

**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JULY 14, 2015 at 5:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [5:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Meeting with Members of Boards/Commissions about Reappointments
  - b. Comments from Public on Items Not on Agenda
  - c. Vietnam Veterans Memorial Traveling Wall – Vincent Benevento [6:30 PM]
  - d. Award Presentation for Bicycle Friendly Community – Rick Hamlin
4. **OLD BUSINESS**
  - a. Request from Bike/Walk Advisory Committee for Signs – Pat Scheidel/Rick Hamlin
  - b. Appointments to Boards and Committees – Pat Scheidel
  - c. CCTA Buses on South Street – George Tyler
  - d. Appointment of Trustee to Ad Hoc Governance Committee – George Tyler
  - e. Amendment to FYE 16 General Fund and Water Fund Capital Plans – Lauren Morrisseau
  - f. Approve Cash Sharing Agreement with Town of Essex – Lauren Morrisseau
5. **NEW BUSINESS**
  - a. Neighborhood Development Area Designation Application – Robin Pierce
6. **MUNICIPAL MANAGER’S REPORT**
  - a. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Tree Advisory Committee 5/19/15 and 6/16/15
    - Planning Commission 6/4/15 and 6/18/15
    - Block Party Committee 6/22/15
  - c. Memo from Jim Jutras about 2015 Water Quality Bill Costs
  - d. CCRPC Public Hearing Notice on FY 16-19 TIP 7/15/15
  - e. Memo from Jamie McMahan on the Status of Crosswalk Painting
  - f. Letter to George Tyler from Representative Peter Welch
  - g. Letter to George Tyler from Human Rights Campaign Foundation
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 6/23/15
  - b. Approve Warrants including check #10051758 through #10051851 totaling \$622,308.79
  - c. Memo Regarding Approval of Warrants
  - d. Review and Sign Financial Management Questionnaire
9. **ADJOURN**



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:** Lauren Morrisseau, Assistant Manager/Finance Director *LM*  
**DATE:** July 14, 2015  
**SUBJECT:** Update on Meeting with Members of Boards, Commissions and Committees

Jim Moody and Dave Nistico confirmed that they will be present at 5:30 p.m. to meet with the Trustees.

Gabriel Epstein sent in an email regarding his interest in filling one of the vacancies (see attached). We told him the position available at present would be on the Bike/Walk Advisory Committee. On July 13, Mr. Epstein indicated his availability to meet with the Trustees on July 14, but has not as yet confirmed that he can be present at 5:30 p.m.

## Patty Benoit

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**From:** Gabe Epstein <d.gabriel.epstein@gmail.com>  
**Sent:** Thursday, June 11, 2015 2:45 PM  
**To:** Patty Benoit  
**Subject:** Letter of interest

My name is Gabriel Epstein. I am an attorney and a life long resident of Essex Junction. I am writing this message to express my interest in serving on the Planning Commission, Zoning Board of Adjustment, or the Bike/Walk Advisory Committee.

I am a strong communicator, a fair-minded individual, and I have deep roots in the Village and its community. I am also deeply invested in seeing the Village evolve to become even more strong, welcoming, and self-sustaining.

If chosen for any of these positions, I would perform my duties fairly, effectively, and diligently. Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Gabriel Epstein

241 Pearl St. #305



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

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## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PS*  
**DATE:** July 14, 2015  
**SUBJECT:** Appointments/Reappointment – Updated

### **Issue**

The issue is whether or not the Trustees appoint two citizens to the Zoning Board of Adjustment and one citizen to the Brownell Library Board of Trustees.

### **Discussion**

There are two vacancies for unexpired terms, one on the Brownell Library Board and one on the Zoning Board. Library Board members are elected at Annual Meeting so this appointment is a temporary one until April, 2016. The unexpired term on the Zoning Board is through 6/30/17. The other appointment on the Zoning Board is a full term through 6/30/18.

There is a vacancy on the Bike/Walk Advisory Committee for a full term through 6/30/18.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees make the following appointments:

Aaron Martin – Zoning Board of Adjustment through 6/30/17  
James Moody – Zoning Board of Adjustment through 6/30/18  
Carmelle Terborgh – Library Board of Trustees through 4/12/16  
Gabriel Epstein – Bike/Walk Advisory Committee through 6/30/18

Agenda Addition  
New Business  
5b.



Community Development Department

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

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

## **MEMORANDUM**

**TO:** Pat Scheidel, Village Manager, Trustees  
**FROM:** Robin Pierce, Community Development Director *RJP*  
**DATE:** July 14, 2015  
**SUBJECT:** Request from CVE – Neil Young Concert

### **Issue**

The issue is whether the Trustees wish to approve a CVE request regarding extending the end time for the Subject concert.

### **Discussion**

On July 13<sup>th</sup> Tim Shea, Executive Director of CVE, contacted the Village regarding the end time of the Neil Young concert on the 19<sup>th</sup> July 2015. Generally all concerts are required to end at 11:00 PM. In this instance the artist has asked CVE to extend the time that the band is permitted to play until 11:30 PM or 11:45 PM. The 19<sup>th</sup> is a Sunday and, given it is July, outside of the School year.

### **Cost**

No Village costs have been associated with this change.

### **Recommendation**

Staff has taken no position on this request and bow to the Trustees pleasure in this instance.

New Business  
5 C.



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

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## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager *PS*  
**DATE:** July 14, 2015  
**SUBJECT:** Bid Award for Maple Street Culvert & Waterline Improvements and Repairs

### **Issue**

The issue is whether or not the Trustees award the bid for the Maple Street Culvert and Waterline Improvements and Repairs Project.

### **Discussion**

The project is one of the bond projects approved by voters in 2014. See attached letter and bid tabulation from Hamlin Consulting Engineers.

### **Cost**

The most recent estimated construction budget for the project was \$ 578,986. The Village received the following bids on 7/13/15:

|                                       |            |
|---------------------------------------|------------|
| Engineers Construction, Inc.          | \$ 520,406 |
| Desroches Construction Services, Inc. | \$ 489,438 |

### **Recommendation**

It is recommended that the Trustees award the bid for the Maple Street Culvert & Waterline Improvements and Repairs Project to Desroches Construction Services, Inc. for \$489,438.

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

Please reply to:

P.O. Box 9  
Essex Junction  
Vermont 05453

136 Pearl Street  
Essex Junction, Vermont

Tel. (802) 878-3956  
Fax (802) 878-2679  
www.dlhce.com

July 13, 2015

RECEIVED

JUL 14 2015

Village of Essex Junction

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

Re: Maple Street Culvert & Waterline Improvements and Repairs

Dear Mr. Scheidel:

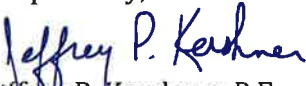
Please find enclosed a copy of the bid tabulation for the project, "Maple Street Culvert & Waterline Improvements and Repairs". We have reviewed all of the bids submitted and determined that the apparent low bidder, Desroches Construction Services, Inc. is in fact the low bidder with a bid of \$489,438.00. We have reviewed their submitted bid package and found it to be complete.

We have spoken to Mr. Desroches, the owner, and he has assured us that his firm wishes to complete the project.

We have previously worked with Desroches Construction Services, Inc. on projects inside and outside of the Village of Essex Junction and would recommend they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please do not hesitate to contact me.

Respectfully,

  
Jeffrey P. Kershner, P.E.  
Vice President

Cc: Lauren Morrissette

Enc.

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

SUBDIVISIONS  
SKI LIFTS  
RECREATION AND INDUSTRIAL PLANNING  
SOIL BORINGS

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

**BID TABULATION, ENTIRE PROJECT - July 13, 2015**  
**Maple St. Culvert & Waterline Improvements and Repairs**

|     |   | UNIT PRICE | TOTAL        | UNIT PRICE   | TOTAL        | UNIT PRICE   | TOTAL        |              |
|-----|---|------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1)  | Silt Fence  | 250 lf     | \$ 2.80      | \$ 700.00    | \$ 3.00      | \$ 750.00    | \$ 3.00      | \$ 750.00    |
| 2)  | Saw Cut Existing Cement Concrete 8" Thick             | 100 lf     | \$ 3.82      | \$ 382.00    | \$ 5.00      | \$ 500.00    | \$ 7.00      | \$ 700.00    |
| 3)  | Saw Cut Existing Pavement                             | 1,400 lf   | \$ 4.99      | \$ 6,986.00  | \$ 2.50      | \$ 3,500.00  | \$ 2.00      | \$ 2,800.00  |
| 4)  | Remove Existing Concrete Sidewalk                     | 90 sy      | \$ 12.13     | \$ 1,091.70  | \$ 10.00     | \$ 900.00    | \$ 14.00     | \$ 1,260.00  |
| 5)  | Remove Existing Concrete Curb                         | 740 lf     | \$ 5.12      | \$ 3,788.80  | \$ 3.00      | \$ 2,220.00  | \$ 9.25      | \$ 6,845.00  |
| 6)  | Excavation of Pavement                                | 1,125 sy   | \$ 9.34      | \$ 10,507.50 | \$ 2.00      | \$ 2,250.00  | \$ 5.00      | \$ 5,625.00  |
| 7)  | Remove and Reset Existing Sign                        | 2 each     | \$ 110.76    | \$ 221.52    | \$ 1,000.00  | \$ 2,000.00  | \$ 150.00    | \$ 300.00    |
| 8)  | Remove and Reset Existing Fence                       | 125 lf     | \$ 12.25     | \$ 1,531.25  | \$ 35.00     | \$ 4,375.00  | \$ 11.00     | \$ 1,375.00  |
| 9)  | Remove and Reset Existing Light Pole and Fixture      | 1 each     | \$ 801.44    | \$ 801.44    | \$ 1,500.00  | \$ 1,500.00  | \$ 3,500.00  | \$ 3,500.00  |
| 10) | Remove Existing Tree and Stump                        | 3 each     | \$ 879.50    | \$ 2,638.50  | \$ 825.00    | \$ 2,475.00  | \$ 1,500.00  | \$ 4,500.00  |
| 11) | Remove Existing Structure                             | 1 each     | \$ 663.83    | \$ 663.83    | \$ 700.00    | \$ 700.00    | \$ 1,700.00  | \$ 1,700.00  |
| 12) | New 8' Diameter Drainage Manhole                      | 2 each     | \$ 12,523.81 | \$ 25,047.62 | \$ 20,000.00 | \$ 40,000.00 | \$ 5,500.00  | \$ 11,000.00 |
| 13) | New 6' x 6' Inlet Structure                           | 1 each     | \$ 2,049.52  | \$ 2,049.52  | \$ 2,200.00  | \$ 2,200.00  | \$ 6,500.00  | \$ 6,500.00  |
| 14) | New 18" HDPE Pipe                                     | 20 lf      | \$ 91.91     | \$ 1,838.20  | \$ 134.00    | \$ 2,680.00  | \$ 140.00    | \$ 2,800.00  |
| 15) | New 42" HDPE Pipe                                     | 110 lf     | \$ 165.00    | \$ 18,150.00 | \$ 270.00    | \$ 29,700.00 | \$ 600.00    | \$ 66,000.00 |
| 16) | New 24" HDPE Pipe                                     | 110 lf     | \$ 145.00    | \$ 15,950.00 | \$ 240.00    | \$ 26,400.00 | \$ 250.00    | \$ 27,500.00 |
| 17) | New 48" CMP Pipe                                      | 10 lf      | \$ 215.00    | \$ 2,150.00  | \$ 200.00    | \$ 2,000.00  | \$ 225.00    | \$ 2,250.00  |
| 18) | New 48" CMP End Section With Grate                    | 1 each     | \$ 4,500.00  | \$ 4,500.00  | \$ 7,000.00  | \$ 7,000.00  | \$ 2,200.00  | \$ 2,200.00  |
| 19) | Catch Basin Inlet Protection                          | 6 each     | \$ 267.67    | \$ 1,606.02  | \$ 150.00    | \$ 900.00    | \$ 300.00    | \$ 1,800.00  |
| 20) | New 18" HDPE Berd                                     | 2 each     | \$ 395.00    | \$ 790.00    | \$ 150.00    | \$ 300.00    | \$ 400.00    | \$ 800.00    |
| 21) | Rip Rap for Outfall Pad                               | 130 cy     | \$ 100.21    | \$ 13,027.30 | \$ 41.00     | \$ 5,330.00  | \$ 50.00     | \$ 6,500.00  |
| 22) | New Geotextile Filter Fabric                          | 200 sy     | \$ 1.53      | \$ 306.00    | \$ 4.00      | \$ 800.00    | \$ 4.00      | \$ 800.00    |
| 23) | Remove and Reset Existing Catch Basin Frame and Grate | 3 each     | \$ 745.46    | \$ 2,236.38  | \$ 350.00    | \$ 1,050.00  | \$ 600.00    | \$ 1,800.00  |
| 24) | New 12" In-Line Gate                                  | 2 each     | \$ 15,000.00 | \$ 30,000.00 | \$ 12,000.00 | \$ 24,000.00 | \$ 11,000.00 | \$ 22,000.00 |
| 25) | New 4" Gate Valve                                     | 1 each     | \$ 1,739.39  | \$ 1,739.39  | \$ 1,050.00  | \$ 1,050.00  | \$ 1,200.00  | \$ 1,200.00  |
| 26) | New 10" CL 52 DI Pipe                                 | 410 lf     | \$ 95.03     | \$ 38,962.30 | \$ 68.00     | \$ 27,880.00 | \$ 65.00     | \$ 26,650.00 |
| 27) | New 12" CL 52 DI Pipe                                 | 410 lf     | \$ 95.03     | \$ 38,962.30 | \$ 87.00     | \$ 35,670.00 | \$ 75.00     | \$ 30,750.00 |
| 28) | New 4" CL 52 DI Pipe                                  | 25 lf      | \$ 65.40     | \$ 1,635.00  | \$ 120.00    | \$ 3,000.00  | \$ 155.00    | \$ 3,875.00  |
| 29) | Connect New DI Pipe to Existing Pipe                  | 5 each     | \$ 2,100.00  | \$ 10,500.00 | \$ 1,200.00  | \$ 6,000.00  | \$ 150.00    | \$ 750.00    |
| 30) | New 2" Corporation Stop with Saddle                   | 1 each     | \$ 1,200.00  | \$ 1,200.00  | \$ 500.00    | \$ 500.00    | \$ 1,700.00  | \$ 1,700.00  |
| 31) | New 2" Curb Stop with Box                             | 1 each     | \$ 800.00    | \$ 800.00    | \$ 600.00    | \$ 600.00    | \$ 1,000.00  | \$ 1,000.00  |
| 32) | New 2" Copper Water Pipe                              | 25 lf      | \$ 65.40     | \$ 1,635.00  | \$ 80.00     | \$ 2,000.00  | \$ 42.00     | \$ 1,050.00  |
| 33) | New 3/4" Corporation Stop                             | 3 each     | \$ 583.31    | \$ 1,749.93  | \$ 125.00    | \$ 375.00    | \$ 1,500.00  | \$ 4,500.00  |
| 34) | New 3/4" Curb Stop with Box                           | 3 each     | \$ 263.18    | \$ 789.54    | \$ 350.00    | \$ 1,050.00  | \$ 600.00    | \$ 1,800.00  |
| 35) | New 3/4" Copper Water Pipe                            | 45 lf      | \$ 40.71     | \$ 1,831.95  | \$ 74.00     | \$ 3,330.00  | \$ 40.00     | \$ 1,800.00  |
| 36) | New 10" SDR 35 PVC Pipe                               | 50 lf      | \$ 63.29     | \$ 3,164.50  | \$ 91.00     | \$ 4,550.00  | \$ 60.00     | \$ 3,000.00  |
| 37) | Connect New Pipe to Existing Structure                | 2 each     | \$ 842.12    | \$ 1,684.24  | \$ 1,200.00  | \$ 2,400.00  | \$ 800.00    | \$ 1,600.00  |
| 38) | Cut, Cap and Abandon Existing Waterline               | 8 each     | \$ 3,507.52  | \$ 28,060.16 | \$ 600.00    | \$ 4,800.00  | \$ 1,700.00  | \$ 13,600.00 |
| 39) | Remove Existing Drainage Pipe                         | 180 lf     | \$ 22.29     | \$ 4,012.20  | \$ 12.00     | \$ 2,160.00  | \$ 35.00     | \$ 6,300.00  |
| 40) | Clearing and Grubbing                                 | 1 ls       | \$ 5,000.00  | \$ 5,000.00  | \$ 4,100.00  | \$ 4,100.00  | \$ 14,500.00 | \$ 14,500.00 |
| 41) | Connect New Drainage Pipe to Existing Drainage Pipe   | 4 each     | \$ 1,475.00  | \$ 5,900.00  | \$ 1,200.00  | \$ 4,800.00  | \$ 1,000.00  | \$ 4,000.00  |
| 42) | Temporary Water                                       | 1 ls       | \$ 10,000.00 | \$ 10,000.00 | \$ 7,400.00  | \$ 7,400.00  | \$ 1.00      | \$ 1.00      |
| 43) | New Cement Concrete Curb                              | 740 lf     | \$ 25.84     | \$ 19,121.60 | \$ 22.50     | \$ 16,650.00 | \$ 20.00     | \$ 14,800.00 |
| 44) | New Cement Concrete Sidewalk                          | 90 sy      | \$ 67.88     | \$ 6,109.20  | \$ 70.00     | \$ 6,300.00  | \$ 52.00     | \$ 4,680.00  |
| 45) | Dense Graded Crushed Stone                            | 575 cy     | \$ 32.96     | \$ 18,952.00 | \$ 28.00     | \$ 16,100.00 | \$ 41.00     | \$ 23,575.00 |
| 46) | Plant Mixed Gravel                                    | 160 cy     | \$ 32.44     | \$ 5,190.40  | \$ 43.00     | \$ 6,880.00  | \$ 35.00     | \$ 5,600.00  |
| 47) | 3" Thick, Bituminous Concrete Pavement - Type II      | 2,200 sy   | \$ 17.00     | \$ 37,400.00 | \$ 18.00     | \$ 39,600.00 | \$ 10.00     | \$ 22,000.00 |
| 48) | 1-1/2" Thick Bituminous Concrete Pavement - Type III  | 1,700 sy   | \$ 13.00     | \$ 22,100.00 | \$ 9.00      | \$ 15,300.00 | \$ 5.00      | \$ 8,500.00  |
| 49) | Supply and Spread Topsoil                             | 50 cy      | \$ 36.56     | \$ 1,828.00  | \$ 45.00     | \$ 2,250.00  | \$ 57.00     | \$ 2,850.00  |
| 50) | Seed, Fertilize, Lime and SC150 Matting               | 325 sy     | \$ 2.64      | \$ 858.00    | \$ 3.00      | \$ 975.00    | \$ 4.00      | \$ 1,300.00  |
| 51) | Seed, Fertilize, Lime and C125 Matting                | 250 sy     | \$ 4.64      | \$ 1,160.00  | \$ 4.00      | \$ 1,000.00  | \$ 5.00      | \$ 1,250.00  |
| 52) | Remove SC150 Matting                                  | 180 sy     | \$ 1.50      | \$ 270.00    | \$ 1.00      | \$ 180.00    | \$ 14.00     | \$ 2,520.00  |
| 53) | Changeable Message Boards                             | 4 each     | \$ 5,000.00  | \$ 20,000.00 | \$ 1,500.00  | \$ 6,000.00  | \$ 4,000.00  | \$ 16,000.00 |
| 54) | Traffic Control                                       | 1 ls       | \$ 50,000.00 | \$ 50,000.00 | \$ 9,200.00  | \$ 9,200.00  | \$ 11,000.00 | \$ 11,000.00 |
| 55) | Flaggers  | 700 hr     | \$ 30.00     | \$ 21,000.00 | \$ 30.00     | \$ 21,000.00 | \$ 30.00     | \$ 21,000.00 |
| 56) | Dust Control  | 1 ls       | \$ 5,274.06  | \$ 5,274.06  | \$ 4,000.00  | \$ 4,000.00  | \$ 2,300.00  | \$ 2,300.00  |
| 57) | 4" Yellow Line  | 860 lf     | \$ 1.00      | \$ 860.00    | \$ 0.30      | \$ 258.00    | \$ 1.00      | \$ 860.00    |
| 58) | 4" White Line   | 860 lf     | \$ 1.00      | \$ 860.00    | \$ 0.30      | \$ 258.00    | \$ 1.00      | \$ 860.00    |
| 59) | Painted Crosswalk                                     | 32 lf      | \$ 6.86      | \$ 219.52    | \$ 6.00      | \$ 192.00    | \$ 15.00     | \$ 480.00    |
| 60) | TARCO RRFB Crosswalk System                           | 1 ls       | \$ 14,000.00 | \$ 14,000.00 | \$ 5,000.00  | \$ 5,000.00  | \$ 20,000.00 | \$ 20,000.00 |
| 61) | Earthwork for Outfall                                 | 1 ls       | \$ 5,600.00  | \$ 5,600.00  | \$ 13,500.00 | \$ 13,500.00 | \$ 32,000.00 | \$ 32,000.00 |
| 62) | Detectable Warning Surface                            | 2 sy       | \$ 284.80    | \$ 569.60    | \$ 300.00    | \$ 600.00    | \$ 225.00    | \$ 450.00    |
| 63) | Mobilization  | 1 ls       | \$ 26,798.12 | \$ 26,798.12 | \$ 49,000.00 | \$ 49,000.00 | \$ 29,000.00 | \$ 29,000.00 |

