



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 12, 2016 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. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Update from Tree Advisory Committee – Nick Meyer, Chair
 - c. Update on Chittenden Solid Waste District – Alan Nye, Town/Village Representative- **8:00 PM**
5. **OLD BUSINESS**
 - a. Approve Amended Tree Policy – Robin Pierce
 - b. Approve Urban Forest Management Plan – Robin Pierce
 - c. Review FYE 17 Proposed Budgets – Pat Scheidel
 - d. Discuss December St. Albans Meeting – George Tyler
6. **NEW BUSINESS**
 - a. Water Service Freezing Prevention Policy – Aaron Martin
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 11/5/15, 11/19/15 and 12/3/15
 - Bike/Walk Advisory Committee 11/16/15
 - Tree Advisory Committee 12/2/15
 - Brownell Library Trustees 11/17/15
 - c. Thank you letter from Center for Technology Essex
 - d. Letter to Bryan Davis at CCRPC re: Scoping Study for Main Street
 - e. Ad Hoc Governance Committee Advertisement
 - f. Article from Smart Cities Council
 - g. Letter from VT Division of Historic Preservation re: Lincoln Hall Grant Application
 - h. VLCT Town Meeting Tune-Up Workshop 2/3/16
 - i. Article in December 2015 Treatment Plant Operator Magazine re: Biosolids
 - j. Champlain Water District FYE 17 Budget and Rates
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 12/8/15 and 12/18/15
 - b. Expense Warrant #16021 dated 12/11/15 in the amount of \$ 6,047.91
 - c. Expense Warrant #16022 dated 12/18/15 in the amount of \$570,699.84

- d. Expense Warrant #16023 dated 12/22/15 in the amount of \$42,938.54
- e. Expense Warrant #16024 dated 12/31/15 in the amount of \$7,924.22
- f. Expense Warrant #16025 dated 1/8/16 in the amount of 12,605.38
- g. Approve Update of Legal Ads Policy
- h. Approve Waiver of Open Burning Ordinance for EHS 2/12/16
- i. Memo about Expiration of Educational Facilities Impact Ordinance
- j. Approve Vermont Clean Cities Coalition Funding for Electric Vehicle Charging Station
- k. Memo about Town Project Requests to the CCRPC FYE 2017 Unified Planning Work Program

10. **ADJOURN**

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

Memorandum

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

FROM: Dennis Lutz, P.E., Town Public Works Director
Rick Jones, Village Public Works Superintendent

DATE: 11 January 2016

SUBJECT: Christmas Tree Pickup (INFORMATION)

The Town Public Works crew picked up approximately 950 Christmas Trees and the Village Public Works crew collected approximately 1200 for a total estimated pick-up of 2150 trees. If the purchase price was about \$30/tree, the original value was \$64,500. The trees were all delivered for recycling as fuel.

The biggest cost was the \$1000 rental of a solid-waste packing truck from Gauthiers in the Town. The use of a packing truck is much more efficient than open trailers because of the volume carried on each trip.

Our plan is to submit the paid bill to the Solid Waste District as an expense under community clean-up costs once the bill is received. In the past, they have supported this cost.

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



Memo

To: Pat Scheidel, Municipal Manager
From: Susan McNamara-Hill, Village Clerk *smh*
Date: January 12, 2016
Subject: Annual Meeting

In preparation for the April 6, 2016 Annual Meeting, I am providing the following information for you.

- Deadlines for annual meeting
- Positions to be filled at annual election
- How to get on the ballot

Deadlines for annual meeting and election

- January 12, 2016 Nominating Petitions for Village Trustees, Moderator and Library Trustee will be available at the Village Clerk's office (deadline to file with 30 valid signatures is March 7th)
- February 19, 2016 Last day to file petitions signed by at least 5% of the voters with the Village Clerk for Articles to be included in the Village Meeting Warning. (*Not less than 47 days before Annual Meeting. 17 V.S.A. § 2103(13), §2642(a)(3)(A)*)
- February 23, 2016 Regular Village Trustees Meeting - Adopt Warning for Annual Village Meeting
- February 26th through March 7th Annual Meeting Warning to be posted in two public places, plus in or near the Clerk's office and Village web site, between these dates. (*No earlier than 40, nor later than 30 days before Annual Meeting. 17 VSA §2641*)
- March 7, 2016 5:00 p.m. - deadline for nominating petitions containing at least 30 valid signatures to be filed with Village Clerk (*6th Monday before Election. 17 V.S.A. §2681(a)*)

- March 24, 2016 Ballots must be ready by this date.
- March 24, 2016 Publish budget and auditor's report in newsletter by this date.
(Budget must be distributed to voters at least 10 days before annual meeting. Village Charter and V.S.A. 24 V.S.A. §1682)
- March 30, 2016 5:00 p.m. deadline to register to vote (for meeting) *(17 V.S.A. §2144(a)).*
- March 31, 2016 Publish Warning in Essex Reporter. *(Warning must be published at least 5 days before meeting 17 V.S.A. §2641(b)).* Deliver to paper by 5PM March 25th.
- April 6, 2016 Annual Meeting - 7:00 p.m. Essex High School (Community Supper 6:00)
- April 6, 2016 5:00 p.m. deadline to register to vote (for April 14th election) *(17 V.S.A. §2144(a)).*
- April 12, 2016 Annual Election - Polls open 7:00 a.m. to 7:00 p.m.
(Essex High School)
Note: The vote will be with the school election.

Positions to be filled at annual election

- Moderator: One year term, Incumbent Steve Eustis
- Trustee: Three year term, Incumbent Lori Houghton
- Library Trustee: Five year term, Incumbent Nina Curtiss
- Library Trustee: One year term, Incumbent Carmelle Terborgh (appointed to fill unexpired term)

How to get on the ballot

- Obtain nominating petition and consent of candidate form from village clerk (available 1/12/16)
- Fill in full name at top of petition
- Get signatures of at least 30 registered village voters—best to get more than 30.
- Voters can sign only one petition for each office available (if the same person signs more than one petition for different people running for the same office and term, neither signature can be accepted).
- Return completed petitions and consent form to village clerk no later than Monday, March 7th.

APPLICATION FOR HOEHL FAMILY FOUNDATION GRANT

1. Applicant:

Essex Area Senior Center, Inc.
2 Lincoln Street
Essex Junction, VT 05452
Director: Lou Ann Pioli
Phone: 802-876-5087
Email: Lpioli@essex.org

This application is respectfully submitted by the newly formed Essex Area Senior Center, Inc. (EASC). EASC was incorporated on September 9, 2015 and is born from the merger of the former Essex Junction Senior Center, Inc., and Essex Senior Citizens, Inc. These two groups have a rich history of service to adults fifty years of age and older in the Essex, VT area. Essex Senior Citizens, Inc. has served hot, nutritious weekly meals, often accompanied by an educational or cultural program, for a minimal charge for nearly fifty years. EASC is committed to keeping this program viable. From this meal group, which typically met for only an hour at area churches, came the Essex Junction Senior Center, a place to continue the friendship and fellowship formed at the meal sites, with activities such as arts and crafts, cards and games, penny bingo, workshops, exercise programs, service programs, cultural (art and music) events, day trips and more. Both of these groups had been run completely by volunteers until the hiring of the first ever paid employee, Lou Ann Pioli, in September, 2014. Pioli's position is paid through the Town of Essex Department of Parks and Recreation. With a focus of merging the two senior groups and growing membership, Pioli, with the assistance of the Boards of both organizations and numerous volunteers, was, in one year, able to nearly double the membership from 135 to the current membership of 267. The meal program, currently housed at Maple Street Park due to parking constraints at the Center, remains popular with seniors and averages 40-50 participants every Wednesday. The Center continues all past programs and is offering more and more diverse programs than ever before, drawing many older adults from Essex and the surrounding towns. We are open from 10-4 Monday through Friday and also often offer events on the week-ends. We recently also began offering two exercise classes after hours especially for those seniors who are still in the workforce. Our location at 2 Lincoln Street is also home to the Essex Senior Van Phone volunteers who are overseen and trained by the Director. The Essex Senior Van is funded via the Town of Essex and is free to any resident of Essex Town or Junction who is 60 years of age or older. Many of our members volunteer three hours on a weekday morning to answer the van line and schedule rides for their senior peers. EASC membership is open to anyone aged 50 years or older and is \$12/year. 2015 membership dues were pro-rated at \$1/month. This practice of pro-rating will not continue for 2016. (Please visit our website at www.essexvtseniors.org to view our current Newsletter and Calendar.)

The mission/purpose of EASC, as stated in our By Laws is: "The corporation shall be non-profit and shall be operated solely as a charitable organization. Its principal purpose will be to enhance the quality of life for adults aged 50+ through opportunities for education and activities that foster physical, mental, cultural, intellectual, and social well-being in a welcoming, flexible environment." Many of our members have expressed

APPLICATION FOR HOEHL FAMILY FOUNDATION GRANT

gratitude that the Center and meal program have helped with their feelings of loneliness and/or depression. A favorite sound echoing in our rooms is that of laughter. EASC strives to continue serving our seniors and to be a warm and safe place for them to enjoy meals, activities, friendships and intellectual stimulation.

The reason for this application is for help with flooring and some minor construction. The building that houses most Center activities is very old and, as such, the floor is terribly unlevelled. The main area is covered with carpet which, despite several professional cleanings, is still stained and unsanitary. It also does not lend itself well to exercise programs or events where food is offered. With many of our members using walkers and/or canes, this has become even more of an issue of safety. We consulted with the Village Engineer and learned that anything we might try to do under the floor (there is only a crawlspace with no access) will impact every other aspect of the building. He suggested instead we erect a half wall or something comparable between the two support posts in the main area which will cover the worst area and divert traffic around it. The remaining floor can then be gently shimmed and covered with a skid-proof "locking" flooring that has a cork base for cushioning, is industrial strength, easy to clean, and has a reputation for long-life. After many meetings with flooring specialists and contractors, it was decided that the most practical and frugal thing to construct between the posts would be a table-height countertop with storage cupboards below and enough of an overhang to allow seating on both sides. Since the kitchen countertops are old and have had wood pieced onto them resulting in another unsafe condition (the wood is not level with the counter, resulting in easy tipping of coffee urns, etc.), we decided to replace them to match the newly constructed one. We included a new, deeper double stainless steel sink and higher faucet to accommodate our deep soup pots and coffee urns. We also asked the contractors to estimate building a cupboard above our card table storage to accommodate our ever-growing activity supplies for our growing membership.

You will notice from our attached budgets that we operate very frugally. We did approach the Village of Essex Junction to see if they had any money in their budget to help with this project. Unfortunately, they do not. The Village offers us tremendous support. The Center is housed in the annex of the Village office building at Five Corners in Essex Junction, and we lease our space for only \$1/year, whereby the market rental value of our space is well over \$24,000/year. The Village also takes care of our utilities, most major repairs (most recently replacing our sewer line and toilet), plowing, and mowing. Over the years, the membership has purchased and/or donated the kitchen appliances, all furniture (much is used), and games, etc. needed for activities. We do not have any other means with which to get this work done so that we can continue to offer the programs and services to our members safely. The completion of this project will allow us to more safely continue the programs we offer while also allowing us to add more exercise programs and events that have not been possible due to the unlevelled, carpeted floor. As we continue to grow, we are hoping to soon be in a position to undertake a Capital Campaign to raise money for a building which will house both the meal program and all of our activities under the same roof at the same time. We

APPLICATION FOR HOEHL FAMILY FOUNDATION GRANT

anticipate being at our present location for approximately 5 years and truly need to get this work done.

Re: past grant funding received from the Hoehl Family Foundation: The Hoehl Family Foundation graciously donated a \$5000.00 operating grant to the Essex Junction Senior Center, with the Town of Essex acting as our agent. To date, we have purchased more tables and chairs for our growing membership, new coffee carafes for our coffee maker, a large bulletin board and erasable calendar, and have earmarked funds for a new printer/copier and postage for a mass mailing to announce the new corporation and invite membership.

2. EASC Budget: attached please find the current budgets for both the Essex Junction Senior Center, Inc. and the Essex Senior Citizens, Inc. Once the new Board is elected, the new bank accounts will be formed from these merged budgets/accounts for Essex Area Senior Center, Inc.
3. Estimated project costs: Total amount requested based upon the best estimates of \$9620.56 for flooring (includes all prep and labor), and \$4479.00 for construction of cupboards, all countertops, new sink, faucet, and sprayer is **\$14,099.56**.

Hard copies of estimates are available upon request.

There is no need for future funding for this project as it is a one-time expense.

4. As EASC is a newly formed corporation, we are in the process of electing a Board of Directors (elections are scheduled for December 14-16, 2015) and applying for a 501(c)(3) status. Until we are awarded our 501(c)(3), the Town of Essex or Village of Essex Junction may act as our agent, as the Director of EASC is a position held with the Town of Essex Department of Parks and Recreation and is also supported by the Village of Essex Junction.

Respectfully submitted,

Lou Ann Pioli
Director
Essex Area Senior Center

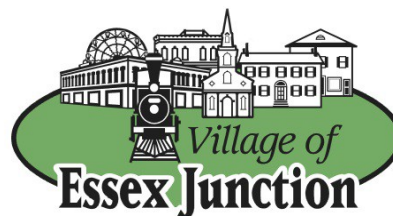
Village of Essex Junction

Urban Forest Management Plan



Prepared by: Village of Essex Junction Tree Advisory Committee

Funded by: Vermont Urban & Community Forestry Program



January 7, 2016

Essex Junction Urban Forest Management Plan

Village of Essex Junction, Vermont

Village Manager: Pat Scheidel

Public Works Department

Superintendent: Rick Jones

Compiled by:

Village of Essex Junction Tree Advisory Committee

Nicholas Meyer, Darby Mayville, Rick Jones, Warren Spinner, Rich Boyers, Robin Pierce,
Paula DeMichele, Woody Martel and Mary Jo Engel

Vermont Urban & Community Forestry Program

Mandy St. Hilaire (Intern)

Elise Schadler

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Executive Summary

This document provides the framework for a long-term urban forest management plan for the Village of Essex Junction, hereafter referred to as the Village, which can be consulted by residents, Village departments, and the Planning Commission.

The Essex Junction Tree Advisory Committee, established in January 2014, and hereafter referred to as the Committee, partnered with the Vermont Urban & Community Forestry Program (VTUCF) to compile the information and plans needed to maintain and enhance the urban forest within the Village. The completion of a public tree inventory in 2014, the adoption of a Tree Ordinance in 2013, and the establishment of a tree budget have poised the Village to properly manage its urban forest. The maintenance and planting portion of this management plan will be revisited each year and enhanced every five years to ensure that both short-term and long-term goals are being met.

The Committee recognizes that maintaining and enhancing the urban forest provides invaluable benefits to the economic, environmental, and social well-being of the community. Benefits include: reducing energy use through shading, moderating storm water flows, improving economic sustainability, reducing air pollution, removing carbon from the atmosphere, protecting water quality, providing habitat for wildlife, and supporting the physical and mental health of residents. The urban forest gives the community an aesthetically pleasing value, while providing a place for recreation and inspiration.

The main vision for the Village, as outlined in this document, is twofold. First, it is to protect its heritage by maintaining the health and structure of the existing urban forest. Second, it is to improve its aesthetic character by expanding the number of trees planted on public and private land. Creating this public-private partnership is critical to the success of a healthy and expanded tree canopy. The goals outlined in this document focus on planting, maintenance, partnerships, funding, and community engagement.

The Committee has developed this urban tree management plan to guide the growth, management, and sustainability of trees in the Village. The Committee will assess the needs of the urban forest, as potential future threats such as invasive pests, climate change, and development, become reality.

II. Definitions

- Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.
- Diseased Tree: Any tree or shrub with a combination of structural defects and/or a health condition, which makes it subject to a high probability of failure.
- Hazardous Tree: Any tree or shrub, public or private, with visibly defined structural defects likely to cause failure of all or part of the tree, and be a danger to public safety.

- Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.
- Public Right-of-Way: Right-of-Way is measured from the center line of any road within the Village. Distance out from centerline will vary depending on individual streets. This information is available from the Department of Public Works.
- Private Tree: Any tree or shrub or any substantial portion of a tree, shrub, or plant which is in a private location along a public right-of-way.
- Street Tree: Any tree or shrub located on either side of all streets, avenues, bike paths, and located within the bounds of all Village right-of-ways.
- Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi-stemmed trunk system with a definitely formed crown.

I. Inventory, Tree Maintenance and Tree Planting Plan

Goals

- I. Use the public tree inventory to implement a proactive and systematic maintenance regime for the Village that supports the planning, planting, and care of trees both on public and private land.
- II. Continue to diversify the species, age composition, and distribution within the Village's urban forest structure to prepare for potential future threats and challenges, such as climate change, developmental pressures, Dutch elm disease, the emerald ash borer, and the Asian longhorn beetle.
- III. Plant a minimum of 10 trees (on public and/or private property) every fiscal year to enhance the Village's urban forest.
- IV. Work directly with the Village of Essex Junction Public Works Department to monitor the maintenance and health of public trees and implement the systematic maintenance regime.
- V. Update the public tree inventory every 10 (ten) years.

Inventory

This section outlines the results of the public tree inventory that was conducted by interns with University of Vermont's Land Stewardship Internship Program in the summer of 2013 and a VTUCF intern in the summer of 2014. The inventory results provide a description of the composition and condition of the trees that fall within the public right-of-way (ROW) of the Village of Essex Junction, Vermont. The goal of the inventory was to:

- Determine the composition of the Village of Essex Junction's urban forest;
- Identify all the public trees within the ROW boundaries by location, condition, and species;
- Link inventoried trees to an address, a unique tree number, and GPS location;
- Determine the location and number of potential tree planting sites, both on public property and on private front and side yards;
- Determine which trees are in need of professional consulting and assessment.

The characteristics recorded for each tree were the size, overall health, location, and species. In total, 614 public trees along 95 streets were inventoried in the Village. This information benefits the Village by providing baseline information on the urban forest needs and structure while establishing a foundation for urban forest planning. Only street trees that fall within boundaries of the public ROW were inventoried, which was determined using records from

Essex Junction’s Public Works Department. Additionally, potential tree planting sites on public and private land were identified.

The seven most prevalent public tree species in order from most frequent to least frequent are: green ash (*Fraxinus pennsylvanica*), littleleaf linden (*Tilia cordata*), Norway maple (*Acer platanoides*), pine (*Pinus sp.*), silver maple (*Acer saccharinum*), red maple (*Acer rubrum*), and northern red oak (*Quercus rubra*) as shown in Figure 1. The “other” category reflects nearly half of the Village’s public trees, however each of those species has less than a 5% representation in the total population. A list of these trees can be found in Appendix B.

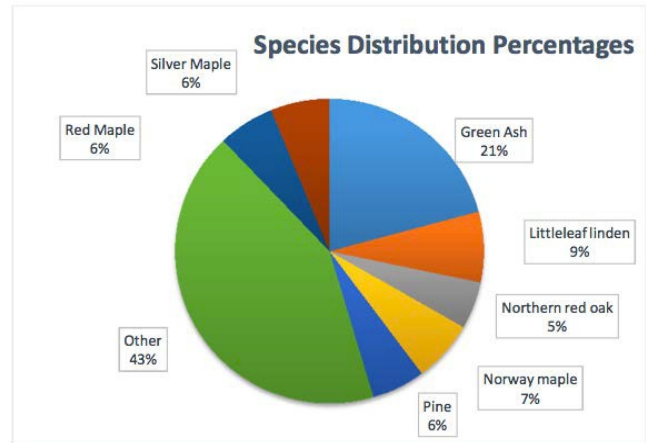


Figure 1. The distribution of tree species by percent composition. Other represents tree species with less than a 5% distribution.

Currently, there is a large variety of tree species within the public ROW. This represents resiliency and adaptability from potential future threats to the urban forest. However, green ash is the most represented tree in the Village, making up over one-fifth of the trees. After Dutch elm disease killed the majority of elm trees, which were the predominant street tree in Vermont communities during the 20th century, green ash was planted in high numbers as a replacement tree along many residential streets. This monoculture trend poses a potential future problem, as now these ash trees are threatened by the arrival of the emerald ash borer. You can learn more about this invasive, as well as other threats, on www.vtinvasives.org. A diverse urban forest is more resilient and adaptable to imposing threats.

Diameter at breast height (DBH) was recorded for each public tree; this measures how large the tree is in girth, which can be correlated to its relative age. As shown in Figure 2, the dominant DBH size classes of the public Village trees are 6-12” and 12-18”. This indicates a fairly young urban forest with not many large, older trees present. Having greater age diversity also creates resiliency and adaptability in the urban forest. With a commitment to maintaining existing trees and continuing the effort

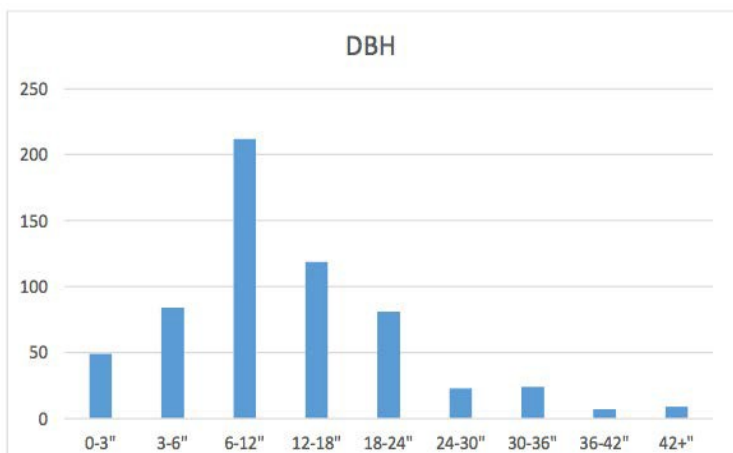
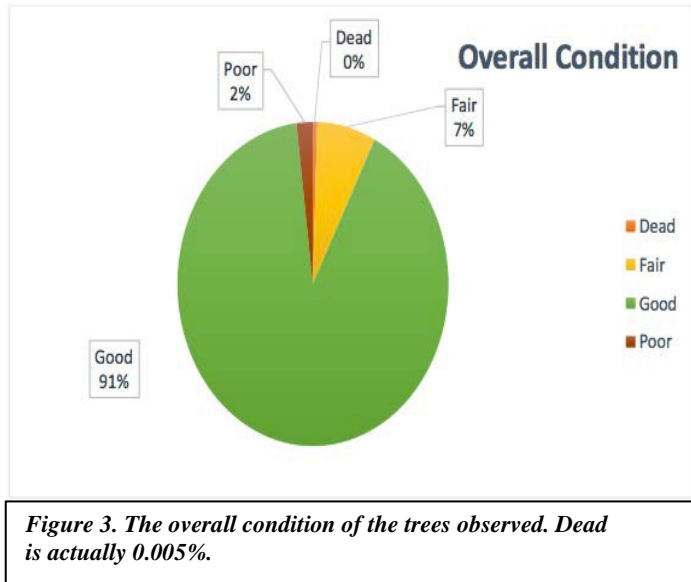


Figure 2. The number of trees percent within each DBH range (inches).

to plant new and young trees, the Village will begin to see an increase in age and size class diversity.

Each tree inventoried was characterized as in “good”, “fair”, “poor”, or “dead” condition, shown in Figure 3. With 91% of the trees rating as “good”, the Village’s urban forest is currently in overall good health. Only 7% of the trees were rated “fair”; these trees should be prioritized for maintenance. The trees that were designated as “poor” or “dead” will likely need to be removed and replaced, as they are in decline.



Since the inventory was completed, these trees have been inspected and removed if necessary.

In addition to the public tree inventory, the VTUCF 2014 summer intern assessed the overall urban forest canopy using the i-Tree Canopy tool, a free online application developed by the USDA Forest Service. i-Tree Canopy allows users to assess total tree cover over an area based on randomly-generated map points and user-defined land cover types. The tool also assigns dollar values to the benefits associated with the overall tree canopy cover. The aim of this assessment is to help citizens and decision-makers better understand the existing and potential tree canopy – encompassing public and private land – in their community.

This assessment tool also helps with preparedness for climate change. One expected threat to Vermont as the climate begins to shift is an increase in precipitation, which can lead to greater saturation and erosion. Assessing the current condition of the Village’s tree canopy helps determine steps to take towards climate resiliency. A key feature of this tool is assessing the relationship between infrastructure and natural systems. By designating randomly selected points with a land cover type, the VTUCF intern was able to produce a picture of the full canopy of the Village encompassing both public and private land; 101 points were assessed within the 4.55 square mile boundary of the Village. The descriptions of land cover included in the assessment were: tree (T), low-lying vegetation (LLG), agriculture (A), impervious (I), building (B), wetland (WL), water (W), other (O). The results, shown in Figure 4, can serve to inform planning for future tree plantings and development opportunities in the Village.

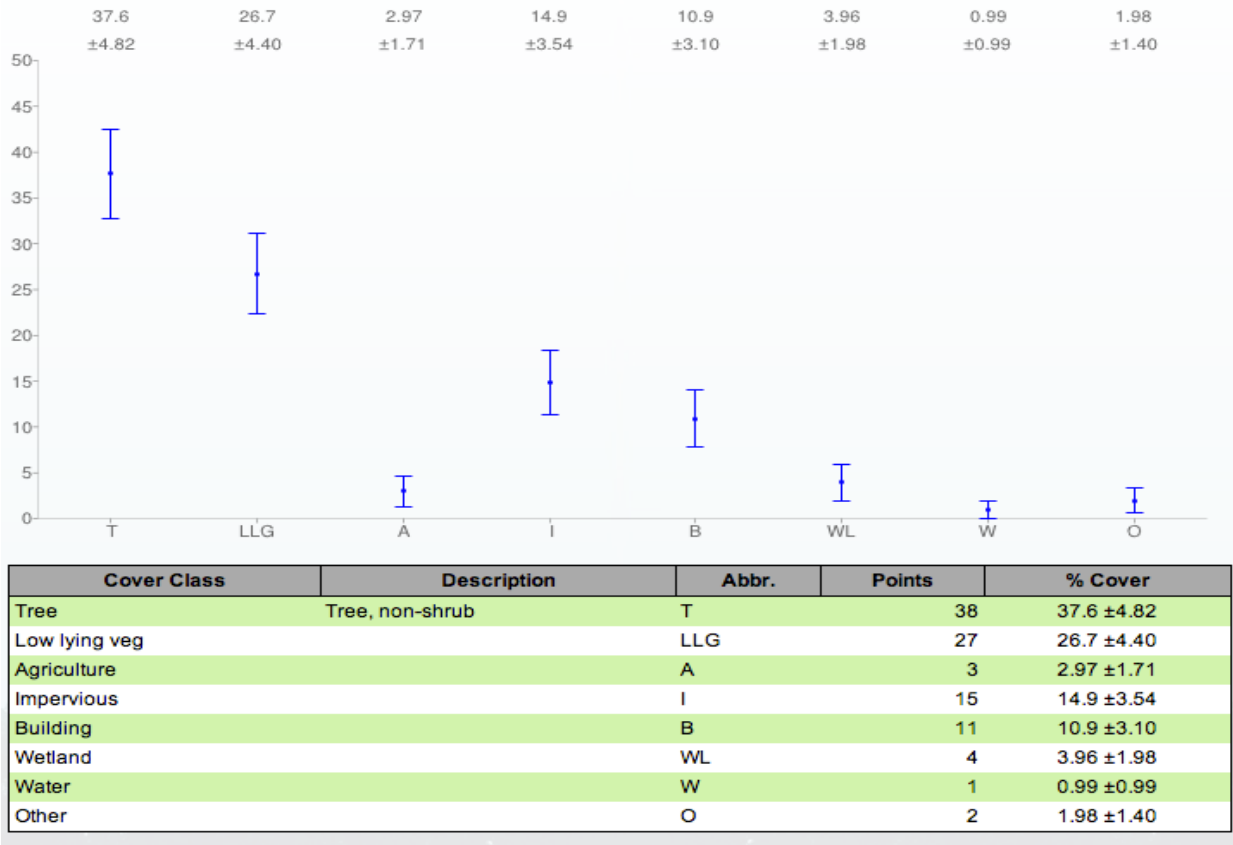


Figure 4. Land cover distribution percentages.

As seen in Figure 4, the Village has approximately 38% tree cover. Nationally, many cities have goals to maintain a minimum of 35-40% canopy cover, and while Essex Junction currently falls within that range, there is potential to increase canopy cover particularly in the 27% of land characterized as low-lying vegetation and grass. Awareness and attention to overall canopy cover can guide urban forest management goals and maximize the potential for the estimated benefits provided by the overall (public and private) tree canopy cover, outlined in Figure 5.

Abbr.	Benefit Description	Value	±SE	Amount	±SE
CO	Carbon Monoxide removed annually	\$39.91	±5.11	941.40 lb	±120.61
NO2	Nitrogen Dioxide removed annually	\$68.70	±8.80	2.57 T	±0.33
O3	Ozone removed annually	\$3,577.96	±458.41	25.56 T	±3.28
PM2.5	Particulate Matter less than 2.5 microns removed annually	\$7,396.31	±947.62	1.24 T	±0.16
SO2	Sulfur Dioxide removed annually	\$12.01	±1.54	1.62 T	±0.21
PM10*	Particulate Matter greater than 2.5 microns and less than 10 microns removed annually	\$2,597.51	±332.79	8.56 T	±1.10
CO2seq	Carbon Dioxide sequestered annually in trees	\$100,785.06	±12,912.61	5,204.94 T	±666.86
CO2stor	Carbon Dioxide stored in trees (Note: this benefit is not an annual rate)	\$2,541,105.34	±325,567.06	131,232.82 T	±16,813.58

Figure 5. Tree Benefits.

The benefits that a healthy urban forest and tree canopy cover can bring to a community are invaluable. However, in recent years many assessment tools have been developed to use models to assign a monetary value to these benefits. According to the i-Tree assessment tool, the Village's public trees currently annually contribute \$114,477.46 in benefits. This value reflects a suite of benefits provided by trees and is associated with the well-being of Village citizens, as well as surrounding communities.

The public can view an interactive tree inventory on the Agency of Natural Resources website, using their Atlas tool, accessible online.

Tree Maintenance

The primary purpose of this urban forest management plan is to increase the benefits of the Village's municipality owned urban forest. Proactively maintaining the Village's public trees will enhance the quality of life for residents and increase the ecological health of the surrounding landscape. As shown in Figure 5, current economic and environmental benefits provided by the urban forest is reason enough to continue improving its quality and health.

An urban forest's health is directly linked to its maintenance. In this respect, the maintenance of the urban trees within the Village should be one of the top priorities. Maintenance has been neglected in the past, but as the community's tree stewardship efforts move forward, we will strive for a proactive – not reactive – public tree management program. The primary public tree caretakers will continue to be the Public Works Department in partnership with the Committee and the Essex Junction Tree Warden. Section II of this plan further outlines operations and responsibilities of tree maintenance.

Since 2012, the Committee and Public Works employees have been periodically training with the Essex Junction Tree Warden and Matt Leonard from the Vermont Department of Forests, Parks, and Recreation to gain skills and proficiency in proper tree pruning and maintenance techniques. In the event that there is a pruning or maintenance situation that cannot be properly completed by Public Works employees, they will consult with the Committee and the Tree Warden to contract that work to a tree care professional.

The challenges that the Public Works Department has faced in the past in regards to maintaining the public trees are:

- Large tree roots pushing up sidewalks;
- Branches blocking signs and street lights;



Figure 6. Department of Public Works pruning a little of linden tree.

- Low canopy heights interfering with road maintenance (i.e. street sweepers, pedestrian traffic, etc.);
- Trees impairing sight visibility in intersections;
- Tree roots compromising the underground infrastructure, such as sewage, storm, and water lines.

To address these maintenance challenges in the future, all tree planting projects coordinated by the Committee will be planned to avoid these issues and the Public Works Department will be involved in decisions about tree planting location(s).

Planting Plan

As already discussed in this plan, urban trees provide community benefits, such as managing storm water, increasing canopy and shade coverage, and creating an aesthetically pleasing environment. The plan incorporates increasing tree canopy coverage, with an initial focus on the commercial district and Village Center.

The tree inventory revealed that there are over 300 potential planting sites throughout the Village. Figure 6 depicts a public tree planting opportunity on Park Street near the Five Corners. Many of these potential planting sites are on private land (front or side yards), which supports the goal of increasing citizen involvement. A complete street list of planting opportunities can be found in Section II of Appendix B.



Figure 7. Example of a public planting opportunity on Park Street.



Figure 8. Dying crab apples were removed (left) and replaced with 3 Autumn blaze maples (right) on Central Street.

There has already been work completed based on the Village's initial inventory which was completed in 2013. Trees assessed to be in "poor" or "dead" condition have been removed and replaced near the cemetery and on Central Street (Figure 8). Over the past three years, the Village has focused on planting trees in the Five Corners and the gateway streets leading to the downtown area. There have been 23 trees planted, funded and supported by the Preservation Trust of Vermont grant program and VTUCF. The focus on this area is founded on the belief that creating an aesthetically pleasing entrance into the heart of the community gives citizens and visitors a clear vision of Village environmental, economic, and social priorities.

The Committee is committed to increasing the number of trees on public and private property while at the same time ensuring that important historic and cultural properties that give Essex Junction its unique street character are enhanced, not obscured, by new plantings. Many of these sites are more favorable to long-term tree health due to larger growing space, more soil volume, moisture availability, reduced soil compaction, and reduced effects of road salt.

Contingent on funding on an annual basis and interest from Essex Junction property owners, the Committee and the Public Works Department will offer to plant a tree on private property (those priority sites identified in the inventory) and maintain it for one or two years. Tree care pamphlets will be available from the Committee if requested by the property owner. The benefits of partnering with private landowners are not only an increase in urban forest canopy, but also reduced tree maintenance responsibilities for the Village. To increase the number of trees planted in the Village, the Committee will offer workshops and events that spread awareness surrounding the benefits of urban trees. Building awareness will lead to an increase in private landowner participation. A full description of these initiatives can be found in Section III.

For all tree plantings in the Village, the tree and site selection process is the responsibility of the Committee working in concert with Public Works and the Community Development Department. The Vermont Tree Selection Guide created by VTUCF (available at www.vtcommunityforestry.org) will be consulted, as well as other tree selection guides. Preference will be given to local nurseries as tree vendors. Currently, the Village is investigating the possibility of partnering with The Center for Technology Essex (CTE) to establish a Street Tree Nursery, which could provide trees for the Village of Essex Junction.

II. Partners, Operations and Funding

Goals

I. Create a five-year timeline with associated budget that can be revisited and refined each fiscal year from 2014–2019.

II. Strengthen local collaboration among the Tree Advisory Committee, the Planning Commission, Community Development Department, Public Works Department, and Village Trustees.

III. Continue collaboration with the Vermont Urban & Community Forestry Program to explore state and federal funding opportunities to assist and support the program.

Operations and Partners

The main goal of the Committee is to strengthen existing partnerships and foster new collaborations to further the maintenance and stewardship of Essex Junction's urban forest. The Committee provides oversight for the planting, maintenance, protection, and removal of trees on public streets, parks, and other Village-owned properties. Since the Committee's establishment in 2014, the Public Works Department has engaged in tree planting and maintenance with guidance from the Committee. The Committee meets monthly, and all meeting minutes and agendas can be found on the Village of Essex Junction website (www.essexjunction.org/tree-advisory-committee).

The Committee partners with the following organizations to assist with the outlined goals:

- Essex Junction Public Works Department
- Village of Essex Junction Community Development Department
- Village Planning Commission
- Essex Junction Trustees
- Essex Junction Tree Warden
- Essex Junction Recreation and Parks
- The Essex Junction School District
- The University of Vermont
- Vermont Urban & Community Forestry Program, Department of Forests, Parks, & Recreation
- Vermont Department of Agriculture
- Green Mountain Power

The Public Works Department, in partnership with the Committee and the Essex Junction Tree Warden, is responsible for maintaining the public ROW trees and implementing the planting plan. The general maintenance and planting responsibilities of Public Works is not a part of the Committee's budget.

The Committee hopes to partner with the Essex Junction Planning Commission and Community Development Department in the future to review landscape plans and tree selection in development applications, when tree planting is proposed on Village owned property as part of

the development application, as outlined in the Village Tree Policy. The Committee may also serve as an advising body, when needed, regarding tree species selection, site selection, and placement.

VTUCF has been a key supporter and stakeholder in establishing the Committee as a Village advisory organization. The Village was awarded a canopy Grant from VTUCF in 2013 which was utilized to fund the initial public tree inventory of the Village, the development of this management plan, and training for Committee members and Public Works employees in urban tree maintenance. In 2013 VTUCF also selected Essex Junction as a pilot community for a project titled, *The Care of the Urban Forest*, funded by the USDA Forest Service, and focused on assisting priority Vermont communities in moving their tree programs forward. Working with VTUCF supports the Committee and has enhanced the Committee's partnerships with the University of Vermont and the Vermont Department of Forests, Parks and Recreation.

Funding

The Tree Advisory Committee annual budget is included in the Public Works Department's Operations and Maintenance budget. These funds are allocated for tree plantings, educational outreach, tree removals, tree care and maintenance. Additionally, the Committee will seek and apply for funding opportunities as they arise, such as grants from the VTUCF and the USDA Forest Service.

III. Community Engagement and Outreach

Goals

- I. Engage community members through outreach programs that encourage citizen involvement in the stewardship of trees in the community.
- II. Increase the Village's overall tree canopy cover by actively encouraging residents and business owners to plant trees on private land.
- II. Coordinate Arbor Day activities with local schools such as tree plantings on school grounds, Village parks, or other public land.
- III. Apply for Tree City USA designation through the National Arbor Day Foundation and fulfill annual designation requirements in line with the Village of Essex Junction Tree Policy.

Community Engagement and Outreach

One of the primary purposes of this management plan is to engage private landowners, business owners, and all other future stakeholders by increasing awareness of all benefits—environmental, economic, and social wellbeing—of tree planting.

Enhancing community outreach and stewardship of the urban forest has been a priority of the Committee. In 2014 the Committee held its first “Planting Tree and Care Workshop,” and will continue to offer other workshops. The initial workshop was successful, with the Essex Junction Tree Warden teaching 18 participants about the basics of tree biology and tree care. Over the 2014 summer season, the Committee had an informational table at the Five Corners Farmer’s Market. Citizens were educated on future threats to trees, as well as the Committee’s role in the Village. The committee has also worked to engage the youth of the community through such events as Arbor Day, which in Vermont falls on the first Friday in May; the first two celebrations were held at Summit Street School. Students who participated in Arbor Day 2013 can be seen helping to plant a public tree in Figure 9.

