



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JUNE 9, 2015 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Public Hearing FYE 16 Water Rates – Lauren Morriseau
4. **OLD BUSINESS**
  - \* a. Manager’s Subcontract Extension – Pat Scheidel
5. **NEW BUSINESS**
  - a. Manager’s Evaluation Handbook – Pat Scheidel
  - b. Thoughtful Growth in Action Project – Pat Scheidel
6. **MUNICIPAL MANAGER’S REPORT**
  - a. FYE 16 Appointments
  - b. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Bike/Walk Advisory Committee 5/18/15
    - Planning Commission 5/21/15
    - Capital Program Review Committee 6/2/15
  - c. Emails in Response to Design 5 Corners Final Report
  - d. Research on CCTA Buses/Village Weight Limits
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 5/26/15
  - b. Approve Warrants including check #10051575 through #10051650 totaling \$295,645.18
  - c. Approve Reappointment of Eric Bowker to Recreation Advisory Council
  - d. Approve Lincoln Hall Lease Renewals for FYE 16
  - e. Approve Assistant Library Director’s Revised Job Description
  - f. Approve Memo and Email Correspondence Regarding Crescent Connector Funding
  - g. Approve and Sign Merchants Bank Corporate Electronic Funds Transfer Agreement
9. **EXECUTIVE SESSION/CONTRACTS**
  - \* a. Municipal Manager’s Subcontract
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.*

Work List of Spring Summer and Fall of 2015

B=Buildings; G=General work such as admin/engineering; S/W=sewer/water; Storm=stormwater

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TYPE	ASSIGNED STAFF/CONSULTANT	PROJECT OR TASK	STATUS
B	Dennis/Loren	Interior space separation at the highway garage	Air-separation work 100% complete Hot water tank moved and plumbing installed for separate kitchen sink from garage sink. Anticipate work completion before 1 July 2015. Work being done by employees, contractor and plumber.
B	Dennis	Increase interior lighting at Memorial Hall (no budgeted funds)	On hold for future year; no funds
B	Dennis	Fort Water Tower repairs to upper window area, stairs rehab and grouting of walls \$50,000 in designated capital funds less engineering design costs of \$6,350 or \$43,650 available	Design plans 90% complete by Dubois and King; insufficient funds are available to do the project, even in phases. No recent action on part of the Historical Society to seek grants;. The Town project is on hold pending further decisions by the Selectboard.
B	Dennis /Aaron in coordination with Municipal Manager and other designated department heads	Buildings and Space Utilization at the Tree Farm	Additional damage to building on the interior due to occupancy by transients. Drug related. Will require clean-up of interior by specialty contractor and further sealing of building. Building is currently unusable, uninhabitable, and a potential health hazard. Written report to be given to Selectboard to determine a course of action regarding either future use of the building or potential demolition. A plan is underway to provide video surveillance of buildings at the old Tree Farm.
B	Assistance as needed by Dennis and Aaron in coordination with Doug Fisher/Town	81 Main Street building rehabilitation	Project out to bid and awaiting bid results. Permits applied for by Architect, hazard mitigation contractor and Town. Anticipate starting work by or just after 1 July 2015. Also work done by staff to

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	Manager and Scott and Partners Architects		provide for temporary office space at Bob Miller building off Allen martin Drive.
B	TBD	Memorial Hall improvements per the Capital Plan - \$12,852 available	Investigate feasibility of small kitchen area and/or lights for platforms. Utilize Memorial Hall Committee for input. Currently on hold
B	Aaron	Library Deferred maintenance per the Capital Plan - \$30,000 available	Sidewalk section replaced on main approach to the Library.
B	Dennis/Aaron/ Allie/ Loren	Site rework to make use of old Police Storage building and expand winter salt storage capability	Plan developed and approved by Community Development. Construction underway involving 2 new overhangs to provide year round cover for senior buses, sewer and water service to the Police Storage Building and both an interior office and bathroom for Parks and Recreation field staff. Parks and Recreation will vacate their space in the old highway garage and move into the old Police Storage bays this fall and Water-Sewer will take over full occupancy of the old highway garage. This will consolidate each department's storage and activities into their own respective areas. This should create better efficiencies of operation for both departments.

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G	Dennis/Rick Jones/Lauren	Public Works Consolidation Phase 1	Collect and analyze historical/operational data on both departments, and contact other communities
G	Dennis	Public Works Consolidation Phase 2	Research best PW practices APWA and management practices
G	Dennis /Rick Jones/Lauren	Public Works Consolidation Phase 3	Look for and initiate any joint programs aimed at improving efficiencies or reducing costs
G	Dennis	Public Works Consolidation Phase 4	Develop report for both Boards by 1 November 2015.
G	Aaron/Consultant	Revise Public Works Specs	Final draft 99% completed after review of document by engineering consultants and product vendors. Final changes to be made by the consultant – Lamoureux and Dickinson. Anticipate the document will be ready for the Selectboard and PC by 1 Sept 2015. No major change in direction but complete upgrade of details and use of more current materials.
G	Dennis/Annie	Engineering/storm-water summer help	Summer interns both working in the Town and the Village primarily on storm water related issues.
G	Aaron/Annie summer interns	New traffic studies and counts	Traffic counting underway.
G	Aaron/Annie/summer interns	Perform maintenance/inspect existing traffic counters; train interns in operation of equipment (annually in spring); perform counts	Traffic counting underway.
G	Jerry/Aaron	Investigate and provide recommendation for fleet maintenance computer program	Recommendation on what to purchase or use - currently not a priority
G	Annie/Aaron VLCT - safety	Arrange and conduct safety training and safety meetings	Required annual safety training conducted through contract with outside vendor in two sessions. One make-up session to be scheduled during the summer and offered again to Village and Town employees.

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			Failure to complete the required training for Town employees may impact evaluations and pay in FYE2016. Required Flagger training will be set up and offered to the Town and Village PW employees to participate.
G	Aaron - safety	Request courtesy inspection by VLCT of Town facilities before requesting VOSHA inspection	Request as needed and follow up on all recommendations
G	Dennis/Loren Ward/Rick Jones	Revise winter operations plan (annually)	Begin work on new Winter Operations Plan that defines Village and Town winter operations in one document; also update current practices components; Rewrite to being in 2 <sup>nd</sup> week of June in collaboration with Village PW.
G	Chris/Loren/Ally/Annie	Green-Up day activities (annual event)	Completed and documentation done.
	Chris/Jerry/Kenny/Bob Whitten	Convert current MSDS program and sheets to new system; review all products	Update as new products come in; full review to be done by 1 July 2015
G	Dennis/Ally/Loren	Coordinate flowers and plantings for intersections and greens (annually)	Coordination done - work being done by Tyler Atwood, temporary employee in PW ( 2 <sup>nd</sup> year)
G	Dennis	Develop baseline operating budget for 2017 without consolidation with Village	Budget preparation to begin in August on stand-alone budget
G	Dennis/Rick Jones/Lauren	Develop Town-Village consolidated operating budget for 2017	Budget preparation to begin in August on consolidated budget
G	Dennis	Develop Capital Budget for 2017 (annually)	Capital Budget process to begin in October for FYE17
G	Dennis	CCRPC UPWP request for scoping study on VT117	Request sent to CCRPC based on request from Essex Economic Development Committee – Project on the UPWP but not currently funded – may be funded in spring/summer of 2016 if funds are available
G	Dennis/Aaron	UPWP Work Request to the CCRPC for Allen	The project is in the UPWP for coping study to begin after July 1,

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		Martin/VT15 intersection scoping study	2015.
G	Dennis/Rick	<b>UPWP Work Request to the CCRPC for Town and Village road assessment and condition study</b>	The project is in the UPWP but only funded to start the study during mid 2016
G	Dennis	<b>CCRPC requested traffic counts or other data (Town + Village)UPWP request</b>	Work approved and in the UPWP, most counts will be in the Village; counts in Town outside the Village are generally current
G	Dennis/Aaron	Development reviews and inspections	Ongoing- maintain list of open projects; number of reviews have remained relatively constant over the past 6 months
G	Aaron	Letters of Credit	Ongoing -- Maintain current list and do inspections as required by schedules
G	Dennis	Develop long-term Succession Plan for the Department	Conceptual plan developed and discussed with Town Manager
G - Circ Hwy Scoping Project	Dennis	CENTS study with CCRPC and Colchester	Study completed and approved. Phase 3 projects contain no guaranteed State funding. Schedules and priorities being worked on by CCRPC, VTRANS and Town Public Works Directors
G - Circ Hwy Scoping Project	Dennis	VT 117/North Williston Road intersection and North Williston Rd floodplain	Study completed and approved. This Phase 3 Circ project is listed in the FYE16 CCRPC TIP for future state and federal funding beyond FYE19.
G - Circ Hwy Scoping Project	Dennis	VT 15 Park and Ride lots investigation along VT15 from Essex Way east to Jeffersonville	CCRPC to manage with input/coordination from Essex and other Towns – Peter Keating CCRPC contact. Town with CCTA will pursue use of Essex Shoppes parking lot. Meeting with Peter Edelman was positive and agreement/plan being worked on by respective parties.

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G	Dennis/Annie	Town street lighting analysis and plan	Contact at GMP indicates that street light conversion is 85% to 90% complete.
G	Dennis/Aaron	Input to Planning Commission on changes to Subdivision and Zoning regulations	Public Works involvement done
G	Dennis/Aaron	Develop a new gravel road impact fee	In goals for this year
G	Aaron	Develop new curb cut ordinance, revised permit form and investigate potential for curb cut fees	In goals for this year
G	Aaron	Develop a right of way utilization ordinance and fee schedule if applicable for use of the Town right of way	In goals for this year
G	Dennis/Aaron	Investigate utilization of mobile device like IPAD to purchase and use for systems management	One new device – Panasonic Tough Pad purchased and being used for the summer by interns to collect data; will be used again this summer for the same purpose.
G	Dennis/Chris/Shannon	Provide more information to residents on summer public works programs and initiatives	This update is to the last full report done on 15 April 2015.
G	Dennis/Aaron/Shannon/Doug/Rick Jones/Robb/Chris/Jim Jutras/Rick Gary	Integration of communication systems between the Village and Town and upgrade of the Town's Public Works infrastructure mapping and computer data bases	Improvements are needed to the Town Public Works computer systems and to expand that system to include the Village Public Works. The Village wastewater treatment plant is upgrading their IT systems. This may be a great opportunity to solve both the Public Works IT issues and the wastewater treatment plans systems. This is a high priority need!!!!
G	Dennis	MPO Transportation Action Grant Study – Part 1 Susie Wilson Lighting Study	Work completed by consultant. Some Town lights converted to LED. Capital funds set aside in the amount of \$35,000 for further corridor

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			conversion of street lighting. Project on hold pending PW report review. Intent is to proceed with completion of LED street lighting along this roadway using funds previously set aside for this purpose. Schedule for summer of 2015.
G	Dennis/Aaron	Traffic radius concern for large trucks turning at the intersection of Kellogg Road onto Gauthier Drive	Design plans being done by Roger Dickinson, anticipate design plans by mid spring/ funding for project uncertain at this time.
G	Loren/Chris/ Dennis/Rick Jones/Rick/Doug/ Shannon	Daily Complaints/Requests for Service	Document, address and respond using computer tracking program; work with Village and IT to investigate totally integrated complaint and work order system into GIS
G	Dennis/VTRANS signal people and consultant	Signal issues at Susie Wilson Road and Lowes	Working with VTRANS and consultant to identify issues with control system, (directional arrows, delays and pedestrian crossings), which may result in need for additional control cabinet. Will likely take some time to resolve
G	Dennis/Aaron	Develop framework for pre-approved contract work for small projects and emergency assistance	Research being collected on existing programs in place by State and other municipalities

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4 June 2015

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S/W	Dennis/Aaron/ Doug	Look into alternative methods for billing sewer/water charges	High priority action for future water/sewer budgets. Will hold on further study until the bond costs are finalized with the Village (timing and amount) and a higher percentage of installed new meters is met.
S/W	Dennis/Aaron	Prepare budget for FYE17	To be started in February of 2016
S/W	Dennis	Submit budget and rate structure to Board for FYE17	To be done in April of 2016
S/W	Aaron/Shannon/ Bob Whitten	Water system inventory and mapping	Work completed and maps current; process continuous as new sections are added or older sections are modified
S/W	Aaron/Shannon/ Bob Whitten	Sewer update on inventory of assets	Work completed and maps current; process continuous as new sections are added or older sections modified
S/W	To be determined	Model water system	Water model completed for lower pressure zone (Susie Wilson Road area); higher pressure zone (Essex Center) study underway by Aldrich and Elliott and 90% complete.
S/W	Aaron	Perform water and sewer loss rate study	ongoing
S/W	Aaron/Forcier Aldrich	Wastewater flow metering	Work completed; ongoing testing and verification
S/W	Aaron/Bob Whitten/summer intern	Service tie drawings	Material has been scanned from paper to PDF file by street. It has been put into the portable computer and is in use by the field crews. A new, heavy-duty field laptop was secured by the Town and will be issued to the sewer/water foreman.
S/W	Bob Whitten	Adjust sewer manholes that are too high or that need repair	To be reviewed during the summer months and fixed prior to next winter
S/W	Chris/Bob Whitten	Delinquent shut-offs	List to be provided from Finance to Public Works in July. Phone calls will then be made to encourage users to pay. Marking and door notices on shut-off to start late. Remaining users who have not paid will be shut

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			off following state requirements.
S/W	Aaron/Bob Whitten	Water fire flow testing	Hydrants flow tests being conducted again this summer concurrent with flushing of water mains. Work usually done in 2 <sup>nd</sup> half of summer
S/W	Aaron	Resolve grease problem at pump stations	Summer interns in 2008 developed a database of grease producers and produced handouts on commercial handling of grease. Determine how best to proceed with commercial establishments.
S/W	Aaron	Resolve grease problem in specific area of sewer lines	Town and industry worked together to reduce grease in the system, through increased pre-treatment at the facility. Facility now appears to be in compliance.
S/W	Aaron	Update/changes to inter-municipal agreement with Village on sharing of pipelines in the Village	Continue discussions with Village on the issue; not a priority at this time
S/W	Aaron/Doug	Switch over to new meters and meter readers	Ongoing replacement with larger number anticipated for replacement this summer aiming for 350 to 400 meters for replacement in this time frame with increased budget funding for meters
S/W	Dennis with checks by Aaron	Maintain list of approved sewer and water connections not yet connected	List completed and updated into an excel spreadsheet.
S/W	Dennis	Sewer and Water Ordinances	No revisions proposed this year. Changes likely in 2016 with change to rate structure
S/W	Dennis/Aaron	Sewer cost request from Plaza Park Condo Assoc. on Blair Road	Cost estimate developed and provided to Association per letter request to the Selectboard; nothing heard in 3 years; it appears that project is dead once again due to costs that residents are unwilling or unable to pay
S/W	Aaron	Inventory existing command and control devices at pump stations	Work completed; looking at budgets in future years for upgrade of command and control systems to

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		for future upgrades	reduce number of call-outs and reduce costs
S/W	Aaron/Dennis	Private Water Systems transfer to Town	A number of requests have come to PW over time asking that the Town take over private water lines -- one feeds the old IBM complex owned by Pizzigalli off River Rd; others involve water lines in Essex Green and Royal Park; Pizzigalli has initiated work to add valves to effect the transfer previously approved by the Selectboard. The transfer of this water line to the Town will likely occur in the summer of 2015
S/W	Aaron	Pump Station Analysis	Almost all the Town's pump stations have been modified over time with respect to electrical wiring and alarms; some are not up to current code; an internal study is being done of the deficiencies at each station so that a complete list can be obtained and priced for future inclusion in budgets.
S/W	Dennis/Aaron	Temporary help	Water –sewer summer help advertisement resulted in no applicants.
S/W	Aaron/Doug/Dennis	Resolution of water bills for those advised to run water through service lines, reconnection of some services now fed through above ground lines, resolution of added costs (\$50,000 unbudgeted) for contractor assistance this winter on broken water mains	Users told to run water were billed on basis of last year's usage and current rate. Where customer shared water with neighbor through hose-bibb to hose-bibb connection, customer sharing water not charged for water.
S/W	Aaron	Water line improvements in lower end of system – Fort, Susie Wilson, Kellogg area	Consultant hired to perform scoping type study to evaluate alternative locations for new interconnect to CWD transmission lines to improve flow and pressure in that area of

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			Town. Report provided by Aldrich and Elliot and under review by staff.

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Storm	Dennis/Annie	Comply with Town NPDES Phase 2 permit year 12	Report completed and forwarded to State by April 1, 2015
Storm	Dennis/Annie	Notification of Intent Report submittal to Comply with Town's New NPDES Phase 2 permit	New NOI completed and submitted to the State by due date of 3 June 2013.
Storm	Dennis / Annie	Storm water Management Plan submittal to Comply with Town's New NPDES Phase 2 permit	New Storm water Management Plan completed and submitted to the State by due date of 3 June 2013.
Storm	Dennis/summer help/Annie	Inspect selected storm pipe catch basins, outfalls and treatment systems in the Town per NPDES Phase 2 permit	Work being done during the summer with interns. Expanded to areas in the Village as well as more detailed evaluation of storm water systems associated with expired permits.
Storm	Dennis/Annie/Jim Jutras	Implement Flow Monitoring Plan with the State per NPDES Phase 2 permit	The legislature authorized the VT Agency of Natural Resources to conduct the monitoring and bill the MS4 permittees. A draft state plan was circulated for comments and comments have been made by MS4 members. Awaiting meeting with State on final resolution.
Storm	Dennis/ Annie	Develop Flow Restoration Plan for Sunderland Brook per NPDES Phase 2 permit	Watershed Consulting Engineers has submitted a 90% draft report. Report is under review with the expectation that it will be ready to go in final form to the Selectboard by early to mid-summer. Final report must be approved by the State as part of the MS4 permit requirements.
Storm	Dennis/ Annie	Develop Flow Restoration Plan for Indian Brook per NPDES Phase 2 permit	Watershed Consulting Engineers has submitted a 90% draft report. Report is under review with the expectation that it will be ready to go in final form to the Selectboard by early to mid-summer. Final report must be approved by the State as part of the MS4 permit requirements.
Storm	Dennis/Annie	Storm water requirements under proposed new permit for LID and stream buffer	Working with Community Development Staff and CCRPC staff to meet the new proposed regulations

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		protection standards per the NPDES Phase 2 permit	so changes are incorporated into the overall document change process. Note: The CCRPC has included this work item in their Work Plan.
Storm	Dennis/Annie	Expired permits review and decision on Town responsibility per NPDES Phase 2 permit	Meeting being set up with permit holders to implement Town ordinance on expired permits. Implementation will take place over the summer of 2015 to try and meet State deadline of October 1, 2015. Review of 22 expired permits underway to group them into 1 of 4 categories: 1) those that are totally in the public domain and that the Town will accept 2) those that need further field checks 3) those that involve shared responsibility that we will have to meet with and discuss that have no tie to the Flow Restoration Plans and 4) those that involve shared responsibility that we will have to meet with and discuss that have a tie to the Flow Restoration Plans. These all have to be resolved with the Selectboard before the reporting date to the state of October 1, 2015.
Storm	Dennis/Annie	Stormwater Coordinating Committee	Ongoing -- Assist members of the Committee with development of Town storm water policies
Storm	Dennis/Annie	State general permit issued on unimpaired waterways	Inspections underway and mostly completed by summer interns
Storm	Dennis/Annie	Work with other communities on meeting storm water education per NPDES Phase 2 permit	RSEP work items and meetings; memo sent to members and CCRPC to try and consolidate some permit programs under a CCRPC storm water Committee; New MOU signed
Storm	Dennis/Annie	Work with other communities on meeting storm water public participation requirements per NPDES Phase 2 permit	Chittenden Stream Team work items and meetings; memo sent to members and CCRPC to try and consolidate some permit programs under a CCRPC storm water Committee. Ann

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			Costandi is co-chair of the Stream team along with Chelsea Mandigo from the Village.
Storm	Loren/Rick	Clean catch basins and drains	Schedule and list to be set up for first run at joint cleaning in later June.
Storm	Loren	Identify need for storm drain for purchase	Pipes for FY2015 and FY2016 to be ordered.
Storm	Dennis/Annie/ Loren/Aaron	Reconstruction of catch basins – construction and planning	Determine extent of effort based on interns inspections and input from PW employees; hire contractors to perform work.
Storm	Dennis/ Gregg /Annie	Develop stormwater program for Conservation Committee involvement	Involve the Conservation Committee with the required actions on the impaired waterways once those permit items have been identified and issued
Storm	Dennis/ Annie	Training of employees	Training program to be developed for FYE2016
Storm	Annie	Update stormwater web page and information	Do every 4 to 6 weeks or when major changes occur such as the new NPDES permit; flyer prepared for Town meeting on the rain garden at the new Park and Ride
Storm	Dennis/summer interns/Annie	Water Quality Testing	Added testing on chlorides to be done this summer this testing to start in 2 to 3 weeks.
Storm	Dennis/Loren/ Annie	Fern Hollow erosion and adjacent swales on nearby streets	Erosion still taking place and worse in some areas due to heavy rains in May and July. Spring inspection needed to determine if more work is needed this summer
Storm	Dennis/ Annie	Woodland II pond expansion (Indian brook discharge)	Revised conceptual plans being developed under the Flow Restoration Plan. Likely to be a required project to implement.
Storm	Aaron	Metal culvert under Susie Wilson Road south of Ewing Place	Investigate and televise to establish condition and recommend plan this summer for correction in a future year.
Storm	Aaron/Annie	TV flooded storm drain areas in Sunset and Londonderry and plan to correct problems	Design plans completed and submitted for review. In-house review occurring now. Will need to determine availability of funds to do

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			Phase 1 of the work this summer.
Storm	Dennis	H35	Waiting for bill to become law and Governor's signature. VLCT taking role in providing education on the bill to communities. An information session was attended. Now will wait for regulations and permits to be issued to fully understand new requirements especially for the back roads.
Storm	Annie/Aaron	Better Backroads Grant	Completed and submitted a Better Backroads Grant for ditch work on Brigham Hill Road. The Town will be notified if awarded grant by June 22, 2015.
Storm	Interns/Annie/Aaron	Erosion off Margaret Street by LaSalle	Investigation underway to develop fix for significant erosion on steep bank due to pipe failure. Will need to be fixed in the summer of 2015.

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H	Dennis/ VTRANS – Patty Colburn	Essex STP 5400 (7) VT280/VT2A Susie Wilson Road –Phase 2 <b>(CIRC)</b>	Plans under design by VTRANS; construction to be advertised in late 2016 or early 2017. Construction is anticipated for summer of 2017. Cost estimated at \$1.68M.
H	Dennis/ VTRANS – Patty Colburn	Williston –Essex STPG SGNL (46) Intelligent Transportation System Improvements <b>(CIRC)</b>	VTRANS in-house design- design work associated with conceptual plans scheduled to begin in the spring of 2016– 3 years to complete
H	Dennis/ VTRANS – Patty Colburn	Essex STP 5400(10) VT117/North Williston Road intersection improvements <b>(CIRC)</b>	Current plan is for VTRANS to do in- house. Project is on the TIP but not funded. Estimated cost is \$1.5M.
H	Dennis/ VTRANS – Patty Colburn	Essex VT117/North Williston Road Hazard Mitigation Improvements	Project is on TIP but not funded. There is a potential for using safety funds to move project faster. Cost estimated at \$400K.
H	Dennis/ VTRANS – Patty Colburn	Essex STP 5400(11)VT15/Susie Wilson Road/Kellogg road Corridor and Intersection Improvements <b>(CIRC)</b>	VTRANS plans to issue a contract for the design work. Project is in the TIP but not funded at this time until after FYE19. Estimated cost is \$8.5M.
H	Dennis/ VTRANS – Patty Colburn	Essex STPG 030-1(22) VT15/ Sand Hill Road intersection <b>(CIRC)</b>	Plans under design by VTRANS; construction to be advertised in FYE19; soil borings for signal pole footing design underway and 100% completed. Cost estimate is \$1.3M.
H	Dennis/Annie/ interns	New 5 – year Highway Management Plan	Completed in the fall of 2013
H	Aaron	Class II paving grant – Allen Martin Drive and small portion of Sand Hill Road (to Margaret St)	VTRANS notified Town informally that grant would be awarded for this summer’s construction. Request was for \$175,000 in State funds +20% Town match. ECI bid accepted at \$147,874 for Allen Martin Drive and \$43,478 for o a portion of Sand Hill Road.
H	Loren	Street Sweeping	Spring sweeping for spring completed.
H	Dennis	Road Reconstruction and Paving Projects (see list	May be combination of Town forces/contract forces and paving

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		below)	contractor
H	Aaron/ Loren	Crack Sealing	Crack sealing to be done again in the summer of 2015 with locations currently under consideration
H	Aaron	Baker St overlay	Bid awarded to ECI in the amount of \$18,942. Work to be done after 1 July
H	Aaron	Craftsbury Court overlay	Bid awarded to ECI in the amount of \$15,628. Work to be done after 1 July
H	Aaron	Allen Martin Parkway (portion) overlay	Bid awarded to ECI in the amount of \$147,874. Work to be done after 1 July
H	Aaron	Ridge Road overlay	Bid awarded to ECI in the amount of \$20,985. Work to be done after 1 July
H	Aaron	Margaret St overlay	Bid awarded to ECI in the amount of \$66,865. Work to be done after 1 July
H	Aaron	Sand Hill Road (portion from Margaret St to Allen Martin Pkwy) overlay	Bid awarded to ECI in the amount of \$43,478. Work to be done after 1 July
H	Aaron/Dennis/Rick	Combination of Village Streets to include Corduroy Road, Vale Drive, Countryside Drive, Tamarack Drive, Countryside Drive Entrance, in part or whole list	Bid awarded to ECI at same unit price as for the Town at a lower cost than in 2014. Bid for Village is based on a price per ton for all roads; Town bid is project specific. The price per ton is \$66.50
H	Dennis	Intersection actuation control at the Circ/Essex Way	Project under design but currently on hold; timing changes appear to have helped and there may not be a need to install these at this location but possibly on Susie Wilson Road.
H	Loren	Striping/ internal and contract work	Price quotes to be requested for striping of Susie Wilson and Kellogg Roads, last years cost was \$10,660 through Scotts Striping. Less striping needed this year.
H	Loren	Locate, price and buy gravel (annual)	Ongoing
H	Denis/Chuck Vile	Identify areas where select replanting of trees is needed	To be programmed
H	Dennis/Aaron	Look at replacing Indian	Requests made to VANR and Corps

B=Buildings; G=General work such as admin/engineering; S/W=sewer/water; Storm=stormwater

H=Highway; L=Landfill; Paths/Walks

NOTE: Darkened cells indicates a change in status from previous reports; yellow highlighted projects denote Village involvement/coordination

		Brook culvert with new culvert or concrete box	of Engineers to meet onsite and evaluate need for permits and discuss what changes the permitting agencies may require. The culvert has failed and the replacement may be costly due to size/ location/ state and federal requirements
H	Loren	Locate, price and buy winter sand	Completed for FYE2016
H	Dennis/Loren	Calcium Chloride liquid for summer	Ongoing
H	Loren/Dennis/ Chuck Vile	Identify dead trees early that need to be taken down or areas that need significant trimming	To be determined
H	Aaron/Loren	Contract for sidewalks and curbing	Insufficient funds to do much curbing or sidewalk repair – only most essential portions will be done such as safety hazards. Equipment and forms purchased for Town to do small sections with internal work force; also Town purchased a portable walk-behind concrete grinder to grind down sections that need it rather than replacing sidewalk Areas in most need of repair to be identified in the spring for summer work
H	Dennis/Loren	Blasting contract	None planned at this time for FYE2015 or FY2016
H	Highway crew	March-April clean-up to include; mud season repairs, branch clean-up from winter storms, mailbox complaints, etc	Work completed
H	Highway crew	April-May to include; blast/paint winter equipment; grade roads, winter clean-up on lawns, etc	Work 95% completed
H	Highway crew	May-August grade roads and chloride, stripe, gravel overlays, patch pave,	Work underway

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		complaints, ditching, hauling of material, etc	
H	Loren	Identify areas along with work crew needing special attention this summer – see below	
H	Loren	Replace road and driveway culverts as identified	Work underway
H	Loren	Identify areas along gravel roads that need ditching and establish schedule to accomplish	Work underway— a section of Lost Nation is the first major area being done this summer
H	Aaron/Loren	Subbase rebuild of gravel roads at specific locations	To be programmed
H	Loren	Pull berms on back roads	Work Underway
H	Loren/Aaron/Dennis	Identify areas for selective overlays and rebuild	Evaluation underway
H	Loren	Wash bridges	To be done late spring
H	Loren	Patch problem areas on paved roads	Ongoing
H	Dennis/Loren	Mowing - contract for back roads and roadsides in non-built-up area	First cut to be done in late May/ June second to be done in early August
H	Dennis/ Loren	Summer temporary help	Two summer temporary help hired
H	Aaron	Complete Streets documentation for Town vault filing	Filed

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L	Consultant	Semi annual landfill testing required as part of closure order	Spring testing completed
L	Dennis/Loren	Landfill cleanup of waste soil area	Ongoing process to keep area free of excess waste material
L	Dennis	Leaf composting operation by CSWD at Essex Landfill	CSWD has abandoned the use of this portion of the site for leaf composting and the Town/CSWD have informed the State that the permit will not be renewed. The leaf debris and other composting material brought to this site some years ago has composted on its own but it may contain some of the same contaminants that created an issue with CSWD compost a few year ago. The Town will over time remove the material and bury it on site to free up the use of this area for miscellaneous material storage.
L	Dennis	New State landfill testing requirements	Review new procedures once they have been adopted. There may be an opportunity to cut back on extent of required testing. Discuss with State
L	Loren	Grass cutting on lower area	Scheduled for Sept time frame

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 H=Highway; L=Landfill; Paths/Walks

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Paths/ Walks	Dennis/ summer interns	Construction of street pave crossings at designated intersections with enhancement grant monies (old project)	Evaluation done and report prepared for the Selectboard
Paths/ Walks	Aaron	Construction of path along VT2A from Old Colchester Road to Pinecrest Drive	Project low bidder is Don Weston at \$173,250. Project uses State/federal grant with local share at 20%. Work underway and 75% complete Delay in project completion due to delays by utilities in moving lines off old poles, even though companies have known about the need to relocate wires for over a year. Project to be completed by mid July.
Paths/ Walks -Circ project	Dennis/ VTRANS – Patty Colburn	Colchester –Essex NH 030-1(34)- VT15 multi-use path from Susie Wilson Road to Winooski (CIRC)	Design by consultant. Conceptual plans have been developed and the project is getting environmental permits. Construction anticipated in calendar year 2019; public hearing recently held on project at St. Mikes. Estimated cost is \$2M.
Paths/ Walks	Aaron/Greg	Towers Road sidewalk from VT128 to Clover Drive	Grant applied for and received from VTRANS. Stantek awarded competitive design contract (bid); total project costs estimated at \$358,000 (design, ROW, construction). Project has held first public hearing to define issues and a preferred alternative is being prepared.
Paths/ Walks	Aaron/Greg	Pinecrest Sidewalk from VT128 to Suffolk Lane	VTRANS grant awarded to Town to do design and construction; project is on the TIP; project will be advertised for design services. Grant is for \$286,215 –with an 80%/20% split.
Paths/ Walks	Dennis	Enhancement grant application for path/stormwater/linear park near Rite-Aid/ Senecal Congregate Housing	Not awarded; project is on indefinite hold
Paths/ Walks/	Dennis/Dana/ Greg/Ally/Robin	Scoping study to update Town and Village	Study completed and accepted by PC and Selectboard. Key is to find

Work List of Spring Summer and Fall of 2015

4 June 2015

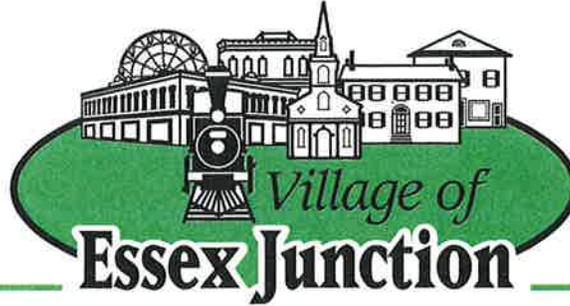
B=Buildings; G=General work such as admin/engineering; S/W=sewer/water; Storm=stormwater  
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CCRPC UPWP	from Village/ Trails Committee	Comprehensive Bike Path Plan	funding for the implementation of projects and determining which projects should be submitted for competitive grants
Paths/ Walks	Dennis	VT15/Old Stage Road to Essex Way sidewalk - north side of road ( <b>CIRC</b> )	Project is on the TIP but not funded through FYE19. Estimated cost is \$160,000
Paths/ Walks	Dennis/Aaron/ Contractor	Replace failed paved path along Valleyview Drive between Sklyinie and Ridge road and extend sidewalk to the northeast to fill gap in coverage	Work to be done before July 1 <sup>st</sup> involves removing old walk, regarding and preparing surface for paving in FYE16 (after July 1 <sup>st</sup> , 2015)

Agenda Addition -

New Business



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

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

Date: June 8, 2015

Essex Junction School District Prudential Committee  
51 Park Street  
Essex Junction, VT 05452

Subject: Governance of Essex Junction Recreation and Parks

Dear Prudential Committee,

We are aware of the ongoing study of the possible formation of a Regional Education District (RED) which would result in the Prudential Committee being dissolved.

