



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 8, 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
 - b. Request for Public Engagement Workshop/Engagement Advisory Board – Liz Subin
5. **OLD BUSINESS**
 - a. Adoption of Amended Land Development Code – Robin Pierce
 - b. Adopt and Sign Warning for UMD Vote on December 13 – Pat Scheidel
6. **NEW BUSINESS**
 - a. Health Insurance Advisory Services Agreement – Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 11/1/16
 - c. Email from Glenn Rogers re: tax rates
 - d. Letter to Public Service Board from Robin Pierce re: Act 174
 - e. Memo from Susan McNamara-Hill re: pay rate for library substitutes
 - f. Chittenden Solid Waste District FYE 16 Annual Report
 - g. Letters to Dept. of Environmental Conservation re: Vermont Wetland Rules
 - h. Letter from Colchester Town Manager Dawn Francis re: Resolution of Support for VTrans
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 10/25/16 and 10/28/16
 - b. Expense Warrant #17017 dated 10/27/16 in the amount of \$37,794.13
10. **ADJOURN**

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



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director *RP*
DATE: November 8, 2016
SUBJECT: Update Village Land Development Code

Issue

The Village is required to update its Land Development Code this year. The Planning Commission has approved the draft in front of the Trustees and awaits Trustee approval of the same.

Discussion

If the Trustees have changes that may be substantial to the draft Code it may need to go back to the Planning Commission for review of these changes. The current Code was due for updating earlier this year. As we are in the process of completing the update the current Code controls development review until the new Code is approved by the Trustees. In the interim any development proposal that is presented to the Planning Commission must be reviewed under the existing Code, which includes the potential for six story buildings with a waiver in the Village Center and Transit Oriented Development Districts, along with other items that the Trustees may wish to change. If the Trustees make substantial changes the Code would be sent back to the Planning Commission for new Public Hearings with the possibility of other additional changes being discussed during the Public Hearings by the public. The revised Code will be forwarded again to the CCRPC, State and the abutting municipalities prior to the Public Hearings.

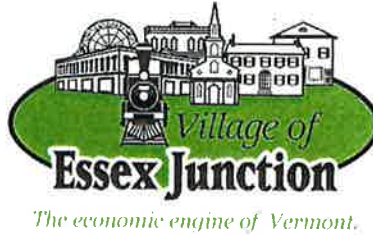
Cost

No direct financial costs associated with changes to the Code.

Recommendation

Staff recommends that the Village Trustees provide verbiage that they wish to have changed in the draft Code. If this is not substantial then the Trustees can adopt the Code and it will be sent to the CCRPC and the State for approval. If the changes are substantial then it is recommended that the draft changes are sent to the Planning Commission for concurrence. Once this is achieved the Code will be warned for Trustees adoption.

Agenda Addition
New Business b.c.



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MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager,
FROM: Robin Pierce, Community Development Director *RP*
DATE: November 8, 2016
SUBJECT: Autumn Pond winter contractor parking

Issue

The contractor at Autumn Pond has requested the use of an existing overflow parking area on the Tree Farm contiguous with the development site. See attached map.

Discussion

The Village and Town are joint owners of this property and Agreements call for concurrence between the Village and Town for any changes on the property. This is a temporary proposal, as parking is at a premium on the construction site as apartments are rented. The location in question is accessed from Autumn Pond via an existing gravel road that is gated. The parking would be over the winter construction period. The contractor has offered to ensure that the site is left in the condition he found it after the parking is no longer needed. It should be returned for Tree Farm recreational use once the new 2017 outdoor season commences. The parking location would not interfere with winter activities. The area is only used for overflow parking during very busy periods at the Tree Farm, such as the Nordic Cup event in June.

Contractor parking in this location with caveats will make the construction site less congested from a traffic and parking perspective, and thus safer.

Cost

No direct financial costs associated with this temporary parking arrangement.

Recommendation

Staff recommends that the Village Trustees approve this request for temporary parking on the overflow parking site located on the attached map with access, egress and ingress from Autumn Pond only, and encourage the Selectboard to concur.

Proposed 8' gravel cross country trail and walk. (See details)

Ex. soccer field

New 8' gravel walk. (See details)

Existing gravel cross country trail

Clearing limits

New ES Inv. out 337.30

New gate and post.

New 6" tapping sleeve and valve. Enlarge to 8" after 35' 45' bends.

New 5' concrete walk

PROPOSED PARKING AREA
New ES AREA
Inv. in 337.50

Banner Ball (with arrow pointing to it)
Elev. = 345.09

New access and lighting easement 1451 st

ex. bollard

Approximate limits of disturbance. See notes above.

New watermain easement 1.552 st



See Notes on SP-1
See Legend on SP-4

Thasha Lane Water Installation Notes:

1. Limits of disturbance shown is approximate and shown not be used for construction estimating purposes.
2. Contractor shall complete a Pre-construction excavation in the area shown and report findings to the Engineer prior to starting work in this area.
3. Contractor shall repair all disturbed areas to original condition.
4. Contractor shall notify Engineer and water department one week prior to starting work in this area.

ARCHITECT
Rabideau Architects
100 Main Street, Suite 201
5 Burlington, Vermont 05401
Phone: 802-535-0322
Fax: 802-535-0323
www.rabideauarchitects.com

CIVIL ENGINEER
K&L
K&L
Civil & Landscaping Consulting Engineers, Inc.
100 Main Street, Suite 201
Burlington, VT 05401
Phone: 802-535-0322
Fax: 802-535-0323
www.kandl.com



Project:
**AUTUMN.
POND**

Thasha Lane, Village of Essex Junction, VT
Project No. 12315
Scale 1" = 30'
Designed by WEN/SPM
Drawn by JB
Date 5/21/2013

Revisions
No. Date Description
1 12/10/12 Initial approach
2 12/10/12 Final design, 150% grade
3 12/31/12 Final design, 150% grade
4 3/21/13 New watermain to distribution

Drawing Title
Site Plan

Drawing No.
SP-5

See Sheet SP-2 & SP-7

Agenda Addition
Consent Agenda 9c.