A variety of local and social media has been contacted to promote the Committee’s outreach activities. A few examples include: The Essex Reporter, Front Porch Forum, Facebook, and the Village Newsletter.

The next step for developing outreach will be informing the public on how they can view the urban tree inventory data online. Empowering citizens to access information about the types of public ROW trees along their property will connect them to their community trees and will encourage them to be active stakeholders in the urban forest. The Committee plans to enhance its website to include additional resources for the community. These next steps build upon the goal of engaging community members with the development of the Village's urban forest.

Like the urban forest, which is constantly evolving, it is the hope that through community engagement this plan will be a living document and continue to evolve.



Figure 9. Children planting a tree on Arbor Day

Appendix A: Essex Junction Tree Policy

I. Purpose

It is the purpose of this policy to promote, protect, and enhance public health, safety, and general welfare by providing a mechanism for the planting, maintenance, protection, and removal of trees and shrubs on public streets, parks, and Village-owned properties within the Village of Essex Junction. This policy also provides for the establishment of the Essex Junction Tree Advisory Committee to engage citizens in the stewardship, management, and recognition of the Village's tree resources.

II. Definitions

- Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.
- Diseased Tree: Any tree or shrub with a combination of structural defects and/or a health condition, which makes it subject to a high probability of failure.
- Hazardous Tree: Any tree or shrub, public or private, with visibly defined structural defects likely to cause failure of all or part of the tree, and be a danger to public safety.
- Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.
- Public Right-of-Way: Right-of-way is measured from the center line of any road within the Village. Distance out from centerline will vary depending on individual streets. This information is available from the Department of Public Works.
- Private Tree: Any tree or shrub or any substantial portion of a tree, shrub, or plant which is in a private location along a public right-of-way.
- Street Tree: Any tree or shrub located on either side of all streets, avenues, bike paths, and located within the bound of all Village right-of-ways.
- Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi- stemmed trunk system with a definitely formed crown.

III. Jurisdiction/Authority

The Trustees shall appoint a Tree Warden, under 24 V.S.A. § 871. The Tree Warden may appoint a Deputy Tree Warden under 24 V.S.A. § 2505. Through its Tree Warden, the Village shall have control of all Public Trees and shall have the authority to plant, maintain, protect, and remove such trees.

IV. Administrative Responsibilities/Administration

The Trustees shall appoint a Tree Advisory Committee for specific purposes as outlined in the Tree Committee's Charter. The Essex Junction Tree Advisory Committee shall be an advisory organization that works with the Tree Warden to promote the improvement and preservation of a healthy environment of the Village as it relates to Public Trees.

The Essex Junction Tree Advisory Committee shall consist of at least four Essex Junction residents and one Essex Junction municipal staff person, all whom shall be appointed by the Trustees. Members will serve staggered terms of three years and will serve without compensation.

The Essex Junction Tree Advisory Committee and the Essex Junction Tree Warden shall be responsible for the following activities:

- a. Develop a street tree master plan;
- b. Conduct a street tree inventory;
- c. Assist Village staff and the Essex Junction Planning Commission in reviewing all landscape master plans.
- d. Assist Village staff and the Essex Junction Planning Commission in updating Land Development code regarding tree planting and maintenance requirements;
- e. Educate citizens of the Village about benefits and care, and threats to trees; and
- f. Organize an annual Essex Junction Arbor Day celebration.

V. Provisions for the Management of Community Trees

The Village is supportive of planting and maintaining trees along its streets, roads, and on other Village and private property. The benefits of street trees are well documented and this policy is consistent with and recognizes those benefits.

The Village shall have the right to plant, maintain, and remove Public Trees as may be necessary to insure public safety, or to preserve or enhance the symmetry and beauty of public right of ways and Village property as set forth in the following guidelines.

a. Tree Planting

- i. All Public Trees shall be planted in accordance with American National Standards Institute (ANSI) A300 Standards for Tree Care Operations.

- ii. Trees shall be selected from the booklet, “Recommended Trees for Vermont Communities”, published by Vermont’s Urban & Community Forestry Program, a copy of which shall be maintained by the Tree Advisory Committee and available for public viewing at the Village Office.
- iii. All newly planted public trees will carry a one year maintenance and replacement guarantee
- iv. No person shall plant any tree within Village right-of-ways or Village property without written permission of the Tree Warden and Community Development Director.
- v. Trees should be sited based on above and below ground site condition. All Public Trees will be planted at a minimum of 30 feet from intersections.

b. Tree Maintenance

- i. All Public Tree care shall be in accordance with the ANSI A300 Standards for Tree Care Operations.
- ii. All contractors who work on Public Trees shall have on staff a certified arborist. iii. It shall be the responsibility of any person owning property bordering on a public street, sidewalk, recreational path, or other public right-of-way to ensure trees or shrubs that are dead, diseased, or injured do not pose an unreasonable risk of property damage or bodily injury occurring within such public right-of- way.

c. Tree Removal

- i. In accordance with 24 V.S.A. § 2502, the Village Tree Warden may remove any Public Tree that is diseased, dying, or dead which create a hazard to public safety or threaten the effectiveness of disease or insect control programs.
- ii. If, in the opinion of the Tree Warden, a Public Tree constitutes no hazard to public safety and is determined to be healthy but needs to be removed, then the Tree Warden will warn a public hearing and shall be in accordance with 24 V.S.A. § 2509:

A Public Shade Tree within the residential part of a municipality shall not be felled without a public hearing by the tree warning, except that when it is infested with or infected by a recognized tree pest, or when it constitutes a hazard to public safety, no hearing shall be required. In all cases the decision of the Tree Warden shall be final except that when the Tree Warden is an interested party or when a party in interest so requests in writing, such final decision shall be made by the Trustees.

- iii. Two weeks before the scheduled removal of the tree the public will be notified via the Trustees meeting and/or paper of record and a sign will be posted on the Public Tree of the proposed action to be taken and the Public Hearing time, date, and place.

iv. Anyone contesting the removal of a Public Tree must do so to the Tree Warden between the time of posting the tree removal notice and the hearing, at the hearing or within 24 hours of the decision having been made. After informing the Tree Warden, a written appeal must be submitted within two weeks to the Tree Warden and the Trustees. The Tree Warden will notify the appellant by certified mail of the hearing with the Trustees; the decision of the Trustees will be final.

d. Tree Protection

- i. No Public Tree shall be pruned, removed, or harmed in any way without the written permission of the Tree Warden.
- ii. Any construction within the outer most drip line of Public Trees requires consultation with the Tree Warden who may provide specific written requirements for additional protections.

VI. Control of Hazardous Trees and Trees Infested with a Pest or Pathogen

The Village, in consultation with the Tree Warden, may remove or cause to be removed any Public or Private Tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to the Village infrastructure or other public improvements, or is affected with any injurious disease, insect, or other pest, in accordance with 24 V.S.A. § 2511:

When an insect or disease pest infestation upon or in public or private shade trees threatens other public or private trees, is considered detrimental to a community shade tree preservation program or threatens the public safety, the tree warden may request surveys and recommendations for control action from the commissioner of agriculture, food and markets. On recommendation of the commissioner of agriculture, food and markets, the tree warden may designate areas threatened or affected in which control measures are to be applied and shall publish notice of the proposal in one or more newspapers having a general circulation in the area in which control measures are to be undertaken. On recommendation of the commissioner, the tree warden may apply measures of infestation control on public and private land to any trees, shrubs or plants thereon harboring or which may harbor the threatening insect or disease pest. He may enter into agreements with owners of such lands covering the control work on their lands, but the failure of the tree warden to negotiate with any owner shall not impair his right to enter on the lands of said owner to conduct recommended control measures, the cost of which shall be paid by the municipality.

If the Tree Warden shall determine with reasonable certainty upon inspection or examination that any hazardous tree herein defined exists in or upon any private premises within the Village, and may damage or cause injury in the Village ROW, he/she may notify the owner of such premises,

or their agent, in writing that said nuisance tree must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the hazardous tree, the manner in which the hazard shall be abated, and the time limited in which the hazard shall be abated which shall not be less than fifteen (15) days after issuance of said notice unless the Tree Warden shall determine that immediate action is necessary for public safety.

Adopted by the Village Trustees on 11/12/13.

Appendix B: Essex Junction Tree Data

I. Trees with less than 5% representation within the public ROW.

American elm	broadleaf evergreen large	elm	quaking aspen
Austrian pine	broadleaf evergreen medium	European mountain ash	red cedar
Balsam fir	broadleaf evergreen small	gingko	red mulberry
basswood	Chinese elm	honey locust	red spruce
birch	coniferous evergreen large	Japanese tree lilac	scarlet oak
black locust	coniferous evergreen medium	lilac	Scotch pine
blue spruce	cottonwood	maple	serviceberry
box elder	crabapple	Norway spruce	staghorn sumac
broadleaf deciduous large	eastern red cedar	oak	sugar maple
broadleaf deciduous medium	eastern redbud	pear	tulip tree
broadleaf deciduous small	eastern white pine	plum	white ash

II. Planting opportunities by street.

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Abnaki Ave	9			9
R	Acorn Circle	2			2
R	Adams Ct	3			3
R	Arlington St	6			6
R	Aspen Dr	16			16
R	Athens Dr	1			1
R	Beech St	2			2
R	Briar Ln	1			1
R	Brownell Dr	3	1		4
R	Camp St	2			2
B/R	Central St	3			3
R	Cherokee Ave	5			5
R	Cherry St	1			1

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Corduroy Rd	4			4
R	Countryside	4			4
R	Curtis Ave	3			3
R	Cushing Dr		1		1
R	Drury Dr	4			4
R	Dunbar Dr		3		3
R	E Williams St	12			12
R	East St	6			6
R	Edgewood Dr	6			6
R	Elm St	1			1
R	Fairview Dr	9			9
R	Grandview Ave	14			14
R	Grant St	1			1
R	Greenwood Ave	1			1
B/R	Hiawatha Ave	1			1
R	Hillcrest Rd	1			1
R	Iroquois Ave	16			16
B/R	Jackson St	9			9
R	Juniper Ridge	1	1		2
R	Killoran Dr	1			1
R	Kiln Dr	4			4
R	Lamoille Ave	1			1
R	Lavoie Dr		1		1
B/R	Lincoln St	1			1
B/R	Main St	4		2	6
R	Mansfield Ave	2			2
B/R	Maple St	22	1		23
R	Maple St Ext	3			3
R	Mason Dr	2			2
R	McGregor St	2			2
R	Mohawk Ave	4			4
R	Murray Rd	10			10
R	North St	3			3
R	Oneida St	1			1
B/R	Park St	6			6
B/R	Pearl St	5			5
R	Pine Ct	3			3
B/R	Prospect St	2			2

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Redwood Terrace	7			7
R	Rivendell Dr	2			2
R	Rosewood Ln	6			6
R	Rotunda Ave	6			6
R	S Summit St	17	3		20
R	Seneca Ave	8			8
R	South St	13	1		14
R	South St Ln	2			2
R	Southview Rd	2			2
B/R	Summit St	2			2
R	Sycamore Ln	3			3
R	Tamarack Dr	6			6
R	Tyler Dr	3			3
R	Upland Rd	5			5
R	Villa Dr	4			4
R	W Hillcrest Rd	1			1
R	Waverly St	1			1
B/R	West St	15	2		17
R	Williams St	1			1
R	Woods End Dr	5			5
R	Wrisley St	1			1
	Grand Total	333	14	2	349

References

USFS Urban Tree Canopy Assessment Pittsburgh Urban Forest
management Plan [http://www.essexjunction.org/boards/tree-
advisory-committee/](http://www.essexjunction.org/boards/tree-advisory-committee/)

MEMORANDUM FOR: Selectboard and Village Trustees

FROM: Alan L. Nye, Town and Village Representative to the Chittenden Solid Waste District (CSWD)

DATE: December 17, 2015

SUBJECT: Update on Activities at CSWD

On December 16th, the Board approved a preliminary budget for 2016. This budget does not include an assessment to the member towns for the upcoming year. This is the same as for all but the first two years of the District's existence. Operating funds will be generated from tip fees, sale of products, and the Solid Waste Management Fee, that is assessed on all waste disposed of at the landfill.

There is an issue with the State Contract on the collection of Electronic Wastes in that past years CSWD and the other waste districts collecting electronic devices received \$.05/pound, but the contracted collector is offering only \$.04/pound. This will require CSWD to come up with the remaining funding from our budget as it costs approximately \$.075/pound to run the program, but we are told the State is rebidding contract and there should be a new contract in place by the 1st of July.

The City of Burlington had requested an exemption of the Solid Waste Management Fee for some contaminated soil they acquired doing a project on the waterfront. You may have seen news broadcasts on this as it was stored a Leddy Park for some time. The District voted to not approve the request but allow them to use their Community Clean Up Funds (an annual allocation to each Town by the District) to pay a portion of the cost.

If either board would like further updates or have questions, please let me know and I would be in attendance at one of your meetings.

Thank you for letting me represent both the Town and Village residents on this Board.



Community Development Department

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www.essexjunction.org

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Fax: (802) 878-6946

MEMORANDUM

TO: Pat Scheidel, Municipal Manager, and Village Trustees
FROM: Robin Pierce, Community Development Director *RP*
DATE: January 12, 2016
SUBJECT: Village of Essex Junction Tree Policy and Urban Forest Management Plan

Issue

The issue is whether or not the Trustees wish to modify the existing Village of Essex Junction Tree Policy as suggested below, and approve the Urban Forest Management Plan submitted by the Tree Advisory Committee and approved by staff.

Discussion

The Tree Advisory Committee has suggested modifications (emboldened) to the existing Tree Policy that have been agreed with by staff, as follows:

IV. Administrative Responsibilities/Administration.

The Essex Junction Tree Advisory Committee **and the Essex Junction Tree Warden** shall be responsible for the following activities:

c. Assist Village Staff and the Essex Junction Planning Commission in reviewing **all** landscape master plans.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees approve the amended Village Tree Policy and the Urban Forest Management Plan.

Village of Essex Junction

Tree Policy

I. Purpose

It is the purpose of this policy to promote, protect, and enhance public health, safety, and general welfare by providing a mechanism for the planting, maintenance, protection, and removal of trees and shrubs on public streets, parks, and Village-owned properties within the Village of Essex Junction. This policy also provides for the establishment of the Essex Junction Tree Advisory Committee to engage citizens in the stewardship, management, and recognition of the Village's tree resources.

II. Definitions

Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.

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Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.

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Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi-stemmed trunk system with a definitely formed crown.

III. Jurisdiction/Authority

The Trustees shall appoint a Tree Warden, under 24 V.S.A. § 871. The Tree Warden may appoint a Deputy Tree Warden under 24 V.S.A. § 2505. Through its Tree Warden, the Village shall have control of all Public Trees and shall have the authority to plant, maintain, protect, and remove such trees.

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The Trustees shall appoint a Tree Advisory Committee for specific purposes as outlined in the Tree Committee's Charter. The Essex Junction Tree Advisory Committee shall be an advisory organization that works with the Tree Warden to promote the improvement and preservation of a healthy environment of the Village as it relates to Public Trees.

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The Essex Junction Tree Advisory Committee and the Essex Junction Tree Warden shall be responsible for the following activities:

- a. Develop a street tree master plan;
- b. Conduct a street tree inventory;
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- d. Assist Village staff and the Essex Junction Planning Commission in updating Land Development code regarding tree planting and maintenance requirements;
- e. Educate citizens of the Village about benefits and care, and threats to trees; and
- f. Organize an annual Essex Junction Arbor Day celebration.

V. Provisions for the Management of Community Trees

The Village is supportive of planting and maintaining trees along its streets, roads, and on other Village and private property. The benefits of street trees are well documented and this policy is consistent with and recognizes those benefits.

The Village shall have the right to plant, maintain, and remove Public Trees as may be necessary to insure public safety, or to preserve or enhance the symmetry and beauty of public right of ways and Village property as set forth in the following guidelines.

a. Tree Planting

- i. All Public Trees shall be planted in accordance with American National Standards Institute (ANSI) A300 Standards for Tree Care Operations.
- ii. Trees shall be selected from the booklet, "Recommended Trees for Vermont Communities", published by Vermont's Urban & Community Forestry Program, a copy of which shall be maintained by the Tree Advisory Committee and available for public viewing at the Village Office.
- iii. All newly planted public trees will carry a one year maintenance and replacement guarantee
- iv. No person shall plant any tree within Village right-of-ways or Village property without written permission of the Tree Warden and Development Director.
- v. Trees should be sited based on above and below ground site condition. All Public Trees will be planted at a minimum of 30 feet from intersections.

b. Tree Maintenance

- i. All Public Tree care shall be in accordance with the ANSI A300 Standards for Tree Care Operations.
- ii. All contractors who work on Public Trees shall have on staff a certified arborist.

- iii. It shall be the responsibility of any person owning property bordering on a public street, sidewalk, recreational path, or other public right-of-way to ensure trees or shrubs that are dead, diseased, or injured do not pose an unreasonable risk of property damage or bodily injury occurring within such public right-of-way.

c. Tree Removal

- i. In accordance with 24 V.S.A. § 2502, the Village Tree Warden may remove any Public Tree that is diseased, dying, or dead which create a hazard to public safety of threaten the effectiveness of disease or insect control programs.
- ii. If, in the opinion of the Tree Warden, a Public Tree constitutes no hazard to public safety and is determined to be healthy but needs to be removed, then the Tree Warden will warn a public hearing and shall be in accordance with 24 V.S.A. § 2509:

A Public Shade Tree within the residential part of a municipality shall not be felled without a public hearing by the tree warning, except that when it is infested with or infected by a recognized tree pest, or when it constitutes a hazard to public safety, no hearing shall be required. In all cases the decision of the Tree Warden shall be final except that when the Tree Warden is an interested party or when a party in interest so requests in writing, such final decision shall be made by the Trustees.

- iii. Two weeks before the scheduled removal of the tree the public will be notified via the Trustees meeting and/or paper of record and a sign will be posted on the Public Tree of the proposed action to be taken and the Public Hearing time, date, and place.
- iv. Anyone contesting the removal of a Public Tree must do so to the Tree Warden between the time of posting the tree removal notice and the hearing, at the hearing or within 24 hours of the decision having been made. After informing the Tree Warden, a written appeal must be submitted within two weeks to the Tree Warden and the Trustees. The Tree Warden will notify the appellant by certified mail of the hearing with the Trustees; the decision of the Trustees will be final.

d. Tree Protection

- i. No Public Tree shall be pruned, removed, or harmed in any way without the written permission of the Tree Warden
- ii. Any construction within the outer most drip line of Public Trees requires consultation with the Tree Warden who may provide specific written requirements for additional protections

VI. Control of Hazardous Trees & Trees Infested with a Pest or Pathogen

The Village, in consultation with the Tree Warden, may remove or cause to be removed any Public or Private Tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to the Village infrastructure or other public improvements, or is affected with any injurious disease, insect, or other pest, in accordance with 24 V.S.A. § 2511:

When an insect or disease pest infestation upon or in public or private shade trees threatens other public or private trees, is considered detrimental to a community shade tree preservation program or threatens the public safety, the tree warden may request surveys and recommendations for control action from the commissioner of agriculture,

food and markets. On recommendation of the commissioner of agriculture, food and markets, the tree warden may designate areas threatened or affected in which control measures are to be applied and shall publish notice of the proposal in one or more newspapers having a general circulation in the area in which control measures are to be undertaken. On recommendation of the commissioner, the tree warden may apply measures of infestation control on public and private land to any trees, shrubs or plants thereon harboring or which may harbor the threatening insect or disease pest. He may enter into agreements with owners of such lands covering the control work on their lands, but the failure of the tree warden to negotiate with any owner shall not impair his right to enter on the lands of said owner to conduct recommended control measures, the cost of which shall be paid by the municipality.

If the Tree Warden shall determine with reasonable certainty upon inspection or examination that any hazardous tree herein defined exists in or upon any private premises within the Village, and may damage or cause injury in the Village ROW, he/she may notify the owner of such premises, or their agent, in writing that said nuisance tree must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the hazardous tree, the manner in which the hazard shall be abated, and the time limited in which the hazard shall be abated which shall not be less than fifteen (15) days after issuance of said notice unless the Tree Warden shall determine that immediate action is necessary for public safety.

Adopted by the Village Trustees on 11/12/13, revised 1/12/16.

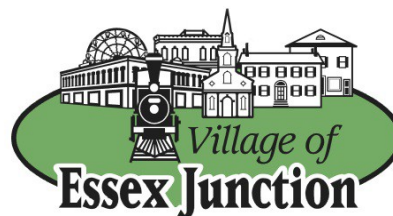
Village of Essex Junction

Urban Forest Management Plan



Prepared by: Village of Essex Junction Tree Advisory Committee

Funded by: Vermont Urban & Community Forestry Program



January 7, 2016

Essex Junction Urban Forest Management Plan

Village of Essex Junction, Vermont

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Public Works Department

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Executive Summary

This document provides the framework for a long-term urban forest management plan for the Village of Essex Junction, hereafter referred to as the Village, which can be consulted by residents, Village departments, and the Planning Commission.

The Essex Junction Tree Advisory Committee, established in January 2014, and hereafter referred to as the Committee, partnered with the Vermont Urban & Community Forestry Program (VTUCF) to compile the information and plans needed to maintain and enhance the urban forest within the Village. The completion of a public tree inventory in 2014, the adoption of a Tree Ordinance in 2013, and the establishment of a tree budget have poised the Village to properly manage its urban forest. The maintenance and planting portion of this management plan will be revisited each year and enhanced every five years to ensure that both short-term and long-term goals are being met.

The Committee recognizes that maintaining and enhancing the urban forest provides invaluable benefits to the economic, environmental, and social well-being of the community. Benefits include: reducing energy use through shading, moderating storm water flows, improving economic sustainability, reducing air pollution, removing carbon from the atmosphere, protecting water quality, providing habitat for wildlife, and supporting the physical and mental health of residents. The urban forest gives the community an aesthetically pleasing value, while providing a place for recreation and inspiration.

The main vision for the Village, as outlined in this document, is twofold. First, it is to protect its heritage by maintaining the health and structure of the existing urban forest. Second, it is to improve its aesthetic character by expanding the number of trees planted on public and private land. Creating this public-private partnership is critical to the success of a healthy and expanded tree canopy. The goals outlined in this document focus on planting, maintenance, partnerships, funding, and community engagement.

The Committee has developed this urban tree management plan to guide the growth, management, and sustainability of trees in the Village. The Committee will assess the needs of the urban forest, as potential future threats such as invasive pests, climate change, and development, become reality.

II. Definitions

- Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.
- Diseased Tree: Any tree or shrub with a combination of structural defects and/or a health condition, which makes it subject to a high probability of failure.
- Hazardous Tree: Any tree or shrub, public or private, with visibly defined structural defects likely to cause failure of all or part of the tree, and be a danger to public safety.

- Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.
- Public Right-of-Way: Right-of-Way is measured from the center line of any road within the Village. Distance out from centerline will vary depending on individual streets. This information is available from the Department of Public Works.
- Private Tree: Any tree or shrub or any substantial portion of a tree, shrub, or plant which is in a private location along a public right-of-way.
- Street Tree: Any tree or shrub located on either side of all streets, avenues, bike paths, and located within the bounds of all Village right-of-ways.
- Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi-stemmed trunk system with a definitely formed crown.

I. Inventory, Tree Maintenance and Tree Planting Plan

Goals

- I. Use the public tree inventory to implement a proactive and systematic maintenance regime for the Village that supports the planning, planting, and care of trees both on public and private land.
- II. Continue to diversify the species, age composition, and distribution within the Village's urban forest structure to prepare for potential future threats and challenges, such as climate change, developmental pressures, Dutch elm disease, the emerald ash borer, and the Asian longhorn beetle.
- III. Plant a minimum of 10 trees (on public and/or private property) every fiscal year to enhance the Village's urban forest.
- IV. Work directly with the Village of Essex Junction Public Works Department to monitor the maintenance and health of public trees and implement the systematic maintenance regime.
- V. Update the public tree inventory every 10 (ten) years.

Inventory

This section outlines the results of the public tree inventory that was conducted by interns with University of Vermont's Land Stewardship Internship Program in the summer of 2013 and a VTUCF intern in the summer of 2014. The inventory results provide a description of the composition and condition of the trees that fall within the public right-of-way (ROW) of the Village of Essex Junction, Vermont. The goal of the inventory was to:

- Determine the composition of the Village of Essex Junction's urban forest;
- Identify all the public trees within the ROW boundaries by location, condition, and species;
- Link inventoried trees to an address, a unique tree number, and GPS location;
- Determine the location and number of potential tree planting sites, both on public property and on private front and side yards;
- Determine which trees are in need of professional consulting and assessment.

The characteristics recorded for each tree were the size, overall health, location, and species. In total, 614 public trees along 95 streets were inventoried in the Village. This information benefits the Village by providing baseline information on the urban forest needs and structure while establishing a foundation for urban forest planning. Only street trees that fall within boundaries of the public ROW were inventoried, which was determined using records from

Essex Junction’s Public Works Department. Additionally, potential tree planting sites on public and private land were identified.

The seven most prevalent public tree species in order from most frequent to least frequent are: green ash (*Fraxinus pennsylvanica*), littleleaf linden (*Tilia cordata*), Norway maple (*Acer platanoides*), pine (*Pinus sp.*), silver maple (*Acer saccharinum*), red maple (*Acer rubrum*), and northern red oak (*Quercus rubra*) as shown in Figure 1. The “other” category reflects nearly half of the Village’s public trees, however each of those species has less than a 5% representation in the total population. A list of these trees can be found in Appendix B.

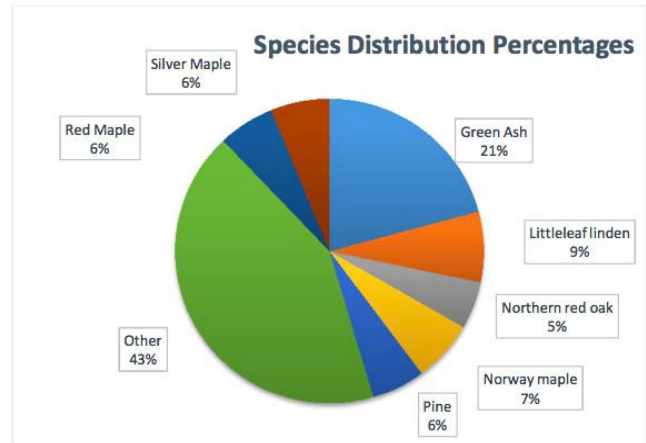


Figure 1. The distribution of tree species by percent composition. Other represents tree species with less than a 5% distribution.

Currently, there is a large variety of tree species within the public ROW. This represents resiliency and adaptability from potential future threats to the urban forest. However, green ash is the most represented tree in the Village, making up over one-fifth of the trees. After Dutch elm disease killed the majority of elm trees, which were the predominant street tree in Vermont communities during the 20th century, green ash was planted in high numbers as a replacement tree along many residential streets. This monoculture trend poses a potential future problem, as now these ash trees are threatened by the arrival of the emerald ash borer. You can learn more about this invasive, as well as other threats, on www.vtinvasives.org. A diverse urban forest is more resilient and adaptable to imposing threats.

Diameter at breast height (DBH) was recorded for each public tree; this measures how large the tree is in girth, which can be correlated to its relative age. As shown in Figure 2, the dominant DBH size classes of the public Village trees are 6-12” and 12-18”. This indicates a fairly young urban forest with not many large, older trees present. Having greater age diversity also creates resiliency and adaptability in the urban forest. With a commitment to maintaining existing trees and continuing the effort

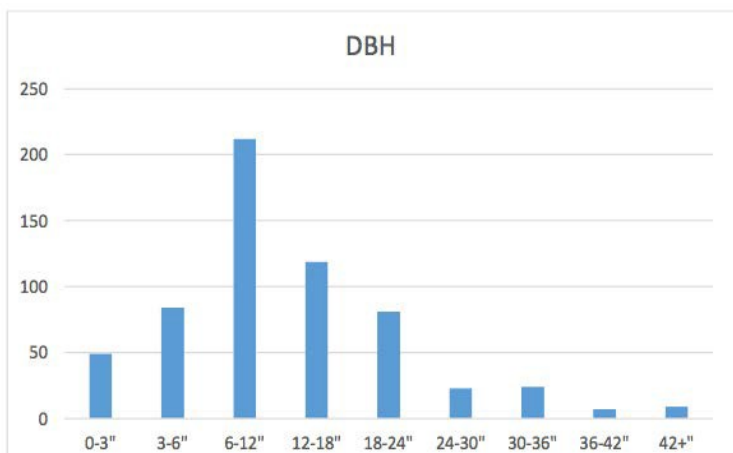
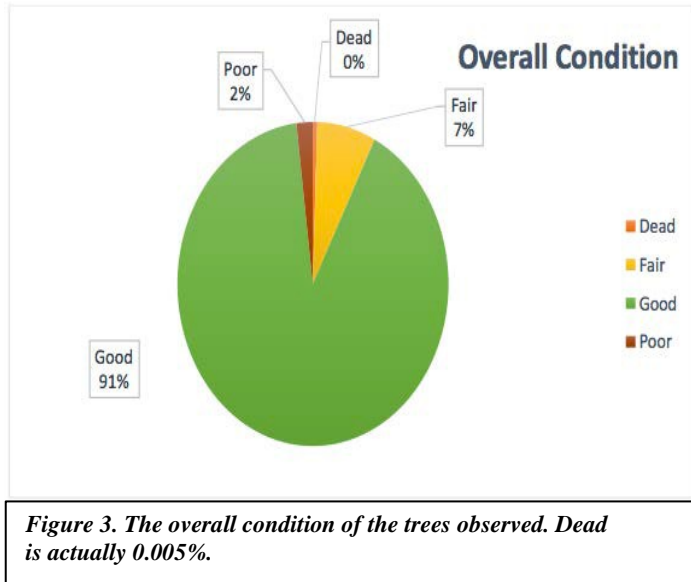


Figure 2. The number of trees percent within each DBH range (inches).

to plant new and young trees, the Village will begin to see an increase in age and size class diversity.

Each tree inventoried was characterized as in “good”, “fair”, “poor”, or “dead” condition, shown in Figure 3. With 91% of the trees rating as “good”, the Village’s urban forest is currently in overall good health. Only 7% of the trees were rated “fair”; these trees should be prioritized for maintenance. The trees that were designated as “poor” or “dead” will likely need to be removed and replaced, as they are in decline.



Since the inventory was completed, these trees have been inspected and removed if necessary.

In addition to the public tree inventory, the VTUCF 2014 summer intern assessed the overall urban forest canopy using the i-Tree Canopy tool, a free online application developed by the USDA Forest Service. i-Tree Canopy allows users to assess total tree cover over an area based on randomly-generated map points and user-defined land cover types. The tool also assigns dollar values to the benefits associated with the overall tree canopy cover. The aim of this assessment is to help citizens and decision-makers better understand the existing and potential tree canopy – encompassing public and private land – in their community.

This assessment tool also helps with preparedness for climate change. One expected threat to Vermont as the climate begins to shift is an increase in precipitation, which can lead to greater saturation and erosion. Assessing the current condition of the Village’s tree canopy helps determine steps to take towards climate resiliency. A key feature of this tool is assessing the relationship between infrastructure and natural systems. By designating randomly selected points with a land cover type, the VTUCF intern was able to produce a picture of the full canopy of the Village encompassing both public and private land; 101 points were assessed within the 4.55 square mile boundary of the Village. The descriptions of land cover included in the assessment were: tree (T), low-lying vegetation (LLG), agriculture (A), impervious (I), building (B), wetland (WL), water (W), other (O). The results, shown in Figure 4, can serve to inform planning for future tree plantings and development opportunities in the Village.

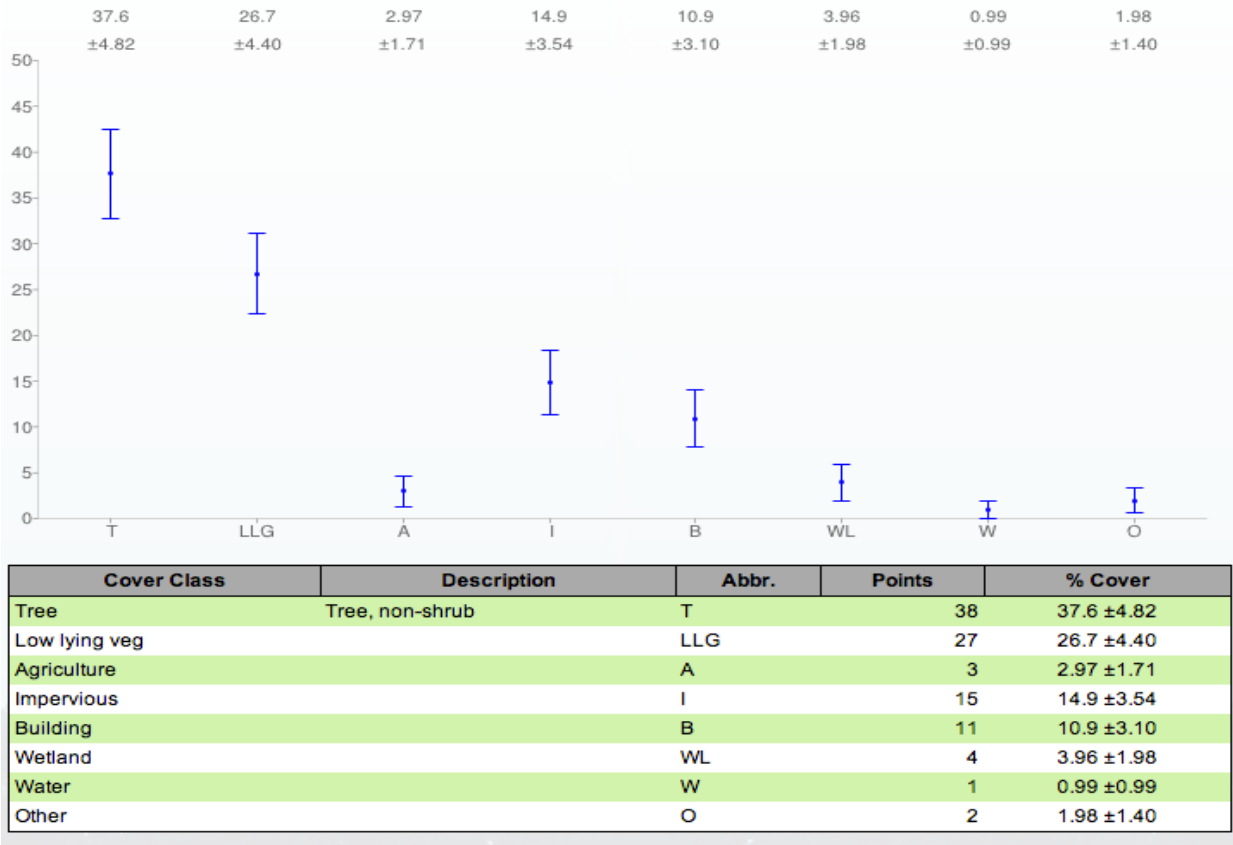


Figure 4. Land cover distribution percentages.

As seen in Figure 4, the Village has approximately 38% tree cover. Nationally, many cities have goals to maintain a minimum of 35-40% canopy cover, and while Essex Junction currently falls within that range, there is potential to increase canopy cover particularly in the 27% of land characterized as low-lying vegetation and grass. Awareness and attention to overall canopy cover can guide urban forest management goals and maximize the potential for the estimated benefits provided by the overall (public and private) tree canopy cover, outlined in Figure 5.

Abbr.	Benefit Description	Value	±SE	Amount	±SE
CO	Carbon Monoxide removed annually	\$39.91	±5.11	941.40 lb	±120.61
NO2	Nitrogen Dioxide removed annually	\$68.70	±8.80	2.57 T	±0.33
O3	Ozone removed annually	\$3,577.96	±458.41	25.56 T	±3.28
PM2.5	Particulate Matter less than 2.5 microns removed annually	\$7,396.31	±947.62	1.24 T	±0.16
SO2	Sulfur Dioxide removed annually	\$12.01	±1.54	1.62 T	±0.21
PM10*	Particulate Matter greater than 2.5 microns and less than 10 microns removed annually	\$2,597.51	±332.79	8.56 T	±1.10
CO2seq	Carbon Dioxide sequestered annually in trees	\$100,785.06	±12,912.61	5,204.94 T	±666.86
CO2stor	Carbon Dioxide stored in trees (Note: this benefit is not an annual rate)	\$2,541,105.34	±325,567.06	131,232.82 T	±16,813.58

Figure 5. Tree Benefits.

The benefits that a healthy urban forest and tree canopy cover can bring to a community are invaluable. However, in recent years many assessment tools have been developed to use models to assign a monetary value to these benefits. According to the i-Tree assessment tool, the Village's public trees currently annually contribute \$114,477.46 in benefits. This value reflects a suite of benefits provided by trees and is associated with the well-being of Village citizens, as well as surrounding communities.

The public can view an interactive tree inventory on the Agency of Natural Resources website, using their Atlas tool, accessible online.

Tree Maintenance

The primary purpose of this urban forest management plan is to increase the benefits of the Village's municipality owned urban forest. Proactively maintaining the Village's public trees will enhance the quality of life for residents and increase the ecological health of the surrounding landscape. As shown in Figure 5, current economic and environmental benefits provided by the urban forest is reason enough to continue improving its quality and health.

An urban forest's health is directly linked to its maintenance. In this respect, the maintenance of the urban trees within the Village should be one of the top priorities. Maintenance has been neglected in the past, but as the community's tree stewardship efforts move forward, we will strive for a proactive – not reactive – public tree management program. The primary public tree caretakers will continue to be the Public Works Department in partnership with the Committee and the Essex Junction Tree Warden. Section II of this plan further outlines operations and responsibilities of tree maintenance.

Since 2012, the Committee and Public Works employees have been periodically training with the Essex Junction Tree Warden and Matt Leonard from the Vermont Department of Forests, Parks, and Recreation to gain skills and proficiency in proper tree pruning and maintenance techniques. In the event that there is a pruning or maintenance situation that cannot be properly completed by Public Works employees, they will consult with the Committee and the Tree Warden to contract that work to a tree care professional.

The challenges that the Public Works Department has faced in the past in regards to maintaining the public trees are:

- Large tree roots pushing up sidewalks;
- Branches blocking signs and street lights;



Figure 6. Department of Public Works pruning a little of linden tree.

