



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 10, 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 Grant Funds to Center for Technology for Street Tree Nursery Program – Bob Travers
4. **OLD BUSINESS**
 - a. Resident Request for Private Well - Robin Pierce
 - b. Resident Request for Crosswalk on Pearl Street – Robin Pierce
 - c. Thoughtful Growth in Action Contract Addendum – Greg Duggan
 - d. Approve and Sign Resolution for Winter Operations Plan – Dennis Lutz
5. **NEW BUSINESS**
 - a. Appointment to CCRPC Active Transportation Plan 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 11/3/15
 - c. 2016 VLCT Municipal Policy
 - d. Finance and Maintenance Agreements with State of Vermont for 2016 Paving
 - e. Thank you letter from GBIC for annual contribution
 - f. Thank you letter to and acknowledgement from Sandy Willey
 - g. Certification of Election Results Essex Junction School District Special Meeting 11/3/15
 - h. Burlington Free Press article about GlobalFoundries 11/4/15
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 10/27/15
 - b. Expense Warrant #16015 dated 10/29/15 in the amount of \$18,767.58
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.

Old Business

4 a.

Patty Benoit

Subject: FW: 19 Taft Street agenda item

From: Patty Benoit
Sent: Monday, November 09, 2015 11:02 AM
To: Robin Pierce; Pat Scheidel - Village
Subject: 19 Taft Street agenda item

From: Dr. Prabhakar Metlapalli, Ph.D. [<mailto:pmetlapalli@gmail.com>]
Sent: Monday, November 09, 2015 10:59 AM
To: Patty Benoit
Subject: Re: Village Trustees meeting 11/10/15

Thx. Just want to let you know that I am not willing to put any septic tank on my home property to do the drilled well. So if the agenda is to discuss a septic tank, then you can drop the whole item from the agenda.

My request is to close off the town water pipe and have the drilled pipe go straight to the home, and also put the water meter on the drilled pipe. So there won't be any mixing with town water and I pay the water bill as well. If we are willing to discuss that request, please let me know. Thx again

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



Agenda Addition
5 b.
New Business

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

November 10, 2015

Letter to the Editor of the Essex Reporter:

Subject: Job Well Done

Congratulations to the entire RED committee. On behalf of the Essex Junction Trustees, I would like to extend our sincere thanks for your hard work and dedication to the task of improving educational opportunities for our children.

The impressive approval by voters in Essex Junction, Essex Town, and Westford in favor of forming a unified union school district validates your efforts. Our board and the Village staff look forward to maintaining our positive relationship with Village schools and supporting the new Essex Westford Educational Community Unified Union School District in its endeavors.

Best Regards,

George Tyler, President
Essex Junction Board of Trustees

11/06/15
11:09 am

Town of Essex General Ledger
Current Yr Pd: 4 - Budget Status Report
October, 2015
GENERAL FUND

Agenda Addition
Consent
Agenda 8c.
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lmorrisseau

Account	Budget	Actual	Budget Balance	Actual % of Budget
PROPERTY TAXES-CURRENT	2,564,285.00	1,283,569.19	1,280,715.81	50.06%
STATE FOR VT PILOT & CURR	2,500.00	0.00	2,500.00	0.00%
ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%
TOWN STORMWATER PAYMENT	59,500.00	0.00	59,500.00	0.00%
TOWN STREET DEPT PAYMENT	780,070.00	0.00	780,070.00	0.00%
LICENSE AND ZONING FEE	50,000.00	16,385.48	33,614.52	32.77%
WHITCOMB FARM SOLAR PILOT	5,524.00	0.00	5,524.00	0.00%
MISCELLANEOUS FIRE RECEIP	10.00	0.00	10.00	0.00%
STATE DISTRICT COURT FINE	2,000.00	560.00	1,440.00	28.00%
INTEREST EARNINGS	2,000.00	1,013.93	986.07	50.70%
PARKING SPACE FEES	4,800.00	1,600.00	3,200.00	33.33%
LINCOLN HALL RENTALS	1.00	30.00	-29.00	3,000.00%
BLOCK PARTY CONTRIBUTIONS	1,500.00	50.00	1,450.00	3.33%
MISC. - UNCLASSIFIED RECE	2,000.00	19.41	1,980.59	0.97%
MISCELLANEOUS STREET RECE	3,000.00	244.30	2,755.70	8.14%
MISCELLANEOUS LIBRARY REC	300.00	194.00	106.00	64.67%
SALE OF ASSET	0.00	0.00	0.00	0.00%
SERVICE FEE - WATER	108,760.00	27,190.00	81,570.00	25.00%
SERVICE FEE - WWTP	54,380.00	13,595.00	40,785.00	25.00%
SERVICE FEE - SANITATION	108,760.00	27,190.00	81,570.00	25.00%
UNBUDGETED REVENUE				
VLCT EQUIP GRANT	0.00	0.00	0.00	0.00%
OTHER DONATIONS	0.00	0.00	0.00	0.00%
DONATION TO FIRE DEPT	0.00	0.00	0.00	0.00%
DONATIONS TO LIBRARY	0.00	3,901.66	-3,901.66	100.00%
BROWNELL LIBRARY GRANTS	0.00	2,316.00	-2,316.00	100.00%
MISC GRANTS	0.00	0.00	0.00	0.00%
MUNICIPAL PLANNING GRANT	0.00	0.00	0.00	0.00%
MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%
CARING FOR CANOPY GRANT	0.00	0.00	0.00	0.00%
ADULT REPLACEMENT RECEIPT	0.00	615.95	-615.95	100.00%
JUVENILE REPLACEMENT RECE	0.00	373.00	-373.00	100.00%
Total UNBUDGETED REVENUE	0.00	7,856.61	-7,856.61	100.00%
Total Revenues	3,764,390.00	1,379,497.92	2,384,892.08	36.65%
GENERAL GOVERNMENT				
GENERAL EXPENSES				
ADMINISTRATION				
ADMIN SALARIES				
SALARIES REGULAR	269,205.00	90,811.18	178,393.82	33.73%
SALARIES OVERTIME	2,000.00	1,096.50	903.50	54.83%
SALARIES PART TIME	15,814.00	4,017.98	11,796.02	25.41%
MANAGER CONTRACT	57,955.00	20,500.00	37,455.00	35.37%
Total ADMIN SALARIES	344,974.00	116,425.66	228,548.34	33.75%
ADMIN BENEFITS				

Account	Budget	Actual	Budget Balance % of Budget	Actual
HEALTH INS & OTHER BENEFIT	74,316.00	25,240.49	49,075.51	33.96%
SOCIAL SECURITY	22,282.00	7,346.97	14,935.03	32.97%
WORKERS COMP INSURANCE	1,139.00	454.72	684.28	39.92%
RETIREMENT	26,920.00	8,882.64	18,037.36	33.00%
UNEMPLOYMENT INSURANCE	850.00	54.63	795.37	6.43%
HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%
Total ADMIN BENEFITS	127,107.00	41,979.45	85,127.55	33.03%
BOARD MEMBER FEES	2,500.00	625.00	1,875.00	25.00%
LEGAL SERVICES	15,000.00	858.00	14,142.00	5.72%
OTHER PROFESSIONAL SERVICE	1,000.00	0.00	1,000.00	0.00%
AUDIT	5,800.00	0.00	5,800.00	0.00%
COMPUTER EXPENSES	15,485.00	7,724.06	7,760.94	49.88%
LEASED SERVICES	4,800.00	1,517.12	3,282.88	31.61%
TRAINING, CONFERENCES, DUES	14,390.00	5,286.09	9,103.91	36.73%
LIABILITY & PROPERTY INS.	6,353.00	3,062.36	3,290.64	48.20%
PUBLIC OFFICIALS LIABILITY	5,857.00	2,880.75	2,976.25	49.18%
COMMUNICATIONS	13,806.00	5,631.98	8,174.02	40.79%
TELEPHONE SERVICES	2,280.00	657.29	1,622.71	28.83%
POSTAGE	4,200.00	2,324.23	1,875.77	55.34%
PRINTING AND ADVERTISING	5,500.00	811.08	4,688.92	14.75%
TRUSTEES EXPENDITURES	4,000.00	443.98	3,556.02	11.10%
PAY & CLASSIFICATION STUDY	5,871.00	0.00	5,871.00	0.00%
INTERVIEW COSTS	0.00	0.00	0.00	0.00%
TRAVEL	0.00	534.76	-534.76	100.00%
SUPPLIES	6,000.00	2,911.13	3,088.87	48.52%
TAX REFUNDS	0.00	148.72	-148.72	100.00%
ELECTIONS	1,600.00	0.00	1,600.00	0.00%
HOLIDAY EXPENSE	1,250.00	0.00	1,250.00	0.00%
CAPITAL OUTLAY	1,000.00	0.00	1,000.00	0.00%
Total ADMINISTRATION	588,773.00	193,821.66	394,951.34	32.92%
ECONOMIC DEVELOPMENT				
ECON DEV SALARIES				
SALARIES REGULAR	28,396.00	9,481.51	18,914.49	33.39%
SALARIES OVERTIME	0.00	0.00	0.00	0.00%
SALARIES PART TIME	0.00	3,750.00	-3,750.00	100.00%
Total ECON DEV SALARIES	28,396.00	13,231.51	15,164.49	46.60%
ECON DEV BENEFITS				
HEALTH INS & OTHER BENEFIT	18,579.00	6,220.77	12,358.23	33.48%
SOCIAL SECURITY	2,199.00	963.32	1,235.68	43.81%
WORKERS COMP INSURANCE	108.00	63.51	44.49	58.81%
RETIREMENT	2,840.00	964.32	1,875.68	33.95%
UNEMPLOYMENT INSURANCE	216.00	55.22	160.78	25.56%
Total ECON DEV BENEFITS	23,942.00	8,267.14	15,674.86	34.53%

Account	Budget	Actual	Budget Balance	Actual % of Budget
LIABILITY & PROPERTY INS.	112.00	87.81	24.19	78.40%
COMMUNITY EVENTS & PROGRA	6,000.00	0.00	6,000.00	0.00%
ANNUAL SUPPORT OF ORGNIZA	9,300.00	7,585.00	1,715.00	81.56%
NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%
MATCHING GRANT FUNDS	9,000.00	0.00	9,000.00	0.00%
BLOCK PARTY EXPENSE	7,000.00	2,818.96	4,181.04	40.27%
CAPITAL OUTLAY	1,200.00	0.00	1,200.00	0.00%
Total ECONCOMIC DEVELOPMENT	87,450.00	31,990.42	55,459.58	36.58%
Total GENERAL EXPENSES	676,223.00	225,812.08	450,410.92	33.39%
LINCOLN HALL				
WATER AND SEWER CHARGE	1,000.00	128.60	871.40	12.86%
CONTRACT SERVICES	9,021.00	2,796.63	6,224.37	31.00%
MAINT. BUILDINGS/GROUNDS	9,000.00	3,934.34	5,065.66	43.71%
LIABILITY & PROPERTY INS.	6,383.00	2,658.82	3,724.18	41.65%
RUBBISH REMOVAL	1,900.00	311.44	1,588.56	16.39%
ACCIDENT CLAIMS	0.00	0.00	0.00	0.00%
SUPPLIES	2,500.00	382.58	2,117.42	15.30%
ELECTRICAL SERVICE	7,500.00	2,438.60	5,061.40	32.51%
HEATING/NATURAL GAS	6,200.00	192.95	6,007.05	3.11%
CAPITAL OUTLAY	1,100.00	0.00	1,100.00	0.00%
Total LINCOLN HALL	44,604.00	12,843.96	31,760.04	28.80%
COMMUNITY DEVELOPMENT				
COM DEV SALARIES				
SALARIES REGULAR	134,504.00	45,566.11	88,937.89	33.88%
SALARIES OVERTIME	0.00	0.00	0.00	0.00%
Total COM DEV SALARIES	134,504.00	45,566.11	88,937.89	33.88%
COM DEV BENEFITS				
HEALTH INS & OTHER BENEFI	37,158.00	11,741.54	25,416.46	31.60%
SOCIAL SECURITY	10,619.00	3,549.25	7,069.75	33.42%
WORKERS COMP INSURANCE	513.00	217.02	295.98	42.30%
RETIREMENT	13,450.00	4,556.60	8,893.40	33.88%
UNEMPLOYMENT INSURANCE	350.00	0.00	350.00	0.00%
Total COM DEV BENEFITS	62,090.00	20,064.41	42,025.59	32.32%
BOARD MEMBER FEES	3,600.00	750.00	2,850.00	20.83%
LEGAL SERVICES	12,000.00	2,541.00	9,459.00	21.18%
OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%
COMPUTER EXPENSES	4,000.00	1,405.14	2,594.86	35.13%
TRAINING,CONF,DUES	3,500.00	109.95	3,390.05	3.14%
LIABILITY & PROPERTY INS.	2,242.00	1,128.86	1,113.14	50.35%
PUBLIC OFFICIALS LIABILIT	5,857.00	2,880.75	2,976.25	49.18%

Account	Budget	Actual	Budget Balance	Actual % of Budget
COMMUNICATIONS	2,500.00	696.50	1,803.50	27.86%
TELEPHONE SERVICES	1,644.00	475.92	1,168.08	28.95%
POSTAGE	600.00	141.30	458.70	23.55%
PRINTING AND ADVERTISING	3,000.00	595.25	2,404.75	19.84%
INTERVIEW COSTS	0.00	0.00	0.00	0.00%
RECORDING FEES	2,500.00	150.00	2,350.00	6.00%
TRAVEL	2,400.00	800.00	1,600.00	33.33%
SUPPLIES	2,000.00	686.95	1,313.05	34.35%
CAPITAL OUTLAY	1,500.00	1,451.00	49.00	96.73%
Total COMMUNITY DEVELOPMENT	249,937.00	79,443.14	170,493.86	31.79%
Total GENERAL GOVERNMENT	970,764.00	318,099.18	652,664.82	32.77%
FIRE DEPARTMENT				
FIRE SALARIES				
SALARIES - FIREFIGHTERS	144,000.00	48,004.56	95,995.44	33.34%
Total FIRE SALARIES	144,000.00	48,004.56	95,995.44	33.34%
FIRE BENEFITS				
EMPLOYEE ASSISTANCE PROGR	900.00	432.00	468.00	48.00%
ACCIDENT & DISABILITY INS	3,600.00	3,300.00	300.00	91.67%
SOCIAL SECURITY	11,050.00	3,672.35	7,377.65	33.23%
WORKERS COMP INSURANCE	22,789.00	9,158.74	13,630.26	40.19%
Total FIRE BENEFITS	38,339.00	16,563.09	21,775.91	43.20%
WATER AND SEWER CHARGE	600.00	99.17	500.83	16.53%
VEHICLE MAINTENANCE	14,000.00	11,310.64	2,689.36	80.79%
MAINT. BUILDINGS/GROUNDS	6,000.00	3,342.29	2,657.71	55.70%
RADIO MAINTENANCE	2,000.00	113.00	1,887.00	5.65%
TRAINING, CONFERENCES, DU	5,000.00	772.26	4,227.74	15.45%
LIABILITY & PROPERTY INS.	7,545.00	3,351.58	4,193.42	44.42%
TELEPHONE SERVICES	3,400.00	942.80	2,457.20	27.73%
PHYSICAL EXAMS	6,500.00	2,347.00	4,153.00	36.11%
MAINTENANCE OTHER	14,000.00	7,512.10	6,487.90	53.66%
EMERGENCY GENERATOR MAINT	500.00	0.00	500.00	0.00%
SUPPLIES	2,400.00	1,091.44	1,308.56	45.48%
NEW EQUIPMENT-RADIOS	2,000.00	0.00	2,000.00	0.00%
UNIFORMS,BOOTS,ETC	20,000.00	3,095.92	16,904.08	15.48%
EMS SUPPLIES	1,500.00	443.28	1,056.72	29.55%
ELECTRICAL SERVICE	7,000.00	1,720.44	5,279.56	24.58%
HEATING/NATURAL GAS	5,200.00	217.21	4,982.79	4.18%
GAS,GREASE AND OIL	7,200.00	990.92	6,209.08	13.76%
FIRE PREVENTION	2,000.00	1,396.15	603.85	69.81%
ROUTINE EQUIPMENT PURCHAS	15,000.00	4,979.20	10,020.80	33.19%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
Total FIRE DEPARTMENT	304,184.00	108,293.05	195,890.95	35.60%

Account	Budget	Actual	Budget Balance	Actual % of Budget
STREET DEPARTMENT				
STREET GENERAL				
STREET GENERAL SALARIES				
SALARIES REGULAR	173,911.00	53,090.04	120,820.96	30.53%
SALARIES OVERTIME	16,300.00	3,422.12	12,877.88	20.99%
SALARIES PART TIME	12,619.00	11,194.46	1,424.54	88.71%
Total STREET GENERAL SALARI	202,830.00	67,706.62	135,123.38	33.38%
STREET GENERAL BENEFITS				
HEALTH INS & OTHER BENEFIT	68,742.00	20,584.84	48,157.16	29.95%
SOCIAL SECURITY	15,695.00	5,025.22	10,669.78	32.02%
WORKERS COMP INSURANCE	15,732.00	3,952.56	11,779.44	25.12%
RETIREMENT	17,391.00	5,434.26	11,956.74	31.25%
UNEMPLOYMENT INSURANCE	824.00	294.45	529.55	35.73%
Total STREET GENERAL BENEFIT	118,384.00	35,291.33	83,092.67	29.81%
WATER AND SEWER CHARGE	2,000.00	266.82	1,733.18	13.34%
VEHICLE MAINTENANCE	22,000.00	1,698.62	20,301.38	7.72%
MAINT. BUILDINGS/GROUNDS	2,500.00	0.00	2,500.00	0.00%
RIGHT OF WAY AGREEMENTS	11,076.00	3,906.38	7,169.62	35.27%
EQUIPMENT RENTALS	1,000.00	66.00	934.00	6.60%
RADIO MAINTENANCE	200.00	0.00	200.00	0.00%
TRAINING, CONFERENCES, DU	500.00	122.00	378.00	24.40%
LIABILITY & PROPERTY INS.	14,807.00	6,520.03	8,286.97	44.03%
TELEPHONE SERVICES	2,850.00	1,144.32	1,705.68	40.15%
RUBBISH REMOVAL	6,500.00	1,654.41	4,845.59	25.45%
MAINTENANCE OTHER	1,000.00	72.74	927.26	7.27%
INTERVIEW COSTS	0.00	405.00	-405.00	100.00%
ACCIDENT CLAIMS	0.00	0.00	0.00	0.00%
ENGINEERING SERVICES	15,000.00	570.00	14,430.00	3.80%
TRAFFIC CALMING	1,000.00	0.00	1,000.00	0.00%
SUPPLIES	20,000.00	6,443.03	13,556.97	32.22%
UNIFORMS, BOOTS, ETC	5,000.00	2,028.19	2,971.81	40.56%
GRAVEL, TOPSOIL	4,000.00	1,856.49	2,143.51	46.41%
SIGNS AND POSTS	4,000.00	2,531.87	1,468.13	63.30%
ELECTRICAL SERVICE	4,000.00	756.88	3,243.12	18.92%
HEATING/NATURAL GAS	4,000.00	173.59	3,826.41	4.34%
GAS, GREASE AND OIL	35,000.00	4,224.05	30,775.95	12.07%
CAPITAL OUTLAY	8,000.00	0.00	8,000.00	0.00%
Total STREET GENERAL	485,647.00	137,438.37	348,208.63	28.30%
STREET-PAVEMENT MAINT				
STREET MARKINGS	7,000.00	5,382.61	1,617.39	76.89%
SIDEWALK AND CURB MAINTEN	4,000.00	3,187.80	812.20	79.70%
PAVEMENT MAINTENANCE	16,000.00	21,307.71	-5,307.71	133.17%
Total STREET-PAVEMENT MAINT	27,000.00	29,878.12	-2,878.12	110.66%

Account	Budget	Actual	Budget Balance	Actual % of Budget
STREETS - TRAFFIC LIGHTS				
TRAFFIC LIGHTS MAINTENANC	3,500.00	44.70	3,455.30	1.28%
TRAFFIC LIGHTS - ELECTRIC	6,000.00	1,741.63	4,258.37	29.03%
TRAFFIC LIGHT SYS IMPROVM	0.00	0.00	0.00	0.00%
Total STREETS - TRAFFIC LIG	9,500.00	1,786.33	7,713.67	18.80%
CONTRACT SERVICES				
CONTRACT SERVICES	0.00	1,155.00	-1,155.00	100.00%
WINTER MAINTENANCE	90,000.00	419.55	89,580.45	0.47%
STREET - STORMWATER				
STREET-STORMWATER SALARIE				
SALARIES - REGULAR	40,158.00	13,395.94	26,762.06	33.36%
SALARIES OVERTIME	0.00	0.00	0.00	0.00%
SALARIES PART TIME	0.00	0.00	0.00	0.00%
Total STREET-STORMWATER SAL	40,158.00	13,395.94	26,762.06	33.36%
STREET-STROMWATER BENEFIT				
HEALTH INS & OTHER BENEFI	9,847.00	3,111.52	6,735.48	31.60%
SOCIAL SECURITY	3,072.00	1,023.14	2,048.86	33.31%
WORKERS COMP INSURANCE	2,306.00	794.72	1,511.28	34.46%
RETIREMENT	4,016.00	1,301.31	2,714.69	32.40%
UNEMPLOYMENT INSURANCE	76.00	0.00	76.00	0.00%
Total STREET-STROMWATER BEN	19,317.00	6,230.69	13,086.31	32.25%
STORM SEWER MAINTENANCE	10,000.00	1,100.00	8,900.00	11.00%
Total STREET - STORMWATER	69,475.00	20,726.63	48,748.37	29.83%
STREET STREET LIGHTS				
STREET LIGHTS SUPPLIES/MA	3,500.00	435.94	3,064.06	12.46%
STREET LIGHTS - ELECTRICI	131,948.00	30,750.49	101,197.51	23.31%
Total STREET STREET LIGHTS	135,448.00	31,186.43	104,261.57	23.02%
STREETS - CONSERVATION				
STREETSCAPE MAINT./IMP	16,000.00	3,967.85	12,032.15	24.80%
VILLAGE GARDEN SPOTS	3,000.00	1,170.63	1,829.37	39.02%
MEMORIAL PARK	3,500.00	1,182.28	2,317.72	33.78%
Total STREETS - CONSERVATIO	22,500.00	6,320.76	16,179.24	28.09%
Total STREET DEPARTMENT	839,570.00	228,911.19	610,658.81	27.27%
SENIOR SUPPORT				
DIRECTOR CONTRACT	7,763.00	2,585.07	5,177.93	33.30%
TELEPHONE SERVICES	460.00	156.33	303.67	33.98%
PRINTING	0.00	180.00	-180.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total SENIOR SUPPORT	8,223.00	2,921.40	5,301.60	35.53%
BROWNELL LIBRARY				
LIBRARY SALARIES				
SALARIES REGULAR	320,427.00	91,108.96	229,318.04	28.43%
SALARIES PART TIME	97,715.00	31,577.29	66,137.71	32.32%
Total LIBRARY SALARIES	418,142.00	122,686.25	295,455.75	29.34%
LIBRARY BENEFITS				
HEALTH INS & OTHER BENEFIT	111,473.00	35,206.85	76,266.15	31.58%
SOCIAL SECURITY	32,122.00	9,108.25	23,013.75	28.36%
WORKERS COMP INSURANCE	1,584.00	580.42	1,003.58	36.64%
RETIREMENT	32,043.00	8,784.56	23,258.44	27.41%
UNEMPLOYMENT INSURANCE	1,800.00	462.42	1,337.58	25.69%
Total LIBRARY BENEFITS	179,022.00	54,142.50	124,879.50	30.24%
COMPUTER EXPENSES	3,500.00	197.29	3,302.71	5.64%
WATER AND SEWER CHARGE	1,000.00	127.49	872.51	12.75%
CONTRACT SERVICES	24,493.00	8,450.91	16,042.09	34.50%
MAINT. BUILDINGS/GROUNDS	17,000.00	3,863.48	13,136.52	22.73%
ALARM SYSTEM MAINTENANCE	400.00	219.00	181.00	54.75%
TRAINING, CONFERENCES, DU	3,000.00	288.90	2,711.10	9.63%
LIABILITY & PROPERTY INS.	10,317.00	4,903.62	5,413.38	47.53%
TECHNOLOGY ACCESS	5,500.00	3,258.16	2,241.84	59.24%
TELEPHONE SERVICES	1,200.00	367.74	832.26	30.65%
POSTAGE	3,500.00	1,178.12	2,321.88	33.66%
INTERVIEW COSTS	500.00	349.00	151.00	69.80%
VOLUNTEER EXPENSES	500.00	0.00	500.00	0.00%
SUPPLIES	13,000.00	3,497.65	9,502.35	26.91%
ELECTRICAL SERVICE	15,000.00	4,602.74	10,397.26	30.68%
HEATING/NATURAL GAS	7,400.00	380.89	7,019.11	5.15%
ADULT COLLECTION-PRINT &	32,000.00	5,272.00	26,728.00	16.48%
JUVEN COLLECTION-PRNT & E	16,000.00	5,283.81	10,716.19	33.02%
COMPUTER REPLACEMENT	8,000.00	486.54	7,513.46	6.08%
ADULT PROGRAMS	300.00	46.00	254.00	15.33%
CHILDRENS PROGRAMS	3,000.00	1,749.83	1,250.17	58.33%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
Total BROWNELL LIBRARY	762,774.00	221,351.92	541,422.08	29.02%
DEBT SERVICE				
CAPITAL IMP PRINCIPAL	141,900.00	165,000.00	-23,100.00	116.28%
CAPITAL IMP - INTEREST	81,526.00	47,709.65	33,816.35	58.52%
Total DEBT SERVICE	223,426.00	212,709.65	10,716.35	95.20%
CAPITAL/MISC TRANSFERS				

Account	Budget	Actual	Budget Balance	Actual % of Budget
CAP RESRV FND CONT - BEG	441,824.00	110,456.00	331,368.00	25.00%
ROLLING STOCK FUND CONTRI	193,624.00	48,406.00	145,218.00	25.00%
LAND ACQUISITION FUND CON	0.00	0.00	0.00	0.00%
EMP TERM BENEFITS TRANSFE	5,000.00	1,250.00	3,750.00	25.00%
TRANS TO CAPITAL RESERVE	0.00	75,000.00	-75,000.00	100.00%
HALF PENNY FOR LDR TRUCK	50,000.00	12,500.00	37,500.00	25.00%
Total CAPITAL/MISC TRANSFER	690,448.00	247,612.00	442,836.00	35.86%
GRANT AND OTHER UNBUDGETE				
TERMINATION BENEFITS FROM TERMINATION BENEFITS	0.00	0.00	0.00	0.00%
Total TERMINATION BENEFITS	0.00	0.00	0.00	0.00%
GRANT EXPENDITURES				
MISC GRANT EXPENDITURES	0.00	920.00	-920.00	100.00%
STREET DEPT GRANT EXPENDI	0.00	0.00	0.00	0.00%
FIRE DEPT GRANT EXPENDITU	0.00	0.00	0.00	0.00%
LIBRARY GRANT EXPENDITURE	0.00	300.00	-300.00	100.00%
STATE GRANT EXPENDITURES	0.00	1,500.00	-1,500.00	100.00%
STATE HOMELAND SEC GRANT	0.00	0.00	0.00	0.00%
DONATION EXPENDITURES				
LIBRARY DONATION EXPENDIT	0.00	1,782.97	-1,782.97	100.00%
FIRE EXP (DONATION)	0.00	0.00	0.00	0.00%
Total DONATION EXPENDITURES	0.00	1,782.97	-1,782.97	100.00%
LIBRARY REPLACEMENT EXPEN				
ADULT COLLECTION-PRINT &	0.00	15.20	-15.20	100.00%
JUVEN COLLECTION-PRNT & E	0.00	55.58	-55.58	100.00%
Total LIBRARY REPLACEMENT E	0.00	70.78	-70.78	100.00%
Total GRANT EXPENDITURES	0.00	4,573.75	-4,573.75	100.00%
Total GRANT AND OTHER UNBUD	0.00	4,573.75	-4,573.75	100.00%
Total Expenditures	3,799,389.00	1,344,472.14	2,454,916.86	35.39%
Total GENERAL FUND	-34,999.00	35,025.78	-70,024.78	
Memorial Park Picture Rev	0.00	0.00	0.00	0.00%
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
MEMORIAL PARK DONATIONS	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
MAINT. BUILDINGS/GROUNDS	0.00	0.00	0.00	0.00%

Town of Essex General Ledger
Current Yr Pd: 4 - Budget Status Report
MEMORIAL PARK FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
SUPPLIES	0.00	0.00	0.00	0.00%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total MEMORIAL PARK FUND	0.00	0.00	0.00	
GRANT REVENUE				
CRES CNCTR GRANT STP 5300	3,770,265.00	26,282.66	3,743,982.34	0.70%
MU SAFETY PATH SDWK(17)	0.00	0.00	0.00	0.00%
MU SAFETY PATH TAP TA13(6	0.00	0.00	0.00	0.00%
PEARL MISS LNK EJ STP 530	2,120,000.00	20,354.46	2,099,645.54	0.96%
Total GRANT REVENUE	5,890,265.00	46,637.12	5,843,627.88	0.79%
CONTRIBUTIONS				
CVE CONTRIB FOR ECONOMIC	5,000.00	0.00	5,000.00	0.00%
EFFICIENY VT CONTRIBUTION	0.00	5,000.00	-5,000.00	100.00%
Total CONTRIBUTIONS	5,000.00	5,000.00	0.00	100.00%
INTEREST EARNINGS				
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
Total INTEREST EARNINGS	0.00	0.00	0.00	0.00%
GENERAL FUND TRANSFER IN				
CONTRIB FROM GENERAL FUND	441,824.00	185,456.00	256,368.00	41.98%
Total GENERAL FUND TRANSFER	441,824.00	185,456.00	256,368.00	41.98%
Total Revenues	6,337,089.00	237,093.12	6,099,995.88	3.74%
WODS END DR. RECONST	0.00	1,257.18	-1,257.18	100.00%
MULTI-USE PATH NORTH	0.00	6,308.45	-6,308.45	100.00%
PEARL ST. LINKING SIDEWAL	2,119,250.00	11,773.71	2,107,476.29	0.56%
CRESCENT CONNECTOR	3,822,996.00	19,247.81	3,803,748.19	0.50%
RAILROAD AVE. RDWY/WTR LI	82,436.00	0.00	82,436.00	0.00%
LINCOLN HALL RESTORATIONS	125,000.00	25,845.50	99,154.50	20.68%
MAIN ST. SDWLK SCOPING ST	0.00	-7,201.97	7,201.97	100.00%
FIRE HOUSE LED LIGHTING	0.00	15,173.00	-15,173.00	100.00%
CAPITAL RES. PAVING	175,000.00	220,554.84	-45,554.84	126.03%
Total Expenditures	6,324,682.00	292,958.52	6,031,723.48	4.63%
Total GEN FUND CAP RESERVE	12,407.00	-55,865.40	68,272.40	
FROM TOWN FOR LADDER TRUC	0.00	0.00	0.00	0.00%
INTEREST EARNINGS	0.00	0.00	0.00	0.00%