This letter is to assure you that the Village stands ready to support this initiative with regard to governance of the Essex Junction Recreation and Parks (EJRP) Department. We share your desire to maintain EJRP as a premier recreation department with its wide range of programming options for the community. In the near term, we are certainly willing to work with you and the RED Board to ensure continued success of the department – whether it is governed by the RED Board or by the Village. In the long term, we are poised to discuss governance options ranging from oversight by the Village, the merger of Town and Village recreation departments, or even the formation of a recreation district.

Good luck with your study and please let us know if we can assist in any way.

George Tyler  
Village President

Pat Scheidel  
Municipal Manager



REVENUE/EXPENDITURE REPORT  
Bill List 6/9/15

Agenda Addition -  
Consent Agenda  
Page: 1  
6/9/2015  
8:55 am

Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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	3,036,245.74	0.00	0.00	-24,719.74	100.8
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	66,974.20	470.00	0.00	-31,974.20	191.4
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
415.000 WHITCOMB SOLAR PILOT	0.00	0.00	6,600.00	0.00	0.00	-6,600.00	0.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	795.50	0.00	0.00	1,204.50	39.8
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	113,436.00	0.00	0.00	-13,436.00	113.4
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	4,400.00	400.00	0.00	400.00	91.7
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	2,100.00	100.00	0.00	-600.00	140.0
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	3,028.30	0.00	0.00	-28.30	100.9
432.080 MISCELLANEOUS LIBRARY RECEIPTS	500.00	500.00	706.00	0.00	0.00	-206.00	141.2
434.010 ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	15,000.00	0.00	0.00	0.00	100.0
440.000 INTEREST EARNINGS	1,500.00	1,500.00	1,067.47	0.00	0.00	432.53	71.2
445.000 MISC. - UNCLASSIFIED RECEIPTS	2,000.00	2,000.00	2,220.87	1.00	0.00	-220.87	111.0
Revenue	3,502,437.00	3,502,437.00	3,456,830.90	971.00	0.00	45,606.10	98.7
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	1,450.00	0.00	0.00	-1,450.00	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	17,573.75	0.00	0.00	-17,573.75	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	2,955.38	0.00	0.00	-2,955.38	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	1,815.00	0.00	0.00	-1,815.00	0.0
Non Operating Revenues	0.00	0.00	4,770.38	0.00	0.00	-4,770.38	0.0
Dept: 000.000	3,502,437.00	3,502,437.00	3,479,175.03	971.00	0.00	23,261.97	99.3
Revenues	3,502,437.00	3,502,437.00	3,479,175.03	971.00	0.00	23,261.97	99.3
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	255,978.00	255,978.00	250,019.21	5,652.02	0.00	5,958.79	97.7
720.004 MANAGER CONTRACT	55,995.00	55,995.00	51,328.75	0.00	0.00	4,666.25	91.7
720.010 SALARIES OVERTIME	1,500.00	1,500.00	1,470.00	0.00	0.00	30.00	98.0
720.020 SALARIES PART TIME	15,057.00	15,057.00	10,182.97	436.03	0.00	4,874.03	67.6
720.022 SOCIAL SECURITY	21,109.00	21,109.00	20,000.01	456.67	0.00	1,108.99	94.7
720.024 UNEMPLOYMENT INSURANCE	1,067.00	1,067.00	1,008.85	5.93	0.00	58.15	94.6
720.026 WORKERS COMP INSURANCE	1,047.00	1,047.00	1,240.39	28.50	0.00	-193.39	118.5
720.028 HEALTH INS & OTHER BENEFITS	72,355.00	72,355.00	64,046.38	33.45	0.00	8,308.62	88.5
720.030 RETIREMENT	25,598.00	25,598.00	24,080.04	557.70	0.00	1,517.96	94.1
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	202.47	0.00	0.00	1,397.53	12.7
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	3,819.31	0.00	0.00	2,880.69	57.0
723.001 POSTAGE	4,200.00	4,200.00	5,797.38	0.00	0.00	-1,597.38	138.0
723.055 COMPUTER EXPENSES	16,937.00	16,937.00	15,178.25	0.00	0.00	1,758.75	89.6
724.000 TRAINING, CONFERENCES, DUES	10,384.00	10,384.00	8,838.91	60.00	0.00	1,545.09	85.1

REVENUE/EXPENDITURE REPORT  
Bill List 6/9/15

Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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							
725.000 TELEPHONE SERVICES	2,600.00	2,600.00	1,850.22	0.00	0.00	749.78	71.2
725.025 COMMUNICATIONS	13,806.00	13,806.00	12,853.18	0.00	0.00	952.82	93.1
745.020 LEASED SERVICES	4,800.00	4,800.00	4,274.13	0.00	0.00	525.87	89.0
745.031 LEGAL SERVICES	15,000.00	15,000.00	14,536.50	0.00	0.00	463.50	96.9
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	3,988.56	0.00	0.00	1,811.44	68.8
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	1,392.50	0.00	0.00	207.50	87.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	1,581.60	0.00	0.00	-81.60	105.4
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	3,287.23	0.00	0.00	712.77	82.2
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	521,185.83	7,230.30	0.00	40,598.17	92.8
ADMINISTRATION	561,784.00	561,784.00	521,185.83	7,230.30	0.00	40,598.17	92.8
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	1,948.97	0.00	0.00	551.03	78.0
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	830.30	0.00	0.00	669.70	55.4
726.000 ELECTRICAL SERVICE	7,500.00	7,500.00	5,936.29	0.00	0.00	1,563.71	79.2
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	6,264.97	0.00	0.00	-264.97	104.4
728.000 MAINT. BUILDINGS/GROUNDS	7,500.00	7,500.00	7,721.44	0.00	0.00	-221.44	103.0
745.005 RUBBISH REMOVAL	1,838.00	1,838.00	1,680.00	150.00	0.00	158.00	91.4
745.014 CONTRACT SERVICES	9,021.00	9,021.00	8,486.95	0.00	0.00	534.05	94.1
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	50,978.09	150.00	0.00	4,078.91	92.6
LINCOLN HALL	55,057.00	55,057.00	50,978.09	150.00	0.00	4,078.91	92.6
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	138,000.00	138,000.00	128,252.81	0.00	0.00	9,747.19	92.9
720.022 SOCIAL SECURITY	10,590.00	10,590.00	9,811.30	0.00	0.00	778.70	92.6
720.026 WORKERS COMP INSURANCE	27,334.00	27,334.00	24,156.85	0.00	0.00	3,177.15	88.4
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,600.00	0.00	0.00	0.00	100.0
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	3,281.77	0.00	0.00	-881.77	136.7
723.016 EMS SUPPLIES	1,500.00	1,500.00	170.68	0.00	0.00	1,329.32	11.4
723.020 GAS,GREASE AND OIL	7,200.00	7,200.00	4,207.40	0.00	0.00	2,992.60	58.4
723.065 WATER AND SEWER CHARGE	900.00	900.00	606.08	0.00	0.00	293.92	67.3
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	3,171.65	0.00	0.00	1,828.35	63.4
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	1,980.93	0.00	0.00	1,819.07	52.1
726.000 ELECTRICAL SERVICE	7,000.00	7,000.00	6,375.49	0.00	0.00	624.51	91.1
727.000 HEATING/NATURAL GAS	5,200.00	5,200.00	5,769.57	0.00	0.00	-569.57	111.0
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	5,160.00	0.00	0.00	840.00	86.0
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	14,752.86	0.00	0.00	-1,752.86	113.5

REVENUE/EXPENDITURE REPORT  
Bill List 6/9/15

Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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							
728.030 VEHICLE MAINTENANCE	9,000.00	9,000.00	14,698.62	0.00	0.00	-5,698.62	163.3
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	18,314.55	0.00	0.00	885.45	95.4
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	0.00	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	12,399.12	0.00	0.00	2,100.88	85.5
Operating Expenses	298,075.00	298,075.00	275,961.83	0.00	0.00	22,113.17	92.6
FIRE DEPARTMENT	298,075.00	298,075.00	275,961.83	0.00	0.00	22,113.17	92.6
Dept: 450.000 DEBT SERVICE							
Acct Class: 7150 DEBT SERVICE							
710.075 CAPITAL IMP - INTEREST	68,612.00	68,612.00	68,611.77	0.00	0.00	0.23	100.0
DEBT SERVICE	68,612.00	68,612.00	68,611.77	0.00	0.00	0.23	100.0
DEBT SERVICE	68,612.00	68,612.00	68,611.77	0.00	0.00	0.23	100.0
Dept: 500.000 SENIOR SUPPORT							
Acct Class: 7000 Operating Expenses							
725.000 TELEPHONE SERVICES	460.00	460.00	416.12	0.00	0.00	43.88	90.5
745.014 CONTRACT SERVICES	7,500.00	7,500.00	3,526.62	0.00	0.00	3,973.38	47.0
Operating Expenses	7,960.00	7,960.00	3,942.74	0.00	0.00	4,017.26	49.5
SENIOR SUPPORT	7,960.00	7,960.00	3,942.74	0.00	0.00	4,017.26	49.5
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	205,654.00	205,654.00	166,136.82	3,830.46	0.00	39,517.18	80.8
720.010 SALARIES OVERTIME	15,000.00	15,000.00	14,953.99	150.00	0.00	46.01	99.7
720.020 SALARIES PART TIME	11,907.00	11,907.00	15,079.84	519.56	0.00	-3,172.84	126.6
720.022 SOCIAL SECURITY	17,819.00	17,819.00	14,526.46	331.88	0.00	3,292.54	81.5
720.024 UNEMPLOYMENT INSURANCE	1,169.00	1,169.00	958.96	22.56	0.00	210.04	82.0
720.026 WORKERS COMP INSURANCE	13,970.00	13,970.00	10,931.63	267.73	0.00	3,038.37	78.3
720.028 HEALTH INS & OTHER BENEFITS	76,515.00	76,515.00	49,059.39	0.00	0.00	27,455.61	64.1
720.030 RETIREMENT	20,565.00	20,565.00	16,430.72	369.14	0.00	4,134.28	79.9
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	12,269.59	0.00	0.00	7,730.41	61.3
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	137,130.59	0.00	0.00	-62,130.59	182.8
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	13,894.61	0.00	0.00	1,105.39	92.6
723.014 GRAVEL,TOPSOIL	4,000.00	4,000.00	4,292.37	0.00	0.00	-292.37	107.3
723.015 SIGNS AND POSTS	4,000.00	4,000.00	3,951.75	0.00	0.00	48.25	98.8
723.020 GAS,GREASE AND OIL	26,000.00	26,000.00	24,774.76	0.00	0.00	1,225.24	95.3
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	1,376.00	0.00	0.00	1,124.00	55.0
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	1,850.88	0.00	0.00	149.12	92.5
726.000 ELECTRICAL SERVICE	4,000.00	4,000.00	3,123.43	0.00	0.00	876.57	78.1
726.035 STREET LIGHTS	127,000.00	127,000.00	107,178.18	0.00	0.00	19,821.82	84.4
726.037 TRAFFIC LIGHTS	6,000.00	6,000.00	4,843.96	0.00	0.00	1,156.04	80.7
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	4,060.99	0.00	0.00	-60.99	101.5
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	2,396.46	0.00	0.00	103.54	95.9
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	1,515.87	0.00	0.00	-515.87	151.6
728.030 VEHICLE MAINTENANCE	20,000.00	20,000.00	23,325.59	0.00	0.00	-3,325.59	116.6
728.033 STREETScape MAINT./IMP	16,000.00	16,000.00	7,276.99	109.17	0.00	8,723.01	45.5
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	2,483.97	0.00	0.00	5,516.03	31.0
728.041 MEMORIAL PARK	3,000.00	3,000.00	2,598.02	0.00	0.00	401.98	86.6

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Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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							
728.043 STREET MARKINGS	7,000.00	7,000.00	8,136.55	0.00	0.00	-1,136.55	116.2
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	5,014.55	0.00	0.00	-514.55	111.4
735.000 INTERVIEW COSTS	0.00	0.00	1,034.00	0.00	0.00	-1,034.00	0.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	3,889.20	0.00	0.00	2,310.80	62.7
745.014 CONTRACT SERVICES	0.00	0.00	21,660.25	0.00	0.00	-21,660.25	0.0
745.016 ACCIDENT CLAIMS	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	5,717.50	0.00	0.00	-4,717.50	571.8
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	7,706.98	0.00	0.00	7,293.02	51.4
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	8,253.48	0.00	0.00	-5,253.48	275.1
760.033 STORM SEWER MAINTENANCE	9,000.00	9,000.00	6,164.26	0.00	0.00	2,835.74	68.5
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	739,834.72	5,600.50	0.00	74,768.28	90.8
STREET DEPARTMENT	814,603.00	814,603.00	739,834.72	5,600.50	0.00	74,768.28	90.8
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	315,379.00	315,379.00	300,460.28	6,214.32	0.00	14,918.72	95.3
720.010 SALARIES OVERTIME	0.00	0.00	650.20	0.00	0.00	-650.20	0.0
720.020 SALARIES PART TIME	89,219.00	89,219.00	83,258.90	1,713.61	0.00	5,960.10	93.3
720.022 SOCIAL SECURITY	31,089.00	31,089.00	28,583.56	580.43	0.00	2,505.44	91.9
720.024 UNEMPLOYMENT INSURANCE	2,390.00	2,390.00	2,335.08	32.73	0.00	54.92	97.7
720.026 WORKERS COMP INSURANCE	1,567.00	1,567.00	1,808.85	37.10	0.00	-241.85	115.4
720.028 HEALTH INS & OTHER BENEFITS	103,020.00	103,020.00	91,877.80	0.00	0.00	11,142.20	89.2
720.030 RETIREMENT	31,537.00	31,537.00	29,052.52	600.80	0.00	2,484.48	92.1
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	8,988.61	0.00	0.00	4,011.39	69.1
723.001 POSTAGE	3,500.00	3,500.00	2,958.27	0.00	0.00	541.73	84.5
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	1,301.42	0.00	0.00	2,198.58	37.2
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	759.45	0.00	0.00	240.55	75.9
724.000 TRAINING, CONFERENCES, DUES	4,000.00	4,000.00	1,157.54	14.38	0.00	2,842.46	28.9
725.000 TELEPHONE SERVICES	1,100.00	1,100.00	913.07	0.00	0.00	186.93	83.0
725.030 TECHNOLOGY ACCESS	5,500.00	5,500.00	4,518.83	0.00	0.00	981.17	82.2
726.000 ELECTRICAL SERVICE	14,500.00	14,500.00	12,565.78	0.00	0.00	1,934.22	86.7
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	7,192.10	0.00	0.00	207.90	97.2
728.000 MAINT. BUILDINGS/GROUNDS	14,500.00	14,500.00	23,563.54	0.00	0.00	-9,063.54	162.5
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	2,101.12	0.00	0.00	-101.12	105.1
745.014 CONTRACT SERVICES	23,225.00	23,225.00	22,127.64	0.00	0.00	1,097.36	95.3
745.021 ADULT PROGRAMS	300.00	300.00	300.11	0.00	0.00	-0.11	100.0
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,376.55	0.00	0.00	623.45	79.2
755.014 COMPUTER REPLACEMENT	8,000.00	8,000.00	4,064.70	0.00	0.00	3,935.30	50.8
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	25,939.64	1,500.00	0.00	5,060.36	83.7
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	15,495.10	0.00	0.00	4.90	100.0
Operating Expenses	736,207.00	736,207.00	684,166.20	10,693.37	0.00	52,040.80	92.9
BROWNELL LIBRARY	736,207.00	736,207.00	684,166.20	10,693.37	0.00	52,040.80	92.9
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,612.00	129,612.00	122,559.74	2,484.40	0.00	7,052.26	94.6
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	9,579.56	187.00	0.00	810.44	92.2
720.024 UNEMPLOYMENT INSURANCE	432.00	432.00	435.10	0.00	0.00	-3.10	100.7
720.026 WORKERS COMP INSURANCE	504.00	504.00	635.40	11.62	0.00	-131.40	126.1
720.028 HEALTH INS & OTHER BENEFITS	36,177.00	36,177.00	29,777.15	0.00	0.00	6,399.85	82.3

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Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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							
720.030 RETIREMENT	12,961.00	12,961.00	12,244.30	248.44	0.00	716.70	94.5
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
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	2,208.33	0.00	0.00	591.67	78.9
723.001 POSTAGE	1,120.00	1,120.00	470.28	0.00	0.00	649.72	42.0
723.055 COMPUTER EXPENSES	4,000.00	4,000.00	3,887.10	0.00	0.00	112.90	97.2
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	1,951.75	25.06	0.00	2,548.25	43.4
725.000 TELEPHONE SERVICES	1,550.00	1,550.00	1,376.61	0.00	0.00	173.39	88.8
725.025 COMMUNICATIONS	2,500.00	2,500.00	649.00	0.00	0.00	1,851.00	26.0
728.030 VEHICLE MAINTENANCE	3,500.00	3,500.00	2,200.00	0.00	0.00	1,300.00	62.9
745.031 LEGAL SERVICES	14,000.00	14,000.00	4,075.50	0.00	0.00	9,924.50	29.1
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	4,336.16	0.00	0.00	-336.16	108.4
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	1,867.67	0.00	0.00	3,132.33	37.4
745.051 RECORDING FEES	2,500.00	2,500.00	2,005.00	290.00	0.00	495.00	80.2
755.023 CAPITAL OUTLAY	1,500.00	1,500.00	485.00	0.00	0.00	1,015.00	32.3
Operating Expenses	250,678.00	250,678.00	210,893.39	3,246.52	0.00	39,784.61	84.1
COMMUNITY DEVELOPMENT DEPT	250,678.00	250,678.00	210,893.39	3,246.52	0.00	39,784.61	84.1
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	36,604.00	36,604.00	33,224.07	301.17	0.00	3,379.93	90.8
720.020 SALARIES PART TIME	0.00	0.00	825.00	322.50	0.00	-825.00	0.0
720.022 SOCIAL SECURITY	2,823.00	2,823.00	2,489.92	44.63	0.00	333.08	88.2
720.024 UNEMPLOYMENT INSURANCE	216.00	216.00	212.40	8.49	0.00	3.60	98.3
720.026 WORKERS COMP INSURANCE	141.00	141.00	160.49	2.92	0.00	-19.49	113.8
720.028 HEALTH INS & OTHER BENEFITS	18,089.00	18,089.00	15,146.02	0.00	0.00	2,942.98	83.7
720.030 RETIREMENT	3,660.00	3,660.00	3,386.40	70.12	0.00	273.60	92.5
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	6,790.46	0.00	0.00	209.54	97.0
745.040 COMMUNITY EVENTS & PROGRAMS	6,000.00	6,000.00	4,914.16	0.00	0.00	1,085.84	81.9
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	7,623.86	0.00	0.00	1,376.14	84.7
Operating Expenses	94,838.00	94,838.00	84,222.86	749.83	0.00	10,615.14	88.8
ECONOMIC DEVELOPMENT	94,838.00	94,838.00	84,222.86	749.83	0.00	10,615.14	88.8
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	173.60	0.00	0.00	-173.60	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	1,588.88	0.00	0.00	-1,588.88	0.0
759.000 TREE GRANT EXPENDITURE	0.00	0.00	4,222.50	0.00	0.00	-4,222.50	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	4,605.76	0.00	0.00	-4,605.76	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	1,571.75	0.00	0.00	-1,571.75	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	16,852.49	0.00	0.00	-16,852.49	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	16,852.49	0.00	0.00	-16,852.49	0.0
Expenditures	3,537,437.00	3,537,437.00	3,143,867.17	27,670.52	0.00	393,569.83	88.9

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Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	335,307.86	-26,699.52	0.00	-370,307.86	-958.0
Change in Fund Balance:			335,307.86				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	329.28	0.00	0.00	-329.28	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	175,547.28	0.00	0.00	-175,547.28	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	225,547.28	0.00	0.00	-225,547.28	0.0
Revenues	0.00	0.00	225,547.28	0.00	0.00	-225,547.28	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	-50,478.88	0.00	0.00	50,478.88	0.0
Change in Fund Balance:			-50,478.88				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	5.95	0.00	0.00	-5.95	0.0
Revenue	0.00	0.00	5.95	0.00	0.00	-5.95	0.0
Dept: 000.000	0.00	0.00	5.95	0.00	0.00	-5.95	0.0
Revenues	0.00	0.00	5.95	0.00	0.00	-5.95	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	5.95	0.00	0.00	-5.95	0.0
Change in Fund Balance:			5.95				
Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	11.45	0.00	0.00	-11.45	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	2,838,011.45	0.00	0.00	-2,838,011.45	0.0

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For the Period: 7/1/2014 to 6/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Revenues							
Dept: 000.000	0.00	0.00	2,838,011.45	0.00	0.00	-2,838,011.45	0.0
Revenues	0.00	0.00	2,838,011.45	0.00	0.00	-2,838,011.45	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	185,391.70	138,478.50	0.00	-185,391.70	0.0
750.310 HILLCREST DRNG/N HILLCRST DR/W	0.00	0.00	18,092.11	0.00	0.00	-18,092.11	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	530,122.15	138,478.50	0.00	-530,122.15	0.0
Dept: 000.000	0.00	0.00	533,578.15	138,478.50	0.00	-533,578.15	0.0
Expenditures	0.00	0.00	533,578.15	138,478.50	0.00	-533,578.15	0.0
Net Effect for 2014 VMBB SERIES 3 BOND PROJ.	0.00	0.00	2,304,433.30	-138,478.50	0.00	-2,304,433.30	0.0
Change in Fund Balance:			2,304,433.30				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	147.30	0.00	0.00	-147.30	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	9,324.61	0.00	0.00	-9,324.61	0.0
441.040 PEARL MISS LNK EJ STP 5300(14)	0.00	0.00	37,200.35	0.00	0.00	-37,200.35	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	588,544.52	0.00	0.00	-588,544.52	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	593,544.52	0.00	0.00	-593,544.52	0.0
Revenues	0.00	0.00	593,544.52	0.00	0.00	-593,544.52	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	13,700.12	0.00	0.00	-13,700.12	0.0
750.160 PEARL ST. LINKING SIDEWALK	0.00	0.00	56,038.99	0.00	0.00	-56,038.99	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	234,023.97	0.00	0.00	-234,023.97	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	148,689.29	0.00	0.00	-148,689.29	0.0
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	7,288.40	0.00	0.00	-7,288.40	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	3,500.00	0.00	0.00	-3,500.00	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	663,342.53	0.00	0.00	-663,342.53	0.0

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Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Expenditures							
Dept: 000.000	0.00	0.00	663,342.53	0.00	0.00	-663,342.53	0.0
Expenditures	0.00	0.00	663,342.53	0.00	0.00	-663,342.53	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND							
Change in Fund Balance:			-69,798.01	0.00	0.00	69,798.01	0.0
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	132.07	0.00	0.00	-132.07	0.0
Revenue	0.00	0.00	132.07	0.00	0.00	-132.07	0.0
Dept: 000.000	0.00	0.00	132.07	0.00	0.00	-132.07	0.0
Revenues	0.00	0.00	132.07	0.00	0.00	-132.07	0.0
Net Effect for LAND ACQUISTION FUND							
Change in Fund Balance:			132.07	0.00	0.00	-132.07	0.0
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	232.63	0.00	0.00	-232.63	0.0
465.010 SALE OF WATER-RESIDENTIAL	826,553.00	826,553.00	816,366.44	0.00	0.00	10,186.56	98.8
465.020 WATER SALES - LARGE USERS	96,243.00	96,243.00	91,806.83	9,821.41	0.00	4,436.17	95.4
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	3,866.46	1,246.96	0.00	-366.46	110.5
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	21,408.78	1.00	0.00	-6,408.78	142.7
Revenue	941,296.00	941,296.00	933,943.64	11,069.37	0.00	7,352.36	99.2
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,230,880.00	2,230,880.00	2,168,227.88	231,955.08	0.00	62,652.12	97.2
465.017 SALE OF WATER - IBM VT TAX	51,275.00	51,275.00	49,757.04	5,322.96	0.00	1,517.96	97.0
IBM Water Pass Thru Rev	2,282,155.00	2,282,155.00	2,217,984.92	237,278.04	0.00	64,170.08	97.2
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	207.99	0.00	0.00	-207.99	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	90,207.99	0.00	0.00	-90,207.99	0.0
Dept: 000.000	3,223,451.00	3,223,451.00	3,242,136.55	248,347.41	0.00	-18,685.55	100.6
Revenues	3,223,451.00	3,223,451.00	3,242,136.55	248,347.41	0.00	-18,685.55	100.6
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	107,890.00	107,890.00	82,300.59	1,702.92	0.00	25,589.41	76.3
720.010 SALARIES OVERTIME	14,000.00	14,000.00	9,214.91	75.00	0.00	4,785.09	65.8
720.020 SALARIES PART TIME	8,798.00	8,798.00	3,283.41	43.78	0.00	5,514.59	37.3
720.022 SOCIAL SECURITY	9,447.00	9,447.00	7,001.74	132.30	0.00	2,445.26	74.1
720.024 UNEMPLOYMENT INSURANCE	616.00	616.00	480.51	9.03	0.00	135.49	78.0
720.026 WORKERS COMP INSURANCE	5,277.00	5,277.00	4,852.43	84.84	0.00	424.57	92.0
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	32,599.13	0.00	0.00	9,004.87	78.4
720.030 RETIREMENT	10,789.00	10,789.00	8,027.85	174.30	0.00	2,761.15	74.4
720.032 LIABILITY & PROPERTY INS.	3,402.00	3,402.00	3,089.06	0.00	0.00	312.94	90.8