- Low canopy heights interfering with road maintenance (i.e. street sweepers, pedestrian traffic, etc.);
- Trees impairing sight visibility in intersections;
- Tree roots compromising the underground infrastructure, such as sewage, storm, and water lines.

To address these maintenance challenges in the future, all tree planting projects coordinated by the Committee will be planned to avoid these issues and the Public Works Department will be involved in decisions about tree planting location(s).

Planting Plan

As already discussed in this plan, urban trees provide community benefits, such as managing storm water, increasing canopy and shade coverage, and creating an aesthetically pleasing environment. The plan incorporates increasing tree canopy coverage, with an initial focus on the commercial district and Village Center.

The tree inventory revealed that there are over 300 potential planting sites throughout the Village. Figure 6 depicts a public tree planting opportunity on Park Street near the Five Corners. Many of these potential planting sites are on private land (front or side yards), which supports the goal of increasing citizen involvement. A complete street list of planting opportunities can be found in Section II of Appendix B.



Figure 7. Example of a public planting opportunity on Park Street.



Figure 8. Dying crab apples were removed (left) and replaced with 3 Autumn blaze maples (right) on Central Street.

There has already been work completed based on the Village's initial inventory which was completed in 2013. Trees assessed to be in "poor" or "dead" condition have been removed and replaced near the cemetery and on Central Street (Figure 8). Over the past three years, the Village has focused on planting trees in the Five Corners and the gateway streets leading to the downtown area. There have been 23 trees planted, funded and supported by the Preservation Trust of Vermont grant program and VTUCF. The focus on this area is founded on the belief that creating an aesthetically pleasing entrance into the heart of the community gives citizens and visitors a clear vision of Village environmental, economic, and social priorities.

The Committee is committed to increasing the number of trees on public and private property while at the same time ensuring that important historic and cultural properties that give Essex Junction its unique street character are enhanced, not obscured, by new plantings. Many of these sites are more favorable to long-term tree health due to larger growing space, more soil volume, moisture availability, reduced soil compaction, and reduced effects of road salt.

Contingent on funding on an annual basis and interest from Essex Junction property owners, the Committee and the Public Works Department will offer to plant a tree on private property (those priority sites identified in the inventory) and maintain it for one or two years. Tree care pamphlets will be available from the Committee if requested by the property owner. The benefits of partnering with private landowners are not only an increase in urban forest canopy, but also reduced tree maintenance responsibilities for the Village. To increase the number of trees planted in the Village, the Committee will offer workshops and events that spread awareness surrounding the benefits of urban trees. Building awareness will lead to an increase in private landowner participation. A full description of these initiatives can be found in Section III.

For all tree plantings in the Village, the tree and site selection process is the responsibility of the Committee working in concert with Public Works and the Community Development Department. The Vermont Tree Selection Guide created by VTUCF (available at www.vtcommunityforestry.org) will be consulted, as well as other tree selection guides. Preference will be given to local nurseries as tree vendors. Currently, the Village is investigating the possibility of partnering with The Center for Technology Essex (CTE) to establish a Street Tree Nursery, which could provide trees for the Village of Essex Junction.

II. Partners, Operations and Funding

Goals

I. Create a five-year timeline with associated budget that can be revisited and refined each fiscal year from 2014–2019.

II. Strengthen local collaboration among the Tree Advisory Committee, the Planning Commission, Community Development Department, Public Works Department, and Village Trustees.

III. Continue collaboration with the Vermont Urban & Community Forestry Program to explore state and federal funding opportunities to assist and support the program.

Operations and Partners

The main goal of the Committee is to strengthen existing partnerships and foster new collaborations to further the maintenance and stewardship of Essex Junction's urban forest. The Committee provides oversight for the planting, maintenance, protection, and removal of trees on public streets, parks, and other Village-owned properties. Since the Committee's establishment in 2014, the Public Works Department has engaged in tree planting and maintenance with guidance from the Committee. The Committee meets monthly, and all meeting minutes and agendas can be found on the Village of Essex Junction website (www.essexjunction.org/tree-advisory-committee).

The Committee partners with the following organizations to assist with the outlined goals:

- Essex Junction Public Works Department
- Village of Essex Junction Community Development Department
- Village Planning Commission
- Essex Junction Trustees
- Essex Junction Tree Warden
- Essex Junction Recreation and Parks
- The Essex Junction School District
- The University of Vermont
- Vermont Urban & Community Forestry Program, Department of Forests, Parks, & Recreation
- Vermont Department of Agriculture
- Green Mountain Power

The Public Works Department, in partnership with the Committee and the Essex Junction Tree Warden, is responsible for maintaining the public ROW trees and implementing the planting plan. The general maintenance and planting responsibilities of Public Works is not a part of the Committee's budget.

The Committee hopes to partner with the Essex Junction Planning Commission and Community Development Department in the future to review landscape plans and tree selection in development applications, when tree planting is proposed on Village owned property as part of

the development application, as outlined in the Village Tree Policy. The Committee may also serve as an advising body, when needed, regarding tree species selection, site selection, and placement.

VTUCF has been a key supporter and stakeholder in establishing the Committee as a Village advisory organization. The Village was awarded a canopy Grant from VTUCF in 2013 which was utilized to fund the initial public tree inventory of the Village, the development of this management plan, and training for Committee members and Public Works employees in urban tree maintenance. In 2013 VTUCF also selected Essex Junction as a pilot community for a project titled, *The Care of the Urban Forest*, funded by the USDA Forest Service, and focused on assisting priority Vermont communities in moving their tree programs forward. Working with VTUCF supports the Committee and has enhanced the Committee's partnerships with the University of Vermont and the Vermont Department of Forests, Parks and Recreation.

Funding

The Tree Advisory Committee annual budget is included in the Public Works Department's Operations and Maintenance budget. These funds are allocated for tree plantings, educational outreach, tree removals, tree care and maintenance. Additionally, the Committee will seek and apply for funding opportunities as they arise, such as grants from the VTUCF and the USDA Forest Service.

III. Community Engagement and Outreach

Goals

- I. Engage community members through outreach programs that encourage citizen involvement in the stewardship of trees in the community.
- II. Increase the Village's overall tree canopy cover by actively encouraging residents and business owners to plant trees on private land.
- II. Coordinate Arbor Day activities with local schools such as tree plantings on school grounds, Village parks, or other public land.
- III. Apply for Tree City USA designation through the National Arbor Day Foundation and fulfill annual designation requirements in line with the Village of Essex Junction Tree Policy.

Community Engagement and Outreach

One of the primary purposes of this management plan is to engage private landowners, business owners, and all other future stakeholders by increasing awareness of all benefits—environmental, economic, and social wellbeing—of tree planting.

Enhancing community outreach and stewardship of the urban forest has been a priority of the Committee. In 2014 the Committee held its first “Planting Tree and Care Workshop,” and will continue to offer other workshops. The initial workshop was successful, with the Essex Junction Tree Warden teaching 18 participants about the basics of tree biology and tree care. Over the 2014 summer season, the Committee had an informational table at the Five Corners Farmer’s Market. Citizens were educated on future threats to trees, as well as the Committee’s role in the Village. The committee has also worked to engage the youth of the community through such events as Arbor Day, which in Vermont falls on the first Friday in May; the first two celebrations were held at Summit Street School. Students who participated in Arbor Day 2013 can be seen helping to plant a public tree in Figure 9.

A variety of local and social media has been contacted to promote the Committee’s outreach activities. A few examples include: The Essex Reporter, Front Porch Forum, Facebook, and the Village Newsletter.

The next step for developing outreach will be informing the public on how they can view the urban tree inventory data online. Empowering citizens to access information about the types of public ROW trees along their property will connect them to their community trees and will encourage them to be active stakeholders in the urban forest. The Committee plans to enhance its website to include additional resources for the community. These next steps build upon the goal of engaging community members with the development of the Village's urban forest.

Like the urban forest, which is constantly evolving, it is the hope that through community engagement this plan will be a living document and continue to evolve.



Figure 9. Children planting a tree on Arbor Day

Appendix A: Essex Junction Tree Policy

I. Purpose

It is the purpose of this policy to promote, protect, and enhance public health, safety, and general welfare by providing a mechanism for the planting, maintenance, protection, and removal of trees and shrubs on public streets, parks, and Village-owned properties within the Village of Essex Junction. This policy also provides for the establishment of the Essex Junction Tree Advisory Committee to engage citizens in the stewardship, management, and recognition of the Village's tree resources.

II. Definitions

- Certified Arborist: A person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.
- Diseased Tree: Any tree or shrub with a combination of structural defects and/or a health condition, which makes it subject to a high probability of failure.
- Hazardous Tree: Any tree or shrub, public or private, with visibly defined structural defects likely to cause failure of all or part of the tree, and be a danger to public safety.
- Public Tree: All trees and shrubs on any Village park or other property owned or controlled by the Village on any public street, alley, median, sidewalk, or highway within the public right-of-way, as well as school district trees.
- Public Right-of-Way: Right-of-way is measured from the center line of any road within the Village. Distance out from centerline will vary depending on individual streets. This information is available from the Department of Public Works.
- Private Tree: Any tree or shrub or any substantial portion of a tree, shrub, or plant which is in a private location along a public right-of-way.
- Street Tree: Any tree or shrub located on either side of all streets, avenues, bike paths, and located within the bound of all Village right-of-ways.
- Tree: Any self-supporting woody plant together with its root system, growing upon the earth with one trunk of at least three inches in diameter at a height of four and one-half feet above the ground, or a multi- stemmed trunk system with a definitely formed crown.

III. Jurisdiction/Authority

The Trustees shall appoint a Tree Warden, under 24 V.S.A. § 871. The Tree Warden may appoint a Deputy Tree Warden under 24 V.S.A. § 2505. Through its Tree Warden, the Village shall have control of all Public Trees and shall have the authority to plant, maintain, protect, and remove such trees.

IV. Administrative Responsibilities/Administration

The Trustees shall appoint a Tree Advisory Committee for specific purposes as outlined in the Tree Committee's Charter. The Essex Junction Tree Advisory Committee shall be an advisory organization that works with the Tree Warden to promote the improvement and preservation of a healthy environment of the Village as it relates to Public Trees.

The Essex Junction Tree Advisory Committee shall consist of at least four Essex Junction residents and one Essex Junction municipal staff person, all whom shall be appointed by the Trustees. Members will serve staggered terms of three years and will serve without compensation.

The Essex Junction Tree Advisory Committee and the Essex Junction Tree Warden shall be responsible for the following activities:

- a. Develop a street tree master plan;
- b. Conduct a street tree inventory;
- c. Assist Village staff and the Essex Junction Planning Commission in reviewing all landscape master plans.
- d. Assist Village staff and the Essex Junction Planning Commission in updating Land Development code regarding tree planting and maintenance requirements;
- e. Educate citizens of the Village about benefits and care, and threats to trees; and
- f. Organize an annual Essex Junction Arbor Day celebration.

V. Provisions for the Management of Community Trees

The Village is supportive of planting and maintaining trees along its streets, roads, and on other Village and private property. The benefits of street trees are well documented and this policy is consistent with and recognizes those benefits.

The Village shall have the right to plant, maintain, and remove Public Trees as may be necessary to insure public safety, or to preserve or enhance the symmetry and beauty of public right of ways and Village property as set forth in the following guidelines.

a. Tree Planting

- i. All Public Trees shall be planted in accordance with American National Standards Institute (ANSI) A300 Standards for Tree Care Operations.

- ii. Trees shall be selected from the booklet, “Recommended Trees for Vermont Communities”, published by Vermont’s Urban & Community Forestry Program, a copy of which shall be maintained by the Tree Advisory Committee and available for public viewing at the Village Office.
- iii. All newly planted public trees will carry a one year maintenance and replacement guarantee
- iv. No person shall plant any tree within Village right-of-ways or Village property without written permission of the Tree Warden and Community Development Director.
- v. Trees should be sited based on above and below ground site condition. All Public Trees will be planted at a minimum of 30 feet from intersections.

b. Tree Maintenance

- i. All Public Tree care shall be in accordance with the ANSI A300 Standards for Tree Care Operations.
- ii. All contractors who work on Public Trees shall have on staff a certified arborist. iii. It shall be the responsibility of any person owning property bordering on a public street, sidewalk, recreational path, or other public right-of-way to ensure trees or shrubs that are dead, diseased, or injured do not pose an unreasonable risk of property damage or bodily injury occurring within such public right-of- way.

c. Tree Removal

- i. In accordance with 24 V.S.A. § 2502, the Village Tree Warden may remove any Public Tree that is diseased, dying, or dead which create a hazard to public safety or threaten the effectiveness of disease or insect control programs.
- ii. If, in the opinion of the Tree Warden, a Public Tree constitutes no hazard to public safety and is determined to be healthy but needs to be removed, then the Tree Warden will warn a public hearing and shall be in accordance with 24 V.S.A. § 2509:

A Public Shade Tree within the residential part of a municipality shall not be felled without a public hearing by the tree warning, except that when it is infested with or infected by a recognized tree pest, or when it constitutes a hazard to public safety, no hearing shall be required. In all cases the decision of the Tree Warden shall be final except that when the Tree Warden is an interested party or when a party in interest so requests in writing, such final decision shall be made by the Trustees.

- iii. Two weeks before the scheduled removal of the tree the public will be notified via the Trustees meeting and/or paper of record and a sign will be posted on the Public Tree of the proposed action to be taken and the Public Hearing time, date, and place.

iv. Anyone contesting the removal of a Public Tree must do so to the Tree Warden between the time of posting the tree removal notice and the hearing, at the hearing or within 24 hours of the decision having been made. After informing the Tree Warden, a written appeal must be submitted within two weeks to the Tree Warden and the Trustees. The Tree Warden will notify the appellant by certified mail of the hearing with the Trustees; the decision of the Trustees will be final.

d. Tree Protection

- i. No Public Tree shall be pruned, removed, or harmed in any way without the written permission of the Tree Warden.
- ii. Any construction within the outer most drip line of Public Trees requires consultation with the Tree Warden who may provide specific written requirements for additional protections.

VI. Control of Hazardous Trees and Trees Infested with a Pest or Pathogen

The Village, in consultation with the Tree Warden, may remove or cause to be removed any Public or Private Tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to the Village infrastructure or other public improvements, or is affected with any injurious disease, insect, or other pest, in accordance with 24 V.S.A. § 2511:

When an insect or disease pest infestation upon or in public or private shade trees threatens other public or private trees, is considered detrimental to a community shade tree preservation program or threatens the public safety, the tree warden may request surveys and recommendations for control action from the commissioner of agriculture, food and markets. On recommendation of the commissioner of agriculture, food and markets, the tree warden may designate areas threatened or affected in which control measures are to be applied and shall publish notice of the proposal in one or more newspapers having a general circulation in the area in which control measures are to be undertaken. On recommendation of the commissioner, the tree warden may apply measures of infestation control on public and private land to any trees, shrubs or plants thereon harboring or which may harbor the threatening insect or disease pest. He may enter into agreements with owners of such lands covering the control work on their lands, but the failure of the tree warden to negotiate with any owner shall not impair his right to enter on the lands of said owner to conduct recommended control measures, the cost of which shall be paid by the municipality.

If the Tree Warden shall determine with reasonable certainty upon inspection or examination that any hazardous tree herein defined exists in or upon any private premises within the Village, and may damage or cause injury in the Village ROW, he/she may notify the owner of such premises,

or their agent, in writing that said nuisance tree must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the hazardous tree, the manner in which the hazard shall be abated, and the time limited in which the hazard shall be abated which shall not be less than fifteen (15) days after issuance of said notice unless the Tree Warden shall determine that immediate action is necessary for public safety.

Adopted by the Village Trustees on 11/12/13.

Appendix B: Essex Junction Tree Data

I. Trees with less than 5% representation within the public ROW.

American elm	broadleaf evergreen large	elm	quaking aspen
Austrian pine	broadleaf evergreen medium	European mountain ash	red cedar
Balsam fir	broadleaf evergreen small	gingko	red mulberry
basswood	Chinese elm	honey locust	red spruce
birch	coniferous evergreen large	Japanese tree lilac	scarlet oak
black locust	coniferous evergreen medium	lilac	Scotch pine
blue spruce	cottonwood	maple	serviceberry
box elder	crabapple	Norway spruce	staghorn sumac
broadleaf deciduous large	eastern red cedar	oak	sugar maple
broadleaf deciduous medium	eastern redbud	pear	tulip tree
broadleaf deciduous small	eastern white pine	plum	white ash

II. Planting opportunities by street.

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Abnaki Ave	9			9
R	Acorn Circle	2			2
R	Adams Ct	3			3
R	Arlington St	6			6
R	Aspen Dr	16			16
R	Athens Dr	1			1
R	Beech St	2			2
R	Briar Ln	1			1
R	Brownell Dr	3	1		4
R	Camp St	2			2
B/R	Central St	3			3
R	Cherokee Ave	5			5
R	Cherry St	1			1

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Corduroy Rd	4			4
R	Countryside	4			4
R	Curtis Ave	3			3
R	Cushing Dr		1		1
R	Drury Dr	4			4
R	Dunbar Dr		3		3
R	E Williams St	12			12
R	East St	6			6
R	Edgewood Dr	6			6
R	Elm St	1			1
R	Fairview Dr	9			9
R	Grandview Ave	14			14
R	Grant St	1			1
R	Greenwood Ave	1			1
B/R	Hiawatha Ave	1			1
R	Hillcrest Rd	1			1
R	Iroquois Ave	16			16
B/R	Jackson St	9			9
R	Juniper Ridge	1	1		2
R	Killoran Dr	1			1
R	Kiln Dr	4			4
R	Lamoille Ave	1			1
R	Lavoie Dr		1		1
B/R	Lincoln St	1			1
B/R	Main St	4		2	6
R	Mansfield Ave	2			2
B/R	Maple St	22	1		23
R	Maple St Ext	3			3
R	Mason Dr	2			2
R	McGregor St	2			2
R	Mohawk Ave	4			4
R	Murray Rd	10			10
R	North St	3			3
R	Oneida St	1			1
B/R	Park St	6			6
B/R	Pearl St	5			5
R	Pine Ct	3			3
B/R	Prospect St	2			2

Business/ Residential	Street	Vacant Private	Vacant Public	Vacant Town	Grand Total
R	Redwood Terrace	7			7
R	Rivendell Dr	2			2
R	Rosewood Ln	6			6
R	Rotunda Ave	6			6
R	S Summit St	17	3		20
R	Seneca Ave	8			8
R	South St	13	1		14
R	South St Ln	2			2
R	Southview Rd	2			2
B/R	Summit St	2			2
R	Sycamore Ln	3			3
R	Tamarack Dr	6			6
R	Tyler Dr	3			3
R	Upland Rd	5			5
R	Villa Dr	4			4
R	W Hillcrest Rd	1			1
R	Waverly St	1			1
B/R	West St	15	2		17
R	Williams St	1			1
R	Woods End Dr	5			5
R	Wrisley St	1			1
	Grand Total	333	14	2	349

References

USFS Urban Tree Canopy Assessment Pittsburgh Urban Forest
management Plan [http://www.essexjunction.org/boards/tree-
advisory-committee/](http://www.essexjunction.org/boards/tree-advisory-committee/)

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

01/08/16
11:35 AM

	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 16 vs 15
GENERAL GOVERNMENT:						
Administration	529,832	561,784	546,247	588,773	603,131	2.4%
Transfers & Misc Expenditures	620,051	649,623	649,623	690,448	583,585	-15.5%
Grant & Non-Budgetary Expenditures	184,522	0	(18,525)	0	0	0.0%
Seniors Support	0	7,960	5,934	8,223	0	-100.0%
Fire Department	281,793	298,075	300,351	304,184	315,342	3.7%
Library	674,883	736,207	729,950	762,774	776,396	1.8%
Lincoln Hall	51,291	55,057	58,835	44,604	49,150	10.2%
Community Development	210,712	250,678	224,051	249,937	251,212	0.5%
Economic Development/Community Events	76,151	94,838	86,573	87,450	92,021	5.2%
Street Department	834,166	814,603	809,092	839,570	1,059,993	26.3%
Subtotal General Fund	3,463,401	3,468,825	3,392,131	3,575,963	3,730,830	4.3%
Debt Service	0	0	0	223,426	222,244	-0.5%
GENERAL FUND TOTAL	3,463,401	3,468,825	3,392,131	3,799,389	3,953,074	4.0%

GENERAL FUND REVENUES

01/08/16

Town Pays Stormwater personnel costs and 100% of balance of Street 11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
	Unrestricted Fund Balance	0	35,000	0	35,000	35,000	0%
31101.000	Property Taxes	2,811,738	3,011,526	3,036,246	2,564,285	2,482,765	-3%
33546.000	State for Pilot & Current Use	2,891	2,500	3,529	2,500	1,900	-24%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	0	0	59,500	59,352	100%
33582.002	Town Payment for Street Dept.	0	0	0	780,070	1,000,642	100%
34130.000	License & Zoning Fees	89,513	35,000	69,383	50,000	50,000	0%
34131.000	Whitcomb Farm Solar Pilot	0	0	6,600	5,524	5,400	100%
34221.000	Miscellaneous Fire Receipts	0	10	20	10	20	100%
35130.000	State District Court Fines	2,195	2,000	877	2,000	500	-75%
36102.000	Interest Earnings	2,017	1,500	1,389	2,000	1,500	-25%
36201.000	Parking Space Fees	5,200	4,800	4,800	4,800	4,800	0%
36202.000	Lincoln Hall Rentals	0	1	0	1	1	0%
36400.000	Block Party Donations	1,504	1,500	1,700	1,500	1,500	0%
36603.000	Misc. Receipts	4,930	2,000	2,740	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	5,073	3,000	3,528	3,000	3,000	0%
36606.000	Miscellaneous Library Receipts	286	500	706	300	400	33%
39154.000	Service Fee - Water	111,336	106,840	106,840	108,760	113,888	5%
39155.000	Service Fee - WWTP	55,668	53,420	53,420	54,380	56,944	5%
39156.000	Service Fee - Sanitation	111,336	106,840	106,840	108,760	113,888	5%
39501.000	Miscellaneous Grants	148,028	0	23,577	0	0	0%
	Farmers Market Reimbursement	0	0	1,450	0	4,575	100%
NA	Penalties/Interest Delinq. Taxes	8,049	8,000	383	0	0	0%
NA	State Highway Aid	113,461	100,000	113,436	0	0	0%
NA	EJSD Tax Collection Fee	49,896	48,000	0	0	0	0%
	TOTALS	3,538,121	3,537,437	3,552,464	3,799,390	3,953,074	4.04%

Tax Rate Calculation

	FY16	FY17	% Increase
Budget Increase			
Grand List		Projected Grand List	
IBM Real Estate	1,036,464	IBM Real Estate	1,036,464
Non-IBM Real Estate	9,813,654	Non-IBM Real Estate	9,911,791
Tax Stabilization Reduction	(6,945)	Tax Stabilization Reductio	(5,765)
Total Grand List	10,843,173	Total Projected Grand Lis	10,942,490
Tax Appropriation	2,564,285	Tax Appropriation	2,482,765
Tax Rate	0.2366	0.22689	-4.10%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41335.110	Salaries - Regular	34,701	36,604	34,070	28,396	29,532	4%
41335.130	Salaries - Part-time	0	0	1,725	0	5,850	100%
41335.210	Health Insurance & Other Benefits	9,002	18,089	15,165	18,579	17,688	-5%
41335.220	Social Security	2,703	2,823	2,768	2,199	2,733	24%
41335.226	Workers Comp	154	141	159	108	107	-1%
41335.230	Retirement	3,470	3,660	3,591	2,840	2,953	4%
41335.250	Unemployment	164	216	140	216	170	-21%
41335.521	Liability & Property Ins.	0	105	190	112	188	68%
41335.810	Community Events & Programs	5,573	6,000	4,929	6,000	4,000	-33%
41335.811	Annual Support of Organizations	8,920	9,200	9,261	9,300	9,300	0%
41335.812	New Programs	1,855	2,000	0	2,500	2,500	0%
41335.813	Matching Grant Funds	2,861	9,000	7,624	9,000	10,000	11%
41335.835	Block Party Expense	6,748	7,000	6,951	7,000	7,000	0%
41335.891	Capital Outlay	0	0	0	1,200	0	-100%
TOTALS		76,151	94,838	86,573	87,450	92,021	5.2%

ADMINISTRATION BUDGET

01/08/16

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41320.110	Salaries - Regular	254,498	255,978	266,220	269,205	280,713	4.3%
41320.130	Salaries - Overtime	2,141	1,500	1,470	2,000	2,500	25.0%
41320.140	Salaries - Part-time	12,910	15,057	11,195	15,814	13,751	-13.0%
41320.150	Manager Contract	53,841	55,995	55,995	57,955	64,575	11.4%
41320.210	Health Insurance & Other Benefits	49,634	72,355	65,296	74,316	70,751	-4.8%
41320.220	Social Security	20,574	21,109	21,453	22,282	23,333	4.7%
41320.226	Workers Compensation Insurance	1,188	1,047	1,236	1,139	896	-21.3%
41320.230	Retirement	24,666	25,598	25,673	26,921	28,071	4.3%
41320.250	Unemployment Insurance	789	1,067	612	850	607	-28.6%
41320.291	Health Improvement Programs	1,009	1,600	970	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	11,932	15,000	14,833	15,000	15,000	0.0%
41320.330	Other Professional Services	0	1,000	0	1,000	1,000	0.0%
41320.335	Audit Services	5,467	5,433	5,583	5,800	7,059	21.7%
41320.340	Computer Expenses	15,752	16,937	13,617	15,485	13,000	-16.0%
41320.442	Leased Services	3,942	4,800	4,214	4,800	4,800	0.0%
41320.500	Training, Conferences, Dues	3,701	10,384	9,431	14,390	13,734	-4.6%
41320.521	Liability & Property Ins.	5,373	6,218	5,981	6,353	8,619	35.7%
41320.522	Public Officials Liability Ins.	5,572	5,800	5,720	5,857	6,386	9.0%
41320.530	Communications	21,952	13,806	13,383	13,806	16,806	21.7%
41320.535	Telephone Services	2,191	2,600	2,017	2,280	1,980	-13.2%
41320.536	Postage	3,387	4,200	2,997	4,200	4,000	-4.8%
41320.550	Printing and Advertising	6,246	5,800	4,267	5,500	5,500	0.0%
41320.560	Trustees Expenditures	3,505	4,000	3,424	4,000	4,000	0.0%
41320.571	Pay & Classification Study	5,700	200	0	5,871	200	-96.6%
41320.572	Interview Costs	0	0	0	0	0	0.0%
41320.610	Supplies	4,436	6,700	4,160	6,000	6,000	0.0%
41320.820	Elections	1,442	1,600	1,393	1,600	1,500	-6.3%
41320.835	Holiday Expense	776	1,500	1,557	1,250	1,250	0.0%
41320.891	Capital Outlay	4,708	2,000	1,050	1,000	3,000	200.0%
TOTALS		529,832	561,784	546,247	588,773	603,131	2.4%

SENIORS SUPPORT

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
45300.150	Part time Director Contract	0	7,500	5,346	7,763	0	-100%
45300.535	Telephone/Copying	0	460	588	460	0	-100%
TOTALS		0	7,960	5,934	8,223	0	-100%

DEBT SERVICE

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	% Change 17 vs 16
						Proposed Budget	
47116.000	Capital Improvements Principal	0	0	0	141,900	141,900	0%
47216.000	Capital Improvements Interest	0	68,612	0	81,526	80,344	-1.4%
TOTALS		0	68,612	0	223,426	222,244	-0.5%

TRANSFERS & MISC EXPENDITURES

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	324,961	-26%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
TOTALS		620,051	649,623	649,623	690,448	583,585	-15%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
49340.000	Grants & Donations Expenses	143,071	0	16,154	0	0	0%
49346.001	Library Replacement Expenses	4,451	0	2,321	0	0	0%
	Termination Benefits	37,000	0	(37,000)	0	0	0%
TOTALS		184,522	0	(18,525)	0	0	0%

LINCOLN HALL BUDGET

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	% Change 17 vs 16
						Proposed Budget	
41940.410	Water and Sewer Charges	729	1,500	830	1,000	1,000	0%
41940.423	Contractual Services	8,331	9,021	9,146	9,021	9,565	6%
41940.434	Maintenance - Building/Grounds	9,189	7,500	8,409	9,000	9,000	0%
41940.521	Liability & Property Ins.	4,319	5,658	4,569	6,383	7,125	12%
41940.535	Telephone Services	486	0	0	0	460	100%
41940.550	Printing	0	0	0	0	300	100%
41940.565	Rubbish Removal	1,862	1,838	1,830	1,900	2,000	5%
41940.610	Supplies	2,037	2,500	2,105	2,500	2,500	0%
41940.622	Electrical Service	7,277	7,500	7,086	7,500	7,500	0%
41940.623	Heating	6,113	6,000	6,370	6,200	6,400	3%
41940.891	Capital Outlay	10,948	13,540	18,490	1,100	3,300	200%
TOTALS		51,291	55,057	58,835	44,604	49,150	10%

FIRE DEPARTMENT BUDGET

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
42220.140	Salaries - Firefighters	119,015	138,000	140,248	144,000	150,000	4%
42220.200	Employee Assistance Program	864	900	864	900	864	-4%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	9,105	10,590	10,729	11,050	11,511	4%
42220.226	Workers Compensation Insurance	23,241	27,334	27,066	22,789	27,000	18%
42220.410	Water and Sewer Charges	449	900	606	600	600	0%
42220.432	Vehicle Maintenance	14,536	9,000	17,672	14,000	14,000	0%
42220.434	Maintenance - Building/Grounds	7,596	6,000	5,160	6,000	6,000	0%
42220.443	Radio Maintenance	3,219	2,000	1,551	2,000	2,000	0%
42220.500	Training, Conferences, Dues	2,861	5,000	3,303	5,000	5,000	0%
42220.521	Liability & Property Ins.	5,694	7,301	6,291	7,545	8,767	16%
42220.535	Telephone Services	3,386	3,800	2,091	3,400	3,400	0%
42220.566	Physical Exams	6,552	7,000	5,058	6,500	6,000	-8%
42220.570	Maintenance - Other	13,971	13,000	16,283	14,000	14,500	4%
42220.578	Emergency Generator Maintenance	500	650	500	500	500	0%
42220.610	Supplies	2,455	2,400	2,816	2,400	2,400	0%
42220.611	New Equipment - Radios	2,349	4,000	3,254	2,000	2,000	0%
42220.612	Uniforms, Boots, Etc.	23,991	19,200	19,837	20,000	21,000	5%
42220.615	EMS Supplies	1,061	1,500	171	1,500	1,000	-33%
42220.622	Electrical Service	7,153	7,000	7,232	7,000	7,000	0%
42220.623	Heating	5,280	5,200	5,817	5,200	5,200	0%
42220.626	Gas, Grease and Oil	6,051	7,200	5,080	7,200	6,500	-10%
42220.838	Fire Prevention	2,239	2,000	2,104	2,000	2,000	0%
42220.889	Routine Equipment Purchases	16,625	14,500	13,018	15,000	14,500	-3%
TOTALS		281,793	298,075	300,351	304,184	315,342	3.67%

FIRE DEPARTMENT BUDGET

01/08/16
11:35 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
42220.140	Salaries - Firefighters	119,015	138,000	140,248	144,000	150,000	4%
42220.200	Employee Assistance Program	864	900	864	900	864	-4%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	9,105	10,590	10,729	11,050	11,511	4%
42220.226	Workers Compensation Insurance	23,241	27,334	27,066	22,789	27,000	18%
42220.410	Water and Sewer Charges	449	900	606	600	600	0%
42220.432	Vehicle Maintenance	14,536	9,000	17,672	14,000	14,000	0%
42220.434	Maintenance - Building/Grounds	7,596	6,000	5,160	6,000	6,000	0%
42220.443	Radio Maintenance	3,219	2,000	1,551	2,000	2,000	0%
42220.500	Training, Conferences, Dues	2,861	5,000	3,303	5,000	5,000	0%
42220.521	Liability & Property Ins.	5,694	7,301	6,291	7,545	8,767	16%
42220.535	Telephone Services	3,386	3,800	2,091	3,400	3,400	0%
42220.566	Physical Exams	6,552	7,000	5,058	6,500	6,000	-8%
42220.570	Maintenance - Other	13,971	13,000	16,283	14,000	14,500	4%
42220.578	Emergency Generator Maintenance	500	650	500	500	500	0%
42220.610	Supplies	2,455	2,400	2,816	2,400	2,400	0%
42220.611	New Equipment - Radios	2,349	4,000	3,254	2,000	2,000	0%
42220.612	Uniforms, Boots, Etc.	23,991	19,200	19,837	20,000	21,000	5%
42220.615	EMS Supplies	1,061	1,500	171	1,500	1,000	-33%
42220.622	Electrical Service	7,153	7,000	7,232	7,000	7,000	0%
42220.623	Heating	5,280	5,200	5,817	5,200	5,200	0%
42220.626	Gas, Grease and Oil	6,051	7,200	5,080	7,200	6,500	-10%
42220.838	Fire Prevention	2,239	2,000	2,104	2,000	2,000	0%
42220.889	Routine Equipment Purchases	16,625	14,500	13,018	15,000	14,500	-3%
TOTALS		281,793	298,075	300,351	304,184	315,342	3.67%

BROWNELL LIBRARY BUDGET

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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
45551.110	Salaries - Regular	303,100	315,379	321,364	320,427	314,229	-1.9%
45551.140	Salaries - Part-time	84,789	89,219	89,040	97,715	106,800	9.3%
45551.210	Health Insurance & Other Benefits	66,969	103,020	92,611	111,474	106,126	-4.8%
45551.220	Social Security	29,124	31,089	30,618	32,122	32,695	1.8%
45551.226	Workers Compensation Insurance	1,678	1,567	1,622	1,584	1,274	-19.6%
45551.230	Retirement	29,971	31,537	30,994	32,043	31,423	-1.9%
45551.250	Unemployment Insurance	1,796	2,390	1,462	1,800	1,324	-26.4%
45551.340	Computer Expenses	3,220	3,500	1,522	3,500	3,500	0.0%
45551.410	Water and Sewer Charges	529	1,000	760	1,000	900	-10.0%
45551.423	Contractual Services	23,551	23,225	24,237	24,493	28,425	16.1%
45551.434	Maintenance - Buildings/Grounds	17,271	14,500	24,223	17,000	19,000	11.8%
45551.436	Alarm System Maintenance	269	500	221	400	525	31.3%
45551.500	Training, Conferences, Dues	2,497	4,000	1,158	3,000	3,000	0.0%
45551.521	Liability & Property Ins.	9,025	10,481	9,594	10,317	12,375	19.9%
45551.530	Technology Access	5,032	5,500	4,588	5,500	5,500	0.0%
45551.535	Telephone Services	1,047	1,100	975	1,200	1,200	0.0%
45551.536	Postage	1,943	3,500	3,693	3,500	3,500	0.0%
45551.572	Interview Costs	656	2,000	2,821	500	500	0.0%
45551.574	Volunteer Expenses	0	0	0	500	600	20.0%
45551.610	Supplies	10,831	13,000	11,801	13,000	13,000	0.0%
45551.622	Electrical Service	14,674	14,500	14,783	15,000	15,250	1.7%
45551.623	Heating	7,285	7,400	7,303	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	34,700	31,000	30,823	32,000	34,500	7.8%
45551.641	Juvenile Collection-Prnt&Electronic	15,479	15,500	15,495	16,000	17,250	7.8%
45551.677	Computer Replacement	6,565	8,000	4,969	8,000	8,000	0.0%
45551.836	Adult Programs	3	300	300	300	500	66.7%
45551.837	Childrens' Programs	2,879	3,000	2,973	3,000	3,200	6.7%
45551.891	Capital Outlay	0	0	0	0	4,400	100.0%
TOTALS		674,883	736,207	729,950	762,774	776,396	1.8%

COMMUNITY DEVELOPMENT

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41970.110	Salaries - Regular	126,770	129,612	130,588	134,504	138,199	2.7%
41970.130	Salaries - Overtime	0	2,000	0	0	0	0.0%
41970.210	Health Insurance & Other Benefits	28,967	36,177	29,816	37,158	35,375	-4.8%
41970.220	Social Security	9,872	10,390	10,288	10,619	10,894	2.6%
41970.226	Workers Compensation Insurance	555	504	576	513	418	-18.5%
41970.230	Retirement	12,577	12,961	13,047	13,450	13,820	2.7%
41970.250	Unemployment Insurance	329	432	261	350	252	-28.0%
41970.310	Board Member Fees	3,600	3,600	3,000	3,600	3,600	0.0%
41970.320	Legal Services	331	14,000	6,204	12,000	12,000	0.0%
41970.330	Other Professional Services	1,749	4,000	4,336	6,000	6,000	0.0%
41970.340	Computer Expenses	2,209	4,000	3,118	4,000	4,000	0.0%
41970.500	Training, Conferences, Dues	2,025	4,500	2,012	3,500	3,500	0.0%
41970.521	Liability & Property Ins.	2,067	2,232	2,179	2,242	3,124	39.3%
41970.522	Public Officials Liability Ins.	5,572	5,800	5,721	5,857	6,386	9.0%
41970.530	Communications	2,935	2,500	913	2,500	2,500	0.0%
41970.535	Telephone Services	1,632	1,550	1,622	1,644	1,644	0.0%
41970.536	Postage	409	1,120	615	600	600	0.0%
41970.550	Printing and Advertising	2,527	5,000	2,217	3,000	3,000	0.0%
41970.575	Recording Fees	2,490	2,500	2,315	2,500	0	-100.0%
41970.580	Travel	2,400	3,500	2,400	2,400	2,400	0.0%
41970.610	Supplies	1,696	2,800	2,338	2,000	2,000	0.0%
41970.891	Capital Outlay	0	1,500	485	1,500	1,500	0.0%
	TOTAL	210,712	250,678	224,051	249,937	251,212	0.5%

