



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 14, 2015 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **EXECUTIVE SESSION/PERSONNEL**
 - a. Interview for Bike/Walk Advisory Committee – Micah Hagan
 - b. Interview for Capital Program Review Committee – Amber Thibeault [6:15 PM]
3. **AGENDA ADDITIONS/CHANGES**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Report from Essex Governance Group – Susan Clark
5. **OLD BUSINESS**
 - a. Appointment to Bike/Walk Advisory Committee through 6/30/18 – Pat Scheidel
 - b. Appointment to Capital Program Review Committee through 8/31/17 – Pat Scheidel
 - c. Approve Disposal of Surplus Blowers – Jim Jutras
 - d. Approve Sale of Surplus Sewer Capacity to Town of Williston – Jim Jutras
 - e. Update on Paving of State Highways – Rick Jones
 - f. Approve Street Name for the Crescent Connector – Robin Pierce
6. **NEW BUSINESS**
 - a. Appointment of Robin Pierce to All Hazards Mitigation Plan Committee – Pat Scheidel
 - b. Approve Request from Five Corners Farmers Market – Pat Scheidel
 - c. Discussion about 8 Pearl Street – George Tyler
 - d. Discussion about Village Communications – George Tyler
7. **MUNICIPAL MANAGER’S REPORT**
 - a. Request for Enforcement of Ordinance on School Street
 - b. Memo about Meeting with Railroad Representatives
 - c. Memo about Tree Grant Requirements
 - d. Family and Medical Leave Application Form
 - e. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 12/2/14 and 2/3/15
 - Block Party Committee 3/23/15
 - c. FYE 14 Auditor’s Report on Compliance and Internal Control
 - d. Compliance Evaluation Inspection of Wastewater Treatment Facility
 - e. Email Update about 4 Pearl Street Construction
 - f. Memo from VT Dept. of Housing and Community Development about Renewal of Village Center Designation

9. **CONSENT AGENDA**

- a. Approve Minutes of Previous Meeting 3/24/15
- b. Approve and Sign Minutes of Annual Meeting 4/1/15
- c. Approve Warrants including check #10051200 through #10051318 totaling \$157,761.61
- d. Approve Street Closings and Other Requests from Memorial Day Parade Committee

10. **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.

ESSEX GOVERNANCE GROUP PARTICIPANTS

THANK YOU! The Essex Governance Group was made up of a dedicated group of volunteers, many of whom contributed dozens of hours of their energy and expertise to this effort. The facilitators wish to thank them for their energy, expertise, collaborative spirit and commitment to community. The following people attended one or more of the series of Essex Governance Group meetings between August and December, 2014:

Bob Bates	Roberta PENCHINA
Dorothy Bergendahl	Bruce Post
Andrew Cimonetti	Pam Schirner
Ben Gilliam	Gabrielle Smith
Tim Kemerer	Elaine Sopchak
Ron Lawrence	Saramichelle Stultz
Max Levy	Liz Subin
Brad Luck	Jess Wisloski-Martin
Deb McAdoo	Irene Wrenner
Greg Morgan	Vanessa Zerillo
Toni Morgan	

Special thanks to EGG's "Essex Democracy and You" small-group facilitators:
Annie Davis • Tina Logan • Brad Luck • Stephanie Ratte • Gabrielle Smith • Elaine Sopchak • Saramichelle Stultz • Liz Subin

EGG Co-Facilitators and Report Co-Authors:

Susan Clark is a community facilitator focusing on community sustainability and engagement. She is coauthor of *Slow Democracy: Rediscovering Community, Bringing Decision Making Back Home* (Chelsea Green, 2012, with Woden Teachout), and *All Those In Favor*, a book about Vermont town meetings (RavenMark, 2005, with Frank Bryan). She has taught community development at the college level for ten years, and serves as town meeting moderator in Middlesex, Vermont.

Susan McCormack works side by side with organizations and communities to engage people in productive conversations that lead to change. She serves as a Senior Associate with Everyday Democracy and the Community Liaison for Creating Community Solutions, part of the National Dialogue on Mental health. She recently co-coordinated the Heart & Soul of Essex, a two year citizen led initiative funded by the Orton Family Foundation to identify shared community values, foster collaboration among two linked municipalities and increase civic participation.

Essex Governance Group Final Report

February, 2015

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

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

EGG FINDINGS

1. More Effective Communication is Needed

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

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

2. Inclusion is Critical

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

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

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

4. Essex Could Create its Own Model

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

5. Residents Value the Power and Immediacy of Direct Democracy

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

6. Same Day Voting, and a Call for Simplicity

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

EGG RECOMMENDATIONS

A. Launch Proactive Communication Program

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

B. Empower Neighborhoods

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

C. Switch to Enhanced Town Meeting / Australian Ballot Hybrid

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

D. Institute Same-Day Voting

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

2. Introduction

Essex Governance Group: How We Got Here

The Essex Governance Group (EGG) is a project supported by the Town of Essex, Heart & Soul of Essex, and the Orton Family Foundation.

The project was initiated in summer, 2014, when a group of residents concerned about low turnout at Town and Village annual meetings approached the Town Selectboard and Village Trustees about moving budget approval from the traditional Town/Village Meeting format to Australian ballot (ballot-box voting). This group, calling itself “Budget to Ballot” (B2B) pointed out that median voter turnout at Town Meeting since 2005 is 1.5% of registered voters (it’s 1.9% for Village Meeting). Median voter turnout for Australian ballot voting after Town Meeting during this same period was 8.9% (8.3% for the Village). The group requested that the Selectboard help Essex move toward a combined town meeting/Australian ballot system (with a proposed budget figure determined at town meeting, and final approval of budget decided by Australian ballot), and that the Towns’ ballot voting and the three Town-related school budget votes all occur on the same date.

Both the Selectboard and the Trustees agreed that the issues raised by B2B were important, and that’s when Heart & Soul of Essex was brought on board.

Heart & Soul of Essex, a multi-year community effort supported by the Orton Family Foundation, has the goals of engaging community members in dialogue, creating a vision based on what people are saying, and activating community members to take action towards that vision. During Essex’s two-year Heart & Soul community planning process, “Community Connections” emerged as one of six core values of Essex. Heart and Soul participants have extensive experience convening community conversations, and agreed to help engage the community on this question. With funding from the Town of Essex, Heart & Soul of Essex and the Orton Family Foundation, facilitators Susan Clark and Susan McCormack were hired to co-facilitate the effort.

Heart & Soul members joined with members of the B2B group, town and village officials, and interested residents to carry out this work. The newly formed Essex Governance Group (EGG) met throughout the fall to plan and implement a community exploration about decision-making and voting on the budget in Essex. The exploration included a community-wide survey and forum. This report summarizes the results of those efforts.

EGG Report Scope

EGG's findings and recommendations are offered with the understanding of the report's scope and limitations.

- *Time Frame:* The group was charged with completing its work within a four-month time-frame, including planning and carrying out the group's goals and activities, and processing and reporting findings. Limitations of both time and staffing necessarily circumscribed the project's scope.
- *Research Tools:* The EGG Survey and Forum participants were self-selected and likely represented more highly engaged citizens (from all perspectives). While the Survey Monkey tool protects against multiple responses from the same computer, there is no way of knowing whether anyone repeated the survey using multiple devices. Not surprisingly, the online Survey had over seven times the participation of the Forum (450 compared with approximately 60). Even given these limitations, the thoughtful comments recorded through both the Survey and Forum reveal important patterns and offer valuable insights about residents' concerns.
- *Town and Village:* In most cases, the EGG research did not differentiate between citizens' experience in the Town and the Village. While some survey comments reflected specific feelings about Town and Village governance, most data was collected about "Essex" in general.
- *Citizen Focus:* Just as the 6/2014 Morris and Carr "Shared Services" Assessment focused on an internal (staff) perspective, EGG's work focused on Essex residents at large. EGG benefitted from active participation by the Selectboard, Village Trustees and even one School Board member, and the facilitators were also grateful for valuable interviews with the Town/Village Manager, Assistant Manager, and Town Clerk. While the EGG project did not have the capacity to conduct interviews with additional Town and Village staff, this report is offered with appreciation for the knowledge and professionalism of both the Town and Village staff. We hope that through its emphasis on citizen collaboration, this report will support and enhance their important work.
- *Process:* EGG participants agreed on a decision-making protocol, and decisions were made by this protocol. Given their busy lives, not all participants were able to attend all meetings; however, all meetings were reported via email so those who could not attend could weigh in on decisions. The EGG report is the best representation of the group's consensus the facilitators could create given these limitations.

3. Context: “What Time Is It”?

Bill Grace of the Center for Ethical Leadership notes that when working for positive change, it is important to ask “What time is it?” What is the context in which we find ourselves, and what factors will affect our work?

What time is it in American communities?

The big picture is important. Across the U.S., in the aftermath of the “Great Recession,” citizens are struggling economically. Simultaneously they are also struggling democratically, with public confidence in government hitting all-time lows. As federal programs are cut, communities are trying to determine how to do more with less—less money, and less of the citizen confidence they’ve long relied on.

At the same time, citizens’ expectations about decision-making are rapidly changing. Today’s citizens are web-savvy, and possess an extraordinary ability to research issues and self-organize more effectively than at any point in history. The Internet and the “Open Source Revolution” have created dramatic changes in both the business and non-profit worlds, and citizens are now developing a different view of leadership in the public sphere as well. Reliance on “experts” is giving way to decentralized, bottom-up strategies that reward innovation and information sharing. Increasingly, citizens expect to be treated as collaborators, and appreciate systems that look less like a hierarchy and more like a wiki.

The answer emerging in many communities—and now being brought forward as “best practice” by leaders in public administration—is to use creative methods for engaging citizens in decision making.

The National League of Cities represents 19,000 cities, towns and villages across the U.S.; at its recent annual conference, fully one-third of its “Leadership Training” workshops involved “public engagement.” The International City/County Management Association conference recently featured an entire track on “engaging citizens,” and a third of their university workshops related to public engagement. And at the 2012 American Society for Public Administration conference, the major gathering of all public administration schools in the country, the conference theme was “Redefining Public Service through Civic Engagement.”

Through a combination of process tools (outreach, more creative meeting structures, targeted power sharing, etc.) and technical tools (online communication, increased access to information), communities are redefining their local democracy for the 21st Century.

Essex, like every other community, must find the unique recipe that suits it best.

What time is it in Essex?

Essex finds itself in a time of significant change. EGG members created a list of some of the activities affecting citizens in Essex—some positive, some deeply challenging.

- **Shared Services:** The 6/2014 Morris & Carr Shared Services Report suggested a number of significant changes to the way the Town and Village work. Town and Village leaders and staff are working hard to take appropriate action, most immediately in the area of Public Works. Meanwhile, some citizens are expressing concerns about what the changes will mean (“is it a pseudo-merger?”). They wonder how to have a voice in the process.
- **Budget Hits:** The 2010 Census showed that incomes in some neighborhoods dropped 10%, and many Essex residents are expressing concerns about taxes and the cost of living. At the same time, Essex Rescue, the VNA and Winooski Valley Park District are just a few of the organizations likely to ask for increased financial support from the community.
- **Significant development:** Residents will experience the complications of construction in the next several years including the Crescent Connector (federal project), repaving Route 15 (state project), bike lane/sidewalk expansion on Pearl Street, and a new bike path by the train station. The Town has set aside \$1.5 million to renovate 81 Main Street. In the private sector, there will be construction of a major new building at 5 Corners, and new housing developments happening outside the Village with implications for traffic, town character open space, schools, etc.
- **School system concerns:** Like other Vermont communities, Essex is facing changing demographics and rising per-pupil costs. A study of consolidated governance is being discussed.
- **IBM / Global Foundries:** Residents are waiting to see what changes may occur with the shift in this major local employer.
- **Planning:** Village officials, with assistance of Heart & Soul of Essex and urban designer Julie Campoli, are carrying out “Design Five Corners,” a strategic planning effort to enhance the physical quality and economic vitality of Essex Junction’s Village Core.
- **Heart & Soul:** The Essex Heart & Soul process recently wrapped up its two-year visioning process. Essex has an immediate opportunity to build on this work, as well as take advantage of the citizen-facilitators trained through Heart & Soul. The Heart & Soul Board and participants are working to maintain momentum, and determine how best to implement the vision that Essex residents communicated.

- **Community Calendar:** One of the newest projects of Heart & Soul is an online centralized calendar of all community events. Ideally this will help all sectors plan and communicate more effectively. www.essexcalendar.org

It is in this complex environment that the Essex Governance Group launched its work.

4) Essex Governance Group: Purpose and Process

Essex Governance Group participants determined the following priorities:

EGG Purpose

Engage people in a conversation about ways Essex can continue to improve civic engagement and governance.

EGG Goals

1. LEARN what motivates and/or prevents people from participating
2. INFORM people about Essex's current governance system
3. GATHER ideas from people about potential improvements
3. CREATE a set of recommendations to help the community improve governance and increase civic participation

EGG Scope / Focus

- Form of town meeting & village meeting (e.g traditional floor meeting, representative town meeting, hybrid, etc.)
- Voting options for town and village budgets and other issues (e.g. floor vote, Australian ballot)
- Ways to increase informed civic engagement in town

Note: The group agreed that while the following topics may arise in our discussions and we must understand the relationship between these and our work, the group would *not* focus on:

- Town-Village merger
- School governance and funding structure
- Forms of governance outside of town/village structure (city, etc.)

EGG Timeline

1. Convene organizing committee - August 2014
2. Planning - June through early September 2014
3. Outreach - August thru October 2014
4. Conversation - late October 2014
5. Synthesis - November 2014
6. Report due - end of year 2014

EGG Proposed Outcomes

1. Deepen citizen engagement and understanding around governance
2. Activate citizens to participate in the civic life of Essex
3. Identify top priorities for improvements in governance and/or civic participation
4. Report back to the community (elected officials and the public) with a set of recommendations for improving governance and/or civic participation in Essex

EGG Research

In order to help the community have an informed discussion, and for use by the Town/Village on their websites and other citizen education, EGG participants researched the following:

1. Voting statistics
 - Essex voting rates for national elections vs. other VT communities
 - Percentage of voters who vote in local ballot-box elections in Essex vs. comparable places
 - Essex voting on national issues vs. local Australian ballot voting
2. Essex Voting schedule
3. Structure of municipal bodies in town/village/school systems
4. Budget overview
5. Citizen opportunities to participate in decision-making
6. A Brief History of Essex's Government (why it's set up with Village, Town)
7. Discussion materials on Town Meeting, Australian Ballot, Representative Town Meeting, NH hybrid system

Outreach Tools

1. Community-Wide Survey

EGG issued an online survey during October. Over 450 residents of Essex Town and Village participated in the survey, and provided a great deal of information about current voting and civic engagement.

Survey Goals:

- Learn what motivates and prevents people from participating
- Assess people's level of interest in governance issues
- Identify community values/priorities regarding governance and civic participation

2. Community Forum

On Saturday, November 8 EGG hosted an interactive "Essex Governance and You" community forum (noon-4:00). It was attended by about 60 leaders and residents from both the Town and Village.

Forum Goals:

- Share and discuss the results of the community survey

- Identify key priorities and generate suggestions to strengthen civic participation/community voice
- Inform people about Essex's current governance model and share stories about other governance models
- Gather feedback about potential governance changes

Forum Process: Led by facilitators Susan Clark and Susan McCormack, the Forum was a chance for EGG members to share and discuss the results of the survey with the community. Forum participants also learned about current governance in the Town and the Village, and then spent time weighing the benefits and challenges of four different voting methods: Town Meeting and Australian Ballot, which are currently in use in Essex; Representative Town Meeting, which is used in Brattleboro, VT and in Massachusetts; and a Meeting-Ballot Hybrid approach used in New Hampshire ("SB2"). (See Appendix "Four Approaches" document.) After working in small groups, the participants came together and shared their favorite ideas for encouraging more citizen participation in local voting. Based on the survey results, they also brainstormed ways to build on Essex's high level of community mindedness, and ways to increase transparency in municipal government.

5) Essex Democracy: Data and Infographics

The Essex Governance Group asked itself, “What do people need to know in order to have a productive conversation about Essex governance?” Below are highlights from the Nov. 8 “Essex Democracy and You” forum presentation answering this question.

“If you want to understand today, you have to search yesterday.” Pearl Buck

A BRIEF HISTORY OF ESSEX TOWN AND ESSEX JUNCTION....

HOW WE CAME TO BE.



June 7, 1763—Town of Essex, a 36 square mile area, was chartered by Gov. Wentworth of NH Province by power granted to him by King George III.

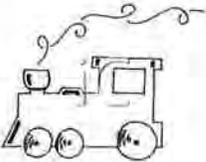


1783—Permanent settlement in Essex began.



1786—First Town Meeting with a population of 772 (26 families). Citizens voted to create a tax to repair the roads.

1801—School districts formed; Village area named School District #1 (aka “Hubbells Falls School District”)



1850—Railroad arrived, known as Painesville (named in honor of Gov. Paine), which subsequently created greater population density.

1853—Vermont Central Railroad and Vermont/Canada Railroad “junctioned” its lines.



1862—Railroad station officially re-named Essex Junction



1893 - School District #1 (area of 4.6 sq. miles around the train station) added another layer of government, in addition to the Town government, by legislative approval known as the Village of Essex Junction for “voluntary taxation with added necessary services of a densely populated area” (Frank Bent, 1963). Owners of less developed farmland did not have to pay for the services they didn’t need. This taxation structure has been in place ever since.

(Fig. 1)

History and Demographics

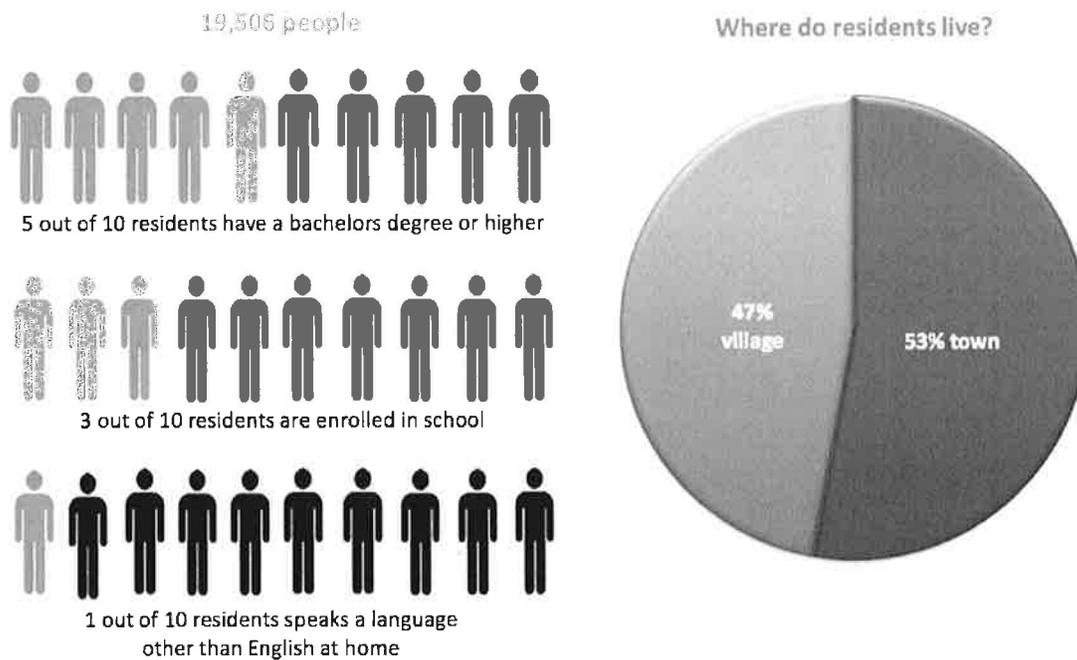
We began with the basics, offering a brief history of the Town/Village relationship (Fig. 1, above). We also included a map of Essex that indicated the boundaries of the Village and Town, reminding participants that people who are residents of the Village are also residents of the Town.

Essex's population is now close to 20,000, with a well-educated and increasingly diverse citizenry split almost evenly between Village and Town (Fig. 2, below).

WE ARE ESSEX



ESSEX IS THE STATE'S 2nd LARGEST TOWN AND IS MORE EDUCATED AND DIVERSE THAN VT AS A WHOLE.



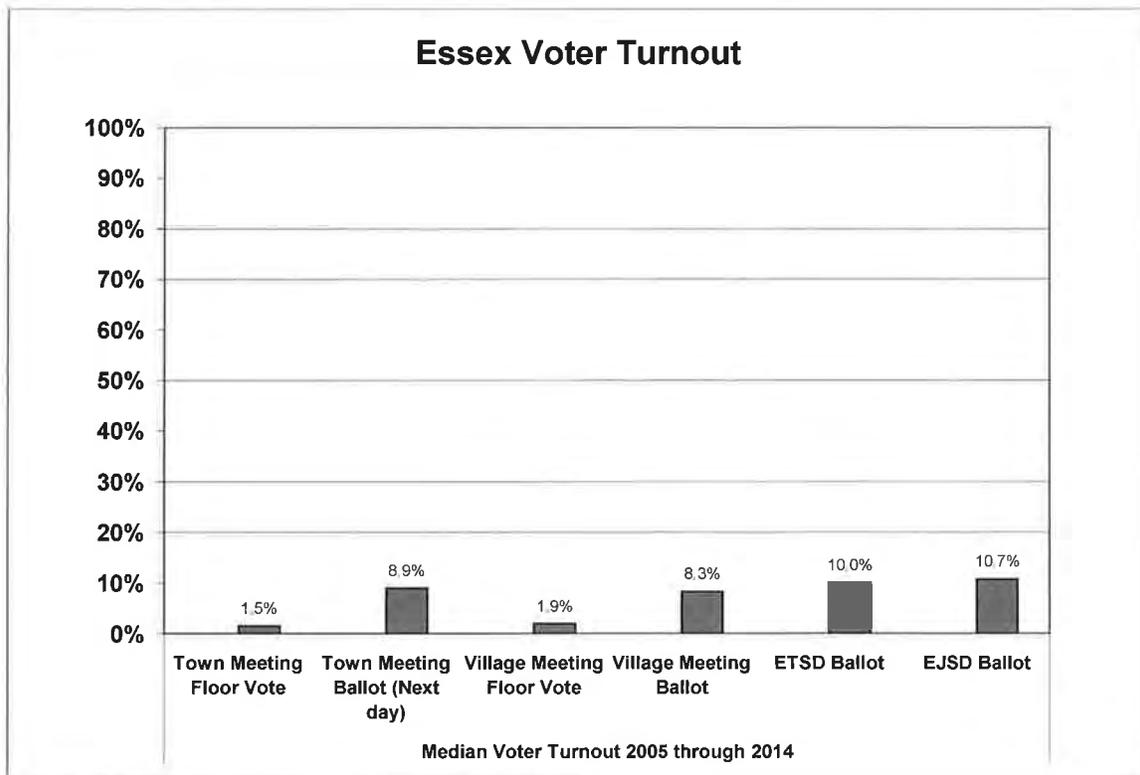
(Fig. 2).

Town Meeting and Ballot-Box Voting

Figure 3 (below) shows the range of Essex voter turn-out on local issues.

- Essex's votes on the Town and Village budgets occur at town meeting, face-to-face deliberative gatherings. The median voter turnout for the Town Meeting between 2006-2014 was 1.5%. At the Village Meeting, the median turnout was 1.9%.

- Essex also votes on some Town and Village issues by Australian ballot. The median voter turnout between 2006-2014 for these ballot-box votes was 8.9% (Town) and 8.3% (Village).
- Essex votes on school budgets by Australian ballot. The median voter turnout between 2006-2014 for these ballot-box votes was 10% (Essex Town School District) and 10.7% (Essex Junction School District).



(Fig. 3)

Essex's Numbers in Perspective

It is important to look at Essex's voting data in perspective.

- Even in the important and exhaustively publicized U.S. presidential elections, across the country voter turnout hovers at about 55% of eligible voters. Meanwhile, turnout is even lower on local issues: in elections for city council, mayors, and local bond issues across the country, participation seldom exceeds 25%, and is often dramatically lower—in the single digits.

- Research on Vermont's traditional, face-to-face town meetings (see *Real Democracy* by Frank Bryan) reveals two key facts about town meeting attendance, both of which are relevant to Essex:

Size matters. Vermont is the second most rural state in the nation, with well over half of its population living in towns of under 2,500. In small towns, town meeting attendance often reaches 30% or higher. However, across Vermont, town meeting consistently achieves higher per capita turnout in small towns than large ones. Recent data from meetings held between 1999–2011 shows town meeting attendance statewide averaged 13.1 percent, and analysis shows that increasing town size accounts for over half of the decline in town meeting attendance since 1970.

Essex is the largest town in Vermont still to govern through a traditional floor meeting.

Issues matter. The “Essex Voter Turnout” chart shows median attendance, which means that half the meetings have above this attendance, half below. Median (rather than mean) attendance is helpful because it doesn’t skew the number by averaging in unusual highs or lows in attendance. However, it is important to note that like every other town, Essex does see spikes in attendance.

For instance, in 2010 in the Village, attendance more than doubled with 4.2% coming out for that meeting. In 2005, the Essex Town School District ballot box voting spiked to 16.5% and the Essex Jct. School District had over a 24% turnout. In 2008, almost 53% of the Towns’ registered voters turned out to vote on the Town Meeting ballot. If Essex follows the patterns of other Vermont towns, then it was a controversial or especially interesting or compelling issue that drew the larger number of voters to participate. This is useful information when considering how to improve public engagement.

How does Essex’s turnout compare with other towns?

Fig. 4 (below) shows that Essex voter turnout for *national elections* in November compares favorably with that of other cities and towns in the area.

In contrast, Fig 5 shows Essex’s ballot-box voting on *local issues* compared with other Vermont towns. Knowing that population can affect participation, EGG chose the largest communities in Vermont for comparative data. The Chittenden County town of Shelburne (18th largest) is also included for comparison.

As this chart shows, Essex’s ballot box voting on local issues is comparatively low. This seems to indicate that Essex’s town meeting attendance is not the only issue. Even when voting by ballot, Essex has room for improvement in engaging citizens in local issues.

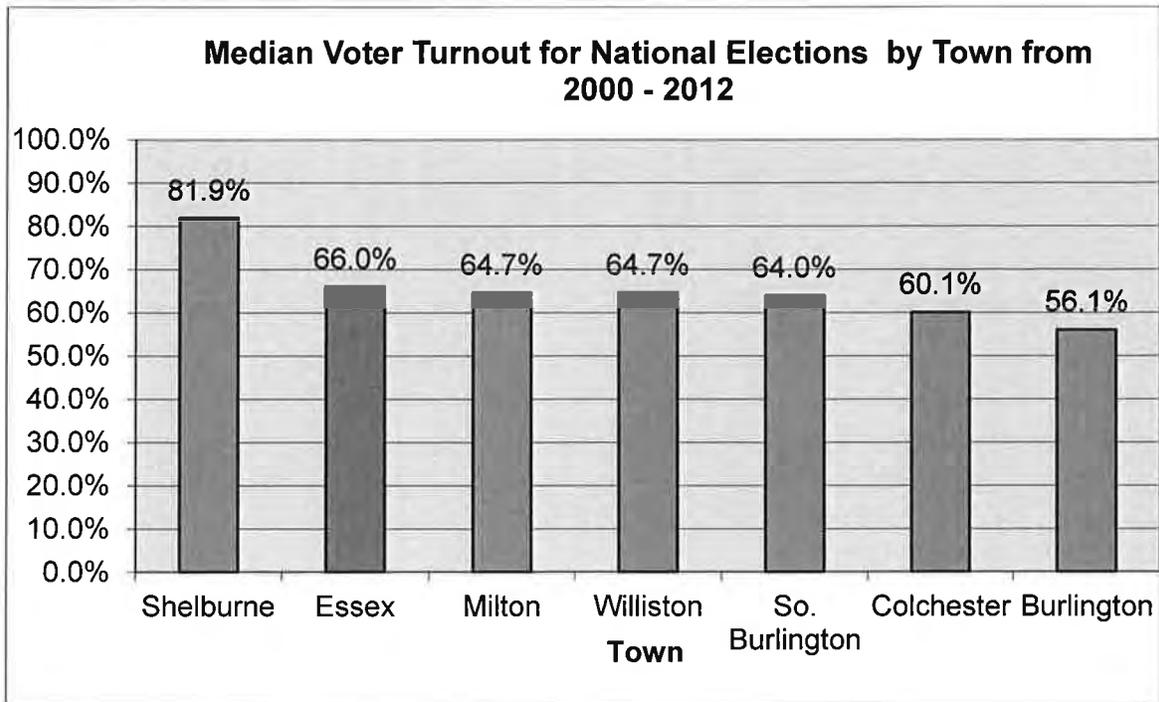


Fig. 4

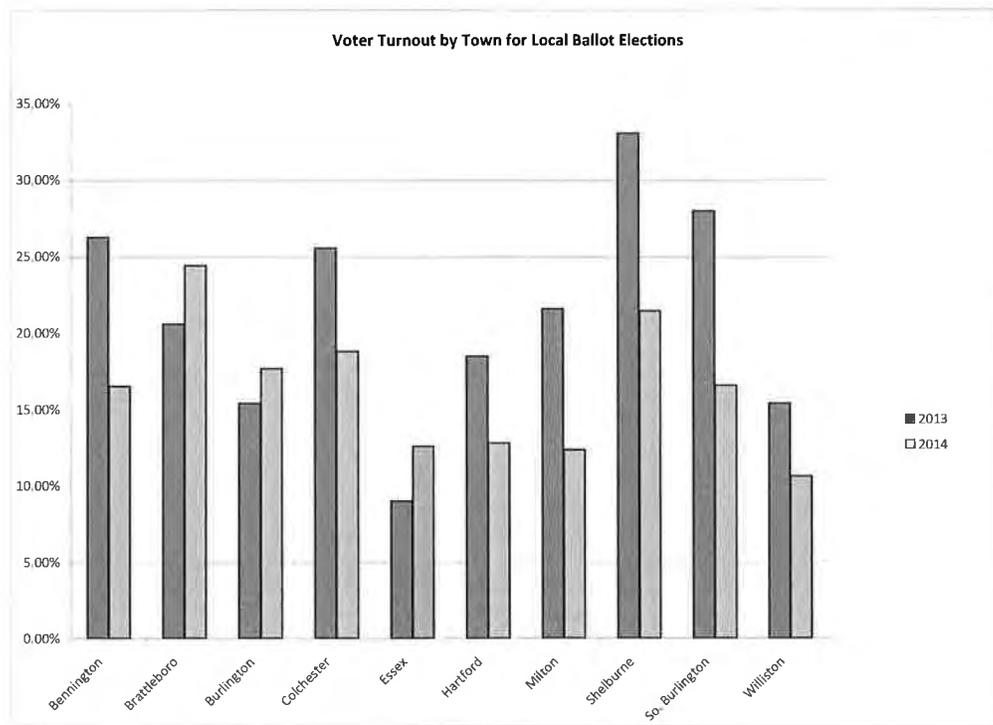


Fig. 5

The Role of the Essex Voter in Local Budget Decisions

Figure 6 (below) shows the two key roles for Essex voters in local budget decision:

- Electing the Selectboard and Village Trustees, who, in their executive branch roles, work with the staff to propose a budget; and
- Deliberating on, potentially amending, and voting on the budget at Town or Village Meeting. In this role citizens are, on issues of governance and finance, the legislative branch of local government.

In addition, citizens can participate in a range of ways including serving on committees, attending public meetings, and contacting local officials.

