



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, SEPTEMBER 22, 2015 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Public Work Session #3 on Main Street Sidewalk Extension Scoping Study – Broadreach Planning & Design
  - c. Flow Restoration Plans for Indian and Sunderland Brooks – [7:15 PM]  
Watershed Consulting Associates, Dennis Lutz and James Jutras
4. **OLD BUSINESS**
  - a. Accept Main Street Sidewalk Extension Scoping Study and Alternative – Darby Mayville
  - b. Update on 2015 CVE Noise Monitoring – Pat Scheidel and Robin Pierce
  - c. Approve Town and Village Finance Director Job Descriptions – Lauren Morrisseau
5. **NEW BUSINESS**
  - a. Amendments to Senior Center After Hours Policy – Pat Scheidel and Lou Ann Pioli
  - b. Bid award for 2015 Dump Truck – Rick Jones
6. **MUNICIPAL MANAGER’S REPORT**
  - a. FYE 17 Budgets and Capital Program Adoption Schedule
  - b. Trustees meeting schedule
7. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Planning Commission 9/3/15
  - c. Email about Proposed Business for 12 Park Street
  - d. Revised Estimate from Liszt Historical Restoration for Lincoln Hall
  - e. Letters from James Jutras to Christy Witters at VT Dept. of Environmental Conservation
8. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 9/8/15
  - b. Expense Warrant #16008 dated 9/11/15 in the amount of \$25,307.93
  - c. Expense Warrant #16009 dated 9/17/15 in the amount of \$39,125.81
  - d. Approve Closing Hawthorn Circle on 9/26/15 for Neighborhood Block Party
9. **EXECUTIVE SESSION**
  - a. Legal Issues
10. **ADJOURN**

# Main Street Sidewalk Extension Scoping Study

The Village of Essex Junction is finalizing alignment plans for a sidewalk along the northwest Side of Main Street between Educational Drive and the Village line. The Board of Trustees is sponsoring the third of three public work sessions during their regular meeting to review the final alignment recommendations.

**September 22, 2015 6:30 PM**  
**Lincoln Hall**

**Come see what the recommended alignment is and let the Board of Trustees know if you agree with it.**



To view the alternatives analysis report, please go to:  
<http://broadreachpd.com/main-street-sidewalk-extension-essex-junction-vt/>

To leave comments about the project, please email Broadreach Planning & Design  
[darby@essexjunction.org](mailto:darby@essexjunction.org)

**Village of Essex Junction  
Main Street Bicycle & Pedestrian  
Scoping Study  
Final Report**



*Submitted by:*

**Broadreach Planning & Design**

*In conjunction with*

**Lamoureux & Dickinson Consulting Engineers**

**Heritage Landscapes, LLC**

**University of Vermont Consulting Archeology Program**

**August 25, 2015**

This report is formatted for double sided printing.  
Blank pages are intentional.

## **I. INTRODUCTION**

### **A. OVERVIEW**

This study is examining the most appropriate ways to create a complete sidewalk on the west side of Main Street between Educational Drive and Athens Drive in the Village of Essex Junction. **Figure 1** shows the location of the Study Area for this project in Essex Junction (the Village) centered on Main Street between Educational Drive and Athens Drive.

The Village has an extensive sidewalk network covering over 35 miles, but lacks a sidewalk on the northwest side of Main Street north of Educational Drive. The side streets north of the end of Educational Drive on the northwest side of Main Street have isolated sidewalks that currently end when they reach Main Street.

### **B. PURPOSE AND NEED**

The purpose of the extension of sidewalks northeast on Main Street from Educational Drive is to provide better pedestrian connections to the Essex High School and for the residents northwest of Main Street northeast of Educational Drive.

Needs for the improvements include:

- The lack of sidewalks on the northwest side of Main Street northeast of Educational Drive; and
- The presence of sidewalks on adjacent side streets from which walkers need to cross Main Street in order to walk south or north on Main Street.

### **C. PROJECT DEVELOPMENT PROCESS**

To begin the project, the Village organized a Steering Committee consisting of Village staff members and VTrans representatives. The Steering Committee issued a request for proposal for a consultant to assist them with the completion of the Scoping Study. As a result of that process, the Village contracted with Broadreach Planning & Design, assisted by Lamoureux & Dickinson, Heritage Landscapes, and the University of Vermont Consulting Archaeology Program (the BRPD Team) to assist with the project. The BRPD Team, with assistance from the Steering Committee, began the project with a review of the existing conditions in the Study Area, producing an Existing Conditions summary. They held an initial public work

session in conjunction with the Village Board of Trustees on May 26, 2015, to review the existing conditions and understand concerns or ideas of the residents in the Study Area. **Appendix A** includes a copy of the Existing Conditions summary.

After consideration of the comments received at that meeting, the BRPD Team led a work session with the Steering Committee to identify as many alternatives as possible for improving walking conditions along Main Street. They also considered alternates within the Study Area to a sidewalk on Main Street so as to avoid the expense of creating a new pedestrian crossing of Indian Brook. The group worked together on an initial analysis of the alternatives to refine or eliminate those that did not meet the purpose and need or were otherwise unsuitable. Subsequently, the BRPD Team conducted a more detailed analysis of the remaining alternatives and developed a concise, viable set for public discussion and prepared an Alternatives Summary. **Appendix B** includes a copy of the Alternatives Summary.

The BRPD Team assisted with an Alternatives public work session on July 15, 2014 to review the alternatives and select a preferred alignment.

At the public work session, the attendees came to agreement on a preferred alignment and the Steering Committee concurred. The BRPD then assembled a draft Final Report for final public review, scheduled for September 22, 2015.

The main text of the final report contains portions of **Appendix A** and **Appendix B**, as well as additional information explaining the final recommendations of the study. **Appendix C** includes minutes or notes from the public work sessions.

## **D. EXISTING CONDITIONS**

### **1. TRANSPORTATION**

The current sidewalks on Main Street extend from the Village Center to Densmore Drive on the southeast side and from the Village Center to Educational Drive on the northwest side off the street. A shared use path extends north from Densmore Drive to Fairview Drive on the east side of Main Street. The shared use path continues further north and east slightly east of Main Street in its own right-of-way. There are numerous other sidewalks in the Study Area including on the north side of Educational Drive and the south side of Athens Drive. A crosswalk on Main Street at the Athens Drive intersection links the sidewalk to the shared use path. Other crosswalks in the study area link other sidewalks. **Figure 2** shows the location of sidewalks, crosswalks and shared use paths in the Study Area.

Main Street heading northeast out of the Village center is designated by the State as Vermont Route 15. Within the Village, the road is a Class 1 Highway, managed by the Village. In the Study Area, Main Street has two travel lanes, one in each

direction, that are approximately 12-feet wide. There is a variable width paved shoulder along the road. The Main Street right-of-way in the Study Area is 66 feet wide, centered on the roadway. The posted speed limit on Main Street northeast of the Indian Brook bridge is 30 miles per hour.

There are no high crash locations in the Study Area, as identified by VTrans.

## 2. NATURAL RESOURCES

Indian Brook flows from the east to the west under Main Street just northeast of the intersection with Educational Drive. **Figure 2** shows the route of Indian Brook in the Study Area. There is another un-named drainage heading west between Taft Street and Athens Drive the empties into Indian Brook.

The topography in the Study Area generally rises from the southwest to the northeast with the lowest points along Indian Brook and the highest point just southwest of the intersection with Taft Street. After a short drop that ends close to the intersection with Fairview Drive, Main Street rises again heading northeast to the intersection with Athens Drive. **Figure 2** shows the topography in the Study Area as shown by 20-foot contours. The land rises several feet on most of the residential properties close to the intersection with Crestview Road and Brickyard Road. The land drops away from the road significantly between the back yards of the houses along the northeast side of Taft Street and Athens Drive.

A patch of *Phragmites australis*, considered to be an invasive species in Vermont, grew in the drainage ditch on the northwest side of Main Street just south of Crestview Road. The roots might still be in the soil after construction of the storm sewer. **Figure 2** shows the former location of the *Phragmites*.

## 3. UTILITIES

The Village is constructing a new storm drain along the northwest side of Main Street from the highpoint southwest of Taft Street downhill to Indian Brook. The plans also call for the installation of a new curb with drain inlets along Main Street in the same location.

Utility poles owned by Green Mountain Power run along the northwest side of Main Street. Water and sewer lines are located under the roadway for most of the Study Area. **Figure 2** shows the location of these identified utilities.

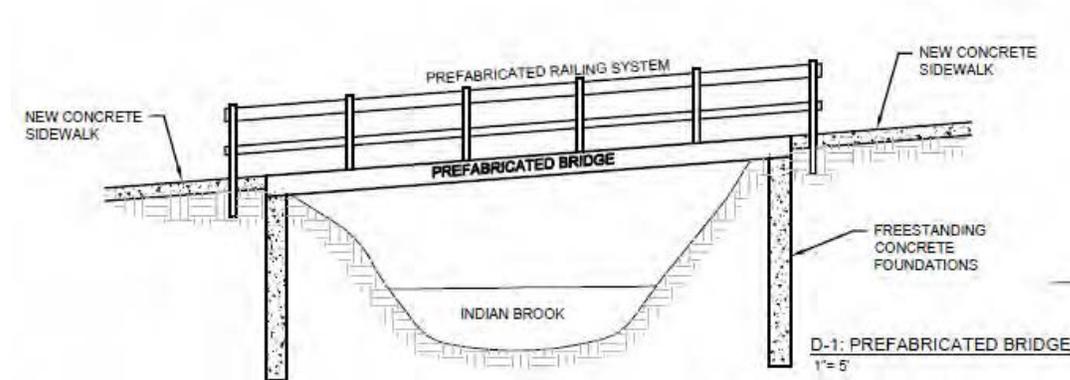
## II. RECOMMENDATIONS

### A. MAIN STREET SIDEWALK

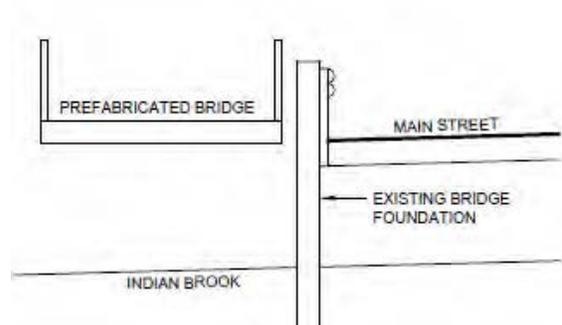
The recommended alternative is the addition of a sidewalk on the northwest side of Main Street from Educational Drive to the Village line, a bit northeast from Athens Drive, separated from the edge of the pavement by as large a green space as possible. Starting from Educational Drive and heading towards the Village line, the recommendation would include the following elements. **Figure 3** shows the location of the recommendations.

The sidewalk would begin with a new prefabricated bridge across Indian Brook, supported by two freestanding concrete foundations with no changes to the banks of the Brook. The bridge would be at least eight feet wide and located higher than the existing Main Street bridge. The positioning of the prefabricated bridge will most likely mean that it will not need a hydraulics report since it is out of the floodplain. **Illustrations 1 and 2** show a typical profile and cross section of the type of prefabricated bridge that is recommended.

**Illustration 1: Profile of Prefabricated Bridge over Indian Brook**

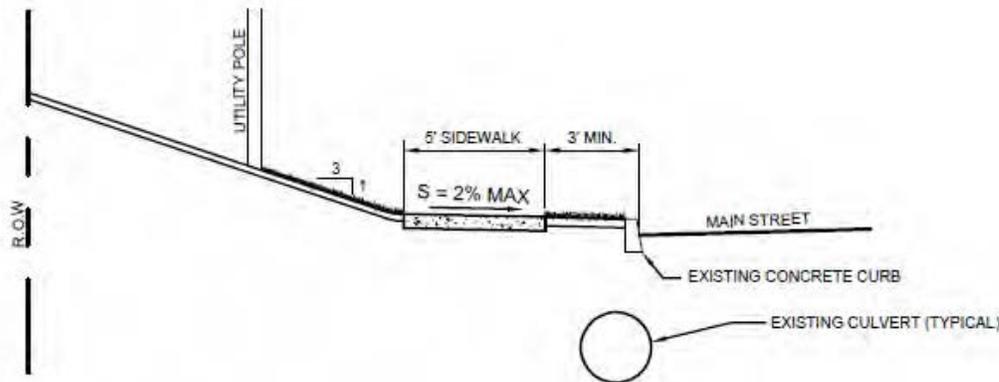


**Illustration 2: Section of Prefabricated Bridge over Indian Brook**



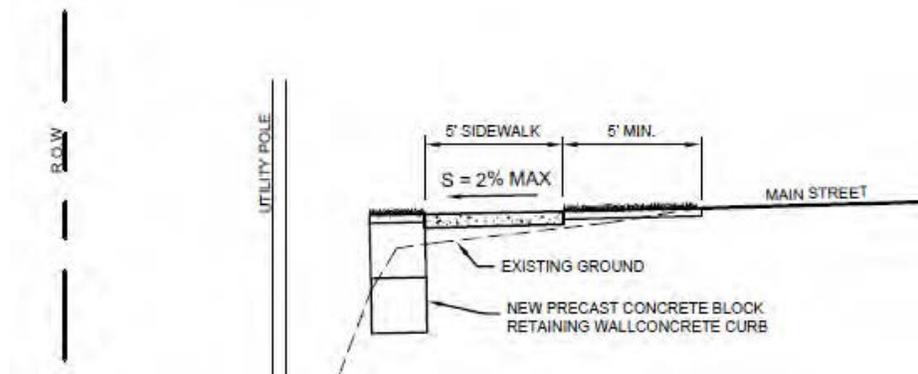
The sidewalk continues after the bridge with a new five-foot wide, concrete, ADA compliant sidewalk separated from the new curb by a green space. The green space would be as wide as it can be without requiring the relocation of the utility poles or significant regrading of the slope between the new sidewalk and edge of the right-of-way. It would be at least three feet and preferably closer to at least five feet wide. **Illustration 3** shows a typical cross section of this alternative.

**Illustration 3: Sidewalk Cross Section Southwest of Taft Street**



At the northeast end of the curbs, the five-foot-wide, ADA compliant sidewalk would continue, still separated by a green space from the edge of the road pavement. The green space would continue to be as wide as it can be without requiring the relocation of the utility poles or significant regrading of the slope between the new sidewalk and edge of the right-of-way. North of Taft Street, where the grade drops away for the drainage swale into an un-named stream, the addition of a sidewalk would require the construction of a small retaining wall to keep the green space five feet wide. **Illustration 4** shows a typical cross section of this alternative for the area north of Taft Street.

**Illustration 4: Sidewalk Cross Section Northeast of Taft Street**



The recommendations also include new crosswalks at Crestview Road, Taft Street and Athens Drive. The existing pedestrian signals at Crestview Road would be upgraded to include the new crosswalk on Crestview.

## **B. OTHER IMPROVEMENTS**

In addition to the sidewalk and prefabricated bridge, the recommendations also include the planting of new street trees in the green space between the sidewalk and roadway where the green space is at least five feet wide. The trees should be selected to be salt tolerant and able to grow under the utility lines without the need for extensive pruning. The recommendations also includes the inclusion of a small surface drainage ditch on the outside of the sidewalk in the areas where there is no curb to help direct storm water to the un-named stream or other appropriate existing drainage way.

## **C. BASIS OF RECOMMENDATION**

The residents along Main Street in the Study Area, and the other Village residents that came to public work sessions thought that it was important to route the sidewalk along Main Street so that it served the people that lived there. They also recommended that it would be best to run the sidewalk beyond the original end point at Athens Drive all the way to the Village limit. This would in the short term serve the Village residents that lived along Main Street north of Athens Drive. In the long-term, it could serve as the start of a complete sidewalk up to the Essex town center, a sidewalk that the Town of Essex would need to install. They also believed that the sidewalks would be safest for pedestrians when they were separated as much as possible from the roadway, but not far enough that it required the relocation of the utility poles. The new storm drain would make it very difficult to place the poles between the sidewalk and the street in the green space. Shifting the poles to the outer edge of the right-of-way would necessitate removing or severely trimming the existing trees along the outer edges of the right-of-way, which would significantly change the character of the street. Street trees in the green space would provide another form of separation between walkers and motor vehicles.

They also indicated that the prefabricated bridge over Indian Brook was the most logical choice because the existing bridge/box culvert was not ready for replacement, nor was it practical to hang a cantilevered structure off the side to support a sidewalk. The prefabricated bridge would be installed using concrete foundations away from the edge of the brook, which would not disturb the stream bank during or after construction. When the Main Street Bridge is eventually replaced, it could be widened to accommodate the sidewalk and the prefabricated bridge could be removed and reused elsewhere in the Village.

The Steering Committee endorsed the recommendations that came out of the public work session.

## **D. ISSUES**

### **1. GRADING**

The positioning of the sidewalk as far from the road as possible could create the need for regrading of the slopes at the edge of the road to even more than they were graded during the installation of the storm sewer. The new slopes should be kept to a maximum of a three to one grade to minimize erosion potential in the future. Retaining walls could also be used to allow the sidewalk to be pushed further away from the roadway when the side slopes is significant, as long as the regrading would not destabilize the existing utility poles.

In the area north of Taft Street, where the drainage swale runs down towards the un-named stream, a retaining wall would most likely be needed to allow the sidewalk to be at least five feet away from the edge of the curb. The wider the green space, the higher the retaining wall would need to be. If the retaining wall is higher than four feet, it would need to have a pedestrian railing on the outer edge as a protection from falling off the wall.

### **2. STORM WATER RUNOFF**

In the area where there is no adjacent curb, a bit south of the Taft Street intersection north, and Athens Drive, where the ground drops off sharply beyond the edge of the existing pavement the storm water runoff will sheet flow across the new sidewalk. Only if the green strip is wide enough to allow the installation of a new storm drainage ditch and new small culvert under the sidewalk would this not be the case. In those areas where a retaining wall on the outside edge of the sidewalk is necessary, sloping the sidewalk away from the road and using sheet drainage across the sidewalk is the only way to minimize the width of the green strip between the road and the sidewalk, which also minimizing the height of the retaining walls. Draining across this is not ideal, and it will require special attention in the winter to make sure that there are minimal snow piles between the road and the sidewalk that could melt during the day and then freeze at night, creating ice on the sidewalk.

To help direct storm water runoff once it has crossed the sidewalk, Shallow drainage ditches might be constructed to move water towards the un-named stream.

### **3. INVASIVE SPECIES**

The *Phragmites australis* that grew in the right-of-way south of Crestview Road might reappear after construction of the storm sewer. If it is present, the construction

work to install the sidewalk should include careful isolation of the plant and roots with proper disposal, to eliminate the spread of this invasive species.

#### 4. TREES

There are a few trees located within the right-of-way on the south side of Taft Street that might need to be removed as part of the construction of the sidewalk. There are also trees within the right-of-way south of Athens Drive, which also might need to be removed so the sidewalk can be installed. As design work is done on the sidewalk, the wish to maximize the separation between the sidewalk and the pavement can be balanced against the need to remove trees along the edge of the roadway. New trees can be installed as part of the construction of the sidewalk to minimize the impacts of removing existing trees.

### III. IMPLEMENTATION

#### A. PHASING

The BRPD Team has suggested two possible phases for the Main Street sidewalk. The project could be divided into these phases if it is not possible to find funding for the entire project at once, including the new prefabricated bridge over Indian Brook. **Figure 3** shows the location of the phases.

Phase A would include the sidewalk from Crestview Road northeast to the Village line, including crosswalks and street tree planting. Phase A would create a usable section of sidewalk northeast of Crestview Road to the Village line. Walkers would be able to use the existing sidewalks on Crestview Road, Drury Drive, and Educational Drive to complete walking trips to the School or back to Main Street southwest of Educational Drive.

Phase B would include the remaining sidewalk southwest of Crestview Road as well as the new prefabricated bridge across Indian Brook.

#### B. INITIAL ESTIMATE OF PROBABLE CONSTRUCTION COSTS

The BRPD Consulting Team has prepared an initial estimate of probable construction costs for the proposed sidewalk alignment and Indian Brook crossing. The overall cost of the entire project would be approximately \$410,000. **Table 1** provides basic cost information.

The BRPD Team based the initial estimate on the Illustrations and Figures contained in this report. The numbers should be considered as guides in how much funding might be needed to construct the preferred alignment. They are in 2015 dollars. The initial costs estimates are based on having the project completed by an independent contractor.

**Table 1: Initial Opinion of Probable Construction Costs**

**Phase A**

Item	Quantity	Unit	Unit Cost	Total
Five Foot Wide Concrete Sidewalk	1365	SY	\$ 150	\$ 204,750
Topsoil, Seed and Mulch	300	CY	\$ 50	\$15,000
Crosswalk Marking	75	LF	\$ 7	\$ 525
Detectable Warning Surface	40	SF	\$ 60	\$ 2,400
Concrete Block Retaining Wall	2,100	SF	\$ 50	\$105,000
			<b>Sub Total</b>	<b>\$ 327,675</b>
Engineering (12%)				\$ 39,325
MPM (5%)				\$ 16,400
Contingency (15%)				\$ 49,150
			<b>Total</b>	<b>\$432,550</b>

**Phase B**

Item	Quantity	Unit	Unit Cost	Total
Five Foot Wide Concrete Sidewalk	560	SY	\$ 150	\$ 84,000
Bridge	1	EA	\$50,000	\$ 50,000
Topsoil, Seed and Mulch	130	CY	\$ 50	\$6,500
Crosswalk Marking	25	LF	\$ 7	\$ 175
Detectable Warning Surface	10	SF	\$ 60	\$ 600
			<b>Sub Total</b>	<b>\$ 124,300</b>
Engineering (12%)				\$ 15,000
MPM (5%)				\$ 6,200
Contingency (15%)				\$ 18,600
			<b>Total</b>	<b>\$181,100</b>

**C. PERMITS**

Because the project falls within the Village Right-of-Way, and based on past projects of this type, the project will not require any permit (s) from the Village. The project should not need a stream disturbance permit or a storm water permit due to the lack of disturbance to Indian Brook and the small scale of the overall project.

**D. TIMELINE**

The timeline for the construction of the Main Street sidewalk should not be significantly different than that which the Village has experienced with other

sidewalk construction projects. Once funding is secured, the design of the sidewalk could take from one to three months; obtaining necessary permits might add several more months to the process. Bidding would require at least another month but the actual construction work on the new sidewalk could be accomplished within three to four weeks.

## **E. FUNDING**

Funding for the preferred alignment, including the Indian Brook crossing might be able to be secured from a variety of sources. Below is a list of various funding sources that could be used to help with the implementation of the recommendations, including:

- Transportation Alternatives Program (TA Funds): TA funds can be used to increase bicycle and pedestrian mobility. These funds will cover a maximum of 80 percent of the project with the remaining portions most likely coming from the project sponsoring organization. TA funds are distributed in Vermont through a competitive grant program.
- Bicycle and Pedestrian Program: These State funds cover specific bicycle and pedestrian improvement projects and are provided via a competitive grant program.
- Bonds: The Village could opt to use bonds to generate funds to undertake one or all of the phases at once.
- Vermont Community and Urban Forestry Council Grants: These grants are awarded to municipalities to aid in conducting a street tree inventory and plan, as well as funding of street tree plantings.
- Chittenden County Regional Planning Commission (CCRPC) Sidewalk Grant Program: The CCRPC awards funds for scoping, design and construction of sidewalks and paths through a competitive grant program. This program currently provides 80 percent of project costs with a required 20 percent non-federal match.

A new online tool developed by a partnership between the Alliance for Biking and Walking and the League of American Bicyclists helps find potential federal funding sources for alternative transportation projects. The site can be reached at <http://bit.ly/11xhEtr>.

Other funding sources may be available for the construction of the path, including:

- Potential health grants promoting healthy living;

- The Robert Wood Johnson Foundation (see <http://www.rwjf.org/content/rwjf/en/grants/search.html?k=walking&d=&l=>);
- MCI/Worldcom Royalty Donation Program (For this and several subsequent ideas, see: <http://www.americantrails.org/resources/funding/TipsFund.html>); and
- Indian Brook bridge sponsorships (and possibly naming rights);

Even other potential sources exist. Some additional resources that may provide insight into additional funds include:

<http://www.americantrails.org/resources/funding/Funding.html>,  
<http://rlch.org/>, and  
<http://atfiles.org/files/pdf/bicentennialsourcebook.pdf>.

## **F. PROCEDURES**

As a first step towards implementing the recommendations of this study, the Board of Trustees should accept and endorse the report. It will be difficult to proceed with securing other State or Federal grants without this endorsement. Once the report is endorsed by the Village, the Community Development Department could undertake these steps:

- Consider applying for funding opportunities through grants, bonding or other sources the Village considers appropriate.
- Keep the Village residents, especially those along Main Street, informed on the process of implementing the recommendations.
- Hire a consultant if needed to assist with the design of the sidewalk, looking in particular at:
  - The grading issues associated with making the green space as large as possible,
  - The need and potential height of a retaining wall on the section north of Taft Street,
  - The specific types of foundations needed for the Indian Brook crossing, and
  - The presence of invasive species in the proposed alignment area.
- Move forward as possible with construction.

## **G. MAINTENANCE**

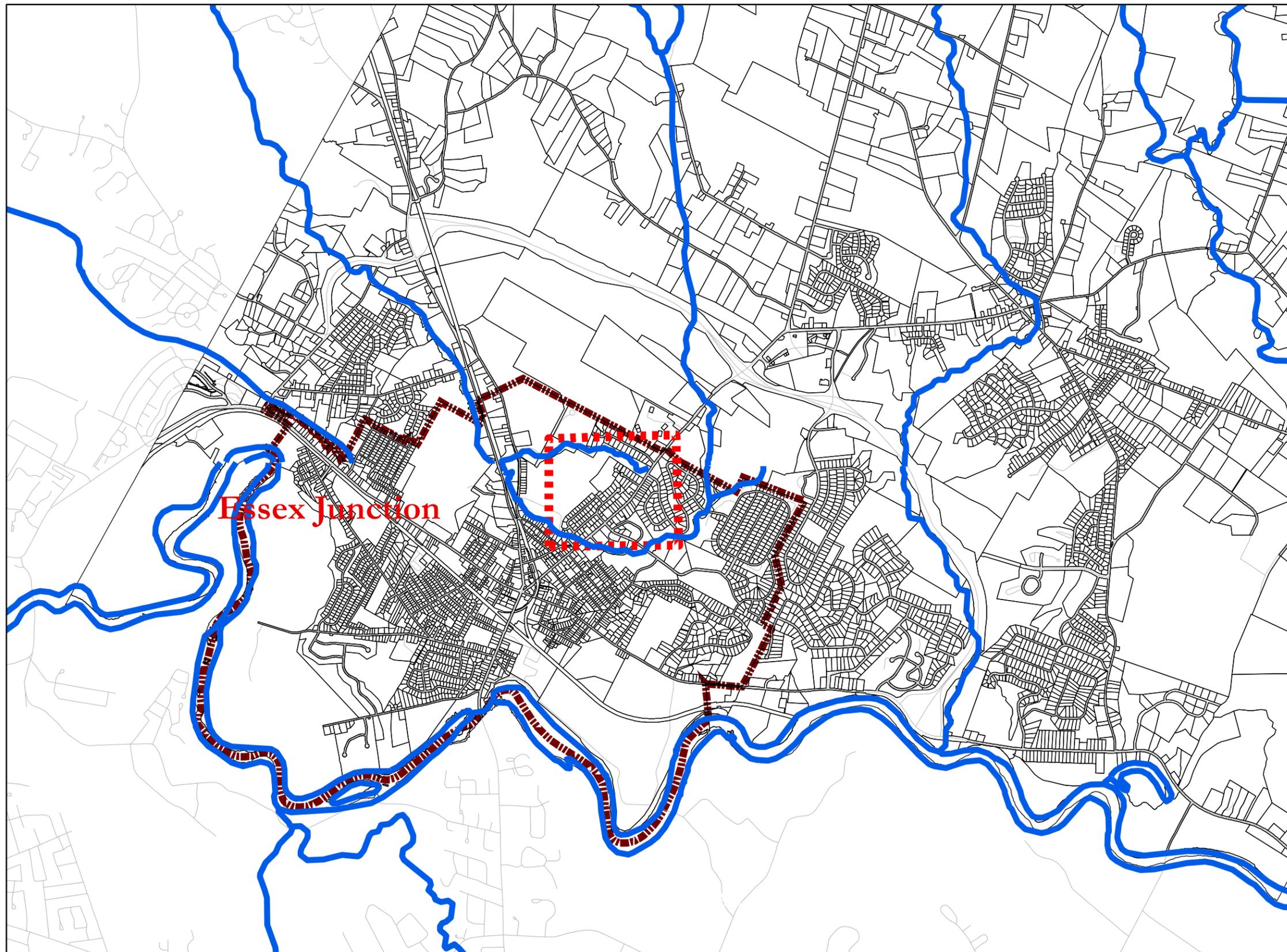
The Village will need to add the new length of sidewalk to the existing sidewalks that it already maintains, including snow plowing in the winter. Assuming that the new sidewalk will be concrete, it will require little maintenance for the next 25 years or so.

The only exception might be if the base material fails and one section of sidewalk rises or sinks, creating a difference in elevation greater than one quarter of an inch.

A wise general rule is to budget approximately five percent of the total construction cost as a yearly maintenance cost, which, if accumulated annually could pay for reconstruction of the sidewalk section when it eventually becomes necessary.

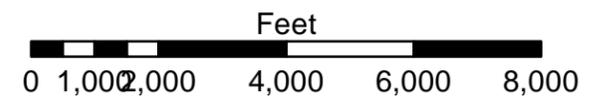
# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



**Legend**

- Watercourse 
- Village Boundary 
- Study Area 
- Property Line 



**BROADREACH**  
Planning & Design



Heritage Landscapes  
Preservation Landscape Architects & Planners

August 1, 2015

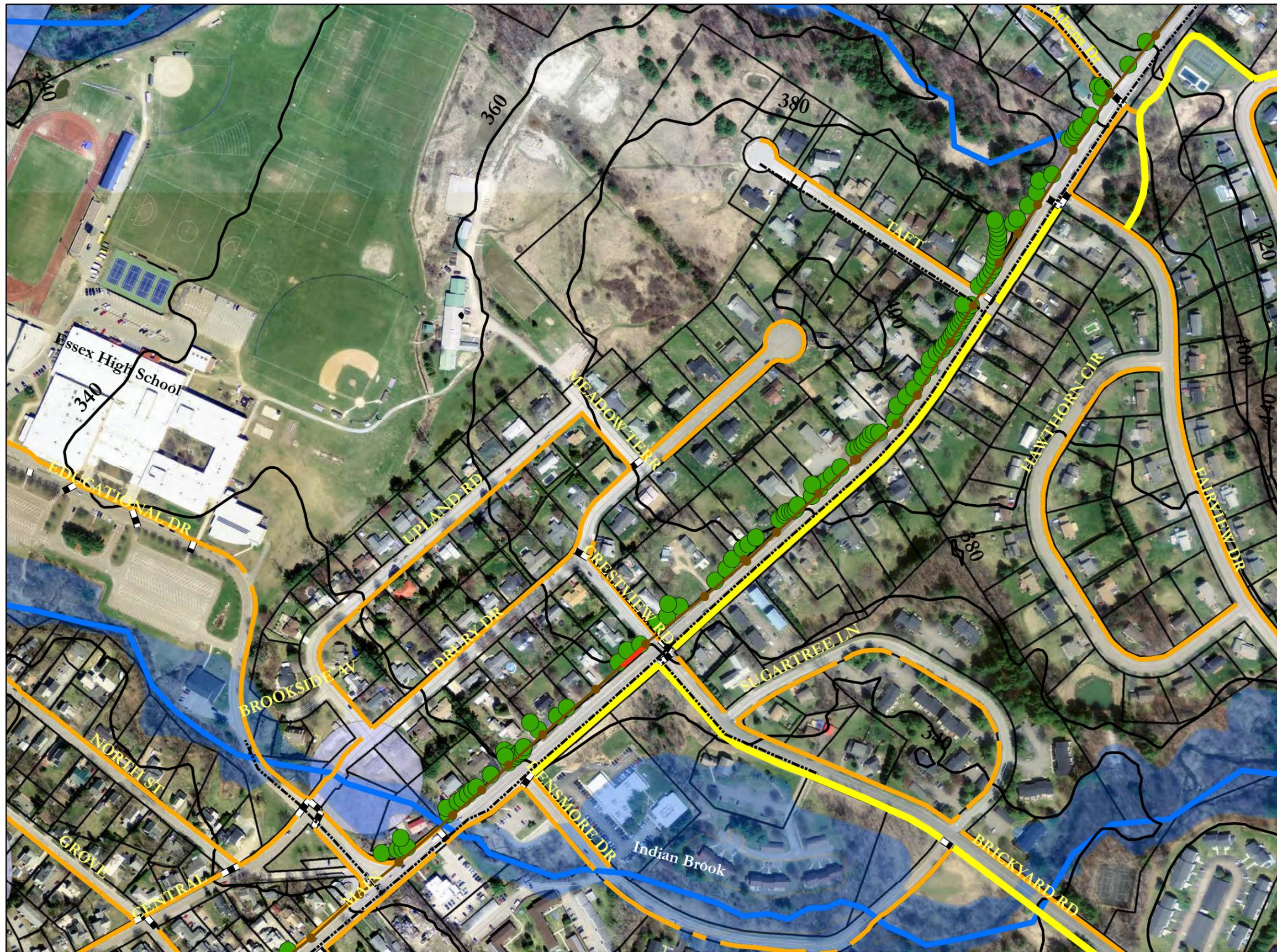
**Project  
Location**



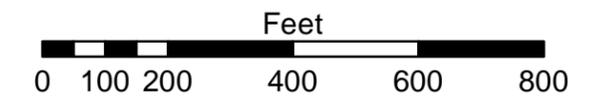
**Figure 1**

# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



Legend	
Invasive Species	—
Existing Street Tree	●
Foot Contour 20	—
Watercourse	—
Year Floodplain 100	—
RTE Species	—
Gas Line	— · — · — ·
Utility Pole	●
Utility Line	—
Crosswalk	— + — + — +
Shared Use Path	—
Existing Sidewalk	—
Property Line	—



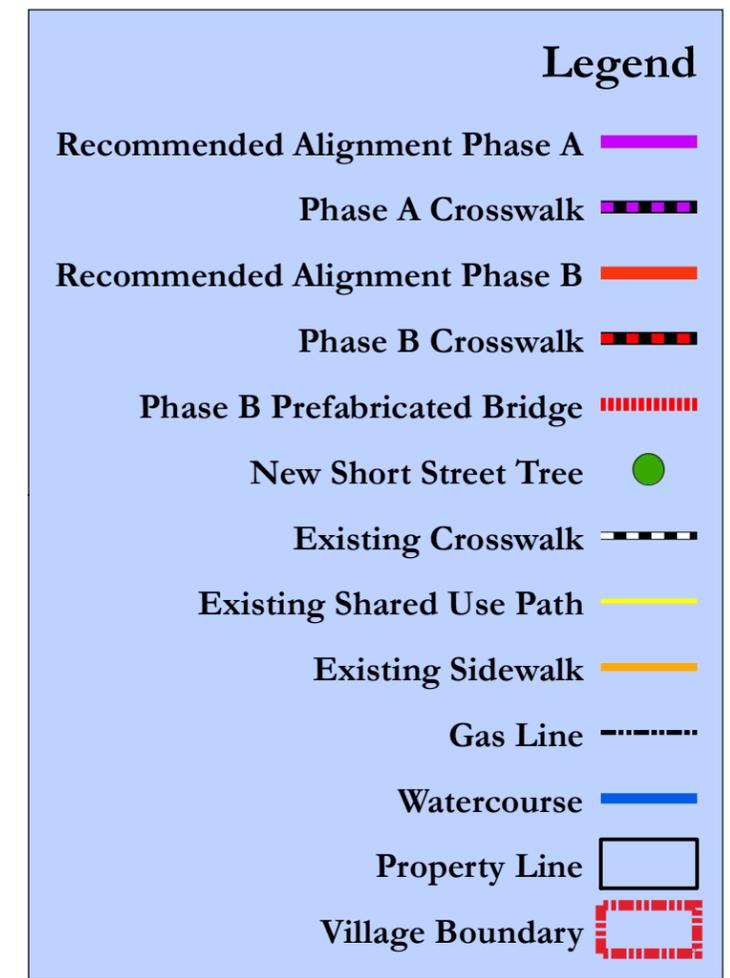
Existing  
Conditions

Note: Only street trees close to the northwest side of Main Street are highlighted.

