



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 11, 2015 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Police Chief Brad LaRose about traffic issues on South and West Streets
4. **OLD BUSINESS**
 - a. Amendment to Multiuse Path Lease Agreement – Robin Pierce
5. **NEW BUSINESS**
 - a. Bid award for Phase 1 of Lincoln Hall Exterior Rehabilitation – Pat Scheidel
 - b. Amendment of FYE 16 General Fund Capital Plan – Lauren Morrisseau
 - c. Amendment of Trustees' Fixed Asset Policy – Lauren Morrisseau
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:
 - Block Party Committee 7/27/15
 - Capital Program Review Committee 8/4/15
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 7/28/15
 - b. Expense Warrant #15003 dated 7/30/15 in the amount of \$4241.61
9. **ADJOURN**

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

New Business a.



SCOTT + PARTNERS

20 MAIN ST

ESSEX JUNCTION, VT 05452

P 802 879 5153

F 802 872 2764

SCOTTPARTNERS.COM

Patty Benoit
Village Manager's Office
2 Lincoln Hall
Essex Junction, VT 05452

RECEIVED
AUG 10 2015
Village of Essex Junction

Dear Patty-

I have reviewed the three bids received on the Lincoln Hall exterior rehabilitation project and talked to the two lowest bidders. My findings and recommendations are as follows.

1. Low Bidder: Clemons Construction (Maguire and O'Brien Masonry). Dave Clemons, formerly of Stewart Construction here in the village is a competent but small general contractor. I am less familiar with his proposed masons; they are reportedly capable masons but historic work is not their prime area of business. Following up on their references, I spoke with State Project Manager, John Ostrum. As a team, they worked on a historic renovation in the State's Waterbury office complex. John reported that Maguire and O'Brien were capable and did good work, but that we need to keep an eye on them for matching historic mortar color and so on. Note that in our specifications, we require analysis of existing mortar, chemical matching to ensure the new mortar matches the existing (old) mortar in composition and strength, and visual mock-ups for color and tooling so we can make sure that they get it right.
2. 2nd Low: Alpine Restoration (Bruno Gupta): This masonry firm specializes in historic preservation projects. I am familiar with Bruno's work as he has done several projects for our firm in the past, including the Thatcher Brook Primary School- an \$8million renovation of three old brick school buildings. I found his methodology to be in line with the Secretary of Interior's standards and the work was very good.

In sum, while we might feel more comfortable with Alpine, it is hard to justify the cost difference. I have no reason to feel that the low bidder cannot or will not perform the required work in a satisfactory manner that meets the specifications, the Secretary of the Interior's Standards and our high expectations for this treasured old building. They have demonstrated their ability to perform similar work. We have numerous safeguards built into the review and monitoring process. Based on the above, awarding to the low bidder is recommended.

Feel free to call me with any questions.

Scott + Partners, Inc.

John B. Alden, AIA

8/11/15 Agenda Addition
Manager's Report 6b.



The economic engine of Vermont.

Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees and Department Heads
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: August 6, 2015
SUBJECT: Interview to Develop Recruitment Profile for Manager

The answers to the attached questions will serve as the foundation for the manager recruitment profile.

Please think through/complete these questions before our individual interviews.

The interview should take approximately 45 minutes, less if you bring written answers to the questions. In addition, discussions on recruitment process preference may also be discussed.

In the vein of redundancy for affect, it is not too early to commence this aspect of the recruitment process. If we have it approved and ready to use, we will not have to pay an executive recruiter for its development and moreover, if it is needed sooner than anticipated it is approved already.

ELECTED AND APPOINTED OFFICIALS' QUESTIONNAIRE (1-12)

The first 5 questions will be for the general public.

1. Name one quality that you think the new Manager should bring to the community that will benefit all ages in our population.
2. Identify one personal trait that you believe will lead to a successful tenure.
3. Is New England experience a necessity for the new Manager?
4. In your opinion, what type of management style should the new Manager possess, i.e., collaborative, autocratic, etc.
5. What skill(s) will be most useful for the new Manager to possess in order to successfully address the community challenges?
6. What professional attributes do you believe a candidate must possess to be successful in the Essex community as Municipal Manager? Please list.
7. What interpersonal characteristics should the candidate possess to succeed? Please list.
8. What strengths are you seeking in this candidate?

Professional:

Educational:

Personal:

9. What are the top 3 issues/opportunities the new Manager must initially undertake?
10. What aspect of a candidate would be a deal-breaker for you to hire the person? Use the above topics as a guide.

11. What management style should the person possess in order to succeed here?

12. Do you have any other suggestions?

MEMO

8/11/15 Agenda Addition
Reading File 7 c.

To: Village Office Staff
From: Susan McNamara-Hill
Subject: FYE 2016 Tax Rates
Date: August 7, 2015

The FYE 2016 tax rates have been set and are shown below. For comparison, the previous year's tax rates are shown at the bottom of this page.

Village of Essex Junction Property Tax Rates for 2015-2016 tax year	
Homestead Rate	Non-Residential Rate
1.5644 State Education	1.5309 State Education
0.0676 EJSJ Recreation (Municipal)	0.0676 EJSJ Recreation (Municipal)
0.2366 Village Municipal	0.2366 Village Municipal
1.8686 Total School & Village Tax	1.8351 Total School & Village Tax
0.4443 Town General Fund	0.4443 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0019 Town Local Agreement	0.0019 Town Local Agreement
0.4662 Total Town Municipal	0.4662 Total Town Municipal
2.3348 Total Homestead Rate	2.3013 Total Non-Residential Rate

Town of Essex (outside the Village) Property tax rates for 2015-2016 tax year	
Homestead Rate	Non-Residential Rate
1.5537 State Education	1.5271 State Education
0.0218 Town Highway	0.0218 Town Highway
0.4443 Town General Fund	0.4443 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0019 Town Local Agreement	0.0019 Town Local Agreement
0.4880 Total Town Municipal	0.4880 Total Town Municipal
2.0417 Total Homestead Rate	2.0151 Total Non-Residential Rate

Village of Essex Junction Property Tax Rates for 2014-2015 tax year	
Homestead Rate	Non-Residential Rate
1.5163 State Education	1.5027 State Education
0.0679 EJSJ Recreation (Municipal)	0.0679 EJSJ Recreation (Municipal)
0.2830 Village Municipal	0.2830 Village Municipal
1.8672 Total School & Village Tax	1.8536 Total School & Village Tax
0.3817 Town General Fund	0.3817 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0017 Town Local Agreement	0.0017 Town Local Agreement
0.4034 Total Town Municipal	0.4034 Total Town Municipal
2.2706 Total Homestead Rate	2.2570 Total Non-Residential Rate

Town of Essex (outside the Village) Property tax rates for 2014-2015 tax year	
Homestead Rate	Non-Residential Rate
1.5077 State Education	1.5006 State Education
0.0800 Town Highway	0.0800 Town Highway
0.3817 Town General Fund	0.3817 Town General Fund
0.0200 Town Capital Fund	0.0200 Town Capital Fund
0.0017 Town Local Agreement	0.0017 Town Local Agreement
0.4834 Total Town Municipal	0.4834 Total Town Municipal
1.9911 Total Homestead Rate	1.9840 Total Non-Residential Rate

8/11/15 Agenda Addition
 Consent Agenda 8 c.