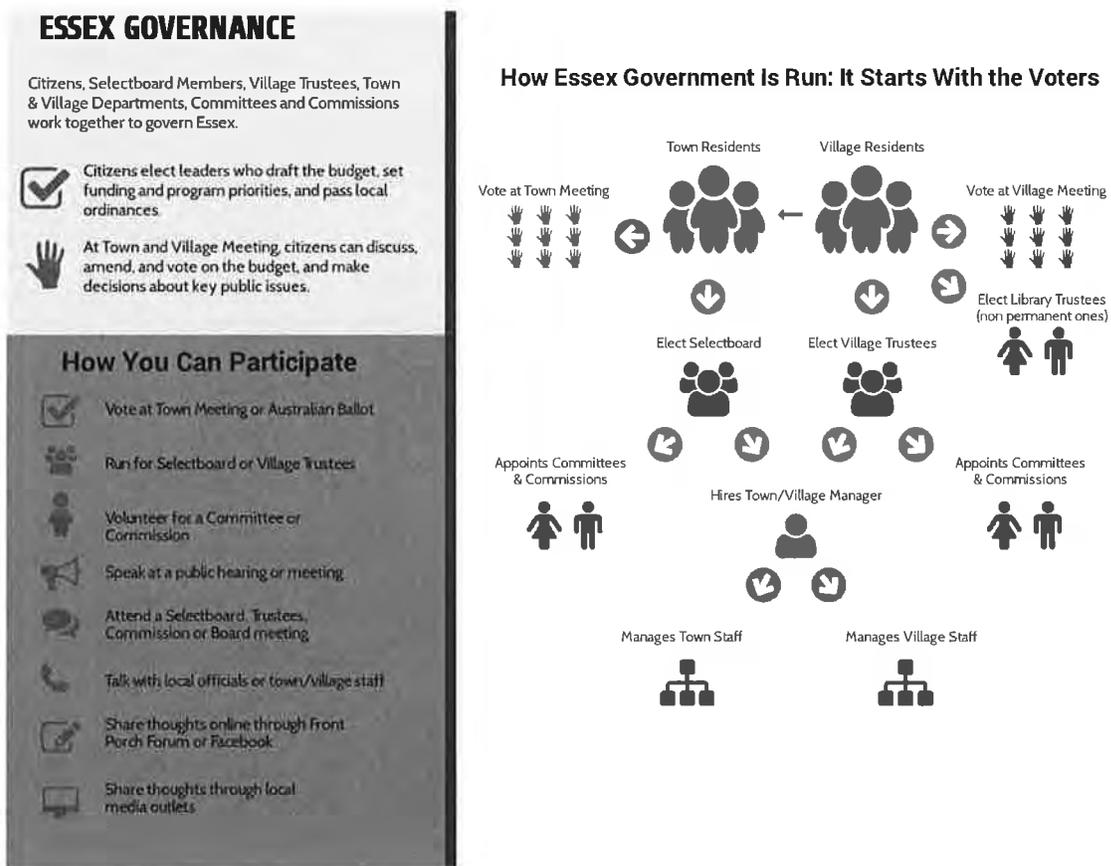


Fig. 6

Figure 7 (below) offers additional information on Essex voting. Of particular note, Essex has an unusually high number of local votes each spring. Including Town Meeting and Village Meeting, Essex residents currently vote on five separate budgets: Town Municipal; Village Municipal; Village Schools (K-8); Town Schools (K-8); and Essex High School and Center for Technology–Essex (9-12)—a total of three votes for Town residents, five for Village residents.

Essex votes on over 80% of local spending by ballot.

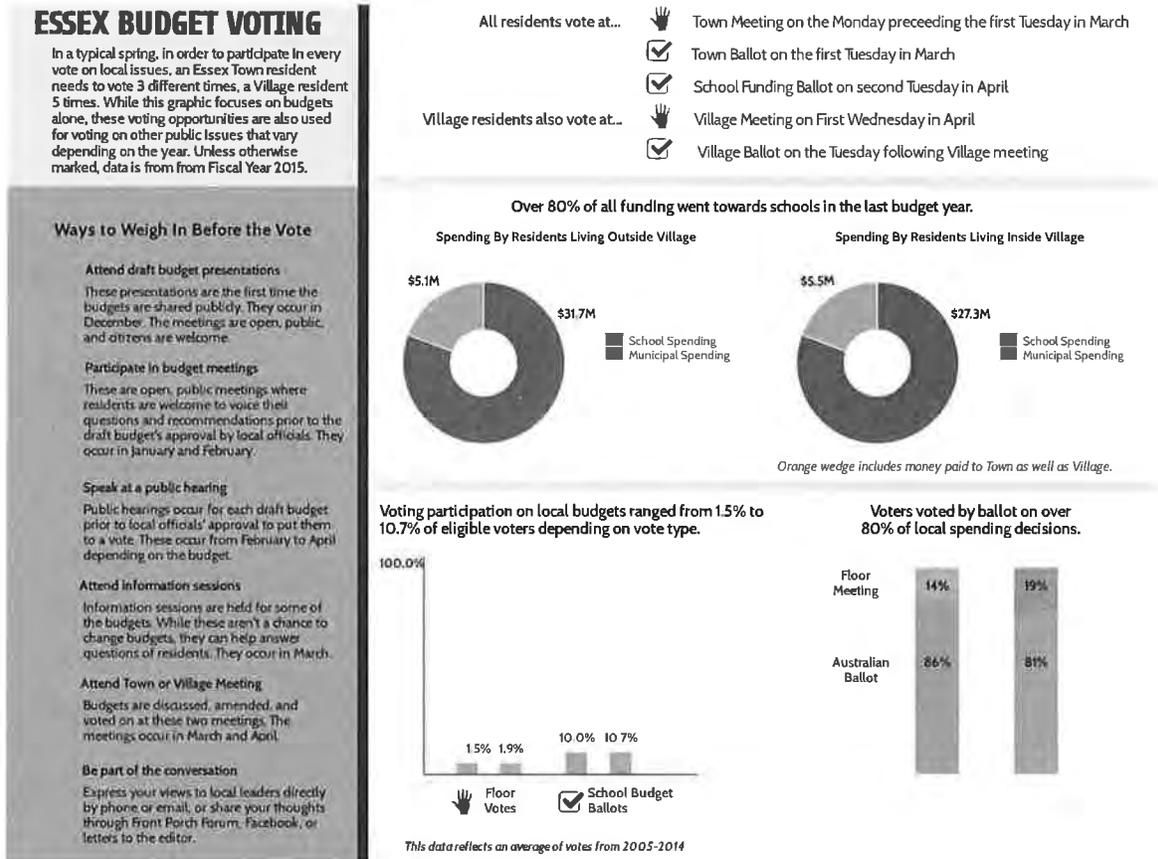


Fig. 7

Does Essex's system present any barriers to voting and participation? To learn what motivates and prevents people from participating, assess people's level of interest in governance issues, and to identify community priorities regarding governance and civic participation, EGG launched a community-wide survey about local democracy.

6) EGG Survey

Survey Highlights

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

Figure 8 depicts key findings from the EGG Survey.

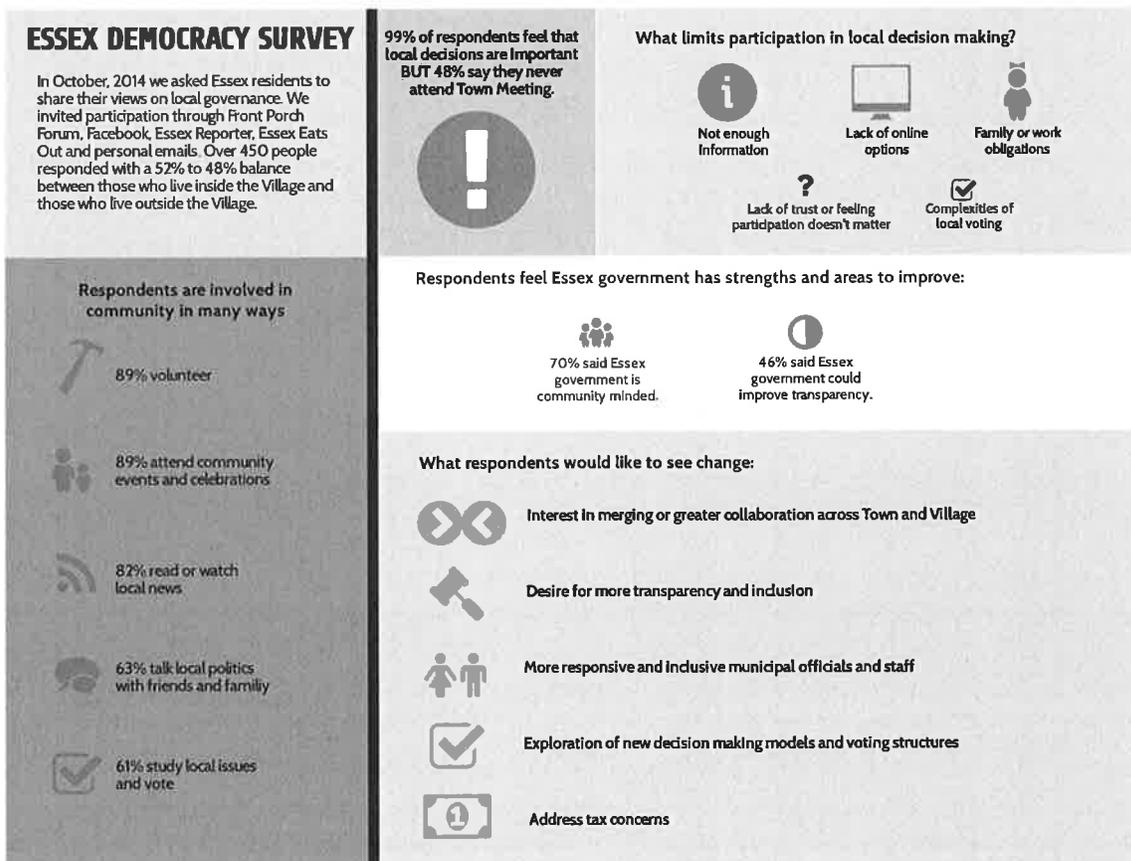


Fig. 8

Detailed Survey Findings

1. Over 450 Essex residents answered the survey.

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

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

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

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

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

4. Respondents identified several barriers to participating.

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

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

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

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

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

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

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

7. EGG Findings

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

1. More Effective Communication is Needed

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

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

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

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

Participants identified several key aspects of communication needs:

A. Explicit Communication

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

B. Proactive Communication

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

C. Online Communication, Open Data

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

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

D. And Beyond Online

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

E. Direct Communication with Leaders, Accountability

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

F. Active Listening: Responsive, Respectful, Engaged Communication

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

2. Inclusion is Critical

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Essex Could Create its Own Model

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

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

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

Other suggestions included:

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

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

Non-formal participation is an important element not only of community, but what local government means to citizens. When asked “how do you participate in our community,” survey respondents were more likely to participate in informal ways (volunteering, celebrations) than in formal ways (e.g. serving on boards).

However, when Forum participants were asked “What does government being community minded mean to you?” almost all groups named support of non-formal activities such as grassroots organizations, block parties, Farmer’s Market, and concerts. For many citizens, the border between informal “community” and formal “government” is fuzzy; these comments indicate that each side of the line can benefit from the energy of the other.

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

5. Residents Value the Power and Immediacy of Direct Democracy

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

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

6. Same Day Voting, and a Call for Simplicity

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

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

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

8. EGG Recommendations

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

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

A. Launch Proactive Communication Program

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

Action steps:

1. Public Engagement Protocol

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

2. Training

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

3. Hiring and Performance Expectations

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

4. Website

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

5. Informal Meetings

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

B. Empower Neighborhoods

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

Action step:

1. Create Neighborhood Assemblies

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

C. Switch to Enhanced Town Meeting/Australian Ballot Hybrid

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

Action steps:

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

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

2. Amendment Requirement

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

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

3. Amended budget voted on by Australian ballot

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

4. Survey included with ballot

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

5. Town meeting date

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

D. Institute Same-Day Voting

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

Action step:

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

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

9. Conclusion

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

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

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

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

10. Appendices

Appendix A: Portland, Oregon Participation protocol

Appendix B: Survey results, coded (link)

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

Appendix C: Forum agenda and "Four Approaches"

Appendix D: Forum small-table results, coded

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

Public Involvement Toolkit



November 2006

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

Eileen Argentina and Jo Ann Bowman, Co-Chairs

Guidelines for Using this Toolkit

Introduction

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

Before the Toolkit:

Before a public involvement staff person starts using the toolkit, there are activities that should normally occur in the overall public involvement project. The Process Overview demonstrates a typical public involvement process¹. More about general steps and guidance for performing public involvement is available in the City of Portland's Outreach and Involvement Handbook, the third edition of which will incorporate the Toolkit.

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

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

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

How to use the Toolkit:

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

¹ Appendix A, page 4 of Toolkit

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

The Facilitated Stakeholder Meeting:

Step 1: Asking the Questions

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

Referring to the list of questions², pose each question and allow all participants to answer the question in turn. If the group is very large, dividing into multiple small groups of 6-10 is recommended. As participants answer the question, the facilitator should place a check mark in the appropriate box. When all participants have answered, the facilitator moves on to the next question and each subsequent question in turn.

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

Step 2: Assessing the Answers

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

Step 3: Overall Scoring or Scale Assessment

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

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

² Appendix B, page 5 of Toolkit

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

Step 4: Using the Spectrum

Once the project assessment using the questions is complete, the group can turn to the spectrum³ to discuss levels and methods of engagement. Usually, the facilitator will suggest a “landing place” for the project on the spectrum based on the question discussion, the question-by-question scores, and the overall score or outcome.

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

Step 5: Determining the Appropriate Tools and Methods

Once the group has agreed where the project falls on the spectrum and understands the purposes and roles associated with the result, the facilitator can lead a discussion of likely tools and methods⁴ for ensuring public engagement at the determined level. This is the point in the exercise where stakeholder participation can be particularly effective in providing insights of which project staff may be unaware and in matching tools and methods to the community in which the engagement is to take place.

What Follows:

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

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

³ Appendix C, page 6 of Toolkit

⁴ Appendix D, page 7 of Toolkit

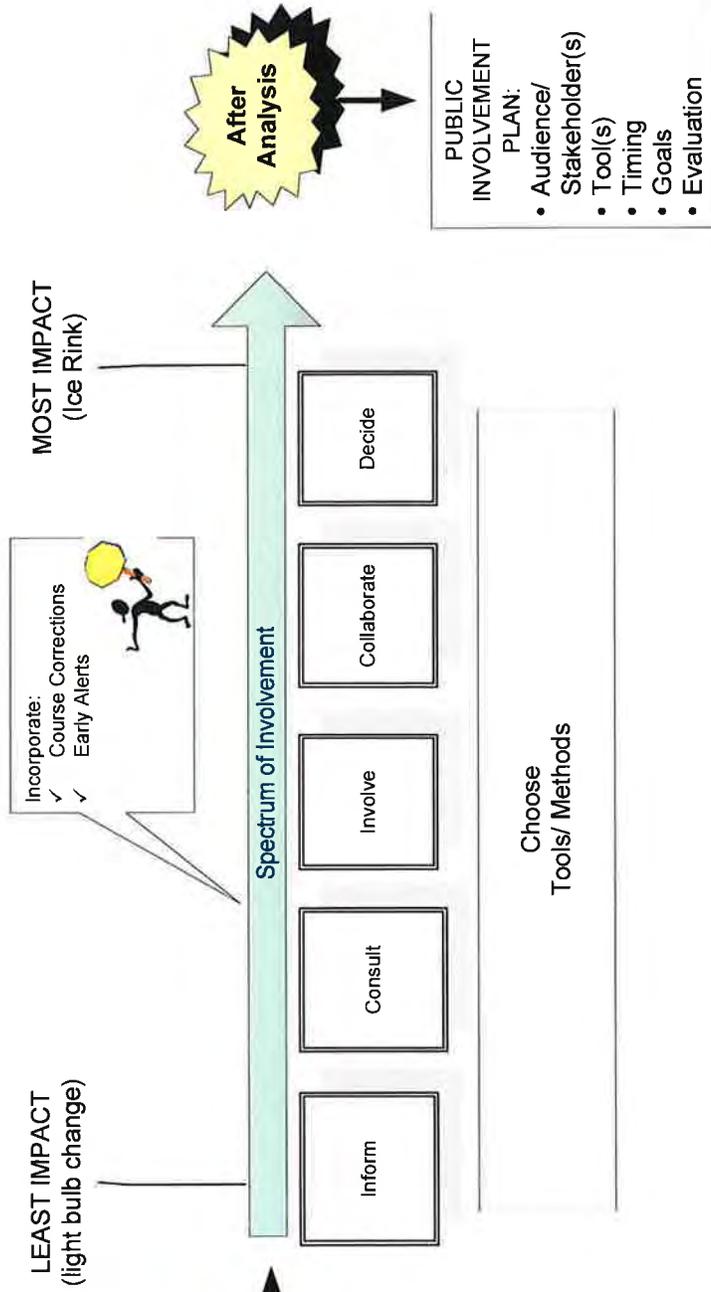
Additional Resources

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

APPENDIX A PUBLIC INVOLVEMENT TOOLKIT, PROCESS OVERVIEW

NOTES:

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



Characteristics:

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

* perhaps hardest to identify due to limiting factors

Levels of Impact

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

DRAFT Public Participation Spectrum

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

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

Adapted from IAP2’s Public Participation Spectrum (www.iap2.org)

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



Public Involvement Tools, By Category – BIP #9

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

Dine & Discuss: Essex Democracy & You

Essex High School • Saturday, November 8, 2014

W*elcome to today's conversation! Essex residents agree: Community connections are important to us. We like to get together with our neighbors, volunteer, and stay informed. We also want to have a say in public decisions. But what is the best way to engage Essex citizens in decisions that affect them?*

Currently, citizens decide and vote on the municipal budget during the town and village annual meetings. Today's forum provides an opportunity to explore this and other approaches to decision making and voting. We'll also share the results of our recent survey. You'll see what motivates our participation in Essex democracy -- or what prevents it. Recent survey respondents also named important governance values. What do you think? Can we do better? And if so, how? We welcome your ideas! Thanks for coming and for being a part of this important discussion.

Your neighbors on the Essex Governance Group

Forum Agenda

- | | |
|--------------|--|
| Noon | Welcome & Introductions |
| 12:25 | Lunch |
| 12:45 | Setting the Context <ul style="list-style-type: none">· How it Works: Overview of Essex's Local Government Structures· Community Voices: Overview of <i>Essex Democracy and You</i> Survey Results |
| 1:30 | Table Conversations <ul style="list-style-type: none">· Exploring Four Approaches to Local Decision-Making and Voting· Sharing Ideas to Strengthen Civic Participation |
| 3:30 | Celebration <ul style="list-style-type: none">· "Greatest Hits" from Table Conversations· Door Prizes! |
| 4:00 | Adjourn |

Supported by Town of Essex Selectboard • Heart and Soul of Essex • The Orton Family Foundation. Visit www.heartandsoulofessex.org following the forum for additional information.

Approach One:

Traditional Town / Village Meeting

Overview: Since before the state's founding, Vermont's townspeople have governed themselves by town meeting—face-to-face deliberative decision making. Essex residents value community, and want institutions that help increase trust, connection, and volunteerism—and town meeting, proponents say, is one of them. Town meeting is an important training ground for citizen leadership. It helps residents understand government, hear the complexity of viewpoints, and weigh trade-

offs. Here, citizens can discuss and make amendments to the budget. Elected leaders and staff can explain their work, hear our concerns, and citizens can hold them accountable. Town meeting isn't a ballot box. For decisions regarding governance and finance, it is the town's legislature, and every participant is a legislator. When controversial issues arise, people value having this system where they can come together, deliberate, and make real changes on issues they care about.

Necessary steps? No action needed, since this is Essex's current system. However, supporters say improvements could strengthen this model. The Village has recently reinstated a community dinner and offers childcare, and is considering moving to a Saturday meeting. Other possibilities include: improving privacy by allowing written comments and using in-meeting paper ballots; making meeting information more accessible; and increasing outreach and civic education.

Trade-offs

- Because citizens have the power to change (amend) items at town meeting, the wording and dollar amounts are not finalized until the vote of the people at the meeting. For this reason, absentee ballots cannot be printed ahead of time. This leaves out anyone who cannot attend the meeting.
- Participating in town meeting is a challenge for anyone who fears public speaking, or is intimidated to express new or unpopular views in public. Diverse cultural, educational, or socioeconomic backgrounds can make speaking up even more difficult.
- Essex is the largest town in Vermont to govern through a traditional town meeting. Large towns generally get lower per capita meeting turnout, and Essex's median attendance hovers below 2%. Even though town meeting is open to all, the final result could be affected by an unrepresentative minority of voters. This can cause dispute about meeting outcomes or create cynicism about government.

Approach Two:

Australian Ballot

O*verview:* Many Vermont towns have switched to ballot box or “Australian ballot” voting for their budget or for all town issues. Some believe Essex should do the same. Essex has gotten too big for town meeting, they say, pointing to the small percentage of voters participating in town and village meetings. Weeknight meetings are challenging for working people, and evening or weekend meetings are difficult for elderly people and

families with young children. Essex should remove all obstacles to participation, and do everything possible to allow citizens from every walk of life to vote. This means giving people the privacy of a voting booth and offering all-day voting. Australian ballot also means Essex could offer absentee voting to people who are ill, or out of town due to work, school, or serving in the military.

Necessary steps? Change the Town and/or Village charter to adopt Australian ballot.

Trade-offs

- Through deliberation, citizens have the opportunity to change other people’s minds, and they might hear new arguments and change their own minds. However, ballot-box voting lacks the educational benefit of public give-and-take. Very few people attend the informational meetings that precede Australian ballot voting.
- With Australian ballot, voters give up the power to amend the budget. Instead of deliberation and amendment, citizens are limited to saying “yes” or “no” to proposals handed down to them by leaders.
- Voters may defeat the budget while giving leaders no clear directions on what changes they want. This means one or many costly re-votes. Often turn-out is lower for each successive re-vote, which is less democratic.

Approach Three:

Meeting-Ballot Hybrid (NH/SB2)

Overview: In New Hampshire, over 60 towns have adopted “SB2” (named after Senate Bill #2 that created it). Under this system, each spring towns hold a “deliberative session” where voters can discuss and amend the budget. About a month later, this budget is voted on by citizens at the ballot box (absentee ballots are available). Supporters say SB2 is the

best of both worlds, allowing for a face-to-face deliberative town meeting, but also the fairness of a ballot-box budget vote for everyone. SB2 was adopted in many NH towns when it was put in place in 1995, primarily in the larger towns in southern NH, although in recent years the number of towns adopting it has leveled off. It has never been used in Vermont.

Necessary steps? Change the Town and/or Village charter to adopt this system.

Trade-offs:

- Its detractors argue that SB2 is actually the worst of both worlds—all the problems associated with town meeting, combined with the disadvantages of Australian ballot.
- Knowing that they will be able to vote on the budget by ballot, even fewer voters may attend the town meeting. A 2012 study of 27 sample New Hampshire SB2 towns showed that half of them had voter attendance of below 2% at their deliberative session, with large towns (over 2,000 voters) having attendance as low as 0.4%.
- Lower attendance can leave the budget even more vulnerable to manipulation by fringe interest groups. Instead of the budget crafted over time by town leaders and staff, the final budget sent on for public approval can include changes made by a tiny number of voters. This can create frustration for both local officials and ballot-box voters.

Approach Four:

Representative Town Meeting

(Brattleboro model)

O*verview:* Every Town Meeting Day in Brattleboro, voters go to the polls and elect 155 neighbors to represent them at Brattleboro's annual town meeting, which is held three weeks later. Representative Town Meeting (RTM) features the fairness of the ballot box—voters elect representatives to speak for them (absentee ballots are available). RTM also features the benefits of a deliberative floor meeting. Empowered citizens give the issues direct public scrutiny, and local officials hear from, and respond directly to,

community members. As towns grow, many voters may find the details of governance less relevant. With RTM, neighbors with the most interest in local issues can be elected by voters to speak for them. Representatives are elected from districts within the town (Brattleboro is divided into three districts), and during the year, town meeting representatives can hold district meetings to discuss issues with citizens. Used in Brattleboro since 1960, RTM is also widely used in Massachusetts.

Necessary steps? Change the Town and/or Village charter to adopt Representative Town Meeting.

Trade-offs

- With Representative Town Meeting, citizens can still attend town meeting and speak, but they no longer have a direct vote on the issues. They elect people to represent their views. However, if citizens do not agree with an RTM decision, there is a five-day window in which they can petition for a town-wide vote.
- RTM may create more work for local staff. Staff has to prepare detailed packets of information before the meeting, and staff has to keep track of which seats are up for election and who is running.
- Essex would need to create new Representative Town Meeting districts, which could confuse voters.

**Essex Governance & You Forum, 11/8/14
Small Group Work, Coded by Topic**

COLOR KEY: Table number: Facilitator/Recorder

*Asterisks = all colors/tables represented in this category

“Group’s Top Idea” = every group was asked at the end of the forum to name its 1-2 top ideas. These are identified and sorted here by category.

RED: Table 1 (Gabrielle)

BLUE: Table 2: Tina Logan (incl. Kimberly Gleason’s notes)

PURPLE: Table 3: Annie Davis

GREEN: Table 4 (Stephanie Ratte, Elaine Sopchak)

BROWN: Table 5 (Brad Luck)

ORANGE: Table 6 (Sam)

BLACK: “Top Idea” Group source unclear

1) COMMUNICATION (110)

***EXPLICIT COMMUNICATION – ACCURATE, CLEAR, HONEST (25)**

(CM) Explicit - share accurate information, clear, honest

(CM) More explanation of agendas and minutes

(CM) Clear numbers around our total tax bills

(CM) Communication improved to be more clear and given in context

(TR) Improve meeting minutes and agendas to be more informative and reader-friendly to those not a part of that committee or commission

(TR) Residents would know who to ask

(TR) Residents would understand what they have the right to know (vs. privacy, legal restrictions, etc.)

(CM) Communication is better

(CM) Making local government information more complete, timely, and explanatory

(TR) More access to information

(TR) Fewer back room deals being cut

(TR) Executive sessions limited to lawful purposes

(TR) We might have less cynicism

(TR) Stop inside and back-room deals.

(CM) Have comprehensive meeting minutes timely published

(CM) Have all town meetings recorded and available in various mediums

(TR) Clear statement of total impact of the taxes on the ballot

(TR) Restructure our selectboard meetings [minutes?] so there was more discussion of what is discussed – after each agenda item

(TR) True meeting means decisions not made in advance, people’s voices are heard

(TR) Gov’t elected officials consistent in message

(TR) Joint meeting minutes – more detailed

(TR) Allowed to look at everything government does

(And more Transparency...)

(CM) transparent

(CM) More thorough and transparent communication

(CM) Transparent to community

GROUP'S TOP IDEA: Reducing perception of pre-meeting deals/agreements

***PROACTIVE COMMUNICATION (17)**

(-AB) People not always aware of how to find information or become more educated. It's complicated in Essex.

(CM) More access to public meetings that are well publicized

(CM) Proactive explanation of current or upcoming issues, concerns (cited emails from Irene Wrenner as helpful)

(CM) More timely communication outreach

(TR) Increased awareness, engagement and finding ways to connect with citizens

(CM) Government should push information to residents rather than a pull for information from residents.

(TR) Better pre-event coverage.

(-TM) People don't know about it

(CM) Intentional outreach and communication

(TR) Any changes proposed to Planning Commission is mailed to the neighborhood affected—general notice is not enough

(Pking lot): TM NOT the only place for people to provide opinion. Gov't needs to offer more opportunities to do so.

(CM) Village weekly e-newsletter

(TR) Gov't officials being forthright with significant changes in advance

(CM) Accessibility and ease of consuming information

(CM) Outreach: More innovative ways, more outreach

(CM) Grassroots efforts – go to where people are

(TR) Sending press releases / “civic book”

GROUP'S TOP IDEA: Tell people about government events/issues ahead of time, using many means, so citizens can provide input before decisions are made. Example, Saxon Hill

GROUP'S TOP IDEA: Civic “Cliff Notes”

GROUP'S TOP IDEA: Leaders going to the people – new, innovative outreach

***ONLINE COMMUNICATION (16)**

(CM) Improve website/s

(TR) More available data (open data)

(TR) Improve and increase IT capacity

(TR) Merge services and websites

(CM) Posting documents / information

(CM) Modernizing to [have] more online access to increase civic participation

(TR) Online profiles

(CM) Using social media like Front Porch Forum and Facebook to communicate within the and across neighborhoods.

(CM) Information on Facebook, website, and Front Porch Forum

(TR) Open data website like Burlington 2.0

(TR) Drill-down details website

(TR) Web links to minutes, agendas, background info, posted on front page of municipal and school sites

(TR) Online meeting participation – dialogue – two-way communication

(CM) One website and/or link to each other (Village/Town)

(CM) Increase technology access to links better

(CM) Village weekly news – make links work! Social media

GROUP'S TOP IDEA: Open Data Initiative (like Burlington's) – on website, good reporting in town papers, transparency

GROUP'S TOP IDEA: Web site improvement, links between Town/Village sites, Internet total presence

I'LL DO IT NOW: Help improve web presence (Ron)

GROUP'S BEST IDEA: Open data. Data driven, tracking, FAQ, better agendas/minutes clearly understood by residents. Burlington model—look at their website

GROUP'S TOP IDEA: Prominent display on homepage of minutes, agendas, videos, and background info for schools and municipality. Greater detail than just minutes and agendas.

***DIRECT COMMUNICATION WITH LEADERS (11)**

(-AB) Don't always know "why" if a budget is defeated.

(-AB) No feedback for why it failed

(-AB) When a budget fails, it doesn't tell the board why

(-AB) It doesn't provide a means for the community to guide the board or provide public recommendations.

(+TM) Elected officials can understand why people are unhappy/want change

(+TM) Hear from elected and municipal officials

(-AB) No feedback to elected officials

(+SB2) Town officials chance to provide info before ballot voting

(+RTM) More like to talk with rep informally, who can then act formally

(+TM) Residents and leaders [can get] clarification

(-AB) Reps don't get feedback

RESPONSIVE REPS, REPRESENTATIVENESS (7)

(+RTM) Have a rep to call directly.

(+RTM) Potentially easier and more responsive than current representation.

(+RTM) Lets people feel confident someone who's really interested represents them

(+RTM) We can't all be everywhere and be well informed – good to have some who can represent

(+RTM) Meetings with representatives

(+RTM) Can choose someone with same agenda

(+RTM) Increase diversity of opinions—better representation across the town

OUTREACH, MEDIA (BEYOND "ONLINE") (8)

(-AB) Local press is problematic. Can't be relied upon for complete and "objective" information

(CM) Don't miss connecting with and providing information to those who are off-line. Capture these residents through other means, for example, Essex Eats Out. Remember that not everyone has access to technology.

(TR) Old and new means of communication done better.

(TR) A more robust relationship with Channel 17 for resident subscription

(TR) YouTube channel

(TR) Vibrant local newspaper that would cover local issues of importance with thoroughness and accuracy

(TR) Have citizens tell elected officials how else to communicate to them beyond what is happening now

(CM) Flyers

GROUP'S TOP IDEA: open data on website, also good reporting in town papers, transparency

GOV'T ACCOUNTABILITY, RESPONSIVENESS, AVAILABILITY (10)

(CM) Being accountable and owning the response

(CM) Responsive

(CM) Available and "findable" by residents. This can be hard with volunteer leaders.

(CM) Known process for resident calls, emails – how are responses handled? Better tracking and accountability

(TR) More tracking (complaints, concerns, ideas from residents)

(TR) Add a section to the five year plan that would specifically tie an outcome to this Forum - the Town would develop a plan to improve transparency based on the priorities from this forum.

(TR) residents would have answers to all of their questions

(CM) Honoring what the community means and what they say

(CM) When people voice their opinions, the elected officials follow through

(CM) Try to put residents first

LEADERS ENGAGED WITH COMMUNITY (6)

(CM) Being engaged with the community

(CM) informed

(CM) observant, paying attention

(CM) Knowing our constituents

(CM) Officials / leaders are accessible

(TR) In France neighborhood meeting with mayor there on street corner. Use that as a model

LISTENING, RESPECT, WELCOMING (10)

(CM) willing to listen to diverse points of view and to all constituents.

(CM) Listening

(CM) Showing respect to the "little people" by treating them as equals or better.

