



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, OCTOBER 25, 2016 at 6:30 PM
LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

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
5. **OLD BUSINESS**
 - a. Adoption of Amended Land Development Code – Robin Pierce
 - b. Dept. of Public Service Draft Energy Planning Determination Standards – Robin Pierce
 - c. Discuss Revised Warning for UMD Vote – Pat Scheidel
6. **NEW BUSINESS**
 - a. 2016-17 Winter Operations Plan – Dennis Lutz/Rick Jones
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 Minutes 10/6/16
 - Bike/Walk Advisory Committee 10/17/16
 - c. Letter from Nick Meyer re: Capital Reserve Fund
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 10/10/16 and 10/11/16
 - b. Expense Warrant #17015 dated 10/13/16 in the amount of \$117,573.66
 - c. Expense Warrant #17016 dated 10/20/16 in the amount of \$1,266,528.18
10. **EXECUTIVE SESSION**
 - a. Real Estate Discussion
11. **ADJOURN**

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

LDC Amendments Summary

Chapter 1:

- a. Added language clarifying the Land Development Code “represents the minimum required standards for development and land use in Essex Junction,” and that “It is the intent of the Village to meet or exceed these standards.”
- b. Removed incorrect reference to Chapter 13. Sound regulations are covered in Chapter 7. Following references to Chapter 12 or 13 as including sound regulations have been removed and updated to Section 718.B.
- c. Added language identifying the timeframe for readopting the Land Development Code

Chapter 2:

- a. Added new definitions for the following terms; Agriculture PUD, Average Grade, Commercial PUD, Dark Sky Compliant, Dead-end Street, Double Frontage Lot, Electronic Message Board, Freight Rail Distribution Center, Massage Therapy, New Unit, Public Street, Vehicle Sales, and Zero Lot Line.
- b. Revised language of the following definitions; Infiltration, Planned Unit Development.
- c. Removed definition of Planned Residential Development. Planned Residential Developments have been repealed from state statute, and therefore any reference in following chapters has been removed.

Chapter 3:

- a. As the Capital Review Committee is now responsible for preparing and reviewing the Capital Budget, this duty has been removed from Section 302: Planning Commission.
- b. All references to the Planning Department have been updated to Community Development Department.

Chapter 4:

- a. Clarified that “any building permit may be subject to additional state or federal permits,” in addition to approval from the Village.
- b. Clarified that demolition or alteration of a structure requires approval.
- c. Updated the term “noise” to “sound”. All references in following chapters have been updated.

Chapter 5:

- a. Updated reference to Vermont’s Open Meeting Law (1 V.S.A. §§ 310-314).
- b. Removed district-specific PUD subsections of Section 512. These references have been re-located in the appropriate specific district sections of Chapter 6 in order to make the Land Development Code more user-friendly.
- c. Clarified approval procedures for Master Plans.
- d. Added language detailing examples of “good urban design techniques.”
- e. Added language clarifying that a change of use requires a new Certificate of Occupancy.

- f. Added general review standards, specific review standards, and waivers for Planned Unit Developments to section 511.B. Districts allowed Planned Unit Developments in Chapter 6 now reference Section 511.
- g. Updated language regarding stormwater permits in Section 513.G.

Chapter 6:

- a. Removed language for general review standards, specific review standards, and waivers for Planned Unit Developments. As this was repeated verbatim in all districts, the review standards have been moved to section 511.B.
- b. Removed waiver of building height in the Village Center District.
- c. Added district-specific PUD language to the appropriate districts.

Section 620 Use Chart:

- a. Added “C” for Construction Services Establishment in the TOD District.
- b. Added new use Freight Rail Distribution Center, and added “X” for the LI District.
- c. Added new use Massage Therapy.
- d. Added “X” for Home Office in the VC District.
- e. Removed “X” for Retail Sales w/ Drive-Through in the VC District.
- f. Added “X” for Transit Park and Ride in the PE District.

Chapter 7:

- a. Added off-street parking requirements for parallel parking.
- b. Added language regulating the parking of recreational vehicles on public property.
- c. Added language to the general lighting standards with the intention of discouraging light pollution.
- d. Village Engineer updated technical lighting standards to LED lamps as opposed to previously required metal halide or mercury vapor lamps.
- e. Added language stating that “new and redevelopment projects shall install utilities underground.”
- f. Added Section 714.Q which contains exemptions for municipal departments.
- g. Adjusted landscape budgetary requirements based on the size of the project.
- h. Added Landscape Plan to Section 719, consisting of a preliminary site plan and a final landscaping plan.
- i. Added graphics with examples of screening and perimeter landscaping for parking areas.
- j. Added a list of publications to be used as resources for selecting plant material.
- k. Removed Section 722: Conversion of Public Schools.

Chapter 8:

- a. Removed Section 803: Termination of Non-Conforming or Non-Complying Status due to removal of language previously allowing a non-complying structure to be declared conforming with a conditional use approval.

Chapter 9:

- a. Added street design language to “encourage improved connectivity in the Village

- Center District and strike an appropriate balance between all modes of transit.”
- b. Revised utility line language stating “above-ground utility equipment shall not be located within the visibility triangles and shall be hidden from view in the public Right-of-way.”

Chapter 14:

- a. Removed language allowing a homeowners association to be considered as one user for private water lines.

Other Revisions:

- a. Added new guidance documents:
 - 1. Community Development Department Public Participation Guide
 - 2. Flowchart depicting The Development Review Process in the Village
- b. Added a more detailed map of the Village Center District
- b. Public Works Detail Drawings updated.
- c. Appendix A: Public Works Specifications updated.

Planning Department will be changed to Community Development Department; Village Plan changed to Comprehensive Plan; Planned Residential Development changed to Planned Unit Development; Sight Triangle to Visibility Triangle and Noise to Sound throughout the Code. Clerical changes and formatting will be corrected throughout the Code.

CHAPTER 1: PURPOSE, APPLICATION AND SEVERABILITY

SECTION 102: PURPOSE.

This Code represents the minimum required standards for development and land use in Essex Junction. It is the intent of the Village to meet or exceed these standards.

SECTION 103: AUTHORITY.

~~G. — Chapter 13: Noise Regulations — 24 V.S.A., Chapter 61 and Village Charter, Article I.~~

SECTION 104: SEVERABILITY.

~~The Land Development Code shall be readopted, with revisions as necessary, within five (5) eight (8) years after the last published update.~~

CHAPTER 2: DEFINITIONS AND RULES OF CONSTRUCTION

SECTION 201: DEFINITIONS. (General Definitions, Flood Plain Management Determinations, Sewer Regulation Definitions, Sign Regulations Definitions). Words as defined herein shall be used to interpret provisions of this Code. Interpretation of any words not herein defined shall be made in accordance with the standards specified below.

- B. Official Plan. The Village **Comprehensive** Plan as adopted by the Village Trustees and filed with the Village Clerk is the Official Plan of the Village of Essex Junction. It is the clear intent of this Code to implement the provisions of the **Comprehensive** Plan and the **Comprehensive** Plan shall be consulted to determine the intent of any provisions of this Code. Ordinances, bylaws, or regulations enacted which are in clear conflict with the **Comprehensive** Plan shall not be adopted until and unless the **Comprehensive** Plan is amended.
- C. General Definitions:
3. *"Accessory Apartment"* shall mean a small apartment created within an existing single family dwelling unit, **as defined by state statute.**
 5. *"Accessory Use"* shall mean any use or structure which clearly meets **all** the following **conditions:**
 - (a) It is clearly incidental and customarily found in association with the principal use; **and**
 - (b) It is subordinate in area, purpose and extent to the primary structure and use of the lot; **and**
 - (c) It is not identified in the zoning district as a permitted or conditional principal use.
 12. *"Agriculture PUD"* shall mean a **Planned Unit Development (PUD) located in the Planned Agriculture District.**

19. *"Average Grade"* shall mean the building height shall be no higher than that permitted in the district above preconstruction grade unless approved by the Planning Commission.
38. *"Cemetery"* shall mean a parcel of land use for the burial of the dead for cemetery purposes, including ~~columbariums~~ columbaria, crematories, mausoleums, and mortuaries.
44. *"Commercial PUD"* shall mean a Planned Unit Development (PUD) located in the Village Center, Highway Arterial, or Transit Oriented Development Districts.
50. *"Comprehensive Plan", "Village Plan" or "Plan"* shall mean the Village Comprehensive Plan for the Village of Essex Junction as adopted pursuant to Title 24, Chapter 119, Section 4385 of Vermont Statutes and filed with the Village Clerk.
58. *"Dark Sky Compliant"* shall mean hooded or shielded outdoor lighting fixtures that allows no light emission above a horizontal plane.
61. *"Dead-end Street"* shall mean a street open at one end only without provision for a turnaround and which may be extended into adjoining property.
69. *"Double Frontage Lot"* shall mean a lot with street frontage on two boundaries.
93. *"Freight Rail Distribution Center"* shall mean a facility or a group of facilities that perform consolidation, warehousing, packaging, decomposition and other functions linked with handling freight. Their main purpose is to provide value-added services to freight. They can also perform light manufacturing activities such as assembly and labeling. They can accommodate warehouses designed to store goods for longer periods of time.
127. *"Massage Therapy"* shall mean the scientific manipulation of the soft tissues of the body for the purpose of normalizing those tissues and consists of manual techniques that include applying fixed or moveable pressure, holding, and/or causing movement of, or to, the body to enhance health and healing when undertaken by a Massage Therapist that is certified or registered through the National Certification Board for Therapeutic Massage and Bodywork's certification program, or an approved alternative certification body, for example AMA-VT.
133. *"New Unit"* shall mean a dwelling unit approved and constructed pursuant to the Land Development Code without credit or consideration for whether it replaces any pre-existing dwelling unit. With respect to any section of this code, there shall be no credit or reduction of any kind for an existing dwelling unit that is replaced by a new unit.
148. *"Planned Unit Development" or "PUD"* shall mean one or more parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses in non-residential Districts. This plan, as authorized, may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with respect to the area, density or dimensional requirements or allowable number of structures and uses per lot as established in any one or more districts created under the provisions of these regulations. The specific requirements of a PUD and the area, density and dimensional provisions that may be modified are further defined in each district in which PUDs are allowed. ~~an area of land to be~~

~~developed as a single mixed-use entity for a number of dwelling units and commercial and industrial unit uses, if any; the plan for which does not correspond in lot size, bulk, or type of dwelling, commercial or industrial use, density, lot coverage, and required opens space under these regulations except as a planned unit development. The number of dwelling units approved shall not exceed the number of dwelling units permitted under Village subdivision regulations unless a waiver is granted under Section 723.~~

- 158. "Public Meeting" shall mean any duly noticed meeting at which a quorum (a majority) is present to conduct business.
- 159. "Public Street" shall mean a street owned by the municipality.
- 201. "Temporary Structure" shall mean any structure in place six months or less in any 12 month period.
- 209. "Vehicle Sales" shall mean the sale of cars, sport utility vehicles and light trucks.
- 218. "Zero Lot Line" shall mean a piece of real estate in which the structure comes up to, or very near to the edge of the property line.

G. Sign Regulation Definitions. For the purposes of Section 714 of this Code, the following special definitions shall apply:

- 3. "Electronic Message Board" shall mean a sign with a message copy or other display that is produced and periodically changed electronically or electrically that is attached to another sign, or to the support structure. The message copy or display shall be limited to public service announcements, time and temperature, and goods or services available on the premises, and shall consist of words, letters, numbers and punctuation only. Illumination shall be of a constant intensity, and shall not blink, flash or give the appearance of movement.

H. Stormwater Regulation Definitions. For the purposes of Section 713 of the Code, the following special definitions shall apply:

- 8. "Infiltration" shall mean the process ~~of percolating storm water into the subsurface soil without an underdrain~~ through which stormwater runoff penetrates into soil from the ground surface.

I. Riparian Buffer District Definitions. For the purposes of Section 5164 of the Code, the following special definitions shall apply:

CHAPTER 3: DECISION MAKING AND ADMINISTRATIVE BODIES

SECTION 301: BOARD OF TRUSTEES. The duly elected Village Board of Trustees shall have all the authority granted it by general law of the State of Vermont and the Village Charter, including, but not limited to, the following:

- A. To adopt the ~~Village Comprehensive~~ Plan and any amendments thereto.
- E. To act pursuant to Section 506 on requests for waivers from the noise standards in ~~Chapter 13 and~~ Section 718.

H. To act and approve requests regarding access to Rights-of-way and curb cuts pursuant to Sections 509 and 705.

SECTION 302: PLANNING COMMISSION

B. Powers and Duties. The Planning Commission shall have all powers granted municipal planning commissions under the general laws of the State of Vermont, including, but not limited to, the following:

~~4. To prepare, cause to be prepared, or review a Capital Budget and present findings to the Trustees.~~

CHAPTER 4: REGULATION OF LAND USE ACTIVITIES

SECTION 401: APPROVALS REQUIRED. No person shall commence any of the following activities without first obtaining the required approval from the Village. Any building permit may be subject to additional state or federal permits.

A. Approval required for the construction, **demolition, or alteration** of any structure, the making of any material change in the use of any structure or land, the making of a change in the intensity of use of a structure or land, or the filling of land pursuant to Section 502.

CHAPTER 5: DEVELOPMENT REVIEW PROCEDURES

This Chapter establishes procedures for review of any activity that requires approval under the Land Development Code.

SECTION 501: PROCEDURES OF GENERAL APPLICABILITY

D. Notice of Public Hearings and Public Meetings. Notice of public hearings or meetings required under this Code shall comply with this Section **and with Vermont's Open Meeting Law (1 V.S.A. §§ 310-314)** unless otherwise specified.

SECTION 502: APPROVAL PROCEDURES FOR ACTIVITIES REQUIRING REVIEW UNDER CHAPTERS 6 AND 7

A. Zoning Permit Requirement. A zoning permit is required for the construction of any structure, the making of any material change in the use of any structure or land, the making of a change in the intensity of use of a structure or land, or the filling of land. For the purpose of this Code, the activities identified in this section are referred to as "development activities".

1. Approval Required. Issuance of a zoning permit shall require review and approval under one or more of the following review procedures, as determined by the staff:

- (a) Permitted Use - Section 502.B
- (b) Conditional Use - Section 502.C
- (c) Temporary Use - Section 502.D
- ~~(d) Exposition Center PUD - Section 502.E~~
- ~~(e) Commercial PUD - Section 502.F~~

- (d) Professional Office Development - Section 502.E
- ~~(g) Agriculture PUD - Section 502.H~~
- (e) Site Plans - Section 502.F
- (f) Home Occupation - Section 502.G
- (g) Signs - Section 502.H
- (h) Accessory Apartments - Section 502.I
- (i) Nonconforming Use - Section 502.J
- (j) Noncomplying Structure - Section 502.K
- (k) Existing Small Lots - Section 502.L
- (l) Planned ~~Residential~~ Unit Development (PUD) - Section 502.M
- (m) Telecommunications – Section 502.N
- (n) Master Plans – Section 502.O

B. Approval of Permitted Uses

3. Approval Standards. Staff shall review an application for a permitted use to determine if it meets the dimensional requirements of Chapter 6 and the development standards of Chapter 7. ~~If Staff Approval will be granted if staff determines that the use meets such standards, it will approve the use.~~

~~E. — Exposition Center PUD. Development activity involving an Exposition Center PUD shall be reviewed under the provisions of this Subsection. For the purposes of this Code, an Exposition Center PUD shall be defined as the development of a parcel of land with multiple buildings, vehicle parking areas and appurtenant facilities for the purpose of conducting indoor and outdoor exhibits, carnivals, fairs, concerts, trade shows and similar events.~~

~~1. — Approval of an application for an Exposition Center PUD requires approval of a Conceptual Plan by the Commission in accordance with the requirements of Section 511.C.~~

~~2. — If the application involves the construction of new buildings or the alteration of existing buildings or facilities, Site Plan approval is also required; see section 502.I.~~

~~3. — Submittal Requirements. In addition to the requirements for submittal of a Conceptual Plan specified in Section 511.C below, a Conceptual Plan for an Exposition Center PUD shall contain the following:~~

- ~~(a) The location and type of all permanent signs.~~
- ~~(b) The location of areas proposed for temporary and permanent signs which are visible from any public street.~~
- ~~(c) The general location of areas to be used for specific purposes or events, including parking.~~
- ~~(d) The general location of permanent fencing, screening and landscaping, including a description of types of plant materials.~~
- ~~(e) The general location of areas to be occupied by temporary structures, including distances between buildings and from structures to property lines. Temporary structures are those not staying in one location for more than two consecutive weeks or not served by water, sewer, and electric power connections.~~
- ~~(f) The approximate location of any proposed roads, sidewalks or bike paths.~~
- ~~(g) A proposed phasing schedule and map.~~
- ~~(h) A description of methods used to estimate the impact of the proposed~~

~~development on public infrastructure.~~

~~4. Standards of Review. The Commission shall review the proposed Exposition Center PUD in accordance with the standards specified in Section 612 of this Code.~~

~~5. Conditions. The Commission may approve the proposed Exposition Center PUD with conditions designed to meet the standards established in Section 612 of this Code.~~

~~6. Classification and Approval of Activities. Plans for specific activities in an Exposition Center PUD shall be classified by the Community Development Department as permitted activities, temporary activities or major activities, and shall be reviewed in the following manner:~~

~~(a) Permitted activities. Permitted activities require no permits, provided that no new or temporary structures are proposed. The applicant shall notify Staff in writing, not less than two (2) days, excluding weekends and holidays, prior to the activity to ensure that additional review is not necessary. The following are permitted activities:~~

~~(i) Agriculture shows or exhibitions and related sales.~~

~~(ii) Educational workshops.~~

~~(iii) Special training, including driver's education, surveying techniques and similar training activities.~~

~~(iv) Reunions.~~

~~(v) Low intensity recreation activities.~~

~~(vi) Offices directly related to the Fairground's activities.~~

~~(vii) Storage facilities for equipment to be used for maintenance of any approved event or as a seasonal use.~~

~~(viii) Horse boarding.~~

~~(b) Temporary Activities. Temporary activities require staff review and approval. An application for a Temporary Use Permit shall be submitted in accordance with Section 502.D of this Code. In addition to the Temporary Use Permit standards, Staff shall review a temporary activity under the standards in Section 612.~~

~~(i) An application for a temporary activities permit may be submitted for a series of events over a one-year period (an annual permit application) or for individual events. Approval of an annual permit application shall not preclude application for and receipt of any number of single permits for events during the same year.~~

~~(ii) Annual permit applications shall be reviewed within twenty one (21) days of receipt.~~

~~(iii) Single permit applications shall be reviewed within forty eight (48) hours receipt.~~

~~(iv) The following shall be deemed temporary activities:~~

~~(aa) Antique shows;~~

~~(bb) Dog shows;~~

~~(cc) Car shows;~~

~~(dd) Craft shows;~~

~~(ee) Group sales (retail associations, car dealerships, clearance sales or similar events);~~

~~(ff) Sales of products associated with another temporary or~~

- permitted event;
- ~~(gg) Concerts; and~~
- ~~(hh) Trade shows.~~

~~(c) Major Activities. The Planning Commission shall hold a public meeting in connection with review of a major activity, and may require a public hearing.~~

~~(i) Standards of review. The Commission shall review each application for a major activity permit on its individual merits. Special consideration shall be given to mitigation efforts proposed to reduce potential community impacts. In granting such a permit, the Commission may impose conditions regarding:~~

- ~~(aa) Time of the events;~~
- ~~(bb) Parking and traffic control measures;~~
- ~~(cc) Temporary off-site parking of recreational vehicles on public property;~~
- ~~(dd) Noise mitigation;~~
- ~~(ee) Location of the event within the District; and~~
- ~~(ff) Impacts which, in the opinion of the Commission, are reasonable and will mitigate adverse impacts.~~

~~(ii) The following shall be deemed major activities;~~

- ~~(aa) Any event for which a permit has been denied by Staff;~~
- ~~(bb) Events which last more than five (5) days (excluding set-up and take-down);~~
- ~~(cc) Any event which exceeds the performance standards specified in Section 718 of this Code, or which exceeds the standards specified in Chapter 13 of this Code.~~

~~(iii) Annual agricultural exhibitions shall be reviewed by staff on an annual basis and are classified as a major use. Staff may approve all activities specified below. The Commission shall review any activity denied by Staff.~~

~~(aa) Normal Activities. Daily shows (other than grandstand shows), education workshops, product demonstrations, agricultural events, food services, booths, carnivals, and any activity within enclosed structures shall be considered as normal activities and shall not be individually reviewed.~~

~~(bb) Cumulative Effects. The cumulative effects of fair activities shall be reviewed annually with Staff, the Police Department and the applicant. Review is restricted to traffic control, lighting, parking, and noise abatement plans. Reasonable efforts shall be made to reduce potential adverse impacts of annual events. In the event that agreement is not reached, the Commission shall consider the outstanding issues at a public meeting on the next Commission agenda.~~

~~(cc) Special Events. Special events, including, but not limited to, concerts, demolition derbies, tractor pulls and other grandstand events shall be reviewed for compliance with standards for noise, dust control, parking and traffic flow. Staff may not grant waivers~~

~~to any standard included in this Code. If it is expected that noise standards may be exceeded, application shall be made to the Trustees for a waiver in accordance with Section 506 of this Code. Staff may approve any special event which does not exceed standards and may impose reasonable conditions regarding control of traffic, noise and dust. In addition, Staff may stipulate hours of operation to ensure conformance with adopted standards.~~

~~7. Signs. Signs in the Planned Exposition Center PUD shall be approved by the Commission as part of Conceptual and/or Site Plan review.~~

~~(a) The Commission shall consider the following:~~

~~(i) Compatibility with the Conceptual Plan.~~

~~(ii) Compatibility with the adjoining property.~~

~~(iii) Visual design.~~

~~(iv) Landscaping.~~

~~(v) Location and size.~~

~~(b) Specific types of signs which may be approved subject to the above, including a single sign with changeable messages to advertise events and signs near the streets to direct pedestrian, bicycle and vehicular traffic to appropriate entrances. The general location and type of Temporary signs shall be reviewed by the Commission.~~

~~8. Expiration of Approvals. Approval for an Exposition Center PUD or approvals for any activities to be conducted at such PUD shall expire in accordance with terms set forth in the approval.~~

~~9. Appeals:~~

~~(a) Any interested person may appeal a decision of the Planning Commission regarding an Exposition Center PUD or conduct of a major activity at an Exposition Center PUD in accordance with the procedures set forth in Section 1707 below.~~

~~(b) Any interested person may appeal a decision of the Staff classifying an activity at an Exposition Center PUD to the Planning Commission in accordance with the procedures set forth in Section 1704 below.~~

~~F. Commercial PUD:~~

~~1. Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Village Center District pursuant to Section 604.G, Highway Arterial District pursuant to Section 605.G and in the Transit Oriented Development District pursuant to Section 608.K.~~

~~2. Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.~~

~~3. Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 604.G, Section 605.G and Section 724.~~

~~4. Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.~~

~~5. Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.~~

~~H. Agriculture PUD~~

- ~~1. Development activities involving Agriculture PUDs shall be reviewed under the provisions of this Subsection. Agriculture PUDs are allowed in the Planned Agriculture District pursuant to Section 613.~~
- ~~2. Applications shall be reviewed in accordance with the procedures set forth in Section 511. If the proposed Agriculture PUD includes new or altered buildings or facilities, Site Plan approval and/or Subdivision approval may be required.~~
- ~~3. Submittal requirements. In addition to the submittal requirements established in Section 511, applications for an Agriculture PUD shall include the following:
 - ~~(a) The location and acreage of land to be reserved for agricultural purposes.~~
 - ~~(b) Draft legal documents to ensure the continued availability of said lands for agricultural purposes in the future.~~
 - ~~(c) A description and map of areas to receive transferred development rights, if any.~~
 - ~~(d) A description of methods used to preserve agricultural lands other than the transfer of development rights, if applicable.~~
 - ~~(e) Other information as needed to demonstrate compliance with the purpose of Section 613 of this Code.~~~~
- ~~4. A Conceptual Plan shall be submitted which includes, at a minimum, the following information:
 - ~~(a) Location and acreage of all prime agricultural lands in single ownership.~~
 - ~~(b) Location and acreage of all land proposed to be developed.~~
 - ~~(c) Sending and receiving areas of all land proposed for transfer of development rights.~~
 - ~~(d) Location of all land proposed for conservation of prime agricultural lands.~~
 - ~~(e) Location and acreage of land proposed to be preserved as open space in perpetuity.~~
 - ~~(f) Location and acreage of any lands to be transferred to qualified land trusts or non-profit organizations.~~
 - ~~(g) Proposed phasing schedule.~~
 - ~~(h) Proposed methods of preserving agriculture land.~~~~
- ~~5. Standards of Review. The Commission shall review the proposed Agriculture PUD in accordance with the standards specified in Section 613 of this Code. Generally, the Commission shall consider the effect of the proposed development on the Community, public infrastructure and adjoining development. Mitigation efforts, including noise control, traffic control and landscaping shall be considered.~~
- ~~6. Conditions. The Commission may approve the proposed Agriculture PUD with conditions designed to meet the standards established in Section 613 of this Code.~~
- ~~7. Expiration of Approval. An approval for an Agriculture PUD shall expire in accordance with terms set forth in the approval.~~
- ~~8. Appeal. Any interested person may appeal a decision of the Commission regarding an Agriculture PUD in accordance with the procedures set forth in Section 1707 below.~~

F. Approval of Site Plans

4. Site Plan Application Requirements. The applicant shall submit a Site Plan, drawn to scale (including a north arrow) and documentation to include the following:
 - (c) A survey of the property prepared by a Land Surveyor licensed to practice in the State of Vermont which shows existing or proposed rights-of-way and easements. This is **only** required for projects that involve new buildings.
 - (s) **Location and type of all proposed signs.**
 - (t) Other **additional** information requested by Staff to provide a clear understanding of the project.
11. Site Plan Amendments/Minor Developments. Amendments to approved Site Plans (~~except site changes in accordance with Section 502.I.11.B~~) shall be classified by Staff as a major or minor amendment based upon the following criteria:
 - H. Approval of Signs
 - (d) **Sign** Permit Applications:

SECTION 506: APPROVAL OF WAIVERS TO STANDARDS OF ~~CHAPTER 12 NOISE SECTION 718.B~~

- D. Appeals/Waivers. The Trustees shall review all waiver requests. Waivers may be granted for one event or for multiple events. The Trustees may authorize waivers for the same activity on one or more occasions, or for one or more years.
 1. Upon written request, the Trustees may grant a waiver from the provisions of ~~Chapter 13 Noise Section 718.B~~ for any activity which has received approval required herein, and:
 2. When granting a waiver under this Section, the Trustees may attach reasonable conditions to minimize the impact of the waiver on adjoining properties. Such conditions may include but are not limited to:
 - (d) Requirements to use particular equipment or procedures to minimize **noise sound**.

- E. Appeals. An individual who proposes an activity which Staff determines will result in **noise sound** in excess of the standards of ~~Chapter 13 Section 718.B~~ may appeal such decision to the Board of Trustees in accordance with the procedures of Section 1705.

SECTION 513: APPROVAL OF ACTIVITIES INVOLVING THE CONSTRUCTION OF A STORMWATER SYSTEM

- G. ~~Properties greater than one (1) acre will require a state stormwater permit in accordance with the Agency of Natural Resources Rules, as covered by permit 3-9020 Construction General Permit. Permits for Stormwater Discharges Associated with Construction Activities.~~ Under the National Pollutant Discharge Elimination System (NPDES), construction projects involving one (1) acre or more of land disturbance require a stormwater permit to discharge stormwater runoff from construction activities, as covered by Construction General Permit 3-9020, which is overseen by The Vermont Department of Environmental Conservation’s Watershed Management Division.

CHAPTER 6: ZONING DISTRICTS REGULATIONS

SECTION 601: MULTI-FAMILY RESIDENTIAL 1 (M-F1)

- C. Setback Requirements
 (b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.
~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~
- G. Planned Unit Residential Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development.
 of a specific proposal.
2. Specific Review Standards
 (b) ~~Structural design and~~ Design compatibility with adjoining developed properties.
 (g) Use of innovative techniques, including but not limited to, clustering, Zero Lot Lines development, purchase/leaseback arrangements, and the provision of amenities including biking and hiking trails.
3. Waivers. The Commission may waive requirements for lot coverage, setbacks, parking and ~~lot coverage,~~ height based upon the merits of the specific proposal.

SECTION 602: MULTI-FAMILY RESIDENTIAL 2 (M-F2)

- C. Setback Requirements
 (b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.
~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~
- G. Planned Unit Residential Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Residential 2 District. Any application for proposed development in the Multi-Family Residential 2 District may, at the applicant's request, be reviewed as a Planned ~~Unit Residential~~ Development under the provisions of this Section. Any application for proposed development in the Multi-Family Residential 2 District which contains more than five (5) units ~~of housing~~ shall be reviewed as a Planned ~~Unit Residential~~ Development unless this requirement is specifically waived by the Commission. Refer to Section 601.G.1-3 for general and specific review standards in addition to waiver information for a PUD.
- ~~General Review Standards-~~
- (a) ~~Physical characteristics of the site and relation to surrounding properties.~~
 (b) ~~Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
 (c) ~~Design characteristics of the proposal and compatibility to adjoining developed land.~~
 (d) ~~Unique design or land planning characteristics.~~

- (e) — ~~Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - (f) — ~~The preservation of unique natural physical characteristics.~~
 - (g) — ~~Building design compatibility with adjoining structures.~~
 - (h) — ~~Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
2. — ~~Specific Review Standards~~
- (a) — ~~Proposed traffic flow and circulation design.~~
 - (b) — ~~Structural design and compatibility with adjoining developed properties.~~
 - (c) — ~~Scale and design of proposed structures.~~
 - (d) — ~~Location and setbacks of all proposed structures.~~
 - (e) — ~~Unique physical characteristics of the proposed use.~~
 - (f) — ~~Unique characteristics of the proposed use.~~
3. — ~~Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~
- (a) — ~~Unique physical characteristics of the site proposed for development.~~
 - (b) — ~~Superior building design, lot layout and landscaping design.~~
 - (c) — ~~Provision of public open spaces or superior bicycle and pedestrian access.~~
 - (d) — ~~Joint or combined vehicular access with adjoining properties.~~

SECTION 603. MULTI-FAMILY RESIDENTIAL 3 (M-F3)

C. Setback Requirements

- (b) The proposed setback would be in keeping with the setbacks and character of anticipated future development of the area.

~~Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.~~

G. Planned Unit Residential Development. Pursuant to 24 V.S.A. §4407(12), The Planning Commission may approve a Planned Unit Development for use as a Multi-Family and/or Single-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Residential 2 District. Any application for proposed development in the Multi-Family Residential 2 District may, at the applicant's request, be reviewed as a Planned ~~Unit Residential~~ Development under the provisions of this Section. Any application for proposed development in the Multi-Family Residential 2 District which contains more than five (5) units ~~of housing~~ shall be reviewed as a Planned ~~Unit Residential~~ Development unless this requirement is specifically waived by the Commission. Refer to Section 601.G.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~General Review Standards:~~

- (a) — ~~Physical characteristics of the site and relation to surrounding properties.~~
- (b) — ~~Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
- (c) — ~~Design characteristics of the proposal and compatibility to adjoining~~

developed land.

~~(d) — Unique design or land planning characteristics.~~

~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~

~~(f) — The preservation of unique natural physical characteristics.~~

~~(g) — Building design compatibility with adjoining structures.~~

~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. — Specific Review Standards~~

~~(a) — Proposed traffic flow and circulation design.~~

~~(b) — Structural design and compatibility with adjoining developed properties.~~

~~(c) — Scale and design of proposed structures.~~

~~(d) — Location and setbacks of all proposed structures.~~

~~(e) — Unique physical characteristics of the proposed use.~~

~~(f) — Unique characteristics of the proposed use.~~

~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~

~~(a) — Unique physical characteristics of the site proposed for development.~~

~~(b) — Superior building design, lot layout and landscaping design.~~

~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~

~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 604: VILLAGE CENTER (VC)

A. Purpose. ~~To provide for a compact commercial center, having a mix of commercial, governmental, cultural and residential uses, and which reflects and reinforces the existing architecture, design and layout. It is the intent of this district to allow as new structures only those structures which are designed and constructed to be visually compatible with the historic character of the Village Center and similar to existing structures.~~ To provide a compact commercial center having a mix of commercial, governmental, cultural and mixed use buildings that are consistent with the purpose of a Designated Village Center District, and a Neighborhood Development Area as defined by the State of Vermont. The Village Center shall be the core for an ongoing revitalization that will improve the community's vitality and livability and the goal of having a Center that accommodates growth. Due to the historic nature of the residential neighborhoods surrounding the Five Corners area the design and layout of any new developments or infill projects shall acknowledge the importance of the existing streetscape and enhance the area through an architectural design and site layout that enhances pedestrian connectivity to adjacent properties. It is the intent of this district to allow as new structures only those structures which are designed and constructed to enhance the streetscape and add value aesthetically, economically and socially to the Village Center.

C. Setback Requirements. No requirements for commercial or mixed use buildings. ~~The~~ **For single family buildings** the front yard setback shall be established by the average setback of the principal structures on the two adjacent lots (or the closest two lots on the same side of the same street) and the minimum setback requirement for the underlying zoning district.

Applicants may apply for a variance if they do not meet the criteria above but believe they cannot meet the requirements of this Section.

E. Design Review and Historic Preservation. ~~Because of the unique and historic qualities of the Village Center District and the special role that it plays in the over-all Village, the Commission is hereby authorized to undertake a special review, as part of its site plan review.~~ Because of the important role the Village Center plays in the regional economy and the unique historic qualities of some of the existing buildings, the Commission is hereby authorized to undertake a special review, as part of its site plan review. 1. Purpose. The purpose of this section is to protect ~~the historic character of the Village Center District including~~ those buildings listed or eligible for the State or Federal Register of Historic Places while accommodating new and appropriate infill and redevelopment supporting increased density and multi-modal development. New buildings and modifications to existing ones shall be subject to design review. ~~be compatible with the historic character of the Village Center District as represented by the design review standards listed in Section 604.E.4.~~

4. District Design Requirements.

(a) Design Standards for the Village Center

(i) The relationship of building mass and architectural detail to open space and to the relative size of a person shall be reviewed by the Commission in this District. ~~shall be compatible with such established relationships in the district.~~

(ii) The predominant direction of structural shape, of placement of openings and architectural details at the front façade shall be harmonious with the core principles of a designated Village Center District. ~~shall be consistent with such established conditions in the district.~~

(v) The following architectural elements or features shall be **harmonious compatible** with existing buildings and significant, predominant or established patterns in the district:

(b) Secretary of the Interiors Standards for the Rehabilitation of Historic Structures:

(i) **An existing** property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

5. Demolition of Historic Structures. The demolition of **listed, or properties eligible for historic listing, historic structures** is discouraged and it is the intent of this section to limit the demolition of historic structures unless the following standards are met.

(iv) Any building in non-compliance with the design requirements for historic structures as a result of a fire, flood or similar unforeseen event shall apply within six months of the date of the event for an application to ~~demolition of demolish~~ the building or approval of a plan for restoration.

(c) Approval for Demolition. Historic buildings that are approved for demolition require the applicant to comply with the following:

(ii) Assurance from the applicant that the redevelopment plan as approved will be implemented if the historic structure demolition is approved based

on the community benefit of the redevelopment plan. In addition, structures approved for demolition based on the community benefit shall not be demolished until construction of the entire project has ~~been~~ received all financial resources and regulatory permits.

6. Formula-Based Retail and Restaurants.

(c) Review Standards. In addition to the conditional use review standards, the following criteria pertain to all proposed formula-based retail and restaurant establishments and the expansion of existing ones:

~~(ii) Signage shall be original and not used at other locations of the formula based business.~~

~~(iii) Two or more formula based businesses shall not locate on the same lot or parcel.~~

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12)~~, The Planning Commission may approve a Planned Unit Development in the Village Center District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Village Center District. Any application for proposed development in the Village Center District may, at the applicant's request, be reviewed as a Planned Unit Development under the provisions of this Section.

1. Commercial PUD.

~~(a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Village Center District pursuant to Section 604.G.~~

~~(b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.~~

~~(c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3.~~

~~(d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.~~

~~(e) Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.~~

~~1. General Review Standards~~

~~(a) Physical characteristics of the site and relation to surrounding properties.~~

~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) Design characteristics of the proposal and compatibility to adjoining developed land.~~

~~(d) Unique design or land planning characteristics.~~

~~(e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~

~~(f) The preservation of unique natural physical characteristics.~~

~~(g) Building design compatibility with adjoining structures.~~

~~(h) Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

- ~~2. Specific Review Standards~~
 - ~~(a) Proposed traffic flow and circulation design.~~
 - ~~(b) Structural design and compatibility with adjoining developed properties.~~
 - ~~(c) Scale and design of proposed structures.~~
 - ~~(d) Location and setbacks of all proposed structures.~~
 - ~~(e) Unique physical characteristics of the proposed use.~~
 - ~~(f) Unique characteristics of the proposed use.~~
- ~~3. Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~
 - ~~(a) Unique physical characteristics of the site proposed for development.~~
 - ~~(b) Superior building design, lot layout and landscaping design.~~
 - ~~(c) Provision of public open spaces or superior bicycle and pedestrian access.~~
 - ~~(d) Joint or combined vehicular access with adjoining properties.~~

H. Building Height. Building heights shall not exceed four (4) stories or fifty-eight (58) feet, whichever is less.

- ~~1. Building Height Waiver—The Planning Commission may grant a height waiver up to six (6) stories or eighty-four (84) feet, whichever is less if the Commission determines that the proposed building and site design would not negatively impact the character of the neighborhood. The Commission may place conditions on any building height waiver to ensure that the proposed project does not adversely affect the surrounding neighborhood.~~

SECTION 605: HIGHWAY-ARTERIAL DISTRICT (HA)

B. Density/Lot Coverage.

2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601.G.3.~~

F. Building Height. Building height shall not exceed four (4) stories or fifty-eight (58) ~~feet, six stories or seventy-two (72)~~ feet, whichever is less.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development in the Highway Arterial District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Highway Arterial District. Any application for proposed development in the Highway Arterial District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section.~~ Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

- ~~1. General Review Standards.~~
 - ~~(a) Physical characteristics of the site and relation to surrounding properties.~~
 - ~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

- ~~(c) — Design characteristics of the proposal and compatibility to adjoining developed land.~~
 - ~~(d) — Unique design or land planning characteristics.~~
 - ~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - ~~(f) — The preservation of unique natural physical characteristics.~~
 - ~~(g) — Building design compatibility with adjoining structures.~~
 - ~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
- ~~2. — Specific Review Standards~~
- ~~(a) — Proposed traffic flow and circulation design.~~
 - ~~(b) — Structural design and compatibility with adjoining developed properties.~~
 - ~~(c) — Scale and design of proposed structures.~~
 - ~~(d) — Location and setbacks of all proposed structures.~~
 - ~~(e) — Unique physical characteristics of the proposed use.~~
 - ~~(f) — Unique characteristics of the proposed use.~~
- ~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~
- ~~(a) — Unique physical characteristics of the site proposed for development.~~
 - ~~(b) — Superior building design, lot layout and landscaping design.~~
 - ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
 - ~~(d) — Joint or combined vehicular access with adjoining properties.~~
1. Commercial PUD.
- (a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Highway-Arterial District pursuant to Section 605.G.
 - (b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.
 - (c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3 ~~604.G, Section 605.G and Section 724.~~
 - (d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.
 - (e) Appeals. Any interested person may appeal a decision of the Commission regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.

SECTION 606: MULTI-FAMILY/MIXED-USE-1 DISTRICT (MF-MU1)

A. Purpose. The Multi-Family/Mixed-Use-1 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF-MU1 District should support alternative modes of transportation, while accommodating the

automobile. ~~Developments within this district should be designed in such a way as to build upon the village character found in the core areas of the Village.~~

B. Density/Lot Coverage.

1. The minimum lot size in the MF-MU1 District shall be fifteen thousand (15,000) square feet. The MF-MU1 District shall not have a maximum allowable density. The maximum number of dwelling units shall be determined by the ability to meet the standards of the Land Development Code including, but not limited to, parking, setbacks, lot coverage and building height.

2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601~~.G.3.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a MF-MU1 District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Mixed-Use-1 District. Any application for proposed development in the Multi-Family Mixed-Use-1 District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section~~. Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~1. General Review Standards:~~

- ~~(a) Physical characteristics of the site and relation to surrounding properties.~~
- ~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
- ~~(c) Design characteristics of the proposal and compatibility to adjoining developed land.~~
- ~~(d) Unique design or land planning characteristics.~~
- ~~(e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
- ~~(f) The preservation of unique natural physical characteristics.~~
- ~~(g) Building design compatibility with adjoining structures.~~
- ~~(h) Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. Specific Review Standards~~

- ~~(a) Proposed traffic flow and circulation design.~~
- ~~(b) Structural design and compatibility with adjoining developed properties.~~
- ~~(c) Scale and design of proposed structures.~~
- ~~(d) Location and setbacks of all proposed structures.~~
- ~~(e) Unique physical characteristics of the proposed use.~~
- ~~(f) Unique characteristics of the proposed use.~~

~~3. Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~

- ~~(a) — Unique physical characteristics of the site proposed for development.~~
- ~~(b) — Superior building design, lot layout and landscaping design.~~
- ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
- ~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 607: MULTI-FAMILY/MIXED-USE-2 DISTRICT (MF-MU2)

B. Density/Lot Coverage

2. The maximum total lot coverage shall be sixty-five (65) percent, the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~605601~~.G.3.

G. Planned Unit Development. Pursuant to 24 V.S.A. §4407(12), The Planning Commission may approve a Planned Unit Development for use as a MF-MU1 District. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Multi-Family Mixed-Use-1 District. Any application for proposed development in the Multi-Family Mixed-Use-1 District may, at the applicant's request, be reviewed as a Planned Unit Development ~~under the provisions of this Section~~. Refer to Section 511.B.1-3 for general and specific review standards in addition to waiver information for a PUD.