08/07/15
 04:25 pm

Town of Essex Accounts Payable

Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Imorrisseau

For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	07/21/15	ABOVE AND BEYOND BL/LH JULY JANITORIAL SVC 2295	210-45551.423 CONTRACT SERVICES	1920.00	1413	08/07/15
14400	07/21/15	ABOVE AND BEYOND BL/LH JULY JANITORIAL SVC 2295	210-41940.423 CONTRACT SERVICES	600.00	1413	08/07/15
V9429	07/21/15	AQUARIUS LANDSCAPE INC. LH SPRINKLER REPAIR 540158	210-41940.434 MAINT. BUILDINGS/GROUNDS	44.67	1419	08/07/15
V9976	07/30/15	AVONDA AIR SYSTEMS, INC BL BUILDING MAINTENANCE 00055	210-45551.434 MAINT. BUILDINGS/GROUNDS	1471.99	1420	08/07/15
V9976	07/22/15	AVONDA AIR SYSTEMS, INC BL BUILDING MAINTENANCE W25629	210-45551.434 MAINT. BUILDINGS/GROUNDS	111.94	1420	08/07/15
V9963	07/22/15	BENOURE PLUMBING & HEATIN BL BUILDING MAINTENANCE 106620	210-45551.434 MAINT. BUILDINGS/GROUNDS	299.10	1423	08/07/15
00530	07/14/15	BRODART CO BL BOOKS B3976125	210-45551.640 ADULT COLLECTION-PRINT &	15.71	1429	08/07/15
00530	07/17/15	BRODART CO NB BOOKS FRIENDS B3984866	210-49345.000 LIBRARY DONATION EXPENDIT	26.38	1429	08/07/15
00530	07/20/15	BRODART CO BL BOOKS B3989307	210-45551.641 JUVEN COLLECTION-PRNT & E	4.79	1429	08/07/15
00530	07/20/15	BRODART CO BL BOOKS B3989307	210-45551.610 SUPPLIES	0.90	1429	08/07/15
00530	07/21/15	BRODART CO BL BOOKS B3992637	210-45551.640 ADULT COLLECTION-PRINT &	28.59	1429	08/07/15
00530	07/21/15	BRODART CO BL BOOKS B3992637	210-45551.610 SUPPLIES	1.80	1429	08/07/15
00530	07/21/15	BRODART CO NB BOOKS FRIENDS B3992638	210-49345.000 LIBRARY DONATION EXPENDIT	25.88	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996769	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996769	210-45551.610 SUPPLIES	0.90	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996770	210-45551.641 JUVEN COLLECTION-PRNT & E	162.11	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996770	210-45551.610 SUPPLIES	11.70	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996771	210-45551.610 SUPPLIES	9.00	1429	08/07/15
00530	07/22/15	BRODART CO BL BOOKS B3996771	210-45551.641 JUVEN COLLECTION-PRNT & E	75.99	1429	08/07/15
00530	07/23/15	BRODART CO NB BOOKS FRIENDS B3999078	210-49345.000 LIBRARY DONATION EXPENDIT	32.59	1429	08/07/15
00530	07/24/15	BRODART CO BL BOOKS B4000107	210-45551.640 ADULT COLLECTION-PRINT &	9.60	1429	08/07/15
00530	07/27/15	BRODART CO BL BOOKS B4002447	210-45551.641 JUVEN COLLECTION-PRNT & E	165.96	1429	08/07/15
00530	07/27/15	BRODART CO BL BOOKS B4002447	210-45551.610 SUPPLIES	13.50	1429	08/07/15
00530	07/27/15	BRODART CO BL BOOKS B4002505	210-45551.610 SUPPLIES	0.90	1429	08/07/15
00530	07/27/15	BRODART CO BL BOOKS B4002505	210-45551.640 ADULT COLLECTION-PRINT &	32.99	1429	08/07/15

08/07/15
04:25 pm

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Page 2 of 8
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04550	07/21/15	VF TRUCK LIGHT BULBS 14406-165301	210-42220.432 VEHICLE MAINTENANCE	18.98	1430	08/07/15
04550	07/22/15	ST BATTERIES 14406-165430	210-43110.610 SUPPLIES	8.54	1430	08/07/15
04550	07/26/15	ST SPARK PLUG 14406165578	210-43110.570 MAINTENANCE OTHER	2.08	1430	08/07/15
04550	07/23/15	ST FUSE 14406165583	210-43110.610 SUPPLIES	3.69	1430	08/07/15
04550	07/24/15	ST OIL FOR MIXED GAS 14406165826	210-43110.626 GAS,GREASE AND OIL	9.24	1430	08/07/15
V0461	07/31/15	BL NEWSPAPERS JULY2015	210-45551.640 ADULT COLLECTION-PRINT &	108.50	1433	08/07/15
33190	07/16/15	ST REPAIR SWEEPER A/C RC54674	210-43110.432 VEHICLE MAINTENANCE	126.19	1435	08/07/15
V10382	07/25/15	ST PAGER 1298786944	210-43110.442 EQUIPMENT RENTALS	66.00	1443	08/07/15
V10657	07/22/15	BL YOUTH PROGRAM SUPPLIES 070515D	210-45551.837 CHILDRENS PROGRAMS	49.75	1445	08/07/15
V10657	07/20/15	BL PROGRAM SUPPLY REIMB 72015D	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	4.99	1445	08/07/15
35260	07/17/15	ST UNIFORMS 06181511	210-43110.612 UNIFORMS,BOOTS,ETC	422.50	1448	08/07/15
01010	07/27/15	ST STRAW 318342	210-43110.616 GRAVEL,TOPSOIL	25.98	1450	08/07/15
23215	07/22/15	ST CHAIN 10580582-01	210-43110.610 SUPPLIES	165.50	1451	08/07/15
23215	07/22/15	ST CHAIN RETURN 10580582-2	210-43110.610 SUPPLIES	-165.50	1451	08/07/15
23215	07/24/15	ST HEARING PROTECTOR AM/F 105808040001	210-43110.612 UNIFORMS,BOOTS,ETC	59.99	1451	08/07/15
V0795	07/24/15	DV 8 RECORDINGS JULY 72415D	210-41970.575 RECORDING FEES`	80.00	1453	08/07/15
23000	07/20/15	ST SHUR PAC 00662917	210-43110.616 GRAVEL,TOPSOIL	107.63	1466	08/07/15
04035	07/29/15	ST TRIMMER STRING 17681	210-43110.610 SUPPLIES	35.59	1472	08/07/15
07160	07/21/15	BL VOKAL SERVICES V151487	210-45551.530 TECHNOLOGY ACCESS	2277.21	1475	08/07/15
07010	07/17/15	ST 6/17-7/17 SL 105 PRL 7/15117200	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	96.77	1476	08/07/15
07010	07/17/15	ST 6/17-7/17 SL 105 PRL 7/15117200	210-43160.622 STREET LIGHTS - ELECTRICI	110.59	1476	08/07/15
07010	07/17/15	ST 6/17-7/17 TL PRL/WST 7/15119806	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	16.41	1476	08/07/15
07010	07/17/15	ST 6/17-7/17 TL PRL/WST 7/15119806	210-43123.622 TRAFFIC LIGHTS - ELECTRICI	18.75	1476	08/07/15
07010	07/21/15	ST 6/19-7/21 SL PWR HS 7/15132203	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	26.28	1476	08/07/15
07010	07/21/15	ST 6/19-7/21 SL PWR HS 7/15132203	210-43160.622 STREET LIGHTS - ELECTRICI	39.42	1476	08/07/15

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	07/20/15	ST 6/19-7/20 SL WHIT WD 7/15217209	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	87.85	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/20/15	ST 6/19-7/20 SL WHIT WD 7/15217209	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	159.73	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/17-7/17 TL/PRK/SO 7/15242200	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	36.31	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/17-7/17 TL/PRK/SO 7/15242200	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	47.49	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/17/15	ST 6/17-7/147 TLIBM/MPL 7/15324007	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	23.74	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/17/15	ST 6/17-7/147 TLIBM/MPL 7/15324007	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	27.14	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/17/15	ST 6/15-7/15 TL PEARL ST 7/15467600	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	28.71	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/17/15	ST 6/15-7/15 TL PEARL ST 7/15467600	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	25.13	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/19-7/21 TL PRK LTRD 7/15760605	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	17.26	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/19-7/21 TL PRK LTRD 7/15760605	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	25.90	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/22/15	ST 6/22-7/22 SL WHITIL 7/15903200	210-43160.622 STREET LIGHTS - ELECTRICI	169.30	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/22/15	ST 6/22-7/22 SL WHITIL 7/15903200	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	61.56	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/19-7/21 PRK ST CAU 7/15907204	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	12.82	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 6/19-7/21 PRK ST CAU 7/15907204	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	8.54	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 06/19-07/21 PRKRED/SL 7/15960603	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	39.34	1476	08/07/15
07010	GREEN MOUNTAIN POWER CORP	07/21/15	ST 06/19-07/21 PRKRED/SL 7/15960603	210-43160.622 STREET LIGHTS - ELECTRICI	59.00	1476	08/07/15
06915	HARTIGAN COMPANY	07/17/15	VE BLK PARTY TOILETS 93677	210-41335.835 BLOCK PARTY EXPENSE	346.00	1480	08/07/15
V10473	INFOGROUP CITY DIRECTORIE	07/14/15	BL BOOK 10002797237	210-45551.640 ADULT COLLECTION-PRINT &	290.00	1489	08/07/15
33495	INGRAM LIBRARY SERVICES I	07/09/15	BL BOOKS 86192895	210-45551.640 ADULT COLLECTION-PRINT &	17.69	1490	08/07/15
33495	INGRAM LIBRARY SERVICES I	07/10/15	BL BOOKS 86216337	210-45551.640 ADULT COLLECTION-PRINT &	38.88	1490	08/07/15
V1208	JONES/RICK//	07/31/15	ST PANTS RVJ 073115	210-43110.612 UNIFORMS,BOOTS,ETC	97.86	1496	08/07/15
V1208	JONES/RICK//	07/31/15	ST PANTS RVJ 073115	210-43110.612 UNIFORMS,BOOTS,ETC	60.00	1496	08/07/15
V1293	LAFAYETTE, INC./F. R.//	07/15/15	ST SIGN POST 27822	210-43110.617 SIGNS AND POSTS	315.00	1499	08/07/15
V1332	LENNYS SHOE AND APPAREL	07/20/15	ST BOOTS RVJ 3023825	210-43110.612 UNIFORMS,BOOTS,ETC	170.00	1502	08/07/15
12965	MCMAMARA-HILL SUSAN	07/31/15	AD MILEAGE & MEETING 073115D	210-41320.500 TRAINING, CONFERENCES, DU	21.44	1508	08/07/15