Total Bid Price = \$ 562,760.59

\$ 489,438.00

\$ 520,406.00

\$ 19,900.00 \$ 19,900.00

\$ 19,900.00 \$ 19,900.00

\$ 19,900.00 \$ 19,900.00

MatPrecast Concrete Structures Provided by Village

Total Construction Cost = \$ 582,660.59

\$ 509,338.00

\$ 540,306.00



Consent Agenda / Agenda Addition  
Approve Warrants

88

| Village of Essex Junction Expenses    | Invoice Date | Invoice Description       | Account       | Amount Paid | Check Number | Check Date |
|---------------------------------------|--------------|---------------------------|---------------|-------------|--------------|------------|
| Paid 7/10/15                          |              |                           |               |             |              |            |
| 1420 EASTERN SYSTEMS                  | 06/19/15     | Laser checks              | 210-41320.550 | 307.58      | 1048         | 07/10/15   |
| 00154657 PRINTING AND ADVERTISING     | 06/27/15     | Self inking stamps        | 210-41320.610 | 26.37       | 1048         | 07/10/15   |
| 1420 EASTERN SYSTEMS                  | 07/01/15     | AP stamps                 | 210-41320.610 | 94.00       | 1066         | 07/10/15   |
| 00154684 SUPPLIES                     | 07/06/15     | Block party magic show    | 210-41335.835 | 300.00      | 1085         | 07/10/15   |
| 23560 GORDON'S STAMP & ENG.           | 07/01/15     | Block party tent          | 210-41335.835 | 370.00      | 1143         | 07/10/15   |
| 71330 SUPPLIES                        | 07/01/15     | Block party roaming rr    | 210-41335.835 | 1,400.00    | 1147         | 07/10/15   |
| 2905 JOYCE THOMAS E JR                | 07/18/15     | Block party band          | 210-41335.835 | 1,400.00    | 1149         | 07/10/15   |
| 070615D BLOCK PARTY EXPENSE           | 07/18/15     | Block party balloon art   | 210-41335.835 | 475.00      | 1151         | 07/10/15   |
| 31370 VT TENT CO                      | 07/01/15     | Block party face painting | 210-41335.835 | 1,000.00    | 1154         | 07/10/15   |
| 60848-2 BLOCK PARTY EXPENSE           | 07/01/15     | Block party bounce hse    | 210-41335.835 | 225.00      | 1155         | 07/10/15   |
| V1039 DECOSMOS/DANNY//                | 06/21/15     | RS-fire truck note P&I    | 231-47117.000 | 50,000.00   | 1152         | 07/10/15   |
| 71815005 BLOCK PARTY EXPENSE          | 06/21/15     | RS-fire truck note P&I    | 231-47217.000 | 2,305.89    | 1152         | 07/10/15   |
| V1014 FREIHEIT/THOMAS//               |              |                           |               |             |              |            |
| 071815D BLOCK PARTY EXPENSE           |              |                           |               |             |              |            |
| V1002 KELLY/MARCY M//                 |              |                           |               |             |              |            |
| 071815D BLOCK PARTY EXPENSE           |              |                           |               |             |              |            |
| V9447 PINE/SHIRLEY//                  |              |                           |               |             |              |            |
| 2015-482 BLOCK PARTY EXPENSE          |              |                           |               |             |              |            |
| V9414 TOP HAT ENTERTAINMENT IN        |              |                           |               |             |              |            |
| 2527 BLOCK PARTY EXPENSE              |              |                           |               |             |              |            |
| V1491 MERCHANTS BANK                  |              |                           |               |             |              |            |
| 16116017528 FIRE TRUCK LOAN PRINCIPAL |              |                           |               |             |              |            |
| V1491 MERCHANTS BANK                  |              |                           |               |             |              |            |
| 16116017528 INTEREST EXPENSE          |              |                           |               |             |              |            |
| Village Total                         |              |                           |               | 57,903.84   |              |            |



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:** Lauren Morrisseau, Assistant Manager/Finance Director *JML*  
**DATE:** July 10, 2015  
**SUBJECT:** Meeting with Members of Boards, Commissions and Committees

In accordance with the Trustees' wish to meet informally with members recently reappointed and those who wish to be appointed, the following people have been invited to your July 14<sup>th</sup> meeting for 5:30-6:30 p.m.:

Thomas Weaver – Zoning Board of Adjustment (confirmed attending)  
James Moody – Zoning Board of Adjustment  
Aaron Martin – Zoning Board of Adjustment  
David Nistico – Planning Commission  
Amber Thibeault – Planning Commission (confirmed attending at 6:00 p.m.)  
Jud Lawrie – Bike/Walk Advisory Committee (confirmed attending)  
Warren Spinner – Tree Advisory Committee  
Carmelle Terborgh – Brownell Library Board of Trustees (phone interview)

Please note that not all have responded, one is a phone interview and one has specified 6:00 p.m. for the interview. We will update you if there are any changes when the meeting starts.

Jim Moody and Aaron Martin's letters of interest are attached as they have not been appointed yet.

Carmelle Terborgh submitted a letter of interest for the Brownell Library Board (also attached). She is out of town but is available for a phone interview at 703-362-3173. She is expecting to hear from the Trustees between 5:30 and 6:30 p.m.

**Aaron Martin  
2 Seneca Avenue  
Essex Junction, Vermont 05452**

**RECEIVED**

**JUN 11 2015**

Village of Essex Junction

June 11, 2015

Village of Essex Junction  
Attn: Mr. Robin Pierce  
2 Lincoln Street  
Essex Junction, VT 05452

Re: Vacant ZBA position

Dear Mr. Pierce,

As a resident of the Village who served previously as a Planning Commission member, I believe I can add value to the work of the Village as a member of the Zoning Board of Adjustment. I am a licensed Professional Engineer with a sound grasp of technical issues, Codes and construction protocols.

I enjoyed the time I served on the Planning Commission but the time commitment required for that position was beyond what I could commit to over the long term. However, the ZBA schedule is something that I could manage with ease. Please consider this letter as my application for the vacant position on the ZBA and would appreciate your consideration.

Sincerely,



Aaron Martin

RECEIVED

JUN 29 2015

Village of Essex Junction

June 25, 2015

Village of Essex Junction  
2 Lincoln Street  
Board of Trustees  
Essex Junction, Vermont 05452

It is my wish to remain on the zoning board of adjustment for another term. I have enjoyed the time that I have served and look forward to continuing my service.

Best Regards



Jim Moody

2 Upland Road  
Essex Junction, VT 05452

June 25, 2015

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

RECEIVED  
JUN 25 2015  
Village of Essex Junction

Dear Mr. Scheidel,

I am writing to express my interest in serving as a **Library Trustee for Brownell Library**.

When considering a community in which our family would live in Vermont, a vibrant library was one of our key requirements – along with great schools and a strong parks and recreation program. During our visit to Essex Junction, we stopped in at Brownell Library. I was instantly impressed with the children's area and the feeling that the library served as central gathering place and community center in the village.

Since living here, our family has enjoyed many, many youth programs, First Wednesdays presentations, volunteered at the Train Hop, and provided a GIS Day event in November 2014. As regular patrons of the library – I have interacted with many of the staff and really enjoy collaborating with them. I am currently a member of the Essex Junction Lions Club, lead the Ecumenical Lunch Bunch (summer feeding program) children's garden at St. James Church, and thoroughly enjoy community service. When someone inquired about my interest in becoming a Brownell Library Trustee, I readily acknowledged that I would enjoy such a responsibility.

If you have any questions, please do not hesitate to contact me at 871-5078 or by email at [cjcbeagles@aol.com](mailto:cjcbeagles@aol.com). I wish you and the selection committee for a new Library Trustee much success in your search!

Sincerely,



Carmelle J. Terborgh, Ph.D.

Please call  
for phone  
interview:  
703-362-3173

**Carmelle J. Terborgh, Ph.D.**



Dr. Terborgh has a B.S. in Forestry, and both a M.A. and a Ph.D. in Geography, specializing in geographic information systems (GISs). She has 25 years of experience working with GIS in the areas of urban management, humanitarian assistance, food security, and sustainable resource management.

Dr. Terborgh joined [Esri](#) in 1996 and is currently the Lead Account Manager of the NonProfit and Global Organizations team focusing on GIS solutions for [Aid and Development](#). In 1993, she was a Research Associate at the [United Nations Institute for Training and Research \(UNITAR\)](#) in Geneva, Switzerland. During 2004-2005, she served as the Senior

GeoInformation Consultant to the Information Solutions Group (ISG) team at [The World Bank Group](#) in Washington, DC.

Dr. Terborgh served as the Chair of the Societal Impacts Committee and the Industry Advisory Council of the [Global Spatial Data Infrastructure \(GSDI\) Association](#) and on the Board of Directors for [Sustainable Waste Resources International](#), and is a former member of the [US National Section of the Pan-American Institute for Geography and History \(PAIGH\)](#).

She is an active member of the Essex Junction Lions Club in Vermont, where she leads efforts to provide vision screenings of children (as part of [Lions Kidsight USA](#)), the elderly, and low income residents in Vermont. Dr. Terborgh is married and the mother of two young boys.

## LIBRARY TRUSTEE

### **Mission/Purpose:**

The individual, as part of the ten-member Library Board of Trustees, would be responsible for establishing policy for the operation of the library, development of long-range plans, evaluating library service, promoting library use throughout the Village, reporting to the Manager and Village Trustees on the status of the library and expenditure monies under the Board's management, and act in conformance with Vermont statutes. The Library is required to follow all financial and personnel policies adopted by the Village Trustees and actively participate in the evaluation, recruitment and selection of its director.

Five of the ten members are elected; five members are part of the permanent self-perpetuating Library Board which functions in accordance with the terms of the Brownell Trust Agreement dated May 25, 1925.

### **Preferred skills:**

Any Village citizen interested in this position is encouraged to apply. Those with a background in budgeting, information technology, historic/cultural preservation, literacy, education, childhood development or library science may be particularly interested in applying. Specific skills are less important than general affection for the Brownell Library.

### **Requirements:**

Library Trustees who are members of the elected board must be residents of the Village of Essex Junction.

Library Trustees must be able to attend meetings as scheduled, including occasional meetings with the Village Trustees, and library functions other than required meetings.

### **Length of term:**

Five (5) years for the elected board.

RECEIVED

JUL 08 2015

Village of Essex Junction

Vincent Benevento  
34 Wolff Drive  
Essex Junction, Vermont 05452  
Home (802) 878-8795 Cell (802) 578-9151  
Email: [vinsara@myfairpoint.net](mailto:vinsara@myfairpoint.net)

July 8, 2015

Board of Trustees  
Village of Essex Junction

RE: Invitation for you to Attend

From October 1 – October 4, 2015 the Essex Junction VFW Post 6689, will host the Vietnam Veterans' Memorial Fund's Traveling Wall, which is also known as "The Wall That Heals" (TWTH).

At this time I would like to formally invite you to be present when the TWTH is on location at the fairgrounds.

As of today, the following individuals have accepted an invitation to participate in various events: Bishop Christopher Coyne, RC Bishop of Burlington; Major General Steven Cray, Vermont Adjutant General and Father Phil Salois, Vietnam Veterans of America National Chaplain.

In addition, I would like to offer you an opportunity to read the names of all who are enshrined on the Wall. The reading of the names will be limited to fifteen-minute time slots. Please contact me directly to sign up for a time slot.

For further information and/or questions please contact me as noted above.

Thanking you for your consideration. I remain,

*Vince Benevento*

Vince Benevento  
COL, VTARNG, (Ret.)  
Wall Project Coordinator



# State of Vermont House of Representatives



Montpelier, Vermont

## Concurrent House Resolution

H.C.R. 126

House concurrent resolution designating October 1–4, 2015, as “The Wall That Heals” Days in Vermont

Offered by: Representatives Myers of Essex, Bancroft of Westford, Dame of Essex, Evans of Essex, and Jerman of Essex

Whereas, from October 1–4, 2015, the town of Essex and the Essex Junction VFW Post 6689 will host the Vietnam Veterans’ Memorial Fund’s Traveling Wall, which is also known as “The Wall That Heals,” and

Whereas, “The Wall That Heals” is a half-scale replica, exact to the letter and inch, of the original Vietnam Veterans’ Memorial in Washington, D.C., and

Whereas, the wall travels across the United States, reminding us of the lives of the 58,202 Americans—our relatives, friends and neighbors—that were lost in Vietnam, and

Whereas, the names of the over 110 Vermonters who perished while serving in Vietnam and who will never again see the Green Mountains are enshrined on the wall, and


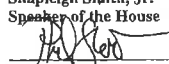
Whereas, on Thursday, October 1, 2015, “The Wall That Heals” will be welcomed to Vermont at a special ceremony that executive branch officials and legislators will attend, and

Whereas, during the wall’s four-day visit to Vermont, it will be accessible for public visitation 24 hours per day at the Champlain Valley Exposition in Essex, now therefore be it

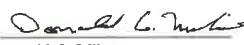
Resolved by the Senate and House of Representatives:

That the General Assembly designates October 1–4, 2015, as “The Wall That Heals” Days in Vermont, and be it further

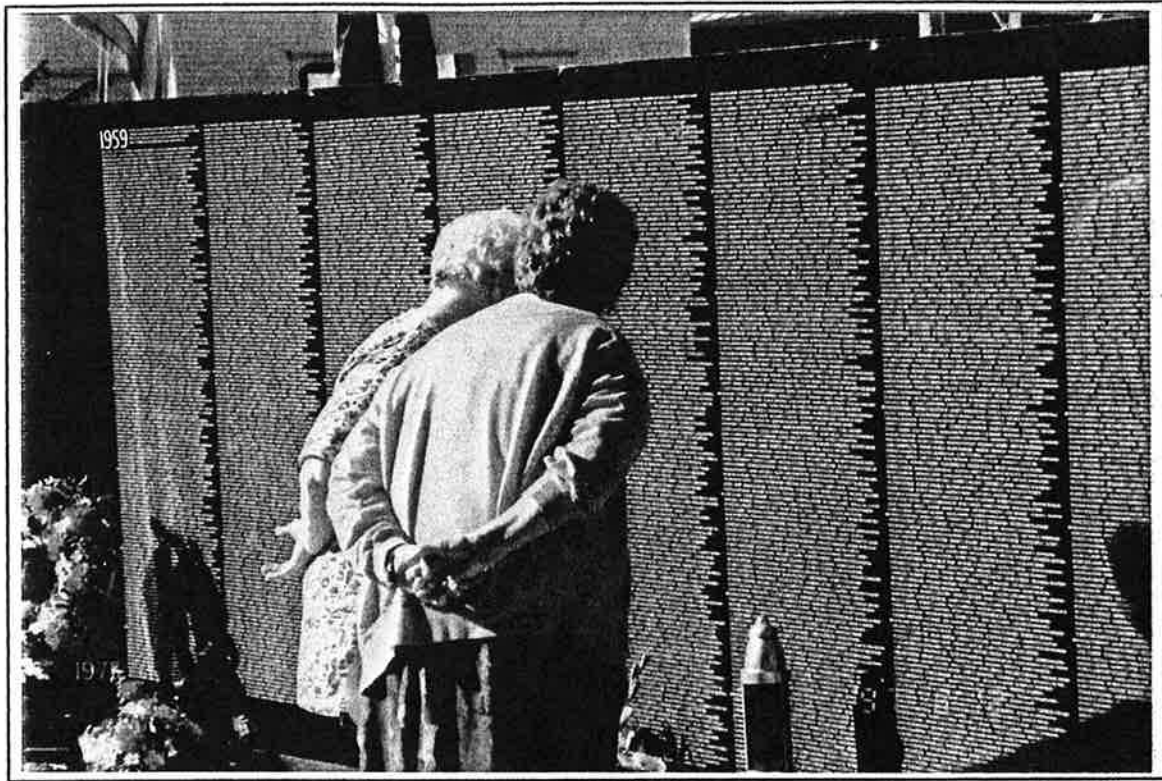
Resolved: That the Secretary of State be directed to send a copy of this resolution to VFW Post 6689 in Essex Junction and to Adjutant and Inspector General Steven A. Cray.

  
Shapleigh Smith, Jr.  
Speaker of the House  
  
Philip B. Spott  
President of the Senate

Attested to:

  
Donald G. Milne  
Clerk, House of Representatives





## *The Wall That Heals*

Although millions of visitors experience the healing power of the Vietnam Veterans Memorial every year, millions more have not yet had the opportunity. Many don't have the resources to make the journey. Some may find the war's legacy too painful to confront, particularly as strangers in an unfamiliar city. Others may not yet understand the legacy, or their own connection to it.

The Wall That Heals is a half-scale replica—exact to the letter and inch—of the original Vietnam Veterans Memorial in Washington, D.C. It travels across America to cities and towns great and small, speaking not only of the loss, but of the *lives* of 58,202 men and women—our parents, children, neighbors and friends.

One of the unexpected gifts of the Vietnam Veterans Memorial is that it transcends the war in Vietnam to help our nation renew its relationship with veterans of all wars. The number of veterans

in society today is much smaller than it was a half century ago. The Vietnam Veterans Memorial has helped veterans from World War I to Desert Storm find healing and a powerful connection with the common military experience. Non-veterans, from school children to parents and grandparents, find in the Wall a deeper appreciation of their sacrifice, service and courage, and draw from the experience lessons for today's life and life in the future.

The Wall That Heals offers another powerful gift to the nation: an opportunity for the souls enshrined on the Memorial to journey back to the places they called home, to exist among friends and family once more, not in a monumental city, but in the comfort and peace of familiar surroundings.

Visitors to the Memorial touch the Wall and touch each other's lives in innumerable ways. The Vietnam Veterans Memorial Fund is grateful for the opportunity to bring The Wall That Heals home to America.

---

For information:

Vince Benevento  
34 Wolff Drive  
Essex Junction, VT 05452  
(802) 878-8795

## DRAFT DRAFT DRAFT

Draft as of: 8 July 2015

The Wall That Heals (TWTH) Program  
(POC: Vince Benevento (802) 578-9151)  
Email: [vinsara@myfairpoint.net](mailto:vinsara@myfairpoint.net)

\*\*\*\*\*

Thursday, 1 October 2015  
VFW Post #6689  
(POC: Vince Dober (802) 999-6530)  
Email: [doberv@burlingtontelecom.net](mailto:doberv@burlingtontelecom.net)

1200 Flag Raising Ceremony (VFW Color Guard)  
1205 Start Reading Names  
1300 Air National Guard "Fly Over" (2 passes)  
1300 Opening Ceremony  
Laying of the Wreaths  
1400 Buffet Lunch  
1500 First Responders Memorial Service "Essex Police"  
1600 VFW Memorial Service  
and "From the Other Side" (Pat Boyden)  
1755 Stop Reading Names  
1800 Taps and Flag Lowering Ceremony (VFW Color Guard)  
1800-0900 VFW and Combat Vets Overnight Patrol

Friday, 2 October 2015  
American Legion Post #91  
(POC: Dick Studley (802) 238-9873)  
Email: [r.studley1@comcast.net](mailto:r.studley1@comcast.net)

NOTE: Father Phil Salois VVA National Chaplain will be spending the day with us.

0900 Flag Raising Ceremony (AL Color Guard)  
0905 Start Reading Names  
1200 Purple Heart Memorial Service (Jim MacIntyre)  
1300 Vermont National Guard (Army & Air) Memorial Service  
1400 First Responders Memorial Service "Essex Rescue"  
1500 Knights of Columbus Memorial Service  
1600 American Legion Memorial Service  
and "From the Other Side" (Pat Boyden)  
1755 Stop Reading Names  
1800 Taps and Flag Lowering Ceremony (AL Color Guard)  
1800-0900 American Legion and Combat Vets Overnight Patrol

**Saturday, 3 October 2015**  
**VVA Chapter #829**  
**(POC: Perry Melvin (802) 985-3762)**  
**Email: [usmcdocvt@yahoo.com](mailto:usmcdocvt@yahoo.com)**

**NOTE: Father Phil Salois VVA National Chaplain will be spending the day with us.**

0900 Flag Raising Ceremony (VVA Color Guard)  
0905 Start Reading Names  
1100-1500 VTARNG Helicopter Static Display  
1300 First Responders Memorial Service (J. Rowell)  
"Essex Junction FD and Essex Town FD"  
1400 Marine Corps League Memorial Service (James Chase)  
1500 Bikers Memorial Service (Combat Vets MA) (Bob Wheeler)  
and "From the Other Side" (Pat Boyden)  
1600 Vietnam Veterans of America Memorial Service  
1700 Buffet Dinner  
1755 Stop Reading Names  
1800 Taps and Flag Lowering Ceremony (VVA Color Guard)  
1800-0900 VVA and Combat Vets Overnight Patrol

**Sunday, 4 October 2015**  
**VFW Post #6689**  
**(POC: Vince Dober (802) 999-6530)**  
**Email: [doberv@burlingtontelecom.net](mailto:doberv@burlingtontelecom.net)**

0900 Flag Raising Ceremony (VFW Color Guard)  
0905 Start Reading Names  
1355 Stop Reading Names  
1400 VFW Ecumenical and Closing Ceremony  
and "From the Other Side" (Pat Boyden)  
1500 Taps and Flag Lowering Ceremony (VFW Color Guard)  
1500 Buffet Lunch

1530 Taking Down of Wall (Combat Vets MA)  
and others as available.

**NOTE: Assembling the Wall on Wednesday, September 30<sup>th</sup>**  
**(Combat Vets MA) and others as available.**



*Leading the movement to create a bicycle-friendly America for everyone*

1612 K STREET NW, SUITE 308, WASHINGTON, DC 20006 | phone 202-822-1333 | fax 202-822-1334 | [WWW.BIKELEAGUE.ORG](http://WWW.BIKELEAGUE.ORG)

RECEIVED

JUN 12 2015

Village of Essex Junction

June 3, 2015

Darby Mayville  
Community Relations  
Community Development  
Village of Essex Junction  
2 Lincoln Street  
Village of Essex Junction, Vermont 5452

Dear Darby:

Congratulations to Essex Junction on receiving the Bicycle Friendly Community designation at the Bronze level. This award is presented only to communities with strong commitments to bicycling. The award will be current for four years, so your designation will be up for renewal in 2019.

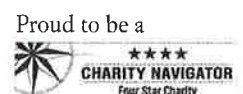
I have enclosed your award certificate. You will receive an award road sign separately. You will also receive a feedback report via email in July.

If you would like to order additional Bicycle Friendly Community road signs or materials, please complete the enclosed order form and return it to the League.

Once again, congratulations on your efforts to create a great Bicycle Friendly Community.