(CM) A culture of acceptance, mutual respect and openness

(CM) Community engagement in the form of mutual respect between community members and municipal staff (Good staff management within local government makes a difference)

(CM) Being open-minded

(CM) Receptive to ideas and input from community

(TR) Gov't officials listening to constituents

(CM) Feeling welcome to go to public meetings

(CM) Better spaces and environment at public meetings

GROUP'S TOP IDEA: Show respect to all citizens/residents when they come to a meeting so that they are/feel heard.

2) INCLUSION, NUMBER/DIVERSITY OF VOTERS/PARTICIPANTS (70)

***INCLUSION (32)**

(-TM) Some do not have tolerance to listen to group-specific agendas.

(+AB) Most available

(+SB2) Input more possible than Town Mtg

(-TM) Freezes people out; impractical, not inclusive

(-TM) Only informative to those who attend

(-TM) Inaccessible – no absentee ballot

(+AB) Convenient, accessible to all

(+AB) Multiple modes/ways to place vote (early by mail, visit clerk, ballot box)

(+AB) Privacy

(+SB) Allows absentee ballot

(-RTM) Possibility of alienation of those interested in participating if their representative is their only vote

(-TM) there are barriers to attending such as time, other job and family commitments

(-TM) It doesn't capture all voters' viewpoints.

(+AB) Allows accessibility to voting through absentee, 12-hour voting

(-TM) Not democratic (if you can't be there)

(-TM) Barriers: time, format, public speaking

(+AB) Include everyone who wants to vote

(+SB2) Includes everyone who wants to vote

(+SB2) Opportunity for more community participation

(CM) All voices heard, not just the usual suspects

(-TM) Essex population becoming more transient—is town meeting best format for them?

(-TM) Must be present to win

(-TM) Those who don't feel comfortable don't go

(+AB) Absentee (example, those in Army)

(+AB) 12 hours to vote

(+SB2) Win-win – best of TM and AB –[Still opportunity for input but] everyone can go to polls

(+SB2) More inclusive

(-TM) Limits access to voting for many people

(-TM) Negativity to final vote if they weren't able to participate

(-TM) Doesn't encourage all types of people to speak

(+AB) More inclusive for residents

(+AB) Increases opportunity

***NUMBER OF VOTERS/PARTICIPANTS (20)**

(-TM) Very small participation (many prefer not to be involved for a variety of reasons), but Essex has changed re: population

(+AB) Everybody can vote

(-TM) Low turn-out

(+AB) Potential to increase public participation

(-SB2) Towns with larger population—participation was lower in the meeting

(+RTM) Participation is higher

(+RTM) Australian ballot can still be permitted

(+AB) In theory, this method increases participation.

(+AB) Allows for consistent, habitual voting

(+SB2) Could give us the best of both worlds if we could get more voters to come?

(-SB2) Sounds like a good idea but does it bring out any more voters?

(+AB) Leads to increase in participation

(+AB) AB after TM for officers would bring more voters out for officials too

(-SB2) Statistics re: lower turnout at TM

(+RTM) More participation

(-RTM) Total number might end up less than current participation

(TR) Higher participation at gov't meetings

(+AB) Increases number of votes

(+SB2) Increases voter opportunity, Australian ballot

(-SB2) Fewer people go to deliberative session

DIVERSITY, DEMOGRAPHIC AND GEOGRAPHIC REPRESENTATION, NEW RESIDENTS (12)

(CM) Have boards, committees, and commissions reflect the local demographic (more diversity)

(CM) Aware of socio-economic, cultural, diversity, age, etc.

(+RTM) Better geographic representation of population

(CM) Increase demographic participation

(CM) Getting our youth involved more, for their input on issues

(-TM) attendance is not a good representation of our town and village demographics.

(+AB) As our demographics change, minorities might feel more included and have the opportunity to be involved.

(-RTM) Would minorities be fairly represented?

(-TM) Hard for non-English speakers

(-TM) Lack of diversity

(CM) Welcoming new groups to our community

(CM) Explaining process of government when moving to community (Welcome Packet, civic “cliff notes”)

GROUP'S TOP IDEA: Getting our youth more involved, engaged, informed

INTIMIDATION (6)

- (-TM) interest groups can ... harass groups or individual attendees
- (-TM) Complicated rules / procedures
- (-TM) Intimidating
- (-TM) TV cameras—intimidating
- (-TM) People not always polite
- (-TM) Loud and passionate people are intimidating

3) QUALITY OF DECISION MAKING (76)

***DELIBERATION (20)**

- (+TM) Opportunity to correct misinformation
- (+TM) Dynamic with those present
- (+SB2) Better than Australian ballot because of interaction face to face (+TM) Face to face
- (+TM) Advantages of deliberative process among voters.
- (+TM) Hear other people's opinions
- (-AB) Not time deliberative
- (-AB) No conversation
- (+SB) Balance—deliberative (yet protects from small interest groups)
- (+RTM) May be more robust deliberative process
- (+TM) Lively debate
- (+TM) Coming together
- (+TM) Face-to-face with neighbors
- (-AB) No face-to-face (if only AB)
- (+TM) education occurs at the meetings-people come in, speak and learn, viewpoints are shared and new ideas are gained.
- (+TM) It is an exchange of ideas.
- (+TM) Your ideas are heard if you talk
- (+TM) Hear other opinions
- (+TM) Ability to discuss
- (+TM) Allows open dialogue between residents on particular line item
- (+SB2) Still have deliberative session

HIGH-QUALITY, RESPONSIVE DECISION MAKING (9)

- (-TM) Potential hasty decision making
- (-TM) Decision making becomes arbitrary
- (+AB) No arbitrary amendments in the moment
- (-SB2) More preparation involved with a shorter preparation period
- (+RTM) Potentially can handle more on the agenda
- (-TM) Need "Any Other Business" (AOB) agenda item
- (-TM) More than just budget
- (-TM) Success can depend on moderator managing civility
- (-TM) Last-minute snap decision for some

***CITIZEN EDUCATION / INFORMED & ENGAGED VOTERS (17)**

- (CM) More awareness for open discussions
- (TR) More education on public issues and around opportunities for public participation
- (-AB) Votes might not be educated even if more of the public votes.
- (TR) People feel engaged
- (-AB) Not enough attendance at info meetings
- (+SB2) Voice at meeting/people can learn more and vote later
- (+SB2) Delay gives time to give feedback
- (+RTM) More knowledgeable participants e.g. FPF
- (CM) Education, education, education
- (Prking lot): Frustration with school budget AB informational meetings – not enough turnout, not feeling effective
- (+TM) Educated participants
- (+TM) Watching
- (-AB) Voters wait until in the booth to consider question (uninformed)
- (CM) Increasing awareness
- (-AB) Doesn't solve problem of informed voters
- (Gen'l): Keep town meeting, but increase information to voters
- (Q): How to increase informed voters? How to get info out to voters?

***INTEREST GROUP/MINORITY RULE (12)**

- (-SB2) Fringe group can amend budget beforehand
- (-TM) Vocal minorities, “government by wisecrack”
- (+AB) Can't be captured by a fringe group
- (+SB) Balance—(deliberative) yet protects from small interest groups
- (-TM) interest groups can dominate the meeting
- (General question): How often do special interest groups influence the budget in a meaningful way?
- (-TM) Small minority can make changes
- (-RTM) Still potential for local minorities
- (-TM) Small/special interest groups amending
- (-SB2) Opportunity for manipulation by small group to get something on budget or to rally against ballot vote
- (+RTM) Equal voice—no small group take-over
- (CM) Not beholden to special interests

COMMUNITY-BUILDING vs. DIVISIVENESS (6)

- (+TM) Community building
- (CM) Act as common wheel
- (+TM) Opportunity to bring people together – not just about budget
- (-AB) Doesn't bring community together in a small-town way
- (-RTM) The need to create districts could be fractious.
- (-RTM) Could possibly cause more division and confusion in community

GOVERNMENT LONG VIEW, BALANCING NEEDS, FAIRNESS (7)

(CM) Proactive on issues related to the community

(CM) Putting long term interests of community ahead of short term interests (i.e. infrastructure, business competition, zoning/planning developments)

(CM) Balancing the desires of the few with the needs of the whole

(CM) Taking the long view

(TR) Fair and equitable distribution of resources and power

(CM) Makes decision on greatest long-term good

(CM) Embraces Heart & Soul values

COST OF RE-VOTES (5)

(-AB) A defeat at the polls could be very costly, back to the table

(-AB) Expense of re-votes

(-AB) 2nd and 3rd votes are expensive

(-SB2) Cost of additional votes

(-AB) Could drive up re-votes

4) NEIGHBORHOOD, DIY/LEGO AND OTHER MODELS (55)

NEIGHBORHOOD-LEVEL ENGAGEMENT/STRENGTH (11)

(+RTM) District meetings with representatives

(CM) Taking advantage of neighborhood planning councils / assemblies

(+RTM) This might draw people together in neighborhoods.

(+RTM) People would gather to discuss, meet, vote for representatives, and gather input from people.

(+RTM) Create stronger, more connected neighborhoods.

(+RTM) Representation from neighborhoods

(+RTM) Hyper-local issues get attention

(CM) Honoring neighborhoods

(TR) Neighborhood Assemblies

(+RTM) Representative of area/neighbors

(+RTM) Grassroots effort

GROUP'S TOP IDEA: Neighborhood Assemblies

GROUP'S TOP IDEA: Expanding and institutionalizing grassroots public participation. Burlington Neighborhood Planning Assemblies model, Neighborhood watch

DIY / LEGO, CREATIVE IMPROVEMENTS (16)

(+AB) Other vehicles exist for education or to convince others of issues

(+AB) Attendance perhaps [could be] increase[d] at informational meetings

(+SB2) Interaction can happen without this informally

(+AB) Means of providing feedback can be designed

(General question): What are some different hybrid models we could consider? Could we develop our own model/approach?

(General themes): We discussed the possibility of not making dramatic changes to our voting structure but instead making changes to our existing system through: Use of technology to include all residents by reducing barriers and expanding opportunities.

(-TM) Currently scheduled on the best day?

(TM General): Lots of opportunities to IMPROVE town meeting

(-AB) Assumption that an "no" = re-vote

(-AB) Y, N or keep current

(+SB2) There are examples in other states to observe

(Parking lot): Suggestion box during AB for why people voted no

(Pking): Skype informational meetings

(TM General): More personal invites to Town Meeting could help Get people there, like today's Forum

(TM General): Town Meeting – Australian system for revote so limit number of re-votes

(TR) Town SB is making improvements, but will take a while to see those changes

GROUP'S TOP IDEA: Remote meeting attendance/participation (Skype)

GROUP'S TOP IDEA: Budget feedback on the budget ballot: Cast vote and have space for a survey question

***2-WAY COMMUNICATION, CREATIVE FORUMS (12)**

(CM) multiple, diverse channels of two-way communication between municipal leaders and staff and residents

(CM) Forums (topical)

(CM) Public meetings/participation

(CM) Heart and Soul

(+SB2) Could there be multiple meeting times and venues in community to reach more voters?

(TR) Informal, regular means of 2-way communication

(CM) Maximize feedback from the community

(CM) Build bridges, not walls

(TR) Two-way communication vs. formal meetings

(TR) More community forum opportunities

(CM) Lots of avenues for two-way communication in a user-friendly form

(TR) Two-way communication

VOLUNTEERISM, COMMUNITY GROUPS, NON-FORMAL PARTICIPATION (12)

(TR) Volunteer opportunities would be easy to find

(CM) Grassroots organizations

(CM) Institutionalize events

(CM) Block parties

- (CM) Essex Independence Day / Charter Day
- (CM) Fewer vacancies on our committees
- (CM) Street party
- (CM) Farmers Market
- (CM) Parks & Rec
- (CM) Concerts
- (CM) Community calendar
- (CM) Grassroots effort, i.e. bike groups, Farmer's Market

OTHER MODELS (4)

Other models: Burlington (5th model?) - districts would need to be designated. How to become a city.

- (CM) Someone elected to have a vision, like a mayor
- (TR) Could an elected official, like a Mayor, improve accountability and transparency?
- (CM) Have a mayor and wards / districts for better governance
- GROUP'S TOP IDEA:** [Neighborhood Assemblies, break up communities into 100-120 homes as in Front Porch Forum.] These groups elect a representative to go to the Mayor and act as a board

5) DIRECT DEMOCRACY: POWER, IMMEDIACY (40)

*** CITIZEN POWER, DIRECT INDIVIDUAL AUTHORITY (23)**

- (+TM) Town Mtg as a vehicle to cut budget by general, with concerted effort
- (-TM) Hard to make real changes at Town Meeting
- (-RTM) Want to speak for oneself and not spoken for by rep
- (-RTM) Does not provide for individual engagement and participation
- (+TM) Close as you can get to democracy
- (-TM) Amendment power is limited
- (-AB) Can't amend the budget
- (-RTM) Removing one more step with individual authority
- (+TM) You can vote at the meeting
- (-SB2) It doesn't give voters a reason to come to town meeting because voting doesn't happen there.
- (-RTM) Constituents might strongly disagree with representative's viewpoints and voting.
- (+TM) Direct democracy: We are the legislators
- (+SB2) Keeps teeth in Town Meeting for amendments
- (-RTM) A level removed from voting
- (+TM) Ability to amend
- (-AB) Opportunities to question/challenge—no formal way
- (+SB2) Win-win – best of TM and AB --Still opportunity for input [but everyone can go to polls]
- (+RTM) Voice at table
- (-RTM) Additional layer of bureaucracy
- (-RTM) Defeats one person, one vote concept (on budget)
- (-TM) Feel like can't change much, can't say particularly where money goes
- (-AB) No opportunity for amendments

(-RTM) Adding a layer

CLIQUE ELITE (2)

(-RTM) Centralization of power to a certain few

(-RTM) Could result in a “Super Board” or clique-like environment.

IMMEDIATE RESULTS (10)

(+TM) Spontaneous problem solving that works.

(+TM) Immediate

(-SB2) Two-step process-more time consuming

(+TM) The work is done when the meeting is done

(-AB) The process has a non-finality to it. A no-vote means a revote.

(+TM) Meeting ends with a budget

(-AB) Process of info meetings very long timeline

(+TM) Budget done at end of night

(+TM) Impact a decision at last minute

(+TM) Approve budget that night

TRADITION (5)

(+TM) Huge VT tradition

(TM: unclear if this is a +, - or neutral) We are the largest “town” in Vermont.

(+TM) 250 year tradition unlike any other

(-AB) Ends town meeting possibly

(+TM) Tradition

6) SAME-DAY VOTING, SIMPLICITY, IMPLEMENTATION (35)

SAME DAY VOTING (8)

(CM) Have one day of voting for everything.

(+AB) Timing—could fit into school vote

(+SB) Timing could line up with school vote

(+AB) Tie in with school vote

(TR) Having all budget votes on same day

(-RTM) Doesn't change number of times to vote

(CM) Voting: Same-day voting – make it a more simple process

(Q): How to change number of votes!

GROUP'S TOP IDEA: Same day voting

GROUP'S TOP IDEA: One vote on one day for everything

SIMPLICITY/CLARITY, CONVENIENCE (10)

(CM) Simplify the structures for governance and communications

(-RTM) Confusion could lead to apathy

(+AB) Simplicity of Y/N

(+AB) Convenience

(+RTM) Less confusion

- (+AB) People are comfortable with it
- (+AB) Black and white results (clarity)
- (+SB2) Hear and discuss once, not at series of budget meetings
- (+AB) Simple and straightforward
- (-SB2) Voting a month later
- GROUP'S TOP IDEA:** Simplify: Governance, communication, education (of municipal issues, budgets)

IMPLEMENTATION CONCERNS & QUESTIONS (17)

- (+AB) Charter change not scary
- (-SB2) Look at Colchester model. Take care on number of charger changes.
- (-RTM) Hard pressed to find enough representative. How would that "look like" in Essex?
- (-RTM) Implementation more difficult and time consuming
- (-RTM) Drawing the districts could be a major issue? What criteria are used to draw the districts?
- (?RTM) How do/would districts get determined in a Representative Town Meeting approach?
- (-SB2) Implementation
- (-SB2) Does this need state law?
- (-SB2) What happens if budget fails? Another 2-meeting cycle? Just AB?
- (-SB2) Clarifications about implementation details very important for this group
- (-TM) If more people went, how long would meeting go?
- (Q): More info about Brattleboro model
- (Q): SB2 – Timeframe look like
- (-SB2) Sounds great but doesn't work
- (-RTM) Increase costs
- (-RTM) Unanswered questions to this approach
- (Q): How did Brattleboro come up with 155 reps in Approach 4?

7) ADDITIONAL TOPICS

VILLAGE-TOWN CONNECTEDNESS (7)

- (CM) Connecting different sections of our governance
- (CM) Town / Village collaborations
- (CM) Websites: similar look and feel for both communities (Village & Town)
- (CM) Town have same communications as Village

MORE WORK FOR MUNI STAFF (2)

- (-RTM) More work for municipal staff
- (-RTM) Extra staff work? (questionable for some)

SATISFACTION (1)

- (P'king): Why people aren't voting: Representative is doing their job (i.e. people aren't participating because they are satisfied)

FOUR DECISION-MAKING APPROACHES: DOT VOTING RESULTS

After the small-group discussions regarding the four decision-making approaches, Forum participants were asked to indicate their preferences about the decision-making methods by dot voting. Participants were asked to rank each method, “movie review”-style, from a low ranking of one star to a high ranking of four stars.

DOT RESULTS:	1 STAR	2 STARS	3 STARS	4 STARS
Town Meeting	22	10	12	9
Australian Ballot	11	18	15	9
Hybrid (SB2)	12	12	13	16
Representative TM	16	12	12	13

Although this is a relatively small number of votes (53) from a self-selected group of participants, a few patterns are suggested:

- Traditional Town Meeting had the most 1s (“very unfavorable”)
- Town Meeting and Australian ballot tied for the fewest 4s (“very favorable”)
- Hybrid had the most “very favorable”
- Representative TM had a relatively high number of 1s (“very unfavorable”), but also a relatively high number of 4s (“very favorable”)

Take-aways:

- Many Forum participants are dissatisfied with Town Meeting. However, not many participants see Australian ballot as the most appealing alternative. Many Forum participants seem interested in exploring other alternatives. The hybrid model garnered the most interest, and representative town meeting the second most.



Volunteer Opportunities

The Village of Essex Junction is seeking citizens interested in serving on the following committees:

Bike-Walk Advisory Committee

One term through June 2018

Capital Program Review Committee

Two terms through Aug. 2017

Planning Commission

One term through June 2017

Zoning Board of Adjustment

One term through June 2017

A description of the individual committees and the duties associated with the position is available in the Village Manager's office.

Interested residents should send a letter to the Village Manager, 2 Lincoln Street, Essex Junction, VT 05452 or email admin@essexjunction.org. Questions regarding these positions may be directed to the Village Manager's office (878-6944).



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Assistant Manager/Finance Director
DATE: April 7, 2015
SUBJECT: Disposal of surplus blowers/compressor from the WWTF reconstruction

A handwritten signature in blue ink, which appears to read "James Jutras", is positioned to the right of the memorandum header.

Issue: Whether or not to dispose of surplus blowers removed from the wastewater facility as scrap metal.

Discussion: During the wastewater facility maintenance improvement project, the aeration blower equipment was changed out. The equipment removed from service was retained for resale as we had several parties who specifically expressed interest in the used equipment. In July, 2014, the Village Trustees authorized the Municipal Manager to sell the used equipment as surplus.

Since the Trustee approval, we have contacted the interested parties regarding purchase of the blowers and received no reply. Despite multiple contacts as well as advertisement to surplus equipment dealers, no interest has been received. There does not seem to be any market for our particular size of blower.

The equipment is being stored outdoors subject to weather exposure though it has been wrapped with tarps for temporary protection. With no market for selling the blowers and no interest expressed by any of the outreach we did, staff recommends that the equipment be salvaged as scrap metal.

Costs: There is no direct cost for scrapping of this equipment. Salvage value is at current mixed metals scrap rate and may generate around \$300.00.

Recommendation: It is recommended that the Village Trustees authorize the Municipal Manager to dispose of the surplus blower equipment as scrap metal with funds received returned to the wastewater treatment facility.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Assistant Manager/Finance Director
DATE: April 7, 2015
SUBJECT: Sale of 50,000 GPD Capacity to Williston

A handwritten signature in blue ink, which appears to read "James Jutras", is positioned to the right of the "FROM:" line of the memorandum.

Issue: Whether or not to sell Williston surplus capacity from the Village allocation at the wastewater treatment facility.

Discussion: In November 2014, the Town of Williston formally requested the Village of Essex Junction consider sale of 50,000 gallons per day of surplus capacity. Williston offered to purchase the capacity at a price of \$10.00 per gallon and would take over the debt service for the portion of the plant capacity that they purchase. WWTF bond payments are allocated to each community based on their percentage of capacity. By selling capacity to Williston, the Village proportion of the bond payment will be reduced by 1.15% or an amount of over \$175,000 of the total bond amount.

Staff has reviewed the current capacity as well as committed capacity for development. Based on the staff analysis:

Current Village Capacity:	1,170,000 GPD (Gallons per Day)
Mean Actual Flow over recent past:	819,000 GPD
Capacity currently committed:	<u>20,000 GPD</u>
Capacity available to consider:	331,000 GPD

The surplus capacity of 331,000 gallons per day appears considerable. That said there are a lot of dynamics to consider for development and redevelopment of properties within the Village. A build out analysis was performed by Regional Planning for the Village in 2008. In that study, projections were made out to 2028 and showed adequate capacity with 10% reserve capacity remaining. As part of this capacity review presented here, we did not go back to revisit build out numbers for the entire Village.

In review of the trends and assumptions made, the Village flow growth lags behind the pace of estimates presented by Regional Planning Build Out Analysis. Post-development flows are lower than the report projected which benefits the Village in reduced flow volume. The Village is also monitoring groundwater infiltration and makes regular investment in the sewage collection infrastructure. This work helps to preserve future hydraulic capacity by reducing groundwater in the collection system.

The Staff analysis proves reasonable assurance that the sale of 50,000 gallons per day will not pose a burden to the Village in the next 20 + years.

It should be noted that if future capacity becomes a concern, there are methods to control extraneous flow to the sewer system that can be employed that are not yet cost effective. We could have Williston fund those controls as part of any future request for capacity. In the meantime, we continue to monitor the need for extraneous flow control as part of normal flow and process monitoring.

Costs: Revenue generated from the sale of surplus capacity would go to the Sanitation fund to offset the cost of bonding as well as other capital improvements. The direct sale will generate in excess of \$500,000 over the five year term of the sale agreement with added benefit in reduction of the Village capital share for the recent plant improvements by over \$230,000.

Recommendation: It is recommended that the Village Trustees authorize the Municipal Manager to finalize arrangement to sell 50,000 Gallons per day hydraulic capacity to the Town of Williston for \$10.00 per gallon beginning July 2016. The terms of the agreement will be presented for final Trustee Approval.



Town of Williston
 7900 Williston Road
 Williston, VT 05495
 FAX (802) 764-1140

November 17, 2014

RECEIVED
NOV 18 2014
 Village of Essex Junction

Mr. Patrick Scheidel, Village Manager
 Village of Essex Junction
 2 Lincoln Street
 Essex Junction, VT 05452

Dear Mr. *P.S.* Scheidel:

1763

Please accept this letter as a formal expression of our interest in purchasing surplus sewer capacity from the Village. We appreciate the Village's willingness to consider such a sale.

Currently we are in the process of purchasing 50,000 gallons of capacity over a five year period at the rate of 10,000 gallons or \$100,000 per year. Included with this letter is a copy of the formal purchase agreement between the two communities. According to the agreement our last payment is due in July 2015.

Starting in July 2016, we would like to begin the purchase of an additional 50,000 gallons at the same rate of \$10.00 per gallon.

Thank you again for your willingness to explore the sale of excess capacity. We look forward to beginning discussions on this matter in the future.

Very truly yours,

Richard McGuire,
 Town Manager

CC Bruce Hoar, Williston Public Works Director
 Dennis Lutz, Essex Public Works Director

Town Manager
 878-0919

Town Clerk/Treasurer
 878-5121

Planning/Zoning
 878-6704

Lister/Assessor
 878-1091

Public Works
 878-1239

Recreation
 878-1239

Police
 878-6611

Fire
 878-5622

Dorothy Alling
 Memorial Library
 878-4918

Williston Central
 School
 878-2762

AGREEMENT
for the Sale of Wastewater Treatment Capacity
between the Village of Essex Junction
and the Town of Williston

WHEREAS, the Village of Essex Junction and the Town of Williston (the parties hereto) and the Town of Essex executed an agreement for the construction, operation and maintenance of a sanitary sewage treatment system dated May 1, 1975, and amended on September 22, 1981, February 28, 1995 and December 20, 2004, which continues in full force and effect (the "Tri-Town Agreement"); and

WHEREAS, the Village of Essex Junction and the Town of Williston have entered into the Sewer Treatment Capacity Agreement dated January 1, 1999 (the "existing lease") through which the Town of Williston has paid the Village of Essex Junction approximately \$246,000 for "leasing" 50,000 gallons of capacity; and

WHEREAS, the Village of Essex Junction and the Town of Williston wish to supersede the existing lease with this Agreement; and

WHEREAS, the Village of Essex Junction has wastewater treatment plant capacity which it wishes to sell and which will be in the public interest to sell; and

WHEREAS, the Town of Williston has a need to purchase wastewater treatment plant capacity for the benefit of the public; and

WHEREAS, the parties hereto wish to provide for the purchase and sale of wastewater treatment plant capacity separate from the provisions of the Tri-Town Agreement as amended and in full force and effect, but consistent with the Tri-Town Agreement.

IT IS AGREED, AS FOLLOWS:

1. Beginning July 1, 2011, the Town of Williston will purchase 50,000 gallons per day of wastewater treatment plant capacity over a period of five years at the rate of \$10 per gallon for a total of \$500,000 in annual installments of \$100,000 per year. Payment will be due on or before July 30 each year.
2. By written notice five months prior to the annual anniversary date of this agreement, the Town of Williston shall have up to two one-year options to defer purchase an annual additional 10,000 gallons per day of wastewater treatment capacity. If an option to defer purchase is exercised, the Town of Williston will pay a deferral payment of \$15,000 for each option requested along with the payment for the capacity previously purchased. Payment will be due on or before July 30 in the year the option is exercised.
3. The percentage treatment capacity the Town of Williston is responsible for when calculating bond payment charges and other related charges in the Tri-Town Agreement or elsewhere will increase July 1st each year the Town of Williston purchases an additional 10,000 gallons.
4. Upon execution of this Agreement, the existing lease shall terminate effective July 1, 2011.
5. This Agreement, and any extension hereof, shall be subject to the terms of the Tri-Town Agreement, as amended.
6. This Agreement shall be effective July 1, 2011.

In witness whereof, the parties hereto have caused their duly authorized and legal representatives to affix hereto the proper signatures on the date and year below written.

R. Beepe
Witness

6/16/11
Date

Richard M. Gure
Authorized Representative for the
Town of Williston

Alexis Lamb
Witness

R. Beepe
Witness

6/16/2011
Date

Paul A. Giff
Authorized Representative for the
Village of Essex Junction

Alexis Lamb
Witness



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Rick Jones, Public Works Superintendent
DATE: April 14, 2015
SUBJECT: Update on Class 1 Paving Project

Issue

The issue is to inform the Trustees about Class 1 Paving Project in 2016.

Discussion

The Vermont Agency of Transportation added the resurfacing of State routes 15, 117 and 2A to their 2016 paving program. The cost of engineering and construction is estimated to be \$4,480,000, which will be paid for with federal funds. The project and funds were added to the CCRPC Transportation Improvement Plan (TIP).

The project is resurfacing only, not reconstruction, of Pearl Street, Park Street, Main Street, Maple Street and Lincoln Street from the Village limits to, and including, the Five Corners intersection. The Village has requested that "Complete Streets" design principles be utilized for these projects, which allows the Village to request that bicycle lanes be considered in the design. We have requested that the project designer consider bicycle lanes in the following locations:

- Maple Street from the end of the current bicycle lanes near ADL School to the Village limits
- Main Street from just south of Taft Street to the Village limits to connect to the bicycle lane being installed as a part of the Main Street Drainage project
- Pearl Street from West Street Extension to Susie Wilson Road

See also the attached email from Richard Hamlin, P.E., with specific details about the project, which does include upgrades to the traffic signals and pedestrian crossings at various intersections and coordination with our Crescent Connector and Pearl Street Link projects.

Cost

There is no cost associated with this issue.

Recommendation

This memo is for information purposes only.

Patty Benoit

From: Richard F. Hamlin, P.E. <rhamlin@dlhce.com>
Sent: Friday, April 03, 2015 12:05 PM
To: Fowler, Mike
Cc: Rick Jones; Lauren Morriseau; Patrick C. Scheidel; DGoalkowski@chacompanies.com; Bowman, Sarah
Subject: STP 2956(1) Essex (Essex Junction) Class I Paving Project

Mike-

Thank you for arranging the meeting last Thursday with the design team. Based upon our conversation, please accept the following as documentation of the Village's requests and understanding related to the above referenced project:

1. We understand that the primary scope of this work is to grind, shim, and repave all of the numbered routes in Essex Junction from the Village limits to, and including, the Five Corners intersection.
2. We would like Complete Streets design principles to be utilized where feasible. There are several projects that are programmed for construction in the near future that have been developed as complete streets. This project would complete many needed linkages by filling in gaps if bike lanes are included in this project. Key linkages include a) Pearl Street from West Street extension to Susie Wilson Road intersection, b) Pearl Street from Mac's Market to the Post Office Square shopping center intersection, c) Maple Street from the eastern end of the project to the point where the existing bike lanes start, and d) the western side of Main Street from the project limit back to just past Taft Street to match in with the bike lane that will be constructed by the Village as a part of the Main Street Drainage Project this summer. Some of the projects currently under design are using an 11' lane and 4' bike lane section and this is acceptable to the Village where a full 5' bike lane cannot be installed.
3. There are two midblock crossings that we would like considered to have rapid rectangular flashing beacon devices installed. One on Main Street at the south side of the Indian Brook bridge near 81 Main Street and the other at the Albert D. Lawton crosswalk on Maple Street. (The Village will be installing these devices at the western Maple Street Park crosswalk this summer as part of a drainage upgrade project.)
4. Square sign posts are acceptable to the Village (posts should be black).
5. "Block" pattern style crosswalks are the preferred style in the Village.
6. Manhole covers should be ½" below the wearing course of pavement.
7. Drainage inlets should be ½" – ¾" below the wearing course of pavement.
8. Detectable warning plates at sidewalk ramps should be cast iron, not plastic.
9. Signs and posts that are removed should be salvaged to the Public Works Department.

10. We understand that this project will include upgrades to the West St. Extension, Brickyard, Maple at IBM, and Park at Iroquois and South intersections. These upgrades will include eliminating detector loops and converting these intersections to video control and pedestrian improvements. If not included in the plans, we request that the West Street Extension signal be connected to the railroad crossing signal system so that the train pre-empts the traffic signal as this does not occur now.
11. The West Street Extension railroad crossing reconstruction should be done with concrete planks, not rubber mats or bituminous concrete pavement
12. Should street lights be installed, they should match the existing fluted cast iron pole, gas lamp style LED lights that have been installed in the Village. We can provide those specifications to CHA if you wish.
13. Pavement markings are to be paint. The Village currently uses chlorinated rubber paint. We understand that you will be checking the VTrans specifications and will let us know what types of paint systems may be specified so that Public Works Superintendent Jones may select the desired system from those choices.
14. We understand the schedule goals at this time are preliminary plans in July, design plans in the fall and construction level documents by the end of the year with bidding taking place in February of 2016 and construction occurring in construction season 2016. Once we have received the preliminary plans, we will coordinate with CHA on delineating night work zones for the project.
15. Public Works Superintendent Jones will have his staff inspect the manhole covers, catch basin grates, curb and valve boxes within the project limits to insure that any repairs that may be needed are done prior to the project taking place.
16. We understand that there will be a Public Relations officer assigned to this project. We would encourage them to follow the practice that is utilized in the Village of sending an email every day to key stakeholders and all interested citizens and property owners with project updates throughout the course of the project.
17. Because of the Crescent Connector work, this project should end at the Elm Street intersection with Maple and should skip the section of Park Street between the two railroad track crossings. Those portions of Maple and Park will be reconstructed by the Crescent Project. Because of the Pearl Street Link project, this project should end at the stop bar of the western approach to the Post Office Square intersection on Pearl Street. The Pearl Street Link project will reconstruct from there, east to the Five Corners.
18. Key activities within the Village that the contractor should be aware of are the Memorial Day Parade and the week of the Fair at the Champlain Valley Exposition grounds. Other high traffic events at the Exposition grounds include the hot rod show and motorcoach event and others. Coordination with the Exposition throughout the project will be very important.