Town of Essex General Ledger
Current Yr Pd: 4 - Budget Status Report
ROLLING STOCK FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
CONTRIB FROM GENERAL FUND	0.00	60,906.00	-60,906.00	100.00%
SALE OF ASSET	0.00	0.00	0.00	0.00%
BOND PROCEEDS	0.00	0.00	0.00	0.00%
Total Revenues	0.00	60,906.00	-60,906.00	100.00%
DIESEL DUMP TRUCK #34 REP	144,000.00	138.00	143,862.00	0.10%
FIRE TRUCK LOAN PRINCIPAL	50,000.00	50,000.00	0.00	100.00%
INTEREST EXPENSE	1,965.00	2,274.05	-309.05	115.73%
Total Expenditures	195,965.00	52,412.05	143,552.95	26.75%
Total ROLLING STOCK FUND	-195,965.00	8,493.95	-204,456.95	
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
Total LAND ACQUISITION FUND	0.00	0.00	0.00	
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
BOND PROCEEDS	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
LEGAL SERVICES	0.00	0.00	0.00	0.00%
CAPITAL PROJECTS				
SCHOOL ST. RDWY/WTR/SWR R	0.00	3,505.72	-3,505.72	100.00%
MAIN ST. DRAINAGE-BRDG TO	0.00	281,309.10	-281,309.10	100.00%
HILLCREST DRNG/N HILLCRST	0.00	106,129.62	-106,129.62	100.00%
MAPLE ST. CULVERT	0.00	350,702.66	-350,702.66	100.00%
BRIAR LANE RD/SDWK/WTR LI	0.00	775.54	-775.54	100.00%
Total CAPITAL PROJECTS	0.00	742,422.64	-742,422.64	100.00%
Total Expenditures	0.00	742,422.64	-742,422.64	100.00%
Total BOND FUND	0.00	-742,422.64	742,422.64	
REVENUE				
OPERATING REVENUE				
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
MISC. - UNCLASSIFIED RECE	0.00	7,022.65	-7,022.65	100.00%
USER CHARGES				
SALE OF WATER-RESIDENTIAL	834,766.00	437,845.56	396,920.44	52.45%
WATER BILLING PENALTIES	3,500.00	428.79	3,071.21	12.25%
WATER SALES - LARGE USERS	98,414.00	25,763.68	72,650.32	26.18%
WATER RECONNECT FEES	0.00	212.50	-212.50	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
HOOK ON FEES	15,000.00	5,300.00	9,700.00	35.33%
Total USER CHARGES	951,680.00	469,550.53	482,129.47	49.34%
GF PASS THROUGH REVENUES				
SALE OF WATER-GF	2,382,501.00	637,006.99	1,745,494.01	26.74%
SALE OF WATER - GF VT TA	59,752.00	16,102.30	43,649.70	26.95%
Total GF PASS THROUGH REVEN	2,442,253.00	653,109.29	1,789,143.71	26.74%
Total OPERATING REVENUE	3,393,933.00	1,129,682.47	2,264,250.53	33.29%
NON OPERATING REVENUE				
Interest Earned - Capital	0.00	0.00	0.00	0.00%
CURRENT YR CONTRIBUTION I	130,000.00	32,500.00	97,500.00	25.00%
Total NON OPERATING REVENUE	130,000.00	32,500.00	97,500.00	25.00%
Total REVENUE	3,523,933.00	1,162,182.47	2,361,750.53	32.98%
Total Revenues	3,523,933.00	1,162,182.47	2,361,750.53	32.98%
EXPENSES				
OPERATING EXPENSES				
GENERAL EXPENSES				
WATER FUND SALARIES				
SALARIES REGULAR	100,902.00	32,241.20	68,660.80	31.95%
SALARIES OVERTIME	16,000.00	2,853.84	13,146.16	17.84%
SALARIES PART TIME	5,081.00	2,131.70	2,949.30	41.95%
Total WATER FUND SALARIES	121,983.00	37,226.74	84,756.26	30.52%
WATER FUND BENEFITS				
HEALTH INS & OTHER BENEFI	42,732.00	14,676.93	28,055.07	34.35%
SOCIAL SECURITY	9,020.00	2,736.33	6,283.67	30.34%
WORKERS COMP INSURANCE	6,223.00	1,695.78	4,527.22	27.25%
RETIREMENT	10,090.00	3,261.82	6,828.18	32.33%
UNEMPLOYMENT INSURANCE	425.00	168.48	256.52	39.64%
Total WATER FUND BENEFITS	68,490.00	22,539.34	45,950.66	32.91%
OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
AUDIT	3,605.00	0.00	3,605.00	0.00%
COMPUTER EXPENSES	1,200.00	1,159.09	40.91	96.59%
WATER AND SEWER CHARGE	600.00	22.35	577.65	3.73%
CWD WATER PURCHASE	457,733.00	133,420.21	324,312.79	29.15%
STATE WATER TAX	11,480.00	3,372.60	8,107.40	29.38%
WATER LINES MAINT-BREAKS	16,000.00	0.00	16,000.00	0.00%
VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
RIGHT OF WAY AGREEMENTS	142.00	91.66	50.34	64.55%
CONTRACTUAL SERVICES	108,760.00	27,190.00	81,570.00	25.00%
TRAINING, CONFERENCES, DU	2,000.00	72.00	1,928.00	3.60%
LIABILITY & PROPERTY INS.	2,787.00	1,337.73	1,449.27	48.00%
TELEPHONE SERVICES	1,000.00	179.31	820.69	17.93%
POSTAGE	1,700.00	393.29	1,306.71	23.13%
PRINTING AND ADVERTISING	2,000.00	0.00	2,000.00	0.00%
MAINTENANCE OTHER	1,000.00	525.39	474.61	52.54%
INTERVIEW COSTS	0.00	0.00	0.00	0.00%
ACCIDENT CLAIMS	0.00	0.00	0.00	0.00%
SUPPLIES	5,000.00	1,573.13	3,426.87	31.46%
UNIFORMS,BOOTS,ETC	1,500.00	170.00	1,330.00	11.33%
METERS AND PARTS	0.00	0.00	0.00	0.00%
DISTRIBUTION MATERIALS	6,000.00	10,396.11	-4,396.11	173.27%
ELECTRICAL SERVICE	700.00	148.03	551.97	21.15%
HEATING/NATURAL GAS	3,500.00	101.55	3,398.45	2.90%
GAS,GREASE AND OIL	3,500.00	524.00	2,976.00	14.97%
TRANS TO CAPITAL RESERVE	130,000.00	32,500.00	97,500.00	25.00%
F/A DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00%
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00%
INTEREST EXPENSE	0.00	0.00	0.00	0.00%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
Total GENERAL EXPENSES	951,680.00	272,942.53	678,737.47	28.68%
GF WATER EXPENSES				
CWD WATER PURC - GF	2,382,501.00	637,006.99	1,745,494.01	26.74%
STATE WATER TAX - GF	59,752.00	16,102.30	43,649.70	26.95%
Total GF WATER EXPENSES	2,442,253.00	653,109.29	1,789,143.71	26.74%
Total OPERATING EXPENSES	3,393,933.00	926,051.82	2,467,881.18	27.29%
CAPITAL PROJECT EXPENSES				
RAILROAD AVE. REDY/WTR LN	90,061.00	0.00	90,061.00	0.00%
METER REPLACEMENT PROGRAM	58,335.00	718.51	57,616.49	1.23%
MAPLE ST. CULVT/WTRLN	0.00	181,599.07	-181,599.07	100.00%
SCHL ST. RDWY/WTRLN	0.00	1,901.92	-1,901.92	100.00%
WATER PICKUP TRUCK	0.00	0.00	0.00	0.00%
BACKHOE REPLACEMENT	0.00	0.00	0.00	0.00%
PIPELINE JETTER VAC TRUC	0.00	0.00	0.00	0.00%
BONDED PROJECTS				
HILLCREST DRNG/N HILLCRES	0.00	33,686.75	-33,686.75	100.00%
BRIAR LANE RD/SDWK/WTR LN	0.00	106.96	-106.96	100.00%
Total BONDED PROJECTS	0.00	33,793.71	-33,793.71	100.00%
Total CAPITAL PROJECT EXPEN	148,396.00	218,013.21	-69,617.21	146.91%
Total EXPENSES	3,542,329.00	1,144,065.03	2,398,263.97	32.30%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	3,542,329.00	1,144,065.03	2,398,263.97	32.30%
Total WATER FUND	-18,396.00	18,117.44	-36,513.44	
REVENUE				
OPERATING REVENUE				
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
MISC - UNCLASSIFIED RECEI	0.00	4.11	-4.11	100.00%
VILLAGE USER CHARGES				
VILLAGE USER CHARGE	731,293.00	373,998.04	357,294.96	51.14%
VILLAGE USER PENALTIES	3,000.00	496.31	2,503.69	16.54%
VILL. SEPTAGE DISCHARGE I	6,000.00	11,937.25	-5,937.25	198.95%
VILLAGE LEACHATE REVENUES	0.00	681.07	-681.07	100.00%
Total VILLAGE USER CHARGES	740,293.00	387,112.67	353,180.33	52.29%
TRI-TOWN REVENUES				
WASTEWATER CHARGE - ESSEX	461,175.00	154,094.80	307,080.20	33.41%
WASTEWATER CHARGE - WILLI	599,293.00	199,764.32	399,528.68	33.33%
SHARED SEPTAGE REVENUES	3,000.00	0.00	3,000.00	0.00%
SHARED LEACHATE REVENUES	0.00	0.00	0.00	0.00%
PUMP STATION MAINT. FEES	30,300.00	7,575.00	22,725.00	25.00%
VLCT EQUIP GRANT	0.00	0.00	0.00	0.00%
EFFICIENCY VT NON-OP REV	0.00	0.00	0.00	0.00%
Total TRI-TOWN REVENUES	1,093,768.00	361,434.12	732,333.88	33.04%
Total OPERATING REVENUE	1,834,061.00	748,550.90	1,085,510.10	40.81%
NON OPERATING INCOME				
Interest Earned - Capital	0.00	0.00	0.00	0.00%
CURRENT YR CONTRIBUTION I	280,000.00	70,000.00	210,000.00	25.00%
SALE OF ASSET	0.00	0.00	0.00	0.00%
GAIN ON DISPOSAL OF ASSET	0.00	0.00	0.00	0.00%
ESSEX - DEBT PAYMENT	0.00	28,212.56	-28,212.56	100.00%
WILLISTON - DEBT PAYMENT	0.00	26,418.06	-26,418.06	100.00%
ESSEX JCT - DEBT PAYMENT	0.00	30,015.52	-30,015.52	100.00%
Total NON OPERATING INCOME	280,000.00	154,646.14	125,353.86	55.23%
Total REVENUE	2,114,061.00	903,197.04	1,210,863.96	42.72%
Total Revenues	2,114,061.00	903,197.04	1,210,863.96	42.72%
EXPENSES				
GENERAL EXPENSES				
WTF SALARIES				
SALARIES REGULAR	327,515.00	95,827.16	231,687.84	29.26%

Account	Budget	Actual	Budget Balance	Actual % of Budget
SALARIES OVERTIME	45,000.00	13,933.77	31,066.23	30.96%
SALARIES PART TIME	7,979.00	6,987.60	991.40	87.57%
Total WWTF SALARIES	380,494.00	116,748.53	263,745.47	30.68%
WWTF BENEFITS				
HEALTH INS & OTHER BENEFI	114,631.00	30,351.87	84,279.13	26.48%
SOCIAL SECURITY	29,367.00	8,952.28	20,414.72	30.48%
WORKERS COMP INSURANCE	17,747.00	5,221.07	12,525.93	29.42%
RETIREMENT	32,752.00	9,952.17	22,799.83	30.39%
UNEMPLOYMENT INSURANCE	1,535.00	95.07	1,439.93	6.19%
Total WWTF BENEFITS	196,032.00	54,572.46	141,459.54	27.84%
LEGAL SERVICES	1,000.00	165.00	835.00	16.50%
OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%
AUDIT	4,000.00	0.00	4,000.00	0.00%
WATER AND SEWER CHARGE	5,000.00	474.57	4,525.43	9.49%
VEHICLE MAINTENANCE	2,500.00	214.13	2,285.87	8.57%
CONTRACTUAL SERVICES	54,380.00	13,595.00	40,785.00	25.00%
TRAINING, CONFERENCES, DU	6,500.00	1,188.81	5,311.19	18.29%
LIABILITY & PROPERTY INS.	22,854.00	10,082.31	12,771.69	44.12%
TELEPHONE SERVICES	4,800.00	1,575.12	3,224.88	32.82%
GRIT DISPOSAL	8,500.00	2,475.90	6,024.10	29.13%
SLUDGE DEWATERING	150,000.00	0.00	150,000.00	0.00%
SLUDGE MANAGEMENT	175,000.00	14,206.68	160,793.32	8.12%
WWTF ANNUAL PERMIT FEE	8,500.00	0.00	8,500.00	0.00%
MAINTENANCE OTHER	75,000.00	24,910.39	50,089.61	33.21%
INTERVIEW COSTS	0.00	0.00	0.00	0.00%
CONTRACT LABORATORY SERVI	8,500.00	1,034.00	7,466.00	12.16%
SUPPLIES	10,000.00	2,834.15	7,165.85	28.34%
UNIFORMS,BOOTS,ETC	5,000.00	436.84	4,563.16	8.74%
SUPPLIES - LABORATORY	11,000.00	4,339.46	6,660.54	39.45%
CHEMICALS	195,000.00	75,861.31	119,138.69	38.90%
ELECTRICAL SERVICE	200,000.00	35,235.87	164,764.13	17.62%
HEATING/NATURAL GAS	20,000.00	1,918.67	18,081.33	9.59%
GAS,GREASE AND OIL	6,000.00	887.59	5,112.41	14.79%
TRANS TO CAPITAL RESERVE	280,000.00	70,000.00	210,000.00	25.00%
F/A DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00%
INTEREST EXPENSE	0.00	0.00	0.00	0.00%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
Total GENERAL EXPENSES	1,834,060.00	432,756.79	1,401,303.21	23.60%
CAPITAL PROJECTS/EXPENSES				
ARRA Loan-AR1-004 Admin F	0.00	0.00	0.00	0.00%
RZEDB Interest	0.00	24,646.14	-24,646.14	100.00%
DIGESTER CLEARNING	0.00	0.00	0.00	0.00%
WWTF REFUBISH	0.00	0.00	0.00	0.00%
CO-GEN	0.00	1,887.72	-1,887.72	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
NEWORKING & SOFTWARE	0.00	0.00	0.00	0.00%
WWTF PICKUP TRUCK	0.00	0.00	0.00	0.00%
PIPELINE JETTER VAC TRUCK	0.00	0.00	0.00	0.00%
Total CAPITAL PROJECTS/EXPE	0.00	26,533.86	-26,533.86	100.00%
NON-OPERATING EXPENSES				
LOSS ON DISPOSITION OF FA	0.00	0.00	0.00	0.00%
TRANS TO SANIT FOR WWTF U	0.00	0.00	0.00	0.00%
Total NON-OPERATING EXPENSE	0.00	0.00	0.00	0.00%
Total EXPENSES	1,834,060.00	459,290.65	1,374,769.35	25.04%
LOSS ON DISPOSITION OF FA	0.00	0.00	0.00	0.00%
Total Expenditures	1,834,060.00	459,290.65	1,374,769.35	25.04%
Total WASTEWATER FUND	280,001.00	443,906.39	-163,905.39	
REVENUE				
INTERGOVERNMENTAL REVENUE				
ESSEX PUMP STATION FEES	21,825.00	0.00	21,825.00	0.00%
PARY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%
Total INTERGOVERNMENTAL REV	36,825.00	0.00	36,825.00	0.00%
OPERATING REVENUE				
INTEREST EARNINGS	0.00	0.00	0.00	0.00%
MISC. - UNCLASSIFIED RECE	0.00	-0.26	0.26	100.00%
USER CHARGES				
ANNUAL CUSTOMER CHARGE	528,322.00	268,546.29	259,775.71	50.83%
ANNUAL CUSTOMER CHARGE -	2,000.00	413.62	1,586.38	20.68%
HOOK ON FEES	30,000.00	54,000.00	-24,000.00	180.00%
Total USER CHARGES	560,322.00	322,959.91	237,362.09	57.64%
Total OPERATING REVENUE	560,322.00	322,959.65	237,362.35	57.64%
NON OPERATING REVENUE				
Interest Earned - Capital	0.00	0.00	0.00	0.00%
CURRENT YR CONTRIBUTION I	95,000.00	23,750.00	71,250.00	25.00%
INTEREST WWTF RESERV	0.00	0.00	0.00	0.00%
TRANS FROM WWTF FOR WWTF	0.00	0.00	0.00	0.00%
SALE OF ASSET	0.00	0.00	0.00	0.00%
WWTF CAPACITY SALE REVENU	100,000.00	100,000.00	0.00	100.00%
Total NON OPERATING REVENUE	195,000.00	123,750.00	71,250.00	63.46%
Total REVENUE	792,147.00	446,709.65	345,437.35	56.39%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	792,147.00	446,709.65	345,437.35	56.39%
EXPENSES				
OPERATING EXPENSES				
SANITATION SALARIES				
SALARIES REGULAR	76,735.00	22,406.33	54,328.67	29.20%
SALARIES OVERTIME	11,300.00	2,621.48	8,678.52	23.20%
SALARIES PART TIME	5,081.00	2,131.87	2,949.13	41.96%
Total SANITATION SALARIES	93,116.00	27,159.68	65,956.32	29.17%
SANITATION BENEFITS				
HEALTH INS & OTHER BENEFIT	42,731.00	12,557.07	30,173.93	29.39%
SOCIAL SECURITY	7,208.00	2,005.41	5,202.59	27.82%
WORKERS COMP INSURANCE	4,557.00	1,189.30	3,367.70	26.10%
RETIREMENT	7,674.00	2,152.98	5,521.02	28.06%
UNEMPLOYMENT INSURANCE	430.00	28.97	401.03	6.74%
Total SANITATION BENEFITS	62,600.00	17,933.73	44,666.27	28.65%
OTHER PROFESSIONAL SERVICE	1,000.00	0.00	1,000.00	0.00%
AUDIT	1,751.00	0.00	1,751.00	0.00%
COMPUTER EXPENSES	2,500.00	2,318.18	181.82	92.73%
WATER AND SEWER CHARGE	1,000.00	70.83	929.17	7.08%
SANITATION LINES MAINTENANCE	6,500.00	12,364.63	-5,864.63	190.23%
VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00%
PUMP STATION MAINTENANCE	5,000.00	437.97	4,562.03	8.76%
SANIT. LINE BACK-UP CLEAN	1,500.00	0.00	1,500.00	0.00%
RIGHT OF WAY AGREEMENTS	1,020.00	1,345.77	-325.77	131.94%
CONTRACTUAL SERVICES	139,060.00	35,592.50	103,467.50	25.60%
TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%
LIABILITY & PROPERTY INS.	6,550.00	2,863.36	3,686.64	43.72%
POSTAGE	3,000.00	814.22	2,185.78	27.14%
PRINTING AND ADVERTISING	850.00	0.00	850.00	0.00%
MAINTENANCE OTHER	1,000.00	132.21	867.79	13.22%
INTERVIEW COSTS	0.00	746.00	-746.00	100.00%
ACCIDENT CLAIMS	0.00	0.00	0.00	0.00%
SUPPLIES	1,000.00	2,149.68	-1,149.68	214.97%
UNIFORMS,BOOTS,ETC	1,500.00	229.99	1,270.01	15.33%
METERS AND PARTS	0.00	0.00	0.00	0.00%
ELECTRICAL SERVICE	10,000.00	2,299.97	7,700.03	23.00%
HEATING/NATURAL GAS	1,700.00	95.15	1,604.85	5.60%
GAS,GREASE AND OIL	3,500.00	667.59	2,832.41	19.07%
TRANS TO CAPITAL RESERVE	95,000.00	23,750.00	71,250.00	25.00%
F/A DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00%
INTEREST EXPENSE	0.00	0.00	0.00	0.00%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
ESSEX PS COSTS				

Town of Essex General Ledger
Current Yr Pd: 4 - Budget Status Report
SANITATION FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
SUSIE WILSON PS COSTS	7,500.00	1,200.55	6,299.45	16.01%
WEST ST PS COSTS	9,000.00	1,991.10	7,008.90	22.12%
Total ESSEX PS COSTS	16,500.00	3,191.65	13,308.35	19.34%
Total OPERATING EXPENSES	456,147.00	134,163.11	321,983.89	29.41%
CAPITAL PROJECTS/EXPENSE				
INFILTRATION & INFLOW STU	0.00	0.00	0.00	0.00%
METER REPLACEMENT PROGRAM	116,667.00	1,437.01	115,229.99	1.23%
MISC PS WORK - (FY12 BUDG	0.00	3,750.00	-3,750.00	100.00%
MANHOLE REHAB (INFILT REP	20,000.00	20,000.00	0.00	100.00%
RIVER ST. PS CNTL PANEL,	0.00	11,835.56	-11,835.56	100.00%
SO ST PS PUMPS, VALVS, VENT	0.00	0.00	0.00	0.00%
ARRA Loan-AR1-004 Admin F	0.00	0.00	0.00	0.00%
SCHL ST. RDWY/WTRLINE	0.00	1,131.34	-1,131.34	100.00%
Total CAPITAL PROJECTS/EXP	136,667.00	38,153.91	98,513.09	27.92%
NON OPERATING EXPENSES				
LOSS ON DISPOSITION OF FA	0.00	0.00	0.00	0.00%
TRANSFER TO WWTP FUND	0.00	0.00	0.00	0.00%
TRANS TO WWTF FOR DEBT PY	0.00	30,015.52	-30,015.52	100.00%
Total NON OPERATING EXPENSE	0.00	30,015.52	-30,015.52	100.00%
Total EXPENSES	592,814.00	202,332.54	390,481.46	34.13%
Total Expenditures	592,814.00	202,332.54	390,481.46	34.13%
Total SANITATION FUND	199,333.00	244,377.11	-45,044.11	
Total All Funds	242,381.00	-48,367.37	290,748.37	

**ESSEX JUNCTION ESSEX AREA SENIOR CENTER
POLICY REGARDING USE AFTER HOURS**

A. PRIORITY: The primary use of the Essex Junction Essex Area Senior Center is for members of the Senior Center and senior citizens (age 50 and above) who reside in the Village of Essex Junction. The following shall be the priority use of the space after established hours and no fee will be charged:

1. Village Board of Trustees, Planning and Zoning meetings
2. Meetings of other municipal boards, commissions and committees
3. Memorial Day Parade Committee meetings
4. Meetings sponsored by those renting space in Lincoln Hall
5. Village of Essex Junction non-profit or service groups

B. RESTRICTIONS:

1. The Senior Center shall not be used for any purpose that may cause a disruption to the members of the Senior Center during normal scheduled activities.
2. The Senior Center will not be available for profit-making purposes.
3. Permission is required to use the kitchen area and does not include use of the supplies or food purchased by the Senior Center. Individuals or groups must bring their own food and supplies.
4. Personal belongings may not be left at the Center; however, activity-related items may be stored in an area designated for that purpose.

C. FEES:

There will be a fee for outside organizations for the use of the Senior Center. The fee will be \$25 for four hours of use. Each additional four hour increment or portion thereof is at a rate of \$25 so the fee for five to eight hours of use is \$50.

D. RESERVATIONS FOR AFTER HOURS:

1. All individuals or groups desiring to use the Essex Junction Essex Area Senior Center after the regularly scheduled hours (Mon.-Friday, 7 AM – 5 PM) shall make arrangements with Lou Ann Pioli by calling 876-5087 or stopping by the Senior Center at 2 Lincoln Street (Monday-Friday 10:00 AM to 3:30 PM).
2. Use of the Senior Center shall be on a first come, first serve basis.

E. REGULATIONS:

1. Individuals or groups shall be responsible for any damage occurring during the use of the building. A deposit may be required for certain groups.
2. All individuals or groups shall clean up after use and leave the Center as it was found. If the Center is not cleaned up, there will be a charge for cleaning services.
3. Alcohol, tobacco, illegal activities or illegal drugs are not allowed.
4. All individuals or groups shall comply with the policy established by the Village Trustees Regarding Rules of Behavior for Lincoln Hall Square (Attachment A) and the Checklist (Attachment B).

F. NON-COMPLIANCE:

Any individual or group who does comply with this Policy may be denied future use of the ~~Essex Junction~~ Essex Area Senior Center.

G. ACKNOWLEDGEMENT:

I/We have read this Policy and Attachments.

Signature

Date

Group or Organization

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY REGARDING RULES OF BEHAVIOR
FOR LINCOLN HALL SQUARE**

Purpose:

To maintain a productive work environment and ensure an inviting place to conduct public business. The policy shall pertain to Lincoln Hall Square, which shall include Lincoln Hall, Brownell Library, the Fire Department and surrounding property.

Section 1. Rules

1. No alcohol or illegal drugs.
2. No skateboarding, rollerblading, or recreational bike riding.
3. No swearing or yelling.
4. No harassment of visitors or employees.
5. No blocking entrances or exits.
6. No climbing or hanging on trees or other public property.
7. No littering.
8. Other: The Village Manager or his designees shall have the right to prohibit activities not specifically mentioned that may be considered disruptive or unsafe.

Section 2. Enforcement

Staff should follow the guidelines entitled, "Steps Staff Should Take To Obtain Compliance with Rules of Behavior for Lincoln Hall Square".

Section 3. Appeals

Appeals to a Notice of Trespass Warning or any other enforcement action may be made in writing to the Village Manager and then to the Village Trustees.

Adopted by the Village Trustees 11/8/05.

**ESSEX AREA SENIOR CENTER
2 Lincoln Street
Essex Junction, VT 05452
802-876-5087**

CHECKLIST

Before you leave the premises please:

- Be sure all fire doors to entranceways and the back rooms are closed.
- If you have used the Library and/or Conference Room, please be certain that the doors leading into the hallway are closed tightly and locked.
- All lights should be turned off.
- If applicable, all air conditioners should be turned off.
- All windows, if opened, must be closed and locked.
- If you have used the kitchen, please be sure that the stove burners and/or oven are turned off, and all coffee makers/pots are unplugged.
- You are responsible for cleaning any spills and vacuuming any mess.
- Please discard your trash and recycling. The dumpster for trash is on the left and the dumpster for recycling is on the right, located in the parking lot adjacent to the Fire Department.
- Lock the outside door by using the key at the end of the chain next to the door. Be sure the bar on the door is pulled out. **ONCE OUTSIDE PLEASE SHUT THE DOOR TIGHTLY PUSHING HARD AGAINST IT, AND THEN PULL ON THE DOOR HANDLE TO BE SURE IT IS LOCKED!**

Agenda Addition
Consent Agenda 8e.

11/10/15

Town of Essex Accounts Payable

Page 1 of 6

11:15 am

Check Warrant Report # 16016 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/06/15 To 11/10/15 & Fund 2

Imorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	10/10/15 BL MATERIALS SUPPLIES 101015D	210-45551.610 SUPPLIES	120.85	2733	11/09/15
42665	AMAZON/SYNCB	10/10/15 BL MATERIALS SUPPLIES 101015D	210-45551.640 ADULT COLLECTION-PRINT &	259.22	2733	11/09/15
42665	AMAZON/SYNCB	10/10/15 BL MATERIALS SUPPLIES 101015D	210-45551.641 JUVEN COLLECTION-PRNT & E	358.73	2733	11/09/15
V9429	AQUARIUS LANDSCAPE INC.	10/20/15 ST SPRINKLERS 540487	210-43161.002 MEMORIAL PARK	90.20	2734	11/09/15
23190	BAILEY'S SPRING & GLASS I	10/28/15 ST VEHICLE MAINTENANCE 34 W11816	210-43110.432 VEHICLE MAINTENANCE	1000.71	2736	11/09/15
23190	BAILEY'S SPRING & GLASS I	10/28/15 ST VEHICLE MAINTENANCE 34 W11846	210-43110.432 VEHICLE MAINTENANCE	523.21	2736	11/09/15
05270	BEAUDOIN CORY	10/28/15 ST CDL TANKER ENDORSEMENT 102815D	210-43110.500 TRAINING, CONFERENCES, DU	26.00	2738	11/09/15
00530	BRODART CO	10/19/15 BL BOOKS B4131762	210-45551.641 JUVEN COLLECTION-PRNT & E	38.78	2743	11/09/15
00530	BRODART CO	10/19/15 BL BOOKS B4131762	210-45551.610 SUPPLIES	2.70	2743	11/09/15
00530	BRODART CO	10/19/15 BL BOOKS B4131763	210-45551.610 SUPPLIES	1.80	2743	11/09/15
00530	BRODART CO	10/19/15 BL BOOKS B4131763	210-45551.641 JUVEN COLLECTION-PRNT & E	28.01	2743	11/09/15
00530	BRODART CO	10/22/15 BL BOOKS B4141901	210-45551.610 SUPPLIES	3.60	2743	11/09/15
00530	BRODART CO	10/22/15 BL BOOKS B4141901	210-45551.641 JUVEN COLLECTION-PRNT & E	38.52	2743	11/09/15
00530	BRODART CO	10/26/15 BL BOOKS B4147277	210-45551.641 JUVEN COLLECTION-PRNT & E	257.12	2743	11/09/15
00530	BRODART CO	10/26/15 BL BOOKS B4147277	210-45551.610 SUPPLIES	18.90	2743	11/09/15
00530	BRODART CO	10/26/15 BL BOOKS B4147356	210-45551.610 SUPPLIES	0.90	2743	11/09/15
00530	BRODART CO	10/26/15 BL BOOKS B4147356	210-45551.640 ADULT COLLECTION-PRINT &	15.39	2743	11/09/15
00530	BRODART CO	10/26/15 BF BOOKS B4147357	210-49345.000 LIBRARY DONATION EXPENDIT	33.70	2743	11/09/15
00530	BRODART CO	10/27/15 BL BOOKS B4150628	210-45551.641 JUVEN COLLECTION-PRNT & E	10.44	2743	11/09/15
00530	BRODART CO	10/27/15 BL BOOKS B4150628	210-45551.610 SUPPLIES	0.90	2743	11/09/15
00530	BRODART CO	10/27/15 BL BOOKS B4150629	210-45551.640 ADULT COLLECTION-PRINT &	43.99	2743	11/09/15
00530	BRODART CO	10/27/15 BL BOOKS B4150629	210-45551.610 SUPPLIES	2.70	2743	11/09/15
00530	BRODART CO	10/28/15 BL BOOKS B4152931	210-45551.641 JUVEN COLLECTION-PRNT & E	211.47	2743	11/09/15
00530	BRODART CO	10/28/15 BL BOOKS B4152931	210-45551.610 SUPPLIES	16.20	2743	11/09/15
00530	BRODART CO	10/28/15 BF BOOKS B4152932	210-49345.000 LIBRARY DONATION EXPENDIT	27.40	2743	11/09/15

11/10/15

Town of Essex Accounts Payable

11:15 am

Check Warrant Report # 16016 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/06/15 To 11/10/15 & Fund 2

Imorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	10/29/15	NB BOOKS REPLACEMENTS B4154369	210-49346.002 JUVEN COLLECTION-PRNT & E	25.63	2743	11/09/15
04550	10/22/15	ST VEHICLE MAINTENANCE 14406176167	210-43110.432 VEHICLE MAINTENANCE	122.50	2746	11/09/15
04550	10/23/15	ST OIL 14406176215	210-43110.626 GAS,GREASE AND OIL	42.70	2746	11/09/15
04550	10/26/15	ST GREASE 14406176478	210-43110.626 GAS,GREASE AND OIL	57.90	2746	11/09/15
04550	10/29/15	ST SUPPLIES 14406176874	210-43110.610 SUPPLIES	31.08	2746	11/09/15
04550	10/29/15	ST SUPPLIES 14406176906	210-43110.610 SUPPLIES	53.90	2746	11/09/15
V10614	11/02/15	AD COBRA ADMIN FEE RC036571	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	2753	11/09/15
23525	10/28/15	ST DEF FLUID 364941	210-43110.626 GAS,GREASE AND OIL	17.88	2754	11/09/15
04940	10/12/15	ST TV INTERNET ST101215D	210-43125.610 WINTER MAINTENANCE	24.90	2755	11/09/15
04940	10/12/15	ST TV INTERNET ST101215D	210-43110.610 SUPPLIES	130.67	2755	11/09/15
31545	11/02/15	VF MEETINGS SUPPLIES 3149471	210-42220.610 SUPPLIES	146.07	2756	11/09/15
V10382	10/25/15	ST PAGER 1328786944	210-43110.610 SUPPLIES	65.95	2757	11/09/15
25715	10/30/15	ST ENGINEERING 10301515806	210-43110.576 ENGINEERING SERVICES	3747.63	2759	11/09/15
35260	10/30/15	ST TROY UNIFORMS 10051571	210-43110.612 UNIFORMS,BOOTS,ETC	147.50	2761	11/09/15
24045	10/15/15	LH SOAP FOR RESTROOMS 187540	210-41940.610 SUPPLIES	66.70	2763	11/09/15
05020	10/30/15	VF WATER SEWER 10151PRL	210-42220.410 WATER AND SEWER CHARGE	251.67	2766	11/09/15
05020	10/30/15	ST HWY GARAGE WATER 1015JK0000	210-43110.410 WATER AND SEWER CHARGE	122.68	2766	11/09/15
05020	10/30/15	ST GARAGE WATER SEWER 2IN 1015JK1121NL	210-43110.410 WATER AND SEWER CHARGE	131.83	2766	11/09/15
05020	10/30/15	ST WATER RACK WATER 1015JKRKSHOP	210-43110.410 WATER AND SEWER CHARGE	357.66	2766	11/09/15
05020	10/30/15	LH WATER/SEWER 1015LN020000	210-41940.410 WATER AND SEWER CHARGE	228.25	2766	11/09/15
05020	10/30/15	LH SPINKLER W/S 1015LN025PRI	210-41940.410 WATER AND SEWER CHARGE	133.95	2766	11/09/15
05020	10/30/15	BL WATER BILL 1015LN060000	210-45551.410 WATER AND SEWER CHARGE	270.84	2766	11/09/15
05020	10/30/15	ST MEMORIAL PARK WATER 1015LNMPRK	210-43161.002 MEMORIAL PARK	141.96	2766	11/09/15
05020	10/30/15	ST MAIN FAUCET 1015MA18VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	2766	11/09/15
05020	10/30/15	ST OUTSIDE FAUCET WATER 1015MA9VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	2766	11/09/15

11/10/15

Town of Essex Accounts Payable

11:15 am

Check Warrant Report # 16016 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/06/15 To 11/10/15 & Fund 2

Imorrisseau

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05020	10/30/15	ESSEX JCT VILLAGE OF ST RR AV FAUCET WATER 1015RR26VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	2766	11/09/15
V0797	10/27/15	FALCON PLUMBING SERVICE, LH BOILER REPAIR 9060009	210-41940.434 MAINT. BUILDINGS/GROUNDS	958.00	2774	11/09/15
34895	11/01/15	GAUTHIER TRUCKING, INC., ST TRASH OCT 1117631	210-43110.565 RUBBISH REMOVAL	85.52	2782	11/09/15
34895	11/01/15	GAUTHIER TRUCKING, INC., LH OCT RUBBISH REMOVAL 1117632	210-41940.423 CONTRACT SERVICES	175.72	2782	11/09/15
34895	11/01/15	GAUTHIER TRUCKING, INC., ST TRASH OCT 1117633	210-43110.565 RUBBISH REMOVAL	415.77	2782	11/09/15
34895	11/01/15	GAUTHIER TRUCKING, INC., ST TRASH OCT 1117766	210-43110.565 RUBBISH REMOVAL	111.37	2782	11/09/15
24785	10/14/15	GRAINGER VF KEY TAGS 9867075575	210-42220.610 SUPPLIES	25.66	2785	11/09/15
08475	10/21/15	GREEN MOUNTAIN ELECTRIC S BL SUPPLIES S2684095001	210-45551.610 SUPPLIES	64.35	2786	11/09/15
07010	10/16/15	GREEN MOUNTAIN POWER CORP ST 9/17-10/16 SL 105 PRI 10151172600	210-43160.622 STREET LIGHTS - ELECTRICI	335.10	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP ST 9/21-10/20 SL PWR HS 10151322403	210-43160.622 STREET LIGHTS - ELECTRICI	41.65	2787	11/09/15
07010	10/19/15	GREEN MOUNTAIN POWER CORP ST 9/18-10/19 SL WHIT WD 10152172609	210-43160.622 STREET LIGHTS - ELECTRICI	248.35	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP ST 9/16-10/19 TL PRK/SO 10152422400	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	54.67	2787	11/09/15
07010	10/28/15	GREEN MOUNTAIN POWER CORP ST 9/29-10/28 203 MAIN ST 10153172608	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	-9.08	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP ST 9/21-10/20 PRK ST CAM 101559072604	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	-8.89	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP ST 9/21-10/20 TL PRK/TRO 10157606205	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	10.61	2787	11/09/15
07010	10/21/15	GREEN MOUNTAIN POWER CORP ST 9/23-10/21 SLWHIT II 10159032400	210-43160.622 STREET LIGHTS - ELECTRICI	231.76	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP ST 9/21-10/20 BRKRED/SL 10159606203	210-43160.622 STREET LIGHTS - ELECTRICI	72.85	2787	11/09/15
V11462	10/27/15	INFORMATION TODAY INC., BL BOOKS 1581689B1	210-45551.640 ADULT COLLECTION-PRINT &	404.53	2796	11/09/15
13850	10/16/15	JOBS IN THE US ST AD FOR PUBLIC WORKS I1215	210-43110.572 INTERVIEW COSTS	249.00	2799	11/09/15
V1204	10/28/15	JOHNSON/WENDY L.// BL TRAINING MILEAGE REIMB WJ102815	210-45551.500 TRAINING, CONFERENCES, DU	42.55	2801	11/09/15
12965	11/03/15	MCMAMARA-HILL SUSAN AD MILEAGE REIMBURSEMENT 110315D	210-41320.580 TRAVEL	121.67	2809	11/09/15
12965	11/03/15	MCMAMARA-HILL SUSAN AD MILEAGE REIMBURSEMENT 110315D	210-41320.500 TRAINING, CONFERENCES, DU	124.94	2809	11/09/15
25140	10/20/15	PIKE INDUSTRIES, INC ST ASPHALT 839467	210-43120.610 PAVEMENT MAINTENANCE	123.22	2817	11/09/15
V2124	10/24/15	STAPLES ADVANTAGE AD/CD/LH OFFICE SUPPLIES 3281703824	210-41970.610 SUPPLIES	48.84	2830	11/09/15
V2124	10/24/15	STAPLES ADVANTAGE AD/CD/LH OFFICE SUPPLIES 3281703824	210-41940.610 SUPPLIES	7.77	2830	11/09/15