Sincerely,

Nicole Wynands  
Bicycle Friendly Community Program Manager  
League of American Bicyclists  
P: 202-621-5454  
[nicole@bikeleague.org](mailto:nicole@bikeleague.org)



CFC #11563

**THE LEAGUE  
OF AMERICAN BICYCLISTS**

*since 1880*

*is pleased to designate*

**Essex Junction, VT**

*as a*

**BICYCLE FRIENDLY  
COMMUNITY**

*in recognition of your outstanding efforts to encourage bicycling in your community*

**2015-2019 » BRONZE**

*Andy Clady*

PRESIDENT



*Karen Jenkins*

CHAIR, BOARD OF DIRECTORS



# ESSEX JUNCTION, VT

TOTAL POPULATION

9,695

POPULATION DENSITY

1,999

TOTAL AREA (sq. miles)

4.76

# OF LOCAL BICYCLE FRIENDLY BUSINESSES

0

# OF LOCAL BICYCLE FRIENDLY UNIVERSITIES

N/A

## 10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

|   | Strong Silver | Less Junction |
|---|---------------|---------------|
| Arterial Streets with Bike Lanes                            | 45%           | 13            |
| Total Bicycle Network Mileage to Total Road Network Mileage | 30%           | 13            |
| Public Education Outreach                                   | GOOD          | GOOD          |
| % of Schools Offering Bicycling Education                   | 43%           | 20            |
| Bike Month and Bike to Work Events                          | GOOD          | GOOD          |
| Active Bicycle Advocacy Group                               | YES           | YES           |
| Active Bicycle Advisory Committee                           | YES           | VERY          |
| Bicycle-Friendly Laws & Ordinances                          | SOME          | VERY GOOD     |
| Bike Plan is Current and is Being Implemented               | YES           | YES           |
| Bike Program Staff to Population                            | PER 70K       | 38,780        |

## CATEGORY SCORES

|   |      |
|---|------|
| <b>ENGINEERING</b><br><i>Bicycle network and connectivity</i>                   | 4/10 |
| <b>EDUCATION</b><br><i>Motorist awareness and bicycling skills</i>              | 1/10 |
| <b>ENCOURAGEMENT</b><br><i>Mainstreaming bicycling culture</i>                  | 3/10 |
| <b>ENFORCEMENT</b><br><i>Promoting safety and protecting bicyclists' rights</i> | 4/10 |
| <b>EVALUATION &amp; PLANNING</b><br><i>Setting targets and having a plan</i>    | 3/10 |

## KEY OUTCOMES

|   | Strong Silver | Less Junction |
|---|---------------|---------------|
| <b>RIDERSHIP</b><br><i>Percentage of daily bicyclists</i>                       | 3.5%          | 0.24          |
| <b>SAFETY MEASURES CRASHES</b><br><i>Crashes per 10k daily bicyclists</i>       | 180           | NO DATA       |
| <b>SAFETY MEASURES FATALITIES</b><br><i>Fatalities per 10k daily bicyclists</i> | 1.4           | NO DATA       |



## KEY STEPS TO SILVER



- » Continue to increase the amount of high quality bicycle parking throughout the community. Ensure that people arriving by bicycle have a secure and legal place to lock their bikes at popular destinations.
- » Continue to expand the bike network, especially along arterials.
- » Offer bicycling skills training opportunities for adults more frequently or encourage your local bicycle advocacy group or bike shop to help. There are options from short videos and 1-2 hour courses to more in-depth training incorporating in-classroom and on-bike instruction.
- » Expand encouragement efforts during Bike Month in partnership with local bicycle groups. Proclaim May (or a month

with mild and dry weather) as Bike Month. Host, sponsor and encourage bicycle-themed community events, campaigns and programs. Increase your efforts on Bike to Work Day, e.g. by offering energizer stations.

- » Promote cycling throughout the year by offering or supporting more family-oriented community and charity rides, and bicycle-themed festivals, parades or shows.
- » Regularly conduct research on bicycle usage to more efficiently distribute resources according to demand. Conduct at least yearly counts.
- » Work with the neighboring communities, the county and the state to make Route 15 and Route 2 safer for bicyclists.



*The economic engine of Vermont.*

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  
**DATE:** July 14, 2015  
**SUBJECT:** Request from Bike/Walk Advisory Committee to Purchase Signs

### **Issue**

The issue is whether or not the Trustees approve a request from the Bike/Walk Advisory Committee to purchase four additional street signs indicating Essex Junction is a bicycle friendly community.

### **Discussion**

See attached email from Rick Hamlin, Chair of the Bike/Walk Advisory Committee.

### **Cost**

The committee doesn't have a budget and the signs would be charged to the Street Department's street sign line item. The cost for the additional signs is \$300.

### **Recommendation**

It is recommended that the Trustees approve the request from the Bike/Walk Advisory Committee to purchase four street signs that indicate Essex Junction is a bicycle friendly community.



## **Patty Benoit**

---

**From:** Richard F. Hamlin, P.E. <rhamlin@dlhce.com>  
**Sent:** Wednesday, June 17, 2015 4:09 PM  
**To:** George Tyler  
**Cc:** 'Eric Bowker'; 'Jeff Frolik'; 'Jud Lawrie'; Micah Hagan; 'Phoebe Girouard Spencer'; 'R.F. Hamlin'; 'Raj Chawla'; 'Rosalind Hutton'; Patrick C. Scheidel; Patty Benoit  
**Subject:** League of American Bicyclists, Bicycle Friendly Community Award

George-

The Bike Walk Advisory Committee met this week and the consensus was we would like to announce/present the award at a Trustees meeting. If you would let me know when we might fit in to your agenda, we will attend. We are trying to get a representative from the League to present the award. I will keep you posted on our success with that.

The award comes with one recognition street sign for the community. The committee felt that it would be beneficial to have one of the signs at each of the five main routes into the Village. Additional signs are available for \$75 each, so four more would be \$300. We recognize that our committee has no budget, so request that the Trustees consider expending \$300 to purchase 4 more signs. This recognition is a significant achievement in that only two other communities in Vermont have achieved this distinction; Montpelier (Bronze) and Burlington (Silver).

Our committee looks forward to meeting with the Trustees for the public announcement.

-Rick

**Richard F. Hamlin, P.E**  
*President*  
*Donald L. Hamlin Consulting Engineers, Inc.*  
*136 Pearl Street*  
*Essex Junction, Vermont 05452*  
*Phone: (802) 878-3956*  
*Email: [rhamlin@dlhce.com](mailto:rhamlin@dlhce.com)*  
*Website: [www.dlhce.com](http://www.dlhce.com)*



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

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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  
**DATE:** July 14, 2015  
**SUBJECT:** Appointments/Reappointment

### **Issue**

The issue is whether or not the Trustees appoint two citizens to the Zoning Board of Adjustment and one citizen to the Brownell Library Board of Trustees.

### **Discussion**

There are two vacancies for unexpired terms, one on the Brownell Library Board and one on the Zoning Board. Library Board members are elected at Annual Meeting so this appointment is a temporary one until April, 2016. The unexpired term on the Zoning Board is through 6/30/17. The other appointment on the Zoning Board is a full term through 6/30/18.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees make the following appointments:

Aaron Martin – Zoning Board of Adjustment through 6/30/17  
James Moody – Zoning Board of Adjustment through 6/30/18  
Carmelle Terborgh – Library Board of Trustees through 4/12/16

**Chief of Police**  
**Bradley J. LaRose**  
(802) 878-1335

**Detective Division**  
(802) 879-4923  
Fax (802) 878-8172



**Dispatch**  
(802) 878-8331

**Department Fax**  
(802) 878-1340

**Records Division**  
(802) 878-1337

## **ESSEX POLICE DEPARTMENT**

145 Main Street  
Essex Junction, Vermont  
05452-3211  
[www.epdvt.org](http://www.epdvt.org)

# MEMORANDUM

**TO:** Patrick Scheidel, Municipal Manager  
**FROM:** Bradley LaRose, Police Chief  
**DATE:** July 8, 2015  
**SUBJECT:** Enforcement regarding street weight limits

The police department has been asked to reflect upon the implications of taking enforcement action against CCTA for operating in excess of street weight limits. In response to this request the following is offered:

The police department is of the position that there has been a long-standing agreement between CCTA and the community to provide public transportation via bus on certain streets. The police department has used discretion and has not taken action that would conflict with what the community has desired regarding public transportation.

If bus service is no longer desired on certain streets CCTA should be notified. If bus service were to continue against the wishes of the Trustees/community, and after CCTA has been notified, enforcement action would be initiated.

Although CCTA is operating in excess of the weight limits, the Board of Trustees could legalize the current practice by issuing a Fleet Permit to CCTA. CCTA would be required to initiate the process by filing an application with the Board of Trustees (Vermont Motor Vehicle law).

## Patty Benoit

---

**Subject:** FW: Village of Essex Jct. follow up for Trustees

**From:** Jon Moore [mailto:jmoore@cctaride.org]  
**Sent:** Wednesday, July 01, 2015 9:31 AM  
**To:** Patty Benoit  
**Cc:** Patrick C. Scheidel; k Walton@cctaride.org; Meredith Birkett  
**Subject:** Re: Village of Essex Jct. follow up for Trustees

Hi Patty,

See our responses below.

1. The next CCTA passenger schedule takes effect on August 24th. Beginning at this time only the Sunday buses will bypass South Street. We will look into the pros and cons of traveling to Amtrak via Pearl Street on all trips in the future including passenger and schedule impacts. Bypassing South Street would also potentially make serving IBM more challenging.
2. The gross vehicle weight of our buses is over 16,000 pounds so if the Village was to enforce the weight limit and not grant us a waiver we would potentially not be able to travel on South Street.
3. I am unaware of any specific waiver for public transit vehicles although I believe there are some exceptions listed in the Village ordinances which may be open for interpretation depending on the reader.

Please let me know if you have any further questions and if it would be helpful for a CCTA representative to be present at the Trustees meeting.

Thanks,

Jon

Jon Moore  
Director of Operations and Maintenance  
Chittenden County Transportation Authority  
802-540-2445 (Direct Line)  
802-864-2282 (CCTA Main Office)

On Tue, Jun 30, 2015 at 2:48 PM, Patty Benoit <patty@essexjunction.org> wrote:

Hello Mr. Moore,

Manager Pat Scheidel asked me to contact you. Attached are the minutes of the Trustees meeting on 5/26/15 when you were present for discussion with a resident of South St. regarding the CCTA buses. The Trustees are going to discuss this issue again on 7/14/15. They have asked for clarification of the following for the 7/14 meeting:

1. Whether CCTA is just deciding on route changes for Sunday only or is it also considering removing the buses from South Street.
2. The ramifications/implications of the village enforcing the street vehicle weight limit of 16,000 lbs.
3. Whether there is a specific waiver for public bus transit service.

Would you be able to get back to us by the middle of next week? Your help in this matter is greatly appreciated.

Patty

*Patricia Benoit*

*Administrative Assistant*

*Village of Essex Junction*

*2 Lincoln Street*

*Essex Junction, VT 05452*

*(802) 878-6944*

## Patty Benoit

---

**From:** Jon Moore <jmoore@cctaride.org>  
**Sent:** Wednesday, July 01, 2015 1:43 PM  
**To:** Patty Benoit  
**Cc:** Patrick C. Scheidel; kwalton@cctaride.org; Meredith Birkett  
**Subject:** Re: Village of Essex Jct. follow up for Trustees

Patty,

We are unaware of any waivers from other communities. This is the first time the issue has come up in my time at CCTA.

Thanks,

Jon

Jon Moore  
Director of Operations and Maintenance  
Chittenden County Transportation Authority  
802-540-2445 (Direct Line)  
802-864-2282 (CCTA Main Office)

On Wed, Jul 1, 2015 at 1:20 PM, Patty Benoit <[patty@essexjunction.org](mailto:patty@essexjunction.org)> wrote:

Jon,

George Tyler, Village President, said he doesn't think a CCTA representative needs to be present at the meeting. He did want to know if CCTA has any waivers from other communities?

Thank you,

Patty

**From:** Jon Moore [mailto:[jmoore@cctaride.org](mailto:jmoore@cctaride.org)]  
**Sent:** Wednesday, July 01, 2015 9:31 AM  
**To:** Patty Benoit  
**Cc:** Patrick C. Scheidel; [kwalton@cctaride.org](mailto:kwalton@cctaride.org); Meredith Birkett  
**Subject:** Re: Village of Essex Jct. follow up for Trustees

Hi Patty,

**Patty Benoit**

---

**Subject:** FW: Comments on South St. weight limits and buses

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

From: Darren Schibler [<mailto:darren.schibler@gmail.com>]

Sent: Friday, June 12, 2015 8:09 AM

To: Patrick C. Scheidel

Subject: Comments on South St. weight limits and buses

Hi Pat,

This is Darren Schibler, resident of 8 Cherokee Ave. (and member of the town Conservation Committee). I noticed the discussion about CCTA buses and weight limits on South St. and South Summit St., and I wanted to register my comments with the Board of Trustees, but I will not be able to attend the next meeting, so I am funneling them through you.

Mr. McMahon has expressed a desire for the Village to enforce the weight limits on these streets specifically to ban buses from using it. I am not sure whether he is concerned about the increased wear and tear this causes on the roads (specifically the newly-repaved railroad crossing at South Summit St.), or if he thinks that the buses constrict the road width too much for other cars (particularly at the right turn from Pearl St onto South Summit). However, as one of the many regular users of this bus route, I like the current route the way it is, and would encourage the Village to find a way to address whatever concerns Mr. McMahon has without altering the route, if possible. (Changing the route would likely require the bus to go through the 5 corners intersection to get to IBM and cause delays in service).

I would be very grateful if you could pass these comments along to the Trustees at their next meeting on this topic.

Thank you!

Darren

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.



**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
June 9, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Hamlin, Village Engineer.  
**OTHERS PRESENT** Glenn & Lori McPeters.

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

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

**2. AGENDA ADDITIONS/CHANGES**

Additions:

- Essex Public Works Work List Spring, Summer, Fall 2015 to "Old Business".
- Letter to Prudential Committee, dated 6/8/15, re: EJRP Governance to "New Business".
- Memo re: Transfer of Funds between General Fund Departments to "New Business".
- Letter re: Susan McNamara-Hill as School District Clerk/Treasurer to "Manager's Report".
- Spreadsheet for Business Card Services to "Consent Agenda".
- Request by Brian Roy (EJRP) for Waiver of Noise Ordinance for July 4<sup>th</sup> Fireworks to "Consent Agenda".
- Revenues/Expenditures Report 6/9/15 to "Consent Agenda".

**MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.**

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda

*Glenn McPeters, 6 South Street*

Glenn McPeters requested an update on CCTA buses using South Street. George Tyler reported the village is waiting to receive information from CCTA. There are public meetings planned by CCTA to discuss proposed route changes and that may be opportunity for residents to voice their concern about buses on South Street. Mr. McPeters asked who is making the decision about buses on village streets, CCTA or the Board of Trustees, noting that previous Trustees voted to enforce the street weight limit which is exceeded by the buses and sent a letter to CCTA to remove the buses. George Tyler said CCTA indicated they do not have the letter in their files. Following further discussion the Trustees agreed to add the item to the July meeting agenda and to have staff clarify the following information prior to the meeting:

- Whether CCTA is just deciding on route changes for only Sunday services or is also considering removing the bus from South Street.
- The ramifications/implications of the village enforcing the street vehicle weight limit of 16,000 pounds (CCTA perspective and police department perspective).
- Whether there is a specific waiver for public bus transit service.

## 2. Public Hearing: FY2016 Water Rates

The public hearing was opened at 6:45 PM. Lauren Morrisseau reported the following:

- Water rate is proposed at \$.0155 per cubic foot.
- Fixed cost is \$22.35 per quarter or \$89.40 per year.
- Cost to average user is \$179.92 per year or \$14.99 per month.
- The change in water rates represents a 2% increase over FY15 to the average user.
- Large water user rate is \$.08 per 1,000 gallons which is a 1% decrease from FY2015 because more water is being used (1.5% increase in use). There is a reconciliation at the end of the year where the large water user either pays more or receives a credit for usage.

### COMMENTS

There was further discussion of the large volume user paying less when using more water while residential users pay for the amount of water used. Lauren Morrisseau explained the large water user (IBM/Global Foundries) pays the wholesale rate for water to Champlain Water District plus the payment to the village for overhead charges on the water that is used. IBM/Global Foundries pays 13% of the village operating budget. The Trustees felt more explanation of the large water user rate would be beneficial to the public.

Glenn McPeters, South Street, asked about the amount of the fixed cost paid by the large water user. Lauren Morrisseau said the large user fee to IBM/Global Foundries will be \$96,000 even though much of the water goes directly to the site and not through village pipes. The large water user arrangement was set up with IBM years ago and provides a revenue benefit to the village as a surcharge for water through village pipes. Mr. McPeters urged looking at the wording on the discussion of the water and sewer rate changes as well as clarifying the explanation of the large water user rate.

The next public hearing is June 23, 2015 which will also be the public hearing date for the sewer and sanitation rates.

With no further comments President Tyler closed the public hearing at 7 PM.

## 4. OLD BUSINESS

### 1. Municipal Manager's Subcontract Extension

Pat Scheidel explained he would like to oversee the projects started with shared services and requested the contract for the municipal manager be extended. The Selectboard authorized extension of the agreement to June 30, 2018 and it is hoped the Trustees concur.



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

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## **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.

*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 harter 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 3/13/00 with a net grand total of

\$505,210.45. 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.**



## MEMORANDUM

To: Village of Essex Junction Trustees; Pat Scheidel, Municipal Manager  
From: Lauren Morrissette, Finance Director/Assistant Manager *LM*  
Date: July 14, 2015  
Re: Amendment of FYE16 General Fund Capital Plan and FYE Water Fund Capital Plan

### **Issue:**

The issue is whether the Trustees will approve the amendment of the FYE16 General Fund and Water Fund Capital Plans.

### **Discussion:**

Events and opportunities have occurred since the FYE16 General Fund and Water Fund Capital Plans were adopted by the Trustees in February.

Staff proposes to add 4 new projects to the General Fund Capital Plan and 1 new project to the Water Fund Capital Plan. New projects in the General Fund Capital Plan are:

**Hillcrest Sidewalk** – The Capital Project Review Committee determined that this project rated high with 59 points, tying with the Railroad Ave. project. The Capital Committee voted to replace the Pearl St. Sidewalk project West St. to Susie Wilson Rd. with the Hillcrest Sidewalk project and push the Pearl St. Sidewalk project out to the future.

**Fire House LED Lighting Project** – The Fire Department has been offered \$5,000 by Efficiency Vermont if they upgrade the Fire House lighting. The total cost of the project is estimated at \$15,173. This project has been added to the GF Capital Plan in FYE16 in the section for projects funded by grants.

**Main St. Sidewalk Scoping Study** – The Trustees approved the grant for the scoping study in October or 2014. It should have been added to the FYE15 Capital Plan at that time. The project is now partially completed. Staff proposes to add the project to the FYE16 Plan in the “Projects Funded by Grants section” in its entirety as it has not been accounted for otherwise.

**Mutiusepath West St. to Pearl St.** - On May 26, 2015 the Trustees voted to approve a grant application for this project. The project has been added to the “Projects Funded by Grants section” assuming we will receive the grant. The estimated cost is based on the UVM Capstone project students estimate. Design is projected to be done in FYE16 with construction in FYE18.

In addition, the **Railroad Ave. Water Line construction** has been pushed out to FYE17. This project has portions in both the GF Capital Plan and the Water Fund Capital Plan. In order to make room in the Water Fund Capital Plan for Maple St. water line work we have moved the construction of this water line out to FYE17.

The amended total FYE16 General Fund Capital budget is \$6,392,419 which is \$47,737 more than the budget as adopted.

In the **Water Capital Fund** staff proposes to move the Railroad Ave waterline project out to FYE17 and inject Replacement of Maple St. Water Lines in FYE16. Over the past winter there was a major water leak near the Maple St. Culvert. As an addition to the Maple St. Culvert project, water lines on both sides of the street will be replaced. The Maple St. Culvert project is one of the Bond projects. However, in order to conserve our bond dollars for the Briar Lane project, staff proposes to pay for the water line work on Maple St. out of the Water Capital Fund. The amended Water Fund Capital budget will be \$294,707 if approved by the Trustees. This amount is \$109,939 more than the Water Capital budget as adopted in February.

**Cost:**

The actual additional cost to the Village for these changes in the General Fund Capital budget is \$488,303 for the Hillcrest Sidewalk project, \$10,173 for the Fire House LED project, \$3,500 for the Main St. Scoping Study project and \$74,000 for the Multiuse Path West St. to Pearl for a total of \$575,976 addition to the Capital Plan. The additional cost to the Water Capital Plan is \$200,000 for the Maple St. Water line replacement.

**Recommendation:**

Staff recommends the Village Trustees approve the reconfigured FYE16 Capital Plan for a budgeted amount of \$6,392,419 and the reconfigured FYE16 Water Fund Capital Plan for a budgeted amount of \$294,707.