~~1. — General Review Standards:~~

- ~~(a) — Physical characteristics of the site and relation to surrounding properties.~~
- ~~(b) — Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
- ~~(c) — Design characteristics of the proposal and compatibility to adjoining developed land.~~
- ~~(d) — Unique design or land planning characteristics.~~
- ~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
- ~~(f) — The preservation of unique natural physical characteristics.~~
- ~~(g) — Building design compatibility with adjoining structures.~~
- ~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. — Specific Review Standards~~

- ~~(a) — Proposed traffic flow and circulation design.~~
- ~~(b) — Structural design and compatibility with adjoining developed properties.~~
- ~~(c) — Scale and design of proposed structures.~~
- ~~(d) — Location and setbacks of all proposed structures.~~
- ~~(e) — Unique physical characteristics of the proposed use.~~
- ~~(f) — Unique characteristics of the proposed use.~~

~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~

- ~~(a) — Unique physical characteristics of the site proposed for development.~~

- ~~(b) — Superior building design, lot layout and landscaping design.~~
- ~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~
- ~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 608: TRANSIT ORIENTED DEVELOPMENT (TOD)

- B. Applicability. Development proposals that involve ~~move more~~ more than thirty (30) percent or more of the existing building(s) square footage on the effective date of this ordinance shall be in full compliance with the standards of the TOD District.
1. The use chart in Section 620 identifies the allowed uses in the TOD District, which shall apply on effective date of this code. Non-conforming uses shall comply with the standards in Chapter 8 regarding non-conforming uses.
 - ~~2. — The Commission shall not approve any project which does not comply with the regulations established for the TOD District.~~
- F. Building Height. The maximum allowable building height shall be ~~6 four (4)~~ four (4) stories or ~~eighty-four~~ fifty-eight (58) feet ~~(84')~~, whichever is less.
- a. Building Height Waiver – The Planning Commission may grant a height waiver up to six (6) stories or eighty-four (84) feet, whichever is less if the Commission determines that the proposed building and site design would not negatively impact the character of the neighborhood. The Commission may place conditions on any building height waiver to ensure that the proposed project does not adversely affect the surrounding neighborhood.
- H. Access to Public Streets. Curb cuts onto major arterial streets shall be minimized; shared curb cuts and joint access ~~is~~ are strongly encouraged.
- K. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12);~~ The Planning Commission may approve a Planned Unit Development for use as a mixed use development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the TOD District. Any application for proposed development in the TOD District may, at the applicant’s request, be reviewed as a Planned Unit Development. ~~under the provisions of this Section 604.G. Refer to Section 511.B.1-3 for general and specific review standards in addition to major transportation facilities, including public transit, walkways and bike paths.~~ waiver information for a PUD.
1. Commercial PUD.
 - (a) Activities involving a Commercial PUD shall be reviewed in accordance with the procedures of this Section. Commercial PUD's are authorized in the Transit Oriented Development District pursuant to Section 608.K.
 - (b) Application Requirements. An application for a Commercial PUD shall be submitted and reviewed in accordance with the procedures of Section 511.
 - (c) Review Standards. An application for a Commercial PUD shall be reviewed under the applicable standards of Section 511.B.1-3.
 - (d) Expiration of Approval. An approval for a Commercial PUD shall expire in accordance with terms set forth in the approval.
 - (e) Appeals. Any interested person may appeal a decision of the Commission

regarding a Commercial PUD in accordance with the procedures set forth in Section 1707.

1. ~~General Review Standards.~~
 - (a) ~~Physical characteristics of the site and relation to surrounding properties.~~
 - (b) ~~Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~
 - (c) ~~Design characteristics of the proposal and compatibility to adjoining developed land.~~
 - (d) ~~Unique design or land planning characteristics.~~
 - (e) ~~Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~
 - (f) ~~The preservation of unique natural physical characteristics.~~
 - (g) ~~Building design compatibility with adjoining structures.~~
 - (h) ~~Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~
2. ~~Specific Review Standards~~
 - (a) ~~Proposed traffic flow and circulation design.~~
 - (b) ~~Structural design and compatibility with adjoining developed properties.~~
 - (c) ~~Scale and design of proposed structures.~~
 - (d) ~~Location and setbacks of all proposed structures.~~
 - (e) ~~Unique physical characteristics of the proposed use.~~
 - (f) ~~Unique characteristics of the proposed use.~~
3. ~~Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions:~~
 - (a) ~~Unique physical characteristics of the site proposed for development.~~
 - (b) ~~Superior building design, lot layout and landscaping design.~~
 - (c) ~~Provision of public open spaces or superior bicycle and pedestrian access.~~
 - (d) ~~Joint or combined vehicular access with adjoining properties.~~

L. Special Uses. Uses identified with an “S” on the Use Chart in ~~the use chart in~~ Section 620 of this Code for the TOD District shall only be allowed on the first story.

SECTION 609: RESIDENTIAL-OFFICE (R-O)

H. Special Standards for Office Conversions. Proposed conversions to non-residential uses shall require Conditional Use and Site Plan approval. In addition to Site Plan standards, the Commission shall review the following special standards:

1. The proposed use shall not cause significant ~~noise sound~~ or traffic impacts on adjoining properties.

SECTION 612: PLANNED EXPOSITION (P-E)

A. Purpose. To provide an area for special events and exposition facilities while minimizing adverse traffic, ~~noise sound~~ and visual impacts. It is the intent of this district to encourage

innovation in design and to encourage pedestrian, bicycle and bus access to such events.

G. Exposition Center PUD. Pursuant to 24 V.S.A. §4407(12), The Planning Commission may approve a Planned Unit Development for use as an Exposition Center. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Planned Exposition District.

Development activity involving an Exposition Center PUD shall be reviewed under the provisions of this Subsection. For the purposes of this Code, an Exposition Center PUD shall be defined as the development of a parcel of land with multiple buildings, vehicle parking areas and appurtenant facilities for the purpose of conducting indoor and outdoor exhibits, carnivals, fairs, concerts, trade shows and similar events.

1. Approval of an application for an Exposition Center PUD requires approval of a Conceptual Plan by the Commission in accordance with the requirements of Section 511.C.
2. If the application involves the construction of new buildings or the alteration of existing buildings or facilities, Site Plan approval is also required; see section 502.F.
3. Submittal Requirements. In addition to the requirements for submittal of a Conceptual Plan specified in Section 511.C, a Conceptual Plan for an Exposition Center PUD shall contain the following:
 - (a) The location and type of all permanent signs.
 - (b) The location of areas proposed for temporary and permanent signs which are visible from any public street.
 - (c) The general location of areas to be used for specific purposes or events, including parking.
 - (d) The general location of permanent fencing, screening and landscaping, including a description of types of plant materials.
 - (e) The general location of areas to be occupied by temporary structures, including distances between buildings and from structures to property lines. Temporary structures are those not staying in one location for more than two consecutive weeks or not served by water, sewer, and electric power connections.
 - (f) The approximate location of any proposed roads, sidewalks or bike paths.
 - (g) A proposed phasing schedule and map.
 - (h) A description of methods used to estimate the impact of the proposed development on public infrastructure.
4. Standards of Review of Exposition Center PUD.
 - (a) Physical characteristics of the site and relation to surrounding properties;
 - (b) Relationship to major transportation facilities, including mass transit, walkways and bike paths;
 - (c) Design characteristics of the proposal and compatibility to adjoining developed land;
 - (d) Unique design or land planning characteristics;
 - (e) Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design;
 - (f) The preservation of unique natural physical characteristics;
 - (g) Building design compatibility with adjoining structures; and

- (h) Other criteria, as deemed necessary by the Commission, to evaluate the merits of a specific proposal.
5. Standards for Review of Temporary Activities in an Exposition Center PUD.
- (a) The size of the event;
 - (b) The location of the event within the Planned Exposition District;
 - (c) Anticipated traffic impacts;
 - (d) Proposed hours of operation; and
 - (e) Conformance with performance standards in Section 718 of this Code.
6. Conditions. The Commission may approve the proposed Exposition Center PUD with conditions designed to meet the standards established in Section 612 of this Code.
7. Classification and Approval of Activities. Plans for specific activities in an Exposition Center PUD shall be classified by the Community Development Department as permitted activities, temporary activities or major activities, and shall be reviewed in the following manner:
- (a) Permitted activities. Permitted activities require no permits, provided that no new or temporary structures are proposed. The applicant shall notify Staff in writing, not less than two (2) days, excluding weekends and holidays, prior to the activity to ensure that additional review is not necessary. The following are permitted activities:
 - (i) Agriculture shows or exhibitions and related sales.
 - (ii) Educational workshops.
 - (iii) Special training, including driver's education, surveying techniques and similar training activities.
 - (iv) Reunions.
 - (v) Low intensity recreation activities.
 - (vi) Offices directly related to the Fairground's activities.
 - (vii) Storage facilities for equipment to be used for maintenance of any approved event or as a seasonal use.
 - (viii) Horse boarding.
 - (b) Temporary Activities. Temporary activities require staff review and approval. An application for a Temporary Use Permit shall be submitted in accordance with Section 502.D of this Code. In addition to the Temporary Use Permit standards, Staff shall review a temporary activity under the standards in Section 612.
 - (i) An application for a temporary activities permit may be submitted for a series of events over a one-year period (an annual permit application) or for individual events. Approval of an annual permit application shall not preclude application for and receipt of any number of single permits for events during the same year.
 - (ii) Annual permit applications shall be reviewed within twenty-one (21) days of receipt.
 - (iii) Single permit applications shall be reviewed within forty-eight (48) hours receipt.
 - (iv) The following shall be deemed temporary activities:
 - (aa) Antique shows;
 - (bb) Dog shows;

- (cc) Car shows;
- (dd) Craft shows;
- (ee) Group sales (retail associations, car dealerships, clearance sales or similar events);
- (ff) Sales of products associated with another temporary or permitted event;
- (gg) Concerts; and
- (hh) Trade shows.

(c) Major Activities. The Planning Commission shall hold a public meeting in connection with review of a major activity, and may require a public hearing.

(i) Standards of review. The Commission shall review each application for a major activity permit on its individual merits. Special consideration shall be given to mitigation efforts proposed to reduce potential community impacts. In granting such a permit, the Commission may impose conditions regarding:

- (aa) Time of the events;
- (bb) Parking and traffic control measures;
- (cc) Temporary off-site parking of recreational vehicles on public property;
- (dd) ~~Noise~~ Sound mitigation;
- (ee) Location of the event within the District; and
- (ff) Impacts which, in the opinion of the Commission, are reasonable and will mitigate adverse impacts.

(ii) The following shall be deemed major activities;

- (aa) Any event for which a permit has been denied by Staff;
- (bb) Events which last more than five (5) days (excluding set-up and take-down);
- (cc) Any event which exceeds the performance standards specified in Section 718 of this Code.

(iii) Annual agricultural exhibitions shall be reviewed by staff on an annual basis and are classified as a major use. Staff may approve all activities specified below. The Commission shall review any activity denied by Staff.

(aa) Normal Activities. Daily shows (other than grandstand shows), education workshops, product demonstrations, agricultural events, food services, booths, carnivals, and any activity within enclosed structures shall be considered as normal activities and shall not be individually reviewed.

(bb) Cumulative Effects. The cumulative effects of fair activities shall be reviewed annually with Staff, the Police Department and the applicant. Review is restricted to traffic control, lighting, parking, and ~~noise~~ sound abatement plans. Reasonable efforts shall be made to reduce potential adverse impacts of annual events. In the event that agreement is not reached, the Commission shall consider the outstanding issues at a public meeting on the next Commission agenda.

(cc) Special Events. Special events, including, but not limited to, concerts, demolition derbies, tractor pulls and other grandstand events shall be reviewed for compliance with standards for noise sound, dust control, parking and traffic flow. Staff may not grant waivers to any standard included in this Code. If it is expected that sound standards may be exceeded, application shall be made to the Trustees for a waiver in accordance with Section 506 of this Code. Staff may approve any special event which does not exceed standards and may impose reasonable conditions regarding control of traffic, noise sound and dust. In addition, Staff may stipulate hours of operation to ensure conformance with adopted standards.

8. Signs. Signs in the Planned Exposition Center PUD shall be approved by the Commission as part of Conceptual and/or Site Plan review.
 - (a) The Commission shall consider the following:
 - (i) Compatibility with the Conceptual Plan.
 - (ii) Compatibility with the adjoining property.
 - (iii) Visual design.
 - (iv) Landscaping.
 - (v) Location and size.
 - (b) Specific types of signs which may be approved subject to the above, including a single sign with changeable messages to advertise events and signs near the streets to direct pedestrian, bicycle and vehicular traffic to appropriate entrances. The general location and type of Temporary signs shall be reviewed by the Commission.
9. Expiration of Approvals. Approval for an Exposition Center PUD or approvals for any activities to be conducted at such PUD shall expire in accordance with terms set forth in the approval.
10. Appeals:
 - (a) Any interested person may appeal a decision of the Planning Commission regarding an Exposition Center PUD or conduct of a major activity at an Exposition Center PUD in accordance with the procedures set forth in Section 1707 below.
 - (b) Any interested person may appeal a decision of the Staff classifying an activity at an Exposition Center PUD to the Planning Commission in accordance with the procedures set forth in Section 1704 below.

SECTION 613: PLANNED AGRICULTURE (P-A)

G. Agriculture PUD. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for an Agriculture PUD, and in connection with such PUD approval, approve the structures and facilities to accommodate any of the uses allowed in the Planned Agriculture District.

4. Standards of Review. ~~The Commission shall review the proposed Agriculture PUD in accordance with the standards specified in Section 613 of this Code.~~ Generally, the Commission shall consider the effect of the proposed development on the Community, public infrastructure and adjoining development. Mitigation efforts,

including ~~noise~~ sound control, traffic control and landscaping shall be considered.

~~1. Review Standards. The Commission shall consider the following:~~

5. Density Bonuses. The Commission may approve density increases for any Planned Agricultural proposal. Density shall be calculated on an overall project basis and allowable bonus density on developable land that is preserved may be applied elsewhere in a development.

(a) Standards. The Commission shall consider the standards as specified below:

(iii) The proposal includes amenities, including but not limited to, pedestrian and bikeways, passive and active open spaces, energy efficient designs and alternative energy sources including ~~solar~~ renewable energy sources.

Any proposed development under Section ~~610~~ 613.G.2 - Exceptions shall not qualify for density bonuses.

SECTION 614: FLOOD PLAIN (F-P)

B. Base Flood Elevations and Floodway Limits

2. In areas where base flood elevations and floodway limits have not been provided by the National Flood Insurance Program, ~~i.e., Zone A~~-base flood elevation and floodway information available from State or Federal agencies or other sources shall be obtained and reasonably utilized to administer the provisions of these regulations.

SECTION 615: MIXED COMMERCIAL USE DISTRICT

B. Lot Size/Lot Coverage

2. The maximum total lot coverage shall be sixty-five (65) percent; the sixty-five (65) percent lot coverage may be increased up to eighty (80) percent through a waiver process granted by the Planning Commission using the same criteria outlined in Section ~~615~~601.G.3.

G. Planned Unit Development. ~~Pursuant to 24 V.S.A. §4407(12),~~ The Planning Commission may approve a Planned Unit Development for use as a Commercial or Multi-Family Residential Development. In connection with such PUD approval, the Planning Commission may authorize the construction of structures and facilities to accommodate any of the uses allowed in the Mixed Commercial District. Any application for proposed development in the Mixed Commercial District may, at the applicant's request, be reviewed as a Planned Unit Development. ~~under the provisions of this Section 604.G.~~ Any application for proposed development in the Mixed Commercial District which contains more than two thousand five hundred (2,500-~~sq-ft.~~) square feet of commercial space shall be reviewed as a Planned Unit Development or Multi-Family Residential Development unless this requirement is specifically waived by the Commission. **Review standards and waiver requirements for a PUD are set forth in Section 511.B.1-3.**

~~1. General Review Standards:~~

~~(a) Physical characteristics of the site and relation to surrounding properties.~~

~~(b) Relationship to major transportation facilities, including mass transit, walkways and bike paths.~~

~~(c) Design characteristics of the proposal and compatibility to adjoining~~

~~developed land.~~

~~(d) — Unique design or land planning characteristics.~~

~~(e) — Methods used to provide a transition between adjoining uses and proposed uses including, but not limited to, setbacks, screening, fencing, building design and parking design.~~

~~(f) — The preservation of unique natural physical characteristics.~~

~~(g) — Building design compatibility with adjoining structures.~~

~~(h) — Other criteria, as deemed necessary by the Commission to evaluate the merits of a specific proposal.~~

~~2. — Specific Review Standards~~

~~(a) — Proposed traffic flow and circulation design.~~

~~(b) — Structural design and compatibility with adjoining developed properties.~~

~~(c) — Scale and design of proposed structures.~~

~~(d) — Location and setbacks of all proposed structures.~~

~~(e) — Unique physical characteristics of the proposed use.~~

~~(f) — Unique characteristics of the proposed use.~~

~~3. — Waivers. The Commission may waive requirements for setbacks, parking and lot coverage, based upon the merits of the specific proposal. Waivers shall be based upon the following criteria and may include specific conditions.~~

~~(a) — Unique physical characteristics of the site proposed for development.~~

~~(b) — Superior building design, lot layout and landscaping design.~~

~~(c) — Provision of public open spaces or superior bicycle and pedestrian access.~~

~~(d) — Joint or combined vehicular access with adjoining properties.~~

SECTION 617: NORTH LINCOLN STREET OVERLAY DISTRICT NLSO

B. Permitted Uses. Uses allowed in the ~~NLOD~~ NLSO shall be those uses identified in Section 620 Use Chart, including all uses identified in both the ~~NLOD~~ NLSO and the underlying zoning district.

C. Dimensional Standards. Development within the ~~NLOD~~ NLSO shall meet the dimensional requirements of the underlying zoning district including setbacks, lot coverage and building height.

D. Density. The allowable residential density in the ~~NLOD~~ NLSO shall be established by the underlying zoning district.

SECTION 620: USE CHART

A. District Abbreviations. For the purposes of this Code, and for the chart presented in this Section, the zoning districts shall have the following abbreviations:

14. Flood Plain District (FP). ~~For information on uses, see Section 611 Flood Plain District.~~

16. Professional Office Overlay District ~~For information on uses, see Section 502-G Professional Office Overlay District~~

CHAPTER 7: GENERAL DEVELOPMENT STANDARDS

SECTION 703: PARKING AND LOADING

B. Loading Requirements. All uses shall provide off-street loading spaces except residential uses, ~~financial institutions, offices,~~ or other uses specifically waived by the Commission in accordance with Subsection 7 below.

3. Surfaces. All loading areas shall be hard-surfaced and clearly marked with painting to designate the loading area. This requirement may be waived by Staff or the Planning Commission ~~based upon projected traffic counts.~~

C. Off-Street Parking Requirements.

1. All required parking spaces, ~~with the exception of parallel parking spaces,~~ shall have a minimum width of nine (9) feet and a minimum length of eighteen (18) feet. ~~Parallel parking spaces shall have a minimum width of eight (8) feet and minimum length of twenty-two (22) feet.~~

D. Drive-through Facilities.

2. Stacking requirements. A minimum of six (6) vehicles ~~shall should~~ be accommodated in each stacking lane.

I. Vehicles For Sale. Any vehicle advertised for sale within any District and not in an approved car lot shall obtain a Temporary Use Permit except as specified below and shall meet the following standards:

3. No vehicle for sale may be parked in any public Right-of-way in any district for more than twenty-four hours. ~~except the sale of one personal vehicle by the owner of the vehicle.~~

K. Other Parking Standards and Applicability

1. The Commission may waive the ~~required number of off-street spaces on-site parking requirements~~ for a proposed development only if sufficient alternative parking is available or if a waiver is granted in accordance with Section 703.K.15.

10. Pedestrian access. The design of all parking lots shall incorporate measures to minimize safety hazards to pedestrians. Pedestrian paths shall be designated and clearly marked. Separation of vehicle and pedestrian traffic shall be included in all parking lot plans where possible. The Commission may waive this requirement due to unique characteristics of the lot ~~such as small lots, underground parking~~ or innovative alternative designs.

12. Striping. Hard surfaced parking spaces shall be clearly striped and maintained and shall meet standard parking dimensional requirements as specified in Section 703. ~~or as specifically approved by the Commission.~~

15. Joint Parking Facilities. Joint parking arrangements may be approved by the Commission, provided that the applicant has submitted legal documentation to guarantee continued long-term availability of said parking. Within any shopping center or other areas where joint parking has been established, the Commission may not approve any ~~site plan and~~ site plan amendments or other use changes which would increase parking needs, or any waivers of parking requirements, until the applicant has submitted proof of notice

to all tenants or shared parking participants of the proposed change.

16. Waivers. The Commission may waive some or all parking requirements and may place conditions on a waiver as necessary to guarantee adequate parking. The Commission may require any change in use on any property where a waiver has been granted to be reviewed for parking impacts, and the change shall be prohibited if it is deemed to generate a parking deficiency. The Commission shall determine that one or more of the following standards are met at a specific location prior to granting a waiver:

- (a) The proposed uses have staggered business hours with minimal overlap in business hours **which allow for shared use of parking spaces.**

SECTION 704: LIGHTING

B. General Standards. Lighting is allowed in required yards and shall be subject to the following regulations:

3. **All light fixtures shall be hooded or shielded and directed downward at sixty (60) degrees to horizontal, unless otherwise approved, and shall have concealed light sources.**
7. **All private residential exterior light sources shall be Dark Sky Compliant.**

C. Review of Lighting Plans

4. For all parking areas, drives, and walkways an analysis and illuminance level diagram showing a numerical grid of lighting levels, in foot candles, and a table of lighting statistics verifying that the proposed installation conforms to the lighting standards in this section, ~~a waiver for unusual circumstances~~; and building elevations with fixtures, portions of wall to be illuminated.

D. Parking Lot Illumination

5. Energy saving ~~metal halide or mercury vapor~~ LED lamps with a correlated color temperature not exceeding four thousand three hundred (4,300) Kelvin (K) shall be used. ~~except that high pressure sodium may be used in the Light Industrial District and Planned Commercial developments.~~ Special alternatives may be approved by the Commission upon determination that the purposes of this Section are achieved.

9. Lighting shall conform to the Chittenden County Regional Planning Commission “Outdoor Lighting Manual for Vermont Municipalities” or as otherwise approved by the Village Engineer. The minimum lighting level shall be at least two tenths (0.2) foot candles, but not exceed four tenths (0.4) foot candles and the uniformity ratio (~~minimum~~ average to minimum ~~maximum~~) shall be ~~20~~ 10:1, unless otherwise approved by the Village Engineer.

E. Illumination of Building Facades and Landscaping:

2. When allowed lighting fixtures shall be located and shielded so the light is directed only on to the building facade. Lighting fixtures shall not be directed towards adjacent streets or ~~roads-properties.~~

3. ~~To the extent practicable, lighting fixtures shall be directed downward.~~

F. Roadway Lighting:

1. New or replacement light fixtures on arterial and non-residential collector streets, shall be of cut-off cobra type fixtures with ~~metal halide-LED~~ bulbs with a correlated

color temperature not exceeding four thousand three hundred (4300) Kelvin, mounted no more than forty (40) feet above grade. Specific alternatives may be approved by the Commission upon determination that the purposes of this Section will be achieved.

2. On other existing Village streets, new or replacement light fixtures, shall match existing styles unless alternatives are approved by the Commission. Fixtures shall have concealed ~~metal halide or mercury vapor~~ LED bulbs with a correlated color temperature not exceeding four thousand three hundred (4300) Kelvin and the height shall match that of existing street lights in the area.

3. On new residential streets, street lights shall use "shoe box" style fixtures on black or bronze anodized poles up to thirty (30) feet in height with ~~metal halide~~ LED bulbs with a correlated color temperature not exceeding four thousand three hundred (4300) Kelvin, unless alternatives are approved by the Commission.

3. The spacing of street lighting fixtures shall be as required by Section 912 of this Code.

4. The selection and location of roadway and street lights shall achieve the recommended illuminance per the American National Standards Institute (ANSI)/Illuminating Engineering Society of North America (IESNA) RP-8, American National Standard Practice for Roadway Lighting. The standards summarized in the table below shall be utilized unless otherwise approved by the Village Engineer.

Street Type	Average Illuminance	Average to Minimum	Maximum Mounting Height, ft
Major	0.9	3	30
Collector	0.6	4	30
Residential	0.4	6	25
Pedestrian Areas	0.4	4	to match street

New and replacement fixtures shall be fully cutoff, fully shielded fixtures to minimize glare and light trespass.

New and replacement fixtures shall be light emitting diodes (LEDs) with a maximum correlated color temperature of 4300K.

SECTION 705: CURB CUT AND ACCESS TO PUBLIC STREETS

C. Commercial and Industrial. All commercial and industrial development shall be designed to meet the following minimum standards.

1. One traffic lane – Twelve (12) to fifteen (15) foot curb-cut
2. Two traffic lanes – Twenty four (24) to thirty (30) foot curb-cut
3. Three traffic lanes – Thirty (30) to forty five (45) foot curb-cut

The Commission shall review proposed curb cuts and the closure or relocation of existing curb-cuts based upon anticipated traffic, turning movements and need to accommodate buses and trucks. The applicant must provide information supporting a request for more than one ~~ten~~ twelve (12) foot wide entry and one twelve (12) foot wide exit.

D. General Standards

1. No more than one curb cut is allowed for each seventy-five (75) linear feet of frontage. Lots containing one (1) or two (2) family dwellings shall have only one (1) curb cut unless a second is specifically approved by the Commission upon determination that special ~~exceptions~~ conditions justify the exception.

E. Alterations Within Public Right-of-way.

The Trustees shall have authority to approve a change within the Public Right-of-way which is not specifically delegated to the Staff by Section 705.B and to the Commission in Section 705.C. Closure or relocation of an existing curb cut (with the exception of the closure or relocation of an existing curb-cut as stipulated by the Planning Commission through Site Plan Review) shall require a Public Meeting by the Trustees. Closure or relocation review may be by written request or may be initiated by the Trustees. The Trustees shall notify by mail all property owners abutting the ~~proposed site proposal~~ and all property owners with a legal interest in the curb cut.

SECTION 706: ACCESSORY USES AND STRUCTURES

C. Set-back Exceptions

2. Utilities. Public utilities and infrastructure may be located within any setback, provided that above ground structures are not located within any required Visibility Triangle. Above-ground utility structures shall be screened with vegetation when said screening does not interfere with the functional characteristics of the structure. To the extent possible above ground structures shall be designed and painted to match the characteristics of adjacent development. ~~To the extent possible, utilities shall be underground.~~ **New and redevelopment projects shall install utilities underground.**

4. Heating, ventilation and air conditioning equipment. Equipment for heating, ventilation or air conditioning which encroaches into a setback by not more than twelve (12) inches shall not be deemed to violate this Code. Equipment placed upon the roof of any commercial or residential structure shall not be deemed a violation of this Code if:

(c) It generates no additional ~~noise~~ **sound** discernable at the adjoining property line.

7. **Handicapped Accessible** ramps constructed to ~~provide handicapped~~ **accommodate disabilities access** are exempt from setback provisions provided that no reasonable alternative is available and the encroachment is the minimum necessary to provide access. Covered or enclosed ramps shall meet all setback requirements.

D. Satellite Dish Antenna. No satellite dish or other antenna may be erected or placed within any District except in compliance with this Section and with Conditional Use approval.

4. All antenna dishes shall be permanently ground-mounted unless specifically approved otherwise by the **Zoning Board of Adjustment**.

J. Dumpsters or Other Trash Containers:

No dumpster or trash container shall be located or used in any District except in conformance with these standards or approval of a Site Plan.

1. All dumpsters or trash containers located within any District shall be screened from view **from the public right-of-way** by a nontransparent fence and/or landscaping

materials to a height of six (6) feet.

K. Tennis, Basketball or Volleyball Court. These facilities, or similar private recreation facilities, **such as outdoor skating rink facilities**, may be located in rear or side yard setbacks within five (5) feet of any property line; provided, however, they may not be located in any drainage or utility easement.

SECTION 707: FENCES

C. Exceptions.

1. Property located in a Planned Agriculture District may use barbed wire for fencing purposes, provided that said fencing is utilized strictly for agricultural purposes. Properties in the Light Industrial District may also use barbed wire fencing. However conditions may be imposed upon approval to provide **minimize minimal** impacts on neighboring properties.

SECTION 709: PRIVATE STREETS

A. Standards. The Commission may approve a Private Street only as a part of a Planned Development application. The following conditions shall apply to any Private Street:

6. The following streets must be provided as Public Streets and dedicated to the **town Village**, unless waived by the Planning Commission upon determination the waiver would be consistent with the provisions of Section 917 of the Land Development Code:

SECTION 711: HOME OCCUPATIONS. Nothing in this Code shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not change the character thereof.

A. Purpose:

1. To protect residential areas from potential adverse impact of excessive traffic, nuisance, **noise sound** and other effects of occupational activities within residential neighborhoods.

B. Review Criteria. All Home Occupations shall meet the following review criteria and standards:

3. The area utilized for the Home Occupation shall not exceed twenty (20) percent of the floor area of the residence, including **attached** garages.

8. No activity shall be conducted on the premises which would interfere with radio or television transmission, nor shall there be any offensive **noise** sound, smoke, dust or heat noticeable at the property line.

SECTION 712: OPEN SPACE REGULATIONS

Except as specified in this Code, no building, structure or vehicles shall encroach upon any required setback or designated Open Space area. All required setbacks shall be maintained **in grass in vegetative cover** and shall not be covered with any impermeable surface materials except

in Commercial Districts where the Commission may approve specific alternatives.

SECTION 714: SIGN STANDARDS.

E. Number of Wall Signs

1. In Commercial and Industrial Districts, the overall number of wall signs shall not be restricted as long as the total square footage of all wall signs does not exceed the size limitation as listed in Section 714.D.23.
2. In lieu of a freestanding sign an additional twenty (20) square feet of wall signage shall be allowed. However, in no case may a single wall sign exceed the size limitations in Section 714.D.23.

G. Window Signs

3. Village Center District – Businesses in the Village Center District shall be allowed one (1) internally lit or neon window sign. All internally lit or neon window signs shall not to exceed three (3) square feet and shall require approval of a sign permit. Businesses on a corner lot shall be allowed to have two (2) internally lit or neon window signs, one (1) facing each street frontage. A business that has over one hundred and fifty (150) feet of street frontage shall be allowed two (2) internally lit or neon window signs subject to the size restrictions. All other internally lit permanent, temporary or window signage is expressly prohibited in the Village Center District unless otherwise provided in this ~~article~~ Chapter.

I. Freestanding Signs

5. Businesses with Drive-Through Facilities may have one (1) menu board sign in addition to one (1) free-standing sign. A menu board sign shall not exceed forty-eight (48) square feet and shall be screened from ~~view~~ the public right-of-way.

J. Number of Freestanding Signs

2. If a development is located on a lot that is bordered by two (2) Public Streets that do not intersect at the lot's boundaries (Double Frontage Lot) then the development may ~~have~~ not have more than one (1) freestanding sign on each side of the development bordered by such streets.

L. Location and Height Requirements

Unless otherwise allowed in this Chapter, the following shall be required for all free-standing signs and permanent signs.

1. Front Yard Setbacks. Signs must meet the following minimum front yard setbacks:
 - (a) In all ~~Commercial, Residential/Office, Industrial, Exposition and Neighborhood Commercial Districts~~ districts, signs shall be set back no less than ten (10) feet from the property line.
 - (b) ~~In all other districts, signs shall be set back no less than ten (10) feet from the property line.~~

M. Sign Illumination and Signs Containing Lights.

Unless otherwise prohibited, signs may be illuminated as specified below:

1. Unless specifically provided for elsewhere in the code, internally illuminated signs are prohibited in Flood Plain, Residential/Office ~~and Neighborhood Commercial Districts~~ and Village Center District. Internally lit signs in the Village Center District may be allowed with approval of the Planning Commission upon determination that the internally lit sign meets the intent of Section 502.KH.1.

9. String lights may be used in connection with commercial premises except as specifically ~~prohibited within this Section. provided herein.~~

N. Milcellaneous Restriction and Prophibitions.

1. Signs located off the lot of the business, except those specified in ~~SECTION~~ Section 714:

~~SIGN STANDARDS~~, are prohibited

Q. Exemptions. The provisions and regulations of this Ordinance shall not apply to the following signs. However, said signs shall be subject to the provisions of Section 502.H:

1. One or two-sided free-standing signs for municipal departments which are used to provide public information, and are deemed to meet the intent of Section 502.H.1. Such signs must be approved by the Planning Commission and Board of Trustees, may not exceed thirty (30) square feet per side, must be at least fifteen (15) feet from the pavement of any public Right-of-way, must not be located within any Right-of-way, and may not exceed ten (10) feet in height. Such signs may include an Electronic Message Board not exceeding ten (10) square feet on each side of the sign, which may only be used between the hours of 7:00 A.M. and midnight. Information may be displayed on the message board on an intermittent basis, provided each display is at least five (5) minutes in duration. Each department shall be limited to one (1) sign.

SECTION 715: TELECOMMUNICATIONS

B. Criteria For Approval And Conditions. An application for a Wireless Telecommunication Facility permit shall be approved after a hearing when the Planning Commission finds all the following criteria have been met:

4. The Facility will not be illuminated by artificial means and will not display any lights or signs except for such lights and signs as required by Federal Aviation Administration, federal or state law, or this ~~bylaw~~ Code.

14. The Facility will not generate undue ~~noise~~ sound.

D. Removal of Abandoned or Unused Facilities. Unless otherwise approved by the Planning Commission, an abandoned or unused Wireless Telecommunication Facility shall be removed within ninety (90) days of abandonment or cessation of use. If the Facility is not removed within ninety (90) days of abandonment or cessation of use, the Planning Commission may cause the Facility to be removed. The costs of removal shall be assessed against the Facility owner.

Unused portions of a Wireless Telecommunication Facility shall be removed within one hundred and eighty (180) days of the time that such portion is no longer used. Replacement of portions of a Facility previously removed shall require a new permit, pursuant to Section ~~502.N.5-6~~ ~~Section~~

~~V.~~

SECTION 717: DAY CARE AND FAMILY CARE FACILITIES

A. Purpose. To allow for the provision of ~~child and/or adult day care facilities~~ **Day Care and Family Care Facilities** within all Districts and to provide criteria for the review of such facilities.

C. Day Care Facility Standards:

3. A fenced outdoor play area shall not be required if a child care center exclusively provides preschool instruction for not more than three (3) hours per ~~shift~~ **day**, and children are not permitted to play outside.

D. Standards of Review. The Zoning Board shall review all applications for Family and Day Care Facilities as Conditional Use Permits. In addition, review shall include the following:

7. Existing or potential levels of air and ~~noise~~ **sound** pollution in the area.

SECTION 719: LANDSCAPE AND TREE PLANTING REQUIREMENTS

D. Landscaping.

There shall be a sufficient amount of landscaping and screening, as may be reasonably determined by the Planning Commission, to insure protection of and enhance the quality of the project in question and adjacent properties. The landscape plan must be drawn by a landscape architect, landscape designer, or competent landscape professional, and the landscaping requirement will be a minimum of three (3) percent of the total construction cost for new construction up to \$250,000. For new construction projects above \$250,000, the landscape requirement shall be a minimum of two (2) percent of the total construction cost. In the case of construction projects above \$1,000,000, a landscape architect, licensed by the State of Vermont's Office of Professional Regulation, will be required to prepare a landscape plan. This may be waived in unusual circumstances. The Commission may permit or require improvements to the public Right-of-way in part or in lieu of on-site landscaping to be used to improve the pedestrian environment including street trees, plantings, stormwater retention and pedestrian amenities. With a new use on existing development or renovation on existing property, the applicant must provide landscaping adequate to provide screening and environmental enhancement to the satisfaction of the Planning Commission.

1. **Landscape Plan:**

(a) **Preliminary Site Plan**

(i) **A general concept of the landscaping, in both written and graphic form.**

(ii) **A list of existing vegetation, with the location, type, and size of existing trees of six (6) inches or greater in caliper.**

(iii) **A written plan to preserve and protect significant existing vegetation during and after construction. Such plan will be sufficient detail that the Village of Essex Junction will be able to inspect the site during construction to ensure that the existing vegetation is protected as per plan.**

(iv) **The location of existing natural features, such as streams, wetlands, and rock outcroppings.**

(b) **Final Landscape Plan**

(i) **All proposed physical improvements, such as buildings, walls, parking areas sidewalks, etc.**

(ii) Proposed landscaping materials, including vegetation to remain, types of new plant materials, identified by common name and botanical name, sizes of all new plant materials by height and/or diameter at time of planting and at maturity, quantities of each of the planting materials, and treatment of the ground surface (paving, seeding, or groundcover).

(iii) Methods of controlling erosion and protecting landscaped areas.

(iv) A landscape phasing plan. Construction phasing shall be shown on the landscape plan with landscape and construction activities correlated.

2. Landscaping Requirements:

(a) ~~A minimum of fifty percent (50%) of the required landscaping shall be located within twenty (20) feet of the parking lot.~~ All required landscaping shall comply with the intent and purpose of these regulations.

4. General Requirements

(a) Installation: All landscaping shall follow accepted horticultural practices.

(b) Maintenance: ~~The owner of the building or agent shall be responsible for the maintenance of all landscape areas. Landscaped areas shall be maintained in a healthy, neat, and orderly appearance at all times. All dead plant materials shall be replaced.~~ All planting shown on an approved site plan shall be maintained by the property owner in a vigorous growing condition throughout the duration of the use. Plants not so maintained shall be replaced with new plants at the beginning of the next growing season. Trees with a caliper of less than five (5) inches may be replaced on an inch-by-inch basis with trees of at least two and a half (2.5) inches caliper preferably of the same genus.

(c) Failure to maintain: ~~If landscaping or plant materials installed as a condition of Site Plan approval die, they shall be replaced according to the approved landscape plan.~~ Failure to replace materials per approved plans shall be a violation of this Code.

45. Design Standards:

(d) When planters are used in parking lot interiors, a surface area should be made available for aeration and water infiltration of at least twenty-five (25) square feet per tree. ~~Islands may be graded and planted to serve as collection and treatment areas for stormwater management. It is recommended that sections of curb cut be no more than five (5) feet in length.~~

(k) ~~Grass Vegetative~~ areas should be planted with species normally found in the area.

6. The Planning Commission shall require compliance with any Tree Ordinance or Landscape Design Standards enacted by the Village of Essex Junction, subsequent to the effective date of these regulations.

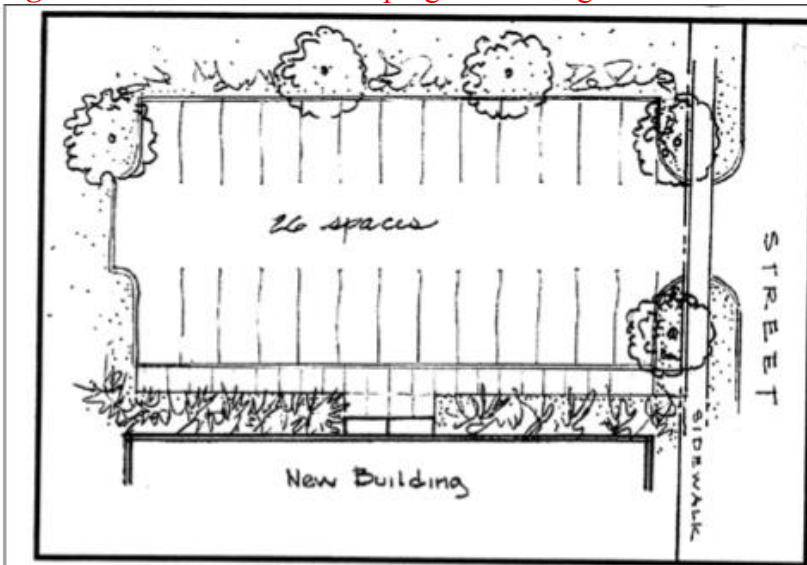
7. Applications utilizing municipally owned land must be reviewed by the Village of Essex Junction Tree Advisory Committee. The Planning Commission, at their discretion, may ask the Tree Advisory Committee and or the Village of Essex Junction Tree Warden to comment on any landscape plan with regard to tree species selection and location.