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11:15 am

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V2124	10/24/15	STAPLES ADVANTAGE AD/CD/LH OFFICE SUPPLIES 3281703824	210-41320.610 SUPPLIES	99.15	2830	11/09/15
36130	10/18/15	VERIZON WIRELESS VA 10/19-11/18 CELL/DATA 9754108360	210-41970.535 TELEPHONE SERVICES	40.01	2838	11/09/15
36130	10/18/15	VERIZON WIRELESS VA 10/19-11/18 CELL/DATA 9754108360	210-42220.535 TELEPHONE SERVICES	264.07	2838	11/09/15
36130	10/19/15	VERIZON WIRELESS ST PHONES 9754178931	210-43110.535 TELEPHONE SERVICES	204.10	2838	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-45551.210 HEALTH INS & OTHER BENEFIT	79.35	2839	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-43110.210 HEALTH INS & OTHER BENEFIT	53.96	2839	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-43151.210 HEALTH INS & OTHER BENEFIT	8.41	2839	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-41320.210 HEALTH INS & OTHER BENEFIT	63.49	2839	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-41335.210 HEALTH INS & OTHER BENEFIT	15.87	2839	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	210-41970.210 HEALTH INS & OTHER BENEFIT	31.74	2839	11/09/15
25535	10/29/15	VMCTA AD VMCTA MEMBERSHIP SMH 102915D	210-41320.500 TRAINING, CONFERENCES, DU	35.00	2840	11/09/15
29825	10/21/15	VT GAS SYSTEMS SA 9/17-10/16 PW HWY GARG 1015125047	210-43110.623 HEATING/NATURAL GAS	68.11	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS LH 9/18-10/19 NAT GAS 1015178335	210-41940.623 HEATING/NATURAL GAS	221.41	2843	11/09/15
00975	10/18/15	VT HISTORICAL SOCIETY BL BOOKS VHS101615	210-45551.640 ADULT COLLECTION-PRINT &	50.00	2846	11/09/15
07565	06/30/15	W B MASON CO INC BL CREDIT FOR LECTURN RET CR2286359	210-11505.000 AR ACCRUED	-439.34	2852	11/09/15
07565	10/12/15	W B MASON CO INC BL SUPPLIES I29185773	210-45551.610 SUPPLIES	33.99	2852	11/09/15
12000	09/30/15	LAMOUREUX & DICKINSON INC VR SEP PEARL LINK DESIGN 41868	230-46801.007 PEARL ST. LINKING SIDEWAL	2900.19	2804	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF VW TEST BENCH WATER 1015JK00BSNK	254-43200.410 WATER AND SEWER CHARGE	37.85	2766	11/09/15
36130	10/19/15	VERIZON WIRELESS ST PHONES 9754178931	254-43200.535 TELEPHONE SERVICES	89.63	2838	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	254-43200.210 HEALTH INS & OTHER BENEFIT	39.68	2839	11/09/15
29825	10/21/15	VT GAS SYSTEMS VW 9/17-10/16 PW WTR BLD 1015125039	254-43200.623 HEATING/NATURAL GAS	37.40	2843	11/09/15
V1816	11/05/15	POSTMASTER/BURLINGTON// SA/VW MAIL W/S BILLS 103015D	254-43200.536 POSTAGE	347.66	92726	11/09/15
25530	10/05/15	CHARLEBOIS TRUCK PARTS WW CRANE CABLE 1252780039	255-43200.432 VEHICLE MAINTENANCE	126.88	2751	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR ADMIN 5/8' METER 1015CATP0001	255-43200.410 WATER AND SEWER CHARGE	76.93	2766	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR DIGESTER 1015CATP0002	255-43200.410 WATER AND SEWER CHARGE	101.93	2766	11/09/15

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05020	10/30/15	ESSEX JCT VILLAGE OF WW WATER DEMATER BLDG 1015CATPDEWA	255-43200.410 WATER AND SEWER CHARGE	244.97	2766	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR FLOW EQ 1015CATPEQBL	255-43200.410 WATER AND SEWER CHARGE	70.83	2766	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR FILTER BLDG 1015CATPFILTR	255-43200.410 WATER AND SEWER CHARGE	101.33	2766	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR CONTROL 2"METER 1015WWTFCONT	255-43200.410 WATER AND SEWER CHARGE	374.25	2766	11/09/15
37875	10/23/15	FLEETPRIDE INC 73072082	255-43200.570 MAINTENANCE OTHER	52.54	2778	11/09/15
07010	10/21/15	GREEN MOUNTAIN POWER CORP WW 9/20-10/19 WWTF 10150132407	255-43200.622 ELECTRICAL SERVICE	9103.45	2787	11/09/15
12265	10/22/15	RICOH USA, INC WW COPIER WITH COLOR SURC 95680203	255-43200.610 SUPPLIES	326.92	2822	11/09/15
05265	10/30/15	TESTAMERICA LABORATORIES, WW QAQC DUPLICATE 20025597	255-43200.577 CONTRACT LABORATORY SERVI	83.00	2831	11/09/15
36130	10/18/15	VERIZON WIRELESS VA 10/19-11/18 CELL/DATA 9754108360	255-43200.535 TELEPHONE SERVICES	182.26	2838	11/09/15
V9968	10/16/15	VISION SERVICE PLAN- VA NOV VISION INSUR 111530023622	255-43200.210 HEALTH INS & OTHER BENEFIT	82.05	2839	11/09/15
12575	10/28/15	VMF FABRICATION & MACHINI WW WAS SURGE SHAFT REPR 1488	255-43200.570 MAINTENANCE OTHER	175.00	2841	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 WW LAB/CHEM 1015114124	255-43200.623 HEATING/NATURAL GAS	48.72	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 WW DIGESTER 1015114132	255-43200.623 HEATING/NATURAL GAS	184.72	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 WW CTRL BLD 101514140	255-43200.623 HEATING/NATURAL GAS	72.72	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 39 CASC ADM 10151884501	255-43200.623 HEATING/NATURAL GAS	43.01	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 WWTF SLUDGE 10151884519	255-43200.623 HEATING/NATURAL GAS	45.29	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 39 CASC FLEQ 10151884527	255-43200.623 HEATING/NATURAL GAS	62.44	2843	11/09/15
29825	10/21/15	VT GAS SYSTEMS WW 9/18-10/19 WWTF FILTER 10151884543	255-43200.623 HEATING/NATURAL GAS	39.58	2843	11/09/15
25525	10/29/15	ZEE MEDICAL INC WW FIRST AID RESTOCK 0113668531	255-43200.570 MAINTENANCE OTHER	235.10	2854	11/09/15
35260	10/30/15	EAST COAST PRINTERS INC ST TROY UNIFORMS 10051571	256-43200.612 UNIFORMS,BOOTS,ETC	186.00	2761	11/09/15
05020	10/30/15	ESSEX JCT VILLAGE OF WW WTR HS PUMP STA 10150COLHSPS	256-43200.410 WATER AND SEWER CHARGE	70.83	2766	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP SA 9/21-10/20 PS CASCADE 10150172601	256-43200.622 ELECTRICAL SERVICE	31.60	2787	11/09/15
07010	10/27/15	GREEN MOUNTAIN POWER CORP SA 9/29-10/27 PS S WILSON 10152198505	256-43220.001 SUSIE WILSON PS COSTS	333.49	2787	11/09/15
07010	10/20/15	GREEN MOUNTAIN POWER CORP SA 9/21-10/20 PS RIVER ST 10157822406	256-43200.622 ELECTRICAL SERVICE	51.71	2787	11/09/15
36130	10/23/15	VERIZON WIRELESS SA PUMP STATION VPV 9754522611	256-43220.002 WEST ST PS COSTS	20.34	2838	11/09/15

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	10/23/15	SA PUMP STATION VPN 9754522611	256-43200.434 PUMP STATION MAINTENANCE	76.51	2838	11/09/15
36130	10/23/15	SA PUMP STATION VPN 9754522611	256-43220.001 SUSIE WILSON PS COSTS	20.34	2838	11/09/15
V9968	10/16/15	VA NOV VISION INSUR 111530023622	256-43200.210 HEALTH INS & OTHER BENEFIT	22.22	2839	11/09/15
29825	10/21/15	SA 9/17-10/16 HS PUMP STN 10151860303	256-43200.623 HEATING/NATURAL GAS	47.68	2843	11/09/15
29825	10/21/15	SA 9/18-10/19 SW PS GEN 1015829804	256-43220.001 SUSIE WILSON PS COSTS	43.93	2843	11/09/15
29825	10/21/15	SA 9/18-10/19 WS PS GEN 1015829820	256-43220.002 WEST ST PS COSTS	38.60	2843	11/09/15
V1816	11/05/15	SA/VW MAIL W/S BILLS 103015D	256-43200.536 POSTAGE	695.34	92726	11/09/15
Report Total				31237.91		



Community Development Department

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

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

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Robin Pierce, Community Development Director *RJP*
DATE: October 13, 2015
SUBJECT: VT Urban & Community Forestry Program's Tree Canopy Grant Award.

Issue

The issue is whether or not the Trustees wish to schedule a small acknowledgement event to hand over the seed money to Bob Travers of CTE. This would kick off the Street Tree Nursery program at the Technology Center and recognize the fact that the Village and CTE are working in partnership on this important initiative.

Discussion

This would be a good way to get the word out that the Village and CTE are working together to increase the programs available at CTE. This serves to create the opportunity to expand skillsets of graduates, while at the same time increasing the number of street trees that can be planted in the municipality. As with all nurseries, the number of trees available to the Village will be minimal at the beginning of this program and will increase as the nursery stock matures. As part of this program the students will receive onsite instruction on knowledge on the benefits of street trees, how to plant and maintain them.

Cost

To date we have received \$1,500 of the \$3,000 grant award. There is a requirement that the Village make a matching grant for any funds awarded, which was approved by the Trustees last spring.

Recommendation

It is recommended that the Trustees approve having a small event at a future Trustee meeting to acknowledge this innovative initiative with CTE, and present CTE with a check to jumpstart the program.



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MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director
Rick Jones, Public Works Superintendent
DATE: November 10, 2015
SUBJECT: Resident request for private well on their property

Issue

The issue is whether or not the Trustees wish to approve a well for a private water source to 19 Taft Street. The Trustees asked for the input of experts to determine if there is a way to accommodate Dr. Metlapalli's request to install a well on his property at 19 Taft Street.

Discussion

At the October 13 meeting, input was provided by Jim Fay, General Manager of the Champlain Water District. Jim stated that due to the strong possibility of mingling high quality potable public water with an untested well supply and the attendant risk to the public water system he would not recommend the proposal. Jim went on to say that CWD water is treated and tested to high levels and they do not recommend further treatment. However, compared to an unprotected and untested private well supply, it is highly amenable to treatment.

Further to the October 13 meeting Aaron Martin, Town Engineer and Essex representative on the Champlain Water District, stated that he was against private wells in a location served by safe and constantly available municipal water. Aaron added that if the Trustees approved the request for a private well he would recommend shutting off the property from the municipal system. This action may also require the owner of the property to test for septic on the site.

Section 1416 of the Village LDC Code sets out the three criteria that need to be met before an Exception can be granted in such instances Village LDC states that:

B. Exception. An exception may be granted by Village Trustees for the development of one single-family residence, commercial or light industrial use if the applicant meets **all** of the following requirements:

1. The lot to be developed is more than 1,000' from an existing public water line having capacity to serve those lots, or that there are unique physical conditions that prohibit or severely restrict the

connection to a public sewer; for example, class one or two wetlands, steep slopes in excess of 20%, ledge material.

2. Each lot has a minimum area of 3 acres.

3. Facilities will be designed and installed as specified in all applicable Village and State regulations and standards.

This request does not meet the standards for an exception.

Recommendation

As the LDC exception requirements have not been met in this request, nor can they be given the location of the property, staff recommended that the Trustees do not grant an exception to the LDC standards and therefore this request was denied.

In addition, the 'expert opinions' that were requested be sought were the ones who developed and approved the contents of the LDC. It would be helpful for staff to receive more specific instructions from the Trustees in order to properly discuss the issue at one Planning Commission meeting rather than having an ongoing discourse.

Patty Benoit

From: Dr. Prabhakar Metlapalli, Ph.D. [mailto:pmetlapalli@gmail.com]
Sent: Wednesday, September 23, 2015 11:44 PM
To: Patrick C. Scheidel <pats@essexjunction.org>
Subject: Letter to Essex Junction city council

Patrick,

As discussed over the phone, I am sending below a written request for approving a private water source (drilled well) at my home located at 19 Taft St in Essex Junction. Please forward this to the city council and have this added to the agenda in the meeting scheduled for Oct 13th. Please let me know as soon as it is added to the meeting's agenda and the time and place of the meeting so I can attend. Thanks

Prabhakar

Request to approve private drilled well water supply at 19 Taft St in Essex Jct

My name is Dr. Prabhakar Metlapalli, homeowner of 19 Taft St in Essex Junction. My wife is experiencing serious health issues when using town water for past several years. I request the city council of Essex Junction to approve drilling a well in my home's lot to serve as a water supply source for my family.

Based on the requirements specified in the Village of Essex Junction Land Development Code dated March 29, 2011, Section 1416, I can have the curb stop and easement made as described in part C for a Private Water Supply source.

The drilling company has assured that there would be no mixing between the drilled well and city water pipes by using a T and then 2 ball valves.


In any case, we will remain connected to the town water supply (the pipe will be in place), only thing is that we may not be using that water and using our own water instead. There will be a switch to choose either the town water or drilled well water.

The used water from the home will still go into the public sewer as before.

Please approve this request at your earliest convenience. If you have any questions, you can call me at (248) 946 1570 (my cell number).

Thanks

Dr. Prabhakar Metlapalli, Ph.D.



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Rick Jones
Public Works Director
Village of Essex Junction
2 Lincoln Street
Essex Jct VT 05452
September 30, 2015

RECEIVED
SEP 30 2015
Village of Essex Junction

Dear Rick,

Thank you for your inquiry into CWD's policy regarding the intermingling of private well water plumbing systems in homes that had previously been solely devoted to plumbing exclusively connected to CWD's served municipal water systems. In the case of the Village of Essex Junction, this system is a served municipal water system of the Champlain Water District. Currently, all residents connected to the Village water system receive all of their water from Champlain Water District. I appreciate the opportunity to provide you with the following information.

Champlain Water District does not have an official policy regarding plumbing interconnections within served municipal systems. However, CWD views such proposals through the lens of our retail system cross connection control regulations. These regulations frown on such hybrid home plumbing supply systems due to the strong possibility of mingling high quality potable water with an untested well supply and the attendant risk to the public water system. In addition, CWD water is treated to high levels and we do not recommend further treatment. However, because CWD water is tested for over 200 parameters (see Water Quality Report & Non-detect Reports 2015), it is highly amenable to treatment as compared to an unprotected and untested private well supply.

CWD is a 15 year recipient of the Excellence in Water Treatment Award under the Partnership for Safe Water. The Partnership for Safe Water is a water program founded in conjunction with U.S. E.P.A. Under this program, CWD is required to demonstrate annually the highest level of water quality and the Excellence Award demonstrates the highest quality for water systems throughout the world. In 2014, CWD's water was selected as the best tasting water in North America under the "People's Choice" "Best of the Best" Competition. In addition, CWD remains in compliance with all State of Vermont and Federal Drinking Water regulations. CWD is committed to achieving results far higher than U.S.E.P.A. and State of Vermont baseline requirements.

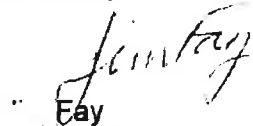
Dr. Sara Vose of the Vermont Department of Health is a renowned expert on public health questions and would gladly discuss any resident's concerns regarding public water system supplies in the Village of Essex Junction.

Dr. Vose's Contact information is:

Sarah Vose, Ph.D. sarah.vose@vermont.gov
State Toxicologist
Vermont Department of Health
108 Cherry Street Suite 201
PO Box 70, Drawer 30
Burlington, VT 05402-0070
802-863-7598

Given the overall public health benefits gained with well run, protected public water supplies and the baseline provided to consumers if they choose further treatment, CWD strongly supports requiring residents hooked up to CWD served municipal water systems to not intermingle plumbing of private well supplies and plumbing of public water supplies within residences.

Sincerely,



Jim Fay
General Manager
CHAMPLAIN WATER DISTRICT

cc: Pat Scheidel, Village of Essex Junction
Aaron Martin, Champlain Water District Board of Commissioners
Sarah Vose, Vermont Department of Health
Michael Barsotti, Champlain Water District



Community Development Department

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Essex Junction, VT 05452
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Office: (802) 878-6944
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MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: November 10, 2015
SUBJECT: Resident request for Crosswalk on Pearl Street

Issue

The issue is whether or not the Trustees wish to create a crosswalk on Pearl Street near the intersection of Willeys Court.

Discussion

At the October 13 meeting, Linda Costello told the Trustees of a near miss her grandson had while trying to cross Pearl Street close to the point that the neighborhood she lives in connects to Pearl Street. Mrs. Costello felt that it would be safer to install at crosswalk at that point.

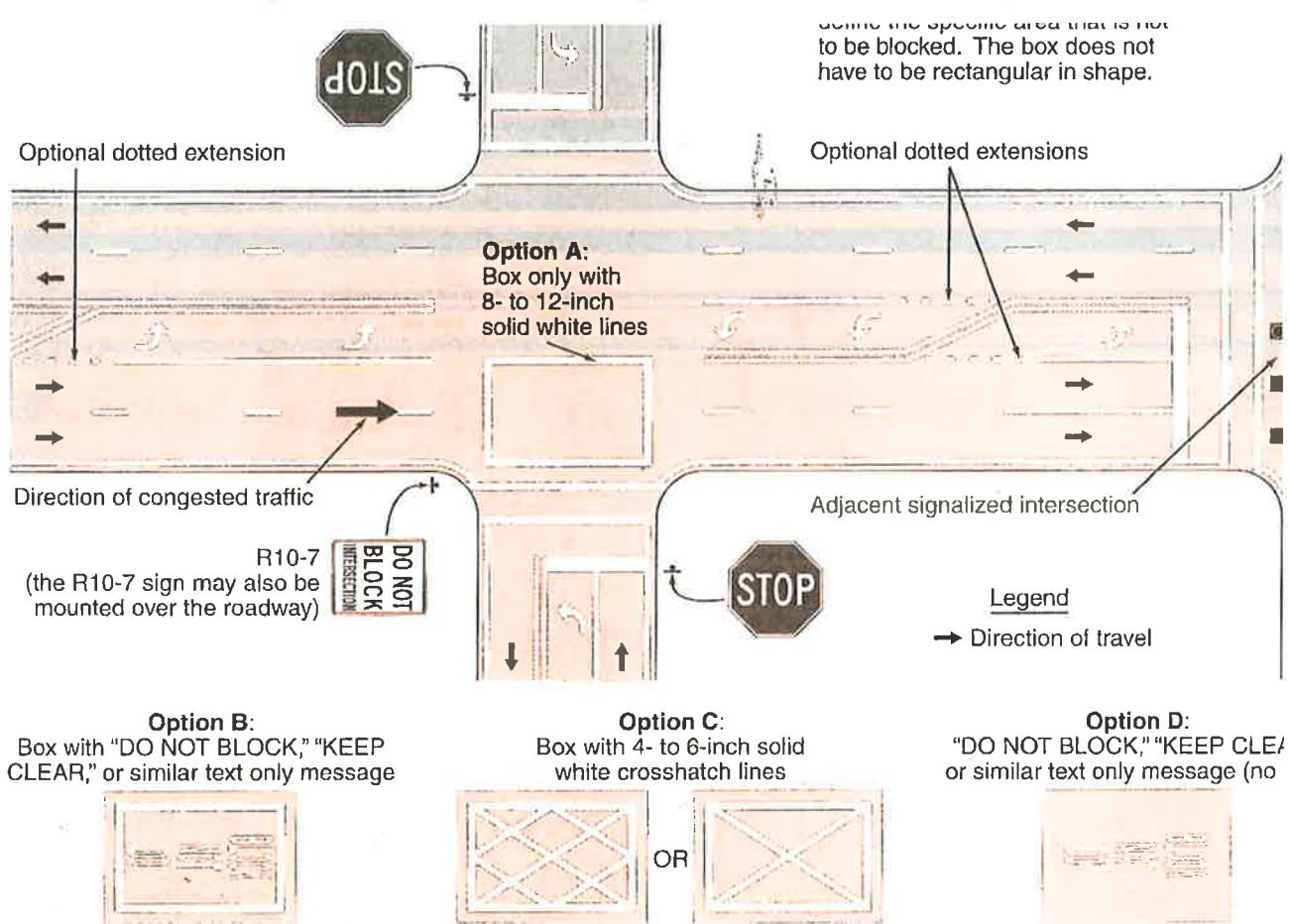
The standards for signs, signals and pavement markings in the United States are controlled by the Manual on Uniform Traffic Control Devices (MUTCD), which is under the direction of the Federal Highway Administration (FHWA) and has been adopted by the State of Vermont. Please see the attached page from the MUTCD. There are metrics that determine if traffic or pedestrian movement has reached a level that justifies the installation of traffic signals, road signs, and pavement markings. Therefore, this is not a decision that can be made in isolation by the Trustees.

The Village recently applied for a grant to construct a path from West Street through the ACT 250 site to Pearl Street. This path would have deposited people onto Pearl Street opposite the Harley Davison dealership, and it was hoped pedestrian traffic reach a level that would justify a crosswalk at that location. The grant application was unsuccessful.

It was also suggested that the bus stop on Pearl Street be moved, but this is not possible because of inbound and outbound routes.

Recommendation

The standards for a crosswalk have not been met in this location and would not meet the criteria for installation under the MUTCD. Moreover, the arbitrary installation of crosswalks that do not meet the MUTCD standards exposes the municipality to unnecessary liability. Since the State of Vermont has adopted the MUTCD, any deviations from the standards would be a violation of State law. Therefore, staff recommends that no crosswalk be installed on Pearl Street near Willeys Court.

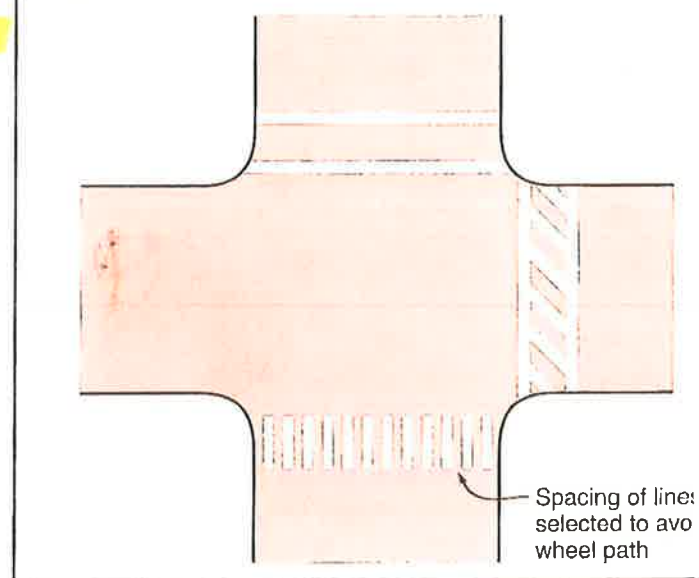


08 *Crosswalk lines should not be used indiscriminately. An engineering study should be performed before a marked crosswalk is installed at a location away from a traffic control signal or an approach controlled by a STOP or YIELD sign. The engineering study should consider the number of lanes, the presence of a median, the distance from adjacent signalized intersections, the pedestrian volumes and delays, the average daily traffic (ADT), the posted or statutory speed limit or 85th-percentile speed, the geometry of the location, the possible consolidation of multiple crossing points, the availability of street lighting, and other appropriate factors.*

09 *New marked crosswalks alone, without other measures designed to reduce traffic speeds, shorten crossing distances, enhance driver awareness of the crossing, and/or provide active warning of pedestrian presence, should not be installed across uncontrolled roadways where the speed limit exceeds 40 mph and either:*

- A. *The roadway has four or more lanes of travel without a raised median or pedestrian refuge island and an ADT of 12,000 vehicles per day or greater; or*
- B. *The roadway has four or more lanes of travel with a raised median or pedestrian refuge island and an ADT of 15,000 vehicles per day or greater.*

Figure 3B-19. Examples of Crosswalk Marking



Memorandum

To: Essex Selectboard, Village of Essex Junction Board of Trustees
CC: Patrick C. Scheidel, Municipal Manager; Doug Fisher, Director of Administrative Services
From: Greg Duggan, Assistant Town Manager *GSD*
Re: Contract amendment for Thoughtful Growth In Action
Date: Oct. 27, 2015

Issue

The issue is whether the Selectboard and Trustees should sign an amendment to the Thoughtful Growth In Action (TGIA) Letter of Agreement between the Town of Essex, Village of Essex Junction, Delia Clark of Confluence Associates, and Ariana McBride.

Discussion

In June 2015, the above-mentioned parties signed a letter of agreement stipulating the tasks of the TGIA project, which is ongoing. When a TGIA working group formed with twice the number of members as originally expected, the Selectboard authorized additional expenditures up to \$3,500. The additional expenses were meant to accommodate the additional work needed for the larger working group – informational interviews and food for meetings, primarily. The Selectboard voted unanimously on July 20, 2015 to approve the expense.

The amendment is attached. The amendment acknowledges the increase in the number of working group participants, identifies the Town's logistical support at community events, modifies the fee schedule, and corrects a word in the section for Termination of Agreement. The amendment has been reviewed by the Town Attorney.

Cost

\$3,500, which the Selectboard has already approved.

Recommendation

It is recommended that the Selectboard/Trustees authorize the Municipal Manager to sign the amendment to the Letter of Agreement with the consultants on the Thoughtful Growth in Action project.

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

This Letter of Agreement is effective as of the 28 day of October, 2015, between Confluence Associates, Ariana McBride, the Town of Essex ("Town"), and the Village of Essex Junction ("Village") (hereby collectively referred to as the Parties). This Agreement shall remain in effect until the last day of March, 2016.

Whereas, the Parties are working together to support a community conversation, study, and recommendations about the planning and zoning structures within the Town and Village.

Whereas, the Town, through the fiscal year 2016 municipal budget, has committed \$16,000 towards the development and implementation of such a project.

Whereas, the Essex Selectboard and Village Trustees each voted 5-0 on May 4, 2015 to pursue such a project.

Then and therefore, the Parties agree to the following:

In an effort to support the development of a community conversation, study, and recommendations about the planning and zoning structures within the Town and Village, Confluence Associates and Ariana McBride shall:

1. Conduct project research and hold planning meetings;
2. Interview up to 6 key informants and produce a summary report;
3. Prepare a job description for a project working group, interview up to 12 working group members, and produce a summary report of interviews;
4. Prepare for, hold, and document four working group sessions on September 30, October 28, November 18 and December 9, 2015, and conduct related research as necessary;
5. Prepare for, facilitate, generate materials for, and document a community-wide kick-off event on September 9, 2015 to gauge residents' desire to move toward a shared community vision, educates the public about planning governance, opens a conversation about how planning governance can be improved, and introduces people to the project and illustrates how they can become involved;
6. Prepare for, facilitate, generate materials for, and document a community-wide closing event on January 6, 2016 (snow date January 13) to present the working group's recommendations, solicit feedback from the public, and discuss next steps;
7. Develop a communications plan, develop and maintain a project website, and assist with project branding and information sheets;
8. Coach local participants on how to share project outcomes with the broader community;
9. Deliver a final report on the project, in PDF format, that will synthesize the process and findings from all activities; and
10. Present the final report to the Essex Selectboard and Village Trustees for a Q&A session.

In an effort to support a community conversation and study about the planning and zoning structures within the Town and Village, the Town and the Village will:

1. Provide background information and research materials to support the work of Confluence Associates and Ariana McBride;
2. Identify key informants to be interviewed and help schedule phone interviews;
3. Identify and reach out to key participants for the working group and help schedule phone interviews;
4. Identify and reach out to key participants for the community-wide kick-off workshop;

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

- 5. Identify and reach out to key participants for the community-wide closing workshop;
- 6. Serve as a spokesperson for the project, organize and distribute press releases, co-marketing, and informational materials;
- 7. Educate the community about the project outcomes, based on coaching from Confluence Associates and Ariana McBride; and
- 8. Provide updates to the Essex Selectboard and Village Trustees in the form of monthly memorandums.

The Parties agree to the following additional terms:

Where Services Are to Be Performed: Confluence Associates and Ariana McBride's services will be performed at such facilities as are appropriate to the task as mutually determined by the Parties.

Compensation and Reporting. The Town will pay Confluence Associates and Ariana McBride according to the deliverables based fee structure attached hereto as Attachment A, which the Parties agree accurately reflects the time and value of the scope of work.

The Town agrees to pay Confluence Associates and Ariana McBride upon receipt of an invoice and completed deliverables. Payment is due within 30 days of invoice receipt.

Changes to Contract. Additional services by Confluence Associates and Ariana McBride may be negotiated at a rate of \$85/hour.

Independent Contractors. Confluence Associates and Ariana McBride will furnish their services as independent contractors and not as employees of the Town or Village. Confluence Associates and Ariana McBride have no power or authority to act for, represent, or bind the Town or the Village in any manner.

Freedom to accomplish the scope of this contract. Confluence Associates and Ariana McBride shall have the ability to satisfy the work required by means they deem prudent and business-like.

Termination of Agreement by Notice. This Agreement is a contract relied upon by all Parties. It can only be terminated if the working relationship deteriorates to the point of rendering future work impossible, if the Town is not paying invoices as required, or if Confluence Associates and Ariana McBride are not delivering product required under this agreement in a timely manner or in an unacceptable quality. If any of the above circumstances exist, then any Party may terminate this Agreement upon 14 days' notice by registered or certified mail, return receipt requested, addressed to the other Parties, mailing addresses attached hereto as Attachment B. If this Agreement is terminated, the Town shall only be liable for payment of consulting fees earned as a result of work actually performed and delivered prior to the effective date of the termination. The 14 days' notice shall be measured from the date the notice is posted.

Signature, Delia Clark
Confluence Associates

Printed Name

Date

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

Signature, Ariana McBride

Patrick C. Scheidel

Signature, Town of Essex

Printed Name

Patrick C. Scheidel

Printed Name

Date

10-28-15

Date

Signature, Village of Essex Junction

Printed Name

Date

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

Attachment A: Fee Schedule

Total Fee: \$17,478.95 (time & expenses)

Project Research & Planning - Deliverables:

- In person kick off meeting and summary
- Skype Selectboard & Trustees presentation
- Work Plan
- Fee: \$2,040
- Payable to: Ariana McBride

Informational Interviews - Deliverables:

- Informational interview summary
- Fee: \$680
- Payable to: Ariana McBride

Working Group Formation - Deliverables:

- Working Group Member Interviews summary
- Orientation meeting
- Preparation of supporting materials
- Fee: \$1,955
- Payable to: Ariana McBride

Opening Community Workshop - Deliverables:

- Facilitation of workshop
- Workshop summary
- Preparation of supporting materials
- Fee: \$2,040
- Payable to: Confluence Associates

Focus Group Sessions, Facilitation - Deliverables:

- Facilitation of 4 sessions
- Session summaries
- Preparation of supporting materials
- Fee: \$1,615
- Payable to: Confluence Associates

Focus Group Sessions, Materials - Deliverables:

- Preparation of supporting materials
- Fee: \$3,145
- Payable to: Ariana McBride

Closing Community Workshop - Deliverables:

- Facilitation of workshop
- Workshop summary
- Preparation of supporting materials
- Fee: \$2,040

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

- Payable to: Confluence Associates

Community Education - Deliverables:

- In person coaching meeting
- Fee: \$340
- Payable to: Confluence Associates

Final Report - Deliverables:

- Final Report (PDF)
- Presentation to Selectboard and Trustees
- Preparation of supporting materials
- Fee: \$2,040
- Payable to: Ariana McBride

Project Communications, Part 1 - Deliverables:

- Project Communications Plan
- Project Website
- Fee: \$680
- Website Expense: \$138.95
- Payable to: Ariana McBride

Project Communications, Part 2 - Deliverables:

- Updated Project Website (at project close)
- Project Email List (at project close)
- Fee: \$765
- Payable to: Ariana McBride

Letter of Agreement

Confluence Associates
Ariana McBride
Town of Essex
Village of Essex Junction

Attachment B: Mailing Addresses of Parties

Confluence Associates
Delia Clark
PO Box 45
Taftsville, VT 05073

Ariana McBride
259A North Street
Hingham, MA 02043

Town of Essex
81 Main St.
Essex Junction, VT 05452

Village of Essex Junction
2 Lincoln St.
Essex Junction, VT 05452

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.

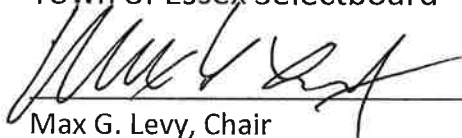
RESOLUTION

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 P. Brown

Elaine H. Sopchak

Lori A. Houghton

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. 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.

