trustee

.....

# Peck Electric Company

October 16, 2015

**Attn: Darby Mayville**  
Essex Town Offices

**Subject: Single Level 2 Charge stations**

Peck Electric is pleased that you have given us the opportunity to provide you with a budget to install the following at the Essex Junction Fire Stations.

Installation and Station Startup cost only:

1. (1) 40 amp 2pole 208volt circuit will be extended from branch circuit panel LB or LA
2. The station will be wall mounted on the north west corner of the fire station
3. No bollards have been included
4. Electrical permit included.

The base cost to complete this work will be the sum of \$ 3250.00 (three thousand two hundred fifty dollars)

Added Station Cost;

A. Cutler Hammer ESVEL \$1200.00

B. Leviton Single wall unit \$3350.00

C. Leviton dual wall unit \$4435.00

Added install cost for dual unit \$425.00

D. Station Network Connectivity \$15 a month

If you have any questions or would like to modify the scope of work, please give me a call at 658-3378 ext. 232.

Thanks,  
Tylor Thibault  
Project Manager

By signing below, you accept the conditions and terms listed above.

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Date

Equipment and materials supplied by the contractor are warranted only to the extent that the same are warranted by the manufacturer. The contractor shall not be held liable for errors or omissions in designs by others, nor inadequacies of materials and equipment specified or supplied by others.



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

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

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PCS*  
**DATE:** October 27, 2015  
**SUBJECT:** Appointment to Clean Water Advisory Committee

### **Issue**

The issue is whether or not the Trustees appoint a representative to CCRPC's Clean Water Advisory Committee.

### **Discussion**

See attached email from Charles Baker, Executive Director of Chittenden County Regional Planning Commission. He encourages the Village to appoint the person working on the storm water permit program to the newly established Clean Water Advisory Committee. That is Chelsea Mandigo, who is Environmental Technician at the Wastewater Treatment Facility. Jim Jutras would be alternate representative.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees appoint Chelsea Mandigo as representative to the CCPRC Clean Water Advisory Committee and James Jutras as alternate representative.

## Patty Benoit

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**Subject:** FW: Clean Water Advisory Committee appointments  
**Attachments:** appointment form-CWACevenFY16.doc

**From:** Charles Baker [mailto:cbaker@ccrpcvt.org]  
**Sent:** Tuesday, September 29, 2015 12:09 PM  
**To:** Charles Baker <cbaker@ccrpcvt.org>  
**Cc:** Dan Albrecht <dalbrecht@ccrpcvt.org>  
**Subject:** Clean Water Advisory Committee appointments

Dear Municipal Selectboard Chairs, Mayors, Managers, or Administrators,

The Chittenden County Regional Planning Commission created a Clean Water Advisory Committee (CWAC) at its most recent meeting. I am contacting you now to **ask that your municipality appoint a representative** (and alternate if you deem it appropriate). If you are an MS4 community, I encourage you to have the person working on that program appointed to this Committee.

**Please complete and return the attached appointment form by October 23<sup>rd</sup>** to me or Dan. The CWAC will likely have its first meeting on November 3<sup>rd</sup>.

This Committee will play an important role as we all work with the Agency of Natural Resources on rule making and project prioritization and funding to achieve the requirements of the Vermont Clean Water Act and the Lake Champlain Phosphorous Total Maximum Daily Load (TMDL) Implementation Plan. Here is a link to a [fact sheet](#) that provides the basic requirements for municipalities.

Below is a description of the currently envisioned activities to be undertaken by the CWAC.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC's efforts in assisting the Vermont Agency of Natural Resources with basin planning and surface water management including but not limited to:
  - a. CCRPC's assistance to Vermont ANR in the development of tactical basin plans;
  - b. technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions;
  - c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
  - d. assistance to Vermont ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;
3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the CWAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:
  - a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not limited to, Minimum Control Measures #1 and #2 or as may be amended or consolidated.
  - b. This subcommittee has sole authority issues regarding implementation of the Memorandum noted above.

4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:
  - a. review and recommend to the Board water quality program recommendations and priorities;
  - b. review and recommend water quality studies for inclusion in the UPWP;
  - c. review completed CCRPC studies regarding water quality issues;
  - d. oversee the selection of consultants to be retained for water quality related projects and programs;
  - e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
  - f. establish sub-committees on an as-needed basis.
  
5. By the end of 2016, the Committee shall report back to the Commission with recommendations for formal incorporation, or not, into the CCRPC by-laws including membership composition and duties.

Please contact me or Dan if you have any questions. Thank you for your assistance.

Best regards,  
Charlie

*Charlie Baker, Executive Director  
Chittenden County Regional Planning Commission  
110 West Canal Street, Suite 202  
Winooski, VT 05404  
Office main: 802-846-4490 x23  
Office direct: 802-861-0115  
Cell: 802-735-3500 (best)  
[www.ccrpcvt.org](http://www.ccrpcvt.org)  
<http://ecosproject.com>*

# Lake Champlain Phosphorus TMDL

(TOTAL MAXIMUM DAILY LOAD)

## Requirements for Municipalities

### WASTEWATER

#### Wastewater Treatment Facilities

Of the 59 Vermont wastewater treatment facilities in the Lake Champlain Basin, 25 will receive new reduced phosphorus limits according to a permit reissuance schedule that is based on DEC's five-year tactical basin planning schedule. Flexible options to meet the TMDL include:

- Require new or upgrade treatment facilities only when the current phosphorus discharge exceeds 80% of the facility's annual phosphorus allocation.
- Employ annual average phosphorus loading rates (rather than concentration limits) to set TMDL-based discharge permit limits in order to allow operational flexibility in attaining the limits.
- Establish compliance schedules that couple phosphorus upgrades with other planned facility construction projects to enhance cost-effectiveness.
- Support opportunities to reallocate (i.e., trading) phosphorus limits for facilities within the same lake segment watershed as long as total permitted phosphorus discharge remains the same. Discharges in the Main Lake, Burlington Bay, and Shelburne Bay watersheds will be considered to be discharges to the same lake segment for reallocation purposes.

Administrative processing fee: \$240; application review fee: varies; annual operating fee: \$0.003/gallon of permitted flow (\$200 minimum; \$12,500 maximum). See website for details:  
<http://www.watershedmanagement.vt.gov/wastewater.htm>

### STORMWATER

#### Municipal Roads General Permit

The new general permit for all municipal roads will go into effect before January 2018, with all municipalities signed up no later than 2021. Municipalities will be "credited" for projects implemented before the permit goes into effect. The general permit will require:

- Practices to reduce erosion and stormwater discharges being generated from roads and drainage systems. New roads will likely continue to be permitted as they are now. All practices will be consistent with the VTrans Road and Bridge standards.
- A management plan to oversee implementation and bring roads up to standards over several years. The general permit will not require separate approval for every maintenance activity or upgrade.
- Application fee: \$400; annual operating fee: \$2,000.

#### Municipal Separate Storm Sewer System (MS4) General Permit

Municipalities that have municipal separate storm sewer system (MS4) permits will require a new MS4 general permit. New components to the permit include:

- Long-range phosphorus control plans similar to the "flow restoration plan" requirements for municipalities with stormwater-impaired waters. Municipal road management requirements will be incorporated into the MS4 permit; separate permit coverage will not be required.
- Implementation plans for stormwater best management practices (BMPs) to reduce phosphorus in conformance with the Champlain TMDL.
- Application fee: \$2,400; annual operating fee: \$10 per acre of impervious surface.

The reissuance process for the MS4 permit will start within 3 months of the issuance of the TMDL. Regulated MS4s will be notified and included in the stakeholder process.

#### Municipally Owned Developed Land Permit

What's required?

- All municipal sites with 3 or more acres of impervious surface, including municipal properties, will require a new developed land permit.
- If a site does not have a stormwater system designed to 2002 or more current standards, it will need to implement stormwater management practices.
- Smaller sites may be subject to the same requirement if necessary to implement the Lake Champlain TMDL, or stormwater TMDLs.
- Application fee: \$860 per acre of impervious surface; annual operating fee: \$160 per acre impervious surface.

The developed land general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.

## NEW PROJECTS

### New Municipal Projects Construction Standards

The permitting standards for new projects have not yet changed. However, by January 2016 DEC will report to legislature on the prospect of lowering the threshold for requiring a post-construction stormwater permit for new projects to ½-acre of impervious surface (it is currently 1 acre). **The Department will also be revising its**

### Stormwater Manual and Stormwater Rules over the coming year.

The Manual and Stormwater Rules revisions will both go through the formal APA rulemaking process and municipalities will be invited to participate in rulemaking meetings and public comment processes.

## Timeline for Municipalities

	ACTIVITY	MUNICIPAL OBLIGATIONS	TIMELINE
WASTEWATER	Wastewater Treatment Facilities (WWTFs)	Reductions from currently permitted phosphorus loads at 25 of 59 facilities in the Lake Champlain Basin.	Vermont DEC will issue wastewater discharge permits incorporating the new phosphorus allocations according to the five-year tactical river basin planning schedule (2016-2020).
	Municipal Roads General Permit <a href="http://www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm">www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm</a>	Implementation of practices to reduce erosion and stormwater discharged generated from roads and drainage systems.	The general permit must go into effect before January 2018, with all municipalities signed up no later than 2021.
STORMWATER	Municipal Separate Storm Sewer System (MS4) Permit	MS4 municipalities will develop long-range phosphorus control plans following the reissuance of this permit.	The reissuance process for the MS4 permit will commence within 3 months of the issuance of the TMDL.
	Stormwater Permits for Municipally Owned Developed Land	VT DEC's Stormwater Program will develop a general permit applicable to all sites with 3 or more acres of impervious surface, including municipal properties.	The general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.
NEW PROJECTS	Stormwater Permits for New Municipal Projects	No change. Report to Legislature by January 15, 2016 on whether to lower the threshold for new projects from 1 acre to ½-acre of impervious surface.	
	Stormwater Planning <a href="http://www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf">www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf</a>	No change. Towns are encouraged to seek funding for stormwater planning, which can be used in tactical basin plans.	

Providing Time, Flexibility and Support to Meet Requirements of the TMDL



For more information, contact:

Kari Dolan, Watershed Management Division  
One National Life Drive, Davis Bldg, 2nd floor,  
Montpelier, VT 05620-3522  
(802) 490-6113



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager  
**DATE:** October 27, 2015  
**SUBJECT:** Trustees Meeting Schedule

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

**November 10 at 6:30 – Regular Trustees Meeting**

- Presentation of grant funds to CTE for Street Tree Nursery Program
- Final approval of Winter Operations Plan for 2015-16

**November 24 at 6:30 – Regular Trustees Meeting**

**December 8 at 9:00 AM – FYE 17 Budget Work Session**

***December 11 at 6:00 PM – Village Tree Lighting and Train Hop***

**December 22 at 6:30 – Regular Trustees Meeting**

**January 12, 2016 at 6:30 – Regular Trustees Meeting**

- Review FYE 17 proposed budgets

**January 26 at 6:30 – Regular Trustees Meeting**

- Public hearing on budgets and capital programs

**February 9 at 6:30 – Regular Trustees Meeting**

- Adopt FYE 17 budgets and capital programs

**February 23 at 6:30 – Regular Trustees Meeting**

- Adopt Annual Meeting Warning

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION CAPITAL PROGRAM REVIEW COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE.

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
October 6, 2015**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Amber Thibeault, Kevin Collins, Rick Hamlin. (David Nistico was absent.)  
**ADMINISTRATION:** None.  
**OTHERS PRESENT:** None.

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**1. CALL TO ORDER**

Chairman Andrew Brown called the meeting to order at 6 PM. It was noted 17 Greenwood Ave. as capital project EEE will be ranked by the committee at the next meeting.

**2. AGENDA**

**MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3. PUBLIC COMMENTS**

None.

**4. DISCUSS PURPOSE OF CAPITAL COMMITTEE IN RELATION TO BOARD OF TRUSTEES AND CAPITAL PROCESS**

The following was discussed/noted:

- The voters need to be informed about the purpose of the Capital Review Committee and how projects get on the capital project list. The Capital Review Committee is advisory to the Board of Trustees on ranking capital projects. The public or staff can offer projects to be on the capital list. Project cost must be at least \$10,000 or greater. Projects paid by the rolling stock fund or the enterprise funds are not included on the capital project list.
- All new projects should be ranked by the committee. Unanticipated/emergency projects, such as water line breaks, can force a shift in the list of projects as ranked.
- The committee must meet at least twice a year to prepare the capital budget. Monthly meetings will be held if there are projects to rank or issues to discuss.
- Data on roads and sidewalks as well as water and sewer lines is needed. There is an inventory and video inspection logs of storm drains, sewer and water lines in the village. Staff maintains a record of capital improvements that have been done. Institutional knowledge of staff helps identify older water and sewer lines that should be replaced or lines that are inadequately sized. These projects should be on the capital project list. A timeline for replacement of old water and sewer lines is needed. There should also be focus on roadways and sidewalks.
- Capital projects need to be identified and discussed to determine if the projects should be in the five year capital plan or pushed out into the future. A long range view, out 30 years, is also needed.

- The goal is to get to a similar place with capital needs as with the rolling stock fund in that when the work needs to be done the money is there.
- In addition to the five year capital plan the long term view should be presented to the voters at annual meeting to raise awareness of the projects that need to be done and garner support for funding when needed. The committee can help prioritize projects in the long range plan.
- Public Works Superintendent, the Fire Chief, and the Library Director should bring their respective long term capital plans and cost estimates to the committee for discussion.
- The committee should tour each facility (public works, fire station, and library).
- The committee needs to be cognizant of potential impact of any further consolidation of departments with the town.

**MOTION by Rick Hamlin, SECOND by Kevin Collins, to request the Board of Trustees to endorse asking staff to do an inventory of all village public roads, sidewalks, water lines, storm water lines, and sewer lines, focusing on roads and sidewalks first, to include the following:**

- **For roads and sidewalks – date of original construction or rebuild and date of most recent overlay;**
- **For water lines – age of the pipe;**
- **For storm water lines – age of the pipe;**
- **For sanitation sewer – when the pipe was installed and when/if slip lining was done;**

**And further, to coordinate with the Municipal Manager to determine next steps and the timeline with staff for the inventory.**

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

Andrew Brown will schedule a site visit and meeting at the public works garage.

**5. APPROVE MINUTES**

*September 1, 2015*

**MOTION by Amber Thibeault, SECOND by Rick Hamlin, to approve the minutes of 9/1/15 as written. VOTING: unanimous (4-0); motion carried.**

**6. NEXT MEETING/AGENDA**

Next meeting: November 3, 2015 at 6 PM.

Agenda: Site visit to public works garage and discuss future needs  
Rank EEE - 17 Greenwood Ave

**7. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Rick Hamlin, to adjourn the meeting.**

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

The meeting was adjourned at 6:58 PM.

**Village of Essex Junction  
Tree Advisory Committee  
Minutes of Meeting  
October 6, 2015**

**Members Present:** Warren Spinner, Nick Meyer, Rich Boyers, Mary Jo Engel

**1. Call To Order**

The meeting was called to order at 5:40 by Nick

**2. Approval of Meeting Minutes**

A motion to approve the August meeting minutes was made by Warren. **Minutes approved unanimously.**

**3. Tree Walk**

Mary Jo commissioned an artist friend to design a graphic on the cover of the tree walk pamphlet. Mary Jo is working on schematic for a tree walk marked with trees. The Tree Committee needs to schedule a walk to make sure the trees are accurately identified. Pamphlet text needs to be reviewed for layout, verbiage and other editing issues.

Nick suggested the tree walk could be launched with an already planned event at Maple Street Park. Rich suggested we invite people for a run through this fall and ask them to give us feedback, and then a more public launch for Arbor Day.

Warren suggested that pamphlets could be weather-proofed (laminated) with a weather-proofed box.

Warren put out Saturday, Oct. 17 at 9:00 AM for a date to verify trees on walk.

The Tree Committee thanked Mary Jo for all of her hard work on the pamphlet.

**4. Management Plan**

The Tree Committee reviewed Robin Pierce's feedback to the management plan.

Nick shared South Burlington's landscape development code and suggested it might serve as a template for Essex Junction.

**5. Potential Upcoming Events**

Mary Jo suggested we organize another Brownell Library event on the benefits of tree.

Warren said that we should tie a presentation on the benefits of trees to the impact on global warming.

Nick suggested we schedule another pruning workshop.

**6. Proposed Tech Center Nursery.**

The Tree Committee would like to see a plan for the nursery before making recommendations.

**Adjournment**

Warren made a motion to adjourn at 7:00, Second by Mary Jo.

Respectfully Submitted, Rich Boyers

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
October 15, 2015**

**MEMBERS PRESENT:** John Alden, Amber Thibeault, Joe Weith, Nick Meyer. (Dave Nistico, Diane Clemens, and Andrew Boutin were absent.)

**ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.

**OTHERS PRESENT:** None.

**AGENDA:**

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Work Session: LDC Update, Chapters 7 & 8
6. Other Planning Commission Items
7. Adjournment

---

[Note: Minutes reflect the order of the published agenda.]

**1. CALL TO ORDER**

In the absence of Chairman Nistico, John Alden called the meeting to order at 6:14 PM. There were no announcements.

**2. AUDIENCE FOR VISITORS**

None.

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

None.

**4. MINUTES**

*October 1, 2015*

**MOTION by Amber Thibeault, SECOND by Nick Meyer, to approve the 10/1/15 minutes as written. VOTING: unanimous (4-0); motion carried.**

**5. WORK SESSION: LDC UPDATE, Chapter 7 & Chapter 8**

The Planning Commission completed review of Chapter 7 and Chapter 8 of the Land Development Code. The following revisions/comments were made:

- Ensure proper capitalization, spelling, spacing, and formatting throughout the document.
- Section 717 (daycare and family care facilities) – the language was changed to be consistent throughout.
- Section 718.B (performance standards, noise) – the comment from Diane Clemens regarding school nights and noise needs to be clarified. The fair has a separate noise agreement with the village.
- Section 718.G (visual impact) – staff will review the language and made a recommendation.
- Section 719 (landscape, tree planting requirements) – it was suggested a flowchart of the landscape process should be provided and it should be clear what the village wants to see

for landscaping and plantings, not just that 2% of the budget should be devoted to landscaping. Nick Meyer will work with staff on suggested changes to the landscape section.

- Section 719.C - clarification is needed on the street tree planting strategy. Benefits to the environment with shading from trees needs to be emphasized, not just screening.
- Section 719.D – payment in lieu of landscaping needs to be formalized as well as where the money is applied.
- Section 719.E – changes to the list of plantings should be made with updated species. Three resources to refer to for species should be provided. Staff should get comments on landscaping/tree plantings from the tree warden and/or the tree advisory committee on applications.
- Section 719.G (bond performance) – the language should be clear that the applicant is still responsible for maintaining the plantings after the two year timeframe.
- Section 720 (lot frontage) – “unusual circumstances” needs to be better defined and criteria or examples given of when a waiver applies. Staff will clarify the language.
- Section 721.A (accessory apartment) – delete “for family members”. Staff will review state statute and revise the language.
- Section 721.B.6 – Item #7 should be labeled as condition (a) under Item #6 and the subsequent conditions re-lettered accordingly.
- Section 722 (conversion of public schools) – delete the entire section.
- Section 724 (PUD/PRD) – the language needs to be clear on what the village wants to see in the development. John Alden will work with staff on clarifying the language. The definition of “PUD” and “PRD” will be added to the definition section of the LCD.
- Section 724.A.2.c (renewable energy generation) – providing 100% density bonus for 25% renewable energy generation needs to be reviewed. A sliding scale should be used to provide more incentive.
- Section 724.B (design considerations) – the list of amenities should be expanded.
- Section 725 (raising, keeping, or harboring livestock) – the last line should read: “Refer to municipal code for exceptions.”
- Chapter 8, Section 801.B (nonconformities) – the second sentence should read: “A nonconforming use may be changed to another nonconforming use if specifically approved as a conditional use.”
- Section 803 (termination of nonconforming or noncomplying status) – get a legal opinion on whether this section is necessary and if not then delete the entire section.

## 6. OTHER PLANNING COMMISSION ITEMS

Next meeting: November 5, 2015 at 6 PM

Agenda: LDC Work Session (Chapters 9 & 10)

## 7. ADJOURNMENT

**MOTION by Nick Meyer, SECOND by Amber Thibeault, to adjourn the meeting.**

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

The meeting was adjourned at 7:40 PM.



RECEIVED

OCT 14 2015

Village of Essex Junction

October 13, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Echosmith Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Echosmith Concert event held at the CVE Grandstand on September 4, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. The eastern property boundary monitoring location, the second area monitoring point, was located just north of the Green Gate along the fenceline. Both SLM meters collected noise data from the beginning of the concert and completed noise level measurements soon after the conclusion of the concert.