11/07/16
08:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17018 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/04/16 To 11/04/16 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	10/26/16	ADVANCE AUTO PARTS ST chain lube, etc 0040031	210-43110.610 SUPPLIES	80.73	7871	11/04/16
05290	10/26/16	ADVANCE AUTO PARTS ST anti seize 0040047	210-43110.610 SUPPLIES	7.12	7871	11/04/16
05290	10/27/16	ADVANCE AUTO PARTS ST chain lube 140085	210-43110.610 SUPPLIES	33.06	7871	11/04/16
05290	10/27/16	ADVANCE AUTO PARTS ST cleaner 140118	210-43110.610 SUPPLIES	6.49	7871	11/04/16
05290	10/26/16	ADVANCE AUTO PARTS ST chain lube 40079	210-43110.610 SUPPLIES	5.51	7871	11/04/16
05290	10/27/16	ADVANCE AUTO PARTS ST tools 40097	210-43110.610 SUPPLIES	93.49	7871	11/04/16
05290	10/26/16	ADVANCE AUTO PARTS ST hose clamp 52987	210-43110.432 VEHICLE MAINTENANCE	6.20	7871	11/04/16
05290	10/24/16	ADVANCE AUTO PARTS ST SANDERS ELECTRICAL 9849940	210-43110.610 SUPPLIES	34.17	7871	11/04/16
05290	10/25/16	ADVANCE AUTO PARTS ST FAN BELTS TK #7 9926003	210-43110.610 SUPPLIES	52.46	7871	11/04/16
05290	10/25/16	ADVANCE AUTO PARTS ST POWER STEAMING FLUID 9926004	210-43110.626 GAS, GREASE AND OIL	16.48	7871	11/04/16
05290	10/25/16	ADVANCE AUTO PARTS ST CHAIN LUBE 9949994	210-43110.626 GAS, GREASE AND OIL	16.53	7871	11/04/16
05290	10/25/16	ADVANCE AUTO PARTS ST GEAR OIL 9949995	210-43110.626 GAS, GREASE AND OIL	11.62	7871	11/04/16
00530	10/19/16	BRODART CO BF books B4540935	210-49345.000 LIBRARY DONATION EXPENDIT	14.10	7880	11/04/16
00530	10/07/16	BRODART CO BF books B4715529	210-49345.000 LIBRARY DONATION EXPENDIT	16.85	7880	11/04/16
00530	10/11/16	BRODART CO BF books B4721517	210-49345.000 LIBRARY DONATION EXPENDIT	15.75	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728394	210-45551.641 JUVEN COLLECTION-PRNT & E	236.01	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728394	210-45551.610 SUPPLIES	17.10	7880	11/04/16
00530	10/17/16	BRODART CO BF books B4728429	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728527	210-45551.641 JUVEN COLLECTION-PRNT & E	19.96	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728527	210-45551.610 SUPPLIES	1.80	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728681	210-45551.641 JUVEN COLLECTION-PRNT & E	29.83	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728681	210-45551.610 SUPPLIES	2.70	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728784	210-45551.640 ADULT COLLECTION-PRINT &	26.39	7880	11/04/16
00530	10/13/16	BRODART CO BL books B4728784	210-45551.610 SUPPLIES	0.90	7880	11/04/16
00530	10/17/16	BRODART CO BL books B4734270	210-45551.641 JUVEN COLLECTION-PRNT & E	5.03	7880	11/04/16

11/07/16
08:38 am

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00530	10/17/16	BL books B4734270	210-45551.610 SUPPLIES	0.90	7880	11/04/16
00530	10/17/16	BL books B4734610	210-45551.641 JUVEN COLLECTION-PRNT & E	6.15	7880	11/04/16
00530	10/17/16	BL books B4734610	210-45551.610 SUPPLIES	0.90	7880	11/04/16
00530	10/17/16	BF books B4734724	210-49345.000 LIBRARY DONATION EXPENDIT	33.12	7880	11/04/16
00530	10/20/16	BL books B4743164	210-45551.640 ADULT COLLECTION-PRINT &	403.55	7880	11/04/16
00530	10/20/16	BL books B4743164	210-45551.610 SUPPLIES	20.70	7880	11/04/16
00530	10/20/16	BL books B4743168	210-45551.640 ADULT COLLECTION-PRINT &	38.70	7880	11/04/16
00530	10/20/16	BL books B4743168	210-45551.610 SUPPLIES	1.80	7880	11/04/16
00530	10/20/16	BL books B4743207	210-45551.641 JUVEN COLLECTION-PRNT & E	26.31	7880	11/04/16
00530	10/20/16	BL books B4743207	210-45551.610 SUPPLIES	3.60	7880	11/04/16
00530	10/20/16	BL books B4743425	210-45551.640 ADULT COLLECTION-PRINT &	25.18	7880	11/04/16
00530	10/20/16	BL books B4743425	210-45551.610 SUPPLIES	1.80	7880	11/04/16
00530	10/20/16	BL books B4743492	210-45551.641 JUVEN COLLECTION-PRNT & E	42.05	7880	11/04/16
00530	10/20/16	BL books B4743492	210-45551.610 SUPPLIES	2.70	7880	11/04/16
00530	10/21/16	BF books B4744720	210-49345.000 LIBRARY DONATION EXPENDIT	16.85	7880	11/04/16
00530	10/24/16	BF books B4748540	210-49345.000 LIBRARY DONATION EXPENDIT	35.93	7880	11/04/16
00530	10/25/16	BL books B4751816	210-45551.641 JUVEN COLLECTION-PRNT & E	33.17	7880	11/04/16
00530	10/25/16	BL books B4751816	210-45551.610 SUPPLIES	2.70	7880	11/04/16
00530	10/25/16	BF books B4751842	210-49345.000 LIBRARY DONATION EXPENDIT	11.90	7880	11/04/16
00530	10/25/16	BL books B4752358	210-45551.641 JUVEN COLLECTION-PRNT & E	70.79	7880	11/04/16
00530	10/25/16	BL books B4752358	210-45551.610 SUPPLIES	7.20	7880	11/04/16
00530	10/26/16	BL books B475639	210-45551.641 JUVEN COLLECTION-PRNT & E	23.83	7880	11/04/16
00530	10/26/16	BL books B475639	210-45551.610 SUPPLIES	1.80	7880	11/04/16
00530	10/26/16	BL books B4756573	210-45551.641 JUVEN COLLECTION-PRNT & E	27.88	7880	11/04/16
00530	10/26/16	BL books B4756573	210-45551.610 SUPPLIES	1.80	7880	11/04/16