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; www.nws.noaa.gov and 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 1st through April 1st 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 MgCl² or Ca Cl² 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) 879-9427 (pager) 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 1st through April 1st 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 1st 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, Maplawn 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

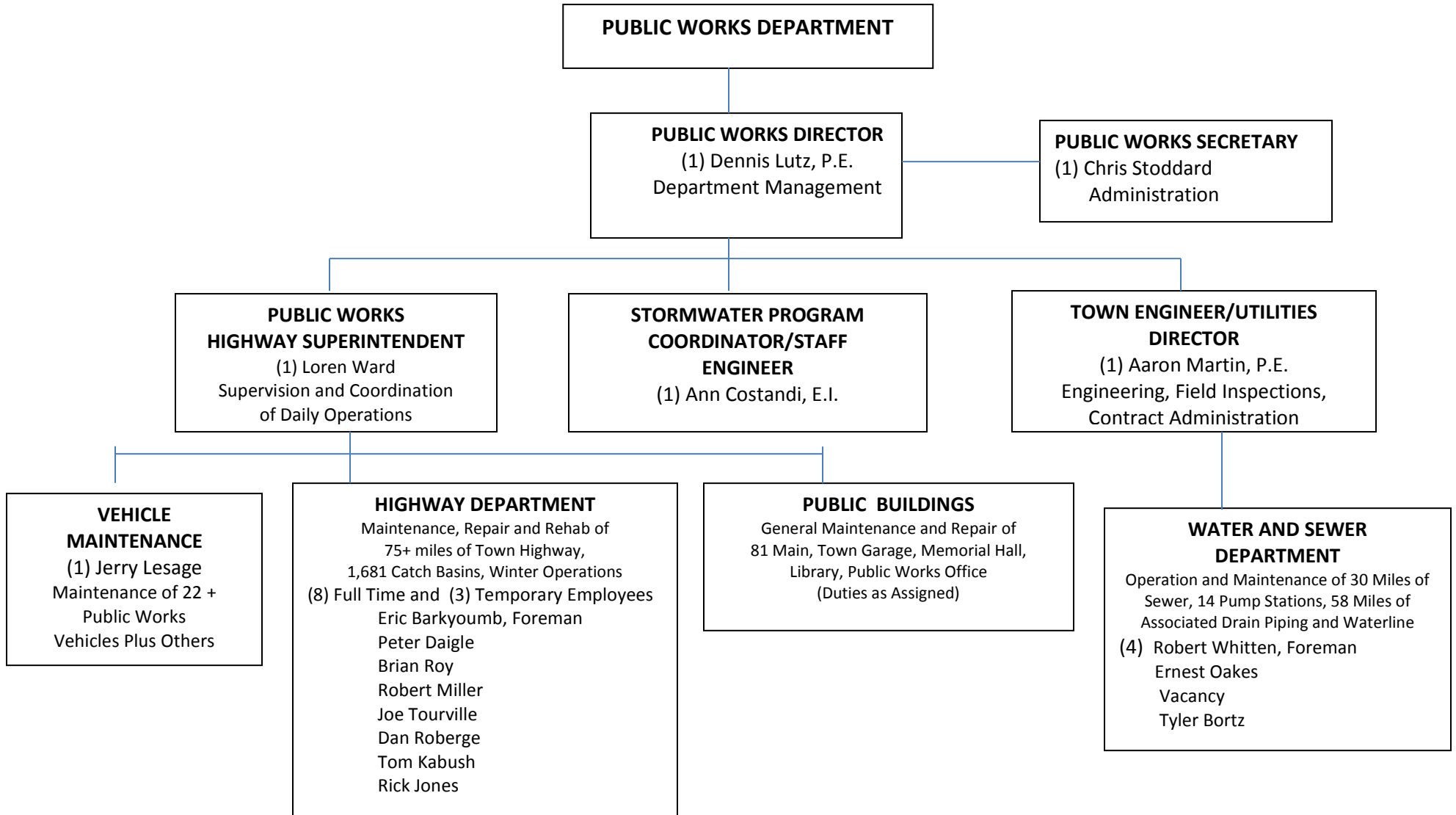
Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

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)

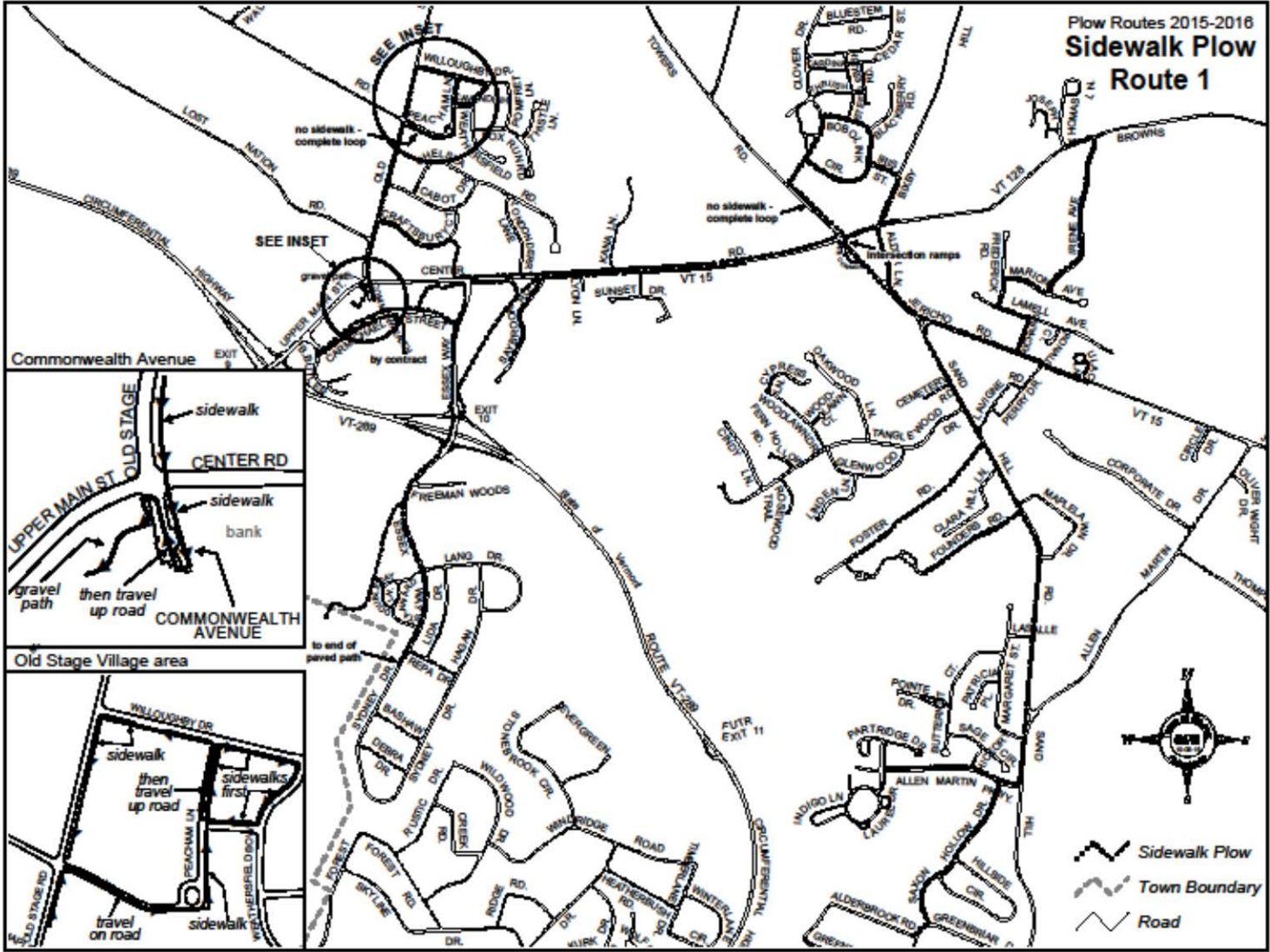
SUPPORT EQUIPMENT

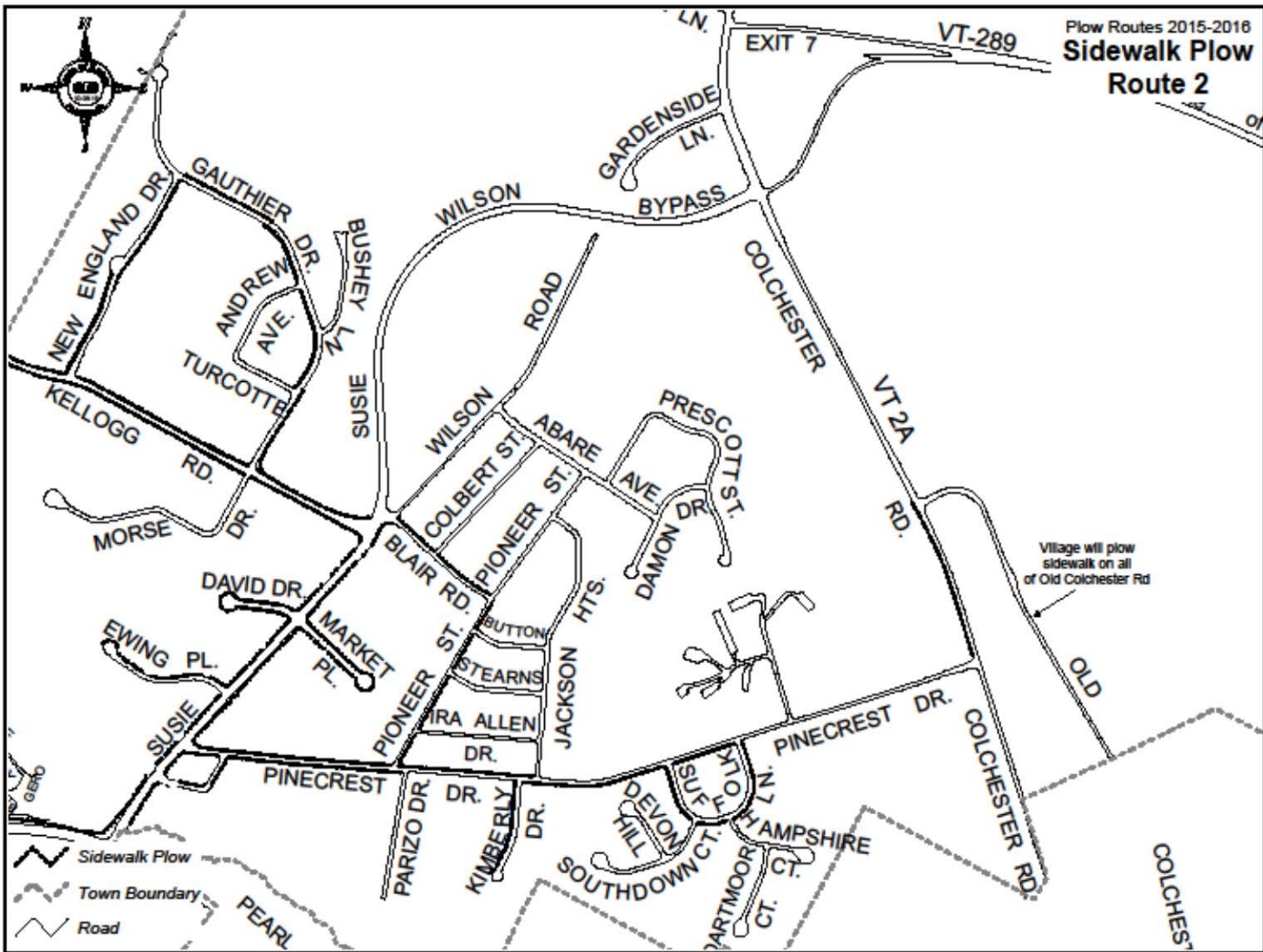
- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2001 Trackless Sidewalk Snow Plow (#118)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#116)
- 2015 John Deere 524 Bucket Loader (#219)
- 2012 MB MSV Sidewalk Snow Plow (#119)

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

MAPS OF HIGHWAY ROUTES (TOWN)

Plow Routes 2015-2016
Sidewalk Plow
Route 1

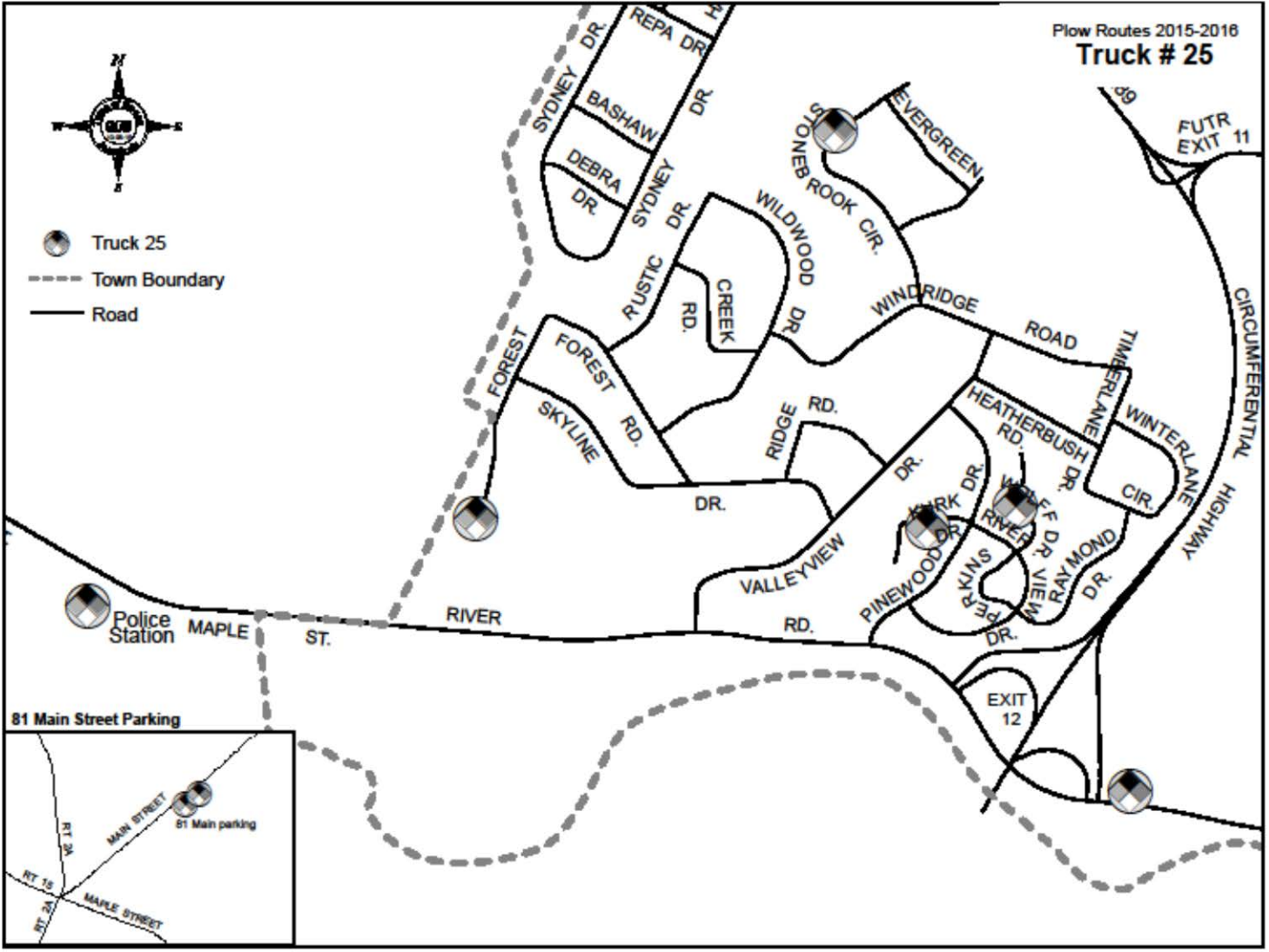




Plow Routes 2015-2016
Truck # 25



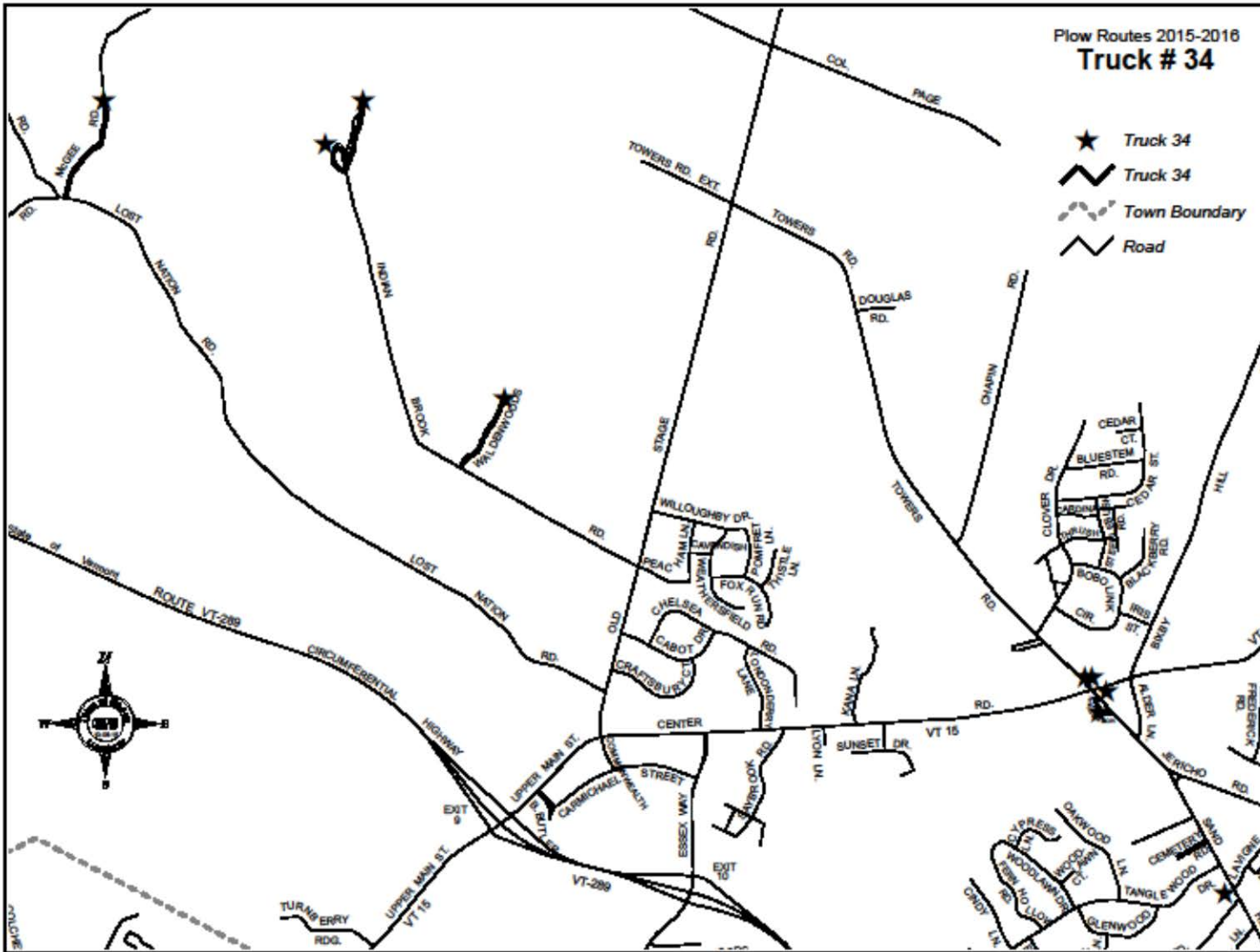
- Truck 25
- Town Boundary
- Road








Flow Routes 2015-2016

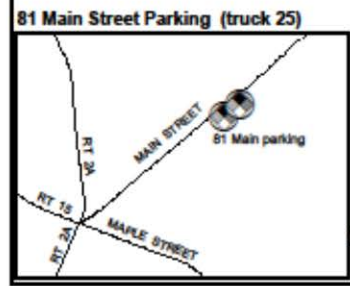
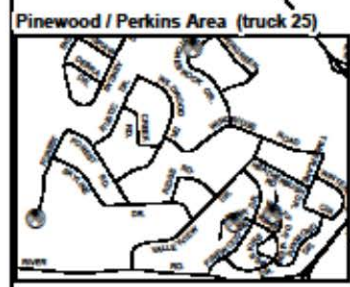
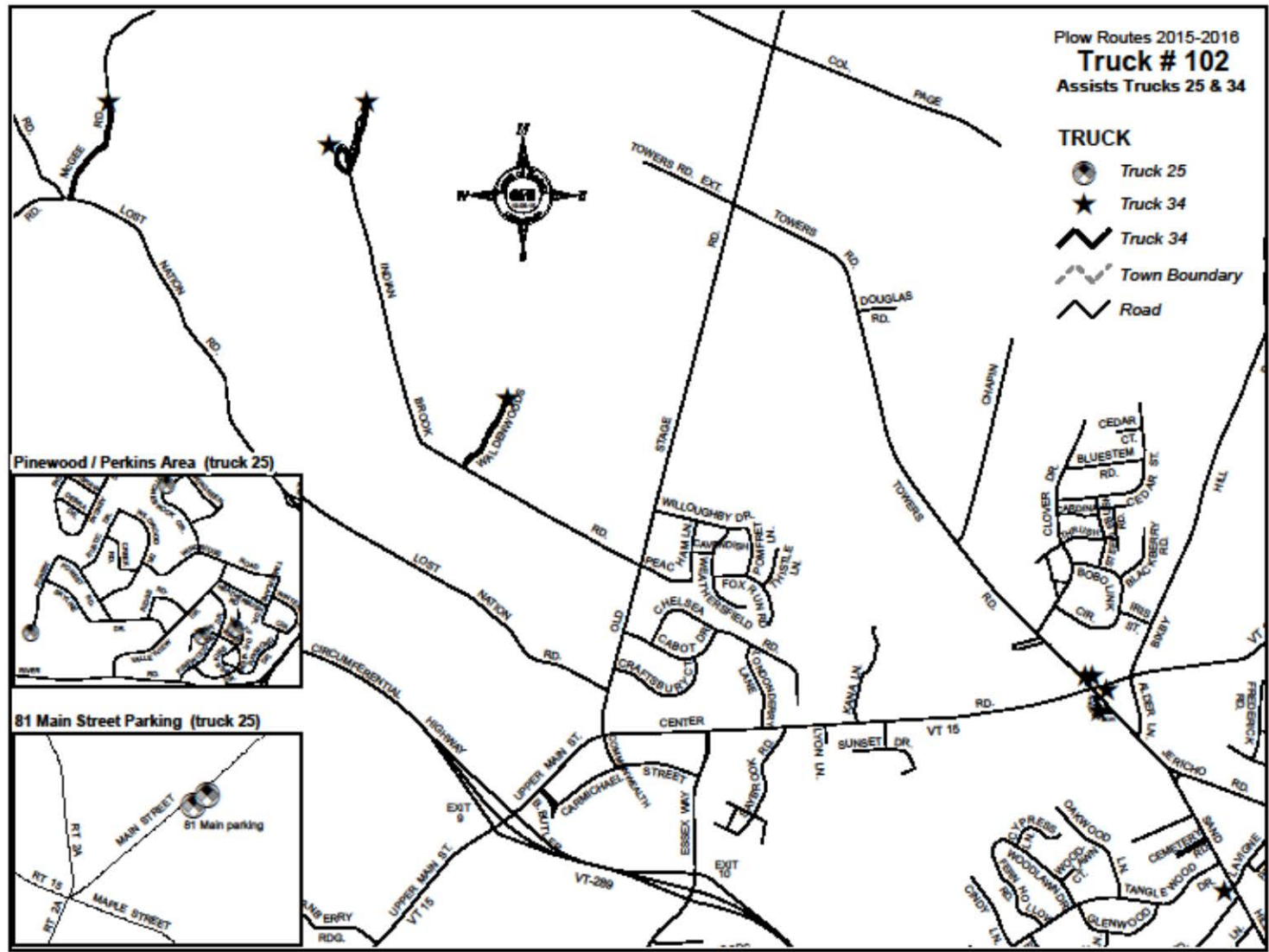
Truck # 34

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

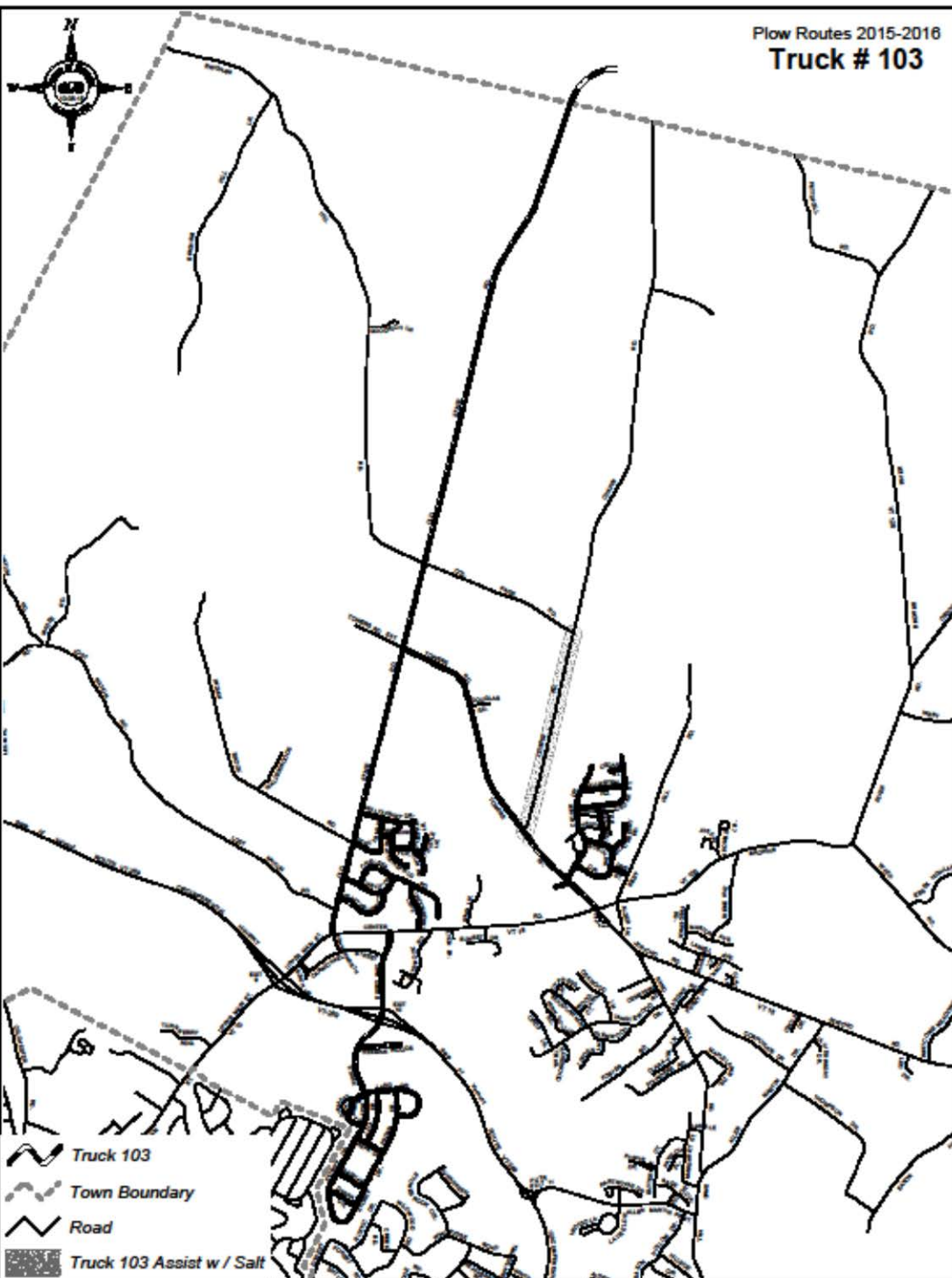


Flow Routes 2015-2016
Truck # 102
 Assists Trucks 25 & 34

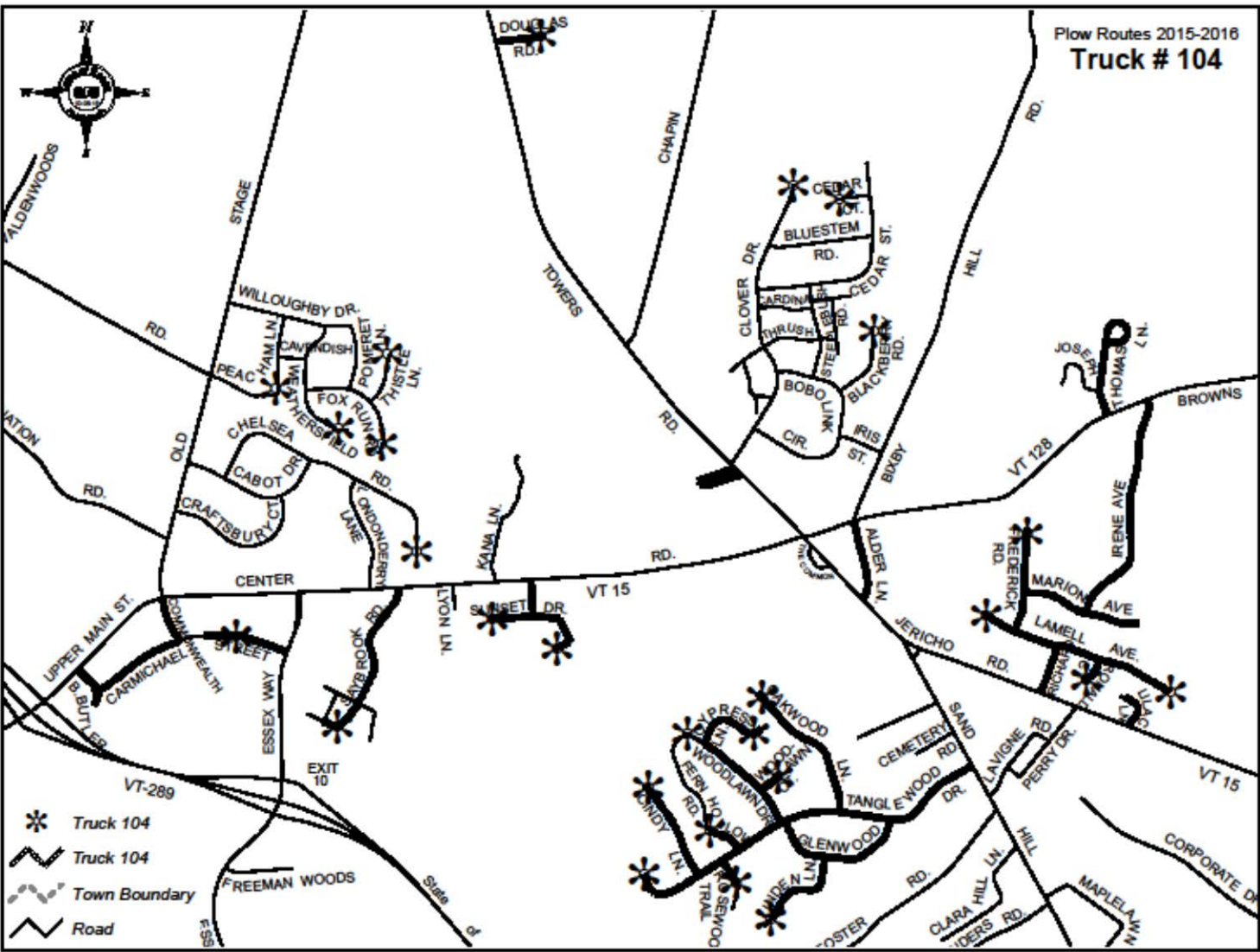
- TRUCK**
-  Truck 25
 -  Truck 34
 -  Truck 34
 -  Town Boundary
 -  Road