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Fund: 230 - WATER FUND							
<b>Expenditures</b>							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
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	5,025.41	0.00	0.00	-25.41	100.5
723.001 POSTAGE	1,500.00	1,500.00	1,578.33	0.00	0.00	-78.33	105.2
723.020 GAS,GREASE AND OIL	2,000.00	2,000.00	1,975.01	0.00	0.00	24.99	98.8
723.041 METERS AND PARTS	1,000.00	1,000.00	1,593.98	0.00	0.00	-593.98	159.4
723.042 DISTRIBUTION MATERIALS	5,700.00	5,700.00	5,159.57	0.00	0.00	540.43	90.5
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	169.80	0.00	0.00	180.20	48.5
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	896.49	0.00	0.00	-896.49	0.0
726.000 ELECTRICAL SERVICE	700.00	700.00	586.05	0.00	0.00	113.95	83.7
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	2,469.57	0.00	0.00	1,030.43	70.6
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,944.42	0.00	0.00	-944.42	194.4
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	11,496.94	0.00	0.00	-95,496.94	696.9
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	2,340.14	0.00	0.00	-1,340.14	234.0
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	332.50	0.00	0.00	667.50	33.3
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	448,234.61	0.00	0.00	2,977.39	99.3
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	197.39	0.00	0.00	1,502.61	11.6
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	10,286.20	0.00	0.00	84.80	99.2
<b>Operating Expenses</b>	<b>941,296.00</b>	<b>941,296.00</b>	<b>921,569.49</b>	<b>2,222.17</b>	<b>0.00</b>	<b>19,726.51</b>	<b>97.9</b>
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,230,880.00	2,230,880.00	1,936,272.80	0.00	0.00	294,607.20	86.8
770.511 State Water Tax - IBM	51,275.00	51,275.00	44,434.08	0.00	0.00	6,840.92	86.7
<b>IBM Water Costs</b>	<b>2,282,155.00</b>	<b>2,282,155.00</b>	<b>1,980,706.88</b>	<b>0.00</b>	<b>0.00</b>	<b>301,448.12</b>	<b>86.8</b>
Acct Class: 8000 Capital Projects							
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	6,920.59	0.00	0.00	-6,920.59	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	13,841.06	0.00	0.00	-13,841.06	0.0
750.230 BOND INTEREST	0.00	0.00	11,169.36	0.00	0.00	-11,169.36	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	5,733.36	0.00	0.00	-5,733.36	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
<b>Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>208,253.17</b>	<b>0.00</b>	<b>0.00</b>	<b>-208,253.17</b>	<b>0.0</b>
<b>WATER DEPARTMENT</b>	<b>3,223,451.00</b>	<b>3,223,451.00</b>	<b>3,110,529.54</b>	<b>2,222.17</b>	<b>0.00</b>	<b>112,921.46</b>	<b>96.5</b>
<b>Expenditures</b>	<b>3,223,451.00</b>	<b>3,223,451.00</b>	<b>3,110,529.54</b>	<b>2,222.17</b>	<b>0.00</b>	<b>112,921.46</b>	<b>96.5</b>
<b>Net Effect for WATER FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>131,607.01</b>	<b>246,125.24</b>	<b>0.00</b>	<b>-131,607.01</b>	<b>0.0</b>
Change in Fund Balance:			131,607.01				
Fund: 400 - SANITATION FUND							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	165,998.22	0.00	0.00	-145,998.22	830.0
440.000 INTEREST EARNINGS	0.00	0.00	452.34	0.00	0.00	-452.34	0.0
442.000 ESSEX PUMP STATION FEES	22,075.00	22,075.00	23,154.14	0.00	0.00	-1,079.14	104.9
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	11,250.00	0.00	0.00	3,750.00	75.0
500.000 ANNUAL CUSTOMER CHARGE	403,915.00	403,915.00	529,523.35	0.00	0.00	-125,608.35	131.1
500.001 ANNUAL CUSTOMER CHARGE - PEN	2,000.00	2,000.00	2,447.23	690.98	0.00	-447.23	122.4
<b>Revenue</b>	<b>462,990.00</b>	<b>462,990.00</b>	<b>732,825.28</b>	<b>690.98</b>	<b>0.00</b>	<b>-269,835.28</b>	<b>158.3</b>

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Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
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	868.07	0.00	0.00	-868.07	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	966.67	0.00	0.00	-966.67	0.0
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	165,584.74	0.00	0.00	-165,584.74	0.0
Dept: 000.000	462,990.00	462,990.00	898,410.02	690.98	0.00	-435,420.02	194.0
Revenues	462,990.00	462,990.00	898,410.02	690.98	0.00	-435,420.02	194.0
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	80,190.00	80,190.00	69,083.97	1,510.20	0.00	11,106.03	86.2
720.010 SALARIES OVERTIME	8,000.00	8,000.00	10,839.63	151.26	0.00	-2,839.63	135.5
720.020 SALARIES PART TIME	12,683.00	12,683.00	3,298.89	43.99	0.00	9,384.11	26.0
720.022 SOCIAL SECURITY	7,839.00	7,839.00	6,195.24	125.09	0.00	1,643.76	79.0
720.024 UNEMPLOYMENT INSURANCE	668.00	668.00	679.80	8.14	0.00	-11.80	101.8
720.026 WORKERS COMP INSURANCE	4,177.00	4,177.00	3,575.40	75.48	0.00	601.60	85.6
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	33,840.10	0.00	0.00	7,763.90	81.3
720.030 RETIREMENT	8,019.00	8,019.00	7,073.93	153.52	0.00	945.07	88.2
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	1,139.61	0.00	0.00	-139.61	114.0
723.001 POSTAGE	3,000.00	3,000.00	3,149.99	0.00	0.00	-149.99	105.0
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	1,465.67	0.00	0.00	1,534.33	48.9
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	285.19	0.00	0.00	1,214.81	19.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,500.00	8,500.00	8,382.87	0.00	0.00	117.13	98.6
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	1,401.28	0.00	0.00	398.72	77.8
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	2,712.84	0.00	0.00	-1,212.84	180.9
728.040 PUMP STATION MAINTENANCE	4,000.00	4,000.00	8,137.40	0.00	0.00	-4,137.40	203.4
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	7,678.66	0.00	0.00	-678.66	109.7
728.064 WEST ST PS COSTS	10,000.00	10,000.00	15,529.64	0.00	0.00	-5,529.64	155.3
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	1,509.82	0.00	0.00	-509.82	151.0
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	8,479.19	0.00	0.00	-79.19	100.9
745.017 SANIT. LINE BACK-UP CLEANING	1,500.00	1,500.00	1,000.00	0.00	0.00	500.00	66.7
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	1,075.50	0.00	0.00	-75.50	107.6
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	375,346.88	2,067.68	0.00	87,643.12	81.1
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	27,682.19	0.00	0.00	-27,682.19	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	8,523.94	0.00	0.00	-8,523.94	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	0.00	0.00	-39,315.38	0.0
Capital Projects	0.00	0.00	187,488.07	0.00	0.00	-187,488.07	0.0

REVENUE/EXPENDITURE REPORT  
 Bill List 6/9/15

Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures							
SANITATION DEPARTMENT	462,990.00	462,990.00	562,834.95	2,067.68	0.00	-99,844.95	121.6
Expenditures	462,990.00	462,990.00	562,834.95	2,067.68	0.00	-99,844.95	121.6
Net Effect for SANITATION FUND	0.00	0.00	335,575.07	-1,376.70	0.00	-335,575.07	0.0
Change in Fund Balance:			335,575.07				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	492.31	0.00	0.00	-492.31	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	3,311.17	1,001.22	0.00	-311.17	110.4
460.012 VILLAGE USER CHARGE	711,876.00	711,876.00	706,832.49	0.00	0.00	5,043.51	99.3
460.013 WASTEWATER CHARGE - ESSEX	465,440.00	465,440.00	426,653.37	0.00	0.00	38,786.63	91.7
460.014 WASTEWATER CHARGE - WILLISTON	569,380.00	569,380.00	568,059.96	0.00	0.00	1,320.04	99.8
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	17,360.60	0.00	0.00	-5,360.60	144.7
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	26,801.33	0.00	0.00	-26,801.33	0.0
Revenue	1,797,996.00	1,797,996.00	1,773,360.03	1,001.22	0.00	24,635.97	98.6
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT. PAYMENT	0.00	0.00	36,643.77	0.00	0.00	-36,643.77	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	33,983.17	0.00	0.00	-33,983.17	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	39,315.38	0.00	0.00	-39,315.38	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	523.54	0.00	0.00	-523.54	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	323,057.37	0.00	0.00	-323,057.37	0.0
Dept: 000.000	1,797,996.00	1,797,996.00	2,096,417.40	1,001.22	0.00	-298,421.40	116.6
Revenues	1,797,996.00	1,797,996.00	2,096,417.40	1,001.22	0.00	-298,421.40	116.6
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	308,467.00	308,467.00	279,386.59	5,439.65	0.00	29,080.41	90.6
720.010 SALARIES OVERTIME	45,000.00	45,000.00	38,354.28	1,269.24	0.00	6,645.72	85.2
720.020 SALARIES PART TIME	15,000.00	15,000.00	9,593.31	535.56	0.00	5,406.69	64.0
720.022 SOCIAL SECURITY	28,612.00	28,612.00	24,567.79	540.52	0.00	4,044.21	85.9
720.024 UNEMPLOYMENT INSURANCE	1,535.00	1,535.00	1,281.05	7.28	0.00	253.95	83.5
720.026 WORKERS COMP INSURANCE	16,530.00	16,530.00	14,422.40	315.26	0.00	2,107.60	87.2
720.028 HEALTH INS & OTHER BENEFITS	107,085.00	107,085.00	76,069.08	0.00	0.00	31,015.92	71.0
720.030 RETIREMENT	30,847.00	30,847.00	27,607.80	551.36	0.00	3,239.20	89.5
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	8,990.69	0.00	0.00	9.31	99.9
723.005 SUPPLIES - LABORATORY	10,000.00	10,000.00	16,287.87	0.00	0.00	-6,287.87	162.9
723.013 CHEMICALS	195,000.00	195,000.00	164,008.72	0.00	0.00	30,991.28	84.1
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	3,600.54	0.00	0.00	2,399.46	60.0
723.065 WATER AND SEWER CHARGE	7,000.00	7,000.00	2,605.00	0.00	0.00	4,395.00	37.2
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	7,572.28	0.00	0.00	-1,072.28	116.5
725.000 TELEPHONE SERVICES	4,500.00	4,500.00	4,325.06	0.00	0.00	174.94	96.1
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	135,406.45	0.00	0.00	64,593.55	67.7
727.000 HEATING/NATURAL GAS	20,000.00	20,000.00	26,121.28	0.00	0.00	-6,121.28	130.6

REVENUE/EXPENDITURE REPORT

Bill List 6/9/15

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6/9/2015  
8:55 am

Village of Essex Junction

For the Period: 7/1/2014 to 6/30/2015	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							
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	111,090.50	0.00	0.00	-41,090.50	158.7
728.030 VEHICLE MAINTENANCE	2,500.00	2,500.00	3,366.23	0.00	0.00	-866.23	134.6
729.000 UNIFORMS,BOOTS,ETC	4,000.00	4,000.00	5,715.68	0.00	0.00	-1,715.68	142.9
745.000 CONTRACT LABORATORY SERVICE	7,000.00	7,000.00	6,246.81	0.00	0.00	753.19	89.2
745.014 CONTRACT SERVICES	53,420.00	53,420.00	40,065.00	0.00	0.00	13,355.00	75.0
745.016 ACCIDENT CLAIMS	0.00	0.00	314.90	0.00	0.00	-314.90	0.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	759.00	0.00	0.00	241.00	75.9
745.033 GRIT DISPOSAL	10,000.00	10,000.00	5,534.67	0.00	0.00	4,465.33	55.3
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	87,694.74	0.00	0.00	90,305.26	49.3
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	5,411.00	0.00	0.00	2,089.00	72.1
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	1,378,918.04	8,658.87	0.00	419,077.96	76.7
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	155,611.16	0.00	0.00	-155,611.16	0.0
750.626 RZEDB Interest	0.00	0.00	49,942.32	0.00	0.00	-49,942.32	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	268,726.74	0.00	0.00	-268,726.74	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	532,810.55	0.00	0.00	-532,810.55	0.0
WASTEWATER TREATMENT PLANT	1,797,996.00	1,797,996.00	1,911,728.59	8,658.87	0.00	-113,732.59	106.3
Expenditures	1,797,996.00	1,797,996.00	1,911,728.59	8,658.87	0.00	-113,732.59	106.3
Net Effect for WASTEWATER FUND	0.00	0.00	184,688.81	-7,657.65	0.00	-184,688.81	0.0
Change in Fund Balance:			184,688.81				
Grand Total Net Effect:	-35,000.00	-35,000.00	3,171,473.18	71,912.87	0.00	-3,206,473.18	

**Patty Benoit**

---

**From:** Brian Roy <broy@ccsuvt.org>  
**Sent:** Tuesday, June 09, 2015 10:21 AM  
**To:** Patty Benoit  
**Subject:** Noise Ordinance Chapter 7

To: Village Trustees'

From: Brian Roy, Essex Junction Recreation and Parks

Dear Village Trustees',

I am writing to request a waiver of Chapter 7, Noise Ordinance of the Village Municipal Code, for July 4th, 2015 at 9:30 PM. The request is to allow the fireworks display at Maple Street Park as part of the annual Fourth of July Celebration event.

Please let me know if you have any questions.

Thanks,

Brian Roy

--

Brian Roy, Assistant Director  
Essex Junction Recreation and Parks  
"We Create Community through People, Parks, and Programs"  
75 Maple Street  
Essex Junction, VT 05452  
802-878-1375  
[broy@ccsuvt.org](mailto:broy@ccsuvt.org)

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Agenda Addition -  
Consent Agenda

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

## MEMORANDUM

**TO:** Village Trustees and Patrick Scheidel, Municipal Manager  
**FROM:** Lauren Morriseau, Finance Director/Assistant Manager *LM*  
**DATE:** June 9, 2015  
**SUBJECT:** Transfer of Funds Between General Fund Departments

### **Issue**

The issue is whether or not the Trustees will approve a use of surpluses in Community Development and Brownell Library budgets to cover deficits in other general fund budgets.

### **Discussion**

The Village charter states in Section 6.11. **Appropriations**, "At the request of the manager and within the last three (3) months of the budget year, the Trustees may by resolution transfer any unencumbered appropriation balance, or portion thereof within the Trustees' budget from one department, agency, or office, to another."

At the present time it appears that there will be a deficit in the FY15 Street budget, a deficit in the Lincoln Hall budget, and possibly a small deficit in Administration. We are anticipating surpluses in the Community Development and Library Budgets.

### **Cost**

There is no cost associated with this recommendation.

### **Recommendation**

It is recommended that the Trustees make a **motion to approve the use of surpluses in the FY15 Community Development and Brownell Library budgets to cover deficits in other general fund budgets.**

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES MEETING  
TUESDAY, JUNE 9, 2015  
6:30 PM**

**AGENDA**

**PUBLIC HEARING FYE 16 WATER RATES**

*This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.*

# FYE16 Water Rates

# Village Water User Rate

## FYE16 Proposed Rates

Usage	.0155/cubic foot
Fixed Charge	\$22.35/quarterly or \$89.40per year
Increase over FYE15	2%
Cost to average user	\$179.92/yr. or \$14.99/mo.

## Reasons for Increase

- 1) 1% increase in Operating budget
- 2) 3.4% increase in CWD Wholesale rate
- 3) 2% decrease in estimated usage

# Large Water User Rate

## FYE16 Proposed Rate

Usage	\$0.080/1,000 gallons
Decrease from FYE15	1%

## Reasons for Decrease

1.5% increase in estimated water use by IBM.

## Other pertinent information

At the end of the fiscal year there is a reconciliation. IBM either pays more or receives a credit depending on how much water they use and the amount of unaccounted water.



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

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

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PCS*  
**DATE:** June 9, 2015  
**SUBJECT:** Executive Session/Contracts

### **Issue**

The issue is whether or not it is appropriate to discuss the Municipal Manager's subcontract extension in open session.

### **Discussion**

In this matter, premature general public knowledge may not place the municipality at a substantial disadvantage.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees make the following motion if it is desired to go into executive session.

Motion: "I move that the Trustees enter into executive session to discuss the Municipal Manager's subcontract in accordance with the Open Meeting Law, 1 V.S.A. Section 313 (a)(1) to include the Trustees, Manager and Assistant Manager."



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

2 Lincoln Street  
Essex Junction, VT 05452  
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Office: (802) 878-6944  
Fax: (802) 878-6946

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PLS*  
**DATE:** June 9, 2015  
**SUBJECT:** Employment Subcontract Agreement

### **Issue**

The issue is whether or not the Trustees will approve and extend the Manager's subcontract with the Village of Essex Junction.

### **Discussion**

For the past two years, much work has been undertaken to consolidate service delivery systems between the Town and Village. Plans and agreements have been initiated and executed that extend two and/or three years in duration. It is my hope to be employed to continue to shepherd these efforts and others to conclusion. To do so, an extension of my employment subcontract with the Village is necessary.

### **Cost**

The expected cost is covered in the operating budget as approved.

### **Recommendation**

It is recommended that the President be authorized to execute the Employment Subcontracting Agreement between the Town of Essex and the Village of Essex Junction.



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

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

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PCS*  
**DATE:** June 9, 2015  
**SUBJECT:** Handbook for the Evaluation of the Municipal Manager

### **Issue**

The issue is whether or not the Trustees approve the Handbook for the Evaluation of the Municipal Manager.

### **Discussion**

This topic was presented to the Selectboard at the last meeting. It was discussed among other things to seek the consent of the Trustees. It was stated that the recruitment and selection of the Municipal Manager is shared between the Selectboard and Trustees, evaluation is part of the process and both boards should agree on the handbook.

Final approval of the Handbook for the Evaluation of the Municipal Manager awaits the consent of the Trustees.

### **Cost**

There is no discernable cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees approve the Handbook for the Evaluation of the Municipal Manager.

## **MEMORANDUM**

**To:** Selectboard  
Patrick C. Scheidel, Municipal Manager

**From:** Brendan S. Keleher, Assistant Town Manager

**Date:** May 28, 2015

**Re:** Handbook for the Evaluation of Municipal Manager

### **Issue**

The issue is whether or not the Selectboard will adopt a Handbook for the Evaluation of Municipal Manager, for the purposes of establishing a methodology for the annual evaluation of the Municipal Manager.

### **Discussion**

An annual examination of the performance of the Municipal Manager is important and healthy for an effective Selectboard- Manager relationship. Selectboard members, coming from different walks of life, will vary in their experience with performance evaluations; thus, it is helpful to have a resource from which to develop an evaluation approach comfortable for all members of the Selectboard. The Handbook for the Evaluation of Municipal Manager has been prepared for this purpose.

The Handbook includes discussions of the purpose for completing an evaluation, defines the context within which the evaluation takes place, outlines of a series of steps for an effective evaluation, and includes a sample evaluation form suitable for a municipal manager.

The resources included in the Handbook have been assembled from readily available on line sources. These are examples intended to provide guidance to the Selectboard in establishing an ongoing evaluation process. For example, the evaluation form included as an illustration is one of many such forms that can be utilized. The Handbook is intended to be a starting point from which the current and future Selectboard members can organize the annual evaluation process.

### **Cost**

There is no additional cost to the Selectboard in adopting the Handbook. The time spent in using the Handbook will be part of the customary annual administrative time of the Selectboard.

### **Recommendation**

It is recommended that the Selectboard adopt the Handbook for the Evaluation of Municipal Manager as a resource for the annual evaluation of the Municipal manager.

Attachment: Handbook for the Evaluation of Municipal Manager, April 2015

# TOWN OF ESSEX



## Handbook for the Evaluation of Municipal Manager

April 2015

# TOWN OF ESSEX

## HANDBOOK FOR THE EVALUATION OF MUNICIPAL MANAGER

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## Introduction

This Handbook has been developed for use by The Town of Essex Selectboard to help establish and conduct an evaluation process for the Town's chief executive officer and the Selectboard's sole employee, the Municipal Manager.

An annual examination of the Municipal Manager's performance is important and healthy for an effective Selectboard-Manager relationship. Ultimately, the Municipal Manager's performance evaluation is an essential tool for promoting more effective decision-making throughout the Town organization.

This Handbook first discusses the purpose for completing an evaluation of the Manager's performance, and defines the context within which a performance evaluation takes place. It then outlines a series of steps for an effective performance evaluation process and concludes with other reference materials and a generic evaluation form.

The information presented has been adapted from materials developed by the City of Dover, New Hampshire which, in turn, were developed by the Oregon League of Cities and includes related resource materials assembled from various publications.

## Purpose

Performance evaluation need not be painful for either the Selectboard or its important and only employee, the Municipal Manager. It should be constructive, providing not only an examination of past performance but guidance for future efforts by the Manager.

The needs of any Town often change over time and priorities are likely to shift with each Selectboard election. As with any employer/employee relationship, an employer has a responsibility to clearly communicate to its employee exactly what it expects and wants. As the employer, each new Selectboard member has an obligation to relate to their employee, the Manager, their desire for him or her to focus on particular community needs, projects or priorities.

If conducted properly, a performance evaluation process will be positive and useful for both the Selectboard and Manager. It will:

- Allow Selectboard members to become better acquainted with each other and the Manager; Improve communication between the Selectboard and Manager;
- Provide important feedback to the Manager;
- Acknowledge strengths and point out weaknesses of the Manager;
- Bring problems into focus and reduce future misunderstanding and conflict; and
- Help clarify roles and responsibilities of both the Selectboard and Manager.

There is another purpose for completing the Manager's performance evaluation process. An effective evaluation process can help the Selectboard examine and improve upon its own performance. A Selectboard's success in achieving its goals is tied to the performance of its Manager. The Manager can provide useful feedback and observations to the Selectboard about such things as:

- Is the Selectboard providing clear direction about its needs, goals, and priorities?
- Is the Selectboard fulfilling its role as a policy-making body?
- Is the Selectboard becoming too involved in day-to-day administration?

There are numerous methods and techniques that a Town Selectboard may choose to follow in evaluating their Manager. The process outlined in this Handbook is general in nature and can be adapted to accommodate various needs or circumstances that may arise from time to time. Although there is no "right" way to conduct an evaluation, there is a right way to approach performance evaluations. The Selectboard evaluation of the Manager must be approached as part of an on-going process which strives to allow for a more thoughtful and effective decision-making body and more effective Town management.

### **Context for Performance Evaluation**

**Selectboard and Manager Roles and Responsibilities.** A Selectboard and its Manager depend on each other. . . the Selectboard depends on its Manager for a considerable amount of information, and the Manager depends on the Selectboard to make the best decisions it can after receiving and evaluating that information. Given this dependency, the importance of respect, forthrightness and confidence in the Selectboard-Manager relationship cannot be overemphasized.

The original concept behind the Selectboard-Manager form of government was to separate the policy-making functions, the domain of the elected Selectboard, from the administrative functions to be directed by the Manager. In reality, the separation of administrative and policy-making functions is not so clear cut. Defining the difference between policy and administration may be the greatest source of confusion and conflict between Selectboard and a Manager.

Before any performance evaluation takes place, a Selectboard and its Manager should understand their respective roles and reach agreement about them. Without a clear understanding of functions and roles, performance evaluation is of little value. The areas of responsibility of the Selectboard and Manager are outlined only generally in the Town's Charter. They may also be described in the Selectboard's Rules and Regulation for the Orderly Conduct of Business.

**Selectboard Goals and Priorities.** Goals are a necessary ingredient for success in an organization. To be effective, any organization must have a clear picture of its purpose and what it hopes to achieve, an understanding of what it must do to achieve its purpose, specific goals and objectives, and a valid method for evaluating its effectiveness in reaching them. Setting goals has a direct relationship to the Manager's performance. Goals set clear direction and let the Manager know what issues are important to pursue. The Selectboard goals, themselves, should not be a part of appraising the Manager's performance. However, the Manager's professional capacity to take policy direction from the Selectboard and implement the goals is an important ingredient of evaluating the Manager's performance.

**Open Meeting Law.** In Vermont, an evaluation completed by the Selectboard must occur within the guidelines of the State's Open Meeting Laws. The Selectboard and Manager should review the law and decide whether or not to conduct the process in a public or a nonpublic session.

The general intent of the Open Meeting Law is to provide a statutory right of public access to meetings conducted by a public decision-making body and records maintained by public agencies. There are some

specific exceptions when the public may be excluded from attending a meeting involving the body or having access to certain records. One of the specific exemptions relates to personnel related matters involving a public employee. It is the practice in the Town of Essex to discuss personnel evaluations in executive session.

Regardless of whether the evaluation is conducted in a non-public or open session, the Open Meeting Law will dictate certain procedures for meeting notification, recording of minutes and disclosure of decisions made. These procedures should be reviewed by the Selectboard and Manager and followed throughout the evaluation process.

### **The Performance Evaluation Process**

#### **STEP 1: DEFINE CLEARLY WHY YOU WANT TO EVALUATE THE PERFORMANCE OF YOUR EMPLOYEE**

There are many reasons for a Selectboard to evaluate the performance of its Manager. Frequently, the Selectboard wants to measure performance and determine salary, or define or improve, the working relationship between the Manager and the Selectboard. Whatever the particular reasons, they should be honest, clear, and understood by the Selectboard, the employee, and the public before launching a performance evaluation process.

Following are examples of objectives that can be established prior to completing the appraisal process:

- To establish and maintain effective Selectboard and Manager relationships;
- To allow the Manager and Selectboard to identify and understand their respective roles, relationships, expectations of, and responsibilities, to each other; and
- To allow the discussion of the Manager's strengths and weaknesses as demonstrated by past performance, away from the decision-making table, and the methods where performance may be improved and crisis confrontations avoided.

#### **STEP 2: DEVELOP A TIME LINE AND ASSIGN RESPONSIBILITIES**

A Selectboard which is committed to a good evaluation process will also commit the time necessary to perform each task involved in the process. The entire Selectboard should be involved in every step. The Selectboard as a body employs the Manager and is needed to provide guidance to the Manager.

A Selectboard may decide to use the services of an outside facilitator to assist in some, or all, phases of the process. Using an outside facilitator has advantages. For example, the facilitator has not been involved in the Selectboard-Manager relationship or the individual personalities which would likely influence the process. It is also easier for an outside person to keep the process moving along during periods when the Selectboard can otherwise get bogged down.

If you choose not to use an outside facilitator, you should select a leader who will take responsibility for facilitating the evaluation process. This leader could be the Selectboard Chair or a designated Selectboard member.

### **STEP 3: DEVELOP CRITERIA**

Once the Selectboard and Manager are comfortable with your respective roles and responsibilities, have adopted goals which are supported by the Selectboard, and are clear about why you're conducting an evaluation, you're ready to move to the next step — selecting the criteria to measure against. Criteria are like yard sticks — they establish standard dimensions by which we can measure progress. Without these yardsticks, evaluations can turn into unfair, unproductive free-for-alls.

Nowadays, employers of all types commonly identify the specific professional competencies and skills employee's need to succeed in any given position. These competencies and skills are used as the criteria for employment related evaluations beginning with an employee's initial recruitment, ongoing training, and subsequent performance evaluations.

Examples of competencies that can be incorporated into an evaluation of the Manager may be found in the 18 practice areas recognized by the International City/County Management Association as essential for every local government Manager. The professional competencies for effective local government management are listed in Appendix A.

Aside from selecting criteria based on professional competencies, do not overlook the Manager's ability to achieve Selectboard goals. If a goal is purely a Selectboard goal, such as Selectboard members being more visible in the community, it would not be fair to add that to the list since it is not something the Manager can implement. However, the Selectboard can look at whether or not the Manager has the professional capacity to help the Selectboard implement its goals.

In developing the criteria to be used for evaluating the Manager's performance, both the Selectboard and Manager should discuss and agree upon the competencies, skills and expected outcomes necessary for being an effective Manager. The evaluation process will be enhanced if both the entire Selectboard and the Manager are involved from the start in developing the criteria and agreeing on them. This area is an important area in which a facilitator may add value to the evaluation process. A facilitator should be able to assist with identifying and developing evaluation criteria that are specific to the circumstances found in this community.

### **STEP 4: REFINE CRITERIA**

You are now ready to refine the criteria and develop specific questions you want to ask and have answered during the evaluation. It is important to be specific about what you really mean in each category. Again, it is best to refine the criteria with the entire Selectboard and the Manager to ensure categories are not misinterpreted or new performance goals inadvertently added which were not previously defined.

After developing evaluation criteria, refining and expanding upon each is one of the most critical steps in an effective performance appraisal system, and one of the most involved. For each competency and/or responsibility you list, you must be able to answer two questions:

- First, "What is the purpose, effect, or desired outcome of this competency/responsibility?"
- Second, "How will I know, if and when, this purpose, effect, or desired outcome is being achieved?"

Answers to these questions achieve two important goals: (1) a clear statement of purpose helps assure that individual Selectboard members understand one another's values, ideas, and concerns about the role and functions of the Manager in city government; and (2) knowing the data and performances that tell you that responsibility is, in fact, being achieved requires that you look for tangible criteria to use in judging Managerial performance.

Ultimately, performance appraisal addresses the actions taken by the Manager to meet the expectations of the Selectboard and the requirements of the position. Performance is action. Appraisal focuses on the effects of that action.

Focusing each criterion by addressing the two questions above will help you in objectively identifying the actions and effects of the Manager's performance while avoiding the traps of trying to assess subjective characteristics that may not truly be bona fide job requirements.

#### **STEP 5: SELECT PROCEDURES TO EVALUATE PERFORMANCE**

After you have specific criteria by which you will evaluate your employee, review them until both the Selectboard and Manager are satisfied with the results.

The next step is deciding how you're going to perform the evaluation. The criteria you've developed may help determine the best way to do it. There are three general approaches to consider: written evaluations, oral evaluations, or a combination of both.

Whatever technique chosen, it is important to stick to the developed criteria. You are evaluating the performance of an individual in a position. The evaluation is not a free-for-all gripe session, nor is it an awards ceremony; it is important to express legitimate concerns and recognize good performance as well as communicate future expectations.

#### **STEP 6: PERFORM THE EVALUATION**

The system for performing the evaluation you have just designed is now in place and ready to use. Make sure you have a definitive schedule set up and a target date for completing the evaluation.

If you have chosen to use a written evaluation technique, the forms should be distributed to individual Selectboard members, requesting that the forms be completed and returned according to the established schedule.

Collecting accurate information according to the criteria you have developed is more difficult for a Selectboard than in an ordinary supervisor-subordinate situation because Selectboard members are not always in a position to observe the employee on a day-to-day basis.

It is certainly not appropriate for Selectboard members to follow the Manager around for a week with a pencil and pad in their hands. But there are several things Selectboard members can and should do to help ensure that they have accurate information to perform a meaningful evaluation.

- The most important thing is to allow enough time to collect information about the Manager's performance. An extended information-collection period will make the entire process a little longer; however, it is well worth spending the additional time to have an

effective and productive evaluation. Selectboard members cannot base their judgments on the employee's performance in only two or three months. Allowing six months after you have developed the criteria may be more appropriate.

- Looking over minutes of past meetings may bring to mind projects that the Manager has been responsible for and the outcome of those projects.
- Individual Selectboard members may want to make appointments with the Manager to discuss his or her performance. This meeting is not intended to make judgments about his or her performance. Its purpose is to seek information.

Remember, the primary responsibility for Selectboard members during this phase of the evaluation cycle is to be alert and responsive to data about the Manager's performance. One of the most common errors found in formal employee evaluation systems is that they often reflect only the performance just prior to the evaluation session. To avoid this, it is important for Selectboard members to document incidents and information throughout the performance cycle that reflect the performances of the Manager.

**Note:** It is as important to document outstanding performances as it is to document performances that don't meet with your expectations.

It will be extremely helpful to both the Manager and the Selectboard to use specific examples of performance in the evaluation. Vague generalizations will not help the Manager understand how he or she can improve performance. Specific examples help to illustrate positive and negative comments and put everyone on the same wavelength.