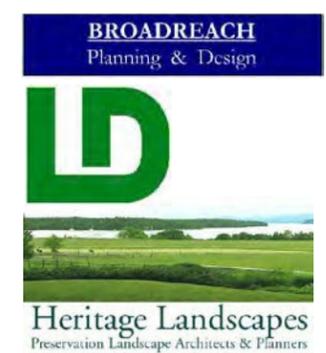
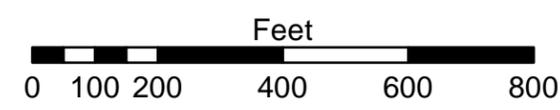
August 24, 2015

Figure 2

# Main Street Bicycle & Pedestrian Scoping Study



## Recommendations



August 25, 2015

Figure 3



Appendix A  
**Existing Conditions Summary**



# Village of Essex Junction Main Street Bicycle & Pedestrian Scoping Study

## Existing Conditions



*Submitted by:*

**Broadreach Planning & Design**

*In conjunction with*

**Lamoureux & Dickinson Consulting Engineers**

**Heritage Landscapes, LLC**

**University of Vermont Consulting Archeology Program**

**August 25, 2015**



## A. INTRODUCTION

### 1. OVERVIEW

This study is examining the most appropriate ways to create a complete sidewalk on the west side of Main Street between Educational Drive and Athens Drive in the Village of Essex Junction. **Figure A-1** shows the location of the Study Area for this project in Essex Junction (the Village) centered on Main Street between Educational Drive and Athens Drive.

The Village has an extensive sidewalk network covering over 35 miles, but lacks one on the northwest side of Main Street north of Educational Drive. The side streets north of the end of Educational Drive on the northwest side of Main Street have isolated sidewalks that currently end when they reach Main Street.

To begin the project, the Village organized a Steering Committee consisting of Village staff members and VTrans representatives. The Steering Committee issued a request for proposal for a consultant to assist them with the completion of the Scoping Study. As a result of that process, the Village contracted with Broadreach Planning & Design, assisted by Lamoureux & Dickinson, Heritage Landscapes, and the University of Vermont Consulting Archaeology Program (the BRPD Team) to assist with the project. This summary report is the first product of the project; it describes the existing conditions in the Study Area. The BRPD Team formatted the report for double-sided printing; blank pages are intentional.

### 2. PURPOSE AND NEED

The purpose of the extension of sidewalks northeast on Main Street from Educational Drive is to provide better pedestrian connections to the Essex High School and to the residents northwest of Main Street northeast of Educational Drive.

Needs for the improvements include:

- The lack of sidewalks on the northwest side of Main Street northeast of Educational Drive; and
- The presence of sidewalks on adjacent side streets from which walkers need to cross Main Street in order to walk south on Main Street.

### 3. PROJECTED USERS

The Village would like to improve walking conditions on Main Street for people of all ages and abilities. People vary significantly in their walking skills, experience, and willingness to walk different distances. Strong determining factors for walkers are the time and mobility required to reach their destinations. Time and mobility constraints also dictate their usable geographic space; few walkers will venture more than one mile from point to point; most will only undertake trips shorter than one half mile, unless the trip is recreational or there is some visible destination or landmark.

There are three basic types of walkers:

- Active walkers,
- Basic walkers, and
- Restricted walkers.

*Active walkers* use the road system regularly for transportation, as well as for fitness. They know and generally follow the rules of the road. *Basic walkers* include the majority of older children and healthy adult walkers. *Restricted walkers* are those whose speed and mobility are extremely limited. In all cases, when walking on roads, people should walk **FACING** traffic on the left side of the road in the direction of travel for safety and visibility reasons, in addition to the fact that it is Vermont State Law.

### 4. ORIGINS, DESTINATIONS & TRAVEL PATTERNS

The numerous residences along and northwest of Main Street in the Study Area are considered the primary origins and destinations for walking trips along Main Street. Additionally, the High School, located on the northwest side of Main Street in the Study Area is another primary origin and destination for walking trips. On the southeast side of Main Street, the Town Office, the Brickyard Professional Center, the Brickyard Office, as well as the different residences, serve as additional walking or bicycling destinations in the Study Area.

## B. LAND USE

The land use along Main Street in the Study Area is primarily residential. **Figure A-2** shows the land use in the Study Area.

## C. TRANSPORTATION FACILITIES

### 1. WALKING ACCOMMODATIONS

The current sidewalks on Main Street extend from the Village Center to Densmore Drive on the southeast side and from the Village Center to Educational Drive on the northwest side off the street. A shared use path extends north from Densmore Drive to Fairview Drive on the east side of Main Street. The shared use path continues further north and east slightly east of Main Street in its own right-of-way. There are numerous other sidewalks in the Study Area including on the north side of Educational Drive and the south side of Athens Drive. A crosswalk on Main Street at the Athens Drive intersection links the sidewalk to the shared use path. Other crosswalks in the study area link other sidewalks. **Figure A-3** shows the location of sidewalks, crosswalks and shared use paths in the Study Area.

### 2. ROADWAYS

Main Street heading northeast out of the Village center is designated by the State as Vermont Route 15. Within the Village, the road is a Class 1 Road, managed by the Village. The state has classified this portion of Main Street as a major arterial road. In the Study Area, Main Street has two travel lanes, one in each direction, that are approximately 12-foot wide. There is a variable width paved shoulder along the road. The Main Street right-of-way in the Study Area is 66 feet wide, centered on the roadway. The posted speed limit on Main Street northeast of the Indian Brook bridge is 30 miles per hour (mph). The posted speed towards the Village center from the Indian Brook bridge is 25 mph. The average daily traffic on Main Street between Educational Drive and Crestview Road is 12,300 vehicles.

Several side streets intersect Main Street between Educational Drive and Athens Drive: Crestview Road and Taft Street.

Educational Drive at the southern end of the Study Area is located on the Essex High School grounds, except for the short section just northwest of Main Street to Central Street/Drury Drive. It is about 36-foot wide as it approaches Main Street but flares to almost 100 feet directly at the intersection. The intersection of Educational Drive and Main Street is controlled by a stop sign for those exiting Educational Drive.

Crestview Road and Brickyard Road intersect Main Street at a signalized intersection. The right-of-way for Crestview Road is three-rods wide, or approximately 49.5 feet. The roadway itself is approximately 28-foot wide. There is a curb and sidewalk along the northeast side of the road. The right-of-way for Brickyard Road is 60 feet wide and the pavement is also approximately 28-foot wide. Crestview Road connects to Drury Drive, which links with Educational Drive and Meadow Terrace; these links provide alternative ways into the Essex High School campus.

Taft Street is a cul-de-sac heading northwest from Main Street. The right-of-way for Taft Street is three-rods, or about 49.5 feet-wide. The pavement itself is approximately 24-feet wide. The speed limit on Taft Street is not posted. The intersection of Taft Street with Main Street is controlled by a stop sign on Taft Street, with no traffic controls on Main Street.

Athens Drive is also a cul-de-sac heading northwest from Main Street. The Athens Drive right-of-way is 50 feet wide. The pavement on Athens Drive is approximately 28-feet wide; the speed limit is not posted. A stop sign controls traffic on Athens Drive as it intersects Main Street. There are not traffic controls on Main Street at Athens Drive.

There were 46 crashes reported on Main Street between Educational Drive and Athens Drive between January 1, 2009 and December 31, 2013. This number of crashes is not exceptional for this type of road. VTrans has not identified high crash locations or segments in the Study Area.

#### **D. NATURAL RESOURCES**

##### **1. WETLANDS**

There are no identified or noticeable wetlands in the Study Area.

##### **2. WATERBODIES**

There are no waterbodies within the Study Area.

##### **3. WATERCOURSES**

Indian Brook flows from the east to the west under Main Street just northeast of the intersection with Educational Drive. **Figures A-2** and **A-4** show the route of Indian Brook in the Study Area. **Illustration 1** shows the north side of the bridge and **Illustration 2** shows the south side. There is another un-named drainage heading west between Taft Street and Athens Drive. It joins Indian Brook outside of the Study Area to the west.

**Illustration 1: Indian Brook flowing west under Main Street as seen from the southeast**



**Illustration 2: Indian Brook flowing east under Main Street as seen from the south.**



#### 4. FLOODPLAINS

There is a mapped 100-year flood plain along Indian Brook. Based on the outline of the floodplain as mapped by the Federal Emergency Management Agency and

additional research completed by Lamoureux & Dickinson, the elevation of the floodplain is lower than the elevation of Main Street and the bottom of the Main Street bridge over the brook. The floodplain narrows as it passes under Main Street. **Figure A-4** shows the limits of the Indian Brook 100-year flood plain.

#### 4. TOPOGRAPHY

The topography in the Study Area generally rises from the southwest to the northeast with the lowest points along Indian Brook and the highest point just southwest of the intersection with Taft Street. After a short drop that ends close to the intersection with Fairview Drive, Main Street rises again heading northeast to the intersection with Athens Drive. **Figure A-4** shows the topography in the Study Area as shown by 20-foot contours. The land rises several feet on most of the residential properties close to the intersection with Crestview Road and Brickyard Road. The land drops away from the road significantly between the back yards of the houses along the northeast side of Taft Street and Athens Drive. A drainage swale drops down as it flows north towards the un-named drainage way from the corner of Taft Street and Main Street. **Illustration 3** shows a typical rise along Main Street; **Illustration 4** shows the drop north of Taft Street.

**Illustration 3: The Land Rise on the Northwest Side of Main Street Close to the Intersection with Brickyard Road**



**Illustration 4: The Drop in Land on the Northwest Side of Main Street south of Athens Drive**



## 6. FLORA & FAUNA

The State of Vermont has not identified natural areas of special importance or deer wintering areas within the Study Area. It has mapped a rare, threatened or endangered animal along Indian Brook between Main Street and Drury Drive to the northeast of Educational Drive. It was last observed in 1999. The small area is undeveloped and has numerous trees and shrubs.

Another forested area lies northwest of Main Street between the lots on the north side of Taft Street and the south side of Athens Avenue. **Figure A-2** shows the area as a natural land use.

There is almost a continuous line of street trees along the northwest side of Main Street between Educational Drive and Taft Street. Some are deciduous and some are evergreen; most of the evergreens are in hedges. All but one appear to be planted outside of the Main Street right-of-way. **Figure A-4** shows the location of most of the trees within or near the northwest side of the Main Street ROW.

A street tree planting project is planned for this summer southwest of the study area. The closest new tree to the Study Area will be near Grove Street.

## E. UTILITIES

**Figure A-3** shows the general location of the utilities in the Study Area.

Utility poles owned by Green Mountain Power run along the northwest side of Main Street.

Water and sewer lines are located under the roadway for most of the Study Area.

The sewer lines generally run in the center from Educational Drive to just north of Crestview Road. From that point to just south of Taft Street, sewer lines run along both sides of the street. From Taft Street north, the sewer line runs along the southeast side of the street. **Figure A-5** shows the location of the sewer line along Main Street as well as other locations within the Study Area.

Water lines run along both sides of the outer edges of Main Street southwest of Densmore Drive. North of Densmore Drive, the water line runs along the southeast side of Main Street. Water lines branch off the Main Street line at each of the intersecting roadways, usually under the pavement of the side roads. **Figure A-5** also shows the location of the water lines in the Study Area. There are fire hydrants on the southeast side of Main Street at the intersection of Educational Dr. and Main St., Densmore Dr. and Main St., Brickyard Rd. and Main St., across from #138 Main St., across from Taft St. and at the intersection with Fairview Dr.

A four inch gas line is buried under the southwest side of Main Street, in the grass strip or just inside the roadway next to the curb. Two inch gas lines branch off the larger line and lead to Crestview Road, Taft Street and Athens Avenue. The gas line appears to be on the north side of Crestview Road in the grass strip. It is in the grass strip on the south side of Taft Street and Athens Avenue. **Figure A-5** shows the general location of the gas lines in the Study Area.

There are short sections of storm drains along the southeast side of Main Street on either side of the intersection with Brickyard Road. Another short section of storm drain runs southeast on Taft Street to Main Street. At that point, it turns northeast and empties into the drainage ditch on the northwest side of Main Street. A third section of storm drain collects stormwater on the north side of Main Street and Athens Drive and conveys it along the northwest side of Main Street to the unnamed drainage ditch. Several other culverts pass under or adjacent to Main Street. **Figure A-5** shows the location of the storm drains.

Drainage ditches line most of northwest side of Main Street southwest of Taft Street. Culverts carry the drainage under each of the driveways until the storm water enters the culvert closest to Indian Brook. **Illustration 5** shows the drainage ditch as it enters the culvert on Main Street.

**Illustration 5: Storm Drainage Ditch along Main Street**



## **F. OTHER STRUCTURES**

There is one fence along Main Street between Educational Drive and Athens Drive, located on the property directly northeast of Indian Brook on the northwest side of the street. There is a dry laid stone wall in front of the fence.

One multiple mailbox stands on the northwest side of Main Street between Crestview Road and Taft Street; it appears to be located outside of the Main Street right-of-way.

Several signs on the northwest side of Main Street alert drivers to the speed limit, cross walks, lane assignments, no parking areas, street names and the Village's request not to use air brakes. There is also a Village of Essex Junction welcome sign located between Raft Street and Athens Drive on the northwest side of the street. All of the signs appear to be located within the Main Street right-of-way.

There is one recorded underground storage tank that appears to be in the back yard of 120 Main Street, the third house north of Crestview Road. There are no active hazardous waste sites in the Study Area.

## **G. CULTURAL RESOURCES**

### 1. HISTORIC RESOURCES

The historic resources review indicates that there are several residences listed on the Vermont Historic Sites and Structures Survey (VHSS). Others are eligible to be listed on the VHSS. The review notes that the structures all appear to be set back sufficiently from the road that the introduction of a sidewalk close to the road should not negatively affect or impact the historic properties. **Attachment A** includes a full copy of the Historic Resources Review.

### 2. ARCHEOLOGICAL RESOURCES

The Archeological Resources Assessment will be completed when the alternatives have been identified. **Attachment B** will include a full copy of the Archeological Resources Assessment when it is done near the end of May.

### 3. OPEN SPACE AND PUBLIC LANDS

There are two public open spaces located directly along Main Street between Educational Drive and Athens Drive. One is a portion of the Essex High School property that extends to Main Street between Athens Drive and Taft Street. The parcel is currently covered with a second growth of trees, some of which extend close to Main Street within the right-of-way. The other is the parcel on the eastern corner of Main Street and Fairview Drive. There are several other open space parcels within the Study Area but not adjacent to Main Street. **Figure A-2** shows the location of each of the open land parcels in the Study Area.

## **H. PLANNING DOCUMENTS**

### 1. ESSEX JUNCTION 2014 VILLAGE PLAN

The 2014 Village Plan includes a proposed sidewalk along the northwest side of Main Street from Educational Drive to Athens Drive on Map 6. This is in support of the Village policy to provided sidewalks on both sides of arterial and collector streets. Main Street is classified as a major arterial road.

### 2. REGIONAL PLANS

#### a. 2013 Chittenden County Metropolitan Transportation Plan (ECOS Plan)

Chittenden County last updated it Metropolitan Transportation Plan in 2013. It is primarily a corridor base plan; it includes broad priorities and then has recommend actions organized around the important transportation corridors within the County.

One of the broad priorities in the Metropolitan Transportation Plan includes:

- Expanding the bicycle and pedestrian networks with on- and off-road facilities and more sidewalks.

Main Street in Essex Junction is within the Northeastern Corridor. The only specific recommended projects for the Northeastern Corridor identified in Essex Junction are Phase I and Phase II of the Crescent Connector Road.

b. Regional Bicycle and Pedestrian Plan Update (2008)

Chittenden County is in the process of doing a new update of the Regional Bicycle and Pedestrian Plan. The current Update generally encourages the addition of sidewalks in village centers, but it does not specifically cite locations that need sidewalks.

c. Pedestrian Policy and Sidewalk Plan (September 2000)

The Pedestrian Policy and Sidewalk Plan, as of now, is still the guiding document in Chittenden County for pedestrian policies and the development of sidewalks and other pedestrian facilities. The plan raises the profile of pedestrian needs in the county and the role of the pedestrian system within an integrated transportation system. It identifies 5 Regional Pedestrian Policies, with accompanying strategies, which include:

- Increase pedestrian mobility,
- Improve the safety and comfort of pedestrians,
- Provide pedestrian accessibility to all destinations,
- Systematically program pedestrian improvements in the Transportation Improvement Program (TIP), and
- Encourage pedestrian activity.

3. STATE PLANS

The 2008 VTrans Pedestrian and Bicycle Policy Plan includes goals and objectives that directly support the extension of the Main Street sidewalk on the northeast side of the street past Educational Drive to Athens Drive, including:

Goals

- Cultural Environment: Enhance the human scale and livability of Vermont's communities by improving opportunities for pedestrian and bicycle mobility and access in and between towns, downtowns, villages and rural landscapes.

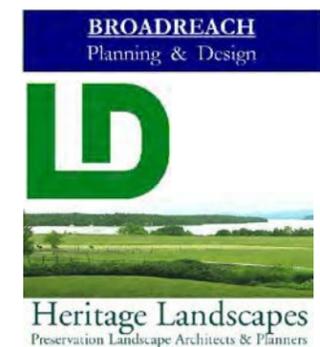
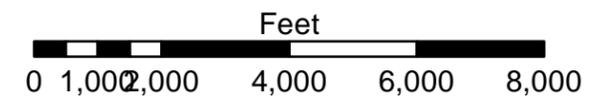
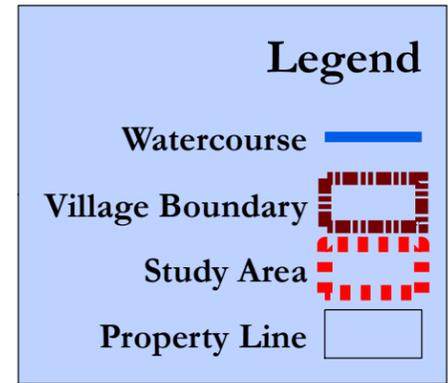
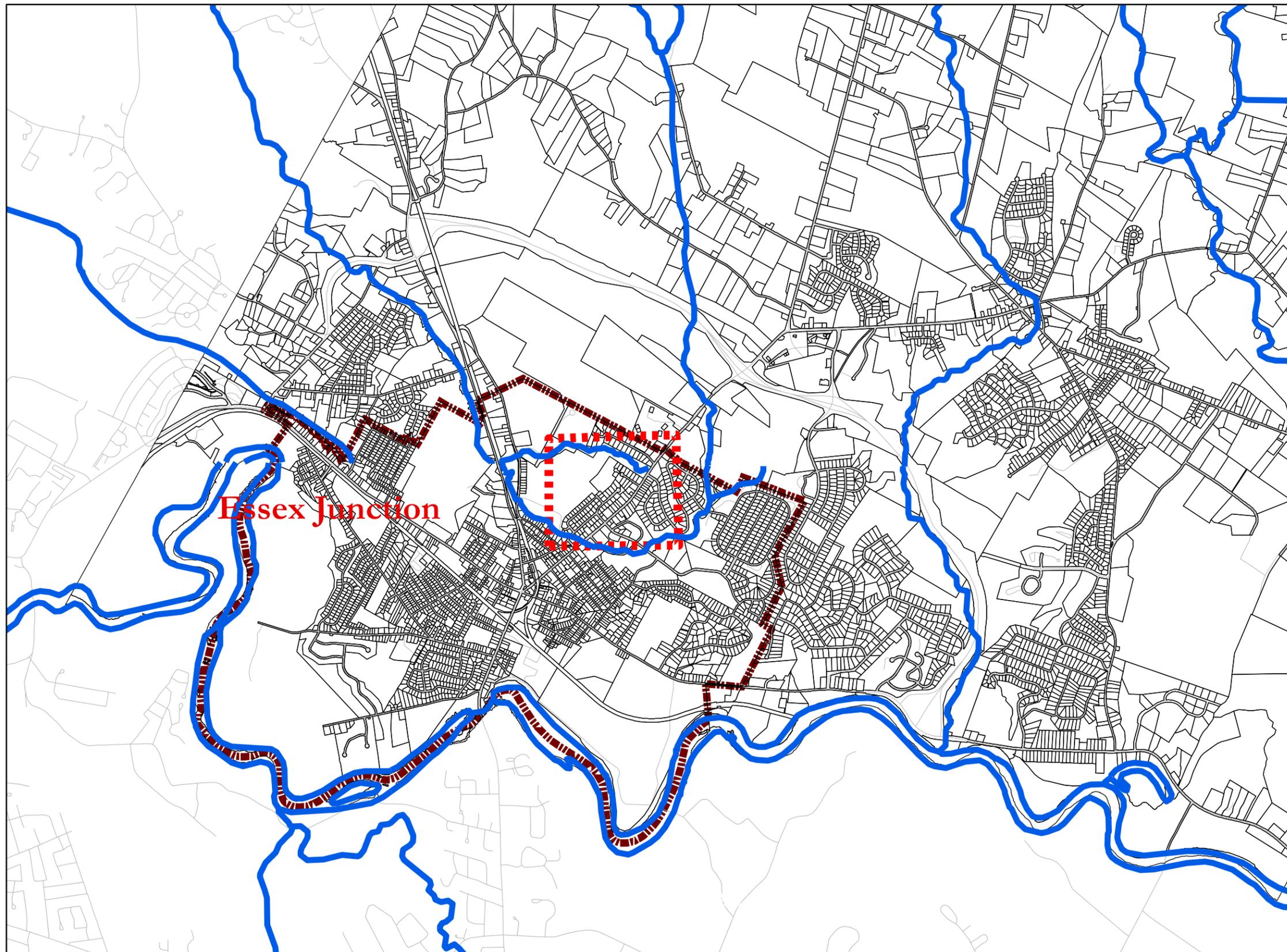
- Health: Improve the health of Vermonters and reduce health care costs by making it easier, safer and more convenient for citizens to be more physically active by walking and bicycling on a regular basis.
- Transportation Choice: Enhance pedestrian and bicycle transportation options in Vermont so that citizens, regardless of location, socioeconomic status or health can choose a seamless, convenient and comfortable mode that meets their needs. Promote a transportation network, including roadways, shared use paths, rail trails, rails with trails, and accessible walker facilities, which allow pedestrians and bicyclists to reach their destinations throughout the State or to connect to other modes of travel.

#### Objectives

- Objective 8: Work with citizens, municipalities, regional planning organizations, and other State agencies to develop, plan, and implement pedestrian and bicycle plans, projects, and programs.
- Objective 12: Provide a seamless transportation network for pedestrians and bicyclists by improving linkages between walking, bicycling and other modes of transportation.

# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



April 20, 2015

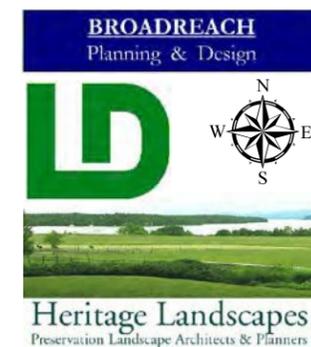
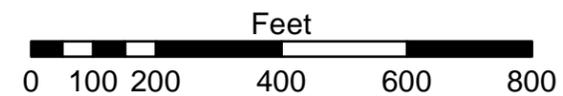
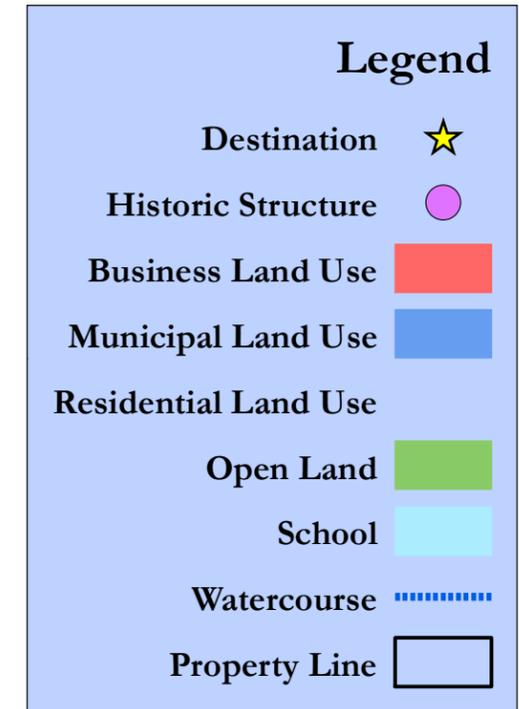
**Project  
Location**



**Figure A-1**

# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



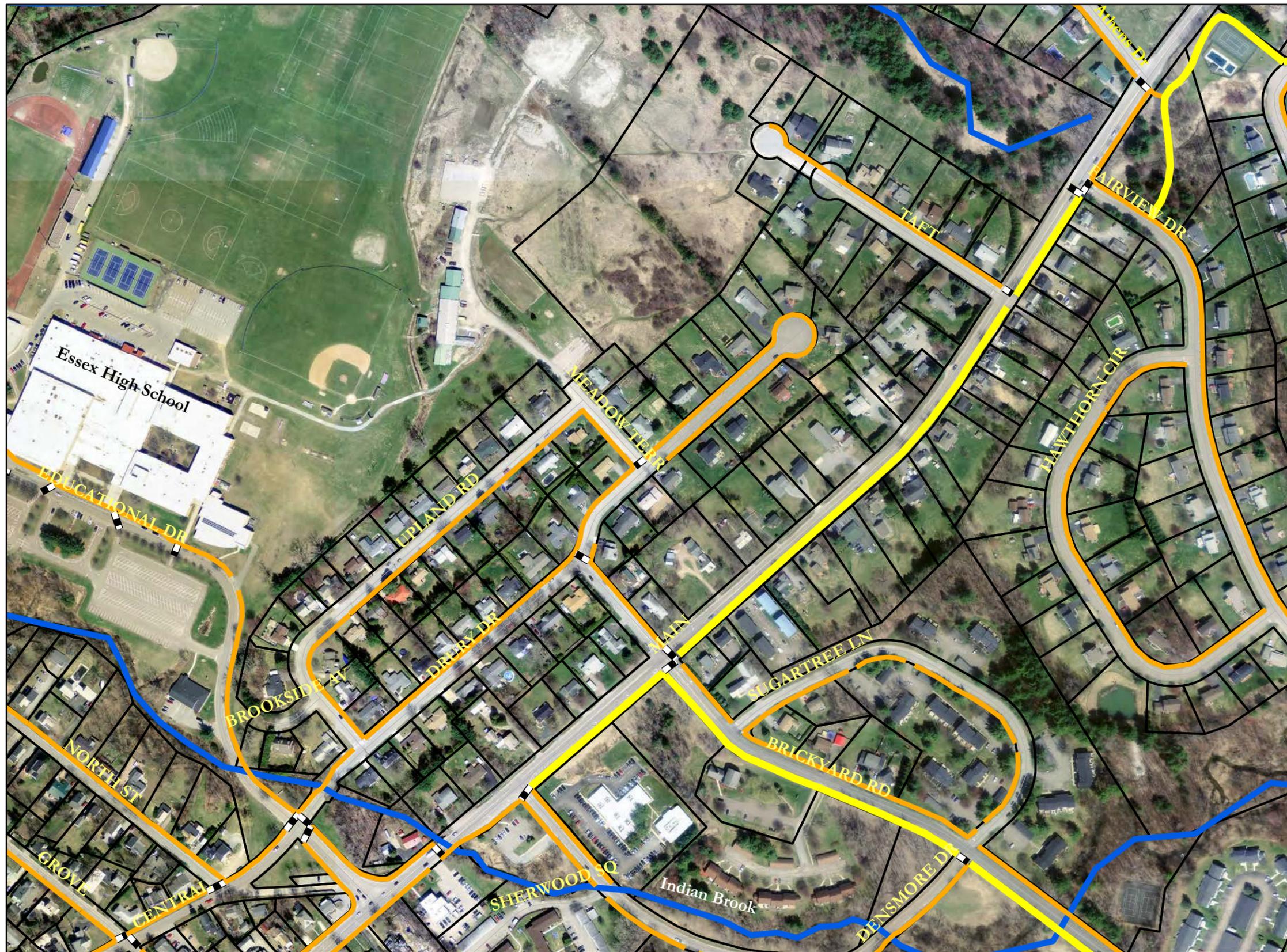
Existing  
Conditions:  
Land Use

April 23, 2015

Figure A-2

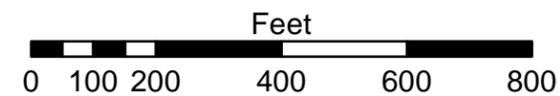
# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



**Legend**

- Watercourse
- Property Line
- Crosswalk
- Shared Use Path
- Existing Sidewalk



**BROADREACH**  
Planning & Design



April 20, 2015

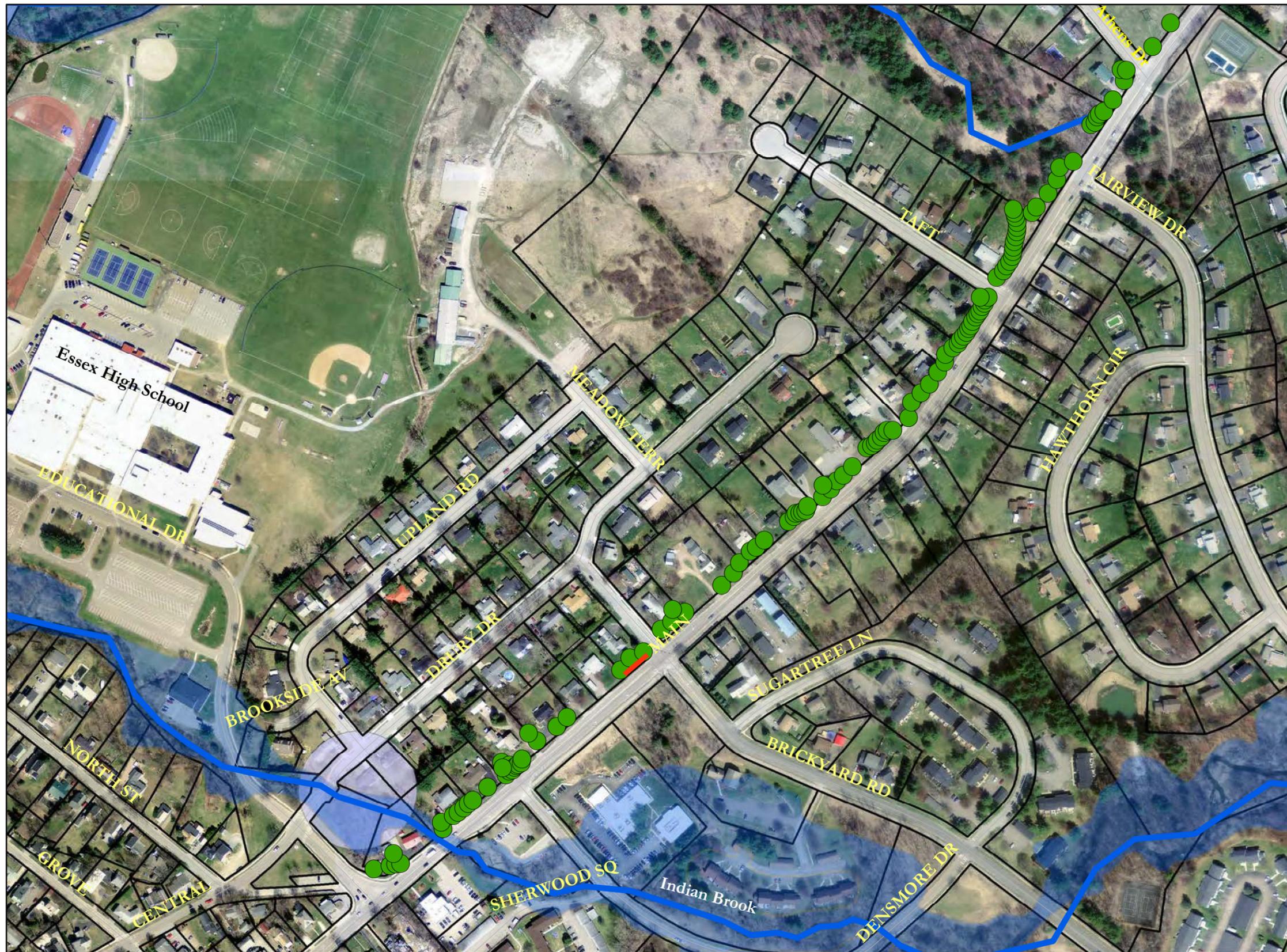
**Existing  
Conditions:  
Transportation**



Figure A-3

# Main Street Bicycle & Pedestrian Scoping Study

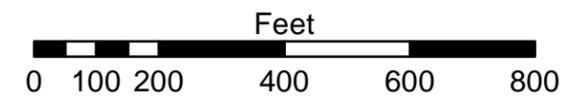
Essex Junction, Vermont



**Legend**

- Invasive Species —
- Existing Street Tree ●
- Watercourse —
- Year Floodplain 100
- Property Line
- RTE Species

Note: Only street trees close to the northwest side of Main Street are highlighted.