Plow Routes 2015-2016
Truck # 103



Plow Routes 2015-2016
Truck # 104

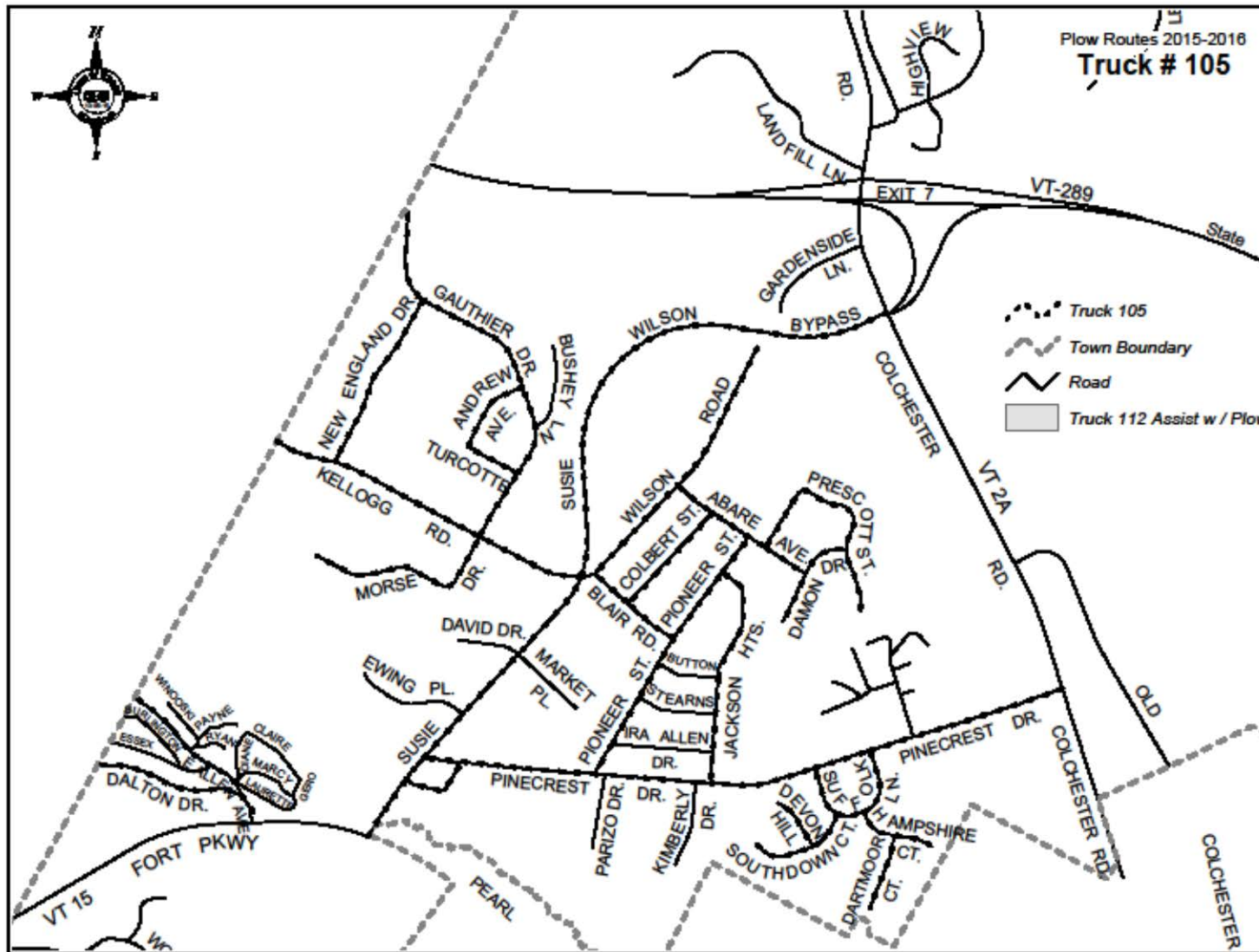




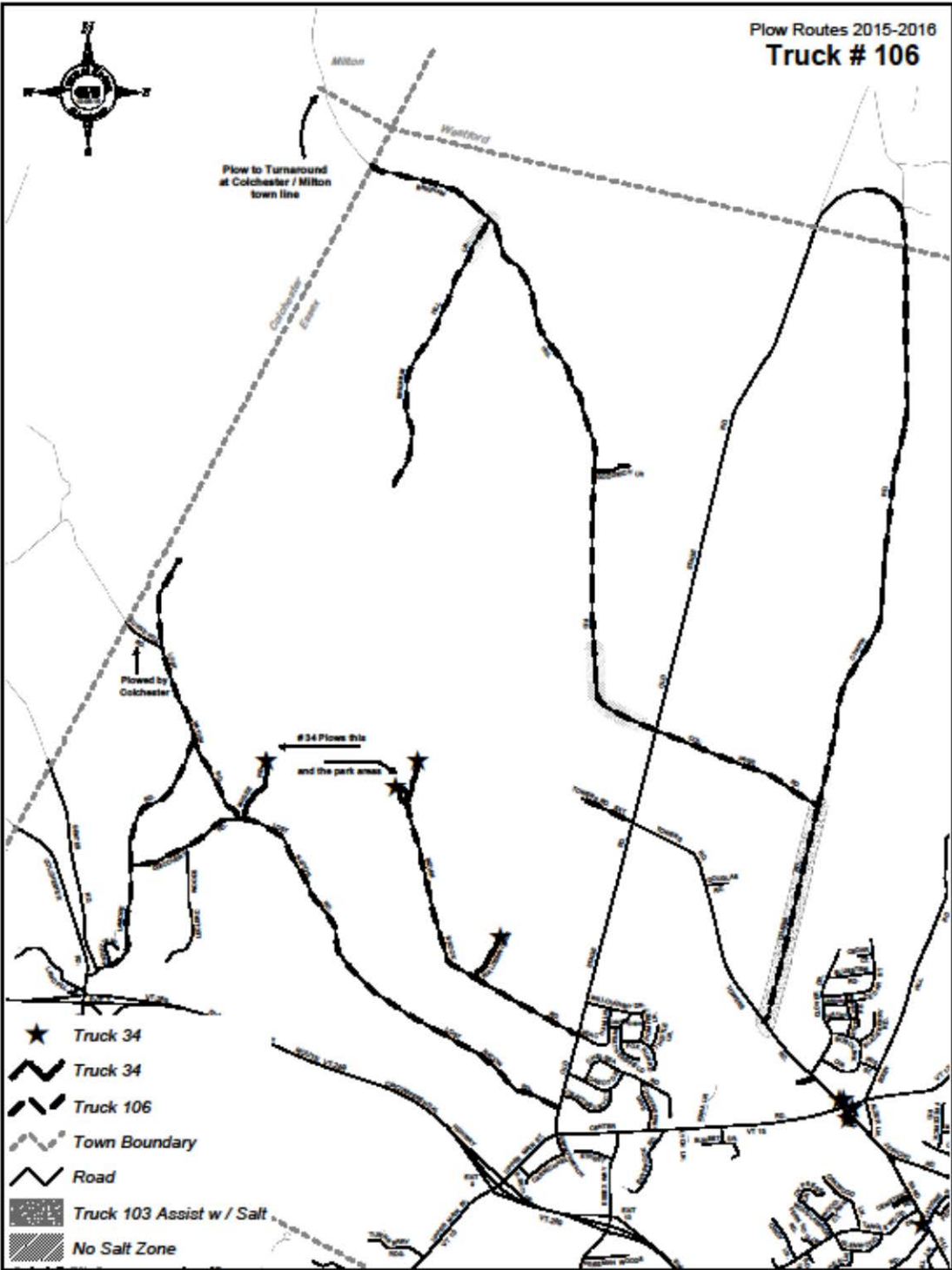
Plow Routes 2015-2016

Truck # 105

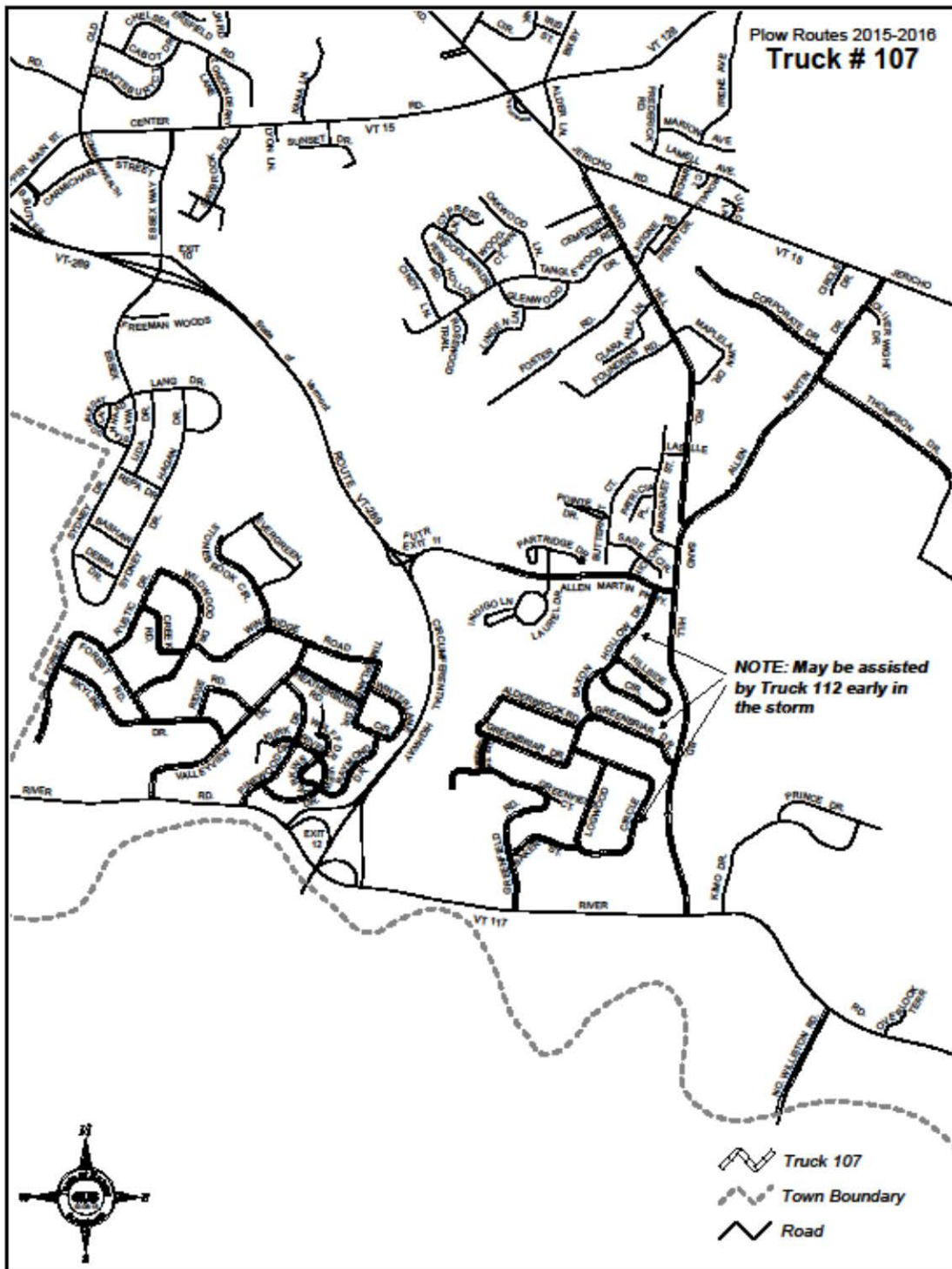
- Truck 105
- Town Boundary
- Road
- Truck 112 Assist w / Plow



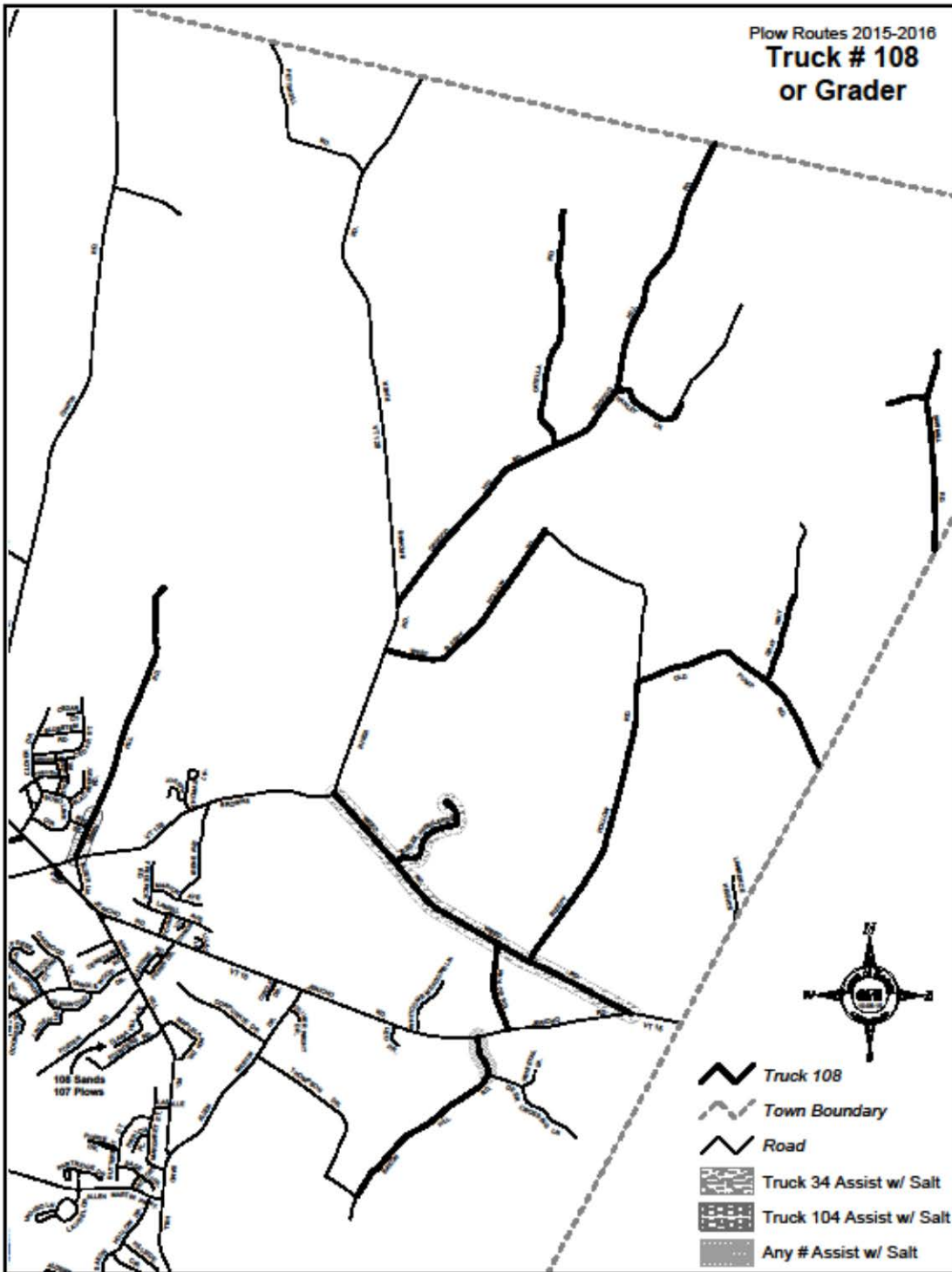
Plow Routes 2015-2016
Truck # 106



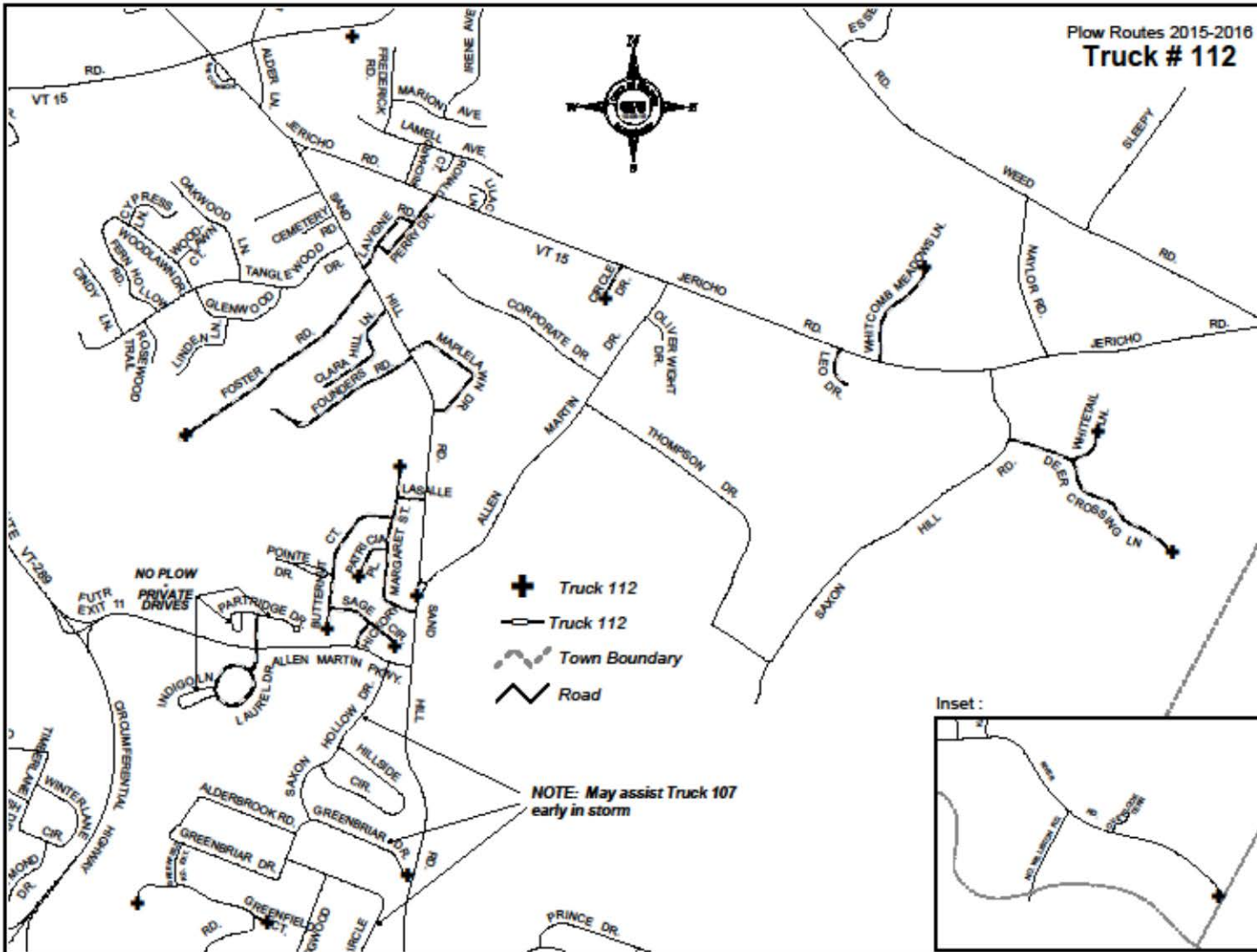
Plow Routes 2015-2016
Truck # 107



Plow Routes 2015-2016
Truck # 108
or Grader

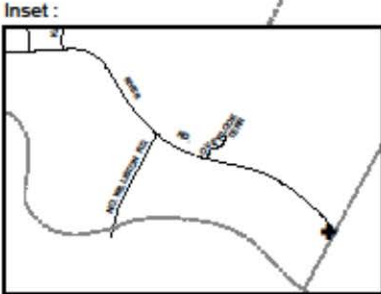


Plow Routes 2015-2016
Truck # 112

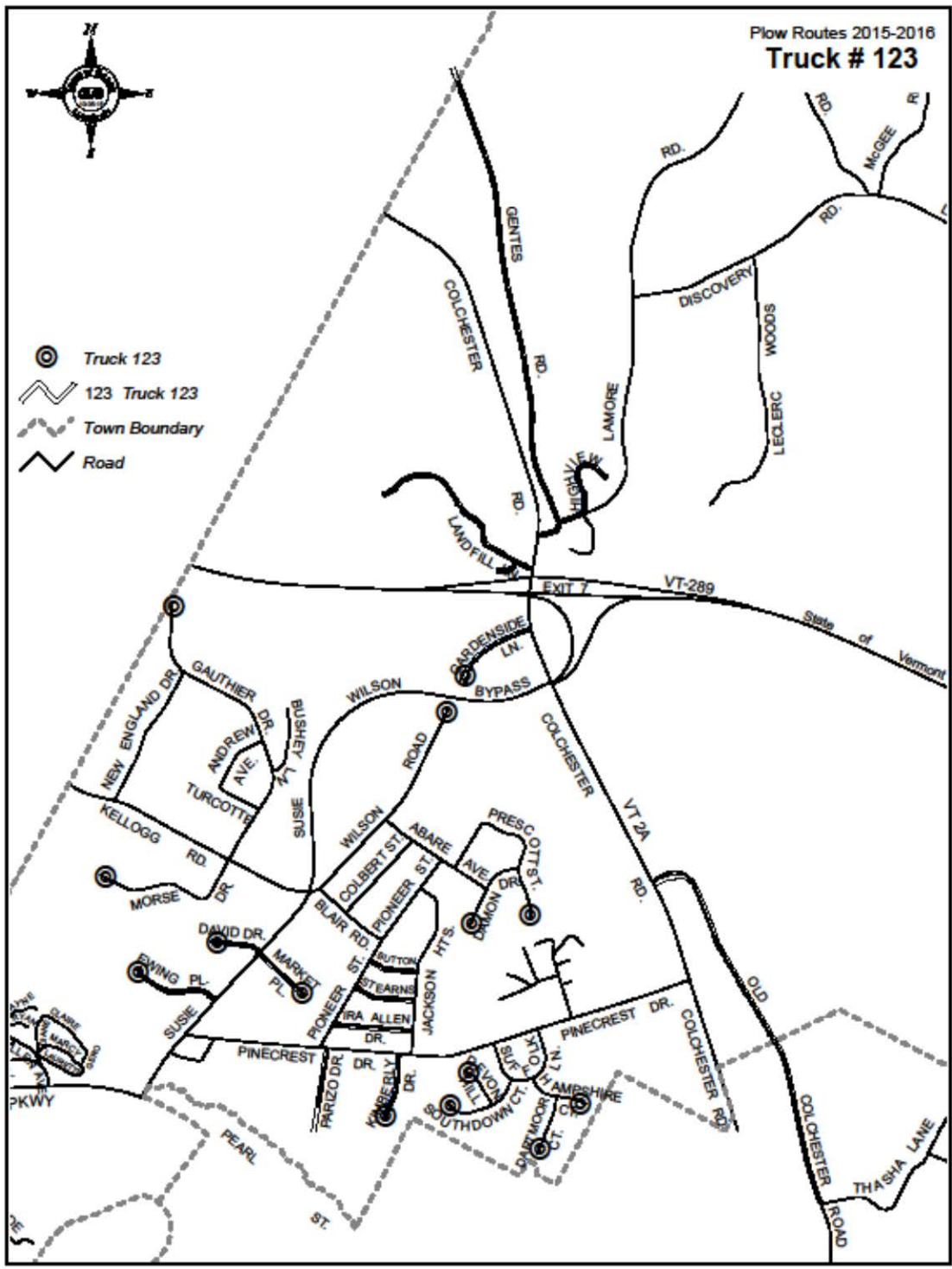


- + Truck 112
- Truck 112
- - - Town Boundary
- Road

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													
Week Totals													

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 1st through April 1st 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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Appendix B	Village Vehicle and Route Assignments (Internal Distribution)
Appendix C	Village Equipment for Snow Operations
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Appendix E	Village Notification List (Internal Distribution Only)
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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.

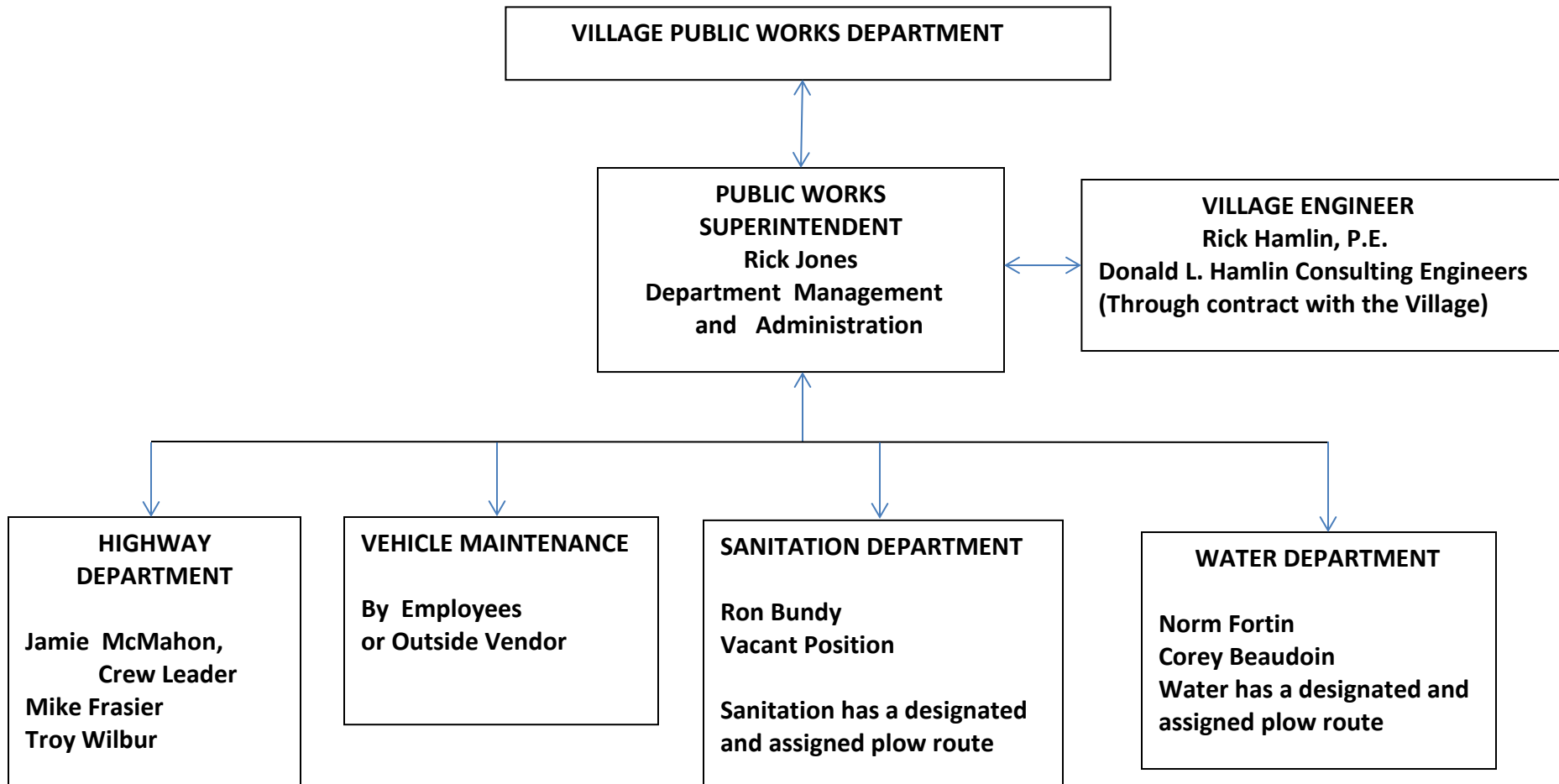
The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

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**

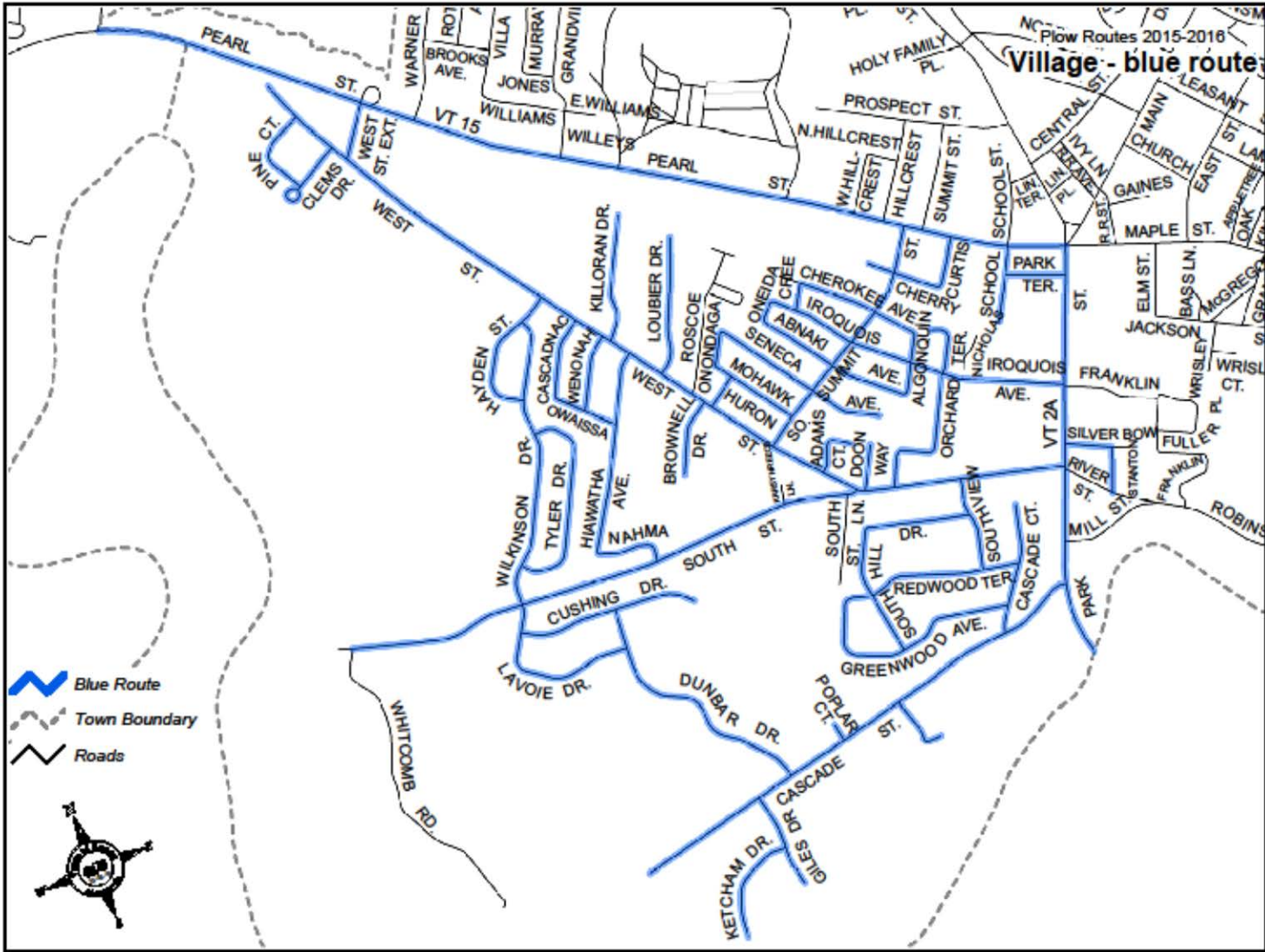
**SECTION 3, APPENDIX C
2015-2016**

VILLAGE EQUIPMENT FOR SNOW OPERATIONS

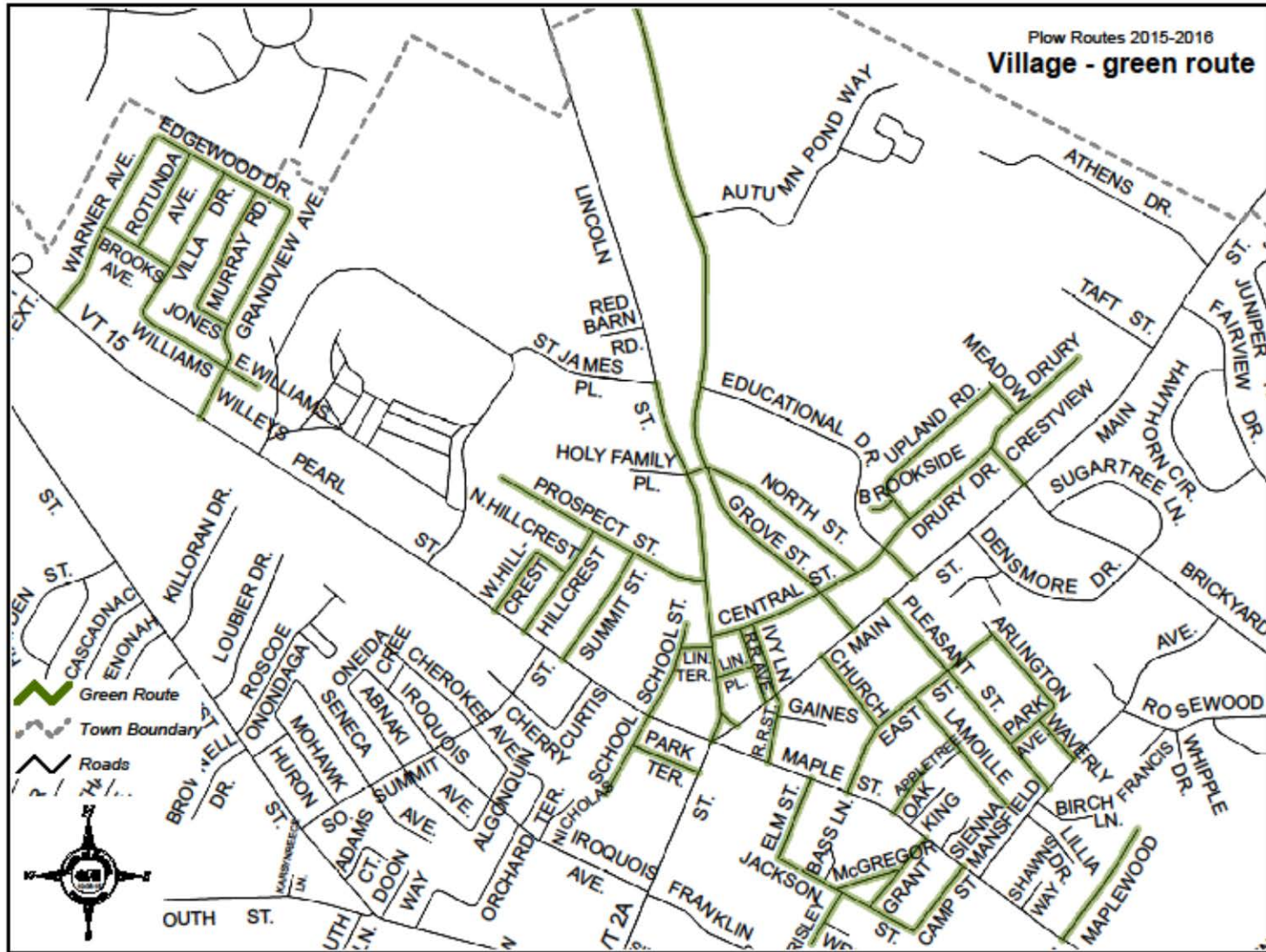
Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	1999 International 7cy. Dump truck with one-way front plow, tailgate sander and wing
Truck #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**

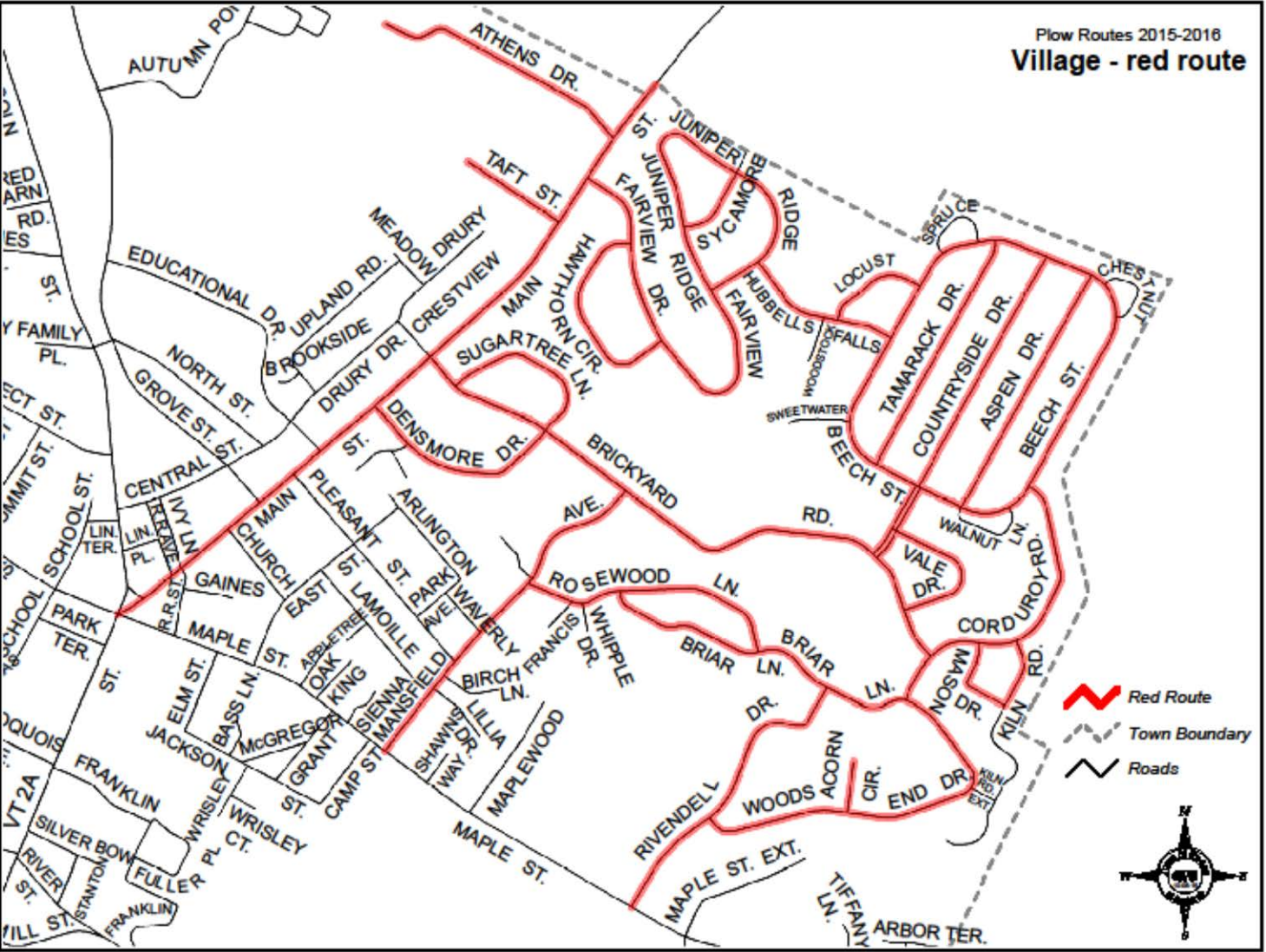
MAPS OF HIGHWAY ROUTES (VILLAGE)



Plow 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.