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00530	10/26/16	BL books B4756584	210-45551.641 JUVEN COLLECTION-PRNT & E	28.82	7880	11/04/16
00530	10/26/16	BL books B4756584	210-45551.610 SUPPLIES	1.80	7880	11/04/16
00530	10/28/16	BL books B4762121	210-45551.640 ADULT COLLECTION-PRINT &	47.61	7880	11/04/16
00530	10/28/16	BL books B4762121	210-45551.610 SUPPLIES	2.70	7880	11/04/16
00530	10/28/16	BL books B4762386	210-45551.640 ADULT COLLECTION-PRINT &	204.70	7880	11/04/16
00530	10/28/16	BL books B4762386	210-45551.610 SUPPLIES	9.90	7880	11/04/16
16030	10/15/16	ST REPAIR GAS LAMPS 31591	210-43160.610 STREET LIGHTS SUPPLIES/MA	4432.90	7883	11/04/16
16030	10/15/16	LH repair teen ctr light 31634	210-41940.434 MAINT. BUILDINGS/GROUNDS	135.50	7883	11/04/16
22140	10/24/16	ST vehicle chain 3524334	210-43110.432 VEHICLE MAINTENANCE	14.40	7885	11/04/16
22140	10/24/16	ST vehicle chain 3524335	210-43110.432 VEHICLE MAINTENANCE	99.92	7885	11/04/16
V04609	10/01/16	BL books 1414822	210-45551.640 ADULT COLLECTION-PRINT &	91.08	7886	11/04/16
V10614	11/01/16	AD cobra admin RC042044	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	7888	11/04/16
04940	10/12/16	ST TO-INTERNET 10122016D	210-43125.610 WINTER MAINTENANCE	29.98	7890	11/04/16
04940	10/12/16	ST TO-INTERNET 10122016D	210-43110.610 SUPPLIES	129.98	7890	11/04/16
27420	10/14/16	ST STATE INSP TRK#4 MAINT 52368	210-43110.432 VEHICLE MAINTENANCE	125.00	7899	11/04/16
27420	10/14/16	ST STATE INSP TRK #34 MNT 52371	210-43110.432 VEHICLE MAINTENANCE	150.00	7899	11/04/16
27420	10/14/16	ST STATE INSP TRUCK #15 52372	210-43110.432 VEHICLE MAINTENANCE	45.00	7899	11/04/16
25715	10/12/16	ST Eng class 1 paving 10121614-830	210-43110.576 ENGINEERING SERVICES	1403.78	7902	11/04/16
25715	10/12/16	ST Eng various projects 10121616-810	210-43110.576 ENGINEERING SERVICES	818.07	7902	11/04/16
25715	10/12/16	ST Eng cap comm est 10121616-823	210-43110.576 ENGINEERING SERVICES	562.50	7902	11/04/16
25715	10/17/16	ST Eng So Summ hydrant 10171616-817	210-43110.576 ENGINEERING SERVICES	983.75	7902	11/04/16
01010	10/26/16	ST straw & seed 321462	210-43110.616 GRAVEL, TOPSOIL	30.08	7908	11/04/16
21845	10/19/16	BL computer expenses 092116	210-45551.340 COMPUTER EXPENSES	27.00	7913	11/04/16
21840	10/19/16	ST VW 2 pairs jeans 092816D	210-43110.612 UNIFORMS,BOOTS,ETC	51.46	7916	11/04/16
21835	10/19/16	VF microsoft office licen 092516	210-42220.570 MAINTENANCE OTHER	99.99	7917	11/04/16