08/07/15
04:25 pm

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Page 4 of 8
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12965	07/31/15	AD MILEAGE & MEETING 073115D	210-41320.580 TRAVEL	120.75	1508	08/07/15
38340	07/21/15	VF ANNUAL LADDER SERVICE 198872	210-42220.432 VEHICLE MAINTENANCE	4465.47	1511	08/07/15
V1539	08/03/15	AD MILAGE REIMBURSEMENT 080315D	210-41320.580 TRAVEL	60.38	1512	08/07/15
14585	07/24/15	VF SCBA MAINTENANCE 00653410SNV	210-42220.570 MAINTENANCE OTHER	171.50	1514	08/07/15
25140	07/10/15	ST ASPHALT 812161	210-43120.610 PAVEMENT MAINTENANCE	480.00	1521	08/07/15
25140	07/17/15	ST ASPHALT 813488	210-43120.610 PAVEMENT MAINTENANCE	611.83	1521	08/07/15
V9587	07/14/15	ST TOPSOIL 132200	210-43110.616 GRAVEL, TOPSOIL	200.00	1524	08/07/15
18010	07/21/15	VF FIREFIGHTER HOODS 3255058	210-42220.612 UNIFORMS, BOOTS, ETC	2451.50	1525	08/07/15
18010	07/23/15	ST SAFETY LIFT CHAINS 3255283	210-43110.610 SUPPLIES	426.68	1525	08/07/15
18010	07/27/15	VF COMPRESSOR MAINTENANCE 3255506	210-42220.570 MAINTENANCE OTHER	237.14	1525	08/07/15
37965	07/13/15	ST CONCRETE 49195	210-43120.570 SIDEWALK AND CURB MAINTEN	362.50	1531	08/07/15
37965	07/16/15	ST CONCRETE 49281	210-43120.570 SIDEWALK AND CURB MAINTEN	307.00	1531	08/07/15
40840	07/15/15	ST 7/15-8/15 TELEPHONE 3530909	210-43110.535 TELEPHONE SERVICES	35.68	1537	08/07/15
V2124	07/04/15	AC/DV OFFICE SUPPLIES 3270704846	210-41970.610 SUPPLIES	39.03	1539	08/07/15
V2124	07/04/15	AC/DV OFFICE SUPPLIES 3270704846	210-41320.610 SUPPLIES	79.23	1539	08/07/15
V2124	07/11/15	AD/DV/VF OFFICE SUPPLIES 3271463128	210-41320.610 SUPPLIES	22.74	1539	08/07/15
V2124	07/11/15	AD/DV/VF OFFICE SUPPLIES 3271463128	210-41970.610 SUPPLIES	11.20	1539	08/07/15
V2124	07/11/15	AD/DV/VF OFFICE SUPPLIES 3271463128	210-42220.610 SUPPLIES	6.95	1539	08/07/15
V2124	07/11/15	VA SUPPLIES 8035110408	210-41940.610 SUPPLIES	14.47	1539	08/07/15
V2124	07/11/15	VA SUPPLIES 8035110408	210-41320.610 SUPPLIES	28.10	1539	08/07/15
14945	07/16/15	ST BFC SIGNS 81367	210-43110.617 SIGNS AND POSTS	300.00	1542	08/07/15
36130	07/18/15	VA 7/19-8/19 CELL & DATA 9749156572	210-42220.535 TELEPHONE SERVICES	120.03	1550	08/07/15
36130	07/18/15	VA 7/19-8/19 CELL & DATA 9749156572	210-41970.535 TELEPHONE SERVICES	40.01	1550	08/07/15
36130	07/19/15	STVW Phone&ipa&cell 9749228731	210-43110.535 TELEPHONE SERVICES	114.49	1550	08/07/15
V2434	07/28/15	AD WALL PROJECT DONATION 072815	210-41320.560 TRUSTEES EXPENDITURES	200.00	1551	08/07/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	07/22/15	VIKING-CIVES USA ST SWEEPER BROOMS 4463733	210-43110.610 SUPPLIES	221.14	1552	08/07/15
22070	07/14/15	VILLAGE COPY & PRINT INC, AD/DV ENVELOPES 5601	210-41970.610 SUPPLIES	68.31	1553	08/07/15
22070	07/14/15	VILLAGE COPY & PRINT INC, AD/DV ENVELOPES 5601	210-41320.550 PRINTING AND ADVERTISING	138.69	1553	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-45551.210 HEALTH INS & OTHER BENEFI	90.08	1554	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-41970.210 HEALTH INS & OTHER BENEFI	30.03	1554	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-41335.210 HEALTH INS & OTHER BENEFI	15.01	1554	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-43151.210 HEALTH INS & OTHER BENEFI	7.96	1554	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-41320.210 HEALTH INS & OTHER BENEFI	60.05	1554	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	210-43110.210 HEALTH INS & OTHER BENEFI	51.05	1554	08/07/15
29825	07/23/15	VT GAS SYSTEMS ST 6/17-7-17 HIWY GARAGE 0715125047	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	30.52	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS ST 6/17-7-17 HIWY GARAGE 0715125047	210-43110.623 HEATING/NATURAL GAS	37.57	1555	08/07/15
07565	07/17/15	W B MASON CO INC AD RETURNED BRIEFCASE CR2323288	210-41320.610 SUPPLIES	-69.99	1561	08/07/15
07565	07/10/15	W B MASON CO INC AD/DV BRIEFCASE/PAPER I26859717	210-41320.610 SUPPLIES	89.28	1561	08/07/15
07565	07/10/15	W B MASON CO INC AD/DV BRIEFCASE/PAPER I26859717	210-41970.610 SUPPLIES	9.50	1561	08/07/15
07565	07/20/15	W B MASON CO INC BL SUPPLIES I27046565	210-45551.610 SUPPLIES	155.04	1561	08/07/15
07565	07/23/15	W B MASON CO INC AD/CD SUPPLIES I27162445	210-41970.610 SUPPLIES	28.26	1561	08/07/15
07565	07/23/15	W B MASON CO INC AD/CD SUPPLIES I27162445	210-41320.610 SUPPLIES	91.72	1561	08/07/15
07565	07/28/15	W B MASON CO INC VA PAPER & STAMP PADS I27248373	210-41970.610 SUPPLIES	21.11	1561	08/07/15
07565	07/28/15	W B MASON CO INC VA PAPER & STAMP PADS I27248373	210-41320.610 SUPPLIES	77.97	1561	08/07/15
V10545	07/30/15	KD ASSOCIATES, INC VR LincolnHall abbtos tes 00014532	230-46801.010 LINCOLN HALL RESTORATIONS	210.00	1498	08/07/15
V1292	06/30/15	LAMOUREUX, & DICKINSON VR DESIGN PEARL LINK 40791	230-20201.001 ACCOUNTS PAYABLE-ACCRUED	4299.31	1501	08/07/15
04550	07/24/15	BWP VT CARQUEST A/P VW OIL TRK #2 14406165823	254-43200.626 GAS,GREASE AND OIL	56.40	1430	08/07/15
31275	07/15/15	DON WESTON EXCAVATING INC WA WATER BREAK REPAIR MPL 9801	254-20201.001 ACCOUNTS PAYABLE-ACCRUED	6356.27	1446	08/07/15
37875	07/23/15	FLEETPRIDE INC VW BACKUP LIGHT 70086590	254-43200.570 MAINTENANCE OTHER	116.44	1464	08/07/15
38760	06/26/15	TI-SALES INC VW/SAHANDHED/PROBES MAINT INV0052275	254-20201.001 ACCOUNTS PAYABLE-ACCRUED	68.67	1544	08/07/15