STREET DEPARTMENT BUDGET

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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
43110.110	Salaries - Regular	173,054	205,654	179,307	173,911	156,245	-10.2%
43110.130	Salaries - Overtime	14,425	15,000	15,469	16,300	16,300	0.0%
43110.140	Salaries - Part-time	17,603	11,907	16,943	12,619	17,000	34.7%
43110.210	Health Insurance & Other Benefits	51,968	76,515	49,296	68,742	65,445	-4.8%
43110.220	Social Security	15,127	17,819	15,778	15,695	14,956	-4.7%
43110.226	Workers Compensation Insurance	11,835	13,970	15,660	15,732	12,654	-19.6%
43110.230	Retirement	15,347	20,565	17,750	17,391	15,625	-10.2%
43110.250	Unemployment Insurance	789	1,169	617	824	631	-23.4%
43110.410	Water and Sewer Charges	870	2,500	1,376	2,000	1,517	-24.1%
43110.432	Vehicle Maintenance	18,635	20,000	24,987	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	586	2,500	2,397	2,500	2,500	0.0%
43110.441	ROW Leases	0	0	0	11,076	11,343	2.4%
43110.442	Equipment Rentals	54	1,000	6,041	1,000	8,000	700.0%
43110.443	Radio Maintenance	28	200	125	200	200	0.0%
43110.500	Training, Conferences, Dues	60	500	199	500	500	0.0%
43110.521	Liability & Property Ins.	10,571	15,104	12,863	14,807	16,878	14.0%
43110.535	Telephone Services	2,228	2,000	2,052	2,850	3,000	5.3%
43110.565	Rubbish Removal	5,108	6,200	4,682	6,500	6,500	0.0%
43110.570	Maintenance - Other	749	1,000	1,516	1,000	1,200	20.0%
43110.572	Interview Costs	1,287	0	1,034	0	500	100.0%
43110.573	Accident Claims	0	0	300	0	500	100.0%
43110.576	Engineering Services	41,955	15,000	13,326	15,000	10,000	-33.3%
43110.582	Traffic Calming	0	1,500	0	1,000	500	-50.0%
43110.610	Supplies	14,843	20,000	13,132	20,000	17,500	-12.5%
43110.612	Uniforms, Boots, Etc.	4,206	4,500	5,339	5,000	6,000	20.0%
43110.616	Gravel & Topsoil	3,191	4,000	5,503	4,000	5,000	25.0%
43110.617	Signs and Posts	1,875	4,000	5,072	4,000	3,500	-12.5%
43110.622	Electrical Service	3,842	4,000	3,499	4,000	4,200	5.0%
43110.623	Heating	3,924	4,000	4,377	4,000	4,000	0.0%
43110.626	Gas, Grease and Oil	36,943	26,000	29,561	35,000	30,000	-14.3%
43110.891	Capital Outlay	7,361	3,500	2,012	8,000	9,000	12.5%
43120.444	Street Marking	5,932	7,000	10,195	7,000	7,000	0.0%
43120.570	Sidewalk and Curb Maintenance	4,717	3,000	8,473	4,000	5,000	25.0%
43120.610	Pavement Maintenance	18,987	15,000	23,380	16,000	218,000	1262.5%
43123.570	Traffic/Street Light Maintenance	4,731	8,000	2,662	7,000	3,500	-50.0%
43123.622	Traffic Lights (electrical)	5,687	6,000	5,609	6,000	6,000	0.0%
43123.730	Traffic Light System Improvements	0	0	0	0	0	0.0%
43125.570	Contractual Services	22,534	0	21,660	0	17,000	100.0%
43125.610	Winter Maintenance	142,405	75,000	129,680	90,000	112,000	24.4%
43151.110	Stormwater Salaries	0	0	0	40,158	40,766	1.5%
43151.210	Stormwater Health and Other Ins	0	0	0	9,847	9,374	-4.8%
43151.220	Stormwater Social Security	0	0	0	3,072	3,119	1.5%
43151.226	Stormwater Workers Comp	0	0	0	2,306	1,940	-15.9%
43151.230	Stormwater Retirement	0	0	0	4,016	4,077	1.5%
43151.250	Stormwater Unemployment	0	0	0	76	76	0.0%
43151.430	Storm Sewer Maintenance	22,996	9,000	6,573	10,000	15,000	50.0%
Town Budget	Storm Sewer Permit Fees	3,452	3,000	2,481	0	0	0.0%
Town Budget	Storm Sewer Public Education	8,912	9,500	7,856	0	0	0.0%
Town Budget	Stream Flow Monitoring	0	30,000	0	0	0	0.0%
43160.622	Street Lights (rental/electrical)	128,105	127,000	124,730	131,948	131,948	0.0%
43161.000	Streetscape Maint./Imp.	3,292	16,000	12,657	16,000	16,000	0.0%
43161.001	Village Garden Spots	1,287	3,000	160	3,000	3,000	0.0%
43161.002	Memorial Park Maintenance	2,665	3,000	2,763	3,500	3,000	-14.3%
TOTALS		834,166	814,603	809,092	839,570	1,059,993	26.3%

SANITATION BUDGET

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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
43200.110	Salaries - Regular	70,394	80,190	78,711	76,735	82,591	8%
43200.130	Salaries - Overtime	10,612	8,000	11,188	11,300	12,000	6%
43200.140	Salaries - Part-time	4,486	12,683	3,665	5,081	5,166	2%
43200.210	Health Insurance & Other Benefits	29,696	41,604	33,884	42,732	40,682	-5%
43200.220	Social Security	6,501	7,839	6,658	7,208	7,690	7%
43200.226	Workers Compensation Insurance	3,994	4,177	3,955	4,557	4,581	1%
43200.230	Retirement	7,322	8,019	7,564	7,674	8,259	8%
43200.250	Unemployment Insurance	409	668	422	430	328	-24%
43200.330	Other Professional Services	521	1,000	1,668	1,000	1,000	0%
43200.335	Audit Services	1,633	1,700	1,076	1,751	2,108	20%
43200.340	Computer Expenses	2,134	2,800	2,338	2,500	1,000	-60%
43200.410	Water & Sewer Charge	404	1,500	285	1,000	500	-50%
43200.430	Sanitation Lines Maintenance	1,505	10,000	3,824	6,500	6,000	-8%
43200.434	Pump Station Maintenance	825	4,000	8,281	5,000	8,000	60%
43200.436	Sanitation Line Backup Cleaning	0	1,500	2,000	1,500	1,500	0%
43200.441	Right-of-Way Agreements	8,189	8,400	8,479	1,020	1,058	4%
43200.491	Contractual Services	141,636	137,140	137,140	139,060	144,188	4%
43200.500	Training, Conferences, Dues	0	500	0	500	150	-70%
43200.521	Liability & Property Ins.	4,767	6,800	5,780	6,550	8,183	25%
43200.536	Postage	3,665	3,000	3,272	3,000	3,500	17%
43200.550	Printing and Advertising	834	0	382	850	500	100%
43200.570	Maintenance - Other	787	1,500	3,079	1,000	1,500	50%
43200.572	Interview Costs	306	0	0	0	0	0%
43200.610	Supplies	540	1,000	1,161	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,166	1,000	1,510	1,500	1,500	0%
43200.613	Meters and Parts	0	2,000	0	0	0	0%
43200.622	Electrical Service	10,572	8,500	9,708	10,000	11,000	10%
43200.623	Heating/Natural Gas	1,686	1,800	1,464	1,700	1,700	0%
43200.626	Gas, Grease and Oil	2,725	3,000	2,023	3,500	2,500	-29%
43200.742	Contribution to Sanitation Cap Resc	105,002	85,000	196,498	95,000	95,000	0%
43200.891	Capital Outlay	5,075	670	0	0	0	0%
43220.001	Susie Wilson Pump Station Costs	7,399	7,000	8,480	7,500	9,000	20%
43220.002	West St. Pump Station Costs	8,836	10,000	16,342	9,000	10,000	11%
	TOTALS	443,621	462,990	560,837	456,148	472,184	3.5%

SANITATION FUND REVENUES

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Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
500.000 Annual Customer Charge	505,965	403,915	529,162	528,322	552,556	5%
500.001 Penalties	2,430	2,000	2,446	2,000	2,500	25%
432.040 Miscellaneous	50,002	20,000	131,498	30,000	30,000	0%
440.000 Interest on Investments	290	0	585	0	0	0%
442.010 2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000 Essex Pump Station Fees	21,550	22,075	28,237	21,825	23,128	6%
TOTALS	595,237	462,990	706,928	597,147	623,184	4.4%

SANITATION BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	70,394	80,190	78,711	76,735	82,591	8%
43200.130	Salaries - Overtime	10,612	8,000	11,188	11,300	12,000	6%
43200.140	Salaries - Part-time	4,486	12,683	3,665	5,081	5,166	2%
43200.210	Health Insurance & Other Benefits	29,696	41,604	33,884	42,732	40,682	-5%
43200.220	Social Security	6,501	7,839	6,658	7,208	7,690	7%
43200.226	Workers Compensation Insurance	3,994	4,177	3,955	4,557	4,581	1%
43200.230	Retirement	7,322	8,019	7,564	7,674	8,259	8%
43200.250	Unemployment Insurance	409	668	422	430	328	-24%
43200.330	Other Professional Services	521	1,000	1,668	1,000	1,000	0%
43200.335	Audit Services	1,633	1,700	1,076	1,751	2,108	20%
43200.340	Computer Expenses	2,134	2,800	2,338	2,500	1,000	-60%
43200.410	Water & Sewer Charge	404	1,500	285	1,000	500	-50%
43200.430	Sanitation Lines Maintenance	1,505	10,000	3,824	6,500	6,000	-8%
43200.434	Pump Station Maintenance	825	4,000	8,281	5,000	8,000	60%
43200.436	Sanitation Line Backup Cleaning	0	1,500	2,000	1,500	1,500	0%
43200.441	Right-of-Way Agreements	8,189	8,400	8,479	1,020	1,058	4%
43200.491	Contractual Services	141,636	137,140	137,140	139,060	144,188	4%
43200.500	Training, Conferences, Dues	0	500	0	500	150	-70%
43200.521	Liability & Property Ins.	4,767	6,800	5,780	6,550	8,183	25%
43200.536	Postage	3,665	3,000	3,272	3,000	3,500	17%
43200.550	Printing and Advertising	834	0	382	850	500	100%
43200.570	Maintenance - Other	787	1,500	3,079	1,000	1,500	50%
43200.572	Interview Costs	306	0	0	0	0	0%
43200.610	Supplies	540	1,000	1,161	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,166	1,000	1,510	1,500	1,500	0%
43200.613	Meters and Parts	0	2,000	0	0	0	0%
43200.622	Electrical Service	10,572	8,500	9,708	10,000	11,000	10%
43200.623	Heating/Natural Gas	1,686	1,800	1,464	1,700	1,700	0%
43200.626	Gas, Grease and Oil	2,725	3,000	2,023	3,500	2,500	-29%
43200.742	Contribution to Sanitation Cap Rese	105,002	85,000	196,498	95,000	95,000	0%
43200.891	Capital Outlay	5,075	670	0	0	0	0%
43220.001	Susie Wilson Pump Station Costs	7,399	7,000	8,480	7,500	9,000	20%
43220.002	West St. Pump Station Costs	8,836	10,000	16,342	9,000	10,000	11%
	TOTALS	443,621	462,990	560,837	456,148	472,184	3.5%

SANITATION FUND REVENUES

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		FYE14	FYE15	FYE15	FYE16	FYE17	% Change
Account		Actual	Budget	Actual	Budget	Proposed Budget	17 vs 16
500.000	Annual Customer Charge	505,965	403,915	529,162	528,322	552,556	5%
500.001	Penalties	2,430	2,000	2,446	2,000	2,500	25%
432.040	Miscellaneous	50,002	20,000	131,498	30,000	30,000	0%
440.000	Interest on Investments	290	0	585	0	0	0%
442.010	2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000	Essex Pump Station Fees	21,550	22,075	28,237	21,825	23,128	6%
TOTALS		595,237	462,990	706,928	597,147	623,184	4.4%

WWTF Capital Reserve Plan

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	54,928				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor		18,000				
Automatic Samplers		30,000				
Front End Loader				50,000		
Installation of Replacement Aeration Blower		15,000				
Digester Cleaning			75,000			
Capital Planning - 20 Year			30,000			
Return Activated Sludge (RAS) Pump			20,000			
Headworks Screen				200,000		
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense		122,273	127,457	252,457	2,457	2,457

WWTF Capital Reserve Funding and Fund Balance

Beginning Fund Balance		207,108	384,835	577,378	664,921	1,022,464
Planned Spending		(122,273)	(127,457)	(252,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget		300,000	320,000	340,000	360,000	380,000
Projected Ending Fund Balance		384,835	577,378	664,921	1,022,464	1,400,007

St. Albans Trip 12/18/15 George Tyler's notes

- 1) With four successive phases the City of St. Albans defined the problem (stop the bleeding) and the overall approach they would take to redeveloping their downtown.
- 2) They gained the public's trust and support with a consistent, coordinated communications program (which included a collaborative effort from the local daily newspaper).
- 3) They used a strategic redevelopment plan written several decades earlier as guiding vision for redevelopment and created a new strategic plan from it. After that, they embraced the belief that enough studies had been done. It was time for action – not more planning and studies.
- 4) The manager, mayor, council, and staff shared the same long and short term redevelopment goals and worked as a team to achieve those goals. Each party played to their strength; they maintained a high degree of flexibility in how they approached and resolved problems. Always the ultimate goals were to improve the economic vitality and aesthetic appeal of the downtown and to find the “win” in every negotiation.
- 5) In addition to having a planning commission and design review board, they created and enabled a **Design Advisory Board** to provide “special opinions on the look and feel of proposed development in the City's Design Review Districts,” and a **Downtown Board** which “advises the development and revitalization efforts of the City's Downtown Program and acts as the Board of Directors for *St. Albans for the Future*, the nonprofit downtown organization.”
- 6) The City did not hesitate to acquire property or take the lead role in negotiating real estate transactions to help achieve its goals. Examples: They became a partner in the LLC involved in building the parking garage. Construction of the parking garage provided part of the incentive for a major business expansion (guaranteed parking spaces for new State Office, new hotel, and downtown parking). They took the lead in arranging deals in which a developer would purchase a property, rebuild the property, and rent space to a client. They sold city property and used the proceeds to help achieve other development goals including other property purchases.
- 7) They organized a downtown facade program in which they paid an architect/designer to provide renderings of facade improvements for individual storefronts and then provided financial assistance to individual businesses to make those improvements.
- 8) They were aware that a local business was considering a significant expansion. So the city used the state's TIF program to help that business expand (financial incentives, enabled accommodating real estate transactions, reconfigured traffic – blocked a street). They also used the TIF money for other property improvement projects. The value of their grand list grew by 40% within three years.
- 9) They have an ordinance prohibiting neglect of property as a fire and public safety hazard, and a fine structure for those who violate the ordinance. They do not hesitate to pursue legal action to either collect accumulated fines or confiscate property if fines cannot be paid.
- 10) They have a full time building safety/code enforcement officer.
- 11) They have a rental registry and require a permit and fee (\$100/for four years) per apartment for property owners. This is done under the fire safety code.

Lori's observations and thoughts regarding St. Albans trip:

I realize we've been quite successful on the goals we focused on with our available resources. We haven't met them all, but we moved forward on most. Our goal has not been downtown redevelopment. We've talked about revitalization, we've made a few gestures in that direction, but it has not been a strategic priority.

We need to make a decision whether or not we want that to be our focus for the near term. I think it should be. My suggestion would be to prominently display the plans from Design 5 Corners in the conference room and really talk about it:

- Where are our opportunities?
- Where do we need landowners help and where can we help landowners?
- What ordinances might need altered?
- What opportunities will Crescent Connector open up?
- Who should we be talking to do make those CC opportunities happen?
- How do we find the finances to invest in ourselves? How can we really understand what the various national and state programs offer us, landlords and businesses?

Then go one step further and talk to the stakeholders. This is a lot of work, we need to be prepared to roll up our sleeves and ask the hard questions.

Some take a ways from St Albans:

- We need to invest in our future, not just maintain our existence
- Where should we be taking risks?
- Where do we need to alter ordinances?
- Streetscape is very important
- Nurturing relationships with our business owners, landowners and developers are even more important
- We are reactive to development plans; how can we be proactive
-

I've noticed something walking around the Village the last few weeks. We are a "half" community. Not a great word to use but below are just a few examples:

- Half the gas lamps are light
- Half (actually probably 1/3) of the gas light poles have banners and then they are different and have no pattern to where they are hung
- Lincoln St lower level had nice white lights in each window. The upstairs didn't.
- Brownell Block – some businesses had nice white lights in their windows; some had no lights. Some stores had beautiful window displays; some didn't, and also

had crumbling bricks.

These seem like trivial items, but it shows that we aren't taking the effort to be one beautiful community. We aren't investing in ourselves, why should anyone else?

Memorandum

TO: Patrick C. Scheidel, Municipal Manager and the Village Trustees
FROM: Dennis Lutz, P.E., Town of Essex Public Works Director
Aaron Martin, P.E., Town of Essex Utilities Director / Town Engineer
DATE: January 06, 2016
SUBJECT: Water Service Freezing Prevention Policy

ISSUE: The issue is whether or not the Trustees will adopt a water service freezing policy. The attached policy would standardize the process the Village of Essex Junction uses to reimburse residents connected to the municipal water distribution system for running water through service lines to prevent freezing during the winter months.

DISCUSSION: The winter of 2014 – 2015 was one of the worst on record for water service freeze ups here in Vermont. The frost was at a depth of over 5-feet in some of the paved areas of Town. The Town of Essex Water and Sewer Department responded to over 25 water service freeze ups and had 168 residents in Town running their water to prevent the freezing of their water service. Each of these accounts had billing adjustments made during the spring billing cycle.

There has been an internal procedure to adjust bills but no written policy. Both the VLCT and the Green Mountain Water Pollution Control Association recommend adopting a written policy. Staff has reviewed other municipal policies and has drafted the attached policy for consideration by the Trustees.

When it has been determined by Village personnel that a property owner needs to run water to prevent service freezing, the resident must fill out and submit a copy of the attached application. In order for a property owner to be reimbursed for running water, the applicant must agree to the following:

1. That the applicant has read the Water Service Freezing Prevention Policy and agrees to all requirements.
2. That Village Water and Sewer personnel will have access to the property throughout the duration of the water running.
3. That the Village of Essex Junction will not be held responsible for any internal plumbing issues that may arise during the water running.
4. That the applicant has been alerted to the potential for saturating their onsite waste disposal system if applicable and the Village of Essex Junction will be held harmless for any damage that may arise.

An identical policy was adopted by the Town of Essex Selectboard on January 5, 2016.

RECOMMENDATION: It is recommended that the Trustees adopt the Water Service Freezing Prevention Policy.

VILLAGE OF ESSEX JUNCTION

DRAFT

Water Service Freezing Prevention Policy

In order to provide more adequate control and proper safeguards of the Village water system, the following policy is adopted:

Should running water become necessary to prevent water service freezing, the property owner shall make a request to run water to the Water and Sewer Department and receive authorization to do so. Water will only be allowed to run to prevent freezing of service lines or water distribution infrastructure, and/or at the request of the Public Works Superintendent.

The property owner must complete and sign a request form. The Water and Sewer Department will review the request, take a water meter reading, and provide a copy of the approved request form. A water reading will be taken after the property owner is notified by the Department to stop running water. The Water and Sewer Department will determine how long a water service will be allowed to run.

During emergency situations, the Village Public Works Superintendent or his/her designee, may require or authorize a property owner to run the water to their home. The Water and Sewer Department shall be responsible for notifying utility billing personnel so billing abatements can be made to the property owner. If a property owner declines to run the water as requested, the Village of Essex Junction takes no responsibility for any water service freezing and will not respond to requests for service line thawing.

All water users authorized to run their water by the Water and Sewer Department will have their water bill and sewer bill, if applicable, adjusted to reflect the usage during the time frame the water ran. For authorized running of water, the bills for that current billing period will be calculated using the average bill for the same billing period from the previous 2 consecutive years.

All water users must protect and take precautions to prevent freezing of interior piping to include cold weather protection for water meters. Water meters damaged or destroyed through the user's failure to adequately protect the meter from freezing shall be charged the cost for a replacement meter.

The Village of Essex Junction Water and Sewer Department will only adjust property owners' bills that have been authorized to run water to prevent freezing. All property owners that did not receive authorization to run water will not be compensated for water used.

Adopted by the Village Trustees on _____.

Village of Essex Junction
Application for Running Water To Prevent Freezing

The undersigned, being the property owner / owner's agent of the property located at:

Street Address: _____

Does hereby request that the Village of Essex Junction allow the water be run at the above address to prevent water service freezing. The property use is:

- Residential Commercial Industrial structure

Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

The property owner agrees:

- That he or she has read the Water Service Freezing Prevention Policy and agrees to all requirements.
- To allow Water and Sewer personnel access to their property throughout the duration of the water running.
- That the Village of Essex Junction will not be held responsible for any internal plumbing issues that may arise during the water running.
- That he or she has been alerted to the potential for saturating their onsite waste disposal system if applicable and the Village of Essex Junction will be held harmless for any damage that may arise.

Signed : _____

Date: ____ - ____ - ____

(Signature of Property Owner)

PLEASE NOTE: THE VILLAGE WATER AND SEWER DEPARTMENT WILL ONLY ADJUST PROPERTY OWNERS' BILLS THAT HAVE BEEN AUTHORIZED TO RUN WATER TO PREVENT FREEZING. ALL PROPERTY OWNERS THAT DO NOT RECEIVE AUTHORIZATION TO RUN WATER WILL NOT BE REIMBURSED FOR WATER USED.

For Office Use Only

Received by: _____

Date: ____ - ____ - ____

Approved by: _____

Date: ____ - ____ - ____

Letter Sent

Finance Notified

Meter Readings:

Start: _____

End: _____

Date Water Stopped:

Date: ____ - ____ - ____

Letter Sent

Finance Notified



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: January 12, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

January 26 at 6:30 – Regular Trustees Meeting

- Public hearing on budgets and capital programs
- Train Station Access and Circulation Study

February 9 at 6:30 – Regular Trustees Meeting

- Update from Charlie Baker, CCRPC Executive Director
- Main St. Sidewalk Extension Scoping Study
- Adopt FYE 17 budgets and capital programs

February 16 at 7:00 – Joint Meeting with Selectboard and Prudential Committee at EJRP

February 23 at 6:30 – Regular Trustees Meeting

- Adopt Annual Meeting Warning

March 8 at 6:30 – Regular Trustees Meeting

March 22 at 6:30 – Regular Trustees Meeting

April 6 at 6:00 PM – Annual Community Supper

April 6 at 7:00 – Annual Meeting

April 12, 7:00 AM to 7:00 PM – Australian Ballot Voting

April 12 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
November 5, 2015**

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

ADMINISTRATION: Will Hayden, intern.

OTHERS PRESENT: None.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Minutes
5. Work Session: LDC Update, Chapters 9 & 10
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

Chairman Nistico called the meeting to order at 6:14 PM. There were no announcements.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

October 15, 2015

MOTION by Amber Thibeault, SECOND by Andrew Boutin, to approve the 10/15/15 minutes as written. VOTING: unanimous (6-0); motion carried.

Diane Clemens explained her comment on noise mentioned in the 10/15/15 minutes pertained to noise occurring before 7 AM from garbage trucks collecting at the apartment complex at 159 Pearl Street. How the noise regulation is enforced outside of the fair and if there are other areas in the village within the commercial zone experiencing noise issues should be discussed. There is a residential level of noise and a commercial level of noise in the ordinance, but it is not clear which noise level prevails (residential or commercial) when residential is bordering commercial. Dave Nistico pointed out there is a noise ordinance and a complaint process. A complaint can be filed regardless of where the noise is originating (commercial or residential). Andrew Boutin mentioned the use of Jake brakes by trucks in residential neighborhoods is a noise issue. The Planning Commission agreed clarification is needed on noise and will further discuss the noise ordinance with staff at the next meeting.

5. WORK SESSION: LDC UPDATE, Chapter 9 & Chapter 10

The Planning Commission completed review of Chapter 9 and Chapter 10 of the Land Development Code. The following revisions/comments were made:

- Ensure proper capitalization, spelling, spacing, and formatting throughout the document.
- Staff is asked to explain whether Section 503 (development review process) can be consolidated into Chapter 9.
- Staff is asked to confirm whether the text in Chapter 9 can be altered or if the chapter outlines state requirements.
- Section 905.F (lot requirements) – a definition of “double frontage lots” is needed.
- Section 906.B.3 (streets, arrangement) – add “in residential districts” to the end of the sentence.
- Discussion is needed at some point on how the village center is envisioned to look.
- Section 906.C.7 (streets, design) – staff will confirm the numbers in the table are current and in compliance with ‘complete streets’.
- Section 906.D (streets, dead-ends) – add a definition of “dead-end street”.
- Section 906.D.3 – change “903.F.3” to “905.F.3”.
- Section 907 (easements) – staff will check the current design standard for storm events (i.e. 25 year storm or something greater).
- Section 913 (utility lines) – add “and shall be hidden from view in the public right-of-way” to the end of the last sentence in paragraph. Staff will confirm the section agrees with other text in the bylaws relative to requiring underground utilities (i.e. “shall” or “should” language).
- Section 1001 (enforcement, violations) – discussion is needed on when and if enforcement is occurring.
- Clarification is needed on sewer penalties for violations being different from other code violations.

Staff is requested to do the following for the next meeting:

- Clarify which noise level in the ordinance prevails (residential or commercial) when residential is bordering commercial.
- Jake brakes by trucks in residential neighborhoods are a noise issue that needs to be addressed.
- Clarify whether Section 503 (development review process) can be consolidated into Chapter 9.
- Confirm whether the text in Chapter 9 can be altered or if the chapter outlines state requirements.
- Confirm whether the numbers in the table in Section 906.C.7 are current and in compliance with ‘complete streets’.
- Confirm the current design standard for storm events (i.e. 25 year storm or something greater).
- Confirm that Section 913 (utility lines) agrees with other text in the bylaws relative to requiring underground utilities (i.e. “shall” or “should” language).
- Discussion is needed on when and if enforcement of the code is occurring.

- Clarify whether sewer penalties for violations are different from other code violations.
- Check on the progress of review of Chapters 11 and 14, and Appendix A by Waste Water and Public Works and if the sections are ready for review by the Planning Commission.
- Provide a staff recommendation on alternation of the fee schedule.

6. OTHER PLANNING COMMISSION ITEMS

Next meeting: November 19, 2015 at 6 PM

Agenda: Discussion of the list of items for staff (see above)
Review of Chapter 17 (appeals)
Review of Chapter 11 & 14 and Appendix A if available

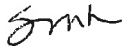
7. ADJOURNMENT

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

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

The meeting was adjourned at 7 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
November 19, 2015**

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

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

OTHERS PRESENT: None.

AGENDA:

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

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

November 5, 2015

MOTION by Amber Thibeault, **SECOND** by Nick Meyer, to approve the 11/5/15 minutes as written. **VOTING: unanimous (6-0); motion carried.**

5. WORK SESSION: LDC UPDATE

Robin Pierce clarified questions and information requested at the last meeting as follows:

- Section 905.F (lot requirements), definition of “double frontage lots” - Double frontage lot is a lot with street frontage on two boundaries. [The Planning Commission reiterated the definition needs to be included in the LDC.]
- How the village center is envisioned to look was outlined in the charrette and Design Five Corners work. [John Alden noted a mechanism is needed to tie the design into the LDC. Staff will draft language to be included in the Village Center District. Nick Meyer suggested an interesting exercise would be to revisit projects approved by the Planning Commission that are now complete to assess if what was approved is working or if changes should be made to the code. John Alden noted the process of communicating and outreach to the community needs to be outlined. A flowchart will help. Robin Pierce will forward the flowchart from Growth in Action as an example.]

- Section 906.C.7 (streets, design) –the numbers in the table are current and in compliance with ‘complete streets’.
- Section 906.D (streets, dead-ends) – the definition of “dead-end street” will read: “A street open at one end only without provision for a turnaround and which may be extended into adjoining property.”
- Section 907 (easements) – Jim Jutras will confirm current design standards for storm events.
- Section 913 (utility lines) – the word “shall” is used in the text.
- Section 1001 (enforcement, violations) – enforcement is always being done.
- Sewer penalties and violations are handled the same as other violations in that a letter is sent to the offender and if compliance does not occur then the matter is sent to the Village Attorney.
- Residential trumps commercial with noise level when residential is bordering commercial.
- Jake brake use in residential neighborhoods is decided by the Board of Trustees.
- Section 503 (development review process) cannot be consolidated into Chapter 9.
- The text in Chapter 9 outlines state requirements.
- Waste Water (Jim Jutras), Public Works (Rick Jones), and the Village Engineer will review the technical chapters in the LDC pertaining to storm water, waste water, streets, utilities.
- Board of Trustees set the fee schedule.

The Planning Commission reviewed Chapter 17 Appeals. The following was noted:

- In Chapter 17 - replace each incidence of “clerk of the commission” or “clerk of the board” with “Village Clerk”.
- In Section 1704 (appeals of staff decisions to the Planning Commission) – staff will get a legal opinion on whether Section 1704 can be removed or changed to reflect the appeal process in practice.

Chapter 11 (sewer regulations), Chapter 14 (water system management and use), and Appendix A (public works specifications) will be reviewed by the appropriate department heads.

“To Do” list for staff:

- Add the definition of “double frontage lots” to the LDC to read: “Double frontage lot is a lot with street frontage on two boundaries.”
- Draft language to be included in the Village Center District section that incorporates the work of the charrette and Design Five Corners.
- Forward the flowchart from Growth in Action as an example of the process of communicating and outreach to the community.
- Add the definition of “dead-end street” to the LDC to read: “A street open at one end only without provision for a turnaround and which may be extended into adjoining property.”
- Change each incident of “clerk of the commission” or “clerk of the board” in Chapter 17 to “Village Clerk”.

- Get a legal opinion on whether Section 1704 (appeals of staff decisions to the Planning Commission) can be removed from the LDC or changed to reflect the appeal process in practice.

6. OTHER PLANNING COMMISSION ITEMS

Thoughtful Growth Update

John Alden reported a straw poll of the Thoughtful Growth group was in support of moving toward a single planning commission for the village and town. The group also discussed having independent review boards (planning commission and zoning board) or following the development review board concept where the development review board (DRB) handles development applications and zoning issues and the planning commission does planning. The group would like to recommend moving in this direction in stages. Planning commissions and planning strategies should not see a border.

Nick Meyer asked if the municipal plans will be merged into one. Robin Pierce said if there is a single planning commission for the community then eventually the municipal plans will be merged. How the village center should look will be an interesting discussion.

Next Meeting & Agenda

Next meeting: December 3, 2015 at 6 PM (only meeting in December)

Agenda: Work Session: LDC Update

7. ADJOURNMENT

MOTION by John Alden, SECOND by Amber Thibeault, to adjourn the meeting.

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

The meeting was adjourned at 6:35 PM.

Rcdg Scty: MERiordan *gmv*

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

MEMBERS PRESENT: John Alden, Amber Thibeault, Diane Clemens, Joe Weith.
(David Nistico, Nick Meyer, Andrew Boutin were absent.)
ADMINISTRATION: Robin Pierce, Development Director; Will Hayden, intern.
OTHERS PRESENT: Wayne Beebe, Rick Yates.

AGENDA:

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

1. CALL TO ORDER

In the absence of Chairman Nistico, John Alden called the meeting to order at 6 PM. There were no announcements.

2. AUDIENCE FOR VISITORS

Wayne Beebe, 27 Wilkinson Drive, asked about the public hearing process with the update to the code. John Alden explained there will be public hearings on the updated code once the revisions are complete.

Rick Yates, 29 Wilkinson Drive, commented on setting policy for backyard hockey rinks, stating it is unfair to set policy based on one person's input, especially if the person does not support hockey rinks. Policy should be set to minimize risk, not eliminate risk. Hockey rinks are age based so to have one set of rules for all rinks will create a rink that is not usable by all ages (i.e. a four year learning to skate will use the rink differently than high school aged skaters). The police are in support of activities in backyards, especially winter activities like backyard hockey for kids because the winter is so long. Mr. Yates offered to provide his insights on being a backyard rink builder and owner for many years. Diane Clemens asked about lighting. Mr. Yates said lights are needed for the rink because it is already dark by the time the school day ends and the kids want to skate, but the lights can be positioned not to shine in windows. The lighting system should be set up to minimize impact. John Alden noted the Planning Commission supports backyard activities and is trying to keep the rules simple and reasonable, and use what is already in the LDC for safety.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Robin Pierce mentioned the memo from Pat Scheidel, dated 11/30/15, regarding the sign regulations. The Planning Commission will consider the memo in review of Chapter 7 of the Code.

4. MINUTES

November 19, 2015

MOTION by Amber Thibeault, **SECOND** by Diane Clemens, to approve the 11/19/15 minutes as written. **VOTING: unanimous (4-0); motion carried.**

5. WORK SESSION: LDC UPDATE

There was discussion of the definition of “PUD” and “PRD”. Staff will modify the PUD definition to be more flexible and open and put the restrictions and goals into each district.

A definition of “zero lot line” needs to be added to the definition section.

The Planning Commission will review the revised LDC document for discussion at the next regular meeting on January 21, 2016. Comments on the code from Waste Water, Public Works, and the Village Attorney are anticipated prior to the next meeting.

6. OTHER PLANNING COMMISSION ITEMS

Next meeting: January 21, 2016

Agenda: Work Session: LDC Update

7. ADJOURNMENT

MOTION by Amber Thibeault, **SECOND** by Joe Weith, to adjourn the meeting. **VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 6:55 PM.

Rcdg Scty: MERiordan

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BIKE/WALK ADVISORY COMMITTEE.
CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE
COMMITTEE.

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
NOVEMBER 16, 2015**

MEMBERS PRESENT: Rick Hamlin, Micah Hagan, Jud Lawrie, Raj Chawla, Gabe Epstein, Eric Bowker, Phoebe Spencer, Jeff Frolik

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:45 PM.

2. AGENDA ADDITONS

MOTION BY JUD, SECOND BY JEFF TO ADD DISCUSSION OF PROPOSED PEARL STREET BIKE LANE/MULTI-USE PATH, AND DISCUSSION OF RECENT TRUSTEES MEETING TO MEETING AGENDA. MOTION PASSED.

Jud asked that it be noted at this time that he had met with Brad LaRose, Essex Police Chief, and that he recommended contacting Lt. Rob Hall, to see if he would like to attend committee meetings. Eric said that he would reach out to him.

3. MINUTES REVIEW

MOTION BY JUD, SECOND BY GABE TO ACCEPT OCTOBER MEETING MINUTES. MOTION PASSED.

4. DISCUSSION OF PROPOSED PEARL STREET BIKE LANE/MULTI-USE PATH

Rick explained to the committee that VTrans would be milling and paving all of the five legs of Five Corners next summer. As a part of this, the Village has requested to have a bike lane or multi-use path included on Pearl Street, from West Street to Susie Wilson Road. The goal of this path would be for it to connect to a larger bike/pedestrian project on this corridor, leading to Lime Kiln Road. However, VTrans has told the Village that this project needs to be scoped before it can be included.

Therefore, Rick has proposed that the Village requests that VTrans gap out (not complete) this section until scoping is complete. He added that this scoping study could also look at lowering the speed limit in this area as well. Scoping would be conducted by the CCRPC.

Rick informed the committee that scoping generally takes around a year to complete, and construction can be reasonably expected 3-4 years after scoping.

After some discussion regarding the type of path preferable in this location, the committee passed the following motion:

MOTION BY RAJ, SECOND BY PHOEBE STATING THAT THE BIKE/WALK COMMITTEE FORMALLY SUPPORTS THE CONCEPT OF GAPING OUT THE SECTION OF PEARL STREET BETWEEN WEST STREET EXTENTION AND SUSIE WILSON ROAD, AND SAVING THESE FUNDS FOR FUTURE IMPROVEMENTS IN THIS AREA, ONCE SCOPING HAS BEEN COMPLETED. MOTION PASSED.

5. DISCUSSION OF RECENT TRUSTEES MEETING

Phoebe said that she had recently attended a Trustees meeting, and was appointed to the CCRPC Active Transportation Plan Committee. While she was there, she noticed that some bike/walk issues came up.

A midblock crosswalk was requested on Pearl Street, near the ANR property. Rick said that this has been requested several times before; however the speeds in the area are too high to warrant it. A sign notifying motorists that there are pedestrians crossing over the next 1,500 feet is present. He also noted that some of the lights in this area are turned off, and that it would be much brighter, and thus easier for pedestrians to be seen, if they were all turned on.

MOTION BY JUD, SECOND BY RAJ STATING THAT THE BIKE/WALK COMMITTEE RESPECTFULLY REQUESTS THAT THE TRUSTEES CONSIDER A STUDY TO LOOK AT UPGRADING SIGNAGE ON PEARL STREET, DROPPING THE SPEED LIMIT TO 25, AND GOING BACK TO THE ORIGINAL LIGHTING SCHEME AROUND CVE. MOTION PASSED.

Rick said that he would discuss both motions with the municipal manager.

The committee also expressed interest in keeping as many lights as possible on during the hours that the bus is in operation.

Jud asked who would be responsible for completing the aforementioned study. Rick said that the Village Engineer would be responsible for this, with the help of the police.

Eric noted that two people asked for flashing crosswalks at the town office at a recent Recreation Advisory Committee meeting. Rick was happy to report that VTrans also believes that this is necessary, and plans on putting them in when the roadway is repaved.

6. GO! VERMONT GRANT

Phoebe mentioned that she noticed this grant in the Clean City Coalition newsletter. The Go! Vermont program has a rolling application, and she was not able to find much information online.

Some of the things suggested to use these funds for include: bike parking, traffic counts, pedestrian projects, additional signage, mapping and training for police officers.

The group agreed to revisit this opportunity after updating the project priority list.

7. UPDATE PROJECT PRIORITY LIST

The updated short and medium term goals are below:

Short Term

- Increase police collaboration;
- Develop bike maps;
- Increase awareness of road rules;
- Hold a bike festival;
- Educate adults and children, emphasizing skills, and working with the local schools.

Medium Term

- Collaborate with adjoining communities, reach out to Essex Trails Committee;
- Improve crosswalk safety;
- Advocate for development of West Street/ANR/Route 15 link;
- Encourage walking busses;
- Improve public bike racks.

8. PUBLIC INPUT

None.

9. NEXT MEETING & AGENDA

- Next Meeting: December 15th at 5:45 PM
- Agenda Items:
 1. Minutes Review;
 2. Update Long Term Project Priority List;
 3. Rank Priority Projects;
 4. Public Input.

10. ADJOURNMENT

Prior to adjournment, Micah mentioned that he had finished creating a Fitbit group for Essex Junction. He will be sending the link to the rest of the committee shortly.

**MOTION BY GABE, SECOND BY MICAH TO ADJOURN THE MEETING. MEETING
ADJOURNED AT 6:52 PM.**

Respectfully submitted, Darby Mayville.