**BROADREACH**  
Planning & Design

**Heritage Landscapes**  
Preservation Landscape Architects & Planners

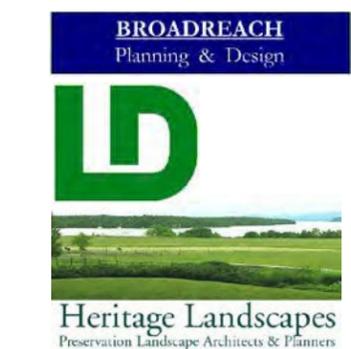
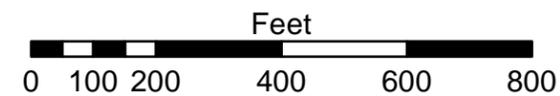
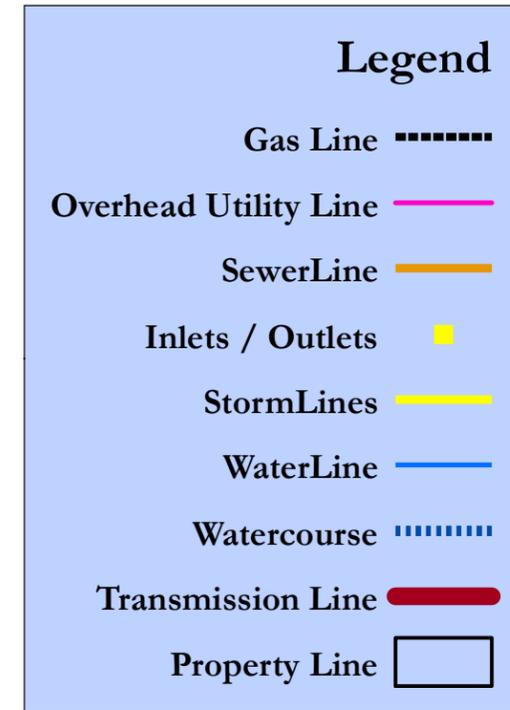
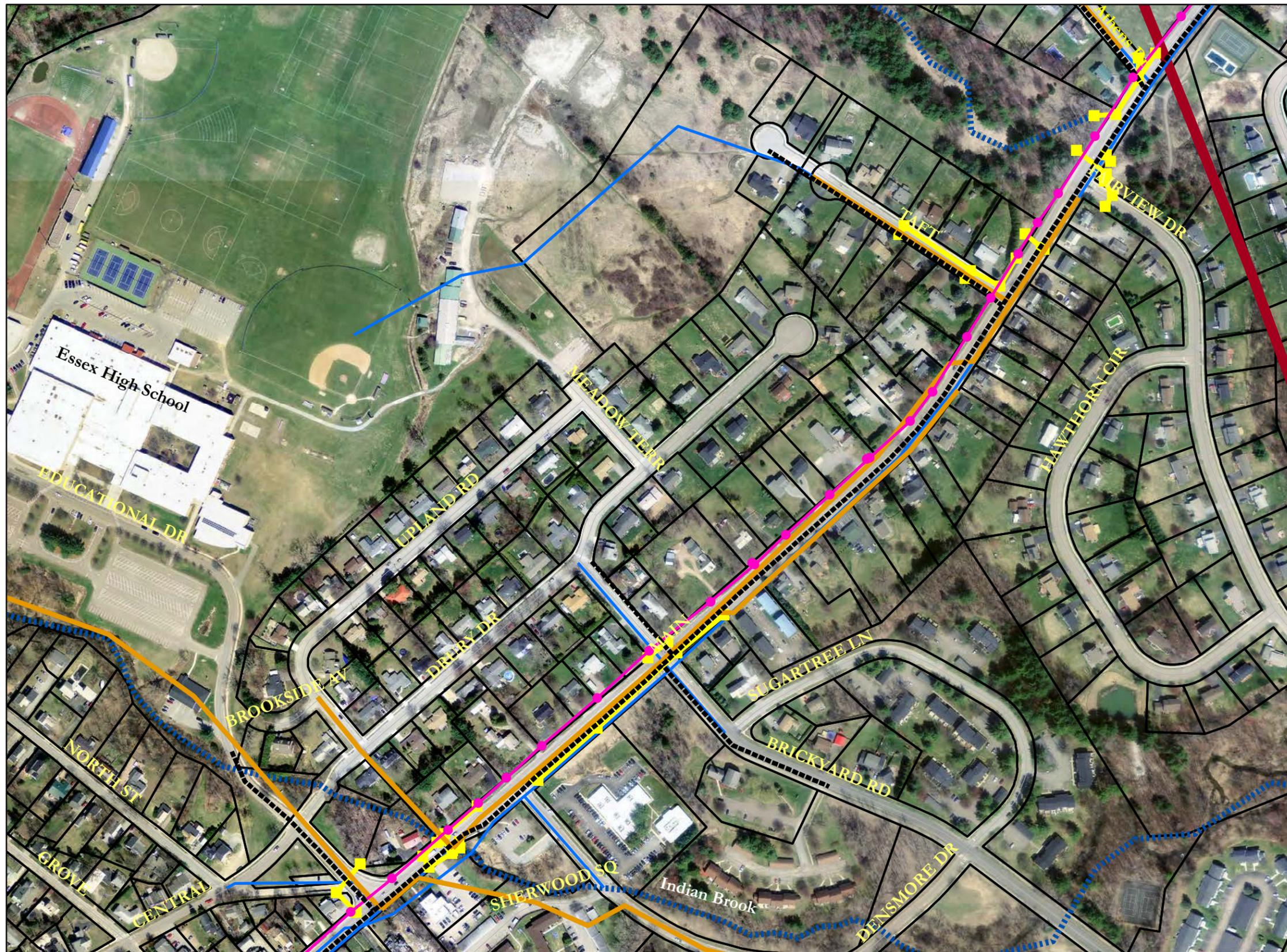
**Existing  
Conditions:  
Natural  
Resources**

April 23, 2015

Figure A-4

# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



Existing  
Conditions:  
Utilities



August 25, 2015

Figure A-5



Attachment A  
**HISTORIC RESOURCES REVIEW**  
Heritage Landscapes LLC  
Charlotte, Vermont





**Draft Preliminary Historic Aboveground Resources Assessment  
Main Street Sidewalk Essex Junction, Vermont**

22 April 2015

**Submitted to:**

Jim Donovan  
Broadreach Planning & Design  
Charlotte, VT 05445

**Prepared by:**

Rebecca Reese, MSHP, Project Staff  
Patricia M. O'Donnell, FASLA, AICP, Principal  
Heritage Landscapes, LLC

**REVIEW INTRODUCTION**

This assessment identifies existing aboveground historic resources within the project boundaries that are listed or eligible for listing on the National Register of Historic Places (NRHP) and addresses the potential effects from the proposed sidewalk additions to the Village of Essex Junction, Vermont. Review of the possible historic resources and effects complies with Section 106 of the National Historic Preservation Act of 1966 and Section 4(f) of the US Department of Transportation Act of 1966. This reconnaissance-level survey of aboveground resources does not document the details of potentially eligible NRHP properties and further study would be required to determine eligibility.

Heritage Landscapes conducted research in local repositories and completed field work to evaluate the project area and possible historic resources. A field inspection of the project area was completed on April 22, 2015, focusing on the visual review of the 22 properties along Main Street in the project area. If the proposed transportation improvements should change, additional properties and impacts must be assessed again.

Baseline research provided information about historic resources within the project area. Research through the Vermont Agency of Commerce and Community Development Online Research Center secured useful information from the Vermont Historic Sites and Structures Survey (VHSSS), completed in April 1980 for the area. In particular, this resource lists three properties within the project boundaries. The following details all documentary sources studied to gain an understanding of the area within the project boundaries:

- *F.W. Beers Atlas of Village of Essex Junction, Chittenden County, Vermont, (1869).*
- *Sanborn Fire Insurance Maps of Essex Junction, Chittenden County, Vermont, (1922 to 1962).*
- *State of Vermont Historic Sites and Structures Survey for Essex, Vermont, (1980).*
- *Manning's Burlington, Winooski, South Burlington and Essex Junction, Vermont Directory, (1938 to 1984).*

**H e r i t a g e L a n d s c a p e s L L C**  
**P r e s e r v a t i o n L a n d s c a p e A r c h i t e c t s & P l a n n e r s**  
Charlotte, Vermont 802.425.4330 Norwalk, Connecticut 203.852.9966 Asheville, North Carolina 828.989.8616

## Main Street Sidewalk Essex Junction, Vermont Historic Aboveground Resources Assessment, Page 2

- *The Johnson City Directory for Burlington, Vermont, (1988).*

### FINDINGS

The Main Street Sidewalk Project proposes to add a standard 5-foot wide sidewalk to the northwest side of Main Street, northeast of the Five Corners in Essex Junction, Vermont. The project, as-anticipated, will not negatively affect or impact the historic and potentially-historic resources identified within the project study area. Three properties within the project area are listed as historic resources in the VHSSS and many others have the potential to be listed as much of the development occurred during the mid-20<sup>th</sup> century. Typical throughout the project area, buildings display wide setbacks from the road providing ample space for the addition of a sidewalk. Overall, the project does not adversely impact the historic resources of Essex Junction.

Information is organized by street address starting with the lowest house number, 80 Main Street, and extending northeast along Main Street. All included properties sit on the northwest side of Main Street. Current addresses are used for most properties, but names listed on the VHSSS are used in addition. Properties known to be listed on the state survey are noted. If the listing is not indicated, the property may or may not be registered. Further research is required, as the record is not exhaustive and other structures may be listed. All properties that are 50 years or older are eligible for NRHP listing if the resources are of historic value.

- **80 Main Street:** The 1-story Ranch with two entries facing Main Street and eaves-front, standing-seam metal roof first appears in the 1958 City Directory, listed under Richard Hayden.
- **84 Main Street:** The 2-story, eaves-front dwelling features a front porch and first appears in the 1975 City Directory under Lawrence R. Chase. A dry-stacked stone wall extends along the property line of Main Street. The proposed sidewalk alignment may interfere with the wall.
- **86 Main Street:** The 1-story, eaves-front Ranch fronts Main Street and first appears in the 1956 City Directory, listed under Levi B Poirier and Lincoln L. Brooks.
- **88 Main Street/Drury House:** The 1-½, story brick Greek Revival was constructed in c. 1840 by Jacob K. Drury, before establishing his successful brick company across the street. A brick ell, side porch, and rounded lintels were added in c. 1870. Historic resource listed on VHSSS.
- **90 Main Street:** The 1-½ story, eaves-front mid-century dwelling with integrated garage first appears in the 1958 City Directory, listed under Robert Wells.
- **92 Main Street:** The 1-½ story, eaves-front Cape style dwelling has a small entry stoop and attached garage ell. It was first listed in the 1958 City Directory under Wesley E. Prior.
- **94 Main Street:** The 1-story dwelling exhibits a large ell extending toward Main Street and was first listed in the 1974 City Directory under Clyde L. Wells.
- **2 Crestview Road:** Crestview Road first appeared in the City Directory in 1958. This 1-story Ranch fronts Crestview Road with the property line extending to Main Street. The house was originally listed under George C. Wenzel.
  
- **1 Crestview Road:** This 1-story Ranch first appeared in the 1958 City Directory, as “house under construction.” The home fronts Crestview Road with a stacked stone wall extending along the front of the property toward Main Street. The proposed sidewalk alignment may interfere with the southeast end of the wall.

Main Street Sidewalk Essex Junction, Vermont  
Historic Aboveground Resources Assessment, Page 3

- **116-118 Main Street:** This 1-½ story, eaves-front dwelling was constructed in c. 1910 and exhibits Bungalow characteristics on the vernacular style home. An integrated front porch extends across the front façade with a large dormer piercing the roof above. Historic Resource listed on VHSSS.
- **120 Main Street:** The 1-story Ranch with eaves-front roof and integrated garage first appears in the 1968 City Directory under Murdo A. Campbell.
- **124 Main Street:** The 1-½ story, eaves-front Cape style dwelling has two dormers piercing the forward facing roof and was first listed in the 1941/1942 directory under Paul P. Smith.
- **128 Main Street:** The 2-story recently constructed dwelling with front porch and integrated 2-car garage shares a driveway with 130 Main Street. Constructed after 1965, the precise construction date is not known.
- **130 Main Street:** The 2-story, eaves-front recently constructed dwelling has an attached garage, front porch, and shares a driveway with 128 Main Street. Constructed after 1965, the precise construction date is not known.
- **132 Main Street:** The 1-story, gable-front dwelling has a substantial setback and shares a driveway with 134 Main Street. Constructed after 1965, the precise construction date is not known.
- **134 Main Street:** The 1-story, eaves-front dwelling with gabled ell first appears in the 1943 City Directory under Arthur M. McEwing. This home shares a driveway with 132 Main Street.
- **138 Main Street:** The 2-story, eaves-front dwelling with front porch is substantially setback from Main Street. It first appeared in the 1978 City Directory under Arthur A. McEwing.
- **140 Main Street:** The c. 1900 2-story dwelling exhibits a combination of the late Queen Anne and Colonial Revival styles in a tri-gable ell plan. Historic Resource listed on VHSSS.
- **142 Main Street:** The 1-story, eaves-front Ranch has a small entry stoop and side deck. It first appeared in the 1956 City Directory under Cedric A. Wetherbe.
- **144 Main Street:** The 2-½ story, eaves-front multi-family unit apartment building sits far removed from the road. Constructed after 1965, the precise construction date is not known.
- **2 Taft Street:** The 1-story, eaves-front dwelling with front porch and integrated garage first appears in the 1988 City Directory, under Kathy Schmidt.
- **1 Taft Street:** The 2-story, eaves-front dwelling with front porch and attached garage first appears in the 1981 City Directory under Francis Froebel.



Figure 1. The Greek Revival style Drury House stands at 88 Main Street and is listed in the VHSS. Constructed in c. 1840 by Jacob K Drury, the rear ell, side porch, and rounded lintels were added in c. 1870 to update the house to the popular romantic styles of the time. Courtesy Heritage Landscapes. (R-EJ Sidewalk-88 Main Street - Drury-21April2015)



Figure 2. The c. 1910 dwelling at 116 Main Street is listed in the VHSSS, significant for being the only such structure like it on Main Street with well-preserved Bungalow characteristics integrated into the vernacular style. Courtesy Heritage Landscapes. (R-EJ Sidewalk-116 Main Street-21April2015)



Figure 3. This c. 1900 dwelling standing at 140 Main Street is listed in the VHSSS for displaying both late Queen Anne and early Colonial Revival styles. Courtesy Heritage Landscapes. (R-EJ Sidewalk-140 Main Street-21April2015)



Figure 4. Typical of the mid-century Main Street neighborhood, this c.1958 dwelling at 92 Main Street displays features of a simple Cape with eaves-front roof, centered entrance, and attached garage. Courtesy Heritage Landscapes. (R-EJ Sidewalk-92 Main Street-21April2015)



Figure 5. Also typical of the Main Street neighborhood, this c. 1958 Ranch style dwelling at 1 Crestview Road illustrates the prevalent mid-century development of the project area. Courtesy Heritage Landscapes. (R-EJ Sidewalk-1 Crestview Street-21April2015)

Attachment B  
**ARCHEOLOGICAL RESOURCES ANALYSIS**  
Consulting Archaeological Program  
University of Vermont



## Appendix B **Alternatives Analysis**



**Village of Essex Junction  
Main Street Bicycle & Pedestrian  
Scoping Study**

**Alternative Analysis**



*Submitted by:*

**Broadreach Planning & Design**

*In conjunction with*

**Lamoureux & Dickinson Consulting Engineers**

**Heritage Landscapes, LLC**

**University of Vermont Consulting Archeology Program**

**August 25, 2015**



## A. INTRODUCTION

### 1. OVERVIEW

This study is examining the most appropriate ways to create a complete sidewalk on the west side of Main Street between Educational Drive and Athens Drive in the Village of Essex Junction. **Figure A-1** in the Existing Conditions Summary shows the location of the Study Area for this project in Essex Junction (the Village) centered on Main Street between Educational Drive and Athens Drive.

The Village has an extensive sidewalk network covering over 35 miles, but lacks a sidewalk on the northwest side of Main Street north of Educational Drive. The side streets north of the end of Educational Drive on the northwest side of Main Street have isolated sidewalks that currently end when they reach Main Street.

This alternatives analysis is the second product of the project; it describes the existing conditions in the Study Area. The BRPD Team formatted the report for double-sided printing; blank pages are intentional.

### 2. PURPOSE AND NEED

The purpose of the extension of sidewalks northeast on Main Street from Educational Drive is to provide better pedestrian connections to the Essex High School and for the residents northwest of Main Street northeast of Educational Drive.

Needs for the improvements include:

- The lack of sidewalks on the northwest side of Main Street northeast of Educational Drive; and
- The presence of sidewalks on adjacent side streets from which walkers need to cross Main Street in order to walk south or north on Main Street.

### 3. ALTERNATIVES DEVELOPMENT PROCESS

Once the BRPD Team, with assistance from the Steering Committee, examined the existing conditions, they held an initial public work session in conjunction with the Village Board of Trustees on May 26, 2015. After consideration of the comments received at that meeting, the BRPD Team led a work session with the Steering Committee to identify as many alternatives as possible for improving walking conditions along Main Street and throughout the Study Area. The group worked together to do an initial analysis of the alternatives to refine or eliminate those that

did not meet the purpose and need or were otherwise unsuitable. Subsequently, the BRPD Team conducted a more detailed analysis of the remaining alternatives and developed a concise, viable set for public discussion.

**Table B-1** shows all of the alternatives that the Steering Committee developed. It also highlights whether they were kept or eliminated prior to the public work session. If they were eliminated, the table also explains the basis for the elimination. **Figure B-2** shows the location of the alternatives initially developed by the Steering Committee and the BRPD Team. **Figures B-2** shows the alternatives that remained viable after the initial analysis and provides more information on the issues or impacts associated with the remaining alternatives.

## **B. ALTERNATIVES**

### **1. OVERVIEW**

Each of the alternatives presented below would meet the purpose and need for this project, although the degree to which they meet them varies. **Table B-2** provides more details on how each of the alternatives meets the purpose and need for this project. It also provides other details about the benefits and issues associated with each alternative.

The Steering Committee considered alternatives in four different categories within the Study Area:

- Main Street Southwest (from Educational Drive to the end of the new storm sewer),
- Main Street Northeast (from the end of the new storm sewer to Athens Drive),
- Nearby streets and alternatives northwest of Main Street, and
- Indian Brook crossings.

Within this organization, the Steering Committee considered sidewalks alternatives in different locations within the Main Street Right-of-way between Educational Drive and Athens Drive. They also considered other possible routes that walkers could take that would avoid the need for a new bridge on Main Street over Indian Brook. They even considered providing a full shared use path on the north side of Main Street.

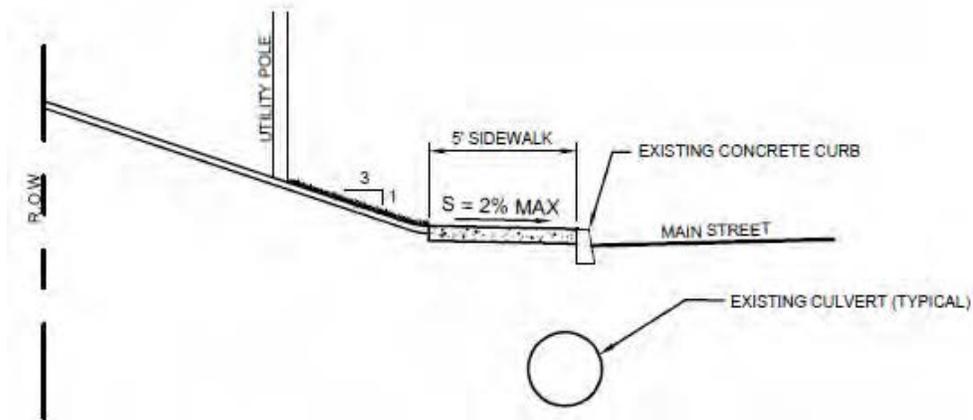
As part of the overall analysis, the Steering Committee also compared the various alternatives against the option of doing nothing.

## 2. MAIN STREET SOUTHWEST ALTERNATIVES

These alternatives run from the northeast side of Indian Brook to the northern end of the new curb being constructed as part of the new storm sewer project. The end of the curb is approximately at the curve in the road between Crestwood Road and Taft Street. Two alternatives appeared to be viable in this section.

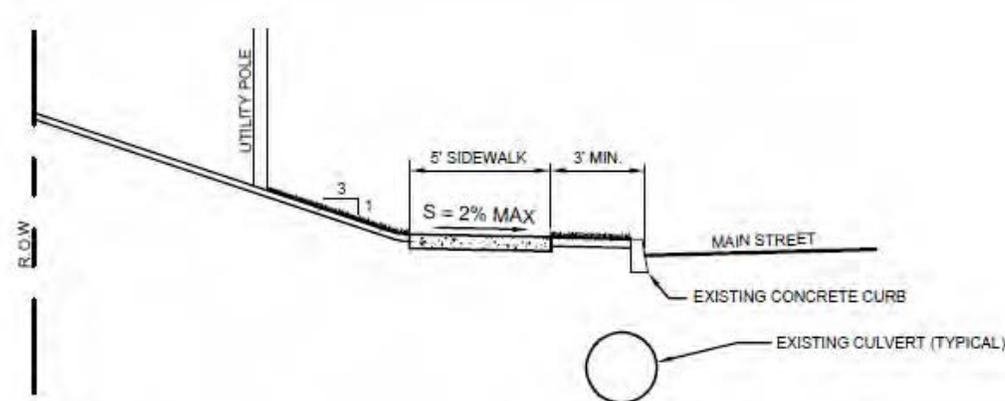
Alternative A-1: Sidewalk Adjacent to Curb - This alternative would add a new five-foot wide, concrete, ADA compliant sidewalk adjacent to the new curb constructed as part of the storm drain updates. **Illustration B-1** shows a typical cross section of Alternative A-1.

**Illustration B-1: Alternative A-1**



Alternative A-2: Sidewalk Separated by Green Space - Alternative A-2 would add a new five-foot wide, concrete, ADA compliant sidewalk separated from the new curb by a green space of at least three feet and preferably five feet. **Illustration B-2** shows a typical cross section of this alternative.

**Illustration B-2: Alternative A-2**

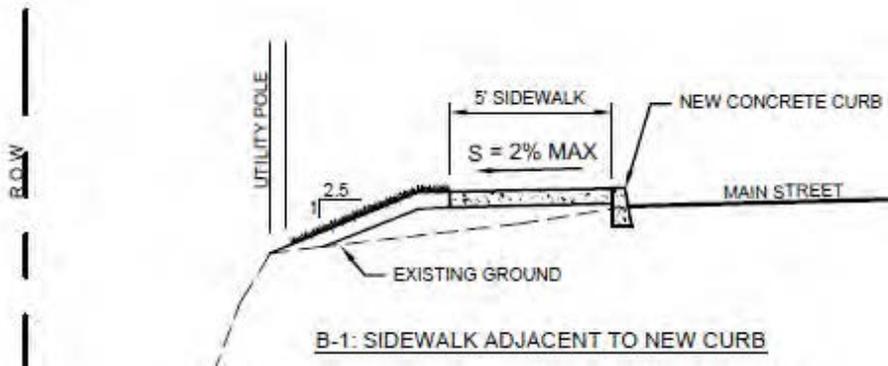


3. MAIN STREET NORTHEAST ALTERNATIVES

These alternatives run northeast to Athens Drive from the northern end of the new curb added as part of the drainage improvements on Main Street.

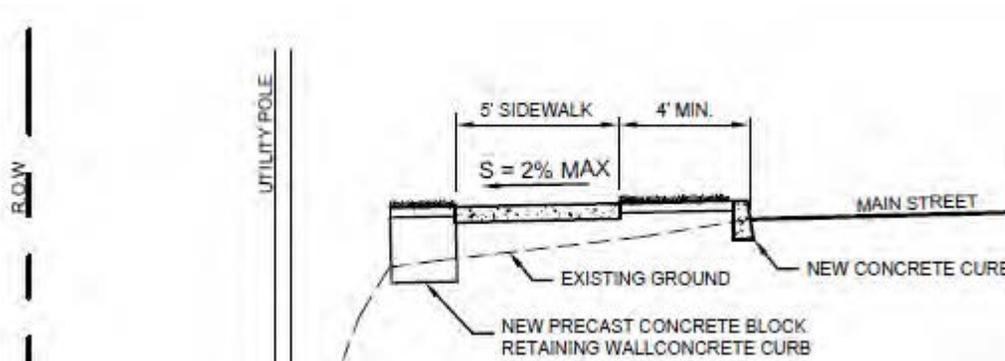
Alternative B-1: Sidewalk Adjacent to New Curb - Alternative B-1 would add a new five-foot wide, concrete, ADA compliant sidewalk adjacent to a new curb added as an extension of the new curb further southwest on Main Street. **Illustration B-3** shows a typical cross section of alternative B-1. This alternative would need new storm drains along the new curb. The fill slope would vary and be steeper than a typical three to one ratio in order to minimize fill into the drainage swale or eliminate the need for a retaining wall for portions of this sidewalk.

**Illustration B-3: Alternative B-1**



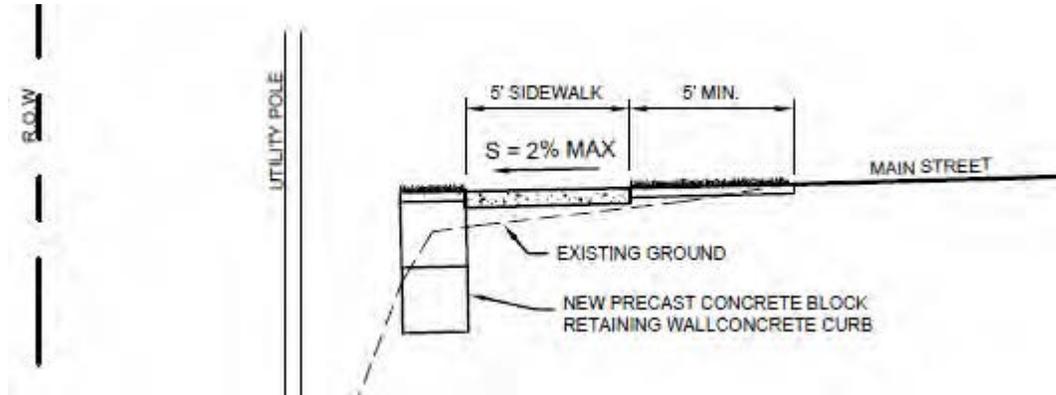
Alternative B-2: Sidewalk Separated from New Curb by Green Space - This alternative would add a new five-foot wide concrete ADA compliant sidewalk separated from a new curb by a four-foot wide green space. **Illustration B-4** shows a typical cross section of this alternative. This alternative would need new storm drains along the new curb. It would also require a small retaining wall along the outer edge to keep fill out of the adjacent drainage swale for a portion of the length.

**Illustration B-4: Alternative B-2**



Alternative B-3: Sidewalk Separated from the Road without a Curb - Alternative B-3 would add a new sidewalk separated from the edge of the existing edge of the roadway pavement by a green space/grass strip of at least five feet. **Illustration B-5** shows a typical cross section of this alternative. This alternative would require a retaining wall along the drainage swale north of Taft Street.

**Illustration B-5: Alternative B-3**



#### 4. NON-MAIN STREET ALTERNATIVES

The initial alternatives in this section used mostly existing sidewalks on the streets northwest of Main Street to bring walkers to Crestview Road or Taft Street and then out to Main Street. The existing crosswalk on Main Street would link these walkers to the rest of the pedestrian network. Only one of these alternatives appeared to have merit.

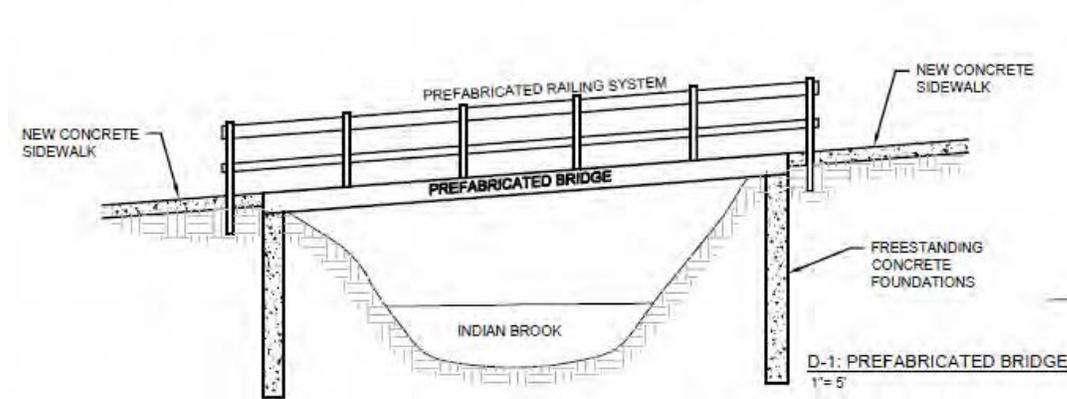
Alternative C-1: School Service Road to Emergency Access - This alternative would use the existing service road leading from the northeast corner of Essex High School east to Meadow Terrace Extension. At the end of Meadow Terrace Extension, it would turn to use a new emergency access to reach the sidewalk on Taft Street and then to Main Street and the crosswalk to the shared use path on the southeast side of the road.

#### 5. INDIAN CREEK CROSSING ALTERNATIVES

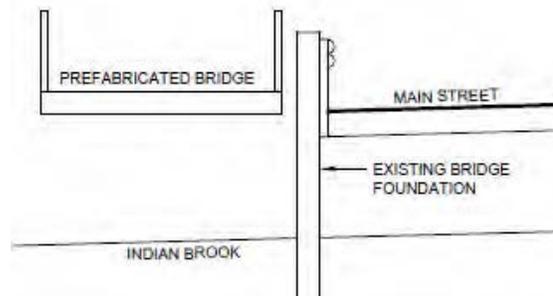
This alternative presents the most viable way to cross Indian Brook if a new sidewalk is constructed on the northwest side of Main Street.

*Alternative D-1: Prefabricated Bridge* - Alternative D-1 would install a new prefabricated bridge, a minimum of eight feet wide, across Indian Brook, supported by freestanding concrete foundations with no changes to the banks of Indian Brook. **Illustrations B-6** shows a typical profile and **Illustration B-7** shows a typical cross section of *Alternative D-1*.

**Illustration B-6: Alternative D-1 - Prefabricated Bridge**



**Illustration B-7: Alternative D-1 - Prefabricated Bridge**



6. NO ACTION

It will always be possible for the City to do nothing to get closer to meeting the purpose and need of this project - the No Action Alternative. This alternative would leave conditions as they are now with disconnected sidewalks on the streets northwest of Main Street.