The Echosmith Concert consisted of two performance act. The opening act took the stage at 7:00 pm and performed for approximately 30 minutes, followed by the Echosmith, who concluded the concert at approximately 9:15 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was mainly clear skies with calm winds and temperatures in the mid 70's.

Noise monitoring began at approximately 7:00 pm on September 4<sup>th</sup> and concluded at approximately 9:30 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 9:30 pm. The Area Meter collected noise readings during 3 distinct intervals throughout the event on both the east and west boundary line of

the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2	Hour 3
Area Average (dBA)	71.8	73.7	73.6
Maximum Noise Level (dBA)	90.9	81.3	80.7
Sustained Noise Level > 83 dBA, (minutes)	0.2	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 3-hour monitoring period at the CVE Grandstand on September 4, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	Area 1	Area 2	Area 3
Area Average (dBA)	62.1	70.8	63.3
Maximum Noise Level (dBA)	73.1	78.4	76.2
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0

The Area 1 and Area 2 monitoring intervals were conducted on the western property-line berm adjacent to Weston Way. The Area 3 monitoring interval was collected at a location along the fenceline just outside the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Echosmith Concert event held on September 4, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for Category B outdoor monitoring events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

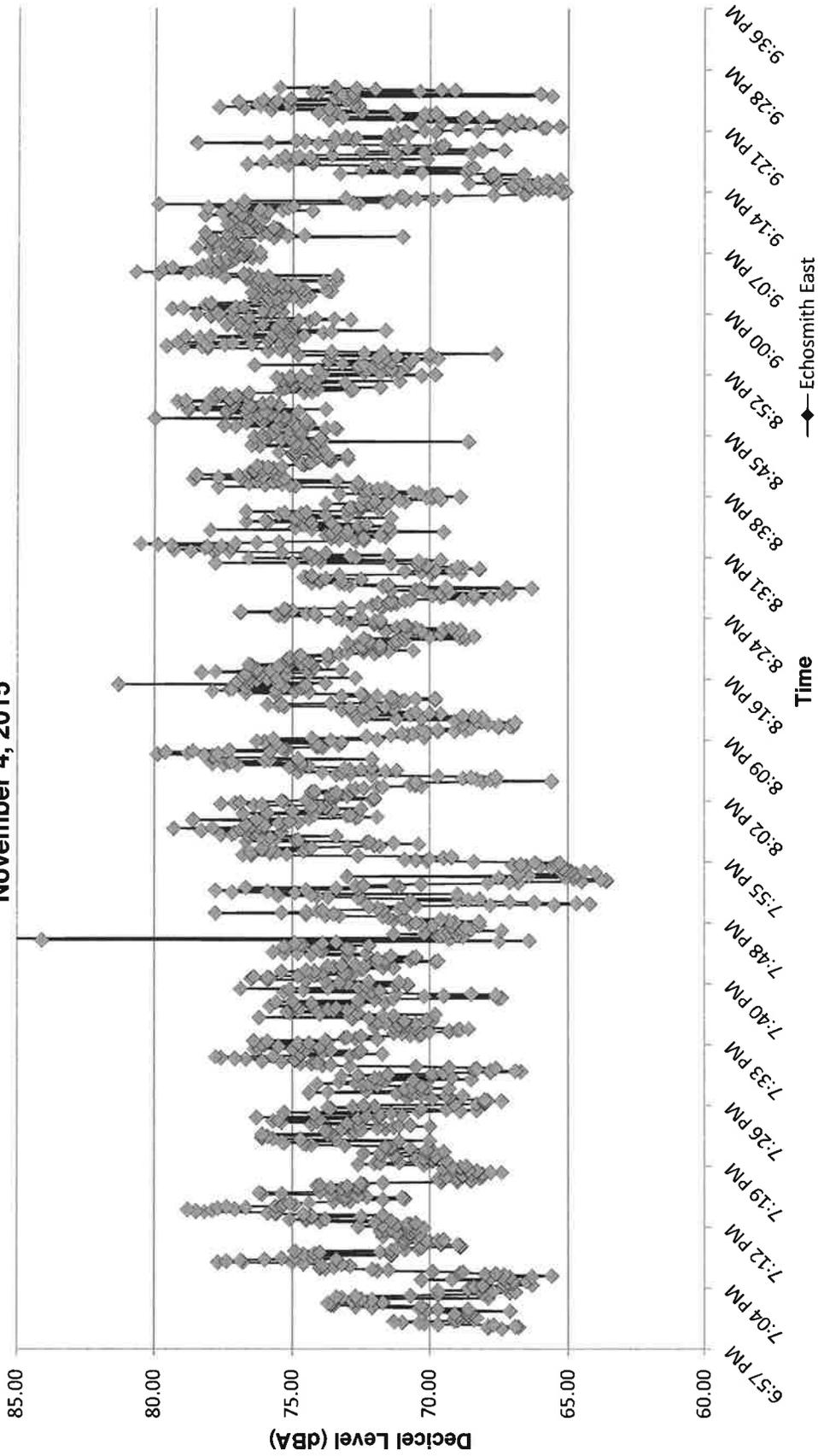
Best regards,



Principal

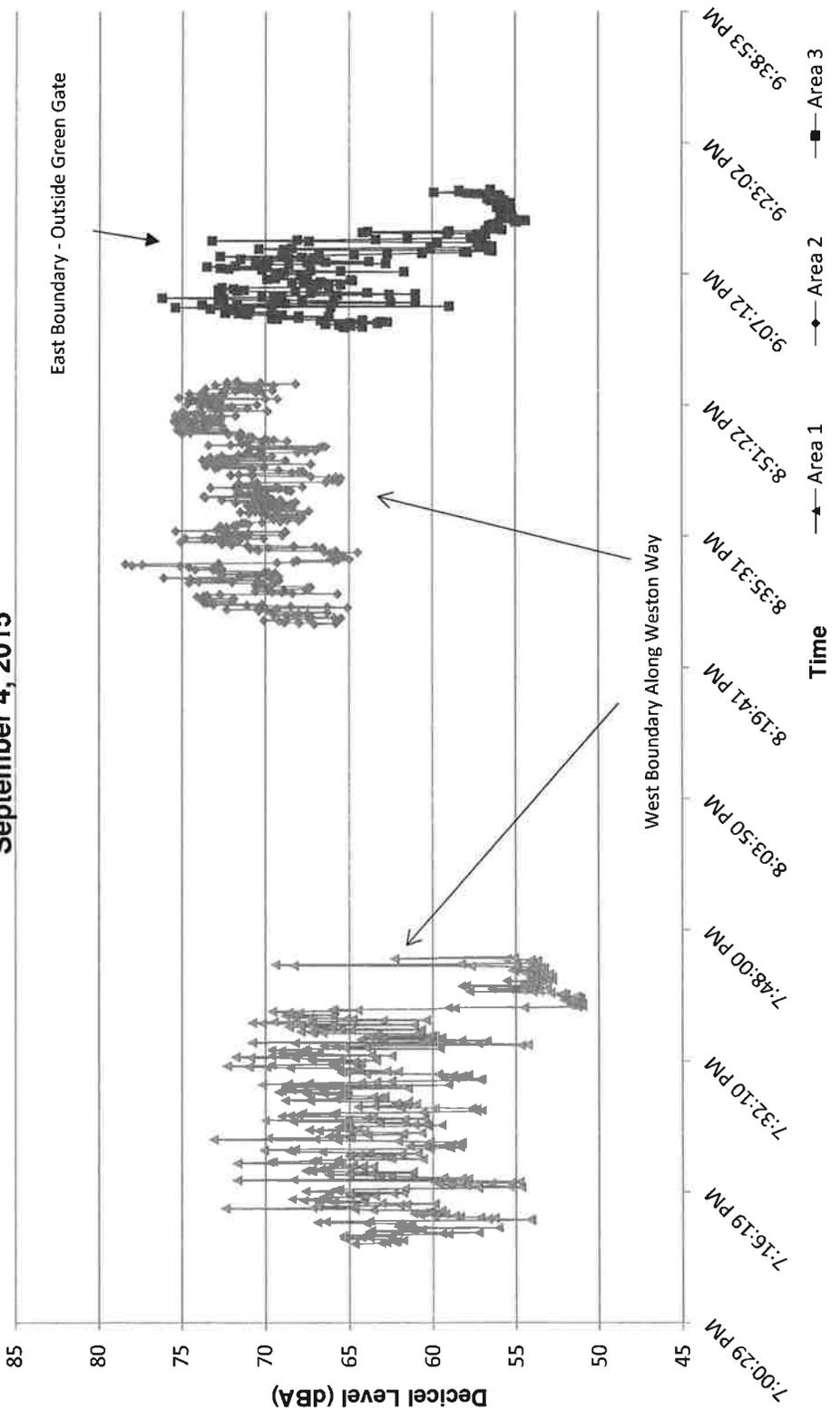
4. Vermont Air Testing Services - Projects/Champlain Valley Exposition/2015/Echosmith September 2015/002

**Champlain Valley Exposition  
 Echosmith Concert - East Boundary Noise Monitoring  
 November 4, 2015**



	Hour 1	Hour 2	Hour 3
Hourly Avg	71.8	73.7	73.6
Max Levels	90.9	81.3	80.7
Exceeding Limit (min)	0.2	0.0	0.0

# Champlain Valley Exposition Echoshmith Concert - Area Noise Monitoring September 4, 2015



	Area 1	Area 2	Area 3
Hourly Avg	62.1	70.8	63.3
Max Levels	73.1	78.4	76.2
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0

> 83 dBA (sustained time > 83 dB, in minutes)



RECEIVED

OCT 14 2015

Village of Essex Junction

October 13, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Happy Together Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Happy Together Concert event held at the CVE Grandstand on September 5, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. The eastern property boundary monitoring location, the second area monitoring point, was located just north of the Green Gate along the fenceline. Both SLM meters collected noise data from the beginning of the concert and completed noise level measurements soon after the conclusion of the concert.

The Happy Together Concert consisted of multiple acts performing 20-minute to half hour set with a large final set at the end of the show. The show began with the first act taking the stage at 7:00 pm and the final act performing until approximately 9:30 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was mainly clear skies with calm winds and temperatures in the mid 70's.

Noise monitoring began at approximately 7:00 pm on September 5<sup>th</sup> and concluded at approximately 9:30 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 9:35 pm. The Area Meter collected noise readings during 3 distinct intervals throughout the event on both the east and west boundary line of

the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2	Hour 3
Area Average (dBA)	70.5	70.7	71.4
Maximum Noise Level (dBA)	79.8	80.0	79.1
Sustained Noise Level > 83 dBA, (minutes)	0.2	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 3-hour monitoring period at the CVE Grandstand on September 5, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	Area 1	Area 2	Area 3
Area Average (dBA)	61.7	66.2	64.2
Maximum Noise Level (dBA)	72.6	76.4	76.5
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0

The Area 1 and Area 2 monitoring intervals were conducted on the western property-line berm adjacent to Weston Way. The Area 3 monitoring interval was collected at a location along the fenceline just outside the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Happy Together Concert event held on September 5, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for this Category B outdoor monitoring event held at the Champlain Valley Exposition is defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

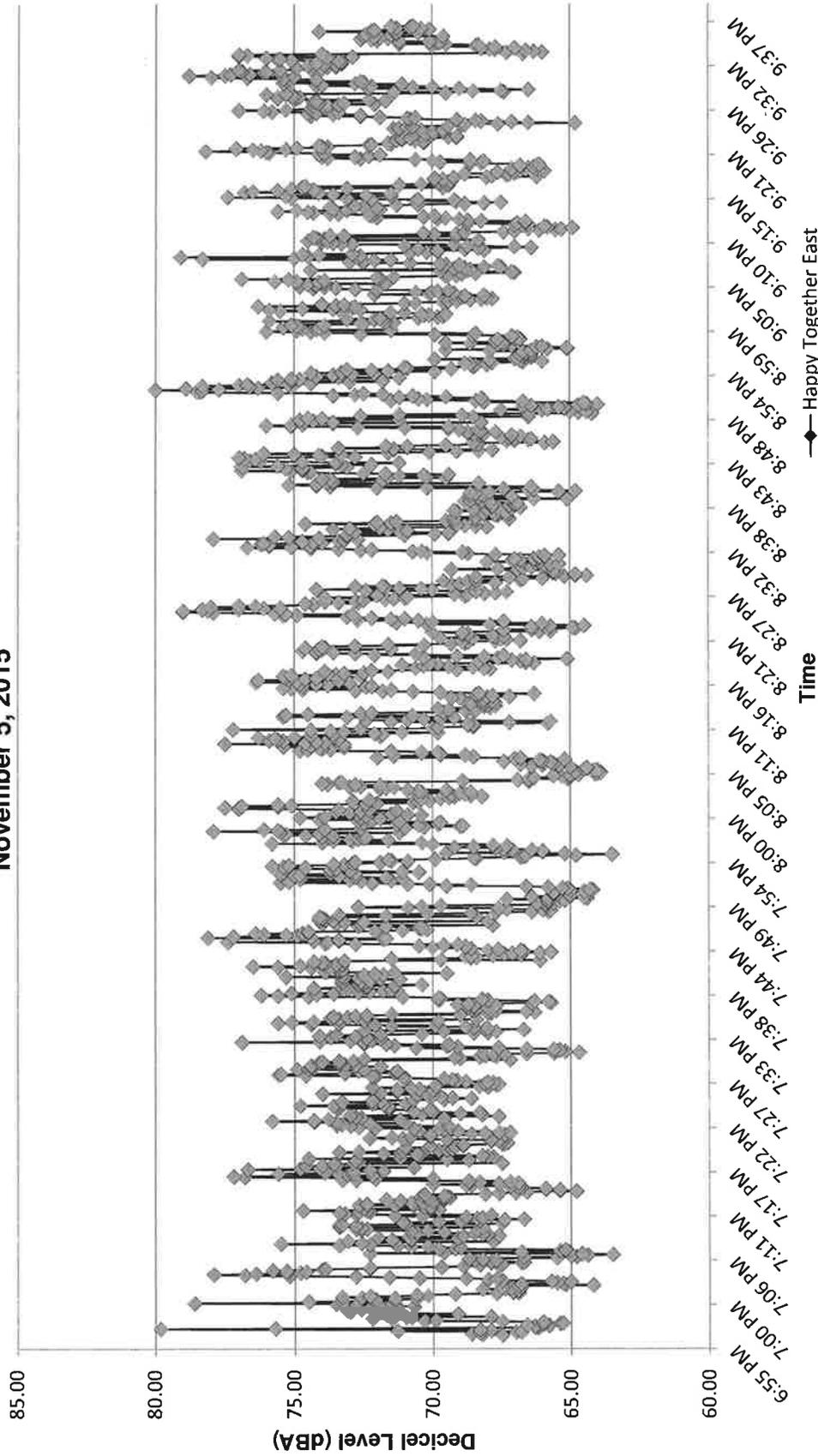
Best regards,



Principal

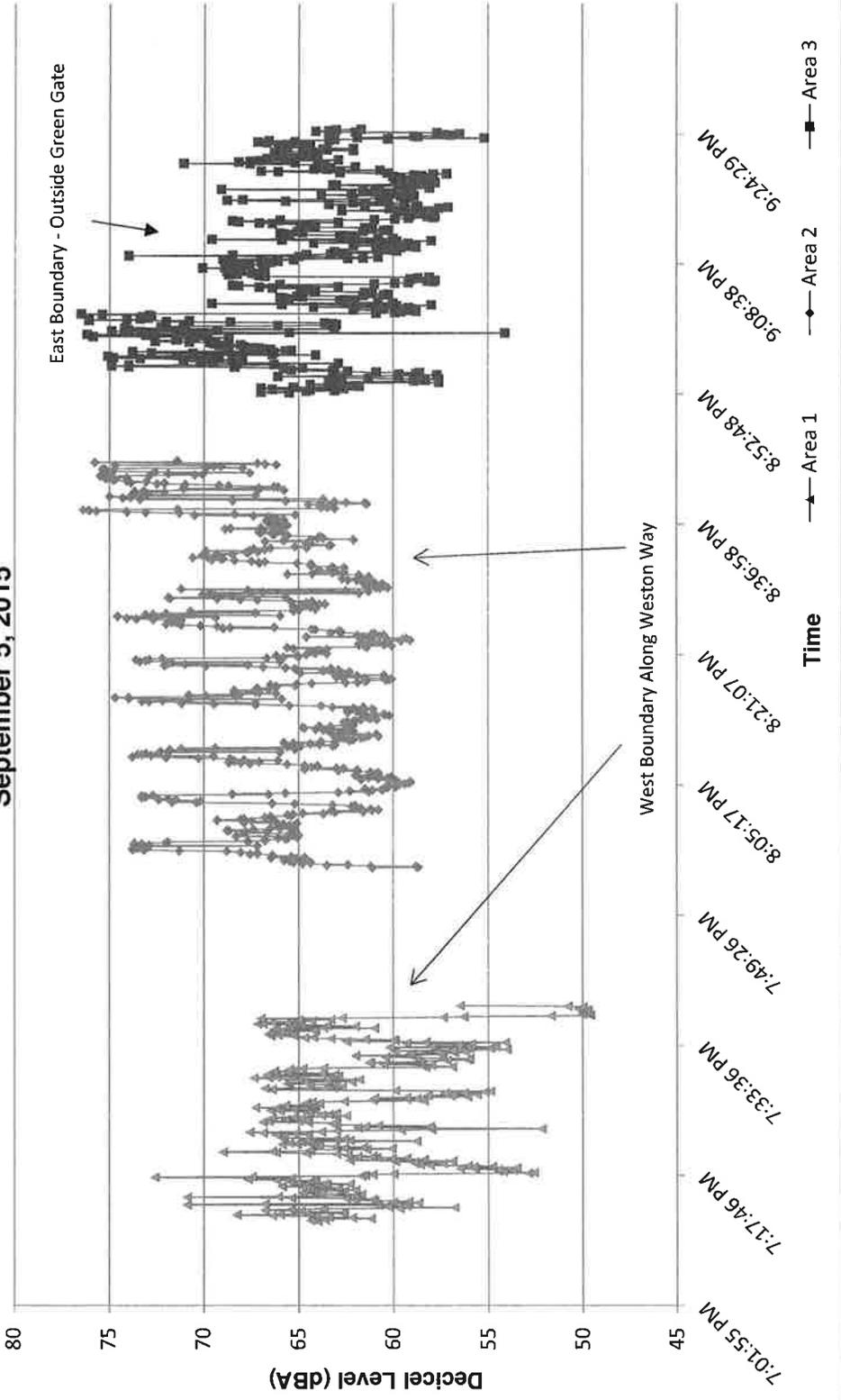
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**Champlain Valley Exposition  
Happy Together Concert - East Boundary Noise Monitoring  
November 5, 2015**



	Hour 1	Hour 2	Hour 3
Hourly Avg	70.5	70.7	71.4
Max Levels	79.8	80.0	79.1
Exceeding Limit (min)	0.0	0.0	0.0

**Champlain Valley Exposition  
Happy Together Concert - Area Noise Monitoring  
September 5, 2015**



	Area 1	Area 2	Area 3
Hourly Avg	61.7	66.2	64.2
Max Levels	72.6	76.4	76.5
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0



October 13, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

**RECEIVED**  
**OCT 14 2015**  
*Village of Essex Junction*

RE: Environmental Noise Monitoring – Little Big Town Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Little Big Town Concert event held at the CVE Grandstand on September 6, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. The eastern property boundary monitoring location, the second area monitoring point, was located just north of the Green Gate along the fenceline. Both SLM meters collected noise data from the beginning of the concert and completed noise level measurements soon after the conclusion of the concert.

The Little Big Town Concert consisted of an opening act and the main act which included an approximate 30-minute intermission. The show began with the opening act taking the stage at 7:00 pm and Little Big Town until approximately 10:15 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was mainly clear skies with winds out of the south at 5 to 10 mph and temperatures in the high 70's.