I believe this covers many of the topics that we discussed at the meeting. I am sure that there will need to be further coordination with your office and CHA as the project progresses. Please let me know if you need any further information at this time. We look forward to working with you and the design team on this important project.



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director *RJP*
DATE: April 14, 2015
SUBJECT: Formal Name for the Crescent Connector Road: New construction and Railroad Street

Issue

The issue is whether or not the Trustees will approve the name for the new road in the Village with the project name of Crescent Connector.

Discussion

Past information was incorrect. Railroad Street starts with low numbers at Main Street so no numbers would have to be changed to have all of the Crescent Connector, new construction and reconstruction, given the same name. Shannon Lunderville suggested starting the new portion of the Crescent Connector with 100, as occurs in Indian Acres, so that there is a distinction of which side of Maple Street the address is on. The alternative would be simply to continue the numbers across Maple Street sequentially: The last number on Railroad Street currently is 18.

Cost

No Village costs have been associated with this change.

Recommendation

It is recommended that the Trustees approve the name Railroad Street as the name for the new street from Main Street to Park Street.



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: April 14, 2015
SUBJECT: Appointment to CCRPC All Hazards Mitigation Plan Update Committee

Issue

The issue is whether or not the Trustees appoint Robin Pierce to the All Hazards Mitigation Plan Update Committee.

Discussion

FEMA regulations require that the All Hazards Mitigation Plan (AHMP) be updated, adopted and approved every five years in order for jurisdictions to maintain eligibility for pre-disaster mitigation funding. This five-year update cycle helps ensure that the plan remains current and relevant.

In the attached email from Dan Albrecht, CCRPC recommends using the members of their established Planning Advisory Committee to play the role of the AHMP Update Committee. The Village representative on the Planning Advisory Committee is Robin Pierce, Community Development Director.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees approve the appointment of Robin Pierce to the All Hazards Mitigation Update Committee.

Patty Benoit

Subject: FW: Appointment to CCRPC All Hazards Mitigation Plan Update Committee
Attachments: County_and_local_AHMP_update_timeline.pdf;
HazardMitigationPlan_update_process.pdf

Importance: High

From: Dan Albrecht [<mailto:dalbrecht@ccrpcvt.org>]

Sent: Wednesday, March 18, 2015 3:50 PM

To: Barbara Young (stgeorgevtTA@gmail.com); Amy Grover (clerkbolton@gmavt.net); Miro Weinberger (mayor@burlingtonvt.gov); Dean Bloch. (dean@townofcharlotte.com); Dawn Francis (Dfrancis@colchestervt.gov); Patrick Scheidel (pscheidel@essex.org); Geoffrey Urbanik (townadministrator@gmavt.net); Richard McGuire (rmcguire@willistontown.com); Susan McNamara-Hill; Nanette Rogers (townclerk@westfordvt.us); Brian Bigelow - Town of Underhill (bbigelow@underhillvt.gov); Joe Colangelo - Town of Shelburne (jcolangelo@shelburnevt.org); Trevor Lashua (tlashua@hinesburg.org); Katherine R. Decarreau (deac@winooskivt.org); Todd Odit (todit@jerichovt.gov); Mike Kanarick (mike@burlingtonvt.gov); Paul W. Bohne III (pbohne@town.milton.vt.us); Robert Rusten (brusten@burlingtonvt.gov); Barbara Elliott (townhunt@accessvt.com); Kevin Dorn (kdorn@sburl.com); buelsgoresupervisor@gmail.com

Cc: David Scherr (davidscherr@gmail.com); Barbara Young (stgeorgevtTA@gmail.com); Clare Rock - Town of Richmond (townplanner@gmavt.net); Eranthie Yeshwant - City of Winooski (eryeshwant@winooskivt.org); Jeannine McCrumb (Jeannine@townofcharlotte.com); David E. White; Robin Pierce; Sarah Hadd (shadd@colchestervt.gov); Everett Marshall (vt_chess@gmavt.net); Dean Pierce (dpierce@shelburnevt.org); Dana Hanley (dhanley@essex.org); Alex Weinhagen (hinesburgplanning@gmavt.net); Katherine Sonnicks (ksonnick@jerichovt.gov); Melissa Manka (planner@westfordvt.us); Harris Roen (roen@burlingtontelecom.net); Paul Conner (pconner@sburl.com); Joss Besse (besse@gmavt.net); Ken Belliveau (kbelliveau@willistontown.com); Sarah McShane - Town of Underhill (smcshane@underhillvt.gov); Jake Hemmerick (jhemmerick@town.milton.vt.us)

Subject: Appointment to CCRPC All Hazards Mitigation Plan Update Committee

Importance: High

Dear Municipal Administrator/Manager and/or Town Clerk,

The CCRPC is beginning the process of preparing the 2016 update to the Multi-Jurisdictional (County) All-Hazards Mitigation Plan and your individual Municipal All-Hazards Mitigation Plans so that they are resubmitted to FEMA Region One before their expiration date of August 8, 2016. Updating these plans is necessary in order for municipalities to maintain eligibility for various FEMA grants and to maintain a good state ERAF reimbursement rate for Public Assistance dollars in connection with disaster repairs. **This is a request for appointment of a municipal representative to serve on the All-Hazards Mitigation Plan Update Committee. Please provide me with the name of your representative by April 30th.**

Appointment Recommendation: To ease constraints on municipal staff/volunteer time, we are considering using the members of our established Planning Advisory Committee (PAC) to play the role of the AHMP Update Committee. **Therefore, we'd recommend appointing the same person as your PAC member,** however if you wish to appoint an emergency management or public works employee that works as well. For your information your PAC representative is listed below under my signature.

Process & Time Commitment: We anticipate the first meeting of this Update Committee would be on Wednesday, May 13th in the afternoon to review the 2011 Plan's identified hazards, the hazard evaluation process, and the multi-jurisdictional mitigation strategies to determine whether they are still appropriate, or whether modifications or additions are needed based on current knowledge and conditions. A second meeting of the Review/Update committee

will be held in the Fall to review the draft Plan update. The Committee will reach consensus on changes to the draft Plan update and the format of the municipal annexes. The committee may meet a 3rd or 4th time if needed.

It is important to note, that outside of the Committee process, I and other CCRPC staff (primarily Lee Krohn and Regina Mahony) will be meeting directly with town planners, fire chiefs, public works staff, and other key municipal staff as we draft edits/updates to the municipal AHMPs.

More information on the update process (an excerpt from the Plan itself), and the timeline are attached. The Multi-Jurisdictional All-Hazards Mitigation Plan (AHMP), and your individual Municipal AHMP can be found here: <http://www.ccrpcvt.org/em/hazard-mitigation>

Thank you. If you have any questions, feel free to contact me.

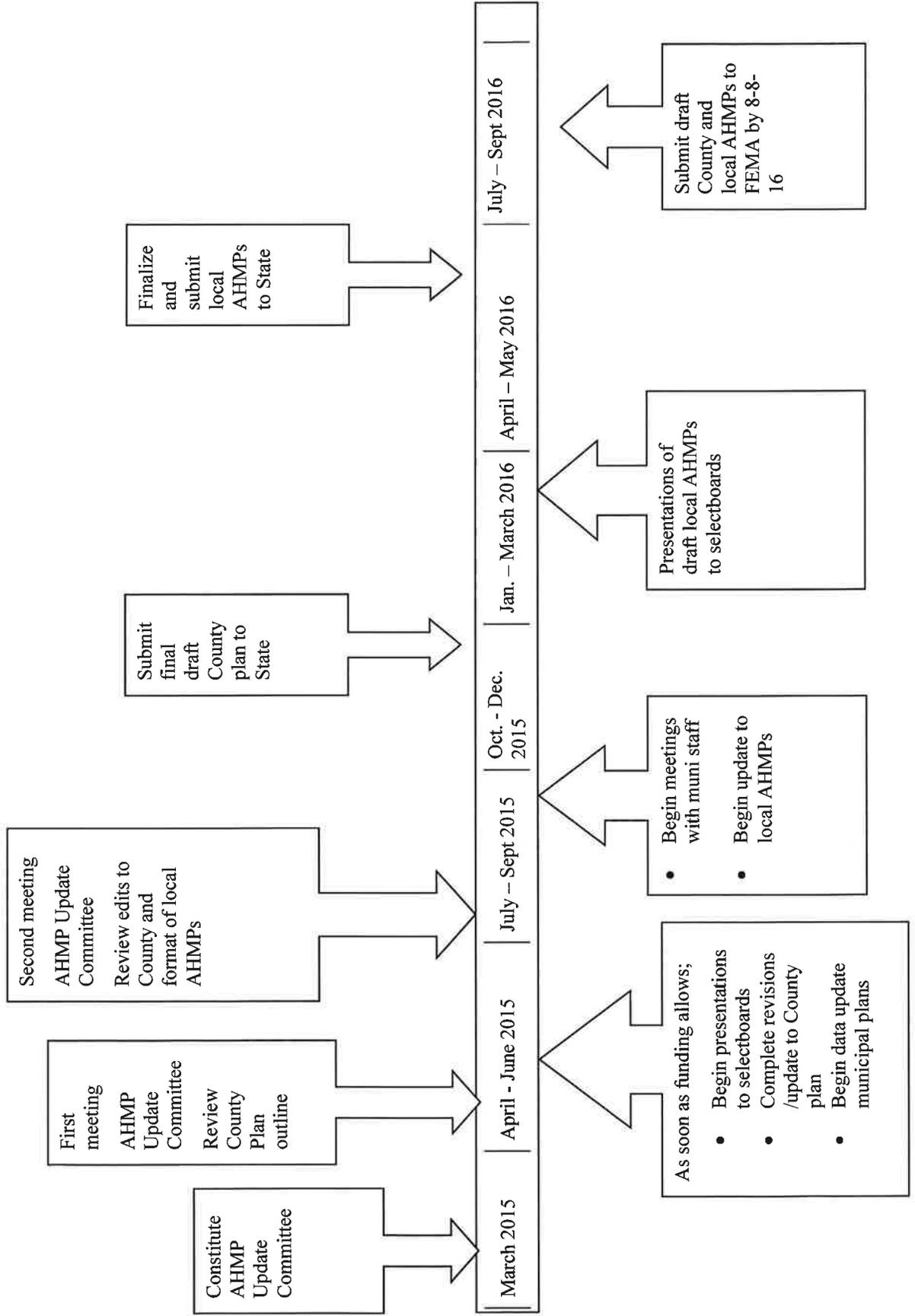
Dan Albrecht, MA, MS, CFM - Senior Planner
Chittenden County Regional Planning Commission
 110 West Canal Street, Suite 202 * Winooski, VT 05404
 office: 802-846-4490, ext. 29 * dalbrecht@ccrpcvt.org
www.ccrpcvt.org

Your PAC representative is listed below.

Bolton	Joss Besse	Milton	-vacant-
Buel's Gore	David Scherr	Richmond	Clare Rock
Burlington	Harris Roen	St. George	Barbara Young
Charlotte	Jeannine McCrumb	Shelburne	Dean Pierce
Colchester	Sarah Hadd	South Burlington	Paul Conner
Essex	Dana Hanley	Underhill	Katherine Sonnick
Essex Junction	Robin Pierce	Westford	Melissa Manka
Hinesburg	Alex Weinhagen	Williston	Ken Belliveau
Huntington	Everett Marshall	Winooski	Eranthie Yeshwant
Jericho	Sarah McShane		

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Timeline: Updating the All-Hazards Mitigation Plans (AHMPs) Multi-Jurisdictional (County) and Municipal Annexes (local plans)





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 *PCS*
DATE: April 14, 2015
SUBJECT: Request from Five Corners Farmers Market

Issue

The issue is whether or not the Trustees approve the request from the Five Corners Farmers Market Board to add their Market Manager as a Village employee.

Discussion

See attached letter from Lori Houghton, President of the Five Corners Farmers Market Board. The board would like the Village to take over the payroll function for their seasonal part time employee, Emily Morton, the Market Manager. This action would require making Emily a Village employee in order to add her to our payroll.

Cost

The Village budgets \$2,000 per fiscal year for the farmers' market under Economic Development/Community Events/Annual Support of Organizations. This allocation would be used to pay Emily and when it is depleted, the farmers' market will reimburse the Village for the balance of the pay for Emily.

Recommendation

It is recommended that the Trustees approve the request from the Five Corners Farmers Market to add their Market Manager to the Village payroll.



RECEIVED

APR 09 2015

Village of Essex Junction

March 25th, 2015

Patrick Scheidel
Municipal Manager
2 Lincoln St
Essex Junction, VT 05452

Dear Pat,

The farmers' market is starting its 6th season on May 29th. Like other non-profits, we've had our growing pains but one thing remains consistent – the community support for this seasonal weekly event that brings Essex together.

One of the issues we've struggled with is payroll and properly reporting to the various government organizations. We just don't have the expertise with our crew of volunteers and we've had difficulty finding someone we can afford to take on this role.

Therefore, we are requesting the Village take over the payroll for our seasonal part time employee – Emily Morton the Market Manager. She is the only paid staff member. The majority of Emily's work comes in 19 consecutive weeks in which we pay 15 hours/week @ \$15.00/hour. We also pay for a few hours in each March, April, May and Oct.

The market will transfer the funds for the payroll and payroll taxes in whatever process Lauren feels is best. I also recommend that the \$2000 Market line item in the Village budget be allocated to the market payroll. Emily is aware we are requesting this change in her payroll and she is comfortable with the change.

We are hoping this can take effect April 1st as that begins a quarter reporting period.

Let me know if you have additional questions. I look forward to hearing what, if anything, the Village can assist with.

Thank you,
Lori Houghton
SCFM Board President

Patty Benoit

Subject: FW: Farmers Market
Attachments: Payroll Request.docx

From: Lori Houghton
Sent: Tuesday, April 07, 2015 2:57 PM
To: Patrick C. Scheidel
Subject: RE: Farmers Market

Hi Pat, please find attached the request we've been discussing. Thank you, Lori

From: Patrick C. Scheidel
Sent: Monday, April 06, 2015 11:03 AM
To: Lori Houghton
Subject: RE: Farmers Market

Hi Lori: It would be helpful if you send a memo stating your request to be added to the info for the Trustees. Thanks.

Patrick C. Scheidel
Village Manager
Village of Essex Junction
2 Lincoln St.
Essex Junction, VT 05452
pscheidel@essexjunction.org
P: 802-878-6944
F: 802-878-6946
Website: www.essexjunction.org

From: Lori Houghton
Sent: Thursday, April 02, 2015 2:37 PM
To: Patrick C. Scheidel
Cc: Lauren Morrisseau
Subject: RE: Farmers Market

Pat, a big thank you to the staff for agreeing to do this. We'll hope that the Trustees agree as well.

I am hoping that we can begin Emily as a Village employee as of April 1st so that we aren't having to complete quarterly payroll reporting for 2nd quarter.

Lauren, once the Trustees review, and hopefully approve, should Emily and I meet with you to establish the needed process and sign any necessary paperwork?

Pat, do you need anything else from me for the meeting on the 14th?

Thanks, Lori

From: Patrick C. Scheidel
Sent: Friday, March 27, 2015 10:56 AM
To: Lori Houghton

Cc: Lauren Morriseau
Subject: RE: Farmers Market

Hi Lori: We are on the same page, although I drifted off of it while permuting possible outcomes. The easiest approach is one in which the employee becomes a Village seasonal employee and is run thru our payroll. The Farmer's Market would pay any funds over the \$2,000. This matter must be approved by the Trustees. Thus, the next available Trustee meeting is 4-14-15. I suggest a separate copy of your e-mail to me serve as your request to the Village.

Patrick C. Scheidel
Village Manager
Village of Essex Junction
2 Lincoln St.
Essex Junction, VT 05452
pats@essexjunction.org
P: 802-878-6944
F: 802-878-6946
Website: www.essexjunction.org

From: Lori Houghton
Sent: Wednesday, March 25, 2015 3:24 PM
To: Patrick C. Scheidel
Cc: Lori Houghton
Subject: Farmers Market

Hi Pat, thanks for the call on Monday. I hope you are feeling better!

I wanted to clarify what the Farmers' Market is asking, just to ensure we are on the same page.

We would like the Village to take over the payroll for our seasonal part time employee with the market transferring to the Village the funds to cover the payroll and payroll taxes. The majority of Emily's work comes in 19 consecutive weeks in the summer in which we pay 15 hours/week @ \$15.00/hour. We also pay for a few hours in each March, April, May and Oct.

The market has always struggled with finding a pro bono accountant and we just don't have the funds to pay a payroll company. Therefore, we struggle with volunteers who are attempting to figure out how to pay, what to file with the state, etc. Elevating this work from our small volunteer group would be a major step towards focused time on making the market better.

Currently the Village budget to the Market is \$2000. I would suggest that money is used and then we work out a transfer schedule for the remaining dollars. Unless of course the Village can pick up the total payroll for this wonderful community event. (doesn't hurt to ask!)

Let me know if you have additional questions. I look forward to hearing what, if anything, the Village can provide.

Thanks, Lori

New Business
b.c.

Patty Benoit

Subject: FW: 8 Pearl

From: George Tyler
Sent: Friday, March 27, 2015 12:12 PM
To: Patrick C. Scheidel
Cc: Robin Pierce
Subject: RE: 8 Pearl

Pat and Robin,

I just want to reiterate that there are two issues here: 1) Who makes the decision when someone offers property to the Village? 2) Should the Village accept the property?

I think the obvious process must be that the trustees make the decision. It should be placed on their agenda and staff can provide their analysis and opinion at the appropriate time. This sort of thing doesn't happen very often and under the circumstances (The building is in terrible condition and the developer needs an answer), I can understand how this evolved the way it did. But at this point I would appreciate it if we could put this item on our very next meeting agenda. If delaying the decision for a few weeks is going to significantly interfere with the overall progress of 4 Pearl, then we will find a way to expedite things. I would be willing to declare a special meeting and since it involves a possible real estate transaction it would probably be a closed meeting.

One thought - at the last 3 or 4 annual budget meetings, Chris Gaboriault has suggested that the Village seek to acquire some property around the fire station for the purpose of creating a residence for fire/emergency rescue interns from VTC. He believes establishing a such a relationship with VTC might enhance the sustainability of the volunteer fire department. I have always wondered if this could also be a joint partnership with the Town fire department as well. We've always put this on the back burner, but it would truly be 'egg on your face' time if we turned down a potential property right across from the station and then turned around a few years later and borrowed money to purchase and renovate some other adjacent property.

I also wonder if there's an opportunity to collaborate with Kalanges? Although Essex Junction has a long and illustrious history, I'm guessing the EJHS probably doesn't need the entire building. Is there some way we could take joint ownership which allows Bill to achieve what he wants to achieve while we reserve some of the space for future use?

GT

George Tyler, President
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944
(802) 310-8215 (mobile)

From: Lauren Morriseau
Sent: Wednesday, March 25, 2015 2:23 PM
To: Patrick C. Scheidel; Pat Boutin
Subject: 8 Pearl

Hi Pat,

I spoke with Brett Grabowski concerning the property at 8 Pearl St. He said that the building is in very bad shape and would need extensive restoration. There is a lot of rot and much settling. Other than the poor condition of the building there are no limitations to its use that Brett knows of. Milot real estate had discussed razing the building or donating it to someone who could restore it and use it. A possibility of donating to the Village has been considered. He had recently been contacted by Bill Kalanges who had heard about the possibility of a donation, and Brett was not aware that the Essex Historical Society was not the same entity as the Village.

There has not at this time been a written offer and, in fact, Milot is still not sure what parts of the property they will use as part of their 4 Pearl St. project. But – they are very interested in the possibility of working with the Village. When they decide how much of the property they don't need for their project they will approach us with an offer. Brett said that when that time comes the Village will have first choice of refusal.

Lauren

Lauren Morrissette
Finance/MIS Director
Assistant Village Manager
Village of Essex Junction
2 Lincoln St., Essex Junction, VT 05452
Phone: 802-878-6944
Fax: 802-878-6946
e-mail: Lauren@essexjunction.org

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

MEMBERS PRESENT: Diane Clemens (Chairwoman); Andrew Boutin, Nick Meyer. (Aaron Martin, David Nistico, Amber Thibeault, and John Alden were absent.)
ADMINISTRATION: Robin Pierce, Development Director.
OTHERS PRESENT: Greg Rabideau, Brett Grabowski, Chris Lathrop, Jeff Nick.
AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Work Session: Comprehensive Plan
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

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

Observations from the Planning Commission included:

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

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

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

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

3. ADDITIONS/AMENDMENTS TO THE AGENDA

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

4. MINUTES

April 3, 2014

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

5. WORK SESSION: COMPREHENSIVE PLAN

Transportation

The following was noted:

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



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 13, 2014 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
 - a. Comments from Public on Items Not on Agenda
4. **OLD BUSINESS** [6:40 PM]
 - a. Request Exploration of Additional Steps for Unification of Town and Village Services
 - b. Review and Discuss Recent Citizen Communications Regarding Planning Commission Meetings and Comprehensive Plan Revision Process
 - c. Discuss Timeline and Process for Village Downtown Charrette
5. **GUESTS/PRESENTATIONS** [7:15 PM]
 - a. CSWD FYE 15 Budget Presentation by Tom Moreau, General Manager
6. **NEW BUSINESS** [7:35 PM]
 - a. Request from CCSU for Hash Marks at 51 Park Street
 - b. Bid award for Dump Truck for the Public Works Dept.
 - c. Approve Grant Application for Library for Preservation Trust of VT
 - d. Reappointments to CCRPC Planning Advisory Committee
 - e. Review and Discuss Policy Regarding Sidewalks
7. **VILLAGE MANAGER'S REPORT** [8:00 PM]
 - Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:05 PM]
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 1. Planning Commission Work Session 4/17/14
 - c. VLCT Workshop on Dog Control 5/29/14
 - d. VT Natural Resources Board Act 250 Hearing 4 Pearl Street 4/24/14
 - e. Letter from VTrans Regarding VT 2A Speed Limit Request
 - f. Memo from Dennis Lutz about Award of Impaired Waterways Flow Restoration Plan
9. **CONSENT AGENDA** [8:10 PM]
 - a. Approve Minutes of Previous Meeting 4/29/14
 - b. Approve Warrants including check #10049182 through #10049293 totaling \$355,228.26.
 - c. Approve Request for Street Closings and Events for Memorial Day 5/24/14
 - d. Approve 2014 Five Corners Farmers Market Contract
10. **ADJOURN** [8:15 PM]

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

Special Meetings/Events:

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

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin announced his term on the Rec Advisory Council ends in June.
- Elaine Sopchak announced there are new rules on the open meeting law and Executive Session
- Lori Houghton announced the farmers market begins May 30th.

2. Reading file:

- Minutes of Planning Commission Work Session (4/17/14)
- VLCT Workshop on Dog Control 5/29/14
- VT Natural Resources Board Act 250 Hearing 4 Pearl Street 4/24/14
- Letter from VTrans re: VT 2A Speed Limit Request
- Memo from Dennis Lutz re: Award of Impaired Waterways Flow Restoration Plan

9. CONSENT AGENDA & READING FILE

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

1. **Approve Minutes of Previous Meetings (4/29/14).**
2. **Approve Warrants including check #10049182 through #10049293 totaling \$355,228.26.**
3. **Approve Request for Street Closings and Events for Memorial Day 5/24/14**
4. **Approve 2014 Five Corners Farmers Market Contract**

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

10. ADJOURNMENT

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

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

The meeting was adjourned at 9:50 PM.

RScy: M.E.Riordan 

Patrick C. Scheidel

From: George Tyler
Sent: Wednesday, April 08, 2015 9:08 AM
To: Lori Houghton; Patrick C. Scheidel
Cc: Elaine Sopchak; Daniel Kerin; Andrew Brown
Subject: RE: Essex West Front Porch Forum No. 989

Lori,

You and Elaine are right on -- it's time to reorganize and refocus our communication practices. Rather than doing it piecemeal, I would like to suggest that we make this a topic for our next trustee meeting. We are going to be receiving the EGG report which stresses the importance of effective communication. So this seems like an appropriate discussion for us to have as a follow up right now. Please bring your suggestions (and any others) to the meeting. It may take several meetings to get things reorganized the way we want, but we need to dig into it now. Okay?

George

George Tyler, President
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944
(802) 310-8215 (mobile)

From: Lori Houghton
Sent: Tuesday, April 07, 2015 3:19 PM
To: George Tyler; Patrick C. Scheidel
Subject: RE: Essex West Front Porch Forum No. 989

George and Pat,

Elaine's request had me thinking about the various communication lapses, both within the organization as well as to the community, we've had recently. A few quickly come to mind:

- Lack of notification on the public train station meeting that occurred April 2nd. There was nothing on Facebook or Front Porch Forum.
- Bike/Walk committee wasn't notified of the Charette until after it was scheduled and had been publicized in the reporter (I'm taking this information from their minutes).
- Trustees lack of knowledge that Milot bought the house next to the bank building and offered to donate it to the Village.
- Nick mentioning at the last Trustees meeting that the PC was not notified of the Town decision to study planning in our communities. The PC read about this decision in the Reporter.
- The Town Conservation committee was not aware of the recent Whitcomb Heights conversation.
- Providing the two draft agreements to the appropriate Whitcomb Heights residents in a timely manner to be ready for the last Trustees meeting.

I know I harp on communication and I'm hoping to not sound like a broken record but I believe getting communication right, both inside and outside the organization, is vital to the community's success. We've talked policy and process numerous times but somehow we are still lacking. I firmly believe:

- a staff member needs to have communication within their job description and be held accountable.
- All committee/board minutes should be reviewed to determine what other committees/people need to be aware of the actions of that committee.
- There should be a standard one page "go to public" document outlining the various sources to advertise a public meeting.

These are easy steps that should be woven into the framework of someone's job - Darby comes to mind.

I apologize if I'm micromanaging, but I do hope we can discuss this further.

Lori

From: Elaine Sopchak [elaine.sopchak@gmail.com]
Sent: Saturday, April 04, 2015 6:26 PM
To: Patrick C. Scheidel; Patrick Scheidel; George Tyler; Lori Houghton; Andrew Brown; Daniel Kerin
Subject: Fwd: Essex West Front Porch Forum No. 989

See the FPF post below about the select board? Can we please do that too?

Elaine Sopchak

Sent from my iPhone

Begin forwarded message:

From: Front Porch Forum <essexwest@frontporchforum.com>
Date: April 4, 2015 at 6:04:38 PM EDT
To: elaine.sopchak@gmail.com
Subject: Essex West Front Porch Forum No. 989
Reply-To: Front Porch Forum <essexwest@frontporchforum.com>



POST A NOTE TO YOUR NEIGHBOR

ISSUE NO. 98
 APRIL 4, 2015

Essex West Neighborhood Forum

House or Office Cleaning Available

ROSE SWEENEY – PINECREST DR

CCSU Climate Survey

BEN DICKIE – COMMUNICATIONS COORDINATOR CHITTENDEN CENTRAL SUPERVISORY UNION, ESSEX JUNCTION

Essex Selectboard

GREG DUGGAN – PLANNER, ESSEX

Upcoming Events at Essex Free Library

CAITLIN CORLESS – ASSISTANT LIBRARIAN, ESSEX FREE LIBRARY

Brownell Library Happenings

WENDY HYSKO – INTERIM DIRECTOR, BROWNELL LIBRARY, ESSEX

News from Neighboring FPFs

POSTINGS FROM: FIVE CORNERS NORTH, FIVE CORNERS SOUTH, THE FORT

Patty Benoit

From: Robin Pierce
Sent: Thursday, April 09, 2015 4:19 PM
To: Patty Benoit; Patrick C. Scheidel
Cc: Terry Hass
Subject: FW: help with a junk ordinance

Hi Pat,

Terry and I paid a visit to the property earlier this week. There is a new white fence at the front of the property which obscures what is in the garden behind from the ROW. WE looked over the fence and there were some items in the garden. We also observed Lindas fence. Although we did not see any obvious damage to the fence from our view point, the fact that is a property line issue between two neighbors means that any damage to the fence would be a civil matter.

With nothing being visible from the ROW it is difficult for the Village to intervene.

Thank you,

Robin.

From: Patty Benoit
Sent: Tuesday, April 07, 2015 3:27 PM
To: Terry Hass; Robin Pierce
Subject: FW: help with a junk ordinance

FYI

From: Lori Houghton
Sent: Tuesday, April 07, 2015 3:22 PM
To: Daniel Kerin; Andrew Brown; Patrick C. Scheidel; Patty Benoit
Subject: RE: help with a junk ordinance

Pat, please see the note Dan, Andrew and I received from Linda McKenna. Will you please have someone look into this and let us know the outcome?

Thank you

From: Linda McKenna [mckenna.linda@gmail.com]
Sent: Friday, April 03, 2015 8:22 AM
To: Lori Houghton; Daniel Kerin; Andrew Brown
Subject: help with a junk ordinance

I have a next door neighbor who has a back yard full of vehicles, and refuse. I have spoken to him over the years but nothing has changed. He has also let trees grow into my fence with some damage. What kind of help can I get from the village to remedy this problem? I really have no personal authority in this matter. Thank you for your help. Linda McKenna, 9 School Street



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
DATE: April 14, 2015
SUBJECT: Meeting with Railroad Representatives

Issue

The issue is discussing meeting topics with Genesee & Wyoming Railroad personnel.

Discussion

As a result of the recent railroad incident at Essex Junction, a discussion regarding maintenance of cars and overall safety management of the company was held between myself and Mr. Charles Hunter, Assistant VP for Government Affairs and Mr. Jonathan Shute, Manager of Training, Compliance and Safety. See attached diagrams of pressure tank cars.

According to the railroad representatives:

- propane is transported according to federal safety standards;
- cars have protective insulation;
- the top unload valve is designed such that if a car is derailed, the angle of the valve reduces the likelihood of a spill;
- couplers are designed to keep cars upright if derailment occurs;
- training occurred six months ago on this exact type of incident;
- according to data produced by the Association of American Railroads and the Federal Railroad Administration, 99.99% of all hazardous materials reach their destination safely;
- car exteriors are designed to be fire/spark resistant as they are double-hulled and thermal protected.

Cost

There is no cost associated with this issue.