8. Example Schematics:
Figure 8.1 Parking Area Landscaping/Screening



From Landscape Guide for Vermont Roadways & Transportation Facilities

Figure 8.2 Perimeter Landscaping for Parking Areas



Example

Twenty six (26) space parking lot
 7120 square feet of pavement
 No internal island required
5 tree minimum (26 spaces/5)

Illustration by Kathleen Ryan, ASLA

Figure 8.3 Internal and Perimeter Landscaping for Parking Areas

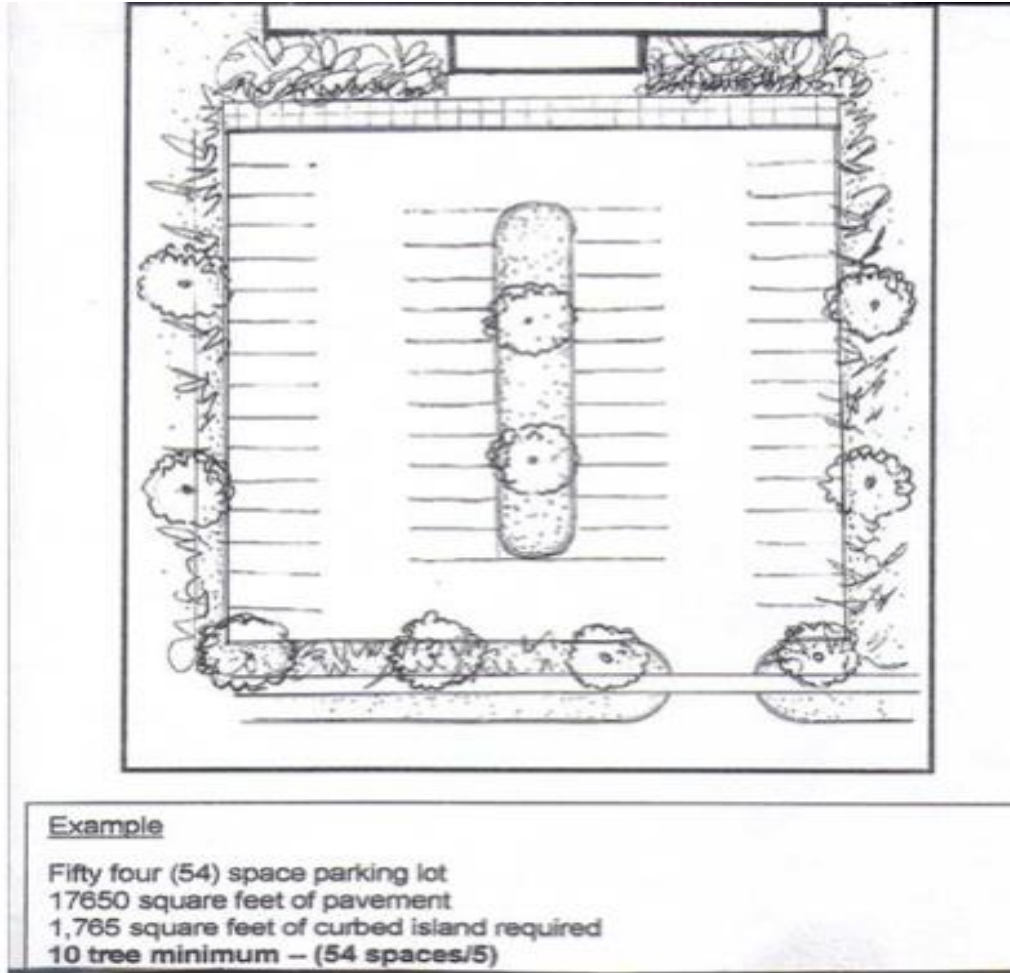


Illustration by Kathleen Ryan, ASLA

E. Approved Plant Materials. An emphasis shall be placed on selecting plant material species ~~shall be~~ native species to Vermont and the Champlain Valley. Trees and plantings that are close to driveways, sidewalks and roads shall be salt tolerant. Generally, plants shall be from the most current tree species list recommended by the Vermont Urban Community and Forestry Program and those listed in the Village Land Development Code. ~~following suggested species list unless waived by the Planning Commission based on the appropriateness of the species for the particular application, but still accordance with intent of this section to require the use of native species.~~ The Planning Commission may refer to any or all of the following publications as resources:

1. Recommended Tree Species for Vermont Communities: A guide to Selecting and Purchasing Street, Park, and Landscape Trees, published by Urban and Community Forestry Program.
2. Planting Sustainable Landscapes- A Guide for Plan Reviewers, prepared by Department of Forests and Parks and the Vermont Chapter of the American Society of Landscape Architects- Section-111.
3. Street Tree Fact Sheets- Published by the Municipal Tree Restoration Program

with support from the USDA Forest Service, Northeastern Area State and Private Forestry.

List of Suggested Example Species:

Medium and Large Deciduous Trees

~~White Ash (Fraxinus americana)~~

~~Green Ash (Fraxinus pennsylvanica)~~

F. Minimum Planting Specifications. All plantings are required to be healthy nursery-grown stock and maintained. ~~with bark mulch)~~

SECTION 721: ACCESSORY APARTMENTS

A. Purpose. To allow the provision of small apartments within existing single family dwellings to improve the ability of households to provide housing. ~~for family members.~~

~~SECTION 722: CONVERSION OF PUBLIC SCHOOLS.~~

~~Existing public school facilities may be converted to elderly housing with Site Plan approval. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten (10) percent of the gross floor area of each existing school building may be converted to school offices or administrative facilities without Site Plan review and approval. Other public uses may be considered upon application for a Conditional Use Permit and Site Plan. In addition to the standards above, other public uses shall meet the following criteria:~~

~~A. All proposals must preserve existing open space and recreational facilities.~~

~~B. The proposed use shall not generate neighborhood traffic in excess of the traffic volume generated by the existing school.~~

~~C. The proposed use shall serve a local, state or Federal governmental agency.~~

~~D. The proposed use shall conform to the Zoning District within which the school is located.~~

SECTION 7234: ~~PLANNED RESIDENTIAL DEVELOPMENT (PRD) and PLANNED UNIT DEVELOPMENT (PUD)~~

Planned Residential Development changed to Planned Unit Development throughout section.

B. Design Considerations. The Commission shall review an application for innovative land and building design techniques. The Commission may determine that the design is not innovative and that standard District requirements shall apply. The Commission may authorize the following modifications to requirements of the underlying Zoning District.

5. Amenities and Quality of Design. To be granted the flexibility permitted under these regulations, the ~~PRD or~~ PUD must demonstrate a level of design and amenity exceeding that typical of conventional development. Features that exhibit a strong level of design include, but are not limited to:

- (a) Amount and quality of landscaping;
- (b) Amount, quality, and interconnectedness of common space; and
- (c) Varied building massing or other measure to reduce monotony in design.

At a minimum, up to fifteen (15) percent of the gross PRD or PUD area shall be developed with passive and active amenities. Examples of amenities include ~~common recreation facility such as~~ but are not limited to:

- 1. Jogging/exercise track;
- 2. Off-street bicycle paths;
- 3. Playgrounds;
- 4. Tennis court;
- 5. Athletic fields;
- 6. **Wooded areas; and**
- 7. **Open fields that may be in active agricultural production.**

The type of amenities required will vary with each individual project. For example, projects designed for seniors, **ages fifty five (55) and above, (~~55-plus~~)** will have different types of amenities than a project designed for young families.

SECTION 7254: RAISING, KEEPING, OR HARBORING LIVESTOCK

The raising, keeping, or harboring of livestock, wild animals or other domesticated farm animals for personal use or commercial purposes shall be prohibited in all Zoning Districts, except for the PA and PE Districts. The raising, keeping or harboring of livestock, wild animals or other domesticated farm animals shall require a minimum lot size of ten acres. **Refer to the Municipal Code for exceptions.**

CHAPTER 8: NONCONFORMITIES

SECTION 801: NON-CONFORMING USES. Any use of land or buildings legally existing on the effective date of this Code which has become non-conforming as a result of this Code shall be considered as a Non-Conforming Use and may be maintained subject to the provision of this Section.

B. Change of Use. A non-conforming use may be changed to a Permitted Use or Conditional Use for the district in which it is located. A non-conforming use ~~shall not~~ **may not** be changed to another non-conforming ~~use unless the change is~~ use. ~~specifically approved as a~~ **Conditional Use.**

SECTION 802: NON-COMPLYING STRUCTURES. Any structure, existing on the effective date of this Code, which does not conform to the dimensional requirements of this Code shall be considered as a non-complying structure. Such structure may continue to be occupied, subject to the following:

- C. Reconstruction.
 - 2. Non-conforming structures on properties with one single family dwelling may be rebuilt as long as the new structure is not more non-conforming than the existing structure. However, if staff determines the structure could reasonably be rebuilt in conformance with the existing regulations the applicant will be required to comply

with the existing regulations. Appeal of staff decisions may be made in accordance with Section 1701. ~~Also, any non-complying structure may be declared conforming with conditional use approval in accordance with Section 803.~~

~~SECTION 803: TERMINATION OF NON-CONFORMING OR NON-COMPLYING STATUS.~~

~~The provisions of Sections 801 and 802 regarding the continuation, restoration, reconstruction, expansion or extension of non-conforming uses or non-complying structures notwithstanding, a non-conforming use or non-complying structure may be formally declared to be conforming or complying upon Conditional Use approval.~~

SECTION 8045: NON-CONFORMING SIGNS

1. Subject to the remaining restrictions of this Section, non-conforming signs that were otherwise lawful on the effective date of this ~~article~~ Code may be continued until they are required to be removed under Section 714 of this Code.

SECTION 8056: REMOVAL OF NON-CONFORMING SIGNS

3. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign (or the supporting braces, anchors, or similar components) the owner of record shall, within thirty (30) days of the removal of the message portion of the sign, either replace the entire message portion of the sign or remove the remaining components of the sign. This subsection shall not be construed to alter the effect of Section 8056.1, above which restricts the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.

CHAPTER 9: SUBDIVISIONS

SECTION 906: STREETS

B. Arrangement

3. Street design shall include measures to discourage through traffic in Residential Districts.
4. Street design shall include measures to encourage improved connectivity in the Village Center District and strike an appropriate balance between all modes of transit.
5. Access for emergency vehicles shall be considered in the layout of any street.

D. Dead-end Streets.

Waiver. The commission may waive the requirement that a Dead-end Street be temporary if, in the opinion of the Planning Commission, all of the following standards are met:

3. The street connection is not required to provide a secondary access point to the proposed Subdivision, future development on adjacent parcels, or for the properties now served by the Dead-end Street, in accordance with 9053.F.3.

SECTION 912: STREET LIGHTS. Streetlights shall be located at each intersection and at approximately ~~four hundred (400)~~ **one hundred fifty (150)** foot intervals between intersections. Streetlights shall be located at the corner to provide light at the intersection, where possible.

CHAPTER 14: WATER SYSTEM MANAGEMENT AND USE

SECTION 1416: WATER SUPPLY

- C. Private Water Lines. Private water lines may be approved and connections to existing private water lines may be approved, if the following conditions are met:
1. A private water line shall serve no more than three (3) separate users. ~~A homeowners association can be considered one user if proper documentation is submitted and approved by the Village for the maintenance of the private water line.~~

CHAPTER 17: APPEALS

SECTION 1704: APPEALS OF STAFF DECISIONS TO THE ~~PLANNING COMMISSION~~ ZONING BOARD OF ADJUSTMENT

- B. Notice of Appeal. Any interested person who believes that Staff has committed an error in making a decision or taking an action may appeal such act or decision to the ~~Planning Commission~~ Zoning Board of Adjustment by filing a written Notice of Appeal with the ~~clerk of the Commission~~ Village Clerk within fifteen (15) calendar days of the subject action or decision. The Notice of Appeal must identify the decision or action appealed and state why such decision or action is erroneous.
- C. Action by the ~~Planning Commission~~ Board. The ~~Commission~~ Board shall conduct a duly warned public hearing at which it will take testimony and receive evidence from the applicant, interested parties and Staff. The ~~Commission~~ Board shall consider all relevant evidence before it. It shall issue its decision in writing with findings of fact and conclusions within forty-five (45) days of the final public hearing. Failure to act within this time shall result in granting the appeal.

SECTION 1708: ON THE RECORD REVIEW

As provided for in 24 V.S.A. § 4471 (b) the use of on the record review procedures will be followed for all development applications that require review by the Planning Commission or Zoning Board of Adjustment. The procedures outlined in the Municipal Administrative Procedure Act (MAPA) shall govern all Planning Commission and Zoning Board of Adjustment application reviews. Evidence provided and recorded at public meetings and hearings shall follow the Vermont Rules ~~for~~ of Evidence as outlined in 24 V.S.A. § 1206 (b).

APPENDIX A: PUBLIC WORKS SPECIFICATIONS

SECTION 102: STREET SPECIFICATIONS

- C. Preparation of Subgrade. Objectionable and unsuitable materials shall be removed and replaced with approved material as directed by the Village Engineer. Subgrade shall meet the lines and grades shown on the drawings.

1. Sand shall be deposited and spread so as to distribute the material in uniform layers, compacted ~~at optimum moisture content~~ to a density of ninety five (95) percent of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 103: GRAVEL BASE - BOTTOM COURSE

- G. Materials. All materials shall be secured from approved sources. Such gravel shall consist of hard, durable stones, which show uniform resistance to abrasion and which are intermixed with sand or other approved binding material as directed by the Engineer.

All bottom course material shall be deposited and spread so as to distribute the material in uniform layers, compacted ~~at optimum moisture content~~ to a density of ninety five (95) percent of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 104: CRUSHER RUN - TOP COURSE

- A. Description. This item shall consist of an upper course of crusher run gravel to be placed over the gravel base - bottom course, ~~of bank run gravel~~, which will have been prepared in accordance with these specifications.
- B. Materials. All materials shall be secured from approved sources. This gravel shall consist of angular and round fragments of hard durable rock of uniform quality throughout, reasonably free from thin, elongated pieces, soft or disintegrated stone, dirt or other objectionable matter. The grading requirements shall conform to the following table:

Sieve Designation	Percentage by Weight Passing Square Mesh Sieve
2"	100
1 ½ "	90-100
No. 4	30-60
No. 100	0-12
No. 200	0-6

This upper course of crusher run gravel shall be deposited and spread in a uniform layer, and compacted ~~at optimum moisture content~~ to a density of 95% of the maximum dry density using the Standard Proctor Test, according to ASTM D698.

SECTION 105: BITUMINOUS CONCRETE PAVEMENT

- C. Construction Methods. Equipment for spreading and finishing the mixture shall be a mechanical spreading and finishing machine provided with an activated screed and heated if

required. The machine shall be capable of spreading the mixture without segregation and shall be approved by the Village Engineer before being used.

Application of bituminous concrete pavement shall conform in all respects to Vermont Standard Specifications Section 406. These requirements shall include but not be limited to the following:

~~6. —and shall be approved by the Village Engineer. After placement, the material shall be thoroughly compacted with rollers or other equipment approved by the Village Engineer.~~

SECTION 106: CEMENT CONCRETE CURB

C. Materials. All concrete used in the construction of roadway curbs shall be Air Entrained five percent plus or minus one percent (5.0% ± 1%) so determined by an air meter approved by the Village Engineer. This concrete shall have a twenty eight (28) day compressive strength of four thousand (4000) psi and meet State of Vermont Standard Specifications for Class ~~B~~ A concrete, Section ~~504~~ 541.

SECTION 108: CEMENT CONCRETE SIDEWALK

C. Construction Methods:

4. Placing and Finishing Concrete - Just prior to placing the concrete, the sub-base shall be moistened. The concrete mixed to the proper consistency shall be placed in the forms and thoroughly tamped in place so that all honeycombs will be eliminated and sufficient mortar will be brought to the surface. ~~There shall be a one hundred foot (100') maximum pour length between dowelled joints unless otherwise approved by the Village.~~ Unless otherwise approved by the Village, sidewalk shall be cast in one hundred (100) foot sections with no expansion joints. Connection to existing sidewalk and between one hundred (100) foot sections shall be accomplished with steel dowels, spaced twelve (12) inches on center. Sidewalk adjacent to curb shall be separated with four (4) millimeter polyethylene. After this, the surface shall be brought to a smooth even finish by means of a wooden float. The surface shall be broom finished. All faces adjacent to the forms shall be spaded so that after the forms are stripped, the surface of the faces will be smooth, even and free of honeycombs. All edges shall be tool rounded with an edger having a quarter (0.25) inch (~~3"~~) radius.

5. Scoring Concrete - ~~Sidewalks shall be scored to a depth of one (1) inch every five (5) feet. Connections to existing concrete requires minimum 1/2" rebar dowels and shall be installed by drilling.~~ Sidewalk joints shall be saw cut at five (5) foot intervals to one third (1/3) the sidewalk depth. Struck transverse false joints shall not be utilized. Connections to existing concrete requires minimum one half (1/2) inch smooth steel dowels, spaced twelve (12) inches on center, and shall be installed by drilling.

6. Curing Concrete - ~~Same as for Cement Concrete Curb.~~ All sidewalks shall be treated with Certi-Vex AC 1315, per the manufacturer's instructions.

B. Accessible Access. Sidewalk ramps shall be constructed as shown in these specifications and located in accordance with the approved plans at all intersections. ~~Detectable surface shall be truncated domes constructed of cast iron.~~ Saw cutting, exposed aggregate, or scoring sidewalk ramps is not acceptable. ~~Detectable surface shall be truncated domes.~~

SECTION 112: WATER DISTRIBUTION SPECIFICATIONS

D. Construction Methods.

14. Chlorination - ~~The contractor shall furnish sufficient high test Hypochlorite (HTH) and all equipment and labor, and shall chlorinate the water main with a minimum solution of 50 PPM to A.W.W.A. Standard C601. This is to be done under the supervision of the Engineers and great care is to be exercised to ensure that all valves are closed against flow of the heavily chlorinated water back into the in-service mains. The solution of HTH and water shall be mixed in a barrel or drum and pumped into the mains with a hand pump or small unit controlled in such a manner that the HTH solution enters the mains at a uniform rate, with the correct concentration to completely saturate the water to obtain a minimum uniform concentration of 50 PPM through the main to be tested. The HTH solution must be added continuously until the chlorinated water reaches the end of the section being tested. When the HTH solution reaches the end of the hydrant, the valve controlling the inflow of water to the test section shall be closed. After a 24-hour retention period, the treated water shall contain no less than 25 PPM of chlorine throughout the length being tested. The contractor shall then thoroughly flush and dechlorinate while flushing the original chlorination the main to completely remove all the chlorinated water and shall take a test sample to ensure absence of coliform organisms before putting the main into service. Chlorination of the water main shall be conducted only after the main has been satisfactorily pressure and leakage tested and flushed and a clean stream is obtained, as determined by the Engineer. The Contractor shall furnish all labor, equipment, materials, and tools necessary to disinfect the pipe and appurtenances in accordance with AWWA Standard for Disinfecting Water Main C651, latest revision. The continuous feed method shall be performed under the supervision of the Engineer. The Contractor shall thoroughly flush and dechlorinate while flushing the original chlorination of the main to completely remove all the chlorinated water. The Contractor shall coordinate with the Village of Essex Junction Wastewater Treatment Facility on the disposal of heavily chlorinated water flushed from the main. The disinfection process shall be deemed acceptable only after two samples of water from the flushed, disinfected main, collected twenty-four (24) hours apart, show no evidence of bacteriological contamination, as determined by the Health Department or other approved lab.~~

15. Protection of Water Supplies - ~~Water mains shall be laid at least 10 feet, horizontally, from any existing or proposed sewer, in accordance with State standards. Whenever sewers cross under water mains, the water main shall be laid at such an elevation that the bottom of the water main is at least 18 inches (18") above the top of the sewer. This vertical separation shall be maintained for that portion of the water main located within 10 feet horizontally of any sewer it crosses. When it is impossible to obtain horizontal and vertical separation, both the water main and sewer shall be constructed with watertight joints and pressure tested to assure water-tightness before backfilling. No water main shall pass through, or come into contact with any part of a sewer manhole. There shall be no physical connection between the distribution system and any pipes, pumps, hydrants or tanks which are supplied or may be supplied with water that is, or may be contaminated. Water mains shall be laid at least ten (10) feet horizontally from~~

any existing or proposed sanitary sewer. This distance can be reduced to five (5) feet for storm sewers. The distance shall be measured edge of pipe to edge of pipe. Where impractical due to ledge, boulders, or other unusual conditions, to maintain ten (10) foot horizontal separation between water and sewer lines, the water line may be in a separate trench or on an undisturbed earth shelf in the sewer trench provided that the bottom of the water line is at least eighteen (18) inches above the top of the sewer. Wherever impossible or impractical to maintain eighteen (18) inches vertical separation, the sanitary sewer line shall be constructed to normal waterline standards and pressure tested to fifty (50) psi for fifteen (15) minutes prior to backfilling. No leakage shall be allowed for this test.

Sewer crossing water mains shall be laid beneath the water main with at least eighteen (18) inches vertical clearance between the top of the sewer and the bottom of the water main. When it is impossible to maintain the eighteen (18) inches vertical separation or where the sewer must be laid above the water main;

- (a) The crossing shall be arranged so that one full length of sewer is centered above or below the water line, with sewer joints as far as possible from water joints;
- (b) The sanitary sewer pipe must be constructed to water main standards for minimum distance of twenty (20) feet either side of the crossing or a total of three (3) pipe lengths, whichever is greater;
- (c) The section constructed to water main standards must be pressure tested to maintain fifty (50) psi for fifteen (15) minutes without leakage prior to backfilling beyond one (1) foot above the pipe to assure water tightness; and
- (d) Where water main crosses under a sewer, adequate structural support shall be provided for the sewer to prevent damage to the water main.

No water main shall pass through, or come into contact with, any part of a sanitary sewer manhole. There shall be no physical connection between the distribution system and any pipes, pumps, hydrants, or tanks, which are supplied or may be supplied with water that is, or may be, contaminated.

SECTION 115: SANITARY SEWER SPECIFICATIONS. Sewer Mains Polyvinyl Chloride (PVC)

D. Construction Methods

3. Backfill - Backfill shall consist of approved material placed in six (6) inch layers with each layer being thoroughly compacted ~~at or near optimum moisture content to a density of 95% of the maximum dry density using the Standard Proctor Test, according to ASTM D698.~~ Debris, frozen material, large clods or stones, organic matter, or other unstable materials shall not be used for backfill. No stones in excess of one and one half (1.5) inch diameter shall be placed within two (2) feet of the outside of the pipe. Particular precautions shall be taken in placement and compaction of the backfill material in order not to damage and/or break the pipe. The backfill shall be brought up evenly on both sides of the pipe for its full length. Walking or working on the completed pipeline except as may be necessary in tamping or backfilling, shall not be permitted until the trench has been backfilled to a height of at least two (2) feet over the top of the pipe.

During construction all openings to the pipe lines shall be protected from contamination by earth or other materials.

4. Manholes - Manholes shall be installed at the end of each line, at all changes in grade, size or alignment of pipe, at all pipe intersections, and at distances not greater than three hundred (300) feet. Pre-cast Reinforced Concrete Manholes shall have the top section set at a grade that will place the riser a minimum of three (3) inches and a maximum of twelve (12) inches from the top of the pre-cast manhole cone. Adjustments shall be made using pre-cast concrete riser rings, expanded polypropylene riser rings, or cast-in-place concrete. Bricks shall not be used. All joints shall be grooved type and shall be fully bedded with mastic seal when setting sections. Lifting holes in all ~~pipe~~ manhole sections shall be filled solid with mortar.

6. Leakage and Testing - If inspection of the completed sewer or any part thereof shows any pipe, manhole, or joint which allows infiltration of water, the defective work, or material, shall be replaced or repaired as directed by the Engineer. After the sewer has been completed, the contractor shall furnish all labor and materials necessary, and in general, assist the Engineer to conduct such leakage tests at such times and at such locations as the Engineer deems necessary.

(c) Manholes - All manholes shall be tested for leakage. Manholes shall be tested for leakage in accordance with one of the following:

(i) Water Test - After the manhole has been assembled in place, all lifting holes and exterior joints shall be filled and pointed with an approved non-shrinking mortar. All pipes and other openings into the manhole shall be suitably plugged and the plugs placed to prevent blowout.

(ii) Each manhole shall be checked for exfiltration by filling with water to the top of the cone section. A stabilization period of one (1) hour shall be provided to allow for absorption. At the end of this period, the manhole shall be refilled to the top of the cone, if necessary, and the measuring time of at least six (6) hours begun. At the end of the test period, the manhole shall be refilled to the top of the cone measuring the volume of water added. This amount shall be converted to a twenty-four (24) hour rate and the leakage determined on the basis of depth. The leakage for each manhole shall not exceed one (1) gallon per vertical foot for a twenty-four (24) hour period for exfiltration and there shall be no visible ~~filtration~~ infiltration.

SECTION 117: STORM SEWER SPECIFICATIONS - STORM DRAINS

2. Catch Basins or Manholes: A pre-cast (or cast in place) concrete catch basin or manhole shall be installed at the end of each line, at all changes in grade, size or alignment of pipe, at all pipe intersections, and at distances not greater than three hundred (300) feet.

(a) Catch Basins - The catch basins shall conform to requirements for precast risers and base sections found in ASTM C913, latest edition. The cast iron frame and grate shall be Type D LeBaron #LF 248-2, or equal with a minimum weight of four hundred and eighty (480) pounds. For steep grades, a Type E LeBaron #LK 120A, or equal may be supplemented with a minimum weight of four

hundred and thirty (430) pounds. There shall be either a manhole or a catch basin every three hundred (300) feet on normal slopes to allow for proper cleaning of the lines.

b) Manholes - The manholes and manhole frames and covers shall conform to the specifications as set forth under Sanitary Sewer Specifications.

c) Booted connections shall be used for ~~24"~~ **thirty-six (36) inch** pipe and smaller.

4. Installing Catch Basins and Manholes - All construction of sewer manholes must be carried out to ensure watertight work. Any leaks in manholes shall be completely repaired to the satisfaction of the Village Engineer or the entire structure shall be removed and rebuilt. All manhole lift holes shall be grouted inside and out with expandable grout. The pipe opening in the precast manhole riser shall have a cast-in-place flexible gasket or an equivalent system for pipe installation, as approved by the Village Engineer. Joints between manhole risers shall be soft butyl joint sealer (rope form). Joints between pipes and catch basin base sections shall be sealed with boots for pipes ~~24" in~~ **thirty-six (36) inch** diameter or smaller and with cement mortar for pipes larger than ~~24" in~~ **thirty-six (36) inch** diameter, smoothed on the inside and built up with a heavy bed of excess mortar on the outside.

SECTION 120: FINAL INSPECTION CHECK LIST

A. Streets, Curbs, and Sidewalks:

2. All required monuments and front boundary ~~lines~~ **lines** ~~lines~~ **line markers** installed.

C. Sewer System

5 Material testing results, lab reports, manufacturer's certificate, leakage test results for pipe and manholes, and ~~mandrel~~ **mandrel** deflection tests complete and on file.

E. As Built Plans

1. One set of mylars and two paper copies of plans showing all as built utilities, and water and sewer house connections must be submitted to the Village Engineer by the developer in accordance with Chapter 9. In addition, the developer shall provide to the Village the record drawings in an AutoCAD™ compatible electronic format; **as well as a complete set of the record drawings in PDF format.**




Community Development Department

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

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

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager.
FROM: Robin Pierce, Community Development Director 
DATE: October 25, 2016
SUBJECT: Department of Public Service's Draft Energy Planning Determination Standards

Issue

The Department of Public Service is taking comments as they develop from their draft Standards to confirmed Standards for review of renewable energy applications.

Discussion

The Public Service Board has set in motion a process to develop 'new' standards for reviewing and approving renewable energy proposals. They are taking comments and the sunset date for same is currently the 1st November 2016, although this may be extended. In some respects the dice has been loaded by the PSB with the criteria (in two categories) they have proposed for review of applications: This appears to be Performance Standard criteria related solely to renewable energy rather than taking a more holistic view of what would be best for Vermont. This would, in some ways, be the same as considering a new building on a particular site and not considering its impact on the streetscape, traffic movements, how it would set precedence that could create unintended issues for future applications. Renewable energy is an important part of our present and future, however review of renewable energy applications should be reviewed in the same way all applications for development are reviewed. The first criterion, missing from the PSB's draft is does it fit with the Vermont Brand of Compact settlements surrounded by productive Open Farmland? If not, then no other criterion should be needed, it fails the most basic, and important test and the application should be denied.

In addition the PSB, in their draft, have Conserved Land as a possible location for renewable energy installations. Such land received money from individuals, Land Trusts, companies, municipalities, residents, the state and federal coffers. The money was spent to save the land, because it was important to do so. No renewable energy should go on conserved land. If some conserved land has the ability to generate renewable energy for their own purpose then that should be right sized for the farm, they can hook into the grid but only to share energy they can't use. For example, if they need 100 kilowatts at their busy period and only 30 kilowatts at their quiet period then they can share 70 kilowatts with the grid, no more. If that is what category two is set up to achieve then that is what it should say, not make assumptions. Anything else would drive a coach and horses through the conservation agreements and the part conserved land plays in the Vermont Brand of compact settlements surrounded by productive open farmland.

1. There is an idea that renewable energy development is less disruptive to the land. Equipment used to ready sites for renewable energy is as heavy as that used for residential developments. Therefore soil microbes are crushed, the land is compacted, thus its ability to retain water is reduced, and stormwater runoff is increased. Yes at renewable energy sites grass can grow and animals can eat. However, the differences aren't that large in terms of soil, or indeed visual impacts. A residential PUD with open land that produced vegetables and supported animals would not be that different and if designed well will look more at home in the landscape. Indeed it would look more at home in the landscape and tie into the Vermont brand.
2. The discussion regarding selecting optimum sites for renewable energy is concerning; it seems to be a one dimensional look at an important issue. It is not a holistic look at what is best for Vermont. The two criterion groups that are being considered should be expanded. Developing something akin to Ian McHarg's Layer Cake method espoused in his seminal book, Design with Nature. This could bring the Vermont brand compact settlements surrounded by productive open farmland into the matrix as a critical component, and hopefully the umbrella under which all other criteria should fit. The optimal site for energy production should NOT be the deciding factor.
3. There is no nexus yet between renewable energy and aesthetics. I'm sure someone who designs a wind turbine would find it beautifully engineered and very efficient. But does it look at home in the landscape? I assume over time this will change. We are not there yet.
4. There is no doubt that renewable energy is the way forward. However we need to take a step back and look at how we make decisions. Why can't we design a wind sculpture that has energy producing turbines, but is first and foremost a work of art? Let's make STEM, STEAM.
5. We should be right sizing renewable energy installations so that they produce the energy needed for the place they are in. Transmission lines are an important part of our energy infrastructure. However, do we need to hook renewable energy into them? Energy is lost in the transmission and if it's from a renewable source it's a little like putting wooden wheels on a Tesla! There are lots of flat roofed buildings in our major settlements. We could put solar panels on them in a way that is screened (perhaps by green garden roof edges that produce flowers, and perhaps food), and have the energy collected where it is needed most and used. No transmission lines needed in this scenario.
6. Education for young children, not parents (old habits die hard) in the vein of the recycle movement so that children 'educate' or bug their parents to the point that they become more energy conscious and use less. Using less is the bridge to a renewable energy future: A building designed to the highest energy standards could be the least energy efficient building on the street if the users have the thermostat at 75 degrees and all the windows open on a subzero night. Energy conservation is not a passive activity; it is not enough to build more efficient buildings, or increase renewable resources. We also need to use less and that is a critical component of any energy plan or energy policy moving forward.
7. It would be more than ironic if we despoiled the Vermont brand in a rush to add renewable energy to our list of achievements. I don't think the two are mutually exclusive. But, we do need to insure that when we make renewable energy decisions they are compatible with our Brand that garnered the reputation Vermont currently has. Looking back I believe we would be proud to think the way we moved our renewable energy future forward is a model for others, rather than a warning of what not to do.

Cost

No direct financial costs associated with the decisions the PSB make.

Recommendation

Staff recommends that the Village contacts the PSB and makes their concerns over the path the PSB has started and the potential negative costs to all of Vermont and the hard won Vermont brand.

WARNING

**VILLAGE OF ESSEX JUNCTION
SPECIAL VILLAGE MEETING
DECEMBER 13, 2016**

The legal voters of the Village of Essex Junction, Vermont are hereby notified and warned to meet at the Essex High School on Educational Drive in the Village of Essex Junction on Tuesday, December 13, 2016 between the hours of seven o'clock (7:00) in the forenoon (a.m.) at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.) at which time the polls will close, to vote by Australian ballot upon the following Article of business:

ARTICLE 1. Shall the Village of Essex Junction enter into an agreement for the formation of a union municipal district to be known as "Essex Community Parks & Recreation"?

Dated this 8th day of November, 2016

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

By: _____
George A. Tyler, President

Elaine H. Sopchak, Vice President

Andrew P. Brown, Trustee

Lori A. Houghton, Trustee

Daniel S. Kerin, Trustee

Received for record this ____ day of November, 2016 in the records of the Village of Essex Junction.

Susan McNamara-Hill, Village Clerk

WARNING

**TOWN OF ESSEX
SPECIAL TOWN MEETING
DECEMBER 13, 2016**

The legal voters of the Town of Essex, Vermont are hereby notified and warned to meet on Tuesday, December 13, 2016, for the consideration of the following article to be voted on by Australian ballot. The polls for said ballot shall be at the Essex High School on Educational Drive, Essex Junction and the Essex Middle School, 58 Founders Road, Essex, between the hours of seven o'clock (7:00) in the forenoon (a.m.) at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.) at which time the polls will close.

ARTICLE 1. Shall the Town of Essex enter into an agreement for the formation of a union municipal district to be known as "Essex Community Parks & Recreation"?

ARTICLE 2. To elect three (3) directors to serve on the Essex Community Parks & Recreation board for the following terms:

One (1) director from the Village for a three (3) year term.

One (1) director from the Town outside the Village for a three(3) year term.

One (1) director at large for a one (1) year term.

Dated at Essex, Vermont, this 7th day of November 2016 by the Essex Town Selectboard.

By:

Max G. Levy, Chair

Irene A. Wrenner, Vice Chair

Susan E. Cook, Clerk

R. Michael Plageman

Andrew J. Watts

Received for record this ____ day of November, 2016 in the records of the Town of Essex.

Cheryl Moomey, Town Clerk

Memorandum

TO: Patrick C. Scheidel, Town Manager, and the Selectboard/Trustees
FROM: Dennis E. Lutz, P.E., Public Works Director/Town Engineer
Ricky Jones, Village Public Works Superintendent
DATE: 11 October 2016
SUBJECT: Winter Operations Plan for 2016-2017

ISSUE: The issue is whether or not the Selectboard and Trustees will approve the Winter Operations Plan for 2016-2017.

DISCUSSION: Last year, the Selectboard and the Trustees approved a Joint Winter Operations Plan. The process serves many purposes as noted in the Introduction Section of the document.

This year's plan contains very few changes and the changes are noted in the draft internal document in red. It continues to preserve the independent actions of both municipalities but provides a joint framework for issues that are common to both. It has been developed with input from both Village and Town Public Works staff.

As in the past, there are two versions – an internal version with contact phone numbers and radio call numbers not available to the public and a public version without these numbers. Many of these numbers are private cell-phone numbers needed for internal communication and contact but not appropriate for public disclosure.

Use of the document reduces complaints to a great degree and also provides a consistent basis for answering complaints covering a wide range of topics.

Public Notice:

The plan is to present the document to both the Selectboard and the Trustees before placing a public-version copy on the Town and Village web-pages. After the formal presentations are made (Town on 17 October and Village on 25 October), the document will be placed on the Town and Village websites for public review and input. A revisit will be made to the two boards for approval and signing (7 November in the Town and 8 November in the Village). Any comments received will be shared with the Selectboard and Trustees at the second meetings.

RECOMMENDATION: It is recommended that the Selectboard and Trustees approve the Winter Operations Plan for 2016-2017 following a period for public comment and subject to any changes made by the Selectboard or Trustees.

TOWN OF ESSEX
VILLAGE OF ESSEX JUNCTION
PUBLIC WORKS

WINTER OPERATIONS PLAN

INTERNAL VERSION

2015-2016

2016-2017



This plan addresses the wintertime Public Works operations for ice and snow control on Town and Village roads, walkways and municipal parking lots. It also identifies essential community services provided by the Public Works Department of both communities for winter water and sewer emergencies and discusses wintertime coordination actions.

Dennis E. Lutz, P.E., Town Public Works Director
Ricky Jones, Village Public Works Superintendent

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- Appendix B Town Vehicle/Route Assignments (Internal Distribution)
- Appendix C Town Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Town)
- Appendix E Town Notification List (Internal Distribution)
- Appendix F Town Winter Materials Usage Report
- Appendix G Town Towing Ordinance

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

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Snow plowing and Sanding/Salting Operations.....V3
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Appendices

- Appendix A Organizational Chart of the Village Public Works Department
- Appendix B Village Vehicle and Route Assignments (Internal Distribution)
- Appendix C Village Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Village)
- Appendix E Village Notification List (Internal Distribution Only)
- Appendix F Village Towing Ordinance/General Regulation of Public Streets

RESOLUTION


BE IT RESOLVED that the Board of Selectmen of the Town of Essex and the Trustees of the Village of Essex Junction adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) NOTWITHSTANDING the circumstances involved with changing climatic conditions, the Town and Village will endeavor to keep Town and Village roads, designated walkways and municipal parking lots in a reasonably safe condition for travelers and
- 2) Town and Village employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Essex and Village of Essex Junction Public Works Winter Operations Plan and
- 3) Travelers who use the Town and Village roads, and designated walkways and municipal parking lots are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions.


Executed at Essex Junction this 10th of NOV. 2015.

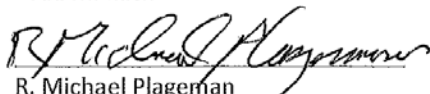
Town of Essex Selectboard


Max G. Levy, Chair



Irene A. Wrenner, Vice Chair


Andy J. Watts, Clerk



Brad M. Luck

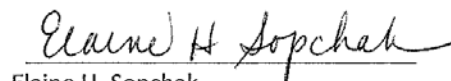

R. Michael Plageman

Village of Essex Junction Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew P. Brown


Elaine H. Sopchak

Lori A. Houghton

INTRODUCTION

The Town of Essex and the Village of Essex Junction are responsible for providing winter services, such as plowing, sanding, and salting of roads, clearing of sidewalks and maintaining access to municipal buildings and parking lots within their respective municipal boundaries. A Winter Operations Plan has been developed and adopted by the respective legislative boards for the following reasons:

- 1) To align the policies set by the Town Selectboard and Village Trustees with regard to winter operations with the execution of policy by their Public Works/Highway departments.
- 2) To help ensure that the winter practices of each department are consistent with the resources available through the budget process, including but not limited to equipment, manpower, overtime and materials.
- 3) To provide a source of information to Town and Village officials, the Police Department, Fire Departments, school officials, commercial businesses and the general public regarding what actions will and will not be performed by the respective Public Works Departments during the winter.
- 4) To provide an internal resource document for operational use and training by Public Works supervisors and employees.
- 5) To reflect current practice, conditions and funding of the winter operations within each community.
- 6) To assist in the reduction of citizen complaints through a better informed citizenry.
- 7) To foster coordination and cooperation between the Town and Village Public Works Departments during winter operations.

The intent is to update the document on an annual basis, prior to the onset of winter conditions and submit the document to the elected officials for their review and approval. Public input will be sought prior to presentation of the document to the two legislative boards.

The Winter Operations Plan consists of three sections, each with its own Appendix. Two versions of the Plan will be prepared with one version prepared for internal use only and a second version for the public. The internal version contains personal employee's information and communications/contact information, the public release of which would be detrimental to individuals and operations. The three sections of the Plan consist of the following:

Section 1. This section covers topics and operational procedures utilized in common by both the Town and the Village. Appendices that are common to both communities are found in this section.

Section 2: Town of Essex (outside the Village). This section is specific to operations within this community, including Appendices pertinent only to the Town.

Section 3: Village of Essex Junction. This section is specific to operations within this community, including Appendices pertinent only to the Village.

GENERAL MANAGEMENT OF OPERATIONS

During the winter operations period generally extending from early November through mid-April, the principal effort of the Departments is directed towards control of snow and ice on highways, walkways and around municipal buildings. The Departments have developed procedures to perform anti-icing and snow and ice removal operations for varying weather conditions. Personnel will respond each time that the Departments are notified or become aware that weather conditions include potential hazardous road or walkway conditions and that conditions warrant a response. The procedures have been developed over many years of experience and use of alternative methods, materials and equipment.

To accomplish the objectives and policies of the Town and Village, general operating procedures and training have been established and implemented. The operating procedures take place over four distinct periods including:

- 1) Pre-winter preparation, orientation and training (Section 1, Appendix 1)
- 2) Winter storm operations (Reference general information in Section 1 and specific Municipal information in Sections 2 and 3)
- 3) Continuing operations during non-storm periods (Section 1, Appendix 2)
- 4) Post-winter follow-up (Section 1, Appendix 3)

In general, the Town and the Village perform all winter operations in a similar manner, especially with respect to general procedures and pre-winter, continuing operations and post-winter follow-up. A general discussion on procedures follows with the other periods covered in Appendices to this section or in the specific municipal sections. The elements of winter operations that are detailed and specific to each community are described in Section 2 (Town) and Section 3 (Village).

Determination of Operations

Using the resources identified in the Winter Operations plan for each community and judgment based on experience, the respective Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by each Department. The Superintendent of Public Works or his designee will contact employees in their Department using their alert notification lists.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads, walkways and municipal parking lots in the Village and the Town of Essex are not possible. An overall plan has been developed to provide for clearing of the roads and related infrastructure and this plan is generally followed. However, each storm event is unique and deviations from the plan occur often. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, an after-action informal review of the methods used, the materials, the equipment, the complaints and the manpower effect will be done by the Public Works Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

Emergency situations may occur requiring deviation from normal procedures and planned routes. In general, the types of situations that may require this change are:

- 1) An immediate need for Police, Fire and/or Emergency Medical assistance.
- 2) Relief for school buses that cannot negotiate a roadway and are stuck.
- 3) The need to address icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.
- 4) Relief for isolated problem areas where it is determined by the municipality that access is urgently needed before all other areas are handled.

Control Center/ Internal Communication/Resource Management

The Public Works supervisor or his designee on duty will be the main line of communication between the respective Public Works Department and the Police Department/School Departments. Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

The Storm Control Center for the Town is the Town Highway Garage off Sand Hill Road (879-6689) and for the Village is the Village Highway Garage (878-6944).

During the winter of ~~2015-2016~~, **2016-2017**, selected employees in each department will carry a pager on a rotating schedule and will be assigned the responsibility, when carrying the pager, to make an initial determination of how the storm will be handled, including the immediate level of staffing at the outset of the storm. The employee (with the pager) in each community will be temporarily in charge of operations until the Public Works Superintendent or his designee arrives at their respective Control Center and takes over responsibility.

Whichever individual arrives first - the Public Works Superintendent or the pager carrier - shall contact the Police Department Dispatcher at 878-8331 upon their arrival at the Town or Village Highway Garage. It is important to notify the Police Dispatcher that the Highway Departments are aware of conditions and starting the snow removal process. It also provides a record of event timing and crew availability.

Upon notification and arrival at their respective Control Centers (Highway Garages), employees will complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Superintendent in each community will periodically leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center, he can be reached via radio or cell phone (reference notification rosters in Sections 2 and 3).

In a similar manner, contact must be made with the Police Dispatcher when the winter clearing operation has ended and employees are no longer on the road. This is important for continuous follow-up after the storm and the need for reactivation of the alert call-out system.

All operators of snow and ice equipment will keep in communication with the Public Works Superintendent or the Highway Garage at all times. Cell phones may only be used with a “Bluetooth”, 100% hands-free device or when pulled over to the side of the road and the vehicle stopped.

Radio should be the primary means of contact during all storm events. Radio contact between the Town and Village for coordination of effort should only be between the two Superintendents. The list of radio call numbers for the Police, Fire and Public Works Departments is contained in Section 1, Appendix 5.