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION TREE ADVISORY COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE.

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
December 2, 2015**

MEMBERS PRESENT: Nick Meyer, Rich Boyers, Warren Spinner, Woody Martel, and Mary Jo Engel

ADMINISTRATION: Darby Mayville, Community Relations and Economic Development Assistant

OTHERS: Elise Schadler, State of Vermont Urban & Community Forestry Program

1. CALL TO ORDER

The meeting was called to order at 5:36 PM by Nick.

2. MINUTES REVIEW

MOTION by Mary Jo, SECOND by Warren to approve October minutes. All in favor.

3. INVENTOR UPDATE-MAPPING

Elise introduced herself to the committee, and gave a brief history of the relationship between the Village and the Urban & Community Forestry Program. In 2013, Essex Junction served as a pilot community for a grant received by the department to help local communities manage their tree care.

Elise handed out an updated tree inventory spreadsheet to the committee. She mentioned that this document had just been generated today from the Urban & Community Forestry Natural Resources Atlas. This is a mapping tool run by the state but available for anyone to use.

Elise brought the map up, and explained that public trees could be located on the map by choosing the Forest, Parks, & Recreation tab, and the Urban Tree Inventory sub-tab. Additional information about each tree can be found by clicking on it. She did note that this system is a snapshot in time, not a management tool.

Elise noted that there were many good ways to manage trees for large communities, but few that would be appropriate for smaller ones. In fact, developing this type of management tool is one of the long-term goals of the Urban & Community Forestry Program. In the meantime, she gave the committee three options for managing their urban forest:

- Send a list to Elise four times a year or so and she will update the ANR system.
- Develop a spreadsheet master list that would be updated by the committee.
- Purchase a commercial system

Elise said that it would not be a problem for her to enter in the data. Mary Jo offered to work with her on iPad mapping. It was decided that this would be the best option.

There was some discussion on partnering with Essex or other surrounding communities on a tree management system, however it was deemed too difficult and expensive.

Nick noted that it would be helpful to keep track of the pruning that Public Works does annually as well. Mary Jo suggested adding this onto the Excel sheet of the Village Trees. A Google Doc could also be used for this purpose. Mary Jo also offered to add a legend to this document.

Elise mentioned the upcoming Tree City USA deadline. This year is the 40th anniversary of the program, and she thought that it would be wonderful if Essex Junction applied. Many grants are available to communities who obtain this distinction.

The deadline for this program is the end of December; however the committee is going to work to see if an application can be completed before the deadline.

4. PREP FOR JANUARY TRUSTEES MEETING

Nick suggested that the committee give a brief summary of the work that they had done in the past few years. They also intend for the Trustees to formally approve the Tree Management Plan at this meeting.

Nick informed the committee that the Village Planning Commission was working on updating the Land Development Code, which includes a section on plantings.

5. TREE PRUNING WORKSHOP

Warren mentioned that Branch Out Burlington was planning on holding a Tree Keeper workshop next spring. This program would be intended to give homeowners information about tree care. He suggested the idea of teaming up with Branch Out Burlington to jointly hold this workshop.

Mary Jo wondered if Essex Junction residents would travel to Burlington to go to the workshop, and vice versa? Nick noted that the last workshop held in Essex Junction had approximately twenty attendees.

All agreed that it would be good for two separate workshops to be held, one in Burlington and one in Essex Junction. However, it would be helpful for both groups to promote one another's activities.

The Essex Junction pruning workshop will be held sometime around Arbor Day, and additional planning will take place at the next meeting.

6. 2016 TREE PLANTINGS

Tabled until next meeting.

7. PUBLIC INPUT

None.

8. NEXT MEETING

The next meeting will be held on January 5th, 2016. Agenda items are as follows:

- Minutes Approval;
- Prep for Trustee's Meeting;
- Planting Planning;
- Tree Inventory Updates;
- Tree Walk Planning;
- Public Input.

9. ADJOURNMENT

MOTION by NICK, SECOND by RICH to adjourn. Meeting adjourned at 7:02 PM.

Respectfully submitted,
Darby Mayville

Brownell Library Trustee

Meeting Minutes

November 17th, 2015

At 7:06 PM Christine Packard called the meeting to order.

Trustees in attendance were Todd Logan, Christine Packard, Sheila Porter, Linda Costello, Carmelle Terborgh, Nina Curtiss, and Dottie Bergendahl & Erin Egan

Brownell staff members in attendance were Wendy Hysko and Mary Graf.

Absent: Andy Kolovos, Nikki Yandow, Daisy Benson & Marc St. Pierre

Minutes

The minutes of the October 20th meeting were reviewed. Dottie moved and Sheila seconded the approval of the minutes. Motion passed.

Financial Report

The Financial report was reviewed. Based on 1/3 of year to date, Trustees felt it was on track and acknowledged the report. The trustee CD is at \$2,689 and the trustee Fund contains \$1,789.

Budget Group met to build next year's budget and discovered there is wiggle room due to a staff salaries decrease. The new budget has a 2.8 % increase with monies allotted for increased part-time staff, buildings/ground, collections, and new telephone system. Wendy will review the new proposed budget with Pat.

December 8th is the Village Trustee meeting to hear the budget. Library Trustees are encouraged to attend.

Announcements

- Viki is back from wedding and married.
- Todd Logan will be departing as permanent board member. This will be his last meeting.
- John Hockenberry's event was well attended but parking was an issue.

Reports

Director and Staff Report:

Sheila complimented Mary and Erna for trying to figure out why pre-school story time numbers had declined and proactively reached out to area child care programs to come and attend. Also praised how staff had handled a recent challenging situation with a patron.

Committee Reports: none

Foundation Report:

Foundation authorized a payment for a study for space planning in the library and a payment for the First Wednesday program.

Talks continue between Friends and Foundation about a merger. Foundation voted and approved the merger.

Mailing went out.

Friends Report:

Friends also voted in favor of merging with the Foundation. Also will support purchase of a train set for Train Hop.

Old Business

Essex Reporter digitization update – Wendy checked in with staff about other uses for the money. 1 suggestion was a new display case. Staff will wait to get the recommendations of the space planning consultant to determine some other uses for the funds. We will revisit next month.

Farmer's Market – Christine mentioned attendance at the winter Farmer's Market only if trustees feel like there is a reason for us to be there. Perhaps to sell Library mugs or to be available to answer any questions about the Library or Library budget after the holidays.

Vermont Library Trustees Conference debrief – Dottie, Linda and Christine went this year and unanimously agreed that it was wonderful. Linda and Christine shared some information on intellectual freedom workshop as it relates to book as well as use of space. Dottie attended a conference on Friends groups around the state and learned that other libraries have similar issues. Linda and Dottie also went to a Maker Space workshop. Christine also attended a Partnership workshop about how to partner with funders and other local individuals and agencies. Christine suggested that the Trustees can work on creating partnerships in the communities. Wendy discussed Pat Scheidel's vision that the library could be a location for civic engagement.

New Business

Review of Board responsibilities –Partnerships and self-evaluation.

Train Hop – Wendy talked about responsibilities of the Trustees. Trustees need to provide snacks and juice and be present to help at event. Erin, Dottie, Linda and Christine will try to be at event. Everyone should bring a container of 100% juice.

Telescope Policy – Telescope cataloged and Trustees reviewed policy. Dottie moved to accept the policy and Sheila seconded. All approved.

Adjournment

Sheila moved to end meeting, Carmelle seconded. Meeting adjourned at 8:35.

Respectfully submitted

Nina Curtiss



*Center
for
Technology*
Essex

2 EDUCATIONAL DRIVE, SUITE 200, ESSEX JUNCTION, VT 05452
PHONE: (802) 879-5558 FAX: (802) 879-5593
www.go-cte.org

November 11, 2015

Board of Trustees
Village of Essex Junction
2 Lincoln St.
Essex Jct., VT 05452

RECEIVED

NOV 16 2015

Village of Essex Junction

Dear Mr. Tyler,

On behalf of the teachers and students of the Natural Resources Program at the Center for Technology, Essex, I am writing to thank the Board of Trustees for their generous donation to the center. Furthermore, and more importantly, I would like to thank you all for your confidence in our students to participate in the urban tree renewal project.

The opportunity to be present at the board meeting last night was a fantastic experience for our three young men. The Natural Resources program is a charter member of the Future Farmers of America (FFA). One of objectives described in the FFA Charter speaks to "providing agriculture-related programs and activities which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism and thrift; and which will improve the economic, environmental, recreational and human resources of the community." I believe that this project and our relationship with the Board of Trustees will make a lasting impression on our students and helps us to achieve this objective.

Respectfully,

Bob Travers
Principal/Director
Center for Technology, Essex





December 9, 2015

Mr. Bryan Davis
Senior Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404-2109

Re: CCRPC FY2017 Unified Planning Work Program – Scoping Study for Main Street Closure

Dear Bryan:

The Essex Junction Board of Trustees is requesting that the Chittenden County Regional Planning Commission include a scoping study for closing a small portion of Main Street in the Village Center in its FY2017 Unified Planning Work Program. I wanted to state our request in writing so that you may anticipate a formal application to follow.

The concept of closing Main Street (Route 15) from Veterans Memorial Park at Five Corners to the intersection with Railroad Avenue is integral to our broader strategy of improving the desirability of our Center to pedestrians and cyclists and, possibly, maximizing the efficiency of the Crescent Connector (scheduled for construction in 2016) to improve vehicle flow on Routes 2A and 15 traversing the Village Center. The information revealed from the study would also have a direct bearing on strategies currently under review to redirect traffic on Railroad Avenue and Ivy Lane, with the ultimate goal of improving accessibility to and the efficiency of the Amtrak/CCTA station on Railroad Avenue.

The final conceptual design of a 2015 community planning charrette (Design Five Corners), which received substantial community input, envisions “pedestrianizing” that portion of Main Street as the most critical component of our current and ongoing efforts to improve and revitalize the Village core. The Design Five Corners project, which included community meetings and a Facebook site for public engagement, has been adopted by our Planning Commission into our Village plan which was approved by the Trustees.

In addition to improving traffic flow and reducing idling time at Five Corners (and thus reducing pollution and improving air quality) we believe that when closed the new pedestrian section will bring back the center to pedestrian use, providing a boon for residents and business owners. All of this in an area designated as a Growth Center in the ECOS Plan.

Please accept this letter as an indication of the Village's intent to apply for a Scoping Study for the Main Street pedestrianized zone. In agreeing to proceed with the application, the Trustees also agreed at their December 8th meeting to provide the necessary match and staff resources required for the study. Thank you.

Best Regards,



George Tyler, President
Board of Trustees

TOWN OF ESSEX
PUBLIC NOTICE

AD HOC GOVERNANCE COMMITTEE

The Town of Essex Selectboard and the Village of Essex Junction Trustees are seeking five citizens interested in serving on an ad hoc committee to identify and analyze local voting processes.

The purpose of the Ad Hoc Governance Committee is:

- To analyze present local voting processes including legal and legislative restraints;
- To provide a comparative review of how those voting processes could be restructured within existing and potential new models of local government and school governance to maximize community engagement.

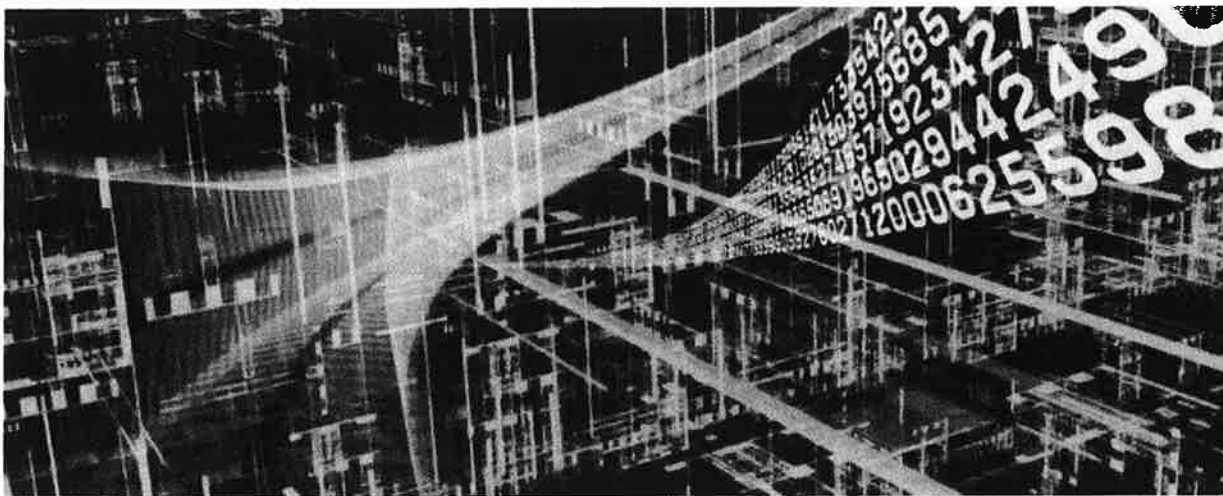
The Town of Essex Selectboard and the Village of Essex Junction Trustees are seeking a diverse representation of citizens to serve in this capacity. Individuals interested in serving may submit a letter stating interest to Patrick C. Scheidel, Municipal Manager, 81 Main Street, Essex Junction, VT 05452 by January 13, 2016.

Enter Search Term - Hit Enter

How Jaipur got ahead in the race to create innovation zones

Fri, 2015-12-18 06:50 -- Doug Peoples

SHARE



In the never-ending race to gain competitive advantage, some cities are turning to "Innovation Zones." They set aside an area with incentives such as ultra-fast broadband and tax breaks. Then they try to attract the best and brightest companies to locate there, with the hopes of creating a mini-Silicon Valley effect.

I can certainly understand the motivation. Cities with a high concentration of tech firms inevitably outperform in economic growth. But don't think you have to go it alone. Many state and national governments have funds set aside to foster innovation. Likewise, charities such as Bloomberg Philanthropies offer direct assistance.

And so do some of the members of the Smart Cities Council, as is happening in India already. (See below.)

If high-tech is important to your city, please don't delay consideration of an Innovation Zone. There are only so many innovative firms to go around. Once they choose a location, they're unlikely to move for many years. Better stake your claim while there's still room. -- Jesse Berst

Jaipur, India's "Pink City," is a destination for about 40 million tourists yearly. It's also one of India's cities with plans to become one of the country's first smart and connected cities. Jaipur's smart infrastructure development is the first phase of an overall plan for the state of Rajasthan: bring the benefits of smart cities to all of the state's residents.

The Jaipur Development Authority (JDA) has been working with Council Lead Partner **Cisco** to build a state-run **innovation hub**, a place where the JDA can concentrate on smart city solutions with technology partners like Cisco, additional Council Lead Partners **GE** and **Qualcomm** and several startups.

As JDA Commissioner Shikhar Agrawal explained "Innovation hubs will be a tremendous platform for startups who can come and build their solutions here without any CAPEX investment. It could be a mobile app for garbage management or an Internet of Things solution for surveillances. If we find the solution relevant and scalable, we shall adopt it. Basically the tech infrastructure and space will be ours and the expertise will be brought in by our partners and the startups.

"We are open to everything that can make citizens' lives simpler -- from a waste management solution to a bill paying one." He said he was confident the city's innovation lab will be the first of its kind in India, if not in Asia. He noted the Jaipur is capable of embarking on its own venture independently of the central government's smart cities campaign as it is financially self-sufficient.

The JDA also has established a **City Infrastructure Management Centre** and a response control room in collaboration with Cisco to run the city more efficiently with almost all of its smart city solutions linked in a digital platform. Several have already been implemented in parts of the city with more locations to come by the end of February, according to a statement released by Cisco during a recent event held to announce the state's digital plan. City residents now have access to interactive intelligent kiosks and WiFi, and environmental sensors, traffic management and safety and security surveillance measures have been deployed as well.

Cisco also is collaborating with the state on its broader vision. "Digitization will be key to how cities, communities and countries maintain global competitiveness, increase GDP growth, foster innovation and create new jobs," according to Dinesh Malkani, president of Cisco India. "The foundation for 'Digital Rajasthan' will be intelligent networks which will transform the delivery of citizen services."

It's not only Jaipur...

The city of Hyderabad also has ambitions to become one of India's first smart cities. It is among the latest to launch an Internet of Things incubator/accelerator. The city is working with a partnership of Indian and British government agencies, **HyperCat** (a consortium of IoT companies) and other Indian companies. Hyderabad was chosen by the consortium, in large part, because it is growing as a technology center and offers a skilled workforce.

Cisco and Associate Partner **Intel** are working on IoT projects at other locations in India.

More stories:

Want your city to function as one? Get partners to do the same

5G broadband could be the ticket for even smarter smart cities

Asia's smart cities: Are they doing it right?



State of Vermont
Division for Historic Preservation
One National Life Drive, Floor 6
Montpelier, VT 05620-0501
www.HistoricVermont.org

[phone] 802-828-3211
[division fax] 802-828-3206

*Agency of Commerce and
Community Development*

December 28, 2015

RECEIVED

DEC 30 2015

Village of Essex Junction

Patricia Benoit
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

**Re: 2016 Historic Preservation Grants
Lincoln Hall, Essex Junction, Chittenden County**

Dear Patricia Benoit:

The Division for Historic Preservation and the Vermont Advisory Council on Historic Preservation have reviewed the applications for the 2016 State Historic Preservation Grant Program and regret to inform you that your project was not selected for funding. Fifty-six applications were submitted to the Division requesting \$871,939.00 in matching funds. The selection process is always very competitive and this year was no exception. Seventeen grants were awarded this year.

Thank you for submitting your application and for your continuing efforts to repair and preserve Vermont's architectural heritage. Due to limited funding, there were many worthy projects we are not able to support with a grant at this time, but we encourage you to resubmit your application next year. We will keep your name on our mailing list and you will receive the necessary application materials if the grant program is funded next year.

If you would like to discuss how to strengthen your application or the specifics of your project, please do not hesitate to contact Caitlin Corkins at 802-828-3047 or by e-mail at caitlin.corkins@state.vt.us.

Sincerely,
VERMONT DIVISION FOR HISTORIC PRESERVATION

Laura Trieschmann
State Historic Preservation Officer





VERMONT LEAGUE
OF CITIES & TOWNS

89 Main Street, Suite 4
Montpelier, Vermont 05602

Directions to the Capitol Plaza:

Take Exit 8 off Interstate 89. Exit ramp will merge with Route 2. At second stop light, turn left onto Bailey Avenue. At intersection, turn right onto State Street.

Vermont State House is on your left; Capitol Plaza Hotel is one-half block farther on the right.

Parking is available behind the Plaza, and parking permits will be emailed in advance.

TOWN MEETING TUNE-UP

Wednesday, February 3, 2016

Capitol Plaza Hotel and Conference Center
Montpelier, Vermont

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Village of Essex Junction



**Board of Trustees
Essex Junction Village
2 Lincoln St
Essex Junction VT 05452-3154**

TOWN MEETING TUNE-UP - WEDNESDAY, FEBRUARY 3, 2016

WHO SHOULD ATTEND AND WHY

This workshop is designed for moderators, selectboard members, town clerks, town managers and administrators, and all local officials who are interested in learning how to run Town Meeting. Content is designed for both new moderators and seasoned veterans. Copies of *Robert's Rules of Order, 11th edition*, will be available for purchase.

- *Is there an article on your town meeting warning you would like to discuss?*
- *Have you developed documents to help the Moderator and meeting participants understand Robert's Rules of Order?*

If so, please email your questions or copies of documents to share by Wednesday, January 27, to afriedman@vlct.org with "Town Meeting Tune-Up" in the subject line.

PRESENTATIONS AND SPEAKERS

Ruling the Unruly: How to Moderate Town Meeting

- Edward Chase, Moderator, Town of Westford
- Steven Jeffrey, Moderator, Town of Northfield

Lunch (provided)

Share Your Town Meeting Stories, Best Practices, Successes, and Lessons Learned, and Q&A with Panelists

- Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center
- Edward Chase, Moderator, Town of Westford
- Steven Jeffrey, Moderator, Town of Northfield
- Nicole Mace, Executive Director, Vt. School Boards Association
- William Senning, Director of Elections, Office of the Vt. Secretary of State

REGISTRATION FEE (PER PERSON):

- \$60.00VLCT PACIF Members
- \$90.00VLCT Members
- \$150.00Non-Members

**PLEASE REGISTER
BY JANUARY 27.***

To see a detailed agenda and register online, visit vlct.org/eventscalendar, and click on the workshop title.

Questions? Contact VLCT at 800-649-7915 or info@vlct.org.

** Please include an additional \$10.00 per person for registrations received after the deadline above. For a full refund, please cancel in writing by the same deadline.*

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 2:50 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.

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mag.com
EMBER 2015

Sustainable Operations:
Solar cell power in
Cody, Wyoming

PAGE 32

James Jutras
Water Quality Superintendent
Essex Junction, Vermont

Partners in Production

**ESSEX JUNCTION AND A FARMER TEAM UP
TO ENHANCE SOIL AND PROTECT WATERS**

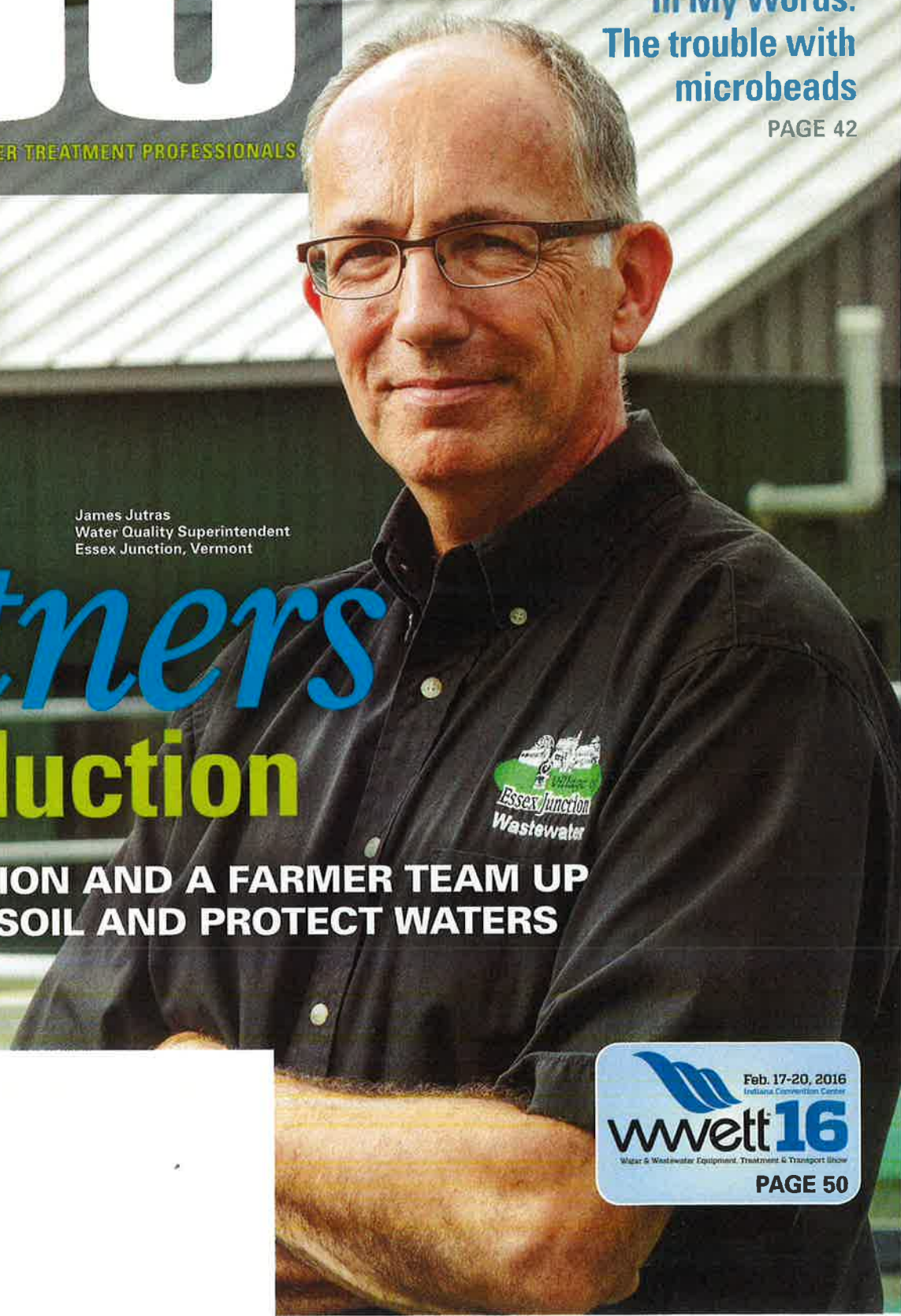
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Technology Deep Dive:
Oxelia technology
from Xylem

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In My Words:
The trouble with
microbeads

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Feb. 17-20, 2016
Indiana Convention Center
wwett 16
Water & Wastewater Equipment, Treatment & Transport Show
PAGE 50

PHOTO: JAMES JUTRAS

Partners in Production

ESSEX JUNCTION'S WASTEWATER PLANT TEAM AND A LOCAL FARMER COMBINE RESOURCES TO ENHANCE SOIL AND CROPS WHILE PROTECTING THE WATERS OF LAKE CHAMPLAIN

STORY: **Pete Litterski**

PHOTOGRAPHY: **Oliver Parini**

WHEN JAMES JUTRAS GETS TOGETHER WITH DAIRY farmer Lorenzo Whitcomb, it's a lot like a team meeting. The two have worked closely for much of the past two decades.

Whitcomb uses biosolids from the Essex Junction (Vermont) Water Resource Recovery Facility to help fertilize the corn he grows on his family's farm to help feed nearly 300 dairy cows. Jutras is water quality superintendent for Essex Junction.

It's definitely a win-win relationship. Whitcomb receives a high-quality soil amendment that helps him boost yields and sustain the soil's organic matter content. Essex Junction benefits by having a single customer, almost next door. On top of that, good application practices limit runoff from the Whitcomb land, helping protect Lake Champlain from nutrient pollution.

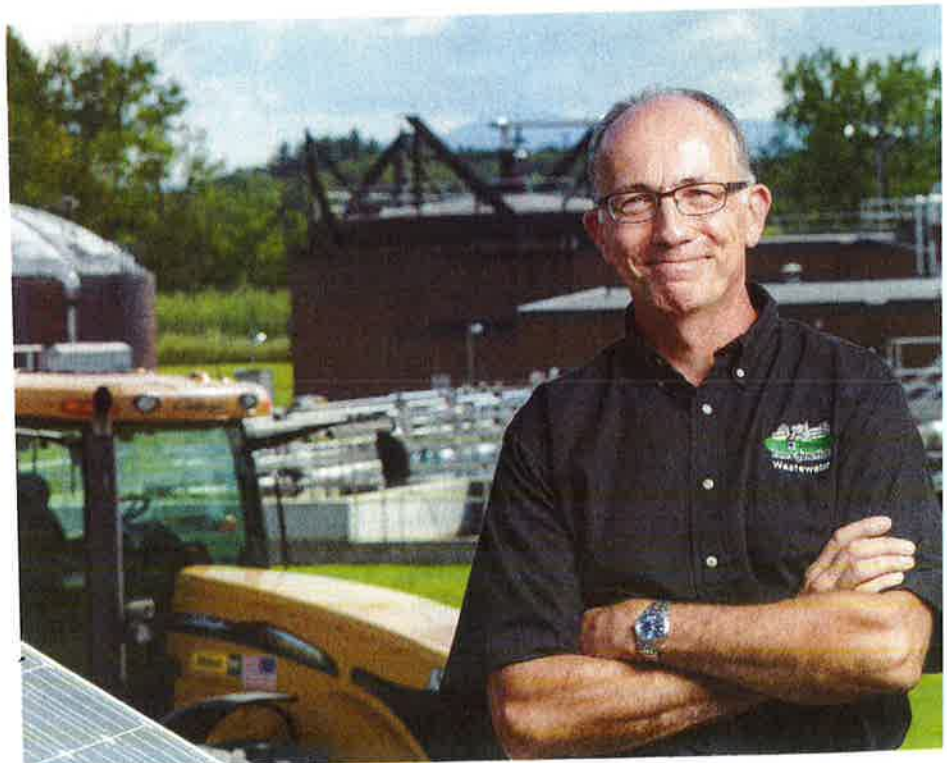
TRUE BELIEVER

Whitcomb's belief in the value of biosolids helped him overcome a controversy that for a time halted application on his land. After he had used biosolids for several years, media reports that Whitcomb describes as inaccurate tainted public perceptions about the practice. That made it difficult for farmers to continue using biosolids to supplement commercial fertilizers.

Still, Whitcomb never lost interest in biosolids. "Six or seven years ago I came to the realization that the biosolids were going up to Quebec, where they were making good use of them," he says. That's when he talked to Jutras about restarting application.

In resuming their relationship, the two have come up with a mutually beneficial arrangement. For Jutras, the Whitcomb farm is a blessing as it dramatically reduces the cost of transporting biosolids. "He's just a 1/2 mile down the road," Jutras says.

For Whitcomb, Essex Junction is a partner, providing the biosolids schedule that fits his needs and limitations. There are two key times to apply biosolids to the 200 acres permitted for that purpose: in spring after ground thaws and the runoff from snowmelt is done, and in autumn after the corn harvest but before the ground freezes.



James Jutras, Essex Junction Wastewater Water Resource Recovery Facility water quality superintendent.



Dairy farmer Lorenzo Whitcomb land-applies biosolids from the Essex Junction Water Resource Recovery Facility (Challenger tractor, Caterpillar).

“Both of us were pretty proactive. Lorenzo even did some early work on anaerobic digestion of manure before applying it to his land.”

JAMES JUTRAS



Essex Junction (Vermont) Water Resource Recovery Facility

BUILT: 1986 (upgraded 2012)

POPULATION SERVED: 9,700

PLANT FLOW: 3.3 mgd design

BIOSOLIDS PROCESS: Anaerobic digestion

VOLUME RECYCLED: 650,000 to 700,000 gallons twice per year

BIOSOLIDS USE: Land application

CITY WEBSITE: www.essexjunction.org

GPS COORDINATES: Latitude: 44°29'27.12"N; Longitude: 73°6'41.39"W



Essex Junction facility team members include, from left, Paul Douglass, operator I; Joyce Stannard, administration professional; Howard Kimball, operator I; James Jutras, water quality superintendent; Chelsea Mandigo, environmental technician; and Patrick Boutin, operator II. Team members not pictured: Bernie Fleury, assistant chief operator; and Maddie Barry, administration professional.



Operator Howard Kimball runs a check on an Accumet pH meter (Le-Parmer).

Because Essex Junction has storage tanks with 2 million gallons of capacity, Jutras can hold the liquid biosolids until Whitcomb is prepared for application. The tanks are uncovered concrete structures on the wastewater treatment plant site.

PROTECTING THE LAKE

The storage of the biosolids as liquid is another example of the two operations working together. When Whitcomb resumed applying biosolids, he sought the best way to keep excess nutrients from running off his land and down the Winooski River to Lake Champlain. Whitcomb, who operates the last active farm in Essex Junction, invested in a 9,600-gallon manure injector (Jamesway) that injects biosolids (as well as liquid manure from his dairy herd) into the ground.

Besides the environmental advantages of the injector, Whitcomb had to consider the bottom line for the family farm, which also involves his brother. The injector actually makes more effective use of the nutrients in the biosolids and manure, reducing the amount of commercial fertilizer the operation needs and helping justify the machine's cost.

Whitcomb's decision to inject the material himself benefits the village because, as Jutras points out, village employees and equipment "don't have to do the land application. He's actually serving as a subcontractor."



Patrick Boutin and other operations team members benefit by working in a facility that has seen significant upgrades.

runtime with the new facility to determine biosolids production accurately.

PLANT FACELIFT

The rehabilitation — the first major construction project since the plant was commissioned in 1986 — included upgrades to the primary and secondary clarifiers and aeration tanks, new tertiary filters (Aqua-Aerobic Systems), an Alfa Laval G2 centrifuge for biosolids dewatering, new chemical feed pumps, refurbishment of the two existing Infilco Degremont anaerobic digesters (SUEZ), and a new grit collector system.

The project also included the addition of a second combined heat and power system (2G Energy Inc.) that burns biogas to heat the digesters and generates electricity, reducing greenhouse gas emissions. After resolution of a few technical issues at startup, the facility is now ready to get “maximum energy return from the digestion process,” Jutras says.

Modernization of the plant’s control systems helps the operators track performance and identify issues sooner. “One thing that has been real helpful is that the SCADA analytical processes are much more thorough and they provide more consistent data,” Jutras says. “If something pops up we can immediately evaluate the problem.”

Although the Whitcomb farm receives biosolids as liquid, the plant upgrade included the Alfa Laval centrifuge because the village has to be prepared to send its biosolids elsewhere if Whitcomb can’t use the full amount or for any reason has to stop receiving the material.

Any biosolids that Whitcomb does not need or cannot handle can be dewatered and delivered as cake at 25 percent solids to other farms permitted for land application. It can also be composted at a nearby facility operated by Casella Organics, a company based in Portland, Maine, that specializes in beneficial use and recycling of organic and mineral resources.

MEETING THE STANDARDS

Because Vermont’s standards for biosolids quality and runoff from farmland are even more stringent than U.S. EPA regulations, the state standards have primacy, Jutras says. The Essex Junction facility consistently meets or beats those standards, and Whitcomb does as well. “Our digester process is

the treatment plant staff delivers 650,000 to 700,000 gallons of bio- to Whitcomb’s farm twice a year. “Operationally, that’s been a significant portion of what we produce,” Jutras says. The village in 2012 completed million rehabilitation of the plant, and operators don’t have enough

KEEPING THE NEIGHBORS INFORMED

When dairy farmer Lorenzo Whitcomb decided to resume applying Essex Junction biosolids to his fields, he took a proactive approach to dealing with his residential neighbors. He sent them a letter outlining his plans and describing the precautions and the testing involved in the biosolids recycling. The letter read:

To: Our Essex Neighbors
From: Whitcomb Family Farm
Date: Aug. 20, 2009
Re: Use of Local Biosolids as Fertilizer

We are writing to share some information about our dairy farm and the proposed use of biosolids as fertilizer to grow livestock feed. About six years ago, we approached Jim Jutras of the Essex Junction Wastewater Treatment Plant about using Essex biosolids as fertilizer on our farm. At the time, the biosolids were being trucked to Canada.

We currently farm in two locations, Essex Junction and North Williston. Our milking herd is in Williston and our young stock in Essex. The cows at our Essex Farm don't make enough manure to fertilize all the crops. We are currently relying on commercial fertilizer to supply our additional needs.

The idea of using a safe, locally produced fertilizer is very appealing both economically and as a community service. Keeping any farm sustainable involves keeping the soil nutrients at optimum levels and not depleting the nutrient levels of the soil. We have the experience and equipment to handle the biosolids in a timely and environmentally safe way.

Whitcomb Farm has previously used biosolids with very good results. The biosolids would be used for cow crops only. The biosolids and groundwater will be tested by the Village of Essex Junction, and the soil testing will be done by Whitcomb Farm's private crop consultant.

Since Whitcomb Farm will be applying the biosolids, we will adhere to all setbacks and site criteria. Biosolids would be tilled into the soil after application. Biosolids will come exclusively from the Essex Junction Wastewater Treatment Plant. In no way should treated biosolids be mistaken as raw sewage.

(Signed)
Lorenzo Whitcomb

Whitcomb says the reaction to his letter was generally positive. James Jutras, water quality superintendent for Essex Junction, agrees that keeping people informed is the best way to maintain public confidence. "Our job has always been to protect public health," Jutras says. "Environmental groups often look at us as polluters, but our job is taking pollution out."

He says education of the public about the biggest sources of pollution in local waters and Lake Champlain often falls to him and his colleagues in stormwater and wastewater treatment: "Half of what we have to do is educate people about how professional water quality operators improve the water we recycle back into the environment."



Biosolids from Essex Junction help dairy farmer Lorenzo Whitcomb preserve his soils and improve his feed crop yields.

“Six or seven years ago I came to the realization that the biosolids were going up to Quebec, where they were making good use of them.”

LORENZO WHITCOMB

new Total Maximum Daily Load standards for phosphorus in 12 segments of Vermont's Lake Champlain shoreline.

Although their region will have to reduce releases of phosphorus, Jutras says Essex Junction and the Whitcomb farm will feel little impact from the new standards. Working through a local solid waste management district, Whitcomb and Essex Junction contract with Casella Organics to monitor biosolids application on the farm. "They are in charge of all of the permitting," says Jutras. "They do all the testing of our soils and monitor the groundwater through test wells."

The monitoring has found no problems arising from Whitcomb's injection of the biosolids on his permitted 200 acres (out of 460 total acres). Jutras is not surprised: "Both of us were pretty proactive. Lorenzo even did some early work on anaerobic digestion of manure before applying it to his land." **cpo**

very efficient, and we beat all those standards with ease," says Jutras. Although the Essex Junction product exceeds the criteria for Class B biosolids, that is the top rating the plant can get due to the process used.

Operators remain vigilant about the quality of both biosolids and plant effluent because "both of our products can impact the lake." Nutrient runoff reaching Lake Champlain remains under close scrutiny by the EPA and Vermont officials. In August, the EPA issued a draft report setting

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SUEZ
800/446-1150
www.degremont-technologies.com



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Date: January 6, 2016
To: CWD Served Municipal Systems
From: Jim Fay, CWD General Manager
RE: 2016-2017 Fiscal Year Budget

CWD's publicly elected Board of Water Commissioners has finalized the fiscal year budget for July 1, 2016 to June 30, 2017 setting the uniform wholesale water rate at \$2.038/1000 gallons from the existing \$1.978/1,000 gallons. This is an increase of 6.0 cents per 1000 gallons, or a 3.03% increase. Assuming this CWD wholesale increase is fully passed along in each retail rate within CWD's twelve served municipal water systems, the average family will see a 36 cent per month increase (\$4.26/year) in water costs. We have attached a table entitled "Historical CWD Wholesale Rate Increase Impact on CWD Served Systems" which summarizes that the annual increase over the past seven years is \$4.44 per year for a family using 71,000 gallons/year.