In preparing for discussion of the evaluation results with the Manager, the facilitator of the review session should compile the information from each Selectboard member into one document which reflects all the input. The facilitator should then share the results with the entire Selectboard before it is presented to the Manager. The purpose of sharing the results of the evaluation with the Selectboard is to provide each member with an understanding of the total results. The Selectboard should strive to reach consensus on the report so that each person can feel a part of the result and be comfortable with it. This does not mean that any individual should try to push others into changing their minds about how they filled out the evaluation. But this group discussion will allow each Selectboard member to understand how the others feel and what differences need to be resolved. There may be differences in the perceptions of individuals which need further discussion and clarification.

Having one document from the whole Selectboard is very important. The entire performance evaluation process has been a group process. It is not appropriate for each Selectboard member to independently pass judgment on the Manager without consensus of the entire Selectboard. The Selectboard has authority and the Manager receives direction only when the Selectboard acts as a body.

#### **STEP 7: DISCUSS RESULTS WITH EMPLOYEE AND ALLOW FOR FEEDBACK**

Before you make a final decision about any action as a result of the evaluation, or make any final statement as a Selectboard about the Manager's performance, it is important to discuss the results of the evaluation with the Manager first.

Several things should happen during this discussion. First, you may wish to let the Manager evaluate him or herself. You can give the same rating form or set of questions to the Manager and ask him or her to fill it out according to their own perception of how he or she has performed in the position.

Discuss the areas where there are differences between the Manager and the Selectboard about strengths and weaknesses. There may be misunderstanding among Selectboard members about the Manager's actual performance. Likewise, the Manager may not have understood or may have misinterpreted the Selectboard directives. Try to reach agreement on the areas that need improvement and what types of changes the Selectboard would find acceptable.

A Selectboard that is serious about evaluation should understand that its performance often affects the Manager's performance. The Selectboard should ask the Manager about how the Selectboard's performance has enhanced or hindered the Manager's performance.

#### **STEP 8: AGREE ON FOLLOW-UP STEPS**

One of the most important reasons for evaluating the performance of an employee is to acknowledge the employee's strengths and point out areas that need to be improved. Any recommendations or actions the Selectboard takes should be tied to this reason and any others the Selectboard listed in Step 1 of this process.

Nobody is perfect — even the best evaluation will likely show a few things that need improvement and attention. Also, change may be necessary on the part of the Selectboard as well as the Manager.

Remember that the evaluation process is intended to bring out positive change. Focus on future improvement, not on past performance. Agree on the areas that need improvement and the best course of action.

Effective performance should be acknowledged. Everyone needs positive reinforcement for good work. The Selectboard should decide how they would like to acknowledge strong performance. But, at the very least, a public statement by the Selectboard should be made supporting and acknowledging the Manager's performance.

#### **STEP 9: EVALUATING YOUR PROCESS**

No process is ever complete without an evaluation of what it is you have done. Whether you develop a questionnaire to evaluate the process or have a debriefing session, every individual involved in the process should participate and make recommendations for future use. Here are some questions to get you started:

- What were the positive outcomes?
- What were the negative outcomes?
- Could negative outcomes have been avoided?
- How could you improve the process next time?
- What areas of the process do you and the Manager need to work on?
- Were the criteria fair and objective?
- What have you learned about yourself as an elected or appointed official?

- How did the general public react?

Involve the Manager in this review. He or she may have some valuable insights for the next time.

As a group, try to develop a list of ways you could improve what you have done.

### **Your Next Steps**

Once you have completed this process, you will have done more than evaluate the performance of your employee. You will have defined your roles and responsibilities, set goals, opened up lines of communication, and made significant strides toward increasing your own effectiveness as an elected body.

But don't stop here! Go back and refine your roles; you may have accomplished some of your goals and need to set new ones. If you haven't accomplished them, set deadlines for their accomplishment. It may be time to put another appraisal process together. There may be some Selectboard training and team development sessions needed as a result of reviewing the Selectboard's and Manager's accomplishments. Don't be discouraged if you felt a little uncomfortable or if the process wasn't perfect the first time. This process takes practice and refinement, but it is worth it!

Continue the good work that you have started and watch how positive change can happen.

## Appendices

### ICMA Recognized Practices for Effective Local Government Management

1. Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses). Practices that contribute to this core content area are:
  - COACHING/MENTORING providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs);
  - TEAM LEADERSHIP facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques); and
  - EMPOWERMENT Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity) DELEGATING Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results).
2. Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes). Practices that contribute to this core content area are:
  - FACILITATIVE LEADERSHIP Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships);
  - FACILITATING SELECTBOARD EFFECTIVENESS helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations);
  - MEDIATION/NEGOTIATION Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques).
3. Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:
  - FUNCTIONAL/OPERATIONAL EXPERTISE Understanding the basic principles of service delivery in functional areas--e.g., public safety, community and economic development,

human and social services, administrative services, public works (requires knowledge of service areas and delivery options);

- **OPERATIONAL PLANNING** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions).

4. Citizen Service (a component of Service Delivery Management):

Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques).

5. Quality Assurance (a component of Service Delivery Management): Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results).

6. Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

- **INITIATIVE AND RISK TAKING** Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives;
- **VISION** conceptualizing an ideal future state and communicating it to the organization and the community;
- **CREATIVITY AND INNOVATION** Developing new ideas or practices; applying existing ideas and practices to new situations.

7. Technological Literacy (a component of Strategic Leadership): Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application).

8. Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

- DEMOCRATIC ADVOCACY Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations);
  - CITIZEN PARTICIPATION Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance.
9. Diversity: Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community.
  10. Budgeting: Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information).
  11. Financial Analysis: Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them).
  12. Human Resources Management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs).
  13. Strategic Planning: Positioning the organization and the community for events and circumstances that are anticipated in the future (requires knowledge of long-range and strategic planning techniques; skill in identifying trends that will affect the community; ability to analyze and facilitate policy choices that will benefit the community in the long run).
  14. Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:
    - ADVOCACY communicating personal support for policies, programs, or ideals that serve the best interests of the community;
    - INTERPERSONAL COMMUNICATION exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange).
  15. Presentation Skills: Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience).

16. Media Relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives).

17. Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics; ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

- **PERSONAL INTEGRITY** Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly;
- **PROFESSIONAL INTEGRITY** Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics);
- **ORGANIZATIONAL INTEGRITY** fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others).

18. Personal Development: Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).

# "How Are We Doing?"

## Evaluating the Performance of the Chief Administrator

Margaret S. Carlson

**P**icture a governing board meeting at a hectic time of year. Perhaps it is budget season and difficult funding decisions loom. Or the members are still recovering from stinging criticism over a hot community issue. Suddenly, someone says, "Hey, didn't we say last year that we were going to evaluate the manager around this time?" Other members groan inwardly as they envision yet another series of meetings and potential conflict with other board members. One member says, "Everything seems to be going OK. Let's just go ahead and decide on a salary increase now. Is an evaluation really that important?"

Yes.

Evaluating the performance of the chief administrative officer—whether the title is local government manager or health director or school superintendent or social services director—is critically important.

In recent years, jurisdictions increasingly have recognized the importance of a useful performance evaluation system to the overall effectiveness of their organizations. They have taken steps to improve their methods of evaluating line workers, supervi-

**Avoid the  
Pitfalls by  
Using a  
Systematic  
Evaluation  
Process**

MARCH 1997

APPENDIX B

sors, and department heads. But one important individual is frequently overlooked at performance evaluation time: the person who reports to the governing board. Governing boards have a responsibility to get on with that job. This article is designed to show how to evaluate a chief administrative officer who reports to a governing board, for simplicity called here the "manager."

Ironically, the reasons that a manager may not receive a regular performance evaluation are the very reasons that an evaluation can be helpful:

- This individual is in a unique position in the organization.
- He or she serves at the pleasure of the board.
- He or she may frequently receive conflicting messages about priorities and direction from board members.

It is vital for managers to get regular, accurate feedback about whether they are meeting the expectations of the board, but it is unlikely that the organization will have a useful process in place for administrators to get that information in the absence of a well-conceived performance evaluation system.

Conducting an effective evaluation is hard work, but it doesn't have to be a bad experience for the board or the manager. With planning and a commitment to open lines of communication, chances are good that the experience will result in a new level of cooperation and understanding between manager and board and, ultimately, a more effective working relationship.

### Common Pitfalls

Both the board and the manager may approach an evaluation with reluctance. Board members will be required to talk openly and honestly about the positive and negative aspects of a person's performance—a difficult task for many people. The manager must be able to receive this feedback in a nondefensive manner, even when it appears that the board is articu-

lating specific performance expectations for the first time, or that the board is focused on the manager's conduct in the most recent crisis, rather than his or her overall performance.

Here are some common problems that boards and managers encounter when they plan for and conduct performance evaluations:

- The board evaluates the manager only when there are serious performance problems, or when all or some of the board members already have decided that they want to fire the manager.
- The board realizes it is time to determine the manager's salary for the upcoming year, and it schedules a performance evaluation for the next meeting without discussing the format or process of the evaluation.
- The discussion during the evaluation is unfocused, with board members disagreeing about *what* the manager was expected to accomplish as well as *whether* the manager met expectations.
- The board excludes the manager from the evaluation discussion.

- The board evaluates only the manager's interactions with and behavior toward *the board*, even though members recognize that this may represent a relatively small portion of the manager's responsibilities.
- The board borrows an evaluation form from another jurisdiction or from a consultant without assuring that the form matches the needs of its own board and manager.

Most of these pitfalls can be avoided by planning and conducting a systematic process for evaluating the manager's performance. A thorough evaluation process, like the one suggested below, contains several essential components (see Figure 1).

### A Suggested Evaluation Process

#### Planning the Evaluation.

1. Agree on the purpose(s) of the evaluation. Typically, boards identify one or more of the following goals when describing the purpose of an evaluation:

- To give the manager feedback on his

### Figure 1. Steps In Planning and Conducting an Evaluation Process

#### Planning the Evaluation.

1. Agree on the purpose(s) of the evaluation.
2. Agree on what the board expects of the manager.
3. Agree on the frequency and timing of the evaluation.
4. Agree on who will be involved.
5. Agree on an evaluation form to be used.

#### Conducting the Evaluation.

1. Have individual board members complete the evaluation form before the evaluation session.
2. Have the manager do a self-assessment.
3. Agree on a setting for the evaluation discussion.
4. Have the manager present during the evaluation.
5. Consider using a facilitator.
6. Allow sufficient time.
7. Include a portion during which the board evaluates its own performance.
8. Decide on the next steps, and critique the process.

or her performance and to identify areas in which improvement may be needed.

- To clarify and strengthen the relationship between the manager and the board.
- To make a decision about the manager's salary for the upcoming year.

These goals are not incompatible, and it is possible to accomplish all of these tasks at once. However, it is essential that board members and the manager discuss and reach agreement on the purpose of the evaluation before deciding what the rest of the process will be. For example, a board member who thinks the main reason for doing an evaluation is to make a decision about compensation may think that a brief consultation among board members—minus the manager—is sufficient to ensure that no members have any major concerns about the manager's performance. This member also may ask for input from a personnel specialist who can provide information about managers' salaries in comparable jurisdictions. By contrast, a board member whose main interest is improving communication between the board and the manager may suggest a process that includes a conversation between the board and the manager, with the manager present throughout the evaluation.

A board might question whether the manager should be involved in planning the evaluation process, as the evaluation may be seen as the board's responsibility, with the manager as the recipient of the evaluation. Yet most boards want to conduct an evaluation that is helpful to the manager and provides guidance for his or her future actions. Because it can be difficult for the board to anticipate fully what the manager would—or would not—find useful in an evaluation, it is wise to consult with the manager early in the planning process.

For instance, the board may feel that the manager would be uncomfortable hearing board members talk about his or her performance at first hand and so

may design a process that "protects" the manager from hearing any negative feedback. Although the board's motives may be good, such a design may not meet the manager's needs if the manager actually wants to be part of the discussion, negative comments and all. Spending some time talking about the purpose of an evaluation at the beginning of the process will reduce the possibility of misunderstandings and conflicting priorities later on.

*2. Agree on what the board expects of the manager.* A job is essentially a set of expectations. It is possible to assess whether or not an individual holding that job has met expectations. But an evaluation can be useful only if an earlier discussion has taken place in which the board and manager have outlined expectations for the manager's performance. A board and manager may discuss expectations in conjunction with setting organizational goals for the upcoming year, perhaps as part of an annual retreat.

After setting goals, the board may specify objectives for the manager that define his or her role in meeting these goals. These objectives, then, are the board's expectations concerning the manager. For example, a city council may set a goal of working with agencies and community groups to reduce drug-related crimes in the city. The council may list one or more objectives for the manager related to this goal: identifying groups and agencies that already are working to reduce drug-related crime, forming a partnership that includes members of all relevant groups, or explaining new programs to the local media. If the manager needs clarification of the objectives or has some concerns about his or her ability to meet the board's expectations, these issues are best discussed at the time these objectives are set, rather than a year later, when the board wants to know why its expectations have not been met.

In addition to identifying *what* the board wants the manager to achieve, a board typically has an interest in *how*

the manager achieves these objectives; it expects the manager to have certain knowledge and to exhibit certain skills while performing his or her duties. Expectations about the manager's knowledge and skills also should be articulated by the board. The board may expect the manager, for example, to have oral and written presentation skills that enable him or her to present ideas clearly and concisely to diverse groups. It also may expect the manager to be able to allocate resources in a way that ensures equitable service delivery to citizens and to be able to delegate work effectively and evaluate the performance of his or her staff.

A board's expectations for the manager often represent a mix of general areas of knowledge and skills every manager should possess, as well as specific expectations based on the board's composition, the organization's history, or special features of the city or region. Therefore, it may be helpful for the board to use an existing list of managerial expectations as input for its discussion, then to customize these expectations to fit the needs of the jurisdiction. Many professional organizations—like ICMA—can supply such a list; or the board and manager may contact other communities in their area. Remember that a list of expectations for the manager that comes from a source outside the board is intended to *begin* a discussion of the board's expectations for the manager, not to *replace* this discussion.

*3. Agree on the frequency and timing of the evaluation.* The board and manager should agree on how often evaluations should be conducted (perhaps once a year) and adhere to that schedule. The timing of the evaluation also should be considered. For instance, the board may wish to have the evaluation cycle and budget cycle coincide and to make decisions about the manager's compensation at such a time. Or, it may choose to conduct the evaluation before the budget process gets under way if it feels that it would not be able to give its full attention to the evaluation during the

months leading up to the adoption of the budget.

The board should avoid scheduling the evaluation just before or after an election. If the evaluation is held too soon after an election, new members may not have had the time they need to gather information about and form a judgment of the manager's performance. Likewise, it is not a good idea to schedule an evaluation just before an election if a change in the composition of the board is expected.

**4. Agree on who will be involved.** All members of the board and the manager should participate in the evaluation (more about the manager's presence at the evaluation, below). The full board's participation is necessary because all members have relevant information about the manager's performance. In addition, during the planning process, the board and manager should consider whether there are other parties who have an important perspective on the manager's performance. A common problem is for the board to focus entirely on the manager's interactions with the board, even though the manager spends only a fraction of his or her time in direct contact with the board.

Although both the board and manager may feel that the perceptions of staff, citizens, and others are important, they may be concerned about how these perceptions will be collected and shared. It is not a good idea for board members to go directly to staff and to poll employees on their views of the managers' strengths and weaknesses. Such actions would put board members in an inappropriate administrative role and may put staff members—including the manager—in an uncomfortable position. Instead, the manager might hold "upward review sessions" with his or her staff in order to receive feedback from subordinates and to report general themes that came out of these sessions as part of his or her self-assessment.

The goal is not to make the manager feel under attack; rather, it is to acknowl-

edge that many people may have relevant information about the manager's performance and that the board should not be expected to know everything about the manager's work. If the board and manager choose not to incorporate other sources of information in the evaluation, the board may want to consider omitting performance criteria that it feels unable to judge (such as the coaching and mentoring of subordinates).

**5. Agree on an evaluation form to be used.** Frequently, this is the first step that boards consider when planning an evaluation, and they find it to be a difficult task. However, if the board already has discussed and agreed on what it expects of the manager (see Step 2), agreeing on an evaluation form becomes much easier. It is simply a matter of translating expectations into performance criteria, making sure that the criteria are clear and measurable. For example, three expectations in the area of "knowledge and skills necessary for local government

management" may look like Figure 2.

Following each criterion on the evaluation form is a scale ranging from "does not meet expectations" to "exceeds expectations," with an option of marking "unable to rate." A board may choose to assign numbers to this scale (say, 1 through 5, with 1 corresponding to "does not meet expectations" and 5 corresponding to "exceeds expectations"). But a numerical rating system is less useful in an evaluation of the manager than it is in an organization-wide evaluation of all employees, where standardized comparisons may have some value. In fact, a potential problem with using a numerical rating system is that it is easy to focus on the number as the end in itself, rather than simply a shorthand way to express the evaluation. Thus, a board may discuss at length whether a manager's performance on a given dimension is a 3 or a 4, and perhaps conclude that it is a 3.5, without fully exploring what these numbers represent.

Samples of evaluation forms may be

**Figure 2. Portion of Sample Evaluation Form**

**Presentation Skills.** The ability to understand an audience and to present an idea clearly and concisely, in an engaging way, to a group whose interests, education, culture, ethnicity, age, etc., represent a broad spectrum of community interests and needs.

1	2	3	4	5	
..... ..... ..... .....					
Does Not	Meets		Exceeds		Unable
Meet Expectations	Expectations		Expectations		to Rate

**Citizen Service.** The ability to determine citizen needs, provide equitable service, allocate resources, deliver services or products, and evaluate results.

1	2	3	4	5	
..... ..... ..... .....					
Does Not	Meets		Exceeds		Unable
Meet Expectations	Expectations		Expectations		to Rate

**Delegating.** The ability to assign work, clarify expectations, and define how individual performance will be measured.

1	2	3	4	5	
..... ..... ..... .....					
Does Not	Meets		Exceeds		Unable
Meet Expectations	Expectations		Expectations		to Rate

obtained from ICMA (contact Anthony Crowell by fax, 202/962-3500) and other professional organizations. Again, it is essential for boards and managers to tailor forms to meet their needs.

### **Conducting the Evaluation.**

1. *Have individual board members complete the evaluation form prior to the evaluation session.* Setting aside some time for individual reflection is important preparation for the evaluation session. It reinforces the message that this is an important task, worthy of the board members' attention. Making individual assessments before beginning a group discussion also increases the likelihood that each member will form his or her own opinion without being influenced by the judgments or experiences of other members.

This is not meant to imply that board members cannot change their minds as a result of group discussion; on the contrary, members frequently change their views of a manager's performance as they hear the perspectives of other members and learn information that was not available to them when making their individual assessments.

2. *Have the manager do a self-assessment.* Inviting the manager to assess his or her own performance can add a helpful—and unique—perspective to the evaluation process. In most cases, the manager can simply complete the same evaluation form being used by the board. For the manager, the comparison of the self-assessment with the assessments of others provides an opportunity for insight into his or her own overestimation or underestimation of performance level as compared with the expectations of the board. For the board, hearing how the manager rates his or her own performance (and, more important, how he or she arrived at that rating) can help members gain some insight into whether the board and manager are communicating effectively.

As an example, board members might

rate the manager as not meeting expectations in a given area because a land use study has not been completed. Upon discussion with the manager, however, the board might learn that the study has been completed but not yet been presented to the board. This distinction would be important because it would suggest different areas for improvement. If the manager has not completed the study, the discussion might have focused on the importance of meeting deadlines. Instead, the group could develop strategies for improving communication so that board members will receive information in a timely manner.

3. *Agree on a setting for the evaluation discussion.* The evaluation should be conducted in a setting that is private and comfortable, free from interruptions, and considered neutral by all parties. These are the same characteristics a board may look for in a retreat setting when it meets to develop a long-range plan, discuss roles and responsibilities of new board members, and the like. The idea is to set aside a time and place to address a single topic, away from the pressure of a loaded agenda.

Boards frequently ask whether the manager's evaluation is defined as an open meeting. Because the board is considering the performance of the manager—a public employee—during an evaluation, such a meeting may be held in executive session. According to the North Carolina open-meetings statute, for instance, a public body may hold an executive session to "consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a public officer or employee."

4. *Have the manager present during the evaluation.* The above example, in which the board learns important information from the manager during the evaluation, illustrates the benefit of having the manager in the room, playing an active role in the evaluation. A manager present during the discussion can respond

to questions from the board, ask questions, and provide relevant information.

Frequently, a board's first impulse is to exclude the manager from the evaluation session. Some members may be reluctant to share negative feedback in the manager's presence. Other members may fear that the evaluation will turn into an analysis of the manager's handling of a single incident, with the manager defending his or her actions. Still others may want to shield the manager from what they perceive to be unduly harsh criticism from a few board members. These are valid concerns.

However, many of the problems anticipated by the board stem from a lack of planning rather than from the manager's presence at the evaluation; consequently, many of these issues can be addressed in earlier phases of the planning process. For example, a good evaluation form will help ensure that the discussion focuses on job-related behaviors rather than personal traits and will look at the previous year's performance rather than that of the previous week.

Some boards choose to exclude the manager from the evaluation session and select one member to summarize the board's discussion for the manager after the evaluation has been completed. Appointing a "designated spokesperson" to communicate the board's evaluation to the manager is often frustrating for both parties. It is difficult for one person to summarize a complex discussion in an accurate and balanced way, and the spokesperson may end up overemphasizing some points and underemphasizing or eliminating others. To a manager who is seeking feedback and guidance, this one-way communication usually does not give a full picture of the board's perceptions; consequently, the manager may make future decisions that are not consistent with the board's expectations.

Even with a careful planning process, board members still may have concerns about sharing negative feedback with the manager. As described in the next section, a skilled facilitator frequently can diminish these concerns by helping

the group discuss these issues in a constructive way.

After the board has concluded its discussion of the manager's performance, it may wish to excuse the manager while it makes a decision about the manager's compensation. The manager presumably will receive any feedback and guidance from the board before the salary discussion, so his or her presence is not necessary at this point. However, the board should keep in mind that the actual setting of the manager's salary may not be covered under a personnel exception to an open-meetings law, and for this reason this determination should take place in an open session.

5. *Consider using a facilitator.* A performance evaluation is a complex task, particularly when an entire group is participating in the evaluation. Members may have different views of the manager's past performance or different expectations for the future. Board members also may be reluctant to share negative feedback, or they may be concerned that their feedback will be misinterpreted.

For all of these reasons, it often is helpful to use a facilitator when conducting the evaluation. A facilitator can help the group by monitoring the group's process, while leaving all members free to focus on the task of the evaluation. Facilitators often suggest that groups use a set of ground rules to help them accomplish their work more effectively.

The board might look to local business, civic, and academic leaders for recommendations for qualified facilitators; or it might contact the Institute of Government at the University of North Carolina at Chapel Hill, or the state's association of county commissioners, league of municipalities, school board association, or similar organizations for help in this area.

6. *Allow sufficient time.* A useful technique for the actual evaluation is a "round robin" format. Each member in turn expresses his or her judgment of the manager's performance on a given

criterion, and the entire group then discusses any differences among individuals' ratings, with the goal of reaching group consensus on the manager's performance in this area before progressing to the next performance criterion. Even with a small board that is in general agreement about the manager's performance, this is a time-consuming process. Therefore, setting aside a full day for the evaluation session is a good idea.

Although this may seem like a lot of time to devote to one issue, the consequences of failing to reach agreement on what the board expects of the manager can ultimately require far more time and energy. The group may wish to divide the evaluation session into two half-days, if that is more manageable (both in terms of scheduling and energy levels).

7. *Include a portion in which the board evaluates its own performance.* In theory, it is possible for a board to specify expectations for the manager and then to evaluate the degree to which a manager has met these expectations. In practice, however, meeting expectations is usually a two-way street, and it is helpful for a board to examine its own functioning and how it contributes to—or hinders—the manager's effectiveness. In one case, a board set a number of high-priority objectives for the manager to meet, after which individual board members brought new "high-priority" projects to the manager throughout the year. In this case, the board was partly responsible for the manager's failure to meet the expectations initially set by the board.

8. *Decide on the next steps, and critique the process.* The actual evaluation of the manager's (and the board's) performance may seem like the last step in the evaluation process, but there still are a number of decisions to be made before the next evaluation cycle can begin. The board may wish to have a separate session to make a decision about the manager's compensation. This is also a logical time to talk about expectations and goals for the coming year, and the board

may wish to set a date in the near future when it will set expectations and performance measures in preparation for the next evaluation.

An important final step: Before the evaluation is concluded, all members should assess the evaluation process itself. This self-critique helps the group look at its own process and learn from its experiences in working together. By reflecting on the task just completed, the group frequently identifies components of the process that worked well and aspects that could have been more effective. For example, it may decide that it did not clearly define the manager's role in reaching board goals before the evaluation and resolve to address this lack by a specified date.

## **A Process, Not an Event**

As the steps described here illustrate, the evaluation of a chief administrative officer is a process, not an event. Careful planning and a commitment to communication between the board and the manager throughout the year will greatly facilitate the actual evaluation and increase the likelihood that it will be a valuable experience for all involved.

One last word: Don't let the fear that your board has not laid the proper groundwork prevent you from getting on with the job. You will probably see some things that you would like to change after the first evaluation (and the second, and the third . . .). That is what the self-critique is for. The important thing is to begin the process. Making the evaluation a regular part of the board's work is the best way to ensure its success. ■

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*Margaret S. Carlson is a faculty member of the Institute of Government, The University of North Carolina at Chapel Hill, Chapel Hill, N.C.*

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## **Municipal Manager's Performance Evaluation**

Monitoring the performance of the organization and the Municipal Manager are a continual process for the Selectboard. This is punctuated by the annual performance appraisal.

The following instrument allows each member of the Selectboard an opportunity to evaluate the Municipal Manager based on the following Job Dimensions:

- ✓ Staff Effectiveness
- ✓ Policy Facilitation
- ✓ Service Delivery Management
- ✓ Strategic Leadership
- ✓ Democratic Responsiveness
- ✓ Organizational Planning and Management
- ✓ Communication
- ✓ Integrity
- ✓ Interpersonal Characteristics and Skills
- ✓ Organizational Values
- ✓ Personal Development
- ✓ Leadership

On each job dimension, you are provided the opportunity to rate the relative importance of the dimension from your individual perspective, as well as the performance of the Municipal Manager. Narrative comments are welcomed to provide specific examples or additional feedback to the Municipal Manager.

The combined feedback from this multi-rater form and the Municipal Manager's self-evaluation will provide a framework for discussion during the annual performance evaluation meeting.

**Job Dimension: Staff Effectiveness:**

Level of Importance:       High       Medium       Low

Rater	Staff Effectiveness
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Staff is professional and high quality performers; providing reports and services that are timely and complete and contain sound recommendations.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a commitment to deal with non-performers and hold the organization accountable for results.

**Comments:**

**Job Dimension: Policy Facilitation**

Level of Importance:         High         Medium         Low

Rater	Policy Facilitation
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Presents policy-related information completely and accurately.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects the role of elected officials in making policy decisions.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Ensures that policy decisions and initiatives are implemented.

**Comments:**

**Job Dimension: Service Delivery Management**

Level of Importance:         High         Medium         Low

Rater	Service Delivery Management
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Ensures prompt, courteous and accurate responses to requests from citizens either directly or through the governing body.

**Comments:**

**Job Dimension: Strategic Leadership**

Level of Importance:         High         Medium         Low

Rater	Strategic Leadership
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Anticipates and positions the organization to address and respond to anticipated events and circumstances.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Accepts responsibility for undesirable results.

**Comments:**

**Job Dimension: Democratic Responsiveness**

Level of Importance:         High         Medium         Low

Rater	Democratic Responsiveness
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates an appreciation for the unique culture of the community.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects and promotes active citizen participation in local governance.

**Comments:**

**Job Dimension: Organizational Planning and Management**

Level of Importance:         High         Medium         Low

Rater	Organizational Planning and Management
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Prepares clear, effective, understandable budget.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Manages the allocation of financial resources.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Provides accurate assessment of the fiscal condition of the community.

**Comments:**

**Job Dimension: Communication**

Level of Importance:         High     Medium     Low

Rater	Communication
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a capacity for effective written and oral communication.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Conveys information effectively and matches presentation styles to different audiences.

**Comments:**

**Job Dimension: Integrity**

Level of Importance:       High       Medium       Low

Rater	Integrity
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Fosters ethical behaviors.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates integrity in professional relationships.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates accountability for personal actions.

**Comments:**

**Job Dimension: Interpersonal Characteristics and Skills**

Level of Importance:         High         Medium         Low

Rater	Interpersonal Characteristics and Skills
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates the ability to work in harmony with others, minimizing conflict, fostering good will within the organization, in external relationships, with the public and other governmental representatives and interest groups.

**Comments:**

**Job Dimension: Organizational Values**

Level of Importance:       High       Medium       Low

Rater	Organizational Values
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates and models the organizations values, mission statement, goals and objectives.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	S/he "Walks the Talk!"

**Comments:**

**Job Dimension: Personal Development**

Level of Importance:         High         Medium         Low

Rater	Personal Development
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a commitment to ongoing personal professional development through continued education and training.

**Comments:**

**Job Dimension: Self-Mastery**

Level of Importance:         High         Medium         Low

Rater	Self-Mastery
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates adaptability and a capability for coping with stress.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects the views of others and accepts feedback.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Is able to control and manage emotions in conflicts and interactions.

**Comments:**

**Job Dimension: Leadership**

Level of Importance:       High       Medium       Low

Rater	Leadership
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Motivates and guides staff on the organization's goals.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Responsive to the needs of staff and citizens.

**Comments:**



**Cost**

None, although commitment to the working group will require attendance at meetings on the dates included above.

**Recommendation**

It is recommended that the Selectboard and Trustees each select one member to serve on the working group for Thoughtful Growth in Action.

**ATTACHMENTS**

Job description

Application (informational)

# Thoughtful Growth in Action: Re-Imagining Essex's Planning Governance

## WORKING GROUP MEMBER "JOB DESCRIPTION"

Do you have ideas on how to improve the way Essex plans for development, growth, and conservation? Are you willing to work collaboratively to explore and recommend a new path forward? Do you want to play an important role in the future of Essex? Then this Working Group could be for you.

### Project Background

The Town of Essex Selectboard, in partnership with the Village of Essex Junction Trustees, recently launched an effort to explore ways to improve the planning governance structure in the Town and Village. The project's impetus is the belief, highlighted by the Heart & Soul of Essex project, that the community wants to move toward a shared Essex vision that simultaneously honors and builds on the unique characteristics of the town, both inside and outside the village. Moving toward a shared vision, however, is complicated by the current planning structure of two Planning Commissions and two Zoning Boards. This project will explore what different planning governance models could look like and which ones would be a good fit for Essex.