**GENERAL FUND CAPITAL RESERVE PLAN**

| PROJECTS FUNDED BY VILLAGE \$ ONLY                                     |  | Rev.           | Prior     | FY15      | FY16      | FY17    | FY18      | FY19    | FY20    | Future    |
|--|--|----------------|-----------|-----------|-----------|---------|-----------|---------|---------|-----------|
| Ref. #   | Project Total  |                |           |           |           |         |           |         |         |           |
|  | Woods End Reconstruction                                     | 592,691        | 438,868   | 153,823   |           |         |           |         |         |           |
|  | Library Surveillance Cameras                                 | 12,300         |           | 12,300    |           |         |           |         |         |           |
| W  | Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.   | 93,696         |           | 7,138     |           | 86,558  |           |         |         |           |
|  | Brownell Library Main Floor & Stairs Carpet Replacement      | 20,000         |           | 20,000    |           |         |           |         |         |           |
|  | Village Server Replacement                                   | 20,000         |           |           |           | 20,000  |           |         |         |           |
|  | Hillcrest Sidewalk Imp from Pearl to Fleming School          | 488,303        |           |           |           | 38,909  | 449,394   |         |         | 780,239   |
|  | Pearl Sidewalk West St. to Susie Wilson                      | 780,239        |           | 37,145    | 125,000   |         | 147,184   |         | 74,024  |           |
| W  | Lincoln Hall Restoration                                     | 383,353        |           |           |           |         |           |         |         |           |
|  | Algonquin Ave. Waterline Installation/Roadway Reconst.       | 157,765        |           |           |           |         |           | 157,765 |         |           |
|  | West St. & West St. Ext. Intersection Improvements           | 110,249        |           |           |           |         |           | 110,249 |         |           |
| W,S  | Central St. Waterline Lincoln St. to Main St. (FY22)         | 919,303        |           |           |           |         |           |         |         | 919,303   |
|  | Brownell Library Asphalt Shingle Roofs replace (FY23)        | 45,228         |           |           |           |         |           |         |         | 45,228    |
|  | Paving   | 1,454,134      | 125,000   | 154,134   | 175,000   | 200,000 | 200,000   | 200,000 | 200,000 | 200,000   |
| <b>Totals Project Funded by Village \$ Only</b>                        |  |                | 563,868   | 364,540   | 320,000   | 345,467 | 796,578   | 468,013 | 274,024 | 1,944,771 |
| PROJECTS FUNDED BY GRANTS  |  |                |           |           |           |         |           |         |         |           |
| 1  | Fire House LED Lighting Project                              | 15,173         |           |           | 15,173    |         |           |         |         |           |
|  | Efficiency Vermont   | (5,000)        |           |           |           |         |           |         |         |           |
|  | <b>Fire House LED Lighting Net Cost to Village</b>           | <b>10,173</b>  |           |           |           |         |           |         |         |           |
| 2  | Main St. Sidewalk Scoping Study                              | 35,000         |           |           | 35,000    |         |           |         |         |           |
|  | Fed & State Grants   | (31,500)       |           |           |           |         |           |         |         |           |
|  | <b>Main St. Sidewalk Scoping Study Net Cost to Village</b>   | <b>3,500</b>   |           |           |           |         |           |         |         |           |
| 3  | Main St. New Sidewalk & Lighting Bridge to Crestview West St | 269,426        |           |           |           |         |           |         | 269,426 |           |
|  | Fed & State Grants   | (215,941)      |           |           |           |         |           |         |         |           |
|  | <b>Main St. Sidewalk &amp; Lighting Net Cost to Village</b>  | <b>53,885</b>  |           |           |           |         |           |         |         |           |
| 4  | Multituse Path West St. to Pearl St.                         | 742,715        |           |           | 80,000    |         |           |         |         |           |
|  | Fed & State Grants   | (668,444)      |           |           |           |         |           |         |         |           |
|  | <b>Multituse Path West St. Net Cost to Village</b>           | <b>74,272</b>  |           |           |           |         |           |         |         |           |
|  | Crescent Connector Park St. to Maple St.                     | 4,592,000      | 484,659   | 284,345   | 3,822,996 |         |           |         |         |           |
|  | Fed & State Grants   | (4,500,000)    |           |           |           |         |           |         |         |           |
|  | <b>Crescent Connector Net Cost to Village</b>                | <b>92,000</b>  |           |           |           |         |           |         |         |           |
| 6  | Multituse Path North   | 550,527        | 68,144    | 482,383   |           |         |           |         |         |           |
|  | Federal & State Grants through CCRPC & Vtrans                | (389,835)      |           |           |           |         |           |         |         |           |
|  | <b>Multituse Path North Net Cost to Village</b>              | <b>160,692</b> |           |           |           |         |           |         |         |           |
|  | Pearl St. Missing Link Project                               | 2,120,000      | 750       | 2,119,250 |           |         |           |         |         |           |
|  | Federal & State Grants through CCRPC & Vtrans                | (2,120,000)    |           |           |           |         |           |         |         |           |
|  | <b>Pearl St. Missing Link Net Cost to Village</b>            | <b>0</b>       |           |           |           |         |           |         |         |           |
| <b>Totals Project Funded by Grants Awarded</b>                         |  |                | 553,553   | 766,728   | 6,072,419 | 0       | 965,277   |         |         | 0         |
| <b>Total Cost of all Projects Funded by Village \$ Only and Grants</b> |  |                | 1,117,421 | 1,131,268 | 6,392,419 | 345,467 | 1,761,855 | 468,013 | 274,024 | 1,944,771 |

**GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE**

|                                       |   |           |             |             |           |             |           |         |           |
|---------------------------------------|---|-----------|-------------|-------------|-----------|-------------|-----------|---------|-----------|
| <b>Beginning Fund Balance</b>         |   |           |             | 236,933     | 239,152   | 302,321     | 1,043,259 | 22,527  | 118,390   |
| <b>Planned Spending</b>               |   |           | (1,131,268) | (6,392,419) | (345,467) | (1,761,855) | (468,013) |         | (274,024) |
| <b>Funding Sources</b>                |   |           |             |             |           |             |           |         |           |
| Efficiency VT for Fire House Lighting | 1 | 5,000     |             |             | 5,000     |             |           |         |           |
| Main St. Scoping Study Grant          | 2 | 31,500    |             |             | 31,500    |             |           |         |           |
| Main St. Sidewalk Grant               | 3 | 215,541   |             |             |           | 215,541     |           |         |           |
| Multituse Path West St. Grant         | 4 | 668,444   |             |             |           |             |           |         |           |
| Crescent Connector Grant              | 5 | 4,500,000 | 445,390     | 284,345     | 3,770,265 | 596,444     |           |         |           |
| Multituse Path North Grants           | 6 | 389,835   | 46,692      | 343,143     |           |             |           |         |           |
| Pearl St. Missing Link Grants         | 7 | 2,120,000 |             |             | 2,120,000 |             |           |         |           |
| VLCT Equipment Grant                  |   | 5,000     |             | 5,000       |           |             |           |         |           |
| CVE Annual Contribution               |   | 150,000   | 75,000      | 15,000      | 15,000    | 15,000      | 15,000    | 15,000  |           |
| Transfer in of Fund Balance           |   |           |             | 75,000      |           |             |           |         |           |
| General Fund Transfer In              |   |           | 391,427     | 410,999     | 441,824   | 474,960     | 510,582   | 548,876 | 590,042   |
| <b>Total Revenues</b>                 |   |           |             | 1,133,487   | 6,455,589 | 1,086,404   | 741,123   | 563,876 | 590,042   |
| <b>Ending Fund Balance</b>            |   |           |             | 239,152     | 302,321   | 1,043,259   | 22,527    | 118,390 | 434,408   |

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.



**Water Fund Capital Reserve Plan**

| PROJECT or Equipment  | FY12          | FY13           | FY14          | FY15          | FY16           | FY17           | FY18          | FY19           | FY20          | FY21          | FY22           | FY23           |
|---|---------------|----------------|---------------|---------------|----------------|----------------|---------------|----------------|---------------|---------------|----------------|----------------|
| Vector Truck (partial share)  |               |                |               |               |                |                |               |                |               | 17,275        |                |                |
| Algonquin complete loop between Cherokee & Iroquois Railroad Ave. Waterline Lincoln Place to Central Ave. |               |                |               | 7,797         |                | 94,564         |               | 69,778         |               |               |                |                |
| Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson   |               |                |               |               |                |                |               |                |               |               |                | 443,943        |
| Water meter upgrades to Radio Reads   | 28,801        | 29,665         | 49,456        | 58,334        | 58,335         |                |               |                |               |               |                |                |
| Maple St. Water Lines   |               |                |               |               | 200,000        |                |               |                |               |               |                |                |
| Central St. Waterline Lincoln St. to Main St.   |               | 73,700         |               |               |                |                |               |                |               |               | 542,083        |                |
| Backhoe Replacement   |               |                | 257           |               |                |                |               |                |               |               |                |                |
| Utility Rate Study  |               | 31,827         |               |               |                |                |               |                |               |               |                |                |
| Water Pickup Truck  |               |                |               | 11,997        | 36,372         | 36,179         | 35,926        | 35,689         | 35,165        | 34,655        | 34,073         | 41,527         |
| Bond Payment  |               |                |               | 78,129        | 294,707        | 130,743        | 35,926        | 105,367        | 35,165        | 51,930        | 576,156        | 33,427         |
| <b>Capital reserve annual expense</b>   | <b>28,801</b> | <b>135,192</b> | <b>49,713</b> | <b>78,129</b> | <b>294,707</b> | <b>130,743</b> | <b>35,926</b> | <b>105,367</b> | <b>35,165</b> | <b>51,930</b> | <b>576,156</b> | <b>633,230</b> |

**Water Fund Capital Reserve Funding and Fund Balance**

|  |  |  |  |                |                 |                 |               |                |                |                |               |                  |
|--|--|--|--|----------------|-----------------|-----------------|---------------|----------------|----------------|----------------|---------------|------------------|
| <b>Beginning Fund Balance</b>            |  |  |  | 90,036         | 131,907         | (32,800)        | (23,543)      | 90,531         | 145,164        | 279,999        | 408,069       | 21,912           |
| Planned Spending                         |  |  |  | (78,129)       | (294,707)       | (130,743)       | (35,926)      | (105,367)      | (35,165)       | (51,930)       | (576,156)     | (633,230)        |
| Transfer in From Water. Operating Budget |  |  |  | 120,000        | 130,000         | 140,000         | 150,000       | 160,000        | 170,000        | 180,000        | 190,000       | 200,000          |
| <b>Projected Ending Fund Balance</b>     |  |  |  | <b>131,907</b> | <b>(32,800)</b> | <b>(23,543)</b> | <b>90,531</b> | <b>145,164</b> | <b>279,999</b> | <b>408,069</b> | <b>21,912</b> | <b>(411,318)</b> |

**PROJECTS FUNDED BY BONDING**

|  | General Fund     | Water Fund     | Sanitation Fund |
|--|------------------|----------------|-----------------|
| School St. Road Reconstruction, Waterline, Sanitary Sewer            | 419,343          | 227,562        | 135,363         |
| Main St. Enclosed Drainage, New Curb Bridge to top of hill west side | 873,978          | 0              | 0               |
| Hillcrest Drainage, N Hillcrest Water & Drainage                     | 227,338          | 72,160         | 0               |
| Briar Lane Road Reconstruction, Waterline and Sidewalk               | 1,133,513        | 156,337        | 0               |
| Maple St. Replace Drainage Pipe that Crosses Maple St.               | 175,337          | 0              | 0               |
| <b>Total Projects to Bond For</b>                                    | <b>2,829,509</b> | <b>456,059</b> | <b>135,363</b>  |



## **MEMORANDUM**

To: Village of Essex Junction Trustees; Pat Scheidel, Municipal Manager  
From: Lauren Morrissette, Finance Director/Assistant Manager *LM*  
Date: July 14, 2015  
Re: Memorandum of Understanding between Town of Essex and Village of Essex Junction  
Re: Shared Bank Account

**Issue:**

The issue is whether the Trustees will approve and sign the Memorandum of Understanding between Town of Essex and Village of Essex Junction Re: Shared Bank Account.

**Discussion:**

At The May 12, 2015 Trustees meeting a motion was made and passed to approve sharing a cash account with the Town of Essex. A memorandum of understanding between the Town and the Village for the sharing of a bank account has been developed by staff and reviewed and revised by both the Village and Town attorneys. This agreement is provided for your review, approval and signature.

**Cost:**

There is no cost involved in the approval of this issue.

**Recommendation:**

Staff recommends the Village Trustees approve and sign the Memorandum of Understanding between the Town of Essex and Village of Essex Junction Re: Shared Bank Account.

**Memorandum of Understanding between Town of Essex and Village of Essex Junction  
Re: Shared Bank Account**

This Memorandum of Agreement (Agreement) is entered into this \_\_\_ day of June July 2015, by and between the Town of Essex (“Town”) and the Village of Essex Junction (“Village”) (each a “Party” and collectively the “Parties”).

**WITNESSETH:**

WHEREAS, the Parties continue to work cooperatively on a shared services model to improve the delivery of governmental services for the mutual benefit of the residents of the Town and Village; and

WHEREAS, as part of these efforts, the Parties have created the position of Director of Administrative Services for the day-to-day oversight and supervision of the delivery of central office administrative functions for the Town and Village; and

WHEREAS, the Town and Village computer systems will be combined, and payroll and accounts payable functions are being consolidated, thereby strengthening the overall finance team in the Town and Village; and

WHEREAS, the Parties have determined that the creation of a shared bank account will create efficiencies in the delivery of financial services for both entities;

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

1. Commencing July 1, 2015, the Town and Village will deposit their respective cash balances into a new bank account under the name “Town of Essex/Village of Essex Junction” for the purposes of collection, management and preservation of their cash resources.

2. The Town's Federal Tax identification number will be the sole identification number listed on the new shared bank account.
3. The Treasurer of the Town Village will be the primary signatory on the new shared bank account. The Town Treasurer shall also be a named signatory on the account. The Treasurer of the Village hereby assigns her/his rights and responsibilities for the account to the Town Treasurer as long as the account is held under the Town's Federal Tax identification number, but she/he will be a named signatory on the account.
4. All deposits in the new shared bank account not insured by the FDIC will be collateralized by the Town and Village in proportion to their respective total cash contributions to this account.
5. The amounts deposited into the new shared bank account by each Party will be accounted for and kept separate by identifying a separate set of accounts in the Town's NEMRC accounting system for each entity. The separate amounts will be reconciled on a monthly basis and annually audited by an independent auditor.
6. In the event a judgment is entered against either the Town or the Village as a result of a lawsuit against one of them, the cash resources of the other Party in the shared bank account shall not be available to satisfy such judgment, and the Party incurring such judgment shall defend, indemnify and hold harmless the other Party against any such judgment.
7. This Agreement may be terminated by either Party upon ninety (90) days advance written notice to the other Party. Upon termination, each Party's respective share of the total amounts then in the shared bank account shall be paid to that Party.

8. This Agreement may be modified only by a written amendment signed by the Parties. If any provision of this Agreement shall be found to be invalid, inoperative or unenforceable in law or equity, such finding shall not affect the validity of any other provisions of this Agreement, which shall be construed, reformed and enforced to effect the purposes of this Agreement to the fullest extent permitted by law. This Agreement shall be governed by and construed under the law of the State of Vermont, without application of principles of conflicts of laws, and constitutes the entire agreement of the Parties with respect to the subject matter hereof, superseding all prior oral and written communications, proposals, negotiations, representations, understandings, courses of dealing, agreements, contracts, and the like between the Parties in such respect.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

For the Town of Essex Selectboard

For the Village of Essex Junction Board of Trustees

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

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

\_\_\_\_\_  
Brad M. Luck, Vice Chair

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

\_\_\_\_\_  
Andrew J. Watts, Clerk

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

\_\_\_\_\_  
Irene A. Wrenner

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

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

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



Community Development Department

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

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

## **MEMORANDUM**

**TO:** Pat Scheidel, Village Manager, Trustees  
**FROM:** Robin Pierce, Community Development Director   
**DATE:** July 14, 2015  
**SUBJECT:** Neighborhood Designation Application

### **Issue**

The issue is whether the Trustees wish to apply for Neighborhood Development Area designation at the same time we are applying to renew the Village Center Designation.

### **Discussion**

The Neighborhood Development Area designation encourages municipalities and/or developers to plan for new and infill housing in the area within walking distance of a designated village center. By incentivizing needed housing, the designation further supports the commercial establishments in the designated centers. Within these areas, the objective is to create and maintain walkable neighborhoods that have a human scale, are pedestrian-oriented, contain a mix of uses (both residential and non-residential), accommodate but manage vehicular traffic, provide a variety of public spaces, have a sense of identity or place, and are connected to adjacent neighborhoods and the downtown/village core. Areas eligible for designation must be within a neighborhood planning area defined as an area surrounding an existing designated area extending a 1/4 mile from Village Centers. Within the designated Village Center we would be eligible for the following benefits:

1. Qualified "mixed income" projects are exempt from Act 250 regulations;
2. Act 250 projects not qualifying for the exemption receive a 50% discount on application fees;
3. Agency of Natural Resources fees for wastewater review are capped at \$50.00 for projects that have received sewer allocation from an approved municipal system;
4. Exemption from the land gains tax.

### **Cost**

No Village costs have been associated with this change other than Staff time to prepare the application.

### **Recommendation**

It is recommended that the Trustees approve an application for Neighborhood Development Area designation for the Village Center District.



## **MEMORANDUM**

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

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

**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 Information Meeting on Main St. Sidewalk Extension Scoping Study

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

**October 13 at 6:30 – Regular Trustees Meeting**

**October 27 at 6:30 – Regular Trustees Meeting**

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

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

**December 8 at 6:30 – Regular Trustees Meeting**

ESSEX JUNCTION

FREE

# BLOCK

# PARTY

LIVE MUSIC

SATURDAY, JULY 18

5 - 10 PM

MAGICAL COMEDY

BOUNCE CASTLE

ON RAILROAD AVENUE  
DOWNTOWN ESSEX JCT

5K NIGHT RUN

FOOD

COMMUNITY FUN! FUN! FUN!

**Proudly Sponsored by:**

**DEPOT HOME AND GARDEN**

**CHAMPLAIN OB-GYN**

**MURRAY'S TAVERN**

Associates in Orthodontics  
 Children's Preschool and Enrichment Center  
 Donald L. Hamlin Consulting Engineers  
 Essex Automotive Services  
 New Life Apostolic Fellowship of Essex  
 Northfield Savings Bank  
 Karen's Kloset

Scott Thompson, DMD  
 Scott and Partners Architects  
 Skin Deep Medical Aesthetics  
 Star 92.9 Radio  
 Transitions Physical Therapy  
 Wick & Maddocks





TREE ADVISORY COMMITTEE MINUTES  
MAY 19, 2015

Attendees: Woody, Warren, Nick, Rich,

Correction to March minutes: School District purchased tree, not ADL  
Postponed Approval of April meeting minutes

Planted 17 street trees and 2 trees at school  
Trees came from Cobble Creek and Horsford's  
Cost of trees: \$2500  
Village picked up trees and planted 7 trees  
Contractor- Green Mountain Earth Care planted remainder: \$700 of \$800  
Nick purchased Gator bags  
\$4000 budgeted for planting: Remainder of allocated funds will be used for pruning  
4 trees on private property

Hang tags: Are you interested in a tree? Care of Tree  
Trees on Private Property and Right of Way  
Tree Keepers responsibility information

What will be the mechanism to add new trees into inventory?  
State continuing to work on tool to more easily update inventory

Pearl Street Sidewalk Improvement  
Goal is to preserve trees including sugar maple on the corner of Pearl Street and Summit Street

Finish pruning. Funds need to be invoiced by June 30.  
To be proactive: planting plan--where are we going next  
Discussion of developing a spreadsheet--Capital plan

A bit of PR...what is the Tree Committee doing

New construction a Five Corners... about planting plan...working with Deep Root...What does  
the planting plan look like?

Woody--update on Arbor Day plantings at Hiawatha and ADL  
For Tree City USA grant...important to document...photos, some information

Management Plan

Next steps:

Have Elise to take another look after having responded to her feedback. Did Darby send it to  
Elise?

Pat Schaedel

Trustees: Present plan to trustees in addition to report of what has been done in the last cycle  
Shoot for August to present to Trustees.

Tree City-Grant has to go in by Dec. 31st

Event Planning--Booth at farmers market this summer

Event at Maple Street Park?

Planting of trees at Maple Street--Project removal of trees and plantings

Tree Walk--possibly partner with Maple Street Park/Nick will meet with Brad and Harlan

Summer proposal...meet and walk around village and look at potential areas for planting.

Rich-Move to adjourn

Warren-2nd

Submitted by Rich Boyers

**VILLAGE OF ESSEX JUNCTION  
MINUTES OF TREE ADVISORY COMMITTEE MEETING  
JUNE 16, 2015**

**PRESENT:** Woody Martel, Warren Spinner, Nick Meyer, Rich Boyers, Mary Jo Engel.

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The meeting was called to order at 5:37 PM.

**1. Approval of Meeting Minutes**

Motion to approve April and May meeting minutes was made by Woody, second by Warren. Motion passed unanimously.

**2. Pruning Update**

Warren said that the pruning cost is around \$5000 for 24 trees. The majority of these trees are on Drury Drive.

Nick indicated that Rick Jones was contacted by a resident who wants to know who is going to take care of the cedar hedges at the Tree Farm. There is question who is responsible. This will have to be an ongoing discussion.

Warren raised the question whether remaining money could be used to cable a sugar maple tree on South Street. We need to determine the balance of the funds. Cabling will probably be about \$500 to \$600.

**3. Management Plan**

Nick requested that members of the committee review the June 16 draft of the management plan one more time before sending it to Pat. Elise Schadler from the Urban Forestry Program indicated that the Essex Junction Management Plan could be used as a model in the state.

**4. Parks and Recreation Department Collaboration**

Nick communicated with Brad Luck, who was enthusiastic about an opportunity to develop a project together related to a tree walk in Maple Street Park. It could serve as a resource for the schools. Warren suggested that the walk could be promoted as handicap accessible. Mary Jo suggested it could be called "A Walk in the Park." Nick will find out if Parks and Recreation have a map.

**5. Farmers Market**

The Tree Committee is planning on having a booth at the market on August 28th.

**6. Planting 2016**

Maple Street is another potential location for planting. A majority of sites are on private property. Mary Jo suggested we develop a three year plan. Nick suggested we focus on areas that will make more of an impact.

Mary Jo offered to get a spreadsheet together once she has a copy of the inventory.

Nick suggested we need to offer private property owners some maintenance advice beyond the first year. Warren suggested a spreadsheet on new tree plantings would be helpful. This could be used to identify these property owners and offer some training on tree pruning.

**7. Adjournment**

Warren made a motion to adjourn at 6:32 p.m., second by Woody. Motion passed unanimously.

*Minutes submitted by Rich Boyers.*

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
June 4, 2015**

**MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Diane Clemens, Amber Thibeault, Nick Meyer, Joe Weith. (Andrew Boutin was absent.)

**ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.

**OTHERS PRESENT:** Aaron Martin, Mike Plageman, Doug Fisher, Paul O'Leary, Bob Landry.

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Public Meeting/Hearing:
    - Final Plan, Renovation/Additions, 81 Main Street, Town of Essex
  6. Work Session: Update Land Development Code
  7. Other Planning Commission Items
  8. Adjournment

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**1. CALL TO ORDER**

Chairman David Nistico called the meeting to order at 6 PM and introduced Will Hayden, UVM Engineering graduate who will be assisting with the update of the Land Development Code.

John Alden announced he will recuse himself from the Planning Commission in order to present the final plan for renovation of 81 Main Street.

**2. AUDIENCE FOR VISITORS**

None.

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

There were no changes to the agenda.

**4. MINUTES**

*May 21, 2015*

**MOTION** by Amber Thibeault, **SECOND** by John Alden, to approve the 5/21/15 minutes as written. **VOTING:** 5 ayes, one abstention (Joe Weith); motion carried.

**5. PUBLIC MEETING/HEARING**

**Final Plan for three additions to the Essex Town Office building for a total of 1,520 s.f. with exterior lighting, walkways, dumpster pad, car charging station, senior bus parking, lighted sign, and reduction of impervious lot coverage at 81 Main Street in the Professional Office Development Overlay District by Town of Essex, owners**

John Alden recused himself from the Planning Commission and appeared on behalf of the application. Paul O'Leary also appeared on behalf of the application.

#### APPLICANT COMMENTS

John Alden and Paul O'Leary reviewed the site plan with proposed renovations and additions to the building at 81 Main Street. The following was noted:

- A number of municipal functions will continue to be located in the building that was originally a gas station then converted to office space and a second floor was added. There have been no substantial upgrades to the building since then.
- With the proposed renovations the entrance will be modified to include a larger set of stairs and an elevator. Space formerly occupied by the police department will be used by Parks & Rec. There will be a separate entrance to the Parks & Rec space. Essex Town Clerk's Office will be expanded in the same location on the first floor. The meeting room will also remain. The Finance Department has expanded space in the back corner of the building and new vault space. The second floor will include a conference room, work areas, and offices.
- The outside of the building will be cement board panels and siding to match existing materials. The building will be repainted to enhance the new additions.
- The dumpster will be moved to the back of the building. Old storage sheds will be removed or relocated. The emergency generator at the corner of the building will remain.
- Some asphalt and gravel on the site will be removed and replaced with grass. New walks will be added at the front entrance and to the Parks & Rec entrance.
- The storm water treatment area is in the back of the building. Runoff will be collected by sheet flow. A catch basin has been added to the existing foundation drain so runoff can be treated before going into the brook
- There are two parking lot lights and lights on the building.
- There are areas with high readings of gasoline in the soil which will be monitored.
- The project has not yet been put out to bid for cost estimates.