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38760	06/26/15	VW/SAHANDHED/PROBES MAINT INV0052275	254-43200.340 COMPUTER EXPENSES	755.33	1544	08/07/15
38760	07/24/15	VA LARGE WATER METER INV0053432	254-43230.002 METER REPLACEMENT PROGRAM	71.83	1544	08/07/15
36130	07/19/15	STVW Phone&ipa&cell 9749228731	254-43200.535 TELEPHONE SERVICES	89.64	1550	08/07/15
V9968	07/16/15	VA AUG VSP PREMIUM 71615D	254-43200.210 HEALTH INS & OTHER BENEFIT	37.53	1554	08/07/15
29825	07/23/15	VW 6/17-7/17 WATER BLDG 0715125039	254-20201.001 ACCOUNTS PAYABLE-ACCRUED	17.26	1555	08/07/15
29825	07/23/15	VW 6/17-7/17 WATER BLDG 0715125039	254-43200.623 HEATING/NATURAL GAS	21.24	1555	08/07/15
V10508	07/15/15	WW/TF O. 99TON GRIT U10000002991	255-43200.565 GRIT DISPOSAL	82.50	1414	08/07/15
04550	07/23/15	WW FUEL LINE 14406165676	255-43200.432 VEHICLE MAINTENANCE	1.90	1430	08/07/15
23455	07/27/15	WW BIOSOLIDS IVC021901	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	8654.61	1436	08/07/15
V10411	07/20/15	WW GBT POLYMER 7314	255-43200.619 CHEMICALS	3732.70	1438	08/07/15
06870	07/22/15	WW WEEKLY TKN 178237	255-43200.577 CONTRACT LABORATORY SERVI	25.00	1449	08/07/15
06870	07/28/15	WW WEEKLY TKN 178627	255-43200.577 CONTRACT LABORATORY SERVI	25.00	1449	08/07/15
24785	07/22/15	WW RIGGING MATERIALS 818403636	255-43200.570 MAINTENANCE OTHER	433.76	1473	08/07/15
24785	07/23/15	WW SAFETY CALIBRATION GAS 9798253713	255-43200.570 MAINTENANCE OTHER	355.75	1473	08/07/15
07010	07/22/15	WW 6/17-7/19 ELECTRIC 7/15013207	255-43200.622 ELECTRICAL SERVICE	5837.74	1476	08/07/15
07010	07/22/15	WW 6/17-7/19 ELECTRIC 7/15013207	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	3994.25	1476	08/07/15
09050	07/14/15	WW PIPE & TIPS STANDARDS 9472180	255-43200.618 SUPPLIES - LABORATORY	674.37	1479	08/07/15
V1332	07/28/15	WW UNIFORMS JUTRY 3024757	255-43200.612 UNIFORMS,BOOTS,ETC	219.00	1502	08/07/15
34995	07/22/15	WW SLUDGE MXR RIGGING 35095237	255-43200.570 MAINTENANCE OTHER	111.97	1507	08/07/15
34995	07/24/15	WW/SA CABLE & HARDWARE 35354493	255-43200.570 MAINTENANCE OTHER	314.33	1507	08/07/15
00315	07/15/15	WW DELVAR GREASE PSI1178139	255-43200.626 GAS,GREASE AND OIL	145.35	1515	08/07/15
V1661	07/27/15	WW TOTAL P EVAL MTLs 358974	255-43200.618 SUPPLIES - LABORATORY	1292.43	1516	08/07/15
06510	07/13/15	WW FIRE ALARM MONITORING 59594	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	26.25	1518	08/07/15
06510	07/13/15	WW FIRE ALARM MONITORING 59594	255-43200.570 MAINTENANCE OTHER	288.75	1518	08/07/15
12265	07/22/15	WW 7/16-8/15 COPIER LEASE 95129658	255-43200.610 SUPPLIES	223.07	1527	08/07/15

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25480	07/06/15	WW GRIT ANCHORS 32398	255-43200.570 MAINTENANCE OTHER	42.24	1532	08/07/15
25480	07/24/15	WW CLARIFIER HARDWARE 32653	255-43200.570 MAINTENANCE OTHER	24.60	1532	08/07/15
36130	07/18/15	VA 7/19-8/19 CELL & DATA 9749156572	255-43200.535 TELEPHONE SERVICES	182.29	1550	08/07/15
V9968	07/16/15	VA AUG VSP PREMIUM 71615D	255-43200.210 HEALTH INS & OTHER BENEFIT	77.62	1554	08/07/15
29825	07/23/15	WW 6/18-7/20 LAB CHEM 0715114124	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	18.86	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 LAB CHEM 0715114124	255-43200.623 HEATING/NATURAL GAS	29.86	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 DIGEST 0715114132	255-43200.623 HEATING/NATURAL GAS	761.37	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 DIGEST 0715114132	255-20201.000 ACCOUNTS PAYABLE	480.86	1555	08/07/15
29825	07/23/15	WW 6/18-7-20 CONTROL 0715114140	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	14.86	1555	08/07/15
29825	07/23/15	WW 6/18-7-20 CONTROL 0715114140	255-43200.623 HEATING/NATURAL GAS	23.54	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 ADMIN 07151884501	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	17.97	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 ADMIN 07151884501	255-43200.623 HEATING/NATURAL GAS	28.46	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 SLUDGE 07151884519	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	14.42	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 SLUDGE 07151884519	255-43200.623 HEATING/NATURAL GAS	22.84	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 FLOW EQ 07151884527	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	13.98	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 FLOW EQ 07151884527	255-43200.623 HEATING/NATURAL GAS	22.13	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 FILTER 07151884543	255-20201.001 ACCOUNTS PAYABLE-ACCRUED	13.98	1555	08/07/15
29825	07/23/15	WW 6/18-7/20 FILTER 07151884543	255-43200.623 HEATING/NATURAL GAS	22.13	1555	08/07/15
23215	07/22/15	SA HEARING PROTECTOR AM/F 105804910001	256-43200.612 UNIFORMS,BOOTS,ETC	59.99	1451	08/07/15
07010	07/21/15	SA 6/19-7/21 PS CASCADE 7/15017201	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	26.28	1476	08/07/15
07010	07/21/15	SA 6/19-7/21 PS CASCADE 7/15017201	256-43200.622 ELECTRICAL SERVICE	39.42	1476	08/07/15
07010	07/17/15	SA 6/17-7/17 PS WEST ST 7/15127602	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	270.10	1476	08/07/15
07010	07/17/15	SA 6/17-7/17 PS WEST ST 7/15127602	256-43220.002 WEST ST PS COSTS	308.67	1476	08/07/15
07010	07/20/15	SA 6/18-7/20 PS SO ST 7/15268807	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	34.88	1476	08/07/15
07010	07/20/15	SA 6/18-7/20 PS SO ST 7/15268807	256-43200.622 ELECTRICAL SERVICE	58.13	1476	08/07/15

08/07/15
04:25 pm

Town of Essex Accounts Payable
Check Warrant Report # 16003 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 08/07/15 To 08/07/15 & Fund 2

Page 8 of 8
lморриссеаu

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	07/21/15	GREEN MOUNTAIN POWER CORP SA06/19-07/21 PS RIVER ST 7/15782206	256-43200.622 ELECTRICAL SERVICE	46.19	1476	08/07/15
07010	07/21/15	GREEN MOUNTAIN POWER CORP SA06/19-07/21 PS RIVER ST 7/15782206	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	30.80	1476	08/07/15
V1332	07/22/15	LENNYS SHOE AND APPAREL SA BOOTS PHIL 3024096	256-43200.612 UNIFORMS,BOOTS,ETC	170.00	1502	08/07/15
34995	07/24/15	MCMASTER CARR SUPPLY CO WW/SA CABLE & HARDWARE 35354493	256-43200.434 PUMP STATION MAINTENANCE	114.00	1507	08/07/15
38760	06/26/15	TI-SALES INC VW/SAHANDHED/PROBES MAINT INV0052275	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	137.33	1544	08/07/15
38760	06/26/15	TI-SALES INC VW/SAHANDHED/PROBES MAINT INV0052275	256-43200.340 COMPUTER EXPENSES	1510.67	1544	08/07/15
38760	07/24/15	TI-SALES INC VA LARGE WATER METER INV0053432	256-43230.002 METER REPLACEMENT PROGRAM	143.65	1544	08/07/15
02970	07/15/15	USA BLUE BOOK INC SA MANHOLE MAGRET 697684	256-43200.610 SUPPLIES	1236.00	1549	08/07/15
V9968	07/16/15	VISION SERVICE PLAN- VA AUG VSP PREMIUM 71615D	256-43200.210 HEALTH INS & OTHER BENEFIT	36.03	1554	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA 6/17-7/17 HIGHSCHOOLPS 07151860303	256-43200.626 GAS,GREASE AND OIL	23.14	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA 6/17-7/17 HIGHSCHOOLPS 07151860303	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	18.81	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA6/18-7/20 SWPSGENERATOR 0715829804	256-43220.001 SUSIE WILSON PS COSTS	24.34	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA6/18-7/20 SWPSGENERATOR 0715829804	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	15.38	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA6/18-7/20 WSPSGENERATOR 0715829820	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	15.38	1555	08/07/15
29825	07/23/15	VT GAS SYSTEMS SA6/18-7/20 WSPSGENERATOR 0715829820	256-43220.002 WEST ST PS COSTS	24.34	1555	08/07/15
Report Total				67732.82		

All Traffic Solutions
3/3/2015 12:00:00 AM to 3/7/2015 11:59:00 PM
File: south st 030915wb.ssd
Speed Limit: ~~30~~
Display On/Off: On

Summary Data

File	south st 030915wb.ssd
Date Range	3/3/2015 to 3/7/2015
Total Days of Data	5
Speed Limit	30 26
Time Range	12:00 AM to 11:59 PM
Average Speed	27.55
85% Speed	32
50% Speed	28
10 mph Pace Speed	24 to 33
High Speed	49
Low Speed	1
Display On/Off	On
Average Volume per Day	1167

POST 2 mos

48 WARNINGS

07 TICKETS

CONTINUE TO monitor site

WEST ST. monitoring device

All Traffic Solutions

3/9/2015 12:00:00 AM to 3/13/2015 11:59:00 PM

File: south st 031615eb.ssd

Speed Limit: 25

Display On/Off: On

Summary Data

File	south st 031615eb.ssd
Date Range	3/9/2015 to 3/13/2015
Total Days of Data	5
Speed Limit	25
Time Range	12:00 AM to 11:59 PM
Average Speed	29
85% Speed	31
50% Speed	27
10 mph Pace Speed	23 to 32
High Speed	50
Low Speed	1
Display On/Off	On
Average Volume per Day	1633



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director *RP*
DATE: August 11, 2015
SUBJECT: Amendment to the Multiuse Path Lease Agreement

Issue

The issue is that the original Lease Agreement did not satisfy Federal ROW requirements and this meant that our funding source was blocked.