Also please find attached a table titled "Comparative Retail Water Rates" which was just updated as of our December 2015 Survey of CWD served systems, as well as a table titled "CWD Wholesale Increase Impact on Served Municipal Systems". Please note that a family using 71,000 gallons/year (195 gallons/day), within CWD's twelve served municipal water systems in Chittenden County, has a present annual average water cost across CWD's served systems of \$301.69 per year (\$25.14/month). Of this \$301.69/year, \$140.44/year (\$11.70/month) is paid to CWD under the uniform wholesale water rate, and the remaining \$161.25/year (\$13.44/month) is the average retained by the respective served CWD municipal water system. With CWD's rate increase from \$1.978/1000 gallons to the proposed \$2.038/1000 gallons, the average family using 71,000 gallons per year will see an increase of \$4.26 per year (36 cents/month). If this CWD increase of 6.0 cents per 1,000 gallons is fully passed on, the average Retail water rate will increase an average of 1.41%, with a high of 1.85%, and a low of 1.07%, given the varying retail markups to the CWD uniform wholesale water rate across the twelve CWD served municipal water systems.

Please contact Jim Fay, CWD General Manager at 864-7454 (ext. 103) or by email at jim.fay@champlainwater.org, if you have any questions or need further information.

HISTORICAL CWD WHOLESALE RATE INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS

The following list shows the CWD uniform wholesale water rate for the last six years. It also shows the annual average family using 75 gallons per day per person for an average household usage of 71,000 gallons per year. Assumes State average family of 2.6 people use 195 gallons/day (75gpd/person) for a total of 71,000 gallons per year.

FISCAL YEAR ENDING	CWD Uniform Wholesale Water Rate \$ Per 1000 Gallons	Annual Average Family Cost @71,000 Gallons/Year	Annual Family \$ Increase Over Previous Fiscal Year
2011	1.650	\$117.15	\$3.55 (30 cents/month)
2012	1.714	\$121.69	\$4.54 (38 cents/month)
2013	1.782	\$126.52	\$4.83 (40 cents/month)
2014	1.840	\$130.64	\$4.12 (34 cents/month)
2015	1.913	\$135.82	\$5.18 (43 cents/month)
2016	1.978	\$140.44	\$4.62 (38 cents/month)
Proposed 2017	2.038	\$144.70	\$4.26 (36 cents/month)

Note: CWD's seven (7) year annual average (2011-2017) increase is \$4.44/family per year.

COMPARATIVE RETAIL WATER RATES
Survey Compiled December 2015

The following list represents the cost per 1,000 gallons and the annual cost for the State of Vermont average household occupancy (2.6 people per home) multiplied by 75 gallons per day per person for an average household usage of 71,000 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

Water System	Total Cost per 1,000 Gallons (Including any Base Rates)	Annual Cost Average Family
CWD Wholesale (Uniform Rate)	\$1.978	\$140.44
Village of Essex Junction	\$3.33	\$236.43
Colchester Town	\$3.49	\$247.79
Malletts Bay Water Company	\$3.49	\$247.79
City of South Burlington	\$3.68	\$261.28
Colchester Fire District #2	\$4.09	\$290.39
Colchester Fire District #3	\$4.27	\$303.17
Town of Williston	\$4.60	\$326.60
Town of Essex	\$5.06	\$359.26
City of Winooski	\$5.17	\$367.07
City of Burlington	\$5.35	\$379.85
Town of Milton	\$5.59	\$396.89
Town of Shelburne	\$5.61	\$398.31
**Village of Jericho	\$3.25	\$230.75
***Colchester FD#1	\$3.45	\$244.95

***Bolted water systems are served by CWD**

Note: The annual average retail cost of water is \$314.46 for the above "bolted" ten CWD served municipal water systems for a family using 71,000 gallons per year. Of this \$314.46 average annual family cost, \$140.44 (45%) is paid to CWD for the uniform wholesale purchase price, and the remaining dollars is retained by the respective CWD served water system.

**Village of Jericho – Rate does not include Village Tax Rate assessment charge.

***Colchester FD#1 - Rate does not include bond special assessment charge

CWD UNIFORM WHOLESALE INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS

The following list represents the cost per 1,000 gallons and the annual cost for the State of Vermont average household occupancy (2.6 people per home) multiplied by 75 gallons per day per person for an average household usage of 71,000 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges. Assumes average family uses 195 gallons/day (75gpd/person) for a total of 71,000 gallons per year. Therefore, "CWD" increase is: \$1.978/1000 gallons to \$2.038/1000 gallons = 6 cents/1000 @71,000 gallons/year = \$4.26/year or 36 cents/month.

CURRENT WHOLESALE RATE			PROPOSED CWD RATE INCREASE		
\$1.978/1000 Gallons			For New Wholesale Water Rate of \$2.038/1000 Gallons		
Water System	December 2015 Retail Rate/1000 Gallons	Current Annual Average Family Cost	For New Wholesale Water Rate of \$2.038/1000 Gallons	New Annual Average Family Cost	Estimate of Retail Rate Increase if CWD Increase Passed on 100%
Village of Essex Junction	\$3.33	\$236.43	\$3.39	\$240.69	1.80%
Colchester Town	\$3.49	\$247.79	\$3.55	\$252.05	1.72%
Malletts Bay Water Company	\$3.49	\$247.79	\$3.55	\$252.05	1.72%
City of South Burlington	\$3.68	\$261.28	\$3.74	\$265.54	1.63%
Colchester Fire District #3	\$4.27	\$303.17	\$4.33	\$307.43	1.41%
Town of Williston	\$4.60	\$326.60	\$4.66	\$330.86	1.30%
Town of Essex	\$5.06	\$359.26	\$5.12	\$363.52	1.19%
City of Winooski	\$5.17	\$367.07	\$5.23	\$371.33	1.16%
Town of Milton	\$5.59	\$396.89	\$5.65	\$401.15	1.07%
Town of Shelburne	\$5.61	\$398.31	\$5.67	\$402.57	1.07%
**Village of Jericho	\$3.25	\$230.75	\$3.31	\$235.01	1.85%
***Colchester Fire District #1	\$3.45	\$244.95	\$3.51	\$249.21	1.74%
Served System Annual Average	\$4.25	\$301.69	\$4.31	\$305.95	1.41%
CWD's Portion of Total Annual Average Retail Bill	\$1.978	\$140.44	\$2.038	\$144.70	

Proposed July 1, 2016 Annual average CWD Wholesale cost per family = \$144.70/year @ 2.038/1000 gallons

Proposed July 1, 2016 Annual percentage CWD Wholesale cost to average retail family cost of \$305.95/year = 47.30%

Proposed July 1, 2016 @ \$2.038/1000 gallons increases average family cost an additional \$4.26/year or 36 cents per month

****Village of Jericho – Rate does not include Village tax rate assessment charge**

*****Colchester Fire District #1 - Rate does not include bond special assessment charge**

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
DECEMBER 8, 2015**

MEMBERS PRESENT: George Tyler (Village President), Dan Kerin (Vice President), Andrew Brown, Lori Houghton and Elaine Sopchak.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager and Finance Director.
GUESTS: Rick Jones, James Jutras, Robin Pierce, Chris Gaboriault, Wendy Hysko, Sheila Porter, Dorothy Bergendahl, Jacqueline Marshall.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

George Tyler called the meeting to order at 9:00 a.m.

2. AGENDA ADDITIONS/CHANGES

Add:

- Memo from George Tyler re: CCRPC Unified Planning Work Program FYE 17 scoping study application under New Business.
- Email questions from St. Albans City Manager for meeting/tour on 12/18/15 under Old Business.
- Request to increase the Village contribution to Channel 17 under Guests and Presentations.

MOTION by George Tyler, SECOND by Lori Houghton to approve the agenda as amended.

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

3. OLD BUSINESS

a. Email questions from St. Albans City Manager for meeting/tour on 12/18/15

The Trustees, Manager and Community Development Director will be meeting with St. Albans City officials on 12/18/15, followed by a tour of the downtown development area. Dominic Cloud, Manager of St. Albans, sent a list of questions for the meeting to facilitate the discussion. George Tyler asked the board members for their responses in order to send them to Dominic Cloud.

4. NEW BUSINESS

a. Approve Joint Representative and Sign Resolution for Channel 17

b. Approve Amendment of Channel 17 Government Access Channel Trust Agreement

MOTION by George Tyler, SECOND by Dan Kerin, to approve the Resolution in support of combining Essex and Essex Junction proportional votes outlined in the Trust Agreement and to approve the Trust Agreement to enable Essex and Essex Junction to be served by one municipal representative.

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

c. Memo re: CCPRC Unified Planning Work Program FYE 17 Scoping Study Application

George Tyler presented a memo to the Trustees recommending that the Village apply for a scoping study through CCPRC to determine the feasibility of closing off Main Street between Five Corners and the end of the Brownell Block. The CCRPC FYE 17 Unified Planning Work Program provides funding

for traffic studies and the CCPRC anticipates having \$850,000 in federal funds available for such projects in 2016. The application deadline for requesting a study is 1/22/16.

MOTION by George Tyler, SECOND by Andrew Brown, to approve applying for a scoping study from CCPRC for the closing of Main Street from the five corners to the end of the Brownell Block and to provide the necessary match and staff resources.

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

5. FYE 17 BUDGET WORK SESSION

Pat Scheidel and Lauren Morrisseau presented the proposed budget in its entirety to the Trustees, followed by a series of meetings with department heads. The budget will be presented to the Trustees for final review on January 12 and move to public hearing on January 26.

6. READING FILE

- a. Lincoln Hall Exterior Rehabilitation Project Tentative Schedule

7. CONSENT AGENDA

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

- a. Minutes of previous meetings 11/10/15 and 11/17/15
- b. Expense Warrant #16017 dated 11/13/15 in the amount of \$22,747.29
- c. Expense Warrant #16018 dated 11/20/15 in the amount of \$152,373.93
- d. Expense Warrant #16019 dated 11/24/15 in the amount of \$287,576.97
- e. Expense Warrant #16020 dated 12/4/15 in the amount of \$85,089.40
- f. Application for Vermont Watershed Grant Project 2016

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

8. GUESTS AND PRESENTATIONS

Jacqueline Marshall, Channel Director at Channel 17, updated the Trustees on Channel 17 programs and requested an increase in financial support from the Village.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to increase the Village contribution to Channel 17 from \$3,000 to \$6,000 per year.

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

9. ADJOURN

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

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

The meeting was adjourned at 3:00 p.m.

Minutes respectfully submitted by Lauren Morrisseau, Assistant Manager/Finance Director



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
DECEMBER 18, 2015**

MEMBERS PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton and Elaine Sopchak (Dan Kerin was absent.)
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Robin Pierce, Community Development Director.
GUESTS: Dominic Cloud, St. Albans City Manager; Martin Manahan, Director of Business Development.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was held in the conference room at Ace Hardware at 109 N. Main Street, St. Albans, due to renovations at City Hall. George Tyler called the meeting to order at 9:30 a.m.

2. MEET WITH ST. ALBANS CITY OFFICIALS

The Village Trustees were presented with a detailed history of the redevelopment of the St. Albans downtown core from 2012 to present using the state's TIF program and creative negotiations with the business community.

3. TOUR DOWNTOWN REDEVELOPMENT AREA

The group toured the downtown St. Albans redevelopment sites: Ace Hardware, streetscape, parking garage, State office building, hotel and façade projects on Main Street.

4. ADJOURN

The Village President adjourned the meeting at 2:13 p.m.

Minutes respectfully submitted by Pat Scheidel, Municipal Manager



12/16/15
11:37 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16021 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/11/15 To 12/11/15 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	11/30/15	VA VEHICLE GAS NOVEMBER CL170785	210-42220.626 GAS,GREASE AND OIL	244.43	3227	12/11/15
23170	11/30/15	VA VEHICLE GAS NOVEMBER CL170785	210-43110.626 GAS,GREASE AND OIL	1055.21	3227	12/11/15
V10615	11/26/15	VF FD PENS 108330556	210-42220.889 ROUTINE EQUIPMENT PURCHAS	192.40	3248	12/11/15
V10691	12/09/15	AD POSTAGE RESERVE 120915D	210-41320.536 POSTAGE	2000.00	3254	12/11/15
V10680	12/03/15	AD 12/3-3/20 POSTAGE METR 2640102NV15	210-41320.442 LEASED SERVICES	281.88	3260	12/11/15
40840	11/15/15	ST LAND LINE 3570049	210-43110.535 TELEPHONE SERVICES	35.51	3262	12/11/15
14800	12/01/15	ST FIREWALL UPGRADE 69202	210-43110.610 SUPPLIES	368.40	3264	12/11/15
36130	11/19/15	ST PHONE & IPAD 9755819446	210-43110.535 TELEPHONE SERVICES	204.10	3265	12/11/15
29825	11/20/15	VF NAT GAS 10/19-11/17 1115178343	210-42220.623 HEATING/NATURAL GAS	202.65	3271	12/11/15
V10636	12/07/15	AD DECEMBER ADMIN FEE DEC2015	210-41320.210 HEALTH INS & OTHER BENEFI	3.45	151211	12/11/15
23170	11/30/15	VA VEHICLE GAS NOVEMBER CL170785	254-43200.626 GAS,GREASE AND OIL	134.20	3227	12/11/15
14800	12/01/15	ST FIREWALL UPGRADE 69202	254-43200.610 SUPPLIES	368.30	3264	12/11/15
36130	11/19/15	ST PHONE & IPAD 9755819446	254-43200.535 TELEPHONE SERVICES	89.63	3265	12/11/15
23170	11/30/15	VA VEHICLE GAS NOVEMBER CL170785	255-43200.626 GAS,GREASE AND OIL	284.57	3227	12/11/15
23170	11/30/15	VA VEHICLE GAS NOVEMBER CL170785	256-43200.626 GAS,GREASE AND OIL	97.69	3227	12/11/15
14800	12/01/15	ST FIREWALL UPGRADE 69202	256-43200.610 SUPPLIES	368.30	3264	12/11/15
36130	11/23/15	VA PUMP STATION VPN 9756160568	256-43200.434 PUMP STATION MAINTENANCE	76.80	3265	12/11/15
36130	11/23/15	VA PUMP STATION VPN 9756160568	256-43220.002 WEST ST PS COSTS	20.05	3265	12/11/15
36130	11/23/15	VA PUMP STATION VPN 9756160568	256-43220.001 SUSIE WILSON PS COSTS	20.34	3265	12/11/15

12/16/15
11:37 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16021 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/11/15 To 12/11/15 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				6047.91		

12/23/15
01:47 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16022 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/18/15 To 12/18/15 & Fund 2

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lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/23/15	ADVANCE AUTO PARTS VF supplies 2741851	210-43110.610 SUPPLIES	19.16	3283	12/18/15
05290	11/24/15	ADVANCE AUTO PARTS ST supplies 2841903	210-43110.610 SUPPLIES	9.88	3283	12/18/15
05290	12/04/15	ADVANCE AUTO PARTS ST supplies 3831602	210-43110.610 SUPPLIES	4.99	3283	12/18/15
05290	12/01/15	ADVANCE AUTO PARTS ST supplies 542202	210-43110.610 SUPPLIES	61.99	3283	12/18/15
V10007	11/25/15	AIRGAS EAST ST oxygen 904595388	210-43110.610 SUPPLIES	120.06	3285	12/18/15
V9337	12/15/15	AMERICAN LIBRARY ASSOC BL supplies 0073603249	210-45551.610 SUPPLIES	69.00	3287	12/18/15
23190	12/02/15	BAILEY SPRING & CHASSIS ST bolt for plow S22280	210-43110.610 SUPPLIES	47.75	3289	12/18/15
V10301	12/01/15	BARRA, PLC/ DAVID A. // VA Nov legal fees EJ22022207	210-41320.320 LEGAL SERVICES	610.50	3291	12/18/15
V10301	12/01/15	BARRA, PLC/ DAVID A. // VA Nov legal fees EJ22022207	210-41970.320 LEGAL SERVICES	82.50	3291	12/18/15
00530	11/16/15	BRODART CO BL Books B4173132	210-45551.640 ADULT COLLECTION-PRINT & SUPPLIES	8.40	3295	12/18/15
00530	11/16/15	BRODART CO BL Books B4173132	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	11/09/15	BRODART CO BL Books B4178713	210-45551.641 JUVEN COLLECTION-PRNT & E	6.12	3295	12/18/15
00530	11/09/15	BRODART CO BL Books B4178713	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	11/24/15	BRODART CO BF books B4182780	210-45551.641 JUVEN COLLECTION-PRNT & E	96.11	3295	12/18/15
00530	11/24/15	BRODART CO BF books B4182780	210-45551.610 SUPPLIES	6.30	3295	12/18/15
00530	11/24/15	BRODART CO BL books B4182781	210-45551.641 JUVEN COLLECTION-PRNT & E	13.94	3295	12/18/15
00530	11/24/15	BRODART CO BL books B4182781	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	11/25/15	BRODART CO BF books B4184553	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	3295	12/18/15
00530	11/30/15	BRODART CO BL books B4186831	210-45551.641 JUVEN COLLECTION-PRNT & E	68.79	3295	12/18/15
00530	11/30/15	BRODART CO BL books B4186831	210-45551.610 SUPPLIES	5.40	3295	12/18/15
00530	11/30/15	BRODART CO BL books B4186942	210-45551.641 JUVEN COLLECTION-PRNT & E	33.21	3295	12/18/15
00530	11/30/15	BRODART CO BL books B4186943	210-45551.640 ADULT COLLECTION-PRINT & SUPPLIES	54.95	3295	12/18/15
00530	12/01/15	BRODART CO BL books B4188903	210-45551.641 JUVEN COLLECTION-PRNT & E	4.79	3295	12/18/15
00530	12/01/15	BRODART CO BL books B4188903	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	12/01/15	BRODART CO BL books B4188904	210-45551.641 JUVEN COLLECTION-PRNT & E	15.83	3295	12/18/15

12/23/15
01:47 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16022 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/18/15 To 12/18/15 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	12/01/15	BL books B4188904	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	12/01/15	BL books B4188905	210-45551.641 JUVEN COLLECTION-PRNT & E	23.84	3295	12/18/15
00530	12/01/15	BL books B4188905	210-45551.610 SUPPLIES	1.80	3295	12/18/15
00530	12/01/15	BL Books B4188978	210-45551.641 JUVEN COLLECTION-PRNT & E	10.99	3295	12/18/15
00530	12/01/15	BL Books B4188978	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	12/01/15	BL books B4188979	210-45551.640 ADULT COLLECTION-PRINT &	136.28	3295	12/18/15
00530	12/01/15	BL books B4188979	210-45551.610 SUPPLIES	1.80	3295	12/18/15
00530	12/02/15	BL books B4191009	210-45551.640 ADULT COLLECTION-PRINT &	40.66	3295	12/18/15
00530	12/02/15	BL books B4191009	210-45551.610 SUPPLIES	1.80	3295	12/18/15
00530	12/02/15	BL books B4191010	210-45551.640 ADULT COLLECTION-PRINT &	344.49	3295	12/18/15
00530	12/02/15	BL books B4191010	210-45551.610 SUPPLIES	19.80	3295	12/18/15
00530	12/03/15	BL books B4192641	210-45551.641 JUVEN COLLECTION-PRNT & E	17.59	3295	12/18/15
00530	12/03/15	BL books B4192641	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	12/08/15	BL books B4196025	210-45551.641 JUVEN COLLECTION-PRNT & E	8.79	3295	12/18/15
00530	12/08/15	BL books B4196025	210-45551.610 SUPPLIES	0.90	3295	12/18/15
00530	12/08/15	BL books B4196026	210-45551.641 JUVEN COLLECTION-PRNT & E	22.51	3295	12/18/15
00530	12/08/15	BL books B4196026	210-45551.610 SUPPLIES	1.80	3295	12/18/15
V9941	11/24/15	BL background checks lib 112415D	210-45551.574 VOLUNTEER EXPENSES	60.00	3297	12/18/15
V9941	12/07/15	DV Vista print train hop 120715	210-41335.810 COMMUNITY EVENTS & PROGRA	259.96	3297	12/18/15
V9941	11/10/15	ADLH macs supplies 120715A	210-41320.560 TRUSTEES EXPENDITURES	8.58	3297	12/18/15
V9941	11/10/15	ADLH macs supplies 120715A	210-41940.610 SUPPLIES	10.27	3297	12/18/15
V9941	11/15/15	BL Mcihaels child supplie 120715B	210-45551.837 CHILDRENS PROGRAMS	16.06	3297	12/18/15
V9941	12/07/15	VF Oriental Trade fire pr 120715C	210-42220.838 FIRE PREVENTION	567.21	3297	12/18/15
V9941	11/17/15	VF LL Bean FD shirts 120715D	210-42220.612 UNIFORMS,BOOTS,ETC	1516.45	3297	12/18/15
V9941	12/07/15	BL BTV Free Press nwspapr 120715E	210-45551.640 ADULT COLLECTION-PRINT &	24.46	3297	12/18/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	11/23/15	ST VT Gov BK CK Pwd 120715G	210-43110.572 INTERVIEW COSTS	30.00	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/07/15	DV paypal VT plan mtg 120715H	210-41970.500 TRAINING,CONF,DUES	45.00	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/07/15	BL faronics computer exp 120715N	210-45551.340 COMPUTER EXPENSES	66.00	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/01/15	VF witmer FD tools 120715O	210-42220.889 ROUTINE EQUIPMENT PURCHAS	125.09	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/03/15	BL Dover Pub supplies 120715P	210-45551.610 SUPPLIES	25.50	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/18/15	VE Macs train hop cards 12075I	210-41335.810 COMMUNITY EVENTS & PROGRA	153.49	3297	12/18/15
V0455	CANON SOLUTIONS AMERICA	12/01/15	BL supplies 4017717876	210-45551.610 SUPPLIES	37.98	3299	12/18/15
V10614	CHOICE COBRA, LLC	12/02/15	AD cobra admin fee RC037054	210-41320.210 HEALTH INS & OTHER BENEFI	30.00	3306	12/18/15
38280	CRYSTAL ROCK BOTTLED WATE	11/30/15	LH Nov bottled water 11125017144	210-41940.610 SUPPLIES	30.25	3311	12/18/15
38280	CRYSTAL ROCK BOTTLED WATE	11/30/15	ST supplies 11550122590	210-43110.610 SUPPLIES	15.80	3311	12/18/15
42640	DE LAGE LANDEN	12/02/15	AD 12/15-1/114 copier ren 48106941	210-41320.442 LEASED SERVICES	249.52	3312	12/18/15
V10397	DECOSMOS/DANNY//	12/14/15	VE roaming railroad train 121415	210-41335.810 COMMUNITY EVENTS & PROGRA	1090.00	3313	12/18/15
43480	DESORCIE EMERGENCY PRODUC	12/04/15	VF volt gauge 12645	210-42220.432 VEHICLE MAINTENANCE	58.34	3314	12/18/15
31275	DON WESTON EXCAVATING INC	11/20/15	ST fix storm pipe 9889	210-43151.430 STORM SEWER MAINTENANCE	4704.50	3316	12/18/15
31275	DON WESTON EXCAVATING INC	12/04/15	ST drainage work 9895	210-43151.430 STORM SEWER MAINTENANCE	2574.77	3316	12/18/15
25290	EBSCO SUBSCRIPTION SERVIC	12/02/15	BL magazines 280228	210-45551.641 JUVEN COLLECTION-PRNT & E	1070.50	3318	12/18/15
25290	EBSCO SUBSCRIPTION SERVIC	12/02/15	BL magazines 7802127	210-45551.640 ADULT COLLECTION-PRINT &	6309.37	3318	12/18/15
V10576	ECOPIXEL LLC	12/01/15	AD web site host support 2091	210-41320.560 TRUSTEES EXPENDITURES	99.00	3319	12/18/15
24045	EMPIRE JANITORIAL SUPPLY	12/04/15	ST ice melter 187968	210-43125.610 WINTER MAINTENANCE	69.00	3320	12/18/15
23215	ESSEX EQUIPMENT INC	11/24/15	ST flags for signs 105932050001	210-43110.617 SIGNS AND POSTS	6.96	3326	12/18/15
23215	ESSEX EQUIPMENT INC	12/03/15	ST fittings for icebgone 105937950001	210-43125.610 WINTER MAINTENANCE	207.42	3326	12/18/15
41420	ESSEX PAINT & CARPET INC	12/07/15	ST paint 137467	210-43110.610 SUPPLIES	44.60	3328	12/18/15
38955	F W WEBB COMPANY	12/02/15	ST fittings for icebgone 48639641	210-43125.610 WINTER MAINTENANCE	28.68	3332	12/18/15
38955	F W WEBB COMPANY	12/03/15	ST fittings for icebgone 48651844	210-43125.610 WINTER MAINTENANCE	37.08	3332	12/18/15
38955	F W WEBB COMPANY	12/03/15	ST fittings for icebgone 48658754	210-43125.610 WINTER MAINTENANCE	304.08	3332	12/18/15

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41410	12/04/15	FINANCIAL OPERATIONS ST traffic light maint 120415D	210-43123.570 TRAFFIC LIGHTS MAINTENANC	568.08	3335	12/18/15
V10226	12/03/15	G & K SERVICES ST shop rags 1295340137	210-43110.610 SUPPLIES	60.35	3344	12/18/15
34895	12/01/15	GAUTHIER TRUCKING, INC. ST rubbish removal 11122556	210-43110.565 RUBBISH REMOVAL	56.10	3346	12/18/15
34895	12/01/15	GAUTHIER TRUCKING, INC. ST rubbish removal 1122422	210-43110.565 RUBBISH REMOVAL	110.52	3346	12/18/15
34895	12/01/15	GAUTHIER TRUCKING, INC. LH Nov rubbish removal 1122423	210-41940.565 RUBBISH REMOVAL	155.72	3346	12/18/15
34895	12/01/15	GAUTHIER TRUCKING, INC. ST rubbish removal 1122424	210-43110.565 RUBBISH REMOVAL	415.77	3346	12/18/15
34895	12/07/15	GAUTHIER TRUCKING, INC. WWST drying bed grit remv 1123042	210-43110.565 RUBBISH REMOVAL	35.00	3346	12/18/15
04035	12/02/15	GOT THAT RENTAL & SALES I ST sprayer fittings salt 21899	210-43125.610 WINTER MAINTENANCE	37.22	3349	12/18/15
04035	12/03/15	GOT THAT RENTAL & SALES I ST fittings for icebgone 21942	210-43125.610 WINTER MAINTENANCE	9.97	3349	12/18/15
V0943	12/07/15	GRAF/MARY L.// BL childrens program MG 12715	210-45551.837 CHILDRENS PROGRAMS	17.94	3350	12/18/15
24785	11/30/15	GRAINGER VF switch 9904586626	210-42220.610 SUPPLIES	7.79	3351	12/18/15
24785	12/04/15	GRAINGER ST hose for icebgone 9908566194	210-43125.610 WINTER MAINTENANCE	221.92	3351	12/18/15
28070	11/17/15	HOWARD P FAIRFIELD LLC ST filter for trackless INV235364	210-43110.432 VEHICLE MAINTENANCE	336.20	3356	12/18/15
33495	11/25/15	INGRAM LIBRARY SERVICES I BL books 90376450	210-45551.640 ADULT COLLECTION-PRINT &	9.74	3357	12/18/15
33495	11/30/15	INGRAM LIBRARY SERVICES I BL books 90437254	210-45551.640 ADULT COLLECTION-PRINT &	33.13	3357	12/18/15
08645	11/23/15	LOWE'S HOME CENTERS INC ST Supplies 02580	210-43110.610 SUPPLIES	20.06	3369	12/18/15
08645	11/17/15	LOWE'S HOME CENTERS INC VF Supplies 11772	210-42220.610 SUPPLIES	99.54	3371	12/18/15
05010	11/05/15	LYNN PUBLICATIONS AD hydrant flushing ad 110708	210-41320.550 PRINTING AND ADVERTISING	42.50	3372	12/18/15
05010	11/05/15	LYNN PUBLICATIONS AD Veterans Day ad 110709	210-41320.550 PRINTING AND ADVERTISING	165.00	3372	12/18/15
05010	11/12/15	LYNN PUBLICATIONS AD hydrant flushing ad 110818	210-41320.550 PRINTING AND ADVERTISING	42.50	3372	12/18/15
05010	11/12/15	LYNN PUBLICATIONS DV PC legal ad 11/19 110838	210-41970.550 PRINTING AND ADVERTISING	80.75	3372	12/18/15
05010	11/25/15	LYNN PUBLICATIONS DV legal ad 12/3 111071	210-41970.550 PRINTING AND ADVERTISING	59.50	3372	12/18/15
27295	12/03/15	MAPLEHURST FLORIST AD holiday expense 35261	210-41320.835 HOLIDAY EXPENSE	39.85	3373	12/18/15
23445	12/02/15	MATTHEW BENDER & CO INC BL Books 78096006	210-45551.640 ADULT COLLECTION-PRINT &	87.58	3374	12/18/15
13475	11/18/15	NEEDHAM ELECTRIC SUPPLY (ST light Mem park S333658001	210-43161.002 MEMORIAL PARK	101.81	3377	12/18/15

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13475	11/18/15	NEEDHAM ELECTRIC SUPPLY (ST light Mem park S3933658002	210-43161.002 MEMORIAL PARK	-85.00	3377	12/18/15
13475	11/19/15	NEEDHAM ELECTRIC SUPPLY (ST light mem park S3934174001	210-43161.002 MEMORIAL PARK	87.14	3377	12/18/15
13475	11/18/15	NEEDHAM ELECTRIC SUPPLY (St Mem park light S3934178001	210-43161.002 MEMORIAL PARK	14.00	3377	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST 10706 Grove st sdwlk 11057	210-43110.441 RIGHT OF WAY AGREEMENTS	126.29	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST 10706 Grove st sdwlk 11057	210-14301.000 PREPAID EXPENSES	126.29	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST 10650 RR Av parking 1s 111055	210-43110.441 RIGHT OF WAY AGREEMENTS	2606.23	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST 10651RRstparking lease 111056	210-43110.441 RIGHT OF WAY AGREEMENTS	1327.93	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST 10651RRstparking lease 111056	210-14301.000 PREPAID EXPENSES	1327.94	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST Necx100528 Muse path 111650	210-43110.441 RIGHT OF WAY AGREEMENTS	1750.00	3380	12/18/15
12235	12/04/15	NEW ENGLAND CENTRAL RAILR ST Necx100528 Muse path 111650	210-14301.000 PREPAID EXPENSES	1750.00	3380	12/18/15
V1636	11/25/15	NEW ENGLAND MUNICIPAL VA needle valves ss 5000 16000	210-43110.610 SUPPLIES	24.32	3381	12/18/15
24100	11/23/15	PERMA-LINE CORP.OF NEW EN ST sign post 153640	210-43110.617 SIGNS AND POSTS	465.10	3389	12/18/15
24100	11/24/15	PERMA-LINE CORP.OF NEW EN ST sign 153676	210-43110.617 SIGNS AND POSTS	79.70	3389	12/18/15
V10098	12/05/15	PIERCE/ROBIN// DV asla membership 12315D	210-41970.500 TRAINING,CONF,DUES	495.00	3391	12/18/15
V1793	12/02/15	PIERCE/SUSAN// BL supplies SP1222015	210-45551.610 SUPPLIES	25.98	3392	12/18/15
25140	11/20/15	PIKE INDUSTRIES, INC ST asphalt 846168	210-43120.610 PAVEMENT MAINTENANCE	183.00	3393	12/18/15
25140	11/23/15	PIKE INDUSTRIES, INC St asphalt 847007	210-43120.610 PAVEMENT MAINTENANCE	427.61	3393	12/18/15
25140	12/01/15	PIKE INDUSTRIES, INC ST asphalt 847637	210-43120.610 PAVEMENT MAINTENANCE	488.61	3393	12/18/15
05400	12/08/15	PINPOINT PROMOTIONS BL volunteer gifts 1519015	210-45551.574 VOLUNTEER EXPENSES	202.95	3394	12/18/15
V1836	12/04/15	PRINTING SYSTEMS INC. AD ye tax forms 92479	210-41320.550 PRINTING AND ADVERTISING	213.53	3397	12/18/15
26385	12/04/15	PROFESSIONAL WRITING SERV ADVD Nov minutes 753EJ	210-41970.530 COMMUNICATIONS	110.00	3398	12/18/15
26385	12/04/15	PROFESSIONAL WRITING SERV ADVD Nov minutes 753EJ	210-41320.530 COMMUNICATIONS	88.00	3398	12/18/15
25330	12/01/15	QUEEN CITY STEEL CO. ST steel 219785	210-43110.610 SUPPLIES	85.00	3399	12/18/15
25330	12/04/15	QUEEN CITY STEEL CO. ST steel 219913	210-43110.610 SUPPLIES	60.76	3399	12/18/15
24325	11/30/15	RADIO NORTH GROUP INC VF radio maintenance 21435843	210-42220.443 RADIO MAINTENANCE	244.50	3401	12/18/15

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42970	12/02/15	ROUSE TIRE SALES INC ST tires trk #4 30068910	210-43110.432 VEHICLE MAINTENANCE	548.00	3404	12/18/15
37965	11/23/15	S D IRELAND CONCRETE ST cement 53069	210-43120.570 SIDEWALK AND CURB MAINTEN	282.00	3406	12/18/15
40840	12/01/15	SOVERNET COMMUNICATIONS VA Dec phone internet 3577603	210-41320.535 TELEPHONE SERVICES	143.21	3414	12/18/15
40840	12/01/15	SOVERNET COMMUNICATIONS VA Dec phone internet 3577603	210-45300.535 TELEPHONE SERVICES	38.85	3414	12/18/15
40840	12/01/15	SOVERNET COMMUNICATIONS VA Dec phone internet 3577603	210-41970.535 TELEPHONE SERVICES	32.74	3414	12/18/15
40840	12/01/15	SOVERNET COMMUNICATIONS VA Dec phone internet 3577603	210-41320.530 COMMUNICATIONS	34.95	3414	12/18/15
40840	12/01/15	SOVERNET COMMUNICATIONS BL tech access phone 3577635	210-45551.535 TELEPHONE SERVICES	39.95	3414	12/18/15
V2124	11/21/15	STAPLES ADVANTAGE ADVD supplies 3284662948	210-41320.610 SUPPLIES	63.43	3415	12/18/15
V2124	11/21/15	STAPLES ADVANTAGE ADVD supplies 3284662948	210-41970.610 SUPPLIES	31.24	3415	12/18/15
V2124	11/21/15	STAPLES ADVANTAGE BL supplies 3284662949	210-45551.610 SUPPLIES	40.14	3415	12/18/15
V2124	12/05/15	STAPLES ADVANTAGE BL supplies 3286190707	210-45551.610 SUPPLIES	149.99	3415	12/18/15
V2124	12/15/15	STAPLES ADVANTAGE BL supplies 3286190710	210-45551.610 SUPPLIES	44.09	3415	12/18/15
V2241	12/08/15	TRAVELING STORYTELLER/THE BL Childrens program 12/3 TS123015	210-45551.837 CHILDRENS PROGRAMS	140.00	3416	12/18/15
V10648	12/11/15	TYLER/GEORGE// AD EGG committee expense 121415	210-41320.560 TRUSTEES EXPENDITURES	50.78	3417	12/18/15
21000	12/09/15	UNIFIRST CORPORATION LH mat service 0361716672	210-41940.434 MAINT. BUILDINGS/GROUNDS	49.90	3418	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-43110.521 LIABILITY & PROPERTY INS.	7928.02	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-42220.521 LIABILITY & PROPERTY INS.	4093.97	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41940.521 LIABILITY & PROPERTY INS.	3136.33	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41970.521 LIABILITY & PROPERTY INS.	1462.80	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41335.521 LIABILITY & PROPERTY INS.	131.28	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-45551.521 LIABILITY & PROPERTY INS.	6192.16	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41320.521 LIABILITY & PROPERTY INS.	3892.32	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41320.522 PUBLIC OFFICIALS LIABILIT	3158.25	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-41970.522 PUBLIC OFFICIALS LIABILIT	3158.25	3423	12/18/15
30210	01/01/16	VT LEAGUE OF CITIES & TOW VA semi ann Pacif /w comp 01160195	210-20210.000 WORKERS COMP PAYABLE	33435.01	3423	12/18/15

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07565	12/03/15	BL supplies I30479762	210-45551.610 SUPPLIES	13.99	3428	12/18/15
07565	12/04/15	BL supplies I30518345	210-45551.610 SUPPLIES	181.37	3428	12/18/15
V10301	12/01/15	VA Nov legal fees EJ22022207	230-46801.007 PEARL ST. LINKING SIDEWAL	82.50	3291	12/18/15
12000	10/31/15	VR Pearl missing link den 41997	230-46801.007 PEARL ST. LINKING SIDEWAL	2993.70	3366	12/18/15
39425	12/07/15	RR LH restoration arc svc 775-151046	230-46801.010 LINCOLN HALL RESTORATIONS	775.00	3409	12/18/15
05410	10/31/15	LH restoration (Liszt) PAY APP #2	230-46801.010 LINCOLN HALL RESTORATIONS	18000.00	93276	12/18/15
V10679	10/31/15	LH restoration PAY APP #2	230-46801.010 LINCOLN HALL RESTORATIONS	18000.00	93277	12/18/15
33420	12/07/15	VBVW Hillcrest drain wtr PAYREQ#2	253-46801.003 HILLCREST DRNG/N HILLCRST	96570.79	3387	12/18/15
05290	11/24/15	VW grease fittings 2841893	254-43200.610 SUPPLIES	10.56	3283	12/18/15
23435	11/30/15	VW Nov water usage 113015	254-43200.412 STATE WATER TAX	870.92	3304	12/18/15
23435	11/30/15	VW Nov water usage 113015	254-43210.412 STATE WATER TAX - GF	4820.35	3304	12/18/15
23435	11/30/15	VW Nov water usage 113015	254-43200.411 CWD WATER PURCHASE	34453.47	3304	12/18/15
23435	11/30/15	VW Nov water usage 113015	254-43210.411 CWD WATER PURC - GF	190693.05	3304	12/18/15
31275	12/04/15	VW install hydrant 9886	254-43200.430 WATER LINES MAINT-BREAKS	2493.75	3316	12/18/15
23215	11/30/15	St hydrant pump 105934590001	254-43200.610 SUPPLIES	349.20	3326	12/18/15
24785	11/23/15	VW hydrant grease 990449126	254-43200.614 DISTRIBUTION MATERIALS	14.38	3351	12/18/15
24785	11/23/15	VW hydrant grease 990449134	254-43200.614 DISTRIBUTION MATERIALS	28.76	3351	12/18/15
V9454	11/30/15	VW boot Norm 3044435	254-43200.612 UNIFORMS,BOOTS,ETC	160.00	3367	12/18/15
V1636	11/25/15	VA needle valves ss 5000 16000	254-43200.610 SUPPLIES	4.06	3381	12/18/15
33420	12/07/15	VBVW Hillcrest drain wtr PAYREQ#2	254-43332.003 HILLCREST DRNG/N HILLCRES	30652.68	3387	12/18/15
42970	12/03/15	ST tires trk #2 30068935	254-43200.570 MAINTENANCE OTHER	627.24	3404	12/18/15
30210	01/01/16	VA semi ann Pacif /w comp 01160195	254-43200.521 LIABILITY & PROPERTY INS.	1696.97	3423	12/18/15
43280	11/30/15	VW heater for meter room 26774	254-43200.570 MAINTENANCE OTHER	2868.00	3424	12/18/15
V10609	11/10/15	WW M0 service 2878	255-43200.570 MAINTENANCE OTHER	2022.07	3278	12/18/15
05290	11/30/15	VW trailer battery 3442132	255-43200.432 VEHICLE MAINTENANCE	143.88	3283	12/18/15