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: November 10, 2015
SUBJECT: Appointment to Active Transportation Plan Advisory Committee

Issue

The issue is whether or not the Trustees appoint a representative to CCRPC's Active Transportation Plan Advisory Committee.

Discussion

The Chittenden County Regional Planning Commission (CCRPC) is in the process of updating the Regional Pedestrian/Bicycle Plan, otherwise known as the Active Transportation Plan. The current Plan was completed in 2008. The overall objective of this project is to produce a region-wide Plan for existing and future bicycle and pedestrian facilities and programs that will serve as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). When completed, the Plan will include recommended facilities, programs and policies to support active transportation (walking, bicycling, running, scooting, etc.) in the region.

CCRPC has asked a member of the Essex Junction Bike/Walk Advisory Committee to be a representative on the newly formed Active Transportation Plan Advisory Committee assisting with this project (see attached email from Phoebe Spencer.) The purpose of this committee is to provide guidance and comments on process and document development for the regional Active Transportation Plan. The project is scheduled to be completed in September 2016.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees appoint Phoebe Spencer as representative to the CCRPC Active Transportation Plan Advisory Committee.

Patty Benoit

Subject: FW: Village Trustee Meeting Request

From: Phoebe Girouard Spencer [pspencer@uvm.edu]

Sent: Tuesday, October 13, 2015 3:23 PM

To: George Tyler

Subject: Village Trustee Meeting Request

Dear Mr. Tyler,

I am a member of the Essex Junction Bike Walk Advisory Committee, and I would like to request the addition of an item to the agenda of an upcoming Village Trustee meeting.

I have been asked to join Chittenden County Regional Planning Commission's Active Transportation Plan Advisory Committee as a representative of the Essex Junction Bike Walk Advisory Committee and would like to ask the trustees for their approval of this appointment. I brought this up to my fellow committee members at our September meeting and they have given their support to me in representing the interests of Essex Junction on the CCRPC committee (noted in our September minutes). I am happy to describe the role that I would serve as a representative for this new committee to the trustees.

Would it be possible to add this to the agenda of an upcoming meeting in November or December?

Thank you,

Phoebe Spencer



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: November 10, 2015
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

November 17 at 7:00 PM - Joint Meeting with Essex Selectboard at Essex Police Facility

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

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

December 18 at 9:30 AM - Meeting/Tour of St. Albans

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

- Charles Baker, CCRPC Executive Director
- Train Station Access and Circulation Study
- 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

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
November 3, 2015**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Rick Hamlin.
(David Nistico and Amber Thibeault were absent.)

ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant
Municipal Manager; Rick Jones, Public Works
Superintendent.

OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

There were no changes to the agenda.

3. PUBLIC COMMENTS

None.

4. SITE VISIT: PUBLIC WORKS FACILITY, 11 JACKSON STREET

Public Works Superintendent, Rick Jones, led the group on a tour of the Public Works Facility.

5. RANKING OF PROJECTS

MOTION by Rick Hamlin, SECOND by Kevin Collins, to table the ranking of Project EEE (17 Greenwood Ave.) until the December meeting. VOTING: unanimous (3-0); motion carried.

6. APPROVE MINUTES

October 6, 2015

MOTION by Kevin Collins, SECOND by Rick Hamlin, to approve the minutes of 10/6/15 as written. VOTING: unanimous (3-0); motion carried.

7. NEXT MEETING/AGENDA

Next meeting: December 1, 2015 at 6 PM.

Agenda: Rank EEE - 17 Greenwood Ave

8. ADJOURNMENT

MOTION by Rick Hamlin, SECOND by Kevin Collins, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 7:08 PM.



PREAMBLE

Vermont today faces challenges that range from a declining fiscal health and shrinking economy to the need for sustainable infrastructure improvement, economic development and smart growth prospects, environmental resource and emergency management, energy resources, corrections and public safety strategy, and affordable health care. In all of these areas, the state, federal, and local governments must work together to proactively take advantage of opportunities and address challenges.

Neither Vermont nor any other state can rely on the federal government to uphold its obligations to fund programs it has mandated to states and local governments. *The state should refuse to follow in those footsteps and fund all those mandates it imposes on local governments.*

In addition, Vermont has:

- limited taxing capacity and income;
- a small population that is not growing;
- a generally rural and aging population;
- a government and revenue raising structure that was largely developed to meet the demands envisioned and resources available a half century ago; and
- an expanding opiate addiction crisis.

Therefore, Vermont must find ways to deliver government services to its citizens through the most efficient means available. Shifting costs and obligations from state to local governments is not sustainable or acceptable. The state should solicit the opinions and utilize the expertise of the citizens who are being served and who pay for government. Given the extended recession and never-ending pressures on both municipal and state finances, municipal officials must be included in any discussion that assesses the functions of government and seeks innovative ways for Vermont to generate revenues, deliver services, and reduce the cost of delivering them.

Where this Municipal Policy is silent on a public policy issue affecting municipal government, it shall be the position of the Vermont League of Cities and Towns to support provision of authority, autonomy, and resources to cities and towns.

1.0 FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS (FAIR)

1.01 EDUCATION FUNDING

The current Vermont education funding system has significantly diminished municipal tax capacity for non-education expenditures. With each passing year, the education funding structure makes it harder for municipalities to craft municipal budgets and then have the voters approve them. It is especially difficult to fund expensive and needed municipal improvements. Municipal officials who have to administer the billion-dollar-plus property tax system and who provide essential services and infrastructure are compelled to rely overwhelmingly on property taxes. Act 46 (H.361), passed this year, does little to ease the education property tax burden. Additions to the costs to the Education Fund will eliminate any savings that school district consolidation efforts might generate.

Many aspects of education finance are controlled by the state. Each year, it has raided the Education Fund by failing to restrict the uses of the Education Fund to those specified in Act 60 and failing to fully fund the General Fund support of education originally specified in Act 68. Local officials, meanwhile, spend too much time trying to continually understand and implement the always morphing complexities of the education finance system.

Therefore, municipal and school officials, the state administration, and the legislature should begin immediately, as equal partners, to analyze the issues within Acts 60/68 (including ways in which they do not meet the *Brigham* decision), and now Act 46, and then create a new education finance system that reduces and reforms the property tax burden. The legislature should assess Act 46's success in curbing the rate at which education property taxes increase and establish the target rate of increase that will define the legislation's success. Until then, Education Fund monies should *only* be used for functions listed in 16 V.S.A. § 4025(b). Further, the billing and collection of the state education property tax should remain at the local level.

1.02 VERMONT TAX STRUCTURE OVERHAUL

The legislature should act to ensure that all three main components of Vermont's tax structure—income, sales, and property—are thoroughly analyzed and reformed to be simpler, sustainable, equitable, and balanced and make Vermont more economically competitive. Establish a plan to implement the recommendations of the Blue Ribbon Tax Commission. Municipal officials should be fully involved in developing the reform process and implementing the Blue Ribbon Tax Commission recommendations. Vermont's reformed tax structure should also include sufficient revenues to pay for initiatives that local governments need but cannot afford. Since the state education property tax continues to be controversial, no new state property taxes should be imposed until a reformed tax structure is adopted. Additionally, until such reform is adopted, the state should either reimburse municipalities for all state-mandated property tax exemptions or give voters the authority to impose municipal service fees on those properties exempted by the state.

1.03 OPEN MEETING LAW CHANGES

Several changes to the Open Meeting Law must be made to make the law workable for municipal government:

- Require a roll call vote for anyone participating in a meeting telephonically only if the voice vote is not unanimous;
- Increase the five-day requirement for posting minutes to ten business days;
- Limit mandatory application of the 2014 amendment's posting and penalty requirements to statutory- and charter-required public bodies; make other municipal public bodies, including committees and subcommittees of public bodies, comply with the law as it existed before July 1, 2014 and;

- Provide sustainable funding for an educational program to acquaint municipal officials with the Open Meeting Law's requirements.

1.04 STATE PAYMENTS IN LIEU OF TAXES (PILOT) PROGRAMS

The state should fully fund all state Payment In Lieu Of Taxes (PILOT) programs (including for state buildings, Agency of Natural Resources (ANR) land, capital city, and Department of Corrections facilities) on an ongoing basis. The state must expand PILOT to include all state lands and must value state buildings at full fair market value and all state land in accordance with local land schedules for PILOT purposes. Until proceeds from the local option taxes fully fund the state buildings PILOT, the state General Fund must fund any remaining balance and all other PILOT payments.

1.05 LOCAL OPTION TAXES

The legislature should enable all cities, towns, and villages to adopt consumption taxes.

1.06 UNFUNDED MANDATES

The state should provide reimbursement for state mandates on or cost shifts to local governments. The Joint Fiscal Office must prepare and make public a fiscal impact statement showing the administrative, implementation, and service costs imposed on local governments before any state legislative or administrative action affecting them can be approved.

1.07 PROTECTING AND ENHANCING MUNICIPAL FINANCES

- A. Require the House Ways and Means and Senate Finance committees to review and adjust all local fees set in statute on a three-year cycle. Include significant local input.
- B. Ensure that the legislature increases existing or imposes new state agency fees assessed against municipalities only when the agency can show a comparable increase in the costs, quality, or quantity of the services provided.
- C. Provide ways for the state to help municipalities get the highest interest income on their investments while continuing to ensure low risk of loss.
- D. Clearly communicate the state economic development strategy to municipalities and regional entities and engage them in a partnership to implement that strategy on the local, regional, and state levels.
- E. Require the state to pay its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements. The \$150,000 appropriation to defend appeals from reappraisals of TransCanada Hydro Northeast, Inc. properties along the Connecticut and Deerfield Rivers is a good start in that direction. The state should also pay the taxpayer directly for any education property taxes and interest required to be reimbursed due to a property valuation adjustment resulting from an appeal beyond the board of civil authority.
- F. The state should reimburse municipalities for any local costs for implementation of any state election law changes or reapportionment (including voter and election official education), as well as subsequent administrative or technological costs. The implementation of any election law changes must also satisfy the requirements of local election officials to have an election system that functions smoothly and effectively on Election Day.

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- G. Make statutory changes that enable cities and towns to better manage end-stage blighted properties and tax sale transactions.

1.08 MUNICIPAL AUTHORITY

- A. Municipal charters and amendments thereto, properly adopted by cities, towns, and villages, should take effect one year after their approval without a vote by the legislature, unless both houses of the legislature vote by majority to take up the municipal charter or amendment for consideration. Upon enactment of this provision, the legislature could vote to take up the charter or amendment only if the proposal contains provisions never previously approved by the legislature.
- B. Any enabling authority to create new general purpose regionally based governmental entities must ensure that:
 - 1. To be eligible to serve on the new regional governance entity's governance board, a person must be elected to or appointed by the local legislative body.
 - 2. The new regional governance entity is created by vote of municipalities who choose to be members, with the governance structures determined by those member municipalities.
 - 3. Enabling authority is made part of the union municipal district statute (24 V.S.A. Chapter 121).
- C. Vermont law provides for municipalities to adopt conflict of interest policies or ordinances, including enforcement mechanisms, either by action of the local legislative body or by petition of the voters. Authority to address ethical lapses at the local level must be retained at the local level of government.

1.09 PUBLIC RECORDS IMPACT ON MUNICIPALITIES

- A. Make any non-profit organization that receives government financial support, subsidy, or exemption from federal, state, or local taxation—except those exempted based on a constitutionally-protected religious purpose—subject to the state Open Meeting and Public Records laws.
- B. Clarify that the Public Records Law allows municipalities to charge for and collect the actual cost of staff time associated with complying with a request to inspect or copy public records. Allow a public agency to require pre-payment for the cost of staff time involved in producing documents for inspection.
- C. Make property tax bills with homestead property tax adjustments public documents.
- D. Amend the Public Records law to allow individuals to request the same materials no more than twice during a 12-month period.

1.10 OTHER PRIORITIES

In addition to the priority issues listed above, VLCT also supports legislation that would accomplish the following:

- A. Require municipal ratification of the county budget.
- B. Allow local voters to determine all issues pertaining to the collection of delinquent property taxes, including the decision whether or not to assess the delinquent property tax penalty to each late installment.
- C. Require that all state rules, regulations, criteria and other administrative actions that impact the operations of local government be implemented only after 30 days have passed following a publicly noticed hearing.

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- D. Eliminate the mandate that local governments take over any non-municipal cemeteries.
- E. Continue to implement mechanisms to exempt resident property owners with high unearned income or assets from receiving a property tax adjustment.
- F. Prevent abuse of the current use program by restoring it to an agricultural and silvicultural preservation program and not the tax avoidance mechanism it has become for many.
- G. Encourage municipal efforts to achieve cost savings and efficiencies through cooperative activities and eliminate any current statute or rule that prohibits or hinders that cooperation.
- H. After June 30, the Department of Taxes must be responsible for any changes to education tax property parcel classification or homestead property tax adjustment amounts and must deal directly with the taxpayer.
- I. On all bills dealing with employment and employee relations issues, VLCT shall advocate on behalf of municipalities as employers.
- J. Give town voters the authority to choose to appoint town clerks and treasurers instead of electing them.
- K. Eliminate the requirement for municipal officials to complete the State Auditor's Internal Control Checklist for Vermont towns.
- L. The legislature should re-establish that five programs administered by the Department of Taxes – State Payment in Lieu of Property Taxes; State Payment for Reappraisal Costs; Current Use Hold Harmless; State Payment for Assistance with Equalization Study; and Lister Education – are obligations of the state and are not conditioned upon signature of grant agreements.

2.0 TRANSPORTATION

2.01 PRIORITY ISSUES FOR IMPLEMENTATION

- A. Substantially increase funding to Town Highway Aid programs, Class 1 local highways, Class 2 Paving and Town Highway Structures grant programs, and the Town Highway Bridge Program in order to enable municipalities to comply with mandates to implement water quality improvement and protection projects, as established in Act 64 of 2015.
- B. Fully fund any new programs, particularly those related to stormwater management requirements. Ensure VTrans and other state agencies pay their fair share of local stormwater fees.
- C. Continue to prevent the transfer of money to non-transportation purposes from the Transportation Fund.
- D. Ensure communication among all Agency of Transportation (VTrans) divisions and state agencies to eliminate redundant and contradictory oversight of municipal projects, to expedite the permitting process, and to tailor project review to the size and impact of a proposal.
- E. Increase the gas tax to take advantage of the low price of gas and dedicate revenues to meeting municipal stormwater obligations. Implement additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report, completed in compliance with Act 153 of 2012, in order to sustain Transportation Fund revenues in the future.

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- F. Streamline the process for the Local Transportation Facilities (LTF) program to utilize funding most efficiently in terms of project cost, time, and value. LTF projects should be managed by local government, which should have the responsibility to see the project through to completion.
- G. Apply efficiencies from the Accelerated Bridge Construction (ABC) and design-bid-build processes to other programs and ensure that the process is applied to all bridge projects unless there is a compelling reason to not use it.

2.02 ADDITIONAL FUNDING PRIORITIES

- A. Ensure that the level of funding for the Town Highway Emergency Fund is sufficient to cover costs incurred by municipalities as the result of natural or manmade disasters, regardless of whether or not a federal disaster declaration has been made.
- B. Expand funding to the Municipal Assistance Bureau and Better Backroads program for training and assistance to municipalities.
- C. Reimburse any project using federal dollars at the federally allowed rate if it includes undergrounding of utilities or moving water, sewer, and similar infrastructure. If VTtrans mandates moving water and sewer infrastructure for transportation projects, the agency must reimburse municipalities for those costs.
- D. Fully fund any upgrades to a municipal post-disaster recovery project, such as upsizing culverts and bridges, which are mandated by a state agency but are not eligible for funding from FEMA or other federal sources. Insist that town highways and bridges be adequately engineered to mitigate the impacts of any weather-related disaster.

2.03 STATE AND LOCAL COOPERATION

- A. Expand the District Transportation Administrators' (DTAs') flexibility and authority to work with local governments to ensure technical assistance and efficiency in implementing transportation projects.
- B. Eliminate Act 250 review of town highway maintenance and reconstruction projects; nullify existing Act 250 permits for maintenance and reconstruction projects.
- C. Revise existing road design and traffic standards to better define village areas and respect the traffic and infrastructure needs of Vermont's villages and downtowns.
- D. Urge VTtrans to partner with municipalities and other agencies to enhance the asset management/project priority program to ensure the importance of local and regional priorities and the participation of local officials in selecting projects. Modify the project prioritization system to account for the economic development impacts of a project such as job creation and increased tax revenues.
- E. Expand the state's line painting operations on Class 2 highways to include the annual painting of all lines.
- F. Modify the billboard law so that municipalities may hang temporary banners within the state highway right-of-way advertising events and activities.
- G. Exempt municipalities from having to sign management or maintenance agreements as co-applicants or accept responsibility for the state's stormwater infrastructure on state projects.

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- H. Any additions to the VTrans Town Road and Bridge Standards should not result in unfunded maintenance and construction costs to municipalities.
- I. Collaborate with municipalities to develop and implement a policy that ensures consultation with host municipalities on the removal or placement of trees or public safety improvements such as traffic calming devices or blinking crosswalk signs in the state right-of-way.

2.04 COMMERCIAL VEHICLES

- A. Urge the state to institute a statewide process for permitting overweight or oversized vehicles on Vermont's local roads. Authorize municipalities to fine owners of permitted vehicles who violate or do not obtain any such permit.
- B. Require commercial and agricultural custom service vehicles to comply with all motor vehicle laws in order to operate on state and local highways, thereby eliminating highway erosion and public safety risks caused by their operation.

2.05 MULTI-MODAL TRANSPORTATION

- A. Establish a state funding source—such as a revolving loan fund or grant program similar to the Class 2 Paving and Rehabilitation program—for the construction and repair of municipal sidewalks and recreation paths. Provide access to these dollars to fund “Complete Street” portions of paving and rehabilitation projects that may have other partial funding sources.
- B. Spend funds allocated for rail or related projects solely on those projects. Do not allow the maintenance of private rail crossings to be a municipal obligation.
- C. Encourage the state to coordinate with municipalities on state-managed projects regarding appropriate siting of transportation infrastructure, including roundabouts, bike and pedestrian measures, and the relocation of rail yards. Ensure funding is available to pay for required stormwater management infrastructure at the time projects are constructed or re-constructed.

3.0 PUBLIC SAFETY

3.01 PRIORITY ISSUES FOR IMPLEMENTATION

Vermont's local public safety officials join with all municipal officials in calling for the following legislative action:

- A. Provide public safety officials the authority, information, and funding to combat, in a coordinated fashion, the growing drug culture throughout the state. State-sponsored initiatives to address opiate addiction should be supported by evidence based models.
- B. Fully and appropriately fund Department of Corrections (DOC) programs and initiatives so criminal justice system decisions will not adversely impact local government.
- C. In any discussion of legalization of marijuana, the legislature should identify the effects on cities, towns and villages, to include impacts on local school populations, municipal police, first responders, municipal ordinances and municipal budgets. Do not expand exemptions to Act 76, Vermont's 2013 law addressing the possession of small quantities of marijuana. Oppose the legalization of marijuana.

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- D. Maintain the independent status and function of the E-911 and Vermont Communications boards.
- E. Assess the number of beds required to accommodate those in need of long-term mental health care. Provide sufficient funding to pay for those beds as well as others needed to temporarily lodge individuals whose mental health care needs are short-term and who should not be kept in hospital emergency rooms or similar places.
- F. Include host municipality public safety and human resources in decisions about where to provide temporary housing. Respect municipal zoning in approving temporary housing, especially as it pertains to motels and the potential for co-location with individuals under the supervision of the Department of Corrections. Urge the state to use public databases, such as court records, to screen and appropriately place potential housing voucher recipients.
- G. Support the recommendations of the President's Task Force on 21st Century Policing.

3.02 CORRECTIONS COMMUNITY

- A. Alert municipal officials to any changes in the status of offenders in their municipalities. DOC must inform local officials of the circumstances of an incarcerated individual's release and include them in any decision about where to place a released person.
- B. Provide funding to ensure that offenders housed in community settings—including juveniles and individuals with drug or alcohol dependencies—receive appropriate DOC supervision and appropriate access to support services.
- C. Because many individuals with mental illness do not receive sufficient care, make additional funding available for their support services before they become a threat to themselves or others. Make mobile crisis units available to support the work of law enforcement and emergency services in crisis situations.
- D. DOC must respect municipal zoning in approving housing for offenders. Locate adequate supervision and wrap-around support services where offenders are lodged in close proximity to one another and the general population.
- E. Coordinate with municipal law enforcement and monitor the release of offenders, especially those no longer under the supervision of DOC, so there is no undue adverse burden on any individual municipality.
- F. Update 18 V.S.A. § 7505, the statute for a law enforcement official or town service officer to secure an immediate evaluation of a person who might pose a threat to him or herself or others.
- G. Provide authority to corrections officers to serve citations and domestic abuse orders to offenders in the custody of DOC in lieu of municipal police serving that paperwork at a correctional facility.

3.03 PUBLIC SAFETY FUNDING

- A. Authorize local emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, or testing requirement.
- B. Identify and fund the housing and transportation needs of all persons who present a danger to themselves or the public, such as mentally ill individuals or public inebriates.

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- C. Reimburse municipalities for uninsured costs of providing emergency medical services for all persons lodged in state-owned or funded facilities, including those who are incapacitated.
- D. Extend the availability of state funding for the operation of public safety answering points (PSAPs) to municipal PSAPs in an amount proportional to the volume of E-911 calls processed by each PSAP.
- E. Restore adequate funding for the Community Drug Interdiction Program (CDIP) and the state drug task force that helps pay law enforcement expenses incurred in drug enforcement.

3.04 PUBLIC SAFETY TRAINING

- A. Provide the Vermont Fire Academy adequate funding for certified training programs for all full-time, part-time, and volunteer firefighters, as well as sufficient resources (manpower, equipment, etc.) to support certified training activities. Address the particular needs and constraints of volunteer firefighters with respect to time, expense, and training obligations.
- B. Reimburse municipalities for their costs of training law enforcement officers who are then hired by the state police.
- C. Pay for training requirements mandated for local first responders. Regionalize and diversify the delivery system for the continuing education of public safety personnel. Consider certification and training costs before enacting mandates.
- D. Provide tuition credits to municipalities that send students to the Criminal Justice Training Academy for training if those municipalities also contribute employees who provide instruction or act as training assistants there.
- E. Include all users of the Criminal Justice Training Academy in any discussions to reorganize the structure and funding for local first responder provider training.
- F. The state should assume workers' compensation liability when an officer is injured at the Police Academy in the course of training.

3.05 PUBLIC SAFETY EMERGENCY RESPONSE

- A. Include local personnel in discussions about changes in laws or regulations governing how local public safety and emergency management personnel respond to emergency incidents, particularly those involving hazardous materials.
- B. Create an emergency response fund to cover non-transportation-related disaster recovery costs incurred by local governments that do not meet Federal Emergency Management Agency (FEMA) thresholds.
- C. Provide seed funding or other incentives to create a program for municipally run regional public safety services.
- D. Do not enact a law mandating a response time for fire departments or EMTs, as such a law may endanger the traveling public and diminish the value of Vermont's volunteer fire departments.

3.06 SAFE DRIVING INITIATIVES

- A. Enact primary enforcement of the seat belt law.

- B. Strengthen graduated driver license requirements to provide that sanctions levied upon a driver under 18 who has been charged with a motor vehicle violation, continue past the driver's 18th birthday until the case is adjudicated.
- C. Support the state's initiatives to address highway safety, particularly with respect to bicyclists, pedestrians and workers in the highway right of way.

3.07 LAW ENFORCEMENT ISSUES

- A. Vermont's procedures to apprehend a "fugitive from justice" (i.e., a person with outstanding warrants for arrest in other states) are complicated, time-consuming, and redundant. Allow a Vermont law enforcement officer to make an arrest based on a warrant from another state.
- B. Indemnify any law enforcement agency providing field training to a constable.
- C. State law regarding forfeiture of property should mirror federal law, particularly when property is used in commission of a crime.
- D. Possession of bath salts and designer drugs above a specified quantity should be prosecuted as a listed crime under Vermont law.

4.0 QUALITY OF LIFE AND ENVIRONMENT

4.0 HOUSING

- A. All Vermonters must have access to safe, quality, ADA-compliant, and affordable housing. Incentives and programs should be directed to state designated downtowns, village centers, new town centers, growth centers, and other areas designated in the adopted municipal plan for growth and development that are near jobs, services, and amenities. Incentives and programs should encourage housing that is designed and built to minimize impacts on natural resources and takes advantage of public investment in infrastructure and technology to support sustainable growth and economic development.
- B. Allocate property transfer tax funds to the Housing and Conservation Trust Fund at the rate established in Act 200.

4.02 ACT 250 AND STATE PERMITS

Vermont municipalities support the following reforms to make the permitting process more efficient:

- A. Further consolidate, coordinate, and expedite all state permit processes required for all projects.
- B. Delegate responsibility for Act 250 to municipalities which demonstrate the professional capacity and willingness to assume responsibility for its administration.
- C. If a local or state permit decision is made subsequent to appropriate hearing and review, issues addressed in that decision should not be revisited in another forum such as Act 250.
- D. Define "local impact" and "regional impact" for development projects in Act 250. Then comprehensively evaluate Act 250 jurisdiction over projects with local and regional impacts. This evaluation should include recommendations for jurisdictional thresholds and levels of review that are commensurate with the potential impact of a project. With those recommendations in place:

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1. Eliminate Act 250 review of projects with local impact in municipalities that have in place duly adopted municipal plans approved by the regional commission and zoning and subdivision regulations, if the local legislative body votes to eliminate such review.
 2. Assign review of projects with regional impact that are expected to affect regional interests to district commissions.
- E. Urge the Natural Resources Board to consult with district commissioners when hiring or evaluating district environmental coordinators.

4.03 GROWTH AND LOCAL LAND USE

The state must provide local governments the authority to manage growth and land use in their municipalities.

- A. Allocate property transfer tax revenue to cities and towns for municipal planning purposes at the rate established in Act 200.
- B. Provide incentives to spur development in locally planned growth centers as well as designated downtowns, new town centers, or village centers. Facilitate development that revitalizes traditional downtowns, promotes smart growth, and mitigates damage caused by natural or manmade disasters.
- C. Enable municipalities to regulate the siting and location of agricultural and silvicultural facilities (24 V.S.A. § 4413 (d))—including the construction and use of farm structures—through zoning bylaws.
- D. Any facility that is owned or leased by a federal or state governmental entity must comply with the municipal approved plan and zoning bylaws. The governmental entity must advise the municipality of any proposed change to a facility before it does so. Provide the municipality a master management plan for all structures it owns or leases.
- E. Enable municipalities to establish incentives and requirements to develop housing and encourage economic development that allows people to stay in Vermont.
- F. Continue to support and maintain the Tax Increment Financing (TIF) program. Until additional state programs are established that are easy to implement, provide incentives to municipalities and fund municipal infrastructure necessary to support real estate-based economic development.
- G. Authorize municipalities to enact ordinances that hold property owners responsible for the maintenance and appearance of their properties and structures.

4.04 WASTE MANAGEMENT AND WASTEWATER

- A. Hold municipalities harmless from liability for any hazardous materials incident at their facilities when those facilities conform with all state and federal permits and regulations.
- B. Ensure that the State of Vermont's rules, regulations, and guidelines are flexible enough to enable local governments to determine the most appropriate collection, storage, disposal, and treatment methods for sewage, solid waste, wastewater, their process byproducts, and recyclables.

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- C. Regulate complete treatment processes for materials such as wastewater, solid waste, and recyclables through single permits that address the entire treatment cycle at a facility. Issue permits for facilities based on the useful life or capacity of the facility, not in five-year increments.
- D. Urge the Departments of Health and Environmental Conservation to coordinate regulations regarding safe management and disposal of lead paint that is removed from buildings so that there is one unified treatment standard.
- E. Accord municipalities maximum flexibility to implement Act 148, the universal recycling law passed in 2012. Enforcement of state mandated variable rate pricing and separation of recyclable materials from the waste stream should be a condition of a Department of Environmental Conservation permit for haulers.
- F. Vermont's regulation of environmentally-impacted urban soils is a potentially serious and wasteful impediment to downtown investments and a barrier to achieving state land use goals. The legislature should provide for relocation of mildly contaminated urban soil that protects the public and the environment and also facilitates needed investment in downtowns. The legislature should establish urban soil management practices for soils disturbed in the process of preparing a site for development that distinguish between naturally occurring background contaminants and contaminants that are at higher concentrations than surrounding undisturbed soil due to pollution. State policy should not require certification holders to reduce any analyte or Total Maximum Daily Load (TMDL) below background levels found in the environment.

4.05 AIR QUALITY, ENERGY AND TELECOMMUNICATIONS

- A. Governments at all levels must implement policies, programs, and projects that conserve energy and minimize Vermont's carbon footprint by reducing consumption of fossil fuels.
- B. The legislature shall ensure that Vermont's energy supply remains reliable and that the Public Service Board restores balance between the transition to renewable energy and the protection of land use priorities established in municipal plans and state land use goals.
- C. Encourage solar panels and other renewable or energy efficiency measures on all buildings where appropriate and install them so as to not detract from a building's structural or design integrity. Such renewable or efficiency measures should be subject to existing local building and electrical codes and standards.
- D. The Public Service Department and legislature must establish mechanisms at the state level to ensure statewide compliance with the Vermont energy efficient building codes without imposing further mandates on municipalities.
- E. Accord automatic party status to affected adjacent municipalities as well as host municipalities in Section 248 proceedings. In the Certificate of Public Good (CPG) process, the Public Service Board (PSB) should give "substantial deference" to municipal concerns and determinations. In so doing, the PSB should include all local decisions concerning the project within the PSB docket, formulate areas of inquiry based on concerns raised in the local hearing process, and address local concerns raised in local determinations and adopted municipal plans in any CPG decision.

4.06 HEALTH CARE

In 2011, the legislature passed Act 48, "An Act Relating to a Universal and Unified Health System." The Act created a single-payer health system called "Green Mountain Care" to provide *"comprehensive, affordable, high-quality, publicly financed health care coverage for all Vermont residents in a seamless manner regardless of income, assets, health*

status, or availability of other health coverage.” The legislation intended to achieve this reform through “the coordinated efforts of an independent board, state government, and the citizens of Vermont, with input from health care professionals, businesses, and members of the public.”

Green Mountain Care needs to be of high quality, affordable, accountable, and accessible. In providing universal coverage, it must contain medical costs and reduce administrative costs and burdens. Implementation of Green Mountain Care and any system developed at the federal level must be measured against the following criteria:

- A. Avoid cost shifts from Medicaid and Medicare.
- B. Provide a comprehensive and equitable health care system that ensures the same benefits for all. Avoid provisions that allow for additional levels of benefit for only some.
- C. Ensure that the system assigns financing, responsibility, and accountability to one place.
- D. Treat legislatively established health care mandates as public health issues with public funding and accessibility for all.
- E. Ensure that there are checks and balances in the new health care system. Establish a grievance process that is outside the Green Mountain Care Board.

5.0 WATER RESOURCES

5.01 Total Maximum Daily Loads (TMDLs)

- A. Restoring and improving clean water for future generations depends on controlling non-point sources of pollution, avoiding water quality degradation, and continuing to provide wastewater treatment in a cost-effective manner. The state must provide financial and technical support to municipalities in order to implement the Clean Water Act and its associated total maximum daily loads (TMDLs) as well as Act 64 (H.35) through locally appropriate watershed plans and water management provisions that promote the health of the economy and the environment.
- B. All Vermont municipalities benefit from clean lakes and rivers. Implementation of TMDLs for waters of the state, including Lake Champlain, must ensure that there are sufficient state and federal dollars to achieve TMDL goals and that those dollars are spent in the most fair, effective, and efficient manner to mitigate phosphorus and other TMDL regulated discharges. All potential mitigation efforts should undergo a cost-effectiveness analysis, and implementation should be prioritized based on that analysis.
- C. The legislature must direct the Agency of Natural Resources (ANR) to work closely with the U.S. Environmental Protection Agency (EPA) to develop a reasonable TMDL standard for phosphorus for Lake Champlain that will lead to a cleaner lake, a more vibrant landscape, and a healthy economy. Requiring municipalities to construct treatment plants to meet the highest available technical standards for discharges to impaired waters, regardless of cost, will not measurably improve the health of those waters or help comply with the TMDL. Rather, it will saddle municipalities with a disproportionate share of the costs. Instead, state and local governments, developers, farmers, and other stakeholders must reduce runoff from non-point sources of pollution.
- D. Initiatives to monitor and reduce nitrogen discharges from wastewater treatment systems discharging to the Connecticut River must not cause facility permits to re-open before their five-year terms are up. Such an action may prohibit growth in locally or state designated growth areas. ANR permits must address

non-point pollution discharges as part of the overall implementation plan for reducing nitrogen contributions to the Long Island Sound TMDL.

5.02 Potable Water and Wastewater System Permitting

ANR must enforce the provisions of the Wastewater System and Potable Water Supply Program, including requirements to repair or replace failed on-site septic systems.

5.03 Prioritize to Implement Environmental Projects

- A. ANR must work with municipalities and the EPA to implement the “Integrated Planning Approach Framework” that provides for municipalities to prioritize Clean Water Act responsibilities and necessary investments in compliance, according to greatest need.
- B. At the state level, ANR should employ a system similar to the Integrated Planning Approach Framework that allows municipalities to prioritize investments, based on their financial ability, to comply with state water quality requirements.