Noise monitoring began at approximately 7:00 pm on September 6<sup>th</sup> and concluded at approximately 10:15 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 10:16 pm. The Area Meter collected noise readings during 3 distinct intervals throughout the event on both the east and west boundary line of

the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2	Hour 3	Hour 4
Area Average (dBA)	72.9	72.8	72.4	69.5
Maximum Noise Level (dBA)	83.3	79.4	77.9	75.8
Sustained Noise Level > 83 dBA, (minutes)	0.1	0.0	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 3-hour monitoring period at the CVE Grandstand on September 6, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	Area 1	Area 2	Area 3
Area Average (dBA)	69.5	68.4	68.2
Maximum Noise Level (dBA)	76.7	79.0	78.4
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0

The Area 1 and Area 3 monitoring intervals were conducted on the western property-line berm adjacent to Weston Way. The Area 2 monitoring interval was collected at a location along the fenceline just outside the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Little Big Town Concert event held on September 6, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for this Category B outdoor monitoring event held at the Champlain Valley Exposition is defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

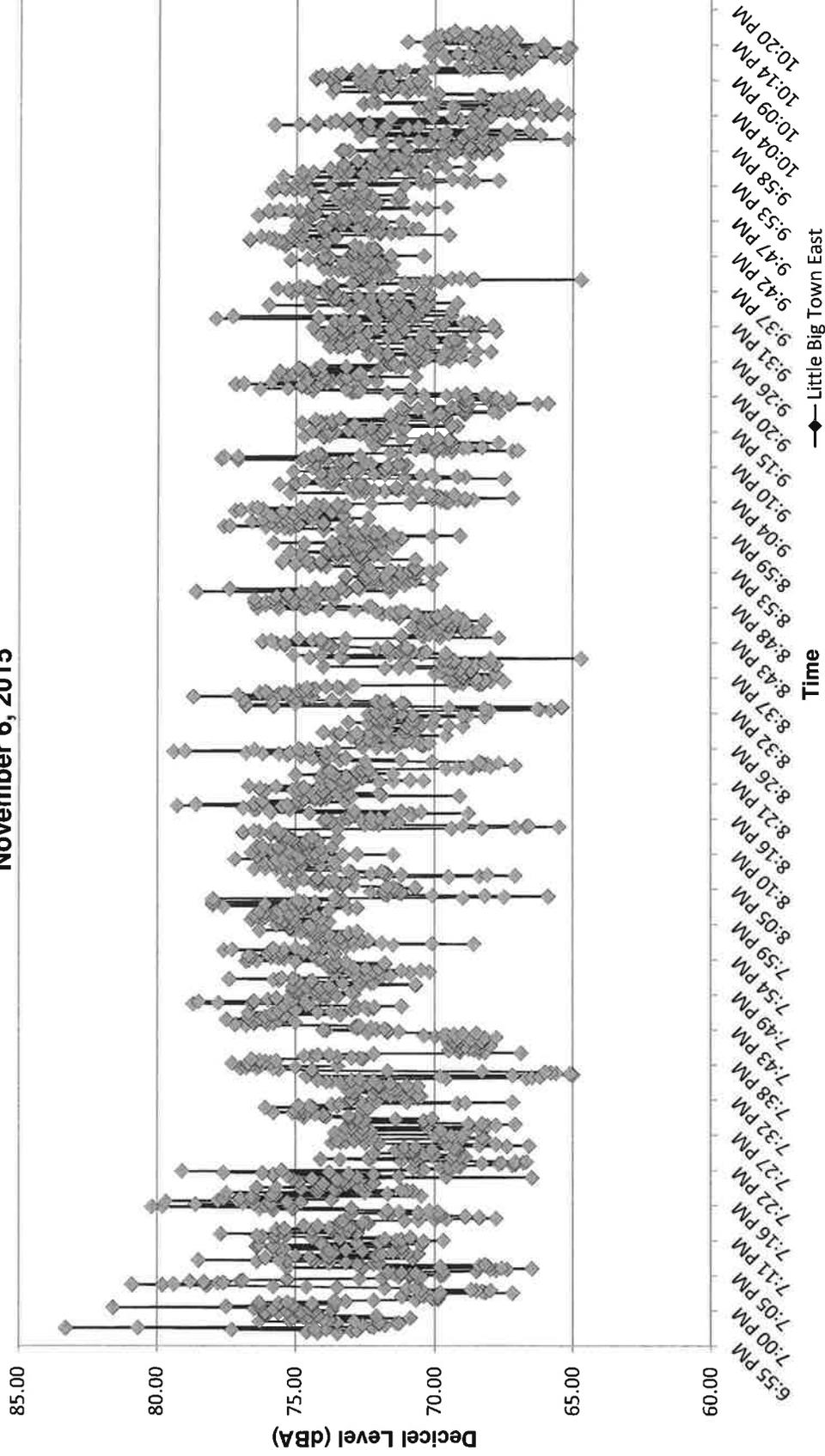
Best regards,



Principal

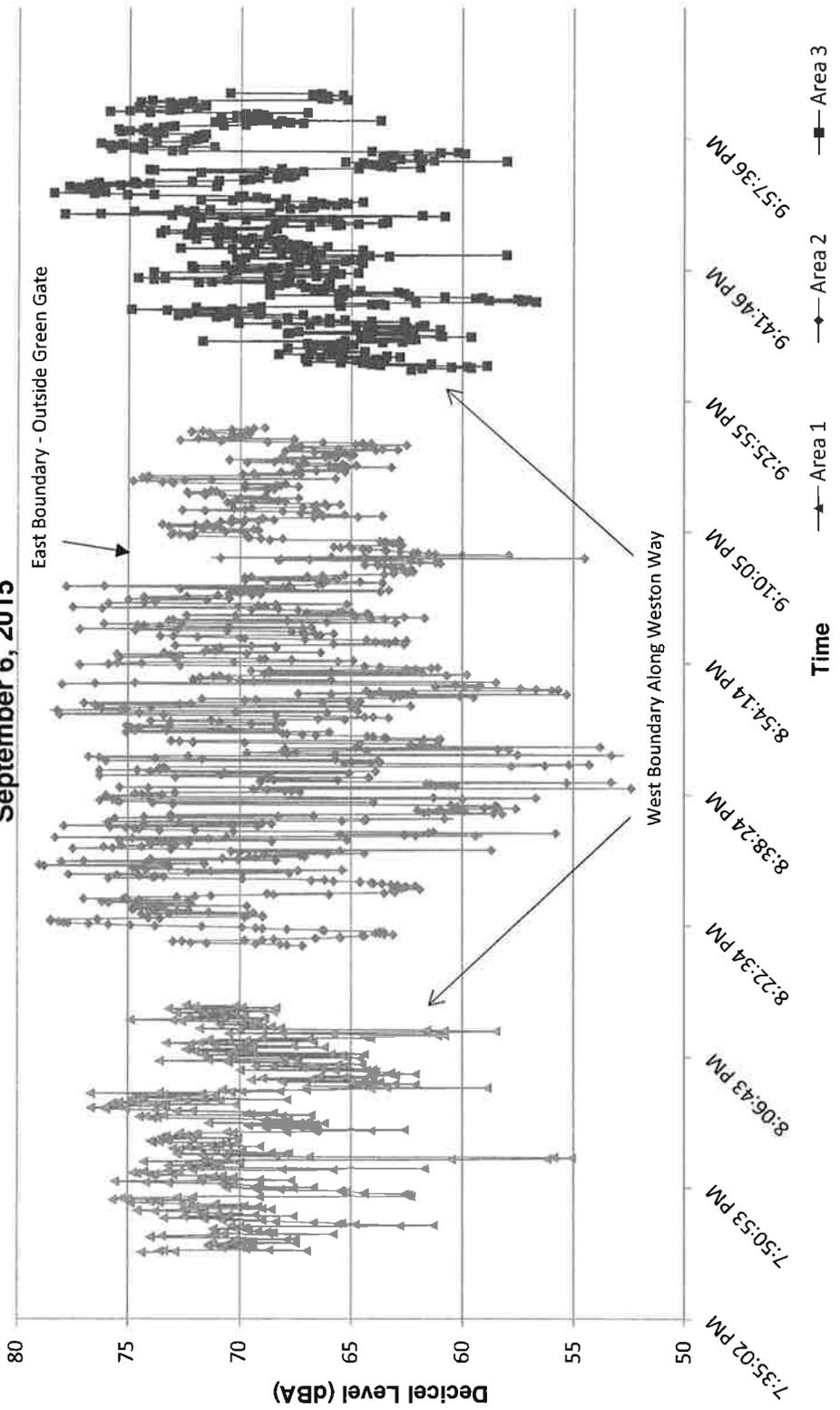
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**Champlain Valley Exposition  
Little Big Town Concert - East Boundary Noise Monitoring  
November 6, 2015**



	Hour 1	Hour 2	Hour 3	Hour 4
Hourly Avg	72.9	72.8	72.4	69.5
Max Levels	83.3	79.4	77.9	75.8
Exceeding Limit (min)	0.1	0.0	0.0	0.0

**Champlain Valley Exposition  
Little Big Town Concert - Area Noise Monitoring  
September 6, 2015**



	Area 1	Area 2	Area 3
Hourly Avg	69.5	68.4	68.2
Max Levels	76.7	79.0	78.4
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0

CHITTENDEN SOLID WASTE DISTRICT  
July 2014 - June 2015

**ADMINISTRATION:**

CSWD owns and oversees 10 solid waste or recycling facilities in Chittenden County for its 18 member municipalities. A Board of Commissioners, who sets policy and oversees financial matters, governs CSWD. One Commissioner is appointed by each member community.

THE BOARD OF COMMISSIONERS OFFICERS include: Chair Paul Stabler of South Burlington; Vice Chair Michelle DaVia of Westford, and Secretary/Treasurer Alan Nye of Essex. EXECUTIVE BOARD MEMBERS include Paul Stabler, of South Burlington, Michelle DaVia of Westford, Alan Nye of Essex, Craig Abrahams of Williston, and Chapin Spencer of Burlington. CSWD GENERAL MANAGER is Thomas Moreau.

**FINANCES:**

The unaudited FY15 General Fund expenditures were \$8.6 million and the revenues were \$9.9 million. This represents a \$310,000 increase in expenditures (3.7%) and a \$684,000 (7.4%) increase in revenues compared with the FY14 General Fund operating results. Of the \$310,000 increase in expenditures for the year, approximately \$226,000 was associated with wages and benefits, as the District increased total Full-Time Equivalents by 3.89 from the prior year – 1.66 FTE for compost, 1.0 FTE for Administration, and smaller increases for several other programs. Additionally, the Printing and Advertising expenditures increased about \$70,000 in FY15 vs. FY14, due to resumption of marketing for compost products after the FY14 herbicide-related hiatus, as well as increased educational efforts surrounding Act 148 implementation. Of the \$684,000 revenue increase for FY15 over the prior year, \$356,000 was generated by the compost program, with full resumption of product sales in FY15 (compared to limited sales in FY14), as well as \$40,000 increase in feedstock tipping fees. Other significant revenue changes in FY15 were: \$135,000 increase in paint product stewardship revenue (Hazardous Waste Program), and a one-time revenue of \$150,000 from litigation settlement.

**SIGNIFICANT CHANGES/EVENTS:**

In FY15, CSWD's major initiatives were: 1) completed work on the Consolidated Collection proposal that weighs the advantages and disadvantages of municipal contracts for trash collection in Chittenden County. The conclusion was to put any implementation decision on hold as we encountered some significant pushback from the solid waste haulers and some of the public. The Board asked staff to investigate alternative methods to achieve the same goals; 2) worked with the private sector to implement Act 175 that mandates the recycling of certain construction and demolition materials. A 17% reduction in the amount of construction/demolition materials landfilled was observed in the first six months; 3) prepared and adopted a new Solid Waste Implementation Plan that puts Chittenden County on a track to reduce our municipal waste disposal rate from the current 3.1 to 2.7 pounds per capita per day; 4) developed and adopted 34 revisions to the CSWD Solid Waste Management Ordinance, including a residential unit-based pricing plan for trash collection; 5) prepared a succession plan for a new General Manager due in early 2016; and 6) continued developing a new 5-year strategic plan.

**ONGOING OPERATIONS:**

DROP-OFF CENTERS located in Burlington, Essex, South Burlington, Milton, Williston, Richmond, and Hinesburg are available to District members who prefer to self-haul their trash and recyclables. Drop-Off Centers collected 3,095 tons of recyclables, a decrease of 0.70% from FY14, and 6,343 tons of household trash during FY15, a 0.30% increase from FY14.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY15, 39,940 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents a 1.30% decrease from the previous year. The average sale price for materials was \$91.60 per ton, which is a 2.3% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY15, 9,758 households and 673 businesses brought in 604,103 pounds of waste that were collected and processed at these facilities. This included 67,790 pounds (6,779 gallons) of latex paint re-blended and sold as "Local Color", 5,413 pounds of leftover products given away through the "Hazbin" reuse program, and 101,850 pounds (10,185 gallons) of latex paint processed for recycling in Canada.

FY15 was a busy year for CSWD's COMPOST facility. FY15 saw a return of bulk and bagged product to garden centers for the first time since FY12 and bagged compost products were introduced for sale at CSWD drop off centers across the county. The compost facility continues to operate with a significant subsidy and did not meet sales projections for volumes sold of either bulk or bagged products. Bag your own Raised Bed Mix was made available for the first time and was met with great customer enthusiasm. The quantity of diverted food residuals being composted continues to climb steadily with FY15 totals coming in 23% higher than the previous year. A total of 10,254 tons of material was accepted for composting in FY15 which included 4,414 tons of diverted food residuals, 3,754 of which was traditional food scraps.

CSWD brokered 13,821 wet tons of sewage sludge for our member communities in FY15, which is 0.27% more material than last year. Most of the sewage sludge generated from the Essex Junction WWTF was landfilled through the end of winter of FY 15 due to a plant upgrade. The City of South Burlington's thermomeso anaerobic digestion, 2PAD system, generated class "A" product which was distributed to local farms for land application, beneficial reuse, through FY 15. The BIOSOLIDS program is looking at a sludge characterization study and analysis of disposal alternatives to optimize the beneficial reuse of the districts material for the future of the program.

**MARKETING** – The 2014-16 Chuck It Guide was sent out at the end of June, 2014, chock-full of information about the new waste reduction laws, particularly Act 148. Press releases, ads, and social media were harnessed to help residents and businesses understand the changes. This effort was redoubled in 2015 as more Act 148 mandates kick in, as did Act 175 (the Construction & Demolition recycling law) and CSWD's own ordinance changes. Our Web & Marketing Specialist position became full-time, with new staffer Jonny Finity creating successful video and social media projects for waste reduction and Green Mountain Compost brand awareness efforts. Our first recycling commercial spot ran in April on major networks and in movie theaters. The Drop-Off Compost Challenge, run at all DOCs, has been well received and continues to garner interest and participation in residential food scrap diversion.

A variety of **EDUCATIONAL PROGRAMS** and tools were available to assist residents, schools, municipalities, organizations, and businesses to reduce and properly manage their wastes. The CSWD Hotline (872-8111); website: ([www.cswd.net](http://www.cswd.net)), e-newsletter, presentations, technical assistance, displays, workshops, facility tours, informational brochures, recycling bins and compost collectors (over 10,000 distributed), signage, discount compost bins, special event container loans, and grants (\$26,748 awarded) are part of this positive community outreach. Tens of thousands of employees, residents, students, and others were impacted by CSWD's business, school and youth, and community outreach programs.

Educational programs were complemented by the **ENFORCEMENT PROGRAM** with generator, hauler, and facility compliance checks and follow-ups. New procedures and policies were developed in response to CSWD Ordinance amendments and Act 148 requirements. In addition, 79 haulers, processors, scales, and transfer stations were licensed.

**RESEARCH AND DEVELOPMENT** efforts, which have dual goals of reducing the amount of waste generated and landfilled along with making programs more convenient and cost-effective, focused on recycling and composting incentives and collection, trash collection systems, and markets for recyclables.

CSWD provides funding and staff time to support **GREEN UP DAY** efforts in Chittenden County. In May, 31.7 tons of litter, 2,258 tires, and 3.5 cubic yards of scrap metal were collected. CSWD covered the \$5,332 cost for recycling the tires and waived its fee on disposed litter. CSWD also contributed \$8,200 to Green Up Vermont on behalf of its member municipalities for bags, posters, and promotion.

The **COMMUNITY CLEAN UP FUND** helps members keep their communities clean and litter free throughout the year. \$3,321 were expended by CSWD's member municipalities.



**CHITTENDEN SOLID WASTE DISTRICT**  
1021 Redmond Road ♦ Williston, VT 05495-7729  
802-872-8100 ♦ Fax: 802-878-5787 ♦ Web: www.cswd.net

October 5, 2015

**RECEIVED**

**OCT 09 2015**

To Whom It May Concern:

**Village of Essex Junction**

This letter is written to inform you that Tom Moreau will be retiring from his position as General Manager of the Chittenden Solid Waste District (CSWD) on June 30, 2016. Tom gave notice to the Board of Commissioners several years ago of his intent to retire in 2016 and we are grateful for the time we've had to prepare for his departure. Tom has been with CSWD since May of 1995 so the institutional knowledge and experienced leadership will be difficult to replace.

Fortunately, we've had time to prepare for this departure and have hired an outside consulting firm, Colin Baenziger & Associates (CBA), to help us through the hiring process. CBA is a national recruiting firm with assignments from Alaska to Maine and specializes in finding outstanding local government CEO's. We have formed a search committee, have a timeline of events, which I have attached, with a new General Manager starting in May 2016. Although it will be impossible to replicate Tom, we are confident that we will find someone with the passion and leadership skills to continue the great work he has done in making CSWD the leading Solid Waste District in the state, and indeed in the region. Please know that our search committee understands the importance of hiring someone who communicates well and is approachable in the community.

Again, Tom's departure will be a loss to CSWD but we wish him well during his retirement and will keep you all informed of our process along the way. I wanted to make you aware of this upcoming change and will be happy to address any of your concerns.

Thank you.

Sincerely,

*Paul Stabler (MS)*

Paul Stabler  
Chair, Board of Commissioners  
Chittenden Solid Waste District

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 13, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Lori Houghton, Andrew Brown, Elaine Sopchak.  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Susan McNamara-Hill, Village Clerk/Treasurer; Rick Jones, Public Works Superintendent; Robin Pierce, Development Director, Jim Jutras, Water Quality Superintendent; Dave Barra, Village Attorney.  
**OTHERS PRESENT:** Bill Siple, Linda Costello, Prabhakar Metlapalli, Nick Manosh.

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

**2. AGENDA ADDITIONS/CHANGES**

Add:

- Memo from Lauren Morrisseau re: Amendment of FY16 General Fund Capital Plan under Old Business
- Memo from Pat Scheidel re: Comments and Concerns relative to Village Capital Committee Request for Staff to do Inventory of Specific Infrastructure Items under New Business
- Letter from Elaine Sopchak, dated 10/13/15, to Public Service Board Chairman Volz re: Comcast under New Business
- Public Meeting on Essex Junction Train Station Access and Circulation Study under Manager's Report
- Check Warrant Report #16012, dated 10/2/15, under Consent Agenda

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to accept the agenda as amended.  
VOTING: unanimous (5-0); motion carried.**

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

**1. Comments from Public on Items Not on Agenda**

Linda Costello spoke of the recent incident with her grandson nearly being hit by a car while trying to cross Pearl Street by Willey's Court and requested once again that the Trustees take action to improve the safety of pedestrians in the area. Ms. Costello said there is no traffic light or cross-hatching on the street to indicate a crossing. The bus stop is on the far side of Pearl Street opposite the neighborhood of 100 houses.

**4. OLD BUSINESS**

**1. Estimate for Lincoln Hall Single Phase Rehabilitation**

Pat Scheidel explained a decision is needed on whether to do the single phase rehab of Lincoln Hall or continue with the plan for the multi-phase approach. Currently, work is being done on the

building to avoid further damage from winter weather. The cost to begin work again in the springtime (\$245,000) is higher than the cost to continue the phase one work that is taking place now (\$230,000). The budget for the project is \$346,200. Staff will seek grants to help cover the cost of the work.

Elaine Sopchak stated discussion is needed at some point on the use of the building in general. It may be prudent to have a line item in the budget for annual maintenance of the building.

Andrew Brown asked about contacting the other bidders for a quote. Pat Scheidel explained the lowest bidder did not fully represent the entire expected cost for the work (was a bid for just phase one work). The next bidder included work from the firm currently working on the building. The decision is whether or not to go out to bid again which will take staff time and may not yield the same cost figure (\$230,000) for the work that is being done now which covers all phases of the project. Andrew Brown questioned how the current cost figure will cover all three phases of the project when the most expensive bid was for one phase out of the three phase project. Pat Scheidel said the contractor will be held to the number though it cannot be predicted what will be found with the building work.

**MOTION by Lori Houghton, SECOND by Andrew Brown, to waive the bid process for the Lincoln Hall exterior rehab project and sole source the work to Liszt Historical Restoration, Inc., and further to approve a continuous one-phase project to be completed by FYE16.**

**DISCUSSION: George Tyler said he is comfortable waiving the bid process in this instance due to the complicated nature of the project. Elaine Sopchak stated next time the building needs work the Trustees will go into it better prepared. There were no further comments.**

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

## 2. Amend FYE16 General Fund Capital Reserve Fund

Lauren Morrisseau explained the amendment to the General Fund Capital Plan due to paving cost overage, removal of the multi-use path from West Street, and shifting of other projects as a result of changes in timing. The total change in the fund is \$596,098 for an updated budget of \$6,988,517 (this total incorporates state and federal funding for projects such as the crescent connector and the “missing link”). Pat Scheidel noted the town and village did a joint bid on paving as part of the consolidation process. The overage was due to an error in the bid documents and a calculation error on the material needed.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the updated FYE16 Capital Plan in the budgeted amount of \$6,988,517. VOTING: unanimous (5-0); motion carried.**

## 5. NEW BUSINESS

### 1. Request for Drilled Well at 19 Taft Street

Dr. Prabhakar Metlapalli requested permission to drill a well on his property for a private water supply to address health issues his wife is having with the municipal water. Dr. Metlapalli assured measures will be taken to ensure there is no infiltration of well water into the public

water supply and if required the house will remain connected to the public service (i.e. there will be two water supplies to the house).