11/07/16
08:38 am

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16000	10/25/16	FISHER AUTO PARTS ST plug in for sander 167564	210-43110.432 VEHICLE MAINTENANCE	121.47	7918	11/04/16
05165	10/27/16	FRASER MICHAEL ST tanker endorsement 102716D	210-43110.500 TRAINING, CONFERENCES, DU	29.00	7920	11/04/16
34895	11/01/16	GAUTHIER TRUCKING, INC. LH Oct Lincoln Hall 1189674	210-41940.565 RUBBISH REMOVAL	155.72	7922	11/04/16
V10129	10/26/16	HYSKO WENDY BL mileage 10262016WH	210-45551.500 TRAINING, CONFERENCES, DU	47.30	7928	11/04/16
37715	10/21/16	INTEGRITY COMMUNICATIONS BL phone system 32399	210-45551.891 CAPITAL OUTLAY	2527.20	7930	11/04/16
V9454	10/14/16	LENNY'S SHOE & APP ST boots uniform 3092508	210-43110.612 UNIFORMS, BOOTS, ETC	159.00	7938	11/04/16
04040	10/24/16	LUCKY'S TRAILER SALES INC ST RELAY KIT-MOTOR PC10374	210-43110.432 VEHICLE MAINTENANCE	17.93	7940	11/04/16
V1636	10/19/16	NEW ENGLAND MUNICIPAL VA FLX VAC TON TRUCK 1941	210-43110.570 MAINTENANCE OTHER	4343.70	7944	11/04/16
25140	09/30/16	PIKE INDUSTRIES INC ST asphalt 892868	210-43120.610 PAVEMENT MAINTENANCE	781.20	7949	11/04/16
25140	10/03/16	PIKE INDUSTRIES INC ST asphalt 893820	210-43120.610 PAVEMENT MAINTENANCE	780.00	7949	11/04/16
25140	10/07/16	PIKE INDUSTRIES INC ST asphalt 894775	210-43120.610 PAVEMENT MAINTENANCE	468.00	7949	11/04/16
25140	10/11/16	PIKE INDUSTRIES INC ST asphalt 895404	210-43120.610 PAVEMENT MAINTENANCE	240.60	7949	11/04/16
25140	10/18/16	PIKE INDUSTRIES INC ST asphalt 896514	210-43120.610 PAVEMENT MAINTENANCE	240.00	7949	11/04/16
25140	10/21/16	PIKE INDUSTRIES INC ST asphalt 897387	210-43120.610 PAVEMENT MAINTENANCE	175.74	7949	11/04/16
37965	10/17/16	S D IRELAND CONCRETE ST CONCRETE 59242	210-43120.570 SIDEWALK AND CURB MAINTEN	216.00	7959	11/04/16
03180	10/01/16	SAFETY SYSTEMS OF VT LLC ST annual test fire alarm 16380	210-43110.434 MAINT. BUILDINGS/GROUNDS	250.00	7961	11/04/16
40840	10/15/16	SOVERNET COMMUNICATIONS ST phone 3687464	210-43110.535 TELEPHONE SERVICES	35.88	7966	11/04/16
V2124	10/08/16	STAPLES ADVANTAGE ST PAPER AND PENS 8041303821	210-43110.610 SUPPLIES	40.49	7968	11/04/16
21000	11/02/16	UNIFIRST CORPORATION LH mat service 0361776130	210-41940.423 CONTRACT SERVICES	56.60	7973	11/04/16
05340	11/01/16	VALLEY PAINTING LH exterior painting VENTS	210-41940.434 MAINT. BUILDINGS/GROUNDS	175.00	7974	11/04/16
36130	10/18/16	VERIZON WIRELESS VA CELL PHMS/DATA 10/19- 9773840561	210-42220.535 TELEPHONE SERVICES	160.04	7975	11/04/16
36130	10/18/16	VERIZON WIRELESS VA CELL PHMS/DATA 10/19- 9773840561	210-41970.535 TELEPHONE SERVICES	40.01	7975	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	210-43110.623 HEATING/NATURAL GAS	66.06	7983	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	210-45551.623 HEATING/NATURAL GAS	181.22	7983	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	210-41940.623 HEATING/NATURAL GAS	139.48	7983	11/04/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	10/24/16	VA various 101615244	210-42220.623 HEATING/NATURAL GAS	72.21	7983	11/04/16
12690	10/18/16	BL maintenance & supplies 3230	210-45551.434 MAINT. BUILDINGS/GROUNDS	622.50	7991	11/04/16
12690	10/18/16	BL maintenance & supplies 3230	210-45551.610 SUPPLIES	185.00	7991	11/04/16
31275	10/27/16	VR multi use pth constr VR PAY AP 4	230-46801.006 MULTI-USE PATH NORTH	87709.49	7901	11/04/16
31275	10/24/16	VW Briar, Rosewood wtr line PAY AP 11	254-43332.006 BRIAR/ROSEWOOD WTR LN	108260.71	7901	11/04/16
25715	10/12/16	ST Eng utility maps 10041616-818	254-43200.330 OTHER PROFESSIONAL SERVIC	52.50	7902	11/04/16
25715	10/12/16	ST Eng RR Ave wtr line 10121614-819	254-43330.001 RAILROAD AVE. REDY/WTR LN	1266.01	7902	11/04/16
18000	10/18/16	VW curbstop ext 0724755	254-43200.614 DISTRIBUTION MATERIALS	654.02	7910	11/04/16
18000	10/20/16	VW curbstop ext 0724755-1	254-43200.614 DISTRIBUTION MATERIALS	213.58	7910	11/04/16