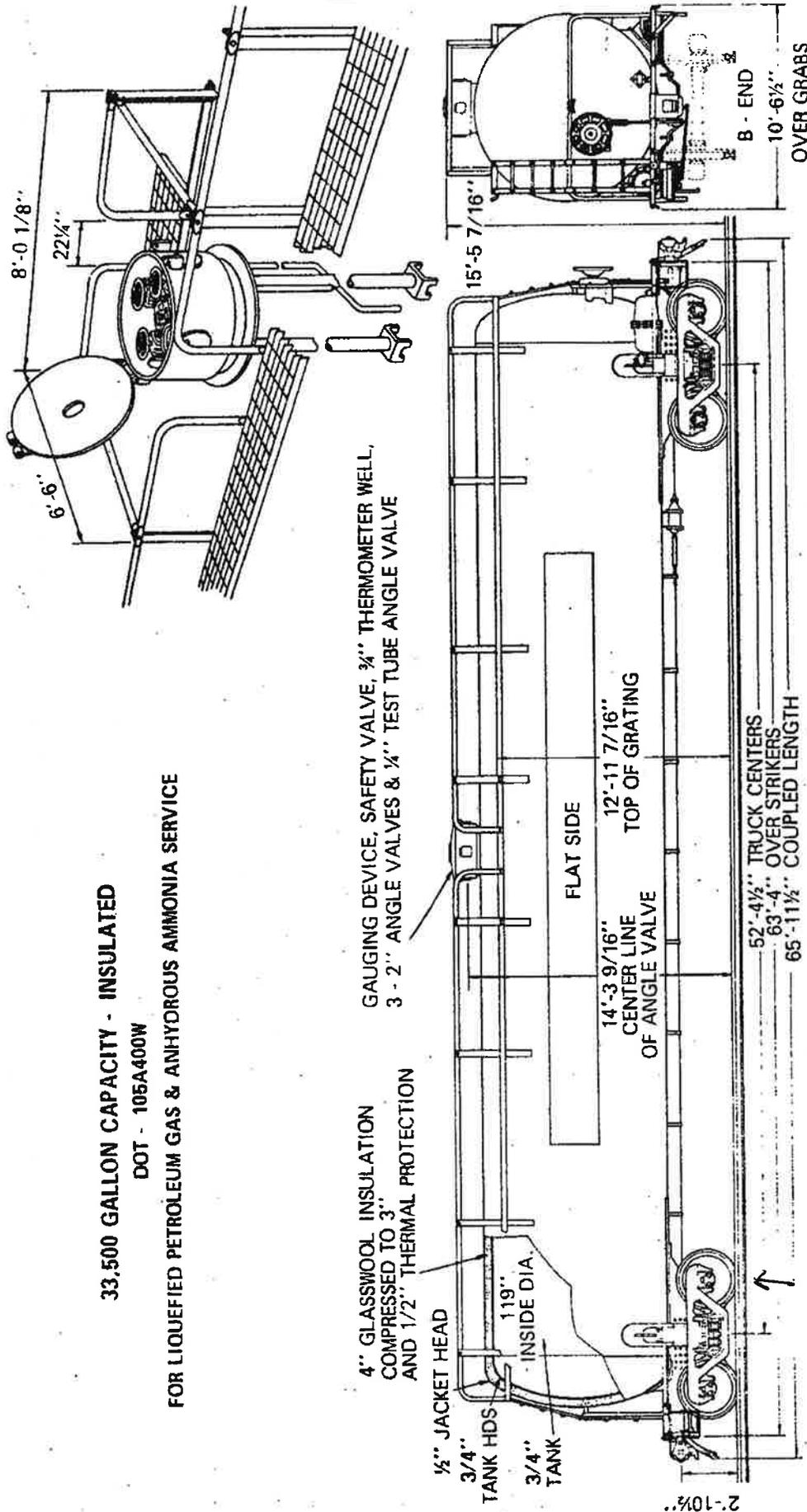
Recommendation

It is recommended that the Trustees receive this memo and place it on file.

33,500 GALLON CAPACITY - INSULATED

DOT - 105A400W

FOR LIQUEFIED PETROLEUM GAS & ANHYDROUS AMMONIA SERVICE



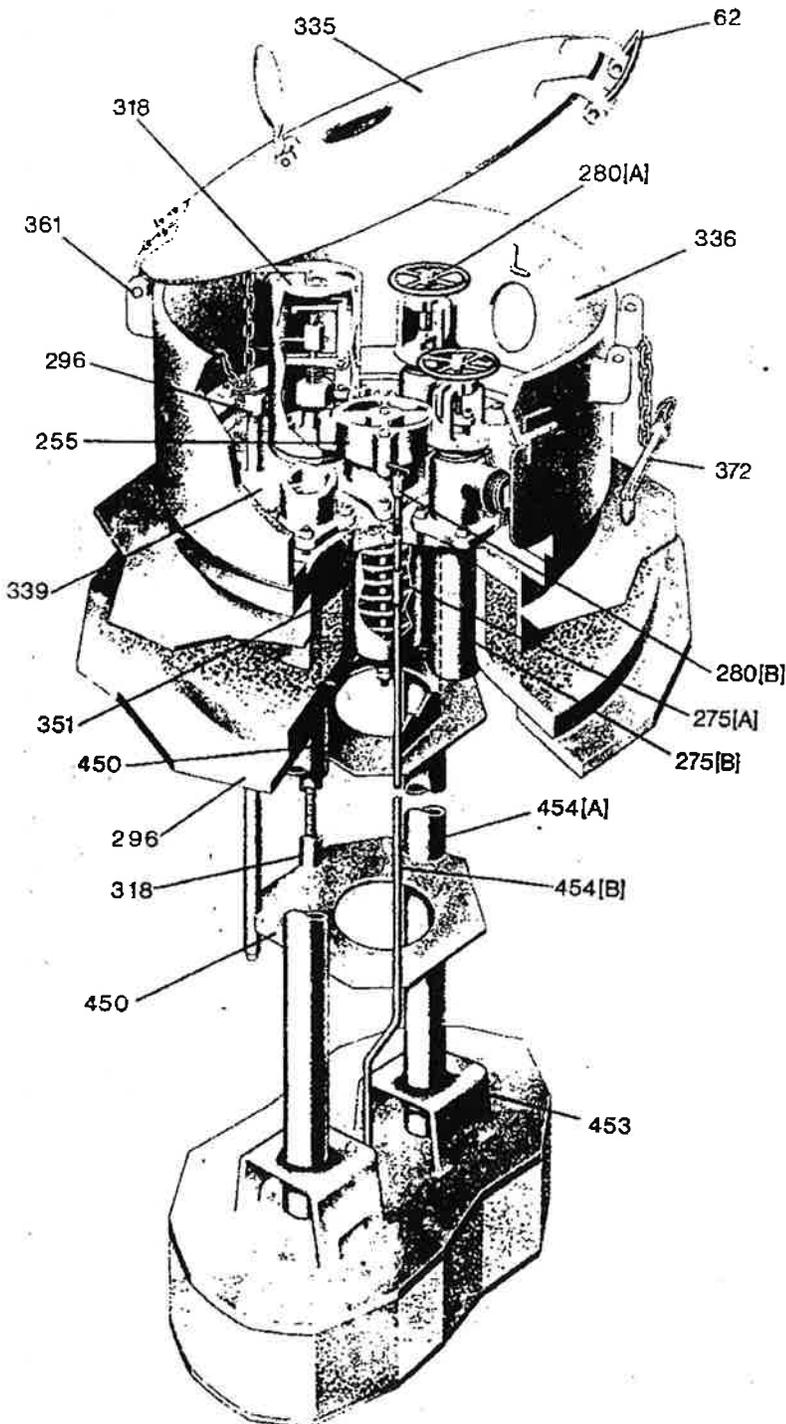
CAPACITY & WEIGHTS

NOMINAL CAPACITY @ 53.94% FILLING DENSITY - 33,500 GAL.

ESTIMATED LIGHT WEIGHT - 112,500 LBS.

RAIL LOAD LIMIT (100 TON TRUCKS) - (5'-10" WHEEL BASE) - 263,000 LBS.

LOADING AND UNLOADING ARRANGEMENT FOR LIQUEFIED PETROLEUM GASES AND ANHYDROUS AMMONIA CARS



PART NO.	DESCRIPTION
62	BONNET COVER HANDLE
255	SAFETY VALVE ASSEMBLY
275(A)	1/4" CHECK VALVE
275(B)	3" CHECK VALVE
280(A)	2" ANGLE VALVE
280(B)	1/4" ANGLE VALVE
296	THERMOMETER WELL
318	GAUGING DEVICE ASSEMBLY
335	MANWAY BONNET COVER
336	MANWAY BONNET
339	MANWAY COVER PLATE
351	MANWAY NOZZLE
361	HINGE
372	SEAL PIN
450	PIPE BRACKET
453	PIPE GUIDE
454(A)	DISCHARGE PIPE
454(B)	TEST TUBE



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: April 14, 2015
SUBJECT: Village and CTE Urban Tree Nursery

Issue

The issue is the Trustees asked for information from CTE regarding the Canopy Tree Grant

Discussion

At the March Trustee meeting the Trustees approved the Tree Canopy Grant application with the following caveats:

1. CTE will forward the curriculum plan that shows how the program will be implemented and that the program is sustainable throughout the year.

The CTE Director, Bob Travers, approved the grant application. Following is a direct quote from the application; 'once this program has been in existence for five (5) years, it will have produced an additional 240 future urban forestry professionals. If even a small fraction of these students choose to pursue a career in urban forestry in the state of Vermont, there will be a significant growth in the number of professionals in this field.'

2. CTE will send a written confirmation that the Village will receive urban street trees at no cost.

The CTE Director, Bob Travers, approved the grant application. Following is a direct quote from the application; 'This project will also meet a local need by providing, at no cost, public trees to the Village of Essex Junction. Each year, the Village plants between five (5) and fifteen (15) public trees. The cost for these plantings is often over \$5,000'

Cost

If the grant application is successful there will be a Village match of up to \$5,000.

Recommendation

This is an information only memo.



Family and Medical Leave of Absence Application Form

When the need for a leave of absence is foreseeable, you are required to request the leave thirty (30) days in advance. Examples of foreseeable events include planned medical treatment or your child's birth. For unforeseen events, such as accidental injury causing a serious health condition, premature birth, or sudden change in your health, you are required to request the leave as soon as it is possible and practical to do so. When FMLA leave is needed to care for an immediate family member or your own illness, and is for planned medical treatment, that treatment must be scheduled so that it will not be unduly disruptive. The Family and Medical Leave of Absence Policy contains an explanation of your rights and obligations regarding leaves of absence under the Policy and the FMLA. Employees are entitled to twelve (12) weeks of FMLA annually.

Name: _____

Address: _____
Street/PO Box
City
State
Zip Code

Home Phone: _____ Cell Phone: _____

Department: _____ Position: _____

Supervisor: _____ Date of Hire: _____

What is your requested leave time?

From: _____ To: _____

While on FMLA Leave, I will be using accumulated _____ sick time, _____ vacation time, _____ compensatory time, _____ unpaid leave.

The reason you are requesting a leave of absence is (check the appropriate box):

- EMPLOYEE MEDICAL LEAVE** – Your own serious health condition that prohibits you from performing the essential function(s) of your job.
- FAMILY MEDICAL LEAVE** – The need to care for your spouse, child or parent who has a serious health condition.
- NEW CHILD LEAVE** – To be with your child following the birth or the placement of a child with you for adoption or foster care. (If you gain a dependent through birth or legal adoption while you are on leave, please complete a health and dental enrollment/change form as soon as possible to ensure coverage of the new dependent under your healthcare and dental plans with the Village of Essex Junction.)

Have you taken a leave of absence under FMLA during the past twelve months:

Yes No If yes, when was the last such leave? _____

If you are requesting NEW CHILD LEAVE, please answer the following question:

What is the: anticipated or actual date of birth or placement? _____

If you are requesting a FAMILY MEDICAL LEAVE or EMPLOYEE MEDICAL LEAVE, please answer the following questions:

Have you submitted the necessary medical certification with this form? Yes No

Are you requesting full-time leave? Yes No

Are you requesting an intermittent or reduced leave schedule? Yes No

If yes, please answer the following questions:

Why is it medically necessary for you to have an intermittent or reduced leave schedule?

For which dates, times or schedule are you requesting leave?

Do you meet the eligibility requirements for the leave? Yes No

Date: _____ Employee Name: _____

Please Print

Signature: _____

This Section to be Completed by the Village of Essex Junction.

Total Sick Leave Time Available _____

Total Vacation Leave Time Available _____

Total Compensatory Leave Time Available _____

Has the employee completed 12 months of service? Yes No

Has the employee worked more than 1250 hours in the past 12 months? Yes No

Has the employee been on FMLA Leave in the past 12 months: Yes No

Has the employee exhausted 12 weeks of FMLA Leave? Yes No

Approved

Disapproved (Explanation)

Date: _____ Supervisor's Signature: _____

Municipal Manager's Signature:



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: April 14, 2015
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

April 28 at 6:30 – Regular Trustees Meeting

- Alan Nye, CSWD Representative, re: Act 148
- Board re-organization

May 4 at 7:30 – Special/Joint Meeting with Essex Selectboard

May 12 at 6:30 – Regular Trustees Meeting

May 23 at 10 AM – Memorial Day Parade

May 26 at 6:30 – Regular Trustees Meeting

- Public Hearing for Main Street Sidewalk Scoping Study

June 9 at 6:30 – Regular Trustees Meeting

June 23 at 6:30 – Regular Trustees Meeting

July 14 at 6:30 – Regular Trustees Meeting

- Public Hearing for Main Street Sidewalk Scoping Study

July 18 from 5-10 PM – Block Party & Street Dance

July 28 at 6:30 – Regular Trustees Meeting

August 11 at 6:30 – Regular Trustees Meeting

August 25 at 6:30 – Regular Trustees Meeting

September 8 at 6:30 – Regular Trustees Meeting

- Public Hearing on Main Street Sidewalk Scoping Study

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
December 2, 2014**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, David Nistico, Richard Donahey.
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager.
OTHERS PRESENT: Steve Eustis.

1. CALL TO ORDER

Andrew Brown called the meeting to order at 5:30 PM.

2. AGENDA

Add: Review revised capital plan.

MOTION by Andrew Brown, SECOND by Rick Hamlin, to approve the agenda as amended. VOTING: unanimous; motion carried.

3. PUBLIC COMMENT

None.

4. RANK BBB-West Street/West Street Extension

Rick Hamlin explained the reconfiguration and realignment of the intersection of West Street and West Street Extension to improve safety. With the reconfiguration traffic on West Street and West Street Extension will flow freely. A stop sign will be posted on the extended portion of West Street (different from West Street Extension) and a crosswalk will be added on the narrow portion of the road. Estimated cost of the project is approximately \$100,000.

Steve Eustis, resident in the area of the intersection for 18 years, gave a brief history of efforts by the village to make the intersection a three-way stop (not done because the warrants were not met) and finally making the intersection at least a two-way stop. Mr. Eustis testified at least once a month there is a near miss accident at the intersection. At rush hour there is a car passing through the intersection every five seconds. Drivers waiting for any length of time at the stop sign become very impatient. Residents have asked the Trustees to address the problem numerous times over the years. Mr. Eustis spoke in support of the reconfigured intersection to help improve safety and handle the volume of traffic.

David Nistico mentioned it would be helpful to have data to affirm the improvement in safety at the intersection by the reconfiguration. Rick Hamlin noted statistics are compiled on accidents, not near misses or what will happen in the future.

Rank of BBB-West Street/West Street Extension by the committee: 55.

Lauren Morrissette noted the project could fit into the capital plan for FY19.

MOTION by Rick Hamlin, SECOND by Rich Donahey, to amend the revised capital plan by adding BBB in FY19.

DISCUSSION: Andrew Brown said it appears there will be money in the capital fund in FY19 that could be used for the project. There were no further comments.

VOTING: unanimous; motion carried.

5. REVISED CAPITAL PLAN

Lauren Morrissette listed projects proposed for FY16 including Railroad Ave. water line, phase one of restoration of Lincoln Hall (cost is less than original estimation), library carpet, paving, crescent connector, and "missing link" on Pearl Street. The voters will also be asked to approve moving \$74,000 from an anticipated fund balance surplus to the Capital Reserve Fund.

6. MINUTES

October 7, 2014 & November 4, 2014

MOTION by Rick Hamlin, SECOND by David Nistico, to approve the 10/7/14 and 11/4/14 minutes as written. VOTING: unanimous; motion carried.

7. OTHER BUSINESS

Expiring Term

Rich Donahey noted his term on the committee ends at the end of the year and he will not be seeking reappointment.

Lack of Volunteers to Serve on Committees

David Nistico mentioned the lack of volunteers for village boards, commissions, and committees which means fewer and fewer people are making decisions that impact the entire community.

Next Meeting/Agenda

Next Meeting: January 6, 2015 at 5:30 PM.

Agenda: Rick Jones, Public Works Superintendent, to discuss next steps.

8. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Rick Hamlin, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting was adjourned at 6:25 PM.

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

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin. (David Nistico was absent.)
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager; Rick Jones, Public Works Superintendent.

Due to lack of a quorum for a meeting a work session was held to discuss future projects/needs in the village. The following was noted:

- Expansion of the public works garage and additional bay on the salt shed - Rick Jones noted additional space in the garage is needed in order to have room to do repair work on equipment and to store equipment. The additional salt bay will allow stockpiling capacity to cover an entire winter season. Rick Hamlin suggested a simple plan be drafted detailing infrastructure needs moving forward.
- Equipment needs – Rick Jones said having another sidewalk plow to handle the workload would be beneficial especially if one of the plows is out of service. There was mention of purchasing equipment versus contracting for equipment (i.e. contract out for use of an excavator rather than purchase the equipment).
- Assessment of water lines in the village – Rick Jones said some water lines are undersized or cast iron, and some need to have a loop connection rather than “dead end”. There is a map of water and sewer pipes in the village. The sewer lines are in good shape at this point though there appears to be a section on Main Street that may have blockage; however, when the drainage project is done the sewer line can be addressed. The water line on Maple Street by the new Village Walk development is oversized (12”) which is causing problems due to lack of water turnover. The new housing development may resolve the problem, but if not then the size of the line will have to be reduced. The water line on Pearl Street by the Handy housing units also needs to be addressed.
- Sidewalks – Rick Hamlin noted the Bike-Walk Committee can assist with identifying new and replacement sections of sidewalk in the village. Sidewalk connection is needed from West Street to Pearl Street through the ANR property. Also, the sidewalk (pavement sidewalk) on West Street needs to be addressed.
- Drainage – Rick Jones noted most locations are being addressed.

There was mention of the full slate of projects for the village during 2015 and 2016 (multi-use safety path, Hillcrest, Maple Street, Railroad Ave., Main Street, Pearl Street, crescent connector, paving) and the need to communicate frequently with the public on progress to help decrease complaints about the disruption.

The work session concluded at 6:15 PM.

**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
MARCH 23, 2015**

PRESENT: Brian Roy, Bridget Meyer and Sam Jackson.
GUEST: Jennifer Foxx, Star 92 Radio
ADMINISTRATION: Patty Benoit, Administrative Assistant; Darby Mayville, Community Relations and Development Assistant

The meeting was called to order at 3:30 PM.

1. SPONSORS AND ADVERTISING

Jennifer Foxx of Star 92 Radio was present to discuss any potential conflict with their sponsor at the block party and ours, which may be competing banks. Patty explained that we had reached out to their sponsor along with all businesses in the Village about sponsoring the block party and/or having a booth. The committee did not see this as an issue. Jennifer said they would mention our high level sponsors on the radio. We have been fortunate to have two businesses sign up immediately for the two \$250 spots. Their banners will be placed on the sign behind the stage vs. on the fence by the railroad tracks. It was agreed that the fence is not a good location for banners as they get blocked there. The committee discussed other options, such as an archway over the street or on the train station.

Star 92 will be named on the block party poster as a sponsor and will be on the EJRP Friday Night Fun Series poster, which includes the block party. It was agreed we need to update our poster and Darby will check with her source for the train hop poster to see if she would consider redesigning our poster.

2. ENTERTAINMENT

The dunk tank was already booked so the committee discussed other options. Darby had suggested a photo booth but Brian explained that EJRP had one for the runners of the 5K and did not charge them. They've already booked it for this year's run. For the block party we had thought about charging a minimal fee for the photo booth, with the proceeds going to the food shelf. It was agreed that the committee will table this to consider how to compromise with EJRP and share the photo booth. If that's not an option, there are other choices such as street performers, a magic show and the Big Blue Trunk. We're looking for something special to replace the dunk tank instead of what we've already had, such as the gladiator joust. The dunk tank was very popular and will be missed.

Sam suggested that we announce activities from the stage so that people know what things are happening and where. The Big Blue Trunk would have to be on the federal building lawn.

3. VOLUNTEERS

We put out another request for committee members and volunteers the day of the block party. Darby will contact the Red Cross Club to see if instead of helping with the dunk tank, they could help with set up and tear down. We also need volunteers for the info booth.

4. ADJOURNMENT

The meeting adjourned at 4:35 PM. The next meeting will be April 27 at 3:30 PM.

VILLAGE OF ESSEX JUNCTION, VERMONT
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2014

RECEIVED

MAR 27 2015

Village of Essex Junction

Grant Title Pass-Through Grantor/ Federal Grant/Program Title	CFDA Number	Grant Number	Grant Amount	Expenditures
<u>U.S. Office of Library Services</u>				
Passed through the Vermont Agency of Administration Department of Libraries				
State Library Program	45.310	01130-PLFW-FFY13-02	\$ 500	\$ 500
State Library Program	45.310	01130-PL-FFY13-00020	1,428	<u>1,428</u>
Total U.S. Office of Library Services				<u>1,928</u>
<u>U.S. Environmental Protection Agency</u>				
Passed through the Vermont Department of Environmental Conservation				
Clean Water State Revolving Fund - Loan	66.458	06140-RF1-148	13,525,000	<u>3,475,413</u>
Total U.S. Environmental Protection Agency				<u>3,475,413</u>
<u>U.S. Department of Transportation</u>				
Passed through State of Vermont Agency of Transportation				
Highway Planning and Construction Grants	20.205	SDWK017-CA0344	389,835	46,718
Highway Planning and Construction Grants	20.205	SDWK014-100/200/300	338,640	230,603
Highway Planning and Construction Grants	20.205	08126-CA0315	4,500,000	266,230
Highway Planning and Construction Grants	20.205	08126-CA0397	750	<u>750</u>
Total U.S. Department of Transportation				<u>544,301</u>
<u>U.S. Department of Homeland Security</u>				
Passed through the Vermont Department of Public Safety				
Vermont Emergency Management	97.067	02140-71164V-511	113,330	<u>113,330</u>
Total U.S. Department of Homeland Security				<u>113,330</u>
<u>U.S. Department of Agriculture Forest Service</u>				
Passed through the Vermont Department of Forest, Parks and Recreation				
Building Healthy Communities Grant	10.664	12-DG-11420004-117	8,500	<u>4,250</u>
Total U.S. Department of Agriculture Forest Service				<u>4,250</u>
Total Federal Awards				<u>\$ 4,139,222</u>

The Schedule of Expenditures of Federal Awards includes the Federal grant activity of the Village of Essex Junction, Vermont and was prepared using the significant accounting policies outlined in Note 1 to the financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations". Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Sullivan, Powers & Co., P.C.

Certified Public Accountants

RECEIVED

MAR 27 2015

Village of Essex Junction

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Fred Duplessis, CPA
Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Wendy C. Gilwee, CPA
VT Lic. #92-000180

**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance with "Government Auditing Standards"**

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014 and the related notes to the financial statements, which collectively comprise the Village of Essex Junction, Vermont's basic financial statements, and have issued our report thereon dated February 5, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Essex Junction, Vermont's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control.

A deficiency in internal controls exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village of Essex Junction, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section, and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Essex Junction, Vermont's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under "Government Auditing Standards".

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control or on compliance. This report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Village of Essex Junction, Vermont's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

February 5, 2015
Montpelier, Vermont
VT Lic. #92-000180

Sullivan, Powers & Company

Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

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Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

Report on Compliance for Each Major Federal Program

We have audited the Village of Essex Junction, Vermont's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) "Circular A-133 Compliance Supplement" that could have a direct and material effect on the Village of Essex Junction, Vermont's major federal programs for the year ended June 30, 2014. The Village of Essex Junction, Vermont's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Deficiencies in Internal Control.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the Village of Essex Junction, Vermont's major federal programs based on our audit of the types of compliance requirements referred to previously. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States; and OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations". Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to previously could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Village of Essex Junction, Vermont's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal programs. However, our audit does not provide a legal determination of the Village of Essex Junction, Vermont's compliance.

Opinion on Each Major Federal Program

In our opinion, the Village of Essex Junction, Vermont complied, in all material respects, with the types of compliance requirements referred to previously that could have a direct and material effect on its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

The management of the Village of Essex Junction, Vermont is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to previously. In planning and performing our audit of compliance, we considered the Village of Essex Junction, Vermont's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal programs and to test and report on the internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

March 20, 2015
Montpelier, Vermont
VT Lic. #92-000180

Sullivan, Powers & Company

VILLAGE OF ESSEX JUNCTION, VERMONT
SCHEDULE OF PRIOR FINDINGS AND
DEFICIENCIES IN INTERNAL CONTROL
JUNE 30, 2014

There were no prior year findings or deficiencies in internal control.

VILLAGE OF ESSEX JUNCTION, VERMONT
SCHEDULE OF FINDINGS AND
DEFICIENCIES IN INTERNAL CONTROL
JUNE 30, 2014

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:
Unmodified.

Internal Control Over Financial Reporting:
Material Weaknesses identified:
No.
Significant Deficiencies identified not considered to be material weaknesses:
No.

Noncompliance material to financial statements:
None noted.

Federal Awards

Internal Control Over Major Programs:
Material Weaknesses identified:
No.
Significant Deficiencies identified not considered to be material weaknesses:
No.

Type of auditor's report issued on compliance for major programs:
Unmodified.

There are no audit findings that are required to be reported in accordance with OMB Circular A-133, Section 510(a).

Major Programs:

<u>CFDA #</u>	<u>Program</u>	<u>Agency</u>
66.458	Clean Water State Revolving Fund - Loan	U.S. Environmental Protection Agency
20.205	Highway Planning and Construction grants	U.S. Department of Transportation

The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.

The auditee did qualify as a low risk auditee.



Vermont Department of Environmental Conservation

Watershed Management Division
1 National Life Drive, Main -2
Montpelier, VT 05620-3522

Agency of Natural Resources

[phone] 802-490-6184

March 30, 2015

Mr. Patrick Scheidel
Municipal Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

RECEIVED

APR 02 2015

Village of Essex Junction

Subject: NPDES #VT0100111, Vermont Permit #3-1254
Essex Junction Wastewater Treatment Facility
Compliance Evaluation Inspection

Dear Mr. Scheidel:

I conducted a Compliance Evaluation Inspection (CEI) for the Village of Essex Junction Wastewater Treatment Facility (WWTF) on Tuesday March 10, 2015. The facility is located off of Cascade Street in Essex Junction Village. CEIs are intended to verify compliance with discharge permits, self monitoring requirements, and compliance schedules. They are a relatively in-depth inspection of the WWTF, self-monitoring records and reports, and other required records. Chief Operator James Jutras accompanied me during the inspection.

The inspection did not include effluent sampling; however, based on a visual inspection the effluent appeared to be of good quality. There was a slight copper tint to the effluent that Jim suspected was due to landfill leachate that is treated at the facility. The overall inspection rating for the Village of Essex Junction WWTF for the period February 2014 through January 2015 is "Acceptable" which is the second highest rating in our five tier rating system.

Self-Monitoring Data Review

A review of the self-monitoring reports (WR-43 forms) for the previous twelve month period revealed three effluent water quality violations for *Escherichia coli* bacteria (*E. coli*), three effluent water quality violations for pH, one effluent water quality violation for Total Residual Chlorine (TRC) and one Total Phosphorous (TP) Monthly average violation.

Effluent samples for the weekly *E. coli* analysis were collected on April 23, 2014, May 20, 2014 and on July 9, 2014 resulted in 256 colonies /100 ml and 691 colonies /100 ml and 2420 colonies / 100 ml respectively. All are over the permitted limit of 77 colonies / 100 ml. Follow-up sampling for the month of April occurred on the 24th with a result of 2 colonies / 100 ml. The cause of the violation in April was likely due to increased chlorine demand with partial nitrification and elevated turbidity. The TRC target levels were increased and the chemical feed response was modified to handle changes in demand. Follow-up sampling in May occurred on the 21st with a result of 4 colonies /100 ml. The problem again was a high chlorine demand and the electronics were modified to increase the feed rate of sodium hypochlorite when a chlorine sag is detected. Follow-up sampling

in July occurred on the 9th with a result of 1 colony/100 ml. The cause is thought to be high flows due to storms coupled with a power outage in the early morning.

Effluent samples collected on April 23, 2014, June 10, 2014 and July 8, 2014 showed pH values of 6.42 standard units (s.u.), 6.30 s.u. and 6.40 s.u. respectively. Partial nitrification was the expected cause of the April violation. An open decant valve during a sludge transfer operation was the cause of the June violation and lime was added to the system after the July 8th pH was detected. The cause of the violation was unknown.

On November 12, 2014, the facility had an effluent instantaneous TRC value of 0.12 mg/l which occurred for just a few minutes during the day. The reason for the violation is unknown. Feed pumps were checked and adjusted to increase the amount of sodium bisulfite to maintain compliance.

In June 2014 the facility had a TP monthly average of 0.97 mg/L. The permitted monthly average is 0.8 mg/L. The monthly average was high due to one weekly concentration of phosphorous on June 10, 2014 of 2.84 mg/L. This spike was suspected to be due to sludge dewatering and other side streams entering the treatment system at one time. Effluent side streams, sludge dewatering and sludge decant now go to the EQ tank and are slowly fed into the wastewater influent. This has eliminated high concentrations of phosphorous since that event. Over the past six months, TP levels have averaged less than 0.20 mg/L.

Percent removal for Biochemical Oxygen Demand (BOD₅) and Total Suspended Solids (TSS) were typically above 97% over the 12 month period reviewed, which is excellent.

Facility Tour and Inspection

The WWTF has undergone a major refurbishment over the past three years. Anaerobic and anoxic selectors were added to the aeration tanks, a third clarifier was added to the two existing secondary clarifiers, the sand filter was removed and replaced with 10 micron cloth filters and a new centrifuge was added for dewatering biosolids, to name just a few of the major changes. The Supervisory Control and Data Acquisition (SCADA) system was upgraded as well and eventually the pump stations will be included with full monitoring and control capabilities.

We began the facility tour in the headworks building and Equalization (EQ) Tank area. Work in the headworks building is complete, however, there are a few modifications that Jim wants to make to improve the screen and grit removal processes. Currently, liquid from the sludge dewatering process (and sludge decanting?) is being pumped to the Equalization (EQ) Tank and blended with the influent wastewater at the headworks at a slower rate. This process, from the EQ tank to the headworks utilizes above ground hoses. Jim wants to add a pump in the EQ pump room that will enable pumping from the EQ to the headworks at a low, controlled rate underground to avoid the need for above ground hoses and the potential for freezing.

We then observed and discussed the flow from the primary clarifiers through the distribution box to one of two aeration trains. The flow distribution favors the eastern train so the gate to the eastern side has been partially closed to direct more flow to the western side. Now that the construction has essentially ended, Jim said that the staff will spend more time observing and monitoring the aeration/anaerobic/anoxic zones to optimize the treatment and to optimize nutrient removal.

We toured the remainder of the facility, discussed the maintenance of the filter system, which is more than was initially expected. The filters are automatically backwashed based on the pressure but they also require chemical cleaning approximately annually. Jim is investigating this to determine how necessary the additional cleaning is.

All equipment was operational at the time of the inspection. All safety regulations such as lockout/tag out are used at the facility and the operators have an excellent maintenance program.

Reduced Pressure Zone Backflow Preventers (RPZBFPs) are on the list of items that Jim is working to complete now that the upgrade is finished. Jim believes the RPZBFPs are due for inspection or possibly overdue. The Division recommends that RPZBFPs be professionally tested once every two years for proper operation.

The flow check procedure has not been modified due to construction and is acceptable. The sensor is calibrated/adjusted, if necessary, each time a flow check is conducted.

The pump stations are in the process of being added to the SCADA system. All the equipment was at the office and was being checked by Jim prior to being installed.

WWTF Records and Documents Review

Copies of the WWTF's Direct Discharge Permit (effective July 1, 2004), Sewage Spill Prevention Plan (dated 2008), Electric Power Failure Plan and the Emergency Management and Operations Plan (dated 2012) were all readily accessible. Jim mentioned that these plans were in the process of being reviewed and updated with all the changes made to the facility during the refurbishment.