**TABLE B-1 Main Street Sidewalk Initial Alternatives Analysis**

**Village of Essex Junction  
Bicycle & Pedestrian Improvements**

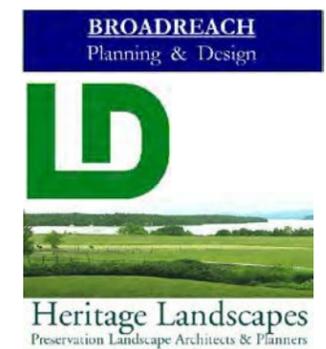
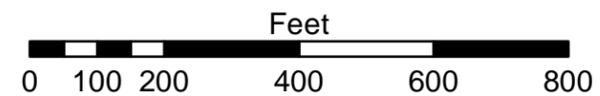
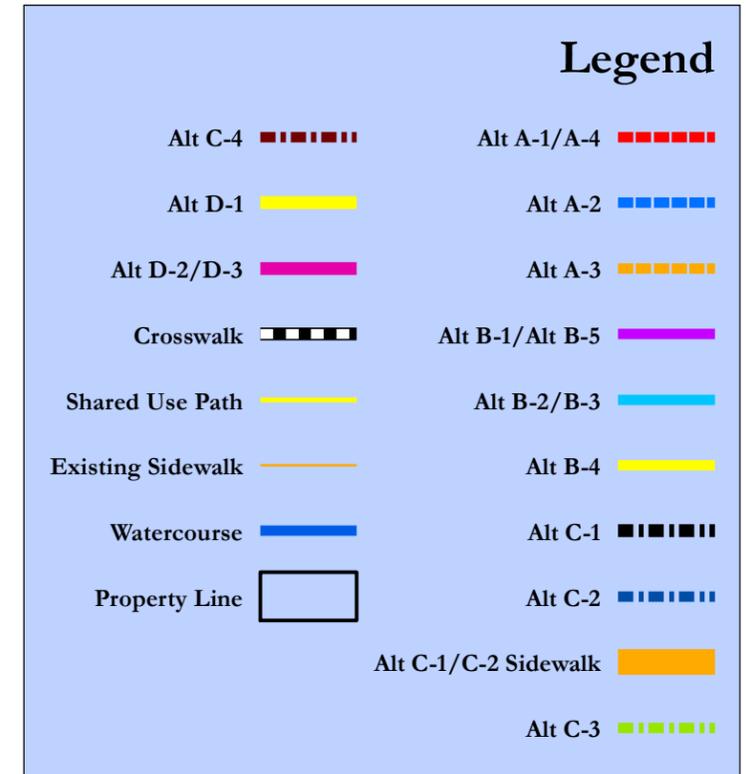
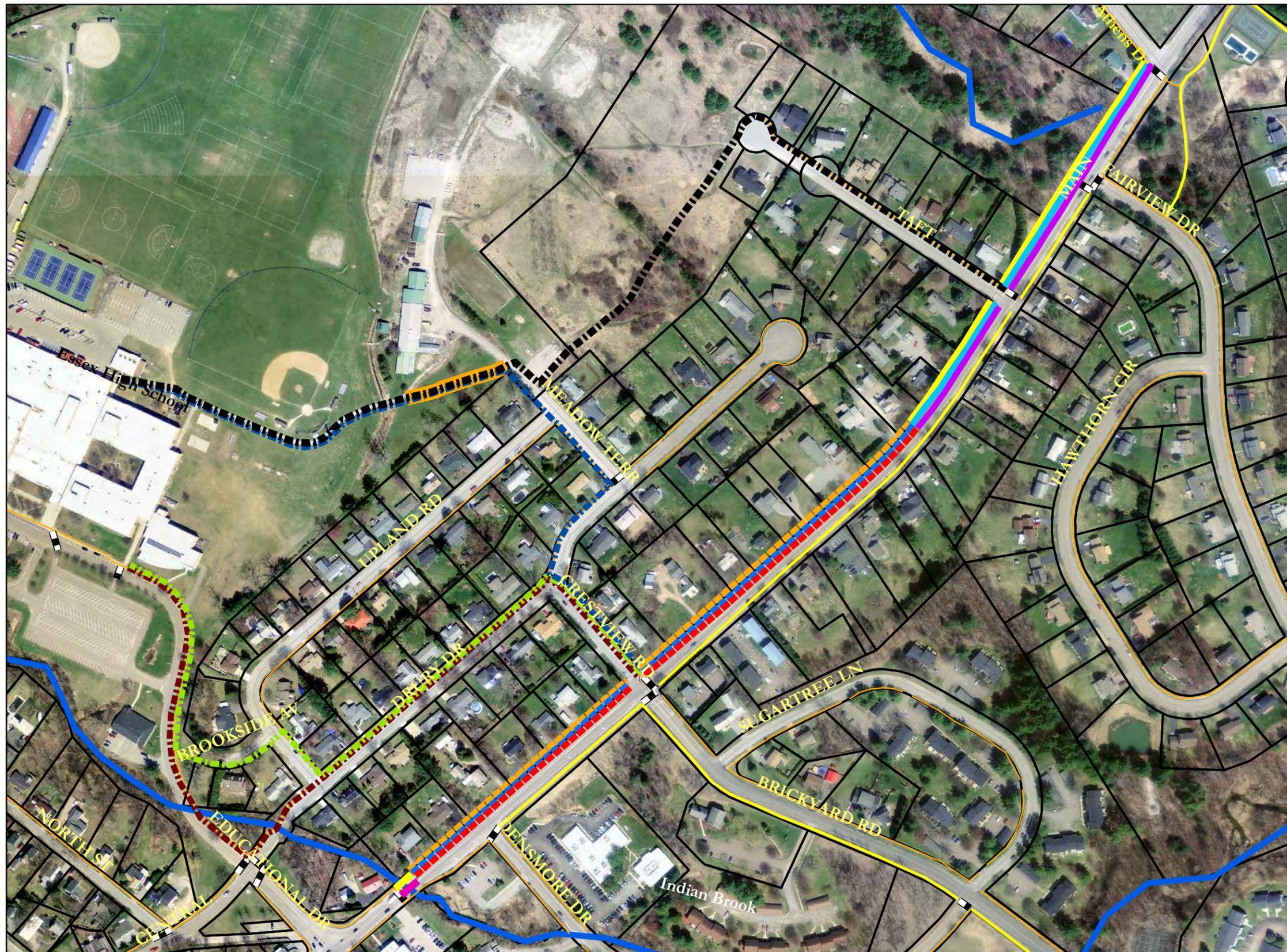
June 30, 2015

ALTERNATIVE	DESCRIPTION	DISPOSITION	FINAL
No Action	Maintaining the Existing Condition with No new Improvements	Maintained - Required consideration	NA
<b>SECTION A: MAIN STREET SOUTHWEST ALTERNATIVES</b>			
A-1: Sidewalk Adjacent to Curb	New Sidewalk Adjacent to Existing Curb	Maintained - Viable alternative	A-1
A-2: Sidewalk Five Feet Away from Curb	New Sidewalk Separated from Existing Curb by Five-Foot Wide Green Space	Maintained - Viable alternative	A-2
A-3: Sidewalk at Edge of ROW	New Sidewalk One Foot Away from Edge of Right-of-Way	Deleted - Requires significant relocation of utility poles and vegetation	
A-4: Shared Use Path	New Shared Use Path Adjacent to the Road	Deleted - Duplicates path on opposite side of street, leads only to another crosswalk and uses lots of land	
<b>SECTION B: MAIN STREET NORTHEAST ALTERNATIVES</b>			
B-1: Sidewalk Adjacent to New Curb	New Sidewalk Adjacent to New Curb with New Drainage System	Maintained - viable alternative but requires new curbing and drainage system	B-1
B-2: Sidewalk Five Feet Away from New Curb	New Sidewalk Separated from the Road and New Curb by a Five-Foot Wide Green Space with New Drainage System	Maintained - viable alternative but requires new curbing and drainage system and possibly significant grading	B-2
B-3: Sidewalk Five Feet Away from Edge of Road with No Curb	New Sidewalk separated from the Road with Drainage Ditch Outside of Sidewalk	Maintained - viable alternative but requires special handling of roadway stormwater runoff	B-3
B-4: Sidewalk at Edge of ROW	New Sidewalk One Foot Away from Edge of Right-of-Way	Deleted - Requires significant grading and creation of new culvert under new sidewalk	
B-5 Shared Use Path	New Shared Use Path Adjacent to the Road	Deleted - Requires significant grading, is redundant, and requires a new culvert under new path	
<b>SECTION C: NON-MAIN STREET ALTERNATIVES</b>			
C-1: Service Road to Emergency Access & Taft Road	Existing Service Road Behind the School to a New Emergency Road Connected to the Sidewalk on Taft St and then to New Sidewalk on Main Street Northeast to Athens Dr.	Maintained - uses existing resources and minimizes new sidewalk construction	C-1
C-2: Service Road to Meadow Terrace & Crestview Road	Existing Service Road Behind the School to Sidewalks on Meadow Ter. and Crestview Rd. and Then to New Sidewalk on Main Street Northeast to Athens Dr.	Deleted - Does not serve residents southwest of Taft St.	
C-3: Educational Drive to Brookside Avenue to Crestview Road	Existing Sidewalk to New Path on Brookside Ave. that links to sidewalks on Drury Dr. and Crestview Rd. and Then to a New Sidewalk on Main St.	Deleted, Does not serve residents southeast of Crestview Rd.	
C-4: Educational Drive to Drury Drive to Crestview Road	Existing Sidewalk on Educational Drive to Existing Sidewalks on Drury Drive and Crestview Rd and Then to a New Sidewalk on Main St.	Deleted, Does not serve residents southeast of Crestview Rd.	
<b>SECTION D: INDIAN BROOK BRIDGE ALTERNATIVES</b>			
D-1: Prefabricated Bridge	New Prefabricated Bridge Adjacent to the Existing Bridge on Foundation Pads with No Bank Disturbance	Maintained - Prefabricated Bridge can be removed and reused in the future when conditions are right to replace the bridge.	D-1
D-2: Existing Bridge Expansion	Expand Existing Bridge to Include New Sidewalk	Deleted - Existing Bridge is too old to make expansion a good investment	
D-3: New Widened Bridge	Totally New Bridge Wide Enough to accommodate Sidewalks on Two Sides Along with the Proper Number of Motor Vehicle Travel Lanes and Bicycle Lanes	Deleted - Existing bridge is not old enough to replace.	



# Main Street Bicycle & Pedestrian Scoping Study

## Essex Junction, Vermont



Initial  
Alternatives

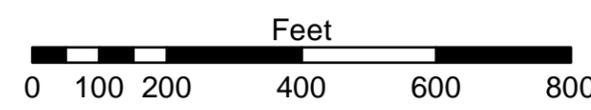
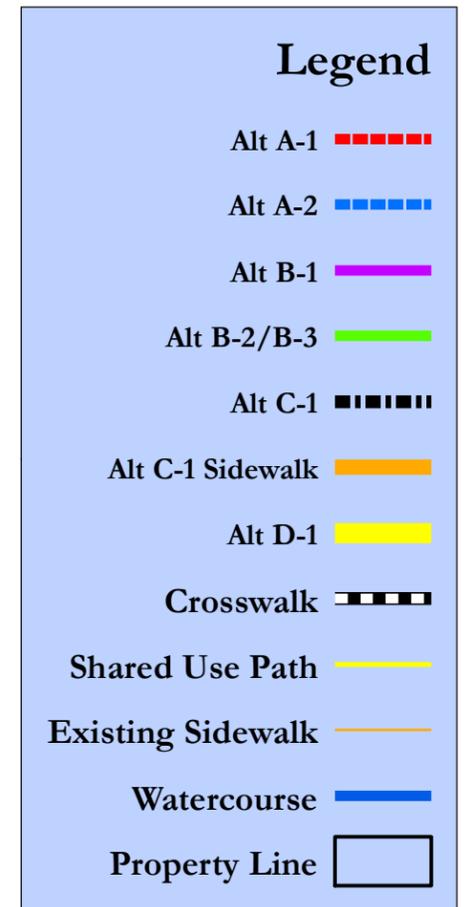


June 30, 2015

Figure B-1

# Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



**BROADREACH**  
Planning & Design

**LD**

**Heritage Landscapes**  
Preservation Landscape Architects & Planners

**Alternatives**

June 30, 2015

Figure B-2

Appendix C  
**Public Engagement Notes**





**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, MAY 26, 2015 at 6:00 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **EXECUTIVE SESSION/PERSONNEL**
  - a. Interview for Planning Commission – Joe Weith
  - b. Interview for Tree Advisory Committee – Mary Jo Engel
3. **AGENDA ADDITIONS/CHANGES**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Public Input for Main Street Sidewalk Extension Scoping Study – Jim Donovan, Broadreach Planning and Design
  - c. CCTA Service Change Proposal – Karen Watson, General Manager, and Jon Moore, Planning Manager
5. **OLD BUSINESS**
  - a. Approve Whitcomb Heights II Draft Open Space Agreement – Robin Pierce
  - b. Approve Whitcomb Heights II Draft Nature Trail Easement Deed – Robin Pierce
  - c. Approve New Street Name for Portion of Jackson Street – Robin Pierce
6. **NEW BUSINESS**
  - a. Approve Grant Application for VTrans Bicycle and Pedestrian Program – Robin Pierce
  - b. Approve FYE 15 Audit Contract – Lauren Morrisseau
  - c. Approve Reappointment of CCRPC Representatives – Pat Scheidel
  - d. Approve Reappointment of TAC Representative – Pat Scheidel
7. **MUNICIPAL MANAGER'S REPORT**
  - a. Land Development Code Update
  - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Capital Program Review Committee Minutes 5/5/15
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 5/12/15
  - b. Approve Final Draft Minutes of Joint Meeting 5/4/15
  - c. Approve Warrants including check #10051482 through #10051574 totaling \$367,697.33
10. **ADJOURN**

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

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

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

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

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

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

**2. EXECUTIVE SESSION**

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

Executive Session was convened at 6:03 PM.

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

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

**3. AGENDA ADDITIONS/CHANGES**

Additions:

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

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

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

1. Comments from Public on Items Not on Agenda

*Glenn McPeters, 6 South Street*

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

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

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

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

*Greg Morgan, Essex Economic Development Committee*

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

2. Public Input on Main Street Sidewalk Extension Scoping Study

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

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

#### *COMMENTS*

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

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

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

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

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

#### 3. CCTA Service Change Proposal

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

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

*Alternatives Public Work Session*

July 15, 2015  
5:15 PM

There were seven attendees in addition to Robin Pierce of Essex Junction, Jim Donovan of Broadreach Planning & Design, and Doug Henson of Lamoureux & Dickinson.

*Notes*

Jim presented the different alternatives under consideration.

**Section A: Main Street Southwest** - from the northeast side of Indian Brook to the northern end of the new curb added as part of the drainage improvements to Main Street.

A-1: Sidewalk Adjacent to Curb - Adding a new five-foot wide, concrete, ADA compliant sidewalk adjacent to the new curb.

A-2: Sidewalk Separated by Green Space - Adding a new five-foot wide, concrete, ADA compliant sidewalk separated from the new curb by a green space of at least three feet.

A-3: Sidewalk at Outer Edge of Right-of-Way - Adding a new five-foot wide, concrete, ADA compliant sidewalk one foot in from the outside edge of the Main Street right-of-way.

A-4: Shared Use Path - Adding a shared use path adjacent to the new curb.

**Section B: Main Street Northeast** - From the northern end of the new curb added as part of the drainage improvements on Main Street to Athens Drive

B-1: Sidewalk Adjacent to New Curb - Adding a new five-foot wide, concrete, ADA compliant sidewalk adjacent to a new curb added as an extension of the new curb further southwest on Main Street

B-2: Sidewalk Separated from New Curb by Green Space - Adding a new five-foot wide concrete ADA compliant sidewalk separated from a new curb by a four-foot wide green space.

B-3: Sidewalk Separated from the Road without a Curb - Adding a new five-foot wide, concrete, ADA compliant sidewalk separated from the edge of the existing roadway pavement by a green space of at least five feet.

B-4: Shared Use Path - Adding a shared use path along the edge of the road, separated from the edge of the roadway pavement by a green space of at least five feet.

### **Section C: Non-Main Street alternatives**

C-1: Service Road to Emergency Access - Service road leading from northeast corner of Essex High School east, linking with Meadow Terrace Extension to a new emergency access across the XXX parcel to Taft Street and then to Main Street and the crosswalk to the shared use path on the southeast side of the road.

C-2: Service Road to Meadow Terrace - Service road leading from the northeast corner of Essex High School east, linking with Meadow Terrace and on to Crestview Road and the crosswalk on

### **Section D: Bridge Alternatives**

D-1: Prefabricated Bridge - Installing a new prefabricated bridge across Indian Brook, supported by two freestanding concrete foundations with no changes to the banks of the Brook.

The first comment was to endorse alternatives A-2 and B-3, with the modification of maximizing the green space and moving the sidewalk as far away from the road as possible without requiring the moving of the utility poles. The rest of the attendees agreed.

The resident living north of Athens Drive made a suggestion that the sidewalk should extend beyond Athens Drive to the Village Line. This was also acceptable and encouraged by the rest of the attendees.

One resident asked how the sidewalk would relate to the existing construction of the storm sewer. (Jim responded that the two had been coordinated, even though they wouldn't be constructed at the same time.)

Another resident asked if more retaining walls would be added as part of the sidewalk work. (Jim explained that there would most likely be retaining walls north of Taft Street adjacent to the swale, but that there would not be any more retaining walls similar to the walls being constructed as part of the storm sewer project.

A resident of Taft Street said that the new emergency road linking Taft Drive and the school would not be built for at least ten years.

**BROADREACH**  
Planning & Design



Heritage Landscapes LLC

**UVM**  
**CAP**

# Memorandum

TO: Patrick C. Scheidel, Municipal Manager, the Selectboard and the Trustees

FROM: Dennis Lutz, Town Public Works Director

Annie Costandi, Town Storm Water Coordinator/Staff Engineer

Jim Jutras, Village Water Quality Superintendent

Chelsea Mandigo, Environmental Technician

DATE: 25 August 2015

SUBJECT: Flow Restoration Plans for Indian and Sunderland Brooks

ISSUE: The issue is whether or not to accept the Indian Brook Flow Restoration Plan and the Sunderland Brook Flow Restoration Plan both dated July 24, 2015 by Watershed Consulting Associates, LLC and to provide the appropriate Town and Village staff with the authority to submit grant requests for funding of select projects identified in the plan if funding is available and the local share of any grants can be met through currently available, local funds.

DISCUSSION: The development of Flow Restoration Plans for both streams has been underway since the spring of 2014 though an \$80,000 VTRANS grant (80% state/20% local share) approved by both the Village and Town boards. Actual costs to date have totaled \$61,754.47. VTRANS has requested that the FRP grant be closed out by 1 October 2015. In general, added work on the Plans after that date will likely be funded through Town storm water funds.

The Flow Restoration Plans have essentially been completed and a copy sent to the Agency of Natural Resources for their technical review and input. A copy of the review request letter is attached. This action was taken upon recommendation by the Joint Storm Water Coordinating Committee. A briefing by the consultant and municipal employees on the content of both plans will be provided to the Selectboard on September 14, 2015 and to the Trustees on September 22, 2015. The document and attachments are extensive and they can be accessed via the following link:

[http://www.essex.org/index.asp?SEC=8926486E-5677-4E3F-9619-49A380A7D64E&DE=F6553D13-8F3C-4EB1-BA82-212B7172DDDE&Type=B\\_BASIC](http://www.essex.org/index.asp?SEC=8926486E-5677-4E3F-9619-49A380A7D64E&DE=F6553D13-8F3C-4EB1-BA82-212B7172DDDE&Type=B_BASIC)

A limited number of hard copies will be provided as requested.

The actual due date for submittal of the final FRP for State approval is October 1<sup>st</sup>, 2016. The issue is being brought forward at this time since the content of the FRP includes projects that will likely have to be constructed in the future. The FRP also has implications for issues such as the handling of expired permits.

It should be noted that specific State permit required items are currently not included in the Flow Restoration Plans --

1. An Implementation Plan (Timetable for Action) and
2. A Financial Plan to identify the source of funds to implement the FRP.

These two required items will be developed by Town and Village Staff for consideration by both Boards sometime during the next 6 months to year based on the review comments on the FRP by the State and based on negotiations with expired permit holders, some of which are integral to the implementation of the FRP. The general "road-map" for proceeding is as follows:

- 1) Submit both Flow Restoration Plans to the VANR for review and comment (done)
- 2) Submit the Flow Restoration Plans to the two boards for acceptance of the work (done)
- 3) Receive input from the VANR on the content of the FRP's.
- 4) Based upon input from VANR, staff will develop an FRP Financial and Implementation Plan
- 5) Submit the FRP Financial and Implementation Plan to the Selectboard and Trustees for review and approval
- 6) Submit all the final FRP documentation to VANR before the required submittal date of 1 October 2016
- 7) Implement the approved FRP for each stream on a schedule acceptable to the community and VANR

Further, it is very clear that some projects will have to be funded and built in the Indian Brook Watershed to satisfy the FRP. Those projects are listed in relative descending order on pages 17 and 18 of the Indian Brook FRP. Funding is currently and potentially available under a variety of grants to at least partially fund this type of work. The grants are competitive with other municipalities and some of the neighboring communities (Burlington, South Burlington and Williston as examples) are well ahead of us in seeking these funds. More communities will be applying as they complete their flow restoration plans.

Staff is recommending that if such grants are made available over the next year and if the local funds are available as a match, without incurring new costs or commitments, both communities should apply for these grants for projects that are on the FRP target list for Indian Brook. Certain projects lend themselves to these grants such as those where the land is either municipally owned or in an area where easement acquisitions may be easy to obtain. Any project on the list which can be built early with grant funds will require less local funding in the future when grants may be harder to get.

With the recent publication of the draft Lake Champlain TMDL and State Implementation Plan to achieve Lake TMDL compliance, additional, future water quality improvement work will be required in both communities. Unfortunately, FRP compliance is not the only storm water issue potentially facing the communities. The plan is to eventually develop an integrated framework of required actions to satisfy both the FRP and the phosphorus reduction requirement in the most cost effective and expeditious manner. When community funding is needed, it should be appropriate for meeting both the FRP and phosphorous requirements. In the interim, any grants sought will have both an FRP and a phosphorous reduction element.

**RECOMMENDATIONS:** It is recommended that the Selectboard (or Trustees as appropriate) accept the Indian Brook Flow Restoration Plan and the Sunderland Brook Flow Restoration Plan both dated July 24, 2015 by Watershed Consulting Associates, LLC and provide the appropriate Town and Village staff with the authority to submit grant requests for funding of select projects identified in the Plan if funding is available and the local share of any grants can be met through currently available, local funds. The plan is with consolidation of the storm water funding under the Town accounts, grant applications will be handled through and in accord with Town of Essex policies, unless grant eligibility requires action by either the Village separately or by joint application.

# Memorandum

TO: Patrick C. Scheidel, Municipal Manager, the Selectboard and the Trustees

FROM: Dennis Lutz, Town Public Works Director

Annie Costandi, Town Storm Water Coordinator/Staff Engineer

Jim Jutras, Village Water Quality Superintendent

Chelsea Mandigo, Environmental Technician

DATE: 25 August 2015

SUBJECT: Flow Restoration Plans for Indian and Sunderland Brooks

ISSUE: The issue is whether or not to accept the Indian Brook Flow Restoration Plan and the Sunderland Brook Flow Restoration Plan both dated July 24, 2015 by Watershed Consulting Associates, LLC and to provide the appropriate Town and Village staff with the authority to submit grant requests for funding of select projects identified in the plan if funding is available and the local share of any grants can be met through currently available, local funds.

DISCUSSION: The development of Flow Restoration Plans for both streams has been underway since the spring of 2014 though an \$80,000 VTRANS grant (80% state/20% local share) approved by both the Village and Town boards. Actual costs to date have totaled \$61,754.47. VTRANS has requested that the FRP grant be closed out by 1 October 2015. In general, added work on the Plans after that date will likely be funded through Town storm water funds.

The Flow Restoration Plans have essentially been completed and a copy sent to the Agency of Natural Resources for their technical review and input. A copy of the review request letter is attached. This action was taken upon recommendation by the Joint Storm Water Coordinating Committee. A briefing by the consultant and municipal employees on the content of both plans will be provided to the Selectboard on September 14, 2015 and to the Trustees on September 22, 2015. The document and attachments are extensive and they can be accessed via the following link:

[http://www.essex.org/index.asp?SEC=8926486E-5677-4E3F-9619-49A380A7D64E&DE=F6553D13-8F3C-4EB1-BA82-212B7172DDDE&Type=B\\_BASIC](http://www.essex.org/index.asp?SEC=8926486E-5677-4E3F-9619-49A380A7D64E&DE=F6553D13-8F3C-4EB1-BA82-212B7172DDDE&Type=B_BASIC)

A limited number of hard copies will be provided as requested.

The actual due date for submittal of the final FRP for State approval is October 1<sup>st</sup>, 2016. The issue is being brought forward at this time since the content of the FRP includes projects that will likely have to be constructed in the future. The FRP also has implications for issues such as the handling of expired permits.

It should be noted that specific State permit required items are currently not included in the Flow Restoration Plans --

1. An Implementation Plan (Timetable for Action) and
2. A Financial Plan to identify the source of funds to implement the FRP.

These two required items will be developed by Town and Village Staff for consideration by both Boards sometime during the next 6 months to year based on the review comments on the FRP by the State and based on negotiations with expired permit holders, some of which are integral to the implementation of the FRP. The general "road-map" for proceeding is as follows:

- 1) Submit both Flow Restoration Plans to the VANR for review and comment (done)
- 2) Submit the Flow Restoration Plans to the two boards for acceptance of the work (done)
- 3) Receive input from the VANR on the content of the FRP's.
- 4) Based upon input from VANR, staff will develop an FRP Financial and Implementation Plan
- 5) Submit the FRP Financial and Implementation Plan to the Selectboard and Trustees for review and approval
- 6) Submit all the final FRP documentation to VANR before the required submittal date of 1 October 2016
- 7) Implement the approved FRP for each stream on a schedule acceptable to the community and VANR

Further, it is very clear that some projects will have to be funded and built in the Indian Brook Watershed to satisfy the FRP. Those projects are listed in relative descending order on pages 17 and 18 of the Indian Brook FRP. Funding is currently and potentially available under a variety of grants to at least partially fund this type of work. The grants are competitive with other municipalities and some of the neighboring communities (Burlington, South Burlington and Williston as examples) are well ahead of us in seeking these funds. More communities will be applying as they complete their flow restoration plans.

Staff is recommending that if such grants are made available over the next year and if the local funds are available as a match, without incurring new costs or commitments, both communities should apply for these grants for projects that are on the FRP target list for Indian Brook. Certain projects lend themselves to these grants such as those where the land is either municipally owned or in an area where easement acquisitions may be easy to obtain. Any project on the list which can be built early with grant funds will require less local funding in the future when grants may be harder to get.

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**RECOMMENDATIONS:** It is recommended that the Selectboard (or Trustees as appropriate) accept the Indian Brook Flow Restoration Plan and the Sunderland Brook Flow Restoration Plan both dated July 24, 2015 by Watershed Consulting Associates, LLC and provide the appropriate Town and Village staff with the authority to submit grant requests for funding of select projects identified in the Plan if funding is available and the local share of any grants can be met through currently available, local funds. The plan is with consolidation of the storm water funding under the Town accounts, grant applications will be handled through and in accord with Town of Essex policies, unless grant eligibility requires action by either the Village separately or by joint application.

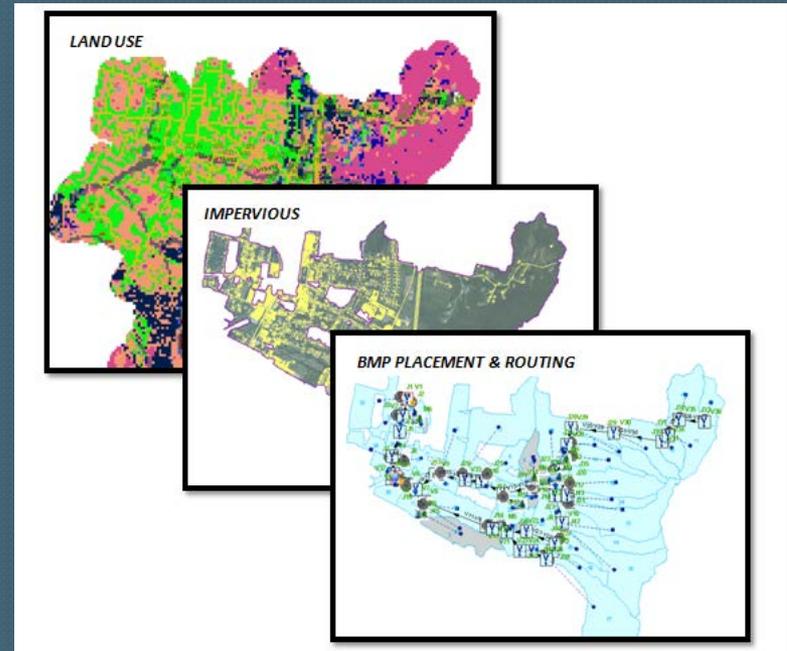
# Sunderland Brook & Indian Brook Flow Restoration Plan

September 14<sup>th</sup>, 2015



# Agenda

- FRP Overview
  - BMPDSS Model Assessment
  - Proposed Retrofits
  - Ranking
  - Cost Estimates
  - Regulatory Analysis
- Implementation
- Discussion



# Sunderland Flow Target Allocation

## Impervious Area Breakdown by MS4

MS4 Impervious Owner	Total Area w/in Watershed (acres)	Impervious Area (acres)	% of Watershed Impervious Cover
University of Vermont*	----	----	----
Town of Essex	318.32	123.14	37.6%
Village of Essex Junction	173.58	86.5	26.4%
Town of Colchester	867.07	107.18	32.8%
VTrans	17.83	10.42	3.2%
<b>Watershed Total</b>	<b>1376.80</b>	<b>327.24</b>	

\*Determined to not be an MS4 according to VT DEC and EPA for Sunderland.

## TMDL Target Allocation by MS4 for Original Targets

MS4 Impervious Owner	Target High Flow Q 0.3 (%) Reduction <sup>1</sup>	Target Low Flow Q 95 (%) Increase <sup>2</sup>
University of Vermont	NA	NA
Town of Essex	-1.3%	1.3%
Village of Essex Junction	-0.9%	0.9%
Town of Colchester	-1.3%	1.3%
VTrans	-0.1%	0.1%
<b>Watershed Total<sup>3</sup></b>	<b>-3.7%</b>	<b>3.6%</b>

<sup>1</sup> The High Flow target is negative (-), indicating there needs to be a reduction in high flow from the baseline condition. The Low Flow target is positive (+), indicating there needs to be an increase in low flow from the baseline condition.

<sup>2</sup> The low flow target is not actionable under the TMDL, but is included in the assessment because improving base flow in the watershed is still a water quality goal.

<sup>3</sup> Watershed delineation from file "Sunderland\_post\_watershed\_101714"

# Sunderland FRP Progress Toward Targets

Model Run	Description	High Flow <sup>1</sup> Reduction (%)	Low Flow <sup>2</sup> Increase (%)	BMPDSS Model Run Date
TMDL Targets *Stormwater Allocation only				
Existing Condition Model (11/12/2014)	Addition of several existing BMPs. Remove 42.8 acres.	-7.91%	2.08%	11/12/2014
Percent of Target Managed (Existing Condition Model 11/12/14)		214%	58%	----
Credit1 Proposed Model	Addition of proposed BMPs	-12.86%	6.25%	11/13/2014
Percent of Target Managed (Credit1 run on 11/13/14)		348%	174%	----
Credit2 Proposed Model " <b>Proposed FRP Scenario</b> "	Added David Dr. BMP, and update Outfall 126 BMP	-17.85%	8.33%	1/16/2015
Percent of Target Managed (Credit2 run on 1/16/15)		<b>482%</b>	<b>231%</b>	----

<sup>1</sup> The High Flow target is negative (-), indicating there needs to be a reduction in high flow from the baseline condition. The Low Flow target is positive (+), indicating there needs to be an increase in low flow from the baseline condition.

<sup>2</sup> The low flow target is not actionable under the TMDL, but is included in the summary because improving base flow in the watershed is still a water quality goal.



**High-Flow: Target Currently Met**

**Low-Flow: Target not fully met, but not required**

# Indian Flow Target Allocation

## Impervious Area Breakdown by MS4

MS4 Impervious Owner	Total Area w/in Watershed (acres)	Impervious Cover (acres)	% of Watershed Impervious Cover
Town of Essex	3,492.39	171.85	40.4%
Village of Essex Junction	952.60	218.08	51.3%
VTrans	141.91	35.56	8.4%
<b>Watershed Total</b>	<b>4,586.90</b>	<b>425.49</b>	

## TMDL Target Allocation by MS4 for Original Targets

MS4 Impervious Owner	Target High Flow <sup>1</sup> Reduction (%)	Target Low Flow <sup>2</sup> Increase (%)
Town of Essex	-0.53%	0.44%
Village of Essex Junction	-0.67%	0.56%
VTrans	-0.11%	0.09%
<b>Watershed Total<sup>3</sup></b>	<b>-1.3%</b>	<b>1.1%</b>

<sup>1</sup> The High Flow target is negative (-), indicating there needs to be a reduction in high flow from the baseline condition. The Low Flow target is positive (+), indicating there needs to be an increase in low flow from the baseline condition.

<sup>2</sup> The low flow target is not actionable under the TMDL, but is included in the assessment because improving base flow in the watershed is still a water quality goal.