18000	10/25/16	WW curb boxes 0726285	254-43200.614 DISTRIBUTION MATERIALS	447.05	7912	11/04/16
21840	10/19/16	ST VW 2 pairs jeans 092816D	254-43200.612 UNIFORMS, BOOTS, ETC	51.47	7916	11/04/16
V1636	10/19/16	VA FIX VAC TON TRUCK 1941	254-43200.570 MAINTENANCE OTHER	723.95	7944	11/04/16
23420	10/13/16	VW LOCATE SEWER 9693	254-43200.430 WATER LINES MAINT-BREAKS	325.00	7946	11/04/16
V1816	11/01/16	SA/VW postcard w/s Oct 110116D	254-43200.536 POSTAGE	338.34	7950	11/04/16
38760	10/17/16	VW WATER METERS INV0071105	254-43330.002 METER REPLACEMENT PROGRAM	493.27	7971	11/04/16
38760	10/18/16	VW WATER METERS INV0071150	254-43330.002 METER REPLACEMENT PROGRAM	10.19	7971	11/04/16
29825	10/24/16	VA various 101615244	254-43200.623 HEATING/NATURAL GAS	33.27	7983	11/04/16
23455	10/20/16	WW 86.74 tons 20169-ESS	255-43200.568 SLUDGE MANAGEMENT	7534.72	7887	11/04/16
06870	10/28/16	WW weekly tkn 216329	255-43200.577 CONTRACT LABORATORY SERVI	25.00	7907	11/04/16
21740	10/19/16	WW chemical scale 092216A	255-43200.577 CONTRACT LABORATORY SERVI	39.99	7914	11/04/16
07010	10/21/16	WW 9/21-10/20/16 wntf 10160132407	255-43200.622 ELECTRICAL SERVICE	7557.57	7924	11/04/16
V9769	10/18/16	WW Full Load Ferrous Chlo 901719856	255-43200.619 CHEMICALS	3692.69	7936	11/04/16
V1636	10/19/16	VA FIX VAC TON TRUCK 1941	255-43200.610 SUPPLIES	723.95	7944	11/04/16
00315	10/17/16	WW oil 2g hsp PSI1302591	255-43200.570 MAINTENANCE OTHER	991.72	7945	11/04/16
12160	10/20/16	SAWW ARRA loan pymnt 102016D	255-22501.000 FED ARRA LOAN - AR1-004	1825.22	7947	11/04/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12160	10/20/16	PEOPLES UNITED BANK SAWW ARRA loan pymnt 102016D	255-43330.000 ARRA Loan-AR1-004 Admin F	631.29	7947	11/04/16
25330	10/13/16	QUEEN CITY STEEL CO. WW steel 227546	255-43200.570 MAINTENANCE OTHER	20.00	7952	11/04/16
36130	10/18/16	VERIZON WIRELESS VA CELL PHMES/DATA 10/19- 9773840561	255-43200.535 TELEPHONE SERVICES	182.54	7975	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	255-43200.623 HEATING/NATURAL GAS	953.10	7983	11/04/16
25715	10/12/16	DONALD HAMLIN CONSULT ENG ST Eng utility maps 10041616-818	256-43200.330 OTHER PROFESSIONAL SERVIC	52.50	7902	11/04/16
21740	10/19/16	FIRST NATIONAL BANK OMAHA SA odor control dispensin 101215B	256-43220.002 WEST ST PS COSTS	15.98	7914	11/04/16
23980	10/13/16	INTERSTATE ALL BATTERY CE SA Control Batteries 1007520	256-43220.001 SUSIE WILSON PS COSTS	72.00	7931	11/04/16
23980	10/13/16	INTERSTATE ALL BATTERY CE SA Control Batteries 1007520	256-43220.002 WEST ST PS COSTS	72.00	7931	11/04/16
23980	10/19/16	INTERSTATE ALL BATTERY CE SA Control Batteries 1007555	256-43200.434 PUMP STATION MAINTENANCE	215.92	7931	11/04/16
V1636	10/19/16	NEW ENGLAND MUNICIPAL VA FIX VAC TON TRUCK 1941	256-43200.570 MAINTENANCE OTHER	8687.41	7944	11/04/16
00315	10/17/16	NOCO DISTRIBUTION LLC WW oil 2g hspgs PSI1302591	256-43200.434 PUMP STATION MAINTENANCE	239.40	7945	11/04/16
12160	10/20/16	PEOPLES UNITED BANK SAWW ARRA loan pymnt 102016D	256-22501.000 FED ARRA LOAN - AR1-004	11055.72	7947	11/04/16
12160	10/20/16	PEOPLES UNITED BANK SAWW ARRA loan pymnt 102016D	256-43330.007 ARRA Loan-AR1-004 Admin F	3823.82	7947	11/04/16
V1816	11/01/16	POSTMASTER/BURLINGTON// SA/VW postcard w/s Oct 110116D	256-43200.536 POSTAGE	676.66	7950	11/04/16
38760	10/17/16	TI-SALES INC VW WATER METERS INV0071105	256-43330.002 METER REPLACEMENT PROGRAM	986.53	7971	11/04/16
38760	10/18/16	TI-SALES INC VW WATER METERS INV0071150	256-43330.002 METER REPLACEMENT PROGRAM	20.39	7971	11/04/16
11935	10/18/16	VIKING-CIVES USA SA LIGHT SWEEPER 4469687	256-43200.570 MAINTENANCE OTHER	247.58	7976	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	256-43220.001 SUSIE WILSON PS COSTS	34.76	7983	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	256-43220.002 WEST ST PS COSTS	38.22	7983	11/04/16
29825	10/24/16	VT GAS SYSTEMS VA various 101615244	256-43200.623 HEATING/NATURAL GAS	79.99	7983	11/04/16