5.04 Stormwater and Municipal Roads

- A. The agencies of Transportation and Natural Resources should provide on-site collaboration and technical assistance to municipalities that conduct road inventories so any prioritized projects comply with the Municipal Roads permit in an economically feasible manner.
- B. Promote through all means available—including a new funding program—the improvement of town highways and bridges so they are properly engineered to mitigate the impacts of weather-related disasters.

**FINANCE AND MAINTENANCE AGREEMENT
BETWEEN
STATE OF VERMONT
AGENCY OF TRANSPORTATION
AND
VILLAGE OF ESSEX JUNCTION
FOR
ESSEX JCT. NH 2956(2) CONTRACT NO. FM0153
EA/SUBJOB 2956002-100**

THIS AGREEMENT, made this 26 day of October, 2015 between the State of Vermont, acting through its Agency of Transportation, with its principal office at 1 National Life Drive, Montpelier, Vermont 05633-5001 (the "STATE") and the **Village of Essex Junction**, with its principal office at **2 Lincoln Street, Essex Junction Vermont 05452** (the "MUNICIPALITY").

WITNESSETH:

WHEREAS, the MUNICIPALITY, under provisions of 19 V.S.A. Section 306 has requested funds for this project (the "Project") known as **Essex Jct. NH 2956(2)** which will provide certain improvements to an infrastructure of the MUNICIPALITY, described as follows:

Project Location: Beginning at a point in the Village of Essex Junction on VT Route 15 at mile marker 0.557 = STA PE 29+40.96 and extending easterly for a distance of approximately 6,159.04 feet (1.166 miles) and stopping at mile marker 1.723 = STA PE 91+00.00. The project resumes on VT Route 15 at mile marker 2.244 = STA MN 118+50.00 and extends easterly for a distance of approximately 232.00 feet (0.044 mile) to a stopping point at MM 2.288 = STA MN 120+82.00. The project resumes on VT Route 15 at mile marker 2.307 = STA MN 121+83.00 and extends easterly for a distance of approximately 5,024.52 FT (0.952 mile) to an ending point in the Village of Essex Junction at mile marker 3.259 = STA MN 172+07.52.

Also, beginning at a point in the Village of Essex Junction on VT Route 117 at mile marker 0.137 = STA MA 7+23.36 and extending easterly for a distance of approximately 5,776.64 feet (1.094 miles) and stopping at a point in the Village of Essex Junction at mile marker 1.231 = STA MA 65+00.00

Project Description: Work to be performed under this project includes cold planing and overlaying with a leveling course and a wearing course, with new pavement markings, signs, drainage improvements, vehicle stop bar detection systems, pedestrian equipment upgrades, grade crossing reconstruction and other highway related items.

and

WHEREAS, the MUNICIPALITY desires the improvement of this highway as described above; and

WHEREAS, the MUNICIPALITY further desires that the STATE act, insofar as necessary, for the MUNICIPALITY in the preparation of plans and the construction of the Project;

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter set forth, the parties hereto agree as follows:

1. Allocation of State Funds to Project. That all costs of the Project except those which are non-participating shall be paid with one hundred percent (100%) STATE and federal funds (STATE: 18.92%; Federal: 81.08%).

2. Technical Assistance From State. The STATE will provide MUNICIPALITY with the necessary engineering assistance to design and construct the Project, keep all accounting records, and make all payments to contractors hired by the STATE for the Project.

3. State/Municipal Cooperation. The Project will be constructed by contract under the supervision of the STATE or its duly authorized representative. The STATE and MUNICIPALITY will cooperate to advance the Project. The STATE will submit design plans and cost estimates to the MUNICIPALITY as the Project reaches the stages of Preliminary Plans and Final Plans. The Project will not advance to the next step until the MUNICIPALITY has given its written approval to the current step plans.

4. Use of Municipal Facilities. During the period of construction of the Project, the MUNICIPALITY will grant the STATE or the STATE's authorized representative the following:

- (a) Temporary entry onto the right-of-way of municipal highways in the Project area; and
- (b) Use of municipal highways for trucking and hauling, as may be required; and
- (c) Authority to sign the Project construction site as necessary to provide information and warning to the public.

5. Participation in Payments of Damages to Abutters. The MUNICIPALITY will pay for its proportionate share of any incidental damages that may occur to abutting or adjacent property owners or occupants due to the improvement, widening or relocation of right-of-way.

6. Maintenance of Traffic Control Devices and Street Lights. All signs (including parking regulatory signs), street lights, traffic signals and pavement markings shown on the Project plans will be installed by the contractor and thereafter maintained in place by the MUNICIPALITY at no cost to the STATE, including cost to provide electrical power, all in conformance with 23 V.S.A. Section 1025 and the latest edition of the Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)* and its

latest revisions. Once constructed, no changes shall be made to the parking and/or traffic control features without the prior written approval of the STATE and the Federal Highway Administration.

7. Control of Right-of-Way. The MUNICIPALITY will not permit, now or hereafter, any installation of utilities or other work within the rights-of-way now controlled or acquired in connection with the Project until the MUNICIPALITY's legislative body has approved detailed plans showing the proposed work and issued a permit, all in accordance with 19 V.S.A. Section 1111. Before issuing a permit, the MUNICIPALITY will review any proposed utility installation for conformance with the current Utility Accommodation Policy of the Vermont Agency of Transportation.

8. Acquisition of Additional Right-of-Way. The MUNICIPALITY will assist the STATE in the acquisition of any additional right-of-way required for the satisfactory completion of the Project.

9. Relocation of Privately-Owned Utilities. The STATE will perform liaison and negotiation with utility companies, as necessary to relocate all privately-owned utilities that are in conflict with the Project. The MUNICIPALITY will cooperate with the STATE and utility companies in the timely relocation of privately-owned utility facilities that are in conflict with the Project.

10. Relocation of Municipal Utilities. The MUNICIPALITY will cooperate with the STATE and take such steps as may be necessary to accomplish the timely relocation of all utility facilities owned by the MUNICIPALITY that are in conflict with the Project. Any approved cost sharing shall occur as provided in a separate Utility Agreement to be entered into between the MUNICIPALITY and STATE.

The cost of utility relocation work accomplished by the contractor for the MUNICIPALITY and designated as "non-participating" shall be the sole responsibility of the MUNICIPALITY. The STATE may bill the MUNICIPALITY on a monthly basis, as work is completed, and the MUNICIPALITY shall reimburse the STATE in full within thirty (30) days of receipt of each such bill.

11. Municipal Responsibility for Certain Requests for Change Orders, Design Changes, or Supplemental Agreements. The MUNICIPALITY will pay its proportionate share (100%) for additional costs resulting from MUNICIPAL requests for change orders, design changes, or supplemental agreement where such requests are made after contract award. Examples of such changes include but are not limited to upgrading crosswalks to inlaid colored pavement, night work limitations, etc.

12. Traffic Control; Detours. During construction of the Project, the MUNICIPALITY will render such assistance as the STATE may request in the maintenance of traffic. If the Project route is closed to through traffic, the State or its contractor, with the cooperation of the MUNICIPALITY, will be responsible for selecting, signing, and maintaining a detour route at no cost to the MUNICIPALITY, which shall be

accomplished in conformance with 23 V.S.A. Section 1025 and the latest edition of the Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)* and its latest revisions.

13. Maintenance of Roadways During Winter Suspension of Project Work. If construction of the Project is temporarily suspended for the winter season, the MUNICIPALITY will maintain roadways in the Project area, all in conformance with the provisions of the applicable edition of the Vermont Agency of Transportation's *Standard Specifications for Construction*, until construction operations resume in the spring.

14. Project Plans; Conformance to Applicable State and Federal Laws, Regulations and Construction Standards. The Project will be constructed as the STATE, in cooperation with the Federal Highway Administration (FHWA), may determine, all as detailed in the Project plans. Construction of the Project will conform to applicable FHWA rules and regulations and to the applicable edition of the Vermont Agency of Transportation's *Standard Specifications for Construction*, as well as special provisions that may be included in the Project's proposal form and contract agreement.

15. Permits; Compliance with Permit Conditions. The MUNICIPALITY will be the applicant for any permits required for the Project and will adhere to all permit conditions. The permits shall be procured by the STATE in the name of the MUNICIPALITY.

16. Defense of Project-Related Litigation. The MUNICIPALITY, in consultation with the STATE, will diligently defend all suits, actions or claims for damages sustained by abutting or adjacent property owners or occupants due to the Project. Any payments for settlements approved by the STATE or judgments entered by courts of competent jurisdiction will be considered by the STATE for participation as part of the overall costs of the Project.

17. Municipal Share; Invoices; Payment. The MUNICIPALITY will reimburse the STATE for one hundred percent (100%) of all non-participating Project costs. The MUNICIPALITY acknowledges that underruns or overruns in item quantities during construction, as well as change orders during construction, may increase or decrease quantities, thereby causing the total cost of construction to differ from the amount of the accepted bid.

The MUNICIPALITY will pay its proportionate share to the STATE, on the basis of monthly progress billings received from the STATE.

18. Cancellation or Default by State. If, due to the failure of the STATE, the Project is not constructed, then all costs incurred shall be borne in full by the STATE.

19. Cancellation or Default by Municipality. If at any time prior to award of a construction contract, the MUNICIPALITY no longer desires the Project, then the Project may be canceled subject to the following conditions:

(a) If the MUNICIPALITY does not approve the Preliminary Plans, the Project will be canceled, and the STATE shall reimburse the MUNICIPALITY for one hundred

percent (100%) of all costs incurred by the MUNICIPALITY; and

(b) If Preliminary Plans have been approved by the MUNICIPALITY and subsequent cost estimates (Final Plans or Low Bid) exceed the Preliminary Plans estimate by fifty percent (50%) or more, the MUNICIPALITY may request cancellation of the Project and shall be liable for its proportionate share of the total costs incurred to date, as specified in Section 17, above; and

(c) If Preliminary Plans have been approved by the MUNICIPALITY and cost estimates have not increased more than that specified in Section 19(b), above, the MUNICIPALITY may request cancellation of the Project, subject to payment by the MUNICIPALITY to the STATE for one hundred percent (100%) of all costs incurred to the date of the request.

20. Cancellation of Project Because of Circumstances Beyond Either Party's Control. If, due to circumstances beyond the control of the STATE or the MUNICIPALITY, the Project is not constructed, then all costs incurred shall be shared as specified in Section 17, above.

21. Hazardous Material Contamination. The cost of handling, treatment and disposal of petroleum-contaminated soils or other hazardous material contamination in existence prior to construction of the Project shall be non-participating. Accordingly, any costs associated therewith shall be the sole responsibility of the MUNICIPALITY.

22. Maintenance of Project Improvements. The MUNICIPALITY agrees that if the Project is approved, constructed, and accepted by the STATE, then the MUNICIPALITY will maintain the Project in a manner satisfactory to the Agency of Transportation or its authorized representatives and make ample provisions each year for such maintenance. In this regard, the MUNICIPALITY acknowledges that its attention has been directed to the provisions of 19 V.S.A. Sections 304 (duties of selectboards) and 310 (highways, bridges and trails).

23. Indemnification. Upon its acceptance of a constructed project, the MUNICIPALITY shall thereafter defend, indemnify and hold harmless the STATE, its officers, agents, and employees from all manner of suits, actions, or claims brought for or on account of any injuries or damages received or sustained by any person, persons, or property that arise out of, relate to, or are in any way related to the work performed in the design and/or construction of the Project.

24. Suspension and Debarment: Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and non-procurement transaction (grants to subrecipients). By signing this Grant Agreement, current Subrecipient certifies as applicable, that the contracting organization and its principals are not suspended or debarred by GSA from federal procurement and non-procurement programs.

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof, supersedes all prior oral or written negotiations, agreements, understandings and courses of dealing between the parties relating to the subject matter hereof and is subject to no understandings, conditions, or representations other than those expressly stated herein. This Agreement may only be modified or amended by a writing which states that it modifies or amends this Agreement and which is signed by both parties.

26. Section Headings. The section headings contained in this Agreement are for reference and convenience only and in no way define or limit the scope and contents of this Agreement or in any way affect its provisions.

27. Miscellaneous. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

28. Definitions. For the purposes of this Agreement:

(a) "Participating Project Cost" means items deemed eligible for participation of federal-aid funds under applicable laws and the regulations of the Federal Highway Administration ("FHWA").

(b) "Non-participating Project Cost" means items deemed not eligible for participation of federal-aid funds under applicable laws and FHWA regulations.

IN WITNESS WHEREOF, the State of Vermont has caused its name to be subscribed this 26th day of October, 2015, by its Secretary of Transportation and duly authorized agent.

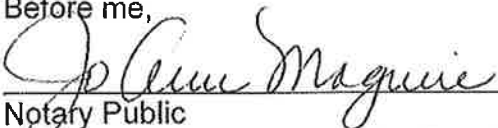
IN PRESENCE OF:

STATE OF VERMONT
AGENCY OF TRANSPORTATION

By: 
Chris Cole/Richard Tetreault
[Deputy] Secretary of Transportation
and Duly Authorized Agent

STATE OF VERMONT
WASHINGTON COUNTY, ss.

At Montpelier, this 26th day of October, 2015, personally appeared Chris Cole/Richard Tetreault, [Deputy] Secretary of Transportation and duly authorized agent of the State of Vermont, and acknowledged the foregoing instrument by him signed to be his free act and deed and the free act and deed of the State of Vermont.

Before me,

Notary Public
(My commission expires Feb. 10, 2015)

APPROVED AS TO FORM:

DATED: 10/9/2015


ASSISTANT ATTORNEY GENERAL

IN WITNESS WHEREOF, the VILLAGE OF ESSEX JUNCTION has caused this instrument to be signed by Patrick C. Scheidel its Municipal Manager and duly authorized agent, this 14th day of October, 2015.

VILLAGE OF ESSEX JUNCTION
("MUNICIPALITY")

By: Patrick C. Scheidel
Its Municipal Manager
and Duly Authorized Agent

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At ESSEX JUNCTION, this 14th day of October, 2015, personally appeared Patrick C. Scheidel and acknowledged the foregoing instrument, by him/her as Municipal Manager of the VILLAGE OF ESSEX JUNCTION subscribed, to be his/her free act and deed and the free act and deed of the VILLAGE OF ESSEX JUNCTION.

Before me,

Patricia A. Benoit
Notary Public
(My commission expires 2/10/19)

**FINANCE AND MAINTENANCE AGREEMENT
BETWEEN
STATE OF VERMONT
AGENCY OF TRANSPORTATION
AND
VILLAGE OF ESSEX JUNCTION
FOR
ESSEX JCT. STP 2956(1) CONTRACT NO. FM0152
EA/SUBJOB 2956001-100**

THIS AGREEMENT, made this 3rd day of November, 2015, between the State of Vermont, acting through its Agency of Transportation, with its principal office at 1 National Life Drive, Montpelier, Vermont 05633-5001 (the "STATE") and the **Village of Essex Junction**, with its principal office at **2 Lincoln Street, Essex Junction Vermont 05452** (the "MUNICIPALITY").

WITNESSETH:

WHEREAS, the MUNICIPALITY, under provisions of 19 V.S.A. Section 306 has requested funds for this project (the "Project") known as **Essex Jct. STP 2956(1)** which will provide certain improvements to an infrastructure of the MUNICIPALITY, described as follows:

Project Location: Beginning at a point in the Village of Essex Junction on VT Route 2A at mile marker 0.000 = STA PA 0+00.00 and extending northerly for a distance of approximately 2,640.00 feet (0.500 mile) and stopping at a point in the Village of Essex Junction at mile marker 0.500 = STA PA 26+40.00. The project resumes at a point in the Village of Essex Junction on VT Route 2A at mile marker 0.575 = STA PA 30+36.00 and extending northerly for a distance of approximately 2,766.72 feet (0.524 mile) and ending at a point in the Village of Essex Junction at mile marker 1.099 = STA L 58+02.72.

Also beginning at a point in the Village of Essex Junction on VT Route 15 at mile marker 2.175 = STA PE 114+86.00 and extending easterly for a distance of approximately 364 feet (0.069 mile) and ending at a point in the Village of Essex Junction at mile marker 2.244 = STA MN 118+50.00.

Project Description: Work to be performed under this project includes cold planning and overlaying with a leveling course and a wearing course, with pavement markings, signs, drainage improvements and other related highway items.

and

WHEREAS, the MUNICIPALITY desires the improvement of this highway as described above; and

WHEREAS, the MUNICIPALITY further desires that the STATE act, insofar as necessary, for the MUNICIPALITY in the preparation of plans and the construction of the Project;

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter set forth, the parties hereto agree as follows:

- 1. Allocation of State Funds to Project.** That all costs of the Project except those which are non-participating shall be paid with one hundred percent (100%) STATE and federal funds (STATE: 18.92%; Federal: 81.08%).
- 2. Technical Assistance From State.** The STATE will provide MUNICIPALITY with the necessary engineering assistance to design and construct the Project, keep all accounting records, and make all payments to contractors hired by the STATE for the Project.
- 3. State/Municipal Cooperation.** The Project will be constructed by contract under the supervision of the STATE or its duly authorized representative. The STATE and MUNICIPALITY will cooperate to advance the Project. The STATE will submit design plans and cost estimates to the MUNICIPALITY as the Project reaches the stages of Preliminary Plans and Final Plans. The Project will not advance to the next step until the MUNICIPALITY has given its written approval to the current step plans.
- 4. Use of Municipal Facilities.** During the period of construction of the Project, the MUNICIPALITY will grant the STATE or the STATE's authorized representative the following:
 - (a) Temporary entry onto the right-of-way of municipal highways in the Project area; and
 - (b) Use of municipal highways for trucking and hauling, as may be required; and
 - (c) Authority to sign the Project construction site as necessary to provide information and warning to the public.
- 5. Participation in Payments of Damages to Abutters.** The MUNICIPALITY will pay for its proportionate share of any incidental damages that may occur to abutting or adjacent property owners or occupants due to the improvement, widening or relocation of right-of-way.
- 6. Maintenance of Traffic Control Devices and Street Lights.** All signs (including parking regulatory signs), street lights, traffic signals and pavement markings shown on the Project plans will be installed by the contractor and thereafter maintained in place by the MUNICIPALITY at no cost to the STATE, including cost to provide electrical power, all in conformance with 23 V.S.A. Section 1025 and the latest edition of the Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)* and its latest revisions. Once constructed, no changes shall be made to the parking and/or traffic control features without the prior written approval of the STATE and the Federal Highway Administration.

7. Control of Right-of-Way. The MUNICIPALITY will not permit, now or hereafter, any installation of utilities or other work within the rights-of-way now controlled or acquired in connection with the Project until the MUNICIPALITY's legislative body has approved detailed plans showing the proposed work and issued a permit, all in accordance with 19 V.S.A. Section 1111. Before issuing a permit, the MUNICIPALITY will review any proposed utility installation for conformance with the current Utility Accommodation Policy of the Vermont Agency of Transportation.

8. Acquisition of Additional Right-of-Way. The MUNICIPALITY will assist the STATE in the acquisition of any additional right-of-way required for the satisfactory completion of the Project.

9. Relocation of Privately-Owned Utilities. The STATE will perform liaison and negotiation with utility companies, as necessary to relocate all privately-owned utilities that are in conflict with the Project. The MUNICIPALITY will cooperate with the STATE and utility companies in the timely relocation of privately-owned utility facilities that are in conflict with the Project.

10. Relocation of Municipal Utilities. The MUNICIPALITY will cooperate with the STATE and take such steps as may be necessary to accomplish the timely relocation of all utility facilities owned by the MUNICIPALITY that are in conflict with the Project. Any approved cost sharing shall occur as provided in a separate Utility Agreement to be entered into between the MUNICIPALITY and STATE.

The cost of utility relocation work accomplished by the contractor for the MUNICIPALITY and designated as "non-participating" shall be the sole responsibility of the MUNICIPALITY. The STATE may bill the MUNICIPALITY on a monthly basis, as work is completed, and the MUNICIPALITY shall reimburse the STATE in full within thirty (30) days of receipt of each such bill.

11. Municipal Responsibility for Certain Requests for Change Orders, Design Changes, or Supplemental Agreements. The MUNICIPALITY will pay its proportionate share (100%) for additional costs resulting from MUNICIPAL requests for change orders, design changes, or supplemental agreement where such requests are made after contract award. Examples of such changes include but are not limited to upgrading crosswalks to inlaid colored pavement, night work limitations, etc.

12. Traffic Control; Detours. During construction of the Project, the MUNICIPALITY will render such assistance as the STATE may request in the maintenance of traffic. If the Project route is closed to through traffic, the State or its contractor, with the cooperation of the MUNICIPALITY, will be responsible for selecting, signing, and maintaining a detour route at no cost to the MUNICIPALITY, which shall be accomplished in conformance with 23 V.S.A. Section 1025 and the latest edition of the Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)* and its latest revisions.

13. Maintenance of Roadways During Winter Suspension of Project Work. If construction of the Project is temporarily suspended for the winter season, the MUNICIPALITY will maintain roadways in the Project area, all in conformance with the provisions of the applicable edition of the Vermont Agency of Transportation's *Standard Specifications for Construction*, until construction operations resume in the spring.

14. Project Plans; Conformance to Applicable State and Federal Laws, Regulations and Construction Standards. The Project will be constructed as the STATE, in cooperation with the Federal Highway Administration (FHWA), may determine, all as detailed in the Project plans. Construction of the Project will conform to applicable FHWA rules and regulations and to the applicable edition of the Vermont Agency of Transportation's *Standard Specifications for Construction*, as well as special provisions that may be included in the Project's proposal form and contract agreement.

15. Permits; Compliance with Permit Conditions. The MUNICIPALITY will be the applicant for any permits required for the Project and will adhere to all permit conditions. The permits shall be procured by the STATE in the name of the MUNICIPALITY.

16. Defense of Project-Related Litigation. The MUNICIPALITY, in consultation with the STATE, will diligently defend all suits, actions or claims for damages sustained by abutting or adjacent property owners or occupants due to the Project. Any payments for settlements approved by the STATE or judgments entered by courts of competent jurisdiction will be considered by the STATE for participation as part of the overall costs of the Project.

17. Municipal Share; Invoices; Payment. The MUNICIPALITY will reimburse the STATE for one hundred percent (100%) of all non-participating Project costs. The MUNICIPALITY acknowledges that underruns or overruns in item quantities during construction, as well as change orders during construction, may increase or decrease quantities, thereby causing the total cost of construction to differ from the amount of the accepted bid.

The MUNICIPALITY will pay its proportionate share to the STATE, on the basis of monthly progress billings received from the STATE.

18. Cancellation or Default by State. If, due to the failure of the STATE, the Project is not constructed, then all costs incurred shall be borne in full by the STATE.

19. Cancellation or Default by Municipality. If at any time prior to award of a construction contract, the MUNICIPALITY no longer desires the Project, then the Project may be canceled subject to the following conditions:

(a) If the MUNICIPALITY does not approve the Preliminary Plans, the Project will be canceled, and the STATE shall reimburse the MUNICIPALITY for one hundred percent (100%) of all costs incurred by the MUNICIPALITY; and

(b) If Preliminary Plans have been approved by the MUNICIPALITY and subsequent cost estimates (Final Plans or Low Bid) exceed the Preliminary Plans

estimate by fifty percent (50%) or more, the MUNICIPALITY may request cancellation of the Project and shall be liable for its proportionate share of the total costs incurred to date, as specified in Section 17, above; and

(c) If Preliminary Plans have been approved by the MUNICIPALITY and cost estimates have not increased more than that specified in Section 19(b), above, the MUNICIPALITY may request cancellation of the Project, subject to payment by the MUNICIPALITY to the STATE for one hundred percent (100%) of all costs incurred to the date of the request.

20. Cancellation of Project Because of Circumstances Beyond Either Party's Control. If, due to circumstances beyond the control of the STATE or the MUNICIPALITY, the Project is not constructed, then all costs incurred shall be shared as specified in Section 17, above.

21. Hazardous Material Contamination. The cost of handling, treatment and disposal of petroleum-contaminated soils or other hazardous material contamination in existence prior to construction of the Project shall be non-participating. Accordingly, any costs associated therewith shall be the sole responsibility of the MUNICIPALITY.

22. Maintenance of Project Improvements. The MUNICIPALITY agrees that if the Project is approved, constructed, and accepted by the STATE, then the MUNICIPALITY will maintain the Project in a manner satisfactory to the Agency of Transportation or its authorized representatives and make ample provisions each year for such maintenance. In this regard, the MUNICIPALITY acknowledges that its attention has been directed to the provisions of 19 V.S.A. Sections 304 (duties of selectboards) and 310 (highways, bridges and trails).

23. Indemnification. Upon its acceptance of a constructed project, the MUNICIPALITY shall thereafter defend, indemnify and hold harmless the STATE, its officers, agents, and employees from all manner of suits, actions, or claims brought for or on account of any injuries or damages received or sustained by any person, persons, or property that arise out of, relate to, or are in any way related to the work performed in the design and/or construction of the Project.

24. Suspension and Debarment: Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and non-procurement transaction (grants to subrecipients). By signing this Grant Agreement, current Subrecipient certifies as applicable, that the contracting organization and its principals are not suspended or debarred by GSA from federal procurement and non-procurement programs.

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof, supersedes all prior oral or written negotiations, agreements, understandings and courses of dealing between the parties relating to the subject matter hereof and is subject to no understandings, conditions, or

representations other than those expressly stated herein. This Agreement may only be modified or amended by a writing which states that it modifies or amends this Agreement and which is signed by both parties.

26. Section Headings. The section headings contained in this Agreement are for reference and convenience only and in no way define or limit the scope and contents of this Agreement or in any way affect its provisions.

27. Miscellaneous. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

28. Definitions. For the purposes of this Agreement:

(a) "Participating Project Cost" means items deemed eligible for participation of federal-aid funds under applicable laws and the regulations of the Federal Highway Administration ("FHWA").

(b) "Non-participating Project Cost" means items deemed not eligible for participation of federal-aid funds under applicable laws and FHWA regulations.

IN WITNESS WHEREOF, the State of Vermont has caused its name to be subscribed this 3rd day of November, 20 15, by its Secretary of Transportation and duly authorized agent.

IN PRESENCE OF:

STATE OF VERMONT
AGENCY OF TRANSPORTATION

By: Chris Cole
Chris Cole/Richard Tetreault
[Deputy] Secretary of Transportation
and Duly Authorized Agent

STATE OF VERMONT
WASHINGTON COUNTY, ss.

At Montpelier, this 3rd day of November, 20 15, personally appeared Chris Cole/Richard Tetreault, [Deputy] Secretary of Transportation and duly authorized agent of the State of Vermont, and acknowledged the foregoing instrument by him signed to be his free act and deed and the free act and deed of the State of Vermont.

Before me,

John McGuire
Notary Public
(My commission expires Feb. 10, 2019)

APPROVED AS TO FORM:

DATED: 10/19/2015

[Signature]
ASSISTANT ATTORNEY GENERAL

IN WITNESS WHEREOF, the VILLAGE OF ESSEX JUNCTION has caused this instrument to be signed by Patrick C. Scheidel, its Municipal Manager and duly authorized agent, this 20th day of October, 2015.

VILLAGE OF ESSEX JUNCTION
("MUNICIPALITY")

By: Patrick C. Scheidel
Its Municipal Manager
and Duly Authorized Agent

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At ESSEX JUNCTION, this 20th day of October, 2015, personally appeared Patrick C. Scheidel and acknowledged the foregoing instrument, by him/her as Municipal Manager of the VILLAGE OF ESSEX JUNCTION subscribed, to be his/her free act and deed and the free act and deed of the VILLAGE OF ESSEX JUNCTION.

Before me,

Patricia A. Benoit
Notary Public
(My commission expires 2/10/19)



GBIC

Good Jobs In A Clean Environment

RECEIVED

NOV 04 2015

Village of Essex Junction

November 2, 2015

Members of the Village Trustees
Patrick Scheidel, Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction,
VT 05452

Dear Pat:

On behalf of the GBIC Board of Directors and Staff, I would like to thank the Village of Essex Junction for its continued support of the programs and services of the Greater Burlington Industrial Corporation.

Fundraising is a most humbling and challenging activity for a non-profit corporation and we sincerely appreciate your support. Your contribution will enable us to continue serving the municipalities and businesses of Chittenden County throughout this upcoming year.

Again thank you for helping us to build a better economic future for our area residents and the State of Vermont!

Sincerely,

Curt Carter
Vice President

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



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

October 26, 2015

Mrs. Sandy Willey
1 St. James Place
Essex Junction, VT 05452

Dear Sandy:

Please accept this small token of appreciation for all of your weeding and hard work over the years taking care of the Village gardens and landscaping.

The Village of Essex Junction is very grateful for your dedication and commitment. Your gift of time and expertise has truly enhanced the public spaces in the Village Center.

The community has benefited from and shall continue to enjoy the fruits of your labor.

Sincerely,

Pat

Patrick C. Scheidel
Municipal Manager

3 November 2015

Dear Pat -
Thank you very much for the
\$200⁰⁰ gift of appreciation. My garden
work for the Village has always been
a labor of caring for the appearance of
our Village - Unfortunately, at 80 my
body needed "help".
Tyler Atwood is wonderful! He knows
weeds from plants + all the issues involved
in keeping the Village gardens looking
beautiful. Sincerely, Sandy Willey

**ESSEX JUNCTION INCORPORATED SCHOOL DISTRICT
CERTIFICATION OF RESULTS
SPECIAL MEETING
NOVEMBER 3, 2015**

Number of Voters on Checklist: 6724
Number of Voted Ballots: 1133

Under Article I of the Warning:

Shall the Essex Junction Incorporated School District, which the State Board of Education has found necessary to include in the proposed unified union school district, join with the school districts of Essex Town School District, and the Essex Community Education Center Union School District #46, which the State Board of Education has found necessary to include in the proposed unified union school district, and the Westford Town School District, which the State Board of Education has found advisable to include in the proposed unified union school district, for the purpose of forming a unified union school district to be named the Essex Westford Educational Community Unified Union School District, as provided in Title 16, Vermont Statutes Annotated, upon the following conditions and agreements:

- (a) Grades. The unified union school district will offer pre-kindergarten through grade twelve education to all of the students in the unified union school district. Westford students enrolled and attending a public or an approved independent high school (grades 9-12) during the 2016-2017 school year at the expense of the Westford School District as tuitioned high school students shall be "grandfathered" through June 30, 2020 as provided in Article 2 in the Final Report.
- (b) Board of School Directors. The unified district board of school directors will be closely proportional to the fraction that its population bears in the aggregate population of the unified union school district. The initial composition of the unified union school district board of directors will be based upon the 2010 Federal Census, and shall be recalculated promptly following the release of each subsequent decennial census. However, at no time will a combining/forming town/district have less than two board members with a weighted vote of one on the board of school directors. Subject to the previous sentence, each proportionality calculation shall be rounded to the nearest whole number.
- (c) Assumption of debts and ownership of school property. The unified union school district shall assume the indebtedness of member districts and assume all operating deficits and/or surpluses or reserve funds of the member districts; acquire and pay for the school properties of member districts; all as specifically identified and provided for in Articles 7 and 8 in the Final Report.
- (d) Final Report. The provisions of the Final Report approved by the State Board of Education on August 18, 2015, which is on file in the Essex Junction Clerk's office, shall govern the unified union school district.

In the event that the Essex Junction and Essex Town school districts vote "yes" to approve the proposed unified union school district but the Westford Town School District votes "no," pursuant to Act 153 of 2010, a regional educational district will be established. In this case, the name of the new district will be the Essex Educational Community Unified Union School District.

**Yes: 1000
No: 123**

Under Article II of the Warning:

To elect four (4) school directors from the nominees to serve on the school board of the proposed unified union school district board from the date of the organizational meeting for the following terms:

Two (2) school directors for a one-year term.

One (1) school director for a two-year term.

One (1) school director for a three-year term.

Term	Name	Number of Votes
One (1) year	Keeley Schell	960*
Two (2) years	Diane L. Clemens	406*
	Erin Kennedy Knox	361
	Daniel Tiff	176
Three (3) Years	Marla J. Durham	945*

*Elected

Attest:



Susan McNamara-Hill, Clerk
Essex Junction School District

'New era' in Essex with \$55M GlobalFoundries investment

 **Dan D'Ambrosio**, Free Press Staff Writer 5:54 p.m. EST November 4, 2015



(Photo: GLENN RUSSELL/FREE PRESS)

ESSEX JUNCTION - At a ribbon-cutting celebrating GlobalFoundries' \$55 million investment in the company's Essex Junction fab Wednesday, Gov. Peter Shumlin hailed a new "era of transparency" at the semiconductor facility originally built by IBM in 1957.

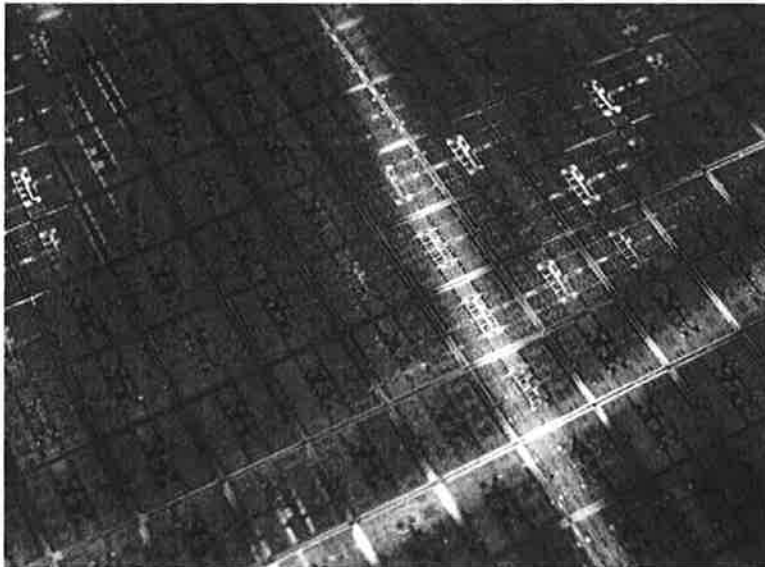
Shumlin said that under the ownership of GlobalFoundries, which acquired the plant from IBM in October 2014, the fab is experiencing a change in culture and enthusiasm "that has evaded us for years."

"This project reflects a new attitude and excitement, a level of transparency I find refreshing," the governor said.