<sup>3</sup> Watershed delineation from file: "Indian\_watershed121614"

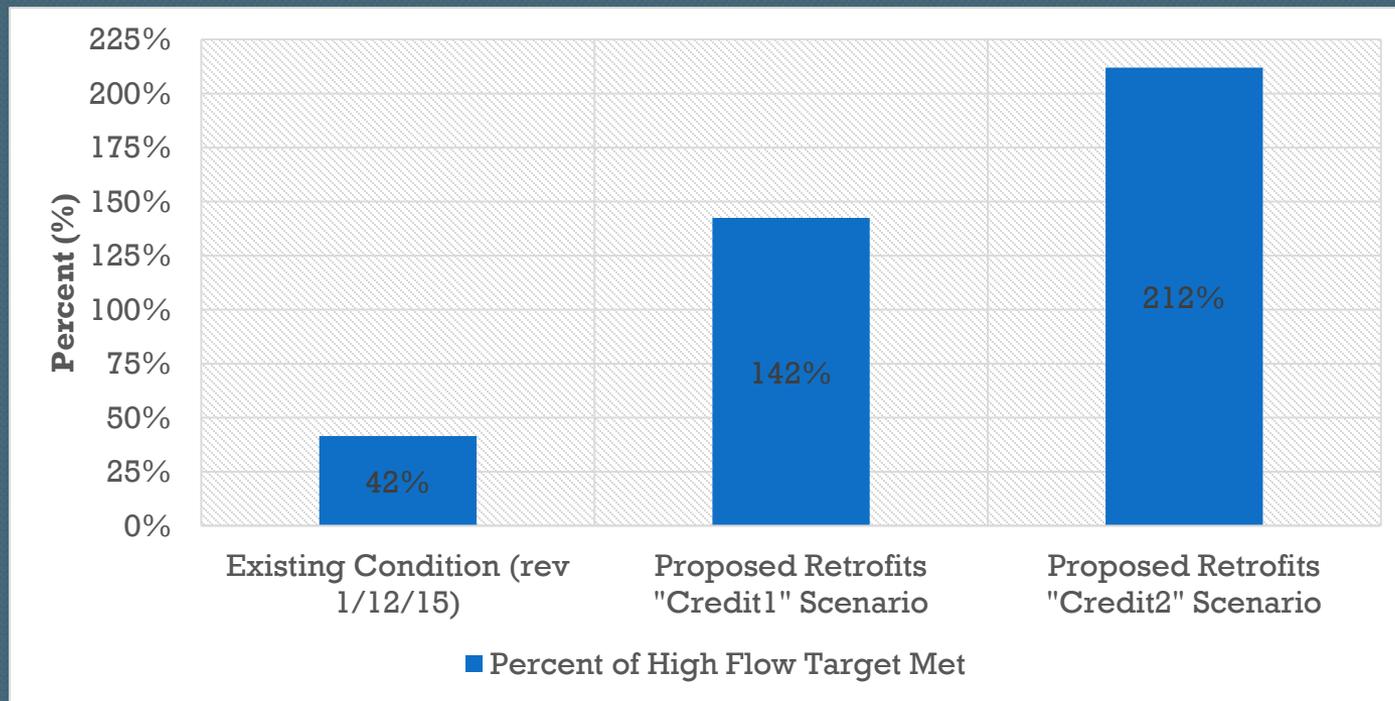
# Indian FRP Progress Toward Targets

Model Run	Description	High Flow Reduction (%)	Low Flow* Increase (%)	BMPDSS Model Run Date
TMDL Targets *Stormwater Allocation only		-1.3%	1.1%	----
Existing Condition Model (1/12/2015)	WCA revised additional subwatersheds and existing BMP design entries.	-0.54%	0.6%	1/12/2015
Percent of Target Managed (with Existing Condition Model 1/12/15)		<b>41.5%</b>	58.3%	----
Credit1 Model	Add 8 proposed retrofits.	-1.85%	0.0%	10/21/2014
Percent of Target Managed (with Credit1 run on 10/21/14)		142%	0%	----
Credit2 Model	Add 3 infiltration BMPs, two pond retrofits, and impervious removal.	-2.75%	0.6%	1/14/2015
Percent of Target Managed (with Credit2 run on 1/14/15)		<b>212%</b>	58.0%	----
Note: The High Flow target is negative(-), indicating there needs to be a reduction in high flow from the baseline condition. The Low Flow target is positive (+), indicating there needs to be an increase in low flow from the baseline condition.				
* The low flow target is not actionable under the TMDL, but is included in the summary because improving base flow in the watershed is still a water quality goal.				



**High-Flow: Met with 112% Safety Factor**  
**Low-Flow: 58% Met**

# Indian Progress Toward Targets



# BMPDSS Assessment

- Existing Condition Revisions:
  - Outer watershed boundary change around the #1-1186 Woodlands Pond
  - Subwatershed changes throughout watershed
  - Changes to 6 BMP geometries in BMPDSS model
  - Addition of 2 natural detention areas to base model and 8 previously omitted Post2002 BMPs
- Three model iterations: Existing Review, Credit 1, Credit 2



# Proposed Retrofits

Site Name (*Note)	MS4 Imp. Owner	Owner of BMP Land	BMP Type (*Key)	Permit #	Runoff Area (acres)	Impervious Acres Managed (ac)	Channel Protection Volume (CPv) Managed above Base Condition*		Percent of High-flow Target Managed, %	<b>Cumulative Percent of High-Flow Target Managed %</b>
							CF	Ac-ft		
Existing Post2002 BMPs <sup>1</sup>	Varies	Varies	Varies	Varies	Varies	Varies	---	----	42% <sup>1</sup>	<b>42%</b>
LDS Church North Pond Retrofit (Outfall 204)- Option 5: Underground Storage with Perforated Pipe	Town	Private	USC	1-1319, 2-0631, 2-0613	29.59	12.00	44431	1.02	42%	<b>84%</b>
Fairview Dr./Main St.	Village/Town VTRANS	Public	GW	1-1074 SN002	22.53	3.94	19384	0.45	18.4%	<b>102%</b>
Fairview Dr. Add-on	Village/Town VTRANS	Public	GW	1-1074 SN002	6.87	1.30	9583	0.22	9.1%	<b>111%</b>
Brickyard/North, South, East Creek Condos	Village	Private	GW	2-0952	8.7	4.68	24960	0.57	23.7%	<b>135%</b>
Woodlands (Detention Pond 139)	Town	Public	UIB	1-1186	32.80	4.04	15682	0.36	14.9%	<b>150%</b>



**Top 4 projects selected for preliminary design meet 150% of target**

# Proposed Retrofits

Site Name (*Note)	MS4 Imp. Owner	Owner of BMP Land	BMP Type (*Key)	Permit #	Runoff Area (acres)	Impervious Acres Managed (ac)	Channel Protection Volume (CPv) Managed above Base Condition*		Percent of High-flow Target Managed, %	Cumulative Percent of High-Flow Target Managed %
							CF	Ac-ft		
Densmore Dr.	Village	Private	UIB	2-1103	38.28	11.73	14985	0.34	14.2%	<b>164%</b>
East Creek Condominiums	Village	Private	DB	2-0289/ 2-0317	48.2	14.40	13721	0.32	13.0%	<b>177%</b>
The Commons P1 (Outfall 131)	Town	Private	USC	1-1381	7.91	2.07	8668	0.20	8.2%	<b>185%</b>
Grove St.	Village	ROW	UIB	2-0187	23.39	8.71	5576	0.13	5.3%	<b>191%</b>
I-289/Route 15 North	VTrans	ROW	MF	NP	2.78	0.90	5271	0.12	5.0%	<b>196%</b>
Countryside Dr Intersection	Village	ROW	USC	2-0155	5.25	1.95	4704	0.11	4.5%	<b>200%</b>

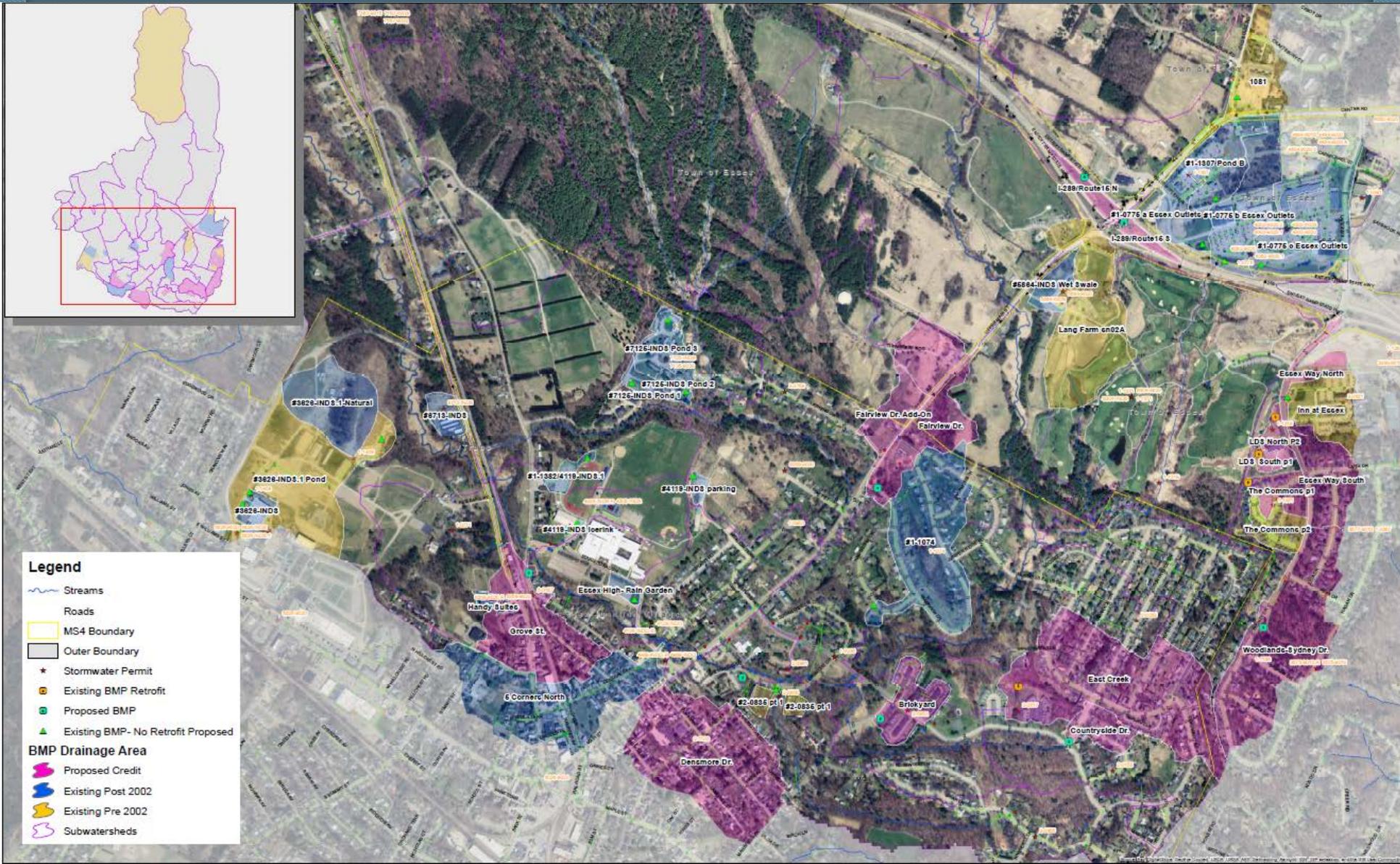


**With I-289/Route 15 North, BMPs meet 155% of target**

# Proposed Retrofits

Site Name (*Note)	MS4 Imp. Owner	Owner of BMP Land	BMP Type (*Key)	Permit #	Runoff Area (acres)	Impervious Acres Managed (ac)	Channel Protection Volume (CPv) Managed above Base Condition*		Percent of High-flow Target Managed, %	Cumulative Percent of High-Flow Target Managed %
							CF	Ac-ft		
LDS Church South P1 (Outfall 209)	Town	Private	DB	1-1319	1.34	1.01	4400	0.101	4.2%	<b>204%</b>
I-289/Route 15 South	VTrans	ROW	MF	NP	2.15	0.96	4443	0.10	4.2%	<b>209%</b>
Essex Union High School-Rain Garden-Regrade Parking Lot	Village	School District	GSI	NP	1.61	1.07	2222	0.05	2.1%	<b>211%</b>
Briar Lane Cul-de-sac Impervious Removal	Village	No Practice	No Practice	2-0855 (Village Knoll)	NA	0.11	900	0.02	0.9%	<b>212%</b>
<b>Total:</b>						<b>68.86</b>		<b>4.11</b>		

# Map of Proposed Retrofits



**Legend**

- Streams
- Roads
- MS4 Boundary
- Outer Boundary
- ★ Stormwater Permit
- Existing BMP Retrofit
- Proposed BMP
- Existing BMP- No Retrofit Proposed

**BMP Drainage Area**

- Proposed Credit
- Existing Post 2002
- Existing Pre 2002
- Subwatersheds

# Ranking Criteria

Category	ID	Criteria
Cost/Operations	A	Relative Project Cost
	B	Ease of O/M
Project Design Metrics	C	Impervious Acres Managed (ac)
	D	Channel Protection Volume (CPv) Mitigated, (ie. 1-year Storm)
	E	Volume Infiltrated (ac-ft)
	F	Water Quality (WQ) Volume Control
	G	Primary or Secondary BMP
Project Implementation	H	Permitabilty
	I	Land Availability
Other Project Benefits	J	Flood Mitigation (Is existing flooding issue mitigated by project?)
	K	TMDL Flow Target Addressed (Q03, Q95)
	L	Lake Champlain Phosphorus TMDL Metrics Met*
	M	Other Project Benefits/Constraints (Educational, Infrastructure Improvement, Unknown Feasibility)

\*For now the Lake Champlain Phosphorus TMDL criteria is a placeholder, until the final TMDL is approved and the compliance metrics are outlined.

# Top 5 Projects

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1. Brickyard
2. Fairview Dr.
3. Church of LDS: North Pond
4. Woodlands
5. I-189/Route 15 North (VTRANS)

# Cost Estimate - Top 4 Projects

BMP ID	Impervious acres	Storage Volume		Total Project Cost
		cft	acft	
LDS Church Option 5- Add On Inn at Essex, Essex Way North, and Essex Way South	12.00	54886	1.26	\$940,000.00
Fairview Dr. with Add-on	5.24	78887	1.81	\$290,000.00
Brickyard/North, South, East Creek Condos	4.68	65253	1.50	\$130,000.00
Woodlands (Detention Pond 139)	4.04	52838	1.21	\$200,000.00
Top 4 Projects Total:				\$1,560,000.00



**Top 4 projects meet 150% of High-Flow target**

**Total Planning-level cost for all 14 projects  
= \$2,899,000**

# Regulatory Analysis

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- Joint Storm Water Compliance Committee (SWCC)
- Town of Essex Title 10.20 Stormwater Ordinance
  - Outlines the types of stormwater permits within Indian Brook based on varying ownership.
  - Includes permit type and the corresponding procedure for how the Town and Village has dealt with that permit type in terms of permit responsibility and maintenance of the permitted stormwater infrastructure is included.

# Next Steps

- Complete FRP Components
  - Implementation Plan
    - Design and Construction Schedule
  - Financial Plan
    - Cost Estimates
    - Funding Sources



# Next Steps

- Implementation Steps

1. Submit both Flow Restoration Plans to the VANR for review and comment (done)
2. Submit the Flow Restoration Plans to the two boards for acceptance of the work (done)
3. Receive input from the VANR on the content of the FRPs.
4. Based upon input from VANR, staff will develop an FRP Financial and Implementation Plan
5. Submit the FRP Financial and Implementation Plan to the Selectboard and Trustees for review and approval
6. Submit all the final FRP documentation to VANR before the required submittal date of 1 October 2016
7. Implement the approved FRP for each stream on a schedule acceptable to the community and VANR



TO: Village Trustees and Pat Scheidel, Village Manager  
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM  
DATE: September 15, 2015  
RE: Main Street Sidewalk Extension Scoping Study

### **Issue**

The issue is whether or not the Village Trustees should formally accept the Main Street Sidewalk Extension Scoping Study.

### **Discussion**

Last year, Village staff applied for and successfully received a grant to scope the possibility of adding additional sidewalks on Main Street, from Educational Drive to Athens Drive. The scoping study has now been completed, and is included in draft form.

The recommended alternative is the addition of a sidewalk on the northwest side of Main Street from Educational Drive to the Village line, a bit northeast from Athens Drive, separated from the edge of the pavement by as large a green space as possible (Alternative B-2). This alternative was endorsed by the residents who attended the July 16<sup>th</sup> project meeting.

Please note that this scoping study is currently in VTrans review, and minor edits may result from this process.

### **Cost**

None.

### **Recommendation**

It is recommended that the Village Trustees formally endorse Alternative B-2 on the Main Street Sidewalk Extension Scoping Study.



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 and Robin Pierce, Community Development Director  
**DATE:** September 22, 2015  
**SUBJECT:** 2015 Noise Monitoring/Waivers at CVE

### **Issue**

The issue is to update the Trustees on this year's noise monitoring and waivers for the Champlain Valley Exposition.

### **Discussion**

Attached are the noise monitoring reports received to date. We have not yet received all the reports for the fair. The reports include decibel levels and indicate that none of the events exceeded the noise levels for a Category B event in the Noise Indemnification Agreement (attached). Attached is the list of waivers. A resident of Prospect Street has expressed concern about decibel levels exceeding the limits.

Also attached is a comment from a resident posted on the Downtown Essex Junction Facebook page.

The Village office received one complaint on 9/2/15 from a resident of Countryside regarding noise at the fair. The Essex Police received one complaint from a resident of Williston on 8/28/15 about noise at the fair.

### **Cost**

There is no cost associated with this issue, as CVE reimburses the Village for the noise monitoring.

### **Recommendation**

This memorandum is for information only.

**Champlain Valley Exposition Events for Village of Essex Junction**

**List of Waivers Granted by Manager on June 11th, 2015 For Monitored Events**

<b>Date</b>	<b>Event</b>	<b>Level of Waiver Requested</b>	<b>A</b>	<b>B</b>
6/19 - 6/20/15	American Cancer Society Relay for Life (Overnight Event)			X
7/19/2015	Concert - Neil Young + Promise of the Real			X
7/31 - 8/2/15	Wolfsgart 6.0			X
8/28/2015	Concert - Jake Owen			X
8/29/2015	Event - TBD			X
8/30/2015	KSR Monster Truck Show			X
9/1/2015	Concert - Hotel California			X
9/2/2015	Demolition Derby with Waylon Speed			X
9/3/2015	Figure 8 Auto Racing (Grandfathered Waived Event)			
9/4/2015	Concert - Meghan Trainor			X
9/5/2015	Concert - TBD			X
9/6/2015	Concert - Little Big Town			X
9/26/2015	The Color Run			X

Total Number of Waivers Requested

12

# NOISE INDEMNIFICATION AGREEMENT

## SOUND WAIVER CATEGORIES

### 1) PURPOSE:

a) To acknowledge historical baseline noise levels for the Fair and develop a monitoring protocol that will define reasonable sound levels for events at CVE, and provide sound waivers from the Village Land Development Code for no more than twenty (20) event days for each year of this Agreement. An "event day" is defined as a 24 hour period that begins at the start of the event. Municipal or government events not sponsored by CVE will not be part of the 20 event cap.

### 2) CATEGORIES:

a) Category A. This is for the annual Fair. No Sound Waiver Application is required for a maximum of twelve (12) Fair days, unless CVE feel they are going to exceed the limits outlined in Categories B and C. The Annual Fair, excluding grandstand events, with an Agreement waiver will adhere to the following levels:

One Hour Average – 72dba.

Maximum Five Minute Average – 75dba.

b) Category B. For CVE events including the Annual Fair grandstand events. This sound waiver category requires Village Manager or Designee Approval. These waivers, with limits, will adhere to all other aspects of the Village Land Development Code. Village Manager or Designee shall not unreasonably withhold approval of this category of sounds waivers:

One Hour Average – 78dba.

Maximum Five Minute Average – 83dba.

c) Category C. CVE requested events, to a maximum of the twenty waiver limit, that have regional and/or community worth. This sound waiver category requires Village Manager and/or designee approval at which time specific dba limits will be established. Time will be provided for Public Comment on this Category of sound waivers.

## SOUND MONITORING FOR WAIVED EVENTS.

### 1) PURPOSE:

a) To establish a verifiable objective record of the noise levels at CVE waived events.

b) CVE will pay the fee for third party sound monitoring activities at waived events. The cost of other professional sound consulting services will be shared equally by CVE and the Village.

c) A third party sound monitoring professional will have the capacity to record abnormalities in the sound recording that are the result of sounds outside of CVE's control that skew the sound testing results. Skewed sound noise level recordings can be caused by; rain, thunder, wind, or nonevent source noise. Such abnormalities will be noted by the sound engineer in any report, and enable the Village Manger to make an informed decision regarding fine generating dba levels that were not a direct result of CVE noise activity.

## RECORDS:

h) A printout of the noise readings shall be provided to the Village upon request of same and kept on file in the Development Office for three years, along with any notes that record efforts to obtain compliance. These records will be available for public inspection.



RECEIVED

JUL 01 2015

Village of Essex Junction

July 1, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Relay for Life

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. The SLM used for the monitoring was configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meter's microphone was fitted with a windscreen to minimize wind disturbance. The meter was calibrated to a 114 decibel (dB) tone prior to and following the noise monitoring event.

One SLM was deployed for the Relay for Life event held at CVE on June 19, 2015 through the early morning of June 20, 2015. A single SLM was used to monitor the event which was placed on the east side boundary near the fence line adjacent to the access road approximately 50 feet south of the Green Gate entrance. The Relay for Life event was 12-hour continuous event held overnight in the Midway area of the CVE grounds. An event stage and sound system were set up immediately adjacent to the Ware Administration building with the relay participants staged along the pathways throughout the Midway area.

The weather at the start of the event was partly cloudy skies with wind out of the northwest at 10 mph and temperatures in the high 60's. The temperature dropped to the high 40's with the skies clearing and the winds diminishing throughout the evening. No precipitation was noted during the monitoring event.

Noise monitoring began at 6:00 pm on June 19<sup>th</sup> and concluded at 6:00 am the following morning on June 20<sup>th</sup>. The noise monitoring data is presented in the attached chart and a summary of the monitoring data is provided below.

It should be noted that the regulated maximum noise levels change during the course of the event. The maximum hourly average noise level from 6 pm to 12 am was 78 dBA with the maximum 5 minute average noise level defined at 83 dBA, which corresponds to Hours 1 through 6. The allowable noise levels decreased to 55 dBA and 65 dBA, respectively for the midnight hour (Hour 7). The allowable noise levels further decreased to 50 dBA and 60 dBA, respectively, beginning at 1 am until the 6 am time period (Hours 8 through 12). The table below presents the SLM property

line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour											
	1	2	3	4	5	6	7	8	9	10	11	12
Hourly Average (dBA)	64.3	66.5	65.6	63.5	59.1	56.2	45.6	48.5	46.1	47.8	44.4	46.2
Max Noise Level (dBA)	78.2	79.6	78.9	78.5	74.1	74.9	73.8	68.1	67.0	60.5	66.2	66.0
Time Above Max Level (min)	0.0	0.0	0.0	0.0	0.0	0.0	2.4	3.4	3.0	0.4	2.4	2.4

The data presented above indicates the hourly average noise limits were not exceeded at any time during the 12-hour monitoring event. The maximum noise level was not exceeded along the east property boundary throughout the event. The maximum noise limit is defined as a sustained maximum five-minute average in the established noise criteria limits.

The noise level data is presented in attached chart for the SLM used during the Relay for Life monitoring event held on June 19 through June 20, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction. In addition, the 12 am through 6 am noise criteria limits are specified in the Village of Essex Junction Land Development Code, Chapter 7, Section 718.

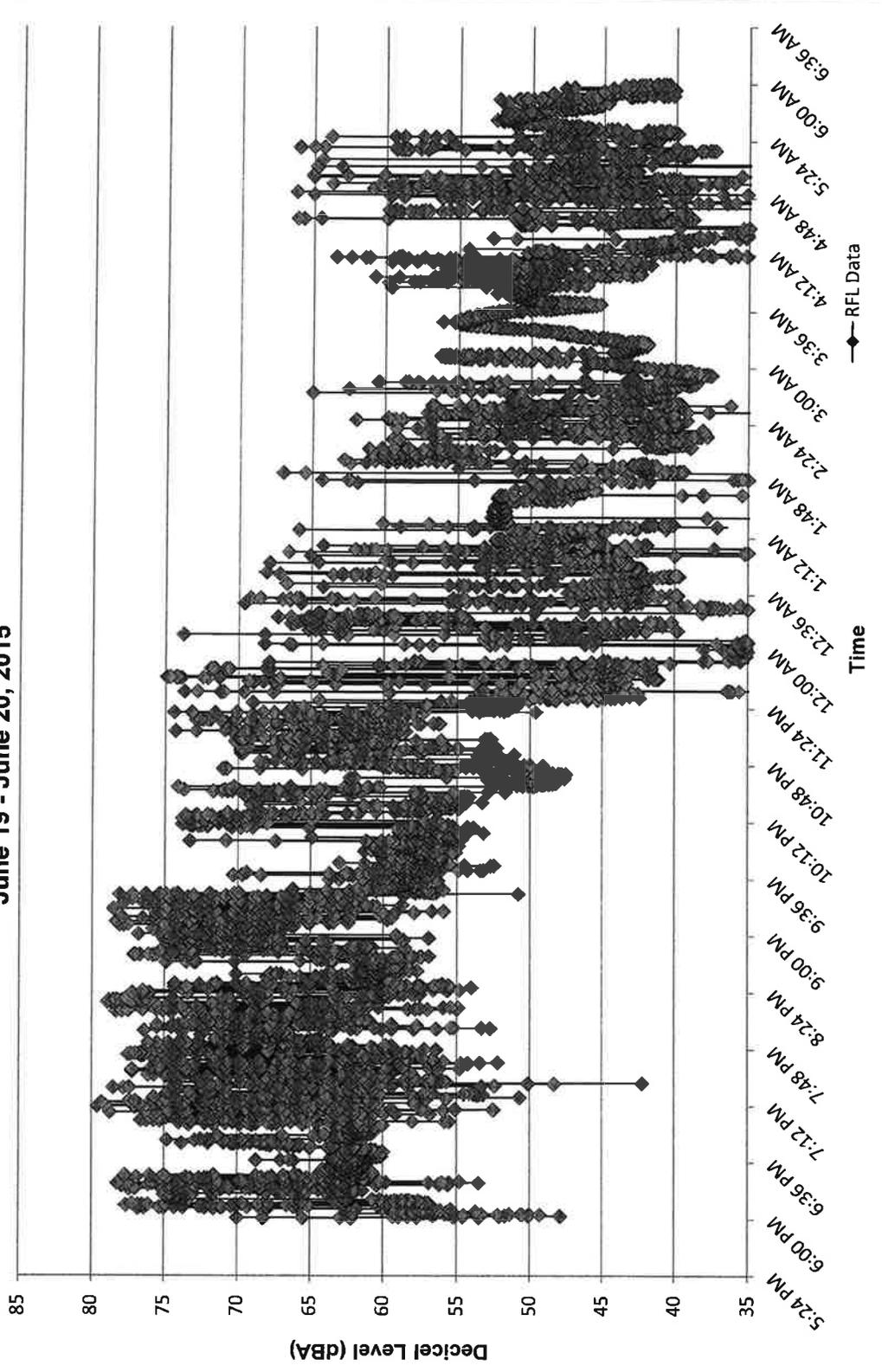
Best regards,



Principal

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**Champlain Valley Exposition  
Relay for Life - East Boundary Noise Monitoring  
June 19 - June 20, 2015**



Hourly Avg	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12
64.3	66.5	65.6	63.5	59.1	56.2	45.6	48.5	46.1	47.8	44.4	46.2	46.2
78.2	79.6	78.9	78.5	74.1	74.9	73.8	68.1	67.0	60.5	66.2	66.0	66.0
Exceeding Limit (min)	0.0	0.0	0.0	0.0	0.0	2.4	3.4	3.0	0.4	2.4	2.4	2.4
<b>Max Hourly Averages:</b> Hour 1 to Hour 6: 78 dBA Hour 7: 55 dBA Hour 8 to Hour 12: 50 dBA												
<b>Max Levels (5 min average):</b> Hour 1 to Hour 6: 83 dBA Hour 7: 65 dBA Hour 8 to Hour 12: 60 dBA												



RECEIVED  
AUG 06 2015  
Village of Essex Junction

July 29, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Neil Young Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Neil Young Concert event held at the CVE Grandstand on July 19, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. Both SLM meters collected noise data from the beginning of the concert and ceased measuring noise levels soon after the conclusion of the concert.

The Neil Young Concert consisted of two performance act. The opening act took the stage at 7:30 pm and began its performance at approximately 7:35 pm and concluded playing music at approximately 8:15 pm. After a 35 minute intermission, Neil Young took the stage at approximately 8:50 pm and played until 11:10 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was cloudy skies with south and easterly winds at approximately 5 mph and temperatures in the low 70's.

Noise monitoring began at approximately 7:30 pm on July 19<sup>th</sup> and concluded at approximately 11:15 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 11:15 pm. The Area Meter collected noise readings during 5 distinct 15-minute intervals throughout the event on both the east and west boundary line of the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2	Hour 3	Hour 4
Area Average (dBA)	58.5	58.2	65.4	69.1
Maximum Noise Level (dBA)	71.1	73.1	75.1	75.1
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 4-hour monitoring period at the CVE Grandstand on July 19, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	Area 1	Area 2	Area 3	Area 4	Area 5
Area Average (dBA)	59.9	63.3	68.4	66.1	70.5
Maximum Noise Level (dBA)	69.1	73.8	76.6	81.1	77.1
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0	0.0	0.0

The Area 2, Area 4 and Area 5 monitoring intervals were conducted on the western property-line berm adjacent to Weston Way. The Area 1 and Area 3 monitoring intervals were collected at a location along the fenceline just outside the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Neil Young Concert event held on July 19, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

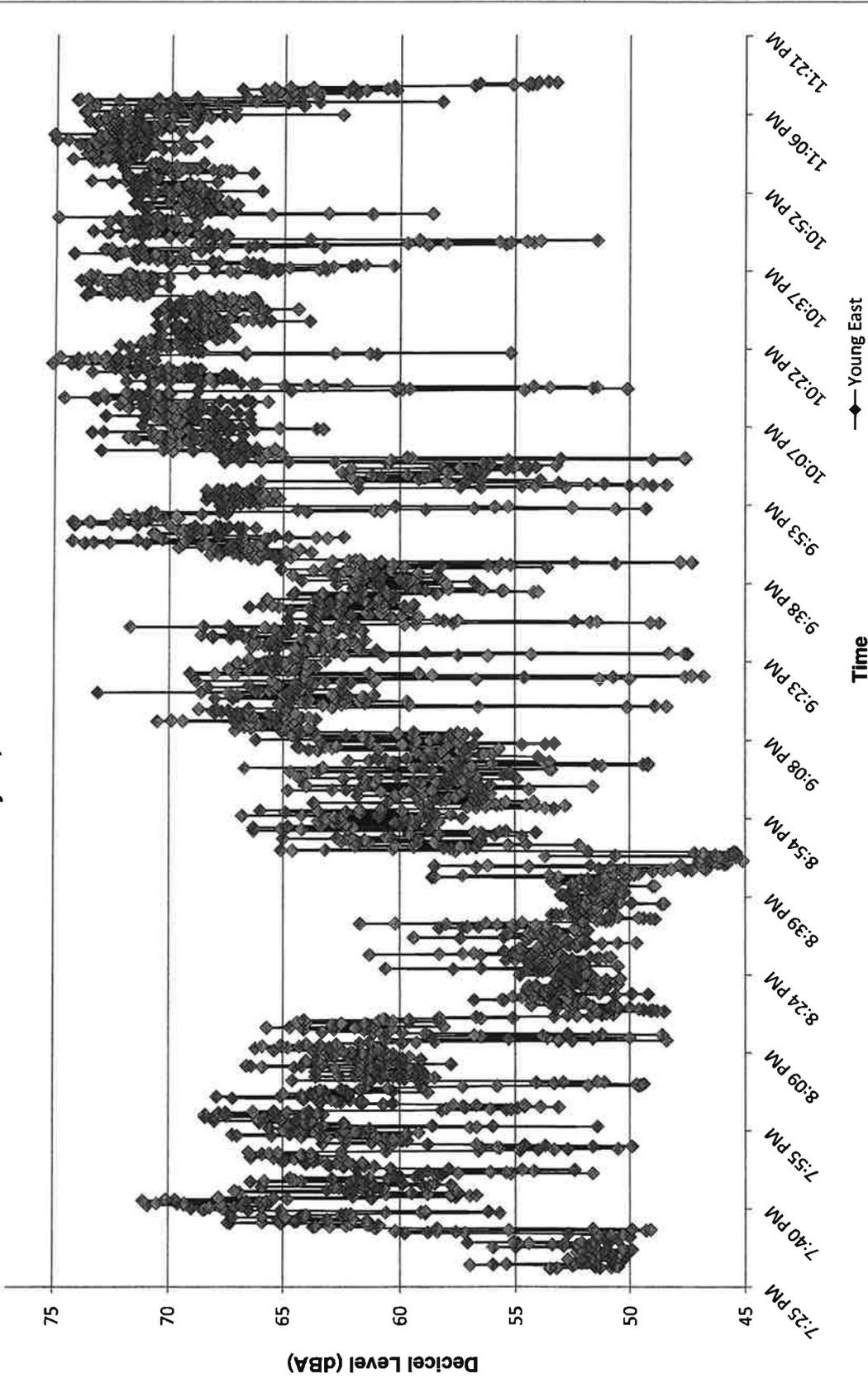
Best regards,



Principal

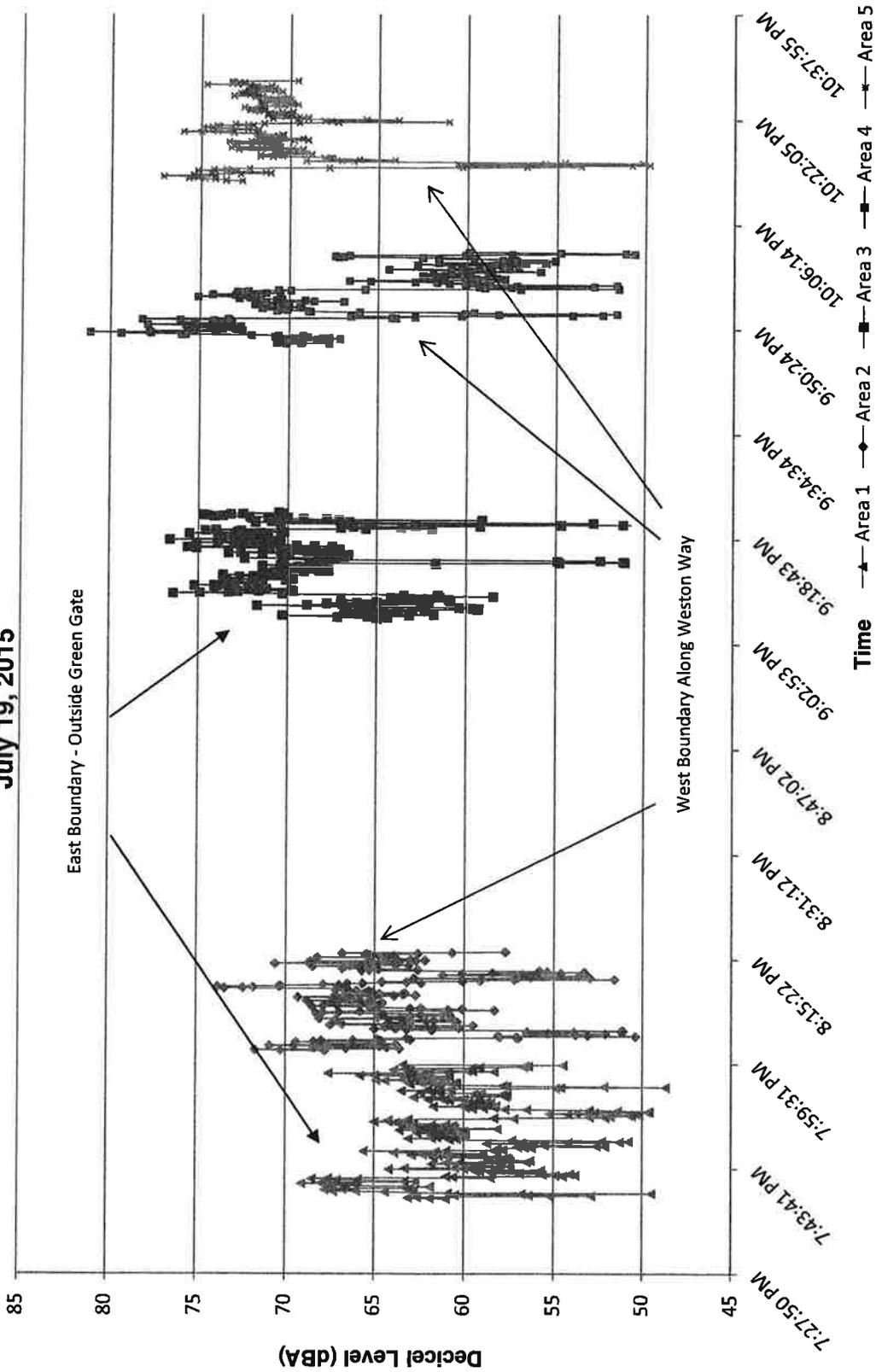
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**Champlain Valley Exposition  
Neil Young Concert - East Boundary Noise Monitoring  
July 19, 2015**



	Hour 1	Hour 2	Hour 3	Hour 4
Hourly Avg	58.5	58.2	65.4	69.1
Max Levels	71.1	73.1	75.1	75.1
Exceeding Limit (min)	0.0	0.0	0.0	0.0

# Champlain Valley Exposition Neil Young Concert - Area Noise Monitoring July 19, 2015



	Area 1	Area 2	Area 3	Area 4	Area 5
Hourly Avg	59.9	63.6	68.4	66.1	70.5
Max Levels	69.1	73.8	76.6	81.1	77.1
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0	0.0	0.0



RECEIVED

SEP 08 2015

Village of Essex Junction

September 3, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Jake Owen Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Jake Owen Concert event, the opening concert of the Champlain Valley Fair, held at the CVE Grandstand on August 28, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. The eastern property boundary monitoring location, the second area monitoring point, was located just north of the Green Gate along the fenceline. Both SLM meters collected noise data from the beginning of the concert and ceased measuring noise levels soon after the conclusion of the concert.