11/07/16
08:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17018 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/04/16 To 11/04/16 & Fund 2

Page 7 of 7
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				274566.67		

Agenda Addition
Reading File

RECEIVED

NOV 08 2016

Village of Essex Junction

November 7, 2016

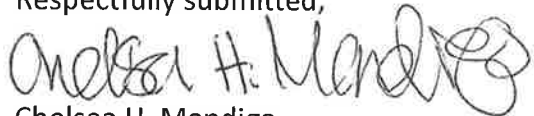
George Tyler, President
Village of Essex Junction Trustees
2 Lincoln Street
Essex Junction, VT 05486

Re: Request for Employee Association Contract Negotiation

Dear Mr. Tyler,

On behalf of the Village of Essex Junction's Employee Association as required by Article 29.1, I am notifying the Village Trustees of our request to negotiate the "Essex Junction Employee Association Contract" expiring 6/30/17.

Respectfully submitted,



Chelsea H. Mandigo

Village of Essex Junction Employee Association President

Patty Benoit

Subject: FW: Essex public engagement work
Attachments: Essex recommendations memo.docx

From: Liz Subin
Sent: Thursday, October 27, 2016 11:23 AM
To: Patrick Scheidel
Cc: Brad M. Luck; Matt Leighninger; Susan McCormack
Subject: Essex public engagement work

Hi Pat,

Attached is the final draft of the memo from Matt regarding the state of civic infrastructure in Essex and recommendations for an engagement advisory board. As we discussed this morning, we are hoping to hold the day long workshop on Friday, December 2. We will begin outreach for the workshop as soon as we hear from you that both boards are "on board". I will send along a draft agenda as soon as I receive it from Matt.

If you need anything else, please let me know.

Thank you,
Liz

Liz Subin

MEMORANDUM

To: Selectboard/Village Trustees

From: Patrick C. Scheidel, Municipal Manager 

Date: November 1, 2016

Re: Request for Public Engagement Workshop/Engagement Advisory Board

Issue

The issue is to entertain a presentation of the completed public engagement study conducted by Matt Leighninger from "Public Agenda."

Discussion

As an outgrowth of the Heart and Soul public engagement effort, a determination was made to delve deeper into the community's civic infrastructure. To that end, Matt Leighninger interviewed some stakeholders, developed his assessment and forwarded it to the Town and Village for an initial discussion and presentation of findings. No action is expected at this time; however, there is an anticipated meeting in the near future for a broader discussion.

Cost

An Orton Family grant funded this effort.

Recommendation

It is recommended that the Selectboard and Village Trustees entertain this presentation before taking any formal vote.

MEMORANDUM

To: Heart and Soul of Essex and other stakeholders of Essex, Vermont
From: Matt Leighninger
Date: July 7, 2016
Re: The state of civic infrastructure in Essex and recommendations for an engagement advisory board

In my interviews with local stakeholders, I explored the community assets, political dynamics, and civic opportunities of Essex. We all wanted to understand more about the community's existing civic infrastructure, and how it might be improved in order to raise social capital, reduce tensions, increase trust, and make public engagement more efficient and effective. With the assistance of Liz Subin of Heart and Soul of Essex, I conducted interviews with 15 Essex stakeholders, attended the annual town meeting, and attended a meeting of the Recreation Study Committee. For a list of interviewees, see Appendix A. Liz Subin later organized a follow-up call in which I shared some preliminary findings with several of the interviewees.

Findings.

1. *Past processes have built connections and goodwill, but many recommendations are stalled.* There have been several recent processes that in some way relate to improving public engagement in Essex, including the original Heart and Soul process and the Essex Good Government group. The people I talked with viewed all of those processes positively, feeling that they had been well-structured and well-facilitated. The processes seemed to have strengthened the networks and relationships among people in Essex, and raised awareness of the value of an engaged community. However, there seems to have been little progress made on many of the engagement-specific recommendations that emerged, including ideas to improve the annual town meeting or attempts to create neighborhood assemblies.
2. *Essex is at a "Jeffersonian moment."* Two dramatic structural changes in local governance have also taken place in the last few years: the consolidation of town and village services, and the merger of four school districts into one. Like the processes listed above, the planning for these changes – while difficult and sometimes contentious – has generated civic

momentum and helped strengthen local networks by forcing stakeholders to articulate their interests and negotiate new agreements. Since these institutional changes have involved changes in public staffing, facilities, and other working arrangements, and many of those shifts are still in process, the community is at an unusual juncture in its history. In the tradition of Thomas Jefferson, Essex residents can survey the evolving infrastructure of their town and school district, and consider ways to ensure that citizens have strong, legitimate, ongoing roles in public decision-making and problem-solving.

3. *Essex has many assets.* It was evident in the interviews that Essex has considerable strengths, from highly professional public servants and officials to dynamic neighborhood leaders. Other assets include high usage of a local online network (in this case, Front Porch Forum), a high level of attachment to the parks and schools, a strong sense of belonging, and the physical beauty of the community.
4. *There are different assumptions about engagement and why it matters.* Different interviewees seemed to have very different assumptions about public engagement. People working inside local government were likely to view engagement as either informing the public or allowing residents to air concerns. Some non-governmental interviewees who did not work for government felt engagement should mean greater direct control by residents over policy issues. Others believed engagement meant collaboration between people (inside and outside public institutions) to address common problems, including volunteer work by citizens. Still others pointed to more social forms of engagement, occurring in community get-togethers or online in Front Porch Forum conversations. Finally, some interviewees saw engagement as an activity taking place at least partly in the home, such as parents' involvement in their children's schoolwork.

Recommendations.

All of these definitions of engagement are valid and valuable. And because the same set of interconnected engagement opportunities can achieve multiple benefits, it is more efficient to create an engagement infrastructure that produces all of them rather than continuing to ask different entities (local governments, school systems, nonprofit organizations) to engage the public separately. To use streets and roads as an analogy: it is more efficient and equitable to create a single road system than it would be to build one set of roads for private vehicles, another for trucks and shipping, another for mail service, and so on. Such a system should have different opportunities, such as face-to-face meetings, online arenas, and gatherings that are primarily social but that serve to inform and connect people. My overarching recommendation is for Essex to establish a Public Engagement Advisory Board to clarify, uphold, measure, and support different mechanisms for engagement.