Discussion

For the last eight months, the Village, New England Central Railroad, and VTrans have had discussions regarding a modification to the existing lease the Village has with NECR that would enable the Multiuse Path project to move forward. The standard railroad company requirements for such a lease and the Federal ROW requirements for funding were mutually exclusive. Thanks to work by Ande Deforge at VTrans, Charles Hunter and Mike Omstead at NECR, and Mary Cole at Genesee & Wyoming Railroad, we now have a modification to the lease that satisfies the ROW requirements and NECR's needs.

Cost

There may be a \$1,000 charge from NECR/G&W for the additional legal work undertaken by them to review and suggest changes to the lease.

Recommendation

It is recommended that the Trustees authorize the Manager to sign the Amended Land Lease Agreement with New England Central Railroad, Inc. to enable the project to move forward as designed.

AMENDMENT TO LAND LEASE AGREEMENT

Agreement Number: NECR100528

This Agreement made as of this _____ day _____, 2015.

Between:

New England Central Railroad, Inc.
(in this Agreement called "Railroad")

and

Village of Essex Junction
(in this Agreement called "Lessee")

Whereas, Railroad and Lessee are parties (or successors thereof) to a certain Land Lease Agreement (hereinafter "Original Agreement") dated November 5, 2014 in the respect to land for a Multi-use Path as described by Exhibit "A" of the Original Agreement.

And, whereas the parties have mutually agreed to modify the terms of the said "Original Agreement" in the manner and to the extent hereafter set forth:

NOW THEREFORE THIS AGREEMENT WITNESSETH:

1. Section 3 (b) of the Original Agreement is hereby removed in its entirety and replaced with the following:

"(b) LESSOR reserves the right to adjust the annual fee on each anniversary date of this agreement by a percentage consistent with the average CPI-U index (CUUR0000SA0) for the preceding twelve (12) months based on the month of October."

2. Section 4 of the Original Agreement is hereby removed in its entirety and replaced with the following:

"4.1 TERM.

The term of this lease shall commence on January 1, 2015, and shall continue in effect for a period of fifty (50) years from the date of commencement under the following conditions:

(a) If Lessee becomes in default of any of its obligations contained herein, Railroad shall notify Lessee of such default. If such default is not cured by Lessee within thirty (30) days of notification, Railroad may immediately terminate this lease.

(b) If Railroad requires the usage of the leased land for operational reasons or purposes, the Railroad reserves the right to terminate with giving the Lessee ninety (90) days written notice of an intention to terminate regardless of annual fee having been paid in advance for any period and without regard to any loss or damage incurred by either party as a result of such termination or cancellation.

4.2 TERMINATION.

(a) Upon the expiration or any termination of this lease, including by reason of default, Lessee at its expense shall, at the option of Lessor; remove any and all structures, buildings, tanks, foundations and improvements not owned by Lessor; remove all debris and rubble; and, full and level any and all excavated areas of the Premises, all within thirty (30) days following the expiration or any termination of this lease, and surrender the Premises to the possession of Lessor in a condition satisfactory to Lessor, normal wear and tear excepted.

(b) In the event Lessee fails to remove such structures and other property within one hundred twenty(120) days of the expiration or termination of this lease, Lessor at its option, may either consider the structures and other improvements as abandoned by Lessee and same shall be deemed as part of the realty and title of such shall be vested in Lessor; or, Lessor may, at any time within one (1) year from the expiration or termination of this lease, remove such structures and other improvements and Lessee hereby agrees to reimburse Lessor for the expense thereof within thirty (30) days from receipt of Lessor's invoice for such costs.”

3. Section 11 of the Original Agreement is hereby removed in its entirety and replaced with the following:

“(a) In the event Lessee shall default in the payment of any annual fee, tax or other reimbursements provided for herein, late payment penalties, return check charges, or other sums due by Lessee, or upon breach or violation of any of Lessee's other covenants, agreements, undertakings, provisions, terms, applicable laws, or conditions herein contained, Lessor may provide Lessee with a written notice of default of lease, sent by certified mail, or by other means where the date of delivery may be objectively determined. Lessee shall have thirty (30) days from the date of receipt any written notice of default to cure any such default. Failure of Lessor to enforce one or more of the remedies herein provided upon an event of default, shall not be construed to constitute a waiver of such default. In addition, The parties reserve the right to avail themselves of any and all rights and remedies available to them by operation of law or equity and any proceeding by the appropriate court action to enforce performance by the other party at any time of the applicable covenants of this lease or to secure damages for the breach thereof including reasonable attorney's fees. Lessor may waive any default of Lessee at anytime without affecting or impairing any rights arising from any subsequent default. Lessee agrees to reimburse Lessor for the costs of any claims, suits, judgments, costs, attorney's fees, court costs and all other related expenses incurred by Lessor

arising from or growing out of Lessee defaulting in any of the terms of this lease. No action or proceeding by Lessor under this paragraph shall in any manner release or discharge the covenants, agreements, and undertakings of Lessee of any of the obligations, risks, or duties herein assumed by Lessee which may have accrued as of the date of any default.

(b) Lessee understands and agrees that Lessor shall not be required to make formal demand or give notice for any due and unpaid annual fee before asserting its rights to avail itself of any remedies contained herein, either at law or equity, and Lessee does hereby expressly waive any rights to receive such demand or notice."

4. In all other respects the Original Agreement is hereby ratified and confirmed.

In WITNESS WHEREOF, the parties hereto have executed this agreement as and of the day of the year first written above.

Village of Essex Junction

Name:
Title:

STATE OF VERMONT)
) ss.
COUNTY OF CHITTENDEN)

On this _____ day of _____, ____, before me, _____,
a Notary Public in and for the County of Chittenden, State of Vermont, personally
appeared _____, known to me (or proved to me on the basis of
satisfactory evidence) to be the persons who executed the within instrument as
_____, for and on behalf of Village of Essex Junction, therein named and
acknowledged to me that such corporation executed the within instrument pursuant to its
by-laws or a resolution of its Board of Directors.

Notary Public
My Commission Expires:

New England Central Railroad, Inc.

Name: Tony D. Long
Title: Vice President

STATE OF FLORIDA)
) ss.
COUNTY OF DUVAL)

On this _____ day of _____, _____, before me, _____,
a Notary Public in and for the County of Duval, State of Florida, personally appeared
Tony D. Long, known to me (or proved to me on the basis of satisfactory evidence) to be
the persons who executed the within instrument as Vice President, for and on behalf of
New England Central Railroad, Inc., therein named and acknowledged to me that such
corporation executed the within instrument pursuant to its by-laws or a resolution of its
Board of Directors.

Notary Public
My Commission Expires:



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
Lauren Morrisseau, Assistant Manager/Finance Director *LM*
DATE: August 6, 2015
SUBJECT: Bid Award for Lincoln Hall Exterior Rehabilitation - Phase 1
Amendment to FYE 16 General Fund Capital Plan

Issue

The issue is whether or not the Trustees award the bid for phase 1 of the Lincoln Hall Exterior Rehabilitation Project and amend the General Fund Capital Reserve Plan to reallocate funds for the project.

Discussion

The Village went out to bid for the first phase of the exterior work on Lincoln Hall on 7/15/15. It is in the General Fund Capital Reserve Plan in FYE 16 for a total budget of \$125,000, based on an estimate from Liszt Historical Restoration. This budget did not include \$19,800 that the Trustees approved for Scott + Partners to prepare the scope of work and bid documents. Unfortunately, an asbestos inspection has revealed asbestos in some of the window caulking. We do not have the cost yet for its removal but it is not expected to be a major expense.

The bids came in well over the budgeted amount, due in part to a change in the scope of work for the first phase recommended by Scott + Partners. It was felt that the most exposed sides of Lincoln Hall should be restored first, which are on Pearl Street and Lincoln Street. The deterioration is significant on those sides, with some exposed wood that would continue to rot if we delayed repair.

Cost

On 8/5/15, the Village received the following bids:

Clemons Construction, LLC, Middlesex	\$ 143,000
Alpine Restoration, Waterbury	\$ 219,580
Millbrook Building and Remodeling, Colchester	\$ 247,000

We propose that the Trustees transfer \$40,000 in the General Fund Capital Plan from Phase 2 of the project in FYE 18.