George Tyler stated allowing a well will violate the local ordinance which mandates public water service for all residences in the village. There are exceptions, but Dr. Metlapalli's situation does not meet the criteria (all criteria must be met in order to qualify for an exception and the exceptions are focused on accessibility, not health risk). There are also liability/legal issues to consider with cross contamination. The village buys its water wholesale from Champlain Water District and there have been no health problems noted. In fact, CWD has received numerous awards for safe, clean water. Dr. Metlapalli pointed out the village ordinance does not specify that a private well is not allowed on private property, but simply states the requirement to connect to municipal service.

There was continued discussion of the need to follow the rules, but also to give consideration to the health issue involved. It was noted that at one point in the history of the village the residents voted to have public water as a public utility to serve the public. That utility is supported by all the residents. Dr. Metlapalli reiterated he would remain connected to the public water supply if required and have water from his private well separately piped into his house. A water meter can be put on the well water if necessary. There can be inspections on a regular basis.

Following further discussion the Trustees agreed the Planning Commission should review the Land Development Code to see if there is a way to address the request from Dr. Metlapalli and to have a public process if the LDC is to be changed. Also, the Village Engineer should determine if a well could be drilled without any possibility of cross contamination.

Nick Manosh, licensed water well driller, spoke of the many wells in the village from the 1950s, 1960s, 1970s, noting their database contains tens of thousands of well that have been drilled with no record of harm to a person by death. Mr. Manosh acknowledged e-coli and coliform bacteria exist, but they have not had to put chlorine in their wells.

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to not grant an exception to the Land Development Code standards and deny the request by Dr. Metlapalli for a private water well at 19 Taft Street.**

**DISCUSSION: Dan Kerin said the resident can approach the village after there has been further investigation of the matter by the Planning Commission, Village Engineer, Village Attorney, and staff.**

**VOTING: 4 ayes, one nay (Lori Houghton); motion carried.**

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to have the Planning Commission review Section 1416 of the Land Development Code (water supply) and meet with the Village Attorney, Village Engineer, and staff to assess if the Land Development Code can be amended to allow private wells in the village.**

**DISCUSSION: Dr. Metlapalli again pointed out there is no language in the Code now that says a well cannot be drilled if the house remains connected to the municipal system. George Tyler stressed to Dr. Metlapalli that drilling a well could be in violation of local and state codes. Dan Kerin warned there could be fines for**

**violations. Dr. Metlapalli was urged to consult with an attorney before drilling a well. George Tyler commented the investigation by the Planning Commission and staff will likely be a lengthy process. There were no further comments.**

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

2. VT Urban & Community Forestry Program Tree Canopy Grant Award

Robin Pierce urged publicizing the partnership with CTE on the urban tree program by publicly presenting Bob Travers with the grant and matching funds for the program.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to have a small event at a future Trustees meeting to acknowledge the innovative street tree initiative with CTE and to present CTE with funds to jumpstart the program. VOTING: unanimous (5-0); motion carried.**

3. Request from Capital Program Review Committee

Pat Scheidel reported the town has been reviewing software systems for infrastructure management. The system will have one common GIS database so information on village infrastructure is needed. Andrew Brown explained the Capital Program Review Committee wants to assess infrastructure needs for the future to be proactive and plan for costs rather than simply react to complaints. The inventory could start with roads and sidewalks and perhaps be ready by FY18. Committee members would be willing to input paper records into a more user friendly form. Jim Jutras mentioned there is data already compiled that can be transferred. Lauren Morrissette stated there is fixed asset information for the village for the last 20 years. Pat Scheidel will discuss the infrastructure inventory with the IT Committee to avoid duplication of effort by the village and town.

4. Grant Application and Letter of Support for Brickyard Road Storm Water Improvement Project

Jim Jutras noted the Flow Restoration Plan contained four storm water projects one of which is Brickyard Road. The Trustees are asked to support the grant application for the Brickyard Road project. Matching funds for the grant will be from the storm water account.

**MOTION by George Tyler, SECOND by Lori Houghton, to approve the Brickyard Road storm water project grant application with the match provided by the Capital Storm Water Account and to authorize the Village President to sign the letter of support for grant funding under the VTrans Transportation Alternatives Grant Program. VOTING: unanimous (5-0); motion carried.**

5. Blue Cross/Blue Shield 2016 Plans and Rates

Susan McNamara-Hill reported the new rates for BC/BS Platinum Standard and BC/BS Gold Standard show an increase of 5% and 6% respectively. A new plan, Gold CDHP, has a lower premium and higher deductible, but once the deductible is met there is no co-pay. The plan also offers wellness rewards. The village could save up to \$34,000 in premium costs if all employees were on the Gold CDHP plan. There may be higher use of the health reimbursement arrangement (HRA) depending on how much the insurance is used by employees. Town employees are offered the Gold CDHP plan.

**MOTION by Andrew Brown, SECOND by Elaine Sopchak, to add the BC/BS Vermont Gold CDHP plan to the health plans being offered to village employees for 2016. VOTING: unanimous (5-0); motion carried.**

6. Set FYE17 Budget Goals

The following was mentioned for budget consideration:

- There must be funds to ensure all public property and buildings are being taken care of properly.
- Request has been received to increase the Senior Coordinator position to full time.
- Further consolidation of services will include adding public works administration to Highway for more benefits with existing staff.
- Budget increase should be within what has been done in the past.
- More IT and finance services are coming to the village. The effort budgetarily should be institutionalized. Consolidation is providing efficiencies, reducing duplication, and providing good, accurate, solid information available to all.
- The economic development budget needs bolstering. The Economic Development Committee is working very hard.

7. Letter of Support for Channel 17

Elaine Sopchak explained Comcast and Burlington Telecom provide 100% of the public education and government access channels in Chittenden County and are seeking renewal of their Certificate of Public Good for the next 11 years. Channel 17 would like improved capabilities on cable television. The letter to Public Service Board Chairman Volz speaks in support of Comcast and Burlington Telecom providing improved capabilities to government access television.

8. Settlement Agreement with Green Meadows Apartments, LLC

The settlement will be discussed in Executive Session.

9. Design Five Corners: Next Steps

The following was discussed:

- A field trip will be made to St. Albans to discuss the redevelopment with the City Manager.
- The Facebook page on redesign of Five Corners by Julie Campoli can remain as is for now.
- Andrew Howard (Team Better Block) could be invited to discuss repurposing public spaces provided his fee is nominal. The Lorman Webinar on special districts would be informative. VLCT may have information tailored to Vermont. Noelle MacKay with Housing and Community Development may be willing to discuss the village center district.
- Village Center Designation for the village center was renewed. The benefits of the designation should be promoted. Economic Development Committee could help people navigate through the process to take advantage of the services. Application has been made to expand the Vermont Neighborhood Designation which has benefits for new

development. Information on the benefits and opportunities with both designations could be compiled into one packet to help recruit development and businesses to the area.

## 6. MUNICIPAL MANAGER'S REPORT

### 1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- October 27, 2015
- November 10, 2015
- November 24, 2015
- December 8, 2015
- December 22, 2015
- January 12, 2016
- January 26, 2016
- February 9, 2016
- February 23, 2016

### 2. Awards

Pat Scheidel was presented with a service award at the recent ICMA Conference and the Municipal Service Award at the VLCT Town Fair.

### 3. Public Meeting on Train Station

At the October 27, 2015 Trustees meeting there will be a public meeting on the Railroad Ave./Ivy Lane area around the Train Station.

## 7. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- George Tyler will set “Budget Day” using Survey Monkey.
- Elaine Sopchak suggested a press release be written to announce the treatment plant being at net zero.
- Lori Houghton mentioned the end-of-construction party at Maple Street Park to celebrate completion of the road construction (very successful with 800 hot dogs served). Also, the solar powered crosswalks are installed.
- Elaine Sopchak stated the public safety issue of the lack of a crosswalk on Pearl Street by Willey’s Court needs to be addressed. If a crosswalk or traffic light is not possible then the bus stop should be moved to the other side of Pearl Street. Staff should discuss the matter with CCTA.

### 2. Reading File

- Minutes
  - Planning Commission 9/17/15 & 10/1/15
  - Bike/Walk Advisory Committee 9/21/15
- Email Update on Development Projects from Robin Pierce
- Article in *BioCycle* re: the Essex Junction Waste Water Treatment Facility
- Email from Web Host about Website Statistics
- Letter from Pat Scheidel to West Street Resident re: Water Problems

**8. CONSENT AGENDA**

**MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda with the addition of Check Warrant Report #16012, dated 10/2/15 and as follows:**

- 1. Approve Minutes of Previous Meeting 9/22/15.**
- 2. Expense Warrant #16010 dated 9/29/15 in the amount of \$446,370.46.**
- 3. Expense Warrant #16011 dated 10/8/15 in the amount of \$594,601.65.**
- 4. Approve Request by Essex High School to Waive Ordinances for Homecoming Fireworks and Bon Fire 10/16/15.**

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

**9. EXECUTIVE SESSION**

**MOTION by Elaine Sopchak, SECOND by George Tyler, pursuant to the Open Meeting Law and 1V.S.A.313(a)(1)(E) to go into Executive Session to discuss the settlement agreement with Green Meadows Apartments, LLC where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Municipal Manager, Assistant Manager, Development Director, and Village Attorney to attend. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 9:07 PM.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adjourn Executive Session.**

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

Executive Session was adjourned at 9:17 PM.

**MOTION by George Tyler, SECOND by Dan Kerin, to reconvene the regular meeting.**

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

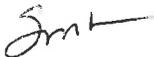
**ACTION FOLLOWING EXECUTIVE SESSION**

**MOTION by Lori Houghton, SECOND by Dan Kerin, to authorize the Municipal Manager to execute the Settlement Agreement by and between the Village of Essex Junction and Green Meadows Apartments, LLC. VOTING: unanimous (5-0); motion carried.**

**10. ADJOURNMENT**

With no further business before the Board and without objection the meeting was adjourned at 9:20 PM.

RScty: M.E.Riordan



10/19/15  
02:11 pm

Town of Essex Accounts Payable

Check Warrant Report # 16013 Current Prior Next FY Invoices For Fund (GENERAL FUND)

All Manual Checks For Check Acct 01 (GENERAL FUND) 10/16/15 To 10/16/15 & Fund 2

Page 1 of 3  
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-43151.210 HEALTH INS & OTHER BENEFIT	608.09	2466	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-45551.210 HEALTH INS & OTHER BENEFIT	5736.68	2466	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-43110.210 HEALTH INS & OTHER BENEFIT	3900.95	2466	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-41320.210 HEALTH INS & OTHER BENEFIT	4589.35	2466	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-41970.210 HEALTH INS & OTHER BENEFIT	2294.67	2466	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	210-41335.210 HEALTH INS & OTHER BENEFIT	1147.34	2466	10/15/15
V0795	10/05/15	ESSEX TOWN OF AD Q3 2015 SR CTR DIRECTR 824	210-45300.150 DIRECTOR CONTRACT	2585.07	2473	10/15/15
05165	10/07/15	FRASER MICHAEL ST CDL PERMIT FEE 7572746	210-43110.500 TRAINING, CONFERENCES, DU	47.00	2476	10/15/15
07010	09/29/15	GREEN MOUNTAIN POWER CORP 9/15-9/29 203 MAIN ST 09153172608	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	21.36	2480	10/15/15
07010	09/22/15	GREEN MOUNTAIN POWER CORP ST 8/22-9/22 SL WHIT II 09159032400	210-43160.622 STREET LIGHTS - ELECTRICI	231.37	2481	10/15/15
07010	10/05/15	GREEN MOUNTAIN POWER CORP ST 9/3-10/5 SL 1 OF 3 10157917008	210-43160.622 STREET LIGHTS - ELECTRICI	6412.89	2482	10/15/15
07010	10/05/15	GREEN MOUNTAIN POWER CORP ST 9/3-10/5 SL 2 OF 3 10158917007	210-43160.622 STREET LIGHTS - ELECTRICI	1378.81	2482	10/15/15
07010	10/05/15	GREEN MOUNTAIN POWER CORP ST 9/3-10/5 SL 3 OF 3 10159917006	210-43160.622 STREET LIGHTS - ELECTRICI	528.67	2482	10/15/15
V9454	04/06/15	LENNY'S SHOE & APP ST UNIFORMS JAMIE 3009670	210-11505.000 AR ACCRUED	-43.00	2487	10/15/15
V9454	07/22/15	LENNY'S SHOE & APP ST UNIFORMS 3024095	210-43110.612 UNIFORMS,BOOTS,ETC	155.00	2487	10/15/15
08645	09/04/15	LOWE'S HOME CENTERS INC ST SUPPLIES 09914	210-43110.610 SUPPLIES	9.50	2488	10/15/15
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH 100715D	210-41970.536 POSTAGE	0.59	2490	10/15/15
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH 100715D	210-41320.500 TRAINING, CONFERENCES, DU	15.00	2490	10/15/15
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH 100715D	210-41940.610 SUPPLIES	3.50	2490	10/15/15
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH 100715D	210-41320.536 POSTAGE	3.54	2490	10/15/15
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH 100715D	210-41320.560 TRUSTEES EXPENDITURES	27.68	2490	10/15/15
02050	10/07/15	RON BUSHEY'S SUNOCO VF 8461 INSP/SERVICE 30	210-42220.432 VEHICLE MAINTENANCE	504.40	2499	10/15/15
14800	10/01/15	TECH GROUP INC AD/DV OCT MANAGED SVCS 68768	210-41320.340 COMPUTER EXPENSES	444.88	2502	10/15/15
14800	10/01/15	TECH GROUP INC AD/DV OCT MANAGED SVCS 68768	210-41970.340 COMPUTER EXPENSES	219.12	2502	10/15/15
V10174	10/09/15	VERMONT RAIL ACTION NETWO CD VRAN ANNUAL DINNER MTG 100915D	210-41970.500 TRAINING, CONF, DUES	59.95	2504	10/15/15

Town of Essex Accounts Payable  
Check Warrant Report # 16013 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
All Manual Checks For Check Acct 01(GENERAL FUND) 10/16/15 To 10/16/15 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	09/22/15	VT GAS SYSTEMS ST 8/17-9/17 PW HWY GARAG	210-43110.623	68.01	2505	10/15/15
		0915125047 HEATING/NATURAL GAS				
34580	10/09/15	VT GOVERNMENT FINANCE OFF AD VTGFOA WORKSHP LM/SMR	210-41320.500	100.00	2506	10/15/15
		100915D TRAINING, CONFERENCES, DU				
33420	10/07/15	ORMOND BUSHEY & SONS INC VB/VW HILLCREST DRAIN/WTR	253-46801.003	105169.78	2495	10/15/15
		APP1 HILLCREST DRNG/N HILLCRST				
02005	10/06/15	BCBSVT VA NOV HEALTH INS	254-43200.210	2868.34	2466	10/15/15
		66590001180 HEALTH INS & OTHER BENEFIT				
V1775	10/07/15	MCNAMARA- HILL, PETTY/ SU VA 7/7-9/21 PETTY CASH	254-43200.536	1.18	2490	10/15/15
		100715D POSTAGE				
33420	10/07/15	ORMOND BUSHEY & SONS INC VB/VW HILLCREST DRAIN/WTR	254-43332.003	33382.09	2495	10/15/15
		APP1 HILLCREST DRNG/N HILLCRES				
29825	09/22/15	VT GAS SYSTEMS VW 8/17-9/17 PW WATER BLD	254-43200.623	40.73	2505	10/15/15
		0915125039 HEATING/NATURAL GAS				
12840	09/30/15	ADS BURLINGTON TRANSFER S WW 2.18 TON GRIT	255-43200.565	181.72	2465	10/15/15
		U10000003081 GRIT DISPOSAL				
02005	10/06/15	BCBSVT VA NOV HEALTH INS	255-43200.210	5931.73	2466	10/15/15
		66590001180 HEALTH INS & OTHER BENEFIT				
04550	10/08/15	BWP VT CARQUEST A/P WW OIL & FILTER	255-43200.626	48.86	2467	10/15/15
		14406174580 GAS, GREASE AND OIL				
V10382	09/25/15	CVC PAGING (CENTRAL VERMO WW ANNUAL PAGER FEE	255-43200.535	102.00	2470	10/15/15
		1318786943 TELEPHONE SERVICES				
V10734	08/01/15	ENCORE ESSEX JUNCTION SOL WW AUGUST PAYMENT	255-43200.622	2969.11	2471	10/15/15
		0816 ELECTRICAL SERVICE				
V10734	09/01/15	ENCORE ESSEX JUNCTION SOL WW SEPT 2015 PMT PRORATED	255-43200.622	1976.51	2471	10/15/15
		WWTP ELECTRICAL SERVICE				
V10616	09/18/15	EVOQUA WATER TECH LLC WW FULL LOAD BIOXIDE	255-43200.619	9344.30	2475	10/15/15
		569817 CHEMICALS				
07010	09/22/15	GREEN MOUNTAIN POWER CORP WW 8/19-9/20 WWTF	255-43200.622	10243.11	2479	10/15/15
		09150132407 ELECTRICAL SERVICE				
V1518	10/01/15	MINE SAFETY APPLIANCES WW GAS SENSOR ELEMENTS	255-43200.570	1373.25	2492	10/15/15
		98097242 MAINTENANCE OTHER				
V1661	09/23/15	NORTH CENTRAL LABORATORIE WW LAB SUPPLIES ASSTD	255-43200.618	1258.06	2494	10/15/15
		361864 SUPPLIES - LABORATORY				
03160	09/14/15	P & H SENESAC INC WW DEWATERING POLYMER	255-43200.619	3450.00	2496	10/15/15
		19711 CHEMICALS				
12265	09/21/15	RICOH USA, INC WW COPIER LEASE	255-43200.610	115.94	2498	10/15/15
		95494404 SUPPLIES				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 LAB/CHEM BLD	255-43200.623	49.86	2505	10/15/15
		0915114124 HEATING/NATURAL GAS				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 WW DIGESTER	255-43200.623	154.29	2505	10/15/15
		0915114132 HEATING/NATURAL GAS				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 CONTROL BLDG	255-43200.623	36.15	2505	10/15/15
		0915114140 HEATING/NATURAL GAS				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 39 CASCADE	255-43200.623	39.58	2505	10/15/15
		09151884501 HEATING/NATURAL GAS				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 WWTF SLUDGE	255-43200.623	35.01	2505	10/15/15
		09151884519 HEATING/NATURAL GAS				
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 FLOW EQ	255-43200.623	35.01	2505	10/15/15
		09151884527 HEATING/NATURAL GAS				