A cursory review of the WWTF's records for the past three years was conducted, including the self-monitoring reports (i.e. WR-43s), daily bench sheets, any contract laboratory reports, flow charts, and effluent flow meter checks. All laboratory analysis is done at the WWTF lab with the exception of Total Kjeldahl Nitrogen (TKN), biosolids analysis and occasional split samples. The records appeared to be complete and well organized. I compared the data provided on a self monitoring report against the daily bench sheets and laboratory bench sheets for several months of the review year. The self monitoring reports matched the bench sheets for all days/months checked.

Mr. Patrick Scheidel
Essex Junction WWTF
March 30, 2015
Page 4 of 4

Summary and Recommendations

The overall inspection rating for the Village of Essex Junction WWTF is "Acceptable". Acceptable is the second highest rating in our five-tier rating system. This rating was due to the three *E. coli* violations discussed above in the Self-Monitoring Data Review section. It is evident that Jim and the staff have been very diligent in keeping the facility operating during the refurbishment of the WWTF and stay up to date on advances in wastewater technology and operational issues.

If you have any questions regarding this inspection report, please feel free to contact me at (802) 490-6184 or david.didomenico@state.vt.us.

Sincerely,



David DiDomenico
Operations and Management Section

Enclosure: EPA Water Compliance Inspection Report

Cc: James Jutras, Chief Operator, Village of Essex Junction WWTF (via email)
Andrew Spejewski, Supervisor, Water Enforcement, U.S. EPA Region 1 (via e-mail)
Ernie Kelley, Wastewater Program, Watershed Management Division, VT DEC (via email)
Essex Junction Wastewater Treatment Facility Compliance File



United States Environmental Protection Agency
Washington, D.C. 20460

Water Compliance Inspection Report

Section A: National Data System Coding (i.e., PCS)

Transaction Code	NDPES	yy/mm/dd	Inspection Type	Inspector	Fac Type
1 N	2	.3 V T 0 1 0 0 1 1 1	11 12 1 5 0 3 1 0	17 18 R	19 S 20 1
Inspection Type Description					
Remarks					
21					66
Inspection Work Days	Facility Self-Monitoring Evaluation Rating	B1	QA	Reserved	
67 . 69	70 4	71 N	72 N	73 74 75	80

Section B: Facility Data

Name and Location of Facility Inspected (For industrial users discharging to POTW, also include POTW name and NPDES permit number) Essex Junction Wastewater Treatment Facility Cascade Street in Essex Junction	Entry Time/Date 3/10/2015 9:00 AM	Permit Effective Date 1-Jul-04
	Exit Time/Date 3/10/2015 11:45 AM	Permit Expiration Date 30-Jun-09
Name(s) of On-Site Representative(s)/Title(s)/Phone and Fax Number(s) Jim Jutras, Chief Operator (802) 878-6944	Other Facility Data	
Name, Address of responsible Official/Title/Phone and Fax Number. Mike Scheidel, Municipal Manager	Contacted <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Section C: Areas Evaluated During Inspection (Check only those areas evaluated)

<input checked="" type="checkbox"/> Permit	<input checked="" type="checkbox"/> Self-Monitoring Program	<input type="checkbox"/> Pretreatment	<input type="checkbox"/> MS4
<input checked="" type="checkbox"/> Records/Reports	<input checked="" type="checkbox"/> Compliance Schedules	<input type="checkbox"/> Pollution Prevention	
<input checked="" type="checkbox"/> Facility Site Review	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Storm Water	
<input checked="" type="checkbox"/> Effluent/Receiving Waters	<input checked="" type="checkbox"/> Operations & Maintenance	<input type="checkbox"/> Combined Sewer Overflow	
<input type="checkbox"/> Flow Measurement	<input type="checkbox"/> Sludge Handling/Disposal	<input type="checkbox"/> Sanitary Sewer Overflow	

Section D: Summary of Findings/Comments (Attach additional sheets of narrative and checklists as necessary)

SEV Codes	SEV Description

Name(s) and Signature(s) of Inspector(s) DiDomenico	Agency/Office/Phone and Fax Numbers State of Vermont, Agency of Natural Resources Department of Environmental Conservation (802) 490-6184	Date 3/30/15
Signature of Management QA Reviewer	Agency/Office/Phone and Fax Numbers	Date

Patty Benoit

From: Robin Pierce
Sent: Wednesday, April 08, 2015 1:56 PM
To: Robin Pierce; George Tyler; Daniel Kerin; Elaine Sopchak; Lori Houghton; Andrew Brown
Cc: Patrick C. Scheidel; Patty Benoit; Terry Hass
Subject: 4 Pearl Street update

Greetings,

Construction of 4 Pearl has been moving forward. Concrete has been poured for the basement parking area. The sidewalks on Pearl and Park have been reinforced to ensure stability. Neighbors on School Street contacted the Village stating that concrete trucks have been using their street for access to the Site. Staff contacted SD Ireland and reported the complaint to Essex PD. Staff did not see any SD Ireland vehicles on School Street. Staff noted that a member of the Essex PD was on Site discussing the School Street issue with the Site Manager.

Staff visit the Site several times each week. Construction is moving forward as approved.

The applicant applied to the Village to remove the single storey non historic addition at the rear of the 8 Pearl Street property. The application was approved.

The potential offer of 8 Pearl Street is still in the embryonic stages. We wait to receive further information from the property owner.

Thank you,

Robin.

State of Vermont
Department of Housing and Community Development
Deane C. Davis Building – 6th Floor [phone] 802-828-3211
One National Life Drive
Montpelier, VT 05620-0501

Agency of Commerce and
Community Development

RECEIVED

MAR 30 2015

Village of Essex Junction

TO: Patrick Scheidel, Municipal Manager
FROM: Annina Seiler, Vermont Downtown Program
DATE: March 23, 2015
RE: Renewal of Village Center Designation for Essex Junction Village Center

Since the Legislature amended the Downtown Development Act to recognize Vermont's village centers, our Downtown Board has awarded over 118 Village Center Designations. **Essex Junction's Village Center Designation was awarded September 2005.**

By statute, the Board is required to review Village Center Designations every 5 years – for Essex Junction this will be in **September 2015**. In order to renew your designation, we will need the following materials:

1. Cover Page: Please see the enclosed Application Guidelines and renewal checklist for details.
2. Evidence of a Confirmed planning process: A letter from your regional planning commission stating that your planning process is "confirmed". (See Guidelines for details.)
3. Selectboard meeting minutes or signed resolution showing application for Village Center Designation has been authorized by the Town or Incorporated Village.
4. Village Center Designation Boundary Map: A color map must be included, delineating the boundary of the proposed village center district, clearly showing the buildings and properties that are within the district. In most cases, an orthophoto should be used as the base map with the information below superimposed over it:
 - Streets identified by name.
 - Significant buildings and all businesses indicated by number with a separate key identifying each number and name of the building/business – see example map in Application Guidelines.
 - Land/building use identified clearly with colors and symbols that will very clearly indicate the various land usages. If there have been significant changes in building uses within the village boundaries, the map should be updated to show those changes;
 - North arrow, scale and current date.
 - Property lines should be shown, but if not available, are not required.
 - Zoning District Boundaries should be included on map, but if not available, are not required.
5. Other Required Information:
 - Zoning District Map with corresponding bylaw language should be submitted, but if not available or there is no adopted zoning, is not required.
 - National or State Register Historic District Boundary Map should be submitted, but if not available, is not required. If available, the applicant should provide the boundary of any



National or State Register Historic District or any individual building listed on the Register.

6. **Municipal Plan and Designation Integration:** Please note new legislation passed in 2013 requires, after July 1, 2014, any community applying for renewal shall explain how the Village Center Designation has furthered the goals of the Town Plan and shall submit an approved town plan map that depicts the boundary of the designated area. Your Town Plan will need to include this element prior to you renewing your Village Center Designation. Please review the guidance document for more details. Your Regional Planning Commission is happy to help you update your plan to meet this requirement.

Amendments to Designated Village Center Boundary

If you feel that boundary changes are called for, please contact Richard Amore at 828-5229 richard.amore@state.vt.us with the Vermont Downtown Program to discuss your village center boundary amendment. An amendment to the boundary must follow the requirements and procedures of a new application.

Please note: A municipality should submit 1 paper copy and 1 electronic copy of the full application to richard.amore@state.vt.us (or mailed to us on a CD). The copy of the map should be in color.

The renewal application is due at our office below no later than 4:30 p.m. on **September 7, 2015** and the Board will consider the application on September 28, 2015.

If you cannot meet this deadline, please call us. Please send the hard copy of the renewal application to:

Richard Amore, Community Planning and Revitalization
Department of Housing and Community Development
One National Life Drive, 6th Floor
Montpelier, VT 05620-0501

If the renewal date is missed, designation continues for 90 days to allow time to get the renewal application submitted. However, during that 90 day suspension no benefits will be considered. If no renewal application is received after the 90 day suspension the Downtown Board will withdraw designation. A community may submit a new application for designation at any time after de-designation.

We appreciate your interest in this program, and look forward to renewing your Village Center Designation. If you have any questions, please give us a call: Richard Amore at 828-5229 richard.amore@state.vt.us or Annina Seiler at 828-1948 annina.seiler@state.vt.us

Enc: **Village Center Designation Application Guidelines**
CC: Regina Mahoney, Chittenden County Regional Planning Commission

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
March 24, 2015**

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

ADMINISTRATION: Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director, Rick Hamlin, Village Engineer.

OTHERS PRESENT Mary Jo Engel, Diane Clemens, Shirley Zundell, Brad Luck, Nick Meyer, Jon Harris, Connie Dollinger, Tim Kemerer, Jaime Kelly, Thomas Weaver, Dan O'Rourke, Dave Shaw, Carmen Colley, Tami Koester, Darren Schibler, John Trombley, Julie Cimonetti, Steve Eustis, Marla Durham, Mike Smith, Judy DeNova, Jennifer Ashe, Paul O'Brian, Ande Deforge.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Additions:

- Email from Shirley Zundell, dated 3/21/15, re: Whitcomb Heights II Open Space Agreement
- Memo from Robin Pierce, dated 3/24/15, re: Crescent Connector Update

3. APPROVE AGENDA

MOTION by Dan Kerin, **SECOND** by Andrew Brown, to approve the agenda as amended. **VOTING: unanimous (4-0); motion carried.**

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Communications

Nick Meyer, Essex Junction Planning Commission, referred to the recent article in the local newspaper regarding consolidation of planning services, noting the village planning commission has not been involved in the discussions. Mr. Meyer urged better communication between committees. George Tyler assured the comment will be duly noted and the discussions thus far have been extremely preliminary.

Sidewalks on Hillcrest

Erin Knox, Hillcrest, requested sidewalks on Hillcrest be included on a future agenda for discussion. Also, after the drainage project is complete the road will need resurfacing at a minimum due to the poor condition of the paving. George Tyler explained the village Capital Project Committee reviews infrastructure needs in the village and will take the

request for sidewalks under consideration. The committee meetings are open to the public and comments are welcomed. The recent bond approval covers the drainage work that will be done on Hillcrest, but does not include sidewalks.

2. Joint Meeting with Prudential Committee

Members of the Prudential Committee in attendance: Mike Smith, Marla Durham, Jennifer Ashe, Tim Kemerer.

CSSU staff in attendance: Judy DeNova (Superintendent), Paul O'Brian (CSSU), Brad Luck (Rec Director).

Brad Luck gave an update on the activities of EJRP for the past year (2014) and future plans, noting all programs and activities are well attended with wait lists for many programs. Mr. Luck reviewed the current organizational chart, Rec Advisory Committee members, maintenance/upgrades to facilities and equipment purchases, and various camps, activities, and events facilitated by EJRP. The FY2016 rec budget and capital plan will be voted at the school district annual meeting. The budget is a level tax rate and the capital plan maintains the same funding level (1% investment). The master plan for EJRP will be undated next year. National accreditation of the rec program is being undertaken. Further discussion is needed on rec impact fees and facility and program needs when the bond expires in 2019.

George Tyler observed EJRP is filling a huge need in the community (village and town) with the summer childcare program. Brad Luck said it is a struggle because the numbers keep increasing and at some point an increase in funding may be requested.

Dan Kerin suggested pursuing a community indoor gym or auditorium once the bond for the pool is paid.

There was discussion of consolidation of the governance of the school districts in the supervisory union (RED study). Many questions need to be answered and issues resolved such as sharing data because now there are different ways to track data and different assessments by the village and town school districts. Also, declining enrollment means programs cannot be sustained and learning is impacted when funds are restricted. There are questions such as whether the Rec Department should stay associated with the schools or be separate from CSSU oversight and support, or whether a park district should be formed. With a park district the village and town rec departments will fall under a new governance structure with the budget and capital plan still approved by the voters. Judy DeNova stated there is opportunity to consider different pathways with consolidation. CSSU and the Prudential Committee are aligned on the big picture goals. Details will be figured out going forward. There is a \$300,000 transition grant available that includes study of consolidation. Following further discussion there was agreement the Trustees should postpone adding discussion of consolidation of the school districts and EJRP to a future agenda until after the community decision on the RED study.

5. OLD BUSINESS

1. Approve Whitcomb Heights II Open Space Agreement & Nature Trail Easement Deed

George Tyler noted the revisions to the documents have only been available for review in the last few days. More time is needed by all parties to look at the documents.

MOTION by George Tyler, SECOND by Lori Houghton, to recommend that the Board of Trustees not make an agreement at this time and provide a two week notice before any tentative final agreement is made.

DISCUSSION: Andrew Brown pointed out people have come out on multiple occasions on the issue so it is a disservice not to take action. Dan Kerin said the delay will allow the full board and the Municipal Manager to be present. There were no further comments.

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

There was discussion of the following:

Declarations and Ownership

- Tom Weaver, South Street Associates, explained the condominium clusters (Cluster I & II) and the master association.
- Dan O'Rourke, attorney for South Street Associates, explained the master declaration for the property has declarant rights that establish the pedestrian path and convey the open space. The rights are reserved to South Street Associates which is the declarant.
- Shirley Zundell opined the land is owned by the master association and the condominium owners own the master association. South Street Associates can convey the trail and open space, but once conveyed the condominium association (owner) is responsible.
- George Tyler said the Village Attorney will review the issue of the declaration.
- Tom Weaver suggested the attorneys representing all parties have a meeting of the mind to meet the legal requirements.

Open Space and Nature Trail

- George Tyler asked about Section 908 of the Land Development Code regarding dedicated open space. Robin Pierce explained Section 908 applies to public open space, such as community parks. Whitcomb Heights II open space is by way of an easement which is different.
- George Tyler said the open space agreement appears to say no one is allowed access to the open land. Robin Pierce said residents should have access. That is why there are easements and the land is open (no development allowed) in perpetuity.
- Dan O'Rourke said he is not sure how Section 908 applies in this case.
- Lauren Morrisseau said in her reading of the open space agreement it does not appear to say the land is open to the public. The agreement says the open space grants the right of public view, but does not say access. Tom Weaver assured the intent was for people to have appropriate access and not endanger the wetlands or the rare and endangered species in the area. Inappropriate access will not benefit anyone. Half the area is wetlands and nearly impassable. People will not want to be walking there, but if someone wants to go onto the land they can.

- Andrew Brown said there are two agreements – the open space agreement that says the land is not open to the public except for the nature trail and the trail easement that says it is open to the public. Dan Kerin pointed out by state law unless land is posted the public can have access. The easement indicates the public must stay on the path.
- George Tyler suggested the language in Section 4 of the agreement (Limitation on Scope of Easement) be clarified to protect the environment yet allow non-intensive, limited access. Dan Kerin cautioned that once it is known the land is open to the public it may become over used. Dan O'Rourke said if the goal is to preserve the land in its natural state then the way the agreement is now written may be best.
- Tom Weaver said he would like the village to prohibit hunting on the open land so the "No Trespass" signs are not needed.
- George Tyler summarized the Trustees agree the intent is to protect the open space area and that is what the agreement does as now written. The village will not take control of the property. Finalized document(s) will be reviewed by all parties before being signed by the Trustees.

PUBLIC COMMENTS

Jaime Kelly, 25 Lavoie Drive, pointed out bikes are using the trail now even though there are signs posted. Ms. Kelly contended if the public is allowed access to the open space the same will happen there (i.e. the area will not be respected and protected). George Tyler stated someone breaking the law is an enforcement issue.

Jon Harris, 102 South Street, recalled the Whitcomb family gave people access to the land when they owned it. The solar array that is on the farm now allows people access to the land. The Trustees are urged to look at the language in the solar agreement and use similar language in the easement and open space agreements. Language about environmental impacts should be outlined in the open space agreement. Regarding the nature trail, the trail is being used. Signage posted with the first phase of Whitcomb Heights normalized use for the condominium owners.

Steve Eustis, Wilkinson Drive, suggested language be included in the agreements stating that no trails shall be built in areas other than the formal trail, and language should be added to Section 4 to prohibit hunting so the land does not have to be posted. Reference in Section 4.B to ag/farm use of the land should be deleted if this does not apply. The open space should not have intensive use, but should be able to be accessed by people for passive use (i.e. observing plants and animals).

Darren Schibler, member of the town conservation committee and village resident, suggested the area be posted as a natural or sensitive area to help manage access, but allow access for science and discovery. Mr. Schibler asked that his committee be kept informed on the issues.

Julie Cimonetti, 6 Poplar Court, stated the language in Section 4.C seems to imply the area is open for hunting, but hunting should be prohibited on the entire parcel for safety

purposes. Tom Weaver said if the village has an easement over the open space then the Trustees have the ability to prohibit hunting there. George Tyler said the Village Attorney will review the matter and provide advice on how to prohibit hunting (rifle and bow). Dan Kerin commented to prohibit hunting or trespass on private property the land must be properly posted.

Connie Dollinger, 106 South Street, suggested posting the area as a wildlife sanctuary. Also, the trail easement says walking, but not running or jogging is allowed. George Tyler explained the language states walking to avoid being liable for falls from running or jogging on the trail.

There were no further comments.

Plan of Action

George Tyler summarized the plan of action:

- Distribute a clean copy of the documents.
- Village Attorney will review the documents, strike reference to ag/farm use of the land, address restriction/prohibition of hunting, and add language to allow access to the open space in a manner that is not intense and protects the wetlands and rare and endangered species.
- The Trustees will review the comments from the Village Attorney.
- All parties will have opportunity to review the documents before a meeting is scheduled for signing the documents.

Any comments should be forwarded to the village. Tom Weaver asked to receive the comments so there is time to respond before the documents are in their final form. Steve Eustis requested the village notify the interested parties of the deadline for comments to be submitted for consideration by the Trustees and Village Attorney, and that all parties (village, attorneys, condo association, residents) have the opportunity to review the documents before scheduling the meeting for signing.

2. Crescent Connector Update and Formal Name Approval

Robin Pierce reported the railroad's consultant is working with the village's consultant on design of the railroad crossing. The emphasis with the crossing will be on motor vehicles, not rail cars. Regarding the road name, the recommendation is to extend "Railroad Street" to cover the entire length of the road from Park Street to Main Street and renumber the properties accordingly.

George Tyler asked if additional studies are needed for the roadway project. Robin Pierce said no additional studies are needed. The studies that have been done show if the circ highway were built traffic flow at Five Corners would improve by 10%. With the crescent connector traffic flow at Five Corners will improve 12%.

Ande Deforge, VTrans, reported the goal for the project is 2016, but the project is now in the right-of-way phase which could take more time than anticipated so the timeline could slip. An appraiser has been hired to determine fair market value of the land. Robin Pierce

said the village is meeting with property owners beginning April 14th. Ande Deforge stated the project is funded as a circ alternative project and is moving forward. Monthly projects meetings are held to work through any issues. VTrans has a slate of project requirements and is nearly done with the preliminary plan and permitting.

Andrew Brown said the residents on Railroad Street should be notified their house number will be changing before the name change is made. Following further discussion the Trustees agreed to revisit the road name after the residents are notified.

6. NEW BUSINESS

1. Approve Grant Application for Tree Canopy

Robin Pierce explained the application for a grant up to \$5,000 with a 50/50 match for trees and the proposal to partner with the forestry program at CTE to create an urban tree nursery to plant and maintain trees in the village. Money will be saved by the village on street trees in the long term. Mr. Pierce said there is money available in the economic and community development budget for the matching funds. CTE will pick up the cost of the program after the grant.

George Tyler noted an email from Bob Travers, CTE, in support of the proposal.

Nick Meyer, Tree Advisory Committee, said the grant is a staff initiative. The committee has not discussed the proposal. Partnering with CTE and the forestry students is a great idea. Arborist Warren Spinner who is also a member of the Tree Advisory Committee advised the concept is good, but there is a lot of work to do. The bulk of the work that needs to be done is in the summer so assurance is needed there will be coverage. Nick Meyer offered to have the Tree Advisory Committee work with CTE.

Lori Houghton requested a plan from CTE on how the money will be used and written confirmation the village will receive the urban street trees at no cost.

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the tree canopy grant application with the following caveats:

- 1. CTE will forward the curriculum plan that shows how the program will be implemented and that the program is sustainable throughout the year.**
- 2. CTE will send written confirmation that the village will receive urban street trees at no cost.**

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

7. MUNICIPAL MANAGER'S REPORT

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

- April 14, 2015
- April 28, 2015
- May 12, 2015
- May 26, 2015
- June 9, 2015

- June 23, 2015
- July 14, 2015
- July 28, 2015

Special Meetings/Events:

- April 1, 2015 @ 6 PM – Village Community Supper
- April 1, 2015 @ 7 PM – Village Annual Meeting
- April 14, 2015 – Australian Ballot Voting
- May 23, 2015 @ 10 AM – Memorial Day Parade
- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. Public Meeting

There is a public meeting facilitated by Regional Planning on April 2, 2015 at 6 PM to discuss ideas on how to improve the Amtrak train station. Andrew Brown suggested the meeting be held following the village annual meeting since many villagers will be in attendance. George Tyler will check with Regional Planning on holding the meeting after the annual meeting. Diane Clemens noted the meeting is included on the meeting agenda for the Village Planning Commission on April 2nd.

3. Bike/Walk Committee

Rick Hamlin announced the “slow roll” event in May being planned by the Bike/Walk Committee to kick off the bike season. The event will be held at Maple Street Park. The committee will work with Darby Mayville on publicizing the event.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin announced Brian Roy, Assistant Rec Director, asked him to attend the showing of the documentary “Hungry Heart” about a Vermonter struggling with drug addiction.
- George Tyler stated the Capital Project Committee will review and rank the sidewalk request from residents on Hillcrest. Sidewalks are not part of the drainage project. Andrew Brown noted residents on Hillcrest will be notified when the committee is reviewing the sidewalk request. Public interest is one of the ranking criteria.
- George Tyler mentioned the developer of the project at 4 Pearl Street purchased the adjoining parcel and offered the house on the site to the village. The developer wants to use the lot for parking. The developer was told the village was not interested in the house, but the Trustees did not make that decision and would like clarification on the course of events and who spoke on behalf of the village with regard to the house as well as what the village policy is with regard to a property offer.

2. Reading File

- Minutes
 - Bike/Walk Advisory Committee 3/16/15
 - Tree Advisory Committee 3/17/15
- Letter to NECR General Manager re: train derailment at Five Corners

-
- Emails from the following individuals regarding sidewalks on Hillcrest Road:
 - Gracie Engel Pierce
 - Tami Koester
 - Carmen Colley
 - Lindsay Willis
 - Email from Julie Cimonetti re: Whitcomb Heights II open space and nature trail and responses from George Tyler and Tom Weaver

9. CONSENT AGENDA

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

1. **Approve Minutes of Previous Meeting 3/10/15**
2. **Approve Warrants Check #10051104 to Check #10051199 totaling \$495,272.65.**

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

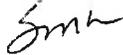
10. ADJOURNMENT

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

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

The meeting was adjourned at 9:40 PM.

RScty: M.E.Riordan



**VILLAGE OF ESSEX JUNCTION
ANNUAL MEETING MINUTES
April 1, 2015**

Moderator Steve Eustis welcomed the assemblage to the 123rd Annual Meeting of the Village of Essex Junction. The meeting was broadcast live on Channel 17. The assemblage was led in the Pledge of Allegiance and the Essex Junction High School Chamber Choir sang the Star Spangled Banner. Attendees included:

- Village Board of Trustees - Village President, George Tyler, Village Vice President, Dan Kerin, Trustees, Andrew Brown, Elaine Sopchak, Lori Houghton.
- Village administration - Municipal Manager, Pat Scheidel; Village Assistant Manager & Finance Director, Lauren Morrissette, Village Clerk/Treasurer, Susan McNamara-Hill; Village Community Development Director, Robin Pierce; Administrative Assistant to the Village Manager, Patty Benoit; Assistant Zoning Administrator, Terry Hass; Public Works Superintendent, Rick Jones; Water Quality Superintendent, Jim Jutras; Village Engineer, Rick Hamlin; Village Attorney, Dave Barra; Essex Junction Fire Chief, Chris Gaboriault; Brownell Library Interim Director, Wendy Hysko, Brownell Library Board Chairwoman, Christine Packard.
- Recording Secretary, Marianne Riordan.

Moderator Eustis called the meeting to order at 7:05 PM and explained the procedure to be followed.

ARTICLE 1: Shall the voters act upon the report of the auditor?

MOTION by Mary Jo Engel, SECOND by Marla Durham, to approve Article 1 as read.

DISCUSSION: None.

VOTING ON ARTICLE 1: unanimous; motion carried. Article 1 is adopted.

ARTICLE 2: Shall the voters approve the annual General Fund budget in the amount of \$3,799,390 for fiscal year July 1, 2015 to June 30, 2016 of which \$2,564,285 is to be levied in taxes against the Village Grand List?

MOTION by Marla Durham, SECOND by George Boucher, to approve Article 2 as read.

DISCUSSION: Village President George Tyler highlighted key pieces of the budget:

- **A large portion of the budget reflects the shared service initiative with the town. The street department budget is included in the town budget which reduces the amount that must be raised by the village. The town general fund pays for street maintenance in the village, but the money is given to the village so the village maintains control of the village street department. The town general fund was approved by the voters at the town's annual meeting. Town taxes will go up because there is a larger budget to support. Villagers will see a savings. The tax rate will be the lowest it has been for 10 years (savings of \$124 for the average village home).**

tax rate will be the lowest it has been for 10 years (savings of \$124 for the average village home).

- This is the first year of pay back of the \$3.3 million bond approved by the voters for infrastructure projects. The term of the bond is 20 years. A large portion of the budget increase is due to the bond pay back.
- Staff and the Trustees continue to seek opportunities to save money with shared services with the town.
- Typical increases in village departments are with salaries and contract obligations. The largest increases are in the public works and library departments.

PUBLIC COMMENTS

- Chris Halpin, School Street, asked about prior arrangements with the street department. George Tyler said the village street department previously was funded by village taxpayers. The town general fund is funded by both village and town taxpayers so villagers were paying for the village street department and the town street department. Town residents outside the village are assessed a highway tax that funds infrastructure. The highway tax was reduced when the village street department budget was incorporated into the town budget.
- Greg Morgan, Grove Street, commented the shared services initiative is a culmination of many years of candidates running for office on the platform of seeking efficiencies and consolidation of services with the town. The village and town have now moved toward efficiencies and it is hoped in the future to see even less increase in property taxes.

VOTING ON ARTICLE 2: majority of ayes; motion carried. Article 2 is adopted.

ARTICLE 3: Shall the voters approve the transfer of \$75,000 from the General Fund balance to the Capital Reserve Fund for future capital projects?

MOTION by Mike Plageman, **SECOND** by Marla Durham, to approve Article 3 as read.

DISCUSSION: George Tyler explained the Trustees try to maintain a 10% positive fund balance in the General Fund to cover unexpected costs. The balance this year exceeded 10% so the Trustees felt money should be transferred to capital projects to address the poor condition of roads and sidewalks. In the summer of 2015 Pearl Street, Maple Street, and Park Street will be patch paved then fully repaved by the state in 2016.

VOTING ON ARTICLE 3: unanimous; motion carried. Article 3 is adopted.

ARTICLE 4: Shall the voters approve holding the 2016 Annual Meeting on Wednesday, April 6, 2016 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 12, 2016 to vote for the village officers and transact any business involving voting by Australian ballot?

MOTION by George Boucher, **SECOND** by Dorothy Bergendahl, to approve Article 4 as read.

DISCUSSION: None.

VOTING ON ARTICLE 4: unanimous; motion carried. Article 4 is adopted.

ARTICLE 5: To transact any other business that may lawfully come before the meeting.

MOTION by Chris Halpin, SECOND by Glenn Rogers, to allow Julie Campoli to give a presentation on the vision for the village center of Essex Junction and how the village can grow into a more vibrant, walkable village center.

DISCUSSION: None.

VOTING: unanimous; motion carried.

Vision for Village Center

Julie Campoli gave a presentation on thoughtful growth for the village center noting the following;

- Desired design elements for the village center include a central green, pocket parks, buildings lining the street, pedestrianized Main Street, multi-story mixed use buildings, street trees.
- Recommendations include:
 - Filling in the gaps with buildings and activities,
 - Diverting and calming traffic,
 - Connecting spaces with greens and public areas,
 - Parking behind buildings,
 - Connecting buildings to each other.
- The design elements and recommendations will create opportunity for economic activities and places to walk.
- Once the crescent connector roadway is built the space on Main Street can be claimed for program activities.
- Landowners and the public need to be informed and made aware of the vision and advantages of the plan in order to have buy-in.

COMMENTS

Jean Palmer, Jackson Street, asked about using permeable parking surfaces. Julie Campoli said developers need to be encouraged to use these surfaces and have plants and green roofs to absorb water. George Tyler noted the village storm water requirements do not mandate use of pervious surfaces.

Chris Halpin, School Street, expressed hope that some of the initiatives are part of the work on the roads into Five Corners by the state. George Tyler noted the thoughtful growth presentation is a long term vision for the village. The state will be repaving the roads in 2016. It is possible for the village to convert one lane on Park Street to parallel parking to benefit the local merchants.

Dorothy Bergendahl commented the plan implies existing businesses will be relocated. George Tyler reiterated the vision is long term. The village has no plans to purchase businesses. Business owners may see the vision as opportunity to improve their property.

Lynette Corbin Retirement

Marla Durham announced Lynette Corbin is retiring after 30 years of service to the village school district. Candidates for the position must be a village resident.

Elections

- Moderator (one year term)
- Two Village Trustees (three year terms)
- One Library Trustee (five year term)

Adjournment

MOTION by Dorothy Bergendahl, SECOND by Andy Kovolos, to adjourn the 123rd Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:02 PM. Voting by Australian ballot will take place on April 14, 2015 from 7 AM to 7 PM at Essex Community Educational Center.