### Working Group Purpose & Membership

While the project will invite the entire community to participate it will also rely on a smaller, focused volunteer group to study the issue in depth and come up with a recommendation for the Selectboard and Trustees to consider. Membership to this Working Group is open to any resident of Essex. We'll be looking to balance individual characteristics and overall group dynamic. Here are the qualities we are looking for:

#### IDEAL CHARACTERISTICS

Individuals	Able to have an open mind Able to work collaboratively in a small group setting Knowledgeable about local governance or willing to learn Represents an essential perspective (e.g. board experience, staff expertise, resident, business owner, etc.)
Group Dynamic	Represents a diversity of perspectives on local governance Reflects the diversity within the community Includes a mix of people who can collectively see the big picture and focus on the details Will be seen in the community as more than just the "same ten people" (i.e. will have some members who are newer to participating in these kinds of community conversations)

### The Commitment

All Working Group members agree to participate in all of the following activities:

- **Initial Interview (July-August):** All members will have a confidential interview where they will share their current thoughts, questions and concerns on Essex's planning governance. A summary report of key themes across interviews will be compiled and shared with the Group at its Orientation Meeting (not attributing ideas to any particular interviewee).
- **Group Orientation (Wednesday, Sept. 9, 2015):** This meeting will occur just prior to the first community-wide workshop. It will be a chance for members to meet each other, review the Interview Summary and ask questions.

- **Community Workshop #1 (Wednesday, Sept. 9, 2015):** This workshop's goal will be to confirm Essex residents' desire to move toward a shared vision, educate about current planning governance, and engage in a conversation about how people would like to see planning governance improved.
- **Issue Framing & Design Principles (Wednesday, Sept. 30, 2015):** This session will review past town conversations on planning governance, best practices research, and input from the first community workshop. Participants will use this information to clarify the planning governance issues and to develop a set of principles to guide the development of planning governance scenarios.
- **Scenario Exploration (Wednesday, Oct. 28, 2015):** This session will focus on a presentation and discussion of several planning governance scenarios developed based on input at the first session. The conversation will inform the design of a preferred planning alternative including key implications and necessary actions for its implementation.
- **Preferred Scenario Planning (Wednesday, Nov. 18, 2015):** This session will focus on a presentation and discussion of a preferred alternative developed from the last session's work. The conversation will aim to improve the preferred alternative recommendation and outline steps to implement it.
- **Next Steps (Wednesday, Dec. 9, 2015):** This session will focus on discussion and agreement on final recommendations and next steps to implement preferred alternative.
- **Community Workshop #2 (Wednesday, Jan. 6, 2016; snow date Jan. 13, 2016):** This workshop's goal will be to present the Working Group's recommendations, get feedback and discuss next steps.

Each of the working group meetings should last for approximately 2 to 3 hours. The Community Workshops should last for approximately 2 hours.

#### **How to Apply**

*DEADLINE: June 30, 2015*

Fill out the attached application and return it to Town Planner Greg Duggan ([gduggan@essex.org](mailto:gduggan@essex.org) or 81 Main St., Essex Junction, VT 05452). You can also apply online at the project website, [www.essexvtgia.com](http://www.essexvtgia.com).

Applications will be reviewed by the project's steering committee (Selectboard chairman, Village president, municipal manager, director of administrative services, and town planner), which will make recommendations to the Selectboard and Trustees. Members of the working group will be appointed in July.

# Thoughtful Growth in Essex: Re-imagining Essex's Planning Governance

## WORKING GROUP MEMBER APPLICATION FORM

**Application Deadline: June 30, 2015**

The Town of Essex Selectboard, in partnership with the Village of Essex Junction Trustees, recently launched an effort to explore ways to improve the planning governance structure in the Town and Village. The project's impetus is the belief that the community wants to move toward a shared vision for all of Essex. The project will rely on a small, focused volunteer group to explore different planning governance models and determine which ones would be a good fit for Essex. Membership to this Working Group is open to any resident of Essex. Applicants need not have experience with planning or zoning, but should come with an open mind and be willing to learn about relevant issues.

Name \_\_\_\_\_

Where do you live?

Village of Essex Junction

Town of Essex, outside the Village

Other (please specify) \_\_\_\_\_

Profession \_\_\_\_\_

Age \_\_\_\_\_

Do you own a house in Essex, or rent? \_\_\_\_\_

How long have you lived in Essex? \_\_\_\_\_

Please describe your interest in this project:

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Please describe any experience you have had with planning and zoning issues, or local governance, in Essex:

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Please describe any local volunteer experience:

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Are you able to commit to attending working group sessions and community-wide workshops schedule for the following dates? Meetings will occur on Wednesday evenings. Please see the attached job description for more detail about each session.

- |   |     |    |
|---|-----|----|
| • Initial Interview (July or August, flexible scheduling)       | Yes | No |
| • Group Orientation (Wednesday, Sept. 9, 2015)                  | Yes | No |
| • Community Workshop #1 (Wednesday, Sept. 9, 2015)              | Yes | No |
| • Issue Framing & Design Principles (Wednesday, Sept. 30, 2015) | Yes | No |
| • Scenario Exploration (Wednesday, Oct. 28, 2015)               | Yes | No |
| • Preferred Scenario Planning (Wednesday, Nov. 18, 2015)        | Yes | No |
| • Next Steps (Wednesday, Dec. 9, 2015)                          | Yes | No |
| • Community Workshop #2 (Wednesday, Jan. 6, 2016)               | Yes | No |
| (snow date Jan. 13, 2016)                                       | Yes | No |

*Please return this application to Town Planner Greg Duggan no later than June 30, 2015.*

81 Main St., Essex Junction, VT 05452

[gduggan@essex.org](mailto:gduggan@essex.org)

*You may also apply online at the project website, [www.essexgia.com](http://www.essexgia.com).*

## **Letter of Agreement**

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Confluence Associates  
Ariana McBride  
Town of Essex  
Village of Essex Junction

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

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

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

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

Then and therefore, the Parties agree to the following:

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

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

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

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

**Letter of Agreement**

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Confluence Associates  
Ariana McBride  
Town of Essex  
Village of Essex Junction

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

The Parties agree to the following additional terms:

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature, Delia Clark  
Confluence Associates

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Letter of Agreement**

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Confluence Associates  
Ariana McBride  
Town of Essex  
Village of Essex Junction

\_\_\_\_\_  
Signature, Ariana McBride

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Town of Essex

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Village of Essex Junction

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

DRAFT

## **Letter of Agreement**

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Confluence Associates  
Ariana McBride  
Town of Essex  
Village of Essex Junction

### **Attachment A: Fee Schedule**

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

#### Project Research & Planning - Deliverables:

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

#### Informational Interviews - Deliverables:

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

#### Working Group Formation - Deliverables:

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

#### Opening Community Workshop - Deliverables:

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

#### Focus Group Sessions, Facilitation - Deliverables:

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

#### Focus Group Sessions, Materials - Deliverables:

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

#### Closing Community Workshop - Deliverables:

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

## **Letter of Agreement**

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Confluence Associates

Ariana McBride

Town of Essex

Village of Essex Junction

- Payable to: Confluence Associates

### **Community Education - Deliverables:**

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

### **Final Report - Deliverables:**

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

### **Project Communications, Part 1 - Deliverables:**

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

### **Project Communications, Part 2 - Deliverables:**

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

## **Letter of Agreement**

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Confluence Associates

Ariana McBride

Town of Essex

Village of Essex Junction

### **Attachment B: Mailing Addresses of Parties**

Confluence Associates

Delia Clark

PO Box 45

Taftsville, VT 05073

Ariana McBride

259A North Street

Hingham, MA 02043.

Town of Essex

81 Main St.

Essex Junction, VT 05452

Village of Essex Junction

2 Lincoln St.

Essex Junction, VT 05452



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

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

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PS*  
**DATE:** June 9, 2015  
**SUBJECT:** FYE 16 Appointments

### **Issue**

The issue is whether or not the Trustees approve the Manager's annual appointments of Village Treasurer/ Tax Collector, Village Clerk, Village Attorney, Village Fire Chief and Village Engineering Consultant, in accordance with the Village Charter, Article II, Section 209.

### **Discussion**

The Manager would like to re-appoint the following for FYE 16:

Susan McNamara-Hill – Village Treasurer/Tax Collector and Village Clerk  
David Barra – Village Attorney  
Chris Gaboriault – Village Fire Chief  
Hamlin Consulting Engineers – Village Engineering Consultant

### **Cost**

The cost associated with this issue has been budgeted.

### **Recommendation**

It is recommended that the Trustees approve the Manager's annual appointments for the period July 1, 2015 –June 30, 2016.



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager  
**DATE:** June 9, 2015  
**SUBJECT:** Trustees Meeting Schedule

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

#### **June 23 at 6:00 – Regular Trustees Meeting**

- Interviews for reappointments to boards/committees
- FYE 16 Public Hearing and Set Water/Sewer/Sanitation Rates

#### **July 14 at 6:30 – Regular Trustees Meeting**

- Public Input for Main Street Sidewalk Scoping Study

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

#### **July 28 at 6:30 – Regular Trustees Meeting**

- Set FYE 16 tax rate

#### **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 Input on Main Street Sidewalk Scoping Study

VILLAGE OF ESSEX JUNCTION

BIKE/WALK ADVISORY COMMITTEE MEETING

MONDAY, MAY 18, 2015 AT 5:45 PM

AGENDA

1. Minutes Review;
2. Capital Projects;
3. Summer Events;
4. LAB Application Status
5. Public Input

MEMBERS PRESENT: Rick Hamlin, Micah Hagan, Jud Lawrie, Eric Bowker, Jeff Frolik

OTHERS PRESENT: Nick Meyer

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1. PUBLIC INPUT (While we waited for another member to arrive)

The committee heard from Village resident Nick Meyer regarding his interest in walkability in the Village. He stated that he was concerned about safety and wanted to find out what the committee was planning for increased walkability.

Rick described the projects we have discussed and specifically mentioned the two projects currently planned ply the crossing beacon coming to Maple Street across from the park.

Rick also described the signage the committee has created and put up on streets around the village listing distances and times for various prominent locations.

Furthermore, Rick mentioned that 11' lanes will also be a part of new planning in the Village.

2. CALL TO ORDER

Rick called the meeting to order at 5:58 PM when Jeff Frolik arrived.

Nick Meyer informed the committee that the Planning Commission wants to find a way for the Bike/Walk and Tree Committees to be able to provide input.

Rick then thanked Nick for coming and sharing his thoughts with the group.

### 3. MINUTES REVIEW

Some slight changes to the minutes were made: Rick was the person who offered to create the Flyer for the Cycle de Mayo Event. Micah suggested we remove the words especially from item #6 and change the word "guerrilla" to "time to walk."

MOTION BY JEFF, SECOND BY JUD TO APPROVE THE AMENDED MINUTES FROM THE APRIL 28TH MEETING. MOTION PASSED.

### 3. AGENDA ITEMS ADDED BY RICK: GRANT OPPORTUNITY

#### 4. GRANT OPPORTUNITY - CAPITAL PROJECTS

Rick let the committee know that there is a real possibility for grant funds to build the connector across the tracks through the State owned land off of West Street. There is support from the Bike/Walk Committee and a scope and study done by UVM students. With these two things in place, Jon Kaplan, from the VTrans said that the project now seems ready for a grant application. Robin Pierce, Development Director from the Village said that if the committee supports the project, then he would send it forward.

Jeff asked if we should make a motion to recommend this project to the Village Trustees and authorize them to go ahead with the Grant and that committee would assist the the grant.

#### 5. RICK REMINDED MEMBERS THAT WE NEED TO PAY ROSALIND FOR THE T-SHIRTS FROM THE CYCLE DE MAYO EVENT.

#### 6. CYCLE DE MAYO DEBRIEF

The committee commented that perhaps there should be an age minimum for the slow roll ride and/or perhaps two different loops. Another suggestion was that if we are to do it again next year, we should start planning soon. Rick asked that we make a motion to produce the event again next year.

MOTION BY JUD, SECOND BY MICAH TO PRODUCE THE CYCLE DE MAYO EVENT AGAIN NEXT YEAR. MOTION PASSED.

Jud raised the question as to whether we constitute an "action" committee or an "advisory" committee?

Micah will write a short piece for the Essex Reporter with pictures to highlight the event.

Eric will write Thank You cards for Earl's Cyclery & Fitness, Ryan Dudley (the DJ) and EJRP.

#### 7. SUMMER EVENTS - 5 CORNERS FARMER'S MARKET RIDES

Rick posed the question if the committee was interested in working with the 5 Corner's Farmer's Market to produce a weekly slow ride. Jeff suggested that we try for the month of June (4 weeks) and see how that goes. The committee agreed with the concept and Rick said he would contact Lori Houghton and let her know we were interested in doing this. Rick volunteered to

lead the first ride on June 5th. Jeff also suggested that the Block Party might provide another good opportunity for a slow ride.

8. LEAGUE OF AMERICAN BICYCLISTS AWARD STATUS

Jud suggested that in anticipation of the upcoming announcement of the recipients of the awards, the committee might want to plan ahead and create a plan on how best to spread the word should the Village receive an award.

9. NEXT MEETING & AGENDA

Next Meeting: June 15th at 5:45 PM.

Agenda Items: TBD

10. ADJOURNMENT

MOTION BY JUD, SECOND BY JEFF TO ADJOURN THE MEETING. MEETING ADJOURNED AT 6:43 PM.

Respectfully submitted, Eric Bowker.

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
May 21, 2015**

- MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Diane Clemens, Amber Thibeault, Nick Meyer. (Andrew Boutin was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director.
- OTHERS PRESENT:** Al & Dottie Bergendahl, Russell Mills, Ronald Frey, Bruce Murdough, Mike Burke.
- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Public Meeting/Hearing:
    - Sketch & Final Plan, Six Lot Subdivision with Five Residential Lots, Taft Street, Center for Technology Essex/U-46 School District
    - Final Plan, Office Space and Entryway Improvements, Summit Street School, 17 Summit Street, Essex Junction School District
  6. Other Planning Commission Items
  7. Adjournment

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**1. CALL TO ORDER**

Chairman David Nistico called the meeting to order at 6 PM.

**2. AUDIENCE FOR VISITORS**

None.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

There were no changes to the agenda.

**4. MINUTES**

*May 7, 2015*

**MOTION by Nick Meyer, SECOND by Diane Clemens, to approve the 5/7/15 minutes with correction of any typographical errors. VOTING: 4 ayes, one abstention (John Alden); motion carried.**

**5. PUBLIC MEETING/HEARING**

**Sketch and Final Plan for a six lot subdivision with five residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District by Center for Technology Essex (CTE) and U-46 School District, owners**

Bruce Murdough, Director of Property Services for the School District, and Mike Burke, with Krebs & Lansing Consulting Engineers appeared on behalf of the application.

Robin Pierce noted the applicant requests both sketch and final plan review of the proposal.

#### APPLICANT COMMENTS

Mike Burke reviewed the site plan and noted the following:

- The 8.47 acre parcel is owned by CTE Corp. and will be used in the Vo-Tech Building Trades curriculum. There will be six lots with five lots built for residential and the 6<sup>th</sup> lot being the remaining land. Build-out of the lots at a rate of one lot every two years is 10 years.
- The existing cul-de-sac on Taft Street will be removed and the road extended 300' ending in a new cul-de-sac. There will be a 15' wide gravel emergency access road from Meadow Terrace to the cul-de-sac. The road will be gated and maintained by the school district year round.
- Sewer service will be extended from the manhole on Taft Street to the new cul-de-sac.
- Storm water will drain to an existing storm water basin that will be enlarged. Runoff from the roadway will go to a basin in the southwest corner of the parcel. The project has a storm water discharge permit for collection and treatment and has used low impact collection methods where possible (i.e. grassland swales).
- Existing gas service to the cul-de-sac will be extended to the new lots.
- Telephone and electric service are already in place (underground) for the first three lots on the street and will be extended to the new lots.
- The existing water line (in place for the past 30 years) controls the alignment of the road. The line will be incorporated into the project.
- The segments of land for the turnaround easements are no longer needed because the right-of-way is now uniform so the land will be restored to grass and revert to the property owner(s).
- The road width is proposed at 26' with parking on one side (same side as the sidewalk) leaving an 18' wide travel lane. A road of 28' wide with parking on both sides only allows a 16' travel lane so the 26' width is preferred.

There was discussion of the road width at 26' and monitoring the parking on one side only. Signs will be posted with regard to the parking. The new cul-de-sac will be the same as the existing one to be removed.

Nick Meyer asked about future plans for the remaining lot after the houses are built. Mike Burke said after 10 years there will still be some opportunity for additional development on Lot 6 (remaining land), but a sewer pump station will be needed. Nick Meyer referred to the tree plantings and suggested due to the heavy soils and proximity to the road sugar maples should not be planted. Silver/red ("Autumn Blaze") maple would work well though.

John Alden asked if the emergency access road will eventually be transformed into a public street. Mike Burke said the access has the proper geometry and width for a public street. The access road at 15' wide is adequate for fire trucks according to the Fire Department, but the road should be locked with a Knox lock. John Alden mentioned lighting and questioned the need for a light at the cul-de-sac with a 10 year build-out

period; the light may not be needed immediately because there will not be any houses at the cul-de-sac. Mike Burke said they will work with Green Mountain Power on the light (down shielded). Dave Nistico pointed out if the road is built there may be a safety issue without the light.

Diane Clemens asked for clarification on the following:

- Sidewalk ramp to the access road - Mike Burke explained the sidewalk is meeting the paved apron flush and the paved apron extends to the gravel access.
- Drainage pipe size – Mike Burke explained 15” is considered the minimum pipe size for the project. There are discrepancies in the diagrams and the wording in the LDC.
- Driveway grade – Mike Burke confirmed the driveway will be 6% slope.
- Frame and grate or manhole for the catch basin – Mike Burke said in retrospect a frame and grate will be installed rather than a manhole because there is a storm water drain in the street.
- Access drive to pond #2 when built – Mike Burke said the area is dry and accessible by the necessary machinery so an access drive is not needed.
- Location of the emergency access road to the existing apple orchard and removal of trees (only cut down trees that must be removed for the current house construction rather than cut down the trees for the five planned houses) – Mike Burke said the trees are shown on the site plan as a design guide and so they can be avoided.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 5/21/15. Robin Pierce noted the Planning Commission approved a reduction of road width in Roscoe Court. The proposed project is only five houses and will take 10 years for build-out so there is no problem with a 26’ wide road. Mr. Pierce said he had discussion with CTE about local architects providing energy efficient house types for the project. There are four architects willing to do the work pro bono. Mr. Pierce also mentioned the bike/ped scoping study being done on Main Street and the opportunity to have a path connection from the high school to Meadow Terrace to Taft Street to the crosswalk on Main Street so students do not have to walk up Main Street.

#### PUBLIC COMMENT

Al & Dottie Bergendahl, 17 Taft Street, asked who will do the driveway work when the existing cul-de-sac is removed since their driveway connects to the cul-de-sac. Also, the retaining pond behind the house is slated to receive half of the runoff from the new development and will likely be dug deeper. The backyard is already damp. Mike Burke said the driveway work will be done once the permit is secured for the project. The cul-de-sac will be squared up first and then the driveway realigned. Ms. Bergendahl asked about snow plowing and storage at the end of the cul-de-sac. Mike Burke said the Public Works Department asked for a 50’ extension of the road for a maintenance buffer.

Ronald Frey, 16 Taft Street, expressed concern about their property being disrupted for a long time period. Mike Burke said the project should start by mid-June with the cul-de-sac as the first work to be done. A month is slated for this work.

Russ Mills, Meadow Terrace, asked if the long range plan is for the emergency access to become a street which will be a different traffic pattern. Research shows a cul-de-sac is safer than a through street. David Nistico said there are no plans at this time to convert the access road to a street, but what happens after the build-out is complete in 10 years is not known.

There were no further comments.

**MOTION by John Alden, SECOND by Amber Thibeault, to close the public portion of the hearing for a six lot subdivision on Taft Street by CTE/U-46 School District. VOTING: unanimous (5-0); motion carried.**

#### DELIBERATION/DECISION

##### Sketch & Final Plan, Six Lot Subdivision with Five Residential Lots, Taft Street, Center for Technology Essex/U-46 School District

Diane Clemens pointed out the path appears to end at the Frey property. Further discussion is needed in the future on continuing the connectivity. Robin Pierce will mention the path to the Bike/Walk Committee.

**MOTION by Nick Meyer, SECOND by Diane Clemens, to grant Sketch and Final Plan approval to Center for Technology Essex/U-46 School District for a six lot subdivision with five residential lots on an 8.47 acre parcel of land at the end of Taft Street in the R-1 District with the following conditions:**

1. All staff comments shall be satisfied.
2. All work shall comply with the Village Land Development Code.
3. The formal path/route from Meadow Terrace via the emergency access drive and Taft Street shall be acknowledged as becoming part of the Essex Junction Bike and Pedestrian Master Plan.
4. Removal of foliage and trees shall be restricted to Lots 1A-5A, leaving the remaining parcel until final build-out.
5. The new road can be 26 foot wide with parking restricted to the side of the road with the pedestrian sidewalk installed.
6. The applicant shall work with staff on the street tree selection.

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

##### Final Plan for a new front entryway, front offices, reception area, front steps and walkway improvements at Summit Street School, 17 Summit Street, in the R-2 District by Essex Junction School District, owners

John Alden recused himself from the Planning Commission. Bruce Murdough, Director of Property Services for the School District, Mike Burke, Krebs & Lansing Consulting Engineers, and John Alden, Scott + Partners, appeared on behalf of the application.

#### APPLICANT COMMENTS

Mike Burke explained the proposal for an addition to Summit Street School to include office space inside the building and an accessible access at the entrance to the school. The soils are sandy so infiltration will be used to handle runoff from the sidewalk and the new walkway. Pervious pavers will be installed on the first landing (for the existing stairs) and

sidewalk will be built on the north side to the existing set of stairs. There are two small infiltration basins on each side of the paver walkway. Runoff from the new roof at the entryway will drain into the roof drainage system on the building then to a collection system and to the street. The water line will be relocated to the south and the gas line will be relocated to the north. The existing cables will remain as is.

John Alden described the building addition that includes a small tower on the front of the building and office space inside for the school principal, guidance office, and conference and test taking space. The addition will project out from the existing building approximately 15'. The building is nicely set back from the street. The horseshoe ramp for accessible access and the new set of stairs address the four foot grade change from the street to the front door of the building. There are cam lights under the entry soffit and an existing streetlight on a pole by the sidewalk. If additional lighting is needed a downcast, fully shielded building light can be added to the face of the building. The applicant will work with staff on lighting.

Diane Clemens asked about a light at the corner where the offices are located. John Alden said the principal wants to see and hear what is happening on that side of the building and wanted windows. Bruce Murdough recalled there was a light at the bottom of the stairs at one time, but the light was removed in consideration of the house next to the school. Lighting can be further discussed with staff. Diane Clemens asked if the lilac bush in front of the school will be retained. Bruce Murdough said the tree will be retained if possible and the bushes will be replanted.

Amber Thibeault asked when construction will begin. John Alden said the work will begin in June after school is done for the summer.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 5/21/15. Robin Pierce commented the addition is well engineered and a simple, joyful architectural solution.

#### PUBLIC COMMENT

None.

**MOTION by Diane Clemens, SECOND by Amber Thibeault, to close the public portion of the hearing on office space and entryway improvements at Summit Street School. VOTING: unanimous (4-0); motion carried.**

#### DELIBERATION/DECISION

Final Plan, Office Space and Entryway Improvements, Summit Street School, 17 Summit Street, Essex Junction School District

Nick Meyer asked if a landscape plan is needed. Robin Pierce said there are exemptions in the LDC if there is existing landscaping equal to the landscape plan for the project. Also, the applicant indicated existing bushes will be replanted.

**MOTION by Amber Thibeault, SECOND by Nick Meyer, to grant Final Plan approval to the Essex Junction School District for a new front entryway, front offices, reception area, front steps and walkway improvements at Summit Street School, 17 Summit Street, in the R-2 District with the following conditions:**

1. All staff comments shall be satisfied.
2. All new exterior lighting shall be down shielded and dark sky compliant.
3. All work shall comply with the Village Land Development Code.
4. If existing landscaping cannot be saved the plantings shall be replaced with appropriate species.
5. The applicant shall consult with staff on appropriate lighting for safety purposes on the stairs.

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

John Alden returned to the Planning Commission.

**6. OTHER PLANNING COMMISSION ITEMS**

*Intern to Assist with LDC Update*

Robin Pierce said a request has been submitted to the Board of Trustees for approval of a UVM engineering graduate to assist with the LDC update. There is money in the budget for the work.

*Construction Grant for Multi-Use Path*

Robin Pierce reported a grant application will be submitted (if Trustee approval for same is granted) for a multi-use path from West Street past the community gardens and dog park crossing over the railroad tracks to Pearl Street opposite Harley Davison.

*New Planning Commission Member*

Robin Pierce reported an individual has applied for a position on the Planning Commission. The Trustees will conduct the interview and make the appointment.

*Next Meeting*

Next meeting: June 4, 2015

Agenda: One application and the work session on update of the LDC, Chapters 1-4.

**7. ADJOURNMENT**

**MOTION by Diane Clemens, SECOND by Nick Meyer, to adjourn the meeting.**

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

The meeting adjourned at 7:34 PM.

Rcdg Scty: MERiordan *Smk*

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
June 2, 2015**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Rick Hamlin, Amber Thibeault, Kevin Collins. (David Nistico was absent.)  
**ADMINISTRATION:** Lauren Morrissette, Finance Director & Assistant Village Manager.  
**OTHERS PRESENT:** Erin Knox.

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**1. CALL TO ORDER**

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

**2. AGENDA**

There were no changes to the agenda.

**MOTION by Andrew Brown, SECOND by Amber Thibeault, to approve the agenda as presented. VOTING: unanimous (4-0) [Rick Hamlin not present for vote]; motion carried.**

**3. PUBLIC COMMENTS**

None.

**4. PROJECT DDD – HILLCREST SIDEWALK & FIVE YEAR CAPITAL PLAN**

There was discussion of where the Hillcrest sidewalk will fit in the five year capital plan. The project rated high with 59 points, tying with the Railroad Avenue project. The committee felt the engineering for the Hillcrest sidewalk project could be done in FY2019 and construction in FY2020 unless a grant is received that will help expedite the project. Lauren Morrissette suggested pushing the Pearl Street sidewalk project west to Susie Wilson Road which ranked lower than Hillcrest to FY2019 and advancing the Hillcrest project to FY2017. It was noted the Pearl Street project in the capital plan is just the sidewalk and does not include the bike lanes by the median because the village hoped to have linkages with the work to be done by VTrans on Route 15. Lauren Morrissette speculated the ranking of the Pearl Street project likely would be even lower if ranked with just the sidewalk and not the bike lanes. Rick Hamlin added another justification for scheduling the Hillcrest project before the Pearl Street project is that there is sidewalk (albeit in bad shape) on Pearl Street now while there is no sidewalk on Hillcrest.

**MOTION by Andrew Brown, SECOND by Rick Hamlin, to replace the Pearl Street sidewalk project west to Susie Wilson Road scheduled for FY2017 with Project DDD – Hillcrest Sidewalk and move the Pearl Street sidewalk project west to Susie Wilson Road to FY2019 or later as recommended by the Finance Manager. VOTING: unanimous (4-0); motion carried.**

It was noted the design work for the Hillcrest sidewalk can be done in FY2017 with construction in FY2018 (i.e. summer of 2017 so the sidewalk will be in place by fall, 2017). Erin Knox, resident, commented it is nice to know because the project had a high rank that it can be done in the near future. There are many young families moving into the Hillcrest area with young children. The neighborhood is seeing a lot of pedestrian traffic in general.

#### **5. RANK MULTI-USE PATH WEST STREET TO PEARL STREET (EEE)**

Rick Hamlin noted the village saved \$50,000 because VTrans accepted the UVM capstone project report by UVM engineering students as the scoping study for the multi-use path so now the village can apply for the construction grant. The path will run down West Street past the community gardens and dog park across the railroad tracks to the bus stop.

Kevin Collins observed the scoring will change depending on whether there is a grant or not. Mr. Collins questioned whether it is necessary to rank the project because the village is already going forward and applying for a grant for the project. Rick Hamlin explained the scoring will be helpful to the committee for comparison to other projects. A capital cost estimate of the project should also be done for the capital project book. It is likely the village will not do the project unless the grant is received.

Rank of EEE – Multi-use Path West Street to Pearl Street: 66 (w/grant); 48 (w/o grant).

#### **6. APPROVE MINUTES**

*May 5, 2015*

**MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the minutes of 5/5/15 as written. VOTING: unanimous (4-0); motion carried.**

#### **7. NEXT MEETING/AGENDA**

Next meeting: August 4, 2015 at 5:30 PM

Agenda: Discussion of the desired goals and outcomes of the committee.

#### **8. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Rick Hamlin, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 6:20 PM.

*RScty: MERiordan*

## Patty Benoit

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**From:** Jean Tice <jeantice@gmail.com>  
**Sent:** Wednesday, May 27, 2015 3:16 PM  
**To:** Patty Benoit  
**Subject:** 5 Corners

I would think that traffic being, in my opinion, the biggest hurdle to overcome, making the Main St. block pedestrian only as well as narrowing the car lanes to make way for more bike and walking lanes should not be a priority.

To handle commuter travel I would suggest having 3 lanes on the heavily traveled areas and making two lanes available in the morning going to work and changing to two lanes for driving home. It has worked in other areas. Traffic is not going to go away and we will never go back to the small Village that so many of us miss. That dream ended with the Milot fiasco.

Jean Tice

## **Patty Benoit**

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**From:** kt.gipps@myfairpoint.net  
**Sent:** Wednesday, May 27, 2015 1:24 PM  
**To:** Patty Benoit  
**Subject:** Julie Campoli hire

I'm curious as to how residents were notified that she'd been hired and how we were supposed to attend meetings with her, that have apparently already transpired, to discuss plans for the city center. Today's post and a recent one, I believe from last week on Front Porch Forum, are the first notices I've ever seen about any meetings being held that would show designs. I attended one meeting at the Village Office several months ago where there was discussion around the bypass of the 5 corners, which I learned there was pretty much in final stages anyway and I'd never seen anything about it prior to the notice on Front Porch Forum. Are you posting in the Reporter or what? I live on Camp Street and I'm concerned about how more business and pushing of the highway closer to our neighborhoods is going to affect us.