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Check Warrant Report # 16013 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	09/22/15	VT GAS SYSTEMS WW 8/18-9/18 FILTER 09151884543	255-43200.623 HEATING/NATURAL GAS	35.01	2505	10/15/15
30210	10/01/15	VT LEAGUE OF CITIES & TOW WW UTILITY TRAILER INS 20284	255-43200.521 LIABILITY & PROPERTY INS.	11.00	2507	10/15/15
07565	10/01/15	W B MASON CO INC WW PAPER I28950050	255-43200.610 SUPPLIES	38.99	2509	10/15/15
02005	10/06/15	BCBSVT VA NOV HEALTH INS 66590001180	256-43200.210 HEALTH INS & OTHER BENEFIT	1606.27	2466	10/15/15
07010	09/28/15	GREEN MOUNTAIN POWER CORP SA 8/26-9/28 PS S WILSON 09152198505	256-43220.001 SUSIE WILSON PS COSTS	374.52	2480	10/15/15
36130	09/23/15	VERIZON WIRELESS WW PUMP STATION VPN 9752879400	256-43220.001 SUSIE WILSON PS COSTS	20.34	2503	10/15/15
36130	09/23/15	VERIZON WIRELESS WW PUMP STATION VPN 9752879400	256-43200.434 PUMP STATION MAINTENANCE	76.80	2503	10/15/15
36130	09/23/15	VERIZON WIRELESS WW PUMP STATION VPN 9752879400	256-43220.002 WEST ST PS COSTS	20.34	2503	10/15/15
29825	09/22/15	VT GAS SYSTEMS SA 8/17-9/17 HIGH SCHL PS 09151860303	256-43200.623 HEATING/NATURAL GAS	45.29	2505	10/15/15
29825	09/22/15	VT GAS SYSTEMS SA 8/18-9/18 SW PS GENERA 0915829804	256-43220.001 SUSIE WILSON PS COSTS	39.49	2505	10/15/15
29825	09/22/15	VT GAS SYSTEMS SA 8/18-9/18 WS PS GENERA 0915829820	256-43220.002 WEST ST PS COSTS	39.49	2505	10/15/15
Report Total				212164.57		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	10/15/15	ABOVE AND BEYOND LN/BL OCT JANITORIAL SVCS 2378	210-41940.423 CONTRACT SERVICES	600.00	2511	10/22/15
14400	10/15/15	ABOVE AND BEYOND LN/BL OCT JANITORIAL SVCS 2378	210-45551.423 CONTRACT SERVICES	1920.00	2511	10/22/15
24780	10/13/15	AUTO ELECTRIC INC ST PUMP MEMORIAL PARK 25577	210-43161.002 MEMORIAL PARK	517.80	2518	10/22/15
02420	10/11/15	AUTOZONE VF DEF FLUID 3236471028	210-42220.432 VEHICLE MAINTENANCE	7.49	2519	10/22/15
V10301	10/01/15	BARRA, PLC/ DAVID A. // VA SEPT LEGAL FEES EJ2142-2146	210-41320.320 LEGAL SERVICES	346.50	2522	10/22/15
V10301	10/01/15	BARRA, PLC/ DAVID A. // VA SEPT LEGAL FEES EJ2142-2146	210-41970.320 LEGAL SERVICES	1749.00	2522	10/22/15
00530	09/29/15	BRODART CO BL BOOKS B4111977	210-45551.640 ADULT COLLECTION-PRINT &	552.29	2528	10/22/15
00530	09/29/15	BRODART CO BL BOOKS B4111977	210-45551.610 SUPPLIES	33.30	2528	10/22/15
00530	10/01/15	BRODART CO BL BOOKS B4114307	210-45551.641 JUVEN COLLECTION-PRNT & E	28.55	2528	10/22/15
00530	10/01/15	BRODART CO BL BOOKS B4114307	210-45551.610 SUPPLIES	2.70	2528	10/22/15
00530	10/01/15	BRODART CO BL BOOKS B4114308	210-45551.641 JUVEN COLLECTION-PRNT & E	231.36	2528	10/22/15
00530	10/01/15	BRODART CO BL BOOKS B4114308	210-45551.610 SUPPLIES	18.90	2528	10/22/15
00530	10/02/15	BRODART CO BL BOOKS B4115785	210-45551.641 JUVEN COLLECTION-PRNT & E	27.88	2528	10/22/15
00530	10/02/15	BRODART CO BL BOOKS B4115785	210-45551.610 SUPPLIES	1.80	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118535	210-45551.641 JUVEN COLLECTION-PRNT & E	58.34	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118535	210-45551.610 SUPPLIES	4.50	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118596	210-45551.641 JUVEN COLLECTION-PRNT & E	21.99	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118596	210-45551.610 SUPPLIES	0.90	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118663	210-45551.640 ADULT COLLECTION-PRINT &	28.57	2528	10/22/15
00530	10/06/15	BRODART CO BL BOOKS B4118663	210-45551.610 SUPPLIES	1.80	2528	10/22/15
00530	10/07/15	BRODART CO BF BOOKS B4119877	210-49345.000 LIBRARY DONATION EXPENDIT	61.83	2528	10/22/15
00530	10/07/15	BRODART CO BL BOOKS B4119958	210-45551.641 JUVEN COLLECTION-PRNT & E	128.11	2528	10/22/15
00530	10/07/15	BRODART CO BL BOOKS B4119958	210-45551.610 SUPPLIES	13.50	2528	10/22/15
00530	10/07/15	BRODART CO BL BOOKS B4120117	210-45551.640 ADULT COLLECTION-PRINT &	26.21	2528	10/22/15
00530	10/08/15	BRODART CO BL BOOKS B4121222	210-45551.641 JUVEN COLLECTION-PRNT & E	125.60	2528	10/22/15

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00530	10/08/15	BL BOOKS B4121222	210-45551.610 SUPPLIES	10.80	2528	10/22/15
00530	10/08/15	BL BOOKS B4121223	210-45551.641 JUVEN COLLECTION-PRNT & E	14.72	2528	10/22/15
00530	10/08/15	BL BOOKS B4121223	210-45551.610 SUPPLIES	0.90	2528	10/22/15
00530	10/08/15	BF BOOKS B4121224	210-49345.000 LIBRARY DONATION EXPENDIT	15.72	2528	10/22/15
00530	10/09/15	BL BOOKS B4122401	210-45551.641 JUVEN COLLECTION-PRNT & E	186.80	2528	10/22/15
00530	10/09/15	BL BOOKS B4122401	210-45551.610 SUPPLIES	17.10	2528	10/22/15
00530	10/09/15	BF BOOKS B4122542	210-49345.000 LIBRARY DONATION EXPENDIT	15.72	2528	10/22/15
00530	10/13/15	BL BOOKS B4125252	210-45551.641 JUVEN COLLECTION-PRNT & E	32.72	2528	10/22/15
00530	10/13/15	BL BOOKS B4125252	210-45551.610 SUPPLIES	2.70	2528	10/22/15
00530	10/13/15	BL BOOKS B4125253	210-45551.641 JUVEN COLLECTION-PRNT & E	191.09	2528	10/22/15
00530	10/13/15	BL BOOKS B4125253	210-45551.610 SUPPLIES	17.10	2528	10/22/15
00530	10/13/15	BF BOOKS B4125255	210-49345.000 LIBRARY DONATION EXPENDIT	32.54	2528	10/22/15
00530	10/14/15	BL BOOKS B4126839	210-45551.641 JUVEN COLLECTION-PRNT & E	39.01	2528	10/22/15
00530	10/14/15	BL BOOKS B4126839	210-45551.610 SUPPLIES	3.60	2528	10/22/15
16030	10/07/15	VF LED STATION LIGHTS 30714	210-42220.434 MAINT. BUILDINGS/GROUNDS	700.38	2530	10/22/15
04550	10/02/15	ST WINDOW URETHANE 14406173983	210-43110.610 SUPPLIES	23.33	2531	10/22/15
04550	10/05/15	ST SUPPLIES 14406174121	210-43110.610 SUPPLIES	23.56	2531	10/22/15
04550	10/09/15	ST SUPPLIES 14406174720	210-43110.610 SUPPLIES	106.32	2531	10/22/15
23525	10/06/15	ST TRUCK REPAIR 363788	210-43110.432 VEHICLE MAINTENANCE	399.15	2538	10/22/15
23525	10/02/15	VF E21 ANNUAL SERVICE 56913	210-42220.432 VEHICLE MAINTENANCE	717.49	2538	10/22/15
23525	10/06/15	VF VT STATE INSP 8E5 56928	210-42220.432 VEHICLE MAINTENANCE	246.00	2538	10/22/15
04940	10/03/15	VF CABLE TV VF100315D	210-42220.535 TELEPHONE SERVICES	13.59	2539	10/22/15
38280	09/30/15	LH SEPT BOTTLED WATER 091550117144	210-41940.610 SUPPLIES	30.25	2540	10/22/15
38280	09/30/15	ST WATER 091550122590	210-43110.610 SUPPLIES	24.10	2540	10/22/15
V10382	10/02/15	ST PAGER REPLACEMENT 10313167	210-43110.610 SUPPLIES	65.95	2541	10/22/15

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42640	10/02/15	AD 10/15-11/14 COPIER 47349604	210-41320.442 LEASED SERVICES	249.52	2542	10/22/15
24305	10/06/15	BL SUPPLIES 5707610	210-45551.610 SUPPLIES	166.03	2543	10/22/15
V10657	10/16/15	BL CHILDREN PROGRAMS 101615D	210-45551.837 CHILDRENS PROGRAMS	9.47	2544	10/22/15
V9766	10/08/15	BL MILEAGE 100715D	210-45551.500 TRAINING, CONFERENCES, DU	86.25	2545	10/22/15
V0795	10/16/15	AD 1/12 MGR CONTRACT OCT 101615D	210-41320.150 MANAGER CONTRACT	5125.00	2555	10/22/15
V0795	10/05/15	ST LANDSCAPING 823	210-43161.001 VILLAGE GARDEN SPOTS	843.13	2555	10/22/15
24380	10/09/15	ST SLEEVE FOR SIGNS POST 28076	210-43110.617 SIGNS AND POSTS	34.00	2557	10/22/15
25920	10/06/15	VF FIRE EXTINGUISHER SVC 320684	210-42220.570 MAINTENANCE OTHER	57.55	2560	10/22/15
V10226	10/08/15	ST RAGS 1295314423	210-43110.610 SUPPLIES	60.35	2567	10/22/15
V0943	10/15/15	BL BOOKS 090515D	210-45551.641 JUVEN COLLECTION-PRNT & E	53.64	2574	10/22/15
37700	09/28/15	ST LIGHTS 981243731	210-43160.622 STREET LIGHTS - ELECTRICI	150.28	2576	10/22/15
V0953	10/01/15	VE GBIC SUPPORT FYE16 495	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	500.00	2577	10/22/15
07010	10/13/15	ST 9/14-10/13 SL CENTRAL 10150206201	210-43160.622 STREET LIGHTS - ELECTRICI	71.51	2578	10/22/15
07010	10/13/15	ST 9/14-10/13 SL BR AVE 10150706200	210-43160.622 STREET LIGHTS - ELECTRICI	212.56	2578	10/22/15
07010	10/13/15	ST 9/14-10-13 TL SS/PRL 10151326206	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	9.52	2578	10/22/15
07010	10/13/15	LH 9/9-10/9 ELECTRICITY 10152126209	210-41940.622 ELECTRICAL SERVICE	1058.40	2578	10/22/15
07010	10/13/15	ST 9/14-10/13 66 LINC SL 10153616208	210-43160.622 STREET LIGHTS - ELECTRICI	35.50	2578	10/22/15
07010	10/13/15	BL 9/13-10/12 ELECTRICITY 10156606206	210-45551.622 ELECTRICAL SERVICE	1199.36	2578	10/22/15
07010	10/06/15	ST 9/4-10/6 TL MAIN/BRIC 10157538002	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	27.89	2578	10/22/15
07010	10/08/15	ST 9/9-10/8 HWY GARAGE 10159256108	210-43110.622 ELECTRICAL SERVICE	194.78	2578	10/22/15
V1040	09/26/15	VF FIRE TRAINING MILEAGE 092615D	210-42220.500 TRAINING, CONFERENCES, DU	29.90	2580	10/22/15
V10129	10/19/15	BL MILEAGE 101915D	210-45551.500 TRAINING, CONFERENCES, DU	42.80	2584	10/22/15
33495	10/07/15	BL BOOKS 896692914	210-45551.640 ADULT COLLECTION-PRINT &	72.45	2588	10/22/15
33495	10/06/15	BL BOOKS 89672446	210-45551.640 ADULT COLLECTION-PRINT &	112.94	2588	10/22/15
33495	10/07/15	BL BOOKS 89692915	210-45551.640 ADULT COLLECTION-PRINT &	14.74	2588	10/22/15

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V1204	10/10/15	BL MILEAGE 101015D	210-45551.500 TRAINING, CONFERENCES, DU	85.10	2593	10/22/15
V10347	10/01/15	LH SEPT PEST ELIMINATION 116239	210-41940.434 MAINT. BUILDINGS/GROUNDS	100.00	2597	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-41320.210 HEALTH INS & OTHER BENEFIT	181.81	2603	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-43110.210 HEALTH INS & OTHER BENEFIT	154.54	2603	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-43151.210 HEALTH INS & OTHER BENEFIT	24.09	2603	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-45551.210 HEALTH INS & OTHER BENEFIT	227.26	2603	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-41970.210 HEALTH INS & OTHER BENEFIT	90.90	2603	10/22/15
14025	10/10/15	VA NOV LIFE INS 11151532732	210-41335.210 HEALTH INS & OTHER BENEFIT	45.45	2603	10/22/15
23445	10/09/15	AD VT STATUTE UPDATES 75970597	210-41320.610 SUPPLIES	292.51	2605	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-41320.210 HEALTH INS & OTHER BENEFIT	333.46	2613	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-43110.210 HEALTH INS & OTHER BENEFIT	283.44	2613	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-43151.210 HEALTH INS & OTHER BENEFIT	44.18	2613	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-45551.210 HEALTH INS & OTHER BENEFIT	416.83	2613	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-41970.210 HEALTH INS & OTHER BENEFIT	166.73	2613	10/22/15
24960	10/15/15	VA NOV DENTAL INS 11159256197	210-41335.210 HEALTH INS & OTHER BENEFIT	83.37	2613	10/22/15
41950	09/21/15	VF PHYSICALS 1204034577	210-42220.566 PHYSICAL EXAMS	562.00	2614	10/22/15
41950	09/28/15	VF PHYSICALS 1204064757	210-42220.566 PHYSICAL EXAMS	281.00	2614	10/22/15
25140	10/02/15	ST ASPHALT 835199	210-43120.610 PAVEMENT MAINTENANCE	549.61	2620	10/22/15
25140	10/06/15	ST ASPHALT 835836	210-43120.610 PAVEMENT MAINTENANCE	1025.88	2620	10/22/15
25140	10/09/15	ST ASPHALT 836507	210-43120.610 PAVEMENT MAINTENANCE	980.88	2620	10/22/15
38520	09/29/15	BL MATERIALS 75213471	210-49346.002 JUVEN COLLECTION-PRNT & E	13.90	2623	10/22/15
37965	10/05/15	ST CONCRETE 51696	210-43120.570 SIDEWALK AND CURB MAINTEN	243.75	2627	10/22/15
03180	09/17/15	VF ALARM SERVICE 15659	210-42220.434 MAINT. BUILDINGS/GROUNDS	277.50	2628	10/22/15
29835	10/06/15	ST SUPPLIES 50013	210-43110.610 SUPPLIES	94.03	2632	10/22/15
V20835	08/05/15	VF LIFE SAVING MEDAL 65418	210-42220.612 UNIFORMS,BOOTS,ETC	103.00	2633	10/22/15

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23855	09/30/15	SOUTHWORTH-MILTON, INC. ST HYD OIL LOADER INV0443030	210-43110.626 GAS, GREASE AND OIL	90.80	2636	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS VA OCT PHONE INT #1080 3557114	210-45300.535 TELEPHONE SERVICES	39.81	2637	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS VA OCT PHONE INT #1080 3557114	210-41970.535 TELEPHONE SERVICES	33.25	2637	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS VA OCT PHONE INT #1080 3557114	210-41320.530 COMMUNICATIONS	34.95	2637	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS VA OCT PHONE INT #1080 3557114	210-41320.535 TELEPHONE SERVICES	144.53	2637	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS BL PHONE INTERNET 3557142	210-45551.535 TELEPHONE SERVICES	92.75	2637	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS BL PHONE INTERNET 3557142	210-45551.530 TECHNOLOGY ACCESS	39.95	2637	10/22/15
V2124	10/10/15	STAPLES ADVANTAGE BL SUPPLIES 3280577640	210-45551.610 SUPPLIES	87.14	2638	10/22/15
V25261	10/14/15	SWING PEEPERS BF CHILDREN PROGRAM 101415D	210-49345.000 LIBRARY DONATION EXPENDIT	700.00	2641	10/22/15
14800	10/15/15	TECH GROUP INC AD/CD NOV MANAGED SERVICE 68793	210-41320.340 COMPUTER EXPENSES	451.48	2642	10/22/15
14800	10/15/15	TECH GROUP INC AD/CD NOV MANAGED SERVICE 68793	210-41970.340 COMPUTER EXPENSES	212.52	2642	10/22/15
05200	09/27/15	TRENHOLM STEPHEN VF FIRE TRAINING MILEAGE 092715D	210-42220.500 TRAINING, CONFERENCES, DU	29.90	2647	10/22/15
12890	09/15/15	U S BANK VD/WW BONDP 2014-3&2015-5 091515D	210-47116.000 CAPITAL IMP PRINCIPAL	165000.00	2648	10/22/15
12890	09/15/15	U S BANK VD/WW BONDP 2014-3&2015-5 091515D	210-47216.000 CAPITAL IMP - INTEREST	47709.65	2648	10/22/15
V10042	09/24/15	VERMONT BLACKTOP CORPORAT ST ASPHALT 00614632	210-43120.610 PAVEMENT MAINTENANCE	659.40	2651	10/22/15
11935	09/30/15	VIKING-CIVES USA ST TRUCK PARTS 4464361	210-43110.432 VEHICLE MAINTENANCE	31.85	2652	10/22/15
V10238	10/13/15	WECHSLER/ DAVID M.// DV 9/4 MONITORING - CVE 313	210-15101.000 EXCHANGE - GENERAL	552.50	2659	10/22/15
V10238	10/13/15	WECHSLER/ DAVID M.// DV 9/5 MONITORING - CVE 314	210-15101.000 EXCHANGE - GENERAL	552.50	2659	10/22/15
V10238	10/13/15	WECHSLER/ DAVID M.// DV 9/6 MONITORING - CVE 315	210-15101.000 EXCHANGE - GENERAL	627.50	2659	10/22/15
V9856	10/15/15	WILLEY/SANDY// ST/LH THANK YOU FOR WEEDNG 101515D	210-41940.434 MAINT. BUILDINGS/GROUNDS	100.00	2660	10/22/15
V9856	10/15/15	WILLEY/SANDY// ST/LH THANK YOU FOR WEEDNG 101515D	210-43161.001 VILLAGE GARDEN SPOTS	100.00	2660	10/22/15
12690	09/29/15	WILLIAMSON ELECTRICAL SVC BL MAINTENANCE 3143	210-45551.434 MAINT. BUILDINGS/GROUNDS	227.50	2661	10/22/15
V10301	10/01/15	BARRA, PLC/ DAVID A. // VA SEPT LEGAL FEES EJ2142-2146	230-46801.007 PEARL ST. LINKING SIDEWAL	462.00	2522	10/22/15
36240	09/29/15	DUBOIS & KING, INC. CR 8/21-9/24 CRES CNTR DS 915153	230-46801.008 CRESCENT CONNECTOR	2515.82	2548	10/22/15
39425	10/06/15	SCOTT & PARTNERS INC LH EXT RESTORATION 690	230-46801.010 LINCOLN HALL RESTORATIONS	1240.00	2630	10/22/15

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## Town of Essex Accounts Payable

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Check Warrant Report # 16014 Current Prior Next FY Invoices For Fund (GENERAL FUND)