Nick Meyer asked if there will be gravel or pavement on the south end of the parking lot. Paul O'Leary said at this point the area will be gravel.

Joe Weith asked for further explanation of the hazardous waste issue. Paul O'Leary explained petroleum hydrocarbons have been found because the site was a former gas station. Mountainview Environmental Services has been hired to handle the matter. Next steps depend on the volume of material found. The state oversees the situation. The site has a permit from the Agency of Natural Resources. Mr. Weith asked about lot coverage, noting even with the removal of pavement and gravel the lot coverage exceeds the 40% maximum by .2%. John Alden said the numbers will be rechecked. Robin Pierce pointed out if the easement is included then lot coverage is over 40%. The Planning Commission can provide a waiver for the .2% lot coverage.

Amber Thibeault asked about the landscape plan and planting more shrubs. Paul O'Leary said there is a lot of existing landscaping on the site so grass will be planted rather than

adding more shrubs. Nick Meyer suggested removing the tree planted too close to the building and the dead maple tree by the road and adding a couple replacement trees.

There was discussion of the sign. Nick Meyer suggested a pipe and banner sign rather than sandwich boards. John Alden said a new sign will be proposed. A message board that can be changed has been mentioned. The sign is separate from the current application. The applicant agreed to work with staff on the sign.

Diane Clemens asked if the buckled sidewalk by Main Street will be replaced. Robin Pierce said the sidewalk is on village property. A scoping study for sidewalk on Main Street is being done. Ms. Clemens asked if the shrubs by the parking lot will be saved. Paul O'Leary said the public works department will try to remove and then relocate the shrubs. Diane Clemens asked about the "observation wells" noted on the site plan. John Alden explained there are eight monitoring wells shown in the documents available to the bidders. There is a specification section on the environmental monitoring. The documents can be made available to the Planning Commission.

Amber Thibeault asked about impact on traffic in the area during construction. John Alden said work will begin after school is out for the summer and wrap up in November. If the project is phased the contractor will have to ensure public access and safety. If the project is not phased then the site will not be open to the public during construction.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 6/4/15. Robin Pierce commented on the building elements and elevations as nice additions and the choice of colors created a depth of field that broke up the building, gave it an updated look, and broke up the boxes that form the totality of the structure.

#### PUBLIC COMMENT

Bob Landry, 80 Main Street, asked about having a traffic light at the intersection due to the excessive speed of cars on Main Street and danger to pedestrians trying to cross the road (there was a fatality years ago when a pedestrian was trying to cross the street). Mr. Landry mentioned shortening the parking lot will make it difficult for delivery trucks, such as UPS and FedEx, to maneuver. Also, when taxes are due the lot will be full of cars coming and going.

There were no further comments.

**MOTION by Amber Thibeault, SECOND by Diane Clemens, to close the public portion of the hearing on the building renovation/additions at 81 Main Street by the Town of Essex. VOTING: unanimous (5-0); motion carried.**

#### DELIBERATION/DECISION

Final Plan, Building Renovation/Additions, 81 Main Street, Town of Essex

**MOTION by Diane Clemens, SECOND by Amber Thibeault, to approve a waiver of .2% lot coverage if the applicant cannot reduce the lot coverage to 40% with the proposal. VOTING: unanimous (5-0); motion carried.**

**MOTION by Amber Thibeault, SECOND by Joe Weith, to grant Final Plan approval to Town of Essex for renovation/additions to the building at 81 Main Street with the following conditions:**

- 1. All staff comments shall be addressed and satisfied prior to issuance of a zoning permit.**
- 2. All work shall comply with the Village Land Development Code.**
- 3. The applicant shall work with the Village Planner on a landscape plan for plantings in the open spaces noted on the site plan and replacement of dead and removed trees.**

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

John Alden returned to the Planning Commission.

#### **6. WORK SESSION: Update of Land Development Code**

The Planning Commission reviewed revisions to Chapters 1-4 of the LDC. The following was noted:

- Indicate where the reference to the noise regulations are now (Chapter 7, Section 718.B).
- Have consistent style and format in the document. Ensure correct spelling, grammar, punctuation, and capitalization throughout the document.
- In Chapter 1 and Chapter 2 change “Village Plan” to “Village Comprehensive Plan” and then subsequently throughout the document to “Comprehensive Plan”. The Comprehensive Plan is the official plan.
- Add some text about the timeframe for update of the LDC (i.e. every five years, date of last update, and such).
- In Section 201.C.5 (Accessory Use) – add “and” at the end of each item a-c and add “and as defined by state statute” as item d.
- In Section 201.C.63 (Domestic Vehicle) – delete the word “car”.
- Insert the definition for “Accessible Parking” in proper alphabetical order.
- Discussion of the definition of “Hotel, motel” and “Extended stay” is tabled at this time.
- The definition of “Massage Therapy” as drafted is fine.
- Add the definition of “Public Street” as “A street owned by the municipality.”
- In Section 201.C.150 (Public meeting) – add “(a majority)” after the word “quorum”.
- In Section 201.E.22.b (Structure) – delete the text in parentheses that repeats the definition of “manufactured home” which appears earlier in the list of definitions.
- In Section 201.F.6 (Industrial Wastes) – insert the word “or” before the word “business”.
- In Section 201.H.8 (Infiltration) – staff will research the current definition of storm water infiltration.



- In Section 301 (Board of Trustees) – add language about the Board of Trustees approving curb cuts or any activity in the village right-of-way.
- In Section 302.B.4 – remove language about the capital budget.
- In Section 302.C.F (Quorum) – staff will get a legal opinion on “quorum” and “majority”.
- In Section 3.04 – The Community Development Director has administrative duties and planning and development activities, but the list in the LDC is of duties relative to the bylaws.
- In Section 401 (Approval Required) – note that a permit is needed for demolition of a structure.
- In Section 401.A – change “Section 502” to “Section 503”.
- The Planning Commission will discuss Section 401.A and Section 401.H after review of Section 503 and Section 510.

**MOTION by Diane Clemens, SECOND by Amber Thibeault, to accept the revisions to Chapters 1-4 of the LDC with the understanding there are items still to be addressed. VOTING: unanimous (6-0); motion carried.**

#### **7. OTHER PLANNING COMMISSION ITEMS**

##### *Next Meeting*

Next meeting: June 18, 2015

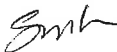
Agenda: One application and the work session on update of the LDC, Chapters 5 & 6.

#### **8. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Nick Meyer, to adjourn the meeting. VOTING: unanimous (6-0); motion carried.**

The meeting adjourned at 7:50 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
June 18, 2015**

**MEMBERS PRESENT:** David Nistico (Chairman); John Alden, Diane Clemens, Amber Thibeault, Joe Weith, Andrew Boutin. (Nick Meyer was absent.)

**ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.

**OTHERS PRESENT:** Mike Burke, Brad Luck.

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Public Meeting/Hearing:
    - Final Plan, Maintenance Building, 75 Maple Street, Essex Junction Parks & Recreation
  6. Work Session: Update Land Development Code
  7. Other Planning Commission Items
  8. Adjournment

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**1. CALL TO ORDER**

Chairman David Nistico called the meeting to order at 6:04 PM.

**2. AUDIENCE FOR VISITORS**

None.

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

Robin Pierce announced the meeting on the State Transportation Plan is July 13, 2015 at 6:30 PM in the Lincoln Hall meeting room.

**4. MINUTES**

*June 4, 2015*

**MOTION** by Amber Thibeault, **SECOND** by Diane Clemens, to approve the 6/4/15 minutes as written. **VOTING: 5 ayes, one abstention (Andrew Boutin); motion carried.**

**5. PUBLIC MEETING/HEARING**

**Final Plan for a new maintenance building, additions to an existing maintenance building and gravel access path at 75 Maple Street in the Open Space District by Essex Junction Parks & Recreation, agent for Village of Essex Junction, owner**

John Alden recused himself from the Planning Commission and appeared on behalf of the application. Mike Burke with Krebs and Lansing Engineering and Brad Luck, EJPR, also appeared on behalf of the application.

APPLICANT COMMENTS

John Alden and Mike Burke reviewed the site plan noting the following:

- The existing maintenance garage will be slightly modified and converted to a large covered area for indoor rec program space. Work will begin in the fall and be complete by next year. Bathrooms and a kitchenette area will be added inside the building for use by the program participants.
- The space will be convenient and blend with the park.
- A small vestibule will be added with a small canopy on the side of the building.
- The camp style appearance of the building will not change. The overhead doors will be filled in with windows. The building will be insulated.
- The new maintenance garage will have three open bays, a single pitched roof, no floor drains, but there will be provision for plumbing in the future. There will be no water or sewer at the building, but there will be provision for connection at a future time.
- The building will be similar in appearance to the existing maintenance building (utility building architecture) with block on the outside and metal panel on top.
- The new maintenance building will be behind the tennis and basketball courts near the skate park. The building will be for maintenance equipment and vehicles serving the park. There will be no public space.
- Access to the building is a driveway at the end of the existing parking lot. There is a small apron for vehicles to maneuver in/out of the building. The drive will have two 3' wide gravel strips with a center crushed stone island between the wheel tracks and stone infiltration swales on each side.
- Grading will be away from the bank. There are infiltration chambers for roof runoff into the soil. The soils are sandy.
- Sewer connection is via the existing main owned by the Town of Essex (the gravity sewer on Maple Street is shallow and the pump station for the pool is not suitable for sewer). There will be gravity sewer to the converted maintenance building and gravity sewer stubs to the new building. Water connection will be from the existing building to the new building. The large nonrefundable connection fee will be paid once the permit process is complete.

There was mention of the work that is occurring at the park now. Robin Pierce explained the work was approval administratively and is for a change in use. The application for the new maintenance building was submitted a while ago, but was not complete.

Amber Thibeault asked if there is impact on the BMX jumps. John Alden said one bike trail will be relocated slightly away from the corner of the new maintenance building. Ms. Thibeault asked if any easements will be required and if there will be telecommunications in the new building. John Alden said there will likely be telephone and electricity to the building from the electric supply by the baseball fields. There will be water and potentially sewer connection in the future. Easements and right-of-way are by the sewer line.

Diane Clemens asked about parking in front of the building. John Alden stated there are parking spaces on the side of the building. The area in front of the building is cross-hatched. Ms. Clemens asked if there will be a gate on the access road and a barrier to

catch balls from the basketball court. Brad Luck said the access drive will not have a gate and the existing 6' high fence will be extended to the skate park. Ms. Clemens asked if the police had any comments. Brad Luck said nothing will change in terms of visibility to see into the park.

Andrew Boutin asked about putting the addition on the back of the building. John Alden explained the goal is to move maintenance activity away from the park activity. Mr. Boutin asked if the gravel road is on the edge of the bank. Mike Burke stated the road is close to the edge, but there is about 15' to the breakpoint. The roadway has crushed stone infiltration between the wheel tracks and on the sides. There was discussion of having a public bathroom in the new building. Robin Pierce said bathrooms can be approved administratively.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 6/18/15. Robin Pierce explained the square footage of the building is why the application is being reviewed by the Planning Commission and not being handled administratively.

#### PUBLIC COMMENT

None.

**MOTION by Diane Clemens, SECOND by Amber Thibeault, to close the public portion of the hearing on a maintenance building at 75 Maple Street by EJPR. VOTING: unanimous (5-0); motion carried.**

#### DELIBERATION/DECISION

Final Plan, Maintenance Building, 75 Maple Street, EJPR

**MOTION by Amber Thibeault, SECOND by Diane Clemens, to grant Final Plan approval to Essex Junction Parks & Recreation for a new maintenance building, additions to an existing maintenance building and a gravel access path at 75 Maple Street in the Open Space District with the following conditions:**

1. The new structure once constructed shall match the structure depicted and described in the application materials.
2. All staff comments shall be addressed and satisfied.
3. All work shall comply with the Village Land Development Code.
4. The applicant shall work with village staff on the possibility of a public bathroom in the new maintenance building in the future.

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

John Alden returned to the Planning Commission.

#### 6. WORK SESSION: Update of Land Development Code

The Planning Commission reviewed revisions to Chapters 5 of the LDC. The following was noted:

- Ensure consistent style, format, and spacing in the document. Ensure correct spelling, grammar, punctuation, and capitalization in the document.

- In Chapter 5, Section 501.B (Filing of Applications) – staff will further investigate with the Village Attorney the 45 day timeframe for a complete application.
- In Section 501.D – add language referencing the Open Meeting Law.
- In Section 501.D.3 – staff will check with the Village Attorney to determine if statute requires notification be sent to adjacent towns for projects that abut the boundary line.
- In Section 501.E.1 – Zoning Board and Trustees need to be mentioned as well as Planning Commission. The language in the section needs to be simplified to be easier to follow and understand. Separate sections listing the various permits needed and timelines should be drafted.
- In Section 502.A.2 – the development application given to applicants should be tied into this section.
- In Section 502.B.3 – rewrite last sentence to read: “Approval will be granted if staff determines that the use meets such standards.”
- In Section 502.B.4 – insert “(6)” after the word “six” in the first sentence. Do the same in other occurrences in the document.
- In Section 502.D.2 - add a semicolon after “Section 612”.
- In Section 502.E.2 – add “See Section 502.I” at the end of the first sentence.
- In Section 502.E.6.c.2 – delete reference to Chapter 13 (and subsequent references elsewhere in the document) because there is no Chapter 13 in the Land Development Code.
- In Section 502.F.1 – correct the reference to Section 604.G.
- In Section 502.I.3.4.g – curb cuts will be discussed when Section 705 is reviewed.
- In Section 502.I.4.c – end the first sentence at ‘easements’ and begin the second sentence with “This is only required for projects that...”
- In Section 502.I.4.s – change to read: “Location and type of all proposed signs.” and add Subsection (t) to read: “Other information requested by staff to provide a clear understanding of the project.”
- In Section 502.I.11 – delete “(except site changes in accordance with Section 502.I.11.b)”.
- In Section 502.K.2 – in the second sentence insert “location” between the words “sign” and “associated”.
- In Section 502.M.1 – change “Chapter Eight” to “Chapter 8”.
- In Section 502.Q – rewrite to reference the state 248 process for telecommunications.
- In Section 502.R – make the appropriate format changes.
- In Section 503.H.2 – insert the proper VSA section for boundary line adjustments (Village Attorney can assist with the information).
- In Section 503.H.3 – provide a reference for “good urban design techniques”.
- In Section 503.H.5.a – insert the proper VSA section.
- In Section 503.K – shall remain “Town Clerk” and “Town Assessor”.
- In Section 504.E – change “17054” to “1705”.
- In Section 506 – delete “CHAPTER 12 NOISE” in the heading and change “NOISE” to “SOUND”.

- In Section 507.B – change “private water line” to “public water line”.

**7. OTHER PLANNING COMMISSION ITEMS**

*Next Meeting*

Next meeting: July 16, 2015

Agenda: Work Session on update of LDC - finish Chapter 5 and begin Chapter 6.

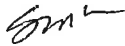
**8. ADJOURNMENT**

**MOTION by John Alden, SECOND by Diane Clemens, to adjourn the meeting.**

**VOTING: unanimous (6-0); motion carried.**

The meeting adjourned at 8:07 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION  
MINUTES OF BLOCK PARTY COMMITTEE MEETING  
JUNE 22, 2015**

**PRESENT:** Brian Roy, Bridget Meyer and Sam Jackson.  
**ADMINISTRATION:** Patty Benoit, Administrative Assistant

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

**1. UPDATE ON SPONSORS AND PARTICIPANTS**

The sponsorships are at \$1,750 out of a budget of \$2,000. If we don't make budget on sponsors and don't have to tow any cars, we'll break even. It's still possible we'll get some sponsors before the block party.

We could use some more food vendors but are all set for hamburgers and hot dogs. Patty will reach out to El Gato and is hoping to hear back from Dino's. Fit 2 Excel/ Injury to Excellence will not be doing a mini-boot camp this year, but will be present with a table. Bridget will contact the people for the Summit St. School Natural Playground to see if they'd like to come to do a fundraiser. We're asking everyone to stay for the entire time, 5-10 PM, as it is very disruptive when groups leave early.

**2. UPDATE ON BRITE NITE 5K**

Nicole at EJRP met with the Essex Police Dept. and Essex Jct. Fire Dept. regarding this year's 5K run at 9 PM. They will have more lighting this year and any walkers will have to be on the sidewalk. The start and finish of the run will be on Ivy Lane. They will have a DJ from 8-10 PM and we have asked them to ensure there is no conflicting noise when our band is playing so coordination is needed.

**3. SCHEDULE OF EVENTS**

It was agreed that we need to post a list of event times and locations, such as the roaming railroad, Big Blue Trunk, the magician, band and 5K run. Patty will make a list to post on all sides of the info booth.

**4. POSTER/MISCELLANEOUS**

Damaris Drummond redesigned this year's poster and it looks fabulous. There was just one small change on it regarding a sponsor. It was agreed that we'll make the cut-off date for sponsors June 30<sup>th</sup> and then distribute the poster after that.

Darby had arranged for Buzz the Mascot to make an appearance, and Brian said he would check with Kevin Barber about doing a costume too. The need for volunteers the day of the block party was discussed. Bridget will reach out to local officials again about doing an hour in the info booth. So far we have Elaine Sopchak and Tim Jerman who volunteered.

**5. ADJOURNMENT**

The meeting adjourned at 4:20 PM. The next meeting will be July 27 at 3:30 PM.

*Minutes respectfully submitted by Patty Benoit*



## MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager  
FROM: James Jutras, Water Quality Superintendent  
cc: Lauren Morrisseau, Assistant Manager/Finance Director  
Dennis Lutz, Essex Public Works Director  
DATE: June 12, 2015  
SUBJECT: Operational cost impact from the 2015 Lake Champlain Water Quality Bill

In response to questions posed at the April 28, 2015 Trustee meeting regarding financial impact of the Water Quality Legislation and as follow-up to my memo dated April 27, 2015: the quick answer is “We don’t know for sure”. The Water Quality Bill will have impact on general fund and wastewater facility budgets. Stormwater and Wastewater fees were originally reported as deferred so municipalities could budget for the fee increases. Recent clarification states that the fee increases will become effective after Town Meeting Day 2016 but will be retroactive over the past year and part of FYE 2016 spending. Operational priorities may have to be adjusted to cover the fee increases.

The Legislature passed the final version of the Water Quality Bill that the House had approved. The ANR continues to work with what the EPA Region 1 office to determine the best way to implement various aspects of the TMDL. The final bill supports Vermont’s proposal to EPA, addressing the TMDL funding and priority needs. It is anticipated that EPA will present the TMDL sometime late July 2015.

What we know right now:

- EPA will soon release the TMDL. There will be a 30 day public comment period along with three planned public meetings tentatively scheduled to occur in the St. Albans, Burlington and Rutland areas.
- TMDL elements that will have impact on the Village:
  - Wastewater Treatment
  - Stormwater Management

### Wastewater Treatment

- Phosphorus discharge permit provisions are still under development.
  - The facility discharge limit will decrease from 0.8 to 0.2 mg/L.
  - Permit conditions on this new discharge standard are still pending.
    - A weekly limit would have the greatest impact on operational cost.
    - A monthly average would allow for optimization and allow a little process forgiveness
    - An annual pound limit based on 0.2 mg/L would provide the greatest compliance flexibility and the best cost scenario.
- Operational costs: With the new facility and operating uncertainty during the FYE 2016 budget process, we had to budget conservatively. We are confident there are adequate funds to comply with the TMDL built within the current FYE 2016 rate. Specific budget impacts will be in the chemical, electric and sludge management line items.



- By typical permit condition, at 80% of permit limit (0.16 mg/L), we will have to develop a compliance plan or design upgrades to the facility. Permit condition details are still being negotiated between the ANR and EPA.
- Longer term compliance in all sectors such as wastewater, stormwater, agriculture, etc. is part of Vermont's "Accountability Framework" to gauge compliance with the TMDL. Failure of the State to meet objectives will result in a lower P standard of 0.1 mg/L at the WWTF, likely requiring more capital improvement. All staff efforts are focused on preventing future WWTF permit constraints.
- Work proceeds to optimize the new treatment process in order to prevent the need for additional capital improvements at the plant. This work includes participation in the Sludge and Biosolids Capital Project presented by CSWD at the Joint Trustee Select Board meeting last month.

**Stormwater:**

- Fee increases will apply in FYE 2016. There will be some fee increases while some will be eliminated under MS4 permits. The net impact will be fee increases in FYE 2016 that could result in some program modifications. Details were just released yesterday and evaluation of the impact is pending.
- We will be required to demonstrate a 25% reduction on Phosphorus from our stormwater systems. Benchmarks, starting dates for this evaluation, etc. are still to be determined. Some work done over the past few years will count towards compliance. The cutoff date for eligible projects is still to be determined.

Late in the legislative session a Sludge and Septage Study was added to the Senate version of the Water Quality Bill. As presented, this study warrants monitoring. The wastewater facility is currently land applying Biosolids at the Whitcomb Farm in Essex Jct and the Farr Farm in Richmond. Land application of properly treated and certified Biosolids is long proven, highly regulated and safe method of managing wastewater process residuals. For stormwater and farm TMDL compliance, we manage Biosolids to limit phosphorus and other nutrient migration to the waters of the state and Lake Champlain. We are extra conservative on nutrient monitoring to insure compliance for Essex Jct. and for the farms and their specific TMDL requirements. If the study required in the bill is technically based, we will be in good shape. If there are other factors driving the request for the study, we will need much more direct involvement. With the support of the Trustees, I will continue to closely monitor the study proceedings and become involved to make sure that the study accurately reflects our practices and that the study is based on the science and good practices the regulations and the permit holders follow.

**RECEIVED**

**JUN 22 2015**

Village of Essex Junction

Mr. Patrick Scheidel, Vlg. Mgr  
Village of Essex Junction  
2 Lincoln Street  
Essex Jct., VT 05452

DATE: June 19, 2015  
TO: CCRPC Member Municipalities  
FROM: Bernadette Ferenc, Transportation Business Manager

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### **PUBLIC HEARING NOTICE**

The Chittenden County Regional Planning Commission (CCRPC) will hold a public hearing on **Wed., July 15, 2015 at 6:00 p.m.** in its offices at 110 West Canal Street, Suite 202; Winooski, to consider the proposed FY16-19 Transportation Improvement Program (TIP) for adoption. A copy of the proposed document is enclosed.