The Jake Owen Concert consisted of two performance act. The opening act took the stage at 7:00 pm and concluded playing music at approximately 8:30 pm. After an approximately 30 minute intermission, Jake Owen took the stage and concluded the concert at approximately 10:45 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was mainly clear skies with calm winds and temperatures in the mid 60's.

Noise monitoring began at approximately 7:00 pm on August 28<sup>th</sup> and concluded at approximately 10:45 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 10:45 pm. The Area Meter collected noise readings during 4 distinct intervals throughout the event on both the east and west boundary line of

the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2	Hour 3	Hour 4
Area Average (dBA)	69.8	71.1	74.0	72.3
Maximum Noise Level (dBA)	80.4	78.5	81.4	80.5
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 4-hour monitoring period at the CVE Grandstand on August 28, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	Area 1	Area 2	Area 3	Area 4
Area Average (dBA)	65.0	59.1	73.3	73.4
Maximum Noise Level (dBA)	71.7	77.0	79.2	83.1
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0	0.0	0.1

The Area 1 and Area 3 monitoring intervals were conducted on the western property-line berm adjacent to Weston Way. The Area 2 and Area 4 monitoring intervals were collected at a location along the fenceline just outside the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Jake Owen Concert event held on August 28, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

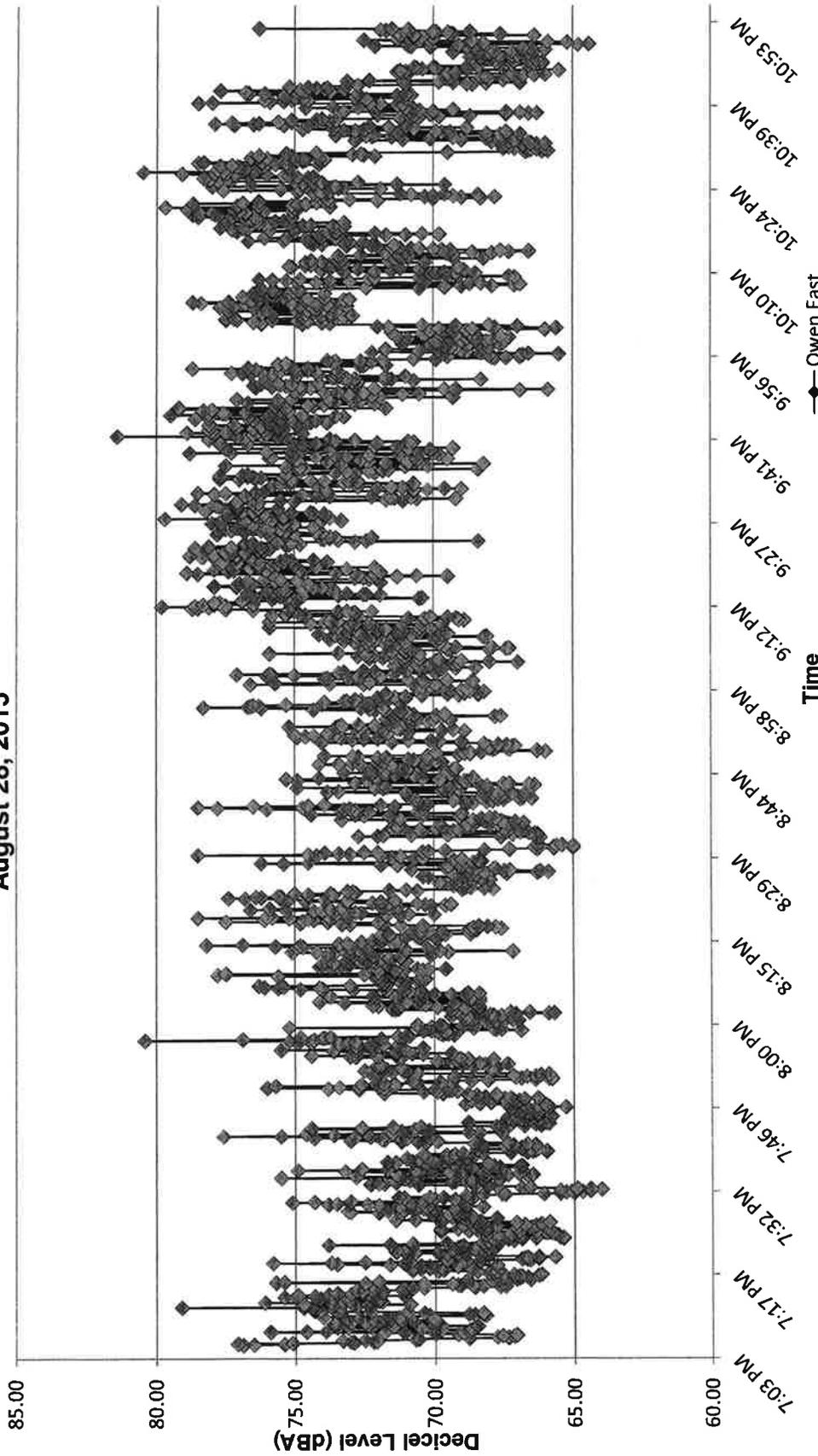
Best regards,



Principal

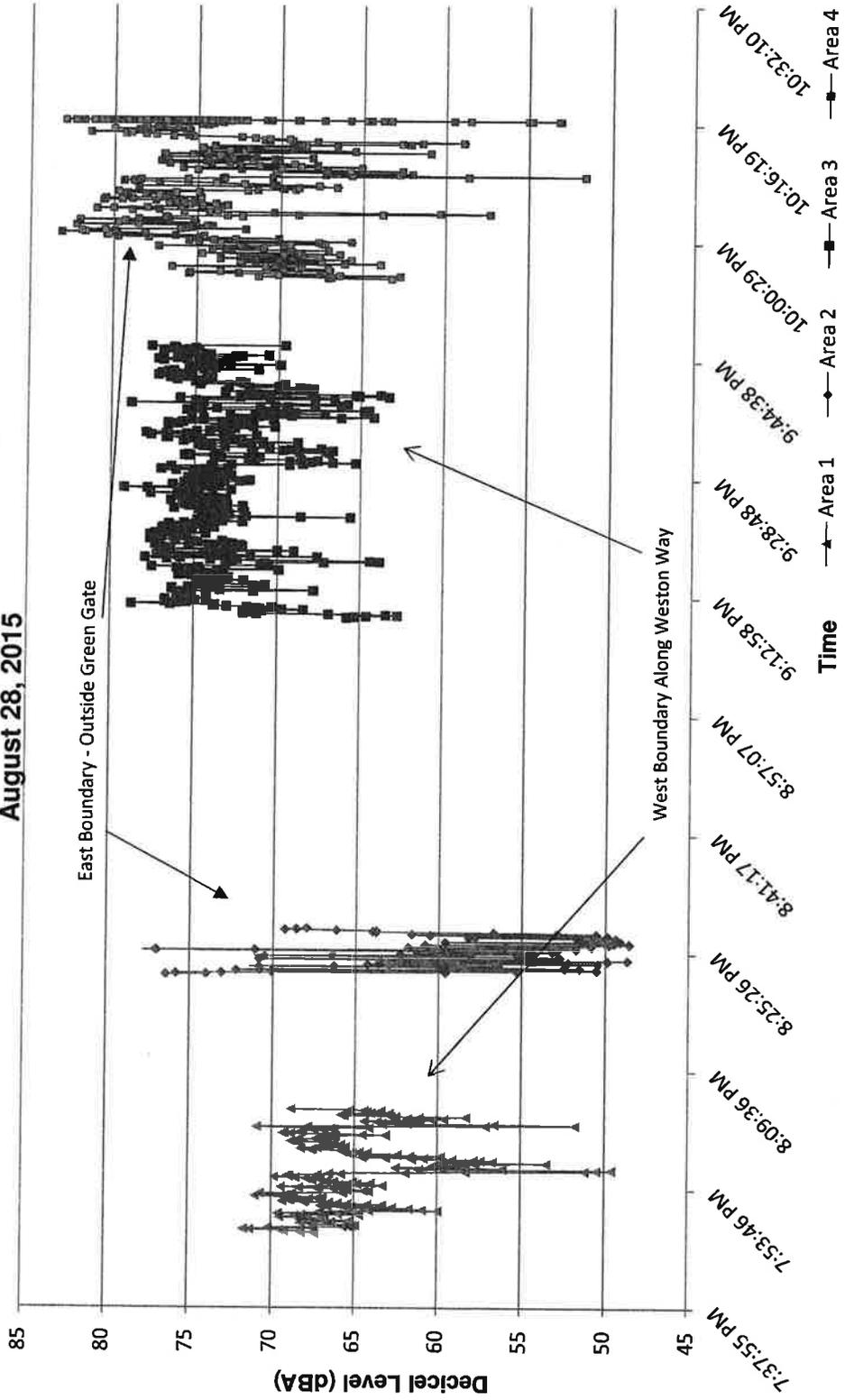
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**Champlain Valley Exposition  
 Jake Owen Concert - East Boundary Noise Monitoring  
 August 28, 2015**



	Hour 1	Hour 2	Hour 3	Hour 4
Hourly Avg	69.8	71.1	74.0	72.3
Max Levels	80.4	78.5	81.4	80.5
Exceeding Limit (min)	0.0	0.0	0.0	0.0

**Champlain Valley Exposition  
 Jake Owen Concert - Area Noise Monitoring  
 August 28, 2015**



	Area 1	Area 2	Area 3	Area 4
Hourly Avg	65.0	59.1	73.3	73.4
Max Levels	71.7	77.0	79.2	83.1
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0	0.1



RECEIVED  
SEP 08 2015  
Village of Essex Junction

September 8, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Cycle Circus Event

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meter (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Cycle Circus Event held at the CVE Grandstand on August 29, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the West Meter, was placed at the western property boundary monitoring location on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. Due to the short time frame of the event only two locations were monitored.

The Cycle Circus event began at approximately 8:00 pm and concluded at approximately 9:00 pm. The event stage and sound system are designed to face the south end property line. The weather during the event was mostly cloudy skies with calm winds and temperatures in the low 70's.

Noise monitoring began at approximately 8:00 pm on August 28<sup>th</sup> and concluded at approximately 9:15 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 9:15 pm. The West Meter collected noise readings during the event at west boundary line of the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2
Area Average (dBA)	71.8	69.9
Maximum Noise Level (dBA)	82.1	77.2
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the nearly 1 plus hour monitoring period at the CVE Grandstand on August 29, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at west property line during the Cycle Circus event;

	West
Area Average (dBA)	71.3
Maximum Noise Level (dBA)	79.3
Sustained Noise Level > 83 dBA, (minutes)	0.0

The West monitoring interval was conducted on the western property-line berm adjacent to Weston Way. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Cycle Circus event held on August 29, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

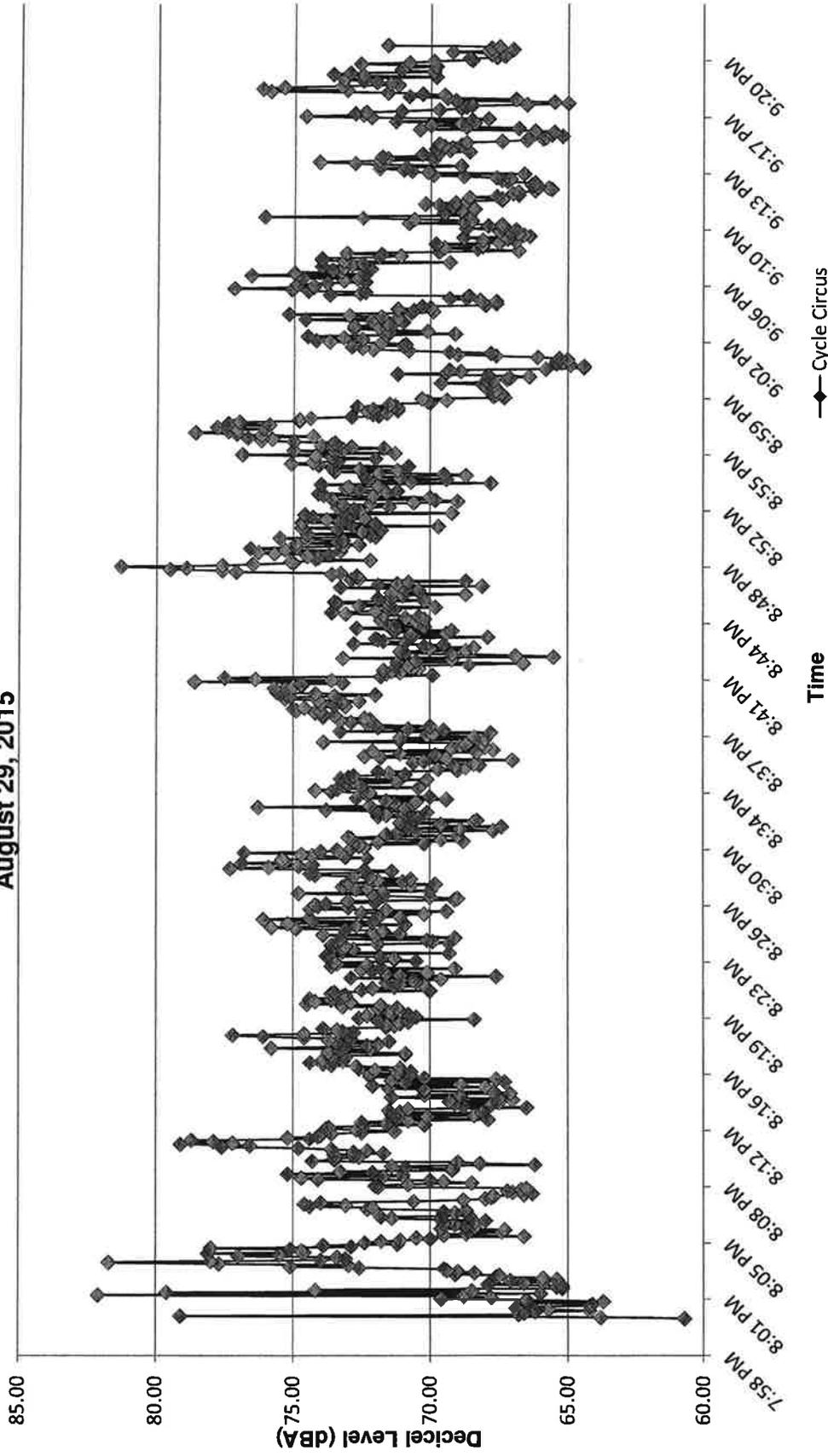
Best regards,



Principal

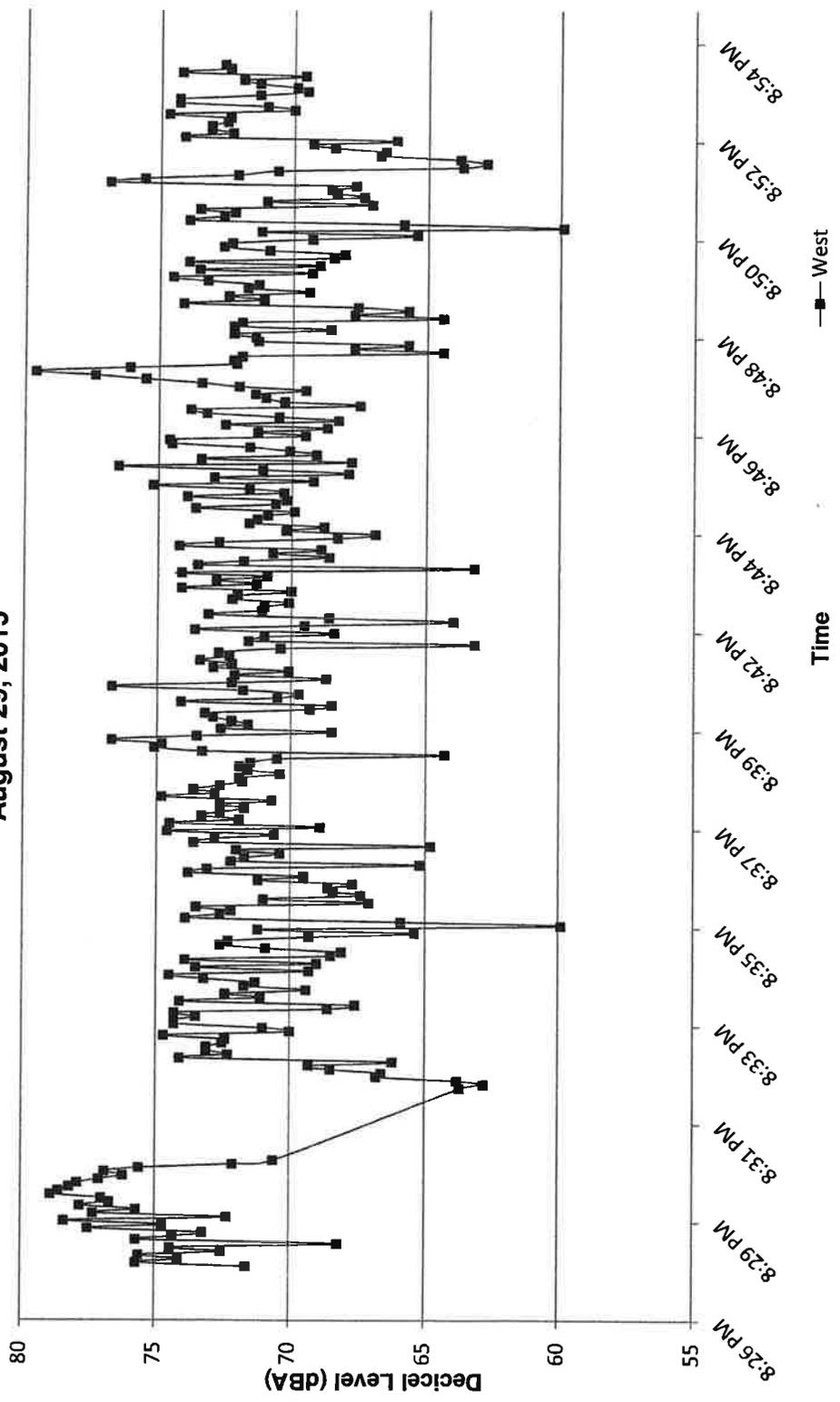
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**Champlain Valley Exposition  
Cycle Circus Event - East Boundary Noise Monitoring  
August 29, 2015**



	Hour 1	Hour 2
Hourly Avg	71.8	69.9
Max Levels	82.1	77.2
Exceeding Limit (min)	0.0	0.0

**Champlain Valley Exposition  
Cycle Circus Event - Area Noise Monitoring  
August 29, 2015**



West  
 Hourly Avg 71.3  
 Max Levels 79.6  
 > 83 dBA (sustained time > 83 dB, in minutes) 0.0



RECEIVED  
SEP 14 2015  
Village of Essex Junction

September 11, 2015

Robin Pierce  
Development Director  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

RE: Environmental Noise Monitoring – Dixie Chopper Event

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2015 summer concert season. Noise monitoring was performed using Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. Two SLMs used for the monitoring were configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meters' microphones were fitted with a windscreen to minimize wind disturbance. Each SLM meter was calibrated at a 114 decibel (dB) tone prior to and the calibration was checked following the noise monitoring.

Two SLMs were deployed for the Dixie Chopper Event held at the CVE Grandstand on August 30, 2015. One SLM was placed on the east side boundary along the fenceline approximately 75 feet south of the Green Gate entrance. The monitoring location was noted as the East Meter location. The second SLM, identified as the Area Meter, was placed at selected locations during the monitoring event. The western property boundary monitoring location, one of the area monitoring locations, was located on the berm along Weston Way in direct line of sight of the Grandstand sound system tower. The eastern property boundary monitoring location, the second area monitoring point, was located just north of the Green Gate along the fenceline. Both SLM meters collected noise data from the beginning of the concert and ceased measuring noise levels soon after the conclusion of the concert.

The Dixie Chopper Event was a monster truck show, which began at 6:00 pm and concluded at approximately 8:00 pm. The weather during the event was mostly cloudy skies with winds out of the west at 3 to 4 mph and temperatures in the high 70's.

Noise monitoring began at approximately 6:00 pm on August 30<sup>th</sup> and concluded at approximately 8:00 pm that evening. The East Meter monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion at 8:00 pm. The Area Meter collected noise readings during 2 distinct intervals throughout the event on both the east and west boundary line of the facility. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The table below presents the SLM property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

	Hour 1	Hour 2
Area Average (dBA)	70.7	70.2
Maximum Noise Level (dBA)	80.1	82.1
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.0

The data presented above indicates the hourly average noise limit of 78 dBA was not exceeded along the east property boundary during the 2-hour monitoring period at the CVE Grandstand on August 30, 2015. The maximum noise level above 83 dBA was not exceeded along the east property boundary without exception during the concert event. The maximum noise limit is defined as a sustained maximum five-minute average of 83 dBA in the established noise criteria limits.

The Area noise monitoring data presented below indicates the monitoring conducted at two locations during the concert event;

	West	East
Area Average (dBA)	63.1	67.7
Maximum Noise Level (dBA)	79.2	84.0
Sustained Noise Level > 83 dBA, (minutes)	0.0	0.1

The West area monitoring interval was conducted on the western property-line berm adjacent to Weston Way. The East area monitoring interval was collected at a location along the fenceline just north of the Green Gate. The data listed above indicates the average area noise levels were all below the 78 dBA average limit during each monitoring segment along the property boundaries. The maximum noise levels were also maintained below the 83 dBA limit without exception.

The noise level data is presented in attached charts for the SLMs used during the Dixie Chopper event held on August 30, 2015. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

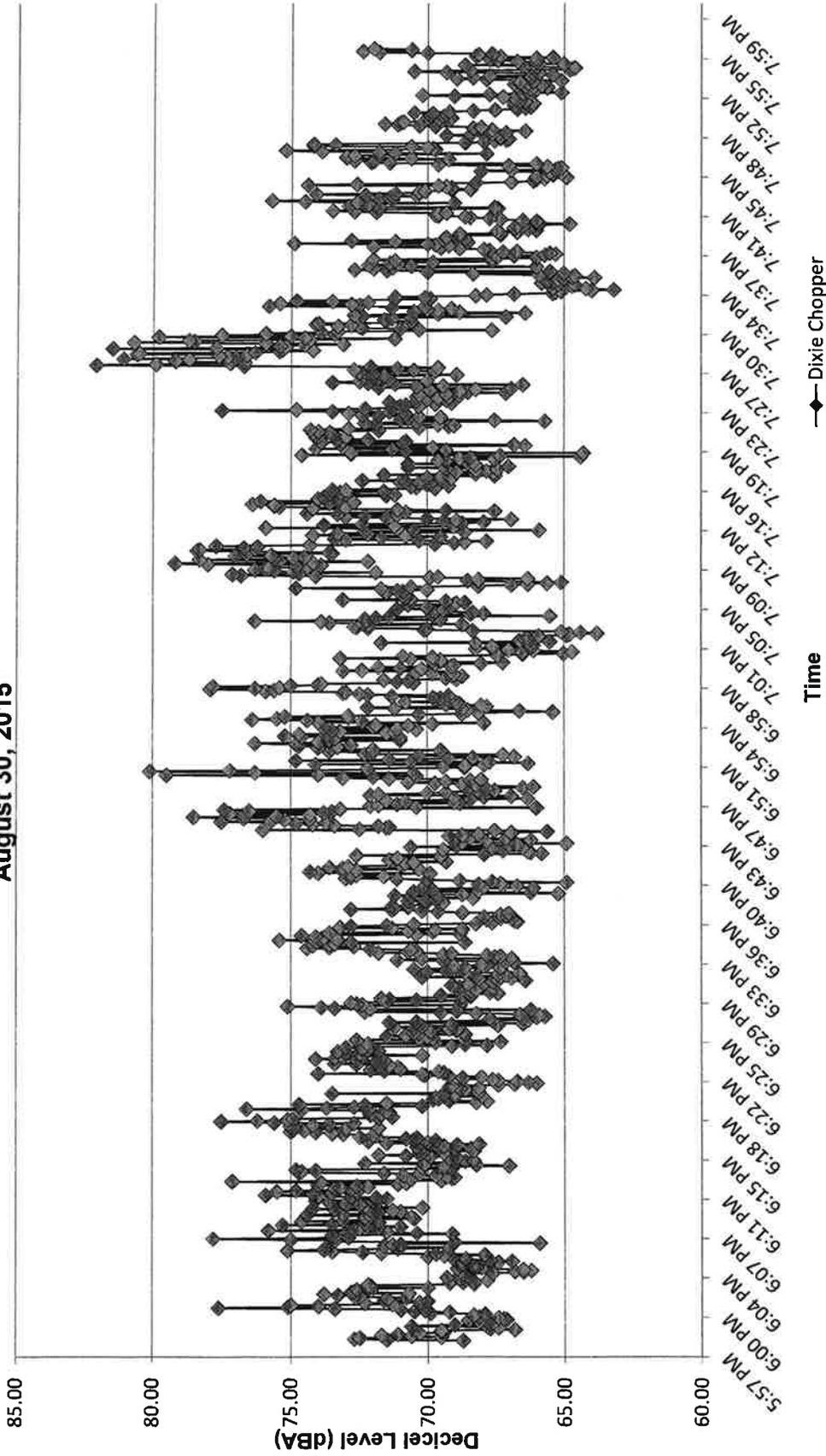
Best regards,



Principal

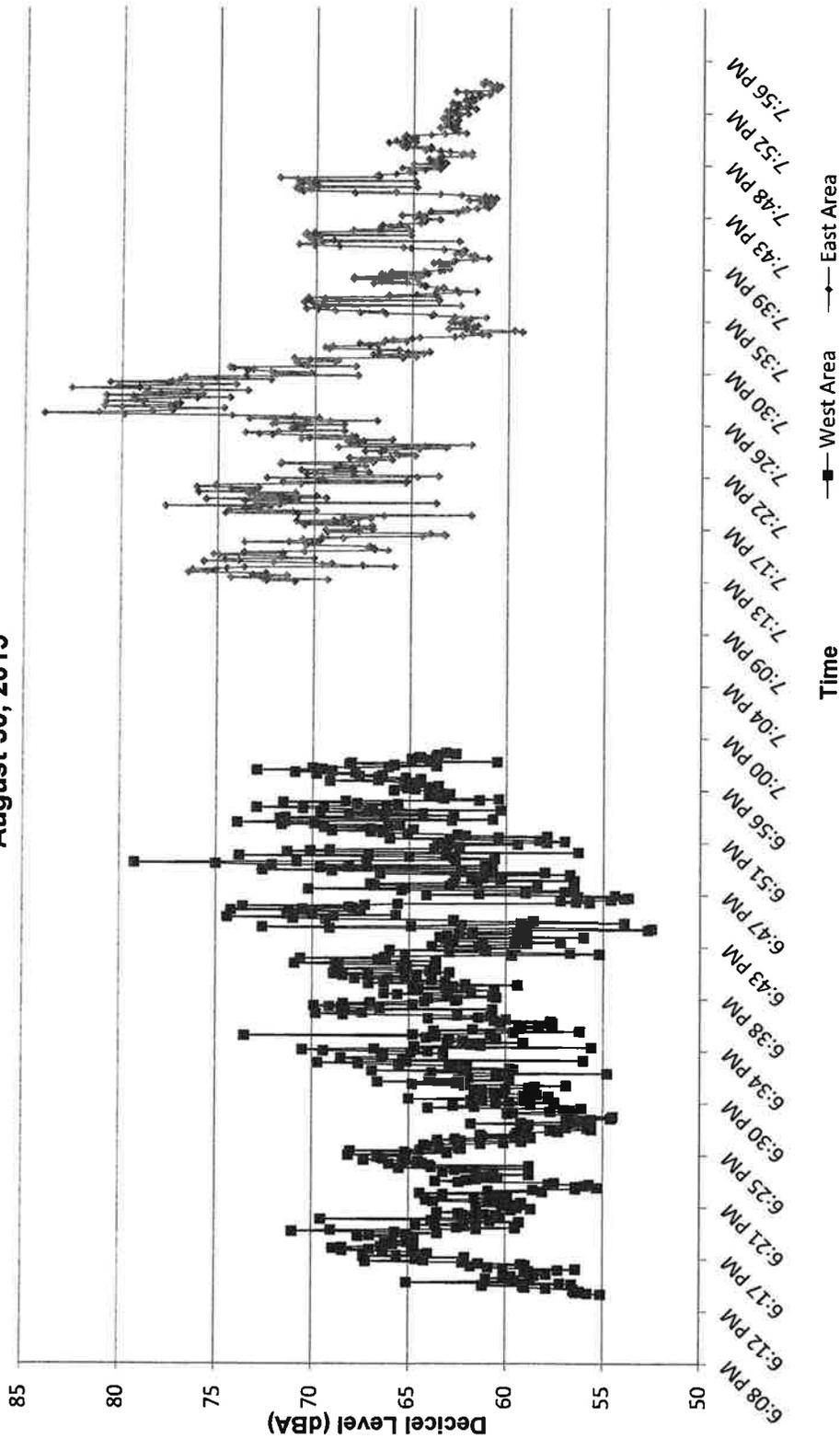
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**Champlain Valley Exposition  
Dixie Chopper - East Boundary Noise Monitoring  
August 30, 2015**



	Hour 1	Hour 2
Hourly Avg	70.7	70.2
Max Levels	80.1	82.1
Exceeding Limit (min)	0.0	0.0

**Champlain Valley Exposition  
Dixie Chopper Event - Area Noise Monitoring  
August 30, 2015**



	West	East
Hourly Avg	63.1	67.7
Max Levels	79.2	84.0
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.1

9/15/15

**Comment on Downtown Essex Junction Facebook page in response to 9/8/15 Trustees meeting summary:**

Matthew Reed: We need to seriously reconsider the noise ordinance in regards to the fairgrounds... They have a hard enough time pulling in good artists without handcuffing the artists to noise levels and time frames. The exposition has been around for almost 100 years (not sure when concerts started).. Most likely you bought your house after the fair came to town, I've known for all my life that the week of the fair, your going to hear it from your house. I grew up 1 mile (as the crow flies) to the fair and bought a house even closer to that. You knew the noise levels (Or could/should have researched it) the fair produces before you bought your home.

There should be a blanket exception for the 10 days the fair is in town that is in the ordinance, they shouldn't have to push mindless paperwork each year and take up their time, the trustee's time and then additional time to talk about it afterwards.



## **MEMORANDUM**

To: Village of Essex Junction Trustees; Pat Scheidel, Municipal Manager  
From: Lauren Morrissette, Finance Director/Assistant Manager *LM*  
Date: September 22, 2015  
Re: Town and Village Finance Director

### **Issue:**

The issue is whether or not the Trustees will approve the job description for the Town and Village Finance Director.

### **Discussion:**

On January 13, 2015 the Trustees approved a joint resolution re: Establishment of Town Administrative Services Director and Related Personnel Changes. The resolution proposed the promotion of the then Town Finance Director to the position of Administration Services Director for Town and Village Central Administration. The resolution also proposed that the Village Finance Director would assume some of the day-to-day finance operation in the Town. In fact, the Village Finance Director has already assumed some of the Town finance oversight and is functioning as both Village and Town Finance Director. The purpose of these personnel changes was to improve efficiency in the administration of our governments. However, the permanent location of the acting Village/Town Finance Director in the Village Office is hampering the efficiency of operations. In order to make decisions and lead the Finance team in the Town as well as the Village, the Finance Director needs to have an established presence in the Town office.