LMorrisseau

For Check Acct 01 (GENERAL FUND) All check #s 10/22/15 To 10/22/15 &amp; Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9739	ESSEX JUNCTION RECREATION	10/14/15	AD MOVE TRAILERS MPLE ST 101415D	253-46801.004 MAPLE ST. CULVERT	348.33	2553	10/22/15
23435	CHAMPLAIN WATER DISTRICT	09/30/15	VW SEPT WATER USE 093015D	254-43200.412 STATE WATER TAX	1176.69	2535	10/22/15
23435	CHAMPLAIN WATER DISTRICT	09/30/15	VW SEPT WATER USE 093015D	254-43210.412 STATE WATER TAX - GF	4990.30	2535	10/22/15
23435	CHAMPLAIN WATER DISTRICT	09/30/15	VW SEPT WATER USE 093015D	254-43200.411 CWD WATER PURCHASE	46550.03	2535	10/22/15
23435	CHAMPLAIN WATER DISTRICT	09/30/15	VW SEPT WATER USE 093015D	254-43210.411 CWD WATER PURC - GF	197416.27	2535	10/22/15
18000	FERGUSON WATERWORKS #590	10/06/15	VW DRESSER COUPLINGS 0390589	254-43200.614 DISTRIBUTION MATERIALS	5929.72	2559	10/22/15
07010	GREEN MOUNTAIN POWER CORP	10/08/15	VW 9/9-10/8 WTR BLDG 10158256109	254-43200.622 ELECTRICAL SERVICE	20.60	2578	10/22/15
14025	LINCOLN NATIONAL LIFE INS	10/10/15	VA NOV LIFE INS 11151532732	254-43200.210 HEALTH INS & OTHER BENEFIT	113.63	2603	10/22/15
24960	NORTHEAST DELTA DENTAL	10/15/15	VA NOV DENTAL INS 11159256197	254-43200.210 HEALTH INS & OTHER BENEFIT	208.41	2613	10/22/15
04550	BWP VT CARQUEST A/P	10/08/15	WW ANTI SEIZE 14406174592	255-43200.570 MAINTENANCE OTHER	14.24	2531	10/22/15
04550	BWP VT CARQUEST A/P	10/09/15	WW FILTER WRENCH 14406174695	255-43200.432 VEHICLE MAINTENANCE	10.58	2531	10/22/15
04550	BWP VT CARQUEST A/P	10/09/15	WW MAGNETIC RETRIIVAL TO 14406174732	255-43200.570 MAINTENANCE OTHER	7.75	2531	10/22/15
04550	BWP VT CARQUEST A/P	10/13/15	WW SNAP RING PLIERS 14406175039	255-43200.570 MAINTENANCE OTHER	32.27	2531	10/22/15
23455	CHITTENDEN SOLID WASTE DI	10/15/15	WW RECYCLE FEE 19972	255-43200.565 GRIT DISPOSAL	15.00	2536	10/22/15
23455	CHITTENDEN SOLID WASTE DI	09/29/15	WW 83.33 WET TONS IVC022086	255-43200.568 SLUDGE MANAGEMENT	7095.55	2536	10/22/15
23455	CHITTENDEN SOLID WASTE DI	10/07/15	WW CSWD DIRECT FEES IVC022110	255-43200.565 GRIT DISPOSAL	139.32	2536	10/22/15
06870	ENDYNE INC	10/02/15	WW WEEKLY TKN 184966	255-43200.577 CONTRACT LABORATORY SERVI	25.00	2550	10/22/15
06870	ENDYNE INC	10/06/15	WW WEEKLY TKN 185104	255-43200.577 CONTRACT LABORATORY SERVI	25.00	2550	10/22/15
06870	ENDYNE INC	10/13/15	WW RETEST SLUDGE ZN 185772	255-43200.577 CONTRACT LABORATORY SERVI	64.00	2550	10/22/15
23215	ESSEX EQUIPMENT INC	10/15/15	WW QUICK NOZZLE PRES WASH 105892490001	255-43200.570 MAINTENANCE OTHER	27.90	2552	10/22/15
32035	GMWEA	10/20/15	WW FALL PROGRAM REGISTRAT 102015D	255-43200.500 TRAINING, CONFERENCES, DU	220.00	2572	10/22/15
11005	HANNAFORD BROTHERS CO	10/07/15	WW LAB WATER 3358/3579	255-43200.618 SUPPLIES - LABORATORY	38.70	2579	10/22/15
V9769	KEMIRA WATER SOLUTIONS	10/05/15	WW BULK SODIUM ALUMINATE 9017472054	255-43200.619 CHEMICALS	7043.39	2594	10/22/15
14025	LINCOLN NATIONAL LIFE INS	10/10/15	VA NOV LIFE INS 11151532732	255-43200.210 HEALTH INS & OTHER BENEFIT	234.98	2603	10/22/15
10220	NEW ENGLAND AIR SYSTEMS L	09/30/15	WW GRIT ELBOW MODIFICATIO 136989	255-43200.570 MAINTENANCE OTHER	398.33	2609	10/22/15

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## Town of Essex Accounts Payable

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Check Warrant Report # 16014 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
 For Check Acct 01 (GENERAL FUND) All check #s 10/22/15 To 10/22/15 & Fund 2

IMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V6590	09/30/15	NORTHEAST AIR SOLUTIONS WW PLEATED AIR FILTERS S100055517	255-43200.570 MAINTENANCE OTHER	97.20	2612	10/22/15
24960	10/15/15	NORTHEAST DELTA DENTAL VA NOV DENTAL INS 11159256197	255-43200.210 HEALTH INS & OTHER BENEFIT	431.00	2613	10/22/15
36825	10/09/15	SMALL ENGINE CO INC WW FUEL PUMP STANLEY UNIT 066609	255-43200.570 MAINTENANCE OTHER	25.35	2635	10/22/15
40840	10/01/15	SOVERNET COMMUNICATIONS WW PHONE & INTERNET 3557113	255-43200.535 TELEPHONE SERVICES	175.31	2637	10/22/15
V2124	10/14/15	STAPLES ADVANTAGE WW FLASH DRIVES & LABELS 101415D	255-43200.610 SUPPLIES	72.90	2638	10/22/15
V2124	10/03/15	STAPLES ADVANTAGE WW SUPPLIES - VARIOUS 3279718894	255-43200.610 SUPPLIES	52.90	2638	10/22/15
V2124	10/03/15	STAPLES ADVANTAGE WW PEN REFILLS 3279718908	255-43200.610 SUPPLIES	12.90	2638	10/22/15
V2159	10/05/15	SURPASS CHEMICAL CO INC WW BULK LOAD BLEACH 288972	255-43200.619 CHEMICALS	4238.39	2640	10/22/15
12890	09/15/15	U S BANK VD/WW BONDP 2014-362015-5 091515D	255-22501.001 RECVRY ZONE ECON DEV BOND	60000.00	2648	10/22/15
12890	09/15/15	U S BANK VD/WW BONDP 2014-362015-5 091515D	255-43330.001 RZEDB Interest	23308.16	2648	10/22/15
12890	09/15/15	U S BANK VD/WW BONDP 2014-362015-5 091515D	255-43330.001 RZEDB Interest	1337.98	2648	10/22/15
28010	10/13/15	BEARINGS SPECIALTY CO., I SA SPROCKET TRAILER JET 3478595	256-43200.570 MAINTENANCE OTHER	51.61	2524	10/22/15
04550	10/08/15	BWP VT CARQUEST A/P SA BATTERY TRAILER JET 14406174527	256-43200.570 MAINTENANCE OTHER	80.60	2531	10/22/15
07010	10/13/15	GREEN MOUNTAIN POWER CORP SA 9/14-10/13 PS H.S. 10156668804	256-43200.622 ELECTRICAL SERVICE	404.38	2578	10/22/15
07010	10/09/15	GREEN MOUNTAIN POWER CORP SA 9/10-10-9 PS MAPL ST 10159440207	256-43200.622 ELECTRICAL SERVICE	18.06	2578	10/22/15
14025	10/10/15	LINCOLN NATIONAL LIFE INS VA NOV LIFE INS 11151532732	256-43200.210 HEALTH INS & OTHER BENEFIT	63.63	2603	10/22/15
24960	10/15/15	NORTHEAST DELTA DENTAL VA NOV DENTAL INS 11159256197	256-43200.210 HEALTH INS & OTHER BENEFIT	116.71	2613	10/22/15
41950	09/22/15	OCCUPATIONAL HEALTH CENTE SA EMPLOYMENT PHYSICAL 1204039370	256-43200.572 INTERVIEW COSTS	172.00	2614	10/22/15

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Town of Essex Accounts Payable

Check Warrant Report # 16014 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 10/22/15 To 10/22/15 & Fund 2

LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				611059.22		

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Town of Essex General Ledger  
Current Yr Pd: 3 - Budget Status Report  
GENERAL FUND

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Account	Budget	Actual	Budget Balance	Actual % of Budget
210-31101.000 PROPERTY TAXES-CURRENT	2,564,285.00	1,283,569.19	1,280,715.81	50.06%
210-33546.000 STATE FOR VT PILOT & CURR	2,500.00	0.00	2,500.00	0.00%
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%
210-33582.001 TOWN STORMWATER PAYMENT	59,500.00	0.00	59,500.00	0.00%
210-33582.002 TOWN STREET DEPT PAYMENT	780,070.00	0.00	780,070.00	0.00%
210-34130.000 LICENSE AND ZONING FEE	50,000.00	15,170.00	34,830.00	30.34%
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,524.00	0.00	5,524.00	0.00%
210-34221.000 MISCELLANEOUS FIRE RECEIP	10.00	0.00	10.00	0.00%
210-35130.000 STATE DISTRICT COURT FINE	2,000.00	150.50	1,849.50	7.53%
210-36102.000 INTEREST EARNINGS	2,000.00	1,013.93	986.07	50.70%
210-36201.000 PARKING SPACE FEES	4,800.00	1,200.00	3,600.00	25.00%
210-36202.000 LINCOLN HALL RENTALS	1.00	30.00	-29.00	3,000.00%
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	50.00	1,450.00	3.33%
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	15.86	1,984.14	0.79%
210-36605.000 MISCELLANEOUS STREET RECE	3,000.00	614.30	2,385.70	20.48%
210-36606.000 MISCELLANEOUS LIBRARY REC	300.00	0.00	300.00	0.00%
210-39154.000 SERVICE FEE - WATER	108,760.00	27,190.00	81,570.00	25.00%
210-39155.000 SERVICE FEE - WWTP	54,380.00	13,595.00	40,785.00	25.00%
210-39156.000 SERVICE FEE - SANITATION	108,760.00	27,190.00	81,570.00	25.00%
<b>210-395 UNBUDGETED REVENUE</b>				
210-39501.000 OTHER DONATIONS	0.00	1,449.73	-1,449.73	100.00%
210-39508.000 DONATIONS TO LIBRARY	0.00	3,285.90	-3,285.90	100.00%
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	2,316.00	-2,316.00	100.00%
210-39581.000 MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	279.95	-279.95	100.00%
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	185.00	-185.00	100.00%
<b>Total UNBUDGETED REVENUE</b>	<b>0.00</b>	<b>8,166.58</b>	<b>-8,166.58</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>3,764,390.00</b>	<b>1,377,055.36</b>	<b>2,386,434.64</b>	<b>36.61%</b>
<b>210-41 GENERAL GOVERNMENT</b>				
<b>210-413 GENERAL EXPENSES</b>				
<b>210-41320 ADMINISTRATION</b>				
<b>210-41320.1 ADMIN SALARIES</b>				
210-41320.110 SALARIES REGULAR	269,205.00	65,127.44	204,077.56	24.19%
210-41320.130 SALARIES OVERTIME	2,000.00	769.19	1,230.81	38.46%
210-41320.140 SALARIES PART TIME	15,814.00	3,325.22	12,488.78	21.03%
210-41320.150 MANAGER CONTRACT	57,955.00	15,375.00	42,580.00	26.53%
<b>Total ADMIN SALARIES</b>	<b>344,974.00</b>	<b>84,596.85</b>	<b>260,377.15</b>	<b>24.52%</b>
<b>210-41320.2 ADMIN BENEFITS</b>				
210-41320.210 HEALTH INS & OTHER BENEFIT	74,316.00	20,092.01	54,223.99	27.04%
210-41320.220 SOCIAL SECURITY	22,282.00	5,320.54	16,961.46	23.88%
210-41320.226 WORKERS COMP INSURANCE	1,139.00	328.53	810.47	28.84%
210-41320.230 RETIREMENT	26,920.00	6,415.24	20,504.76	23.83%
210-41320.250 UNEMPLOYMENT INSURANCE	850.00	45.21	804.79	5.32%
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%

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Town of Essex General Ledger  
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Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>Total ADMIN BENEFITS</b>	<b>127,107.00</b>	<b>32,201.53</b>	<b>94,805.47</b>	<b>25.33%</b>
210-41320.310 BOARD MEMBER FEES	2,500.00	625.00	1,875.00	25.00%
210-41320.320 LEGAL SERVICES	15,000.00	231.00	14,769.00	1.54%
210-41320.330 OTHER PROFESSIONAL SERVIC	1,000.00	280.50	719.50	28.05%
210-41320.335 AUDIT	5,800.00	0.00	5,800.00	0.00%
210-41320.340 COMPUTER EXPENSES	15,485.00	6,376.22	9,108.78	41.18%
210-41320.442 LEASED SERVICES	4,800.00	1,267.60	3,532.40	26.41%
210-41320.500 TRAINING, CONFERENCES, DU	14,390.00	4,954.20	9,435.80	34.43%
210-41320.521 LIABILITY & PROPERTY INS.	6,353.00	3,062.36	3,290.64	48.20%
210-41320.522 PUBLIC OFFICIALS LIABILIT	5,857.00	2,880.75	2,976.25	49.18%
210-41320.530 COMMUNICATIONS	13,806.00	5,278.03	8,527.97	38.23%
210-41320.535 TELEPHONE SERVICES	2,280.00	492.76	1,787.24	21.61%
210-41320.536 POSTAGE	4,200.00	2,320.69	1,879.31	55.25%
210-41320.550 PRINTING AND ADVERTISING	5,500.00	628.17	4,871.83	11.42%
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	394.11	3,605.89	9.85%
210-41320.571 PAY & CLASSIFICATION STUD	5,871.00	0.00	5,871.00	0.00%
210-41320.580 TRAVEL	0.00	335.69	-335.69	100.00%
210-41320.610 SUPPLIES	6,000.00	1,516.85	4,483.15	25.28%
210-41320.820 ELECTIONS	1,600.00	0.00	1,600.00	0.00%
210-41320.835 HOLIDAY EXPENSE	1,250.00	0.00	1,250.00	0.00%
210-41320.891 CAPITAL OUTLAY	1,000.00	0.00	1,000.00	0.00%
<b>Total ADMINISTRATION</b>	<b>588,773.00</b>	<b>147,442.31</b>	<b>441,330.69</b>	<b>25.04%</b>
<b>210-41335 ECONOMIC DEVELOPMENT</b>				
<b>210-41335.1 ECON DEV SALARIES</b>				
210-41335.110 SALARIES REGULAR	28,396.00	6,852.00	21,544.00	24.13%
210-41335.140 SALARIES PART TIME	0.00	2,925.00	-2,925.00	100.00%
<b>Total ECON DEV SALARIES</b>	<b>28,396.00</b>	<b>9,777.00</b>	<b>18,619.00</b>	<b>34.43%</b>
<b>210-41335.2 ECON DEV BENEFITS</b>				
210-41335.210 HEALTH INS & OTHER BENEFI	18,579.00	5,036.29	13,542.71	27.11%
210-41335.220 SOCIAL SECURITY	2,199.00	720.76	1,478.24	32.78%
210-41335.226 WORKERS COMP INSURANCE	108.00	47.34	60.66	43.83%
210-41335.230 RETIREMENT	2,840.00	701.32	2,138.68	24.69%
210-41335.250 UNEMPLOYMENT INSURANCE	216.00	44.00	172.00	20.37%
<b>Total ECON DEV BENEFITS</b>	<b>23,942.00</b>	<b>6,549.71</b>	<b>17,392.29</b>	<b>27.36%</b>
210-41335.521 LIABILITY & PROPERTY INS.	112.00	87.81	24.19	78.40%
210-41335.810 COMMUNITY EVENTS & PROGRA	6,000.00	0.00	6,000.00	0.00%
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	9,300.00	7,085.00	2,215.00	76.18%
210-41335.812 NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%
210-41335.813 MATCHING GRANT FUNDS	9,000.00	0.00	9,000.00	0.00%
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	2,818.96	4,181.04	40.27%
210-41335.891 CAPITAL OUTLAY	1,200.00	0.00	1,200.00	0.00%
<b>Total ECONOMIC DEVELOPMENT</b>	<b>87,480.00</b>	<b>26,318.48</b>	<b>61,161.52</b>	<b>30.10%</b>

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Town of Essex General Ledger  
Current Yr Pd: 3 - Budget Status Report  
GENERAL FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>Total GENERAL EXPENSES</b>	<b>676,223.00</b>	<b>173,760.79</b>	<b>502,462.21</b>	<b>25.70%</b>
<b>210-41940 LINCOLN HALL</b>				
210-41940.410 WATER AND SEWER CHARGE	1,000.00	128.60	871.40	12.86%
210-41940.423 CONTRACT SERVICES	9,021.00	2,040.91	6,980.09	22.62%
210-41940.434 MAINT. BUILDINGS/GROUNDS	9,000.00	1,586.39	7,413.61	17.63%
210-41940.521 LIABILITY & PROPERTY INS.	6,383.00	2,658.82	3,724.18	41.65%
210-41940.565 RUBBISH REMOVAL	1,900.00	311.44	1,588.56	16.39%
210-41940.610 SUPPLIES	2,500.00	184.21	2,315.79	7.37%
210-41940.622 ELECTRICAL SERVICE	7,500.00	1,380.20	6,119.80	18.40%
210-41940.623 HEATING/NATURAL GAS	6,200.00	128.09	6,071.91	2.07%
210-41940.891 CAPITAL OUTLAY	1,100.00	0.00	1,100.00	0.00%
<b>Total LINCOLN HALL</b>	<b>44,604.00</b>	<b>8,418.65</b>	<b>36,185.34</b>	<b>18.87%</b>
<b>210-41970 COMMUNITY DEVELOPMENT</b>				
<b>210-41970.1 COM DEV SALARIES</b>				
210-41970.110 SALARIES REGULAR	134,504.00	32,828.09	101,675.91	24.41%
<b>Total COM DEV SALARIES</b>	<b>134,504.00</b>	<b>32,828.09</b>	<b>101,675.91</b>	<b>24.41%</b>
<b>210-41970.2 COM DEV BENEFITS</b>				
210-41970.210 HEALTH INS & OTHER BENEFIT	37,158.00	9,372.59	27,785.41	25.22%
210-41970.220 SOCIAL SECURITY	10,619.00	2,574.85	8,044.15	24.25%
210-41970.226 WORKERS COMP INSURANCE	513.00	156.47	356.53	30.50%
210-41970.230 RETIREMENT	13,450.00	3,282.80	10,167.20	24.41%
210-41970.250 UNEMPLOYMENT INSURANCE	350.00	0.00	350.00	0.00%
<b>Total COM DEV BENEFITS</b>	<b>62,090.00</b>	<b>15,386.71</b>	<b>46,703.29</b>	<b>24.78%</b>
210-41970.310 BOARD MEMBER FEES	3,600.00	750.00	2,850.00	20.83%
210-41970.320 LEGAL SERVICES	12,000.00	792.00	11,208.00	6.60%
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%
210-41970.340 COMPUTER EXPENSES	4,000.00	760.98	3,239.02	19.02%
210-41970.500 TRAINING,CONF,DUES	3,500.00	0.00	3,500.00	0.00%
210-41970.521 LIABILITY & PROPERTY INS.	2,242.00	1,128.86	1,113.14	50.35%
210-41970.522 PUBLIC OFFICIALS LIABILIT	5,857.00	2,880.75	2,976.25	49.18%
210-41970.530 COMMUNICATIONS	2,500.00	352.00	2,148.00	14.08%
210-41970.535 TELEPHONE SERVICES	1,644.00	402.66	1,241.34	24.49%
210-41970.536 POSTAGE	600.00	140.71	459.29	23.45%
210-41970.550 PRINTING AND ADVERTISING	3,000.00	505.16	2,494.84	16.84%
210-41970.575 RECORDING FEES	2,500.00	150.00	2,350.00	6.00%
210-41970.580 TRAVEL	2,400.00	600.00	1,800.00	25.00%
210-41970.610 SUPPLIES	2,000.00	393.92	1,606.08	19.70%
210-41970.891 CAPITAL OUTLAY	1,500.00	1,451.00	49.00	96.73%
<b>Total COMMUNITY DEVELOPMENT</b>	<b>249,937.00</b>	<b>58,522.84</b>	<b>191,414.16</b>	<b>23.42%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>970,764.00</b>	<b>240,702.29</b>	<b>730,061.71</b>	<b>24.80%</b>