This public hearing is also intended to satisfy the program of project's public involvement requirements of the FTA's Federal Funding Programs (5307, 5309, 5310, 5311, 5316, 3037, etc.) for the Chittenden County Transportation Authority (CCTA). The CCTA items funded through this program are contained in the draft TIP and will become final unless amended.

Please notify your CCRPC representative of any concerns. Written comments on the proposed document may be submitted by mail to the address above or by telephone or email to Christine Forde (cforde@ccrcvt.org) or phone, ext. 13.

Additional copies of this notice and draft TIP have been sent to each municipal clerk for posting on the public bulletin board.

bf

Attachments

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**FY16-19 Federal Funds**

**Other Project Information**

| CCRPC #<br>Project<br>Location   | FY16<br>Phase      | FY17<br>Phase      | FY18<br>Phase | FY19<br>Phase | Total Cost<br>fed+state+local<br>in 2015 Dollars                          | Fed. Funds<br>Obligated<br>Thru FY14 | FY15 Fed<br>Funds<br>Phase | Project Use<br>Category | Federal Funding<br>Source                       | Remarks  |
|--|--------------------|--------------------|---------------|---------------|---|--------------------------------------|----------------------------|-------------------------|---|--|
| BP076<br>VT2A Bike Path<br>Old Colchester Road to Pinecrest Drive<br>VTTrans Number: STP SDWK(9)/ STP BP13(24) |                    |                    |               |               | Total: \$229,075<br>PE: \$45,825<br>ROW: \$5,000<br>CON: \$178,250        | \$98,400                             | \$185,000<br>CON           | Bike<br>Pedestrian      | STP<br>80 % Federal<br>10 % State<br>10 % Local | 2013 Bike/Ped award<br>(\$84,323) and CCRPC 2011<br>(\$52,500) & 2014<br>(\$100,000) Sidewalk Grant.<br>PE and Design will be<br>funded with a sidewalk<br>grant.<br><br><u>VTTrans PM:</u><br>Perrigo, Joel |
| HP101B<br>VT2A/VT289 Intersection<br>Phase II Improvements<br>VTTrans Number: STP 5400(7)                      |                    | \$1,467,400<br>CON |               |               | Total: \$1,677,400<br>PE: \$200,000<br>ROW: \$10,000<br>CON: \$1,467,400  | \$200,000                            | \$200,000<br>PE            | Capacity<br>Expansion   | STP<br>100 % Federal<br>0 % State<br>0 % Local  | CIRC Alt Project. Phase II<br>includes geometric changes<br>to the intersection.<br><br><u>VTTrans PM:</u><br>Coburn, Patti  |
| HC014<br>Crescent Connector<br>VT2A to VT117<br>VTTrans Number: STP 5300(13)                                   | \$2,400,000<br>CON | \$2,400,000<br>CON |               |               | Total: \$7,200,000<br>PE: \$900,000<br>ROW: \$300,000<br>CON: \$6,000,000 | \$972,960                            |                            | Capacity<br>Expansion   | STP<br>80 % Federal<br>20 % State<br>0 % Local  | CIRC Alt Phase I project.<br>Construction of a new road<br>connecting VT2A and<br>VT117.<br><br><u>VTTrans PM:</u><br>DeForge, Arde  |
| BP089<br>Main Street Sidewalk Extension<br>VTTrans Number: STP BP14(23)  |                    |                    |               |               | Total: \$35,000<br>PE:<br>ROW:<br>CON:                                    |                                      | \$28,378                   | Bike/<br>Pedestrian     | STP<br>80 % Federal<br>10 % State<br>10 % Local | 2014 Bike/Ped award to<br>study 3,200 feet of sidewalk<br>to access neighborhoods,<br>Essex Education facility and<br>downtown.<br><br><u>VTTrans PM:</u><br>Perrigo, Joel                                   |
| BP071<br>Multi-Use Safety Path<br>Central Street to North Street<br>VTTrans Number: TAP TA13(J) STP SDWK(17)   |                    |                    |               |               | Total: \$497,500<br>PE: \$91,600<br>ROW: \$8,000<br>CON: \$397,900        | \$137,600                            | \$310,150<br>CON           | Bike/<br>Pedestrian     | STP<br>80 % Federal<br>0 % State<br>20 % Local  | Funding includes 2013 TE<br>Grant (\$250,000) and 2013<br>CCRPC Sidewalk Grant<br>(\$139,834).<br><br><u>VTTrans PM:</u><br>Perrigo, Joel  |

**Essex Junction**

**FY16-19 Federal Funds**

**Other Project Information**

| CCRPC #<br>Project<br>Location  | FY16<br>Phase      | FY17<br>Phase      | FY18<br>Phase    | FY19<br>Phase | Total Cost<br>fed+state+local<br>in 2015 Dollars                         | Fed. Funds<br>Obligated<br>Thru FY14 | FY15 Fed<br>Funds<br>Phase | Project Use<br>Category                     | Federal Funding<br>Source                           | Remarks  |
|---|--------------------|--------------------|------------------|---------------|--|--------------------------------------|----------------------------|---|---|--|
| HP124B<br>Paving VT15 and VT117<br>National Highway System<br>VTrans Number: NH 2956(2)                                 | \$3,248,000<br>CON |                    |                  |               | Total: \$1,277,000<br>PE: \$150,000<br>ROW:<br>CON: \$1,127,000          |                                      |                            | Function and<br>Performance<br>Preservation | NHPP<br><br>80 % Federal<br>20 % State<br>0 % Local | <u>VTrans PM:</u>  |
| HP124A<br>Paving VT2A<br>Class I Town Highway<br>VTrans Number: STP 2956(1)   | \$901,600<br>CON   |                    |                  |               | Total: \$4,260,000<br>PE: \$200,000<br>ROW:<br>CON: \$4,060,000          | \$280,000<br>PE                      |                            | Function and<br>Performance<br>Preservation | STP<br><br>80 % Federal<br>20 % State<br>0 % Local  | Paving of Class I Town<br>Highways in Essex Junction.<br><br><u>VTrans PM:</u><br>Fowler, Mike     |
| HP111<br>Pearl Street Improvements<br>Post Office Square to 5-Corners<br>VTrans Number: STP 5300(14)                    | \$40,000<br>ROW    | \$500,000<br>CON   | \$975,656<br>CON |               | Total: \$2,300,000<br>PE: \$250,000<br>ROW: \$50,000<br>CON: \$1,820,000 | \$202,700                            |                            | Function and<br>Performance<br>Preservation | STP<br><br>80 % Federal<br>20 % State<br>0 % Local  | CIRC Alternatives Phase II<br>implementation project.<br><br><u>VTrans PM:</u><br>Perrigo, Joel    |
| <b>Essex, Williston</b>   |                    |                    |                  |               |  |                                      |                            |   |   |  |
| HP126<br>Adaptive Signal Control on<br>VT2A and VT15<br>Locations on US2, VT15 and VT2A<br>VTrans Number: STPG SGNL(46) |                    | \$1,000,000<br>CON |                  |               | Total: \$1,000,000<br>PE:<br>ROW:<br>CON:                                |                                      |                            | Function and<br>Performance<br>Preservation | STP<br><br>100 % Federal<br>0 % State<br>0 % Local  | Adaptive signal control at<br>19 intersections in Williston<br>and Essex.<br><br><u>VTrans PM:</u> |



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Municipal Manager  
**FROM:** *JM* Jamie McMahon, Crew Leader  
**CC:** Rick Jones, Public Works Superintendent  
**DATE:** July 14, 2015  
**SUBJECT:** Status of Crosswalk Painting

Please see the attached list of Village crosswalks with the date each one was painted.

The crosswalk painting has been slowed down this year due to unfriendly weather; however, we have made substantial progress with regular night work as well as throughout the day.

We are also in the process of painting other street markings such as hash marks and arrows.

## CROSSWALKS

| <b>ACROSS (ROADWAY)</b>        | <b>DESCRIPTION OF LOCATION</b>                  | <b>DATE PAINTED</b> |
|--------------------------------|---|---------------------|
| Cascade Street                 | at Park Street intersection                     | 7/9/15              |
| Cascade Street                 | at Cascade Park                                 | 6/17/15             |
| Cascade Street                 | at Cascade Court                                |                     |
| South Street                   | at Doon Way intersection                        | 7/9/15              |
| Doon Way                       | at South Street intersection                    | 6/24/15             |
| South Street                   | at 121 ½ South Street (near Hiawatha School)    | 7/6/15              |
| Orchard Terrace                | at South Street intersection                    | 6/17/15             |
| South Street                   | at Southview Road intersection                  | 6/17/15             |
| Southview Road                 | at South Street intersection                    | 6/17/15             |
| South Street                   | at Park Street (GlobalFoundries entrance)       | 7/9/15              |
| Park Street                    | at South Street, River Street (GlobalFoundries) | 7/9/15              |
| River Street (GlobalFoundries) | at Park Street, South Street intersection       | 7/9/15              |
| Silverbow Terrace              | at Park Street intersection                     | 7/9/15              |
| Park Street                    | at Iroquois Avenue intersection                 | 7/9/15              |
| Iroquois Avenue                | at Park Street intersection                     | 7/9/15              |
| Cherry Street                  | at South Summit Street intersection             | 6/24/15             |
| Cherokee Avenue                | at South Summit Street intersection             | 6/24/15             |
| Iroquois Avenue                | at South Summit Street intersection             | 6/24/15             |
| Iroquois Avenue                | at Algonquin Avenue intersection                | 6/24/15             |
| Abnaki Avenue                  | at South Summit Street intersection             | 6/24/15             |
| Seneca Avenue                  | at South Summit Street intersection             | 6/24/15             |
| South Summit Street            | at West Street intersection                     | 7/9/15              |
| Adams Court                    | at West Street intersection                     | 6/24/15             |
| Killoran Drive                 | at West Street intersection                     | 6/25/15             |
| Huron Avenue                   | at West Street intersection                     | 6/24/15             |
| Loubier Drive                  | at West Street intersection                     | 6/24/15             |
| Hayden Street                  | at West Street intersection                     | 6/25/15             |
| West Street                    | at Hiawatha Avenue intersection                 | 6/25/15             |
| Hiawatha Avenue                | at Owaissa Avenue                               | 6/25/15             |
| Hiawatha Avenue                | at West Street intersection                     | 6/17/15             |
| Wenonah Avenue                 | at West Street intersection                     | 6/25/15             |
| Cascadnac Avenue               | at West Street intersection                     | 6/25/15             |
| West Street                    | at West Street Extension intersection           | 7/6/15              |
| Warner Avenue                  | at Pearl Street intersection                    |                     |
| Willeys Court                  | at Pearl Street intersection                    |                     |
| Pearl Street                   | at McDonald's Restaurant and CVE gate A         | 7/6/15              |
| Pearl Street                   | at intersection with shopping centers-all legs  | 7/6/15              |
| Pearl Street                   | at Jughandle                                    | 7/6/15              |
| Pearl Street                   | at Jughandle Inlet                              | 7/6/15              |
| Pearl Street                   | at Jughandle Outlet                             | 7/6/15              |

| <b>ACROSS (ROADWAY)</b>    | <b>DESCRIPTION OF LOCATION</b>            | <b>DATE PAINTED</b> |
|----------------------------|---|---------------------|
| Pearl Street               | at Susie Wilson Road                      | 7/6/15              |
| Pearl Street               | at West Street Extension                  | 7/6/15              |
| West Hillcrest Road        | at Pearl Street intersection              |                     |
| Hillcrest Road             | at Pearl Street intersection              |                     |
| South Summit Street        | at Pearl Street intersection              | 7/6/15              |
| Pearl Street               | at South Summit Street intersection       | 7/6/15              |
| Summit Street              | at Pearl Street intersection              | 7/6/15              |
| Summit Street              | at Summit Street School crossing          |                     |
| Prospect Street            | at Summit Street intersection             |                     |
| Curtis Avenue              | at Pearl Street intersection              | 6/25/15             |
| School Street (south side) | at Pearl Street intersection              |                     |
| School Street (north side) | at Pearl Street intersection              |                     |
| School Street (north side) | from Summit St. School parking lot        |                     |
| School Street (north side) | at Lincoln Terrace                        |                     |
| Pearl Street               | at Five Corners                           | 6/26/15             |
| Lincoln Street             | at Five Corners                           | 6/26/15             |
| Maple Street               | at Five Corners                           | 6/26/15             |
| Park Street                | at Five Corners                           | 6/26/15             |
| Park Terrace               | at Park Street intersection               |                     |
| Lincoln Street             | at Lincoln Place                          |                     |
| Lincoln Street             | at North Street intersection              | 7/6/15              |
| Lincoln Place              | at Lincoln Street intersection            | 6/26/15             |
| Lincoln Terrace            | at Lincoln Street intersection            | 6/26/15             |
| Lincoln Street             | at Central Street intersection            | 6/26/15             |
| Central Street             | at Lincoln Street intersection            | 6/26/15             |
| Lincoln Street             | at Prospect Street intersection           | 6/26/15             |
| Old Colchester Road        | at Grove Street/North Street intersection | 7/6/15              |
| Old Colchester Road        | at Educational Drive intersection         | 7/5/15              |
| Old Colchester Road        | at Fairview Cemetery                      |                     |
| Educational Drive          | at Old Colchester Road intersection       | 7/5/15              |
| Educational Drive          | at Drury Drive intersection               | 7/5/15              |
| Drury Drive                | at Educational Drive intersection         | 7/5/15              |
| North Street               | at Central Street intersection            | 7/5/15              |
| Upland Road                | at Drury Drive intersection               | 7/5/15              |
| Grove Street               | at Central Street intersection            | 7/6/15              |
| Central Street             | at Railroad Avenue intersection           |                     |
| Main St. to 2A cut through | at Main Street near Five Corners          | 6/26/15             |
| Main Street                | at Railroad Avenue intersection           | 6/26/15             |
| Railroad Avenue            | at Main Street intersection               | 6/26/15             |
| Railroad Street            | at Main Street intersection               | 7/10/15             |
| Main Street                | at Church Street intersection             |                     |
| Church Street              | at Main Street intersection               | 7/5/15              |

| <b>ACROSS (ROADWAY)</b>    | <b>DESCRIPTION OF LOCATION</b>                 | <b>DATE PAINTED</b> |
|----------------------------|--|---------------------|
| Main Street                | at Grove Street intersection                   |                     |
| Grove Street               | at Main Street intersection                    | 7/10/15             |
| Main Street                | at 81 Main Street (Indian Brook bridge)        |                     |
| Main Street                | at Pleasant Street intersection                |                     |
| Pleasant Street            | at Main Street intersection                    | 6/18/15             |
| Pleasant Street            | at Park Avenue intersection                    | 6/18/15             |
| Densmore Drive             | at Main Street intersection                    | 7/10/15             |
| Main Street                | at Brickyard Road intersection                 |                     |
| Brickyard Road             | at Main Street intersection                    | 7/10/15             |
| Crestview Road             | at Main Street intersection                    |                     |
| Main Street                | at Taft Street intersection                    |                     |
| Main Street                | at Fairview Drive intersection                 | 6/18/15             |
| Main Street                | at Athens Drive intersection                   |                     |
| Countryside Drive          | at Beech Street intersection                   | 6/17/15             |
| Countryside Drive          | at Brickyard Road intersection                 | 6/17/15             |
| Beech Street (west side)   | at Countryside Drive intersection              | 6/18/15             |
| Beech Street (east side)   | at Countryside Drive intersection              | 6/18/15             |
| Rivendell Drive            | at Briar Lane intersection                     | 6/18/15             |
| Brickyard Road             | at Countryside Drive intersection              | 6/18/15             |
| Mansfield Avenue           | at Brickyard Road intersection                 | 6/18/15             |
| Densmore Drive             | at Brickyard Road intersection                 | 6/18/15             |
| Mansfield Avenue           | at Pleasant Street intersection                | 6/18/15             |
| Pleasant Street            | at East Street intersection                    | 6/18/15             |
| East Street                | at Pleasant Street intersection                | 6/18/15             |
| Railroad Street            | at Maple Street intersection                   |                     |
| Elm Street                 | at Maple Street intersection                   | 6/18/15             |
| Maple Street               | at Elm Street                                  | 7/9/15              |
| East Street                | at Maple Street intersection                   |                     |
| Oak Street                 | at Maple Street intersection                   | 6/18/15             |
| Grant Street               | at Maple Street intersection                   | 6/18/15             |
| Camp Street                | at Maple Street intersection                   | 6/18/15             |
| Mansfield Avenue           | at Maple Street intersection                   |                     |
| Maple Street               | at Grant Street intersection                   | 6/18/15             |
| Maple Street               | at Mansfield Avenue intersection               | 7/9/15              |
| Maple Street               | at west entrance to Maple Street Park          | 7/9/15              |
| Maple Street               | at east entrance to Maple Street Park          | 7/9/15              |
| Maple Street               | at beginning of sidewalk leading to ADL School | 7/9/15              |
| Maplewood Lane             | at Maple Street intersection                   | 7/9/15              |
| Rivendell Drive            | at Maple Street intersection                   | 7/9/15              |
| Maple Street               | at Rivendell Drive intersection                | 7/9/15              |
| Maple Street               | at Maple Street Extension/GlobalFoundries      | 7/10/15             |
| "Canning Factory" Entrance | at Maple Street intersection                   | 7/10/15             |



PETER WELCH  
VERMONT - AT LARGE



CONGRESS OF THE UNITED STATES  
HOUSE OF REPRESENTATIVES  
WASHINGTON, D.C. 20515

June 18, 2015

Mr. George A. Tyler  
President  
Essex Junction Board of Trustees  
2 Lincoln Street  
Essex Junction, VT 05452-3154

RECEIVED

JUN 29 2015

Village of Essex Junction

Dear Mr. Tyler,

A handwritten signature in cursive script, appearing to read "George".

It was nice to see you at the ribbon-cutting ceremony for the PSEG Essex Solar Energy Center recently. This project shows that our farming traditions and our energy future can move forward hand in hand, and be mutually beneficial. Thank you for your leadership on this important project.

If I can be of any assistance to you in the future, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter".

PETER WELCH  
United States Congress



HUMAN  
RIGHTS  
CAMPAIGN  
FOUNDATION

RECEIVED

MAY 26 2015

Wage of Essex Junction

Village President, George A. Tyler  
2 Lincoln Street  
Essex, VT 05552

May 18, 2015

Dear Village President Tyler,

This letter is to inform you that your city has been selected for inclusion in the Human Rights Campaign's 2015 Municipal Equality Index. The Human Rights Campaign (HRC) is the largest civil rights organization working to achieve equality for lesbian, gay, bisexual and transgender (LGBT) Americans. The Municipal Equality Index (MEI) is the first nationwide evaluation of municipal laws affecting the LGBT community. The index examines the laws, policies, and progress toward equality being made by United States cities and municipalities.

This year HRC will evaluate the 353 cities rated last year and 55 new cities. Last year's cities were the 50 state capitals, the 200 largest cities in the country, the four largest cities in every state, the city home to the state's largest public university (based on combined undergraduate and graduate enrollment), and 75 (25 large, 25 mid-size, and 25 small) cities and census-designated places that had a high proportion of same-sex couples. In addition to the cities scored in 2013, the 2015 MEI will score the top five cities in each state and the two largest public universities in the state. **Your city has been selected because it is one of the top three largest cities in the state.**

HRC will conduct preliminary research on each of the cities selected, and will send you a draft scorecard this summer for your review. At that time, we ask you to review our research and correct any point upon which you believe we may be in error. For more information about our criteria and scoring system, please refer to last year's report which is available at [www.hrc.org/mei](http://www.hrc.org/mei). The deadline for any feedback you have regarding your scorecard must be received by HRC no later than August 29 if it is to be included in the publication. The project will be published in November 2015.

Also, please note that the 2015 MEI has removed relationship recognition as a category for criteria. These updates reflect a changing legal landscape and the maturing of the project. Please note that there are no new criteria added, but points going toward relationship recognition will be removed. An updated scorecard is enclosed.

**At this time, we are writing simply to alert you that your city will be rated in 2015.** If there is a specific person in your office with whom you would prefer we communicate from now on, please let us know. Please also let us know if you are interested in learning more about how you can improve your score prior to publication. Your draft scorecard will represent your score at the time the draft was sent, but any relevant city action taking place on or before August 29 may be reflected in the final 2015 score. To ensure such actions are correctly reflected in the final score, we ask that you notify us of any relevant city action taken after the draft scorecard is received but before August 29.

We look forward to working with you in ensuring your city is rated accurately and given all of the credit that you deserve.