1. *Establish a Public Engagement Advisory Board with a holistic, multifaceted mission.* Creating an advisory board gives Essex the greatest opportunity to: gain buy-in for engagement from multiple institutions without making it beholden to any single institution;

effectively coordinate a variety of activities; serve as a ‘buck stops here’ hub for accountability; and ensure that engagement opportunities meet the needs of Essex residents. In order to realize this holistic, multifaceted mission, the advisory board should perform at least four, and potentially all, of the following seven roles:

- a. Tracking and evaluating public engagement by listing face-to-face meetings, online discussions, and other engagement opportunities, recording the numbers of people involved, and using a simple participant feedback form to gauge resident satisfaction. This information should be made available to the public online.
- b. Producing an annual report that describes the engagement opportunities that occurred in Essex that year, provides data on participants, summarizes the findings on resident satisfaction, and makes recommendations for improving engagement during the year to come. (See Appendix B for an infographic produced by the City of Dubuque to report on a public engagement effort.)
- c. Organizing an annual, large-scale engagement project on an issue of common concern. This process should include a variety of opportunities to participate, including large-group meetings, events like block parties that are more social, and online spaces like Front Porch Forum. See <http://www.decaturnext.com/> for one example.
- d. Considering and recommending improvements to the annual town meeting and annual school meeting. These could include:
 - i. Small advisory groups made up of interested residents working with staff on particular issue areas prior to town/school meeting
 - ii. Structured discussion of key issues on Front Porch Forum and other online arenas prior to town/school meeting
 - iii. Small group discussion during town/school meeting, with questions vetted within the groups before being submitted to public officials
 - iv. Keypad or text-enabled polling during town/school meeting, possibly in a way that would allow people not physically present to participate in voting
- e. Creating a more supportive environment for student-centered learning. With Act 77, Vermont committed its schools to embracing student-centered learning, a philosophy of education that requires high levels of parent, family, and community engagement to support student learning. The advisory board could make an explicit commitment to helping the schools and community realize the potential of student-centered learning, which requires the active, ongoing contributions of people and organizations outside the school system in order to put in place “anytime, anywhere” learning opportunities for students. These new opportunities could include a new format for sustained engagement in schools that is currently being

developed by Public Agenda, Everyday Democracy, the Great Schools Partnership, and the Nellie Mae Education Foundation.

- f. Developing a communication routine to link local government and the schools with Front Porch Forums and other emerging online spaces. This work could include: charting the existing online spaces, examining their rules and protocols, working with communications staff to ensure that their information and questions are framed for participation, and moderating online discussions (for more on how to support the local online community, see <http://www.publicagenda.org/blogs/tending-the-garden-of-civic-tech>).
- g. Develop and maintain a public engagement protocol to help public officials and staff decide when and how to engage residents on particular decisions. help public officials and employees decide what kinds of decisions and situations warrant citizen involvement, what level or kind of engagement would be appropriate, and what they might accomplish by engaging. The protocol should describe potential engagement goals such as:
 - Informing the public
 - Gathering public input, feedback, and preferences
 - Helping citizens generate new ideas
 - Supporting volunteerism and citizen-driven problem-solving
 - Making a policy decision
 - Developing a budget or a plan.

In addition to helping officials and employees set their engagement goals, the protocol should help them understand the goals that residents might bring to the process, and how they might – by adapting the process and/or by clarifying expectations – ensure that the process or projects meets the goals of both ‘engagers’ and ‘engaged.’ The protocol should then fit potential engagement tactics with each goal, as in the Appendix C chart.


2. ***Make the Advisory Board a public body with both appointed and elected members.*** The charter language for the advisory board should make it accountable to the Town Selectboard, Village Board of Trustees, and the Essex Westford Unified School District Board. It should be composed partly of appointed members, chosen to represent different sectors and organizations in the community, and members elected at large. See Appendix D for model language for the establishment of an advisory board.
3. ***Hire paid staff for the Advisory Board through contributions from different organizations.*** Staffing for the advisory board should be financially supported through contributions from local government, the school district, philanthropic sources, business associations, and other groups. Given the scope of work required, there could be two separate positions – one based at the school district and one in local government – but if so, those positions should be

closely connected in order to ensure effective collaboration. See Appendix E for a sample job description from Santa Rosa, California, for their Community Engagement Director.

Appendix A – List of interviewees

Time	April 5	April 6
8-9	Darby Mayville & Patty Benoit (Village Office)	Jaye O'Connell (Railroad Ave. Recess)
9-10	George Tyler (Village President)	Ron Lawrence (Essex Governance Group)
10-11	Pat Scheidel (Town/Village Manager)	Martha Heath (Westford board, UU board chair) Kim Gleason (ET board chair, UU vice chair)
11-12	Robin Pierce (Village Planner)	Elaine Sopchak (Village Trustee)
12-1	<i>Lunch break</i>	<i>Lunch at E2</i>
1-2	Irene Wrenner (Selectboard)	Lori Houghton (Village Trustee) & Brad Luck (Director, Essex Junction Parks & Rec) Heart & Soul Board members
2-3	Greg Duggan (Town Planner/Asst. Town Manager)	BREAK
3-4	Max Levy (Selectboard Chair)	Judy DeNova (Superintendent CCSU) & Mark Andrews (Superintendent ETSD)
4:30		Susan Clark
6:30	Recreation Study Committee Meeting	Village Meeting



Appendix B – Infographic on a public engagement exercise from Dubuque, Iowa



PUBLIC INPUT ON ACCESSIBILITY TO AND USE OF CITY FACILITIES

PUBLIC REACH

1 SURVEY	2 PUBLIC MEETING
Online and printed surveys available to the public from 9/29/15 - 10/19/15 - 44 online surveys completed - 5 printed surveys completed	Public meeting held at Hills and Dales Lifetime Center - 11 attendees


>>


comments with enough detail for staff responses

Out of the 53 comments, 28 received staff recommendations for action and 25 did not receive recommendations for action.