Equipment

To support the winter operations, each Department has equipment available for use as outlined in the equipment appendices under Section 2 (Town) and Section 3 (Village). However, the equipment used is generally consistent with the following:

Dump trucks, with either 7 CY capacity or 12 CY capacity, plow and apply materials to paved and gravel roads. All dump trucks doing paved roads are equipped with “ground-speed control devices” that are calibrated to apply a specific amount of product. They also stop application of product when the vehicle is stationary. Calibration is an important action to ensure an accurate application and reduce the impact of road salt and other products on the environment.

All three cubic yard dump trucks (Low-Pro) in both the Village and the Town are equipped with ground speed control devices.

Dump trucks plowing gravel roads are not equipped with ground speed control devices since the material being applied is sand.

Sidewalk plows are used in the Town and in the Village for clearing of sidewalks. Due to their size and configuration, they do not have adequate capacity for applying sand or salt to sidewalks.

In an emergency situation where equipment is out of service for repair or the situation is beyond the ability of the community to handle, equipment and operators may be obtained from the other community. If such equipment or operators are not available, supplemental equipment may be rented/hired from area contractors. A list of potential contractors is indicated in Section 1, Appendix 7.

Also, assistance may be secured from other neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities. Major winter disasters may require the assistance of the Vermont National Guard, if authority is given by the Governor. **Both the Town and the Village utilize contract operations to assist in plowing or removing snow.**

Materials

Both communities use solid sodium chloride (rock salt) as the primary deicer for paved roadways and parking lots, when temperatures are in the appropriate range of effectiveness. At 30 degrees Fahrenheit, one pound of salt melts 46.3 lbs. of ice in 5 minutes. At 15 degrees Fahrenheit, one pound

of salt melts 6.3 lbs. of ice and it takes 1 hour. Because of the properties of salt, it is generally not applied by itself below 15 to 20 degrees. It is also used as a liquid either alone, prior to a storm to break the ice-road bond, or applied in combination with the solid salt to help the solid salt stay on the roadway.

Additives and other products improve the effectiveness of salt at lower temperatures. There are many other commercial products used to augment the effectiveness of salt and most have trade-names such as Ice-Be-Gone. It is a magnesium chloride based product combined with agricultural materials from the distillation process (grains or sugars) and it operates more effectively than salt at lower temperatures.

Liquid Calcium Chloride will provide more melting at lower temperatures and it is usually applied with salt or alone as a liquid solution (20 to 30% solution).

Guidelines for application of deicing product have been developed nationally and one set is included from the American Public Works Association. Both the Town and the Village utilize the guidelines but may vary the application rates as local conditions dictate. The Guideline is included in Section 1, Appendix 4.

Quantities of winter deicing products and sand are maintained at each Highway Garage. Onsite storage is not sufficient for full winter usage. The Town has approximately ~~40%~~ 100% of its needed winter sand usage stored onsite at the start of winter ~~and more storage is being constructed this winter to bring the total to approximately 70%.~~ and approximately 50% of its average winter salt usage onsite. The Village has 60 % of its needed usage onsite at the start of the winter. The onsite supplies are augmented during the season with direct delivery from vendors. In some years, the availability of product has been a major issue and it has impacted operations. The price per ton for salt delivered to storage is set based on State bids by highway district, ~~or as separately negotiated by each community.~~

External Communication/Public Information/Complaints

Town: *All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (7:30 A.M. to 4:30 P.M.) to the Town Public Works Office via telephone as the principal and fastest means of communication (878-1344).*

Requests for winter service can also be sent directly via the Town website at www.essex.org. In addition, complaints or requests for service can be written on a request form service slip with the required information noted and provided to the Public Works Secretary. This information will be converted to a work order within the Public Works office. ~~The Town also utilizes a web-based application called See-Click-Fix in conjunction with the Village for registering complaints. The See-Click-Fix application is not intended for winter complaints that require immediate attention.~~

Village: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (8:00 A.M. to 4:30 P.M.) to the Village Office (878-6944).

Complaints or requests for service, when received, should be written on a request form service slip with the required information noted and provided to Public Works. Other forms of receiving complaints are through the Village's "See-Click-Fix" App. Request for winter service can also be sent directly via the Village website at essexjunction.org.

After Hours: Emergency requests during non-working hours in either community should be directed to the Police Department Dispatcher (878-8331) for relay to the appropriate Superintendent, Highway Foreman, Director or Highway Garage. The Highway Garage phone systems are intended for internal control only and not for direct communication between the public and the Department.

All complaints will be reviewed and investigated and corrective action taken as appropriate.

General Notification for Winter Storm Emergencies

When conditions are especially severe, the Municipal Manager, the Town Public Works Director, the Public Works Superintendent in the Village, or the Police Chief may issue a special snow emergency statement advising the local media, radio station, major community employers and schools that conditions may adversely affect their operations. Appendix 6 to this section provides a list of contacts and phone numbers for various organizations that may be contacted. Social media may also be used.

During the winter season, frequent contact is made between the School Management staff and the Public Works staff regarding road and weather conditions. Public Works' role is solely to provide information on current and anticipated road conditions. Any decisions relative to late school openings or school closure rests entirely with School Management staff.

RESOURCES AVAILABLE TO ASSIST IN THE PLANNING AND EXECUTION OF WINTER OPERATIONS

In order to provide timely winter services and to gauge the level of activity required prior to, during and following winter storms, the following are utilized:

Weather forecasts are provided by the National Weather Service located at Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually and receivers monitor this forecast at the Public Works buildings.

Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television, and through the internet at www.intellicast.com; www.nws.noaa.gov and www.accuweather.com

Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier and this information can be obtained by calling 511. Two state radio frequencies also can be monitored on the scanner for current information.

State highway frequencies: 159.075 (car to car) and 159.195 (District wide)

Assistance is available on local road conditions from the Essex Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Departments utilize information provided by police officers on duty/patrol as well as the on-call public works employee. To provide the best possible response in the shortest time, it is important that timely and accurate information be provided by the Police Department and conveyed to Public Works at the time contact is made. The needed input is identified in Section 1, Appendix 10.

WINTER UTILITY OPERATIONS

Prior to the onset of winter, the Water/Sewer Departments of each Public Works Department will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

During storms, the Water/Sewer Departments may be called upon to assist in snow and ice clearing operations. Although it is anticipated that the winter highway operations will be primarily handled by the highway crew, selected water/sewer employees will also be utilized as the need arises for qualified plow operators. This use of water/sewer personnel may be on a set schedule or to meet overtime needs or relief plowing during extended storm durations.

Following storms, Water/Sewer Department employees shall endeavor to clear snow and ice from around hydrants and to clear access lanes to pumps stations, as possible and as time allows within the normal workday. It is acknowledged that the municipal workforce cannot clear all hydrants within the community following each winter storm and that access to hydrants during the winter cannot be effective without a joint effort between the municipal workforce and affected landowners. To help achieve the goal of keeping hydrants clear, the Public Works Department will coordinate with the Police Department for use of volunteer and neighborhood groups to shovel hydrants (Adopt a Hydrant Program) as well as assistance from the community's Fire Departments.

The Water/Sewer Department also has responsibility for repair of broken and frozen water mains, within the overall limit of municipal responsibility up to and including the service curb stop. Frozen service lines are the responsibility of the owner and not the municipality. The municipality may provide assistance but is not required to provide assistance on non-public portions of the municipal water system.

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town and Village have a number of portable generators and mobile pumps which can be connected to any of these stations.

When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

Winter Parking Bans

Both communities have adopted winter parking bans.

Section 815 of the Village of Essex Junction Municipal Code states that:

“No person shall park or leave unattended a vehicle of any type on any street, road or right-of-way in the Village of Essex Junction during the period December 1 through April 1 of the next year between the hours of 12 midnight and 7 a.m.”

Section 7.20.050 of the Town of Essex Municipal Ordinances states that:

- A. *“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the town of Essex and the village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and 7 a.m.*
- B. *The parking or leaving of any vehicle in violation of this section is hereby deemed a nuisance.”*

Towing of Vehicles:

Parking violation will result in the towing of vehicles. The Village towing procedures and requirements are defined in section 825 of the Village Municipal Code. The Town’s towing requirements are defined in Chapter 7.24 of the Town Ordinances. Copies of these documents are contained in the Appendices for Section 2 and 3.

State Laws Relevant to Winter Operations:

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be". Title 19, Section 1111 prohibits encroachment of the Town or Village right-of-way without prior approval by the Selectboard or Trustees. Objects in the ROW are placed there at the owner's risk and the Town /Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the municipal ROW, flowerpots, basketball hoops, etc.

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of

the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

Title 24, Section 2291, Enumeration of Powers provides "...For the purpose of promoting the public health, safety, welfare and convenience, a town, city or incorporated village shall have the following powers:

...to provide for the removal of snow and ice from sidewalks by the owner, occupant or person having charge of the abutting property."

In June of 2010, the State Supreme Court held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. A copy of the full excerpt from this Court finding is included in the Appendix. The Town and Village will make reasonable attempts to evenly distribute plowed snow between and among neighboring properties. However, the location of driveways, fire hydrants, mailboxes and the like may not enable an "equal" distribution of plowed snow along roadways. Neither the Town nor the Village has the resources in terms of manpower, equipment or funds to expend time and effort in redistribution of snow piles along roadways. The primary function and objective of the departments during the winter is as designated in the jointly adopted resolution in the Winter Plan, i.e., . . . "The Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers" . . .

Title 23, Section 1126a, Depositing snow onto or across certain highways prohibited, states that"(a) No person, other than an employee in the performance of his or her official duties or other person authorized by the agency of transportation (in the case of state highways) or selectboard (in the case of town highways), shall plow or otherwise deposit snow onto the traveled way, shoulder or sidewalk of a state highway or a class 1, 2 or 3 town highway.

(b) Nothing in this section should be construed to be in derogation of any municipal ordinance regulating the deposit of snow within the limits of town highways."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates an obstruction which is dangerous. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Departments will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Information flyers covering these topics have been developed to notify customers of violations of these regulations and ordinances. Such notices are not legally enforceable documents but do provide the basis for police enforcement if such warnings are ignored. Copies are contained in Appendix 13.

APPENDIX 1

Pre-Winter Preparation, Orientation and Training

The Importance of Coordination

Update the operations plan yearly based on the previous years' experience and let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings.

Know the plowing and spreading routes

1. All employees will make trial runs of their routes before winter to familiarize themselves with routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there in the past. Plan fall meetings to familiarize road crews with their winter duties and all routes in case someone becomes ill and another crewmember must take over the route.
2. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures that will be hidden from a plow, including fire hydrants, guard rails, drop inlets, catch basins and curbing ends. Discuss and mark, if needed, areas that have been consistent sources of complaints in the past.
3. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
4. Review the new development plowing plan with the full crew in late fall. Identify which new roads not yet accepted will be plowed by the Town.

Effective Radio/TV Communication

1. Review the alert notification roster and radio calls with all employees.
2. Check all radio equipment and insure that working spares are stockpiled at the garage.
3. Review the storm warning system with all affected employees.

Equipment - Operation and Maintenance

1. Each Public Works Superintendent is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.

2. Prior to the onset of winter, the mechanic and superintendent will perform complete vehicle inspections on all winter equipment to include at a minimum:

- check of all wing and plow hydraulic systems to insure proper operation

- check on the condition of moldboards, cutting edges

- operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand or salt spreading and operational checks of the computer-controlled material feed systems

- brake checks, air and hydraulic hose checks

- all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered).

- replacement of side or end-body reflective tape as necessary

3. The Town mechanic or the Village Public Works Superintendent as appropriate will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

4. The Public Works Superintendent will insure that operators perform and document preventive maintenance on a daily basis to include at a minimum:

- inspection of tires for wear

- checks on brakes and air systems

- checks of hydraulic hoses for leaks

- visible structural checks of frames and the pins holding the bed to the frame

- all electrical equipment, especially lights, wiring and sockets

- wipers

- plow blade wear

- safety equipment checks (see Appendix 8)

Materials

1. The Public Works Superintendents are responsible for insuring that adequate supplies of sand, salt and other winter products are on hand prior to the start of winter.
2. The Public Works Superintendents are responsible for maintaining adequate supplies of gravel, pea-stone, salt, calcium chloride, liquid salt (brine) and other winter products throughout the winter.

Training

Training will be conducted annually and as needed based upon the experience of the workforce on some or all of the following subjects in support of winter operations:

1. The winter snow plan
2. How salt, salt brine, calcium chloride and other deicing agents work
3. How and when to use the appropriate materials and mix of materials
4. Application rates/salt reduction
5. Special storm situations/ review of problems and complaints from previous year
6. Special deicing problems/locations
7. Winter safety considerations
8. Police/Public Works communications
9. Parking/towing ordinance
10. Public relations/complaint procedures / interaction with the public
11. Other subjects as appropriate
12. Accident procedures
13. Record keeping on material usage

APPENDIX 2

Continuing Operations During Non-Storm Periods

Soon after a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

Equipment needs to be inspected, using preventive maintenance techniques, and repairs made as necessary. Special attention needs to be given to tires, brakes, snowplows - including wings, shoes, bearings, spinners and chloride feed systems.

Written documentation is needed on a daily basis by each equipment operator during the winter on the hours plowed, the amount and type of materials used and any identification of ongoing problems or hazards that need be addressed.

Plow routes need to be driven and checked for identification of problems, especially illegal plowing by driveway contractors, problem mailboxes, snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the supervisor.

Materials, especially salt, need to be reordered to try and provide an adequate stockpile on-site.

It is important to wing-back snow on road shoulders following each major deposition of snow and to clear critical areas to make room for future storage. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snow plows. Therefore, winging-back is an ongoing function which needs to be addressed as soon as storms subside and the amount of stockpiled snow dictates that winging-back is needed.

It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.

Following a storm, generally within 48 hours, an investigation will be made of all complaints received during the storm. The investigation will be completed by the Director, Superintendent, Foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

Hauling of Snow: The Town outside the Village

The Winter Operating Plan does not include hauling snow in the Town outside the Village. The Town plowing equipment is configured to haul and spread winter products – sand, salt and other materials. It is not configured to haul snow with major, time consuming and labor intensive changes to the equipment. In addition, the Town has no location established and permitted for ecologically safe dumping of snow.

However, at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and contract dump trucks to haul limited quantities of snow from a specific site. The principle purpose of snow removal is for the public's safety and not for the convenience of the public. The hauled snow shall be dumped on Town owned land where it will have the least possible impact on the environment. The location will be determined by the Public Works Director or Superintendent.

Hauling of Snow: The Village

The Village hauls snow from a number of select locations to include but not necessarily limited to Railroad Street and the parking lot serving the Village offices. As determined by the Village Public Works Superintendent, snow may also be hauled from approximately 16 cul-de-sac locations. The designated snow storage area is at the Village Wastewater Treatment Facility.

APPENDIX 3

Post-Winter Follow-Up

Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside affected groups, including fire, rescue, police, schools, industry, the public and elected officials to obtain input for improvement in the coming season.

Give all equipment a thorough maintenance check after the last snowstorm of the winter.

1. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
2. Order new plow blades and other equipment as necessary.
- 3.. Oil and grease all moving parts before storing equipment.

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as but not limited to ice patches, frost heaves, and poor ditching.

Identify new equipment needs for improving operations.

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changing equipment and technology.

Develop and maintain a list of the significant complaints and/or plow route or technique changes that occurred during the past winter. Use these notes to develop changes to plow routes or special situations for incorporation into the Winter Operations Plan for the next year.

APPENDIX 4

Material Application Guidelines

Application rates and use of various materials will need to be adjusted not only for different storm events but also during each event. Storms seldom do what they are predicted to do. During a snow or ice event, traffic volumes and patterns will vary. All these variables are the reason that all application tables relating to snow and ice control refer to themselves as guidelines. Important things to remember include:

Techniques:

Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, salt brine, calcium chloride, other deicing products or mixes and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.

Take advantage of nature when deicing. Let the wind help to spread salt or sand over the road. On elevated curves, let gravity work by spreading on the high part of the curve.

Sand does not melt anything. It has ability to aid in traction and that is it. It may be used in a mix with salt or other de-icing products during a freezing rain event or when temperatures are so low as to render deicing agents useless.

Always plow before applying any kind of chemical. If the blade can scrape anything off the pavement, it should be down.

Higher traffic volumes will aid in the melting of snow and ice. In general application rates can be lower on these roads.

To know when to reapply deicer on the road, watch the tires of cars travelling along the road. If snow falls directly behind the tires, it is time to reapply salt. If snow fans out under the tires, the deicer is still working. When snow begins to accumulate, generally plow and stop the application of deicer.

Higher traffic speeds will sweep straight salt off the road leaving less deicing product on the road, which reduces its ability to address the precipitation.

Remove snow, if necessary, from intersections, sharp corners and bends to improve visibility.

It is not cost effective to use dry salt when pavement temperatures are below 15 degrees F.

Give salt and treated salt time to work. Generally apply salt or brine early to create a brine at the snow/road interface and salt late for clearing.

Increase salt application during the night and on sunless days when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a sunny day are often sufficiently high that salting is not needed other than on bridges or heavily tree canopied roadways.

Adjust the spinner speed to the lowest possible for the conditions.

The goal should be to never melt everything. It should be to break the bond to the pavement made by the snow and ice.

Sometimes, it is best to do nothing or postpone plowing until there is a build-up on the road.

Tables on the following two pages are taken from the American Public Works Association document entitled Municipal Snow and Ice control by Matt Wittum, latest version dated August 2014.

Deicing Application Rate Guideline 12' of pavement (one lane)

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs. / one -lane mile			
			Salt Pre-wetted/ Pretreated with Salt Brine	Salt Pre-wetted/ Pretreated with Other Blends	Dry Salt *	Winter Sand (abrasives)
	Snow	Plow treat intersections only	80	70	100*	Not Recommended
>30° ↑	Frz. Rain	Apply Chemical	80	70	100*	Not Recommended
	Snow	Plow & apply chemical	80	70	100*	Not Recommended
30° ↓	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↑	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↓	Frz. Rain	Apply Chemical	160	140	200*	400
20-25° ↑	Snow or frz. Rain	Plow & apply chemical	160	140	200*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
20-25° ↓	Frz. Rain	Apply Chemical	240	210	300*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
15-20° ↑	Frz. Rain	Apply Chemical	240	210	300*	400
15-20° ↓	Snow or frz. Rain	Plow & apply chemical	240	210	300*	500 for frz.rain
0-15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300	Not Recommended	500 spot treat as needed
< 0°	Snow	Plow treat with blends, sand hazardous areas	Not Recommended	400**	Not Recommended	500 spot treat as needed

* Dry salt is not recommended It is likely to blow off the road before it melts ice.

** A blend of 6-8 gal/ton MgCl² or Ca Cl² added o NaCl can melt ice as low as -10°

APPENDIX 5

List of Radio Call Numbers

TOWN OF ESSEX - - RADIO CALL LIST

WINTER 2016-2017

Town Manager

Town Offices	81
Town Manager	11

Parks & Recreation Department

Ally Vile Director	33
Ken Booker	34
Recreation	31
Town Bus - - Jim Mack Len Bouchard Michael McKenzie	60
Village Bus Lucille Allen Wendy Peyrat	61

Community Development

Dana Farley	22
-------------	----

Public Works Department

Dennis Lutz - - Town Engineer	21
Aaron Martin - Assistant Engineer Cell Phone	29 363-5607
P.W. Office - - Chris Stoddard	91
Annie Costandi Stormwater Coordinator	23
Dan Gregoire Staff Engineer	355-8818 28

Water/Sewer cell phone #1	355-3602
Water/Sewer cell phone #2	363-3608

Highway Department

Ken Booker	34
Pete Daigle	108
Vacant	
Jerry Lesage	71
Tyler Bortz	603
Tom Kabusk	107
Rick Jones	112
Bob Miller	103
Dan Roberge	123
Carlton VonStritzky	25
Brian Roy	106
Eric Barkyoumb	26
Loren Ward Pager	27 290-4051
Cell Phone	355-3601
Dennis Lutz Cell Phone	21 355-3600
Highway Pager Cell Phone (on call)	290-4052 355-3602

Water/Sewer Department

Bob Whitten	604
Vacant	605
Ernie Oakes	607
Tyler Bortz	603
Water/Sewer Pager	290-4053

RADIO CALL NUMBERS	
390 Alpha	Essex Police - Base
390 Bravo	Detectives
391	(Chief)
392	Courtois, Paul (Det)
393	(Captain)
394	Sorrell, Ryon
395	LaRose, Brad (Chief)
396	Hollwedel, Robin (Lt)
397	Chistolini, Mike
398	Miglinas, Kurt (Cpl)
399	Kissinger, Rob (Lt)
400	Hall, Rob (Cpl)
401	
402	Ruttenberg, John
403	Estes, Rob (Det Sgt)
404	
405	Dunning, Stephen
406	Karadza, Damir
407	Roberto, Mick
408	Ashley, Chris (Cpl)
409	Piro, Ed (Cpl)
410	Dunn, John (Cpl)
411	Murtie, George (Capt)
412	Martel, Lance
413	Graham, Andrew
414	May, Chris (Det)
415	Beaulieu, Ken (Lt)
416	VanWinkle, Nick
417	Garey, Rick (Capt)
418	Lawton, Morgan (Det Cpl)
419	Wootton, Mike (Det Cpl)
161 2266	Gingras, Stephanie (ACO)
1821	Wells, Pete (PT)
1822	Nesto, Matt (PT)
1823	Kitchen, David (PT)
1824	Gamelin, Dan (PT)
1825	Jager, Gregg (PT)
1826	Johnson, Wade (PT)
1827	
1828	

List of Radio Call Numbers

VILLAGE OF ESSEX JUNCTION - - RADIO CALL LIST
WINTER 2015-2016
2016-2017

HIGHWAY:

Name	Radio Contact Number
Rick Jones, Superintendent	501
Jamie McMahon, Crew Leader	502
Vacant, water Tech	503
Ron Bundy	504
Cory Beaudin	505
Mike Fraser	506
Steve Benoit	507
Troy Wilbur	508

WASTEWATER TREATMENT FACILITY

Name	Radio Contact Number
Jim Jutras, Water Quality Superintendent	921
Bernie Fleury, Assistant Chief Operator	922
Howard Kimball	923
Patrick Boutin	924
Chelsea Mandigo	925
Paul Douglass	926

Section 1

APPENDIX 6

Contacts for Winter Storm Emergencies

	<u>Contact Person</u>	<u>Phone #</u>
Essex Fire Departments	Police Dispatcher	878-8331
Essex Rescue	Police Dispatcher	878-8331
Essex Town School System	Mark Andrews	878-8168 (w) 324-8752 (c)
	Superintendent	888-3536 (h)
Dylan McNamara	Jessica Little	878-8168 (w)
	Dir. Student Support Svcs	355-9766 (cell) 316-0266
Essex Community Ed. Ctr.	Judith Denova	857-7000 x 4018 (w)
Chief Financial Officer	Grant Geisler Deac Decarreau	857-7000 x 4005 (w)
Property Services	Bruce Murdough	857-7000 x 1050 (w)
Essex School Bus Garage	Muriel	662-4544 (w)
Mountain Transit (Main Office)	Marty McCrae Brian Lauziere	893-1334 (ofc)
Marty McCrae Brian Lauziere (Manager)		338-8773 373-7853 (cell)
Communications Coordinator	Ben Dickie	857-7000 4018 (w)
Global Foundries 24 hr Security Dispatch		769-2559 or 769-2558
Radio Station	WJOY/WOKO (Fax #862-0786)	658-1230
	WEZF (Fax #655-1993)	655-0093
	WVMT/WXXX (Fax #655-1329)	655-1620
	WIZN (Fax #860-1818)	860-2453

APPENDIX 7

List of Contractors for Assistance

<u>NAME</u>	<u>TELEPHONE #</u>
Ormond Bushey & Sons, Inc. (Ormond) 2 Bushey Lane Essex Jct., VT	872-8110
John Leo & Sons P.O. Box 8265 Essex, VT 05451	878-4982
Don Weston Excavating, Inc 349 Commerce Street Essex, VT. 05451	860-1566
Dave Stygles Woods Hollow Road Westford, VT	879-0178
Dave's Rubbish Removal 6 Curtis Avenue Essex Jct., VT	878-2668
Wayne Russin Excavating Underhill, VT.	899-3396
S and D Landscapes 66 Logwood Circle Essex, VT 05452	879-8970

Winter Safety Practices**Personal Safety**

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, non-insulated boots will not keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

Prevent Dehydration

1. The first evidence of dehydration is dark, yellow-colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.
2. Carry fluids in the vehicle -- water, tea, coffee, soup. Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.

Recognize Symptoms of Common Injuries/Life Threatening Conditions

3. Exposure to cold and wind chill factors

Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15 mph wind is equivalent to -24°F temperatures.

Initial symptoms of exposure to cold include shivering, numbness, low body temperatures, drowsiness and marked muscular weakness.

Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

2. Frostbite

Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, then becomes numb; pain may occur, then let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.

Treatment includes:

- (1) Protect the frozen area from further injury
- (2) Gradually warm the frostbitten area as soon as possible
- (3) Seek medical assistance immediately in the case of severe frostbite

3. Snow blindness

Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.

Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.

Prevention: use sunglasses on bright sunny days

Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.

Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.

Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth-to-mouth resuscitation and medical assistance obtained immediately.

Equipment Safety

Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.

Check each vehicle for working safety/emergency equipment onboard to include:

1. flashlight
2. fire extinguisher
3. first aid kit
4. safety flares
5. warning signs with reflectors
6. operational communications equipment
7. shovel, hammer, pliers, screwdrivers
8. safety vests

Do not exceed appropriate speeds for the equipment or operation. Obey posted speed limits.

Operational Safety

The foreman is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of 16 hours, except in extreme emergencies. The foreman also needs to pre-qualify drivers to ensure that they have the capability and skill to operate assigned equipment.

On Town vehicles, the mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment. On Village vehicles, the Public Works Superintendent performs this task.

Operators need to be especially cognizant of the following situations:

1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
3. Children playing in snowbanks; snow forts.
4. Inability to see immediately behind vehicles, especially when backing up.
5. Crowding the centerline.
6. Excessive speed.

Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

Section 1

APPENDIX 9 Adjacent Towns' Contact Lists

<u>TOWN</u>		<u>CONTACT PERSON</u>	<u>WORK TEL #</u>
Burlington Public Works		Chapin Spencer	863-9094 863-0466 fax
Burlington Streets		Rob Green	865-7200 863-0466 fax
Colchester		Bryan Osborne	264-5625 264-5503 fax
Essex Junction	Ricky	Rick Jones	878-6944 878-6946 fax
Jericho		Doug Siple	Office 899-9970 or Garage 899-3180 899-5549 fax
Milton	Dustin Keelty	Roger Hunt	893-6030 or 893-6655 893-1005 fax
South Burlington		Justin Rabidoux	658-7961 658-7976 fax
Underhill		Nate Sullivan	Office 899-4434 Shop 899-9959
Westford		Brent Meacham	Office 878-4587 or Garage 879-4306 879-6503 fax
Williston		Bruce Hoar	878-1239 (w) 434-2069 (h)
Winooski		Peter Wernsdorfer pmwernsdorfer@winooski.org	655-6410 655-1957
State Highways		Dave Blackmore Rejean LaFleche (GM)	655-1580 343-1699

Section 1

APPENDIX 10 Winter Notes to Police

1. Is the problem Town-wide, restricted to one area of Town or at a specific location?
The problem location needs to be defined as accurately as possible.
2. What is the specific nature of the problem?

Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe is the condition and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or over?

Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.
3. What is being done by the Police Department pending arrival of Public Works employees?

Will the Officer remain on site?
Will barricades be put up?
Will roads be closed?
Will Fire/Rescue be contacted?
Will the media be contacted?
4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

APPENDIX 11

Warning Notes/Fliers

- 1. PARKING BAN**
- 2. CHILDREN WARNING**
- 3. SNOW ON WALKS**
- 4. HIT MAILBOX**
- 5. MAILBOX INSTALLATION/CORRECTION**

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the Town of Essex or the Village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and seven a.m. (Section 7.20.050A of the Town Ordinance)”

The ban applies whether or not it snows.

Vehicles found in violation of the Town or Village Towing Ordinance shall be towed and subject to a fine.

The owner of vehicles parked within the Town or Village right-of-way may also be liable for damages.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

A WARNING

Do not allow your children to play on or build fort or tunnels in roadside snow banks. Snow plows cannot change their speed or direction quickly enough to prevent injury or death to children playing in the snow banks.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

REMINDER:

According to Title 19, Section 1111B of the Vt Statutes, "it is illegal to deposit material of any kind within, or in any way affect the grade of a highway right of way without a written permit from the Board of Selectmen of a Town."

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . "A person other than a municipality who places or causes to be placed an obstruction or encroachment in a public highway or trail so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000 plus . . ."

PLEASE CONSIDER THIS A WARNING.

**Town of Essex
Village of Essex Junction
Department of Public Works**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

The Public Works Dept. has determined that the damage to your mailbox was done by a Town/Village plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.

In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.

The Selectboard and Trustees have established an upper limit for mailbox reimbursement of \$45.

Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.

To report a damaged mailbox, please call the Town or Village Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Town of Essex
Village of Essex Junction
Department of Public Works
Town Public Works 878-1344
Village Public Works 878-6944**

MAILBOX CORRECTION NEEDED

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened**
- Too close to road, move back**
- Too low, raise to appropriate height**
- Secure fastener(s) / Connection loose**
- Other**

American Association of State Highway and Transportation Officials (AASHTO) "A Guide for Erecting Mailboxes on Highways"

- **Height - - 42" to 48" from road surface**
- **Setback - -
with curb - - 6" to 12" from face of curb
uncurbed - - a minimum 12" from the
edge of pavement**

APPENDIX 12

Vermont Supreme Court Ruling 2010

Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be Dismissed.

In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35

The plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this actions is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property.

OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking."

OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow throw and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow."

Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center.

VLCT News, June 2010

SECTION 2
WINTER OPERATIONS
SPECIFIC TO THE
TOWN
OUTSIDE THE VILLAGE

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN

OUTSIDE THE VILLAGE

General

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over 75.66 miles of accepted Town roadways, 23.16 miles of which are gravel and 52.50 miles paved, as well as over 58 miles of waterline, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Selectboard. The Public Works Director manages seven functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The day-to-day operations of Vehicle Maintenance, Highway and Public Buildings are supervised and coordinated by the Public Works Superintendent. The Public Works Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Secretary. The Town Engineer/Utility Director is responsible for the Water/Sewer and Engineering Divisions and acts for the Public Works Director in his absence. Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

Pager Responsibility

During the winter of ~~2015-2016~~ 2016-2017, the non-working-hours pager responsibility (HIGHWAY PAGER 290-4052) will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the Public Works Superintendent, Highway Foreman or Public Works Director arrives and takes over responsibility. A list of persons carrying the pager and dates has been published and is in effect.

If contact cannot be made with the Highway Pager, the Public Works Superintendent should be paged (290-4051) followed by use of the Notification list identified in Section 2, Appendix E.

Winter Storm Operations

Determination of Town Operations

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number (879-6689) or the Superintendent's number (878-0886).

Equipment

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road 7 cy dump truck **and a 14 cy dump truck** do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

Materials

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately 800 tons of salt are maintained on-site in covered salt sheds. Usage decreased last winter after a large usage in the previous year---due entirely to winter weather conditions. In recent years salt usage has been lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401
862-9802, 863-1311 or 1-800-243-7258

Another potential source is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy
1-888 762-7258 or 1-585 243-9510 Ext. 1405

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

4. Salt brine may be utilized under certain conditions. It was created on-site through a system constructed by Town employees. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions, and therefore, the Town only has a stockpile of 500 to 600 gallons available for use during a given storm.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product under consideration is Ice-be-Gone (Magic Salt). If used, it will be sprayed onto a portion of the stored salt and will be used at temperatures around 15 degrees or lower.

Snow Plowing and Sanding/Salting Operations

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (~~7-cy~~ **(one 7 cy and a 14 cy capacity)**) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes in excess of four hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads for each designated route are:

S.Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road
Susie Wilson Road Bypass
Kellogg Road
Gardenside Lane

Susie Wilson Support Route (Truck 123 – 3 cy)

Old Colchester Road
Gentes Road
Pinecrest Drive

NW Gravel Roads (Truck 106 – 14 cy)

Brigham Hill Road
Lamore to Discovery
Chapin Road
Lost Nation Road to Discovery Road
Discovery Road

Central Route A (Truck 103 – 7 cy)

Essex Way
Towers Road
Old Stage Road
Clover Drive

Central Route B (Truck 104 – 3 cy)

Billie Butler Drive/Carmichael Street
Tanglewood Drive
Lamell area

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area
Foster Road
Maplelawn Drive
Margaret Street
Deer Crossing

NE Gravel/Paved Route (Truck 108-7 cy)

Weed Road
Osgood Hill Road
Bixby Hill Road
Sleepy Hollow

SE Paved Route (Truck 107)

Lower Sandhill Road
Valleyview Drive/Pinewood Drive loop
North Williston Road
Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Sydney Drive, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collector, minor or dead end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing of cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).

5. Sidewalk clearing in designated areas will generally begin in priority areas with the onset of a storm, except during weekends. During some storm events, lack of manpower or equipment may prevent sidewalks from being cleared until well after the end of the storm. Road clearing takes precedence over sidewalk clearing.

The areas of sidewalk which are planned for clearing include:

- (a) The bikepath from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (b) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rte 128 to Sandhill Road (new walkway section in Essex Center)
- (c) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (d) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (e) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (f) Essex Way from Rt. 15 to the end of bituminous path in the Woodlands Development, between Repa and Bashaw Drive (one side)
- (g) Bixby Hill Road from Rt. 128 to Iris Street
- (h) Foster Road & Founders Rd. bike path
- (i) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)
- (j) The Craftsbury Court to Rt. 15 interconnecting trail
- (k) From the interconnecting trail at Craftsbury Ct. west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the Rt. 15 intersection.
- (l) Kellogg Road to the Colchester Town line (both sides)

- (m) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (n) Blair Road
- (o) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rt.15 (new)
- (p) Gauthier Drive and New England Drive (one side)
- (q) Path adjacent to Old Colchester Rd from Rt. 2A to the Village boundary
- (r) Carmichael Street (both sides) to the end of the accepted roads *1
- (s) The path on Marion and Irene Avenues (one side)
- (t) The path on Rt. 128 from Irene Avenue to Thomas Lane
- (u) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Rt. 15.
- (v) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (w) The temporary gravel path from Rt. 15 (Butlers Corners) to the Town Center parking lot.
- (x) Pioneer Drive from Pinecrest Drive to Blair Road
- (y) Saybrook Road from Rt. 15 to the 1st driveway intersection on the west side.
- (z) The multiuse pedestrian path on the south side of Rt.15 from Saybrook Road to Sunset Road
- (aa) The paved, multi-use path along Rt. 15 from Essex Way west to the end of the paved section in the Town green-space
- (bb) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (cc) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (dd) Rt. 15 from Sunset Drive to the Shopping Center ped crossing
- (ee) Commonwealth Ave (east side) from Rt. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.
- (ff) A new pedestrian crossing on Sand Hill Road near Founders Road will be kept open. The sidewalk on Maplelawn Drive will not be plowed.
- (gg) North side of Freeman Woods to and around cul-de-sac.

*1 – Note: Construction is underway at the time of development of the Winter Operations Plan to connect Carmichael Street sidewalks from east to west with a paved path. If completed prior to winter, this path will be plowed by the Town. Other sidewalks in the Town Center may be plowed if construction is complete prior to the onset of winter.

Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least "one side of the street" coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalks to a central point within the major developments on the main entrance road to the development.

The amount of sidewalk plowing is limited both by the amount of equipment and the lack of manpower in Public Works to place an employee on the sidewalk plows. In a full storm situation, every truck used for plowing is manned by one employee. There are 10 trucks and 10 employees for winter operations. The Department has two sidewalk plows but insufficient

staffing for both. The sidewalk plow is staffed by utilizing either a temporary employee, a water/sewer operator or the Town mechanic. When the water/sewer operator or Town mechanic is taken from his normal duties to run the sidewalk plow, coverage is lost in their area of primary responsibility.

Without additional staffing, sidewalk plowing is a secondary task generally undertaken only after the primary vehicle routes are open. A one-pass coverage of the sidewalks designated for plowing takes from 6 hours (v-plow) to 10 hours (blower) to accomplish with one employee.

Special Practices for ~~2015-2016~~ 2016-2017

1. The winter of ~~2014-2015~~ 2015-2016 was characterized by ~~an early onset of winter,~~ generally mild conditions and low ~~with temperatures that remained below freezing for very extended periods,~~ moderate snowfall and significant use of deicing product with a sharp reduction in materials usage and overtime. Supply availability of salt, sand and other materials was not a problem. ~~Salt prices rose 20% after budgets were approved and this had a significant impact on costs.~~ A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the ~~past two years~~ last year.

	2014-2015 2015-2016 (budget)	2014-2015 2015-2016 (actual)	2015-2016 2016-2017 (budget)
Overtime (hours)	4,150	3,052 1402	4,150
Sand (tons)	3,800 4200	4,555 1560	4,200 4700
Salt (ton)	1,750	1,520 977	1,750 1700

2. The procedures followed in the winter of 2014–2015 to reduce overtime, sand and salt use will again be used in the winter of ~~2015–2016~~. 2016-2017.
3. Salt use will be applied at reduced application levels on flat roads and dead end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes.
4. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-up of snow and ice will be allowed to accumulate. Typical streets are: Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.

5. The areas of sidewalk clearing are kept level from last year. The intent is to generally clear sidewalks without extensive use of week-end overtime; although sidewalks will be plowed on weekends when they are part of a continuous storm cleanup or when conditions warrant as determined by the P.W. Superintendent or P.W. Director. Unless the sidewalks are cleared immediately following a Friday or Saturday storm, followed by dropping temperatures, cleanup cannot be effective on Monday. The surface is too frozen to move without the high use of salt and excessive labor.

6. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum or no staffing.

7. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

8. On paved roads, salt brine ~~will~~ **may** be used in combination with salt in the 25 degree (+ or -) to 34 degree range; salt with liquid calcium chloride and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated and all drivers will be required to report on their salt usage following each storm to the Superintendent.

9. The Town used contract plowing services last year to plow certain sidewalks **and angled parking** in the Town Center area (Carmichael Street), beyond the operational capability of the Town. ~~The intent is to~~ **A contract has been signed** for this specific service for ~~2015-2016~~ **2016-2017.**

10. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- assistance to school buses
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Snow Removal on State Highways in the Town of Essex

Within the Town of Essex, there are over 22 miles of State highways, including:

- Rt. 15 (Center Road, Jericho Road)
- Rt. 117 (River Road)
- Rt. 128 (Browns River Road)
- Rt. 2A (Colchester Road)
- Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dave Blackmore, Rejean LaFleche or Dick Hosking at 655-1580.

Use of Sand / Salt from the Town Highway Garage

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails of sand from a stockpile outside the gate to the highway garage.

Mailbox Policy and Encroachment in the Public Right of Way

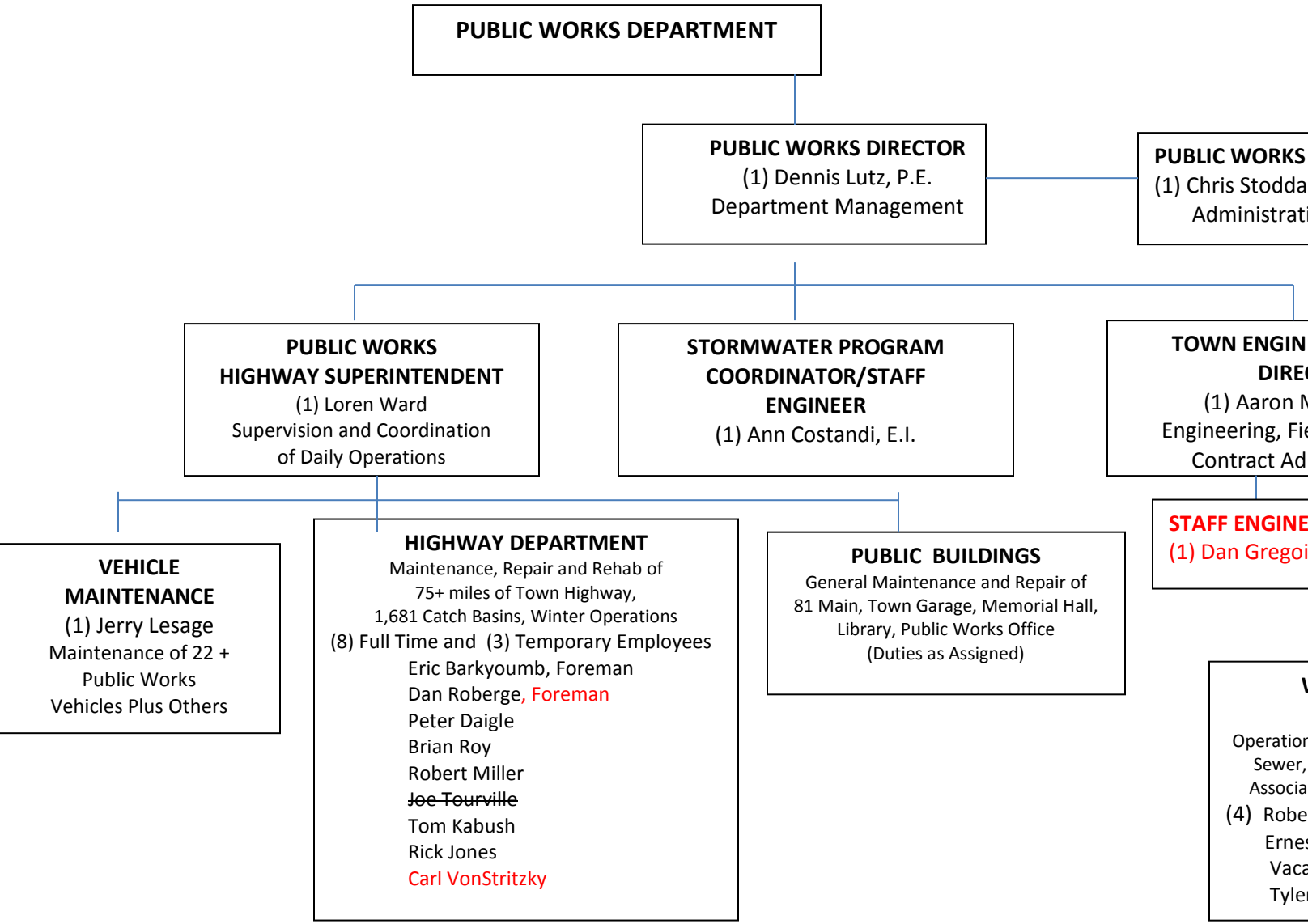
Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences, flowerpots, basketball hoops, etc., (placed within the Town ROW).
2. To ensure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes located in the Town right-of-way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.
 - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.
 - c) Owners of mailboxes have a responsibility to contact Public Works at 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
 - d) The clearing around mailboxes is the sole responsibility of the owner and not the Town. With the large number of streets to plow and limited municipal resources, Town plows cannot provide a level of service that clears the road to every mailbox.
 - e) The Town will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Town will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

3. The Town will restore or replace objects located on private property damaged as a result of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme Court Ruling in 2010.
4. Recovery of damages will be pursued by the Town, if Town equipment is damaged due to objects placed in the Town ROW.