## Patty Benoit

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**From:** Patty Benoit  
**Sent:** Thursday, May 28, 2015 9:30 AM  
**To:** 'kt.gipps@myfairpoint.net'  
**Cc:** Robin Pierce  
**Subject:** RE: Julie Campoli hire

Hello,

Below is the response from Robin Pierce, Community Development Director:

-----Original Message-----

**From:** Robin Pierce  
**Sent:** Wednesday, May 27, 2015 2:37 PM  
**To:** Patty Benoit  
**Subject:** RE: Julie Campoli hire

Hi Patty,

I don't have dates and locations for all the notations relating to Design Five Corners or the Connector Road but ...

Design Five Corners was advertised on Facebook - Design Five Corners, Downtown Essex Junction, Also; the library, The Main Street Notice Board, FPF, Essex Reporter, Village web site and weekly emails. There was a Charrette specifically for this purpose which was widely advertised, and Julie gave a presentation at the Village Meeting. In addition to those times I put the original idea for the Connector Road and closing off Main Street on a sketch that was posted in the library for several months the first year I was here. There have also been at least one, maybe two Trustee meetings when it was discussed. It was also discussed in the update to the Municipal Plan when the Connector Road was put into the Plan and the potential to close off a section of Main Street was also included in the document.

Regarding the Connector Road itself it was also in the Plan I did that was on the library wall. We also had two (yes two! :) ) Scoping Studies with attendant meetings for the Connector Road and all the advertising that goes with such endeavors. Since that time we have had other public meetings for the Connector Road one of which the resident attended. This has been a five year process to date, almost three since the money was allocated and many notices have been issued by the Village, not to mention articles that the Essex Reporter have published. I think I remember local news channels doing some on-air programs related to the designs also. Certainly they interviewed Dave and myself, perhaps also George on these issues. These ideas have been widely covered for years.

Thanks,

Robin.

-----Original Message-----

**From:** [kt.gipps@myfairpoint.net](mailto:kt.gipps@myfairpoint.net) [<mailto:kt.gipps@myfairpoint.net>]  
**Sent:** Wednesday, May 27, 2015 1:24 PM  
**To:** Patty Benoit  
**Subject:** Julie Campoli hire



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

2 Lincoln Street  
Essex Junction, VT 05452  
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Fax: (802) 878-6946

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager 19  
**DATE:** June 9, 2015  
**SUBJECT:** CCTA buses on South Street

### **Issue**

The issue is that the Trustees asked staff to research what transpired between the Village and CCTA in 2000.

### **Discussion**

Attached are the minutes of meetings between the Board of Trustees and CCTA in February 2000.

When the Trustees amended the motor vehicle ordinance in March 2000, they made a motion that CCTA was not exempt from complying with the weight limits on Village streets and asked the Manager to send them letter to this effect. A copy of the letter was not found in the Village's CCTA file.

In April 2000, the Trustees discussed the reconstruction of South Street and made a motion regarding enforcement of the weight limits.

The weight of the CCTA buses are reported to be 40,000 lbs. and the weight limit is 16,000 lbs. (see attached.) However, there is an issue with the wording of Section 852 of the motor vehicle ordinance because it only refers to the Prohibition of Trucks.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

This memo is for informational purposes.

Permanent traffic control lights are authorized at the following intersections:

- (a) The intersection of Park and South Streets.
- (b) The intersection of Maple, Pearl, Park, Lincoln and Main Streets, commonly referred to as the Five Corners.
- (c) The intersection of Pearl and South Summit Streets.
- (d) On Pearl Street at the entrance to the shopping centers on either side.
- (e) The intersection of West and Pearl Street.
- (f) The intersection of Pearl Street and Susie Wilson Road.
- (g) The intersection of Maple Street and I.B.M. entry road.
- (h) The intersection of Main Street (Route 15), Crestview and Brickyard Road.
- (i) On Maple Street at the intersection of Maple Street Extension and the entrance to the IBM plant.

Other traffic control devices of a mobile or portable nature may temporarily be utilized by the Police Department for emergency situations as they deem necessary.

**SECTION 851:**

Any person who violates the provisions of this Ordinance may be ticketed (cited) for said offense by any lawful police official to the Vermont Traffic and Municipal Ordinance Bureau.

**SECTION 852: PROHIBITION OF TRUCKS**

Motor trucks with a registered vehicle weight in excess of sixteen thousand pounds (16,000 lbs.) shall be prohibited from the following streets in the Village:

- |  |   |
|--|---|
| <b>Cherry Street</b>                     | <b>North Street</b>                           |
| <b>Crestview Road</b>                    | <b>Park Terrace</b>                           |
| <b>Curtis Avenue</b>                     | <b>School Street</b>                          |
| <b>Drury Drive</b>                       | <b>South Summit Street</b>                    |
| <b>Grove Street</b>                      | <b>South Street, from Park Street to West</b> |
| <b>Iroquois Avenue, from Park Street</b> | <b>Summit Street</b>                          |
| <b>to South Summit Street</b>            | <b>West Street and West Street Extension</b>  |
| <b>Lincoln Terrace</b>                   |   |

This article shall not apply to motor trucks making deliveries to or from properties located on such streets or emergency vehicles. This exemption shall also apply to motor vehicles originating from properties located on such street.

Note: Pursuant to the provisions of 23 V.S.A. Sec. 1042, this ordinance received approval from the Secretary of Transportation on June 13, 1990. (effective July 21, 1990)

**SECTION 853. PROHIBITED PASSING:**

**On Main Street** in an easterly direction beginning at Brickyard Road to 161 Main Street.

**SECTION 855:**

Each of the provisions of this Ordinance are severable and if any provision is held invalid for any reason, the remaining provisions shall not be affected but shall remain in full force and effect.

*MINUTES SUBJECT TO CORRECTION BY THE BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.*

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
February 8, 2000**

**MEMBERS PRESENT:** Village President, George Dunbar; Larry Yandow, Steve Atwood (arrived 8 p.m.), Steve Eustis, Mike Corbin.

**ADMINISTRATION:** Village Manager, Charles Safford.

**I. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Village President, George Dunbar, called the meeting to order at 7 p.m. and led the assemblage in the Pledge of Allegiance.

**II. AUDIENCE**

No one from the public addressed the Board at this time.

**III. BUSINESS**

**FY'99 Audit Review**

Fred Duplessis with the accounting firm of Sullivan, Powers and Company reviewed the results of the Village's FY'99 audit, noting the Village is in full conformance with generally accepted accounting principles. Mr. Duplessis noted the Village is in the minority in being in conformance. Mr. Duplessis reviewed the fund balances, including the General Fund with \$732,170 of which \$2,500 is designated and \$729,670 is undesignated. This fund balance is an increase of \$80,000 from the fund balance in the last fiscal year. Mr. Duplessis reviewed the reserve funds which are used for special purposes, and the capital funds which are used to pay for capital projects. The proprietary funds are the largest funds held by the Village and include water, sanitation, and wastewater treatment facility. All these funds show a positive fund balance. The Village's trust fund is basically the Brownell Library trust fund. Interest earnings on investments were better than expected for a total of \$51,254. Underspending on the expense side totaled \$40,501 resulting in a surplus of approximately \$90,000. Mr. Duplessis reported the Village is in a healthy financial position with all funds, the check and balance system is working well, and the appropriate procedures are in place. Recommendations include items related to Y2K if relevant, and completion of the accounting procedures manual.

The Board thanked the administration for their fine efforts. Charles Safford thanked the staff for their hard work.

**South Street Bus Service**

Deb Linehan and Bob Papariello from CCTA, and Jim Malone, the Village representative to the CCTA Board of Directors, discussed the use of smaller buses on certain routes in the Village. Ms. Linehan noted the ideal service if money were available would be smaller buses and more frequent service. Bus transit is labor intensive and operational expenses are not underwritten by

grants from the federal or state governments, stated Ms. Linehan. CCTA is researching smaller buses in downtown areas of Burlington and Winooski. CCTA could run smaller buses, but not more frequent service in the low ridership areas, and this may leave riders stranded and result in complaints. CCTA is a union shop and there is a demand for drivers. Also the operating costs to run smaller buses would be difficult for CCTA to handle. Smaller buses create more engine noise and during peak hours, there may not be enough seats for all riders. CCTA staff researched alternate routing, but could not find a satisfactory solution. Ms. Linehan assured that CCTA wants to continue to work with the community on solving this problem.

Ms. Linehan gave background information on the bus service in the Town and Village, noting the Essex route has high ridership (second highest in the system), especially during peak hours with commuters and school children. CCTA serves IBM and ADL School. On average, there are 94 passengers per day between South Summit Street, West Street, Park Street, Silver Bow Terrace, and IBM. Mr. Malone who formerly resided at 6 South Street confirmed there are transit dependent residents on South Street. Ms. Linehan pointed out the peak travel hours are early and late in the day and a slow time mid-day which is typically when people observe nearly empty buses.

George Dunbar asked if CCTA has received complaints about the houses shaking when the bus passes by. Ms. Linehan stated in her tenure with CCTA a complaint of this type has not been received. Mr. Malone noted all complaints are included in the CCTA board's information package, and such a complaint has not been in his package to date (Mr. Malone has been on the CCTA board since 1992).

Mike Corbin asked the maximum number of passengers on a 40' bus, 35' bus, and 30' bus. Mr. Linehan replied 42 people, 28 people, and 22 people respectively. Trustee Corbin calculated 3.25 people per trip ride the bus according to the CCTA ridership figures. It appears, continued Mr. Corbin, that the bus runs empty three or four trips per day. Steve Eustis pointed out a person riding through a stop is not counted in the CCTA ridership number for the route in the Village. Deb Linehan stated there are 5,500 daily riders system-wide and two-thirds of that number are carried during the AM/PM peak system-wide. Mike Corbin emphasized that smaller buses are needed in the Village and the riders from Burlington can simply switch buses. Deb Linehan stated CCTA does not have the resources to switch buses for each community that is served. There was further discussion of the number of people on the bus during the day, and heavy buses that are empty bouncing on the village streets. CCTA will provide peak ridership numbers for the Board. Mike Corbin requested data on the number of people per trip riding the bus to the Village and the times of the trips, pointing out there may not be a need for 29 bus trips to the Village. Ms. Linehan mentioned transit dependent people will be stranded if bus service is decreased. Steve Eustis commented on the difficulty of planning a round trip with less frequent bus service. Larry Yandow mentioned the Senior Bus could be utilized by people in the Village. Larry Yandow asked if the bigger buses could be used during peak hours and smaller buses used at other times of the day. Ms. Linehan explained CCTA has two fleets, and to provide different buses at different times would mean changing buses almost trip by trip. If there is money to

increase frequency, then the bus capacity is not needed because choices can be offered to the riders. CCTA, however, does not have the money to run more trips, stated Ms. Linehan.

#### **PUBLIC COMMENTS**

Mrs. Higgins, 12 South Street, commented that people on vacation in the summer are not using the bus. Mrs. Higgins also explained that having less frequent bus service would force her to wait two hours to return from her appointment with her doctor in the Village. Mrs. Higgins said she depends on bus service to get to her doctor in Burlington. Mrs. Higgins testified she has lived in her house on South Street for 21 years and has had no problems with cracks or holes in walls from the buses bouncing on the road. Also the noise of the bus is not a bother, but the larger and larger sanitation trucks on the street do make much noise and are very heavy.

Paul Desso, 26 South Street, testified he has witnessed unladen buses on the village streets, but commended CCTA for the bus service to the people on South Street. Mr. Desso felt smaller buses may not be an option due to noise. Smaller buses during peak hours are a great idea, stated Mr. Desso. Mr. Desso observed the buses do stop and go in front of Mr. McPeters house which does cause concussion from the bus. Mr. Desso stressed it is the unladen dumpster trucks on the road that are the most nerve racking.

Glenn McPeters, 6 South Street, testified it is not the noise of the bus that is the problem, but the braking and bouncing over the culvert by his house that is causing the damage to his house foundation. The cure could be to fix the road, stated Mr. McPeters, adding the vibrations are felt by the residents at 7 South Street and 8 South Street. Mr. McPeters suggested speed bumps on South Street to slow the buses and trucks to 15 mph instead of 30 mph. Mr. McPeters commented he saw an empty bus go by his house on his way to the meeting tonight.

George Dunbar asked why no others have brought the complaint of the buses damaging house foundations to the Board. Mr. McPeters stated people have advised him the Board of Trustees will not take any action so to bring a complaint is fighting a losing battle. George Dunbar retorted the statement is a cop out, and pointed out the Board of Trustees always listens to the public's comments and tries to help solve the problem. Mr. McPeters disagreed with Mr. Dunbar's statement. Both parties held their positions and agreed to disagree. Mr. Dunbar assured that the Board of Trustees will continue to investigate a solution to the complaint brought forth by Mr. McPeters regarding bus vibrations as the Board said would be done. Mr. McPeters clarified his intent is not to stop bus service, but to find a way for the buses and his house to coexist.

Mr. Desso, South Street resident, testified he has contacted CCTA on two occasions regarding the speed of the buses on the street. CCTA confirmed the bus drivers do try to maintain the bus schedule and may speed up if running late. Mr. Desso stated the 25 mph speed limit posted on South Street needs to be enforced by the police because the speed limit is repeatedly being exceeded by drivers. Deb Linehan stated CCTA does road supervision and responds to speeding complaints by observing drivers and issuing warnings followed by disciplinary action if

necessary. Mr. Malone confirmed the CCTA board has CCTA keep tabs on traffic and bus speed. George Dunbar suggested the Essex Police be contacted by residents with speeding complaints.

Mr. McPeters asked about adding speed bumps to South Street or rebuilding the street. George Dunbar stated it is unlikely speed bumps would be added to the street. Also, this may create more bouncing of vehicles. Charles Safford stated South Street is scheduled for redesign and reconstruction per the Capital Plan. The completion of sections of the Circumferential Highway may also alleviate traffic on village streets. Mr. Malone noted he had no problems with noise and vibration when he resided at 6 South Street. Mr. McPeters stated the road has deteriorated. Charles Safford will meet with the Village Engineer to review the street and explore possible interim solutions.

There were no further comments. The Board will discuss this matter further at the 2/22/00 meeting. Charles Safford will meet with the Village Engineer and review interim solutions on South Street. The Essex Police will be notified of the speeding problem on the street. CCTA will forward ridership numbers to the Village.

#### **Temporary Use of Parking Spaces**

Mr. Unsworth explained the need to move the dumpster to the street temporarily to provide access for a backhoe to excavate the foundation of the building. The dumpster will be replaced behind the building when the work is complete.

**MOTION by Steve Eustis, SECOND by Mike Corbin, to approve the use of parking spaces for a dumpster as stipulated in the letter from Hill, Unsworth, Barra & Bowles, Inc., dated 2/2/00, until the renovation work is complete in April, 2000. VOTING: 4 ayes (Steve Atwood not present for vote); motion carried.**

#### **Lease of Park Property**

**MOTION by Steve Eustis, SECOND by Larry Yandow, to approve the lease through August 22, 2009, between IBM and the Village of Essex Junction for property contiguous to Maple Street Park used for recreation purposes at a cost of \$1. VOTING: 4 ayes (Steve Atwood not present for vote); motion carried.**

#### **Award Bid for "No Turn on Red" Signs**

**MOTION by George Dunbar, SECOND by Steve Eustis, to award the bid to supply and install seven LED signs reading "No Turn on Red" to CEA for a cost of \$21,125.**

#### **DISCUSSION:**

Steve Eustis asked about doing the work in-house. Charles Safford explained due to budget constraints, more of the work will be done in-house so the work schedule will be tighter. The pedestrian improvements at Iroquois Ave./Park Street were mentioned, and it was noted the crosswalk task force determined the original recommendation for the intersection

informational meetings with the Town and Village and the legislative committee, and thought there was communication and open minded listening, but the actions of the committee indicate otherwise. Mr. Lloyd stressed the Legislature is stating an edict there shall be one community and if it takes seven babysitters to help the Village see this point of view, so be it. Mr. Lloyd said a straw vote at this point is not right. The Village voters have voted twice and told the legislators their wishes, but the legislators seem to be saying the Village can not decide its fate without their help even though the Village has been making its own decisions for the past 100 years. Mr. Lloyd stated he does not want to continue playing games, and requested the Board of Trustees send a letter to the legislative committee telling them to "get off the fence" and make a call on the votes taken by the Village as legal, then pursuing H.556.

Linda Kirker, Village resident, stated after canvassing the community there is a strong feeling of not voting again. The Villagers feels they have voted on this issue and the vote has been ignored by the Town and the House Local Government Committee. Ms. Kirker questioned what the Village can do if the Village's votes apparently do not matter.

John Lajza, Village resident, stated the Village voters are requesting the Trustees (Village) not participate in the mediation process.

George Dunbar acknowledged the comments from the public and assured the Trustees will do whatever can be done. Mr. Dunbar agreed it is premature to meet with the Town until the House Local Government Committee has its final vote on the matter and if the Village residents vote to support the process prescribed by the state committee. A survey will be done at the annual meeting. The Board again urged all the citizens of the Village to voice their position on this matter and contact the House Local Government Committee members. The Board can send a follow up letter. Mr. Dunbar reiterated the Legislature can act on its own with regard to the mediation process, regardless of the requests of the Village. Mr. Dunbar suggested the full Board be present when the decision on the course of action the Village will take is made. The Board will discuss hiring a mediator at the next meeting as well as what the next steps should be. It was suggested the Board find out how the legislative committee came to its decision and to ask for the minutes of the meetings that were held.

### **III. BUSINESS**

#### **South Street Bus Service Numbers**

George Dunbar reported the Village Engineer met with Mr. McPeters and both parties have agreed the catch basin in front of the McPeters house appears to be a problem. The grade of the catch basin will be adjusted as soon as the weather permits. This should alleviate the vibrations.

Ray Tomlinson, school bus driver, expressed concern the gross vehicle weight limit on the street will not allow for school buses. Mr. Dunbar acknowledged this situation and noted the matter is under review by the Village Manager and the Board.

Bob Papariello, CCTA, and Jim Malone, Village representative to the CCTA Board of Directors,

reviewed the ridership numbers with the Board. Mr. Dunbar commented the numbers appear not to justify the larger buses on the route. Mr. Papariello agreed the numbers show there can be some sort of agreement on the use of smaller buses mixed with larger buses at certain times of the day. Mr. Papariello also noted the supervisors will be doing spot checks on drivers with regard to speed on the route and stopping at traffic lights.

Mike Corbin asked if CCTA has considered purchasing 20 passenger buses (vans) with the upcoming bond vote. The buses being used on the route are twice as big as needed according to the ridership numbers, calculated Mr. Corbin. The numbers show the buses are only 40% occupied, that is two seats per person. Running larger buses when the capacity is not needed just so there are larger buses available for special events is not justification for maintaining the larger buses on a route, stated Mr. Corbin. Jim Malone stated the CCTA Board has considered buses the size used at the airport, but these vehicles do not last long and do not have the capacity that is needed. CCTA needs buses available for big events in the area (such as First Night) and for charters. The CCTA Board did decide to use a mix of bus sizes (30', 35', 40'). Mr. Malone commented having extra space on the bus gives passengers room for their belongings.

Mr. Malone provided the Trustees with ridership information showing an annual passenger drop off in the Indian Acres area of 4,051 people and pick up of 1,502 people. Charles Safford commented the bus travels through the Village and at some point may have more passenger on board.

George Dunbar stated CCTA will have to convince the voters to support the bond issue for the larger buses. The Village Trustees will review the road weight limits and make the appropriate decisions for the Village. Charles Safford recalled the weight limit was the original issue and even the smallest CCTA bus exceeds the 16,000 pound posted weight limit on Village streets.

Mr. Papariello noted the CCTA supervisors will be doing another ridership survey.

Willis Racht, Village resident, stated the larger buses are more maintenance free as compared to the smaller buses. Street repair and/or public transit vehicle (bus) repair is all paid for with public funds.

Mr. Malone asked to be contacted if the problem with vibration of structures from the buses persists.

Trustee Steve Eustis commented the frequency of the current bus service is satisfactory and CCTA is taking the right steps. Mr. Eustis stated he would not like to see major changes with the bus service.

#### **CCMPO Appropriation Request**

**MOTION by Mike Corbin, SECOND by Steve Eustis, to send the letter to the CCMPO requesting \$1 million be included in the TIP to cover the cost of powering the switches at**

Atwood felt every house in the Village should be required to be on municipal sewer if possible. The Board was not certain the Village could legally require a hook up to the municipal system without proof of an existing health hazard such as an on-site system failure. The Board directed the Village Manager to send a letter to residents in the Village with on-site sewer systems informing them of the incentive program the Village offers to hook up to municipal service.

Chapter 11 - addition of technical guidelines for design and installation of pump stations.

Chapter 11 - Section 1416 (Water Supply) was amended to be compatible with the sewer section.

Jeff Schulz will review the Trustees' recommendations on the amendments to the Code with the Planning Commission and incorporate the changes in the language for the Board's review and approval. After action by the Trustees, a public hearing on the amendments to the Code will be warned.

**Request to Hang a Street Banner**

**MOTION by Steve Atwood, SECOND by Steve Eustis, to grant the request by the Home Builders and Remodelers Association of Northern Vermont to hang a street banner from April 3 - 17, 2000, saying "Vermont Home and Garden Show, Champlain Valley Exposition Fairgrounds, April 14-16". VOTING: 5 ayes; motion carried.**

**Property Tax Exemptions (H.53)**

**MOTION by Steve Atwood, SECOND by Steve Eustis, to send a letter to the legislators requesting support of H.53. VOTING: 5 ayes; motion carried.**

**Over Billing**

**MOTION by Steve Eustis, SECOND by Steve Atwood, to accept the staff recommendation to reimburse Benware and Company Partnership \$37,685.14 (for over billing on the water meter at 106 Pearl Street) in exchange for the "general release" document. VOTING: 5 ayes; motion carried.**

**Regulation of Motor Vehicles Ordinance, readoption of Amended Chapter 8**

**MOTION by Larry Yandow, SECOND by Steve Eustis, to approve the changes to Chapter 8 (Section 840 -No Turn on Red, Section 848 - Stop Signs, Section 852 -Weight Limits) as presented by staff.**

**DISCUSSION:**

Larry Yandow mentioned the No Left Turn sign by the Howard Bank at Five Corners that is ignored by motorists. Charles Safford will research how this sign came to be. George Dunbar reiterated his support of doing what is safe for the Village with regard to traffic regulations regardless of what the state warrants indicate can be done. Mike Corbin expressed

concern about granting exemptions from the posted weight limits on Village roads to CCTA for the large buses used in the Village when the ridership numbers indicate smaller buses can serve the Village and the Village Trustees have requested smaller buses be used to reduce the wear and tear on Village roads. The Board indicated a willingness to increase the road weight limit to allow the small CCTA buses only.

VOTING: prior to the vote, Larry Yandow and Steve Eustis withdrew their motion.

MOTION by Larry Yandow, SECOND by Steve Eustis, to approve all the changes to Chapter 8 of the Village's Motor Vehicle Ordinance with the exception of Section 852 (weight limits) which shall remain as currently written. VOTING: 5 ayes; motion carried.

MOTION by Larry Yandow, SECOND by George Dunbar, to direct the Village Manager to draft a letter to the CCTA General Manager indicating the Village's displeasure with the large buses used in the Village, noting the Board has not changed the Village ordinance to allow the weight load of these buses on Village streets and that the Village does expect enforcement of the Village weight limits. VOTING: 5 ayes; motion carried.

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No letter in  
our CCTA  
file.

ve Atwood, to approve the 2/22/00 minutes with line - reword "...of the town consolidation of charter consolidation". (Atwood); motion carried.

rry Yandow, to approve the 2/28/00 minutes as

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Steve Eustis, to approve the bill list dated 3/1/00, Item #10017126 for the net grand total of

\$305,210.45. VOTING: 5 ayes; motion carried.

IV. TRUSTEES/STAFF COMMENTS

The Board reviewed the correspondence.

Meeting with Town of Essex

George Dunbar recalled the Trustees indicated in their letter to the Town that a meeting should be held at the end of the month when the RFQs for the moderator are in and a moderator can be selected. The agenda for the meeting is already set, stressed Mr. Dunbar, adding his intention is

**South Street Reconstruction**

The Board discussed postponing the work in order to receive federal funding for the project. Steve Eustis expressed concern for the present condition of the road and the lack of guarantee for the federal funding. Mr. Eustis suggested keeping the project in the plan while simultaneously pursuing the federal funds. George Dunbar echoed this position. Larry Yandow noted the work on Main Street has been in the State's Five Year Plan for the past 20 years, so the short term plan has no credence. Mike Corbin felt putting money into repair of South Street when the weight limit is not enforced will only temporarily improve the road conditions (until the additional traffic and overweight vehicles once again deteriorate the road). Mr. Corbin urged enforcement of the ordinance in order to stop one major cause of the road deterioration. Charles Safford confirmed the road has inadequate base and heavy vehicles will wear away a road faster than lighter vehicles. South Street is a Class 2 road. Steve Eustis interjected as a Class 2 road, South Street should be built better than it is presently. Residents on the street confirmed there is heavy truck traffic using South Street. Also drain lines that were installed in the center of the street and patched with asphalt have caused the humps and bumps in the road.

Following further discussion, the consensus of the Board is to do the reconstruction as part of the Village plan and follow with enforcement of the weight limit on the road. The Village plan is to reconstruct South Street from Park Street to Southview Road and reclaim the road from Southview to the intersection of South/West Street. There will be sidewalk on the right side of South Street to Park Street.

**MOTION by Larry Yandow, SECOND by Deb Billado, to continue with the Village plan on the South Street reconstruction project as originally stated in the Village Capital Plan with enforcement of the road weight limit as appropriate when reconstruction is complete. VOTING: 5 ayes; motion carried.**

**Award Paving Bid**

**MOTION by Steve Eustis, SECOND by George Dunbar, to accept the staff recommendation to award the paving bid to AC Paving at a cost of \$36.95/ton.**

**DISCUSSION: Deb Billado asked about the delta between the low/high bids. Charles Safford stated the bids are driven by how eager the contractors are for the work. Also, whether the company is local or out of state has an impact. The high bidder in this case does not typically do municipal work. There was no further discussion.**

**VOTING: 5 ayes; motion carried.**

**Memorial Day Parade**

**MOTION by Larry Yandow, SECOND by Steve Eustis, to approve the request for the Memorial Day Vigil on 5/26/00, the closing of Five Corners on 5/27/00 for the Memorial Day Parade beginning at 9 a.m. until the end of the parade (approximately noontime).**

**VOTING: 5 ayes; motion carried.**

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
May 26, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton. (Andrew Brown was absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.  
**OTHERS PRESENT** Scott Barnier, Jon Moore, Glenn & Lori McPeters, Greg Morgan, Max Seaton, Joe Weith, Jim Donovan, Keith & Barb Swiatlowski, Brenda Williamson, Kathleen Irick, Doug Henson, Diane Clemens, Mary Jo Engel, Karen Walton, Tom Weaver, Jon Harris.

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[Note: Minutes are in the order of the published agenda.]

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

**2. EXECUTIVE SESSION**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to enter into Executive Session to interview candidates for volunteer positions in accordance with the Open Meeting Law, 1VSA313(a)(3), and to include the Trustees, Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 6:03 PM.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 6:30 PM.

**3. AGENDA ADDITIONS/CHANGES**

Additions:

- Appointments to Planning Commission and Tree Advisory Committee under "Old Business".
- Information on recruitment for the Library Director position and Discussion of the Municipal Manager contract under "Manager's Report".
- Information brief for Front Porch Forum on Five Corners report by Julie Campoli under "Consent Agenda".

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

**4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

**1. Comments from Public on Items Not on Agenda**

*Glenn McPeters, 6 South Street*

Glenn McPeters described damage to his house due to vibrations created by the CCTA bus passing by the house on South Street (Mr. McPeters had to replace a retaining wall at a cost of \$3500 and repair cracks in the garage foundation and house ceiling). Mr. McPeters said the bus at 40,000 pounds exceeds the posted street weight limit of 16,000 pounds and should stay on Route 15. The Board of Trustees took action three times in Year 2000 via motions to remove buses from the street and enforce the weight limit, but enforcement was not done. Section 852 of the village code only provides exemption to the weight limit for delivery trucks and emergency vehicles, not buses. According to CCTA in 2014 there was an average of two people per day riding the bus from the stop on South Street. These people could have boarded the bus at the nearby Pearl Street or Park Street stop. Mr. McPeters requested that the Board of Trustees enforce the weight limit and force the bus not to use South Street.

Pat Scheidel said he contacted CCTA on the matter. Insurance does not cover the damage to the house. Earthquake insurance is needed which is not readily available in Vermont to the average homeowner. There is a catch basin in front of 6 South Street. Some patchwork has been done in the street to try to ameliorate some of the problem.

Mr. McPeters confirmed there is a catch basin and manhole in the street in front of the house. When South Street was reconstructed the situation improved, but as the street deteriorated the vibrations worsened. Public Works Director, Rick Jones, was very responsive and paved over the manhole cover to try to help the situation. The streets on the route (South Summit, West, and South Street) all are severely deteriorating. Mr. McPeters said the house does not shake when cars pass by, only when the bus goes by.

Staff will research correspondence between the village manager at the time and CCTA regarding what transpired at the meetings in Year 2000. Jon Moore, CCTA, stated regardless of the weight issue and in terms of efficiency it may make sense to keep the bus on Pearl Street and off of South Street. CCTA will do a ridership analysis before changing the route though. Mr. Moore said he will follow up on the questions from Mr. McPeters and Mr. Scheidel.

*Greg Morgan, Essex Economic Development Committee*

Greg Morgan invited all to an open house at Accelerate Essex, 15 Pearl Street, 4 PM to 8 PM on June 5, 2015 to introduce the co-working space where entrepreneurs can collaborate. Music and food will be offered.

**2. Public Input on Main Street Sidewalk Extension Scoping Study**

Jim Donovan with Broadreach Planning and Design and Doug Henson with Lamoureux & Dickinson reviewed existing conditions on Main Street in the scoping study area:

- There is no sidewalk presently on the northwest side of Main Street where new storm water drainage is being installed.
- There are utilities poles in the road right-of-way and potential to include sidewalk in the right-of-way as well.
- There is need for a crossing over Indian Brook with a free-standing bridge or expansion of the existing bridge.
- Consideration will be given to other alternatives to provide pedestrian access in the area, such as a shared use path from the high school property through the proposed development on Taft Street to Main Street.
- Street trees and invasives need to be addressed.