The cost of Phase 1 would be broken down as follows:

Scott + Partners	\$ 19,800
Clemons Construction, LLC	143,000
Asbestos removal (estimate)	<u>2,200</u>
	\$ 165,000
Amount in FYE 16 Capital Plan	125,000
Transfer from FYE 18	\$ 40,000

Recommendation

It is recommended that the Trustees award the bid for Lincoln Hall Exterior Rehabilitation Phase 1 to Clemons Construction, LLC.

It is also recommended that the Trustees amend the General Fund Capital Plan to transfer \$40,000 allocated for Phase 2 in FYE 18 to Phase 1 of the Lincoln Hall Exterior Rehabilitation in FYE 16.

GENERAL FUND CAPITAL RESERVE PLAN

		Rev.													
PROJECTS FUNDED BY VILLAGE \$ ONLY		Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future				
Woods End Reconstruction			592,691	438,868	153,823										
Library Surveillance Cameras			12,300		12,300										
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	W		93,696		7,138		86,558								
Brownell Library Main Floor & Stairs Carpet Replacement			20,000		20,000										
Village Server Replacement			20,000				20,000								
Hilcrest Sidewalk Imp from Pearl to Fleming School			488,303				38,909	449,394							
Pearl Sidewalk West St. to Susie Wilson			780,239										780,239		
Lincoln Hall Restoration			383,353		37,145	165,000		107,184		74,024					
Algonquin Ave. Waterline Installation/Roadway Reconst.	W		157,765					157,765							
West St. & West St. Ext. Intersection Improvements			110,249					110,249							
Central St. Waterline Lincoln St. to Main St. (FY22)	W,S		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	200,000	200,000		
Totals Project Funded by Village \$ Only				563,868	364,540	360,000	345,467	756,578	468,013	274,024	1,944,771				

PROJECTS FUNDED BY GRANTS		Rev.													
		Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future				
Fire House LED Lighting Project		1	15,173			15,173									
Efficiency Vermont			(5,000)												
Fire House LED Lighting Net Cost to Village			10,173												
Main St. Sidewalk Scoping Study		2	35,000			35,000									
Fed & State Grants			(31,500)												
Main St. Sidewalk Scoping Study Net Cost to Village			3,500												
Main St. New Sidewalk & Lighting Bridge to Crestview West St		3	269,426					269,426							
Fed & State Grants			(215,541)												
Main St. Sidewalk & Lighting Net Cost to Village			53,885												
Multituse Path West St. to Pearl St.		4	742,715			80,000									
Fed & State Grants			(668,444)												
Multituse Path West St. Net Cost to Village			74,272												
Crescent Connector Park St. to Maple St.		5	4,592,000	484,659	284,345	3,822,996									
Fed & State Grants			(4,500,000)												
Crescent Connector Net Cost to Village			92,000												
Multituse Path North		6	550,527	68,144	482,383										
Federal & State Grants through CCRPC & Vtrans			(389,835)												
Multituse Path North Net Cost to Village			160,692												
Pearl St. Missing Link Project		7	2,120,000	750		2,119,250									
Federal & State Grants through CCRPC & Vtrans			(2,120,000)												
Pearl St. Missing Link Net Cost to Village			0												
Totals Project Funded by Grants Awarded				553,553	766,728	6,072,419	0	965,277	468,013	274,024	1,944,771	0			
Total Cost of all Projects Funded by Village \$ Only and Grants				1,117,421	1,131,268	6,432,419	345,467	1,721,855	468,013	274,024	1,944,771				

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

Beginning Fund Balance				236,933	239,152	262,321	406,815	52,350	148,212
Planned Spending				(1,131,268)	(6,432,419)	(345,467)	(1,721,855)	(488,013)	(274,024)
Funding Sources									
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	72,000			72,000		626,266		
Crescent Connector Grant	5	4,500,000	445,390	284,345	3,770,265				
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
Total Revenues				1,133,487	6,455,589	489,960	1,367,389	563,876	590,042
Ending Fund Balance				239,152	262,321	406,815	52,350	148,212	464,230

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.



MEMORANDUM

To: Village of Essex Junction Trustees; Pat Scheidel, Municipal Manager
From: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
Date: August 11, 2015
Re: Capital Asset Policy Modification

Issue:

The issue is whether the Trustees will approve modifications to the Village Capital Asset Policy.

Discussion:

The limit for capital asset capitalization in the Town of Essex is \$5,000. Staff proposes to modify our policy to match the limit in the Town thereby increasing the capitalization threshold from \$1,000 to \$5,000. Staff is also proposing to increase the Village Manager's authority level for the disposal or transfer of Village assets from an upper limit of \$10,000 to an upper limit of \$20,000. In addition to matching the Town's asset capitalization threshold, this change updates a policy last modified in 1998 before the requirement for government-wide statements. This modification will also decrease the time necessary for capital asset recording for the Finance Staff.

Cost:

There is no cost associated with this policy modification.

Recommendation:

It is recommended that the Village Trustees approve the proposed modifications to the Village of Essex Junction Capital Asset Policy.

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' FIXED CAPITAL ASSET POLICY**

I **Purpose:** To ensure that the accounting for the fixed capital assets of the Village of Essex Junction is in accordance with Generally Accepted Accounting Principles.

II **Fixed Capital Asset Definition:**

All items purchased by the Village of Essex Junction of a durable nature (life expectancy of over one year) that have a cost of \$1,000 \$5,000 or more individually or as a group (single purchase of long-life items that total over \$1,000 \$5,000) will be considered Fixed Capital Assets for accounting purposes.

All items given to the Village of Essex Junction of a durable nature (life expectancy of over one year) that have a fair market value of \$1,000 \$5,000 or more individually [or as a group] (single purchase of long-life items that total over \$1,000 \$5,000) will be considered Fixed Capital Assets for accounting purposes.

All land purchased or given to the Village of Essex Junction will be considered a Fixed Capital Asset for accounting purposes.

III **Valuation of Fixed Capital Assets:**

Fixed Capital Assets will be valued at cost. The cost of an item includes any costs necessary to acquire the item (i.e., shipping costs, installation cost, invitation to bid costs, lawyers' fees, etc.). If the cost of the item is not available, fair market value should be used to value the asset.

IV **Guidelines Specific to Fund Types:**

a. **General Fund Governmental Funds:** Fixed Capital Assets belonging to the General Fund Governmental Funds are reported at cost in the Fixed Asset Account Group in the Village's Governmental-wide Financial Statements. General Fund Capital Assets are not included in the Fund Financial Statements. ~~These assets are not depreciated for accounting purposes.~~

b. **Enterprise Funds:** Fixed Capital Assets belonging to an Enterprise Fund (i.e., Water, Wastewater Treatment Facility, or Sanitation Fund) are reported as depreciable assets and are recorded on the Balance Sheet of the appropriate fund. Straight-line depreciation costs are charged yearly as an expense in the fund over the estimated life of the asset.

V. **Administrative Procedures:**

- a. **Fixed Capital Asset Additions:** When a Department Head purchases a **Fixed Capital Asset**, he/she will tag the item (if possible) with a numerical tag, make a copy of the invoice and fill out a **Fixed Capital Asset** form. If the item cannot be tagged (e.g., a new sewer line), the Department Head will attach the numerical tag to the **Fixed Capital Asset** Form. The Department Head should assign an asset **an estimated** life period and salvage value. The completed form should then be submitted to the **Accountant Finance Director** for input into the accounting system.

- b. **Fixed Capital Asset Deletions:** In accordance with the Trustees' Purchasing Policy, the **Village Municipal Manager** is authorized to approve the sale or transfer of Village property estimated to be from \$100 to ~~\$40,000~~ **\$20,000** in value. The Village Trustees shall approve the sale or transfer of property estimated to be worth more than ~~\$10,000~~ **\$20,000**. When a **Fixed Capital Asset** is disposed of (either by sale, transferred, destroyed or discarded), the Department Head should remove the tag and report the disposal to the Accountant as soon as possible. A written memorandum to the **Accountant Finance Director** shall specify:
 - a. The tag number.
 - b. The method of disposal.
 - c. The date of disposal.
 - d. The amount received for the asset, if applicable.
 - e. The department the asset belonged to.

- c. **Interdepartmental Fixed Capital Asset Transfers:** Transfers of Village property from one department to another of estimated value of \$100 to ~~\$40,000~~ **\$20,000** must be approved by the **Village Municipal Manager**. Transfers of Village property from one department to another of estimated value greater than ~~\$10,000~~ **\$20,000** must be approved by the Village Trustees. All transfers of fixed assets from one department or fund to another should be reported to the **Accountant Finance Director**. A written memorandum shall specify:
 - a. The tag number.
 - b. The original department of the asset.
 - c. The new department of the asset.
 - d. The date of the transfer.

- d. **Verification:** The **Village Accountant Finance Director** will perform a periodic inspection for verification purposes.