**SECTION 2, APPENDIX A
2015-2016**

ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS DEPARTMENT



SECTION 2, APPENDIX B
~~2015-2016~~ **2016-2017**

VEHICLE AND ROUTE ASSIGNMENTS

The following list of operators and trucks will be used this winter:

<u>VehicleOperator</u>	
34	Ken Booker (Parks & Rec)
25	Tyler Bortz Carl VonStritzky
102	To be determined (vacant)
103	Bob Miller
104	Rick Jones water/sewer employee
105	Eric Barkyoumb
106	Brian Roy
107	Joe Tourville Tom Kabusk
108	Pete Daigle
109	Tom Kabusk
112	Rick Jones
123	Dan Roberge
118	sidewalk plow -- to be determined (temp help)
119	sidewalk plow – to be determined (temp help)

3 cy & 7 cy and 14cy Dump-trucks & Pick-Ups:

In the event the primary operator is out, a secondary operator will be assigned. In the event that qualified operators are not available for all the routes, other route operators will expand their coverage and the sidewalk plowing operations will stop until operators are available. If this occurs, the overall clearing of roads in the Town will be significantly slower.

Small Dump-trucks:

All highway and water-sewer employees assigned to PW for the winter

Sidewalk Plow:

All highway and water-sewer employees assigned to PW for the winter

It should be noted that all route assignments are subject to change to meet Department needs and specific assignments are solely the responsibility of management within the Public Works Department.

SECTION 2, APPENDIX C

~~2015-2016~~

2016-2017

TOWN EQUIPMENT FOR SNOW OPERATIONS

PRIMARY ROUTES

- 2010 Int'l 14 cy dual axle D/T with 1-way, 11' snow plow and 10' wing with under carriage discharge (#106) - gravel roads
- 2007 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2009 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- 2012 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing with liquid brine tank (paved roads) (#103)
- 2006 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2014 Freightliner, 3 cy with angle 9' 8" snow plow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle 9' 8" snow plow and 9' wing plow (#104 – partial time)
- 2016 Int'l 3cy D/T with angle 9' 8" plow and 9" wing plow (#112 – partial time)**

CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS

- 2015 Int'l 3 cyD/T, 9' 8" all angle plow, with 9' wing plow (#104) primary route (partial time)
- 2014 Freightliner 3 cy D/T, 9' 8" plow with 9' wing (#123) primary route (partial time)
- 2016** ~~2006~~ Int'l 3 cy D/T, 9' 8" plow with 9' wing (#112)
- 2008 Ford 4x4 Crew Cab all-angle, 9' hydraulic snow plow (#102) (as needed to fill in)
- 2016** ~~2008~~ Ford F350 1-ton pickup with plow and drop-in sander (#25)

SUPPORT EQUIPMENT

- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2001 Trackless Sidewalk Snow Plow (#118)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#116)
- 2015 John Deere 524 Bucket Loader (#219)
- 2012 MB MSV Sidewalk Snow Plow (#119)

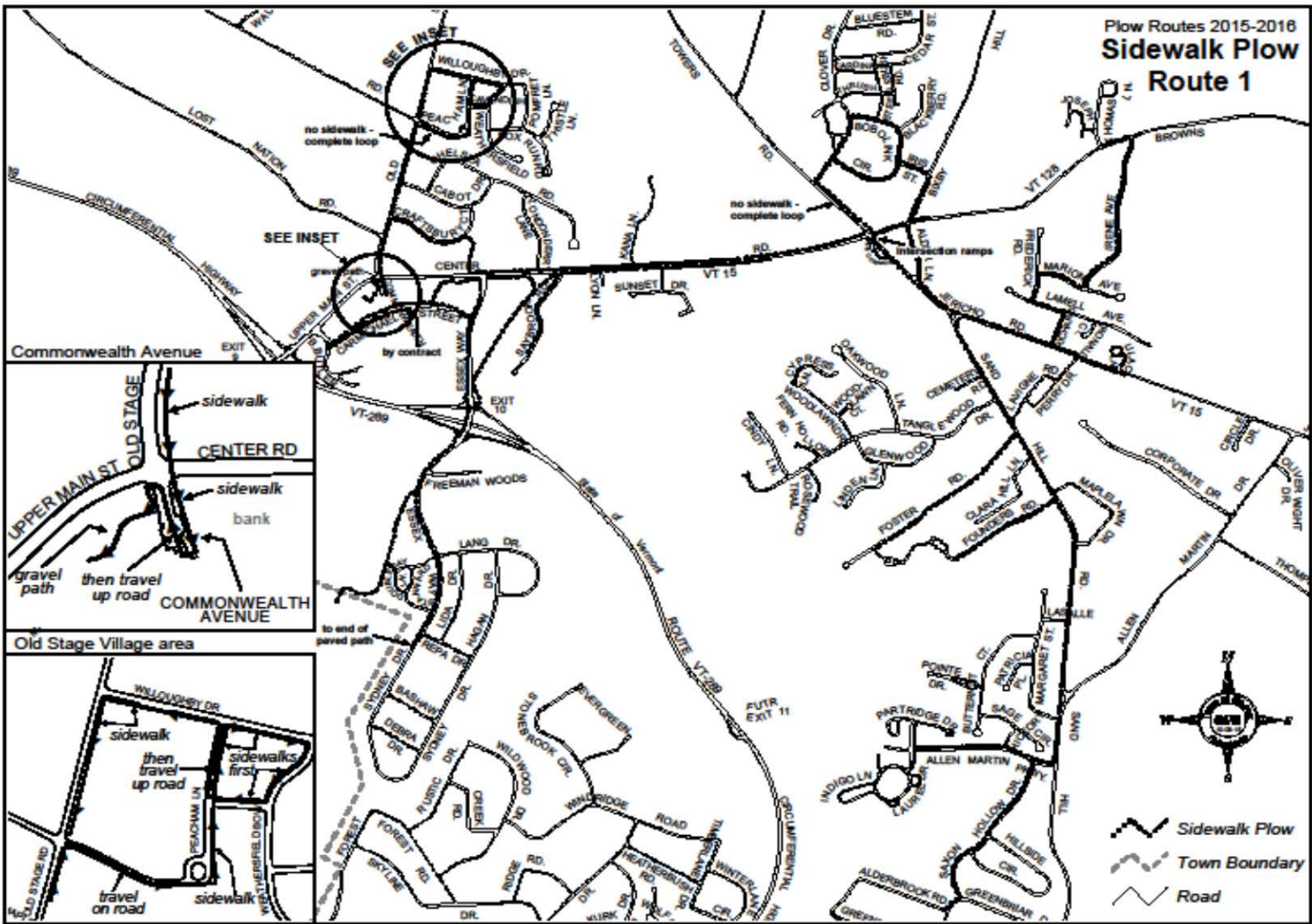
SECTION 2, APPENDIX D

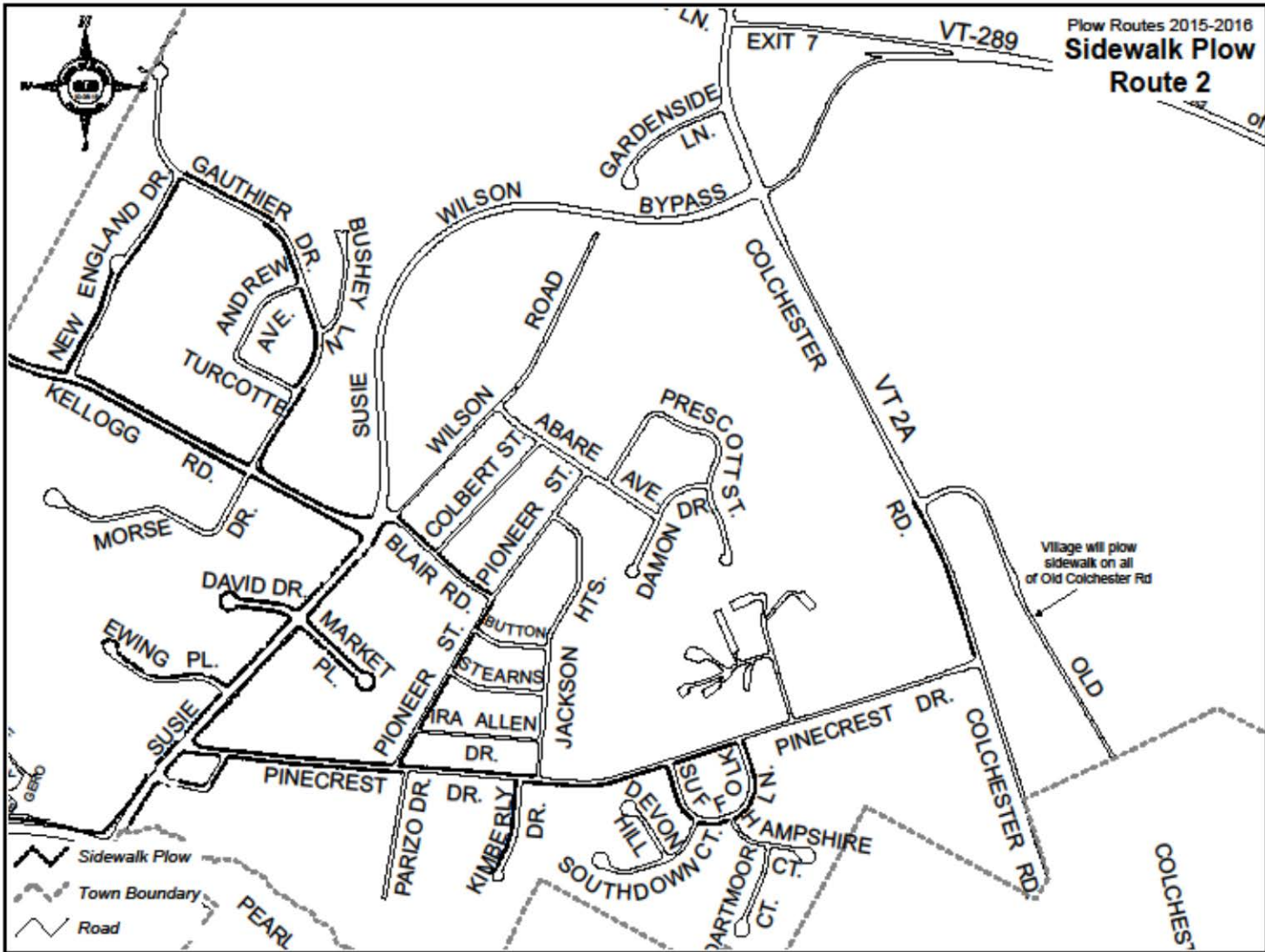
~~**2015-2016**~~

2016-2017

MAPS OF HIGHWAY ROUTES (TOWN)

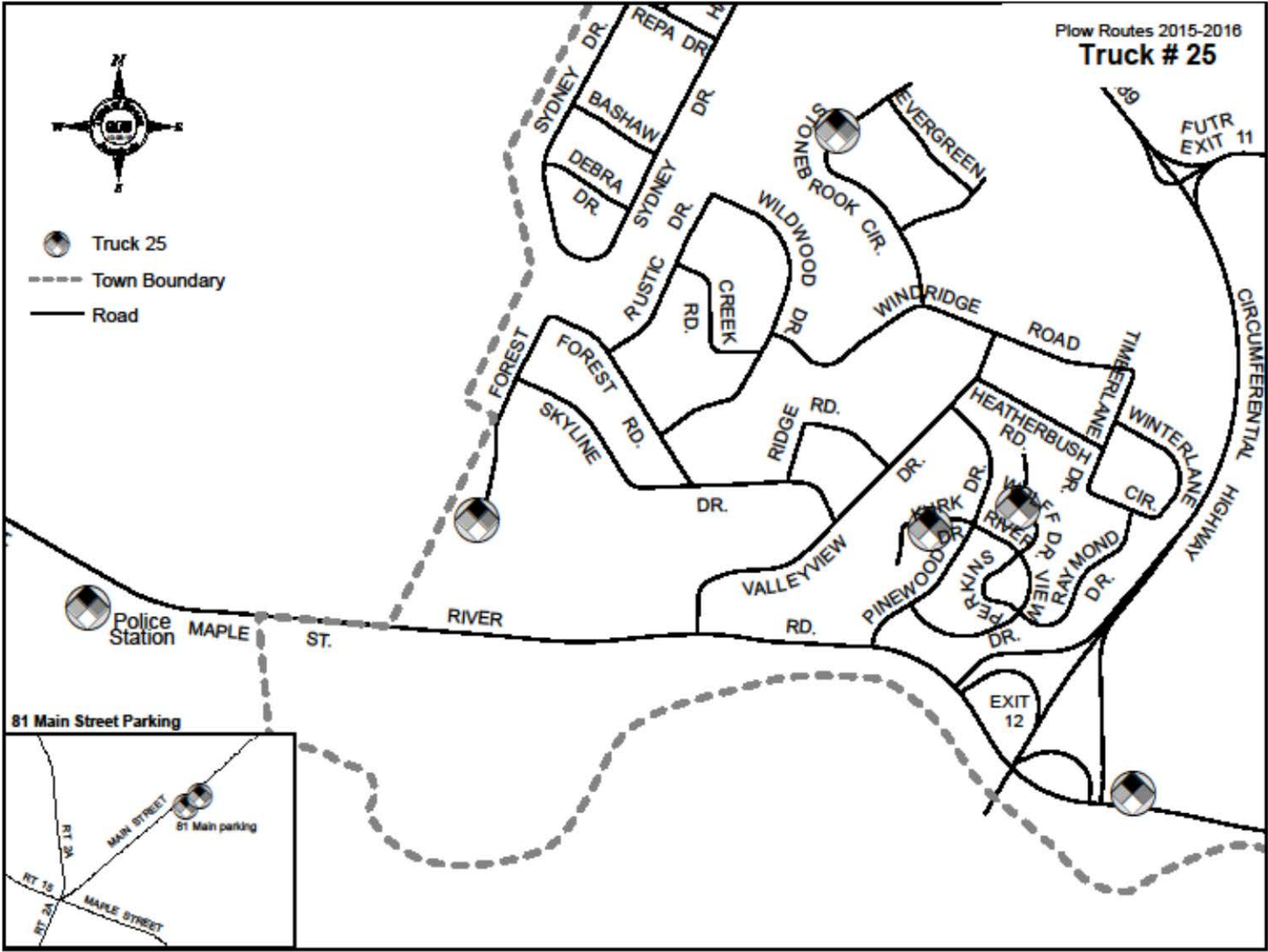
Plow Routes 2015-2018
Sidewalk Plow
Route 1





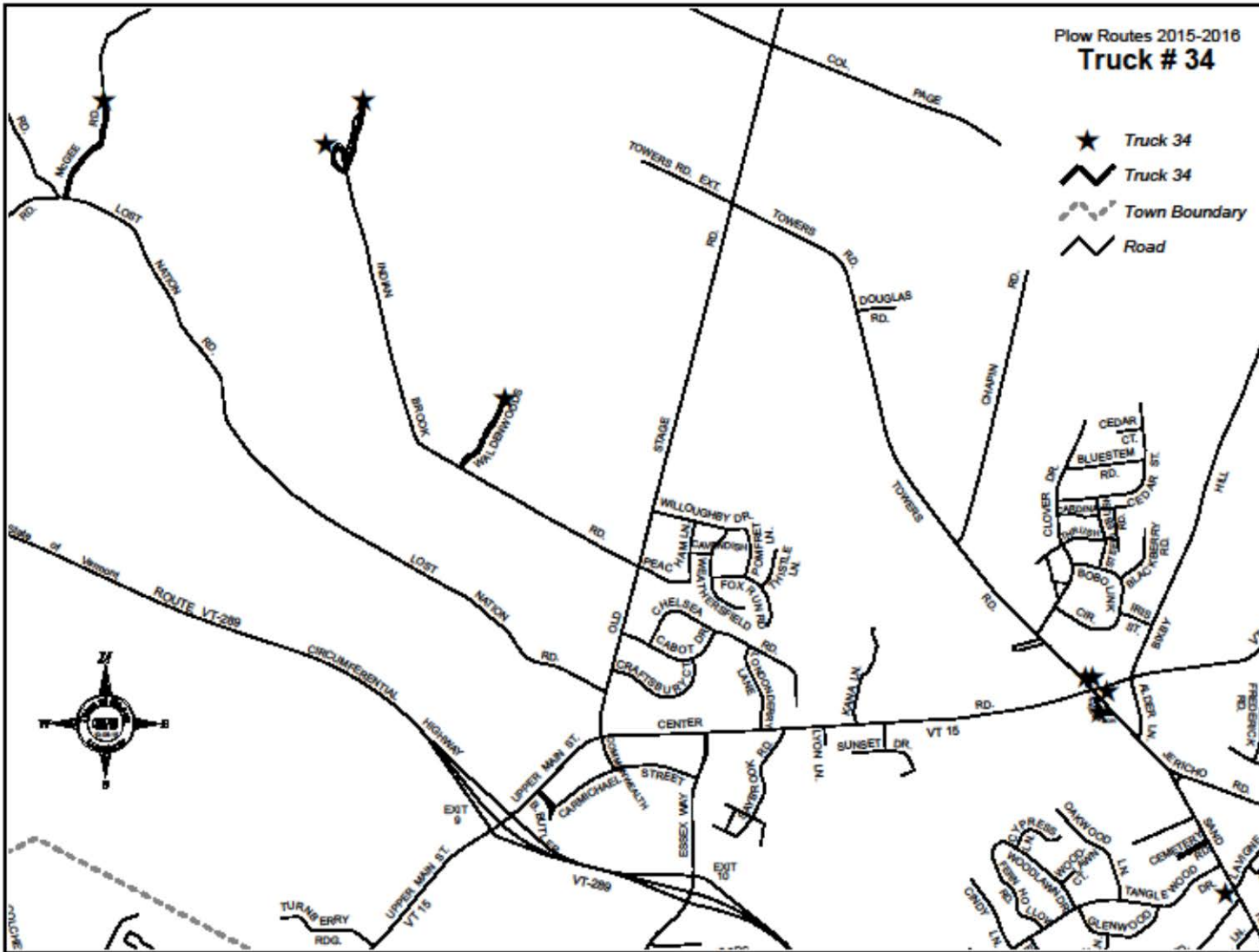
Plow Routes 2015-2016

Truck # 25








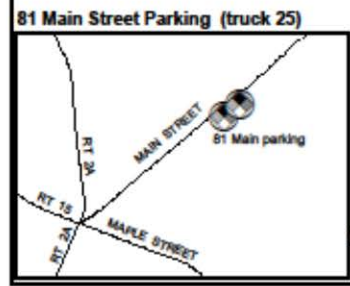
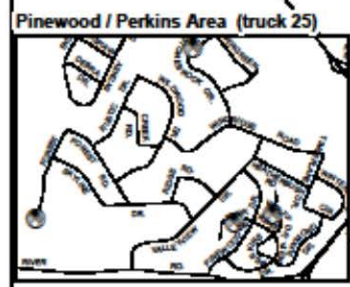
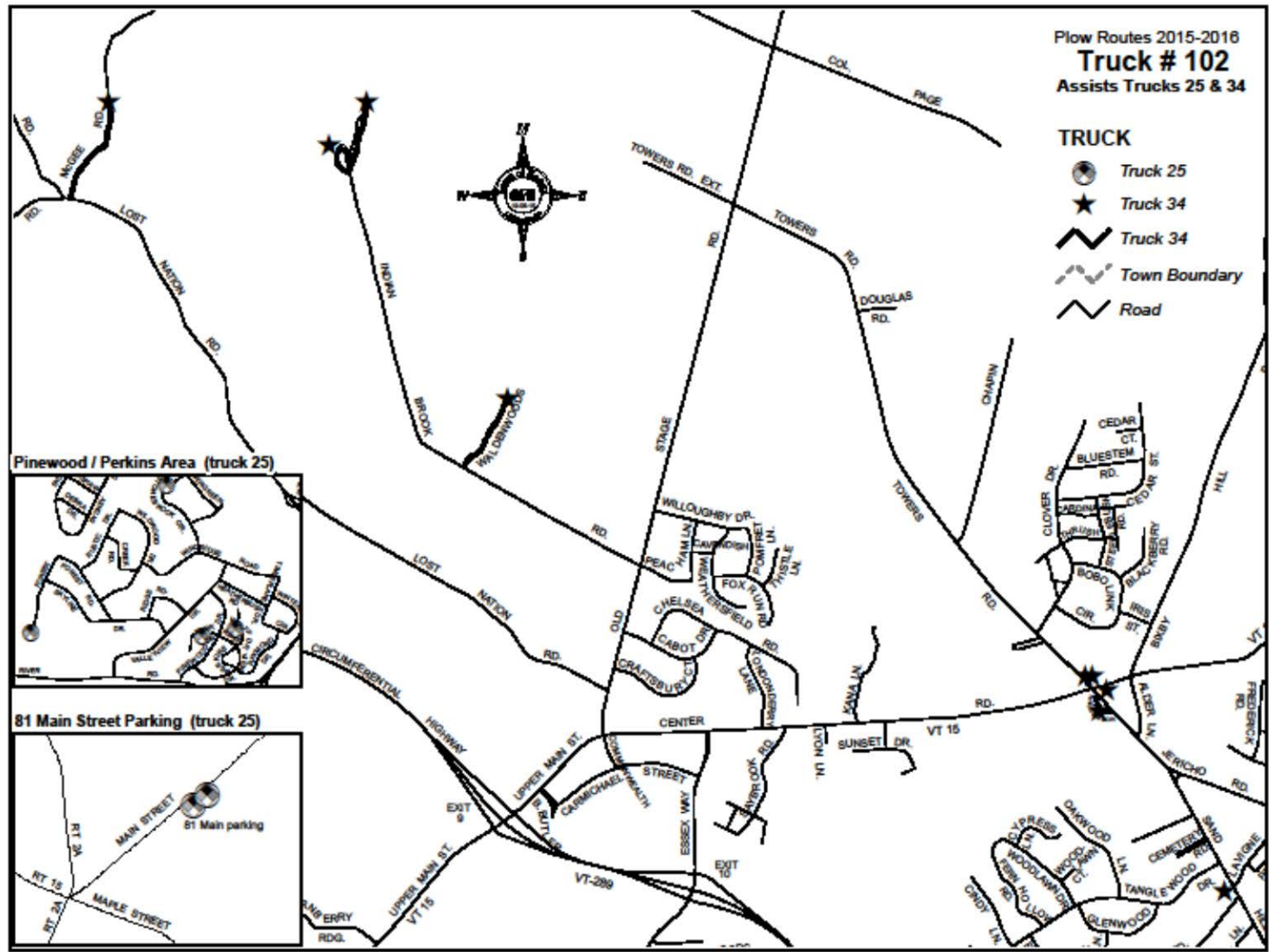
Flow Routes 2015-2016
Truck # 34

- ★ Truck 34
- ⚡ Truck 34
- Town Boundary
- ∩ Road



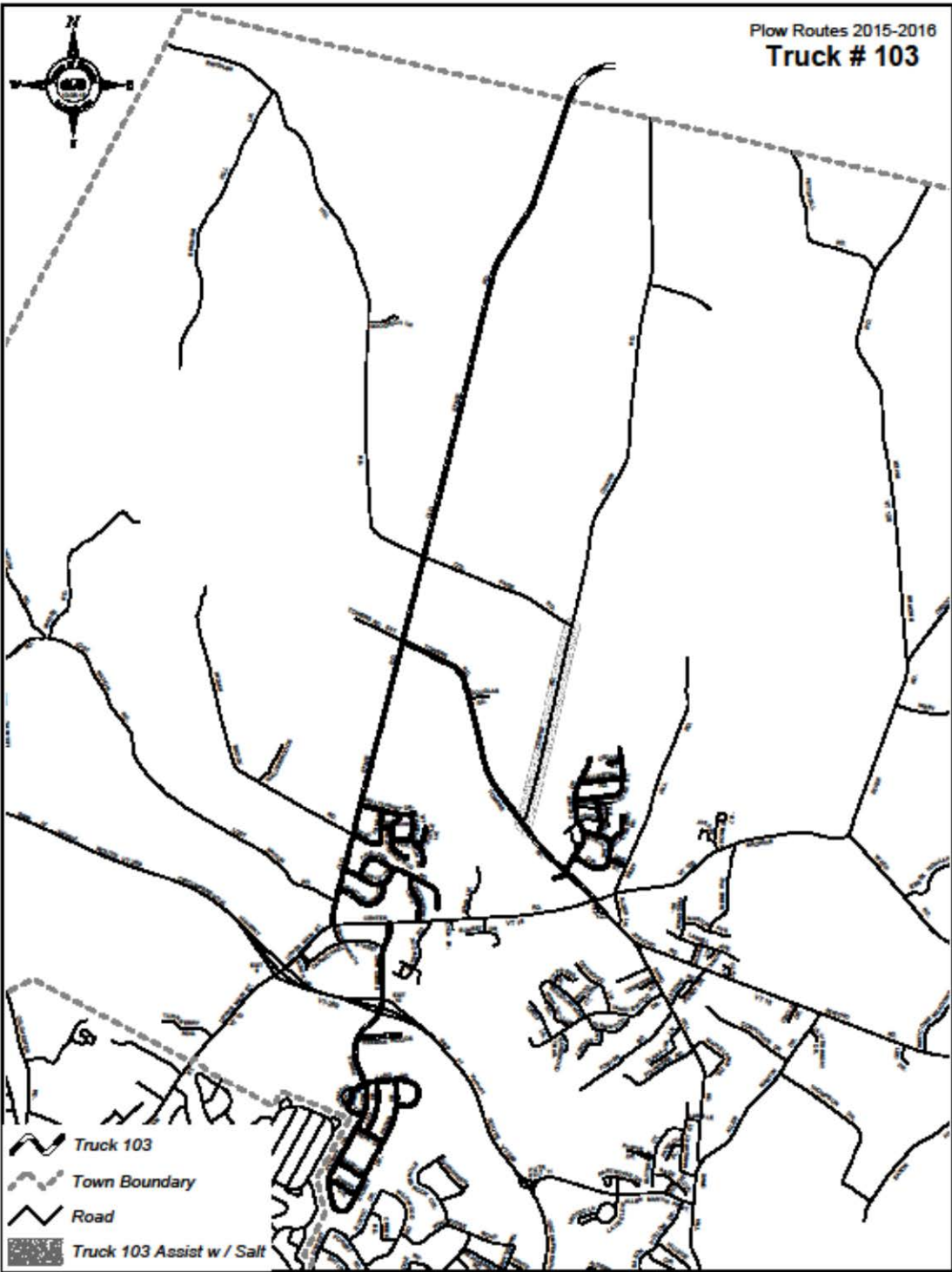
Flow Routes 2015-2016
Truck # 102
 Assists Trucks 25 & 34

- TRUCK**
-  Truck 25
 -  Truck 34
 -  Truck 34
 -  Town Boundary
 -  Road

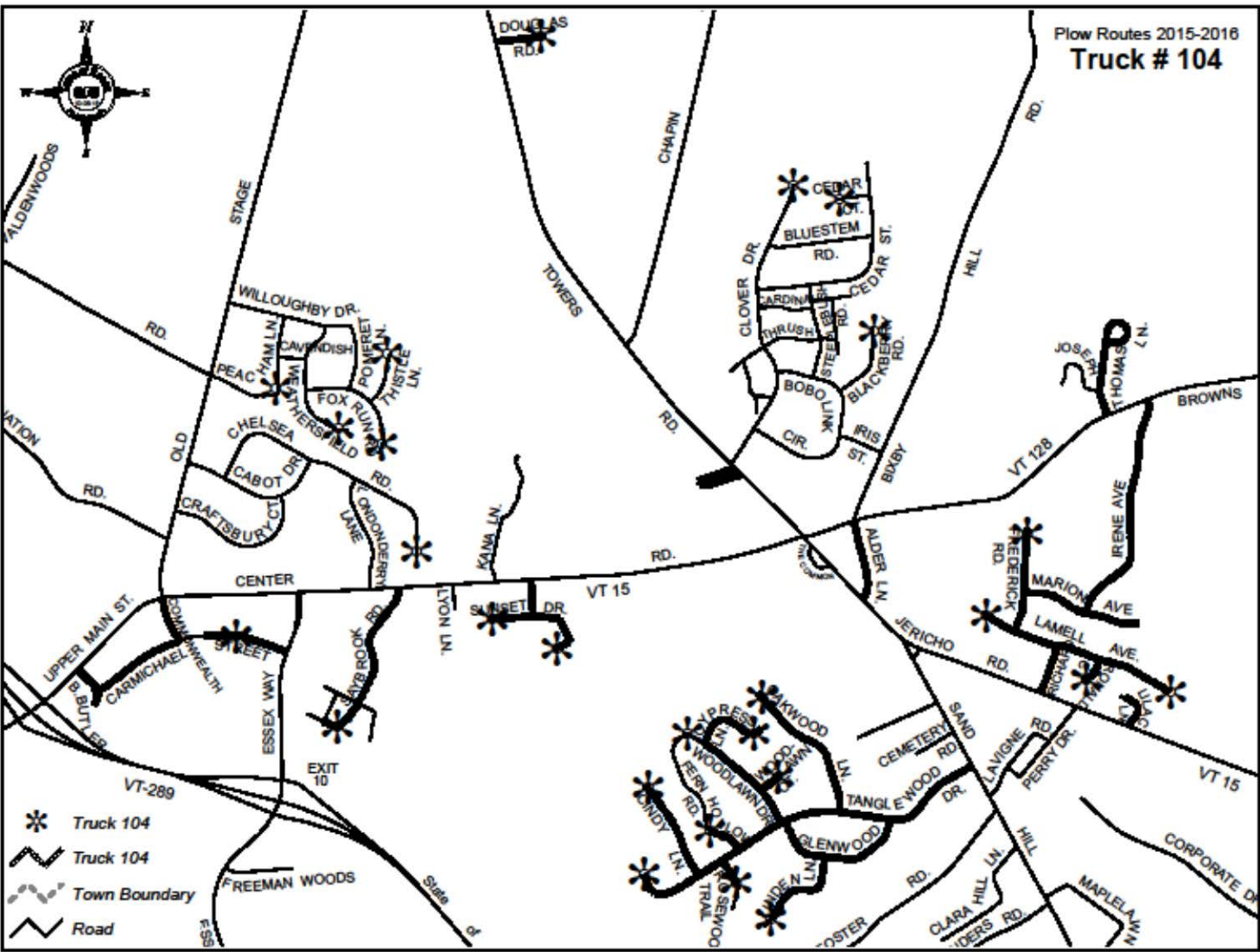


Plow Routes 2015-2016

Truck # 103



Plow Routes 2015-2016
Truck # 104

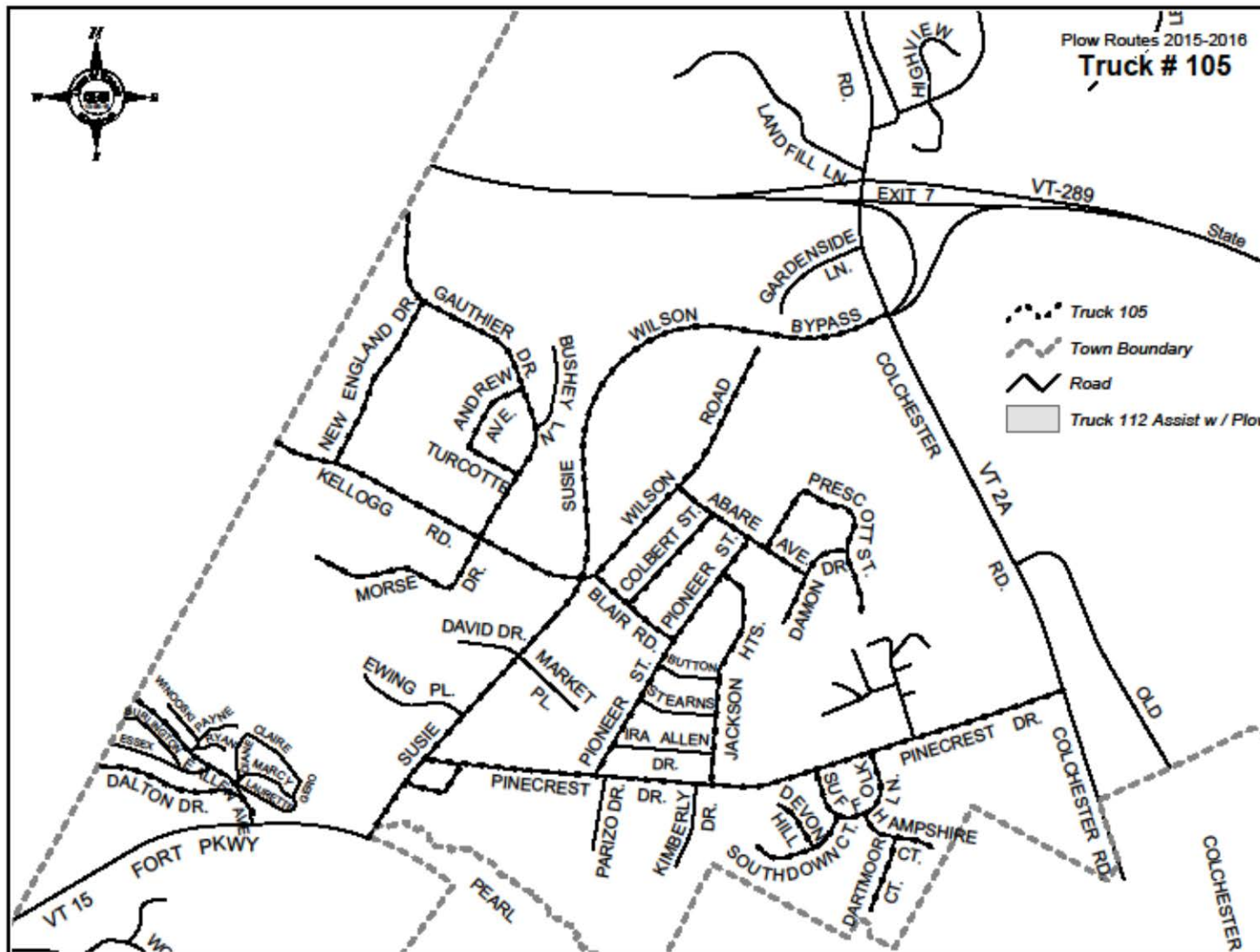




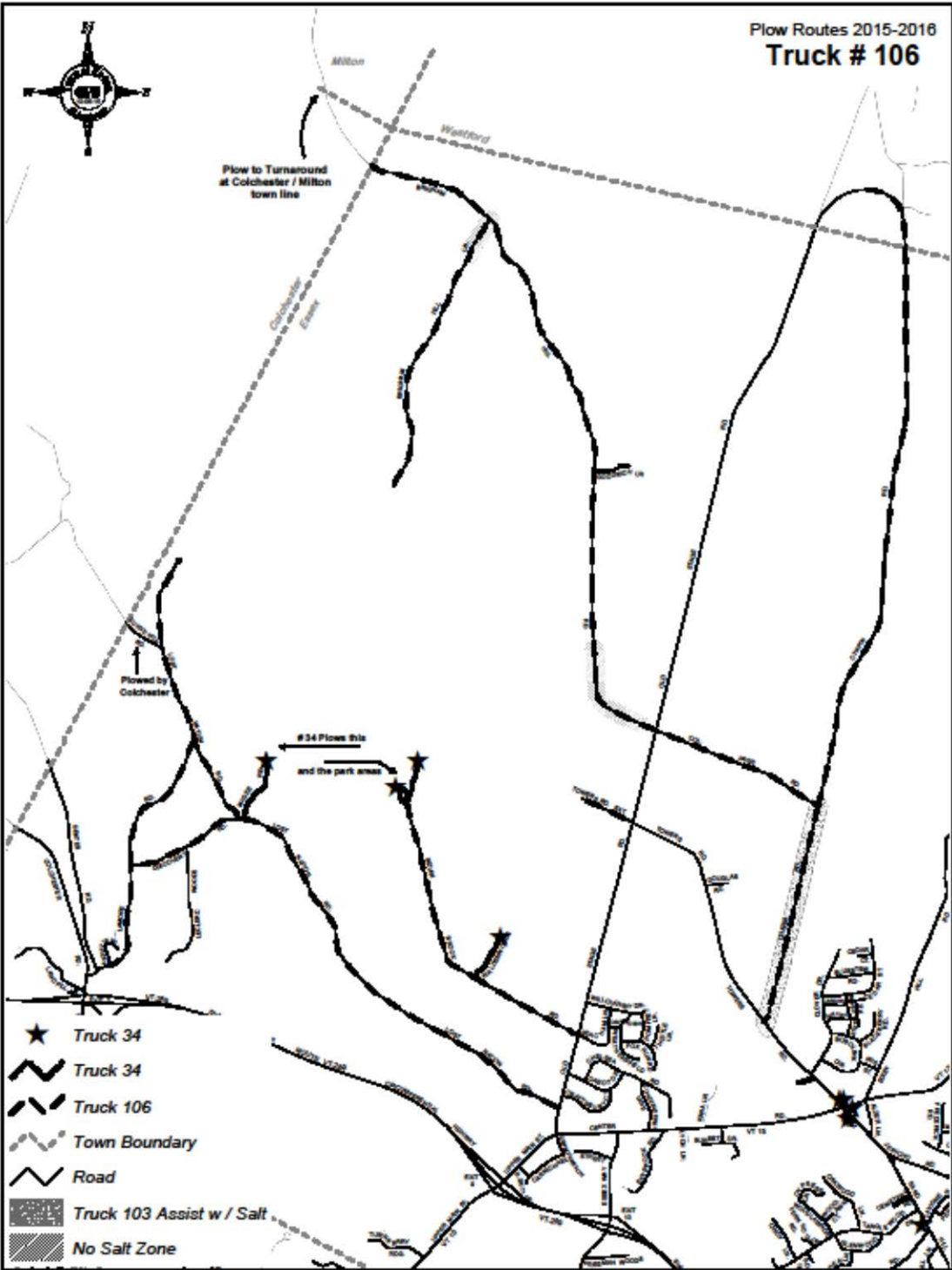
Plow Routes 2015-2016

Truck # 105

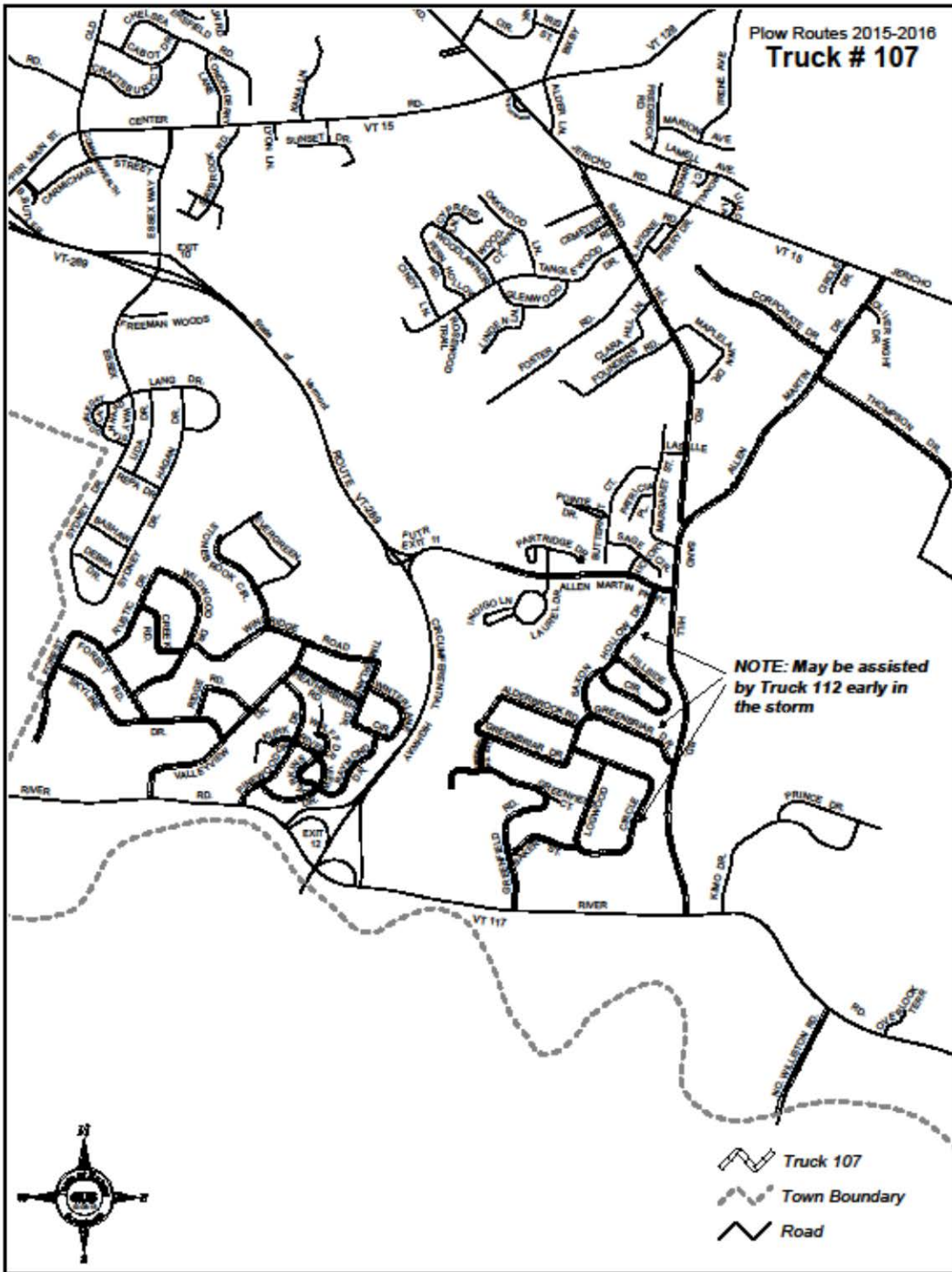
- Truck 105
- Town Boundary
- Road
- Truck 112 Assist w / Plow