### **Cost:**

There is no cost to this issue.

### **Recommendation:**

It is recommended that the Trustees approve the Town and Village Finance Director job description.

**FINANCE/MANAGEMENT INFORMATION SYSTEM DIRECTOR**

**GRADE 10**

**BASIC FUNCTION**

To oversee all Village accounting and data processing systems, and provide general assistance to the Village Treasurer and Village Manager in other areas of financial management. Serves as Finance Director for the Town of Essex.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

**> Primary**

- ▶ Plan, implement, administer, coordinate, monitor, and evaluate all accounting and data processing functions and systems. Play a key role in developing and modifying systems in accordance with Village needs and resources, as well as government regulations.
- ▶ Perform a variety of professional accounting functions, including:
  - maintain and verify various ledgers and journals;
  - reconcile monthly bank statements to computerized accounting records;
  - prepare financial statements, monthly and year-end reports, and various special financial reports;
  - coordinate/carry out/assist with accounts payable, accounts receivable, and payroll accounting functions;
  - prepare and file all payroll related tax reports and deposits;
  - oversee and process water/sewer, tax and other Village service billings and receipts;
  - perform various account reconciliation tasks;
  - manage accounts for various special state and federal programs;
  - track operating and capital project expenditures;
  - prepare required financial reports for government agencies;
  - prepare for and coordinate various audits throughout the year;
  - compile financial information for audit report according to GASB 34;
  - write annual MD&A (Management's Discussion and Analysis) for audit;
  - act as grant administrator for grants awarded to the Village.
- ▶ Manage and operate all computerized Village accounting and administrative network information systems, including:
  - select, design and/or modify system packages and software applications used for various Village recordkeeping/reporting systems, such as payroll, operating and capital budgets, general ledger, accounts payable/receivable, water/sewer, billing, audit, and the like;

## **Finance/Management Information Systems Director (continued)**

- perform a wide variety of daily data entry, systems analysis and computer operations functions;
- instruct and assist other Village personnel in use of computer systems.
  
- ▶ Perform/assist with a variety of financial management tasks, such as financial projections, and the like.
  
- ▶ Monitor all accounting/DP data entry and/or report-generation tasks delegated to support staff, and deal with a variety of problems that arise on a daily basis. Review and approve major or unusual transactions.
  
- ▶ Compile and track the Village operating, enterprise and capital budgets.
  
- ▶ Participate in key Village planning tasks associated with accounting, financial management and data processing systems development; supervise/carry out the implementation of new accounting/DP systems and procedures.
  
- ▶ Confer regularly with Village Treasurer, Village Manager and other Village officials and personnel to plan, coordinate and evaluate activities/systems, exchange information, investigate and resolve problems, explain policies and procedures, and the like.
  
- ▶ Deal regularly with outside auditors, financial institutions, government agencies and so forth.
  
- ▶ Keep abreast of current technical and legal developments in the field.

### **SUPERVISION RECEIVED**

General supervision is received from the Village Manager.

### **SUPERVISION EXERCISED**

~~Partial functional and administrative~~ Supervision of one office employee.

### **QUALIFICATIONS**

- ▶ ~~Associate's or~~ Bachelor's degree in accounting, data processing or other appropriate discipline, plus 4 to 6 years of relevant accounting/finance administration and data processing experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
  
- ▶ Broad base of technical knowledge and skills related to accounting principles and methods, (including knowledge of relevant tax law) and data processing system development and operations. Previous public sector experience preferred.
  
- ▶ Good basic planning and administrative skills.

**Finance/Management Information Systems Director (continued)**

- ▶ Ability to deal effectively with a variety of individuals inside and outside of Village government.
- ▶ Typing/data entry and other physical skills/abilities required to perform the computer operations functions of the job, such as installing and performing routine maintenance on hardware.

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

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that management has the right to assign job duties and may update the job description from time to time.

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

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

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

**FINANCE DIRECTOR**

**Definition:**

Professional financial and accounting work of a supervisory and participatory nature with responsibility for maintaining financial records, supervising and controlling expenditures of all town funds, and preparing the ~~town~~-budget; data processing systems installation and maintenance; all other related work as required. Serves as Finance Director for the Village of Essex Junction.

**Distinguishing Characteristics:**

Works under the administrative direction of the town manager with duties and responsibilities as defined by state law, town policies and established professional standards.

Performs highly responsible duties requiring independent judgment in planning, organizing and directing the town's finances.

Performs a variety of complex and highly responsible duties in ensuring that all municipal transactions conform to law and to sound municipal accounting practice.

Supervises one three full-time employees.

Makes frequent contact with all town departments, and relevant state officials and bureaus; has daily contact with the general public.

Errors could be costly in terms of improperly authorized expenditures, mismanagement of financial records, mismanagement of investments, and possible legal repercussions.

Has access to personnel files for employees, and to confidential information on bid proposals and negotiating positions.

Negligible physical effort demanded in performing duties under typical office conditions.

**Examples of Work:**

Oversees the maintenance of comprehensive accounting records for the town including cash books, general ledgers for fund accounts, journals, records of debt; ensures compliance with municipal finance laws and practices.

Develops and manages financial management systems, methods and techniques for all departments and agencies; assures orderly cash flow of receipts and expenditures, including tax collection.

Supervises expenditures of all town funds; examines vouchers, department bills; prepares payrolls; manages cash position of municipality.

Oversees the preparation and implementation of the annual budget; handles risk management and accident reports.

Prepares and manages departmental budget; assists other departments as a financial and accounting advisor; advises the selectmen on financial matters as requested.

Compiles and submits required reports to state; prepares annual statement of disbursements and receipts; prepares balance sheets at end of fiscal year; prepares annual statement of outstanding debt; assists in annual audit.

~~Designs and~~ ~~May~~ oversees implementation of departments' data processing systems ~~in all departments, including police.~~

Oversees production of water and sewer bills.

~~Helps at counter in Town Clerk's office when needed.~~

### **Recommended Minimum Qualifications**

#### **Education and Experience:**

Bachelor's degree with a major in accounting, finance or business administration; two years municipal financing or fund accounting experience.

#### **Knowledge, Ability and Skill:**

Thorough knowledge of municipal accounting principles and practices. Knowledge of budgetary functions. Considerable knowledge of the organization and operation of town departments and of legal controls over municipal finance in Vermont. Ability to analyze and interpret accounting and fiscal data and to present reports of findings and recommendations. Working knowledge of data processing required. Knowledge of risk management required. Ability to make oral and written reports. Ability to deal with the town departments and the general public in a tactful, informative way.

Must be able to accept constructive criticism and have the ability to communicate and work well with others.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

April 1998

f:\tmanager\wpdocs\personnl\finman-



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:** September 22, 2015  
**SUBJECT:** Amendments to Senior Center After Hours Policy

### **Issue**

The issue is whether or not the Trustees approve amendments to the *Essex Junction Senior Center Policy Regarding Use After Hours*. The policy is an appendix of the Senior Center lease and therefore needs approval of the Trustees.

### **Discussion**

Lou Ann Pioli, Activities Director of the Senior Center, requested the highlighted changes. Due to an increase in senior activities after hours, it is more appropriate that they make the reservations with outside groups requesting to use the space instead of the Village.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees approve the amendments to the Essex Junction Senior Center Policy Regarding Use After Hours.

**DRAFT**

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

**A. PRIORITY:** The primary use of the Essex Junction Senior Center is for members of the Senior Center and senior citizens (age ~~55~~ 50 and above) who reside in the Village of Essex Junction. The following shall be the priority use of the space after established hours and for outside groups:

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

**B. RESTRICTIONS:**

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

**C. FEES:**

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

**D. RESERVATIONS FOR AFTER HOURS:**

1. All individuals or groups desiring to use the Essex Junction Senior Center after the regularly scheduled hours (Mon.-Friday, 7 AM – 5 PM) shall make arrangements with the ~~Village office~~ Lou Ann Pioli by calling ~~878-6944~~ 876-5087 or stopping by the ~~Village Offices on~~ Senior Center at 2 Lincoln Street (Monday-Friday 8 AM to 4:30 10:00 AM to 3:30 PM).
2. Use of the Senior Center shall be on a first come, first serve basis.

**E. REGULATIONS:**

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

**F. NON-COMPLIANCE:**

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

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

**Purpose:**

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

**Section 1. Rules**

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

**Section 2. Enforcement**

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

**Section 3. Appeals**

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

Adopted by the Village Trustees 11/8/05.



Rick Jones  
Public Works Superintendent  
Rick@essexjunction.org

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## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Municipal Manager  
**FROM:** Rick Jones, Public Works Superintendent  
**DATE:** September 22, 2015  
**SUBJECT:** Bid Award for Dump Truck

### **Issue**

The issue is whether or not the Trustees will award the bid for a 2015 dump truck with plow, wing, and spreader.

### **Discussion**

The Village of Essex Junction advertised for bids for a 2015 dump truck for the Public Works Department. We specified bids must be based on the trade-in of a 1999 truck. The following bids were received on 9/9/15:

<u>Company</u>	<u>Bid</u>
Clark's Truck Center, Jericho	\$ 121,152.00
J & B International Trucks, Colchester – Option 1	127,623.51
J & B International Trucks – Option 2	129,985.11
J & B International Trucks – Option 3	141,188.00
J & B International Trucks – Option 4	141,358.00
R.R. Charlebois, Milton	\$ 138,370.00

### **Cost**

The amount budgeted for the truck in the Rolling Stock Fund for FYE 16 is \$144,200.

### **Recommendation**

It is recommended that the Trustees award the bid for the dump truck to R.R. Charlebois, Inc. for the not-to-exceed amount of \$138,370.00.

## **FYE 17 BUDGETS AND CAPITAL PROGRAM ADOPTION SCHEDULE**

October 2, 2015	Finance Director provides Department Heads with budget sheets.
October 13, 2015	Village Trustees set budget goals.
October 19, 2015	Department Heads provide completed capital request sheets to Finance Director.
November 2, 2015	GlobalFoundries provides FYE 17 estimated water use.
November 6, 2015	Department Heads provide completed budget sheets to Finance Director.
November 9-13, 2015	Finance Director prints out budget summaries for Department Heads. Revisions are made and final printout of budgets and non-general fund project budget summaries are provided to the Manager.
November 10, 2015	Manager presents General Fund Capital Plan to Trustees.
November 16-25, 2015	Manager and Finance Director meet with Department Heads in regard to budgets. Revisions are made and operating budgets and non-general fund capital budgets are prepared for Trustees' consideration.
Week of Nov. 30, 2015	Send water budget to GlobalFoundries before submitting budget to Trustees.
Week of Dec. 7, 2015	Budget Day with Trustees – (Dec. 8?)
January 12, 2016	Trustees review budgets.
January 26, 2016	Public Hearing on budgets and capital programs.
February 9, 2016	Adopt budgets and capital programs, per Charter, Section 6.06.
February 23, 2016	Adopt Warning for Annual Meeting (17 V.S.A. 2641(a)).
April 6, 2016	Annual Meeting



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager  
**DATE:** September 22, 2015  
**SUBJECT:** Trustees Meeting Schedule

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

**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**

- Schedule FYE 17 Budget Day Work Session

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

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

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
September 3, 2015**

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

**ADMINISTRATION:** None.

**OTHERS PRESENT:** Wayne Beebe.

**AGENDA:**

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Election of Officers
6. Work Session: LDC Update, Chapter 7
7. Other Planning Commission Items
8. Adjournment

---

**1. CALL TO ORDER**

Chairman David Nistico called the meeting to order at 6:02 PM. There were no announcements.

**2. AUDIENCE FOR VISITORS**

Wayne Beebe, Wilkinson Drive, inquired about language being added to the Land Development Code to cover temporary structures such as backyard hockey rinks. Mr. Beebe explained the situation with the hockey rink in the neighbor's backyard which is impacting his property. The rink is not fenced and pucks have hit his house. There are also lights at the rink to allow skating at night. Mr. Beebe suggested language be added to address hockey rinks in the same manner as backyard swimming pools (i.e. as a structure that requires a fence). The lighting with the neighbor's rink has been addressed (the lights are now shielded).

The Planning Commission will take the matter under consideration when updating the lighting section of the LDC.

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

None.

**4. MINUTES**

*August 20, 2015*

**MOTION by Amber Thibeault, SECOND by John Alden, to approve the 8/20/15 minutes with the clarification that the discussion on screening dumpsters was relative to the visibility of the dumpster to the public right-of-way though the LDC indicates the issue is simply visibility of the dumpster. VOTING: unanimous (6-0); motion carried.**

The Planning Commission requested staff follow up with Whitcomb Terrace Housing to confirm violations relative to dumpsters and the LP tanks are remedied.

## 5. ELECTION OF OFFICERS

*Chair*

**MOTION by Andrew Boutin, SECOND by Amber Thibeault, to nominate Dave Nistico as Chairman of the Essex Junction Planning Commission.** There were no other nominations. **VOTING: unanimous; motion carried.**

Dave Nistico is Chairman of the Essex Junction Planning Commission.

*Vice Chair*

**MOTION by Amber Thibeault, SECOND by Dave Nistico, to nominate John Alden as Vice Chairman of the Essex Junction Planning Commission.** There were no other nominations. **VOTING: unanimous; motion carried.**

John Alden is Vice Chairman of the Essex Junction Planning Commission.

## 6. WORK SESSION: LDC UPDATE, Chapter 7

The Planning Commission reviewed Chapter 7 of the Land Development Code and made the following revisions/comments:

- Ensure proper capitalization, spelling, spacing, and formatting throughout the document.
- Section 703.B (loading requirements) – delete “financial institutions, offices”.
- Section 703.B.3 (loading requirements, surfaces) – delete “based upon projected traffic counts”. Staff will investigate why loading area requirements are based on traffic counts.
- Section 703.B.7 (loading requirements, waivers) – wordsmithing is needed to clarify the waiver section.
- Section 703.C (off-street parking requirements) – staff will investigate industry standards in addition to federal and state regulations for loading spaces and parking spaces for electric cars and ADA accessibility and reference that in the LDC.
- Section 703.D.2 (drive-thru facilities, stacking requirements) – delete the word “should”.
- Section 703.E (parking or storage of junk vehicles) – wordsmithing is needed to clarify how a “junk vehicle” is allowed to be stored.
- Section 703.H (parking RVs on public property) – explanation is needed as to why this language is in the LDC because as written it appears CVE is being treated as public property.
- Section 703.I (vehicles for sale) – delete “except for sale of one personal vehicle by the owner of the vehicle”.
- Section 703.J (parking of storage trailers) – capitalize “Temporary Use Permit”.
- Section 703.K.2 (other parking standards, parking lot fund) – staff to investigate if the public parking lot improvement fund exists and if so what the current value is.

- Section 703.K.3 (other parking standards, surfacing) – insert “(5)” between “five” and “homes” in the second sentence. Staff will get an explanation from the Village Engineer on the paving requirement of 20’ beyond the edge of the public right-of-way. Staff will clarify if the waiver of the requirement is in accordance with Section 713 or Section 703.
- Section 703.K.4 (other parking standards, drainage) – Staff will investigate current standards for drainage calculations (i.e. 25 year storm may not be the current standard) and modify the language accordingly.
- Section 703.K.5 (other parking standards, accessible provisions) – staff will incorporate current standards for accessibility into the language.
- Section 703.K.8 & Section 703.K.9 (other parking standards, screening & landscaping) – staff will incorporate current standards for screening and landscaping into the language.
- Section 703.K.10 (other parking standards, pedestrian access) – staff will provide language to link to PUD/PRD standards (i.e. superior design, etc.).
- Section 703.K.11 (other parking standards, bicycle access) – staff will get input from the Bike/Walk Committee on the language.
- Section 703.K.15 (other parking standards, joint parking facilities) – add “site plan and” before “site plan amendments” in the second sentence.
- Section 703.K.16 (other parking standards, waivers) – add a colon (:) after “granting a wavier” in the sentence reading “The Commission shall determine that one or more of the following...”

## 7. OTHER PLANNING COMMISSION ITEMS

### *Next Meeting*

Next meeting: September 17, 2015 at 6 PM

Agenda: LDC Work Session (Chapter 7 beginning with Section 704)

### *Revised LDC Chapters 1-6*

Staff will send LDC Chapters 1-6 with the changes incorporated to the Planning Commission for the next work session.

## 8. ADJOURNMENT

**MOTION by Amber Thibeault, SECOND by Nick Meyer, to adjourn the meeting.**

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

The meeting was adjourned at 7:45 PM.

Rcdg Scty: MERiordan



## Patty Benoit

---

**From:** Patty Benoit  
**Sent:** Tuesday, September 08, 2015 3:09 PM  
**To:** 'Alexandra Morano'  
**Cc:** Terry Hass  
**Subject:** RE: 12 Park Street

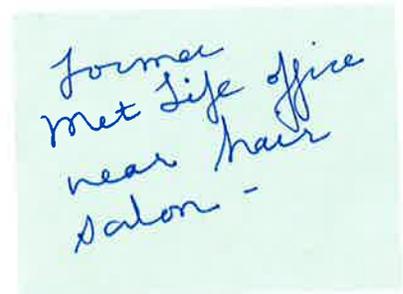
Hello Alexandra,

We checked our files and there isn't anything in place at this time restricting this type of business.

Thank you for asking.

Patty Benoit  
Administrative Assistant

**From:** Alexandra Morano [<mailto:alexmmorano@gmail.com>]  
**Sent:** Tuesday, September 08, 2015 2:42 PM  
**To:** Patty Benoit  
**Subject:** 12 Park Street



Good Afternoon,

My name is Alexandra Morano and I am interested in possibly opening a vape shop at 12 Park Street, a property owned by Lincoln Development Group. I spoke with Terry Hass from the Village Planning and Zoning office and she informed me the property is zoned for retail, but she had reason to believe the Village would have an issue with a business of this nature. She could not tell me why, but told me to contact you.

My goal is to bring a vaporizer shop to the Burlington and greater Burlington area. A vaporizer is a type of electronic cigarette with a rechargeable battery and a refillable tank. Lower quality versions are sold in all of the convenience stores in the area. We would sell the batteries, tanks, e-liquids, and accessories. Our main customers are smokers looking for a healthier alternative. I do not sell glass and I am not trying to open a smoke shop.

I'm looking for information on what I will need to do in order to begin doing business. Why would the town be hesitant and what is the process of getting the towns approval? What is the likelihood of going through the process and getting a favorable outcome in somewhat of a timely fashion? Thank you so much for your time and attention.

Best,

Alexandra Morano

September 9, 2015



HISTORICAL  
RESTORATION  
47 Gauthier Drive #10  
802.487.7007/ fax 802.878.9550  
www.lisztrestoration.com

RECEIVED  
SEP 09 2015  
Village of Essex Junction

**Lincoln Hall Emergency Repair and Winter Stabilization**  
***(revised: updated specifications)***

In order to provide the needed emergency repairs and stabilization work on Lincoln Hall in advance of the coming 2015 winter season, Liszt Historical Restoration will provide the following services to the Village of Essex Junction:

- **Woodwork Stabilization:**
  - Repaint or temporarily cover the bare woodwork (e.g., windowsills) on the South and East Elevations with intent of stabilization until in-depth repairs can be addressed at a later time.
- **South Elevation Masonry:**
  - Repoint the stone foundation (including Senior Center) and brickwork below the 1<sup>st</sup> floor windowsills and area adjacent to the doorway.
  - Replacement of spalled/broken brick below the 1<sup>st</sup> floor windowsills and area adjacent to the doorway.
  - Provide an inset brick infill within the arched foundation window.
  - Repair the sunken foundation area at the right-hand corner of the elevation, including the bricks immediately above.
- **East Elevation Masonry:**
  - Repoint the foundation, resetting loose stones where necessary.
  - Repair running bond/loose stones at northern corner, including the adjacent bricks, as required.
  - Replace spalled/damaged brick and inappropriate mortar on both sides of the north-wing doorway.
  - Expose and restore the steel lintels above the two large north-wing windows, then rebuild the immediate masonry surrounding the affected areas, including needed adjacent repointing.
  - Repair the masonry under the center and left-hand 2<sup>nd</sup>-floor windows of the north-wing, including making the entry roof watertight.
  - Repointing/brick repair, as required, below the 1<sup>st</sup> floor windowsills.

September 9, 2015

Liszt Restoration will provide all labor, materials, equipment, and public safety measures in order to perform the work. We look forward to working together. Thank you.

**Total Price: \$50,000.00**

Sincerely,

Thomas J. Corr, *vice president*  
Liszt Historical Restoration

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



P: 802-878-6944  
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September 23, 2015

Ms. Christy Witters  
Vermont DEC  
Watershed Management Division  
1 National Life Drive  
Montpelier, VT 05620-3522

Re: Protection of Stormwater Impaired Stream Corridors

Dear Ms. Witters:

The NPDES General Permit 3-9014 issued to the Village of Essex Junction requires that a plan be submitted by October 1, 2015 on how we plan to protect and regulate development in stormwater impaired stream corridors.

Stream Corridor protection was implemented early in the Phase 2 permit process as a result of settlement of the CLF appeal. Please reference Chapter 5: Section 516 of the Essex Junction Land Development Code.

[http://www.essexjunction.org/fileadmin/files/Ordinances\\_Codes/Land\\_Development\\_Code/Chap-5.pdf](http://www.essexjunction.org/fileadmin/files/Ordinances_Codes/Land_Development_Code/Chap-5.pdf)

Specific excerpts are included with this letter.

Sincerely,

A handwritten signature in cursive script that reads "James L. Jutras".

James L. Jutras  
Water Quality Superintendent

cc: Pat Scheidel, Village Manager

(attachment)

**SECTION 515: APPROVAL OF ACTIVITIES INVOLVING THE DISTURBANCE OF ONE (1) ACRE OR MORE OR MORE THAN ONE (1) ACRE OF IMPERVIOUS SURFACE**

- A. Review Requirement. Activities involving clearing, grading, construction or land development of one (1) acre or more of land and creating less than one acre of impervious surfaces shall require review in accordance with the procedures of the State of Vermont Construction General Permit 3-9020 (2006) 3-9015 or other applicable state permits governing erosion and stormwater control of large construction sites. Evidence of compliance with this provision of Vermont State requirements must be provided in order to receive local approval to proceed. Projects with more than one acre of impervious surface shall also conform with the general standards.
- B. Review Standards. Based on State design criteria.
- C. Application Requirements. Application is made to the Agency of Natural Resources Water Quality Division.
- D. Review Procedures. The Village of Essex Junction reserves the right to require additional conditions above and beyond those in the state issue permit for due cause. The Village reserves this right in order to address specific operational concerns related to the site and its impact on abutters including the municipal right of way and the municipal infrastructure.
- E. Appeals. Any interested party may appeal a decision regarding an erosion and sediment control plan as specified in Chapter 117 of Title 24.
- F. Expiration of Approvals. Approvals shall expire as per the Land Development Code, concurrent with the permits issued by the State of Vermont depending on the phasing and size of the project.

**SECTION 516: APPROVAL OF ACTIVITIES INVOLVING DEVELOPMENT WITHIN 200 FEET OF A WATERWAY, FLOODPLAIN OR WETLAND**

- A. Review Requirement. Activities involving development within 200 feet of a waterway, floodplain or wetland shall require review in accordance with the procedures of this section. The property shall maintain a 15 foot or more undisturbed buffer to adjacent streams. The buffer may be required to be extended based on flood plain profile, slope of the land or other conditions where further setback is warranted for protection of the stream. A set back of 50 feet above high water mark of the floodplain will be considered for impact of stream meandering streambank crossing, flooding or other natural stream processes that may have an impact on developed land.
- B. Review Standards. Activities reviewed under this section shall comply with the standards set forth in this Code.
- C. Application Requirements. Applications for development of any use, structure, excavation, filling clearing or grading activity located within 200 feet of a waterway, floodplain or wetland shall indicate the distance from the proposed activity to the waterway, floodplain or wetland and the percent slope of the proposed site.

D. Review Procedures. Staff shall review all applications for completeness within three (3) days of receipt. The Public Works Superintendent or Water Quality Superintendent shall act on all applications within seven (7) days.

E. Appeals: Any interested party may appeal a decision regarding a zoning district as specified in Chapter 117 of Title 24.

F. Expiration of Approvals. Approvals shall expire one (1) year from the date permits are issued, if not implemented.

G. Conditional Use Review. Shall be considered if it is determined that there is no potential adverse impact to the waters of the same.

H. Riparian Buffer Landscaping Requirements. It is the objective of these standards to promote the establishment and protection of heavily vegetated areas of native vegetation and trees along waterways in order to reduce the impact of stormwater runoff, prevent soil erosion, protect wildlife and fish habitat and maintain water quality.

Any application for development approval under this Code shall provide that all lands within a required riparian buffer are left in an undisturbed, naturally vegetated condition. These standards shall apply to all zoning districts. The following activities are not permitted within Riparian Buffer areas:

1. The creation of new lawn areas.
2. The clearing of trees that are not dead, heavily damaged by ice storms or other natural events, or diseased.
3. Property owners already encroaching on a riparian buffer shall be encouraged to return mowed areas to their naturally vegetated state.

The following conditions will apply to any application for development approval under this Code:

1. Prior to issuing a zoning permit, the Commission may require on-site restoration of degraded riparian habitats through supplemental planting and landscaping with appropriate species and by designating no mow zones.
2. Restoration standards for planting and landscaping appropriate for riparian buffers are outlined in the *Vermont Stormwater Management Manual – Volume II, Appendix A2*.
3. Riparian buffers established as part of this section shall be maintained by the developer and all other subsequent property owners or associations within the development. Reference to these established buffers shall be made in the appropriate deeds or common property documents.

The standards for maintenance of the stream buffer zone prohibit the following:

- (a) The creation of new lawn areas within stream buffers is not permitted after the effective date of these regulations.
- (b) Property owners already encroaching on the stream buffer are encouraged to return mowed areas to their naturally vegetated state.
- (c) Any areas within a required stream buffer that are not vegetated or that are disturbed during construction shall be seeded with a naturalized mix of grasses rather than standard lawn grass, and shall not be mowed more than one (1) time per calendar year after establishment.

(d) Supplemental planting and landscaping with appropriate species of vegetation to restore and enhance the effective filtering function of a stream buffer is encouraged.

Expansion of pre-existing structures within stream buffers: Any building, structure, or land or use thereof, which is made nonconforming by reason of the adoption of this section, may be expanded or reconstructed, subject to the following provisions:

- (a) The structure to be expanded or reconstructed was originally constructed on or before promulgation of this rule.
- (b) The total building footprint area of the expanded or reconstructed structure shall not be more than fifty percent (50%) larger than the footprint of the structure lawfully existing.
- (c) The non-conforming use shall not be changed to another non-conforming use.
- (d) A non-conforming use that is changed to a conforming use, discontinued for six (6) months, or abandoned shall not be resumed.
- (e) Enlargement, repair and reconstruction of pre-existing structures within stream buffers shall be permitted if it is determined that the development activity will not decrease the existing structure setback from the water body or increase the encroachment within the stream buffer.

New uses and encroachments within stream buffers: The encroachment of new land development activities into the Village's stream buffers is discouraged. The Zoning Board of Adjustment may authorize the following as uses within stream buffers subject to the standards and conditions enumerated for each use:

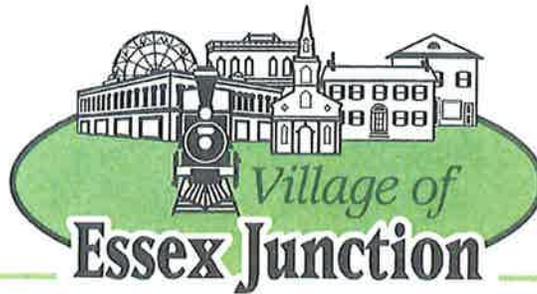
- (a) Agriculture, horticulture and forestry including the keeping of livestock, provided that any building or structure appurtenant to such uses is located outside the stream buffer.
- (b) Clearing of vegetation and filling or excavating of earth materials, only to the extent directly necessitated for the construction or safe operation of a permitted or conditional use on the same property and where the Planning Commission finds that there is no practicable alternative to the clearing, filling or excavating within the stream buffer. This section is not meant to exclude any streambank alteration permitting requirements of the State of Vermont.
- (c) Encroachments necessary to rectify a natural catastrophe for the protection of the public health, safety and welfare.
- (d) Encroachments necessary for providing for or improving public facilities.
- (e) Public recreation paths located at least fifteen (15) feet above the ordinary high water mark or measured from the top of bank, whichever is greater.
- (f) Stormwater treatment facilities meeting the stormwater treatment practices and sizing criteria set forth in the *Vermont Stormwater Management Manuals Volumes I and II* as most recently amended. Evidence of an approved permit from the Vermont Agency of Natural Resources for coverage under the applicable permitting requirements shall be required to meet this criterion for encroachment into a stream buffer.
- (g) Roadways or access drives for purposes of crossing a stream buffer area to gain access to land on the opposite side of the buffer, or for purposes of providing safe access to an approved use, in cases where there is no feasible alternative for providing safe access and the roadway or access drive is located at least fifteen (15) feet above the ordinary high water mark or measured from the top of bank, whichever is greater.
- (h) Utility lines, including power, telephone, cable, sewer and water, to the extent necessary to cross or encroach into the stream buffer where there is no feasible alternative

for providing or extending utility services.

(i) Outdoor recreation provided any building or structure (including parking and driveways) appurtenant to such use is located outside the stream buffer, and which does not involve the use of mowed fields within the stream buffer.

(j) Research and educational activities provided any building or structure (including parking and driveways) appurtenant to such use is located outside the stream buffer.

2 Lincoln Street  
Essex Junction, VT 05452-3685  
www.essexjunction.org



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

September 23, 2015

Ms. Christy Witters  
Vermont DEC  
Watershed Management Division  
1 National Life Drive  
Montpelier, VT 05620-3522

Re: Expired Stormwater Permits

Dear Ms. Witters:

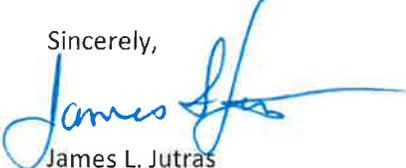
The NPDES General Permit 3-9014 issued to the Village of Essex Junction requires that by October 1, 2015, Essex Jct. verify that all existing stormwater systems with expired permits are now in compliance with conditions required at the time of permitting. We were also to report on required maintenance activity. Attached you will find a memo outlining the progress the Village has made to date towards compliance. While we have made substantial progress towards compliance goals for this permit condition, we are still waiting for ANR guidance on the following:

- 1) Clarification of the actual process of how an MS4 will accept an expired permit and incorporate it into the MS4 permit jurisdiction.
- 2) How the transfer of expired permit fees will be handled.
- 3) Guidance on how Title 3 expired permits are to be handled.
- 4) TMDL implementation provisions that could further alter how expired permits will be handled.

We request a one year extension on this permit compliance item, extending the compliance deadline until October 1, 2016.

Thank you for your consideration.

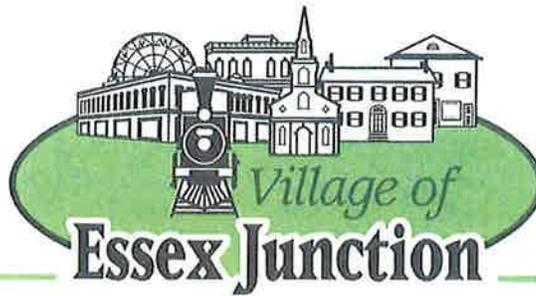
Sincerely,

  
James L. Jutras  
Water Quality Superintendent

cc: Pat Scheidel, Village Manager

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2 Lincoln Street  
Essex Junction, VT 05452-3685  
www.essexjunction.org



P: 802-878-6944  
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September 23, 2015

Ms. Christy Witters  
Vermont DEC  
Watershed Management Division  
1 National Life Drive  
Montpelier, VT 05620-3522

Re: Flow Restoration Plan (FRP) and Low Impact Development (LID) Technical Assistance

Dear Ms. Witters:

The NPDES General Permit 3-9014 issued to the Village of Essex Junction requires development of a Flow Restoration Plan (FRP) for the impaired watersheds in our community. We are also required to develop a Low Impact Development (LID) technical assistance program for landowners. We are required to provide verification of progress towards the development of these plans by October 1, 2015.

**Flow Restoration Plan (FRP):** The Village worked cooperatively with the Town of Essex, Colchester and VTrans in develop a FRP. The FRP was substantially developed with a grant from VTrans. Watershed Consulting Associates, LLC in partnership with Aldrich & Elliott was hired to develop FRP's for the impaired Indian Brook and Sunderland Brook watersheds. Final reports have been developed and presented to the Trustees and accepted by the Trustees. The Lake Champlain TMDL has not been finalized to date. The TMDL and its potential implications on this FRP and other MS4 compliance activity is a challenge. We are awaiting some guidance from the DEC Watershed Management Section on some compliance details. Because of this, an implementation schedule will follow. An extension of this permit compliance requirement was requested.

**Low Impact Development Technical Assistance:** The Village of Essex Jct. worked cooperatively with the Town of Essex and with the Chittenden County Regional Planning Commission (CCRPC) to develop a LID technical assistance tool kit for our municipal websites. Work has begun on this process and material has been submitted by CCRPC senior planner, Dan Albrecht to the State. This project appears to be taking a regional implementation direction and will be monitored for ongoing compliance requirements.

Sincerely,

A handwritten signature in blue ink that reads "James L. Jutras". The signature is fluid and cursive, written over the printed name.

James L. Jutras  
Water Quality Superintendent

cc: Pat Scheidel, Village Manager

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**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
September 8, 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.  
**OTHERS PRESENT:** John Alden, Sue Buswell, Diane Clemens, Chris Chiquoine, Erin Knox, Fred Naef, Linda Costello.

---

**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**

None.