Adopted by the Village Trustees on 9/8/98. Revised on 8/11/15.

VILLAGE OF ESSEX JUNCTION TRUSTEES' CAPITAL ASSET POLICY

I **Purpose:** To ensure that the accounting for the capital assets of the Village of Essex Junction is in accordance with Generally Accepted Accounting Principles.

II **Capital Asset Definition:**

All items purchased by the Village of Essex Junction of a durable nature (life expectancy of over one year) that have a cost of \$5,000 or more individually or as a group (single purchase of long-life items that total over \$5,000) will be considered Capital Assets for accounting purposes.

All items given to the Village of Essex Junction of a durable nature (life expectancy of over one year) that have a fair market value of \$5,000 or more individually [or as a group] (single purchase of long-life items that total over \$5,000) will be considered Capital Assets for accounting purposes.

All land purchased or given to the Village of Essex Junction will be considered a Capital Asset for accounting purposes.

III **Valuation of Capital Assets:**

Capital Assets will be valued at cost. The cost of an item includes any costs necessary to acquire the item (i.e., shipping costs, installation cost, invitation to bid costs, lawyers' fees, etc.). If the cost of the item is not available, fair market value should be used to value the asset.

IV **Guidelines Specific to Fund Types:**

- a. **Governmental Funds:** Capital Assets belonging to the Governmental Funds are reported at cost in the Village's Governmental-wide Financial Statements. General Fund Capital Assets are not included in the Fund Financial Statements.
- b. **Enterprise Funds:** Capital Assets belonging to an Enterprise Fund (i.e., Water, Wastewater Treatment Facility, or Sanitation Fund) are reported as depreciable assets and are recorded on the Balance Sheet of the appropriate fund. Straight-line depreciation costs are charged yearly as an expense in the fund over the estimated life of the asset.

V. **Administrative Procedures:**

- a. **Capital Asset Additions:** When a Department Head purchases a Capital Asset, he/she will tag the item (if possible) with a numerical tag, make a copy of the invoice and fill out a Capital Asset form. If the item cannot be tagged (e.g., a new sewer line), the Department Head will attach the numerical tag to the Capital Asset Form. The Department Head should assign an asset an estimated life period and salvage value. The completed form should then be submitted to the Finance Director for input into the accounting system.

- b. **Capital Asset Deletions:** In accordance with the Trustees' Purchasing Policy, the Municipal Manager is authorized to approve the sale or transfer of Village property estimated to be from \$100 to \$20,000 in value. The Village Trustees shall approve the sale or transfer of property estimated to be worth more than \$20,000. When a Capital Asset is disposed of (either by sale, transferred, destroyed or discarded), the Department Head should remove the tag and report the disposal to the Accountant as soon as possible. A written memorandum to the Finance Director shall specify:
 - a. The tag number.
 - b. The method of disposal.
 - c. The date of disposal.
 - d. The amount received for the asset, if applicable.
 - e. The department the asset belonged to.

- c. **Interdepartmental Capital Asset Transfers:** Transfers of Village property from one department to another of estimated value of \$100 to \$20,000 must be approved by the Municipal Manager. Transfers of Village property from one department to another of estimated value greater than \$20,000 must be approved by the Village Trustees. All transfers of fixed assets from one department or fund to another should be reported to the Finance Director. A written memorandum shall specify:
 - a. The tag number.
 - b. The original department of the asset.
 - c. The new department of the asset.
 - d. The date of the transfer.

- d. **Verification:** The Finance Director will perform a periodic inspection for verification purposes.

Adopted by the Village Trustees on 9/8/98. Revised on 8/11/15.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: August 11, 2015
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

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 8 from 8:00-4:00 – VLCT Town Fair in Killington

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

**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
JULY 27, 2015**

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

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

We discussed the outcome of cancelling this year's block party due to predicted thunderstorms. The decision was based on concern for public safety, as there is no cover on Railroad Ave. for a very large crowd. Our 40 non-profit groups, businesses and vendors were very nice about the cancellation, as well as our sponsors. Many of our paid vendors are on board for next year – X-Rays, Tom Joyce the Magician, the Big Blue Trunk, etc. Ten out of fifteen sponsors told us to hold it for next year rather than send it back. We are sending three sponsorships back, the largest being \$250 for Depot Home & Garden. Two sponsors told us to keep it for a donation so we will put it toward this year's train hop and tree lighting.

The Brite Nite 5K Run went on, as they hold it rain or shine. We understand it was very successful. Having a rain date for the block party was discussed again but is not considered an option, as it is very difficult to organize. It is also asking a lot of so many of our participants and vendors to hold another date in the summer. And if it rained for that too, we'd be in the same situation.

The cost for the Village this year was approximately \$3,000 out of a budget of \$9,000, which would have included 10-11 hours of overtime the day of the block party for Patty and five of the Public Works staff. We are holding \$1,250 in sponsorships for next year.

It was unfortunate that we couldn't have the block party this year but we're already in great shape for next year. Next year will be the 15th year so we want to make it even more special.

Bridget reiterated our need for more volunteers on the committee as well as on the day of the block party.

The meeting adjourned at 4:15 PM. The next meeting will be January 25, 2016 at 3:30 PM.

Minutes respectfully submitted by Patty Benoit

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
August 4, 2015**

MEMBERS PRESENT: Andrew Brown (Chairman); Amber Thibeault, Kevin Collins. (David Nistico and Rick Hamlin were absent.)
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Village Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 5:35 PM.

2. AGENDA

Add: Discussion of the start time of the committee meetings.

MOTION by Andrew Brown, SECOND by Amber Thibeault, to approve the agenda as amended. VOTING: unanimous (3-0); motion carried.

3. PUBLIC COMMENTS

None.

4. UPDATE GENERAL FUND CAPITAL RESERVE PLAN

Lauren Morrisseau reported the Trustees approved the updated FY16 capital reserve plan. Changes to the plan include:

- Add Hillcrest sidewalk project starting in FY17 and finishing in FY18.
- Push out Pearl Street sidewalk project to accommodate other projects funded by grants and the Hillcrest sidewalk project due to the high ranking.
- Push out Railroad Avenue water line project for the Maple Street culvert and water line repair/replacement work which was unplanned.
- Add Main Street project scoping study.
- Add multi-use path project from West Street to Pearl Street if the grant is received.
- Add the firehouse LED lighting project in FY16.

Staff will forward the timing spreadsheet for the bond projects to the committee. Also, the Trustees need to receive the five year capital plan. At the September meeting the committee will finalize the five year capital plan to be submitted to the Trustees. The existing capital reserve plan can be used.

5. DISCUSS GOALS AND OUTCOMES

The following goals/outcomes were mentioned:

- Change the start time of the committee meetings to 6 PM.
 - The meeting start time will be discussed at the September meeting when all members are present.

- Members should notify the Chair if they will not attend a meeting in order to determine if there will be a quorum present.
- Long term approach to prioritization and funding of capital projects to avoid bonding in the future.
 - The committee should be reviewing whether the paving budget is adequate for the paving that needs to be done in the village. The assessment of village streets for paving priority done by Regional Planning was done five years ago and should be updated.
 - Public Works Superintendent, Rick Jones, should attend the September meeting to discuss the amount of money needed for paving.
- Identify funding options and sources for paving, for infrastructure owned by the village (Lincoln Hall, firehouse, and such).
 - The village infrastructure should not be allowed to deteriorate due to new/other projects competing for the same dollars needed for building maintenance.
 - A building maintenance fund could be established to maintain current infrastructure and different funding sources identified.
- More cohesiveness between policies and procedures, the committee, projects, and the comprehensive plan.
 - Staff will forward a copy of the most recent copy of the comprehensive plan to committee members.
 - The rating criteria to rank capital projects could be reviewed to confirm the criteria is addressing what the village wants (i.e., is it sufficient to want to do a project or should there be more of a qualifier).
- List what is underground for infrastructure (pipes, etc.) and when installed.
 - A priority list for replacement could be developed using a general life expectancy for pipes.
- Affirm the purpose/function of the capital committee going forward.
 - The purpose of the committee in relation to the Board of Trustees and in relation to the capital process will be discussed at the September meeting when all members are present.
 - Staff reviews projects before the ranking by the capital committee. Once a project is in the capital plan the work of the committee has already been done.
- Fulfill the charter requirement of providing a five year capital plan.

6. APPROVE MINUTES

June 2, 2015

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the minutes of 6/2/15 as written. VOTING: unanimous (3-0); motion carried.

7. NEXT MEETING/AGENDA

Next meeting: September 1, 2015 at 5:30 PM

Agenda:

- Discuss meeting start time
- Finalize five year capital plan to be submitted to the Trustees

- Discuss paving needs and funding with Rick Jones
- Discuss purpose of the committee in relation to Board of Trustees and in relation to the capital process

8. ADJOURNMENT

With no further business the meeting was adjourned at 6:27 PM.