The investment involved purchasing 30 new semiconductor tools, upgrading nine others and relocating 14 tools. The process took nine months and resulted in 50 temporary employees being converted to permanent full-time workers. These tools, keep in mind, are different altogether from something along the lines of a radial arm saw. Many are roughly the size of a grand piano; each costs millions of dollars. They're used to make semiconductor chips out of silicon "wafers."

Dale Miller, director of operations for the fab, said hundreds of people were involved in the project, not only employees but also contractors from throughout the region. The fab's economic impact on Vermont has never been in question. Frank Cioffi, president of the Greater Burlington Industrial Corp., wrote a report in 2013 that estimated more than 10,000 Vermont families are supported directly or indirectly by, at the time, IBM, and that the fab injected about \$1 billion into the Vermont economy every year.

Buy Photo



GlobalFoundries announced a \$55 million investment in equipment and infrastructure at the company's Fab 9 in Essex Junction during a news conference on Wednesday, November 4, 2015. (Photo: GLENN RUSSELL/FREE PRESS)

Miller said that as a result of the upgrade, the Essex Junction fab can make 5 million more chips every day. On an annual basis, the fab ships about 10 billion chips to customers around the world.

"What do we use these chips for?" Miller asked. "Cellphones, tablets."

As the Burlington Free Press reported last year, the Essex Junction fab came up with two of the hottest chips in the cellphone business, driving incredible worldwide demand and resulting directly in the investment announced Wednesday. One of the chips involves switching technology, known as RFSOI, or radio frequency. Cellphones rely on the spectrum of radio frequencies, divided into bands of electromagnetic waves, to communicate and transmit data. Modern cellphones have at least 10-15 bands.

The other chip is made of silicon germanium and offers superior power amplification, essential to a cellphone's operation.

Seamless transition

Shumlin's giddiness over the change in ownership in Essex Junction is understandable.

Before IBM offloaded the semiconductor business last year by paying GlobalFoundries \$1.5 billion to take the money-losing operation off its hands, Big Blue was notoriously opaque. The Armonk, New York-based company never revealed how many people it was firing as the head count at the Essex Junction fab collapsed from around 8,500 to about 3,000 before GlobalFoundries bought the facility.



Senior Location Executive Janette Bombardier announces a \$55 million investment in equipment and infrastructure at the GlobalFoundries Fab 9 in Essex Junction during a news conference on Wednesday, November 4, 2015. (Photo: GLENN RUSSELL/FREE PRESS)

GlobalFoundries, by contrast, already has said the company employs about 3,000 people in Essex Junction, about 2,000 employees in East Fishkill — the other former IBM fab it took over — and about 3,200 employees in its fab in Malta, New York. GlobalFoundries has invested about \$10 billion in the Malta fab, building the site from scratch beginning in 2009.

IBM rarely, if ever, invited journalists into the Essex Junction fab for anything, until last year, when the company granted a full tour to the Burlington Free Press weeks before the sale to GlobalFoundries.



BURLINGTON FREE PRESS

[Are reports of IBM sale 'greatly exaggerated?'](#)

[\(http://www.burlingtonfreepress.com/story/money/2014/09/27/reports-ibm-sale-exaggerated/16280541/\)](http://www.burlingtonfreepress.com/story/money/2014/09/27/reports-ibm-sale-exaggerated/16280541/)

Now, Senior Location Executive Janette Bombardier, who made a seamless transition from running the fab for IBM to running it for GlobalFoundries, is promising to invite the media and others in more often to hear about what GlobalFoundries is up to. Bombardier retired from IBM on June 30 and went to work for GlobalFoundries on July 1, bringing her entire management team along with her.

'Not for the faint of heart'

When GlobalFoundries announced on Oct. 20, 2014, that it was acquiring IBM's semiconductor business, CEO Sanjay Jha made it clear immediately he would maintain both of the IBM fabs his company had acquired, in Essex Junction and East Fishkill. Jha said the Essex Junction fab in particular, with its industry-leading chips for cellphones and other devices, would help GlobalFoundries become a leader in the business.

"We have no plans for layoffs or shutting the fabs down in any way," Jha said last year. "That is our commitment."



Dale Miller, director of fab operations at GlobalFoundries' Fab 9 in Essex Junction, is seen

Last month, however, GlobalFoundries announced it would cut a small number of jobs in the United States after a voluntary buyout fell short of targeted reductions. Spokesman Jim Keller speculated at the time that Essex Junction, known as Fab 9 within GlobalFoundries, might be unaffected because there were enough volunteers for the buyout to reach the cost-cutting goal for the facility.

As it turns out, there were a few involuntary job cuts in Essex Junction, Keller acknowledged this week. He declined to specify how many people lost jobs but placed the number at about a dozen. Late Tuesday, Gannett's Albany, New York, bureau reported GlobalFoundries had laid off about 150 workers at its two fabs in New York, at Malta and East Fishkill.

Jim Keller confirmed for the Albany bureau that cuts had been made in New York but declined to say how many jobs were eliminated.

"We are not sharing specific figures for our sites," Keller wrote in an email. "Each of our sites did a great job of

reflected in a chip during a news conference announcing a \$55 million investment in equipment and infrastructure at the site on Wednesday, November 4, 2015. (Photo: GLENN RUSSELL/FREE PRESS)

cost-cutting to make us more competitive — including voluntary reductions — which resulted in our final involuntary cuts being very limited."

Janette Bombardier addressed the cuts at Wednesday's "grand opening" event, explaining that the chip business is cyclical, that the Essex Junction facility is one part of a bigger company and as such subject to decisions made for the greater good, and that her competitors are in Asia, where labor costs are much lower.

"The semiconductor industry is not for the faint of heart," Bombardier said. "You can be in vogue one day and out of vogue the next. We always have to watch our costs; it's part of what you do in this business. Our competitors are tough, but we're tougher."

Buy Photo



Dale Miller, director of fab operations at GlobalFoundries' Fab 9 in Essex Junction, left, and Senior Location Executive Janette Bombardier, right, listen as Gov. Peter Shumlin speaks during a news conference announcing a \$55 million investment in equipment and infrastructure at the site on Wednesday, November 4, 2015. (Photo: GLENN RUSSELL/FREE PRESS)

Correction: This story was updated to reflect that temporary employees were converted to full-time work. The status of the workers was incorrect in an earlier version.

This story was first published on Nov. 4, 2015. Contact Dan D'Ambrosio at 660-1841 or ddambrosio@freepressmedia.com. Follow him on Twitter at www.twitter.com/DanDambrosioVT (<http://www.twitter.com/DanDambrosioVT>).

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**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 27, 2015**

BOARD OF TRUSTEES: Dan Kerin, Lori Houghton, Elaine Sopchak. (George Tyler and Andrew Brown were absent.)

ADMINISTRATION: Patrick Scheidel, Municipal Manager; Rick Jones, Public Works Superintendent; Robin Pierce, Development Director; Darby Mayville, Community Relations Assistant.

OTHERS PRESENT: Greg Morgan, Christine Forde, Mark Burney, James Melone, Colin Flanders, Jaye O'Connell, Susan Olson, Aaron Olson, Isaak Olson, Peter Olson, Tom Shearer, John Alden, Bob Chamberlin, Dennis Lutz.

[Note: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Add:

- Information on Heart & Soul proposal and agreement under Old Business.
- Vote to go forward with Heart & Soul proposal by Essex Selectboard.
- Memo on joint meeting with Trustees and Selectboard under Manager's Report.
- Letter to Linda Costello under Manager's Report.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to accept the agenda as amended. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

2. Presentation: Alternatives from Essex Junction Train Station Access & Circulation Study

Bob Chamberlin, RSG, Christine Forde, RPC, and John Alden, Scott + Partners, presented alternative solutions relative to the train station access and circulation. After the project scoping is done the project will be included in the TIP and VTrans capital program then to implementation. The project scope covers the condition of the building, parking, bike/ped access, public safety in the area, bus waiting area, and passenger waiting area. The following building alternatives were reviewed:

- Alternative #1 – No Build (make no change to existing conditions). There is no cost for Alternative #1, but the alternative does not provide an effective solution.
- Alternative #2 – Full Build that includes:

- Roof spanning over the top of the existing train station building and extending over the bus wait area and the platform for train access. The roof will have mechanical louvers, skylights, and a clock. There is opportunity for benches under the roofed area.
- Glass enclosed heated and air conditioned interior wait area with bathroom facility. The waiting area functions separately from the original train station building.
- Modification of the curbing on Railroad Avenue for better traffic flow.
- Roofed taxi waiting area.
- Security/surveillance as part of the rebuild.
- Cost of Alternative #2 is \$1.34 million. Alternate #2 best addresses needs.
- Alternative #3 – Partial Build that includes:
 - New waiting area and roof with overhang over waiting area only (i.e. bus and train loading platform are not covered with the roof canopy).
 - Cost of Alternative #3 is \$1.1 million. Alternative #3 does not address needs as effectively as Alternative #2.

The following transportation needs were reviewed:

- The radius of the curb at the intersection of Central St./Railroad Ave. needs to be changed to accommodate right turns by buses onto Railroad Avenue.
- More green space is needed in the area.
- Sidewalk is needed on the train station side of the road.
- Pedestrian crossing on Railroad Avenue is needed.
- Alternative uses for Ivy Lane should be considered to add more value to the village.
- Bus stacking in the travel way is not convenient or safe and needs to be addressed.
- Possible traffic circulation solutions include a) no change to existing conditions, b) two-way circulation on Railroad Avenue, c) one-way circulation on Railroad Avenue and Ivy Lane.
 - With the two-way and one-way circulation models:
 - Angled parking remains
 - Two CCTA buses can be stacked
 - Six foot wide sidewalk on the train station side of the road is added
 - Green space is increased
 - Crosswalk is added
 - Plaza space is added
 - Curb radius for bus turning is changed
 - Electric car charge station can be added
 - Taxi waiting area is added.
- With the two-way circulation model approximately 30 parking spaces are lost due to bus stacking area, bump-out on the street, curb radius reduction, and taxi waiting area. There are 60 spaces currently on Railroad Ave.
- With the one-way circulation model the travel lane is narrowed on Railroad Avenue. Ivy Lane circulation is in a clockwise direction. The sidewalk remains at 16' wide on the Brownell Block side of Railroad Ave. There is a 7' wide sidewalk

on the station side, green space, and bump-outs. The same number of parking spaces are lost due to bus stacking.

- With the two-way traffic flow scenario the cost to change the curbing, build sidewalks and crosswalks is approximately \$200,000. The cost with one-way traffic flow is slightly higher because more sidewalk will be built.
- Negotiation with the railroad is necessary for any changes on Ivy Lane.
- One-way traffic flow is safety for pedestrians, but even the new two-way flow scenario is safer than current conditions.
- There are some right-of-way and traffic impacts that must be resolved, and the interaction of Ivy Lane with the crescent connector should be considered.

COMMENTS

There were questions/comments as follows:

- The shed for the handicap ramp to the train will remain though there can be discussion of a different location.
- The existing train station can be repainted or remain as is. The railroad does not object to the canopy over the building. In fact, New England Central Railroad is happy with the proposal.
- Amtrak has a federal directive to elevate the ramp for passenger access to the train. It is not known when this will be done.
- To get buses out of the travel lane on Railroad Avenue some angled parking will be lost (four or five spaces).
- There will be access to the original building for maintenance, but not for the general public.
- The village will own and maintain the new structure. The village does not own the train station.
- There is the possibility of incorporating a coffee shop to draw people to the area. Having more people in the area will help with surveillance.
- Cars parking in available spaces all day is an issue. The railroad designated a couple long term parking spaces for Amtrak passengers, but there is no signage or regulation in place to prevent others from parking long term.
- Observation of the area showed a number of parking spaces open during the day and that better use of Ivy Lane for parking is needed.
- According to a former Amtrak stationmaster there may be up to a dozen Amtrak passengers parking their cars overnight on Ivy Lane.
- There is a safety factor with buses parked in the travel lane on Railroad Ave. which forces drivers to pull into parking spaces to avoid oncoming traffic.
- Some parking spaces are temporarily lost to snow piles until Public Works removes the piles.
- Twenty-two (22) parking spaces associated with the proposed crescent connector road are closer to Park Street than Railroad Avenue.
- There is concern about incorporating a road that the village leases and does not own (Ivy Lane) into the plan.

-
- According to a former Amtrak stationmaster people have inadvertently turned onto the railroad tracks while trying to park on Ivy Lane. Extending the fence on Ivy Lane to Central Street would differentiate the tracks.
 - A median strip likely cannot be added on Railroad Avenue because the road width is not the same for the entire length of the street.
 - The turn radius must be large enough to accommodate large fire apparatus.
 - Looking at traffic flow for the entire quadrant (i.e. Railroad Avenue, Ivy Lane, crescent connector) would be most advantageous.
 - Consideration should be given to Lincoln Place and Central Street with regard to aesthetics, pedestrians, and parking. Lincoln Place has parking that is not highly used during the day. One possibility is to make Lincoln Place two-way flow and change the parking to parallel spaces. The area could be made more appealing for parking by adding lights and sidewalk though this work is not part of the current study (request could be made to Regional Planning to expand the study).
 - Amtrak service to Montreal may return which will increase traffic and parking needs in the area. Lincoln Place could be part of the parking inventory. Improvements can be made.
 - The proposed canopy over the station will extend to cover the waiting space for train and bus patrons. There will also be benches. The train station has had internal improvements over the years, but the building footprint has not changed. The train station portion occupies one corner of the building. Other tenants occupy the remainder of the building.
 - There has been discussion of closing the portion of Main Street from Railroad Avenue to Five Corners at some point which could be a consideration on which alternative is best.
 - A decision could be made on the train station project separate from the transportation alternative so more information can be gathered on transportation issues.
 - Piecemeal planning is not desirable. A plan for the bigger picture is needed.
 - Any improvements to the area to increase the safety and aesthetics of the area are welcomed.
 - An analysis and assessment of existing parking throughout the downtown area should be done as well as a holistic look at public parking for the next 10-15 years.

The Trustees want input from all members before choosing an alternative. Staff will research the impact of traffic flow on Railroad Avenue and Ivy Lane relative to the crescent connector. One-way flow appears to help with AM traffic and two-way flow appears to help with PM traffic. Staff will post information on the train station and traffic circulation alternatives on the website.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to table action on the train station access and circulation study until the November 10, 2015 Trustees meeting. VOTING: unanimous (3-0); motion carried.

4. OLD BUSINESS

1. Heart and Soul Proposal

Lori Houghton reported there is potential for grant money from Orton which would be used for communication (calendar), to hire an expert in public engagement, training public officials, and creating a public communications guide. Essex Selectboard endorsed the proposal to create a public engagement protocol.

MOTION by Elaine Sopchak, SECONDED by Lori Houghton, to approve the Heart & Soul proposal.

DISCUSSION: Elaine Sopchak noted the current proposal is for \$4,000, but the total request is \$12,150 to cover the calendar and the expert to continue the Heart & Soul process for a period of time. No town or village money is involved. There were no further comments.

VOTING: unanimous; motion carried.

5. NEW BUSINESS

1. Winter Operations Plan

Dennis Lutz and Rick Jones reviewed the draft Public Works Winter Operations Plan. There is a manual for internal use and a manual for the public. The plan outlines current practices for winter operations by the town and village. At some point as consolidation moves forward there should be one contact number for the public rather than a number for the town and a number for the village. Comments on the draft manual are welcome. The plan will be adopted by both the Selectboard and the Trustees and used as a training document by Public Works and to answer questions from the public on policies and the operation of Public Works in the maintenance of the municipalities.

Lori Houghton mentioned the number of sidewalk miles plowed in the village needs to be included in the plan and communications to the schools should include roads, sidewalks, and weather. How damage to yards by the sidewalk plow is handled should also be documented. A table of contents/index in the document for easy reference would be helpful.

The suggested changes to the document will be incorporated. The manual will be posted as “draft” on the webpage for comments.

MOTION by Lori Houghton, SECONDED by Elaine Sopchak, to request staff to post the draft Winter Operations Plan on the website and move the plan to the next Trustees meeting for adoption. VOTING: unanimous (3-0); motion carried.

2. GPS Tracking System for Selected Vehicles

Dennis Lutz reported the police vehicles have GPS systems and the proposal is to install the systems in public works trucks. The system is not expensive to install, but there is a monthly cost per vehicle over the three year contract term. Eighteen public works vehicles (10 in the town and 8 in the village) will have the equipment. The cost will be covered by the town budget through July 2016 and then the village will pay the cost for village vehicles for the subsequent years of the contract. The system will help optimize routes and salt application as well as provide a history of activity of the vehicle to help

with program maintenance. Having the GPS system in the vehicles will provide total coverage because there are some areas without cell service. With the system Police Dispatch will know where all police cars and public works vehicles are at any time. A hierarchy system of access to information will be established. The extent of public access to the information needs to be determined.

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the request to install GPS tracking systems (Auto Vehicle Locators – AVL) on selected vehicles and to enter into a three year contract with Fleetmatics to install and run such systems on selected village equipment, and further the town will pay the cost for the current year and then the village will pay the cost for village vehicles for the remaining two years on the contract (\$35 per vehicle per month for eight vehicles or \$3,360). VOTING: unanimous (3-0); motion carried.

3. Grant Application for Electric Car Charging Station

Darby Mayville reported a state grant is available to cover 75% of the cost of a Level 2 electric car charging station in the Village Office parking lot. There will be a designated parking space by the fire station which can only be used by an electric car. Users of the charging station will pay for the charge. Total cost to install is \$6,600. The village portion is \$1,650 plus \$15 per month to have the station networked. There is money in the Matching Grant Fund to cover costs. Having a charge station is a unique feature for the village and will bring publicity and possibly new clients to village businesses.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize staff to submit the grant application for an electric vehicle charging station, and further, that the Trustees sign the attached resolution and approve \$1,650 in matching grant funds. VOTING: unanimous (3-0); motion carried.

4. Appointment to CCRPC Clean Water Advisory Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to appoint the following individuals to the CCRPC Clean Water Advisory Committee:

- Chelsea Mandigo, village representative
- Jim Jutras, alternate

VOTING: unanimous (3-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- November 10, 2015
- November 24, 2015
- December 8, 2015
- December 22, 2015
- January 12, 2016
- January 26, 2016
- February 9, 2016
- February 23, 2016

***Special Events/Meetings**

- November 17, 2015 – Joint meeting with Selectboard to discuss winter operation plan, future use of Lincoln Hall, and consolidated highway department
- December 11, 2015 @ 6 PM – Tree Lighting Ceremony and Train Hop

2. Correspondence with Linda Costello

Pat Scheidel said Ms. Costello’s letter was sent to Police Chief LaRose for more speed enforcement in the area. Unfortunately the standards are not met for crosswalks. Staff will investigate the liability to the village if crosswalks and lights are installed when the warrants are not met. Also, staff will contact CCTA about moving the bus stop to the other side of Pearl Street.

3. St. Albans Visit

Staff is working on a date for the visit to St. Albans.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

None.

2. Reading File

- Minutes
 - Capital Program Review Committee 10/6/15
 - Tree Advisory Committee 10/6/15
 - Planning Commission 10/15/15
- Noise Monitoring Reports for Champlain Valley Fair Events
- CSWD FYE15 Annual Report
- Letter from Chair of CSWD Board of Commissioners

8. CONSENT AGENDA

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting 10/13/15.**
- 2. Expense Warrant #16013 dated 10/16/15 in the amount of \$212,164.57.**
- 3. Expense Warrant #16014 dated 10/22/15 in the amount of \$611,059.22.**

VOTING: unanimous (3-0); motion carried.

9. ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adjourn the meeting.

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan *smh*

Town of Essex Accounts Payable
Check Warrant Report # 16015 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 10/28/15 To 10/29/15 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9429	10/20/15	AQUARIUS LANDSCAPE INC. LH SPRINKLER WINTERIZE 540488	210-41940.434 MAINT. BUILDINGS/GROUNDS	147.95	2665	10/29/15
10510	08/26/15	BLUE TARP FINANCIAL INC ST DRIVE SOCKET 713460	210-43110.610 SUPPLIES	5.12	2667	10/29/15
10510	08/26/15	BLUE TARP FINANCIAL INC ST BOLTS 713463	210-43110.610 SUPPLIES	10.30	2667	10/29/15
10510	09/02/15	BLUE TARP FINANCIAL INC ST LIGHT BULBS 713523	210-43110.610 SUPPLIES	13.49	2667	10/29/15
10510	09/10/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713558	210-43110.610 SUPPLIES	4.49	2667	10/29/15
10510	09/24/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713625	210-43110.610 SUPPLIES	11.48	2667	10/29/15
24475	10/21/15	BOND AUTO-ESSEX JCT. INC ST SUPPLIES 14IV029267	210-43110.610 SUPPLIES	17.58	2668	10/29/15
00530	10/09/15	BRODART CO BL BOOKS B4122543	210-45551.610 SUPPLIES	0.30	2669	10/29/15
00530	10/09/15	BRODART CO BL BOOKS B4122543	210-45551.640 ADULT COLLECTION-PRINT &	33.40	2669	10/29/15
00530	10/13/15	BRODART CO BL BOOKS B4125254	210-45551.640 ADULT COLLECTION-PRINT &	302.56	2669	10/29/15
00530	10/13/15	BRODART CO BL BOOKS B4125254	210-45551.610 SUPPLIES	17.10	2669	10/29/15
00530	10/15/15	BRODART CO BL BOOKS B4128076	210-45551.641 JUVEN COLLECTION-PRNT & E	36.46	2669	10/29/15
00530	10/15/15	BRODART CO BL BOOKS B4128076	210-45551.610 SUPPLIES	2.70	2669	10/29/15
00530	10/15/15	BRODART CO BL BOOKS B4128150	210-45551.641 JUVEN COLLECTION-PRNT & E	4.19	2669	10/29/15
00530	10/16/15	BRODART CO BF BOOKS B4128933	210-49345.000 LIBRARY DONATION EXPENDIT	33.13	2669	10/29/15
00530	10/20/15	BRODART CO BF BOOKS B4135167	210-49345.000 LIBRARY DONATION EXPENDIT	46.67	2669	10/29/15
00530	10/20/15	BRODART CO BF BOOKS B4135281	210-49345.000 LIBRARY DONATION EXPENDIT	32.02	2669	10/29/15
V9941	09/09/15	BUSINESSCARD SERVICES BL GAN BFP NEWS 090815A	210-45551.640 ADULT COLLECTION-PRINT &	23.00	2670	10/29/15
V9941	09/09/15	BUSINESSCARD SERVICES AD GAN BFP NEWS 090815B	210-41320.610 SUPPLIES	267.52	2670	10/29/15
V9941	09/09/15	BUSINESSCARD SERVICES AD/LH SUPPLIES 090815C	210-41320.560 TRUSTEES EXPENDITURES	10.52	2670	10/29/15
V9941	09/09/15	BUSINESSCARD SERVICES AD/LH SUPPLIES 090815C	210-41940.610 SUPPLIES	11.95	2670	10/29/15
V9941	09/10/15	BUSINESSCARD SERVICES DV 2 WORKSHOP REGIST 9/9 090915D	210-41970.500 TRAINING,CONF,DUES	50.00	2670	10/29/15
V9941	09/13/15	BUSINESSCARD SERVICES ST IPAD CASE 091115E	210-43110.610 SUPPLIES	109.99	2670	10/29/15
V9941	09/15/15	BUSINESSCARD SERVICES BL BACK CK NEW EMPLOYEE 091415F	210-45551.572 INTERVIEW COSTS	30.00	2670	10/29/15
V9941	09/15/15	BUSINESSCARD SERVICES ST DROPBOX OFFSITE EFILES 091415G	210-43110.610 SUPPLIES	99.00	2670	10/29/15

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V9941	BUSINESSCARD SERVICES	09/16/15	ST BACK CK NEW EMPLOYEE 091515H	210-43110.572 INTERVIEW COSTS	30.00	2670	10/29/15
V9941	BUSINESSCARD SERVICES	09/17/15	VF EMS SUPPLIES 091615IJ	210-42220.615 EMS SUPPLIES	253.28	2670	10/29/15
V9941	BUSINESSCARD SERVICES	09/23/15	AD SUPPLIES 092215K	210-41320.560 TRUSTEES EXPENDITURES	11.67	2670	10/29/15
V9941	BUSINESSCARD SERVICES	09/28/15	AD VZN WRLS DATA PLAN LM 092715L	210-41320.535 TELEPHONE SERVICES	20.00	2670	10/29/15
04550	BWP VT CARQUEST A/P	10/16/15	ST SUPPLIES 14406175420	210-43110.610 SUPPLIES	12.85	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/16/15	ST VEHICLE MAINTENANCE 14406175436	210-43110.432 VEHICLE MAINTENANCE	23.28	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/16/15	ST SUPPLIES 14406175461	210-43110.610 SUPPLIES	4.62	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/19/15	ST SUPPLIES 14406175688	210-43110.610 SUPPLIES	4.04	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/19/15	ST SUPPLIES 14406175717	210-43110.610 SUPPLIES	3.56	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/19/15	ST SUPPLIES 14406175750	210-43110.610 SUPPLIES	9.02	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/21/15	ST VEHICLE MAINTENANCE 14406175997	210-43110.432 VEHICLE MAINTENANCE	11.84	2671	10/29/15
04550	BWP VT CARQUEST A/P	10/21/15	ST SUPPLIES 14406176018	210-43110.610 SUPPLIES	4.80	2671	10/29/15
V10633	CCI SOLUTIONS	10/02/15	BL SUPPLIES 30382542	210-45551.610 SUPPLIES	186.83	2672	10/29/15
V10633	CCI SOLUTIONS	10/16/15	BL SUPPLIES 30383277	210-45551.610 SUPPLIES	25.82	2672	10/29/15
01930	CENTER FOR TECHNOLOGY	10/22/15	ST/NB STREET TREE GRANT 102215GRANT	210-49340.008 STATE GRANT EXPENDITURES	1500.00	2674	10/29/15
01930	CENTER FOR TECHNOLOGY	10/22/15	ST/NB STREET TREE GRANT 102215GRANT	210-43161.000 STREETSCAPE MAINT./IMP	1500.00	2674	10/29/15
23215	ESSEX EQUIPMENT INC	10/15/15	ST SAFETY VESTS 105886410001	210-43110.612 UNIFORMS,BOOTS,ETC	189.60	2682	10/29/15
07010	GREEN MOUNTAIN POWER CORP	10/16/15	ST 9/17-10/16 TL PRL/WST 10151198506	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	4.38	2685	10/29/15
07010	GREEN MOUNTAIN POWER CORP	10/16/15	ST 9/17-10/16 TL IBM/MPL 10153240207	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	21.44	2685	10/29/15
07010	GREEN MOUNTAIN POWER CORP	10/16/15	ST 9/14-10/15 TL PEARL ST 10154676300	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	24.90	2685	10/29/15
07010	GREEN MOUNTAIN POWER CORP	10/13/15	ST 9/14-10/13 5 CRNR DEV 10158606204	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	65.46	2685	10/29/15
07010	GREEN MOUNTAIN POWER CORP	10/13/15	ST 9/14-10/13 5 CRNR DEV 10158606204	210-43160.622 STREET LIGHTS - ELECTRIC	402.15	2685	10/29/15
V9454	LENNY'S SHOE & APP	10/15/15	ST CORY'S UNIFORM 3035135	210-43110.612 UNIFORMS,BOOTS,ETC	195.00	2698	10/29/15
V1539	MORRISSEAU/LAUREN//	10/21/15	AD MILEAGE 8/3-10/21 102115D	210-41320.580 TRAVEL	101.32	2700	10/29/15
V1539	MORRISSEAU/LAUREN//	10/21/15	AD MILEAGE 8/3-10/21 102115D	210-41320.500 TRAINING, CONFERENCES, DU	79.64	2700	10/29/15

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V9256	10/19/15	NATIONAL ASSOC OF FIRE IN VF NAFI ANNUAL MEMBERSHIP 101915D	210-42220.500 TRAINING, CONFERENCES, DU	55.00	2701	10/29/15
41950	10/13/15	OCCUPATIONAL HEALTH CENTE VF PHYSICALS 1204095541	210-42220.566 PHYSICAL EXAMS	562.00	2703	10/29/15
25140	10/13/15	PIKE INDUSTRIES, INC ST ASPHALT 837385	210-43120.610 PAVEMENT MAINTENANCE	184.83	2705	10/29/15
25330	10/13/15	QUEEN CITY STEEL CO. ST STEEL 218660	210-43110.610 SUPPLIES	297.00	2706	10/29/15
25330	10/15/15	QUEEN CITY STEEL CO. ST SUPPLIES STEEL 218692	210-43110.610 SUPPLIES	76.50	2706	10/29/15
18010	10/22/15	REYNOLDS & SON, INC. VF HELMET CUSHION 3261917	210-42220.612 UNIFORMS,BOOTS,ETC	33.26	2707	10/29/15
18010	10/22/15	REYNOLDS & SON, INC. VF SENSOR KIT MULTIMETER 3261918	210-42220.570 MAINTENANCE OTHER	208.00	2707	10/29/15
18010	10/22/15	REYNOLDS & SON, INC. VF FIRE GLOVES 3261919	210-42220.612 UNIFORMS,BOOTS,ETC	327.59	2707	10/29/15
37965	10/06/15	S.D. IRELAND CONCRETE ST CONCRETE 51742	210-43120.570 SIDEWALK AND CURB MAINTEN	777.00	2708	10/29/15
37965	10/14/15	S.D. IRELAND CONCRETE ST CONCRETE 51992	210-43120.570 SIDEWALK AND CURB MAINTEN	216.00	2708	10/29/15
25480	10/08/15	SAC FASTENER COMPANY ST SUPPLIES 33565	210-43110.610 SUPPLIES	7.00	2709	10/29/15
40840	10/15/15	SOVERNET COMMUNICATIONS ST PHONE 3561069	210-43110.535 TELEPHONE SERVICES	35.62	2712	10/29/15
40840	10/15/15	SOVERNET COMMUNICATIONS VF TELEPHONE 3561906	210-42220.535 TELEPHONE SERVICES	101.50	2712	10/29/15
05225	09/21/15	VARIDESK LLC VA 4 ADJ DESK TOPS IN11492	210-49340.000 MISC GRANT EXPENDITURES	920.00	2715	10/29/15
05225	09/21/15	VARIDESK LLC VA 4 ADJ DESK TOPS IN11492	210-41970.610 SUPPLIES	230.00	2715	10/29/15
05225	09/21/15	VARIDESK LLC VA 4 ADJ DESK TOPS IN11492	210-41320.610 SUPPLIES	690.00	2715	10/29/15
29825	10/21/15	VT GAS SYSTEMS BL NATURAL GAS 1015127704	210-45551.623 HEATING/NATURAL GAS	209.93	2716	10/29/15
29825	10/21/15	VT GAS SYSTEMS VF NATURAL GAS SERVICE 1015178343	210-42220.623 HEATING/NATURAL GAS	70.43	2716	10/29/15
07565	10/16/15	W B MASON CO INC VA SUPPLIES 129317134	210-41970.610 SUPPLIES	50.34	2723	10/29/15
07565	10/16/15	W B MASON CO INC VA SUPPLIES 129317134	210-41940.610 SUPPLIES	7.99	2723	10/29/15
07565	10/16/15	W B MASON CO INC VA SUPPLIES 129317134	210-41320.610 SUPPLIES	102.57	2723	10/29/15
07565	10/16/15	W B MASON CO INC VA SUPPLIES 129317134	210-42220.610 SUPPLIES	340.42	2723	10/29/15
07565	10/19/15	W B MASON CO INC VF OFFICE SUPPLIES I29346272	210-42220.610 SUPPLIES	9.99	2723	10/29/15
V2510	10/02/15	WHITCOMB CONSTRUCTION/FRA ST STONE 00665550	210-43110.616 GRAVEL, TOPSOIL	134.25	2724	10/29/15
10510	08/26/15	BLUE TARP FINANCIAL INC VW PAINT BRUSHES 713465	254-43200.610 SUPPLIES	8.24	2667	10/29/15

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10510	09/09/15	VW SOLDER 713555	254-43200.610 SUPPLIES	16.19	2667	10/29/15
10510	09/25/15	VW SUPPLIES 713629	254-43200.610 SUPPLIES	7.19	2667	10/29/15
10510	08/31/15	WW NYLABRAID TUBING 713513	255-43200.570 MAINTENANCE OTHER	26.28	2667	10/29/15
10510	09/09/15	WW PLUMPING STRAP 713554	255-43200.570 MAINTENANCE OTHER	12.56	2667	10/29/15
V9941	09/29/15	WW GAN BFP NEWSPAPER 092815M	255-43200.610 SUPPLIES	22.00	2670	10/29/15
04550	10/22/15	WW SPARK PLUGS 14406176140	255-43200.432 VEHICLE MAINTENANCE	4.74	2671	10/29/15
07530	10/26/15	WW LUMBER 1510630468	255-43200.570 MAINTENANCE OTHER	65.54	2680	10/29/15
06870	10/14/15	WW EFFLUENT TESTS 185844	255-43200.577 CONTRACT LABORATORY SERVI	40.00	2681	10/29/15
06870	10/14/15	WW WEEKLY TEST 185845	255-43200.577 CONTRACT LABORATORY SERVI	25.00	2681	10/29/15
11005	10/22/15	WW LAB WATER 4976	255-43200.618 SUPPLIES - LABORATORY	46.44	2686	10/29/15
V1093	10/19/15	WW BULK SOD BISULFITE 100266	255-43200.619 CHEMICALS	4260.00	2687	10/29/15
V1210	10/22/15	WW EXPENSES MILEAGE 102215D	255-43200.500 TRAINING, CONFERENCES, DU	332.01	2694	10/29/15
29500	10/22/15	WW WOOD SHAVINGS 91311	255-43200.570 MAINTENANCE OTHER	106.25	2697	10/29/15
06695	10/22/15	WW LICENSE RENEWAL JUTRAS 107580	255-43200.500 TRAINING, CONFERENCES, DU	75.00	2702	10/29/15
07010	10/16/15	ST 9/15-10/16 PS WEST ST 10151276302	256-43220.002 WEST ST PS COSTS	497.19	2685	10/29/15
07010	10/19/15	ST 9/9-10/19 PS SO ST 10152688307	256-43200.622 ELECTRICAL SERVICE	56.32	2685	10/29/15
37965	08/06/15	SA CONCRETE SUPPLIES 335740	256-43200.610 SUPPLIES	1421.19	2708	10/29/15
37965	08/06/15	SA SUPPLIES 335752	256-43200.610 SUPPLIES	91.80	2708	10/29/15

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Report Total				18767.58		