### *COMMENTS*

Dan Kerin noted the bridge over Indian Brook is actually a cement box culvert and does need much work. UVM engineering students did a project on widening the road and installing a new box culvert as well as other improvements in the area. Staff will forward a copy of the project report to Jim Donovan.

Glenn McPeters, 6 South Street, suggested the sidewalk be coordinated with the drainage work.

Brenda Williamson, 116 Main Street, mentioned the path from Education Drive on Main Street is wide enough for sidewalk, but the village is waiting for funding sources other than from the taxpayers. George Tyler stated the sidewalk and drainage work are from two different funding sources. The work being done on the drainage is to meet state storm water regulations. Jim Donovan said the final scoping study report will include a list of potential funding sources in addition to the two state sources and one regional source.

A homeowner on Main Street spoke about the danger of children crossing Route 15 to walk to school especially in winter. George Tyler acknowledged Main Street has become a major pedestrian route with the residential developments of Countryside and Fairview Farms and there is a need for sidewalk on both sides of the street.

There were no further comments. A work session showing the alternatives derived from the study will be held in July/August 2015.

### 3. CCTA Service Change Proposal

Jon Moore, CCTA Planning Manager, and Karen Walton, CCTA General Manager, reported the following:

- Last fiscal year CCTA received \$12 million in revenue from local funding (25%), passenger fares (20%), state funding (18%), miscellaneous (5%), and federal funding (32%).
- CCTA received \$190,000 per criterion met in the Small Transit Intensive City Program. CCTA met five criteria out of six and received \$960,000 in federal funds (40% of funding). CCTA is within 1% of the threshold for the 'Passenger Miles per Vehicle Revenue Miles' criterion.

- CCTA bus routes include Essex Junction (busiest in the CCTA system with 1800 boardings per weekday), Essex Center (90 boardings per weekday), Williston-Essex, and Jeffersonville commuter route (two runs in the morning and two runs in the evening). Three of the four routes go to the Amtrak station. The Jeffersonville route takes 289 to Burlington.
- The Williston-Essex route is proposed to be changed by decreasing the rush hour service between Walmart and the Amtrak station to every hour and then determining what trips will be retained. Departure times from the Amtrak station will be consistent and on the hour. An independent bus will be used between Walmart and the Amtrak station that will not go into Burlington. There will be bus connections to Burlington at Walmart and the Amtrak station.
- The cost savings from the change in the Williston-Essex route will be reallocated to Sunday service on the route which will allow connection to Amtrak services on Sunday.
- It is anticipated the annual increase in boardings with the Sunday service will be 10,000 riders. A loss of 4800 boardings from the previous service is expected.
- CCTA will field test the Sunday run staying on Pearl Street rather than going through the Acres.
- Per federal ADA paratransit service requirements the Sunday service must be available.
- Meetings are scheduled to discuss the route change with Williston, Essex, and the CCTA Board. If all parties agree the Sunday service will go into effect August 24, 2015.

#### *COMMENTS*

Diane Clemens, village resident, suggested coordinating the new service with the start date of the Champlain Valley Fair.

Lori Houghton asked how late the bus runs in Essex Junction. Jon Moore said the bus departs Cherry Street at 9:40 PM and the Amtrak station at 10:10 PM.

Elaine Sopchak asked if service from the Amtrak station to Richmond or Montpelier has been considered. Jon Moore said both routes have been discussed because traffic on Route 2A would likely be alleviated. Funding is the hurdle. The park-and-ride facility at Exit 12 will be served by the bus which should help traffic congestion in the area.

#### **5. OLD BUSINESS**

1. Appointments to Planning Commission and Tree Advisory Committee

**MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Joe Weith to the Planning Commission through June 30, 2017. VOTING: unanimous (4-0); motion carried.**

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to appoint Mary Jo Engel to the Tree Advisory Committee through June 30, 2018. VOTING: unanimous (4-0); motion carried.**

2. Approve Whitcomb Heights II Draft Open Space Agreement and Draft Nature Trail Easement Deed

Robin Pierce suggested in addition to the revisions incorporated in the document there should be language saying no wheeled vehicles of any kind other than those used for maintenance of the open space or trail and/or approved by the village shall be permitted on the property. The Trustees concurred.

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to exercise the option to enter into an Open Space Agreement with the suggested modifications and a Nature Trail Easement with the homeowners at Whitcomb Heights II and to authorize the Municipal Manager to execute the Open Space and Nature Trail agreements to protect the homeowners at Whitcomb Heights II and ensure the open space and trail are available to village residents in perpetuity. VOTING: unanimous (4-0); motion carried.**

Tom Weaver thanked the Trustees for the agreements which will benefit all.

3. Approve New Street Name for portion of Jackson Street

Robin Pierce reported E-911 decides the house numbering and suggested the street name of “Hammond Lane” which is compliant with the E-911 system and does not conflict with any other streets. The previous suggestion of “Old Farmhouse Lane” is too long for the street sign.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to select “Hammond Lane” as the new name for the location on Jackson Street to comply with the State E-911 system and to comply with the E-911 Board requirement for the numbering of Hammond Lane thus improving efficiency of access to the properties in an emergency situation and for postal deliveries.**

**DISCUSSION: Scott Barnier said he just received the letter regarding the street name and if the letter had been received earlier in the week he would have had time to think about the name. Mr. Barnier said he did not agree to “Hammond Lane” as indicated in the letter and finds no significance with the name as the Hammond family has only been living in the neighborhood since the 1970s. Mr. Barnier suggested the name “Farmhouse Lane” if “Old Farmhouse Lane” is too long for the sign. Robin Pierce recalled in his conversation with Mr. Barnier on the suggested street name by E-911 that Mr. Barnier said there is nothing that can be done about the name then. George Tyler explained to Mr. Barnier that the Trustees have no authority on the name which must be acceptable to the E-911 system. Mr. Barnier asked about the list of street names provided at the last meeting. Elaine Sopchak asked why “Hammond” was chosen over “Willow” which is on the list of approved names. Robin Pierce said he was told that “Hammond” meets the E-911 criteria. Pat Scheidel added E-911 dispatch does so for multiple jurisdictions and does not want responders going to the wrong address. There are certain standards for street names and when a name meets the standard it is a fait accompli. Mr. Barnier suggested a letter be sent**

to the four property owners in the neighborhood to decide the name as a group. Robin Pierce said all the property owners should have received the same letter sent to Mr. Barnier. George Tyler asked Mr. Barnier to select a name from the list since he is the only neighbor in attendance. Mr. Barnier chose “Bass Lane”.

**VOTING:** Prior to the vote the motion was withdrawn.

**MOTION** by George Tyler, **SECOND** by Lori Houghton, to approve the name change to a portion of Jackson Street to be “Bass Lane” with the E-911 appropriate address changes (house numbers) on the condition the name of “Bass Lane” is acceptable to the E-911 system, and if not, then the name will default to “Hammond Lane”.

**DISCUSSION:** Mr. Barnier pointed out there is a cost to the village for the street sign so the memo is misleading to say there is no cost associated with the street name change. There were no further comments.

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

Robin Pierce will confirm with E-911 the street name of “Bass Lane”.

## **6. NEW BUSINESS**

### **1. Approve Grant Application for VTrans Bicycle and Pedestrian Program**

Robin Pierce explained the grant for a pedestrian crossing using a long ago discontinued road crossing over the railroad tracks through the hedgerow to the community gardens and dog park on West Street. There will be a gate installed to stop anyone crossing when a train is coming down the track. The path has been narrowed to 4' wide with 3' x 3' blocks so a vehicle cannot use the crossing. Estimated cost of the project is \$74,000. The grant requires a 10% local match. People have been requesting a mid-block pedestrian crossing on Pearl Street. The MUTCD says there is not enough official pedestrian traffic to justify the crossing, but the opening comes out at a bus stop and if the people using the crossing now are counted then the numbers may be met. Jon Kaplan, VTrans Manager of the Bike and Pedestrian Program, said the UVM scoping study that was done meets the scoping study standard so the village can apply for the grant (savings for the study is \$50,000). Right-of-way from the state and the railroad must be secured for the crossing.

There was discussion of using the grant funding if received for pedestrian signals at existing crosswalks in the village that are not safe and having the Bike/Walk Committee pursue money for signs, pavement markings, crossing enhancements, and striping for on-road bike facilities from the “Small Projects” category funded by state money. Robin Pierce said the village can apply for scoping study funds (20% match) to prove the project is necessary, but cannot apply for construction funds. Pat Scheidel suggested the Bike/Walk Committee make a list of items that are a priority and include the list in the grant application. The Trustees need to know the list and the Capital Committee needs to know the list. Lori Houghton requested information on getting a grant for a scoping study and the “small projects” items paid by the state. Robin Pierce will gather the information.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve a 2015 VTrans Bicycle and Pedestrian Program grant application by the Bike/Walk Advisory Committee that will be reviewed and approved by staff prior to submittal, and to commit to the 10% match for the grant. VOTING: unanimous (4-0); motion carried.**

2. Approve FY2015 Audit Contract

Lauren Morrisseau stated with all the consolidation activity taking place it may be prudent to wait until next year to go out to bid for an auditor as one with the town. Pat Scheidel added it will be essential to have a consolidated audit of the consolidated services because that will provide proof as to whether the consolidation is working or not. Staff recommends entering into a contract with Sullivan Power & Company for the FY2015 audit.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the contract with Sullivan Power & Company for the FY2015 audit. VOTING: unanimous (4-0); motion carried.**

3. Approve Reappointment of CCRPC and TAC Representatives

**MOTION by George Tyler, SECOND by Elaine Sopchak, to reappoint the following representatives to CCRPC and TAC for a two year term from July 1, 2015 through June 30, 2017:**

- Dan Kerin – CCRPC representative
- Andrew Brown – CCRPC alternate
- Jeffrey Carr – CCRPC 2<sup>nd</sup> alternate
- Robin Pierce – TAC representative

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

7. **MUNICIPAL MANAGER'S REPORT**

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

- June 9, 2015
- June 23, 2015
- July 14, 2015
- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015

Special Meetings/Events:

- June 2, 2015 @ 3 PM – Annual Employee Appreciation Party
- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. Land Development Code Update

Pat Scheidel explained the proposal to contract with a consultant to assist the Development Director with the update of the Land Development Code.

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**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize the Municipal Manager to approve the temporary personnel arrangement with Will Hayden for the purpose of updating the Land Development Code for the sum of \$5,000. VOTING: unanimous (4-0); motion carried.**

3. Library Director Position

Pat Scheidel reviewed the process of recruitment for the Library Director position which resulted in 14 respondents and scheduled interviews of five candidates. The position was offered to and accepted by Wendy Hysko. A press release will be published. Staff will begin the search to fill the IT/Assistant Director position at the library.

4. Municipal Manager Contract

Pat Scheidel announced he will request a two year extension (to June 30, 2017) from the Essex Selectboard on the contract for a municipal manager of the village and town in order to shepherd the consolidation through the three year trial period. George Tyler mentioned if the shared manager model will be permanent after the trial period and a charter change is needed then some thought should be given now about developing a selection process on how the two boards will choose the shared manager. Pat Scheidel suggested holding a team building retreat with the manager and the two boards to determine what needs to be done and assign responsibilities. Department heads in the village and town should do the same team building exercise based on the decisions by the legislative bodies so the process is fair and inclusive. This will make for the greatest chance of success for a combined manager and shared services. George Tyler noted the ‘blueprint’ should also cover one finance administrator for the village and town and assistant managers and staff. The Trustees will discuss the matter further at the next Trustees meeting.

5. Joint Meeting to Discuss EGG

Pat Scheidel will schedule a joint meeting with the Trustees and Selectboard at a future Trustees meeting.

**8. TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Lori Houghton publicly thanked the Tree Committee for the tree planting that was done around the community
- Lori Houghton asked about the crosswalk painting schedule. Lauren Morrissette reported Public Works is working on the task. Scott’s Line Striping will do some of the work. Much of the work is done at night and is weather dependent.
- Dan Kerin commented positively on the outstanding Memorial Day Parade.
- Thanks were extended to Dan Kerin on his success in securing a team of horses to pull the caisson in the parade.

2. Reading File

- Minutes
  - Capital Program Review Committee 5/5/15

**9. CONSENT AGENDA**

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of the information brief to be posted on Front Porch Forum regarding the report on Five Corners by Julie Campoli:**

- 1. Approve Minutes of Previous Meeting 5/12/15.**
- 2. Approve Final Draft Minutes of Joint Meeting with Essex Selectboard 5/4/15**
- 3. Approve Warrants Check #10051482 to Check #10051574 totaling \$367,697.33.**

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

**10. ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adjourn the meeting.**

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

The meeting was adjourned at 8:40 PM.

*RScty: M.E.Riordan*



# Check Register Report

BL 6/9/15

Date: 06/05/2015

Time: 12:26 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10051575	05/28/2015	Printed		9941	BUSINESSCARD SERVICES	SEE SPREADSHEET	1,546.75
10051576	06/09/2015	Printed		10703	ABOVE AND BEYOND CONTRACTOR	JANITORIAL-LIBRARY/LH	3,710.00
10051577	06/09/2015	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	155.00
10051578	06/09/2015	Printed		0031	ALLEN ENGINEERING	HYDRATED LIME-WWTF	597.50
10051580	06/09/2015	Printed		10599	BLUETARP FINANCIAL #2	SUPPLIES-VARIOUS DEPTS	159.83
10051582	06/09/2015	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS DEPTS	273.85
10051583	06/09/2015	Printed		0239	BOND AUTO PARTS, INC.	SUPPLIES-FIRE	78.65
10051585	06/09/2015	Printed		0268	BRODART CO.	CIRCULATION MATER-LIBR&FRIENDS	2,473.24
10051586	06/09/2015	Printed		10704	JULIE CAMPOLI	5 CRNRS DESIGN-COMDEV	3,946.16
10051587	06/09/2015	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-FIRE	30.17
10051588	06/09/2015	Printed		10614	CHOICE COBRA, LLC	ACTIVITY FEE-ADMIN	30.00
10051589	06/09/2015	Printed		2305	CLARK'S TRUCK CENTER	VEHICLE REPAIR-FIRE	348.09
10051590	06/09/2015	Printed		9788	COMCAST	CABLE/INTERNET-STR	155.57
10051591	06/09/2015	Printed		0624	DEMCO, INC.	CARD HOLDERS-LSTA GRANT LIBR	348.05
10051592	06/09/2015	Printed		1690	DEPOT HOME & GARDEN	WOODEN STAKES-STREET	84.00
10051593	06/09/2015	Printed		10731	DESROCHES CONSTRUCT SERV INC	MAIN DRAIN PROJ	138,478.50
10051594	06/09/2015	Printed		0700	EAST COAST PRINTERS	UNIFORMS -SANI/WTR/STR	826.00
10051595	06/09/2015	Printed		0710	ENDYNE, INC.	GRUB SAMPLE-WWTF	25.00
10051596	06/09/2015	Printed		0780	ESSEX EQUIPMENT SALES	SUPPLIES-STREET	908.24
10051597	06/09/2015	Printed		0795	TOWN OF ESSEX	MGR'S CONTRACT/RECORDS-AD/COM	4,956.25
10051598	06/09/2015	Printed		1935	FERGUSON WATERWORKS #590	BOLT & GASKET PK L/GLAND-WATER	125.70
10051599	06/09/2015	Printed		10574	FILTER BELTS	GBT BELT REPL STOCK-WWTF	848.69
10051600	06/09/2015	Printed		10182	FRONT PORCH FORUM	CUSTOM ACCESS RENEW	1,200.00
10051601	06/09/2015	Printed		10226	G & K SERVICES	SUPPLIES-STREET	57.33
10051602	06/09/2015	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-LH	150.00
10051603	06/09/2015	Printed		9726	GOT THAT RENTAL SALES, INC	INLET STRAINER FOR SPRAYER-STR	9.95
10051604	06/09/2015	Printed		0943	MARY L. GRAF	MILEAGE REIMB-LIBRARY	14.38
10051605	06/09/2015	Printed		10728	STEPHEN GRAGG	MILEAGE REIMB-FIRE	64.40
10051606	06/09/2015	Printed		9347	GREEN MOUNTAIN ELECTRIC SUPPLY	SEL PGM POWER INTERCON-WWTF	10,360.00
10051608	06/09/2015	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY-VARIOUS	14,662.16
10051610	06/09/2015	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	2,689.99
10051611	06/09/2015	Printed		1035	DONALD L. HAMLIN	ENG SERVICES	1,694.30
10051612	06/09/2015	Printed		1031	HANNAFORD BROTHERS CO.	DISTILED WATER-WWTF	46.44
10051613	06/09/2015	Printed		1036	F.E. HART FENCE CO., INC.	PICKET FENCE SECTION-STREET	59.30
10051614	06/09/2015	Printed		10636	HEALTHEQUITY	FSA ADMIN ACH FEES	3.45
10051615	06/09/2015	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	9.32
10051616	06/09/2015	Printed		1257	HOWARD KIMBALL	MEALS,MILES, LODGING-WWTF	524.03
10051617	06/09/2015	Printed		1452	MARSHALL TIRE GROUP	TIRES TRK#2-WATER	353.34
10051618	06/09/2015	Printed		10155	W.B. MASON CO. INC	SUPPLIES-VARIOUS	884.99
10051619	06/09/2015	Printed		10550	NICK MEYER	TREE WATER GATORS-STREET	109.17
10051620	06/09/2015	Printed		1660	NORTHEAST DELTA DENTAL	INS PREMIUM-VARIOUS	2,225.83
10051621	06/09/2015	Printed		10729	OVERDRIVE INC	EBOOKS CIRC MATERIAL-LIBRARY	1,500.00
10051622	06/09/2015	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	TRAFFIC SIGNS-STREET	499.70
10051623	06/09/2015	Printed		10059	ROBERT PIERCE	MEETING MEAL REIMB-COM DEV	25.06
10051624	06/09/2015	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	2,057.25
10051625	06/09/2015	Printed		18068	POLLARDWATER.COM - EAST	BUG JUICE TANK/MIXER-WWTF	615.41
10051626	06/09/2015	Printed		18298	POWERPLAN OIB	VEHICLE PART-WATER	41.00
10051627	06/09/2015	Printed		1780	EVERETT J. PRESCOTT, INC.	DISTRIBUTION PARTS-WATER	1,077.19
10051628	06/09/2015	Printed		1908	THE RADIO NORTH GROUP, INC.	SERVICE-FIRE	190.00
10051629	06/09/2015	Printed		1843	MARIANNE E. RIORDAN	MEETINGS-ADM/COM DEV	517.00



## Patty Benoit

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**From:** Brad Luck <bluck@ccsuvt.org>  
**Sent:** Wednesday, May 27, 2015 6:42 PM  
**To:** Patty Benoit  
**Cc:** Lori Houghton  
**Subject:** RAC Appointments  
**Attachments:** 2015 Process for Filling RAC Seats.pdf; Advisory Council 15-16.pdf

Patty-

Below please find the language for the Trustees Consent Agenda (should it be deemed the best place for this) for the appointment of a RAC member:

Approve EJRP RAC Appointments. Approve the appointment of Eric Bowker to the EJRP Recreation Advisory Council (RAC). Eric is renewing his 3-year term as a Trustee representative. There was a unanimous vote by RAC to appoint Eric. Please see the attached process for filling RAC seats and the EJRP Advisory Council for 2015-2016.

Thanks.

-Brad

CONFIDENTIAL PRIVILEGED COMMUNICATION: The information contained in these organizational notes is confidential, constitutes privileged communication under Vermont law, and is intended only for the use of the identified Board members and administrators. The information in these materials may also be protected under the Family Educational Rights and Privacy Act (FERPA) and school district policy. This information may not be distributed without prior consent.  
attached process for filling RAC seats14 and EJRP Advisory Council for 2014-1515.

--  
Brad Luck, Director  
Essex Junction Recreation and Parks  
"We Create Community through People, Parks, and Programs"  
75 Maple Street  
Essex Junction, VT 05452  
802-878-1375  
[bluck@ccsuvt.org](mailto:bluck@ccsuvt.org)  
[www.ejrp.org](http://www.ejrp.org)

a member of the:

Positive Youth Sports Alliance of Essex

Promoting a positive sports experience that will teach lifelong lessons through personal growth and healthy competition"

[www.pysaessex.org](http://www.pysaessex.org)

**Recreation Advisory Council seats expiring 6/30/15:**

- Eric Bowker (three year term) - Trustees
- Lee Wiebe (three year term) – Prudential Committee
- Avery MacGillivray (youth one year term) – Prudential Committee

**Process for Members with Expiring Terms:**

1. By March 25 – Members with expiring terms indicate to Recreation Advisory chair whether or not they would like to be reappointed.
2. April 2 – If there are members whose term is expiring and would like to be reappointed, the Recreation Advisory Council votes on reappointment. If recommended, the name will be forwarded to the respective board to be voted on at their next meeting. If the Prudential Committee or the Trustees reject the reappointment, the following process will be used on an adjusted time schedule.

**Process for Open Recreation Advisory Council Seat:**

If there are members with expiring terms who choose not to be considered for reappointment, or whose reappointment is not recommended by the Advisory Council, the following process will be used:

1. April 2 – Recreation Advisory Council prepares press release and EJRP staff sends out to Essex Reporter and the information is placed on the EJRP, Village, and CCSU websites, Front Porch Forum, Facebook, and Twitter, indicating openings on the Recreation Advisory Council.
2. April 2 – Recreation Advisory Council identifies subcommittee to review candidates.
3. By May 10 – Deadline for interested community members to send letter to Recreation Advisory Council chair expressing interest.
4. May 11-27 – Recreation Advisory Council subcommittee reviews candidates – conducts further interviews if necessary and/or narrows the list to a manageable size for the full council to consider.
5. May 28 – Recreation Advisory Council full council selects individuals to be forwarded to respective boards to be voted on at their next meeting – one to each board plus one youth to the Prudential Committee.
6. June – Prudential Committee and Board of Trustees vote at their respective June meetings on recommended appointees.
7. July 1 – New members take their seats.

**EJRP Recreation Advisory Council**

2015-2016

First	Last	Term	PC/Trustee Appointee
Abby	Rice	7/1/14-6/30/17	PC
*Avery	MacGillivray	7/1/15-6/30/16	PC
Deb	Carlin	7/1/13-6/30/16	PC
*Eric	Bowker	7/1/15-6/30/18	Trustee
*Lee	Wiebe	7/1/15-6/30/18	PC
Lori	Houghton	7/1/14-6/30/15	Ex-Officio: Trustee
Marla	Durham	7/1/14-6/30/15	Ex-Officio: PC
Nan	Payson	7/1/13-6/30/16	Trustee
Robin	Noble	7/1/14-6/30/17	Trustee

\*Pending PC/Trustee approval

**EJRP Staff - 878-1375**

Adam	Sollace	School Age Childcare Director
Alyssa	Callan	Assistant School Age Childcare Director
Brad	Luck	Director
Brian	Roy	Assistant Director
Caitlin	Fay	Office Coordinator
Christina	Mclaughlin	Preschool Director
Harlan	Smith	Heads of Grounds and Facilities Maintenance
Nicole	Fields	Program Director

## LEASE

LEASE made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Helping to Inspire People to Succeed), (hereinafter referred to as "Lessee").

### WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the second floor of Lincoln Hall, Essex Junction, Vermont.

This lease is for the period of July 1, 2015 through June 30, 2016, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1.00 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. Lessee is permitted to connect to Cable TV provided they pay all associated costs.
4. Lessee shall be permitted to use Lessor's copier at \$.05 per copy.
5. Lessee shall keep the premises clean and in such repair as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the demised premises without the prior written consent of the Lessor.

The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.

6. Lessee shall not sublet the premises nor assign this Lease, and occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessee will provide a permission list for Lessor outlining individuals who can access keys. Lessor will not provide keys to any individuals not on the list without the express permission of the Executive Director or Village Manager.

7. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
8. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. The Lessee shall provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
9. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
10. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
11. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
12. All notices required by this Lease shall be deemed given when delivered or mailed to:  
  
Lessor: Village of Essex Junction  
c/o Patrick Scheidel, Municipal Manager  
2 Lincoln Street  
Essex Junction, VT 05452  
  
Lessee: Essex CHIPS  
c/o Diana Ferguson, Executive Director  
2 Lincoln Street  
Essex Junction, VT 05452
13. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
14. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a certified electrician.

15. Load Bearing Capacity: The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.

Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

**IN WITNESS WHEREOF**, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:

**VILLAGE OF ESSEX JUNCTION**

\_\_\_\_\_  
\_\_\_\_\_

Lessor:

By: \_\_\_\_\_  
Patrick C. Scheidel, Municipal Manager

**STATE OF VERMONT  
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, Patrick Scheidel, Municipal Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

Before me, \_\_\_\_\_  
Notary Public

IN PRESENCE OF:

**ESSEX CHIPS**

\_\_\_\_\_  
\_\_\_\_\_

Lessee:

By: \_\_\_\_\_  
Diana Ferguson, Executive Director

**STATE OF VERMONT  
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, Diana Ferguson of Essex CHIPS (Community Helping to Inspire People to Succeed) personally appeared and acknowledged this instrument by her sealed and subscribed, to be her free act and deed.

Before me, \_\_\_\_\_  
Notary Public

## LEASE

LEASE made this \_\_\_\_\_ day of \_\_\_\_\_ 2015 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and the ESSEX JUNCTION SENIOR CENTER, (hereinafter referred to as "Lessee").

### WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the area known as the Senior Center, Lincoln Hall, Essex Junction, Vermont.

This Lease is for the period of July 1, 2015 through June 30, 2016, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the Senior Center for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, telephone and trash removal.
3. Lessee is permitted to connect to cable TV provided they pay all associated costs.
4. Lessee shall keep the premises clean and in such repair as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the demised premises without the prior written consent of the Lessor.

Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.

5. Lessee shall not sublet the premises nor assign this Lease. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessor encourages expanded use of the space, including evenings, and to make it available for municipal use (Planning Commission, etc.) in accordance with the provisions established in the *Essex Junction Senior Center Policy Regarding Use After Hours* (Attachment A). Lessor will be available to provide assistance in managing the space, i.e., key pick up and drop off, checking the space after a public meeting to be sure everything is in order.

6. Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
7. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. Lessee shall pay the entire cost of the premium and provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
8. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
9. The Lessor or Lessee may, at its option, choose to terminate this Lease prior to its expiration by providing the other party with written notice at least sixty (60) days prior to the termination date specified therein.
10. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
11. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction  
c/o Patrick Scheidel, Municipal Manager  
2 Lincoln Street  
Essex Junction, VT 05452

Lessee: Essex Junction Senior Center  
c/o Peggy Pearson, President  
2 Lincoln Street  
Essex Junction, VT 05452

12. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
13. Fire Safety: No boxes or materials will be located within one foot of any radiators.

Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

**IN WITNESS WHEREOF**, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:  
\_\_\_\_\_  
\_\_\_\_\_

**VILLAGE OF ESSEX JUNCTION**  
Lessor:  
By: \_\_\_\_\_  
Patrick C. Scheidel, Municipal Manager

**STATE OF VERMONT  
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, Patrick Scheidel, Municipal Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

Before me, \_\_\_\_\_  
Notary Public

IN PRESENCE OF:  
\_\_\_\_\_  
\_\_\_\_\_

**ESSEX JUNCTION SENIOR CENTER**  
Lessee:  
By: \_\_\_\_\_  
Peggy Pearson, President

**STATE OF VERMONT  
COUNTY OF CHITTENDEN**

At \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2015, Peggy Pearson of the Essex Junction Senior Center personally appeared and acknowledged this instrument by her sealed and subscribed, to be her free act and deed.

Before me, \_\_\_\_\_  
Notary Public

## Attachment A

### ESSEX JUNCTION SENIOR CENTER POLICY REGARDING USE AFTER HOURS

**A. PRIORITY:** The primary use of the Essex Junction Senior Center is for members of the Senior Center and senior citizens (age 55 and above) who reside in the Village of Essex Junction. The following shall be the priority use of the space after established hours and for outside groups:

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

**B. RESTRICTIONS:**

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

**C. FEES:**

There will be no fee for the use of the Senior Center but donations will be accepted.

**D. RESERVATIONS FOR AFTER HOURS:**

1. All individuals or groups desiring to use the Essex Junction Senior Center after the regularly scheduled hours (Mon.-Friday, 7 AM – 5 PM) shall make arrangements with the Village office by calling 878-6944 or stopping by the Village Offices on 2 Lincoln Street (Monday-Friday 8 AM to 4:30 PM).
2. Use of the Senior Center shall be on a first come, first serve basis.

**E. REGULATIONS:**

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

**F. NON-COMPLIANCE:**

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

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

**Purpose:**

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

**Section 1. Rules**

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

**Section 2. Enforcement**

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

**Section 3. Appeals**

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

Adopted by the Village Trustees 11/8/05.

**Village of Essex Junction  
Job Classification Description**

**ASSISTANT LIBRARY DIRECTOR**

**GRADE 7**

**BASIC FUNCTION**

To assist the Library Director in all aspects of library management and administration; to directly oversee and carry out the technical services function for all collections, and to oversee and troubleshoot the Brownell networks and technology equipment. ~~both wired and wireless and their connection to the Internet.~~

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

**> Primary**

- ▶ Assist and support the Director in planning, implementing, administering, coordinating, monitoring, and evaluating the specific services, programs and operating systems of the Village Library. Act on behalf of the Director when the Director is absent.
- ▶ Assist and support the Director in general supervision of all full and part-time library staff members, including interviewing, hiring, training, assigning and reviewing work, evaluating job performance and the like. Confer regularly with staff to plan and coordinate activities, assist with difficult or unusual tasks, and the like other related activities.
- ▶ Technology Coordinator responsible for:
  - design and upkeep of home page library web presence
  - staff training on computers, Internet, etc.
  - oversee and troubleshoot the Brownell network and the integrated library system software.
  - assist Director with library technology planning ~~having to do with network and WIFI computers.~~
- ▶ ~~Schedule, plan, moderate and lead Technology~~ Participate in relevant committees meetings, as needed.
- ▶ Monitor and assist, as needed, with all daily library operations.
- ▶ Assist with adult program development.
- ▶ Oversee/carry out the technical services function for all collections: classify and catalog materials; maintain statistics on materials added to and discarded from the collection; order and maintain records related to the serials collections; perform collection inventories; write and update technical services procedures manuals; and the like other related activities.
- ▶ Perform regular public service librarian functions, assisting as needed (scheduled) at the circulation desk, answering reference questions, and the like other related activities.