RScty: MERiordan

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
July 28, 2015**

BOARD OF TRUSTEES: Dan Kerin, Elaine Sopchak, Andrew Brown. (George Tyler and Lori Houghton were absent.)
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director.
OTHERS PRESENT None.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Additions:

- Memo from Robin Pierce re: Ongoing Projects in the Village under Reading File.
- Revenue/Expenditure Report Ending FYE15 under Consent Agenda.

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

4. OLD BUSINESS

1. Request from Vincent Benevento of VFW Post 6689 for Donation to Vietnam Veterans Memorial Fund Traveling Wall

MOTION by Elaine Sopchak, SECOND by Andrew Brown, that the Trustees send a donation to VFW Post 6689 in the amount of \$200. VOTING: unanimous (3-0); motion carried.

2. Fire Truck Note Renewal

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adopt the Resolution for Current Expense Borrowing and sign the Current Expense Note and Resolution as presented. VOTING: unanimous (3-0); motion carried.

3. Discuss Retreat on August 10, 2015

Following discussion the consensus of the Trustees is to hold the retreat in the Kolvoord Room at the library on August 10, 2015.

5. NEW BUSINESS

1. Set FYE2016 Tax Rate

Lauren Morrisseau explained the grand list increased 1.85% over last year. The recommended tax rate is \$.2366 per \$100 of assessed value which is a decrease of 16% from last year due to the transfer of cost for highway to the town budget.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to set the FYE2016 tax rate at \$0.2366 for \$100 of assessed value. VOTING: unanimous (3-0); motion carried.

2. Appointment to the Thoughtful Growth in Action Working Group

Pat Scheidel mentioned the list of interested people is a diverse representation of the village and town. The Selectboard approved the list which includes elected officials, appointees by elected officials, staff members, developers, and residents. Liz Subin is seeking a grant from the Orton Foundation to support the group. Elaine Sopchak asked about involvement by CCRPC, Julie Campoli, or other outside expertise in planning. Pat Scheidel said it is likely those resources will be tapped if the group feels it necessary. There is planning expertise on the committee.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to appoint the following people to the Thoughtful Growth In Action working group:

- **Selectboard** Irene Wrenner
- **Trustees** Andrew Brown
- **Town PC** Jonathan Schumacher
- **Town PC** Ned Daly
- **Village PC** John Alden
- **Village PC** David Nistico
- **Town ZBA** Mitch Lefevre
- **Village ZBA** Thomas Weaver
- **Town Comm Dev Director** Dana Hanley
- **Village Comm Dev Director** Robin Pierce
- **Town Zoning Admin** Sharon Kelley
- **Economic Dev Comm** Greg Morgan
- **Energy Comm** Sue Cook
- **Trails Comm** Mark Paulsen
- **Developer** Brad Dousevicz
- **Developer** Bob Miller
- **Resident** Maura Collins
- **Resident** Paula DeMichele
- **Resident** Paula Duke
- **Resident** Mary Jo Engel
- **Resident** Greg Farkas
- **Resident** Theresa Fletcher
- **Resident** Matt Gibbs
- **Resident** Ben Gilliam
- **Resident** Ron Lawrence
- **Resident** Gabrielle Ratte Smith

- Resident Sarah Salatino
- Resident Vanessa Zerillo

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

3. Reappointments to Capital Program Review Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to reappoint Andrew Brown and Rick Hamlin to the Capital Program Review Committee for a three year term through August 31, 2018. VOTING: unanimous (3-0); motion carried.

4. Approval for Bennington Battle Day Holiday

There was discussion of the holidays being the same for the town and village, and the potential cost of the holiday in terms of loss of one day of work and payment of double time for an emergency call-in.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to add Bennington Battle Day (August 16th) to the holiday schedule for the village. VOTING: unanimous (3-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- August 11, 2015
 - August 25, 2015
 - September 8, 2015
 - September 22, 2015
 - October 13, 2015
 - October 27, 2015
 - November 10, 2015
 - November 24, 2015
 - December 8, 2015
- Special Meetings/Events:
 - August 10, 2015 @ 12:00 – Trustees Retreat

2. Compliment to Highway Department and Police Department

A resident sent in thanks for so quickly addressing the line of sight problem that was identified.

3. Municipal Manager Recruitment and Selection

In order to craft the process for conducting recruitment and selection of a Municipal Manager and creating the profile for the individual (i.e. skills, abilities, past experience and such) the plan is to interview the elected officials and department heads of the village and town and compile the comments for review by the Trustees and Selectboard.

Questions to be asked will cover attributes a candidate should have to be a successful municipal manager, personal characteristics and strengths, issues and opportunities and challenges. The interviews will be conducted in August. Contact Pat Scheidel to schedule an interview.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Andrew Brown asked about the cancellation of the annual block party and return of funds. Pat Scheidel reported there is \$4,500 remaining in the budget of \$7,500. Sponsors were given the option to be reimbursed, but many chose to have the village hold their money for next year. Some donated their funds or issued a credit for the block party next year. The funds will be designated for the block party.
- Dan Kerin mentioned overgrown ivy on Cascade Street and Cascade Court has been cleared which has improved the line of sight.
- Elaine Sopchak asked about subjects to be discussed at the retreat. Suggestions included 8 Pearl Street, streets in the village, capital projects, and committee reports.

2. Reading File

- Minutes
 - Planning Commission 7/16/15
- Letter to Jon Moore, CCTA
- VLCT Town Fair Information 10/8/15
- Update from Dennis Lutz re: Circ Highway Alternatives Projects

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows and with the inclusion of the Revenue/Expenditure Report Ending FYE15:

1. Approve Minutes of Previous Meeting 7/14/15.
2. Approve Warrants Check #10051852 to Check #10051884 totaling \$127,496.22.
3. Expense Warrant #15002 dated 7/24/15 in the amount of \$94,363.42

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adjourn the meeting.

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

The meeting was adjourned at 7:02 PM.

RScty: M.E.Riordan



Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9884	07/23/15	LH TEEN CENTER BR REPAIR	072315D	210-41940.434 MAINT. BUILDINGS/GROUNDS	180.00	1375	07/30/15
04940	07/12/15	ST 7/19-8/18 TV/INTERNET	071215ST	210-43125.610 WINTER MAINTENANCE	26.21	1379	07/30/15
04940	07/12/15	ST 7/19-8/18 TV/INTERNET	071215ST	210-43110.610 SUPPLIES	129.37	1379	07/30/15
07010	07/14/15	ST 06/12-07/14 SL CENTRAL	07/15 020601	210-43160.622 STREET LIGHTS - ELECTRICI	39.65	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 SL CENTRAL	07/15 020601	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	57.94	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 SL RR AVE	07/15 070600	210-43160.622 STREET LIGHTS - ELECTRICI	85.26	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 SL RR AVE	07/15 070600	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	124.62	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 TL SS/PRL	07/15 132606	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	17.05	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 TL SS/PRL	07/15 132606	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	24.93	1387	07/30/15
07010	07/14/15	VF 06/10-07/10 ELECTRICI	07/15 212609	210-42220.622 ELECTRICAL SERVICE	428.40	1387	07/30/15
07010	07/14/15	VF 06/10-07/10 ELECTRICI	07/15 212609	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	856.81	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 66 LINC SL	07/15 361608	210-43160.622 STREET LIGHTS - ELECTRICI	21.87	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 66 LINC SL	07/15 361608	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	31.97	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 5 CRNR DEV	07/15 860604	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	40.89	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 5 CRNR DEV	07/15 860604	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	27.97	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 5 CRNR DEV	07/15 860604	210-43160.622 STREET LIGHTS - ELECTRICI	158.52	1387	07/30/15
07010	07/14/15	ST 06/12-07/14 5 CRNR DEV	07/15 860604	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	231.69	1387	07/30/15
14950	07/09/15	VF AED SERVICE	416016343	210-42220.570 MAINTENANCE OTHER	85.60	1399	07/30/15
00275	07/20/15	VF BANNER	7968	210-42220.889 ROUTINE EQUIPMENT PURCHAS	243.00	1402	07/30/15
14800	06/15/15	AD/VD JULY MGD SERVICES	67768	210-41320.340 COMPUTER EXPENSES	444.88	1407	07/30/15
14800	06/15/15	AD/VD JULY MGD SERVICES	67768	210-41970.340 COMPUTER EXPENSES	219.12	1407	07/30/15
40840	07/01/15	WW 7/1-8/1 PHONE/INTERNET	3525346	255-43200.535 TELEPHONE SERVICES	174.04	1405	07/30/15
07010	07/14/15	SA 06/12-07/14 HS P STA	07/15 666804	256-43200.622 ELECTRICAL SERVICE	240.43	1387	07/30/15
07010	07/14/15	SA 06/12-07/14 HS P STA	07/15 666804	256-20201.001 ACCOUNTS PAYABLE-ACCRUED	351.39	1387	07/30/15

08/03/15
08:51 am

Town of Essex Accounts Payable
Check Warrant Report # 16002 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 07/30/15 To 07/30/15 & Fund 2

Page 2 of 2
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				4241.61		