Plow Routes 2015-2016
Truck # 106



Plow Routes 2015-2016
Truck # 107

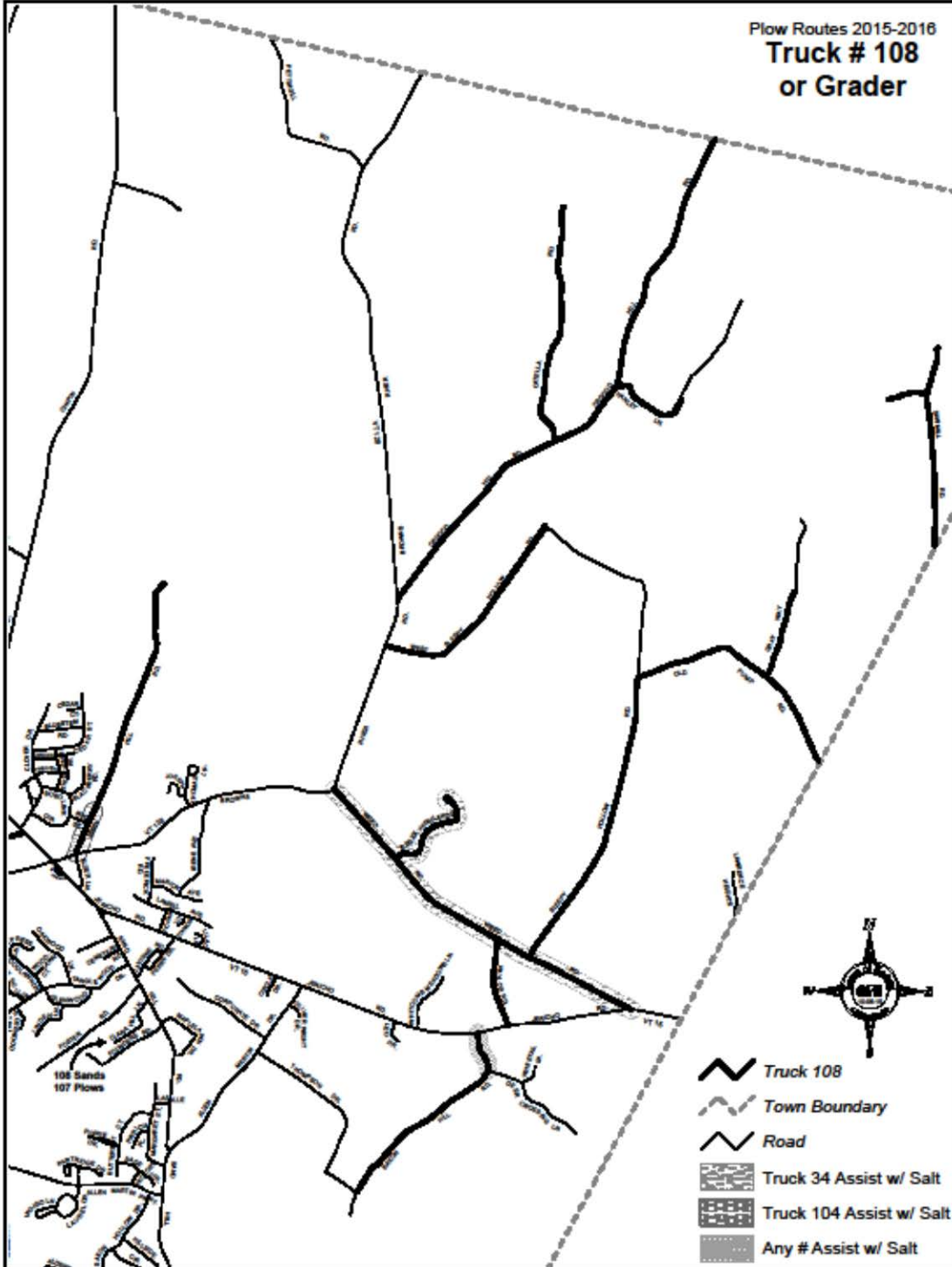


NOTE: May be assisted
by Truck 112 early in
the storm

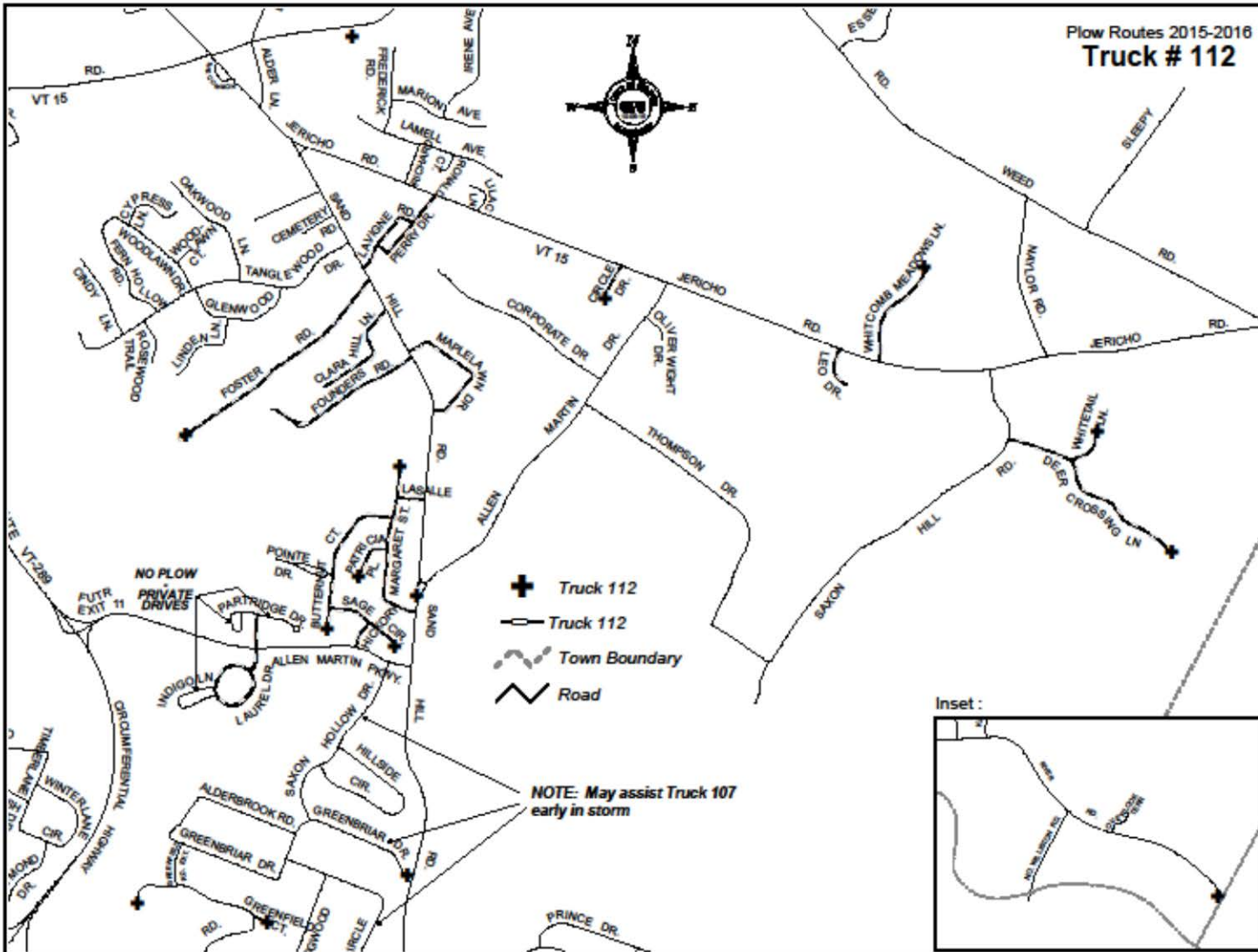
- Truck 107
- Town Boundary
- Road

Plow Routes 2015-2016

Truck # 108 or Grader



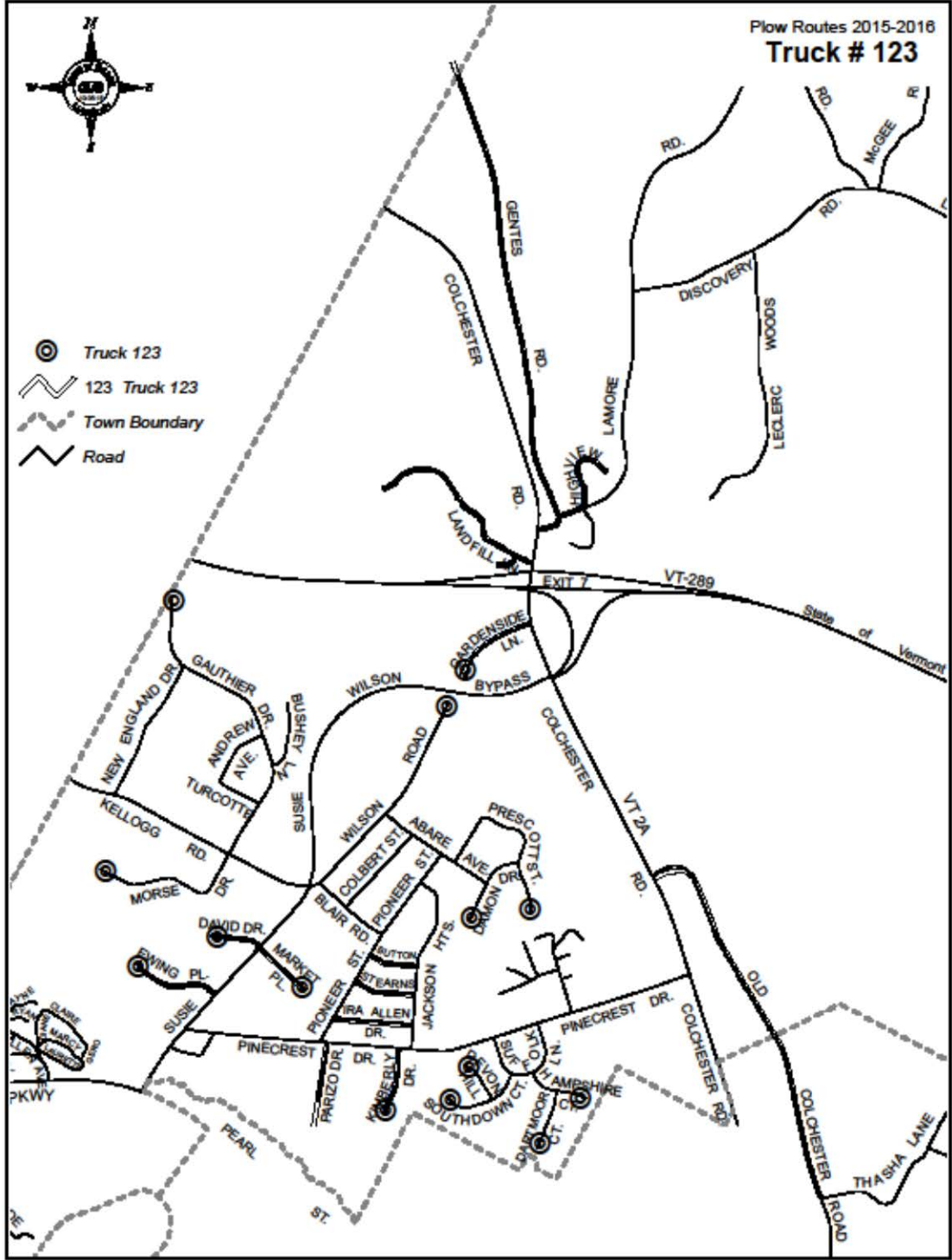
Plow Routes 2015-2016
Truck # 112



Plow Routes 2015-2016
Truck # 123



- Truck 123
- 123 Truck 123
- Town Boundary
- Road



SECTION 2, APPENDIX E

TOWN OF ESSEX PUBLIC WORKS NOTIFICATION LIST

September 7, 2016

In an emergency during non-working hours*, use the following system to contact department personnel:

Highway Related Problems, including flooding, trees down, snowfall etc.

During Working Hours:

The Police Department will contact 27 first, then 26 (if necessary) by radio. If no contact, call the Public Works Office (878-1344), then the Highway Superintendent's office (878-0886) and finally the Highway Garage (879-6689)

During Non-working Hours:

The Police Department will call the highway pager (**802-290-4052**) then utilize the call-out list below. Call immediately, one person after another, until someone is reached. If no one on this list can be reached, utilize the Water/Sewer pager as a last resort.

	<u>Home</u>	<u>Pager</u>	<u>Radio</u>
1.	Loren Ward	899-2527 (Cell Phone 488-0316)	27
		** (call pager 1 st) (Pager802- 290-4051)	
2.	Eric Barkyoumb	899-4489	26
3.	Dan Roberge	655-3638 (Cell Phone 363-6131)	123
4.	Joe Tourville Tom Kabusk	434-6558 355-8637	107
5.	Pete Daigle	849-6186 (Cell Phone 999-1970)	108
6.	Bob Miller	893-0308 (Cell Phone 370-1946)	103
7.	Brian Roy	373-3254	106
8.	Tom Kabusk Rick Jones	355-8637 849-0269 cell 338-1843	112
9.	Aaron Martin	878-3032 (Cell Phone 363-5607)	29
10.	Dan Gregoire	343-0767 (Cell Phone 355-8818)	28
11.	Dennis Lutz	863-1514 (Pager 802-290-4050) (Cell Phone 355-3600)	21
12.	Carl VonStritzky	922-0687	25
13.	Ken Booker	878-0269	34
14.	Rick Jones	849-0549 (Cell Phone 338-1843)	104
15.	Jerry Lesage	655-1808	71
16.	Tyler Bortz	922-5681	603
17.	Water/Sewer	Pager 802-290-4053	

Building Alarms (except for Town Library which has its own list):

During working hours:

The Alarm Service will call the Police Department first (878-8331); the Police Department will call either the Fire Department as appropriate to the alarm or Public Works via the Public Works office (878-1344), The Highway Garage (8789-6689) and finally the Highway Superintendent's office (878-0886).

During Non-working hours:

The Alarms Service will call the Police Department first (878-8331): the Police Department will call either the Fire Department as appropriate to the alarm or the Highway Pager (802-290-4051) and leave a call back number. If there is no response within 10 minutes, use the following call-out list and call immediately one person after another until someone is reached.

	<u>Home</u>	<u>Pager or cell</u>	<u>Radio</u>	
1.	Loren Ward	899-2527	Cell Phone 488-0316	27
2.	Aaron Martin	878-3032	Cell Phone 363-5607	29
3.	Dan Roberge	655-3638	Cell Phone 363-6131	123
4.	Eric Barkyoumb	899-4489		26
5.	Dennis Lutz	863-1514	Cell Phone 355-3600	21
6.	Dan Gregoire	343-0767	(Cell Phone 355-8818)	28

Water/Sewer Problems, including pump station alarms, water breaks, frozen lines, pumping of hydrants after a fire, etc.

The Alarm Service will call the pager (802-290-4053) and leave a call back number. The paged employee will call the alarm company back within 15 minutes. (1-800-933-4762)

If the pager is unanswered, the alarm company will call Public Works (878-1344). If the phone is unanswered at Public Works, the alarm company will call Essex Police at 878-8331.

Essex Police will respond as follows:

During working hours: Try 604, 607 or 603 on the radio. If no response, call:

- | | | |
|----|---------------------------------|----------|
| 1. | Water /Sewer offices | 878-7463 |
| 2. | Highway Superintendent's office | 878-0886 |
| 3. | Highway Garage | 879-6689 |

During Non-working hours call:

	<u>Home</u>	<u>Pager or cell</u>	<u>Radio</u>	
1.	Bob Whitten	857-5347	Cell Phone 363-5608	604
2.	Ernie Oakes	482-2567	Cell Phone 238-3435	607
3.	Tyler Bortz	922-5681		603
4.	Aaron Martin	878-3032	Cell Phone 363-5607	29
5.	Dan Gregoire	343-0767	Cell Phone 355-8818	28
6.	Dennis Lutz	863-1514	Cell Phone 355-3600	21

For the Essex Police: If there is a **water break** and no one on the list can be contacted, call **Champlain Water District (864-7454)**. They will use their call-out people to assist the Town. If there is a **sewer problem** that requires immediate attention and no one on the list can be contacted, use the call-out list for the Village of Essex Junction. In all cases, continue to try and reach someone from the Town Water/Sewer Department.

KEY OFFICE NUMBERS SUMMARY:

P.W.Superintendent: 878-0886 Highway Garage: 879-6689 Water/Sewer: 878-7463 (#2)
Police Dispatch: 878-8331 Parks & Rec: 878-7463 (#3)

NORMAL WORKING HOURS:

Public Works office
7:30 – 4:00 Mon.-Fri.

Highway, Water/Sewer
7:00 – 3:30 Mon.-Fri.

SECTION 2, APPENDIX F

Date Day	Time		Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl ₂	Other Material	Fuel Gal.	Comments
	From	To										
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
Week Totals												

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

**SECTION 2, APPENDIX G
2015-2016
TOWN TOWING ORDINANCE**

Chapter 7.24

TOWING

Sections:

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

7.24.010 Findings.
It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

7.24.020 Seasonal hours when parking prohibited.

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1st through April 1st of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

7.24.030 Unattended or obstructing vehicles prohibited

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

7.24-040 Removal of vehicles authorized when.

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property

would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

7.24.050 Towed vehicles – Registered owner responsibility.

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner at the time of parking. (§ 3 of Ord. passed 2/27/78)

7.24.060 Commercial towing service authorized when.

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state or local police officers, constable or deputy sheriff.
(§ 1 of Ord. passed 2/27/78)

7.24.070 Redemption of towed and stored vehicles – Costs.

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part): Ord. passed 5/15/89: § 2 of Ord. passed 2/27/78)

7-24-080 Citing in addition to towing when.

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine

not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

7.24.090 Chapter provisions not exclusive.

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)

SECTION 3
WINTER OPERATIONS
SPECIFIC TO THE
VILLAGE OF ESSEX JUNCTION

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

General

The Village of Essex Junction Public Works Department has the responsibility of maintaining essential services on over 35 miles of accepted Village roads, all of which are paved, 38 miles of paths/sidewalk, of which 32 are plowed, as well as over 40 miles of waterline, over 40 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Village Public Works Superintendent has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Village Trustees. The Public Works Superintendent manages six functional areas within the Department - Administration, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The Public Works Superintendent is responsible for winter field-crew operations. Section 3, Appendix A contains an organizational chart identifying Department structure; Section 3, Appendix B lists vehicle and route assignments; Section 3, Appendix C lists vehicles available for plowing.

The general procedures used by the Village during winter operations have been identified in Section 1. More specific details on Village operations are as follows:

Pager Responsibility

During the winter of ~~2015-2016~~ 2016-2017 the non-working-hours on-call responsibility (Contact number 250-0228) will be shared among selected Public Works Highway employees rotating on a published schedule. The person on-call will make an initial determination on how the storm event will be handled. The on-call employee will be temporarily in charge of operations until the Public Works Superintendent, arrives and takes over responsibility. A list of persons being on-call and dates has been published and is in effect.

If contact cannot be made with the on-call employee, the Public Works Superintendent should be called (316-3163) followed by use of the Notification list identified in Section 3, Appendix E.

Winter Storm Operations

Determination of Village Operations

Using the resources available to the Village and judgment based on experience, the Public Works Superintendent, or his designated representative, will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works, or his designee, will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Village Highway Garage off Jackson Street complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number (878-6942) or the Superintendent's number (316-6133).

Equipment

To support the operation, the Department has equipment available as noted in Section 3, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#34, #6, #5) as well as 1 of the 3 cy dump trucks (low pro #7).

Materials

At the Highway Garage yard located off Jackson Street, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Village are:

250 tons of sand.

Approximately 800 tons of salt are maintained on-site in covered salt sheds. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations.

As the on-site stockpile of salt is depleted, additional salt is ordered. The primary Village source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401
862-9802, 863-1311 or 1-800-243-7258

Another potential source is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy
1-888 762-7258 or 1 -585 243-9510 Ext 1405

Alternative deicing agents such as Magic Salt or Ice-Be-Gone, are utilized under certain conditions. It is rock salt treated with a liquid, agricultural by-product of the distilling process blended with magnesium chloride. It is applied in combination with straight rock salt as a material that is effective at lower temperatures. It is less corrosive than calcium chloride, biodegradable and has less impact on the environment. The product is sprayed onto rock salt and then mixed to create a semi-homogeneous mixture. The Ice-Be-Gone is obtained through the following distributor:

Magic Salt of Vermont
9 Oak Street
St Albans VT 05478

Snow Plowing and Salting Operations

The Public Works Department has organized the equipment into three subareas of the Village for routine operations. The areas are designated red, green and blue. The red area covers the northwestern part of the Village; the green area covers the central and northwestern area and the blue area covers the southern and southwestern portion. The smaller Low Pro and pic-up trucks are generally used to plow the smaller, less travelled routes and for clearing of the municipal parking lots. Each complete route for a single truck takes in excess of 3.5 hours to complete, once a major snow event is over.

1. The Village plan for clearing of roads generally follows the priority of State road classification:
The three classes in the Village are:
 - a. Class 1 Town highways are those town highways which form the extension of a State highway route and which carry a State highway route number.
 - b. Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than the normal amount of traffic.

The Trustees, with the approval of the Agency of Transportation, shall determine which highways are to be Class 2 highways.

- c. Class 3 town highways are all traveled town highways other than Class 1 or 2 which meet certain standards by the Agency of Transportation.
- d. Class 4 town highways are all those highways that are not Class 1, 2 or 3. There are none in the Village.

2. The routes have been established to provide highest priority coverage to the designated Class 1 roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads are:

Trucks 5 and 6 Plow the Class 1 roads in tandem

Park Street
Maple Street
Lincoln Street
Pearl Street
Main Street

3. Other high traffic volume roads, including all of the Class 2 roads follow shortly after the Class 1 roads or in conjunction with the plowing on the Class 1 roads:

Trucks 5 and 6 Plow independently:

West Street
South Street (east of West Street)
South Summit Street
Iroquois Road

Truck 34

Brickyard Road/Mansfield Avenue
Assists with salting the Class 1 and 2 roads
Other critical Red Zone roads

Truck 7

Prospect St.
Hillcrest Road
West Hillcrest Road
Other critical Green Zone roads

4. The next priority of plowing is the collector roads and lesser traffic volume roads within each color zone. Typical collector roads are Cascade Street, Fairview Drive, Rivendell Drive, Central Street, etc. Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Dead-end streets follow in priority,

although many may be cleared earlier in the process to meet the objectives of cycling and access on steep grades. In general, the trucks plow in the following areas:

Truck 5 and 6 : Blue Zone
Truck 7: Green Zone
Truck 34: Red Zone

5. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

6. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

7. Sidewalk clearing throughout the Village begins concurrent with street plowing. It is an important and critical element of the overall snow clearing operation due to the absence of school busing and the significant number of people who use the sidewalks in the winter. Only during periods of continuous heavy snowfall over an extended time frame will sidewalk clearing be delayed for clearing of streets.

8. The general plan for clearing of sidewalks is for all Class 1 and Class 2 roads with sidewalks or paths to be cleared on both sides of the road with the sidewalks on Class 3 roads cleared on only one side. Sidewalk clearing is performed concurrent with road clearing.

9. Sidewalk clearing is performed by both permanent and temporary employees using two sidewalk plows. A one-pass coverage of the sidewalks designated for plowing takes from 3.5 hours (v-plow) to 15 hours (blower) to accomplish with the two employees and two sidewalk plows.

Special Practices for ~~2015-2016~~ 2016-2017

1. The winter of ~~2014-2015~~ was characterized by an early onset of **generally mild conditions and low snowfall, with a sharp reduction in materials usage and overtime.** ~~winter, with temperatures that remained below freezing for very extended periods, moderate snowfall and significant use of deicing product.~~ Supply availability of salt, sand and other materials was not a problem. ~~Salt prices rose 20% after budgets were approved and this had a significant impact on costs.~~

A comparison of overtime and materials provides an indicator of activity level and conditions over the ~~past two years~~ **last year.**

	2014-2015 2015-2016 (budget)	2014-2015 2015-2016 (actual)	2015-2016 2016-2017 (budget)
Overtime (cost)	\$43,600	\$31,785	\$42,000
Materials (cost)	\$90,000	\$78,688	\$110,000

2. ~~Due to the high costs for the winter of 2014-2015, some changes are~~ Significant changes are not planned for the winter of ~~2015-2016.~~ 2016-2017. ~~In the past, an added deicing agent was used that, although effective, was expensive. To reduce costs, Public Works will purchase a different~~ the deicing agent directly and fill storage tanks onsite. Public Works will then mix the product with the road salt, saving ~~on the order of \$4,000 to \$5,000~~ costs. In addition, the trucks will be calibrated both before the season and partially through the season to ensure more accurate application rates.

3. Salt use will be applied at reduced levels where possible on flat roads and cul-de-sacs, but not eliminated.

4. The areas of sidewalk clearing are unchanged from last year. ~~with the exception of one short area along Maple Street and River Road.~~ With a new sidewalk on the eastern portion of Maple Street and the installation of a linking sidewalk on River Road in the Town, the Village will plow the sidewalk out to the general area of JP's Restaurant. The location is too isolated and far for the Town sidewalk plow to cover and there is a demonstrated need to keep the sidewalk in this area open due to the influx of new businesses along River Road.

5. During the evening hours of a storm event between 9:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, Village forces will be reduced to a minimum or no staffing.

6. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent, or his designated representative, will establish a general material type and application rate prior to each major storm event, and employees are expected to use these settings as a starting point for the storm.

7. The Village used contract plowing services last year to plow the area of Railroad Ave., Lincoln Place, Lincoln Hall, the Fire Station and a portion of Main Street. The call for contract services generally occurs when the projected snowfall accumulation is on the order of 3 to 4 inches. In the past this request for assistance has been handled informally and the intent is to formalize this service through a more formal services agreement.

8. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly, depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

night-time plowing
commuter traffic
parked cars
equipment breakdown
assistance to the Fire or Police Departments
time length since the start of the storm
availability of materials
budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Village snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring three to four hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Use of Sand / Salt from the Village Highway Garage

The Village of Essex Junction expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Village prohibits the taking of any amount of road salt from the Village highway garage for use on private driveways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain sand from a stockpile inside the gate to the highway garage. It is intended that the “public stockpile” will not be accessed or used by any commercial venture engaged in snow clearing operations.

Mailbox Policy/Encroachment in the Public Right of Way/Lawn Restoration

Because of the volume of complaints specific to objects in the Village right-of-way and damage to property, the following policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Village right-of-way without prior approval by the Trustees. Objects in the ROW are placed

there at the owner's risk and the Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Village ROW, flowerpots, basketball hoops, etc.

2. To insure mail delivery to all residents, the Village has provided blanket authorization for mailboxes located in the Village right-of-way. The Village retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.

The Village will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.

Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Village will not fix or replace mailboxes in these situations.

Owners of mailboxes have a responsibility to contact Public Works during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Village. The Village will inspect the mailbox to determine if it is the Village's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Village until the replacement has been completed and verified as being in place by the Village.

The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

The Village will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Village will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

3. The Village will restore or replace objects outside the Village road right of way damaged as a result of its snow or ice clearing operations, only when it has

been determined that the Village was responsible for the damage, consistent with the State Supreme Court Ruling in 2010.

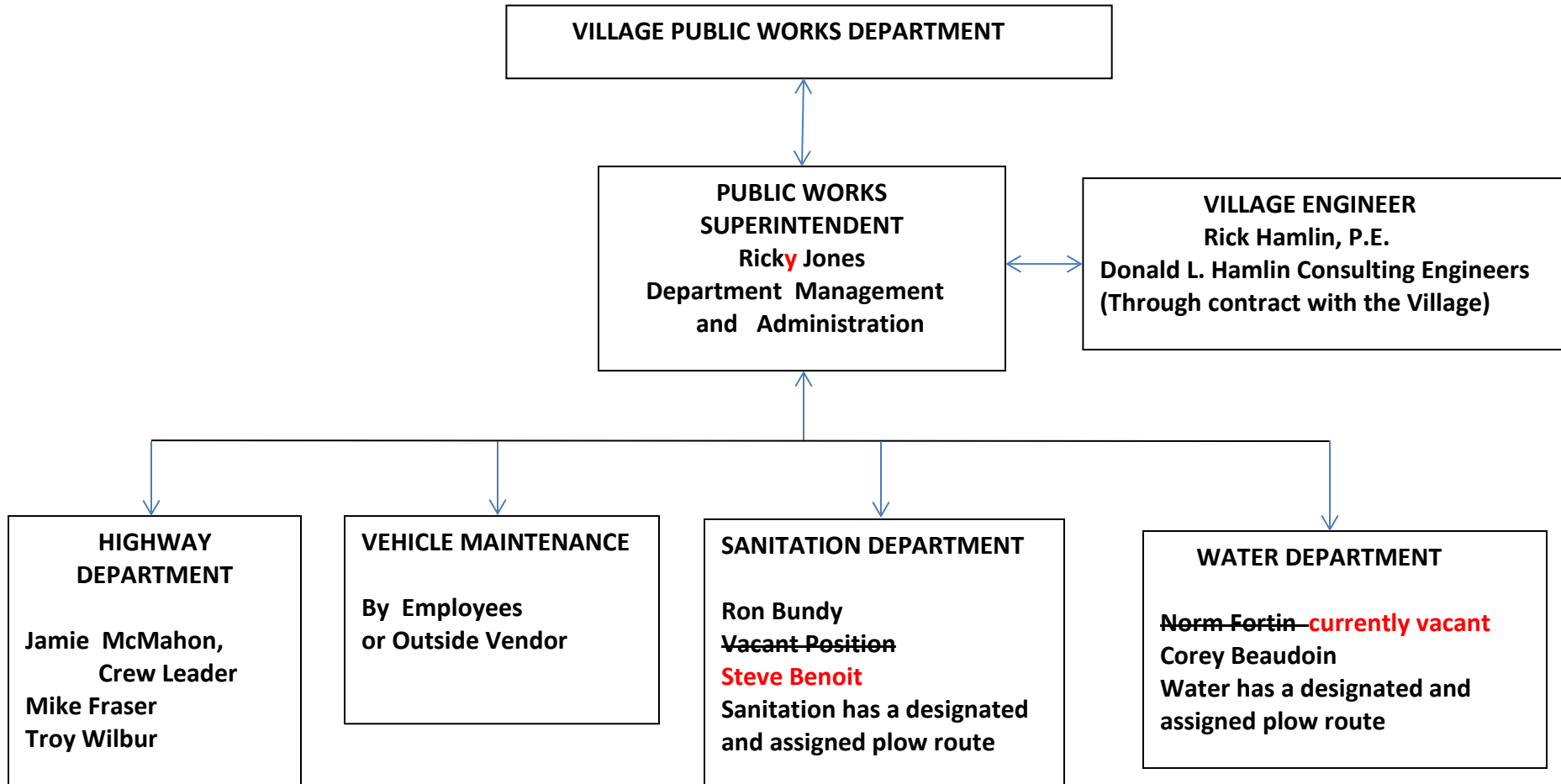
4. Recovery of damages will be pursued by the Village, if Village equipment is damaged due to objects placed in the Village ROW.
5. Lawns damaged by municipal sidewalk plowing or municipal road plowing will be restored by the Village following the winter season.

SECTION 3, APPENDIX A

~~2015-2016~~

2016-2017

ORGANIZATIONAL CHART OF THE VILLAGE PUBLIC WORKS DEPARTMENT



**SECTION 3, APPENDIX B
2015-2016**

VILLAGE VEHICLE AND ROUTE ASSIGNMENTS

<u>VEHICLE</u>	<u>PRIMARY OPERATOR</u>
Truck 1 (PU)	Corey Beaudion
Truck 2 (PU)	Norm Fortin
Truck 3 (PU)	Troy Wilber
Truck 4 (PU)	Ron Bundy
Truck 5 (DT)	Norm Fortin Mike Fraser
Truck 6 (DT)	Jamie McMahon
Truck 7 (DT)	Cory Beaudion
Truck 14 (PU)	Mike Fraser
Truck 15 (PU)	Troy Wilber
Sidewalk Plow 10	Troy Wilber
Sidewalk Plow 11	Cory Beaudion/Mike Fraser Steve Benoit
Truck 34	Ron Bundy
Loader #9	(All)

**SECTION 3, APPENDIX C
2015-2016**

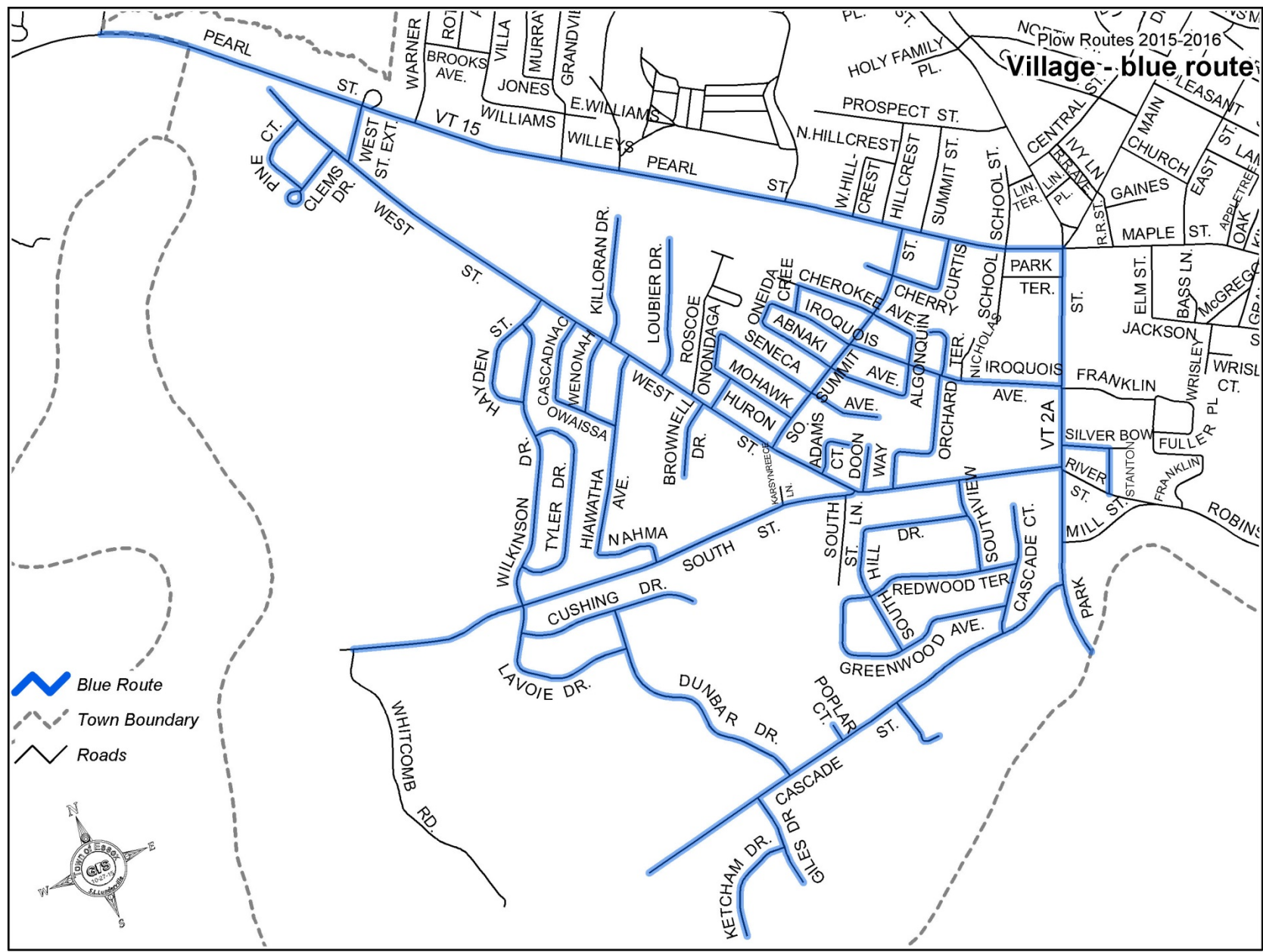
VILLAGE EQUIPMENT FOR SNOW OPERATIONS

Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	1999 International 2016 Freightliner 7cy. Dump truck with one-way multi-directional front plow, tailgate sander and wing
Truck #7	2012 International 3 cy. Low Pro Dump Truck with all-directional front plow, tailgate sander and wing
Truck #1	2011 Chevrolet Pickup with v-plow and sander.
Truck #15	2011 Chevrolet Pickup with v-plow and sander.
Sidewalk Plow #10	2015 Trackless
Sidewalk Plow #11	2008 Belos
Loader #9	2013 Caterpillar 924K
Skid Steer #12	2001 Cat 228, Back-up for sidewalk plowing

**SECTION 3, APPENDIX D
2015-2016**

MAPS OF HIGHWAY ROUTES (VILLAGE)

Plow Routes 2015-2016 Village - blue route



- Blue Route
- Town Boundary
- Roads

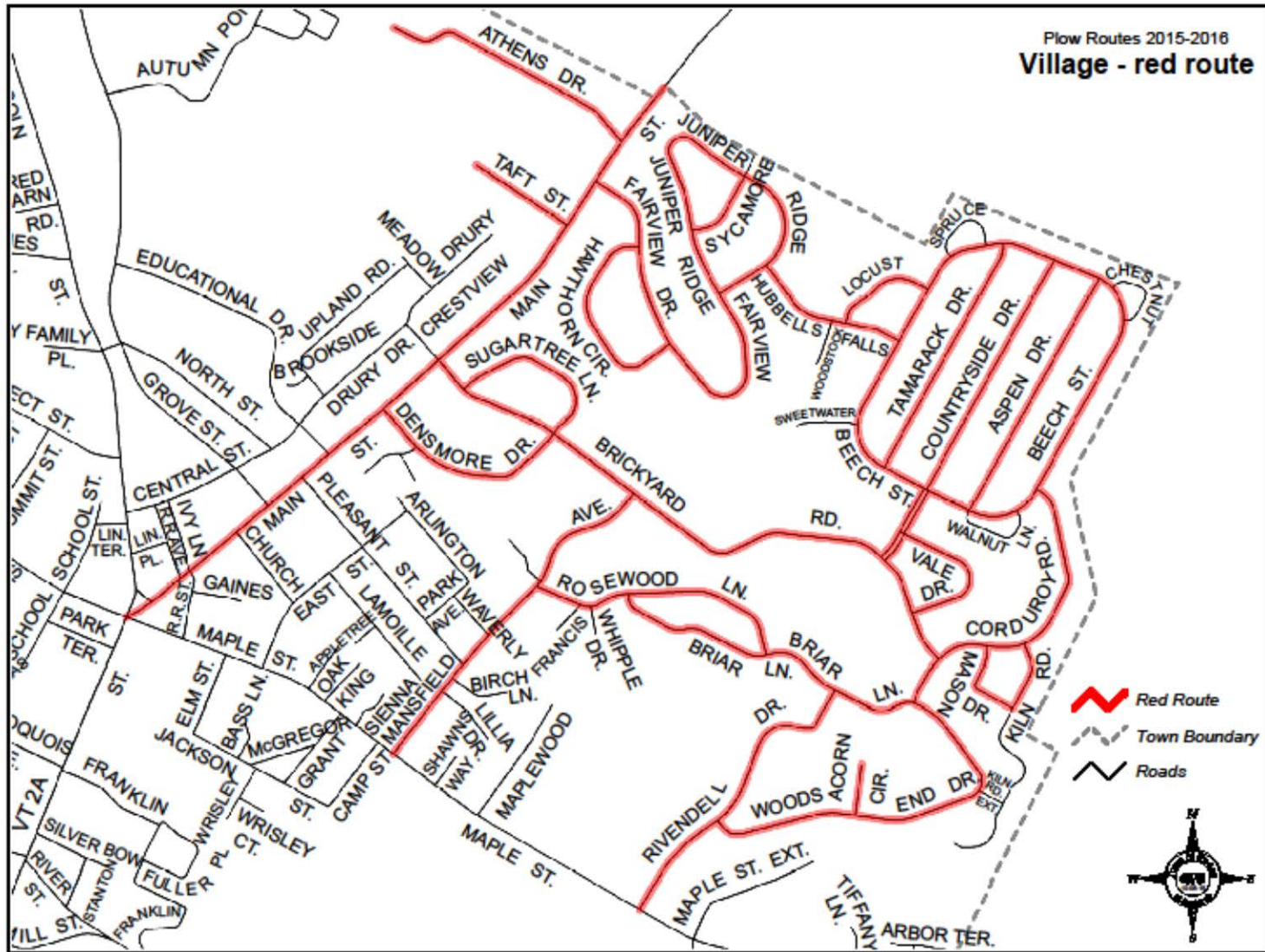


Plow Routes 2015-2016

Village - green route



Plow Routes 2015-2016
Village - red route



SECTION 3, APPENDIX E
~~2015-2016~~ **2016-2017**

VILLAGE OF ESSEX JUNCTION CALL LIST

VILLAGE OFFICE: Phone: 878-6944 Radio: 930

PUBLIC WORKS DEPARTMENT: All problems related to streets (surface conditions, street signs, storm drains, sidewalks, curbs etc.), or sewer and water lines, sewer backup (plugged lines, broken water lines, water shutoff/turn-on, water meters etc.) or related situations.