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<b>210-42220 FIRE DEPARTMENT</b>				
<b>210-42220.1 FIRE SALARIES</b>				
210-42220.140 SALARIES - FIREFIGHTERS	144,000.00	33,985.47	110,014.53	23.60%
<b>Total FIRE SALARIES</b>	<b>144,000.00</b>	<b>33,985.47</b>	<b>110,014.53</b>	<b>23.60%</b>
<b>210-42220.2 FIRE BENEFITS</b>				
210-42220.200 EMPLOYEE ASSISTANCE PROGR	900.00	216.00	684.00	24.00%
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	3,300.00	300.00	91.67%
210-42220.220 SOCIAL SECURITY	11,050.00	2,599.87	8,450.13	23.53%
210-42220.226 WORKERS COMP INSURANCE	22,789.00	6,492.12	16,296.88	28.49%
<b>Total FIRE BENEFITS</b>	<b>38,339.00</b>	<b>12,607.99</b>	<b>28,731.01</b>	<b>32.89%</b>
210-42220.410 WATER AND SEWER CHARGE	600.00	99.17	500.83	16.53%
210-42220.432 VEHICLE MAINTENANCE	14,000.00	7,425.20	6,574.80	53.04%
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	1,214.41	4,785.59	20.24%
210-42220.443 RADIO MAINTENANCE	2,000.00	23.00	1,977.00	1.15%
210-42220.500 TRAINING, CONFERENCES, DU	5,000.00	657.46	4,342.54	13.15%
210-42220.521 LIABILITY & PROPERTY INS.	7,545.00	3,351.58	4,193.42	44.42%
210-42220.535 TELEPHONE SERVICES	3,400.00	609.31	2,790.69	17.92%
210-42220.566 PHYSICAL EXAMS	6,500.00	942.00	5,558.00	14.49%
210-42220.570 MAINTENANCE OTHER	14,000.00	3,991.05	10,008.95	28.51%
210-42220.578 EMERGENCY GENERATOR MAINT	500.00	0.00	500.00	0.00%
210-42220.610 SUPPLIES	2,400.00	564.47	1,835.53	23.52%
210-42220.611 NEW EQUIPMENT-RADIOS	2,000.00	0.00	2,000.00	0.00%
210-42220.612 UNIFORMS,BOOTS,ETC	20,000.00	2,632.07	17,367.93	13.16%
210-42220.615 EMS SUPPLIES	1,500.00	0.00	1,500.00	0.00%
210-42220.622 ELECTRICAL SERVICE	7,000.00	428.40	6,571.60	6.12%
210-42220.623 HEATING/NATURAL GAS	5,200.00	99.20	5,100.80	1.91%
210-42220.626 GAS,GREASE AND OIL	7,200.00	648.77	6,551.23	9.01%
210-42220.838 FIRE PREVENTION	2,000.00	1,396.15	603.85	69.81%
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	3,240.20	11,759.80	21.60%
<b>Total FIRE DEPARTMENT</b>	<b>304,184.00</b>	<b>73,915.90</b>	<b>230,268.10</b>	<b>24.30%</b>
<b>210-431 STREET DEPARTMENT</b>				
<b>210-43110 STREET GENERAL</b>				
<b>210-43110.1 STREET GENERAL SALARIES</b>				
210-43110.110 SALARIES REGULAR	173,911.00	38,565.64	135,345.36	22.18%
210-43110.130 SALARIES OVERTIME	16,300.00	2,584.40	13,715.60	15.86%
210-43110.140 SALARIES PART TIME	12,619.00	8,772.40	3,846.60	69.52%
<b>Total STREET GENERAL SALARIES</b>	<b>202,830.00</b>	<b>49,922.44</b>	<b>152,907.56</b>	<b>24.61%</b>
<b>210-43110.2 STREET GENERAL BENEFITS</b>				
210-43110.210 HEALTH INS & OTHER BENEFIT	68,742.00	16,401.56	52,340.44	23.86%
210-43110.220 SOCIAL SECURITY	15,695.00	3,713.57	11,981.43	23.66%
210-43110.226 WORKERS COMP INSURANCE	15,732.00	2,904.35	12,827.65	18.46%

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210-43110.230 RETIREMENT	17,391.00	3,948.46	13,442.54	22.70%
210-43110.250 UNEMPLOYMENT INSURANCE	824.00	224.07	599.93	27.19%
<b>Total STREET GENERAL BENEFITS</b>	<b>118,384.00</b>	<b>27,192.01</b>	<b>91,191.99</b>	<b>22.07%</b>
210-43110.410 WATER AND SEWER CHARGE	2,000.00	266.82	1,733.18	13.34%
210-43110.432 VEHICLE MAINTENANCE	22,000.00	1,192.21	20,807.79	5.42%
210-43110.434 MAINT. BUILDINGS/GROUNDS	2,500.00	0.00	2,500.00	0.00%
210-43110.441 RIGHT OF WAY AGREEMENTS	11,076.00	3,906.38	7,169.62	35.27%
210-43110.442 EQUIPMENT RENTALS	1,000.00	66.00	934.00	6.60%
210-43110.443 RADIO MAINTENANCE	200.00	0.00	200.00	0.00%
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%
210-43110.521 LIABILITY & PROPERTY INS.	14,807.00	6,520.03	8,286.97	44.03%
210-43110.535 TELEPHONE SERVICES	2,850.00	659.26	2,190.74	23.13%
210-43110.565 RUBBISH REMOVAL	6,500.00	1,110.12	5,389.88	17.08%
210-43110.570 MAINTENANCE OTHER	1,000.00	72.74	927.26	7.27%
210-43110.572 INTERVIEW COSTS	0.00	126.00	-126.00	100.00%
210-43110.576 ENGINEERING SERVICES	15,000.00	570.00	14,430.00	3.80%
210-43110.582 TRAFFIC CALMING	1,000.00	0.00	1,000.00	0.00%
210-43110.610 SUPPLIES	20,000.00	5,354.96	14,645.04	26.77%
210-43110.612 UNIFORMS,BOOTS,ETC	5,000.00	1,488.59	3,511.41	29.77%
210-43110.616 GRAVEL, TOPSOIL	4,000.00	1,722.24	2,277.76	43.06%
210-43110.617 SIGNS AND POSTS	4,000.00	2,277.42	1,722.58	56.94%
210-43110.622 ELECTRICAL SERVICE	4,000.00	562.10	3,437.90	14.05%
210-43110.623 HEATING/NATURAL GAS	4,000.00	105.58	3,894.42	2.64%
210-43110.626 GAS, GREASE AND OIL	35,000.00	2,923.69	32,076.31	8.35%
210-43110.891 CAPITAL OUTLAY	8,000.00	0.00	8,000.00	0.00%
<b>Total STREET GENERAL</b>	<b>485,647.00</b>	<b>106,038.89</b>	<b>379,608.11</b>	<b>21.83%</b>
<b>210-43120 STREET-PAVEMENT MAINT</b>				
210-43120.444 STREET MARKINGS	7,000.00	5,382.61	1,617.39	76.89%
210-43120.570 SIDEWALK AND CURB MAINTEN	4,000.00	1,735.05	2,264.95	43.38%
210-43120.610 PAVEMENT MAINTENANCE	16,000.00	11,890.30	4,109.70	74.31%
<b>Total STREET-PAVEMENT MAINT</b>	<b>27,000.00</b>	<b>19,007.96</b>	<b>7,992.04</b>	<b>70.40%</b>
<b>210-43123 STREETS - TRAFFIC LIGHTS</b>				
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,500.00	44.70	3,455.30	1.28%
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	6,000.00	1,418.65	4,581.35	23.64%
<b>Total STREETS - TRAFFIC LIGHTS</b>	<b>9,500.00</b>	<b>1,463.35</b>	<b>8,036.65</b>	<b>15.40%</b>
210-43125.570 CONTRACT SERVICES	0.00	1,155.00	-1,155.00	100.00%
210-43125.610 WINTER MAINTENANCE	90,000.00	419.55	89,580.45	0.47%
<b>210-43151 STREET - STORMWATER</b>				
<b>210-43151.1 STREET-STORMWATER SALARIE</b>				
210-43151.110 SALARIES - REGULAR	40,158.00	9,653.97	30,504.03	24.04%
<b>Total STREET-STORMWATER SALARIE</b>	<b>40,158.00</b>	<b>9,653.97</b>	<b>30,504.03</b>	<b>24.04%</b>

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<b>210-43151.2 STREET-STORMWATER BENEFIT</b>				
210-43151.210 HEALTH INS & OTHER BENEFIT	9,847.00	2,483.75	7,363.25	25.22%
210-43151.220 SOCIAL SECURITY	3,072.00	737.37	2,334.63	24.00%
210-43151.226 WORKERS COMP INSURANCE	2,306.00	573.09	1,732.91	24.85%
210-43151.230 RETIREMENT	4,016.00	935.62	3,080.38	23.30%
210-43151.250 UNEMPLOYMENT INSURANCE	76.00	0.00	76.00	0.00%
<b>Total STREET-STORMWATER BENEFIT</b>	<b>19,317.00</b>	<b>4,729.83</b>	<b>14,587.17</b>	<b>24.49%</b>
210-43151.430 STORM SEWER MAINTENANCE	10,000.00	1,100.00	8,900.00	11.00%
<b>Total STREET - STORMWATER</b>	<b>29,317.00</b>	<b>5,829.83</b>	<b>23,487.17</b>	<b>20.23%</b>
<b>210-43160 STREET STREET LIGHTS</b>				
210-43160.610 STREET LIGHTS SUPPLIES/MA	3,500.00	0.00	3,500.00	0.00%
210-43160.622 STREET LIGHTS - ELECTRICI	131,948.00	20,939.00	111,009.00	15.87%
<b>Total STREET STREET LIGHTS</b>	<b>135,448.00</b>	<b>20,939.00</b>	<b>114,509.00</b>	<b>15.46%</b>
<b>210-43161 STREETS - CONSERVATION</b>				
210-43161.000 STREETScape MAINT./IMP	16,000.00	2,467.85	13,532.15	15.42%
210-43161.001 VILLAGE GARDEN SPOTS	3,000.00	227.50	2,772.50	7.58%
210-43161.002 MEMORIAL PARK	3,500.00	642.50	2,857.50	18.36%
<b>Total STREETS - CONSERVATION</b>	<b>22,500.00</b>	<b>3,337.85</b>	<b>19,162.15</b>	<b>14.83%</b>
<b>Total STREET DEPARTMENT</b>	<b>51,837.00</b>	<b>8,167.68</b>	<b>43,669.32</b>	<b>15.76%</b>
<b>210-453 SENIOR SUPPORT</b>				
210-45300.150 DIRECTOR CONTRACT	7,763.00	0.00	7,763.00	0.00%
210-45300.535 TELEPHONE SERVICES	460.00	116.52	343.48	25.33%
210-45300.550 PRINTING	0.00	180.00	-180.00	100.00%
<b>Total SENIOR SUPPORT</b>	<b>8,223.00</b>	<b>296.52</b>	<b>7,926.48</b>	<b>3.61%</b>
<b>210-45551 BROWNELL LIBRARY</b>				
<b>210-45551.1 LIBRARY SALARIES</b>				
210-45551.110 SALARIES REGULAR	320,427.00	64,494.02	255,932.98	20.13%
210-45551.140 SALARIES PART TIME	97,715.00	22,513.27	75,201.73	23.04%
<b>Total LIBRARY SALARIES</b>	<b>418,142.00</b>	<b>87,007.29</b>	<b>331,134.71</b>	<b>20.81%</b>
<b>210-45551.2 LIBRARY BENEFITS</b>				
210-45551.210 HEALTH INS & OTHER BENEFIT	111,473.00	29,016.07	82,456.93	26.03%
210-45551.220 SOCIAL SECURITY	32,122.00	6,461.61	25,660.39	20.12%
210-45551.226 WORKERS COMP INSURANCE	1,584.00	412.18	1,171.82	26.02%
210-45551.230 RETIREMENT	32,043.00	6,397.36	25,645.64	19.96%
210-45551.250 UNEMPLOYMENT INSURANCE	1,800.00	306.21	1,493.79	17.01%
<b>Total LIBRARY BENEFITS</b>	<b>179,022.00</b>	<b>42,593.43</b>	<b>136,428.57</b>	<b>23.79%</b>

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210-45551.340 COMPUTER EXPENSES	3,500.00	197.29	3,302.71	5.64%
210-45551.410 WATER AND SEWER CHARGE	1,000.00	127.49	872.51	12.75%
210-45551.423 CONTRACT SERVICES	24,493.00	6,530.91	17,962.09	26.66%
210-45551.434 MAINT. BUILDINGS/GROUNDS	17,000.00	3,635.98	13,364.02	21.39%
210-45551.436 ALARM SYSTEM MAINTENANCE	400.00	219.00	181.00	54.75%
210-45551.500 TRAINING, CONFERENCES, DU	3,000.00	74.75	2,925.25	2.49%
210-45551.521 LIABILITY & PROPERTY INS.	10,317.00	4,903.62	5,413.38	47.53%
210-45551.530 TECHNOLOGY ACCESS	5,500.00	3,218.21	2,281.79	58.51%
210-45551.535 TELEPHONE SERVICES	1,200.00	274.99	925.01	22.92%
210-45551.536 POSTAGE	3,500.00	1,178.12	2,321.88	33.66%
210-45551.572 INTERVIEW COSTS	500.00	319.00	181.00	63.80%
210-45551.574 VOLUNTEER EXPENSES	500.00	0.00	500.00	0.00%
210-45551.610 SUPPLIES	13,000.00	2,432.26	10,567.74	18.71%
210-45551.622 ELECTRICAL SERVICE	15,000.00	1,951.49	13,048.51	13.01%
210-45551.623 HEATING/NATURAL GAS	7,400.00	116.52	7,283.48	1.57%
210-45551.640 ADULT COLLECTION-PRINT &	32,000.00	3,619.98	28,380.02	11.31%
210-45551.641 JUVEN COLLECTION-PRNT & E	16,000.00	3,214.62	12,785.38	20.09%
210-45551.677 COMPUTER REPLACEMENT	8,000.00	486.54	7,513.46	6.08%
210-45551.836 ADULT PROGRAMS	300.00	46.00	254.00	15.33%
210-45551.837 CHILDRENS PROGRAMS	3,000.00	1,295.91	1,704.09	43.20%
<b>Total BROWNELL LIBRARY</b>	<b>782,774.00</b>	<b>163,443.40</b>	<b>599,330.60</b>	<b>21.43%</b>
<b>210-47 DEBT SERVICE</b>				
210-47116.000 CAPITAL IMP PRINCIPAL	141,900.00	0.00	141,900.00	0.00%
210-47216.000 CAPITAL IMP - INTEREST	81,526.00	0.00	81,526.00	0.00%
<b>Total DEBT SERVICE</b>	<b>223,426.00</b>	<b>0.00</b>	<b>223,426.00</b>	<b>0.00%</b>
<b>210-491 CAPITAL/MISC TRANSFERS</b>				
210-49100.030 CAP RESRV FND CONT - BEG	441,824.00	110,456.00	331,368.00	25.00%
210-49100.031 ROLLING STOCK FUND CONTRI	193,624.00	48,406.00	145,218.00	25.00%
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	1,250.00	3,750.00	25.00%
210-49101.030 TRANS TO CAPITAL RESERVE	0.00	75,000.00	-75,000.00	100.00%
210-49101.031 HALF PENNY FOR LDR TRUCK	50,000.00	12,500.00	37,500.00	25.00%
<b>Total CAPITAL/MISC TRANSFERS</b>	<b>690,448.00</b>	<b>247,612.00</b>	<b>442,836.00</b>	<b>35.86%</b>
<b>210-493 GRANT AND OTHER UNBUDGETS</b>				
<b>210-4930 TERMINATION BENEFITS FROM</b>				
<b>Total TERMINATION BENEFITS FROM</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>210-4934 GRANT EXPENDITURES</b>				
210-49340.006 LIBRARY GRANT EXPENDITURE	0.00	300.00	-300.00	100.00%
<b>210-49345 DONATION EXPENDITURES</b>				
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	681.86	-681.86	100.00%
<b>Total DONATION EXPENDITURES</b>	<b>0.00</b>	<b>681.86</b>	<b>-681.86</b>	<b>100.00%</b>

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<b>210-49346 LIBRARY REPLACEMENT EXPEN</b>				
210-49346.001 ADULT COLLECTION-PRINT &	0.00	15.20	-15.20	100.00%
210-49346.002 JUVEN COLLECTION-PRNT & E	0.00	41.68	-41.68	100.00%
<b>Total LIBRARY REPLACEMENT EXPEN</b>	<b>0.00</b>	<b>56.88</b>	<b>-56.88</b>	<b>100.00%</b>
<b>Total GRANT EXPENDITURES</b>	<b>0.00</b>	<b>1,038.74</b>	<b>-1,038.74</b>	<b>100.00%</b>
<b>Total GRANT AND OTHER UNBUDGETE</b>	<b>0.00</b>	<b>1,038.74</b>	<b>-1,038.74</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>3,799,389.00</b>	<b>894,813.85</b>	<b>2,904,575.05</b>	<b>23.55%</b>
<b>Total GENERAL FUND</b>	<b>-34,999.00</b>	<b>483,101.41</b>	<b>-518,100.41</b>	
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>230-331 GRANT REVENUE</b>				
230-33120.000 CRES CNCTR GRANT STP 5300	3,770,265.00	0.00	3,770,265.00	0.00%
230-33123.000 PEARL MISS LNK EJ STP 530	2,120,000.00	0.00	2,120,000.00	0.00%
<b>Total GRANT REVENUE</b>	<b>5,890,265.00</b>	<b>0.00</b>	<b>5,890,265.00</b>	<b>0.00%</b>
<b>230-341 CONTRIBUTIONS</b>				
230-34105.000 CVE CONTRIB FOR ECONOMIC	5,000.00	0.00	5,000.00	0.00%
<b>Total CONTRIBUTIONS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>230-361 INTEREST EARNINGS</b>				
<b>Total INTEREST EARNINGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>230-391 GENERAL FUND TRANSFER IN</b>				
230-39110.000 CONTRIB FROM GENERAL FUND	441,824.00	185,456.00	256,368.00	41.98%
<b>Total GENERAL FUND TRANSFER IN</b>	<b>441,824.00</b>	<b>185,456.00</b>	<b>256,368.00</b>	<b>41.98%</b>
<b>Total Revenues</b>	<b>6,337,069.00</b>	<b>185,456.00</b>	<b>6,151,633.00</b>	<b>2.93%</b>
230-46801.005 WODS END DR. RECONST	0.00	1,257.18	-1,257.18	100.00%
230-46801.006 MULTI-USE PATH NORTH	0.00	3,308.45	-3,308.45	100.00%
230-46801.007 PEARL ST. LINKING SIDEWAL	2,119,250.00	4,933.39	2,114,316.61	0.23%

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230-46801.008 CRESCENT CONNECTOR	3,822,996.00	16,731.99	3,806,264.01	0.44%
230-46801.009 RAILROAD AVE. RDWY/WTR LI	82,436.00	0.00	82,436.00	0.00%
230-46801.010 LINCOLN HALL RESTORATIONS	125,000.00	4,605.50	120,394.50	3.68%
230-46801.011 MAIN ST. SDWLK SCOPING ST	0.00	4,821.40	-4,821.40	100.00%
230-46801.700 CAPITAL RES. PAVING	175,000.00	97,438.19	77,561.81	55.68%
<b>Total Expenditures</b>	<b>6,324,682.00</b>	<b>133,096.10</b>	<b>6,191,585.90</b>	<b>2.10%</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>12,407.00</b>	<b>52,359.90</b>	<b>-39,952.90</b>	
231-39110.000 CONTRIB FROM GENERAL FUND	0.00	60,906.00	-60,906.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>60,906.00</b>	<b>-60,906.00</b>	<b>100.00%</b>
231-43131.160 DIESEL DUMP TRUCK #34 REP	144,000.00	138.00	143,862.00	0.10%
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50,000.00	50,000.00	0.00	100.00%
231-47217.000 INTEREST EXPENSE	1,965.00	2,274.05	-309.05	115.73%
<b>Total Expenditures</b>	<b>195,965.00</b>	<b>52,412.05</b>	<b>143,552.95</b>	<b>26.75%</b>
<b>Total ROLLING STOCK FUND</b>	<b>-195,965.00</b>	<b>8,493.95</b>	<b>-204,458.95</b>	
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
253-468 CAPITAL PROJECTS				
253-46801.001 SCHOOL ST. RDWY/WTR/SWR R	0.00	3,505.72	-3,505.72	100.00%
253-46801.002 MAIN ST. DRAINAGE-BRDG TO	0.00	306,259.77	-306,259.77	100.00%
253-46801.003 HILLCREST DRNG/N HILLCRST	0.00	959.84	-959.84	100.00%
253-46801.004 MAPLE ST. CULVERT	0.00	127,027.83	-127,027.83	100.00%
253-46801.005 BRIAR LANE RD/SDWK/WTR LI	0.00	775.54	-775.54	100.00%
<b>Total CAPITAL PROJECTS</b>	<b>0.00</b>	<b>438,528.70</b>	<b>-438,528.70</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>438,528.70</b>	<b>-438,528.70</b>	<b>100.00%</b>
<b>Total BOND FUND</b>	<b>0.00</b>	<b>-438,528.70</b>	<b>438,528.70</b>	
254-3 REVENUE				
254-34 OPERATING REVENUE				
254-34403.000 MISC. - UNCLASSIFIED RECE	0.00	6,385.15	-6,385.15	100.00%
254-348 USER CHARGES				
254-34801.000 SALE OF WATER-RESIDENTIAL	834,766.00	108,477.46	726,288.54	12.99%