Sincerely,

Cathryn M. Oakley  
Legislative Counsel, State and Municipal Advocacy

Village Manager, Patrick Scheidel



2015 MEI Scorecard - City, State

|  |           | State                            |    | County |     | Municipal |    |     |    |   |           |
|--|-----------|----------------------------------|----|--------|-----|-----------|----|-----|----|---|-----------|
|  |           | SO                               | GI | SO     | GI  | SO        | GI |     |    |   |           |
| <b>Part I. Non-Discrimination Law</b>                |           |                                  |    |        |     |           |    |     |    |   |           |
| A. Employment  | 10        | 5/5                              | 5  | 5      | 5/5 | 5         | 5  | 5/5 | 5  | 5 | 10        |
| B. Housing   | 10        | 5/5                              | 5  | 5      | 5/5 | 5         | 5  | 5/5 | 5  | 5 | 10        |
| C. Public Accommodations                             | 10        | 5/5                              | 5  | 5      | 5/5 | 5         | 5  | 5/5 | 5  | 5 | 10        |
|  | <b>30</b> | <b>Part I. Standard Points</b>   |    |        |     |           |    |     |    |   | <b>30</b> |
| <b>Part II. Municipality As Employer</b>             |           |                                  |    |        |     |           |    |     |    |   |           |
| Non-Discrimination Policy for City Employees         |           |                                  |    |        |     |           |    |     |    |   |           |
| A. Non-Discrimination in City Employment             | 12        |                                  |    |        | 6/6 | 0         | 0  | 6/6 | 6  | 6 | 12        |
| B. Benefits for City Employees                       |           |                                  |    |        |     |           |    |     |    |   |           |
| C. Trans-Inclusive Health Benefits                   | 6         |                                  |    |        | 6   | 0         |    | 6   | 6  |   | 6         |
| Contractor Policies                                  |           |                                  |    |        |     |           |    |     |    |   |           |
| F. City Contractor Non-Discrim Ordinance             | 6         |                                  |    |        | 3/3 | 0         | 0  | 3/3 | 3  | 3 | 6         |
| BONUS: Inclusive Workplace                           | 2         |                                  |    |        | 2   |           |    | 2   | 2  |   | 2         |
|  | <b>24</b> | <b>Part II. Standard Points</b>  |    |        |     |           |    |     |    |   | <b>24</b> |
|  | <b>2</b>  | <b>Part II. Bonus Points</b>     |    |        |     |           |    |     |    |   | <b>2</b>  |
| <b>Part III. Municipal Services</b>                  |           |                                  |    |        |     |           |    |     |    |   |           |
| A. Human Rights Commission                           | 5         |                                  |    |        | 5   | 0         |    | 5   | 5  |   | 5         |
| B. LGBT Liaison to City Executives                   | 5         |                                  |    |        | 5   | 0         |    | 5   | 5  |   | 5         |
| Schools  |           |                                  |    |        |     |           |    |     |    |   |           |
| C. Anti-Bullying Policies                            | 6         | 3/3                              | 3  | 3      | 3/3 | 3         | 3  | 3/3 | 3  | 3 | 6         |
| BONUS: Enforcement of HRC                            | 3         |                                  |    |        | 3   |           |    | 3   | 3  |   | 3         |
| BONUS: City provides services to LGBT youth          | 2         |                                  |    |        | 2   |           |    | 2   | 2  |   | 2         |
| BONUS: City provides services to LGBT homeless       | 2         |                                  |    |        | 2   |           |    | 2   | 2  |   | 2         |
| BONUS: City provides services to LGBT elderly        | 2         |                                  |    |        | 2   |           |    | 2   | 2  |   | 2         |
| BONUS: City provides services to HIV/AIDS population | 2         |                                  |    |        | 2   |           |    | 2   | 2  |   | 2         |
|  | <b>16</b> | <b>Part III. Standard Points</b> |    |        |     |           |    |     |    |   | <b>16</b> |
|  | <b>11</b> | <b>Part III. Bonus Points</b>    |    |        |     |           |    |     |    |   | <b>11</b> |
| <b>Part IV. Law Enforcement</b>                      |           |                                  |    |        |     |           |    |     |    |   |           |
| A. LGBT Liaison/Task Force in Police Dept            | 10        |                                  |    |        | 10  | 0         |    | 10  | 10 |   | 10        |
| B. Hate Crimes Reporting (2013)                      | 12        |                                  |    |        | 12  | 0         |    | 12  | 12 |   | 12        |
|  | <b>22</b> | <b>Part IV. Standard Points</b>  |    |        |     |           |    |     |    |   | <b>22</b> |
| <b>Part V. Leadership on LGBT Equality</b>           |           |                                  |    |        |     |           |    |     |    |   |           |
| A. Leadership's Public Position on Equality          | 0-5       |                                  |    |        | 0-5 |           |    | 0-5 | 5  |   | 5         |
| B. Recent Pro-Equality Legislative Efforts           | 0-3       |                                  |    |        | 0-3 |           |    | 0-3 | 3  |   | 3         |
| BONUS: Openly LGBT Elected or Appointed Leaders      | 3         |                                  |    |        | 3   |           |    | 3   | 3  |   | 3         |
| BONUS: City Tests Limits of Restrictive State Law    | 4         |                                  |    |        | 4   |           |    | 4   | 4  |   | 4         |
|  | <b>8</b>  | <b>Part V. Standard Points</b>   |    |        |     |           |    |     |    |   | <b>8</b>  |
|  | <b>7</b>  | <b>Part V. Bonus Points</b>      |    |        |     |           |    |     |    |   | <b>7</b>  |

[Explanation of 6A score]

|                       |            |
|-----------------------|------------|
| Standard Points Total | 100        |
| Bonus Point Total     | 20         |
| Total Raw Score       | 120        |
| <b>Final Score</b>    | <b>100</b> |





The 2015 Municipal Equality Index includes a slightly revised scorecard. A clarification of what is required to receive points is listed below.

## SECTION I. NON-DISCRIMINATION LAWS

- Non-Discrimination in Employment, Housing, and Public Accommodations (Up to 30 points). This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited within the city in areas of private employment, housing, and public accommodations. In each category, cities receive 5 points for prohibiting discrimination on the basis of sexual orientation and 5 points for prohibiting discrimination on the basis of gender identity. All non-discrimination laws ought to be fully inclusive of lesbian, gay, bisexual, and transgender people, and acknowledging sexual orientation-only protections as simply that does not imply they are sufficient; they are not.

## SECTION II. MUNICIPALITY AS EMPLOYER

- Non-Discrimination in City Employment (6 points for sexual orientation/6 points for gender identity). This can be established either via an enumerated municipal ordinance that expressly includes city employees or via an enumerated equal employment opportunity policy adopted by the municipality. If the city has an employment non-discrimination ordinance that enumerates sexual orientation and gender identity the city is NOT presumed to be covered by that ordinance; the ordinance must either specifically address city employees or the ordinance must be incorporated by reference in city employment policies. If state or county law is enumerated to include sexual orientation or gender identity this too may be incorporated by reference. An unenumerated non-discrimination policy or ordinance will not be sufficient to earn credit.
- Transgender-Inclusive Healthcare Benefits (6 points). The municipality must provide at least one health insurance plan that provides coverage for transgender healthcare needs (sex reassignment surgeries, hormone replacement therapy, and other gender-affirming care). The policy must affirmatively include gender-affirming care; a lack of exclusion is not sufficient for an award of points because this care is routinely not covered.
- City Contractor Non-Discrimination Ordinance or Policy (3 points for sexual orientation/3 points for gender identity). These can be established through municipal ordinances or policies that mandate all city contractors to have non-discrimination policies based on sexual orientation and gender identity. Partial credit may be awarded where the city gives a bidding preference to a city contractor with an inclusive non-discrimination policy.
- BONUS: Inclusive Workplace (2 bonus points). This section assesses whether a municipality has LGBT-specific programming to attract LGBT applicants and promote diversity in the workplace.

Cities will receive credit if they have any of the following: an employee pride alliance, diversity training that is inclusive of LGBT issues, or a recruitment program that actively advertises to the LGBT community.

## SECTION III. MUNICIPAL SERVICES

- Human Rights Commission (5 points). A commission or council tasked with eliminating discrimination in a city. Starting in 2014, this commission will be worth four standard points if its purpose is largely or entirely educational. The commission may hold community discussions, screen movies, present panels, take public comment, advise the city on matters of diversity and inclusion, develop policies and strategies for making the city more inclusive, and undertake other similar types of endeavors. The commission must have met recently (within the last three years) and a federal EEOC office located in a city does not garner credit unless the city has contracted with them for the services described above.
- LGBT Liaison to City Executive (5 points). To receive credit in this category, there must be an officially designated liaison to the LGBT community in the city executive's office. The function of a liaison is not simply to be a resource for the city executive, but also to be a resource for the public to elevate the concerns of the LGBT community and ensure they are being heard. Therefore, the liaison's contact information must be made available to the public through the city's website or where other city officials' contact information is published. LGBT persons who work in the city executive's office do not qualify for credit in this category unless their service in this capacity is part of his or her official job; however, LGBT liaisons may have additional job functions unrelated to LGBT issues. Please note that credit is given in part V for openly LGBT city elected or appointed officials.
- Enumerated Anti-Bullying School Policies (3 points for sexual orientation/3 points for gender identity). To receive credit in this category, a city or county ordinance, state statute, or school district/school board policy must specifically prohibit bullying and enumerate the bases of sexual orientation and gender identity as prohibited grounds upon which to bully. Anti-harassment policies that are enumerated and include language that encompasses bullying will be given credit, but hazing or harassment policies that do not encompass bullying will not receive credit. Where there are multiple schools or districts in the city limits, credit will only be given at the local level if all schools within city limits have enumerated anti-bullying policies.
- BONUS: Enforcement Mechanism for Human Rights Commission (3 bonus points). Where, in addition to the functions listed above, a Human Rights Commission has the authority to conciliate,



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# 2015 MEI STANDARDS FOR CREDIT

issue a right to sue letter, or otherwise enforce non-discrimination protections, that commission will earn three bonus points in addition to the four standard points awarded above

- BONUS: City provides services to/supports LGBT youth (2 bonus points). Cities that directly provide services for LGBT youth, fund organizations that provide these services, or provide other meaningful types of support (in-kind, use of city facilities, etc.) for organizations that support LGBT youth will receive two bonus points.
- BONUS: City provides services to/supports LGBT homeless (2 bonus points). Cities that directly provide services for LGBT homeless people, fund organizations that provide these services, or provide other meaningful types of support (in-kind, use of city facilities, etc.) for organizations that support LGBT homeless people will receive two bonus points.
- BONUS: City provides services to/supports LGBT elderly (2 bonus points). Cities that directly provide services for LGBT elders, fund organizations that provide these services, or provide other meaningful types of support (in-kind, use of city facilities, etc.) for organizations that support LGBT elders will receive two bonus points.
- BONUS: City provides services to/supports people living with HIV or AIDS (2 bonus points). Cities that directly provide services for people who are HIV positive or living with AIDS, fund organizations that provide these services, or provide other meaningful types of support (in-kind, use of city facilities, etc.) for organizations that support people who are HIV positive or living with AIDS will receive two bonus points.

## SECTION IV. LAW ENFORCEMENT

- LGBT Police Liaison or Task Force (10 points). To get credit in this category, there must be an officially designated liaison to the LGBT community or task force charged with addressing LGBT issues. An LGBT Liaison or task force must be publicly known in order to receive credit. The function of a liaison is not simply to be a resource for the department, but also to be a resource for the public to elevate the concerns of the LGBT community and ensure they are being heard. Therefore, the liaison's contact information must be made available to the public through the city's website or where other police contact information is published. LGBT police officers, including high-ranking officers, do not qualify for credit in this category unless their service as liaison is part of his or her official job. Partial credit will be given in this category where the entire police force is trained on LGBT issues.
- Reported 2013 Hate Crimes Statistics to the FBI (12 points). The city must report hate crimes

statistics to the FBI in all categories, including sexual orientation and gender identity, and either:

- Report a positive number of hate crimes in any category in 2013 (i.e. report more than “0” for hate crimes reported in any one or more of the protected categories), OR
- Report zero hate crimes in 2013 AND have reported a positive number of hate crimes, in any one or more of the protected categories, some year in the past five years. This second is to recognize that statistically it is possible that no hate crimes of any kind have occurred in a small city this year, but that it is highly improbable that no hate crimes of any kind have occurred in in the last five years.

## SECTION V. RELATIONSHIP WITH THE LGBT COMMUNITY

- Leadership’s Public Position on LGBT Equality (5 points). This section grades, on a sliding scale from zero to five points, how pro-equality the city leadership is in its public statements. City leadership includes the mayor, city manager if applicable, city council, and other government officials. These statements may include joining a pro-equality association such as Mayors for Freedom to Marry, coming out publicly in favor of LGBT rights, supporting LGBT community organizations, etc. It also includes comments made during city council meetings or at other public events. As of 2014, this section also includes participation in Pride events and partnership with LGBT groups to create solutions to city problems.
- Leadership’s Pro-Equality Legislative or Policy Efforts (3 points). This section grades, on a sliding scale from zero to three points, how actively the city has been pursuing pro-equality legislation and policies. This includes ordinances introduced, whether passed or not, and city policies, as well as pro-equality city council resolutions.
- BONUS: Openly LGBT Elected or Appointed Municipal Leaders (3 bonus points). The criteria for points in this category is the person be a leader – have some kind of a senior elected or appointed position in the city – and that the person be openly LGBT. A state or federal elected representative from the city does not qualify, as the person must be elected or appointed to a position in the municipality being rated.
- BONUS: City Tests Limits of Restrictive State Law (4 bonus points). This category, which we formerly called “Resisting Dillon’s Rule,” gives credit to cities who have a state law of some kind that restricts the city’s ability to pass LGBT-inclusive ordinances and who take distinct actions to push back against that limit either by advocating for change or testing its limits. Simply being in a



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state with such restrictions is not enough to qualify for these points. Many states do not have this type of law, which means many cities are not qualified to receive these points.



**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
June 23, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.  
**OTHERS PRESENT** Max Levy, Irene Wrenner, Andy Watts, Brad Luck, Mike Plageman, Brendan Keleher, Greg Duggan, Vanessa Zerillo.

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

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

**2. AGENDA ADDITIONS/CHANGES**

Additions:

- Revised memo on reappointments under "New Business".

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

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda  
None.

2. Public Hearing: FY2016 Water/Sewer/Sanitation Rates

The public hearing was opened at 6:31 PM. Lauren Morrisseau reported the following:

- Water rate is proposed at \$.0155 per cubic foot which is 2% increase over FY2015. Fixed cost is \$22.35 per quarter or \$89.40 per year. Cost to average user is \$179.92 per year of \$14.99 per month. Increase is due to 1% increase in operating budget, 3.4% increase in the wholesale rate by Champlain Water District, and 2% decrease in estimated usage.
- Waste Water Treatment rate is proposed at \$.0099/c.f. which is a 2% increase over FY2015. Fixed charge is \$26.44/quarter or \$105.76 per year. Cost to average user is \$163.58 per year or \$13.63 per month. Increase is due to 2% increase in operating budget.
- Sanitation rate is proposed at \$.0051/c.f. which is a 2% decrease from FY2015. Fixed cost is \$22.04/quarter or \$88.16/year. Cost to average user is \$117.94/year or \$9.83 per month. Reason for the decrease is 1.5% decrease in the operating budget, \$10,000 added for the WWTF bond payment and \$10,000 increase in anticipated hook-on fees.

- Combined utility rate is \$.0305 per cubic foot, fixed charge of \$70.83/quarter or \$283.32 per year which is an increase of 1% from FY2015. Cost to average user is \$461.24/year or \$38.44/month.
- Large water user rate is \$.080 per 1,000 gallons which is a 1% decrease from FY2015 because more water is being used (1.5% increase in use).
- Waste Water Treatment wholesale rate is \$2.6877 per 1,000 gallons of sewage which is a 2% increase from FY2015 due to 2% increase in the operating budget.

*COMMENTS*

Andrew Brown asked about the payment of 13% of the operating budget by IBM. Staff explained the village calculates a number for the percent of budget plus an unaccounted water amount. If IBM uses less water than projected and there is more water unaccounted for then the charge will be greater. If more water is used the village will credit IBM. IBM pays 1.6 cents per cubic foot. Village residents pay 1.5 cents per cubic foot plus the fixed charge, but village residents receive more service than IBM. The village does not read IBM’s meters. The policy for large water users (i.e. IBM) was established years ago and was driven by providing an economic incentive for the company to stay and expand in the village when IBM was dealing with world competition so severe they needed help to cut costs in every area. There is no comparison on the volume of water consumed by IBM versus residents or small businesses in the village, and when IBM water use declines everyone suffers. The village does not have the ability to offer other incentives to keep the business here.

There were no further comments. The public hearing was closed at 6:46 PM.

**4. OLD BUSINESS**

1. Set FY2016 Water/Sewer/Sanitation Rates

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the FY2016 utility rates as follows:**

- |   |                     |
|---|---------------------|
| • Village user water usage rate                             | \$0.0155/c.f.       |
| • Village user quarterly fixed charge                       | \$22.35/quarter     |
| • Village user waste water treatment usage rate             | \$0.0099/c.f.       |
| • Village user waste water treatment quarterly fixed charge | \$26.44/quarter     |
| • Village user sanitation usage rate                        | \$0.0051/c.f.       |
| • Village user sanitation quarterly fixed charge            | \$22.04/quarter     |
| • IBM large water user rate                                 | \$0.08/1000 gals.   |
| • Waste water treatment wholesale rate                      | \$2.6877/1000 gals. |

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

**5. NEW BUSINESS**

1. Reappointments to Boards, Commissions, and Committees

Pat Scheidel explained the policy that requires an interview prior to appointment needs to be waived in order for the slate of candidates to be re/appointed. George Tyler commented the issue with the interviews was simply timing (there was no time for interviews due to the regular Trustees meeting followed by the joint meeting with the

Essex Selectboard). Dan Kerin pointed out the language in the policy says a candidate can opt out of an interview and the Trustees can move forward with appointment.

**MOTION** by George Tyler, **SECOND** by Elaine Sopchak, to waive Section 6.c of the Trustees Policy re: Appointments to Boards, Commissions and Committees for the slate of appointments to be made. **VOTING: unanimous (4-0); motion carried.**

**MOTION** by Dan Kerin, **SECOND** by Andrew Brown, to reappoint the following individuals as noted for a term expiring June 30, 2018:

- David Nistico – Planning Commission
- Amber Thibeault – Planning Commission
- Thomas Weaver – Zoning Board of Adjustment
- Jud Lawrie – Bike/Walk Advisory Committee
- Warren Spinner – Tree Advisory Committee

**DISCUSSION:** George Tyler noted the policy was suspended for these appointments, but the interviews should be done at some point in time.

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

#### **6. MUNICIPAL MANAGER'S REPORT**

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

- July 14, 2015
- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015

Special Meetings/Events:

- July 18, 2015 @ 5 PM – Block Party & Street Dance

#### **7. TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Dan Kerin mentioned line striping of stop bars and travel lanes has been done.

2. Reading File

None.

#### **8. CONSENT AGENDA**

**MOTION** by Dan Kerin, **SECOND** by Andrew Brown, to approve the consent agenda as presented:

1. Approve Minutes of Previous Meeting 6/9/15.
2. Approve Warrants Check #10051651 to Check #10051757 totaling \$491,508.42.

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

#### **9. JOINT MEETING WITH ESSEX SELECTBOARD**

The Trustees met jointly with the Essex Selectboard to discuss the EGG recommendations and the Handbook for Evaluation of the Municipal Manager.

Essex Selectboard in attendance: Max Levy (Chair), Irene Wrenner, Andy Watts, Mike Plageman, Brad Luck.

Essex Administration in attendance: Pat Scheidel, Municipal Manager; Brenden Keleher, Assistant Town Manager; Greg Duggan, Town Planner.

With a quorum of Selectboard members present, Max Levy called the Essex Selectboard meeting to order at 7 PM.

#### 1. Essex Governance Group (EGG) Follow Up Discussion

The memo from Max Levy and George Tyler, dated 6/16/15, regarding reaching consensus on the Essex Governance Group recommendations was reviewed. The following was highlighted from the memo:

- The two governing boards have not reached consensus on how to proceed with the recommendations.
- Some of the recommendations need further study, such as consolidation of services for Municipal Manager, Public Works, Stormwater, Finance, Tax Collections, Planning. If there is agreement on a permanent service arrangement then this needs to be codified with policy changes and charter changes.
- The EGG recommendation of same day voting on ballot questions would require charter changes in both the town and village charters as well as the three school district charters.
- An ad hoc committee to further investigate the advantages and disadvantages of the voting process with the shared services model would be beneficial to see how everything will fit together and to possibly avoid multiple charter changes over time.

The following comments were made:

- Elaine Sopchak felt the suggestion for an ad hoc committee to further analyze the multiple pieces to come into alignment, especially the EGG recommendations C & D, is a good solution for the time currently. Ms. Sopchak volunteered for the committee.
- Irene Wrenner stressed communication with the public is vital.
- Andy Watts felt the time span for the committee work is lengthy and questioned the need to form a new committee when EGG is already in existence. Mr. Watts also observed that the EGG was so passionate about the subject matter yet it has been seven weeks and the answers to the questions raised have not been received. Mr. Watts questioned why the Selectboard and Trustees need to act at all.
- Max Levy stated the timeline can be discussed, but the boards do not want the ad hoc committee to gather information and then expect implementation immediately.
- George Tyler said both boards should offer questions on the recommendations and have input on what the committee does. Once a committee is established the work could probably be complete in the next six months or so because there is a limited number of models to analyze and research questions and comments. More

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data in support of the recommendations is needed, but this may not take three years to compile.

- Elaine Sopchak suggested the committee's work be triggered by an event such as the report from the School Board on consolidation of district (RED) so the committee's work could be sporadic and ongoing, but not every month.
- Brad Luck stated the Selectboard asked for the body of work which EGG did following the Heart & Soul process and producing the report. The Selectboard has a duty to act by either pursuing the matter further or not, especially recommendations C&D. EGG has the option to continue to work with the two elected bodies or pursue another avenue independent of the boards, such as a charter change via petition or special election.
- Andy Watts said the ad hoc committee does not need endorsement by the boards to research information on voting options or to ask EGG for information.
- Mike Plageman recalled an incident in the past where the Essex Planning Commission was charged by the Selectboard with a project, but clear direction on what to research was not provided so the results were off target. The success of EGG is predicated on having both boards giving a clear scope of work which could be done through a series of steps with clear direction at each step. The results on each step could be presented at a joint meeting for feedback and direction to proceed to the next step. The model is similar to the process that was followed with the new police facility.
- Elaine Sopchak suggested current EGG members be polled for interest in serving on the new ad hoc committee.
- George Tyler said he is reluctant to create yet another committee, but agrees an ad hoc committee may be necessary because what is recommended in the EGG report is fundamental (i.e. changing the voting process) and requires more information and to address questions. It is better to have all groups (EGG, ad hoc, Trustees, Selectboard) working together for the same cause.
- Pat Scheidel stated generally with a specific scope of work it is easier to find people to serve on a committee.
- Andy Watts stressed it needs to be clear that the new group being formed may include members of EGG.
- Dan Kerin pointed out the ad hoc committee is not permanent. Mr. Kerin spoke in support of having the committee getting feedback on each component before proceeding.
- Mike Plageman suggested drafting a scope of work and attaching a timeline, but letting the committee set the meeting schedule. Enough time needs to be allowed for the committee to do the research and report to the boards for feedback and authorization to proceed to subsequent steps. The boards need to give clear direction so the committee starts on the right foot.
- Max Levy stated the timeline needs to fit into the consolidated services trial period (three years) so if charter changes are needed the changes can be done all at once.
- George Tyler suggested a community-wide survey could be done if the boards are willing to include funding in next year's budget.

- Andrew Brown stated it makes sense to gather as much information as possible so money should be included in the budget for a survey.
- Irene Wrenner stated the school districts need to be kept informed.
- George Tyler said the school district is going forward with the Regional Education District (RED) study. [Vanessa Zerillo with the school district said the RED committee is looking at consolidation scenarios relative to the state aid formula and administrative functions. There was a consolidated district prior to 1982. Ms. Zerillo agreed collaboration and communication with the RED committee and the ad hoc committee is a necessity.]
- It was suggested the ad hoc committee have seven members with one member from the Selectboard and one member from the Board of Trustees and the balance from the public at large. The goal is to have a diverse representation of perspectives. Applicants should contact the Municipal Manager and because the Selectboard initiated the process the Selectboard makes the appointments with input from the Trustees. The committee can be enlarged if there is not enough diversity. The appointed committee will draft the charge of the committee (scope of work) for approval by the two governing boards.