- ▶ Assist and support the Director with general administrative tasks, such as preparing reports and funding applications, budget planning, including the technology line item budgets, and oversee administration, ~~and so forth~~ other related activities.
- ▶ Keep abreast of new developments in the technical services and library science fields.

#### **Assistant Library Director (continued)**

- ▶ Assist with collection development, Internet sites and databases.

#### **SUPERVISION RECEIVED**

Direction is received from the Library Director.

#### **SUPERVISION EXERCISED**

“Second-in-command” functional and administrative supervision of all library employees and volunteers. Direct daily supervision of the part half-time Library assistant(s) and several volunteers in the Technical Services Department.

#### **QUALIFICATIONS**

- ▶ ~~Bachelor's degree in the liberal arts, plus two to three years of relevant technical library experience, or Master's degree in library science highly desirable, plus 2-3 years relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.~~
- ▶ Broad based technical knowledge and skills related to library methodology and organization, with specialized training/experience relevant to technical services and network administration.
- ▶ Good administrative and supervisory skills; some previous supervisory experience desirable.
- ▶ Ability to deal effectively with library patrons, as well as a variety of others inside and outside of Village government.
- ▶ Physical ability to work in various library locations and to lift/move books and other materials, and to lift and move books and other materials up to 25 lbs.
- ▶ Familiarity with broad range of electronic devices including Windows and Apple systems, MS Office, web development software and browsers, other relevant applications to conduct library operations, and library databases in common use in Vermont.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

#### **EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the

position. I further understand that management has the right to assign job duties and may update the job description from time to time.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Community Development Department

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

Office: (802) 878-6950  
Fax: (802) 878-6946

## **MEMORANDUM**

**TO:** Pat Scheidel, Village Manager, Trustees  
**FROM:** Robin Pierce, Community Development Director   
**DATE:** June 9, 2015  
**SUBJECT:** Crescent Connector Project and 4 Pearl Street progress

### **Issue**

The issue is progress on the new building at 4 Pearl Street and the design development process for the Crescent Connector Project.

### **Discussion**

The construction at 4 Pearl Street is moving on schedule. Village Staff has inspected the site to ensure that what is being constructed meets the approved Plans. As infilling of the space between the existing sidewalk and the face of the new building moves forward the increased sidewalk width will become more noticeable. The owner has worked with the Village to reduce impact on the surrounding neighborhood from construction traffic and noise. Once compaction of the soil is completed there will be more room on site for construction traffic.

The Crescent Connector project is moving forward and we are entering discussions with the rail owner's consultants on preemption (traffic light) timing for the two trains that travel through the Village twice a day. It is still part of the Plan to begin work on the new crossing in 2015 and commence work on the new road in 2016. We have not reached the point where we can discuss easements with affected property owners.

In terms of funding there is no reason to think that funds that have been obligated for the Crescent Connector Project will be withdrawn by the State. The funds are from the original CIRC source finance mechanism and are already in Vermont. VTTrans have confirmed that the funds are secure at this point.

### **Cost**

There is no cost for any of these projects to the Village, only benefits in terms of safety, more efficient traffic movement, and an increase in pedestrian and cyclist amenities.

### **Recommendation**

This is an informational memo.

## Patty Benoit

---

**From:** Lauren Morrisseau  
**Sent:** Friday, May 29, 2015 9:11 AM  
**To:** Elaine Sopchak; George Tyler; Daniel Kerin; Andrew Brown; Lori Houghton  
**Cc:** Patrick C. Scheidel; Patty Benoit  
**Subject:** FW: Crescent Connector funding

Trustees,

Please see the response below from Sue Scribner, Municipal Assistance Bureau Program Manager at VTrans concerning the article in VT Digger.

Lauren

Lauren Morrisseau  
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](mailto:Lauren@essexjunction.org)

**From:** DeForge, Ande [<mailto:Ande.DeForge@state.vt.us>]  
**Sent:** Wednesday, May 27, 2015 3:47 PM  
**To:** Lauren Morrisseau  
**Subject:** FW: Crescent Connector funding

Hi Lauren,  
Please see response below.

Ande

---

**From:** Scribner, Sue  
**Sent:** Wednesday, May 27, 2015 3:37 PM  
**To:** DeForge, Ande  
**Subject:** RE: Crescent Connector funding

Hi Ande,

In response to the inquiry below, I can confirm that the Legislature has consistently approved funding for the Crescent Connector project and there isn't any reason to think they wouldn't. To my knowledge, the project funds have never been questioned and I don't know of any project that, after appropriating funds for many years, the Legislature has then decided not to support. However, our transportation program relies heavily on federal appropriations.

With regard to the article, I can confirm that all our Federal Highway Funds that we receive could be affected by Congress' actions. There aren't any federal funds, to my knowledge, that have any special protections. At this point, however, we are not being asked to slow down or delay any projects in anticipation of Congress' actions as a short term extension is anticipated.

Hope this information is helpful.

Sue

---

**From:** DeForge, Ande  
**Sent:** Wednesday, May 27, 2015 2:30 PM  
**To:** Scribner, Sue  
**Subject:** FW: Crescent Connector funding

Hi Sue,  
I need some help with this one. Not sure how to respond given the current funding situation. Would it be possible for you to craft a response? I want to ensure that we provide accurate information to the Village.

Thank you,  
Ande

---

**From:** Lauren Morriseau [<mailto:lauren@essexjunction.org>]  
**Sent:** Tuesday, May 26, 2015 5:40 PM  
**To:** DeForge, Ande  
**Subject:** FW: Crescent funding

Hi Ande,  
One of our Trustees posed a question below after seeing an article in the VT Digger. The link to the article is below also. Can you answer the question?  
Thank you,  
Lauren

Lauren Morriseau  
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](mailto:Lauren@essexjunction.org)

**From:** Patrick C. Scheidel  
**Sent:** Tuesday, May 26, 2015 4:58 PM  
**To:** Lauren Morriseau  
**Subject:** FW: Crescent funding

Patrick C. Scheidel  
Village Manager  
Village of Essex Junction  
2 Lincoln St.  
Essex Junction, VT 05452  
[pats@essexjunction.org](mailto:pats@essexjunction.org)  
802-878-6944  
802-878-6946  
Website: [www.essexjunction.org](http://www.essexjunction.org)

**From:** George Tyler  
**Sent:** Friday, May 22, 2015 10:55 AM  
**To:** Elaine Sopchak; Patrick C. Scheidel; Patrick Scheidel  
**Subject:** RE: Crescent funding

Elaine,

I honestly don't know. My understanding is the circ alternative funding is from a separate pool of federal dollars controlled by the state specifically intended for the original circ highway which cannot be used for other purposes. But I've always feared the VT Legislature could find a way to stick their fingers into that pot. Reduced federal funding for other state highway projects could tempt them to go that route. This in one of the reasons I would like to keep getting updates about the crescent connector status -- so we don't get blindsided.

George

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

---

**From:** Elaine Sopchak  
**Sent:** Friday, May 22, 2015 10:28 AM  
**To:** George Tyler; Patrick C. Scheidel; Patrick Scheidel  
**Subject:** Crescent funding

George, Pat,

Does our funding for the crescent connector come from the funding source discussed in this article, or from separate funds that hopefully aren't affected by Congress' dysfunction?

[http://vtdigger.org/2015/05/19/u-s-house-extends-highway-funding-while-state-prepares-for-the-worst/?utm\\_source=VTDigger+Subscribers+and+Donors&utm\\_campaign=6aea1f232d-Weekly+Update&utm\\_medium=email&utm\\_term=0\\_dc3c5486db-6aea1f232d-405514589](http://vtdigger.org/2015/05/19/u-s-house-extends-highway-funding-while-state-prepares-for-the-worst/?utm_source=VTDigger+Subscribers+and+Donors&utm_campaign=6aea1f232d-Weekly+Update&utm_medium=email&utm_term=0_dc3c5486db-6aea1f232d-405514589)

Elaine

Elaine Sopchak  
Trustee, Village of Essex Junction  
(802) 324-2546  
[esopchak@essexjunction.org](mailto:esopchak@essexjunction.org)

# **MERCHANTS BANK**

## **CORPORATE ELECTRONIC FUNDS TRANSFER AGREEMENT**

This Agreement (the "Agreement") is between **Town of Essex** (hereinafter called "Principal") (if more than one undersigned, each jointly and severally), and **Merchants Bank** (hereinafter called "Bank") for the delivery or initiation of Electronic Funds Transfer Entries as described below.

### **Section 1. Certain Definitions**

Unless otherwise defined herein, capitalized terms shall have the meanings provided in the Operating Rules.

"Business Day" means a day during which the main office of Bank is open for business, in accordance with specified cut-off times during which Bank may initiate an Electronic Funds Transfer.

"Collected Balance" means the balance in the account that is available to be used minus any holds or uncollected funds. Please remember that even after Merchants Bank has made funds available to you, and you have withdrawn the funds, you are still responsible for checks you deposit that are returned to the bank unpaid for any reason.

"Customer" means any business, consumer, or employee with which Principal has a written agreement to initiate a debit or credit to their bank account through Electronic Funds Transfer.

"Electronic Funds Transfer" means a debit or credit to a Customer's bank account in accordance with the Operating Rules of the National Automated Clearing House Association (the "NACHA").

"Entry or Entries" shall have the meaning provided in the Operating Rules and shall also mean the data provided by the Principal to the Bank from which Bank prepares Entries.

"Hold" means an amount of the Collected Balance which is not presently available to Principal pursuant to applicable bank laws, rules, policies, or regulations.

"Operating Rules" means the Operating Rules of the NACHA.

"Required Reserves" means the percentage of Bank's deposits required to be kept on deposit at the Federal Reserve Bank. This percentage of the Settlement Account is unavailable to Bank or Principal for investment and does not earn Earnings Credit.

"Settlement Account" means the commercial deposit account of Principal with Bank identified on the Electronic Funds Transfer Services Application and approved by the Bank in writing from which all Electronic Funds Transfers will be initiated. A Settlement Account must be a business account established by the Principal and used by the Principal for business purposes.

"Settlement Date" means the business day upon which an Entry is to be debited or credited to the Settlement Account in accordance with the deadlines contained in the Operating Rules.

"Uncollected Funds" means funds that are in the Federal Reserve System clearing process; deposits constituting Uncollected Funds are unavailable to Bank or Principal for investment.

## **Section 2. Overview of Function Capabilities**

- a) Principal wishes to initiate Entries through the Bank for deposit (“Credit”) and/or payment (“Debit”) of money to and from the accounts of Principal’s Customers maintained at the Bank and at other Participating Depository Financial Institutions (“PDFI”) by means of the Automated Clearing House (“ACH”).

Principal will comply with the Operating Rules, and the Bank will act as an Originating Depository Financial Institution (“ODFI”) with respect to such Entries.

- b) Principal shall deliver Entries to Bank in compliance with the formatting and other requirements defined by Bank and as disclosed on Principal’s Corporate Online Banking Application for the Settlement Account and approved by an authorized officer of Bank.
- c) Bank shall transmit Entries to the ACH network prior to the effective date shown in Entries, provided (i) such Entries are received by Bank’s related cut-off times on a Business Day, (ii) the effective date for the Entry is at least one Business Day after receipt of debit Entries and at least two Business Days after receipt of the credit Entries, and (iii) the ACH Operator is open for business on the Business Day on which the Entry was received.

## **Section 3. Acknowledgment of Principal**

- a) Before the initiation by Principal of the first credit or debit Entry to a Customer’s account, Principal will obtain written authorization from Customer. Principal warrants and represents to Bank that such written authorization from Customer contains such disclosures, if any, required by and is in compliance with all applicable laws, rules and regulations, including but not limited to the Electronic Funds Transfer Act (15 U.S.C. §1693 et seq.) and Regulation E issued by the Board of Governors of the Federal Reserve System promulgated thereunder. Principal shall provide the Customer and the Bank with a copy of such authorization upon request. Principal agrees that no Entry of any kind shall be initiated without written permission from Customer. All authorization forms will be retained by Principal for a period of six years after termination of the authorization and Principal will provide upon request a copy of authorization to Bank. Principal agrees that each authorization for debit Entries that vary in amount will be in accordance with the Operating Rules.
- b) Bank strongly recommends that, at least five (5) days prior to the date Principal wishes to initiate an Entry, Principal send to Bank a notification that it intends to initiate an Entry or Entries to a Customer’s account (“Prenotification”). Such Prenotification shall be provided to the Bank in the format specified by the Bank.

Bank shall provide each Prenotification to the appropriate Receiving Depository Financial Institution (“RDFI”). If Principal receives notice that such Prenotification has been rejected by the RDFI within the period of time specified, Principal agrees that it will not initiate any corresponding Entry to such

Customer's account until the cause for rejection has been corrected and another Prenotification has been submitted and accepted by the RDFI.

- c) Principal shall deliver to the Bank all transaction input Entries unless otherwise agreed upon by the Bank and the Principal. All Entry information shall be delivered in the format required by the Bank. The Bank reserves the right to not process any Entry which does not meet these requirements, which may be amended or altered from time to time.
- d) Upon notification from NACHA or any RDFI that any Entries initiated by the Principal have been rejected, Entries will be returned and appropriately credited or debited to Principal's Settlement Account. Bank assumes no other responsibility with respect to such rejected and returned Entries. Principal is responsible for remaking and resubmitting said Entries or otherwise handling the transactions.
- e) Principal agrees that Entries submitted by Principal shall be effective as an authorized Entry of the Principal.
- f) All Entries shall be initiated by Principal in accordance with this Agreement and in accordance with the Operating Rules.
- g) Entries will be made only in accounts held at Bank or other PDFI as defined by the Operating Rules.
- h) If the amount of a debit Entry initiated by the Principal for processing differs from that of the preauthorized amount or range of amounts for such Principal, the debit entry may not be processed.

In order to have such a debit Entry processed, Principal shall send to Customer, with a copy to Bank, a written notification of the amount of such debit Entry and the date on or after which such Entry is scheduled to be debited to the Customer's account. Such notice shall be provided no less than three (3) business days prior to the date on or after which such Entry is scheduled to be debited to the Customer's account.

If an objection by the Customer to the debit Entry in such amount is not received by Bank prior to the date such Entry is scheduled to be debited, the Bank will permit the debit Entry to be processed.

- i) Principal will maintain a Settlement Account with Bank with collected balances sufficient to offset any Entries submitted and against which any rejected Entries may be credited or debited. In the event there are insufficient collected funds in the Settlement Account to cover Principal's obligations under this Agreement, Principal agrees that Bank may debit any account maintained by Principal with Bank or that Bank may off set against any amount it owes to Principal in order to obtain payment of Principal's obligations. The Bank may also require one or more personal guarantees to support any obligations of Principal under this Agreement. Any remedies available to the Bank to recover funds owed to it

under this Agreement are cumulative and are not exclusive of any rights or remedies provided by laws or any other agreement, and may be exercised separately or concurrently.

Bank reserves the right, in its sole discretion, to require Principal to pre-fund a Settlement Account prior to the settlement of an Entry. Bank will inform Principal if pre-funding is required and Bank and Principal will enter into an addendum to this Agreement concerning the pre-funding requirement.

- j) Any amount owed by Principal to the Bank that is not paid within five (5) business days of demand shall bear interest at a fluctuating interest rate per annum equal at all times to two percent (2%) per annum plus the rate of interest reported from time to time by *The Wall Street Journal* as the Prime Rate, each such change in such fluctuating interest rate to take effect simultaneously with the change in the Prime Rate; provided, however, if such interest rate exceeds the maximum interest rate allowed by law, such interest rate shall be lowered to the maximum interest rate allowed by law.
- k) If the Principal discovers that any Entry it has initiated was in error, it may notify the Bank of such error and the Bank will utilize its best efforts on behalf of Principal, consistent with the Operating Rules, to correct the Entry. In all such cases, it shall be the responsibility of the Principal to notify its affected Customer that an Entry has been made which does not comply with the Customer's authorization or is otherwise erroneous.
- l) In the event an Entry is rejected or returned by ACH for any reason, it shall be the responsibility of Principal to remake and resubmit such Entry or otherwise resolve the rejection or return in accordance with the Operating Rules. However, the Bank shall remake such Entry in the event rejection by ACH is due to mishandling of such Entry by the Bank and sufficient data is available to the Bank to permit it to remake such Entry. The Principal shall retain and provide the Bank on request all information necessary to remake any entry for three (3) days after midnight of the day the Entry is made to the Customer's account. In all other instances, Bank's responsibility will be to receive rejected and returned Entries from ACH, perform necessary processing, control and settlement functions, and forward such Entries to the Principal.
- m) Bank may reject any Entry which does not comply with the requirements of this Agreement, or which contains an effective date for the Entry more than fourteen calendar days after the Business Day such Entry is received by the Bank. Bank shall have the right to reject an Entry drawn on the Bank for any reason for which an Entry may be returned under the Operating Rules. Bank shall have the right to reject any Entry if the Principal has failed to comply with its account collected balance obligations. Bank shall notify Principal by telephone or electronic transmittal of such rejection no later than the Business Day such Entry would otherwise have been transmitted by Bank to the ACH Operator, or in the case of an Entry on the Bank, its effective date. Bank shall have no liability to Principal

by reason of the rejection of any such Entry or the fact that such notice is not given at an earlier time than that provided herein.

- n) Principal shall have no right to cancel or amend any Entry after its receipt by Bank. However, Bank shall use reasonable efforts to act on a request by Principal for cancellation of an Entry prior to transmitting it to the ACH Operator or, in the case of an Entry on the Bank, prior to crediting/debiting a Customer's account, provided such request complies with the Operating Rules, but shall have no liability if such cancellation is not effected.
- o) With respect to each and every Entry initiated by Principal, Principal represents and warrants that (i) each Entry is for a sum due and owing to Principal or the Customer, (ii) the Principal has complied with requirements outlined on this Agreement and by the Operating Rules, including compliance with all applicable security procedures, (iii) each Entry is timely, authorized and prepared in accordance with instructions set forth in the Operating Rules including the requirements that the effective date for debit Entries is at least one (1) Business Day in advance, and the effective date for credit Entries is at least two (2) Business Days in advance, (iv) the authorization for such Entry has not been revoked or terminated by Beneficiary, (v) each Entry contains the correct account number of the Customer and all information necessary to enable the Bank to comply with the requirements of the Operating Rules, (vi) each Entry shall be in compliance with and shall in no way violate any Federal, State or local statutes or regulations pertaining to electronic fund transfers, including the Electronic Fund Transfer Act and Regulation E.

Each non-consumer Originator, participating DFI, and Third Part Sender Service Provider must establish, implement and update, as appropriate, policies, procedures, and systems with respect to the initiation, processing and storage of Entries that are designed to:

- 1) protect the confidentiality and integrity of Protected Information until its destruction:
- 2) protect against anticipated threats or hazards to the security or integrity of Protected Information until its destruction; and
- 3) protect against unauthorized use of Protect Information that could result in substantial harm to a natural person.

Such policies, procedures, and systems must include controls that comply with applicable regulatory guidelines on access to all systems used by such non-consumer Originator, Participating DFI, or Third Party Service Provider to initiate process and store Entries

- p) Principal represents and warrants that the Settlement Account is a business account and that Principal it is not a "consumer" as that term is defined in 12 CFR §205.2(e) of Regulation E.
- q) In the event of a breach of any of the warranties contained in this Agreement, the Principal agrees to indemnify and hold the Bank harmless, at Principal's expense, against any claim, demands, actions, or loss including attorney fees, except for losses solely attributable to the Bank's gross negligence or willful misconduct.

- r) Principal acknowledges the right of Customer to obtain a refund of the funds debited from Customer's account by Customer sending a notice to the RDFI. This notice shall be sent within forty-five days after the debit Entry is made to Customer's account or within fifteen days after Customer receives their monthly statement, whichever comes first. The notice must identify the Entry, state that an error occurred and the nature of the error, and request that the amount of the debit Entry be credited to Customer's account. Principal agrees to promptly reimburse Bank for all funds disbursed in error.
- s) Principal acknowledges and agrees that, if an Entry describes the Receiver inconsistently by name and account number, payment of the Entry transmitted by Bank to the RDFI might be made by the RDFI or Bank, in the case of an Entry on the Bank, on the basis of the account number even if it identifies a person different from the named Receiver, and that Principal's obligation to pay the amount of the Entry to Bank is not excused in such circumstances.
- t) Payment for service will be debited automatically from a pre-approved account held by the Principal as disclosed on the Bank's Corporate Online Banking Application. Fees will be calculated according to the schedule of fees for services rendered under this Agreement as disclosed on the Corporate Online Banking Fee Schedule, attached hereto as *Schedule A*. These fees are in addition to any fees and service charges currently being paid.

Any pricing or policy changes adopted by Bank in the future will constitute modifications or addenda to this Agreement but will not nullify it. If any fees remain unpaid for thirty days, Bank may cease providing the services required by this Agreement. In this case, the Bank will not be held liable for any requirements indicated in this Agreement.

- u) Principal acknowledges and agrees that it shall not initiate an Entry which would violate the laws of the United States, including, without limitation, the laws and regulations administered by the Office of Foreign Assets Control ("OFAC"). The Principal represents and warrants to Bank that Principal is not violating any OFAC enforced sanctions with respect to any Entry data delivered or transmitted to Bank at any time pursuant to this Agreement, and that Principal will not be acting on behalf of, or transferring funds to or from any person subject to such OFAC sanctions.
- v) Principal affirms that no amounts transferred through this any account will be for the purpose of making or accepting bets or wagers for internet gambling.
- w) Principal acknowledges and agrees that Bank's liability to Principal, Customer or third parties, under this Agreement, shall in every case be limited to correcting, reversing, or otherwise making accurate any Entry initiated by Bank. Except as specifically required by law, Principal agrees that Bank shall not be responsible for any damages, loss, or property damage incurred as a result of Principal using Bank's services set forth in this Agreement. Bank shall have no liability to Principal, or any other person or entity, for any loss, damage, cost, or expense arising out of this Agreement or the services, regardless of the form in which asserted, whether in contract, tort (including negligence), warranty, or any other legal or equitable grounds, and regardless of whether the remedies available fail of their essential purpose, except as provided by applicable law for any error or

delay in performing the services provided for in this Agreement. Bank shall have no liability for not effecting an Entry if:

- (1) Bank receives actual notice or has reason to believe that Principal or Customer has filed or commenced a petition or proceeding for relief under any bankruptcy or similar law;
- (2) The ownership of funds involving an Entry or the authority to transmit an Entry is in question;
- (3) Bank suspects a breach of security procedures;
- (4) Bank suspects that the Principal's account has been used for illegal or fraudulent purposes;
- (5) Bank reasonably believes that an Entry is prohibited by federal law or regulation, or otherwise so provided in the Agreement; or
- (6) Transmitting the Entry would result in the Bank exceeding any limitation imposed on it by any governmental or regulating body.

### THIRD PARTY SENDER ADDENDUM

Principal has requested that Merchants Bank (the Bank) permit the Principal to perform the services of a Third Party Sender of ACH entries on behalf of other Originators. The Bank has agreed to do so based on the terms of this Agreement and the additional terms stated in this Addendum.

The Principal warrants to the Bank that Principal will fulfill all Obligations of Third-Party Senders in accordance with the ACH Rules to include, but not limited to the following:

- (a) Perform all of the duties, including but not limited to utilizing a commercially reasonable method to verify the identity of each Originator that enters into an agreement with the Third-Party Sender
- (b) Enter into an Agreement with Originators in which the Originators have assumed the responsibilities of Originators under the ACH Rules and acknowledge that entries may not be initiated that violate the laws of the United States prior to initiating entries for said Originators;
- (c) Assume all of the responsibilities of Originators under the ACH Rules for Originators that Principal is transmitting entries for;
- (d) Assume all of the liabilities, including but not limited to, liability for indemnification for failure of an Originator to perform its obligations as an Originator;
- (e) Assume all of the general warranties and liabilities of the Bank as an ODFI (Originating Depository Financial Institution) under the ACH Rules for entries initiated by Principal as Third Party Sender.

The Principal agrees that settlements of all entries initiated by the Principal as Originator or Third Party Sender are settled through the Principal's Merchants Bank account. The terms stated in this entire agreement include entries originated by Principal as Third Party Sender.

In no event shall Bank be liable for any indirect, consequential, punitive, or special damages or losses that Principal may incur or suffer by reason of this Agreement or any transaction effected under this Agreement.

#### **Section 4. Acknowledgments, Responsibilities, and Liabilities of Bank**

- a) Bank shall notify Principal by telephone or electronic transmission of the receipt of a returned Entry from the ACH Operator no later than one Business Day after the Business Day of such receipt.
- b) Bank shall notify Principal of all notifications of change received by Bank related to Entries transmitted by Principal by mail no later than five (5) business days after receipt thereof.
- c) Except for acts of gross negligence or willful breach of duties by Bank, Bank will not be liable to Principal for any matters related to this Agreement, including without limitation lost profits or consequential, special, or punitive damages, inaccuracy, or delays in transmission of information.
- d) As set forth in UCC Article 4A, Principal agrees to notify Bank immediately upon discovering an error in transmission, such as duplicate or inaccurate transmissions. The Bank, as the ODFI, warrants responsibility for any transmissions sent to the wrong Receiver. If the Bank transmits an Entry which is greater than, or less than Principal's instructions, the Bank will be considered liable for damages, as limited by Paragraph c) of this Section 4, resulting from such action. Principal is required to review their transmissions for error and exercise ordinary care to determine, on the basis of the information available, whether an entry was executed erroneously. Principal must advise Bank of any error within a reasonable time, not to exceed ninety (90) days from the date of such error.
- e) Bank shall be excused from failing to act and for delay in acting if such failure or delay is caused by legal constraint, interruption of transmission or communication facilities, equipment failure, natural disaster, emergency conditions, or other circumstances beyond Bank's control.
- f) From time to time Bank may amend any of the terms and conditions contained in this Agreement, including without limitation, any cut-off time, any Business Day. Such amendments shall become effective upon receipt of notice by Principal or such later date as may be stated in Bank's notice to Principal.
- g) Upon reasonable notice from the Bank to the Principal, the Bank shall have the right to inspect Principal's books and records and to make on-site visits to any and all of the Principal's locations with regard to all information deemed by Bank to be necessary or pertinent to Principal's use of ACH services provided by Bank under this Agreement, with the intent to determine compliance with this

Agreement and the Rules. Information subject to Bank's right of inspection shall include all information maintained by Principal with respect to Principal's customers, clients, vendors and processors (including audits) if, in the opinion of Bank, Principal's relationship with such customers and clients is materially related to Principal's ACH transaction activity conducted through Bank under this Agreement.

#### **Section 5. Joint Acknowledgments and Representations**

- a) Principal and Bank agree to comply with the Operating Rules as amended from time to time. Upon request of Principal, Bank will promptly deliver to Principal a copy of the Operating Rules and thereafter will promptly deliver revisions thereto as it receives them.
- b) This Agreement shall be governed by and interpreted in accordance with the laws of the State of Vermont, regardless of the fact that Principal is or may be resident of, or maintain its principal place of business in, a state other than Vermont. The parties agree that any lawsuit under this Agreement may only be brought in the courts of the State of Vermont or any federal court sitting in the State of Vermont and consents to the non-exclusive jurisdiction of each such court. The Principal hereby waives any objection that it may now or hereafter have to the venue of any such suit or any such court or that such suit was brought in an inconvenient court.
- c) The parties knowingly, voluntarily and intentionally waive their right to trial by jury in any litigation arising out of, or in connection with, this Agreement or any course of conduct, course of dealing, statements or actions of the parties in connection with this Agreement or otherwise.
- d) Unless otherwise stated herein, all notices and other communications provided for in this Agreement shall be in writing and delivered by overnight courier or by telecopier, provided receipt shall be confirmed by the party to whom such notice is sent,.
- e) Headings in this Agreement are included herein for convenience of reference only and shall not constitute a part of this Agreement for any other purpose.
- f) This Agreement incorporates by reference all information on Principal's Corporate Online Banking Application and Electronic Funds Transfer Service Application, which Principal represents are true and complete in all respects.
- g) Principal has read and understands this Agreement and has had opportunity to review this Agreement with an advisor of its choice prior to execution if so desired.
- h) This agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. However, in the event of a material breach of the terms of this Agreement by either party, the other may terminate this Agreement effective immediately by written notice. Notwithstanding such

termination, this Agreement shall remain in full force and effect as to all transactions taking place under this agreement prior to the termination date.

- i) This Agreement is the complete and exclusive statement of the agreement between Bank and Principal with respect to the subject matter hereof and supercedes any prior agreements and contemporaneous oral agreements of the parties concerning its subject matter.
- j) This Agreement shall (a) be binding upon each party and its respective successors and assigns, and (b) inure to the benefit of, and be enforceable by, each party and its respective successors and assigns, provided, that the Principal may not assign all or any part of this Agreement without the prior written consent of the Bank.
- k) Each party represents and warrants to the other that it is authorized to enter into this Agreement.
- l) No delay on the part of the Bank in exercising or partially exercising any of its options, powers, or rights shall constitute a waiver thereof. The remedies provided herein in favor of the Bank shall not be deemed exclusive, but shall be cumulative, and shall be in addition to all other remedies in favor of the Bank existing at law or in equity.
- m) Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or enforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.
- n) Bank will supply an updated copy of the ACH Rules Book, Corporate Edition, to Principal, annually, upon request.
- o) The parties acknowledge that Account Holder is a municipal corporation, organized and existing as a political subdivision of the State of Vermont. The Account Holder represents that the officers executing this Agreement on its behalf are duly authorized to do so, evidence of such authority being contained in the resolution of the Account Holder's legislative body attached hereto and made a part hereof.
- p) Account Holder represents that it is in full compliance with all public bidding, procurement, deposit, investment and contracting laws and regulations with respect to its approval and acceptance of this Agreement, and that all matters relating to the consideration of this Agreement have occurred at one or more duly called, noticed and conducted open meetings of the legislative body of the Account Holder.

**Section 6. Signatures**

**Principal**

Name: Patrick Scheidel Date: 6-2-15

Signature: *Patrick C. Scheidel*

Title: Town & Village Manager

**Merchants Bank Authorized Agent**

Name: Shelley B. Quinn Date: 6-2-15

Signature: *Shelley B. Quinn*

Title: Vice President

**All or a Majority of its Board (Town)**

**All or a Majority of its Board (Village)**

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