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254-34811.000 WATER BILLING PENALTIES	3,500.00	428.79	3,071.21	12.25%
254-34812.000 WATER SALES - LARGE USERS	98,414.00	17,779.20	80,634.80	18.07%
254-34813.000 WATER RECONNECT FEES	0.00	112.50	-112.50	100.00%
254-34821.000 HOOK ON FEES	15,000.00	5,000.00	10,000.00	33.33%
<b>Total USER CHARGES</b>	<b>931,680.00</b>	<b>131,797.93</b>	<b>819,882.05</b>	<b>13.85%</b>
<b>254-349 GF PASS THROUGH REVENUES</b>				
254-34900.000 SALE OF WATER-GF	2,382,501.00	439,590.72	1,942,910.28	18.45%
254-34902.000 SALE OF WATER - GF VT TA	59,752.00	11,112.00	48,640.00	18.60%
<b>Total GF PASS THROUGH REVENUES</b>	<b>2,442,253.00</b>	<b>450,702.72</b>	<b>1,991,550.28</b>	<b>18.45%</b>
<b>Total OPERATING REVENUE</b>	<b>3,393,933.00</b>	<b>588,805.82</b>	<b>2,805,047.18</b>	<b>17.35%</b>
<b>254-390 NON OPERATING REVENUE</b>				
254-39000.001 CURRENT YR CONTRIBUTION I	130,000.00	32,500.00	97,500.00	25.00%
<b>Total NON OPERATING REVENUE</b>	<b>130,000.00</b>	<b>32,500.00</b>	<b>97,500.00</b>	<b>25.00%</b>
<b>Total REVENUE</b>	<b>3,523,933.00</b>	<b>621,305.82</b>	<b>2,902,547.18</b>	<b>17.63%</b>
<b>Total Revenues</b>	<b>3,523,933.00</b>	<b>621,305.82</b>	<b>2,902,547.18</b>	<b>17.63%</b>
<b>254-43 EXPENSES</b>				
<b>254-432 OPERATING EXPENSES</b>				
<b>254-4320 GENERAL EXPENSES</b>				
<b>254-43200.1 WATER FUND SALARIES</b>				
254-43200.110 SALARIES REGULAR	100,902.00	22,875.23	78,026.77	22.67%
254-43200.130 SALARIES OVERTIME	16,000.00	2,288.71	13,711.29	14.30%
254-43200.140 SALARIES PART TIME	5,081.00	1,837.05	3,243.95	36.16%
<b>Total WATER FUND SALARIES</b>	<b>121,983.00</b>	<b>27,000.99</b>	<b>94,982.01</b>	<b>22.14%</b>
<b>254-43200.2 WATER FUND BENEFITS</b>				
254-43200.210 HEALTH INS & OTHER BENEFIT	42,732.00	11,715.74	31,016.26	27.42%
254-43200.220 SOCIAL SECURITY	9,020.00	1,976.33	7,043.67	21.91%
254-43200.226 WORKERS COMP INSURANCE	6,223.00	1,222.00	5,001.00	19.64%
254-43200.230 RETIREMENT	10,090.00	2,327.17	7,762.83	23.06%
254-43200.250 UNEMPLOYMENT INSURANCE	425.00	143.01	281.99	33.65%
<b>Total WATER FUND BENEFITS</b>	<b>68,490.00</b>	<b>17,384.25</b>	<b>51,105.75</b>	<b>25.38%</b>
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
254-43200.335 AUDIT	3,605.00	0.00	3,605.00	0.00%
254-43200.340 COMPUTER EXPENSES	1,200.00	1,159.09	40.91	96.59%
254-43200.410 WATER AND SEWER CHARGE	600.00	22.35	577.65	3.73%
254-43200.411 CND WATER PURCHASE	457,733.00	86,870.18	370,862.82	18.98%
254-43200.412 STATE WATER TAX	11,480.00	2,195.91	9,284.09	19.13%

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254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	0.00	16,000.00	0.00%
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	91.66	50.34	64.55%
254-43200.491 CONTRACTUAL SERVICES	108,760.00	27,190.00	81,570.00	25.00%
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	72.00	1,928.00	3.60%
254-43200.521 LIABILITY & PROPERTY INS.	2,787.00	1,337.73	1,449.27	48.00%
254-43200.535 TELEPHONE SERVICES	1,000.00	179.31	820.69	17.93%
254-43200.536 POSTAGE	1,700.00	392.11	1,307.89	23.07%
254-43200.550 PRINTING AND ADVERTISING	2,000.00	0.00	2,000.00	0.00%
254-43200.570 MAINTENANCE OTHER	1,000.00	525.39	474.61	52.54%
254-43200.610 SUPPLIES	5,000.00	1,366.16	3,633.84	27.32%
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	170.00	1,330.00	11.33%
254-43200.614 DISTRIBUTION MATERIALS	6,000.00	4,466.39	1,533.61	74.44%
254-43200.622 ELECTRICAL SERVICE	700.00	127.43	572.57	18.20%
254-43200.623 HEATING/NATURAL GAS	3,500.00	60.82	3,439.18	1.74%
254-43200.626 GAS,GREASE AND OIL	3,500.00	429.31	3,070.69	12.27%
254-43200.742 TRANS TO CAPITAL RESERVE	130,000.00	32,500.00	97,500.00	25.00%
<b>Total GENERAL EXPENSES</b>	<b>951,680.00</b>	<b>203,541.08</b>	<b>748,138.92</b>	<b>21.39%</b>
<b>254-4321 OF WATER EXPENSES</b>				
254-43210.411 CWD WATER PURC - GF	2,382,501.00	439,590.72	1,942,910.28	18.45%
254-43210.412 STATE WATER TAX - GF	59,752.00	11,112.00	48,640.00	18.60%
<b>Total OF WATER EXPENSES</b>	<b>2,442,253.00</b>	<b>450,702.72</b>	<b>1,991,550.28</b>	<b>18.45%</b>
<b>Total OPERATING EXPENSES</b>	<b>3,393,933.00</b>	<b>654,243.80</b>	<b>2,739,689.20</b>	<b>19.28%</b>
<b>254-433 CAPITAL PROJECT EXPENSES</b>				
254-43330.001 RAILROAD AVE. REDY/WTR LN	90,061.00	0.00	90,061.00	0.00%
254-43330.002 METER REPLACEMENT PROGRAM	58,335.00	349.04	57,985.96	0.60%
254-43330.004 MAPLE ST. CULVT/WTRLINE	0.00	102,031.10	-102,031.10	100.00%
254-43330.008 SCHL ST. RDWY/WTRLINE	0.00	1,901.92	-1,901.92	100.00%
<b>254-43332 BONDED PROJECTS</b>				
254-43332.003 HILLCREST DRNG/N HILLCRES	0.00	304.66	-304.66	100.00%
254-43332.005 BRIAR LANE RD/SDWK/WTR LN	0.00	106.96	-106.96	100.00%
<b>Total BONDED PROJECTS</b>	<b>0.00</b>	<b>411.62</b>	<b>-411.62</b>	<b>100.00%</b>
<b>Total CAPITAL PROJECT EXPENSES</b>	<b>148,396.00</b>	<b>104,693.68</b>	<b>43,702.32</b>	<b>70.55%</b>
<b>Total EXPENSES</b>	<b>3,542,329.00</b>	<b>758,937.48</b>	<b>2,783,391.52</b>	<b>21.42%</b>
<b>Total Expenditures</b>	<b>3,542,329.00</b>	<b>758,937.48</b>	<b>2,783,391.52</b>	<b>21.42%</b>
<b>Total WATER FUND</b>	<b>-18,396.00</b>	<b>-137,551.66</b>	<b>119,155.66</b>	
<b>255-3 REVENUE</b>				
<b>255-34 OPERATING REVENUE</b>				
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	4.11	-4.11	100.00%
<b>255-348 VILLAGE USER CHARGES</b>				

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255-34801.000 VILLAGE USER CHARGE	731,293.00	121,201.86	610,091.14	16.57%
255-34811.000 VILLAGE USER PENALTIES	3,000.00	496.31	2,503.69	16.54%
255-34812.000 VILL. SEPTAGE DISCHARGE I	6,000.00	11,937.25	-5,937.25	198.95%
255-34813.000 VILLAGE LEACHATE REVENUES	0.00	449.74	-449.74	100.00%
<b>Total VILLAGE USER CHARGES</b>	<b>740,293.00</b>	<b>134,085.16</b>	<b>608,207.84</b>	<b>18.11%</b>
<b>255-349 TRI-TOWN REVENUES</b>				
255-34900.000 WASTEWATER CHARGE - ESSEX	461,175.00	115,571.10	345,603.90	25.06%
255-34901.000 WASTEWATER CHARGE - WILLI	599,293.00	149,823.24	449,469.76	25.00%
255-34903.001 SHARED SEPTAGE REVENUES	3,000.00	0.00	3,000.00	0.00%
255-34903.005 PUMP STATION MAINT. FEES	30,300.00	7,575.00	22,725.00	25.00%
<b>Total TRI-TOWN REVENUES</b>	<b>1,093,768.00</b>	<b>272,969.34</b>	<b>820,798.66</b>	<b>24.96%</b>
<b>Total OPERATING REVENUE</b>	<b>1,834,061.00</b>	<b>407,058.61</b>	<b>1,427,002.39</b>	<b>22.19%</b>
<b>255-39 NON OPERATING INCOME</b>				
255-39000.001 CURRENT YR CONTRIBUTION I	280,000.00	70,000.00	210,000.00	25.00%
<b>Total NON OPERATING INCOME</b>	<b>280,000.00</b>	<b>70,000.00</b>	<b>210,000.00</b>	<b>25.00%</b>
<b>Total REVENUE</b>	<b>2,114,061.00</b>	<b>477,058.61</b>	<b>1,637,002.39</b>	<b>22.57%</b>
<b>Total Revenues</b>	<b>2,114,061.00</b>	<b>477,058.61</b>	<b>1,637,002.39</b>	<b>22.57%</b>
<b>255-43 EXPENSES</b>				
<b>255-4320 GENERAL EXPENSES</b>				
<b>255-43200.1 WMTF SALARIES</b>				
255-43200.110 SALARIES REGULAR	327,515.00	69,216.48	258,298.52	21.13%
255-43200.130 SALARIES OVERTIME	45,000.00	10,490.19	34,509.81	23.31%
255-43200.140 SALARIES PART TIME	7,979.00	6,397.74	1,581.26	80.18%
<b>Total WMTF SALARIES</b>	<b>380,494.00</b>	<b>86,104.41</b>	<b>294,389.59</b>	<b>22.63%</b>
<b>255-43200.2 WMTF BENEFITS</b>				
255-43200.210 HEALTH INS & OTHER BENEFIT	114,631.00	24,228.13	90,402.87	21.14%
255-43200.220 SOCIAL SECURITY	29,367.00	6,606.40	22,760.60	22.50%
255-43200.226 WORKERS COMP INSURANCE	17,747.00	3,837.29	13,909.71	21.62%
255-43200.230 RETIREMENT	32,752.00	7,191.63	25,560.37	21.96%
255-43200.250 UNEMPLOYMENT INSURANCE	1,535.00	87.03	1,447.97	5.67%
<b>Total WMTF BENEFITS</b>	<b>196,032.00</b>	<b>41,950.48</b>	<b>154,081.52</b>	<b>21.40%</b>
255-43200.320 LEGAL SERVICES	1,000.00	165.00	835.00	16.50%
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%
255-43200.335 AUDIT	4,000.00	0.00	4,000.00	0.00%
255-43200.410 WATER AND SEWER CHARGE	5,000.00	474.57	4,525.43	9.49%
255-43200.432 VEHICLE MAINTENANCE	2,500.00	71.93	2,428.07	2.88%

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255-43200.491 CONTRACTUAL SERVICES	54,380.00	13,595.00	40,785.00	25.00%
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	561.80	5,938.20	8.64%
255-43200.521 LIABILITY & PROPERTY INS.	22,854.00	10,071.31	12,782.69	44.07%
255-43200.535 TELEPHONE SERVICES	4,800.00	1,115.43	3,684.57	23.24%
255-43200.565 GRIT DISPOSAL	8,500.00	2,139.86	6,360.14	25.17%
255-43200.567 SLUDGE DewaterING	150,000.00	0.00	150,000.00	0.00%
255-43200.568 SLUDGE MANAGEMENT	175,000.00	7,111.13	167,888.87	4.06%
255-43200.569 WWTF ANNUAL PERMIT FEE	8,500.00	0.00	8,500.00	0.00%
255-43200.570 MAINTENANCE OTHER	75,000.00	22,050.55	52,949.45	29.40%
255-43200.577 CONTRACT LABORATORY SERVI	8,500.00	830.00	7,670.00	9.76%
255-43200.610 SUPPLIES	10,000.00	2,518.52	7,481.48	25.19%
255-43200.612 UNIFORMS,BOOTS,ETC	5,000.00	436.84	4,563.16	8.74%
255-43200.618 SUPPLIES - LABORATORY	11,000.00	2,996.26	8,003.74	27.24%
255-43200.619 CHEMICALS	195,000.00	40,587.45	154,412.55	20.81%
255-43200.622 ELECTRICAL SERVICE	200,000.00	20,047.14	179,952.86	10.02%
255-43200.623 HEATING/NATURAL GAS	20,000.00	1,533.76	18,466.24	7.67%
255-43200.626 GAS,GREASE AND OIL	6,000.00	651.35	5,348.65	10.86%
255-43200.742 TRANS TO CAPITAL RESERVE	280,000.00	70,000.00	210,000.00	25.00%
<b>Total GENERAL EXPENSES</b>	<b>1,834,060.00</b>	<b>325,012.79</b>	<b>1,509,047.21</b>	<b>17.72%</b>
<b>255-433 CAPITAL PROJECTS/EXPENSES</b>				
255-43330.004 CO-GEN	0.00	1,887.72	-1,887.72	100.00%
<b>Total CAPITAL PROJECTS/EXPENSES</b>	<b>0.00</b>	<b>1,887.72</b>	<b>-1,887.72</b>	<b>100.00%</b>
<b>255-434 NON-OPERATING EXPENSES</b>				
<b>Total NON-OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total EXPENSES</b>	<b>1,834,060.00</b>	<b>326,900.51</b>	<b>1,507,159.49</b>	<b>17.82%</b>
<b>Total Expenditures</b>	<b>1,834,060.00</b>	<b>326,900.51</b>	<b>1,507,159.49</b>	<b>17.82%</b>
<b>Total WASTEWATER FUND</b>	<b>280,001.00</b>	<b>150,158.10</b>	<b>129,842.90</b>	
<b>256-3 REVENUE</b>				
<b>256-33 INTERGOVERNMENTAL REVENUE</b>				
256-33900.000 ESSEX PUMP STATION FEES	21,825.00	8,832.51	12,992.49	40.47%
256-33900.001 PARY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%
<b>Total INTERGOVERNMENTAL REVENUE</b>	<b>36,825.00</b>	<b>8,832.51</b>	<b>27,992.49</b>	<b>23.99%</b>
<b>256-34 OPERATING REVENUE</b>				
256-34403.000 MISC. - UNCLASSIFIED RECE	0.00	-0.26	0.26	100.00%
<b>256-348 USER CHARGES</b>				
256-34801.000 ANNUAL CUSTOMER CHARGE	528,322.00	100,266.99	428,055.01	18.98%
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,000.00	413.62	1,586.38	20.68%
256-34821.000 HOOK ON FEES	30,000.00	54,000.00	-24,000.00	180.00%

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<b>Total USER CHARGES</b>	<b>560,322.00</b>	<b>154,660.61</b>	<b>405,641.39</b>	<b>27.61%</b>
<b>Total OPERATING REVENUE</b>	<b>560,322.00</b>	<b>154,660.35</b>	<b>405,641.65</b>	<b>27.61%</b>
<b>256-39 NON OPERATING REVENUE</b>				
256-39000.001 CURRENT YR CONTRIBUTION I	95,000.00	23,750.00	71,250.00	25.00%
256-39200.001 WWTF CAPACITY SALE REVENU	100,000.00	100,000.00	0.00	100.00%
<b>Total NON OPERATING REVENUE</b>	<b>195,000.00</b>	<b>123,750.00</b>	<b>71,280.00</b>	<b>63.46%</b>
<b>Total REVENUE</b>	<b>755,322.00</b>	<b>278,410.66</b>	<b>504,884.14</b>	<b>36.26%</b>
<b>Total Revenues</b>	<b>755,322.00</b>	<b>278,410.66</b>	<b>504,884.14</b>	<b>36.26%</b>
<b>256-43 EXPENSES</b>				
<b>256-432 OPERATING EXPENSES</b>				
<b>256-43200.1 SANITATION SALARIES</b>				
256-43200.110 SALARIES REGULAR	76,735.00	17,275.01	59,459.99	22.51%
256-43200.130 SALARIES OVERTIME	11,300.00	2,148.15	9,151.85	19.01%
256-43200.140 SALARIES PART TIME	5,081.00	1,837.05	3,243.95	36.16%
<b>Total SANITATION SALARIES</b>	<b>93,116.00</b>	<b>21,260.21</b>	<b>71,855.79</b>	<b>22.83%</b>
<b>256-43200.2 SANITATION BENEFITS</b>				
256-43200.210 HEALTH INS & OTHER BENEFIT	42,731.00	10,898.81	31,832.19	25.51%
256-43200.220 SOCIAL SECURITY	7,208.00	1,571.82	5,636.18	21.81%
256-43200.226 WORKERS COMP INSURANCE	4,557.00	923.48	3,633.52	20.27%
256-43200.230 RETIREMENT	7,674.00	1,685.56	5,988.44	21.96%
256-43200.250 UNEMPLOYMENT INSURANCE	430.00	24.96	405.04	5.80%
<b>Total SANITATION BENEFITS</b>	<b>62,600.00</b>	<b>15,104.63</b>	<b>47,495.37</b>	<b>24.13%</b>
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
256-43200.335 AUDIT	1,751.00	0.00	1,751.00	0.00%
256-43200.340 COMPUTER EXPENSES	2,500.00	2,318.18	181.82	92.73%
256-43200.410 WATER AND SEWER CHARGE	1,000.00	70.83	929.17	7.08%
256-43200.430 SANITATION LINES MAINTENA	6,500.00	12,364.63	-5,864.63	190.23%
256-43200.434 PUMP STATION MAINTENANCE	5,000.00	361.17	4,638.83	7.22%
256-43200.436 SANIT. LINE BACK-UP CLEAN	1,500.00	0.00	1,500.00	0.00%
256-43200.441 RIGHT OF WAY AGREEMENTS	1,020.00	1,345.77	-325.77	131.94%
256-43200.491 CONTRACTUAL SERVICES	139,060.00	35,592.50	103,467.50	25.60%
256-43200.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%
256-43200.521 LIABILITY & PROPERTY INS.	6,550.00	2,863.36	3,686.64	43.72%
256-43200.536 POSTAGE	3,000.00	814.22	2,185.78	27.14%
256-43200.550 PRINTING AND ADVERTISING	850.00	0.00	850.00	0.00%
256-43200.570 MAINTENANCE OTHER	1,000.00	0.00	1,000.00	0.00%
256-43200.572 INTERVIEW COSTS	0.00	574.00	-574.00	100.00%
256-43200.610 SUPPLIES	1,000.00	1,839.19	-839.19	183.92%

Town of Essex General Ledger  
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SANITATION FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	229.99	1,270.01	15.33%
256-43200.622 ELECTRICAL SERVICE	10,000.00	1,680.88	8,319.12	16.81%
256-43200.623 HEATING/NATURAL GAS	1,700.00	49.86	1,650.14	2.93%
256-43200.626 GAS,GREASE AND OIL	3,500.00	500.77	2,999.23	14.31%
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	23,750.00	71,250.00	25.00%
<b>256-43220 ESSEX PS COSTS</b>				
256-43220.001 SUSIE WILSON PS COSTS	7,500.00	766.20	6,733.80	10.22%
256-43220.002 WEST ST PS COSTS	9,000.00	1,434.08	7,565.92	15.93%
<b>Total ESSEX PS COSTS</b>	<b>16,500.00</b>	<b>2,200.28</b>	<b>14,299.72</b>	<b>13.34%</b>
<b>Total OPERATING EXPENSES</b>	<b>496,147.00</b>	<b>122,820.47</b>	<b>333,226.53</b>	<b>26.95%</b>
<b>256-433 CAPITAL PROJECTS/EXPENSE</b>				
256-43330.002 METER REPLACEMENT PROGRAM	116,667.00	698.07	115,968.93	0.60%
256-43330.003 MISC PS WORK - (FY12 BUDG	0.00	3,750.00	-3,750.00	100.00%
256-43330.004 MANHOLE REHAB (INFILT REP	20,000.00	0.00	20,000.00	0.00%
256-43330.005 RIVER ST. PS CNTL PANEL,	0.00	11,835.56	-11,835.56	100.00%
256-43330.008 SCHL ST. RDWY/WTRLINE	0.00	1,131.34	-1,131.34	100.00%
<b>Total CAPITAL PROJECTS/EXPENSE</b>	<b>136,667.00</b>	<b>17,414.97</b>	<b>119,252.03</b>	<b>12.74%</b>
<b>256-434 NON OPERATING EXPENSES</b>				
<b>Total NON OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total EXPENSES</b>	<b>592,814.00</b>	<b>140,335.44</b>	<b>452,478.56</b>	<b>23.67%</b>
<b>Total Expenditures</b>	<b>592,814.00</b>	<b>140,335.44</b>	<b>452,478.56</b>	<b>23.67%</b>
<b>Total SANITATION FUND</b>	<b>189,333.00</b>	<b>146,827.42</b>	<b>52,405.58</b>	
<b>Total All Funds</b>	<b>242,381.00</b>	<b>264,860.42</b>	<b>-22,379.42</b>	