*ACTION BY BOARD OF TRUSTEES*

**MOTION by George Tyler, SECOND by Elaine Sopchak, to support the formation of an ad hoc committee by the Selectboard to analyze present voting processes, including legal and legislative constraints, and provide a comparative review of how those voting processes could be restructured within existing and potential new models of local municipal and school governance to maximize community engagement, and further, the committee's scope of work and timeline will be determined collaboratively between the committee's leadership, Essex Selectboard, and Essex Junction Trustees. VOTING: unanimous (4-0); motion carried.**

*ACTION BY ESSEX SELECTBOARD*

**MOTION by Mike Plageman, SECOND by Irene Wrenner, that the Essex Selectboard engage and advertise for an ad hoc committee to analyze present voting processes including legal and legislative constraints and provide a comparative review of how those voting processes could be restructured within existing and potential new models of local government and school governance to maximize community engagement.**

**DISCUSSION: It was noted the intent is to work on the scope and timeline. VOTING: unanimous (5-0); motion carried.**

Both boards will start the process to recruit committee members.

2. Handbook for Evaluation of the Municipal Manager

Pat Scheidel commended Brendan Keleher on the thorough research of the evaluation handbook which will be an essential part of hiring a new municipal manager. The handbook can be used to recruit, select, and evaluate an individual. Mr. Scheidel volunteered to be the beta manager for evaluation through the process that is adopted. Mr. Scheidel said he is talking to both the village and town attorneys about both boards

adopting the evaluation process and being involved in the evaluation. The boards can accept the evaluation process in concept now and fine tune over time. In parallel to the decision on the handbook is the need for a consensus to continue with the municipal manager model or not continue.

There was discussion of the need to evaluate the municipal manager model itself (how it is working, what is being measured) and to get input from department heads. Then a decision is needed on whether to continue with the model. Simultaneously, evaluation of the current Municipal Manager (Pat Scheidel) needs to be done. George Tyler suggested reviewing the handbook and crafting a document to be used for the actual evaluation. The document/evaluation would be completed by both boards. If both boards adopt the handbook and the evaluation form then that system will be used going forward. It was noted there is a continuous learning component in that when the evaluation process is done then review will occur to determine where improvements can be made. A test run of the evaluation methodology could be done with Pat Scheidel and the results sent to both boards for comment.

Brad Luck stated the following documents that are needed:

- How to evaluate a municipal manager (questions to ask, information requested, when the evaluation is done, who does the evaluation);
- How to recruit, hire, fire a municipal manager (handbook);
- How to develop contracts with municipal managers (i.e. items in the contract, terms and conditions, who negotiates and reviews the contract).

Pat Scheidel will provide information on the subject matter.

*ACTION BY BOARD OF TRUSTEES*

**MOTION by George Tyler, SECOND by Dan Kerin, to accept the process presented in the Handbook for the Evaluation of a Municipal Manager as edited. VOTING: unanimous (4-0); motion carried.**

*ACTION BY ESSEX SELECTBOARD*

**MOTION by Andy Watts, SECOND by Irene Wrenner, to accept the Handbook for the Evaluation of a Municipal Manager as a resource for the annual evaluation of the Municipal Manager. VOTING: unanimous (5-0); motion carried.**

**MOTION by Brad Luck, SECOND by Irene Wrenner, with no further business before the Essex Selectboard the meeting is adjourned. VOTING: unanimous (5-0); motion carried.**

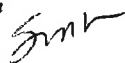
The meeting was adjourned at 8:34 PM.

**10. ADJOURNMENT**

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

The meeting was adjourned at 8:34 PM.

RScty: M.E. Riordan



# Check Register Report

bl 7/14/15 fy 15

Date: 07/10/2015

Time: 3:10 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> |            |            |                |               |                                |                                    |            |
| 10051758      | 06/25/2015 | Reconciled |                | 9941          | BUSINESSCARD SERVICES          | SEE ATTACHED SPREADSHEET           | 2,221.89   |
| 10051759      | 06/25/2015 | Reconciled |                | 10736         | MAHEUX HEATING                 | DUCTLESS AC MTG RM -LH             | 4,950.00   |
| 10051760      | 06/25/2015 | Reconciled |                | 0500          | CHAMPLAIN WATER DISTRICT       | MAY USAGE<br>CORRECTION-WATER      | 40.00      |
| 10051761      | 07/06/2015 | Printed    |                | 0965          | GREEN MOUNTAIN POWER CORP.     | ELECTRICITY-LIBRARY                | 1,344.90   |
| 10051762      | 07/14/2015 | Printed    |                | 10703         | ABOVE AND BEYOND CONTRACTOR    | JANITORIAL-LH/LIBRARY              | 3,150.00   |
| 10051763      | 07/14/2015 | Printed    |                | 10508         | ADVANCED DISPOSAL              | GRIT DISPOSAL-WWTF                 | 160.83     |
| 10051764      | 07/14/2015 | Printed    |                | 10340         | ALL SYSTEMS REPAIR, INC.       | RESET JUMPER ON BIOS-LIBRARY       | 95.00      |
| 10051765      | 07/14/2015 | Printed    |                | 9976          | AVONDA AIR SYSTEMS, INC        | A/C MAINTENANCE-LIBRARY            | 240.00     |
| 10051766      | 07/14/2015 | Printed    |                | 10301         | DAVID A. BARRA, PLC            | LEGAL SERVICES-VARIOUS             | 4,422.00   |
| 10051767      | 07/14/2015 | Printed    |                | 0173          | BEARINGS SPECIALTY CO., INC.   | CHEM PUMP REBUILD SP10-WWTF        | 186.63     |
| 10051768      | 07/14/2015 | Printed    |                | 9376          | PATRICIA BENOIT                | MILEAGE REIMB-ADM                  | 26.97      |
| 10051770      | 07/14/2015 | Printed    |                | 10599         | BLUETARP FINANCIAL #2          | SUPPLIES- VARIOUS                  | 356.87     |
| 10051772      | 07/14/2015 | Printed    |                | 0268          | BRODART CO.                    | CIRC MATERIALS-LIBRARY             | 2,149.16   |
| 10051773      | 07/14/2015 | Printed    |                | 9743          | CARQUEST AUTO PARTS            | MOWER OIL-STREET                   | 54.30      |
| 10051774      | 07/14/2015 | Printed    |                | 0503          | CHAMPLAIN OIL COMPANY, INC.    | VEHICLE FUEL-VARIOUS               | 2,989.73   |
| 10051775      | 07/14/2015 | Printed    |                | 0500          | CHAMPLAIN WATER DISTRICT       | WATER USAGE-WATER FUND             | 227,270.44 |
| 10051776      | 07/14/2015 | Printed    |                | 05070         | CHARLEBOIS TRUCK PARTS INC.    | SUPPLIES-STREET                    | 124.92     |
| 10051777      | 07/14/2015 | Printed    |                | 0525          | CHITTENDEN SOLID WASTE DISTRIC | BIOSOLIDS-WWTF                     | 36,991.24  |
| 10051778      | 07/14/2015 | Printed    |                | 9481          | TRACIE COLE                    | FIRE ALARM SERVICE-LH              | 312.50     |
| 10051779      | 07/14/2015 | Printed    |                | 9788          | COMCAST                        | CABLE/INTERNET-STR                 | 155.57     |
| 10051780      | 07/14/2015 | Printed    |                | 0624          | DEMCO, INC.                    | SUPPLIES-LIBRARY                   | 598.99     |
| 10051781      | 07/14/2015 | Printed    |                | 1690          | DEPOT HOME & GARDEN            | SUPPLIES-STREET                    | 111.98     |
| 10051782      | 07/14/2015 | Printed    |                | 10559         | DEPT OF TREASURY               | FORM 720V FEE-VARIOUS              | 56.16      |
| 10051783      | 07/14/2015 | Printed    |                | 10731         | DESROCHES CONSTRUCT SERV INC   | MAIN ST DRAINAGE PROJ              | 185,400.00 |
| 10051784      | 07/14/2015 | Printed    |                | 9766          | ALBERTA DEUTSCH                | SUPPLIES REIMB-LIBRARY             | 8.36       |
| 10051785      | 07/14/2015 | Printed    |                | 50041         | EBSCO                          | CIRCULATION<br>MATERIALS-LIBRARY   | 28.15      |
| 10051786      | 07/14/2015 | Printed    |                | 0710          | ENDYNE, INC.                   | LAB TESTS-WWTF                     | 75.00      |
| 10051787      | 07/14/2015 | Printed    |                | 0780          | ESSEX EQUIPMENT SALES          | SUPPLIES-STREET                    | 70.46      |
| 10051788      | 07/14/2015 | Printed    |                | 0770          | ESSEX JUNCTION SCHOOL DISTRICT | SCHL IMPACT FEES                   | 6,998.67   |
| 10051789      | 07/14/2015 | Printed    |                | 0795          | TOWN OF ESSEX                  | RECORDINGS-COM DEV                 | 310.00     |
| 10051790      | 07/14/2015 | Printed    |                | 0795          | TOWN OF ESSEX                  | MANAGER VEJ PORTION                | 4,666.25   |
| 10051791      | 07/14/2015 | Printed    |                | 10616         | EVOQUA WATER TECH LLC          | BIOXIDE-WWTF                       | 8,881.25   |
| 10051792      | 07/14/2015 | Printed    |                | 0798          | HOWARD P. FAIRFIELD, LLC       | SUPPLIES-STREET                    | 285.00     |
| 10051793      | 07/14/2015 | Printed    |                | 0797          | FALCON PLUMBING SERVICE, INC.  | SINK REPAIR SENIOR CTR-LH          | 149.00     |
| 10051794      | 07/14/2015 | Printed    |                | 1935          | FERGUSON WATERWORKS #590       | WATER DISTRIBUTION<br>SUPPLIES-WTR | 426.07     |
| 10051795      | 07/14/2015 | Printed    |                | 10711         | FINDAWAY WORLD                 | SUPPLIES-LIBRARY                   | 19.43      |
| 10051796      | 07/14/2015 | Printed    |                | 10452         | FREE PRESS MEDIA               | BID AD MAPLE ST CULVERT            | 507.50     |
| 10051797      | 07/14/2015 | Printed    |                | 10226         | G & K SERVICES                 | SUPPLIES-STREET                    | 57.33      |
| 10051798      | 07/14/2015 | Printed    |                | 0899          | GAUTHIER TRUCKING CO., INC     | RUBBISH REMOVED-STR/LH             | 498.34     |
| 10051799      | 07/14/2015 | Printed    |                | 9726          | GOT THAT RENTAL SALES, INC     | 2 GALLON SPRAYOR-STREET            | 39.99      |
| 10051800      | 07/14/2015 | Printed    |                | 0943          | MARY L. GRAF                   | SUPPLIES REIMB-LIBRARY             | 358.64     |
| 10051801      | 07/14/2015 | Printed    |                | 24511         | GRAINGER                       | DEHUMIDIFIERS-WWTF/SANI            | 1,067.25   |
| 10051803      | 07/14/2015 | Printed    |                | 10598         | GREEN MOUNTAIN POWER CORP #2   | ELECTRICITY -VARIOUS               | 11,617.86  |
| 10051805      | 07/14/2015 | Printed    |                | 0965          | GREEN MOUNTAIN POWER CORP.     | ELECTRICITY -VARIOUS               | 2,951.44   |
| 10051807      | 07/14/2015 | Printed    |                | 1035          | DONALD L. HAMLIN               | ENGINEERING-VARIOUS                | 51,922.32  |
| 10051808      | 07/14/2015 | Printed    |                | 2041          | S. D. IRELAND CONCRETE         | CONCRETE-WATER                     | 341.00     |
| 10051809      | 07/14/2015 | Printed    |                | 1210          | JAMES JUTRAS                   | MILEAGE REIMB-WWTF                 | 102.35     |
| 10051810      | 07/14/2015 | Printed    |                | 1236          | KEENAN'S LOCK & KEY            | SR CTR LOCK REPLACEMENT-LH         | 80.00      |
| 10051811      | 07/14/2015 | Printed    |                | 10347         | L & R PEST ELIMINATION SERVICE | PEST REMOVAL-LH                    | 100.00     |



Check Register Report

bl 7/14/15 fy 15

Date: 07/10/2015

Time: 3:10 pm

Page: 2

Village of Essex Junction

BANK:

| Check Number  | Check Date | Status  | Void/Stop Date | Vendor Number | Vendor Name                    | Check Description             | Amount    |
|---------------|------------|---------|----------------|---------------|--------------------------------|-------------------------------|-----------|
| <b>Checks</b> |            |         |                |               |                                |                               |           |
| 10051812      | 07/14/2015 | Printed |                | 1292          | LAMOUREUX, & DICKINSON         | PEARL ST LINK DESIGN          | 1,762.67  |
| 10051813      | 07/14/2015 | Printed |                | 9454          | LENNY'S SHOE & APP             | BOOTS-WATER                   | 160.00    |
| 10051814      | 07/14/2015 | Printed |                | 10155         | W.B. MASON CO. INC             | SUPPLIES-LIBRARY              | 604.13    |
| 10051815      | 07/14/2015 | Printed |                | 1775          | SUSAN MCNAMARA- HILL, PETTY    | MISC EXPENSES-VARIOUS         | 108.63    |
| 10051816      | 07/14/2015 | Printed |                | 1000          | SUSAN J. MCNAMARA-HILL         | MILEAGE REIMB-ADM             | 108.27    |
| 10051817      | 07/14/2015 | Printed |                | 9715          | MINUTEMAN FIRE & RESCUE        | LADDER TRUCK REPAIR-FIRE      | 2,001.04  |
| 10051818      | 07/14/2015 | Printed |                | 1539          | LAUREN MORRISSEAU              | MILEAGE REIMB-ADMIN           | 14.38     |
| 10051819      | 07/14/2015 | Printed |                | 1550          | MUNICIPAL EMERGENCY SERVICES   | EQUIP AND SUPPLIES-FIRE       | 1,529.80  |
| 10051820      | 07/14/2015 | Printed |                | 1661          | NORTH CENTRAL LABORATORIES     | SUPPLIES.-WWTF                | 1,453.52  |
| 10051821      | 07/14/2015 | Printed |                | 17055         | OMEGA ELECTRIC                 | SPARE I/O CARDS-WWTF          | 1,192.95  |
| 10051822      | 07/14/2015 | Printed |                | 1174          | PERMA-LINE CORP OF NEW ENGLAND | SIGNS-STREET                  | 827.55    |
| 10051823      | 07/14/2015 | Printed |                | 1789          | PIKE INDUSTRIES, INC.          | ASPHALT-STREET                | 7,522.62  |
| 10051824      | 07/14/2015 | Printed |                | 10689         | ERIC POTTER                    | DRURY DRIVE TREE MAINT-ST     | 5,000.00  |
| 10051825      | 07/14/2015 | Printed |                | 18298         | POWERPLAN OIB                  | BACKHOE FILTERS-WATER         | 141.40    |
| 10051826      | 07/14/2015 | Printed |                | 10235         | PRATT & SMITH INC              | DIGESTER MODIF/CTRL-WWTF      | 7,133.94  |
| 10051827      | 07/14/2015 | Printed |                | 1780          | EVERETT J. PRESCOTT, INC.      | PAVING PREP RISER-WWTF        | 115.50    |
| 10051828      | 07/14/2015 | Printed |                | 1908          | THE RADIO NORTH GROUP, INC.    | RADIO MAINT & PARTS-FIRE      | 460.00    |
| 10051829      | 07/14/2015 | Printed |                | 10451         | RICOH                          | COPIER -WWTF                  | 115.94    |
| 10051830      | 07/14/2015 | Printed |                | 1843          | MARIANNE E. RIORDAN            | MTG MINUTES-ADM/COM DEV       | 660.00    |
| 10051831      | 07/14/2015 | Printed |                | 20589         | SEVEN DAYS                     | EMPLOYMENT ADS-LIBRARY        | 450.00    |
| 10051832      | 07/14/2015 | Printed |                | 20732         | THE SHERWIN-WILLIAMS CO.       | SUPPLIES-WWTF/STREET          | 211.59    |
| 10051833      | 07/14/2015 | Printed |                | 2093          | SLACK CHEMICAL COMPANY INC.    | SOD HYDROXIDE-WWTF            | 2,103.90  |
| 10051834      | 07/14/2015 | Printed |                | 21153         | SOVERNET COMMUNICATIONS        | PHONES-STREET/FIRE            | 137.50    |
| 10051835      | 07/14/2015 | Printed |                | 2124          | STAPLES ADVANTAGE              | SUPPLIES-VARIOUS              | 482.01    |
| 10051836      | 07/14/2015 | Printed |                | 2302          | UPSTART                        | SUPPLIES-LIBRARY              | 75.75     |
| 10051837      | 07/14/2015 | Printed |                | 23415         | VERIZON WIRELESS               | WIRELESS-VARIOUS              | 546.94    |
| 10051838      | 07/14/2015 | Printed |                | 10601         | VERMONT GAS #2                 | GAS HEAT-VARIOUS              | 2,835.47  |
| 10051840      | 07/14/2015 | Printed |                | 2366          | VERMONT GAS SYSTEMS, INC.      | GAS HEAT-VARIOUS              | 747.58    |
| 10051841      | 07/14/2015 | Printed |                | 9968          | VISION SERVICE PLAN-           | INS PREM-VARIOUS DEPTS        | 405.36    |
| 10051842      | 07/14/2015 | Printed |                | 2380          | VLCT PACIF, INC.               | FIRE DEPT WORKERS COMP INS    | 4,687.00  |
| 10051843      | 07/14/2015 | Printed |                | 2385          | VT LEAGUE OF CITIES AND TOWNS  | WKSHP-ADM                     | 180.00    |
| 10051844      | 07/14/2015 | Printed |                | 2258          | VTGFOA                         | MEMBERSHIP ADJ-ADM            | 10.00     |
| 10051845      | 07/14/2015 | Printed |                | 0811          | F.W. WEBB COMPANY              | SUPPLIES-WWTF                 | 146.92    |
| 10051846      | 07/14/2015 | Printed |                | 10238         | DAVID M. WECHSLER              | NOISE MONITORING CVE          | 430.00    |
| 10051847      | 07/14/2015 | Printed |                | 24851         | DON WESTON EXCAVATING, INC     | PAVING&EXCAVATING -WATER      | 12,301.39 |
| 10051848      | 07/14/2015 | Printed |                | 2505          | DAVID WHITCOMB                 | VEHICLE REPAIR-STREET         | 236.67    |
| 10051849      | 07/14/2015 | Printed |                | 9856          | SANDY WILLEY                   | REPLACEMENT PLANTS GARDENS-ST | 160.38    |
| 10051850      | 07/14/2015 | Printed |                | 9356          | WILLIAMSON ELECTRICAL, INC     | SERVICE CALL-LIBRARY          | 149.40    |
| 10051851      | 07/14/2015 | Printed |                | 10319         | WILLISTON WORKWEAR             | SAFETY BOOTS/VEST KIMBALL-WW  | 126.85    |

**Total Checks: 88** **Checks Total (excluding void checks): 622,308.79**

**Total Payments: 88** **Bank Total (excluding void checks): 622,308.79**

**Total Payments: 88** **Grand Total (excluding void checks): 622,308.79**





## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Municipal Manager  
**FROM:** Susan McNamara-Hill, HR Director/Clerk/Treasurer  
Lauren Morriseau, Finance Director/Assistant Manager  
**DATE:** July 14, 2015  
**SUBJECT:** Approval of Check Warrants

### **Issue**

The issue is whether or not the Trustees will authorize staff to mail accounts payable checks before the Warrants are approved.

### **Discussion**

As part of the consolidation of the town and village finance departments, the departments are combining the check runs for the payment of invoices (accounts payable). The practice in the town has been to produce a check run each Friday. Any checks issued prior to an upcoming Selectboard meeting are then presented as Warrants for approval at the next meeting.

The village finance department is seeking Trustee approval to adopt the same practice for running checks (paying bills) before the Warrants are approved by the Trustees.

### **Cost**

There is no cost associated with this issue. A cost savings is anticipated by combining checks and mailing.

### **Recommendation**

It is recommended that the Trustees make a motion authorizing the finance department to issue accounts payable checks before the Warrants are approved, with the condition that all checks issued will appear on the Warrant at the next Trustees meeting.

Financial Management Questionnaire – Towns and Cities

|   | Yes | No | Don't know | By whom                       |
|---|-----|----|------------|-------------------------------|
| Are all town account records currently maintained by one individual?          |     | X  |            | Susan/Lauren                  |
| Do you reconcile bank and ledger balances monthly?                            | X   |    |            | Lauren/Susan                  |
| Are checks always written to specified payees and not to cash?                | X   |    |            |                               |
| Does the same individual open the mail and deposit checks?                    | X   |    |            | Sometimes                     |
| Are pre-numbered checks used for all bank accounts?                           | X   |    |            |                               |
| Are unopened bank statements delivered directly to the treasurer as received? |     | X  |            | Delivered to Finance Director |
| Have you borrowed money from the town?  |     | X  |            |                               |
| Have select board members attended financial trainings?                       |     | X  |            |                               |
| Are bank statements reconciled on a regular basis?                            | X   |    |            | Cindy/Lauren                  |
| Does someone other than the treasurer review bank reconciliations?            | X   |    |            | Does the Reconciling          |
| Have you deposited town monies anywhere other than a town account?            |     | X  |            |                               |
| Have you deposited any non-town monies into a town account?                   |     | X  |            |                               |
| Is interest in town accounts apportioned to each account?                     | X   |    |            |                               |
| Have there been any changes in authorized signatures during the fiscal year?  |     | X  |            |                               |
| Has a signature stamp ever been used for any town account                     |     | X  |            |                               |
| Has there ever been a theft, or unauthorized use of town funds or equipment?  |     | X  |            |                               |
| Are financial records maintained in a computerized system?                    | X   |    |            |                               |
| Does the town have written policies and procedures for financial operations?  | X   |    |            |                               |
| Does each town official have copies of these policies and procedures?         | X   |    |            |                               |
| Have you attended trainings on recordkeeping?                                 | X   |    |            |                               |
| Are checks written by the same individual who approves payments?              | X   |    |            | A/E Engineers                 |
| Are you a participant in any business which does business with the town?      | X   |    |            |                               |
| Do you maintain separate pages, columns or running balances for each fund?    | X   |    |            |                               |
| Do elected town auditors attend financial trainings?                          | N/A |    |            |                               |
| Are bank accounts and fund balances reconciled on a monthly basis?            | X   |    |            |                               |
| Does the town loan money to town employees?                                   |     | X  |            |                               |

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Essex Junction, Vermont.

Preparer: (signature) Susan M (printed name) Lauren Morrissseau Title: Finance Director Date: 6/10/15

Reviewed by Board of Trustees (signature): \_\_\_\_\_ on (date): \_\_\_\_\_