PUBLIC WORKS PAGER NUMBER: 250-0228

WATER DEPARTMENT: 876-5033

Public Works Office Phone: 878-6942 **Fax:** 878-6949 **Email:** rick@essexjunction.org

EMPLOYEE	RADIO	CELL	WORK	HOME
Rick Jones, Superintendent	501	316-6133	878-6942	310-0141
Jamie McMahon, Crew Leader	502	557-7131	878-6942	999-1685
Ron Bundy	504	734-7854	878-6942	
Cory Beaudoin	505	497-4417	878-6942	
Mike Fraser	506	318-1881	878-6942	899-2523
Steve Benoit	507	343-2957	878-6942	
Troy Wilber	508		878-6942	893-3041
Chris Stoddard, Essex PWD			878-1344	



WASTEWATER TREATMENT FACILITY: All problems related to the wastewater treatment facility and pump stations.

ALWAYS CALL THE PAGER: 240-1202

EMPLOYEE	RADIO	CELL	WORK	EXT.	HOME
Jim Jutras, Water Quality Superintendent	921	316-6132	878-6943	101	825-1115
Bernie Fleury, Asst. Chief Operator	922	316-6134	878-6943	102	878-9385
Howard Kimball	923		878-6943	103	482-4239
Patrick Boutin	924	324-8913	878-6943	104	324-8913
Chelsea Mandigo	925	793-5147	878-6943	105	793-5147
Paul Douglass	926		878-6943	106	888-3259
Joyce Stannard/Maddie Barry			878-6943	107	

WASTEWATER ON-CALL CELL PHONE: 598-5048

Facility Phone: 878-6943 **Fax:** 878-6948 **Email:** jim@essexjunction.org

HOME SECURITY: 1-800-933-4762 **ALARM ACCT:** 105-2274 **FIRE ALARM ACCT:** 107-1519

GREEN MOUNTAIN POWER DIRECT: 655-4411

SECTION 3, APPENDIX F
~~2015-2016~~—**2016-2017**

VILLAGE TOWING ORDINANCE

Village of Essex Junction, VT

Municipal Code

SECTION 825. VIOLATION DEEMED NUISANCE – NOTICE, TOWING & CHARGES:

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental agency or company shall be prima facie proof that such person, rental agency or company was in control of the automobile at the time of such notice.
- (c) It shall be sufficient notice of violation for a law enforcement officer to leave written notice on an official form securely on the vehicle indicating the violation, the time and date of the violation, the location of the violation, and the registration number of the vehicle, and such other information as seems appropriate.
- (d) “Parking,” for these purposes, shall mean leaving the vehicle at rest with or without an operator in attendance unless otherwise provided.
- (e) The Public Works Department, the Fire Department of the Village of Essex Junction, or any lawful police official of the State of Vermont, are hereby authorized to remove and tow away, or have towed away, by commercial towing service, any vehicle illegally parked in any place where such parked vehicle violates this chapter, creates or constitutes a public nuisance, creates or constitutes a traffic hazard, blocks the use of fire hydrants, obstructs or may obstruct the movement of emergency vehicles, or interferes with the free flow of traffic, or has three or more unpaid violations. In addition to towing, a police officer may issue a ticket in accordance with Section g.
- (f) A vehicle so towed away to storage under the provision of this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges, or other expenses incurred in the moving of the vehicle, except that the charge of towing each vehicle shall not exceed an amount as established by the Village Manager. The operator of the commercial towing service may hold such vehicle until such charges have been paid. In addition, any vehicle towed due to three or more outstanding violations shall be required to pay all fines prior to the vehicles being released to them by the commercial towing service.
- (g) Any person who violates the provisions of this chapter may be ticketed for such offense by any lawful police official of the state of Vermont as listed below:
 - Twenty-five dollars per violation.
- (h) The Village may choose to have a vehicle towed to a location other than a commercial storage facility and may choose to bear the cost of such towing (i.e. to clear streets for special events).
- (i) The provisions of this chapter are declared to be separable in that any provision declared to be invalid shall not affect the validity of the remaining provisions.

**VILLAGE OF ESSEX JUNCTION
MUNICIPAL CODE`**

**CHAPTER 2.
GENERAL REGULATION OF PUBLIC STREETS**

SECTION 201: ENACTMENT AUTHORITY:

This article is adopted by the Trustees of the Village of Essex Junction pursuant to the authority granted them under Sec. 1.07 (d) and (e) of the Village Charter.

SECTION 202:

- (a) No person shall throw or put, or cause to be thrown or put, snow or ice in any street, road park or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (b) No person shall sprinkle any salt, or chloride in any street, road or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (c) No person shall slide on a sled or sleigh in any street, road, walk, lane or alley.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: October 25, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

November 8 at 6:30 PM – Regular Trustees Meeting

- Adopt Warning for Special Village Meeting on Dec. 13 for UMD vote

November 22 at 6:30 – Regular Trustees Meeting

December 9, 6-8 PM, Village Tree Lighting and Train Hop

December 13, 7 AM to 7 PM – Special Village Meeting/Australian ballot voting for UMD at Essex High School

December 13 at 6:30 – Regular Trustees Meeting

December 27 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
October 6, 2016**

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

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Melanie Needle, Emily Nosse-Leirer.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Election of Officers and Sign Ethics Policy
 6. Presentation: Regional Energy Plan Process
 7. Other Planning Commission Items
 - Policy for Time Limit on Public Comments
 8. Adjournment

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

July 25, 2016

MOTION by John Alden, **SECOND** by Andrew Boutin, to approve the minutes of 7/25/16 with the addition of a reference that the joint meeting on July 25, 2016 was with the Board of Trustees. **VOTING: unanimous (6-0); motion carried.**

August 18, 2016

MOTION by Andrew Boutin, **SECOND** by Amber Thibeault, to approve the minutes of August 18, 2016 with the following correction(s)/clarification(s):

Page 2, paragraph beginning "Robin Pierce commented the long term lease...", sentence reading "Mr. Pierce suggested the applicant use the urban tree nursery program..." – insert "for the balance of the required landscape budget" after "in lieu of plantings";

Page 2, Public Comment, 1st sentence – correct the spelling of "March".

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

5. ELECTION OF OFFICERS and SIGN ETHICS POLICY

Chair

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

David Nistico is Chair of the Essex Junction Planning Commission.

Vice Chair

MOTION by Andrew Boutin, SECOND by David Nistico, to nominate John Alden as Vice Chair of the Essex Junction Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

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

Sign Ethics Policy

The planning commissioners reviewed and signed the Ethics Policy.

6. PRESENTATION: Regional Energy Plan Process

Melanie Needle and Emily Nosse-Leirer with Regional Planning reviewed the process to develop a regional energy plan to meet state energy goals and gain a Determination of Energy Compliance from the Public Service Department which will allow substantial deference with applications before the Public Service Board (per Act 174). The regional energy plan will show through policies and maps where renewable energy facilities can be located in the region. Local plans and towns can do their own energy plans and seek their own determination. The Department of Public Service is developing standards to be available 11/1/16. The regional energy plan must be updated every five years. Energy goals of the state include weatherizing 80,000 houses by 2025 (60,000 by 2017), having 90% of the state's energy from renewables by 2050 including transportation (25% by 2025 including 10% transportation energy and 40% by 2035), and decreasing total energy consumption by one third (15% decrease by 2025). Partners with Regional Planning include the Department of Public Service, electric utilities, Vermont Energy Investment Corp., and Vermont Energy Action Network.

Melanie Needle reviewed the timeline for adoption of the regional energy plan by Regional Planning. The plan establishes targets for energy use, strategies to get there (weatherization, carpooling, cluster development, retrofits, solar panels on rooftops, and such), targets in the region for renewable energy use, and energy resources for energy generation and where the facilities can be located. The plan will address how to decrease energy consumption, energy fuel mix, and energy siting. Essex Junction has significant area for solar and few areas for wind. There are Level 1 and Level 2 constraints to the energy development areas.

John Alden commented the push is to decrease fossil fuel use and use more electricity, but there is not a proposal to increase use of wood fuel.

Joe Weith observed people are concerned about the location of energy facilities so once the maps are published people will be interested.

Andrew Brown asked if someone must accommodate for an energy facility while building in an area identified for energy facilities. Ms. Needle said if the builder is proposing to build a solar facility and the map indicates the area is acceptable for that facility then it is likely the facility will be approved by the state.

Robin Pierce stated conserved land should be considered Level 1 constraint because the town and state have spent money conserving these important pieces of land and once solar and wind are built the land is changed forever. Ms. Needle said adding a Level 1 constraint will preclude landowners who want to do onsite generation. Robin Pierce said any land that is conserved that has in the conservation agreement the ability to generate onsite energy should be considered Level 2 otherwise the constraint should be Level 1, and if the land is in Level 2 then the requirement should state that renewable energy generation is for use onsite and not connected to the grid. Ms. Needle assured the goal is to have the maps reflect local land use policies. David Nistico added the concern is not just local constraints, but irreversible damage to soils.

John Alden asked if there will be a local overlay on the energy plan. Melanie Needle said that process has not yet been done. Comments on the regional energy plan are needed by November 1st so the comments can be applied to the maps before the deadline in December. The plan should reflect local land use policies in effect. A list of language and maps that are being referenced in the local plan can be noted.

John Alden asked if Maple Street Park or Indian Brook fall into qualifying areas. Melanie Needle said if the town is looking at Maple Street Park for a wind facility for example and the park is on the map then the municipality can decide whether to locate the facility there and go through the 248 proceeding.

John Alden asked how the goal of 90% by 2050 is to happen, adding an approach that will make meeting the goals realistic needs to be determined. People are less likely to take out loans to meet the goals. Robin Pierce stated more effort needs to be on education about how to use less energy. It could be as simple as wearing sweaters and lowering the thermostat. Joe Weith stated people will get interested once the allowed locations for facilities are known. Melanie Needle said a fuel switch from fossil fuels to electric is more energy efficient; it is more energy efficient to heat with electricity. The focus is solar and wind, but consideration will be given to whether existing hydro and biomass facilities have more potential output.

Steven Shaw asked about limiting the export of energy out of state. Melanie Needle said this is not part of the energy code. Emily Nosse-Leirer added federal law says export of a product including energy credits cannot be prohibited.

John Alden stated Chittenden County has the highest energy use in the state. Mr. Alden wondered if the plan will require the county to produce 90% of its own energy use or be

able to “purchase” from other counties. Melanie Needle said the analysis will show whether the county can produce all of its own energy (i.e. if the maps show enough area in the county for facilities to reach the goal).

Andrew Boutin asked if capped landfills and other developed/disturbed areas can be used for the solar and wind facilities rather than fields that would be used to grow crops. Melanie Needle said landfills, rooftops, gravel pits, brown fields, and such can be used. Emily Nosse-Leirer added the new net metering rules make the process easier for projects in previously used sites. Andrew Boutin noted the efficiency of solar panels is improving. Melanie Needle said the plan does not get into the detail of how many panels are needed to reach the energy goals. Emily Nosse-Leirer reiterated the plan is updated every five years and there will be a recalculation of efficiencies.

There was discussion of the importance of doing the education piece first to allow the opportunity to maintain houses at net zero and decrease the need to build more renewable energy facilities and impact the land. Designers and engineers should work together on developments at the start to develop a better result. The cost factor of reaching the goals must be considered. The Planning Commission will have a work session on 10/20/16 to discuss ideas and comments on the regional energy plan.

7. OTHER PLANNING COMMISSION ITEMS

Policy on Time Limit on Public Comments

There was discussion of limiting the time each person has to comment at meetings to three minutes and giving the Chair discretion to change the amount of time if necessary. The policy should be added to the published agenda and mentioned in the opening remarks at each meeting.

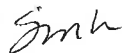
MOTION by Amber Thibeault, SECOND by John Alden, to approve a three minute rule on public comments that can be waived at the discretion of the Planning Commission and to print the rule on each published agenda. VOTING: unanimous (6-0); motion carried.

8. ADJOURNMENT

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

The meeting was adjourned at 7:40 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
OCTOBER 17, 2016**

MEMBERS PRESENT: Rick Hamlin, Jud Lawrie, Eric Bowker, Gabe Epstein, Raj Chawla

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:49 PM.

2. AGENDA ADDITONS

None.

3. MINUTES REVIEW

MOTION by JUD, SECOND by RAJ, to approve the September meeting minutes. ALL IN FAVOR. MOTION PASSED.

MOTION by JEFF, SECOND by RAJ, to approve the August meeting minutes. ALL IN FAVOR. MOTION PASSED.

While looking over the minutes, Raj asked how the FCFM tabling event had gone. Rick said that they had only been able to speak with 5 or 6 people. The BWAC was able to give out all of their blinkers and raffled off two helmets.

Raj noted that the state Health Department was currently conducting a health impact assessment on bussing for the new Essex/Westford Supervisory Union. They are looking for data sources, and Raj asked the committee to send them any information that they might be aware of.

Rick said that a survey of students would be helpful, and noted that there seem to be far more kids who walk home from school than walk to school.

4. CTE BIKE RACK COLLABRATION

Rick told the committee that he had spoken to Bob Travers, the CTE Principal, about this project. Bob had arraigned a meeting between Rick and several instructors. They liked the idea, especially the fact that they could set the style of bike racks to accommodate the student's skill level. CTE will need to know where the committee would like the bike racks placed, and what specs they should use when building them.

Rick showed the committee several images of creative bike racks.

Jud noted that some people or businesses may see the bike racks and wish to have one made similarly. Rick said that his business, Hamlin Engineering, would be interested in sponsoring one to have in front of their offices.

Raj noted that we would need to ensure that there is enough space for a bike to be placed in any of the bike racks. He added that it would be good to have a place to put the names of the students who worked on the bike rack on a plaque so that they can feel a sense of ownership.

Rick encouraged all members to think of potential specs and send them to him. He hopes to have this information to CTE by the end of the month.

Jeff asked if the arts academy would be involved. Rick said that he plans on talking to them, but that the CTE instructors want to make sure that anything that they design would not be too complicated for the students to construct.

Raj suggested talking to Burlington artist Kat Clear, who designed a metal bike rack that is in front of Radio Bean.

Raj asked if there would be any zoning permits needed for the bike racks.

Rick said that he did not think so but would check in with Development Director Robin Pierce.

The committee brainstormed some design ideas, and Rick said that he felt that it was best to leave the design aspect to CTE. They may be interested in doing different designs based on student skill level.

Jeff suggested asking CTE to construct benches and garbage cans to accommodate pedestrian needs.

5. NEXT MEETING & AGENDA

The next meeting will be held on November 14th at 5:45 PM. The agenda is as follows:

- Minutes approval;
- Discuss locations and number of proposed bike racks;
- Meet with CTE instructors;
- Public input.

6. ADJOURNMENT

MOTION by GABE, SECOND by JUD to ADJOURN. Adjourned at 6:40 PM. MOTION PASSED.

Respectfully submitted, Darby Mayville.

RECEIVED

OCT 11 2016

Village of Essex Junction

10/9/16

Dear Trustees,

As you know, I am a member of the Tree Advisory Committee and previously sat on the Planning Commission. I would like to make a suggestion to the board.

As you know, the LDC requires a developer to furnish a landscape plan as part of a development application. If the application is approved, the applicant is required to allocate at least 3% of the total project cost on landscaping for projects costing up to \$250,000. On projects above this amount, the rate declines to 2% of the total project cost. The value of a well landscaped project can not be overstated. Unfortunately, there are a few situations when the proposal may have limited landscaping opportunities resulting in the projects not spending the required amount.

I propose that the Village establish a capital fund dedicated to green space improvements and beautification projects in the Village. This fund could be leveraged to obtain grants. Downtown greening projects are very expensive. For example, the proposed Crescent Connector does not include any budget for tree planting. This fund might be used to help fund the project as well as other downtown projects.

At the August 18 PC meeting the Commission approved the Flex-A-Seal application. In the comment phase, Robin Pierce made the suggestion that the applicant make a donation to the Center for Technology and the CTE Urban Nursery in lieu of the landscaping requirement. This suggestion was adopted in the project approval, Motion #6, found on page 4 of the August 18, 2016 minutes. The Village has already given a sizable amount of seed money toward this program. I certainly hope that the Tree Nursery project becomes a reality, but I do not believe that the PC is in a position to direct applicants to make donations to other organizations. I would suggest that the required funds be placed in the new capital fund dedicated to green space improvements and beautification in the Village.

I know this may not be at the top of your priority list but green space, particularly in our downtown, is beneficial to everyone and the Village should collect the required funds which then could be allocated to the green space capital fund.

Thanks for your consideration. Feel free to contact me for further conversation.

Nick Meyer
233-9493

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
JOINT MEETING
MINUTES OF MEETING
October 10, 2016**

- BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
- ESSEX SELECTBOARD:** Max Levy (Chair); Michael Plageman, Andy Watts, Sue Cook, Irene Wrenner.
- PRUDENTIAL COMMITTEE:** Michael Smith (Chair); Marla Durham, Candace Morgan, Patrick Murray, Jason DiRosa.
- RECREATION GOVERNANCE STUDY COMMITTEE:** Michael Smith (Chair), Jason DiRosa, Erika Baldasaro, Kim Mailberger, Betzi Bilodeau, Christine Packard, Lori Houghton, Max Levy. (Theresa Fletcher and Raj Chawla were absent.)
- ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Village Finance Director/Assistant Manager; Doug Fisher, Director of Town Administration, Greg Duggan, Essex Planner, Ally Vile, Essex Recreation Director, Brad Luck, EJRP Director, Judy DeNova, EWSD.
- OTHERS PRESENT:** John Larkin, Bruce Blackman, Robert Bates, Carl Potter, John Sheppard, Paula DeMichele, Paul Austin, Dylan Giambatista, Tim Jerman, Dan Maxon, Bridget Meyer, Sara Stultz.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the Board of Trustees meeting to order at 7 PM.

Selectboard Chair, Max Levy, called the Essex Selectboard meeting to order at 7 PM.

Recreation Governance Study Committee (RGSC) and Prudential Committee Chair, Michael Smith, called the RGSC and Prudential Committee meetings to order at 7 PM.

The assemblage recited the Pledge of Allegiance. All were welcomed to the joint meeting of the Trustees, Selectboard, EGSC, and Prudential Committee to hold a work session on the RGSC recommendation for the recreation departments, dissolution of the RGSC, options based on the outcome of the vote on the recommendation for the recreation departments, and discussion of the tax equalization plan.

2. WORK SESSION/DISCUSSION

Pat Scheidel noted the following materials:

- Correspondence from Sue Cook, dated 10/10/16, regarding edits to the district agreement
- Letter from Daryl and Saramichelle Stultz
- Proposed FY18 budget and tax information for ECPR
- Copy of the presentation on ECPR

1. RGSC Presentation

A video was viewed on how the two recreation departments presently operate and a presentation was given on how the study committee was formed and developed the recommendation to establish a union municipal district called “Essex Community Parks & Recreation” (ECPR). Seven different governance models and five options of consolidating were evaluated before making the unanimous selection for a union municipal district under a new roof, a new shared entity. Articles of agreement were drafted which had to be approved by the Vermont Attorney General and which provide the framework for ECPR. The vote on December 13, 2016 is to decide whether or not to enter into the agreement and form ECPR.

Advantages to forming ECPR:

- Independent budget voted by Australian ballot in April of each year concurrent with the school budget vote as has been done with EJP and was suggested by the study group.
- Unites community recreation.
- Allows both recreation departments and in turn the two communities to come together on equal ground.
- Provides long term stability.
- Another step forward in tax equity in the community.
- Provides increased transparency with all operations of ECPR which is overseen by a five member Board of Directors.

Concerns with forming ECPR:

- Two small departments are combined into one large department.
- Realizing tax equity will result in an increase for town-outside-the-village taxpayers.
- Adds another elected board and government entity to the community.
- Potential additional administrative costs as two departments move to one independent department.

ECPR will be overseen by a five member Board of Directors initially with one Selectboard appointee, one Trustee appointee, one Essex Junction resident, one town-outside-the-village resident, and one at-large resident, all with staggered terms. Subsequent boards will be five elected at large members. The Board of Directors will operate under the state Open Meeting Law. An Executive Director will be hired to oversee operations and appoint an independent Treasurer. There will be an annual independent financial audit. The budget will be approved by Australian ballot vote. The oversight for ECPR includes the voters, five member Board of Directors, Executive Director and possibly a Recreation Advisory Council.

The Transition Team made up of members of both recreation departments, CCSU personnel, and municipal staff have the goal of a seamless transition if the vote passes. The team is researching and getting answers to questions and wants to ensure existing services are maintained or enhanced. The Transition Team is recommending:

- ECPR handling daily receipts, accounts receivables, accounts payable, and HR.
- Essex Town will provide the Treasurer, check signing, accounting and audit, tax collection, and elections.
- A 3rd party provider will handle payroll, IT support, and legal support.

- Lands and buildings will be leased to ECPR for \$1/year and the village and town will retain ownership. ECPR will insure the properties and buildings and name the village and town as “additional insured”.
- ECPR will maintain the spaces and provide capital asset and equipment replacement.
- Parks and recreation supplies and equipment purchased by the recreation departments will transfer to ECPR and be used by recreation staff. ECPR will insure and provide future replacement and maintenance.
- Capital reserves related to parks and recreation will be retained by the town and ECPR can request use of the funds. Requests must be authorized by the Selectboard. Capital reserves for FY18 are estimated at \$213,000.
- The estimated budget assumes growth of 1% in the grand list, the village continuing debt relief payments on the remaining three years of the Maple Street bond, the village proposal to phase out additional tax support for ECPR over five years (five cents reduced by one cent each year) to ease the burden on the town, and the village no longer budgeting for the block party, farmers market, and train hop.
- The estimate of tax impact of ECPR on the average home valued at \$280,000 in 2017 is for a resident in the town-outside-the-village is \$16 (from \$87 to \$103). Village residents will see a tax decrease of \$11 (from \$280 to \$269).
- Decisions need to be made if ECPR is formed on a plan for program access, enhancements or changes, finalization of the budget for the April 2017 vote, and agreements related to village and town recreation assets.
- A “yes” vote from Essex at large and the Village of Essex Junction means ECPR is created, members of the Board of Directors are concurrently elected, and the Transition Team continues to work to merge the two recreation departments.
- A “no” vote from either Essex at large or the Village of Essex Junction means the Prudential Committee needs to decide the next steps for EJRP and if the Prudential Committee takes no action then EJRP transfers to the new Essex-Westford Educational Community Unified Union School District on 7/1/17. The Village Trustees expressed willingness to transfer governance of EJRP to the village government and will seek to enhance maintenance of the program’s entrepreneurial approach. The Trustees and the village would not pursue any further efforts to consolidate recreation departments with the town at this time.

A vote is needed on the matter before year end in order to have time to develop a budget. The Selectboard and Trustees may warn a special election vote on December 13, 2016. Petitions for the ECPR Board of Directors are available 10/7/16 and due to the Town Clerk by 11/7/16. If the vote is warned then the village and town can vote on ECPR and the Board of Directors via absentee ballot starting 11/23/16 or at the polls on 12/13/16. Any budget is hypothetical now. IF ECPR is approved by the voters the ECPR Board of Directors will draft the budget for recreation and the voters will vote on the budget in April 2017. ECPR will be in effect 7/1/17.

Appreciation for the work and effort put forth by the RGSC was expressed by the assemblage.

2. Comments from the boards

Sue Cook, Essex Selectboard, opined the view of the pros and cons is subjective, for example “independent budget” and “potential administrative costs” when the administrative costs are

known. Lori Houghton said the independent budget was viewed as a positive by the committee based on the survey, public participation, and the data at hand. At the time the decision was made the administrative costs were not known. Sue Cook suggested the presentation be updated to be current (i.e. reflect known administrative costs). Elaine Sopchak pointed out EJRP budget is already voted separately by the villagers so the process exists and is well received.

Marla Durham, Prudential Committee, suggested there should be information on the voice vote on the municipal budgets for the village and town being decided by only a small number of voters attending the annual meeting versus the ballot vote on EJRP that has many hundreds of votes.

George Tyler, Village President, said it is understandable the December 13th vote might be confusing, but there is a section of the village for federal and state elections that are considered part of the town (for local elections that section of the village is not considered part of the town) so there would be voters from that section of the village having to go to both places to vote or have a special section for them to vote. Also, there is a timing issue with the absentee votes and if the warning is not heeded then the vote could be contested. The decision for the vote in December was made outside the RGSC which wanted the vote in November.

Irene Wrenner, Essex Selectboard, said the vote could be held in November with a separate voting section and a separate voter checklist and the ballots put in a lockbox, but someone decided this would not be the preferred approach or the preferred date. Brad Luck noted the complication is the local ballot being sent out after the presidential election. Information on the voting issue was known and discussed on June 22, 2016. Irene Wrenner said the issue is only about the board seats themselves otherwise the vote could be held in November for the recreation special tax district, and should be as there are more people at the polls. The matter was not pursued hard enough. Ms. Wrenner said she found out on September 20th that it is not impossible to make it work. Max Levy said no one liked the December 13th vote, but did not want to take the chance of a contested election. Irene Wrenner said in her experience on merger votes the village went strongly one way or another. Ms. Wrenner said she does not think the recreation vote would have been so critical that it would have been contested.

Andy Watts questioned if a Recreation Advisory Council is really needed since there is a five member board. Jason DiRosa said having the advisory council will be a decision of the ECPR Board of Directors. Marla Durham said the Recreation Advisory Council for EJRP has been advantageous to the Prudential Committee because there were other community members who saw things the Prudential Committee did not. The volunteerism for the annual Easter egg hunt is from the Recreation Advisory Council. Dan Kerin added there were young people on the advisory committee who actually participated in the recreation programs which was useful. Lori Houghton stressed there is real value to having youth representatives on the advisory council. Jason DiRosa pointed out the advisory council meets with the Recreation Director, not the Prudential Committee (so it is not a second tier of oversight).

Sue Cook asked when service equity and expansion from the village to be more community centered will be addressed. Lori Houghton stated that was not the charge of the RGSC. George Tyler said it is envisioned the ECPR Board of Directors will do this type of planning. Sue Cook

asked if program expansion, such as the childcare program, will be addressed before the vote. Erika Baldasaro said the intention is to expand the program. Jason DiRosa added the goal is for all programs to be equitable. Programs that are not school specific will have equal access. Patrick Murray stated the Transition Team is focusing on expansion of programs.

Mike Plageman asked if town staff will have input on who will handle what duties within the recreation department. Brad Luck listed the individuals from the recreation departments, town staff, CCSU and village staff who have been discussing the actual operation of ECPR. Mr. Plageman commented the town is doing $\frac{3}{4}$ already in some shape or another.

Andy Watts asked who decided on the change in the term of the agreement for a union municipal district from three years to five years. Max Levy said the community does not have to wait five years to dissolve the district, but it takes more board voting and agreement to do this. After five year the Board of Directors can make the decision. There was suggestion to go to seven years for stability purposes, but it was felt five years is a good number.

Andy Watts asked why the library was dropped from the discussion. Members of the RGSC stated the library was too far outside the scope of work of the study committee. Jason DiRosa noted the framework allows other services, such as the library, to be added in the future. Brad Luck stated Vermont has complex laws surrounding libraries. There has been no legal opinion on whether the library could be included. The senior center and farmers market do not have the same complex laws. Sue Cook commented the library is filling the same kind of roles as recreation, same program constituents. Christine Packard stated there are communities with library as part of recreation. George Tyler commented the Village Trustees often struggle with committees doing this event or that event so having the recreation department handle events would be welcomed.

Marla Durham asked if there were questions from the public on what is meant by “equal ground” listed under the pros for ECPR. Betzi Bilodeau said there was only a question on where the office would be located. Jason DiRosa said “equal ground” means one community for the district and everyone treated the same with no difference in user fees. Ally Vile added EPR will not become EJRP or vice versa, but a new team will be formed using parts from each that work the best.

Michael Plageman asked for an explanation of “program access”. Lori Houghton said program access means user fees will go away. Space issues have to be worked out for programs.

Andy Watts asked if non-user fees will be in a special fund. Brad Luck said non-resident fees currently go into an enhancement fund that is used for scholarships for village residents and enhancements to the park. With ECPR there may be an amount of money for scholarships, but not enhancements which will have to be in the capital or operating budgets.

Irene Wrenner mentioned wording in the agreement that needs clarification (tax equity between the town outside the village) and that there is no #21 in the agreement. Brad Luck said the Agreement contains the final language approved by the Attorney General.

3. Status Report on Transition Work

Covered in the presentation given by the RGSC.

4. RGSC Date to Dissolve

Mike Smith stated the RGSC expected to dissolve after providing the recommendation on the recreation departments, but found the need to remain as a group to pull together information and hold public forums. Budgeting numbers and details on ECPR continue to evolve. RGSC suggests staying intact until after the vote in December.

Marla Durham said the RED Committee had a core group that remained and attended all the public forums to answer questions.

George Tyler spoke in support of keeping the committee as an information source until after the vote. Andy Watts concurred. Mike Plageman said the presentation is changing as more information is available so the group must continue.

Sue Cook asked if there is a way for others to get involved with the committee for diversity of thought. Andy Watts pointed out all meetings are open to the public for comment. Max Levy said RGSC cannot appoint a committee or new members. Lori Houghton said the questions that are being asked by the public necessitate knowledge of being on the committee from the start to answer. All the meetings are open and there have been public forums and input throughout the entire process. Sue Cook agreed there is value in continuity, but said it feels as if there is some exclusion if others are not allowed to join. Max Levy reiterated others cannot join the committee, but can give input. Andrew Brown added there is a defined number of people on the committee and work is still being done by the members. Lori Houghton stated the committee is not changing the decision, but simply providing information on the decision.

Irene Wrenner stated per the statute as to what the committee was held to do. She said the work is now done and the committee should dissolve. If the committee is to continue using town resources then the membership should be opened up to others to be involved. Mike Plageman said someone intimately familiar with the information that went into the decision needs to be in charge in order to answer question. People outside the committee can come to the meetings and give input. Marla Durham pointed out the committee has been taking questions and providing answers. The information is posted on the website. People have access to the information without having to attend the meetings. George Tyler observed people opposed to the recommendation have had ample opportunity to have a voice. Dialogue has been robust and tolerant.

The consensus of both the Selectboard and the Trustees is the RGSC should continue.

5. Transfer of EJRP to Village Government

George Tyler explained if there is a “no” vote on forming ECPR the village government has offered to take EJRP because the unified union school district was not enthusiastic about taking on the recreation department and there is not time to enter into negotiations for another option.

Marla Durham explained the unified union school board does not feel their business is parks and recreation because their mission is to educate students. There would have to be a unification with

Westford recreation if the school district assumed EJRP all while trying to unify the school district. The Prudential Committee also has to figure out the complexities of the Saxon Hill property that is owned by the school district and leased to the town.

There was discussion of the agreement between the village and the Prudential Committee for EJRP and when that dissolves where EJRP will be. George Tyler noted if the independent recreation district (ECPR) is created the Trustees and the Prudential Committee bow out of overseeing EJRP after the agreement is established with the new entity. No matter what the outcome of the vote on ECPR the village and Prudential Committee must make a decision on EJRP. Andy Watts said if there is not an automatic transfer then discussion, negotiation, and signatures are needed.

Sue Cook questioned the statement by the Trustees about not pursuing consolidation of the recreation departments if the vote is “no” on forming ECPR. George Tyler said the issue is not wanting to put the recreation staff and people who depend on the services of the recreation program through one transition after another. Lori Houghton added people who use the childcare service are on edge and want to know there is stability with the program. Sue Cook advised the voters should feel if the recreation option is not supported then the opportunity to benefit from a unified recreation department is not totally off the table. George Tyler assured the Trustees are trying to depoliticize the matter as much as possible. The vote is an opportunity for the town and village to take a big step ahead on consolidation. Sue Cook asked if the recreation issue got reprioritized because of the school vote. George Tyler said reason is because many people depended on the services offered by the recreation program.

6. Tax Equalization Phase-In Plan

George Tyler explained if the vote passes the voters in the town-outside-the-village will have a fairly significant tax increase in one year. The village is proposing a plan to ease that impact using the total revenues people in the village pay toward recreation presently by having the decrease the village taxpayers would see in their taxes to be in five smaller increments rather than one large amount. Details of the tax collection would have to be worked out. The Trustees would support this legislatively.

Jason DiRosa pointed out every village resident is a member of EJRP and also pays for EPR. When the new recreation district (ECPR) is formed all are paying the same, village and town. With the phased-in plan the villagers would be paying more and not receiving an added benefit which does not support the goal of the new recreation district to be equitable with equal access.

Max Levy said the ECPR Board of Directors can make the decision and the Trustees can enable the plan to be invoked.

Marla Durham said in the spirit of cooperation it is hoped people will understand down the road there is savings and benefit for both the village and town.

Lori Houghton said there has been positive feedback from people in the village who understand the need for a gradual change.

Sue Cook said the issue is service equity and tax equity.

Andy Watts asked if the legal questions have been asked. Pat Scheidel said legal counsel has been consulted, but answers have not yet been received. A general consensus on the phase-in plan is needed for budget preparation purposes. A plan is needed prior to the vote so everyone agrees that is part of the budget. Andy Watts said he wants assurance the phasing is legal and implementable. People should not be given the false impression that the phasing will be done.

Elaine Sopchak stated all the consolidation efforts are benefiting village residents because the goal is tax equity. When the consolidation is complete will be the time when all are paying equal taxes for services.

Following further discussion there was agreement the RGSC presentation should include information on the implications of having the phase-in and not having the phase-in, showing numbers in both circumstances. Any other options should also be considered. Pat Scheidel said any additional information will be available at the next public forum.

3. PUBLIC TO BE HEARD

John Sheppard, 55 Greenfield Road, Essex, mentioned the grand list being larger in the town than the village so the town will pay more. Doug Fisher explained the grand list in the village is 10.8 million and the grand list for the town-outside-the-village is 14 million for a total of 24.8 million. The town will pay more.

Paul Austin, Essex, stated “in the spirit of consolidation” suggests being against consolidation if you vote against the recommendation for recreation which is not right. Also, if there is consolidation there should be tax equity, but think carefully about the consequences because if programs have to be expanded taxes will increase.

Robert Bates, Essex (outside the village), said it makes no sense to hold an election in mid-December 12 days before Christmas in the snowiest month of the year. This breeds conspiracy theories and a credibility issue. Perception becomes reality. Holding the election in November was said to be illegal, but now is said to be legal. The information should have been known first. Again, this is a credibility issue. The resolution by the Trustees says in the event of a “no” vote no further efforts to consolidate the recreation departments will be pursued. People are concerned about getting the entire story. The vote seems rushed and should be held at town meeting. Members of the committee have “citizen blinder syndrome” and do not hear or see any other possibilities. Marla Durham noted the unified school district budget was based on assumptions and estimation because there were so many unknowns before the vote. Also, the resolution says further consolidation effort will not be pursued “at this time”, but “may pursue consolidation with other municipalities...” Read that as the Town of Essex.

Saramichelle Stultz, village and town resident, referred to her letter to the Selectboard, noting some of the letter will be published in the *Essex Reporter* as well. Ms. Stultz spoke in support of the union municipal district because there would be more equal representation for both communities, there would be one budget, one elected board, and more inclusiveness. The December vote is right. The time is right. The issue is here. People are talking. The committee

wanted a November vote, but there was too much to do. The vote is not being staged at an odd time to impact voter turnout. There was risk with the November vote and the timing would not have allowed community discussion. The community has been waiting since 2006 to do this so it is not rushed. The momentum is happening now. If the departments had merged in 2006 money, resources, and time would have been saved. Time, money and resources should not be further wasted. The vote in December should move forward. Regarding the phase-in, it is acceptable to pay a portion, but keep in mind the villagers will be paying off the pool bond and sharing the pool with town residents.

Paula DeMichele, town resident who also lived in the village, said people in the village and town are confused as to why the village cannot make recreation a department or merge with the town recreation department. The matter feels rushed. Voting at Christmas time is insane and will have a low turnout. Thoughtful Growth in Action group worked differently by getting out information in the beginning. Ms. DeMichele spoke against the vote in December.

Bridget Meyer, former town resident and now a village resident and land owner in the town, asked how long the RED Committee met before the schools were unified. Marla Durham said the committee met from March to the end of June. The meetings finished on time or early, but committee members put in lots of time on weeknights and weekends outside of meetings. Bridge Meyer asked the amount of the school budget. Judy DeNova said \$56 million. Bridget Meyer pointed out the RGSC began in April and has not rushed the decision. Other states have unified recreation districts that can be researched so the idea is not unknown.

Irene Wrenner asked if there was an incentive from the state to merge the school districts. Judy DeNova said the district qualified for two \$150,000 grants and opportunity for tax incentives to help with the transition (10 cents the first year decreasing by two cents each year thereafter for five years). Irene Wrenner observed the math changes if there are state incentives. Ms. Wrenner said the RED Committee had one option and answered 20 questions. Marla Durham clarified the committee had two options that were complex. An attorney was present at every meeting. Judy DeNova added Act 46 was passed and allowed the creation of the unified union rather than a regional education district. Irene Wrenner observed the RED Committee looked at two options and the RGSC looked at seven options, but spent less than three hours learning about each option before making a decision. Sue Cook pointed out the RED Committee had the benefit of a facilitator. Perhaps it was a disservice not to have a facilitator for the RGSC meetings.

The RGSC meeting adjourned at 9:48 PM. The Prudential Committee relocated to another meeting room.

4. BUSINESS

1. Language on Warnings

Pat Scheidel read the suggested language for the warning on the formation of a union municipal district to be known as Essex Community Parks & Recreation (ECPR). Sue Cook asked if there is any potential to adjust the language because Article 2 (Board of Directors) is confusing and infers that Article 1 is approved. Pat Scheidel will check with legal counsel on the wording. There was mention of the information on the website about the vote and concurrent election of

the board. Lori Houghton suggested the warning be posted on the website as a sample of what to expect at the polls.

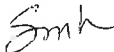
MOTION by Elaine Sopchak, SECOND by Lori Houghton, that at the Trustees regular meeting on November 8, 2016 an item shall be placed on the agenda on whether to adopt and sign the warning for a Special Village Meeting on December 13, 2016. VOTING: unanimous (5-0); motion carried.

MOTION by Andy Watts, SECOND by Mike Plageman, that at the Selectboard regular meeting on November 7, 2016 an item shall be placed on the agenda whether to adopt and sign the warning for a Special Town Meeting on December 13, 2016 pending clarification of whether the wording in Article 2 can be modified. VOTING: 4 ayes, one nay (Irene Wrenner); motion carried.

5. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 10:05 PM.

RScty: M.E.Riordan 

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 11, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Elaine Sopchak. (Dan Kerin and Lori Houghton were absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.
OTHERS PRESENT: Charlie Baker, Regina Mahony, Kris Surette, Paul Hansen.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

The following change(s) to the agenda were noted:

- Add to Reading File:
 - Presentation by the Recreation Governance Study Committee
 - Email from Andrew Bolduc re: edits to district agreement
 - Handouts from Brad Luck on ECPR financial outcomes
 - Open letter from Daryl and Saramichelle Stultz
- Add to Consent Agenda:
 - Warrant #17014, dated 10/6/16

MOTION by George Tyler, SECOND by Andrew Brown, to accept the agenda as amended with the addition of four documents to the Reading File and one document to the Consent Agenda. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Chittenden County Regional Planning Commission (CCRPC) Annual Report
CCRPC Executive Director, Charlie Baker, reported:

- Regional Planning provided assistance to the village for the train station and municipal plan
- The Transportation Improvement Plan includes many paving projects in the village.
- RPC hosted a legislative breakfast and will be celebrating its 50th anniversary.
- Regional dispatch is being discussed.
- Work is proceeding on the Regional Energy Plan which focuses on the goal in the state comprehensive energy plan of 90% renewable by 2050 and municipal involvement in the location of solar and wind facilities in the region. Data are being compiled on energy generation and use.

- RPC is facilitating an Opioid Alliance to reduce opioid abuse. The alliance includes UVM Medical Center, United Way, City of Burlington, and State Health Department.
- “Building Homes Together” initiative focuses on building houses in the right places (i.e. growth centers, on transit lines, and such) and addresses the barrier employers are facing of not having enough housing for the workforce.

George Tyler commented positively on the projects and responsiveness of RPC.

4. OLD BUSINESS

1. Thoughtful Growth in Action

Pat Scheidel recommended a joint meeting be held with the Selectboard to discuss the next steps in the TGIA recommendations to move forward to a joint planning commission and two development review boards. At the 10/3/16 meeting the Essex Selectboard voted in support of holding a joint meeting on the topic. Elaine Sopchak suggested having the joint meeting after the recreation vote because if the vote is “no” there will be much work to do with the recreation department.

George Tyler asked about the timeline for transitioning mentioned in the memo from Pat Scheidel. Mr. Scheidel explained he was referring to looking at the short and long horizon and how to get there.

MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize staff to schedule a joint meeting with the Essex Selectboard to review and approve a timeline for transitioning to a joint planning commission and two development review boards.

DISCUSSION: It was noted the meeting is not anticipated until 2017 due to the current workload of the boards.

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

2. Discuss Work Session

Pat Scheidel summarized the joint work session on the RGSC recommendation for the recreation departments, noting both the Selectboard and the Trustees agreed to add the vote on December 13, 2016 to their meeting agenda for discussion.

There was discussion of drafting a letter of support for the work by RGSC to post on Front Porch Forum and publish in the newspaper. George Tyler and Elaine Sopchak will draft the letter. George Tyler mentioned the contract with the Prudential Committee for the recreation department must be dissolved. Guidance is needed on how to dissolve the contract, the timeline, and if there are any legal issues. If there is a positive vote on the RGSC recommendation guidance is needed on whether the village or Prudential Committee turns over the recreation department. If the vote is negative then the village will take over the recreation department and employees. Andrew Brown suggested meeting with the Prudential Committee and Brad Luck to make a plan if the vote is negative. George Tyler suggested Pat Scheidel, Lauren Morrisseau, Doug Fisher, and Judy DeNova have a conversation on what has to happen if there is a negative vote, and

the Village Attorney should review the contract with the Prudential Committee to determine how to dissolve the contract. Paul O'Brien at CCSU should be copied on the response.