Attest:

Village Trustee

Village Trustee

Village Clerk

Check Register Report

bl 4/14/15

Date: 04/10/2015

Time: 2:06 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10051200	03/24/2015	Printed		10669	VERMONT HUMAN RESOURCES	BREAKFAST MTG-ADMIN	15.00
10051201	03/24/2015	Printed		21147	SOUTHERN VT REGIONAL FIRE SCH.	5 FIRE SCHOOL APPS-FIRE	600.00
10051202	04/09/2015	Printed		9473	TODD J. FARRELL	SPRING GARDEN CLEANUP-ST	2,745.00
10051203	04/14/2015	Printed		0304	ADDISON CTY REGIONAL FIRE SCHO	FIRE SCHOOL APPLICANTS-FIRE	220.00
10051204	04/14/2015	Printed		10508	ADVANCED DISPOSAL	GRIT DISPOSAL-WWTF	175.01
10051205	04/14/2015	Printed		9847	AUTOZONE, INC	SUPPLIES-FIRE	108.13
10051206	04/14/2015	Printed		9976	AVONDA AIR SYSTEMS, INC	HVAC REPAIR-LIBRARY	455.14
10051207	04/14/2015	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	841.50
10051208	04/14/2015	Printed		10712	BEN MEADOWS COMPANY	DATALOGGER ACCESSORIES-WWTF	500.52
10051209	04/14/2015	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	INS. PREM- ALL	29,426.19
10051210	04/14/2015	Printed		10599	BLUETARP FINANCIAL #2	SUPPLIES-VARIOUS	158.05
10051211	04/14/2015	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	226.48
10051212	04/14/2015	Printed		4505	SUZANNE BRAUNEGG	ELECTION WORK-ADMIN	15.00
10051214	04/14/2015	Printed		10600	BRODART #2	CIRC MATERIALS-LIBRARY	2,451.67
10051216	04/14/2015	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBRARY	1,360.04
10051217	04/14/2015	Printed		10704	JULIE CAMPOLI	5 CORNERS DESIGN-EC DEV	3,046.16
10051218	04/14/2015	Printed		0457	CARGILL, INC SALT DIVISION	DEICER SALT-STREET	4,518.09
10051219	04/14/2015	Printed		9743	CARQUEST AUTO PARTS	AUTO SUPPLIES-VARIOUS	802.15
10051220	04/14/2015	Printed		10635	CCSU CHILD NUTRITION PROGRAM	ANNUAL MTG DINNER-ADMIN	1,400.00
10051221	04/14/2015	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	2,730.70
10051222	04/14/2015	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	BIOSOLIDS-WWTF	5,451.72
10051223	04/14/2015	Printed		10614	CHOICE COBRA, LLC	ADMIN FEE-ADMIN	30.00
10051224	04/14/2015	Printed		10353	CIVES CORP	VEHICLE EQUIPMENT-STREET	774.25
10051225	04/14/2015	Printed		2305	CLARK'S TRUCK CENTER	TRUCK PARTS -STREET	1,355.96
10051226	04/14/2015	Printed		0536	DIANE L. CLEMENS	ELECTION WORK-ADMIN	15.00
10051227	04/14/2015	Printed		9481	TRACIE COLE	FIRE ALARM SERVICE-LH	125.00
10051228	04/14/2015	Printed		9788	COMCAST	CABLE/INTERNET-STR	271.65
10051229	04/14/2015	Printed		0590	CYR LUMBER	BARK MULCH-STREET	756.00
10051230	04/14/2015	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
10051231	04/14/2015	Printed		10657	MARY K. DENNISON	PGM SUPPLIES REIMB-LIBRARY	5.73
10051232	04/14/2015	Printed		0644	DUBOIS & KING INC.	CRESCENT CONNECTOR-CAP R	8,198.04
10051233	04/14/2015	Printed		0700	EAST COAST PRINTERS	JEANS-STREET	24.00
10051234	04/14/2015	Printed		50041	EBSCO	CIRCULATION MATERIALS-LIBRARY	83.66
10051235	04/14/2015	Printed		10576	ECOPIXEL LLC	WEB HOST SERVICES-ADMIN	99.00
10051236	04/14/2015	Printed		10134	ENVIRONMENTAL RESOURCES ASSOC.	TESTING-WWTF	1,360.29
10051237	04/14/2015	Printed		0780	ESSEX EQUIPMENT SALES	LEATHER GLOVES-STREET	205.70
10051238	04/14/2015	Printed		0795	TOWN OF ESSEX	RECORDINGS-COM DEV	100.00
10051239	04/14/2015	Printed		0795	TOWN OF ESSEX	CASH TAX PMT/D. HANKER	2,303.87
10051240	04/14/2015	Printed		0795	TOWN OF ESSEX	TAX OVERPAYMENT	2,781.78
10051241	04/14/2015	Printed		1935	FERGUSON WATERWORKS #590	PARTS-WATER/SANITA	2,520.93
10051242	04/14/2015	Printed		10452	FREE PRESS MEDIA	BID ADS-HILLCREST/MAIN ST	1,539.50
10051243	04/14/2015	Printed		10226	G & K SERVICES	SUPPLIES-STREET	61.49
10051244	04/14/2015	Printed		10716	G.H. BERLIN WINDWARD	ANTIFREEZE-WWTF	1,831.40
10051245	04/14/2015	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR/LH	570.34
10051246	04/14/2015	Printed		9366	GEMPLER'S	GLOVES/BOOT TRAY-WWTF	174.45
10051247	04/14/2015	Printed		0943	MARY L. GRAF	MILEAGE REIMB-LIBRARY	103.30
10051248	04/14/2015	Printed		24511	GRAINGER	FUSES, ELECTRICAL TOOLS-WWTF	264.32
10051249	04/14/2015	Printed		9347	GREEN MOUNTAIN ELECTRIC SUPPLY	SUPPLIES-LIBRARY	132.92
10051251	04/14/2015	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY-VARIOUS	14,993.01

Check Register Report

bl 4/14/15

Date: 04/10/2015

Time: 2:06 pm

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Village of Essex Junction

BANK:

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10051254	04/14/2015	Printed		1010	HACH COMPANY	REAGENTS/PARTS-WWTF	401.74
10051255	04/14/2015	Printed		1035	DONALD L. HAMLIN	ENGINEERING-ST & PASS THRU	228.65
10051256	04/14/2015	Printed		10719	RECILLE HAMRELL	STORYTELLING WORKSHOP-LIBRARY	100.00
10051257	04/14/2015	Printed		0018	A. H. HARRIS & SONS, INC.	CAULK-WWTF	110.40
10051258	04/14/2015	Printed		10636	HEALTHQUITY	ADMIN FEES-ADMIN	3.45
10051259	04/14/2015	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	-4.71
10051260	04/14/2015	Printed		11631	INTEGRITY COMMUNICATIONS	ALARM REPAIR-LH	80.00
10051261	04/14/2015	Printed		9673	INTERSTATE BATTERY OF CV	BATTERIES-STREET	704.82
10051262	04/14/2015	Printed		23656	INVEST EAP	EAP SERVICES-FIRE	216.00
10051263	04/14/2015	Printed		2041	S. D. IRELAND CONCRETE	FLANGE FRAME/GRATE-STREET	340.00
10051264	04/14/2015	Printed		1201	J & B INTERNATIONAL TRUCKS	TRK REPAIR-STREET	355.83
10051265	04/14/2015	Printed		1208	RICK JONES	HAT-STREET	9.99
10051266	04/14/2015	Printed		10347	L & R PEST ELIMINATION SERVICE	PEST CONTROL SERVICES-LH	110.00
10051267	04/14/2015	Printed		1292	LAMOUREUX, & DICKINSON	PEARL ST LINK, -CAP R	6,015.63
10051268	04/14/2015	Printed		9454	LENNY'S SHOE & APP	UNIFORM/MANDIGO-WWTF	322.00
10051269	04/14/2015	Printed		9768	LHS ASSOCIATES INC	BALLOT CODING/PRINTING-ADMIN	955.00
10051270	04/14/2015	Printed		13631	LYNN PUBLICATIONS	ADS-ADM/COM DEV/EC DEV	709.37
10051271	04/14/2015	Printed		10432	CHELSEA MANDIGO	MILEAGE REIMB-WWTF	143.63
10051272	04/14/2015	Printed		1460	MAPLEHURST FLORIST	FLOWERS-ADMIN	53.69
10051273	04/14/2015	Printed		10155	W.B. MASON CO. INC	OFFICE SUPPLIES-ADM/COM DEV	110.96
10051274	04/14/2015	Printed		1483	MCMASTER-CARR SUPPLY COMPANY	MPL ST/ASST'D PARTS-WW/SANI	562.15
10051275	04/14/2015	Printed		1775	SUSAN MCNAMARA- HILL, PETTY	PETTY CASH-VARIOUS	138.94
10051276	04/14/2015	Printed		1516	MILTON RENTAL & SALES INC	SIDEWALK PLOW RENTAL-STREET	5,263.50
10051277	04/14/2015	Printed		9715	MINUTEMAN FIRE & RESCUE	GAUGE-FIRE	99.77
10051278	04/14/2015	Printed		9831	JUDITH S MOREAU	ELECTION WORK-ADMIN	15.00
10051279	04/14/2015	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMB-ADMIN	7.94
10051280	04/14/2015	Printed		1636	NEW ENGLAND MUNICIPAL	HOSE - WTR/ST/SAN/WWTF	247.81
10051281	04/14/2015	Printed		10717	NORTHEAST EMERGENCY TRAINING	CPR TRAINING-FIRE	595.00
10051282	04/14/2015	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICAL EXAMS-FIRE/STR	730.50
10051283	04/14/2015	Printed		1755	P & H SENESAC, INC.	DEWATERING POLYMER-WWTF	3,450.00
10051284	04/14/2015	Printed		10718	T. PALMER LLC	THAWING WATER SERVICE-WATER	1,471.00
10051285	04/14/2015	Printed		1913	PENGUIN RANDOM HOUSE INC	CIRC MATERIALS-LIBRARY REPL	10.00
10051286	04/14/2015	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	46.25
10051287	04/14/2015	Printed		1781	PIONEER MOTORS & DRIVES, INC.	MOTORS -WWTF/SANIT	3,263.78
10051288	04/14/2015	Printed		18068	POLLARDWATER.COM - EAST	SUPPLIES-WATER	56.38
10051289	04/14/2015	Printed		1780	EVERETT J. PRESCOTT, INC.	NOZZLES-WATER	2,110.00
10051290	04/14/2015	Printed		1908	THE RADIO NORTH GROUP, INC.	RADIO SERVICE-FIRE/ROLL STK	300.00
10051291	04/14/2015	Printed		1955	REYNOLDS & SON, INC.	EQUIPMENT/UNIFORM-FIRE	153.46
10051292	04/14/2015	Printed		1956	RAY REYNOLDS WELDING	PIPE SERVICE-WATER	350.00
10051293	04/14/2015	Printed		10451	RICOH	COPIER LEASE-WWTF	115.94
10051294	04/14/2015	Printed		1843	MARIANNE E. RIORDAN	MARCH MINUTES-ADMIN	253.00
10051295	04/14/2015	Printed		10386	SAC INCORPORATED	SS HDWR BRACKET MOUNTS-SANI	19.68
10051296	04/14/2015	Printed		9924	SHEARER CHEVROLET	TRK REPAIR-STREET	79.95
10051297	04/14/2015	Printed		9636	SHELDON TRUCKS, INC.	INSPECTION -WWTF	152.84
10051298	04/14/2015	Printed		10558	SMALL DOG (WAITSFIELD)	5 IPADS-LIBRARY	2,432.70
10051299	04/14/2015	Printed		2115	SOUTHWORTH-MILTON, INC.	LOADER BRAKE REPAIR-STREET	769.32
10051300	04/14/2015	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	303.67
10051301	04/14/2015	Printed		2124	STAPLES ADVANTAGE	SUPPLIES - VARIOUS	406.77
10051302	04/14/2015	Printed		0545	THE TECH GROUP	ANTIVIRUS RENEWAL-ADMIN	2,785.00

Check Register Report

bl 4/14/15

Date: 04/10/2015

Time: 2:06 pm

Page: 3

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10051303	04/14/2015	Printed		10663	THERRIEN'S BOILER & MECHANICAL	BIOLER VALVE & SERVICE-WWTF	1,530.20
10051304	04/14/2015	Printed		1000043	EMILY R TRAHAN	ELECTION WORK-ADMIN	15.00
10051305	04/14/2015	Printed		2330	UNIFIRST CORPORATION	OFFICE MATS-LH	46.00
10051306	04/14/2015	Printed		2338	USA BLUE BOOK	FLOATS-WWTF	500.83
10051307	04/14/2015	Printed		23415	VERIZON WIRELESS	CELL PHONES-VARIOUS	466.86
10051308	04/14/2015	Printed		10601	VERMONT GAS #2	HEAT-VARIOUS	2,603.32
10051309	04/14/2015	Printed		2366	VERMONT GAS SYSTEMS, INC.	HEAT-VARIOUS	6,303.74
10051310	04/14/2015	Printed		10202	STATE OF VERMONT (VTRANS)	TL LIGHT REPAIR-ST	256.17
10051311	04/14/2015	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREMIUM-VARIOUS DEPTS	400.63
10051312	04/14/2015	Printed		0811	F.W. WEBB COMPANY	PARTS-WWTF	287.19
10051313	04/14/2015	Printed		24851	DON WESTON EXCAVATING, INC	PLANT WATER BREAK-WWTF	4,747.50
10051314	04/14/2015	Printed		2510	FRANK WHITCOMB CONSTRUCTION	SHUR PAC-STREET	709.38
10051315	04/14/2015	Printed		2505	DAVID WHITCOMB	TRK REPAIR-STREET	801.99
10051316	04/14/2015	Printed		10319	WILLISTON WORKWEAR	UNIFORM-STREET	139.95
10051317	04/14/2015	Printed		25261	MATTHEW WITTEN	SHOWS-LIBRARY FRIENDS	200.00
10051318	04/14/2015	Printed		3085	ZEP MANUFACTURING CO.	DISINFECTANT-WWTF	204.79

Total Checks: 115

Checks Total (excluding void checks):

157,761.61

Total Payments: 115

Bank Total (excluding void checks):

157,761.61

Total Payments: 115

Grand Total (excluding void checks):

157,761.61

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000	PROPERTY TAXES-CURRENT	3,011,526.00	3,011,526.00	3,011,672.72	1,498,170.28	0.00	-146.72 100.0
402.000	STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	3,528.87	0.00	0.00	-1,028.87 141.2
403.000	PENALTIES/INTEREST DELINQ. TAX	8,000.00	8,000.00	382.95	0.00	0.00	7,617.05 4.8
410.000	LICENSE AND ZONING FEE	35,000.00	35,000.00	60,307.20	680.00	0.00	-25,307.20 172.3
411.010	SERVICE FEE - WATER	106,840.00	106,840.00	80,130.00	0.00	0.00	26,710.00 75.0
411.020	SERVICE FEE - WWTP	53,420.00	53,420.00	40,065.00	0.00	0.00	13,355.00 75.0
411.030	SERVICE FEE - SANITATION	106,840.00	106,840.00	80,130.00	0.00	0.00	26,710.00 75.0
420.010	STATE DISTRICT COURT FINES	2,000.00	2,000.00	544.50	0.00	0.00	1,455.50 27.2
420.020	STATE HIGHWAY AID	100,000.00	100,000.00	86,807.98	0.00	0.00	13,192.02 86.8
420.030	EJSD TAX COLLECTION FEES	48,000.00	48,000.00	0.00	0.00	0.00	48,000.00 0.0
432.015	PARKING SPACE FEES	4,800.00	4,800.00	3,600.00	0.00	0.00	1,200.00 75.0
432.020	LINCOLN HALL RENTALS	1.00	1.00	0.00	0.00	0.00	1.00 0.0
432.030	MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	20.00	0.00	0.00	-10.00 200.0
432.051	BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	1,400.00	100.00	0.00	100.00 93.3
432.070	MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	2,698.30	0.00	0.00	301.70 89.9
432.080	MISCELLANEOUS LIBRARY RECEIPTS	500.00	500.00	564.00	109.00	0.00	-64.00 112.8
434.010	ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00 0.0
440.000	INTEREST EARNINGS	1,500.00	1,500.00	909.27	0.00	0.00	590.73 60.6
445.000	MISC. - UNCLASSIFIED RECEIPTS	2,000.00	2,000.00	2,192.41	11.75	0.00	-192.41 109.6
Revenue		3,502,437.00	3,502,437.00	3,374,953.20	1,499,071.03	0.00	127,483.80 96.4
Acct Class: 4900 GRANTS & DONATIONS							
432.033	OTHER DONATIONS	0.00	0.00	933.75	0.00	0.00	-933.75 0.0
432.081	BROWNELL LIBRARY GRANTS	0.00	0.00	1,350.00	0.00	0.00	-1,350.00 0.0
432.083	DONATIONS TO LIBRARY	0.00	0.00	6,000.00	0.00	0.00	-6,000.00 0.0
441.028	MISC GRANTS	0.00	0.00	4,940.00	0.00	0.00	-4,940.00 0.0
441.036	CARING FOR CANOPY GRANT	0.00	0.00	4,250.00	0.00	0.00	-4,250.00 0.0
GRANTS & DONATIONS		0.00	0.00	17,473.75	0.00	0.00	-17,473.75 0.0
Acct Class: 5990 Non Operating Revenues							
410.150	Adult Replacement Receipts	0.00	0.00	2,560.38	0.00	0.00	-2,560.38 0.0
410.151	Juvenile Replacment Receipts	0.00	0.00	1,677.00	0.00	0.00	-1,677.00 0.0
Non Operating Revenues		0.00	0.00	4,237.38	0.00	0.00	-4,237.38 0.0
Dept: 000.000		3,502,437.00	3,502,437.00	3,396,664.33	1,499,071.03	0.00	105,772.67 97.0
Revenues		3,502,437.00	3,502,437.00	3,396,664.33	1,499,071.03	0.00	105,772.67 97.0
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000	SALARIES REGULAR	255,978.00	255,978.00	207,589.36	9,911.60	0.00	48,388.64 81.1
720.004	MANAGER CONTRACT	55,995.00	55,995.00	41,996.25	0.00	0.00	13,998.75 75.0
720.010	SALARIES OVERTIME	1,500.00	1,500.00	1,273.28	108.41	0.00	226.72 84.9
720.020	SALARIES PART TIME	15,057.00	15,057.00	8,248.82	423.81	0.00	6,808.18 54.8
720.022	SOCIAL SECURITY	21,109.00	21,109.00	16,585.59	780.86	0.00	4,523.41 78.6
720.024	UNEMPLOYMENT INSURANCE	1,067.00	1,067.00	914.97	57.18	0.00	152.03 85.8
720.026	WORKERS COMP INSURANCE	1,047.00	1,047.00	1,027.44	48.71	0.00	19.56 98.1
720.028	HEALTH INS & OTHER BENEFITS	72,355.00	72,355.00	57,630.10	4,741.63	0.00	14,724.90 79.6
720.030	RETIREMENT	25,598.00	25,598.00	19,897.04	976.16	0.00	5,700.96 77.7
720.032	LIABILITY & PROPERTY INS.	6,218.00	6,218.00	5,980.99	0.00	0.00	237.01 96.2
720.034	PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	5,720.50	0.00	0.00	79.50 98.6
720.035	HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	3.49	0.00	0.00	1,596.51 0.2
720.050	BOARD MEMBER FEES	2,500.00	2,500.00	1,875.00	0.00	0.00	625.00 75.0
723.000	SUPPLIES	6,700.00	6,700.00	3,124.92	9.74	0.00	3,575.08 46.6
723.001	POSTAGE	4,200.00	4,200.00	5,576.82	1.71	0.00	-1,376.82 132.8
723.055	COMPUTER EXPENSES	16,937.00	16,937.00	14,288.49	250.00	0.00	2,648.51 84.4
724.000	TRAINING, CONFERENCES, DUES	10,384.00	10,384.00	8,508.91	0.00	0.00	1,875.09 81.9
725.000	TELEPHONE SERVICES	2,600.00	2,600.00	1,525.67	0.00	0.00	1,074.33 58.7

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
725.025 COMMUNICATIONS	13,806.00	13,806.00	11,914.28	99.00	0.00	1,891.72	86.3
745.020 LEASED SERVICES	4,800.00	4,800.00	4,040.89	0.00	0.00	759.11	84.2
745.031 LEGAL SERVICES	15,000.00	15,000.00	13,315.50	363.00	0.00	1,684.50	88.8
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	5,582.50	0.00	0.00	-149.50	102.8
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	3,653.56	0.00	0.00	2,146.44	63.0
745.055 PAY & CLASSIFICATION STUDY	200.00	200.00	0.00	0.00	0.00	200.00	0.0
745.057 ELECTIONS	1,600.00	1,600.00	1,015.00	60.00	0.00	585.00	63.4
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	1,114.73	0.00	0.00	385.27	74.3
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	2,909.78	1,405.49	0.00	1,090.22	72.7
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	1,050.00	0.00	0.00	950.00	52.5
Operating Expenses	561,784.00	561,784.00	446,363.88	19,237.30	0.00	115,420.12	79.5
ADMINISTRATION	561,784.00	561,784.00	446,363.88	19,237.30	0.00	115,420.12	79.5
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	183,624.00	183,624.00	137,718.00	0.00	0.00	45,906.00	75.0
750.022 CAP RESRV FND CONT - BEG 1993	410,999.00	410,999.00	308,249.25	0.00	0.00	102,749.75	75.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	3,750.00	0.00	0.00	1,250.00	75.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	37,500.00	0.00	0.00	12,500.00	75.0
Operating Expenses	649,623.00	649,623.00	487,217.25	0.00	0.00	162,405.75	75.0
MISC TRANSFERS & EXPENDITUES	649,623.00	649,623.00	487,217.25	0.00	0.00	162,405.75	75.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,658.00	5,658.00	4,569.17	0.00	0.00	1,088.83	80.8
723.000 SUPPLIES	2,500.00	2,500.00	1,733.33	5.00	0.00	766.67	69.3
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	503.82	0.00	0.00	996.18	33.6
726.000 ELECTRICAL SERVICE	7,500.00	7,500.00	4,872.65	0.00	0.00	2,627.35	65.0
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	5,297.12	0.00	0.00	702.88	88.3
728.000 MAINT. BUILDINGS/GROUNDS	7,500.00	7,500.00	7,517.95	156.00	0.00	-17.95	100.2
745.005 RUBBISH REMOVAL	1,838.00	1,838.00	1,380.00	150.00	0.00	458.00	75.1
745.014 CONTRACT SERVICES	9,021.00	9,021.00	6,421.95	0.00	0.00	2,599.05	71.2
755.023 CAPITAL OUTLAY	13,540.00	13,540.00	13,540.00	0.00	0.00	0.00	100.0
Operating Expenses	55,057.00	55,057.00	45,835.99	311.00	0.00	9,221.01	83.3
LINCOLN HALL	55,057.00	55,057.00	45,835.99	311.00	0.00	9,221.01	83.3
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	138,000.00	138,000.00	97,876.64	0.00	0.00	40,123.36	70.9
720.022 SOCIAL SECURITY	10,590.00	10,590.00	7,487.47	0.00	0.00	3,102.53	70.7
720.026 WORKERS COMP INSURANCE	27,334.00	27,334.00	18,400.75	0.00	0.00	8,933.25	67.3
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	7,301.00	7,301.00	6,291.04	0.00	0.00	1,009.96	86.2
723.000 SUPPLIES	2,400.00	2,400.00	2,338.24	38.14	0.00	61.76	97.4
723.016 EMS SUPPLIES	1,500.00	1,500.00	141.88	0.00	0.00	1,358.12	9.5
723.020 GAS,GREASE AND OIL	7,200.00	7,200.00	3,838.40	0.00	0.00	3,361.60	53.3
723.065 WATER AND SEWER CHARGE	900.00	900.00	394.76	0.00	0.00	505.24	43.9
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,261.38	220.00	0.00	2,738.62	45.2
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	1,496.97	0.00	0.00	2,303.03	39.4
726.000 ELECTRICAL SERVICE	7,000.00	7,000.00	5,320.06	0.00	0.00	1,679.94	76.0
727.000 HEATING/NATURAL GAS	5,200.00	5,200.00	5,077.95	0.00	0.00	122.05	97.7
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	4,964.92	0.00	0.00	1,035.08	82.7
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	1,181.00	0.00	0.00	819.00	59.1
728.020 MAINTENANCE OTHER	13,000.00	13,000.00	12,529.24	0.00	0.00	470.76	96.4
728.030 VEHICLE MAINTENANCE	9,000.00	9,000.00	13,940.02	99.77	0.00	-4,940.02	154.9

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	500.00	0.00	0.00	150.00	76.9
729.000 UNIFORMS,BOOTS,ETC	19,200.00	19,200.00	16,181.72	0.00	0.00	3,018.28	84.3
729.052 FIRE PREVENTION	2,000.00	2,000.00	2,104.11	0.00	0.00	-104.11	105.2
743.051 PHYSICAL EXAMS	7,000.00	7,000.00	5,058.00	0.00	0.00	1,942.00	72.3
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	864.00	216.00	0.00	36.00	96.0
755.022 NEW EQUIPMENT-RADIOS	4,000.00	4,000.00	3,254.00	0.00	0.00	746.00	81.4
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	11,049.87	0.00	0.00	3,450.13	76.2
Operating Expenses	298,075.00	298,075.00	225,852.42	573.91	0.00	72,222.58	75.8
FIRE DEPARTMENT	298,075.00	298,075.00	225,852.42	573.91	0.00	72,222.58	75.8
Dept: 450.000 DEBT SERVICE							
Acct Class: 7150 DEBT SERVICE							
710.075 CAPITAL IMP - INTEREST	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
DEBT SERVICE	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
DEBT SERVICE	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
Dept: 500.000 SENIOR SUPPORT							
Acct Class: 7000 Operating Expenses							
725.000 TELEPHONE SERVICES	460.00	460.00	337.25	0.00	0.00	122.75	73.3
745.014 CONTRACT SERVICES	7,500.00	7,500.00	1,707.33	0.00	0.00	5,792.67	22.8
Operating Expenses	7,960.00	7,960.00	2,044.58	0.00	0.00	5,915.42	25.7
SENIOR SUPPORT	7,960.00	7,960.00	2,044.58	0.00	0.00	5,915.42	25.7
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	205,654.00	205,654.00	135,587.01	6,553.67	0.00	70,066.99	65.9
720.010 SALARIES OVERTIME	15,000.00	15,000.00	12,932.54	360.90	0.00	2,067.46	86.2
720.020 SALARIES PART TIME	11,907.00	11,907.00	10,914.79	28.79	0.00	992.21	91.7
720.022 SOCIAL SECURITY	17,819.00	17,819.00	11,806.03	504.22	0.00	6,012.97	66.3
720.024 UNEMPLOYMENT INSURANCE	1,169.00	1,169.00	723.45	47.35	0.00	445.55	61.9
720.026 WORKERS COMP INSURANCE	13,970.00	13,970.00	8,761.03	424.09	0.00	5,208.97	62.7
720.028 HEALTH INS & OTHER BENEFITS	76,515.00	76,515.00	43,352.84	3,801.86	0.00	33,162.16	56.7
720.030 RETIREMENT	20,565.00	20,565.00	13,429.55	667.91	0.00	7,135.45	65.3
720.032 LIABILITY & PROPERTY INS.	15,104.00	15,104.00	12,863.13	0.00	0.00	2,240.87	85.2
723.000 SUPPLIES	20,000.00	20,000.00	8,083.37	0.00	0.00	11,916.63	40.4
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	133,800.33	0.00	0.00	-58,800.33	178.4
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	10,646.86	0.00	0.00	4,353.14	71.0
723.014 GRAVEL, TOPSOIL	4,000.00	4,000.00	2,848.78	756.00	0.00	1,151.22	71.2
723.015 SIGNS AND POSTS	4,000.00	4,000.00	1,617.80	0.00	0.00	2,382.20	40.4
723.020 GAS, GREASE AND OIL	26,000.00	26,000.00	23,088.81	26.18	0.00	2,911.19	88.8
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	1,113.89	0.00	0.00	1,386.11	44.6
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	199.00	0.00	0.00	301.00	39.8
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	1,362.75	0.00	0.00	637.25	68.1
726.000 ELECTRICAL SERVICE	4,000.00	4,000.00	2,502.15	0.00	0.00	1,497.85	62.6
726.035 STREET LIGHTS	127,000.00	127,000.00	86,750.76	0.00	0.00	40,249.24	68.3
726.037 TRAFFIC LIGHTS	6,000.00	6,000.00	4,055.28	0.00	0.00	1,944.72	67.6
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	3,446.96	0.00	0.00	553.04	86.2
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	2,264.78	0.00	0.00	235.22	90.6
728.010 RADIO MAINTENANCE	200.00	200.00	125.00	0.00	0.00	75.00	62.5
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,235.99	0.00	0.00	-235.99	123.6
728.030 VEHICLE MAINTENANCE	20,000.00	20,000.00	21,233.31	1,506.81	0.00	-1,233.31	106.2
728.033 STREETScape MAINT./IMP	16,000.00	16,000.00	2,465.22	2,070.00	0.00	13,534.78	15.4
728.036 VILLAGE GARDEN SPOTS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	2,609.28	256.17	0.00	5,390.72	32.6
728.041 MEMORIAL PARK	3,000.00	3,000.00	1,463.00	675.00	0.00	1,537.00	48.8
728.043 STREET MARKINGS	7,000.00	7,000.00	8,045.50	0.00	0.00	-1,045.50	114.9

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	3,178.69	45.22	0.00	1,321.31	70.6
735.000 INTERVIEW COSTS	0.00	0.00	886.50	168.50	0.00	-886.50	0.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	3,504.86	420.34	0.00	2,695.14	56.5
745.014 CONTRACT SERVICES	0.00	0.00	21,660.25	0.00	0.00	-21,660.25	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	5,329.50	0.00	0.00	-4,329.50	533.0
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	5,380.68	0.00	0.00	9,619.32	35.9
755.011 TRAFFIC CALMING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
755.023 CAPITAL OUTLAY	3,500.00	3,500.00	2,012.00	0.00	0.00	1,488.00	57.5
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	7,827.73	0.00	0.00	-4,827.73	260.9
760.033 STORM SEWER MAINTENANCE	9,000.00	9,000.00	5,900.26	313.50	0.00	3,099.74	65.6
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	2,481.00	0.00	0.00	519.00	82.7
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	7,856.00	0.00	0.00	1,644.00	82.7
760.036 STREAM FLOW MONITORING	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Operating Expenses	814,603.00	814,603.00	635,346.66	18,626.51	0.00	179,256.34	78.0
STREET DEPARTMENT							
814,603.00 814,603.00 635,346.66 18,626.51 0.00 179,256.34 78.0							
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	315,379.00	315,379.00	252,081.41	12,363.08	0.00	63,297.59	79.9
720.020 SALARIES PART TIME	89,219.00	89,219.00	68,808.69	3,348.34	0.00	20,410.31	77.1
720.022 SOCIAL SECURITY	31,089.00	31,089.00	23,799.02	1,149.84	0.00	7,289.98	76.6
720.024 UNEMPLOYMENT INSURANCE	2,390.00	2,390.00	1,990.45	170.20	0.00	399.55	83.3
720.026 WORKERS COMP INSURANCE	1,567.00	1,567.00	1,509.38	73.54	0.00	57.62	96.3
720.028 HEALTH INS & OTHER BENEFITS	103,020.00	103,020.00	83,180.73	7,062.29	0.00	19,839.27	80.7
720.030 RETIREMENT	31,537.00	31,537.00	24,235.36	1,193.92	0.00	7,301.64	76.8
720.032 LIABILITY & PROPERTY INS.	10,481.00	10,481.00	9,594.29	0.00	0.00	886.71	91.5
723.000 SUPPLIES	13,000.00	13,000.00	7,485.34	0.00	0.00	5,514.66	57.6
723.001 POSTAGE	3,500.00	3,500.00	1,687.98	0.00	0.00	1,812.02	48.2
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	509.59	0.00	0.00	2,990.41	14.6
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	529.97	0.00	0.00	470.03	53.0
724.000 TRAINING, CONFERENCES, DUES	4,000.00	4,000.00	734.92	54.05	0.00	3,265.08	18.4
725.000 TELEPHONE SERVICES	1,100.00	1,100.00	821.75	91.59	0.00	278.25	74.7
725.030 TECHNOLOGY ACCESS	5,500.00	5,500.00	4,478.88	39.95	0.00	1,021.12	81.4
726.000 ELECTRICAL SERVICE	14,500.00	14,500.00	10,199.60	0.00	0.00	4,300.40	70.3
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	6,090.20	0.00	0.00	1,309.80	82.3
728.000 MAINT. BUILDINGS/GROUNDS	14,500.00	14,500.00	20,916.75	0.00	0.00	-6,416.75	144.3
728.050 ALARM SYSTEM MAINTENANCE	500.00	500.00	221.25	0.00	0.00	278.75	44.3
735.000 INTERVIEW COSTS	2,000.00	2,000.00	1,908.50	0.00	0.00	91.50	95.4
745.014 CONTRACT SERVICES	23,225.00	23,225.00	17,962.64	0.00	0.00	5,262.36	77.3
745.021 ADULT PROGRAMS	300.00	300.00	265.11	0.00	0.00	34.89	88.4
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,372.10	54.98	0.00	627.90	79.1
755.014 COMPUTER REPLACEMENT	8,000.00	8,000.00	2,432.70	0.00	0.00	5,567.30	30.4
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	19,086.52	0.00	0.00	11,913.48	61.6
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	15,322.41	0.00	0.00	177.59	98.9
Operating Expenses	736,207.00	736,207.00	578,225.54	25,601.78	0.00	157,981.46	78.5
BROWNELL LIBRARY							
736,207.00 736,207.00 578,225.54 25,601.78 0.00 157,981.46 78.5							
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,612.00	129,612.00	101,338.92	4,949.60	0.00	28,273.08	78.2
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	10,390.00	10,390.00	7,950.01	372.54	0.00	2,439.99	76.5
720.024 UNEMPLOYMENT INSURANCE	432.00	432.00	403.23	25.94	0.00	28.77	93.3
720.026 WORKERS COMP INSURANCE	504.00	504.00	534.21	23.16	0.00	-30.21	106.0
720.028 HEALTH INS & OTHER BENEFITS	36,177.00	36,177.00	27,112.05	2,354.10	0.00	9,064.95	74.9
720.030 RETIREMENT	12,961.00	12,961.00	10,122.22	494.96	0.00	2,838.78	78.1
720.032 LIABILITY & PROPERTY INS.	2,232.00	2,232.00	2,179.24	0.00	0.00	52.76	97.6
720.034 PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	5,720.50	0.00	0.00	79.50	98.6