**MOTION by Lori Houghton, SECOND by Andrew Brown, to accept the agenda as presented. VOTING: unanimous (4-0)[Dan Kerin not present for vote]; motion carried.**

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

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

Chris Chiquoine mentioned CVE did not request any noise waivers for concerts at the fairgrounds this year and the first concert at the fair, Jake Owens, exceeded Level A sound levels in the noise agreement (hourly average of 72 decibels) for two hours which equates to a fine of \$10,000. Mr. Chiquoine said he hopes the Trustees will enforce the terms of the noise agreement. Pat Scheidel said he was not aware of violations of the noise agreement. Mr. Chiquoine noted the sound report shows violations, but assumed sound waivers were in place.

The Trustees will review the decibel report and add the item to the next agenda for discussion.

**4. OLD BUSINESS**

**1. Bids for Lincoln Hall Exterior Rehabilitation Project**

Pat Scheidel reported three bids were received for the work on Lincoln Hall. All three bids exceeded the budget and awarding the bid was tabled pending further information. John Alden met with Paul List to discuss work that should be done on the building before winter (foundation/brick work below windows south side, wood work main entries, paint/seal window sills south side, masonry/wood work east side). There is \$117,000 in the FYE16 budget for the work. Staff recommends rejecting the current bids at this time and waiving the bid process to allow sole sourcing to Liszt Historical Restoration the work that needs to be done before winter.

There was discussion of the cost of the emergency repair and winter stabilization work by Liszt Historical Restoration (\$85,000). John Alden noted the specified work should be done before winter to avoid further deterioration of the building. Masonry buildings tend to “look good” for a long time before the damage is severe and the cost of repair increases. Liszt worked on the building in the past so the stabilization work is an extension of that work. The other bidders have not worked on Lincoln Hall.

Elaine Sopchak said the Trustees need to talk about the extent of work, desired result, and the budget before the project is put out to bid in the spring. Doing the emergency repairs is necessary, but it appears as if the high bidder is getting the work. Pat Scheidel clarified Liszt was not a bidder, but was a subcontractor to a bidder on the building.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, that the Trustees do the following:**

- **Reject the August 5<sup>th</sup> bids for the Lincoln Hall Exterior Rehabilitation, Phase 1, due to the budget issue and lateness of the year;**
- **Notify the bidders of the decision to reject all bids;**
- **Waive the bid process in order that immediate work on Lincoln Hall may be sole sourced to Liszt Historical Restoration, Inc.**
- **Decide at a later time whether to re-bid the project.**

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

**5. NEW BUSINESS**

None.

**6. MUNICIPAL MANAGER’S REPORT**

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

- September 22, 2015
  - October 13, 2015
  - October 27, 2015
  - November 10, 2015
  - November 24, 2015
  - December 8, 2015
- **Special Meetings/Events:**
- September 9, 2015 – Essex Community Planning Workshop, Essex High School (7 PM-9 PM)
  - October 8, 2015 – VLCT Town Fair in Killington (8 AM-4 PM)

**2. Interviews on the Recruitment and Selection Profile**

Interviews of elected officials are wrapping up and then the recruitment profile will be drafted.

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

**1. Board Member Comments**

- 
- George Tyler announced the Thoughtful Growth in Action workshop on September 9, 2015 at 7 PM at Essex High School.
  - Lori Houghton read the following regarding social media and Front Porch Forum:
    - We (the Trustees) often don't respond on Front Porch Forum as we feel it should remain a place for community members to have a conversation, but I feel I need to take a moment and address some of the inaccurate postings on Front Porch Forum. Planning Commission members are Trustee appointees. The Planning Commission usually meets at least once a month and spends hours outside of those meetings reviewing plans and doing site visits. Planning Commission members are paid a stipend of \$300/year. They spend far more hours volunteering their time than getting paid for their time. They are spending those hours trying to make Essex a better community. I personally value their commitment and genuine care for Essex. These volunteers should be thanked for their time.
    - Front Porch Forum is a great place to share information, ideas and even share concerns, but it is more and more becoming a place where residents feel they can make unfounded accusations against our community volunteers. I ask that we keep the conversation civil.
    - All the Trustees have their contact information on the Village website. If there are concerns, if you can't make a meeting, but still want your voice heard, if you want to tell us how great we are doing, reach out to us. You may not have time to attend a meeting, but you might have time for a phone call.
    - I want to thank the Planning Commission members, all the other committee volunteers serving the village and the schools, and all the residents who take the time to learn, help and communicate with us.
  - George Tyler stated the Trustees will be discussing communicating. Pat Scheidel is investigating social media policy in other communities.
  - Andrew Brown mentioned quotes of tax rates on Front Porch Forum on a certain parcel of property were inaccurate, and it is frustrating not to be able to respond and shed truth to the conversation.
  - George Tyler announced the storm water committee has been working hard. Essex and Essex Junction are ahead of the curve with storm water management. A report will be given to the Trustees at the next meeting.
  - Lori Houghton expressed appreciation for the memo on current projects in the village and mentioned the need to address upkeep of property at 8 Pearl Street.

## 2. Reading File

- Minutes
  - Tree Advisory Committee 8/18/15
  - Planning Commission 8/20/15
  - Capital Program Review Committee 9/1/15
- Memo from Robin Pierce re: Update on Current Projects
- Letter from Dennis Lutz to Christy Witters, MS4 & MSGP Storm Water Program
- Draft Letter from James Jutras to U.S. Environmental Protection Agency
- Draft Letter from James Jutras to Ecosystem Restoration Program
- Public Notice: Modifications to Global Foundries Waste Management System

- 
- VLCT Workshop: Municipal Budgeting and Borrowing – Preparing for Town Meeting 9/30/15

**8. CONSENT AGENDA**

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

1. Approve Minutes of Previous Meeting 8/25/15.
2. Expense Warrant #16006 dated 8/27/15 in the amount of \$356,885.43.
3. Expense Warrant #16007 dated 9/4/15 in the amount of \$454,465.27.

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

**9. ADJOURNMENT**

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

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

The meeting was adjourned at 7:04 PM.

RScty: M.E.Riordan 

09/11/15  
03:20 pm

Town of Essex Accounts Payable  
Check Warrant Report # 16008 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 09/11/15 To 09/11/15 & Fund 2

Page 1 of 4  
cdelibac

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	08/10/15 BL BOOK & DVDS 081015D	210-49345.000 LIBRARY DONATION EXPENDIT	227.75	1945	09/11/15
42665	AMAZON/SYNCB	08/10/15 BL BOOK & DVDS 081015D	210-45551.641 JUVEN COLLECTION-PRNT & E	660.19	1945	09/11/15
42665	AMAZON/SYNCB	08/10/15 BL BOOK & DVDS 081015D	210-45551.837 CHILDRENS PROGRAMS	13.85	1945	09/11/15
02420	AUTOZONE	08/23/15 VF BLUE DEF 3236428502	210-42220.610 SUPPLIES	7.49	1946	09/11/15
00530	BRODART CO	08/20/15 BL BOOKS B4050755	210-45551.641 JUVEN COLLECTION-PRNT & E	9.34	1953	09/11/15
00530	BRODART CO	08/20/15 BL BOOKS B4050755	210-45551.610 SUPPLIES	0.90	1953	09/11/15
00530	BRODART CO	08/20/15 BL BOOKS B4050756	210-45551.610 SUPPLIES	3.60	1953	09/11/15
00530	BRODART CO	08/20/15 BL BOOKS B4050756	210-45551.641 JUVEN COLLECTION-PRNT & E	44.22	1953	09/11/15
00530	BRODART CO	08/21/15 BL BOOKS B4053012	210-45551.640 ADULT COLLECTION-PRINT &	127.78	1953	09/11/15
00530	BRODART CO	08/21/15 BL BOOKS B4053012	210-45551.610 SUPPLIES	8.10	1953	09/11/15
00530	BRODART CO	08/24/15 BL BOOKS B4057069	210-45551.610 SUPPLIES	3.60	1953	09/11/15
00530	BRODART CO	08/24/15 BL BOOKS B4057069	210-45551.641 JUVEN COLLECTION-PRNT & E	46.13	1953	09/11/15
00530	BRODART CO	08/27/15 BL BOOKS B4067657	210-45551.641 JUVEN COLLECTION-PRNT & E	49.22	1953	09/11/15
V10577	BULLEX INC.	08/21/15 VF BULLEX EXTINGUISHERS 78608	210-42220.570 MAINTENANCE OTHER	449.16	1954	09/11/15
V10577	BULLEX INC.	08/21/15 VF BULLEX GAUGE ASSMBLY 78612	210-42220.570 MAINTENANCE OTHER	157.42	1954	09/11/15
04550	BWP VT CARQUEST A/P	08/21/15 ST HOSE E CLAMP 14406169099	210-43110.610 SUPPLIES	21.42	1956	09/11/15
04550	BWP VT CARQUEST A/P	08/21/15 ST HOSE CLAMP 14406169104	210-43110.610 SUPPLIES	4.08	1956	09/11/15
04550	BWP VT CARQUEST A/P	09/02/15 ST HOSE 14406170539	210-43110.432 VEHICLE MAINTENANCE	79.12	1956	09/11/15
23455	CHITTENDEN SOLID WASTE DI	08/25/15 AD WASTE DISPOSAL 19796	210-41320.610 SUPPLIES	15.00	1961	09/11/15
23215	ESSEX EQUIPMENT INC	08/18/15 LH AUGER RENTAL SR CNTR 105833580001	210-41940.610 SUPPLIES	34.72	1975	09/11/15
24380	F.R. LAFAYETTE, INC.	08/26/15 ST SIGN POSTS 27936	210-43110.617 SIGNS AND POSTS	315.00	1978	09/11/15
V9473	FARRELL/TODD J.//	08/26/15 ST HEDGE PRUNING 2581	210-43161.000 STREETScape MAINT./IMP	1245.50	1981	09/11/15
15035	FRANKLIN LAMOILLE FIRE SC	09/08/15 VF FIRE SCHOOL 092615D	210-42220.500 TRAINING, CONFERENCES, DU	300.00	1987	09/11/15
24785	GRAINGER	08/17/15 VF KEY TAG FOR KNOX 9818580152	210-42220.889 ROUTINE EQUIPMENT PURCHAS	39.80	1990	09/11/15
010	GREEN MOUNTAIN POWER CORP	08/18/15 ST 7/17-8/18 SL 105 PRL 08151172600	210-43160.622 STREET LIGHTS - ELECTRICI	221.16	1993	09/11/15

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07010	08/18/15	GREEN MOUNTAIN POWER CORP ST 7/17-8/18 TL PRL/WST 08151198506	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	36.04	1993	09/11/15
07010	08/20/15	GREEN MOUNTAIN POWER CORP ST 7/21-8/20 SL PWR HS 08151322403	210-43160.622 STREET LIGHTS - ELECTRICI	66.00	1993	09/11/15
07010	08/19/15	GREEN MOUNTAIN POWER CORP ST 7/21-8/19 SL WHIT WD 08152172609	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	247.03	1993	09/11/15
07010	08/20/15	GREEN MOUNTAIN POWER CORP ST 7/17-8/19 TL PRK/SO 08152422400	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	85.14	1993	09/11/15
07010	08/18/15	GREEN MOUNTAIN POWER CORP ST 7/17-8/18 TL IBM/MPL 08153240207	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	52.95	1993	09/11/15
07010	08/18/15	GREEN MOUNTAIN POWER CORP ST 7/15-8/17 TL PEARL ST 08154676300	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	57.25	1993	09/11/15
07010	08/20/15	GREEN MOUNTAIN POWER CORP ST 7/21-8/20 TL PRK/IRO 08157606205	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	41.98	1993	09/11/15
07010	08/21/15	GREEN MOUNTAIN POWER CORP ST 7/22-8/21 SL WHIT II 08159032400	210-43160.622 STREET LIGHTS - ELECTRICI	230.86	1993	09/11/15
07010	08/20/15	GREEN MOUNTAIN POWER CORP ST 7/21-8/20 PRK ST CAM 08159072604	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	21.36	1993	09/11/15
07010	08/20/15	GREEN MOUNTAIN POWER CORP ST 7/21-8/20 PRK RED/SL 08159606203	210-43160.622 STREET LIGHTS - ELECTRICI	92.56	1993	09/11/15
V10019	08/17/15	MAIN STREET FLOOR COVERIN BL FLOORING REPAIR 10222	210-45551.434 MAINT. BUILDINGS/GROUNDS	375.00	2009	09/11/15
8340	08/10/15	MINUTEMAN TRUCKS INC VF GAUGE 8L3 LADDER 1065078	210-42220.432 VEHICLE MAINTENANCE	86.46	2012	09/11/15
37605	09/02/15	NEW ENGLAND MUNICIPAL RES FN site visit for taxes 35077	210-41320.550 PRINTING AND ADVERTISING	350.00	2013	09/11/15
18010	08/25/15	REYNOLDS & SON, INC. VF GAS CAN BRACKETS/HOOKS 3257691	210-42220.889 ROUTINE EQUIPMENT PURCHAS	606.20	2018	09/11/15
37965	08/12/15	S.D. IRELAND CONCRETE ST SIDEWALK PEARL ST 50075	210-43120.570 SIDEWALK AND CURB MAINTEN	362.50	2023	09/11/15
40840	08/15/15	SOVERNET COMMUNICATIONS VF TELEPHONE SERVICE 3536765	210-42220.535 TELEPHONE SERVICES	101.19	2029	09/11/15
36130	08/19/15	VERIZON WIRELESS ST/WW CELL & IPAD 9750886325	210-43110.610 SUPPLIES	1097.44	2036	09/11/15
36130	08/19/15	VERIZON WIRELESS ST/WW CELL & IPAD 9750886325	210-43110.535 TELEPHONE SERVICES	283.57	2036	09/11/15
29825	08/21/15	VT GAS SYSTEMS ST7/17-8/17 PW HWY GARAGE 0815125407	210-43110.623 HEATING/NATURAL GAS	68.01	2038	09/11/15
29825	08/21/15	VT GAS SYSTEMS BL HEATING 0815127704	210-45551.623 HEATING/NATURAL GAS	116.52	2038	09/11/15
29825	08/21/15	VT GAS SYSTEMS LH 7/20-8/18 LH NAT GAS 0815178335	210-41940.623 HEATING/NATURAL GAS	128.09	2038	09/11/15
29825	08/21/15	VT GAS SYSTEMS VF VT GAS 0815178343	210-42220.623 HEATING/NATURAL GAS	99.20	2038	09/11/15
07565	08/14/15	W B MASON CO INC BL SUPPLIES I27758060	210-45551.610 SUPPLIES	87.98	2044	09/11/15
V0795	09/04/15	ESSEX TOWN OF VR RECORD LAND LEASE AMN 9415D	230-46801.006 MULTI-USE PATH NORTH	40.00	1976	09/11/15
3955	08/20/15	F W WEBB CO. VW FITTINGS FOR TRK 2 47511351	254-43200.610 SUPPLIES	19.76	1977	09/11/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9454	09/03/15	VW BOOTS 3029723	254-43200.612 UNIFORMS,BOOTS,ETC	170.00	2008	09/11/15
29835	08/26/15	VW PAINT FOR HYDRANTS 28448	254-43200.610 SUPPLIES	21.54	2027	09/11/15
38760	08/21/15	VA METER & WATER BOX INV0054644	254-43200.614 DISTRIBUTION MATERIALS	504.00	2032	09/11/15
38760	08/21/15	VA METER & WATER BOX INV0054644	254-43330.002 METER REPLACEMENT PROGRAM	277.21	2032	09/11/15
36130	08/19/15	ST/WW CELL & IPAD 9750886325	254-43200.535 TELEPHONE SERVICES	89.67	2036	09/11/15
29825	08/21/15	VW 7/17-8/17 PW WATER BLD 0815125039	254-43200.623 HEATING/NATURAL GAS	39.58	2038	09/11/15
V10508	07/31/15	WW 2.5 2 TON GRIT U10000003010	255-43200.565 GRIT DISPOSAL	210.02	1944	09/11/15
04550	08/24/15	WW CARBON CANISTERS 14406169268	255-43200.432 VEHICLE MAINTENANCE	40.32	1956	09/11/15
04550	08/24/15	WW AIR FILTERS 14406169291	255-43200.432 VEHICLE MAINTENANCE	29.71	1956	09/11/15
15055	08/26/15	WW grit collector bearing INV011417	255-43200.565 GRIT DISPOSAL	1130.18	1971	09/11/15
04035	08/14/15	WW CORE DRILL RENTAL 18240	255-43200.570 MAINTENANCE OTHER	100.00	1989	09/11/15
8475	08/24/15	WW 90 DEGREE ELL S2649548002	255-43200.570 MAINTENANCE OTHER	29.50	1992	09/11/15
07010	08/21/15	WW 7/19-8/18/15 WWTF 08150132407	255-43200.622 ELECTRICAL SERVICE	11240.29	1993	09/11/15
03160	08/20/15	WW TANK RELOCATION (3) 19701	255-43200.570 MAINTENANCE OTHER	450.00	2014	09/11/15
29825	08/21/15	WW 7/20-8/18 LAB/CHEM BLD 0815114124	255-43200.623 HEATING/NATURAL GAS	45.40	2038	09/11/15
29825	08/21/15	WW 7/20-8/18 DIGESTER 0815114132	255-43200.623 HEATING/NATURAL GAS	403.60	2038	09/11/15
29825	08/21/15	WW 7/20-8/18 CONTROL BLDG 0815114140	255-43200.623 HEATING/NATURAL GAS	33.97	2038	09/11/15
29825	08/21/15	WW7/20-8/15 39 CASC ADMIN 08151884501	255-43200.623 HEATING/NATURAL GAS	40.83	2038	09/11/15
29825	08/21/15	WW 7/20-8/18 WWTF SLUDGE 08151884519	255-43200.623 HEATING/NATURAL GAS	33.97	2038	09/11/15
29825	08/21/15	WW7/20-8/18 39CASC FLW EQ 08151884527	255-43200.623 HEATING/NATURAL GAS	32.83	2038	09/11/15
29825	08/21/15	WW 7/20-8/18 WWTF FILTER 08151884543	255-43200.623 HEATING/NATURAL GAS	32.83	2038	09/11/15
07565	08/12/15	WW OFFICE SUPPLIES I27647892	255-43200.610 SUPPLIES	86.75	2044	09/11/15
07010	08/20/15	SA 2/21-8/20 PS CASCADE 08150172601	256-43200.622 ELECTRICAL SERVICE	62.74	1993	09/11/15
07010	08/18/15	ST 7/17-8/18 PS WEST ST 08151276302	256-43220.002 WEST ST PS COSTS	541.09	1993	09/11/15
7010	08/19/15	SA 7/20-8/19 PS SOUTH ST 08152688307	256-43200.622 ELECTRICAL SERVICE	89.74	1993	09/11/15

09/11/15

Town of Essex Accounts Payable

03:20 pm

Check Warrant Report # 16008 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 09/11/15 To 09/11/15 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	08/20/15	SA 7/21-8/20 PS RIVER ST 08157822406	256-43200.622 ELECTRICAL SERVICE	57.40	1993	09/11/15
38760	TI-SALES INC	08/21/15	VA METER & WATER BOX INV0054644	256-43330.002 METER REPLACEMENT PROGRAM	554.42	2032	09/11/15
29825	VT GAS SYSTEMS	08/21/15	SA 7/17-8/17 HS PUMP STN 08151860303	256-43200.623 HEATING/NATURAL GAS	49.86	2038	09/11/15
29825	VT GAS SYSTEMS	08/21/15	SA7/20-8/18 SW PS GENERTR 0815829804	256-43220.001 SUSIE WILSON PS COSTS	36.42	2038	09/11/15
29825	VT GAS SYSTEMS	08/21/15	SA7/20-8/18 WS PS GENERTR 0815829820	256-43220.002 WEST ST PS COSTS	36.42	2038	09/11/15
Report Total					25307.93		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9429	08/10/15	LH SPRINKLER MAINT 540216	210-41940.434 MAINT. BUILDINGS/GROUNDS	115.98	2045	09/17/15
V10301	09/01/15	VA AUG LEGAL EXPENSES EJ21212125	210-41320.330 OTHER PROFESSIONAL SERVIC	280.50	2047	09/17/15
V10301	09/01/15	VA AUG LEGAL EXPENSES EJ21212125	210-41970.320 LEGAL SERVICES	544.50	2047	09/17/15
V9963	09/09/15	VF TOILET & INSTALLATION 107053	210-42220.434 MAINT. BUILDINGS/GROUNDS	821.00	2049	09/17/15
00530	08/21/15	BL BOOKS B4053010	210-45551.610 SUPPLIES	0.90	2051	09/17/15
00530	08/21/15	BL BOOKS B4053010	210-45551.640 ADULT COLLECTION-PRINT &	15.39	2051	09/17/15
00530	08/21/15	BL BOOKS B4053011	210-45551.640 ADULT COLLECTION-PRINT &	14.30	2051	09/17/15
00530	08/21/15	BL BOOKS B4053011	210-45551.610 SUPPLIES	0.90	2051	09/17/15
00530	08/21/15	BL BOOKS B4053082	210-45551.641 JUVEN COLLECTION-PRNT & E	91.72	2051	09/17/15
00530	08/21/15	BL BOOKS B4053082	210-45551.610 SUPPLIES	8.10	2051	09/17/15
00530	08/24/15	BL BOOKS B4056939	210-45551.641 JUVEN COLLECTION-PRNT & E	17.56	2051	09/17/15
00530	08/24/15	BL BOOKS B4056939	210-45551.610 SUPPLIES	0.90	2051	09/17/15
00530	08/24/15	BL BOOKS B4056940	210-45551.610 SUPPLIES	6.30	2051	09/17/15
00530	08/24/15	BL BOOKS B4056940	210-45551.640 ADULT COLLECTION-PRINT &	119.10	2051	09/17/15
00530	08/24/15	BF BOOKS B4056941	210-49345.000 LIBRARY DONATION EXPENDIT	16.82	2051	09/17/15
00530	08/25/15	BF BOOKS B4060774	210-49345.000 LIBRARY DONATION EXPENDIT	32.59	2051	09/17/15
00530	08/25/15	BL BOOKS B4060812	210-45551.610 SUPPLIES	0.90	2051	09/17/15
00530	08/25/15	BL BOOKS B4060812	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	2051	09/17/15
00530	08/25/15	BL BOOKS B4060813	210-45551.640 ADULT COLLECTION-PRINT &	29.67	2051	09/17/15
00530	08/25/15	BL BOOKS B4060813	210-45551.610 SUPPLIES	1.80	2051	09/17/15
00530	08/25/15	BL BOOKS B4060814	210-45551.640 ADULT COLLECTION-PRINT &	45.72	2051	09/17/15
00530	08/25/15	BL BOOKS B4060814	210-45551.610 SUPPLIES	1.80	2051	09/17/15
00530	08/25/15	BL BOOKS B4060888	210-45551.640 ADULT COLLECTION-PRINT &	235.65	2051	09/17/15
00530	08/25/15	BL BOOKS B4060889	210-45551.640 ADULT COLLECTION-PRINT &	23.19	2051	09/17/15
00530	08/27/15	BF BOOKS B4067593	210-49345.000 LIBRARY DONATION EXPENDIT	15.17	2051	09/17/15

09/18/15  
08:48 am

Town of Essex Accounts Payable  
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For Check Acct 01(GENERAL FUND) All check #s 09/17/15 To 09/17/15 & Fund 2

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lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	08/31/15	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS AUGUST CLI66564	210-42220.626 GAS,GREASE AND OIL	364.48	2053	09/17/15
23170	08/31/15	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS AUGUST CLI66564	210-43110.626 GAS,GREASE AND OIL	1001.35	2053	09/17/15
38280	08/31/15	CRYSTAL ROCK BOTTLED WATE LH AUGUST BOTTLED WATER 081550117144	210-41940.610 SUPPLIES	18.92	2057	09/17/15
38280	08/31/15	CRYSTAL ROCK BOTTLED WATE ST WATER COOLER 081550122590	210-43110.610 SUPPLIES	15.35	2057	09/17/15
V9961	09/09/15	EXIT 18 EQUIPMENT ST CARB PUSH BROOM 35377	210-43110.570 MAINTENANCE OTHER	59.88	2060	09/17/15
06005	09/14/15	GIROUX BODY SHOP INC VF FABRICATED COVER 8L3 24539	210-42220.432 VEHICLE MAINTENANCE	37.50	2062	09/17/15
07010	09/04/15	GREEN MOUNTAIN POWER CORP ST 8/6-9/4/15 TL MN/BRIC 09157538002	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	52.07	2063	09/17/15
07010	09/03/15	GREEN MOUNTAIN POWER CORP ST 8/5-9/3/15 SL 1 OF 3 09157917008	210-43160.622 STREET LIGHTS - ELECTRICI	6381.80	2063	09/17/15
07010	09/03/15	GREEN MOUNTAIN POWER CORP ST 8/5-9/3/15 SL 2 OF 3 09158917007	210-43160.622 STREET LIGHTS - ELECTRICI	1371.32	2063	09/17/15
07010	09/03/15	GREEN MOUNTAIN POWER CORP ST 8/5-9/3/15 SL 3 OF 3 09159917006	210-43160.622 STREET LIGHTS - ELECTRICI	525.87	2063	09/17/15
07010	08/28/15	GREEN MOUNTAIN POWER CORP ST 7/29-8/27 203 MAIN ST 8153172608	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	21.36	2063	09/17/15
05010	06/18/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 108511	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	90.00	2070	09/17/15
05010	06/18/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 108512	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	90.00	2070	09/17/15
05010	08/06/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 109339	210-45551.572 INTERVIEW COSTS	39.00	2070	09/17/15
05010	08/06/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 109340	210-45551.572 INTERVIEW COSTS	39.00	2070	09/17/15
05010	08/13/15	LYNN PUBLICATIONS ST EMPLOYMENT AD 109468	210-43110.572 INTERVIEW COSTS	42.00	2070	09/17/15
05010	08/13/15	LYNN PUBLICATIONS ST EMPLOYMENT AD 109469	210-43110.572 INTERVIEW COSTS	42.00	2070	09/17/15
05010	08/27/15	LYNN PUBLICATIONS DV MEETING WARNING PC 109738	210-41970.550 PRINTING AND ADVERTISING	63.75	2070	09/17/15
05010	06/18/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 48596	210-20201.001 ACCOUNTS PAYABLE-ACCRUED	90.00	2070	09/17/15
05010	08/06/15	LYNN PUBLICATIONS BL EMPLOYMENT AD 48986	210-45551.572 INTERVIEW COSTS	39.00	2070	09/17/15
05010	08/13/15	LYNN PUBLICATIONS ST EMPLOYMENT AD 49049	210-43110.572 INTERVIEW COSTS	42.00	2070	09/17/15
14970	09/09/15	MANDEVILLE KENNETH & YVON AD REFUND ABATED TAXES 090915D	210-41320.800 TAX REFUNDS	148.72	2071	09/17/15
15070	07/15/15	MAREK BENNETT BL youth program 150803	210-45551.837 CHILDRENS PROGRAMS	391.50	2072	09/17/15
12965	09/08/15	MCMAMARA-HILL SUSAN AD TUITION REIMBURSEMENT 090815D	210-41320.500 TRAINING, CONFERENCES, DU	1839.00	2073	09/17/15
37605	09/09/15	NEW ENGLAND MUNICIPAL RES AD WEBINAR 35163	210-41320.500 TRAINING, CONFERENCES, DU	30.00	2075	09/17/15

Town of Essex Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
01175	08/19/15	NO STRINGS MARIONETTE CO BL PROGRAM 081915D	210-45551.837 CHILDRENS PROGRAMS	565.00	2076	09/17/15
41950	08/24/15	OCCUPATIONAL HEALTH CENTE BL INTERVIEW EXPENSES 1203978503	210-45551.572 INTERVIEW COSTS	172.00	2077	09/17/15
25140	08/24/15	PIKE INDUSTRIES, INC ST ASPHALT 822914	210-43120.610 PAVEMENT MAINTENANCE	367.83	2079	09/17/15
37965	08/25/15	S.D. IRELAND CONCRETE ST HYDRAULIC CEMENT 336068	210-43120.570 SIDEWALK AND CURB MAINTEN	91.80	2082	09/17/15
37965	08/25/15	S.D. IRELAND CONCRETE ST CONCRETE 50483	210-43120.570 SIDEWALK AND CURB MAINTEN	248.75	2082	09/17/15
V10680	09/03/15	SECAP AD 9/20-12/20 POST METER 2640102AU15	210-41320.442 LEASED SERVICES	281.88	2084	09/17/15
07565	08/20/15	W B MASON CO INC BL SUPPLIES CR2408942	210-45551.610 SUPPLIES	-87.98	2090	09/17/15
07565	08/20/15	W B MASON CO INC BL SUPPLIES I27898340	210-45551.610 SUPPLIES	87.98	2090	09/17/15
07565	08/25/15	W B MASON CO INC BL SUPPLIES I28012673	210-45551.610 SUPPLIES	103.05	2090	09/17/15
V10238	09/03/15	WECHSLER/ DAVID M.// DV NOISE MONITOR 8/28 306	210-15101.000 EXCHANGE - GENERAL	702.50	2091	09/17/15
V10238	09/04/15	WECHSLER/ DAVID M.// DV 8/29 NOISE MONITOR CVE 307	210-15101.000 EXCHANGE - GENERAL	515.00	2091	09/17/15
V10238	09/11/15	WECHSLER/ DAVID M.// DV 8/30 NOISE MONITOR CVE 308	210-15101.000 EXCHANGE - GENERAL	552.50	2091	09/17/15
V10301	09/01/15	BARRA, PLC/ DAVID A. // VA AUG LEGAL EXPENSES EJ21212125	230-46801.007 PEARL ST. LINKING SIDEWAL	33.00	2047	09/17/15
39425	09/04/15	SCOTT & PARTNERS INC VR LH RESTORATION DSGN 653	230-46801.010 LINCOLN HALL RESTORATIONS	1705.00	2083	09/17/15
V10452	08/30/15	FREE PRESS MEDIA VA DUMP TRUCK #34 BID AD 0005550011	231-43131.160 DIESEL DUMP TRUCK #34 REP	138.00	2061	09/17/15
23170	08/31/15	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS AUGUST CL166564	254-43200.626 GAS,GREASE AND OIL	84.44	2053	09/17/15
23170	08/31/15	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS AUGUST CL166564	255-43200.626 GAS,GREASE AND OIL	233.72	2053	09/17/15
23455	08/25/15	CHITTENDEN SOLID WASTE DI WW 82.89 TONS IVC021992	255-43200.568 SLUDGE MANAGEMENT	7111.13	2054	09/17/15
V1210	09/14/15	JUTRAS/JAMES// WW MILEAGE EXPENSE 091415D	255-43200.500 TRAINING, CONFERENCES, DU	151.80	2068	09/17/15
V9769	08/25/15	KEMIRA WATER SOLUTIONS WW SOD ALUMINATE FL LOAD 9017465387	255-43200.619 CHEMICALS	7112.44	2069	09/17/15
23170	08/31/15	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS AUGUST CL166564	256-43200.626 GAS,GREASE AND OIL	225.86	2053	09/17/15
V0560	09/04/15	COPY-SHIP-FAX-PLUS SA SHIPPING BOX 63004	256-43200.610 SUPPLIES	8.54	2056	09/17/15
V10452	08/30/15	FREE PRESS MEDIA VA DUMP TRUCK #34 BID AD 0005550011	256-43200.572 INTERVIEW COSTS	574.00	2061	09/17/15
07010	08/27/15	GREEN MOUNTAIN POWER CORP SA 7/28-8/26 PS S WILSON 08152198505	256-43220.001 SUSIE WILSON PS COSTS	336.41	2063	09/17/15
36130	08/23/15	VERIZON WIRELESS SA PUMP STATION ALARMS 9751235141	256-43200.434 PUMP STATION MAINTENANCE	120.42	2088	09/17/15

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08:48 am

Town of Essex Accounts Payable  
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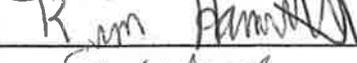
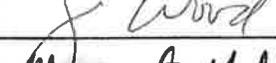
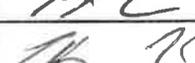
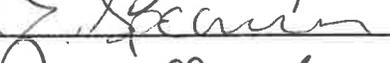
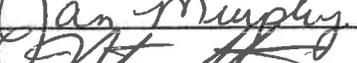
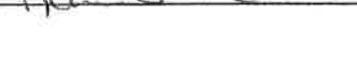
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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS	08/23/15	SA PUMP STATION ALARMS 9751235141	256-43220.001 SUSIE WILSON PS COSTS	36.01	2088	09/17/15
36130	VERIZON WIRELESS	08/23/15	SA PUMP STATION ALARMS 9751235141	256-43220.002 WEST ST PS COSTS	36.01	2088	09/17/15
V0770	ESSEX JUNCTION SCHOOL DIS	09/09/15	AD IMPACT FEE 44 KILN RD 9915D	275-22904.000 DUE TO EJ SCHOOL DIST	2332.50	2059	09/17/15
Report Total					39125.81		



## APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Hawthorn Circle will be closed to traffic on (date) 9/26/15 between the hours of 3:30 and 8pm for the purpose of a block party.

NAME (please print)	SIGNATURE	STREET ADDRESS
Sharon Mallory		13 Hawthorn Circle
Kim & Ken Hamilton		3 Hawthorn Circle
Corey and Neil Wood		19 Fairview Dr.
Margaret + Matt Gilbert		10 Hawthorn Cir.
Kevin + Nichole Comedico		12 Hawthorn Circle
Ryan + Suzanne Bonas		16 Ashwood Cir.
Sharon Pat Miller		18 Hawthorn Cir
Robert Poratti		20 Hawthorn Cir.
BRIAN JOHNSON		11 Hawthorn Cir
Mark A. Payne		6 Hawthorn Cir
Terry Spearman		9 Hawthorn Cir
Jan Murphy		5 Hawthorn Cir
Arthur Stochre		1 Hawthorn Cir.
Jason Daldasalo		23 Hawthorn Cir
Karen Sin		7 Hawthorn Cir.