Elaine Sopchak commented it was good the tax increment discussion took place at the work session. Pat Scheidel said the boards are getting efficient at getting to cost savings with consolidation.

5. NEW BUSINESS

1. Website RSS Feed

Darby Mayville explained in an effort to improve communications staff is recommending a new feature that will automatically notify people when a new document from village boards and committees (i.e. agendas, minutes) has been posted. Announcement will be sent out once a day at the same time each day. People will have to complete a form to have their email added for each board or committee. Ecopixel will provide staff training and support. The new feature will be announced on Front Porch Forum, Facebook, and in the newspaper. Paul Hansen with Ecopixel briefly explained the technical process of how any document on the website for the boards and committees goes into the feed. Mail Chimp will be used for the email delivery. Presently there are 925 people signed up for newsletter delivered by Mail Chimp.

MOTION by George Tyler, SECOND by Andrew Brown, to approve the development and ongoing maintenance of a daily RSS feed for all village boards and committees at a cost of \$600 for setup and \$20 per month thereafter taken from the Trustees budget line item. VOTING: unanimous (3-0); motion carried.

2. Discuss/Set FY18 Budget Goals

The following was discussed/noted:

- Cost increases in the budget should be minimal at inflation or contract cost increases.
- Work should be done with the town to find space for a Communications Director who will be the source of accurate information on the work of the Trustees and Selectboard rather than the thoughts, comments, and opinions out in social media. The position will allow better communication, consistent messages across boards, reaching constituents in a consistent and timely way, and meet the EGG recommendation from two years ago. The position would be an addition to the budget and the cost ideally shared by the village and town.
- As the community moves forward with consolidation and unity there will be single departments all using technology in a positive way.
- Use of the revenue received from the penny tax in the village needs to be discussed.
- The quality of infrastructure for projects not yet identified needs to be determined. There are water lines that are not on the capital project list and not yet ranked or prioritized. Assessment of the approximate age of the infrastructure, when it should be replaced, and the cost would be useful. A sewer line assessment has

already been done, but not water lines. The Water Fund would cover the cost of the assessment.

- An inventory and status of physical structures (public buildings) in the municipalities would be helpful. There is a building inventory, but the condition of the structures is not listed.
- The library may be interested in using funds from the Building Repair Fund.
- The suggestion from a resident to establish a “Green Capital Fund” should be discussed at some point. The Tree Advisory Committee budget is \$10,000 which can be increased if needed, and there is the capital fund for projects.

6. MANAGER’S REPORT

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

- October 25, 2016
- November 8, 2016
- November 22, 2016
- December 13, 2016
- December 27, 2016 (*may be cancelled due to holiday)

* December 9, 2016 – Village Tree Lighting and Train Hop

* December 13, 2016 – Special Village Meeting/Australian Vote

2. Budget Day

Budget Day is tentatively scheduled on December 13, 2016. A Doodle poll will be done to confirm the date.

3. Consolidation Status Report 2013-2017

The report showing the functions that have been consolidated since 2013 was reviewed. Pat Scheidel stated the more the village and town work together the more good ideas and best practices are realized. George Tyler suggested adding the information to the annual reports for the village and town. At some point the Trustees need to discuss use of the space in the Village Office in Lincoln Hall.

4. Signs

Signs are posted on School Street to help control the traffic on the street.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler noted a traffic count is being done on Park Terrace. A timeline of completion for the sidewalk in front of 4 Pearl Street is needed.
- The Trustees would like to tour the building at 4 Pearl Street. Staff will arrange a tour.

2. Reading File

- Minutes:
 - Zoning Board of Adjustment 9/20/16
 - Capital Program Review Committee 10/4/16
- Memo from Susan McNamara-Hill re: ECPR Board Election

-
- Letter and Update from Lake Champlain Regional Chamber of Commerce
 - Memo from CCRPC re: Local Input for Constraints on Siting of Renewable Energy Generation Facilities

8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meetings 9/27/16
2. Expense Warrant #17013, dated 9/29/16, in the amount of \$25,286.01.
3. Expense Warrant #17014, dated 10/06/16, in the amount of \$553,631.30

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

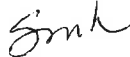
9. ADJOURNMENT

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

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

The meeting was adjourned at 7:55 PM.

RScty: M.E. Riordan



10/17/16
10:05 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17015 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/07/16 To 10/13/16 & Fund 2

Page 1 of 4
LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9429	09/30/16	LH sprinkler repair 541485	210-41940.434 MAINT. BUILDINGS/GROUNDS	12.31	7627	10/13/16
V10301	10/03/16	VR/AD legal fees Sept EJ24862492	210-41320.320 LEGAL SERVICES	1204.50	7628	10/13/16
10510	08/09/16	VF spray paint 714835	210-42220.610 SUPPLIES	5.77	7630	10/13/16
10510	07/26/16	ST supplies 714868	210-43110.610 SUPPLIES	14.39	7630	10/13/16
10510	07/29/16	ST supplies, brushes 714880	210-43110.610 SUPPLIES	14.67	7630	10/13/16
10510	07/29/16	ST supplies credit 714881	210-43110.610 SUPPLIES	-7.61	7630	10/13/16
10510	08/01/16	ST screwdriver 714887	210-43110.610 SUPPLIES	6.11	7630	10/13/16
10510	08/03/16	BL supplies 714903	210-45551.610 SUPPLIES	4.04	7630	10/13/16
10510	08/04/16	ST shop supplies 714910	210-43110.610 SUPPLIES	8.98	7630	10/13/16
10510	08/05/16	ST supplies 714918	210-43110.610 SUPPLIES	71.05	7630	10/13/16
10510	08/08/16	VF misc tools 714922	210-42220.610 SUPPLIES	22.48	7630	10/13/16
10510	08/08/16	VF tape supplies 714923	210-42220.610 SUPPLIES	13.48	7630	10/13/16
10510	08/10/16	ST supplies 714940	210-43110.610 SUPPLIES	4.24	7630	10/13/16
10510	08/12/16	ST supplies 714961	210-43110.610 SUPPLIES	2.24	7630	10/13/16
10510	08/19/16	ST supplies 714999	210-43110.610 SUPPLIES	25.62	7630	10/13/16
10510	08/23/16	VF hardware 715031	210-42220.610 SUPPLIES	21.21	7630	10/13/16
10510	08/25/16	ST supplies 715050	210-43110.610 SUPPLIES	9.69	7630	10/13/16
10510	08/26/16	LH supplies 715061	210-41940.610 SUPPLIES	25.49	7630	10/13/16
10510	08/26/16	VW supplies 715067	210-43110.610 SUPPLIES	17.99	7630	10/13/16
10510	08/29/16	ST supplies 715082	210-43110.610 SUPPLIES	6.28	7630	10/13/16
10510	09/01/16	LH keys for Lincoln Hall 715109	210-41320.610 SUPPLIES	2.42	7630	10/13/16
10510	09/06/16	ST storm sewer maint 715130	210-43151.430 STORM SEWER MAINTENANCE	71.98	7630	10/13/16
10510	09/06/16	VF paint 715131	210-42220.610 SUPPLIES	5.77	7630	10/13/16
10510	09/06/16	ST supplies 715136	210-43110.610 SUPPLIES	4.12	7630	10/13/16
10510	09/06/16	ST supplies 715137	210-43110.610 SUPPLIES	14.49	7630	10/13/16

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17015 Current Prior Next FY Invoices For Fund (GENERAL FUND)

LMorrisseau

For Check Acct 01 (GENERAL FUND) All check #s 10/07/16 To 10/13/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	09/06/16	BL building maint 715138	210-45551.434 MAINT. BUILDINGS/GROUNDS	43.48	7630	10/13/16
10510	09/09/16	ST supplies 715151	210-43110.610 SUPPLIES	8.09	7630	10/13/16
10510	09/13/16	LH supplies 715160	210-41940.610 SUPPLIES	9.43	7630	10/13/16
10510	09/16/16	ST supplies 715173	210-43110.610 SUPPLIES	8.98	7630	10/13/16
10510	09/16/16	ST tubing 715174	210-43110.432 VEHICLE MAINTENANCE	3.05	7630	10/13/16
10510	09/19/16	ST phone cord 715188	210-43110.434 MAINT. BUILDINGS/GROUNDS	22.47	7630	10/13/16
10510	09/19/16	LH teen ctr sink repair 715189	210-41940.610 SUPPLIES	8.45	7630	10/13/16
10510	09/19/16	LH teen ctr sink repair 715190	210-41940.610 SUPPLIES	26.98	7630	10/13/16
10510	09/20/16	ST sawzall blades 715195	210-43110.610 SUPPLIES	27.43	7630	10/13/16
10510	09/22/16	ST return 6 wire flush mt 715206	210-43110.434 MAINT. BUILDINGS/GROUNDS	-4.94	7630	10/13/16
10510	09/23/16	ST tarp Memorial Park 715211	210-43161.002 MEMORIAL PARK	26.99	7630	10/13/16
10510	09/23/16	LH supplies 715214	210-41940.610 SUPPLIES	1.52	7630	10/13/16
23170	09/30/16	VA Sept vehicle fuel CL186605	210-43110.626 GAS,GREASE AND OIL	877.91	7636	10/13/16
23170	09/30/16	VA Sept vehicle fuel CL186605	210-42220.626 GAS,GREASE AND OIL	314.00	7636	10/13/16
05010	09/15/16	AD hydrant flushing ad 115685	210-41320.550 PRINTING AND ADVERTISING	42.50	7646	10/13/16
05010	09/22/16	AD hydrant flushing ad 115686	210-41320.550 PRINTING AND ADVERTISING	42.50	7646	10/13/16
V10432	09/29/16	WWST mileage reimb Jul/Au 092916D	210-43110.500 TRAINING, CONFERENCES, DU	42.23	7647	10/13/16
V10098	10/06/16	CD ASLA membership annual 57148	210-41970.500 TRAINING,CONF,DUES	480.00	7650	10/13/16
43320	10/10/16	AD banner update 5359	210-41320.835 HOLIDAY EXPENSE	25.00	7653	10/13/16
21845	08/26/16	BL computer expenses 1692738	210-45551.340 COMPUTER EXPENSES	27.00	16100711	10/07/16
21845	09/13/16	BL materials adult 798926001710	210-45551.640 ADULT COLLECTION-PRINT &	99.99	16100711	10/07/16
21845	08/18/16	BL tablecloth D2G81616	210-45551.610 SUPPLIES	174.26	16100711	10/07/16
21835	08/29/16	VF food maint night, fc 199628	210-42220.500 TRAINING, CONFERENCES, DU	78.05	16100712	10/07/16
V10636	10/01/16	AD admin fee Oct 100116D	210-41320.210 HEALTH INS & OTHER BENEFI	3.45	16101309	10/13/16
V10301	10/03/16	VR/AD legal fees Sept EJ24862492	230-46801.006 MULTI-USE PATH NORTH	577.50	7628	10/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10301	10/03/16	VR/AD legal fees Sept EJ24862492	230-46801.007 PEARL ST. LINKING SIDEWAL	1023.00	7628	10/13/16
31275	10/05/16	VBVW Briar/Rosewood const PAY APP10	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	7887.69	7637	10/13/16
10510	08/09/16	VW supplies 714933	254-43200.610 SUPPLIES	17.99	7630	10/13/16
10510	08/30/16	VW supplies 715042	254-43200.610 SUPPLIES	28.28	7630	10/13/16
10510	08/25/16	VW hydrant supplies 715054	254-43200.430 WATER LINES MAINT-BREAKS	7.98	7630	10/13/16
10510	08/29/16	VW supplies 715085	254-43200.430 WATER LINES MAINT-BREAKS	18.77	7630	10/13/16
10510	08/29/16	VW supplies 715087	254-43200.430 WATER LINES MAINT-BREAKS	7.98	7630	10/13/16
10510	08/30/16	VW supplies 715090	254-43200.430 WATER LINES MAINT-BREAKS	25.15	7630	10/13/16
10510	09/16/16	VW supplies 715171	254-43200.610 SUPPLIES	2.68	7630	10/13/16
10510	09/21/16	VW hydrant painting 715202	254-43200.614 DISTRIBUTION MATERIALS	10.22	7630	10/13/16
23170	09/30/16	VA Sept vehicle fuel CL186605	254-43200.626 GAS,GREASE AND OIL	111.31	7636	10/13/16
31275	10/05/16	VBVW Briar/Rosewood const PAY APP10	254-43332.006 BRIAR/ROSEWOOD WTR LN	95282.55	7637	10/13/16
31275	10/05/16	VBVW Briar/Rosewood const PAY APP10	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	1257.46	7637	10/13/16
10510	08/31/16	WW supplies 715100	255-43200.570 MAINTENANCE OTHER	43.95	7630	10/13/16
23170	09/30/16	VA Sept vehicle fuel CL186605	255-43200.626 GAS,GREASE AND OIL	179.12	7636	10/13/16
V0653	10/11/16	WW rodent repellent reimb 101116D	255-43200.570 MAINTENANCE OTHER	19.99	7638	10/13/16
32035	10/12/16	WW (5) fall program regs 101216	255-43200.500 TRAINING, CONFERENCES, DU	275.00	7639	10/13/16
V9854	09/29/16	WW coliform test supplies 3007735215	255-43200.618 SUPPLIES - LABORATORY	825.11	7642	10/13/16
V10432	09/29/16	WWST mileage reimb Jul/Au 092916D	255-43200.500 TRAINING, CONFERENCES, DU	9.50	7647	10/13/16
22095	08/10/16	WW siloxane media 20165166	255-43200.619 CHEMICALS	4902.50	7656	10/13/16
21740	09/14/16	WW keyboard 091416D	255-43200.610 SUPPLIES	32.31	16100710	10/07/16
21740	09/14/16	WW keyboards, lights 091416D1	255-43200.570 MAINTENANCE OTHER	92.52	16100710	10/07/16
21740	09/14/16	WW keyboards, lights 091416D1	255-43200.610 SUPPLIES	57.81	16100710	10/07/16
21740	08/26/16	WW uniform allowance 92805886	255-43200.612 UNIFORMS,BOOTS,ETC	70.00	16100710	10/07/16
07465	09/13/16	WW HARDWARE/COATING P STN 25253/5	256-43220.002 WEST ST PS COSTS	45.44	7629	10/13/16

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	09/01/16	BLUE TARP FINANCIAL INC WW West seal tube 715107	256-43220.002 WEST ST PS COSTS	3.23	7630	10/13/16
10510	09/06/16	BLUE TARP FINANCIAL INC WW o-ring kit 715132	256-43220.001 SUSIE WILSON PS COSTS	5.68	7630	10/13/16
23170	09/30/16	CHAMPLAIN OIL CO., INC. VA Sept vehicle fuel CL186605	256-43200.626 GAS,GREASE AND OIL	105.04	7636	10/13/16
11555	09/20/16	RUSSELL RESOURCES INC WW check valve clappers, 162618	256-43200.434 PUMP STATION MAINTENANCE	163.61	7652	10/13/16
11555	09/20/16	RUSSELL RESOURCES INC WW check valve clappers, 162618	256-43220.001 SUSIE WILSON PS COSTS	163.60	7652	10/13/16
11555	09/20/16	RUSSELL RESOURCES INC WW check valve clappers, 162618	256-43220.002 WEST ST PS COSTS	163.60	7652	10/13/16
36130	09/23/16	VERIZON WIRELESS WW VPN svc Aug 24/Sept 23 9772592299	256-43220.002 WEST ST PS COSTS	37.71	7657	10/13/16
36130	09/23/16	VERIZON WIRELESS WW VPN svc Aug 24/Sept 23 9772592299	256-43200.434 PUMP STATION MAINTENANCE	111.14	7657	10/13/16
36130	09/23/16	VERIZON WIRELESS WW VPN svc Aug 24/Sept 23 9772592299	256-43220.001 SUSIE WILSON PS COSTS	37.71	7657	10/13/16
Report Total				117573.66		

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	10/03/16	VF light bulb 7752251	210-42220.432 VEHICLE MAINTENANCE	4.74	7663	10/20/16
05290	10/07/16	ST DEF 8149137	210-43110.626 GAS,GREASE AND OIL	21.98	7663	10/20/16
05290	10/11/16	ST degreaser 8549312	210-43110.610 SUPPLIES	28.70	7663	10/20/16
V9976	09/30/16	BL building maint 04138	210-45551.434 MAINT. BUILDINGS/GROUNDS	116.00	7666	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-15109.000 EXCHANGE - COBRA	1422.76	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-45551.210 HEALTH INS & OTHER BENEFIT	4281.37	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-41970.210 HEALTH INS & OTHER BENEFIT	1712.55	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-43110.210 HEALTH INS & OTHER BENEFIT	2911.33	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-43151.210 HEALTH INS & OTHER BENEFIT	453.83	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-41335.210 HEALTH INS & OTHER BENEFIT	856.27	7671	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	210-41320.210 HEALTH INS & OTHER BENEFIT	3425.11	7671	10/20/16
00530	09/27/16	BL books 4694388	210-45551.610 SUPPLIES	6.30	7674	10/20/16
00530	09/27/16	BL books 4694388	210-45551.641 JUVEN COLLECTION-PRNT & E	87.46	7674	10/20/16
00530	09/28/16	BL books 4697393	210-45551.641 JUVEN COLLECTION-PRNT & E	145.17	7674	10/20/16
00530	09/28/16	BL books 4697393	210-45551.610 SUPPLIES	12.60	7674	10/20/16
00530	09/28/16	BL books 4697407	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	09/28/16	BL books 4697407	210-45551.641 JUVEN COLLECTION-PRNT & E	21.99	7674	10/20/16
00530	09/28/16	BL books 4697410	210-45551.641 JUVEN COLLECTION-PRNT & E	83.67	7674	10/20/16
00530	09/28/16	BL books 4697410	210-45551.610 SUPPLIES	7.20	7674	10/20/16
00530	09/29/16	BF books 4700937	210-49345.000 LIBRARY DONATION EXPENDIT	22.95	7674	10/20/16
00530	10/03/16	BL books B4705430	210-45551.610 SUPPLIES	3.60	7674	10/20/16
00530	10/03/16	BL books B4705430	210-45551.641 JUVEN COLLECTION-PRNT & E	36.06	7674	10/20/16
00530	10/03/16	BL books B4705436	210-45551.640 ADULT COLLECTION-PRINT &	71.27	7674	10/20/16
00530	10/03/16	BL books B4705436	210-45551.610 SUPPLIES	3.60	7674	10/20/16
00530	10/03/16	BL books D4705472	210-45551.610 SUPPLIES	1.80	7674	10/20/16

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	10/03/16	BL books B4705472	210-45551.641 JUVEN COLLECTION-PRNT & E	19.78	7674	10/20/16
00530	10/03/16	BL books B4705487	210-45551.641 JUVEN COLLECTION-PRNT & E	4.79	7674	10/20/16
00530	10/03/16	BL books B4705487	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/03/16	BL books B4705525	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/03/16	BL books B4705525	210-45551.640 ADULT COLLECTION-PRINT &	16.68	7674	10/20/16
00530	10/04/16	BF books B4707910	210-49345.000 LIBRARY DONATION EXPENDIT	31.49	7674	10/20/16
00530	10/04/16	BL books B4708155	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/04/16	BL books B4708155	210-45551.640 ADULT COLLECTION-PRINT &	14.92	7674	10/20/16
00530	10/05/16	BL books B4711341	210-45551.640 ADULT COLLECTION-PRINT &	169.57	7674	10/20/16
00530	10/05/16	BL books B4711378	210-45551.610 SUPPLIES	1.80	7674	10/20/16
00530	10/05/16	BL books B4711378	210-45551.641 JUVEN COLLECTION-PRNT & E	19.58	7674	10/20/16
00530	10/06/16	BF books B4713882	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	7674	10/20/16
00530	10/07/16	BL books B4715432	210-45551.610 SUPPLIES	12.60	7674	10/20/16
00530	10/07/16	BL books B4715432	210-45551.641 JUVEN COLLECTION-PRNT & E	146.64	7674	10/20/16
00530	10/07/16	BL books B4715486	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/07/16	BL books B4715486	210-45551.641 JUVEN COLLECTION-PRNT & E	6.97	7674	10/20/16
00530	10/10/16	BL books B4717756	210-45551.610 SUPPLIES	67.50	7674	10/20/16
00530	10/10/16	BL books B4717756	210-45551.640 ADULT COLLECTION-PRINT &	1182.97	7674	10/20/16
00530	10/10/16	BL books B4718025	210-45551.640 ADULT COLLECTION-PRINT &	26.36	7674	10/20/16
00530	10/10/16	BL books B4718025	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/11/16	BL books B4721851	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/11/16	BL books B4721851	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	7674	10/20/16
00530	10/11/16	BL books B4722061	210-45551.610 SUPPLIES	0.90	7674	10/20/16
00530	10/11/16	BL books B4722061	210-45551.641 JUVEN COLLECTION-PRNT & E	10.44	7674	10/20/16
00530	10/12/16	BL books B4725143	210-45551.610 SUPPLIES	3.60	7674	10/20/16

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17016 Current Prior Next FY Invoices For Fund (GENERAL FUND)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	10/12/16	BL books B4725143	210-45551.641 JUVEN COLLECTION-PRNT & E	45.39	7674	10/20/16
00530	10/12/16	BL books B4725250	210-45551.641 JUVEN COLLECTION-PRNT & E	133.21	7674	10/20/16
00530	10/12/16	BL books B4725250	210-45551.610 SUPPLIES	10.80	7674	10/20/16
00530	10/12/16	BL books B4725575	210-45551.641 JUVEN COLLECTION-PRNT & E	29.85	7674	10/20/16
00530	10/12/16	BL books B4725575	210-45551.610 SUPPLIES	1.80	7674	10/20/16
16030	10/05/16	ST street lights supplies 61625	210-43160.610 STREET LIGHTS SUPPLIES/MA	646.30	7676	10/20/16
21500	10/13/16	AD copier lease Nov 16553052	210-41320.442 LEASED SERVICES	245.00	7677	10/20/16
V0455	10/01/16	BL supplies 4020359739	210-45551.610 SUPPLIES	47.11	7678	10/20/16
V0455	10/07/16	AD copies 9/7-10/6/16 4020407030	210-41320.442 LEASED SERVICES	110.67	7678	10/20/16
12435	10/11/16	VF basic firefighters cou 101116D	210-42220.500 TRAINING, CONFERENCES, DU	30.00	7683	10/20/16
04940	10/03/16	VF cable tv 100316DVF	210-42220.535 TELEPHONE SERVICES	13.59	7687	10/20/16
38280	09/30/16	ST supplies 091650122590	210-43110.610 SUPPLIES	28.25	7689	10/20/16
38280	09/30/16	LH Sept bottled water 368020	210-41940.610 SUPPLIES	26.10	7689	10/20/16
V10657	10/03/16	BL youth programs MK9122016	210-45551.837 CHILDRENS PROGRAMS	9.16	7691	10/20/16
25715	09/14/16	CD 4 Pearl eng 09141614835	210-15102.000 EXCHANGE - ENGI/LEGAL	627.56	7693	10/20/16
25715	09/16/16	CD main bldg Maple St Pk 09161615802	210-15102.000 EXCHANGE - ENGI/LEGAL	301.50	7693	10/20/16
25715	10/11/16	CD 1 Cherry ext eng 10111616811	210-15102.000 EXCHANGE - ENGI/LEGAL	270.00	7693	10/20/16
25715	10/11/16	CD 57 Park eng 1011616814	210-15102.000 EXCHANGE - ENGI/LEGAL	162.36	7693	10/20/16
40025	10/03/16	ST supplies, pipe 5152809	210-43110.610 SUPPLIES	63.00	7695	10/20/16
35260	10/11/16	STSA uniforms 10041644	210-43110.612 UNIFORMS,BOOTS,ETC	70.00	7696	10/20/16
23215	10/04/16	VF come-a-long 106201290001	210-42220.889 ROUTINE EQUIPMENT PURCHAS	207.00	7699	10/20/16
23215	10/04/16	ST uniforms 106201950001	210-43110.612 UNIFORMS,BOOTS,ETC	79.00	7699	10/20/16
23215	10/04/16	ST suction hose 106201960001	210-43110.610 SUPPLIES	126.63	7699	10/20/16
23215	10/11/16	ST supplies 106210100001	210-43110.610 SUPPLIES	31.96	7699	10/20/16
V0795	10/17/16	AD 1/12 mgr contract 101716D	210-41320.150 MANAGER CONTRACT	5381.25	7702	10/20/16

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Town of Essex / Village of EJ Accounts Payable

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25920	09/27/16	VF fire ext maintenance 329445	210-42220.570 MAINTENANCE OTHER	256.95	7709	10/20/16
25920	09/23/16	VF fire ext maintenance 329447	210-42220.570 MAINTENANCE OTHER	331.84	7709	10/20/16
V10226	10/06/16	ST supplies, shop towels 1295482589	210-43110.610 SUPPLIES	68.43	7713	10/20/16
34895	10/01/16	ST rubbish removal 1183180	210-43110.565 RUBBISH REMOVAL	85.52	7715	10/20/16
34895	10/01/16	ST rubbish removal 1183182	210-43110.565 RUBBISH REMOVAL	415.77	7715	10/20/16
34895	10/01/16	ST rubbish removal 1183316	210-43110.565 RUBBISH REMOVAL	55.27	7715	10/20/16
06005	10/01/16	VF body repair 25344	210-42220.432 VEHICLE MAINTENANCE	297.50	7718	10/20/16
23560	10/07/16	AD vendor stamps 77137	210-45551.610 SUPPLIES	102.60	7720	10/20/16
23560	10/07/16	AD vendor stamps 77137	210-41320.610 SUPPLIES	318.37	7720	10/20/16
08475	09/21/16	BL supplies S2832704001	210-45551.610 SUPPLIES	94.50	7723	10/20/16
21055	09/30/16	BF courier 54159	210-49340.006 LIBRARY GRANT EXPENDITURE	135.00	7724	10/20/16
11710	10/03/16	VF EAP service 100316D	210-42220.200 EMPLOYEE ASSISTANCE PROGR	216.00	7737	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-43151.210 HEALTH INS & OTHER BENEFIT	24.60	7745	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-43110.210 HEALTH INS & OTHER BENEFIT	157.81	7745	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-45551.210 HEALTH INS & OTHER BENEFIT	278.49	7745	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-41320.210 HEALTH INS & OTHER BENEFIT	185.66	7745	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-41335.210 HEALTH INS & OTHER BENEFIT	46.42	7745	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	210-41970.210 HEALTH INS & OTHER BENEFIT	92.83	7745	10/20/16
08645	09/04/16	VF construction supplies 01261	210-42220.434 MAINT. BUILDINGS/GROUNDS	44.36	7746	10/20/16
08645	09/04/16	VF construction supplies 02426	210-42220.434 MAINT. BUILDINGS/GROUNDS	164.12	7746	10/20/16
08645	09/04/16	VF paint supplies credit 02426CR	210-42220.610 SUPPLIES	-9.24	7746	10/20/16
08645	09/30/16	ST boards 02588	210-43110.610 SUPPLIES	176.48	7746	10/20/16
08645	09/23/16	VF tv cord 02736	210-42220.889 ROUTINE EQUIPMENT PURCHAS	21.89	7746	10/20/16
08645	09/23/16	LH supplies 10828	210-41940.610 SUPPLIES	28.21	7746	10/20/16
08645	09/06/16	VF picture hangers 23138	210-42220.610 SUPPLIES	4.73	7746	10/20/16

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08645	09/21/16	BL supplies 23632	210-45551.610 SUPPLIES	24.37	7746	10/20/16
08645	09/06/16	VF tax correction 24261261CR	210-42220.434 MAINT. BUILDINGS/GROUNDS	-11.28	7746	10/20/16
05010	09/15/16	DV PC ad 115764	210-41970.530 COMMUNICATIONS	46.75	7747	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-15109.000 EXCHANGE - COBRA	123.29	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-43151.210 HEALTH INS & OTHER BENEFIT	38.22	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-41335.210 HEALTH INS & OTHER BENEFIT	72.12	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-41970.210 HEALTH INS & OTHER BENEFIT	144.24	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-41320.210 HEALTH INS & OTHER BENEFIT	288.47	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-43110.210 HEALTH INS & OTHER BENEFIT	245.20	7756	10/20/16
24960	10/14/16	VA Nov dental ins 161510	210-45551.210 HEALTH INS & OTHER BENEFIT	432.71	7756	10/20/16
24100	10/06/16	ST signs 158818	210-43110.617 SIGNS AND POSTS	398.70	7760	10/20/16
26385	10/05/16	ADCD Sept minutes 763-EJ	210-41320.530 COMMUNICATIONS	363.00	7767	10/20/16
26385	10/05/16	ADCD Sept minutes 763-EJ	210-41970.530 COMMUNICATIONS	88.00	7767	10/20/16
V10691	10/17/16	AD postage reserve 160503-1016	210-41320.536 POSTAGE	2000.00	7770	10/20/16
02050	09/23/16	ST trailer valve stems 25	210-43110.432 VEHICLE MAINTENANCE	20.00	7777	10/20/16
37965	09/19/16	ST grade ring 340603	210-43151.430 STORM SEWER MAINTENANCE	91.38	7781	10/20/16
37965	09/29/16	ST sidewalk maint 58699	210-43120.570 SIDEWALK AND CURB MAINTEN	216.00	7781	10/20/16
40630	10/04/16	BL supplies 295590	210-45551.610 SUPPLIES	467.21	7783	10/20/16
23855	09/16/16	VF generator svc 8E5 181706	210-42220.432 VEHICLE MAINTENANCE	395.00	7786	10/20/16
23855	09/16/16	VF generator svc 8L3 181715	210-42220.432 VEHICLE MAINTENANCE	440.00	7786	10/20/16
23855	09/16/16	VF generator svc Vill 181720	210-42220.578 EMERGENCY GENERATOR MAINT	480.00	7786	10/20/16
23855	09/16/16	VF Generator svc Vill 181723	210-42220.578 EMERGENCY GENERATOR MAINT	259.14	7786	10/20/16
23855	09/16/16	VF generator svc 8E21 181731	210-42220.432 VEHICLE MAINTENANCE	440.00	7786	10/20/16
40840	10/01/16	VA Oct phone,internet 3681432	210-41320.535 TELEPHONE SERVICES	141.18	7787	10/20/16
40840	10/01/16	VA Oct phone,internet 3681432	210-41940.535 TELEPHONE SERVICES	39.06	7787	10/20/16

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40840	10/01/16	SOVERNET COMMUNICATIONS VA Oct phone,internet 3681432	210-41320.530 COMMUNICATIONS	34.95	7787	10/20/16
40840	10/01/16	SOVERNET COMMUNICATIONS VA Oct phone,internet 3681432	210-41970.535 TELEPHONE SERVICES	31.82	7787	10/20/16
40840	10/01/16	SOVERNET COMMUNICATIONS BL tech access phone 3682466	210-45551.535 TELEPHONE SERVICES	92.94	7787	10/20/16
40840	10/01/16	SOVERNET COMMUNICATIONS BL tech access phone 3682466	210-45551.530 TECHNOLOGY ACCESS	39.95	7787	10/20/16
V2124	09/24/16	STAPLES ADVANTAGE BL supplies 3315620843	210-45551.610 SUPPLIES	188.82	7789	10/20/16
V2124	10/01/16	STAPLES ADVANTAGE BL desk 3316564383	210-45551.610 SUPPLIES	634.99	7789	10/20/16
V2124	10/06/16	STAPLES ADVANTAGE ADCDPW credit duplicate 8040897026DC	210-41970.610 SUPPLIES	-50.10	7789	10/20/16
V2124	10/06/16	STAPLES ADVANTAGE ADCDPW credit duplicate 8040897026DC	210-41320.610 SUPPLIES	-101.73	7789	10/20/16
V2124	10/06/16	STAPLES ADVANTAGE ADCDPW credit duplicate 8040897026DC	210-43110.610 SUPPLIES	-155.88	7789	10/20/16
03320	09/01/16	TYLER TECHNOLOGIES INC VA software support 025164579	210-41320.340 COMPUTER EXPENSES	668.78	7796	10/20/16
03320	09/01/16	TYLER TECHNOLOGIES INC VA software support 025164579	210-15101.000 EXCHANGE - GENERAL	2944.41	7796	10/20/16
03320	09/30/16	TYLER TECHNOLOGIES INC AD software supp credit 025169964	210-15101.000 EXCHANGE - GENERAL	-2944.41	7796	10/20/16
36130	10/14/16	VERIZON WIRELESS ST phone svc 9772244555	210-43110.535 TELEPHONE SERVICES	334.23	7800	10/20/16
30210	10/13/16	VT LEAGUE OF CITIES & TOW AD work place posters 201617983	210-41320.610 SUPPLIES	15.00	7803	10/20/16
07565	10/05/16	W B MASON CO INC VF office supplies 38305284	210-42220.610 SUPPLIES	402.34	7805	10/20/16
07565	10/06/16	W B MASON CO INC VF Office supplies 38341192	210-42220.610 SUPPLIES	17.49	7805	10/20/16
24310	09/21/16	WALSH ELECTRIC SUPPLY ST cord for coffee shop 1522084-00	210-43110.610 SUPPLIES	190.25	7806	10/20/16
21850	10/03/16	BOUCHER CLEANING SERVICES SC weekly cleaning 336	225-45122.430 REPAIRS & MAINTENANCE	250.00	7672	10/20/16
21770	09/30/16	JAZZERCISE SC Jazzercise instructor 160930D	225-45122.330 OTHER PROF SERVICES	180.00	7738	10/20/16
12265	10/01/16	RICOH USA, INC SC copies 5044797642	225-45122.610 OPERATIONAL SUPP/EXP	8.25	7773	10/20/16
V2124	09/24/16	STAPLES ADVANTAGE SC paper, office supplies 3315620849	225-45122.610 OPERATIONAL SUPP/EXP	54.49	7789	10/20/16
V2124	09/24/16	STAPLES ADVANTAGE SC paper 3315620850	225-45122.610 OPERATIONAL SUPP/EXP	3.20	7789	10/20/16
V2124	09/23/16	STAPLES ADVANTAGE SC office supplies 3316564375	225-45122.610 OPERATIONAL SUPP/EXP	60.18	7789	10/20/16
V2124	10/08/16	STAPLES ADVANTAGE SC paper for newsletter 3317533281	225-45122.610 OPERATIONAL SUPP/EXP	28.89	7789	10/20/16
V2124	10/08/16	STAPLES ADVANTAGE SC paper for newsletter 3317533292	225-45122.610 OPERATIONAL SUPP/EXP	27.59	7789	10/20/16

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31275	10/03/16	VR multiuse path const MULTIUSE 3	230-46801.006 MULTI-USE PATH NORTH	61119.00	7692	10/20/16
25715	10/12/16	VR Cres Cntr proj mgmt 10121612833	230-46801.008 CRESCENT CONNECTOR	3341.75	7693	10/20/16
25715	10/12/16	VR missing link proj mgmt 10121614807	230-46801.007 PEARL ST. LINKING SIDEWAL	450.00	7693	10/20/16
25715	10/12/16	VR multiuse path eng 10121616803	230-46801.006 MULTI-USE PATH NORTH	14318.27	7693	10/20/16
25715	10/12/16	VR Briar Ln rdwy/wtr ln 10121614813	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	6420.32	7693	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	254-43200.210 HEALTH INS & OTHER BENEFIT	1284.41	7671	10/20/16
23435	09/30/16	VW Sept water usage 093016D	254-43200.411 CWD WATER PURCHASE	51436.27	7682	10/20/16
23435	09/30/16	VW Sept water usage 093016D	254-43210.411 CWD WATER PURC - GF	249930.13	7682	10/20/16
23435	09/30/16	VW Sept water usage 093016D	254-43210.412 STATE WATER TAX - GF	6131.75	7682	10/20/16
23435	09/30/16	VW Sept water usage 093016D	254-43200.412 STATE WATER TAX	1261.93	7682	10/20/16
25715	10/12/16	VR Briar Ln rdwy/wtr ln 10121614813	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	1023.53	7693	10/20/16
40025	09/26/16	VW repair ban 5148675	254-43200.430 WATER LINES MAINT-BREAKS	182.30	7695	10/20/16
18000	10/05/16	VW repair band 0719948	254-43200.430 WATER LINES MAINT-BREAKS	502.01	7707	10/20/16
05525	09/28/16	VW mud plug G185090	254-43200.610 SUPPLIES	340.00	7731	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	254-43200.210 HEALTH INS & OTHER BENEFIT	69.62	7745	10/20/16
24960	10/14/16	VA Nov dental ins 161510	254-43200.210 HEALTH INS & OTHER BENEFIT	108.18	7756	10/20/16
38760	09/28/16	VWSA ecoders 0070395	254-43330.002 METER REPLACEMENT PROGRAM	877.60	7793	10/20/16
38760	10/06/16	VWSA Ecoders 0070748	254-43330.002 METER REPLACEMENT PROGRAM	1767.87	7793	10/20/16
03320	09/01/16	VA software support 025164579	254-43200.340 COMPUTER EXPENSES	642.40	7796	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	255-43200.210 HEALTH INS & OTHER BENEFIT	4426.94	7671	10/20/16
11375	10/01/16	WW Sept svc 2579763	255-43200.565 GRIT DISPOSAL	918.66	7679	10/20/16
06870	09/29/16	WW weekly tkn 213646	255-43200.577 CONTRACT LABORATORY SERVI	25.00	7697	10/20/16
06870	10/03/16	WW pt screen 214157	255-43200.577 CONTRACT LABORATORY SERVI	100.00	7697	10/20/16
06870	10/05/16	WW weekly tkn 214361	255-43200.577 CONTRACT LABORATORY SERVI	25.00	7697	10/20/16
06870	10/07/16	WW batch biosolids 214722	255-43200.577 CONTRACT LABORATORY SERVI	640.00	7697	10/20/16

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V10616	09/30/16	WW biocide full load 902812165	255-43200.619 CHEMICALS	9319.80	7704	10/20/16
23980	09/30/16	WW plow truck battery 190320100745	255-43200.432 VEHICLE MAINTENANCE	119.88	7735	10/20/16
V9454	10/11/16	WW Mandigo 3092145	255-43200.612 UNIFORMS,BOOTS,ETC	191.00	7741	10/20/16
V9454	10/15/16	WW Boutin 3092720	255-43200.612 UNIFORMS,BOOTS,ETC	288.20	7741	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	255-43200.210 HEALTH INS & OTHER BENEFIT	239.97	7745	10/20/16
08645	09/29/16	WWSA 6x6, tools 02813	255-43200.570 MAINTENANCE OTHER	52.00	7746	10/20/16
06695	10/17/16	WW etcd1564 pumps, bearing 101716D	255-43200.500 TRAINING, CONFERENCES, DU	240.00	7752	10/20/16
00315	10/04/16	WW grease hyd oil PSII299372	255-43200.570 MAINTENANCE OTHER	533.37	7755	10/20/16
24960	10/14/16	VA Nov dental ins 161510	255-43200.210 HEALTH INS & OTHER BENEFIT	372.85	7756	10/20/16
12160	09/21/16	WW RFI-148 WWTF UPGRD BND 09/21/16	255-43330.007 CWSRF RFI-148 ADMIN FEE	258500.00	7759	10/20/16
12160	09/21/16	WW RFI-148 WWTF UPGRD BND 09/21/16	255-22501.002 CWSRF LOAN RFI-148	531950.58	7759	10/20/16
12775	09/27/16	WW admin service 6389	255-43200.570 MAINTENANCE OTHER	114.89	7764	10/20/16
V2093	09/29/16	WW NaOH bulk load 333952	255-43200.619 CHEMICALS	6901.59	7785	10/20/16
40840	10/01/16	WW phone internet 3682431	255-43200.535 TELEPHONE SERVICES	172.69	7787	10/20/16
05265	10/10/16	WW ZN split sample 20029715	255-43200.577 CONTRACT LABORATORY SERVI	41.50	7791	10/20/16
43260	10/11/16	WW septic receiving 80946296	255-43200.570 MAINTENANCE OTHER	126.17	7797	10/20/16
12575	10/05/16	WW chlorine mixer shaft 65	255-43200.570 MAINTENANCE OTHER	145.00	7801	10/20/16
07565	09/28/16	WW lab wash 138095675	255-43200.618 SUPPLIES - LABORATORY	59.94	7805	10/20/16
V1655	10/05/16	VA Nov health ins 61030001187	256-43200.210 HEALTH INS & OTHER BENEFIT	2055.06	7671	10/20/16
40025	09/30/16	SA River St wet well 5150568	256-43200.434 PUMP STATION MAINTENANCE	414.61	7695	10/20/16
35260	10/11/16	STSA uniforms 10041644	256-43200.612 UNIFORMS,BOOTS,ETC	65.00	7696	10/20/16
V9366	09/26/16	SA boots S102897452	256-43200.612 UNIFORMS,BOOTS,ETC	126.75	7716	10/20/16
14025	10/11/16	VA Nov life ins 11161532732	256-43200.210 HEALTH INS & OTHER BENEFIT	111.40	7745	10/20/16
08645	09/29/16	WWSA 6x6, tools 02813	256-43200.434 PUMP STATION MAINTENANCE	74.78	7746	10/20/16
24960	10/14/16	VA Nov dental ins 161510	256-43200.210 HEALTH INS & OTHER BENEFIT	173.08	7756	10/20/16

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11555	RUSSELL RESOURCES INC	09/28/16 WW check valve stock part 162625	256-43200.434 PUMP STATION MAINTENANCE	221.13	7780	10/20/16
38760	TI-SALES INC	09/28/16 VWSA ecoders 0070395	256-43330.002 METER REPLACEMENT PROGRAM	1755.20	7793	10/20/16
38760	TI-SALES INC	10/06/16 VWSA Ecoders 0070748	256-43330.002 METER REPLACEMENT PROGRAM	3535.73	7793	10/20/16
03320	TYLER TECHNOLOGIES INC	09/01/16 VA software support 025164579	256-43200.340 COMPUTER EXPENSES	1284.79	7796	10/20/16
Report Total				<u>1266528.18</u>		