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05290	ADVANCE AUTO PARTS	11/30/15	WW 30 A fuse 3442133	255-43200.432 VEHICLE MAINTENANCE	3.42	3283	12/18/15
05290	ADVANCE AUTO PARTS	12/02/15	WW hydraulic filter 3660868	255-43200.570 MAINTENANCE OTHER	18.00	3283	12/18/15
05290	ADVANCE AUTO PARTS	12/08/15	WW lube 4251671	255-43200.626 GAS,GREASE AND OIL	6.73	3283	12/18/15
05290	ADVANCE AUTO PARTS	12/08/15	WW lube 4251672	255-43200.626 GAS,GREASE AND OIL	6.73	3283	12/18/15
V10508	ADVANCED DISPOSAL	11/15/15	WW 1.86 ton grit U10000003127	255-43200.565 GRIT DISPOSAL	155.05	3284	12/18/15
V10508	ADVANCED DISPOSAL	11/30/15	WW o. 82 ton grit U10000003140	255-43200.565 GRIT DISPOSAL	68.35	3284	12/18/15
V9941	BUSINESSCARD SERVICES	11/19/15	WW container store cd sto 120715F	255-43200.570 MAINTENANCE OTHER	84.96	3297	12/18/15
V9941	BUSINESSCARD SERVICES	12/07/15	WW BTV Free Press Nwspapr 120715K	255-43200.610 SUPPLIES	22.00	3297	12/18/15
23455	CHITTENDEN SOLID WASTE DI	12/01/15	WW60.67 wtons grasslands IVC022263	255-43200.568 SLUDGE MANAGEMENT	5124.79	3305	12/18/15
23455	CHITTENDEN SOLID WASTE DI	12/07/15	WW CSWD direct fees IVC022287	255-43200.565 GRIT DISPOSAL	72.36	3305	12/18/15
V10734	ENCORE ESSEX JUNCTION SOL	12/01/15	WW Dec fxd payment 1512DEC2	255-43200.622 ELECTRICAL SERVICE	2969.11	3321	12/18/15
06870	ENDYNE INC	12/11/15	WW EFF metals 190233	255-43200.577 CONTRACT LABORATORY SERVI	49.00	3322	12/18/15
28790	ESSEX COPY SHIP FAX PLUS	12/05/15	WW exchange shipment 120502	255-43200.570 MAINTENANCE OTHER	22.09	3324	12/18/15
V10616	EVOQUA WATER TECH LLC	11/30/15	WW odor ctrl bioxide 902421226	255-43200.619 CHEMICALS	9057.65	3331	12/18/15
38955	F W WEBB COMPANY	11/23/15	WW lab chem pump vault 48544815	255-43200.570 MAINTENANCE OTHER	-19.88	3332	12/18/15
38955	F W WEBB COMPANY	11/23/15	WW lab chem pump vault 48544897	255-43200.570 MAINTENANCE OTHER	151.13	3332	12/18/15
38955	F W WEBB COMPANY	11/25/15	WW ball valve East tank 48578784	255-43200.570 MAINTENANCE OTHER	44.72	3332	12/18/15
34895	GAUTHIER TRUCKING, INC.	12/07/15	WWST drying bed grit remv 1123042	255-43200.568 SLUDGE MANAGEMENT	10119.74	3346	12/18/15
34895	GAUTHIER TRUCKING, INC.	12/07/15	WWST drying bed grit remv 1123042	255-43200.565 GRIT DISPOSAL	1000.00	3346	12/18/15
V1210	JUTRAS/JAMES//	12/11/15	WW mileage 121115D	255-43200.500 TRAINING, CONFERENCES, DU	123.47	3363	12/18/15
V1518	MINE SAFETY APPLIANCES	11/30/15	WW gas sensors 98182276	255-43200.570 MAINTENANCE OTHER	1439.70	3375	12/18/15
10220	NEW ENGLAND AIR SYSTEMS L	11/30/15	WW blower 3 intake U30420601	255-43200.570 MAINTENANCE OTHER	4063.00	3379	12/18/15
V1636	NEW ENGLAND MUNICIPAL	11/25/15	VA needle valves ss 5000 16000	255-43200.610 SUPPLIES	4.05	3381	12/18/15
00315	NOCO DISTRIBUTION LLC	11/24/15	WW 5 gal oil pails PS1215571	255-43200.626 GAS,GREASE AND OIL	189.21	3383	12/18/15
V1661	NORTH CENTRAL LABORATORIE	11/18/15	WW lab asstd supplies 364518	255-43200.618 SUPPLIES - LABORATORY	964.67	3384	12/18/15

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01:47 pm

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V18068	POLLARDWATER.COM - EAST	11/23/15 WW RAS air relief 0029462	255-43200.570 MAINTENANCE OTHER	166.28	3396	12/18/15
V18068	POLLARDWATER.COM - EAST	11/27/15 WW safety guard 0029464	255-43200.570 MAINTENANCE OTHER	235.14	3396	12/18/15
25480	SAC FASTENER COMPANY	12/04/15 WW locking hardware 34194	255-43200.570 MAINTENANCE OTHER	6.59	3407	12/18/15
40840	SOVERNET COMMUNICATIONS	12/01/15 WW phones internet 3577602	255-43200.535 TELEPHONE SERVICES	176.48	3414	12/18/15
30210	VT LEAGUE OF CITIES & TOW	01/01/16 VA semi ann Pacif /w comp 01160195	255-43200.521 LIABILITY & PROPERTY INS.	12251.21	3423	12/18/15
33850	CENTRAL VERMONT PROPERTIE	11/30/15 VS row lease 888610 9500154980	256-43200.441 RIGHT OF WAY AGREEMENTS	55.00	3302	12/18/15
V1636	NEW ENGLAND MUNICIPAL	11/25/15 VA needle valves ss 5000 16000	256-43200.610 SUPPLIES	48.65	3381	12/18/15
41950	OCCUPATIONAL HEALTH CENTE	12/07/15 SA employment physical 1204205428	256-43200.572 INTERVIEW COSTS	172.00	3386	12/18/15
30210	VT LEAGUE OF CITIES & TOW	01/01/16 VA semi ann Pacif /w comp 01160195	256-43200.521 LIABILITY & PROPERTY INS.	3468.43	3423	12/18/15
V0770	ESSEX JUNCTION SCHOOL DIS	12/02/15 AD impact fee 36-38 Kiln 120215	275-22904.000 DUE TO EJ SCHOOL DIST	4665.00	3327	12/18/15
Report Total				570699.84		

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14400	12/20/15	ABOVE AND BEYOND LH/BL/DEC CLEANING 2437	210-41940.423 CONTRACT SERVICES	600.00	3431	12/22/15
14400	12/20/15	ABOVE AND BEYOND LH/BL/DEC CLEANING 2437	210-45551.423 CONTRACT SERVICES	1920.00	3431	12/22/15
42665	12/10/15	AMAZON/SYNCB BL MATERIALS 232552620840	210-45551.641 JUVEN COLLECTION-PRNT & E	302.02	3433	12/22/15
42665	12/10/15	AMAZON/SYNCB BL MATERIALS 232552620840	210-45551.640 ADULT COLLECTION-PRINT &	51.58	3433	12/22/15
42665	12/10/15	AMAZON/SYNCB BL MATERIALS 232552620840	210-45551.610 SUPPLIES	86.97	3433	12/22/15
42665	12/10/15	AMAZON/SYNCB BL MATERIALS 232552620840	210-45551.837 CHILDRENS PROGRAMS	51.01	3433	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-41320.210 HEALTH INS & OTHER BENEFI	3758.99	3434	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-43110.210 HEALTH INS & OTHER BENEFI	3195.14	3434	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-43151.210 HEALTH INS & OTHER BENEFI	498.07	3434	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-45551.210 HEALTH INS & OTHER BENEFI	5638.48	3434	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-41970.210 HEALTH INS & OTHER BENEFI	1879.49	3434	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	210-41335.210 HEALTH INS & OTHER BENEFI	939.75	3434	12/22/15
04940	12/03/15	COMCAST VF CABLE TV 120315VF	210-42220.535 TELEPHONE SERVICES	13.59	3435	12/22/15
35260	12/17/15	EAST COAST PRINTERS INC VF SHIRT EMBROIDERY 12101527	210-42220.612 UNIFORMS,BOOTS,ETC	408.00	3436	12/22/15
V10287	12/16/15	GAWORECKI/ JOHN M.// DV TRAIN HOP TRAIN 121515D	210-41335.810 COMMUNITY EVENTS & PROGRA	285.00	3439	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-41320.210 HEALTH INS & OTHER BENEFI	182.18	3443	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-43110.210 HEALTH INS & OTHER BENEFI	154.85	3443	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-43151.210 HEALTH INS & OTHER BENEFI	24.14	3443	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-45551.210 HEALTH INS & OTHER BENEFI	273.27	3443	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-41970.210 HEALTH INS & OTHER BENEFI	91.09	3443	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	210-41335.210 HEALTH INS & OTHER BENEFI	45.54	3443	12/22/15
14590	12/07/15	MAGIC SALT OF VT LLC ST ICE BGONE MAGIC 1182	210-43125.610 WINTER MAINTENANCE	6955.00	3445	12/22/15
V1539	12/18/15	MORRISSEAU/LAUREN// AD SOFTWARE PROGRAM REIMB 121815D	210-41320.340 COMPUTER EXPENSES	125.58	3447	12/22/15
37605	12/10/15	NEW ENGLAND MUNICIPAL RES VA PAYROLL SEMIINAR JR/LM 35770	210-41320.500 TRAINING, CONFERENCES, DU	125.00	3448	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-41320.210 HEALTH INS & OTHER BENEFI	325.91	3449	12/22/15

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24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-43110.210 HEALTH INS & OTHER BENEFI	277.02	3449	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-43151.210 HEALTH INS & OTHER BENEFI	43.18	3449	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-45551.210 HEALTH INS & OTHER BENEFI	488.86	3449	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-41970.210 HEALTH INS & OTHER BENEFI	162.95	3449	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	210-41335.210 HEALTH INS & OTHER BENEFI	81.48	3449	12/22/15
V10098	12/15/15	PIERCE/ROBIN// DV MILE REIMB 121515D	210-41970.500 TRAINING,CONF,DUES	41.40	3451	12/22/15
V10098	12/15/15	PIERCE/ROBIN// DV PROF PLAN MEMBERSHP RP 121515RP	210-41970.500 TRAINING,CONF,DUES	292.55	3451	12/22/15
V10098	12/21/15	PIERCE/ROBIN// VD MILEAGE REIMBURS RP 122115D	210-41970.500 TRAINING,CONF,DUES	70.15	3451	12/22/15
40840	12/01/15	SOVERNET COMMUNICATIONS BL bal due 3577635-BAL	210-45551.535 TELEPHONE SERVICES	91.71	3455	12/22/15
14800	12/11/15	TECH GROUP INC AD CONF ROOM COMPUTER 69201	210-41320.891 CAPITAL OUTLAY	1139.00	3456	12/22/15
14800	12/11/15	TECH GROUP INC AD CONF ROOM COMPUTER 69201	210-41320.340 COMPUTER EXPENSES	424.00	3456	12/22/15
14800	12/09/15	TECH GROUP INC ST SUPPLIES 69283	210-43125.610 WINTER MAINTENANCE	284.00	3456	12/22/15
14800	12/16/15	TECH GROUP INC AD/DV JAN MANAGED SVCS 69301	210-41320.340 COMPUTER EXPENSES	444.88	3456	12/22/15
14800	12/16/15	TECH GROUP INC AD/DV JAN MANAGED SVCS 69301	210-41970.340 COMPUTER EXPENSES	219.12	3456	12/22/15
30485	12/20/15	VT STATE FIREFIGHTERS ASS VF ANNUAL VSFA DUES (44) 122015D	210-42220.500 TRAINING, CONFERENCES, DU	704.00	3457	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	254-43200.210 HEALTH INS & OTHER BENEFI	2349.37	3434	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	254-43200.210 HEALTH INS & OTHER BENEFI	113.86	3443	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	254-43200.210 HEALTH INS & OTHER BENEFI	203.69	3449	12/22/15
14800	12/09/15	TECH GROUP INC ST SUPPLIES 69283	254-43200.610 SUPPLIES	284.00	3456	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	255-43200.210 HEALTH INS & OTHER BENEFI	4858.49	3434	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	255-43200.210 HEALTH INS & OTHER BENEFI	235.46	3443	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	255-43200.210 HEALTH INS & OTHER BENEFI	421.24	3449	12/22/15
02005	12/08/15	BCBSVT VA JAN HEALTH INS PREM 80270001193	256-43200.210 HEALTH INS & OTHER BENEFI	1315.65	3434	12/22/15
14025	12/11/15	LINCOLN NATIONAL LIFE INS VA JAN LIFE INS PREM 01161532732	256-43200.210 HEALTH INS & OTHER BENEFI	63.76	3443	12/22/15
24960	12/15/15	NORTHEAST DELTA DENTAL VA JAN DENTAL INS 01169256197	256-43200.210 HEALTH INS & OTHER BENEFI	114.07	3449	12/22/15

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14800	TECH GROUP INC	12/09/15 ST SUPPLIES 69283	256-43200.610 SUPPLIES	284.00	3456	12/22/15
Report Total				42938.54		

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23190	09/25/15	BAILEY SPRING & CHASSIS VF spring replacement 8E5 W11714	210-42220.432 VEHICLE MAINTENANCE	2271.59	3459	12/31/15
V0795	12/25/15	ESSEX TOWN OF AD 1/12 MGR contract Dec 12/25/15	210-41320.150 MANAGER CONTRACT	5125.00	3465	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-41970.210 HEALTH INS & OTHER BENEFIT	31.18	3489	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-41335.210 HEALTH INS & OTHER BENEFIT	15.59	3489	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-43151.210 HEALTH INS & OTHER BENEFIT	8.26	3489	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-45551.210 HEALTH INS & OTHER BENEFIT	93.54	3489	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-41320.210 HEALTH INS & OTHER BENEFIT	62.37	3489	12/31/15
V9968	12/16/15	VISION SERVICE PLAN- VA Jan vision ins 01663002362	210-43110.210 HEALTH INS & OTHER BENEFIT	53.01	3489	12/31/15
07565	12/01/15	W B MASON CO INC VA supplies 130392687	210-41320.610 SUPPLIES	63.15	3494	12/31/15
07565	12/01/15	W B MASON CO INC VA supplies 130392687	210-41970.610 SUPPLIES	31.10	3494	12/31/15
07565	12/01/15	W B MASON CO INC VA supplies 130392687	210-41940.610 SUPPLIES	47.99	3494	12/31/15
565	12/01/15	W B MASON CO INC VA supplies 130392687	210-42220.610 SUPPLIES	333.43	3494	12/31/15
07565	12/04/15	W B MASON CO INC VF fire dept return CR2695251	210-42220.610 SUPPLIES	-211.99	3494	12/31/15
Report Total				7924.22		

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05290	12/10/15	ADVANCE AUTO PARTS ST SUPPLIES 4442772	210-43110.610 SUPPLIES	4.08	3498	01/08/16
05290	12/10/15	ADVANCE AUTO PARTS ST SUPPLIES 4442781	210-43110.610 SUPPLIES	8.16	3498	01/08/16
05290	12/10/15	ADVANCE AUTO PARTS ST SUPPLIES 4442782	210-43110.610 SUPPLIES	36.00	3498	01/08/16
05290	12/11/15	ADVANCE AUTO PARTS ST SUPPLIES 4542812	210-43110.610 SUPPLIES	16.32	3498	01/08/16
05290	12/15/15	ADVANCE AUTO PARTS ST VEHICLE MAINTENANCE 4943032	210-43110.432 VEHICLE MAINTENANCE	74.89	3498	01/08/16
05290	12/15/15	ADVANCE AUTO PARTS ST LIGHTS 4943051	210-43110.432 VEHICLE MAINTENANCE	15.66	3498	01/08/16
05290	12/15/15	ADVANCE AUTO PARTS ST SIR FILTER #3 4943077	210-43110.432 VEHICLE MAINTENANCE	53.72	3498	01/08/16
05290	12/18/15	ADVANCE AUTO PARTS ST TRUCK PARTS 5243262	210-43110.432 VEHICLE MAINTENANCE	1.42	3498	01/08/16
05290	12/21/15	ADVANCE AUTO PARTS ST SUPPLIES 5543354	210-43110.610 SUPPLIES	20.19	3498	01/08/16
05290	12/21/15	ADVANCE AUTO PARTS ST VEHICLE MAINTENANCE 5543401	210-43110.432 VEHICLE MAINTENANCE	72.68	3498	01/08/16
V9376	12/31/15	BENOIT/PATRICIA// AD MILEAGE REIMB 123115D	210-41320.580 TRAVEL	18.98	3507	01/08/16
0510	10/29/15	BLUE TARP FINANCIAL INC ST TIE DOWN FO SANDER 713762	210-43110.610 SUPPLIES	34.18	3510	01/08/16
10510	10/30/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713766	210-43110.610 SUPPLIES	14.82	3510	01/08/16
10510	11/02/15	BLUE TARP FINANCIAL INC VF HARDWARE 713777	210-42220.610 SUPPLIES	9.40	3510	01/08/16
10510	11/06/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713786	210-43110.610 SUPPLIES	80.97	3510	01/08/16
10510	11/06/15	BLUE TARP FINANCIAL INC ST SUPPLIES CREDIT 713788	210-43110.610 SUPPLIES	-1.80	3510	01/08/16
10510	11/10/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713801	210-43110.610 SUPPLIES	62.51	3510	01/08/16
10510	11/10/15	BLUE TARP FINANCIAL INC VF HARDWARE 713804	210-42220.610 SUPPLIES	15.75	3510	01/08/16
10510	11/12/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713816	210-43110.610 SUPPLIES	40.32	3510	01/08/16
10510	11/12/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713817	210-43110.610 SUPPLIES	7.98	3510	01/08/16
10510	11/17/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713832	210-43110.610 SUPPLIES	13.66	3510	01/08/16
10510	11/17/15	BLUE TARP FINANCIAL INC VF SUPPLIES 713834	210-42220.610 SUPPLIES	28.73	3510	01/08/16
10510	11/20/15	BLUE TARP FINANCIAL INC VF SUPPLIES 713845	210-42220.610 SUPPLIES	26.88	3510	01/08/16
10510	11/20/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713846	210-43161.000 STREETSCAPE MAINT./IMP	17.06	3510	01/08/16
0510	11/20/15	BLUE TARP FINANCIAL INC ST MEMORIAL PACK SUPPLIES 713847	210-43161.002 MEMORIAL PARK	3.32	3510	01/08/16

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10510	11/23/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713854	210-43110.610 SUPPLIES	9.95	3510	01/08/16
10510	11/24/15	BLUE TARP FINANCIAL INC VF SUPPLIES 713860	210-42220.610 SUPPLIES	47.68	3510	01/08/16
10510	11/24/15	BLUE TARP FINANCIAL INC VF SUPPLIES 713861	210-42220.610 SUPPLIES	23.84	3510	01/08/16
00530	11/16/15	BRODART CO BL BOOKS B4173044	210-45551.610 SUPPLIES	0.90	3514	01/08/16
00530	11/16/15	BRODART CO BL BOOKS B4173044	210-45551.641 JUVEN COLLECTION-PRNT & E	4.40	3514	01/08/16
00530	12/08/15	BRODART CO BL BOOKS B4196027	210-45551.641 JUVEN COLLECTION-PRNT & E	59.08	3514	01/08/16
00530	12/08/15	BRODART CO BL BOOKS B4196027	210-45551.610 SUPPLIES	4.50	3514	01/08/16
00530	12/18/15	BRODART CO BL BOOKS B4196028	210-45551.640 ADULT COLLECTION-PRINT &	23.72	3514	01/08/16
00530	12/18/15	BRODART CO BL BOOKS B4196028	210-45551.610 SUPPLIES	0.90	3514	01/08/16
00530	12/10/15	BRODART CO BL BOOKS B4198042	210-45551.641 JUVEN COLLECTION-PRNT & E	62.39	3514	01/08/16
00530	12/10/15	BRODART CO BL BOOKS B4198042	210-45551.610 SUPPLIES	4.50	3514	01/08/16
00530	12/14/15	BRODART CO BL BOOKS B4199715	210-45551.641 JUVEN COLLECTION-PRNT & E	64.65	3514	01/08/16
00530	12/14/15	BRODART CO BL BOOKS B4199715	210-45551.610 SUPPLIES	4.50	3514	01/08/16
00530	12/14/15	BRODART CO BL BOOKS B4199821	210-45551.640 ADULT COLLECTION-PRINT &	43.48	3514	01/08/16
00530	12/14/15	BRODART CO BL BOOKS B4199821	210-45551.610 SUPPLIES	0.60	3514	01/08/16
00530	12/15/15	BRODART CO BL BOOKS B4201766	210-45551.640 ADULT COLLECTION-PRINT &	199.26	3514	01/08/16
00530	12/15/15	BRODART CO BL BOOKS B4201766	210-45551.610 SUPPLIES	10.80	3514	01/08/16
00530	12/16/15	BRODART CO BL BOOKS B4204047	210-45551.610 SUPPLIES	0.90	3514	01/08/16
00530	12/16/15	BRODART CO BL BOOKS B4204047	210-45551.641 JUVEN COLLECTION-PRNT & E	8.79	3514	01/08/16
00530	12/17/15	BRODART CO BL BOOKS B4206301	210-49345.000 LIBRARY DONATION EXPENDIT	15.17	3514	01/08/16
00530	12/21/15	BRODART CO BF BOOKS B4209439	210-49345.000 LIBRARY DONATION EXPENDIT	12.28	3514	01/08/16
V10633	12/15/15	CCI SOLUTIONS BL SUPPLIES 30386106	210-45551.610 SUPPLIES	93.22	3515	01/08/16
07710	12/14/15	CCR SALES AND SERVICE LLC VF CHAIN SAW MAINTENANCE 20202	210-42220.570 MAINTENANCE OTHER	66.94	3516	01/08/16
33190	12/17/15	CHARLEBOIS INC. ST VEHICLE MAINTENANCE ID01329	210-43110.432 VEHICLE MAINTENANCE	408.46	3520	01/08/16
4305	12/16/15	DEMCO INC BL SUPPLIES 5760741	210-45551.610 SUPPLIES	307.10	3526	01/08/16

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00600	12/15/15	BL BUILDING MAINTENANCE 35072	210-45551.434 MAINT. BUILDINGS/GROUNDS	765.00	3527	01/08/16
25715	12/22/15	4 PEARL ENG 12221514835	210-15102.000 EXCHANGE - ENGI/LEGAL	400.00	3528	01/08/16
23215	12/14/15	ST SAFETY EQUIP STEVE B 10594485	210-43110.612 UNIFORMS,BOOTS,ETC	130.53	3532	01/08/16
38955	12/07/15	ST ICE BGONE FITTINGS 48667651	210-43125.610 WINTER MAINTENANCE	32.76	3536	01/08/16
25920	12/07/15	VF CYLINDER MAINTENANCE 219147	210-42220.570 MAINTENANCE OTHER	22.10	3540	01/08/16
16000	12/11/15	ST FILTER CREDIT 293140117	210-43110.432 VEHICLE MAINTENANCE	-67.89	3545	01/08/16
16000	12/15/15	ST OIL FILTERS 293140468	210-43110.626 GAS,GREASE AND OIL	70.68	3545	01/08/16
16000	12/15/15	ST OIL FILTERS 293140468	210-43110.432 VEHICLE MAINTENANCE	39.14	3545	01/08/16
16000	12/17/15	ST FILTER #12 293140652	210-43110.432 VEHICLE MAINTENANCE	118.44	3545	01/08/16
04035	12/16/15	ST ICE BGONE FITTINGS 22254	210-43125.610 WINTER MAINTENANCE	12.92	3551	01/08/16
37700	12/08/15	ST LIGHTS 982490363	210-43161.002 MEMORIAL PARK	137.94	3552	01/08/16
33495	12/15/15	BL BOOKS 90774721	210-45551.640 ADULT COLLECTION-PRINT &	88.61	3558	01/08/16
33495	12/15/15	BL BOOKS 90774722	210-45551.640 ADULT COLLECTION-PRINT &	19.47	3558	01/08/16
37715	12/08/15	VF TELEPHONE SERVICE 30887	210-42220.434 MAINT. BUILDINGS/GROUNDS	80.00	3559	01/08/16
23980	12/21/15	ST BATTERY FOR BELOS 3201006020	210-43110.432 VEHICLE MAINTENANCE	104.99	3560	01/08/16
26220	12/11/15	ST VEHICLE MAINTENANCE T351415	210-43110.432 VEHICLE MAINTENANCE	317.36	3561	01/08/16
V9613	12/29/15	LH PEST CONTROL 121405	210-41940.434 MAINT. BUILDINGS/GROUNDS	100.00	3565	01/08/16
12965	01/04/16	AD MILEAGE REIMB 010416D	210-41320.580 TRAVEL	97.75	3568	01/08/16
12965	01/04/16	AD MILEAGE REIMB 010416D	210-41320.500 TRAINING, CONFERENCES, DU	30.53	3568	01/08/16
34500	12/14/15	BL BOOKS 0510403	210-45551.641 JUVEN COLLECTION-PRNT & E	342.33	3572	01/08/16
25330	12/09/15	ST SUPPLIES 219975	210-43110.610 SUPPLIES	45.00	3578	01/08/16
24325	12/07/15	VF PAGERS 24135885	210-42220.611 NEW EQUIPMENT-RADIOS	2195.00	3579	01/08/16
24325	12/15/15	VF RADIO HEADSET SERVICE 24135934	210-42220.443 RADIO MAINTENANCE	11.00	3579	01/08/16
18010	12/16/15	VF HELMET FRONT 3265648	210-42220.612 UNIFORMS,BOOTS,ETC	44.54	3580	01/08/16
8010	12/21/15	VF SENSOR KIT MULTIMETER 3265941	210-42220.570 MAINTENANCE OTHER	244.00	3580	01/08/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37965	S D IRELAND CONCRETE	12/07/15 ST CONCRETE 53281	210-43120.570 SIDEWALK AND CURB MAINTEN	223.00	3592	01/08/16
37965	S D IRELAND CONCRETE	12/08/15 ST CONCRETE 53304	210-43120.570 SIDEWALK AND CURB MAINTEN	469.63	3592	01/08/16
29835	SHERWIN-WILLIAMS	12/10/15 ST SUPPLIES 66703	210-43110.610 SUPPLIES	53.70	3595	01/08/16
V10558	SMALL DOG (WAITSFIELD)	12/18/15 VF APPLE COMPUTER 1091439	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1715.00	3598	01/08/16
23855	SOUTHWORTH-MILTON, INC.	12/14/15 VF GENERATOR MAINTENANCE 115159	210-42220.578 EMERGENCY GENERATOR MAINT	480.00	3601	01/08/16
23855	SOUTHWORTH-MILTON, INC.	12/14/15 VF GENERATOR MAINTENANCE 115164	210-42220.432 VEHICLE MAINTENANCE	440.00	3601	01/08/16
23855	SOUTHWORTH-MILTON, INC.	12/14/15 VF GENERATOR MAINTENANCE 115171	210-42220.432 VEHICLE MAINTENANCE	395.00	3601	01/08/16
23855	SOUTHWORTH-MILTON, INC.	12/14/15 VF GENERATOR MAINTENANCE 115176	210-42220.432 VEHICLE MAINTENANCE	440.00	3601	01/08/16
40840	SOVERNET COMMUNICATIONS	12/15/15 VF PHONE SERVICE 3582306	210-42220.535 TELEPHONE SERVICES	101.13	3602	01/08/16
V2124	STAPLES ADVANTAGE	12/12/15 BL SUPPLIES 3286750894	210-45551.610 SUPPLIES	35.82	3604	01/08/16
V2124	STAPLES ADVANTAGE	12/12/15 BL SUPPLIES 3286850892	210-45551.610 SUPPLIES	26.39	3604	01/08/16
V2124	STAPLES ADVANTAGE	12/19/15 BL WIRELESS MOUSE 3287340856	210-41320.610 SUPPLIES	19.99	3604	01/08/16
V2124	STAPLES ADVANTAGE	12/19/15 BL SUPPLIES 3287340860	210-45551.610 SUPPLIES	9.58	3604	01/08/16
V2124	STAPLES ADVANTAGE	12/19/15 AD/DV COPY PAPER 3287340863	210-41320.610 SUPPLIES	68.34	3604	01/08/16
V2124	STAPLES ADVANTAGE	12/19/15 AD/DV COPY PAPER 3287340863	210-41970.610 SUPPLIES	33.66	3604	01/08/16
14800	TECH GROUP INC	12/23/15 AD BATTERY BACKUP 69370	210-41320.340 COMPUTER EXPENSES	195.00	3606	01/08/16
36130	VERIZON WIRELESS	12/18/15 11/19-12/18 CELL P & DATA 9757390527	210-41970.535 TELEPHONE SERVICES	40.01	3611	01/08/16
36130	VERIZON WIRELESS	12/18/15 11/19-12/18 CELL P & DATA 9757390527	210-42220.535 TELEPHONE SERVICES	200.05	3611	01/08/16
07565	W B MASON CO INC	12/03/15 VF OFFICE SUPPLIES 130468103	210-42220.610 SUPPLIES	122.99	3622	01/08/16

01/08/16

Town of Essex / Village of EJ Accounts Payable

02:40 pm

Check Warrant Report # 16025 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01(GENERAL FUND) All check #s 01/08/16 To 01/08/16 & Fund 210

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

		Report Total		12605.38		
				=====		

**VILLAGE OF ESSEX JUNCTION
VILLAGE TRUSTEES' POLICY
REGARDING DESIGNATION OF NEWSPAPER FOR LEGAL ADS**

PURPOSE: In accordance with 17 V.S.A. 2641, the legislative body shall annually designate the paper in which warnings shall be published. This policy shall cover all other legal ads, except for purchasing.

Designated Paper:

For calendar year **2016**, The *Essex Reporter* shall be designated as the paper in which warnings and other legal ads will be published, except for purchasing or advertising for employment openings.

Exceptions:

Staff shall have the authority to publish a warning or any other legal ads in the *Burlington Free Press* if time is of the essence in meeting statutory requirements. The Village Manager shall be notified, in writing, of any such decision.

Patty Benoit

From: Jeff Goodrich <jgoodrich@ccsuvt.org>
Sent: Monday, January 04, 2016 7:56 AM
To: Patty Benoit
Subject: Festival of Lights / Fire

Good Morning Patty and Happy New Year...

I am writing on behalf of the Essex Festival of Lights that will take place on Friday February 12th.

This is a school district wide fine arts event that will be hosted at the High School.

One of the elements will be a small fire at the school (much smaller then the Homecoming Bonfire.) This will (tentatively) take place around 5:30 pm.

I have been in contact with representatives of EJFD (John Rowell) and anticipate coverage.

Please let me know what other information you may need to receive approval from the Village.

Thank you.

Have a great day.

Best,

Jeff

--

Jefferson Goodrich
Academic Dean of Student Activities
Essex High School
2 Educational Drive
Essex Junction, VT 05452
(802) 857-7012

CONFIDENTIAL COMMUNICATION. THIS MESSAGE MAY NOT BE FORWARDED.

The information contained in this communication, including any attachments, is confidential, constitutes privileged communication, and is intended only for the use of the addressee. This message may not be forwarded without prior consent from the sender. The information in this e-mail is also protected by the rights afforded under Family Educational Rights and Privacy Act (FERPA) and school district policies. Any unauthorized use, forwarding, distribution, disclosure, printing or copying is strictly prohibited and may be unlawful. If you have received this



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: January 12, 2016
SUBJECT: Educational Facilities Impact Fee Ordinance

Issue

The issue is to inform the Trustees of the expiration of the Educational Facilities Impact Fee Ordinance.

Discussion

The attached ordinance has been in place for 20 years and expired at the end of 2015. Developers shall no longer be required to pay the fee and the revenue will no longer be available to the Essex Junction School District.

Cost

There is no cost associated with this issue.

Recommendation

Please be informed about the expiration of the Education Facilities Impact Fee Ordinance.

VILLAGE OF ESSEX JUNCTION

EDUCATIONAL FACILITIES IMPACT FEE ORDINANCE

Be it ordained by the Board of Trustees of the Village of Essex Junction, Chittenden County, Vermont:

Section 1. Purpose.

A. This Educational Facilities Impact Fee Ordinance is enacted for the purpose of raising revenue to pay for the cost of making capital improvements to the primary schools of the Essex Junction School District (the "Improvements"). These recently completed Improvements have substantially expanded the capacity of these facilities, making possible the accommodation of additional students. It is the intent of this Ordinance that those who benefit from the use of this newly created capacity should pay an appropriate portion of the cost of this construction.

Section 2. Authority.

A. This ordinance is enacted pursuant to 24 V.S.A. Chapter 131. This ordinance shall be a criminal ordinance within the meaning of 24 V.S.A. Chapter 59.

Section 3. Legislative Findings.

The Board of Trustee of the Village of Essex Junction, Chittenden County, Vermont, finds, determines and declares that:

A. The Improvements have been required to expand its educational facilities in order to maintain the existing level of service and the objectives defined in the Essex Junction School District Capital Plan if new development is to be accommodated; This must be done in order to promote and protect the public health, safety and welfare.

B. The improvements, their projected expenses, the method of financing, the recommended time schedule, the estimated annual costs of operation and maintenance and the necessity for these improvements have been incorporated in the Essex Junction School District Capital Plan adopted by the Prudential Committee of the Village of Essex Junction and the Board of Trustees for purposes of this Impact Fee Ordinance pursuant to Chapter 117 of Title 24, Vermont Statutes Annotated;

C. The imposition of impact fees is a fair method of ensuring that future development bears a proportionate share of the costs of the Improvements benefiting such development. This must be done in order to promote and protect the public health, safety and welfare;

D. The fees established in this ordinance are derived from, are based upon, and do not exceed the projected costs of financing the Improvements to the extent that these improvements benefit new development;

E. The development of Residential Dwelling units may reasonably be expected to place additional students in the elementary schools of the Essex Junction School District;

F. The recipients of permits for the development of Residential Dwelling Units will benefit from the Improvements;

G. The report entitled "Technical Memorandum: Determination of School Impact Fees, Essex Junction, Vermont," dated March 7, 1997, sets forth a reasonable method for determining the benefits received from the Improvements by the developers of new Residential Dwelling Units attributable to the continued maintenance of the existing level of service and the achievement of the objectives of the Essex Junction School District's Capital Plan and the allocating of an appropriate share of the costs of creating these benefits.

H. Exemptions:

- a. Residential units that have less than two bedrooms and are less than 650 square feet shall be exempt from the school impact fee. Appeals of the decision of the administrative officer may be made to the Board of Trustees.
- b. Dormitory uses shall be exempt from school impact fees
- c. Congregate housing shall be exempt from the school impact fees.
- d. Housing restricted to only residents 55 and older shall be exempt from school impact fees and shall be a condition of planning commission approval in order to be exempt from school impact fees.
- e. The uses mentioned above shall be as approved by the village.

Section 4. Definitions

A. "Residential Dwelling Unit" shall mean a structure or portion thereof, constructed or used as living quarters for one family and which includes facilities for food preparation, sleeping and sanitation.

B. "Family" shall mean one or more persons occupying a dwelling and living as a single housekeeping unit. Family may include a group of not more than six (6) unrelated persons living as a single housekeeping unit or foster children living with one or more unrelated persons.

C. "Development" shall mean the carrying out of any building activity, the making

of any material change in the use or appearance of any structure or land, a change in the intensity of use of land, or the filling of land or the dividing of land into two or more parcels.

D. "Bedroom" shall mean a room intended for, or capable of, being used for sleeping and that is at least 70 square feet in area.

Section 5. Imposition of the Educational Facilities Impact Fee.

A. Any person who, after the effective date of this Ordinance, seeks to develop land within the Village of Essex Junction by obtaining: a residential zoning permit; a permit for the installation of a residential mobile home; an extension of a residential zoning permit issued prior to the effective date of this Ordinance; an extension of a permit for residential mobile home installation issued prior to the effective date of this Ordinance; a permit to make an improvement to land or building which may reasonably be expected to place additional students in the public schools of the Village of Essex Junction; is hereby required to pay an Educational Facilities Impact Fee in the manner and amount set forth in this ordinance;

B. No permit of the type described in the preceding paragraph shall be issued unless and until the required Educational Facilities Impact Fee has been paid. No extension of a pre-existing permit of the type described in the preceding paragraph whether the pre-existing permit was issued prior to or after the effective date of this Ordinance, shall be granted unless and until the Educational Facilities Impact Fee hereby required has been paid in the manner and amount set forth in this Ordinance.

Section 6. Computation of the Amount of the Educational Facilities Impact Fee.