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	2,250.00	0.00	0.00	1,350.00	62.5
723.000 SUPPLIES	2,800.00	2,800.00	1,936.14	0.00	0.00	863.86	69.1
723.001 POSTAGE	1,120.00	1,120.00	222.66	0.00	0.00	897.34	19.9
723.055 COMPUTER EXPENSES	4,000.00	4,000.00	3,448.86	0.00	0.00	551.14	86.2
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	1,861.69	0.00	0.00	2,638.31	41.4
725.000 TELEPHONE SERVICES	1,550.00	1,550.00	1,231.97	0.00	0.00	318.03	79.5
725.025 COMMUNICATIONS	2,500.00	2,500.00	363.00	0.00	0.00	2,137.00	14.5
728.030 VEHICLE MAINTENANCE	3,500.00	3,500.00	1,800.00	0.00	0.00	1,700.00	51.4
745.031 LEGAL SERVICES	14,000.00	14,000.00	3,778.50	165.00	0.00	10,221.50	27.0
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	1,616.76	0.00	0.00	3,383.24	32.3
745.051 RECORDING FEES	2,500.00	2,500.00	1,370.00	100.00	0.00	1,130.00	54.8
755.023 CAPITAL OUTLAY	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
Operating Expenses	250,678.00	250,678.00	175,239.96	8,485.30	0.00	75,438.04	69.9
COMMUNITY DEVELOPMENT DEPT	250,678.00	250,678.00	175,239.96	8,485.30	0.00	75,438.04	69.9
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	36,604.00	36,604.00	28,254.47	1,402.40	0.00	8,349.53	77.2
720.022 SOCIAL SECURITY	2,823.00	2,823.00	2,071.35	101.10	0.00	751.65	73.4
720.024 UNEMPLOYMENT INSURANCE	216.00	216.00	133.56	19.08	0.00	82.44	61.8
720.026 WORKERS COMP INSURANCE	141.00	141.00	133.39	6.56	0.00	7.61	94.6
720.028 HEALTH INS & OTHER BENEFITS	18,089.00	18,089.00	13,731.04	1,177.05	0.00	4,357.96	75.9
720.030 RETIREMENT	3,660.00	3,660.00	2,825.44	140.24	0.00	834.56	77.2
720.032 LIABILITY & PROPERTY INS.	105.00	105.00	189.58	0.00	0.00	-84.58	180.6
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,665.46	0.00	0.00	334.54	95.2
745.040 COMMUNITY EVENTS & PROGRAMS	6,000.00	6,000.00	4,599.36	14.81	0.00	1,400.64	76.7
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,200.00	9,200.00	9,260.50	0.00	0.00	-60.50	100.7
748.000 NEW PROGRAMS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	7,017.14	0.00	0.00	1,982.86	78.0
Operating Expenses	94,838.00	94,838.00	74,881.29	2,861.24	0.00	19,956.71	79.0
ECONOMIC DEVELOPMENT	94,838.00	94,838.00	74,881.29	2,861.24	0.00	19,956.71	79.0
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	142.66	0.00	0.00	-142.66	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	863.92	0.00	0.00	-863.92	0.0
759.010 Library Grant Expenditures	0.00	0.00	1,250.00	0.00	0.00	-1,250.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	3,068.34	0.00	0.00	-3,068.34	0.0
759.014 MISC GRANT EXPENDITURES	0.00	0.00	1,500.00	0.00	0.00	-1,500.00	0.0
759.030 FIRE DEPT GRANT EXPENDITURE	0.00	0.00	540.00	0.00	0.00	-540.00	0.0
759.032 STATE GRANT EXPENDITURES	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
759.070 STREET DEPT GRANT EXPENDITURES	0.00	0.00	1,400.00	0.00	0.00	-1,400.00	0.0
Operating Expenses	0.00	0.00	9,364.92	0.00	0.00	-9,364.92	0.0
Acct Class: 7300 OPERATING EXPENDITURES							
759.000 TREE GRANT EXPENDITURE	0.00	0.00	4,222.50	0.00	0.00	-4,222.50	0.0
OPERATING EXPENDITURES	0.00	0.00	4,222.50	0.00	0.00	-4,222.50	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	13,587.42	0.00	0.00	-13,587.42	0.0
Expenditures	3,537,437.00	3,537,437.00	2,716,666.47	75,697.04	0.00	820,770.53	76.8
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	679,997.86	1,423,373.99	0.00	-714,997.86	-1,942.9
Change in Fund Balance:			679,997.86				

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	304.52	0.00	0.00	-304.52	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	175,218.00	0.00	0.00	-175,218.00	0.0
Revenue	0.00	0.00	175,522.52	0.00	0.00	-175,522.52	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.095 FROM TOWN FOR LADDER TRUCK	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
Dept: 000.000	0.00	0.00	225,522.52	0.00	0.00	-225,522.52	0.0
Revenues	0.00	0.00	225,522.52	0.00	0.00	-225,522.52	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
710.030 FIRE TRUCK LOAN PRINCIPAL	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
720.040 INTEREST EXPENSE	0.00	0.00	3,031.67	0.00	0.00	-3,031.67	0.0
Operating Expenses	0.00	0.00	53,031.67	0.00	0.00	-53,031.67	0.0
Acct Class: 8000 Capital Projects							
750.709 SIDEWALK PLOW	0.00	0.00	100,821.49	0.00	0.00	-100,821.49	0.0
750.723 Truck #6 Replacement	0.00	0.00	122,173.00	0.00	0.00	-122,173.00	0.0
Capital Projects	0.00	0.00	222,994.49	0.00	0.00	-222,994.49	0.0
Dept: 000.000	0.00	0.00	276,026.16	0.00	0.00	-276,026.16	0.0
Expenditures	0.00	0.00	276,026.16	0.00	0.00	-276,026.16	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-50,503.64	0.00	0.00	50,503.64	0.0
Change in Fund Balance:			-50,503.64				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	5.38	0.00	0.00	-5.38	0.0
Revenue	0.00	0.00	5.38	0.00	0.00	-5.38	0.0
Dept: 000.000	0.00	0.00	5.38	0.00	0.00	-5.38	0.0
Revenues	0.00	0.00	5.38	0.00	0.00	-5.38	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	5.38	0.00	0.00	-5.38	0.0
Change in Fund Balance:			5.38				
Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	11.80	0.00	0.00	-11.80	0.0
465.054 BOND PROCEEDS	0.00	0.00	2,838,000.00	0.00	0.00	-2,838,000.00	0.0
Revenue	0.00	0.00	2,838,011.80	0.00	0.00	-2,838,011.80	0.0
Dept: 000.000	0.00	0.00	2,838,011.80	0.00	0.00	-2,838,011.80	0.0

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Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Revenues	0.00	0.00	2,838,011.80	0.00	0.00	-2,838,011.80	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.031 LEGAL SERVICES	0.00	0.00	3,456.00	0.00	0.00	-3,456.00	0.0
Operating Expenses	0.00	0.00	3,456.00	0.00	0.00	-3,456.00	0.0
Acct Class: 8000 Capital Projects							
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	313,142.71	0.00	0.00	-313,142.71	0.0
750.305 MAIN ST. DRAINAGE-BRDG TO TOH	0.00	0.00	26,169.70	0.00	0.00	-26,169.70	0.0
750.310 HILLCREST DRNG/N HILLCRST DR/W	0.00	0.00	12,312.59	0.00	0.00	-12,312.59	0.0
750.315 MAPLE ST. CULVERT	0.00	0.00	13,418.63	0.00	0.00	-13,418.63	0.0
750.320 BRIAR LANE RD/SDWK/WTR LINE	0.00	0.00	77.00	0.00	0.00	-77.00	0.0
Capital Projects	0.00	0.00	365,120.63	0.00	0.00	-365,120.63	0.0
Dept: 000.000	0.00	0.00	368,576.63	0.00	0.00	-368,576.63	0.0
Expenditures	0.00	0.00	368,576.63	0.00	0.00	-368,576.63	0.0
Net Effect for 2014 VMBB SERIES 3 BOND PROJ.	0.00	0.00	2,469,435.17	0.00	0.00	-2,469,435.17	0.0
Change in Fund Balance:			2,469,435.17				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	119.08	0.00	0.00	-119.08	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	233,623.01	0.00	0.00	-233,623.01	0.0
441.037 MU SAFETY PATH SDWK(17)	0.00	0.00	7,390.42	0.00	0.00	-7,390.42	0.0
441.040 PEARL MISS LNK EJ STP 5300(14)	0.00	0.00	8,781.18	0.00	0.00	-8,781.18	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	308,249.25	0.00	0.00	-308,249.25	0.0
Revenue	0.00	0.00	558,162.94	0.00	0.00	-558,162.94	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.034 VLCT EQUIP GRANT	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
Dept: 000.000	0.00	0.00	563,162.94	0.00	0.00	-563,162.94	0.0
Revenues	0.00	0.00	563,162.94	0.00	0.00	-563,162.94	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	10,703.50	0.00	0.00	-10,703.50	0.0
750.160 PEARL ST. LINKING SIDEWALK	0.00	0.00	41,452.63	0.00	0.00	-41,452.63	0.0
750.167 LH ROOF REPLACEMENT	0.00	0.00	37,145.20	0.00	0.00	-37,145.20	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	229,266.18	0.00	0.00	-229,266.18	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	143,851.34	0.00	0.00	-143,851.34	0.0
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	5,975.07	0.00	0.00	-5,975.07	0.0
750.180 LIBRARY SURVEILLANCE CAMERAS	0.00	0.00	12,598.95	0.00	0.00	-12,598.95	0.0
750.181 LINCOLN HALL RESTORATIONS	0.00	0.00	1,550.00	0.00	0.00	-1,550.00	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	150,357.61	0.00	0.00	-150,357.61	0.0
Capital Projects	0.00	0.00	632,900.48	0.00	0.00	-632,900.48	0.0
Dept: 000.000	0.00	0.00	632,900.48	0.00	0.00	-632,900.48	0.0

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Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Expenditures	0.00	0.00	632,900.48	0.00	0.00	-632,900.48	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND							
Change in Fund Balance:	0.00	0.00	-69,737.54	0.00	0.00	69,737.54	0.0
Fund: 210 - LAND ACQUISITION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	119.37	0.00	0.00	-119.37	0.0
Revenue	0.00	0.00	119.37	0.00	0.00	-119.37	0.0
Dept: 000.000	0.00	0.00	119.37	0.00	0.00	-119.37	0.0
Revenues							
0.00	0.00	0.00	119.37	0.00	0.00	-119.37	0.0
Net Effect for LAND ACQUISITION FUND							
Change in Fund Balance:	0.00	0.00	119.37	0.00	0.00	-119.37	0.0
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	222.91	0.00	0.00	-222.91	0.0
465.010 SALE OF WATER-RESIDENTIAL	826,553.00	826,553.00	524,179.80	0.00	0.00	302,373.20	63.4
465.020 WATER SALES - LARGE USERS	96,243.00	96,243.00	74,180.91	7,669.32	0.00	22,062.09	77.1
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	2,619.50	0.00	0.00	880.50	74.8
465.045 WATER RECONNECT FEES	0.00	0.00	262.50	0.00	0.00	-262.50	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	15,306.78	1,100.00	0.00	-306.78	102.0
Revenue	941,296.00	941,296.00	616,772.40	8,769.32	0.00	324,523.60	65.5
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,230,880.00	2,230,880.00	1,751,951.42	181,128.58	0.00	478,928.58	78.5
465.017 SALE OF WATER - IBM VT TAX	51,275.00	51,275.00	40,204.23	4,156.58	0.00	11,070.77	78.4
IBM Water Pass Thru Rev	2,282,155.00	2,282,155.00	1,792,155.65	185,285.16	0.00	489,999.35	78.5
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	181.98	0.00	0.00	-181.98	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	90,000.00	0.00	0.00	-90,000.00	0.0
Non Operating Revenues	0.00	0.00	90,181.98	0.00	0.00	-90,181.98	0.0
Dept: 000.000	3,223,451.00	3,223,451.00	2,499,110.03	194,054.48	0.00	724,340.97	77.5
Revenues							
3,223,451.00	3,223,451.00	3,223,451.00	2,499,110.03	194,054.48	0.00	724,340.97	77.5
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	107,890.00	107,890.00	69,917.22	2,165.84	0.00	37,972.78	64.8
720.010 SALARIES OVERTIME	14,000.00	14,000.00	8,127.04	360.75	0.00	5,872.96	58.1
720.020 SALARIES PART TIME	8,798.00	8,798.00	2,879.73	14.31	0.00	5,918.27	32.7
720.022 SOCIAL SECURITY	9,447.00	9,447.00	5,989.64	184.68	0.00	3,457.36	63.4
720.024 UNEMPLOYMENT INSURANCE	616.00	616.00	384.75	25.73	0.00	231.25	62.5
720.026 WORKERS COMP INSURANCE	5,277.00	5,277.00	4,215.10	118.97	0.00	1,061.90	79.9
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	29,748.25	1,530.16	0.00	11,855.75	71.5
720.030 RETIREMENT	10,789.00	10,789.00	6,854.80	202.93	0.00	3,934.20	63.5
720.032 LIABILITY & PROPERTY INS.	3,402.00	3,402.00	3,089.06	0.00	0.00	312.94	90.8
720.040 INTEREST EXPENSE	50.00	50.00	0.00	0.00	0.00	50.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	4,165.32	0.00	0.00	834.68	83.3
723.001 POSTAGE	1,500.00	1,500.00	1,161.16	2.19	0.00	338.84	77.4

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Fund: 230 - WATER FUND							
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
723.020 GAS, GREASE AND OIL	2,000.00	2,000.00	1,667.46	0.00	0.00	332.54	83.4
723.041 METERS AND PARTS	1,000.00	1,000.00	267.97	0.00	0.00	732.03	26.8
723.042 DISTRIBUTION MATERIALS	5,700.00	5,700.00	1,874.81	0.00	0.00	3,825.19	32.9
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	276.54	0.00	0.00	923.46	23.0
723.065 WATER AND SEWER CHARGE	350.00	350.00	127.35	0.00	0.00	222.65	36.4
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	1,370.00	0.00	0.00	630.00	68.5
725.000 TELEPHONE SERVICES	0.00	0.00	806.81	0.00	0.00	-806.81	0.0
726.000 ELECTRICAL SERVICE	700.00	700.00	483.69	0.00	0.00	216.31	69.1
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	2,278.38	0.00	0.00	1,221.62	65.1
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,493.26	0.00	0.00	-493.26	149.3
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	71,300.28	4,080.58	0.00	-55,300.28	445.6
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	1,379.40	0.00	0.00	-379.40	137.9
745.014 CONTRACT SERVICES	106,840.00	106,840.00	80,130.00	0.00	0.00	26,710.00	75.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	75.00	0.00	0.00	925.00	7.5
745.041 AUDIT	3,500.00	3,500.00	3,335.00	0.00	0.00	165.00	95.3
745.042 CWD WATER PURCHASE	451,212.00	451,212.00	304,442.27	0.00	0.00	146,769.73	67.5
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	192.07	0.00	0.00	1,507.93	11.3
750.020 TRANS TO CAPITAL RESERVE	120,000.00	120,000.00	90,000.00	0.00	0.00	30,000.00	75.0
755.023 CAPITAL OUTLAY	3,850.00	3,850.00	1,321.91	0.00	0.00	2,528.09	34.3
770.510 STATE WATER TAX	10,371.00	10,371.00	6,986.41	0.00	0.00	3,384.59	67.4
Operating Expenses	941,296.00	941,296.00	706,340.68	8,686.14	0.00	234,955.32	75.0
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,230,880.00	2,230,880.00	1,570,822.84	0.00	0.00	660,057.16	70.4
770.511 State Water Tax - IBM	51,275.00	51,275.00	36,047.65	0.00	0.00	15,227.35	70.3
IBM Water Costs	2,282,155.00	2,282,155.00	1,606,870.49	0.00	0.00	675,284.51	70.4
Acct Class: 8000 Capital Projects							
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	5,717.97	0.00	0.00	-5,717.97	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	13,219.93	0.00	0.00	-13,219.93	0.0
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	169,934.30	0.00	0.00	-169,934.30	0.0
750.310 HILLCREST DRNG/N HILLCRST DR/W	0.00	0.00	3,898.88	0.00	0.00	-3,898.88	0.0
750.320 BRIAR LANE RD/SDWK/WTR LINE	0.00	0.00	10.50	0.00	0.00	-10.50	0.0
750.321 BOND LEGAL COSTS	0.00	0.00	644.00	0.00	0.00	-644.00	0.0
Capital Projects	0.00	0.00	193,425.58	0.00	0.00	-193,425.58	0.0
WATER DEPARTMENT	3,223,451.00	3,223,451.00	2,506,636.75	8,686.14	0.00	716,814.25	77.8
Expenditures	3,223,451.00	3,223,451.00	2,506,636.75	8,686.14	0.00	716,814.25	77.8
Net Effect for WATER FUND	0.00	0.00	-7,526.72	185,368.34	0.00	7,526.72	0.0
Change in Fund Balance:			-7,526.72				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	155,998.22	2,000.00	0.00	-135,998.22	780.0
440.000 INTEREST EARNINGS	0.00	0.00	404.22	0.00	0.00	-404.22	0.0
442.000 ESSEX PUMP STATION FEES	22,075.00	22,075.00	13,085.19	0.00	0.00	8,989.81	59.3
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	7,500.00	0.00	0.00	7,500.00	50.0
500.000 ANNUAL CUSTOMER CHARGE	403,915.00	403,915.00	365,706.84	0.00	0.00	38,208.16	90.5
500.001 ANNUAL CUSTOMER CHARGE - PEN	2,000.00	2,000.00	1,756.25	0.00	0.00	243.75	87.8
Revenue	462,990.00	462,990.00	544,450.72	2,000.00	0.00	-81,460.72	117.6
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	789.06	0.00	0.00	-789.06	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	868.74	0.00	0.00	-868.74	0.0

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 5990 Non Operating Revenues							
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	63,750.00	0.00	0.00	-63,750.00	0.0
Non Operating Revenues	0.00	0.00	165,407.80	0.00	0.00	-165,407.80	0.0
Dept: 000.000	462,990.00	462,990.00	709,858.52	2,000.00	0.00	-246,868.52	153.3
Revenues	462,990.00	462,990.00	709,858.52	2,000.00	0.00	-246,868.52	153.3
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	80,190.00	80,190.00	57,133.35	2,958.00	0.00	23,056.65	71.2
720.010 SALARIES OVERTIME	8,000.00	8,000.00	9,085.11	386.80	0.00	-1,085.11	113.6
720.020 SALARIES PART TIME	12,683.00	12,683.00	2,895.00	14.31	0.00	9,788.00	22.8
720.022 SOCIAL SECURITY	7,839.00	7,839.00	5,155.84	247.12	0.00	2,683.16	65.8
720.024 UNEMPLOYMENT INSURANCE	668.00	668.00	537.22	41.27	0.00	130.78	80.4
720.026 WORKERS COMP INSURANCE	4,177.00	4,177.00	2,963.65	147.32	0.00	1,213.35	71.0
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	30,776.25	2,707.21	0.00	10,827.75	74.0
720.030 RETIREMENT	8,019.00	8,019.00	5,911.93	281.71	0.00	2,107.07	73.7
720.032 LIABILITY & PROPERTY INS.	6,800.00	6,800.00	5,780.17	0.00	0.00	1,019.83	85.0
723.000 SUPPLIES	1,000.00	1,000.00	989.50	0.00	0.00	10.50	99.0
723.001 POSTAGE	3,000.00	3,000.00	2,315.65	0.00	0.00	684.35	77.2
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	1,249.26	0.00	0.00	1,750.74	41.6
723.041 METERS AND PARTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
723.055 COMPUTER EXPENSES	2,800.00	2,800.00	553.09	0.00	0.00	2,246.91	19.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	214.64	0.00	0.00	1,285.36	14.3
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,500.00	8,500.00	6,703.97	0.00	0.00	1,796.03	78.9
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	1,143.11	0.00	0.00	656.89	63.5
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	2,673.84	0.00	0.00	-1,173.84	178.3
728.040 PUMP STATION MAINTENANCE	4,000.00	4,000.00	7,065.30	0.00	0.00	-3,065.30	176.6
728.060 SANITATION LINES MAINTENANCE	10,000.00	10,000.00	3,824.30	0.00	0.00	6,175.70	38.2
728.063 SUSIE WILSON PS COSTS	7,000.00	7,000.00	6,668.32	0.00	0.00	331.68	95.3
728.064 WEST ST PS COSTS	10,000.00	10,000.00	13,909.04	0.00	0.00	-3,909.04	139.1
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	915.83	0.00	0.00	84.17	91.6
745.014 CONTRACT SERVICES	137,140.00	137,140.00	102,855.00	0.00	0.00	34,285.00	75.0
745.015 RIGHT OF WAY AGREEMENTS	8,400.00	8,400.00	8,470.85	0.00	0.00	-70.85	100.8
745.017 SANIT. LINE BACK-UP CLEANING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	975.00	0.00	0.00	25.00	97.5
745.041 AUDIT	1,700.00	1,700.00	1,667.50	0.00	0.00	32.50	98.1
745.050 PRINTING AND ADVERTISING	0.00	0.00	382.20	0.00	0.00	-382.20	0.0
750.020 TRANS TO CAPITAL RESERVE	85,000.00	85,000.00	63,750.00	0.00	0.00	21,250.00	75.0
755.023 CAPITAL OUTLAY	670.00	670.00	0.00	0.00	0.00	670.00	0.0
Operating Expenses	462,990.00	462,990.00	346,564.92	6,783.74	0.00	116,425.08	74.9
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	26,439.94	0.00	0.00	-26,439.94	0.0
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	101,084.06	0.00	0.00	-101,084.06	0.0
750.427 MISC PS WORK - (FY12 BUDGET)	0.00	0.00	6,899.94	0.00	0.00	-6,899.94	0.0
750.430 RIVER ST. PS CNTL PANEL, ANODE	0.00	0.00	2,849.73	0.00	0.00	-2,849.73	0.0
750.431 SO ST PS PUMPS,VALVS,VENT,ANOD	0.00	0.00	3,779.73	0.00	0.00	-3,779.73	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	4,253.04	0.00	0.00	-4,253.04	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	39,315.38	8,842.67	0.00	-39,315.38	0.0
Capital Projects	0.00	0.00	184,621.82	8,842.67	0.00	-184,621.82	0.0
SANITATION DEPARTMENT	462,990.00	462,990.00	531,186.74	15,626.41	0.00	-68,196.74	114.7

REVENUE/EXPENDITURE REPORT
BL 4/14/15

Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures	462,990.00	462,990.00	531,186.74	15,626.41	0.00	-68,196.74	114.7
Net Effect for SANITATION FUND	0.00	0.00	178,671.78	-13,626.41	0.00	-178,671.78	0.0
Change in Fund Balance:			178,671.78				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	432.95	0.00	0.00	-432.95	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	1,123.80	0.00	0.00	-1,123.80	0.0
460.011 VILLAGE USER PENALTIES	3,000.00	3,000.00	2,309.95	0.00	0.00	690.05	77.0
460.012 VILLAGE USER CHARGE	711,876.00	711,876.00	471,649.91	0.00	0.00	240,226.09	66.3
460.013 WASTEWATER CHARGE - ESSEX	465,440.00	465,440.00	387,866.70	0.00	0.00	77,573.30	83.3
460.014 WASTEWATER CHARGE - WILLISTON	569,380.00	569,380.00	426,044.97	0.00	0.00	143,335.03	74.8
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	22,725.00	0.00	0.00	7,575.00	75.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	13,941.02	0.00	0.00	-1,941.02	116.2
460.026 SHARED SEPTAGE REVENUES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	0.00	0.00	19,479.34	0.00	0.00	-19,479.34	0.0
Revenue	1,797,996.00	1,797,996.00	1,345,573.64	0.00	0.00	452,422.36	74.8
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	36,643.77	8,241.78	0.00	-36,643.77	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	33,983.17	7,643.37	0.00	-33,983.17	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	39,315.38	8,842.67	0.00	-39,315.38	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	487.59	0.00	0.00	-487.59	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	312.64	0.00	0.00	-312.64	0.0
445.100 SALE OF ASSET	0.00	0.00	2,058.87	0.00	0.00	-2,058.87	0.0
460.103 EFFICIENCY VT NON-OP REV	0.00	0.00	15,220.00	0.00	0.00	-15,220.00	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	195,000.00	0.00	0.00	-195,000.00	0.0
Non Operating Revenues	0.00	0.00	323,021.42	24,727.82	0.00	-323,021.42	0.0
Dept: 000.000	1,797,996.00	1,797,996.00	1,668,595.06	24,727.82	0.00	129,400.94	92.8
Revenues	1,797,996.00	1,797,996.00	1,668,595.06	24,727.82	0.00	129,400.94	92.8
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	308,467.00	308,467.00	231,973.03	10,832.09	0.00	76,493.97	75.2
720.010 SALARIES OVERTIME	45,000.00	45,000.00	31,392.40	1,712.11	0.00	13,607.60	69.8
720.020 SALARIES PART TIME	15,000.00	15,000.00	7,715.14	28.79	0.00	7,284.86	51.4
720.022 SOCIAL SECURITY	28,612.00	28,612.00	20,373.97	934.41	0.00	8,238.03	71.2
720.024 UNEMPLOYMENT INSURANCE	1,535.00	1,535.00	1,156.97	72.42	0.00	378.03	75.4
720.026 WORKERS COMP INSURANCE	16,530.00	16,530.00	11,864.01	569.11	0.00	4,665.99	71.8
720.028 HEALTH INS & OTHER BENEFITS	107,085.00	107,085.00	69,179.83	6,085.34	0.00	37,905.17	64.6
720.030 RETIREMENT	30,847.00	30,847.00	22,845.30	1,099.93	0.00	8,001.70	74.1
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	21,148.32	0.00	0.00	3,851.68	84.6
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	9,000.00	9,000.00	7,515.78	0.00	0.00	1,484.22	83.5
723.005 SUPPLIES - LABORATORY	10,000.00	10,000.00	16,883.94	0.00	0.00	-6,883.94	168.8
723.013 CHEMICALS	195,000.00	195,000.00	135,512.91	0.00	0.00	59,487.09	69.5
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	3,370.64	0.00	0.00	2,629.36	56.2
723.065 WATER AND SEWER CHARGE	7,000.00	7,000.00	1,911.89	0.00	0.00	5,088.11	27.3
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	5,237.01	0.00	0.00	1,262.99	80.6
725.000 TELEPHONE SERVICES	4,500.00	4,500.00	3,612.20	0.00	0.00	887.80	80.3
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	114,028.17	0.00	0.00	85,971.83	57.0
727.000 HEATING/NATURAL GAS	20,000.00	20,000.00	19,284.63	0.00	0.00	715.37	96.4
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	80,262.56	0.00	0.00	-10,262.56	114.7
728.030 VEHICLE MAINTENANCE	2,500.00	2,500.00	2,663.72	0.00	0.00	-163.72	106.5
729.000 UNIFORMS, BOOTS, ETC	4,000.00	4,000.00	4,145.40	0.00	0.00	-145.40	103.6

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2014 to 4/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
745.000 CONTRACT LABORATORY SERVICE	7,000.00	7,000.00	4,868.81	0.00	0.00	2,131.19	69.6
745.014 CONTRACT SERVICES	53,420.00	53,420.00	40,065.00	0.00	0.00	13,355.00	75.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	676.50	0.00	0.00	323.50	67.7
745.033 GRIT DISPOSAL	10,000.00	10,000.00	4,491.08	0.00	0.00	5,508.92	44.9
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	52,456.00	0.00	0.00	97,544.00	35.0
745.035 SLUDGE MANAGEMENT	178,000.00	178,000.00	83,879.19	0.00	0.00	94,120.81	47.1
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.041 AUDIT	4,000.00	4,000.00	3,915.00	0.00	0.00	85.00	97.9
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	260,000.00	260,000.00	195,000.00	0.00	0.00	65,000.00	75.0
755.023 CAPITAL OUTLAY	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Operating Expenses	1,797,996.00	1,797,996.00	1,197,429.40	21,334.20	0.00	600,566.60	66.6
Acct Class: 8000 Capital Projects							
750.607 WWTF PICKUP TRUCK	0.00	0.00	27,572.00	0.00	0.00	-27,572.00	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	145,747.41	0.00	0.00	-145,747.41	0.0
750.626 RZEDB Interest	0.00	0.00	25,214.50	0.00	0.00	-25,214.50	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	702.25	0.00	0.00	-702.25	0.0
750.630 NETWORKING & SOFTWARE	0.00	0.00	15,072.00	0.00	0.00	-15,072.00	0.0
750.632 CO-GEN	0.00	0.00	257,105.54	0.00	0.00	-257,105.54	0.0
750.637 UTILITY VEHICLE	0.00	0.00	15,184.08	0.00	0.00	-15,184.08	0.0
Capital Projects	0.00	0.00	486,597.78	0.00	0.00	-486,597.78	0.0
WASTEWATER TREATMENT PLANT	1,797,996.00	1,797,996.00	1,684,027.18	21,334.20	0.00	113,968.82	93.7
Expenditures	1,797,996.00	1,797,996.00	1,684,027.18	21,334.20	0.00	113,968.82	93.7
Net Effect for WASTEWATER FUND	0.00	0.00	-15,432.12	3,393.62	0.00	15,432.12	0.0
Change in Fund Balance:			-15,432.12				
Grand Total Net Effect:	-35,000.00	-35,000.00	3,185,029.54	1,598,509.54	0.00	-3,220,029.54	

RECEIVED

MAR 30 2015

Village of Essex Junction

maech
APR 30, 2015

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

Dear Trustees:

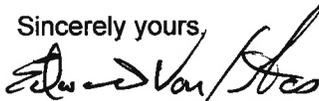
On behalf of the 2015 Memorial Day Parade Committee, I would like to request permission for the following;

- 1) Candlelight vigil to be held on Friday May 22, 2015. This vigil will be the same as previous years starting with a service at the First Congregational Church followed by a march to the Five Corners with lighted candles which will be placed around the Veterans Park and left in place for the remainder of the night. We will provide security guards throughout the night.
- 2) The placement of a sign on Village property announcing the closing of the Five Corners for the Memorial Day Parade on May 23. We plan to have the sign in place on Monday May 18, 2015 until the parade. This has been helpful in past years for motorists to plan their route on the day of the parade.
- 3) The Memorial Day Parade on Saturday May 23, 2015.

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

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

Sincerely yours,



Edward Von Sitas
2015 Parade Committee