A. The amount of the Impact Fee shall be determined by multiplying the number of dwelling units by the impact fee effective for the year in which the permit is issued according to the following table:

	Cumulative past tax credit/d.u.	Cumulative Future Tax Credit	Impact Fee: Cost – credits
1996	\$3.12	\$840.34	n/a
1997	\$6.17	\$776.43	\$1,575.40
1998	\$9.15	\$714.48	\$1,634.37
1999	\$12.06	\$654.49	\$1,691.44
2000	\$14.91	\$596.49	\$1,746.60
2001	\$17.67	\$540.96	\$1,799.37
2002	\$20.36	\$487.86	\$1,849.78

2003	\$22.97	\$437.15	\$1,897.87
2004	\$25.50	\$388.80	\$1,943.70
2005	\$25.50	\$342.00	\$1,990.50
2006	\$25.50	\$296.79	\$2,035.71
2007	\$25.50	\$253.20	\$2,079.30
2008	\$25.50	\$211.26	\$2,121.24
2009	\$25.50	\$171.00	\$2,161.50
2010	\$25.50	\$132.45	\$2,200.05
2011	\$25.50	\$103.19	\$2,229.31
2012	\$25.50	\$75.31	\$2,257.18
2013	\$25.50	\$48.82	\$2,283.67
2014	\$25.50	\$23.72	\$2,308.78
2015	\$25.50	\$ 0.00	\$2,332.50

B. In the case of a change of use, redevelopment, expansion or modification of an existing use which requires the issuance of a permit or certificate by the Village of Essex Junction and which may reasonably be likely to lead to an increase in the number of students in the elementary school of the Essex Junction School District, the impact fee shall be based upon the Administrative Officer's determination of the likely net positive increase in the number of dwelling units in the development as compared to the previous use.

Section 7. Payment of Fee.

A. The fee payer shall pay the Educational Facilities Impact Fee required by this Ordinance to the Village Treasurer, who shall issue a receipt certifying payment for presentation to the Zoning Administrator or his/her designee (The Administrative Officer") prior to, and as a condition of, the issuance of a zoning permit.

Section 8. Administrative Appeal of the Impact Fee Assessed.

A. Any individual required to pay an impact fee imposed under this Ordinance may appeal the imposition of such fee by filing a written Notice of Appeal with the Village Clerk stating the basis of the Appellant's challenge of the fee within (ten) 10 days of payment of the fee or at any time prior to payment. Within sixty (60) days of the receipt of the Notice of Appeal, the Board of Trustees shall notify the appellant of the time and place when the Appellant may present oral and written evidence and arguments to the Board. The Board shall, within forty-five (45) days of the conclusion of the hearing, provide the Appellant with a written decision addressing the issues raised by the appeal. No permit shall be issued by the Village or become effective during the pendency of the appeal.

Section 9. All Impact Fees Collected Pursuant to This Ordinance shall be Collected by the Village Treasurer and Turned Over to the Essex Junction School District for deposit in a Separate, Interest-Bearing Account.

A. The Village Treasurer shall maintain a register of the date of payment of each fee collected, the amount paid, the development activity for which such fee was paid and the name of the payer;

B. The Board of Trustees of the Village of Essex Junction hereby attach the following conditions to the disbursement to the Essex Junction School District of the funds collected pursuant to this Ordinance:

1. At least once each fiscal period or upon request, the Essex Junction School District shall present to the Village Treasurer an accounting of the use of the impact fees collected, including the source of each fee, the amount and the date of expenditure together with the amount of accrued interest, if any;
2. Funds collected by the Village under this ordinance and remitted to the Essex Junction School District shall be used solely for the purpose of financing the Improvements;
3. Funds shall be expended in the order in which they are collected;
4. In the event that funds collected pursuant to this Ordinance are not expended by the Essex Junction School District in the manner prescribed by this Ordinance within six years from the date of collection, the Essex Junction School District shall refund to the Village impact fees so collected and remitted.

C. The current owner of the property for which such fee was paid may apply in writing to the Village for a refund of such fee with accrued interest within six months of the sixth anniversary of the date upon which such fee was paid. Thereafter, any claim for refund shall be deemed waived and therefore barred.

Section 10. Enforcement.

A. It shall be a violation of this ordinance for any person to commence any activity for which an Educational Facilities Impact Fee is required without first paying the fee.

B. The Administrative Officer shall issue a written "Notice of Violation" to any person believed to be in violation of this Ordinance. Such Notice of Violation shall:

1. Describe the activity which violates this Ordinance;

2. Identify the provisions of this Ordinance which have been violated;
3. State the specific action required to cure the violation;
4. State that if the violation is not cured within seven (7) days of the Notice of Violation, the Village may institute court proceedings to obtain a court order directing compliance with the Ordinance and awarding fines up to fifty dollars (\$50) per day for each day that the violation continues from the date of the notice; and
5. State that the Notice of Violation may be appealed to the Board of Adjustment in accordance with the procedures of the Village of Essex Junction Land Development Code.

C. Upon failure of any person to cure a violation of this Ordinance after receipt of a Notice of Violation, the Administrative Officer shall institute an appropriate court action on behalf of the Village.

Section 11. Severability.

A. If any section, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof;

B. This Ordinance shall not be construed to repeal, modify or amend any existing Ordinances of the Village of Essex Junction.

Section 12. Effective Date

A. This ordinance shall become effective on February 9, 2008.

Revised and duly adopted this 11th day of December 2007.

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

Lawrence C. Yandow, Jr., Village President
Deborah A. Billado
Timothy Jerman
Peter B. Gustafson
John J. Lajza



TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM
DATE: January 7, 2016
RE: Vermont Clean Cities Coalition: Electric Vehicle Funding

Issue

The issue is whether or not the Village should apply for a funding opportunity through the Vermont Clean Cities Coalition to cover the remaining cost of purchasing and installing an electric vehicle charging station in the parking lot of Lincoln Hall.

Discussion

During the fall of 2015, the Village applied for a state of Vermont grant to install an electric vehicle charging station. The grant was successful, and the State of Vermont Department of Housing and Community Development will be covering 75% of the \$6,600 total project cost.

The Village has committed to the 25% project match, which amounts to \$1,660. Clean Cities is offering a funding opportunity for employers, and will pay for up to \$1,050 of the cost to purchase and install a single charging station. Should we receive this funding, the Village's share of the cost for an electric vehicle charging station will only be \$610.

Clean Cities has worked with other municipalities who have received the same grant, and has confirmed that this is an appropriate funding source to use as a project match with our previously awarded state grant.

Cost

No new costs are associated with this application.

Recommendation

It is recommended that the Trustees authorize staff to submit the Clean Cities Coalition electric vehicle funding opportunity.

Memorandum

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

FROM: Dennis Lutz, P.E., Essex Public Works Director

DATE: 7 January 2016

SUBJECT: Town requests to the Chittenden County RPC for projects to be included in the FYE2017 Unified Planning Work Program (INFORMATION)

The attached documentation was provided to the Selectboard on 5 January, 2016, with respect to projects being submitted for funding consideration by the CCRPC. No formal action has to be taken at this time other than recognition that the projects are being submitted for consideration. After the CCRPC has narrowed the requests from all its members, they will notify each community of those work items they intend to pursue in FYE17. A public hearing will then have to be held on those projects that have been selected in each community.

With respect to the list of projects, the APWA PAVER training and evaluation (number 1), is a repeat application for work submitted last year but not yet funded. It is anticipated that the training will occur in FYE16 but the analysis in FYE17. Projects number 2 and 3 apply only to the Town outside the Village.

Project #4, the ADA study, is a result of recent staff training that highlighted work that needs to be done to be in compliance with ADA regulations on our sidewalks and paths. Identification of the problems is the first step towards developing a long-term plan for fixing the problems. Ignoring them will not make them go away nor will it protect either community from potential litigation. However, with identification and gradual improvements, there is a much higher potential for risk reduction. Town staff submitted the request for both the Village and the Town. If the Village were to determine that it did not want to participate, and the project was one that was determined to be fundable by the CCRPC, the Town would only pursue the study in the Town. With the deadline for submittal of applications and the timing of meetings, the decision was made to proceed with the application for both entities.

Project #5, the path along VT15, only impacts the Village in a very short segment – 95% of the project would be in the Town. Nevertheless, it does impact property within the Village limits and therefore the Village impact should be acknowledged.

Finally, the Town submitted a request for traffic counts last year to the CCRPC for both the Village and the Town. A number of CCRPC traffic counts were taken in the Village (see attachment). Although we are not aware at this time of needed counts, we can include them with the Town counts if Village staff has other roads in need of counts.

Memorandum

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

FROM: Dennis Lutz, P.E., Public Works Director

DATE: 17 December 2015

SUBJECT: Town requests to the Chittenden County RPC for projects to be included in the
FYE2017 Unified Planning Work Program

ISSUE: The issue is whether or not the Selectboard will approve the requested submittals to the CCRPC for the FYE2017 UPWP.

DISCUSSION: The process for requesting projects for inclusion in the UPWP has become more formal, with more detail required in the application and a requirement that ... "all applications, including matching amounts, must be presented to and approved by the governing body..." The due date for submittal of the applications is 4:30 p.m. on Friday January 22, 2016.

Public Works staff is recommending five (5) projects plus the normal request for assistance on traffic counts and intersection turning movement counts. The CCRPC has also requested that the projects be listed in order of priority.

The following projects are being requested and copies of the applications are attached (minus any attachments to the actual applications). The study intent is indicated in the body of the applications and therefore this cover memo will not go into any detailed explanation of each project.

1) PAVER Program training and implementation (Town and Village)

Note: This project involves both the Town and Village and was submitted last year. A portion of the work (training) may be funded from FYE16 UPWP funds. The local share of this project may vary from an estimated low of \$5,000 to a high of \$5,500. There is funding for this effort both in the Town Highway Operating budget and the Capital Plan Highway account. The CCRPC has requested that we re-submit this project for FYE17.

2) Path/Walk Impact fee and prioritization

Note: Local funding for this project is \$2,000 and funds are available in the Capital Path account as well as the Sidewalk Operating account in the General Fund.

3) Gravel roads compliance with Clean Water Act

Note: Local funding in the estimated amount of \$3,600 is available from the Storm water Operating fund under Professional Services.

4) ADA Study on walks and paths (Town and Village)

Note: This project will involve both the Town and the Village. The estimated local share is \$4,200 and the proposed plan would be to share this cost with the Village. Funds are available in the Town highway account.

5) Scoping Study for a path/walkway along VT15 from Athens Drive to the Circumferential Highway (Town and Village)

Note: this project will involve both the Town and the Village, although only a small portion of the project is in the Village. It may require funding over two years. The local share is \$12,800 and the proposed funding source would be the Town's Capital Sidewalk account. It is anticipated that only 50% of the local share would be needed in FYE17.

In summary, the Town has sufficient local funds needed for the UPWP match. A memo and submittal letter will be provided to the Village Trustees for those projects that impact both communities. A specific list of traffic counts and turning movements is also provided.

RECOMMENDATION: It is recommended that the Selectboard approve the FYE17 UPWP projects to be submitted to the CCRPC and authorize the Town Manager to sign the cover letter and submit the applications.



PROJECT APPLICATION FORM FY2017 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to bdavis@ccrpcvt.org. All forms are available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.**

1. GENERAL INFORMATION

Submitted by (Name, Title): Dennis Lutz, P.E., Public Works Director

Municipality/Agency/Organization: Town of Essex

Telephone: (802) 878-1344

Email: dlutz@essex.org

2. PROJECT INFORMATION

a. Project Title:

APWA PAVER Program Training and application of PAVER to Essex and Essex Junction Roads.

b. Project Location (name of roadway, intersection, geographic area, etc.):

Attach map if needed

Project will impact all roads in each community.

c. Project Description (100 words max):

Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.

The Town and Village will be consolidating public works management with a fully effective date of 1 July 2016. Both communities have completed pavement condition surveys in the past and used them to develop highway management plans. However, the PAVER program has many capabilities for improved road management decision making and they are not being used. Education on the PAVER program is needed with the education provided by a qualified instructor who is intimately familiar with the program. Following the training, a complete road survey needs to be completed by a professional entity. The results need to be provided in report form to each community.

d. Budget, Scope of Work & Project Schedule:

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
CCRPC contract for PAVER Training Seminar (generally four days in length)	Complete by 4/2016	Estimated \$5,000
Field road evaluation of all roads in the Village and the Town by a trained professional firm or crew	Complete by 9/2016	Estimated \$20,000
Provide written PAVER report analysis to the communities/ hold public meeting	Complete by 11/2016	Estimated \$2,500
Estimated Total		Estimated \$27,500

CCRPC Staff Assistance Only? (Yes/No)	NO
Requested UPWP Amount	\$22,000
Non Federal Cash Match	\$5,500
Other Funding	\$
Total Project Cost	\$27,500

Requested amount is expected to be spent by June 30, 2017. Be sure to account for any potential direct expenses in proposed budget. Please note if you are requesting CCRPC staff assistance only. Contact us so we can help determine the appropriate hours/cost and potential match requirement.

e. Expected Deliverables:

PAVER Program Training Materials
PAVER Program Road Field Results
PAVER Program Report on Results

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups):

Other communities may benefit from the training and find it has application in their area of responsibility

g. Project Match Requirement:

Please refer to the FY17 UPWP PROGRAM SUMMARY for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities

should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

CCRPC may want to consider funding the training at 100% CCRPC funds and the specific road analysis in Essex on a 20%local/80% federal split.

- **Transportation, Land Use and Storm water Planning**

X Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

X The CCRPC may waive the local match requirement for projects deemed to be regionally significant (reference the training portion if other communities participate).

- **Major or Minor Technical Assistance**

- Transportation projects – no local match required.
- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

A warned public meeting was held on this UPWP request and others on 4 January 2016. A copy of the Agenda and discussed information is provided.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

5. Increase opportunity for every person in our community to achieve optimal health and personal safety.

7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

The need has been identified for some time to provide highway management systems that provide for high return on investment and appropriate use of limited tax dollars. Current

highway management plans in both communities use the process but not to its fullest extent. The training and road evaluations will enable both communities to jointly plan and allocate the appropriate level of resources.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**
Funds need to be properly allocated for road improvements and maintenance that extends the useful life of the road network in the most cost efficient manner.
- **Regional and/or local economic development?**
Timely, planned maintenance of roads reduces the long term costs of operating the road network enabling the savings in unnecessary expenditures to be used for other economic development.
- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**
A more efficient and well-maintained road system provides for better mobility, for more multi-model transportation opportunities and for reduced travel delays.
- **Increase the livability of local communities?**
Better roads create better livability conditions and the appropriate use of tax dollars provides the groundwork for better economic opportunities.
- **Complement other local/regional activities or initiatives?**
A joint effort by both communities will help reduce costs over the long term.

d. For other planning projects, please describe how the project benefits the local community.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

None of which we are specifically aware.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Prioritizing road construction and providing funds where appropriate is the only cost-effective solution.

g. How will this project be implemented after planning is complete?

The Town and Village will use the PAVER program to provide a more robust and effective road management plan for implementation through the budget process.



PROJECT APPLICATION FORM
FY2017 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to bdavis@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Dennis Lutz, P.E., Public Works Director
Municipality/Agency/Organization: Town of Essex
Telephone: (802) 878-1344
Email: dlutz@essex.org

2. PROJECT INFORMATION

a. Project Title:

Identification of non ADA compliant sidewalks/paths and crossings/intersections in the Town of Essex and Village of Essex Junction

b. Project Location

Entire Town and Village areas where sidewalks/paved paths exist.

c. Project Description (100 words max):

State and federal laws and regulations require that local government not only insure that new construction meets ADA requirements but that existing infrastructure be upgraded over time to meet the requirements. For example, there are areas within the communities where sidewalks intersecting roadways do not have ADA compliant ramps, where sidewalk surfaces have heaved creating travel impairment, and where signalized crossings do not meet requirements. A field survey is needed to identify where the walkways are non-ADA compliant report needs to be produced identifying where the deficiencies are and those that are most significant.

d. Budget, Scope of Work & Project Schedule:

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Review GIS plans for location of all walkways/sidewalks, intersection crossings, etc. and	Complete by	Estimated

prepare working maps for field input. Also prepare a short list of standards that will be used in the field to identify deficiencies.	7/2016	\$3,000
Conduct the field surveys and record /identify the problems and the location; utilize GPS positioning and take photos.	Complete by 6/2017	Estimated \$10,000
Prepare report and present findings; prioritize findings and estimates costs for remediation	Complete by 9/2017	Estimated \$8,000
Estimated Total	Complete by 9/2017	Estimated \$21,000

CCRPC Staff Assistance Only? (Yes/No)	No
Requested UPWP Amount	\$16,800
Non Federal Cash Match	\$4,200
Other Funding	\$
Total Project Cost	\$21,000

e. Expected Deliverables:

Deliverable #1: Field data

Deliverable #2: Written summary report

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups):

Village of Essex Junction. Other communities may benefit from the methodology of the study and the use of simplified field inspection forms.

g. Project Match Requirement:

• **Transportation, Land Use and Storm water Planning**

X Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

• **Major or Minor Technical Assistance**

- Transportation projects – no local match required.

- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.
- **Non-Municipal Partner Program Assistance**
 - 20% match required.

h. Public Meeting Requirement:

A warned public meeting was held on this UPWP request and others on 4 January 2016. A copy of the Agenda and discussed information is provided.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

5. Increase opportunity for every person in our community to achieve optimal health and personal safety.
7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.
8. Ensure that the projects and actions in all ECOS strategies assess equity impacts and that the design and development of programs are inclusive of all and engage underrepresented populations.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

The need for this work is articulated in the Rehabilitation Act of 1973, section 504 (49CFR part 27) and ADA Title II (28 CFR part 35). Financial Planning for future expenditures on these types of improvements is difficult without clear definition of the problem's extent and estimates of costs associated with the level of work required. There is the potential for third party litigation and imposition of costs on a community where a plan has not been adopted to fix the problems over time.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**

Paths and walkways must be adequate to serve the full range of users, including those with disabilities. This project will identify where problems exist that may impact on full accessibility and provide the information needed to make corrections over time.
- **Regional and/or local economic development?**

Alternative transportation projects such as walks and paths provide individuals with the means to access locations without relying on the automobile for transportation. An integrated transportation system, especially with interconnectivity to adjacent communities, enhances overall economic development of the region, through increased mobility.

- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**

Targeting path and walk upgrades to accommodate the full spectrum of users will help to reduce delays and provide more transportation options for a broader range of users.

- **Increase the livability of local communities?**

Improved transportation through use of alternative transportation, such as walks and paths, enhances the livability and pedestrian safety of neighborhoods and the community. It also provides greater mobility for the elderly and the handicapped.

- **Complement other local/regional activities or initiatives?**

Any increase in the walks and paths infrastructure in a given community compliments the same effort being done in adjacent communities. The net impact is to strengthen the overall pedestrian accessibility with the region.

d. For other planning projects, please describe how the project benefits the local community.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

As the population ages, more seniors tend to gravitate to city core areas because of the enhance range of services. They need fully accessible paths and walks to get around. It is a given that proper sidewalks and paths provide the opportunity for greater mobility by seniors, small children and the disabled.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Prioritizing the work that must be done to bring walks and path up to ADA standards provides a mechanism to fix the worst problems first and eventually get to upgrading all facilities to the standards.

g. How will this project be implemented after planning is complete?

Funds will be programmed to fix the non ADA compliant sections and to seek grant funds to accelerate the process.



PROJECT APPLICATION FORM
FY2017 Unified Planning Work Program

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1. GENERAL INFORMATION

Submitted by (Name, Title): Dennis Lutz, P.E., Public Works Director
Municipality/Agency/Organization: Town of Essex
Telephone: (802) 878-1344
Email: dlutz@essex.org

2. PROJECT INFORMATION

a. Project Title:

Gravel Roads Evaluation for Compliance with MS4 General Storm Water Permit Regarding Roads

b. Project Location

(See attached lists of gravel roads excerpt from the 2014 Town Highway Management Plan).

c. Project Description (100 words max):

An evaluation is needed of the 23.38 miles of Class 3 Town gravel roads to determine the extent of work necessary to meet the proposed Municipal Roads General Permit requirements portion of future MS4 Storm water permits. The evaluation will provide identification of deficient road sections, culverts and driveways; appropriate improvements; the relative priority of the work to be done based on impact on stream water quality; costs; and a schedule for correction over a time frame not to exceed 20 years. Note: Other CCRPC communities have the same requirement. This UPWP effort should be provided to all members.

d. Budget, Scope of Work & Project Schedule:

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Review CCRPC, VANR, Town GIS maps, air photos, LIDAR and other resources to identify	Complete by	Estimated

potential problem areas (such as road drainage slopes over 5%)	1/2017	\$2,500
Identify drainage areas contributing to all gravel road culverts and perform macro-level hydraulic calculations to determine those culverts that are potentially undersized	Complete by 3/2017	Estimated \$4,000
Conduct field investigations to verify office studies, take photos and develop area or site specific plans for correction; prioritize improvements -- work by interns with Town and CCRPC staff overview and assistance	Complete by 9/2017	Estimated \$4,000
Prepare a road report for each gravel road, similar to the Town's road culvert GIS-based that are color coded as to priority of improvements and coded to the appropriate fix, estimate costs.	Complete by 1/2018	Estimated \$5,000
Provide a summary report of the actions that need to be taken by the Town, a schedule for the work and all associated costs	Complete by 3/2018	Estimated \$2,500
Estimated Total	Complete by 6/2018	Estimated \$18,000

CCRPC Staff Assistance Only? (Yes/No)	NO
Requested UPWP Amount	\$14,400
Non Federal Cash Match	\$3,600
Other Funding	\$
Total Project Cost	\$18,000

e. Expected Deliverables:

The first two deliverables (task 1 and 2) would be completed in FYE17 and a portion of task 3. Estimate a total cost in FYE17 of \$10,000 and \$8,000 in FY18.

f. Other Project Participants

The project should be considered for all CCRPC members with gravel roads. Some communities, such as South Burlington and Essex Junction, either have no gravel roads or a sufficiently low mileage of gravel roads such that this work is not applicable.

g. Project Match Requirement:

- **Transportation, Land Use and Stormwater Planning**

X Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

X The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**

- Transportation projects – no local match required.
- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

A warned public meeting was held on this UPWP request and others on 4 January 2016. A copy of the Agenda and discussed information is provided.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

3. Improve the safety, water quality and habitat of our rivers, streams, wetlands and lakes in each watershed.

5. Increase opportunity for every person in our community to achieve optimal health and personal safety.

7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

Improvements to gravel roads is found in the 2014 Town Highway Management Plan, is included in the existing and proposed Town Plan and is a requirement of the recently passed Vermont Clean Water Act. The general gravel road requirements have been defined by VANR and will be included either in a new Municipal Roads General Permit or rolled into the Town's MS4 NPDES Phase 2 Storm water Permit.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**

Many of the Town's gravel roads (68%) function as collector roads between Essex and neighboring communities. These roads are critical to not only Essex but other

communities. With a recent history of a number of FEMA declared emergencies due to washed out gravel roads and culverts, improvements are needed to prevent future erosion and road closures.

- **Regional and/or local economic development?**
Erosion has a significant impact on sediment and phosphorous reaching the Lake and excessive erosion can result in washed out roads and an inability to move people and goods. This lack of mobility limits economic development.
- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**
Delays in travel will occur when gravel roads cannot accommodate the traffic due to washout and erosion.
- **Increase the livability of local communities?**
Improved roads and reduction in sediment and phosphorus reaching the Lake provide for better water quality, which impacts on recreation, water supplies and use of water.
- **Complement other local/regional activities or initiatives?**
The combination of all Towns across Vermont making improvements to their rural, gravel roads network will improve the water quality in water system that have no relation to municipal boundaries.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

None of which we are specifically aware. However, improved water quality has a positive impact on all socio-economic groups.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Prioritizing and having the ability to spread the cost of the work over a potential 20-year period is a cost –effective solution to reducing the impact of sediment and phosphorous on the rivers and the Lake.

g. How will this project be implemented after planning is complete?

The Town has already improved many areas on its gravel roads and will continue to do so in the future, with or without a change to the NPDES Phase 2 permit. However, the work done under this project will provide a better “road map” as to where, when and how to make the improvements.



PROJECT APPLICATION FORM
FY2017 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to bdavis@ccrpcvt.org. All forms are available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.**

1. GENERAL INFORMATION

Submitted by (Name, Title): Dennis Lutz, P.E., Public Works Director
Municipality/Agency/Organization: Town of Essex
Telephone: (802) 878-1344
Email: dlutz@essex.org

2. PROJECT INFORMATION

a. Project Title:

Development of Path/Sidewalk Impact Policies for the Town of Essex.

b. Project Location

Town Policy will impact all new development wherever it occurs in the Town.

c. Project Description (100 words max):

The Town has 51.59 miles of sidewalk/paved paths. The Planning Commission has not had a consistent, comprehensive written policy regarding requirements for new paths or walks. In some cases, construction is required; in others, the requirement may be right-of-way for future walks and/or fees in lieu of constructed walks. With the completion of a Town/Village Bicycle and Pedestrian Plan, future needs/costs have been identified. A policy needs to be written for Selectboard/PC adoption which provides clear policy and a supportable impact fee.

d. Budget, Scope of Work & Project Schedule:

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Review adopted Bike/Ped Plan with staff, Trails Committee/ PC and develop a prioritized plan for improvements over the next 10 years. Utilize the information and	Complete by 12/2016	Estimated \$4,000

costs to develop an appropriate impact fee.		
Develop the policy on when construction is required and the type (paved path or concrete sidewalk); when right of way should be deeded and when impact fees should be assessed. The impact fees would go into a central fund for use on priority walks and paths.	Complete by 2/2017	Estimated \$3,500
Hold public information meetings both early in the process and at the end; provide back-up and data for use by Boards in adopting the policy.	Complete by 5/2017	Estimated \$2,500
Estimated Total	Complete by 6/2017	Estimated \$10,000

CCRPC Staff Assistance Only? (Yes/No)	Yes
Requested UPWP Amount	\$8,000
Non Federal Cash Match	\$2,000
Other Funding	\$
Total Project Cost	\$10,000

e. Expected Deliverables:

Deliverable #1: Prioritized Project list and Impact fee calculation

Deliverable #2: Written Policy in final approved form

f. Other Project Participants

Other communities may benefit from development of such a policy and find it has application to projects in their area of responsibility.

g. Project Match Requirement:

- **Transportation, Land Use and Storm water Planning**

- X Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**

- Transportation projects – no local match required.
- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

A warned public meeting was held on this UPWP request and others on 4 January 2016. A copy of the Agenda and discussed information is provided.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

- 5. Increase opportunity for every person in our community to achieve optimal health and personal safety.
- 7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

The need for paths and walks are identified in the 2014 Bicycle and Pedestrian Plan adopted by the Village of Essex Junction and the Town of Essex (cover sheet attached). In addition, the proposed 2016 Town Plan is in the process of adoption and paths/walkways are an integral part of the plan (see excerpts). Finally, the specific requirements for paths and walkways are found in the Zoning and Subdivision regulation and the construction standards are contained in the Town Public Works Specifications.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**

Paths and walkways are needed in the areas of Town with significant residential population, especially in areas where the roads have high traffic volumes, where residential population density coincides with routes to schools, libraries, commercial areas and recreation properties. There is also a strong need for interconnectivity with adjacent municipalities. However, new development occurs both inside and outside the dense core. New developers within the areas of sidewalk/path need are not willing to provide funds to this purpose without a defined plan in place that clearly identifies costs and need. Funds need to be obtained from all developers to assist in funding the alternative transportation initiatives where the projects are needed most.

- **Regional and/or local economic development?**

Alternative transportation projects such as walks and paths provide individuals with the

means to access locations without relying on the automobile for transportation. An integrated transportation system, especially with interconnectivity to adjacent communities, enhances overall economic development of the region, through increased mobility.

- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**

Targeting path and walk construction and future grant funds to the projects that provide the greatest benefit, either in customers served or safety is a more cost effective use of funds than constructing sidewalk or path segments in a non-priority system scattered around the Town.

- **Increase the livability of local communities?**

Improved transportation through use of alternative transportation, such as walks and paths, enhances the livability and pedestrian safety of neighborhoods and the community. It also provides greater mobility for the elderly and the handicapped.

- **Complement other local/regional activities or initiatives?**

Any increase in the walks and paths infrastructure in a given community compliments the same effort being done in adjacent communities. The net impact is to strengthen the overall pedestrian accessibility with the region.

d. For other planning projects, please describe how the project benefits the local community.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

None of which we are specifically aware. However, it is a given that added sidewalks and paths provide the opportunity for greater mobility by seniors, small children and the disabled.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Prioritizing new walk and path construction and requiring all new development to contribute funds through an impact fee helps reduce the costs to local taxpayers and earmarks the funds to those projects with the highest need and potential for construction.

g. How will this project be implemented after planning is complete?

The Town will implement a policy on walk/path new construction, on developer's level of contribution, and use the prioritized project list to apply for grants to build the projects.



PROJECT APPLICATION FORM FY2017 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to bdavis@ccrpcvt.org. All forms are available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.**

1. GENERAL INFORMATION

Submitted by (Name, Title): Dennis Lutz, P.E., Public Works Director

Municipality/Agency/Organization: Town of Essex

Telephone: (802) 878-1344

Email: dlutz@essex.org

2. PROJECT INFORMATION

a. Project Title:

Sidewalk/Path Scoping project for VT15 from Athens Drive to the Circumferential Highway Intersection

b. Project Location

See attached Google earth visual and excerpt from the adopted 2014 Bicycle and Pedestrian Plan

c. Project Description (100 words max):

The proposed path/walk is the single, most important, missing link between the Town and the Village pedestrian network. It is 3636 feet in length along a portion of State roadway with 12,100 vehicles per day. People currently walk along a very narrow road shoulder where the speed limit is 40 MPH. It is a very difficult project to construct, with areas of ledge and a crossing of Indian Brook required. The project has been discussed for many years but discounted as being too difficult and/or too costly to construct. However, no detailed scoping has been done on this segment to define what opportunities exist.

d. Budget, Scope of Work & Project Schedule:

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Selection of Consultant to perform scoping study using VTRANS bid methodology and procedures	Complete by 10/2016	Costs to obtain consultant paid for by Town
Pre-design conference and local concerns meeting phase	Complete by 1/2017	Estimated \$3,000
Data collection phase to include topographic survey, updated traffic/accident information, soils information, critical environmental resources and identification of required permits	Complete by 6/2017	Estimated \$15,000
Initial preparation of conceptual designs Phase, to include meetings with Town and utility officials and a public progress meeting	Complete by 10/2017	Estimated \$20,000
Conceptual Plans Development phase to include environmental impact resolution, utility resolution and identification of project right of way	Complete by 3/2018	Estimated \$20,000
Submittal and Acceptance of scoping study to include conceptual plans approval	Complete by 6/2018	Estimated \$6,000
Total		\$64,000

CCRPC Staff Assistance Only? (Yes/No)	NO
Requested UPWP Amount	\$51,200
Non Federal Cash Match	\$12,800
Other Funding	\$NA
Total Project Cost	\$64,000

e. Expected Deliverables:

Deliverable #1: Meeting memos and support documentation from all meetings

Deliverable #2: Completed Scoping Study

Deliverable #3: Completed Conceptual Plans to include soils logs

Deliverable #4: Detailed construction estimate

Deliverable #5: Identification of ROW needed and list of project abutters

Deliverable #6: Identification of all required permits

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups):

Village of Essex Junction, VTRANS, Town Trails Committee, Village Bike/Ped committee, Donald L. Hamlin representing the Village as the Village Engineer, Loco-motion and other alternative transportation groups

g. Project Match Requirement:

- **Transportation, Land Use and Storm water Planning**

X Transportation projects – 20% non-federal cash match required.

Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

Major or Minor Technical Assistance

- Transportation projects – no local match required.
- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

A warned public meeting was held on this UPWP request and others on 4 January 2016. A copy of the Agenda and discussed information is provided.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address.

5. Increase opportunity for every person in our community to achieve optimal health and personal safety.

7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

Reference the 2014 Bicycle and Pedestrian Plan adopted by the Village of Essex Junction and the Town of Essex (cover sheet and related report pages attached). In addition, the proposed 2016 Town Plan is in the process of adoption and paths/walkways are an integral part of the plan (see excerpts). Finally, the specific requirements for paths and walkways are found in the Zoning and Subdivision regulation and the construction standards are contained in the Town Public Works Specifications.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**
Paths and walkways are needed in the areas of Town with significant residential population, especially in areas where the roads have high traffic volumes, where residential population density coincides with routes to schools, libraries, commercial areas and recreation properties. There is also a strong need for interconnectivity with adjacent municipalities. This specific high speed, high volume traffic route is used by many pedestrians by walking on a very limited shoulder. Safety is the most important element of this project.
- **Regional and/or local economic development?**
Alternative transportation projects such as walks and paths provide individuals with the means to access locations without relying on the automobile for transportation. An integrated transportation system, especially with interconnectivity to adjacent communities, enhances overall economic development of the region, through increased mobility.
- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**
This path/walk route, when constructed, will provide the opportunity for increased alternative transportation options between the two communities.
- **Increase the livability of local communities?**
Improved transportation through use of alternative transportation, such as walks and paths, enhances the livability and pedestrian safety of neighborhoods and the community. It also provides greater mobility for the elderly and the handicapped.
- **Complement other local/regional activities or initiatives?**
Any increase in the walks and paths infrastructure in a given community compliments the same effort being done in adjacent communities. The net impact is to strengthen the overall pedestrian accessibility with the region.

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project?

None of which we are specifically aware. However, it is a given that added sidewalks and paths provide the opportunity for greater mobility by seniors, small children and the disabled. This route is also used for students attending the high school.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Currently, pedestrian's only real option for access between the communities is via the bike path off Essex Way, through the Countryside Development streets and sidewalks back to VT15. This distance is 2.4 miles or 3 ½ times the distance from the starting point of the proposed start point at the VT15/Circ Highway intersection with VT15.

g. How will this project be implemented after planning is complete?

The Town will utilize the scoping project to develop a request for partial or full project design and construction funding. The high cost of the project may require that portions be segmented or that multiple sources of grant funds are used to construct the project.

Traffic Counts Request from Essex

7-DAY COUNTS

1. VT 117 west of Sand Hill Road
2. VT117 east of North Williston Road
3. Allen Martin Drive , north of the intersection with Sand Hill Road
4. Essex Way, south of the intersection with the Circ Highway
5. Old Stage Road, near the Westford Town line
6. Discovery Road
7. Lamore Road at Colchester Road (VT2A), south of the bridge
8. New England Drive

INTERSECTION TURNING MOVEMENT COUNTS

- 1) VT15/ Allen Martin Drive
- 2) Butlers Corner Intersection (VT15 and Old Stage Road)
- 3) Essex Way/VT15

Traffic Count Locations - Essex/Essex Junction 2012 - 2015

2012		AADT*
EJCT13	WEST ST. NORTH OF SOUTH STREET	1000
EJCT16	GROVE ST. E OF CENTRAL ST.	5300
EJCT22	SCHOOL ST. NORTH OF VT 15	1300
ESSX01	OLD STAGE RD. NORTH OF VT 15	3600
ESSX04	SAND HILL RD. SOUTH OF ALLEN MARTIN DR.	5200
ESSX09	OSGOOD HILL RD. EAST OF VT 128	690
ESSX13	VALLEYVIEW DR. NORTH OF VT 117	1100
ESSX16	WEED RD. EAST OF VT 128	1100
ESSX19	INDIAN BROOK RD. WEST OF OLD STAGE RD.	670
ESSX27	TOWER RD. WEST OF VT 15	2200
ESSX31	OLD STAGE RD. NORTH OF LOST NATION RD.	4400
ESSX34	WEED RD. NORTHWEST OF VT 15	690
ESSX39	BRIGHAM HILL RD. WEST OF OLD STAGE RD.	900
ESSX43	CHAPIN RD. NORTH OF TOWERS RD.	410
ESSX44	TOWERS RD. EAST OF OLD STAGE RD.	960
ESSX49	SAND HILL RD SOUTH OF VT15	4200
ESSX51	ALLEN MARTIN PKWY (HICKORY LN) WEST OF SAND HILL RD	1300
ESSX52	PINEWOOD DRIVE NORTH OF VT 117	780
ESSX54	RITE-AID ROAD SOUTH OF PINECREST	900
2013		
ESSX17	Ethan Allen Drive at the Approach to VT 15	2800
ESSX20	Kellogg Road between Susie Wilson Road and Morse Drive	12000
ESSX21	Susie Wilson Road between David Dr/Market Place and Kellogg Road/Blair Road	20000
ESSX23	Sandhill Road North of VT 117	5200
ESSX45	Susie Wilson Bypass between Kellogg Rd/Blair Road and VT 2A	15000
ESSX48	Essex Way just south of the intersection of VT 15	6400
ESSX49	Sand Hill Road South of VT 15	4400
ESSX50	Allen Martin Road between VT 15 and Oliver Wright Road	3300
ESSX69	Kellogg Road between New England Drive and the Town Line	11000
ESSX75	Billie Butler Drive by Mcdonalds (where the island is)	7200
2014		
EJCT38	Railroad Street between Main and Maple	1200
2015		
EJCT15	WEST ST WEST OF SOUTH ST.	5200
EJCT18	MANSFIELD AVE. BTW VT 117 & BIRCH LN.	1599

EJCT28	WEST STREET EXTENSION	5700
EJCT39	WILKINSON DRIVE NEAR THE INTERSECTION WITH SOUTH STREET	660
EJCT40	DUNBAR DRIVE NEAR THE INTERSECTION WITH CASCADE STREET	550
EJCT41	HIAWATHIA NEAR THE INTERSECTION WITH WEST STREET	440
EJCT42	SOUTH SUMMIT STREET NEAR THE INTERSECTION WITH WEST STREET	2800
EJCT43	SOUTH STREET NEAR THE INTERSECTION OF VT 2A	5900
EJCT44	IROQUOIS AVE NEAR THE INTERSECTION OF VT 2A	1800
EJCT45	RIVENDALE DR NEAR THE INTERSECTION WITH VT 117	1200
EJCT46	CRESTVIEW DRIVE AT THE INTERSECTION OF MAIN ST	840
EJCT47	FAIRVIEW DRIVE NEAR THE INTERSECTION WITH MAIN ST	1100
EJCT48	BRICKYARD RD NEAR CORDUROY DRIVE	710
EJCT49	WARNER AVE NEAR VT15/PEARL ST	490
EJCT50	WILLEYS COURT NEAR THE INTERSECTION WITH VT 15	750
EJCT51	SUMMIT STREET NEAR THE INTERSECTION OF VT 15	710
EJCT52	EDUCATIONAL DRIVE BETWEEN VT 15 AND CENTRAL/DRURY	2200
EJCT53	HAYDEN STREET NEAR THE INTERSECTION WITH WEST ST	1200
EJCT55	West Street west of Hiawatha Avee	5600
EJCT84	NEW ENGLAND DRIVE AND KELLOG ROAD	1300
ESSX76	GAUTHIER DRIVE NEAR KELLOGG ROAD	1900

* This value represents the Annual Average Daily Traffic Volume. Monthly seasonal adjustment factors have been applied