BACKGROUND

In June of 2015, a group of city staff were tasked with assessing the needs of community members who live with disabilities. The information they gathered will be used to help direct funding to address the issues presented by community members.

The first areas of focus were access to city buildings, public spaces, and transportation infrastructure. Future engagement will focus on services and programs.

The 28 comments were broken down into these categories:

- Access to amenities in city parks (6)
- Restrooms in city parks (4)
- Bus stops (4)
- Lighting (3)
- Curb ramps (3)
- Sidewalks (2)
- Juice hours (2)
- Signage at the City Hall Annex (1)
- Parking (1)
- Pesticides (1)
- Pools (1)

The other 25 comments did not receive staff recommendations. Please check out the full report at www.cityofdubuque.org/ADA.

FULL REPORT and ALL COMMENTS available at www.cityofdubuque.org/ADA

Appendix C – Chart of engagement tactics matched with public engagement goals¹

	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6
Tactic	Inform the public	Gather input, feedback, & preferences	Generate new ideas & info	Support volunteerism & problem-solving	Make a public decision	Create a plan or budget
Social Media Aggregation		YES			YES – with other tactics	YES – with other tactics
Surveys and Polls		YES			YES – with other tactics	YES – with other tactics
Focus Groups		YES			YES – with other tactics	YES – with other tactics
Online Problem-Reporting Platforms			YES	YES – with other tactics		YES – with other tactics
Crowdsourcing and Contests			YES	YES		YES – with other tactics
Crowdfunding and Minigrants			YES	YES		YES – with other tactics
Serious Games	YES	YES	YES	YES	YES – with other tactics	YES – with other tactics
Wiki-Based Mapping and Writing Platforms	YES		YES	YES	YES – with other tactics	YES – with other tactics
Online Networks	YES	YES	YES – with other tactics	YES	YES – with other tactics	YES – with other tactics
Collaborative Planning Processes			YES	YES		YES
Participatory Budgeting	YES		YES	YES	YES – with other tactics	YES
Public Deliberation	YES	YES	YES	YES	YES	YES

¹ Reprinted from *Public Participation for 21st Century Democracy* (Wiley, 2015)

Appendix D – Model language for the establishment of a Public Engagement Commission²

Section 5. Public Participation Advisory Board

a) Establishment. A public participation advisory board for the City of ____ is hereby created.

b) Purpose and Intent. The purpose of this board is to advise the city council on the design, implementation, and evaluation of public participation processes for determining community goals and policies and delivering services.

c) Duties and Responsibilities. The board shall have the following duties and responsibilities:

1. Develop and propose to the city council a multi-year plan for public participation to guide the public participation policies, protocols, practices, and assessment of the City of _____;
2. Develop guidelines and recommendations to the city council that support inclusive participation and a diversity of viewpoints in public engagement processes; and
3. Provide advice and recommendations to the city council regarding the implementation of public participation guidelines and practices.
4. Review public participation process evaluation results to provide advice and recommendations to the city council regarding continuous improvement of public participation policies and practices;
5. Provide an annual report to the city council regarding the status of public participation activities.

d) Composition. The public participation advisory board shall consist of numbers of members and terms consistent with the practices of the appointing authority. The appointing authority shall give due consideration to recognized qualifications and experiences in the field of public participation and shall designate representatives reflecting the diversity of interests of the broader community.

² Reprinted from the Model Public Participation Ordinance in *Making Participation Legal* (National Civic League, 2013).

e) Procedure. A majority of the board shall constitute a quorum. The commission shall adopt such rules and bylaws as appropriate to further govern its proceedings.

f) Meetings. The board shall hold regular meetings as may be provided by its bylaws, and may hold special meetings on the call of the chairperson or at the request of the city council.



Appendix E – Sample job description for a Community Engagement Director


Full text available at <http://ci.santa-rosa.ca.us/doclib/Documents/Community%20Engagement%20Director%20Job%20Bulletin.pdf>



is accepting applications for the position of

Community Engagement Director



Recruitment Services Provided by Ralph Andersen & Associates

Ralph Andersen & Associates invites applications for this exciting career opportunity

Just 55 miles north of San Francisco, you'll find a vibrant city overflowing with all you love about California. Welcome to Santa Rosa, where everything comes together. Wine country and farm country, redwood forests and rivers, lakes and ocean. And, in the center, a charming, thriving downtown, lined with intriguing shops and restaurants that delight casual diners and epicureans alike.

The Opportunity

The City of Santa Rosa, California is conducting a national search for the position of Community Engagement. Ideal candidates will be dynamic, experienced, and knowledgeable, with a proven and verifiable track record of successful community engagement, intergovernmental affairs, and media relations.

The Community

The City of Santa Rosa, a charter city incorporated in 1888, is the county seat of Sonoma County, one of California's premier wine growing regions, and it is the gateway to tourist destinations in the redwoods and on the coast. Santa Rosa is the 26th largest city in the state. It occupies 41 square miles and serves a population of 170,236.

The City of Santa Rosa provides a full range of services including police and fire protection, construction and maintenance of streets and other infrastructure, water, storm water, and wastewater utilities, housing services through its Housing Authority, economic development, transit, parking, and recreation, parks, and cultural services, including a municipal golf course.

The City of Santa Rosa's residents work in a well balanced mix of management, professional, manufacturing, sales, tourism, transportation, construction, and service jobs. The City also plays an important role in supporting the agriculture and tourism industries of California's north coast.

City Government

The City of Santa Rosa has operated under the Council-Manager form of government since adoption of a charter update in 1923. Policy making and legislative authority are vested in a City Council consisting of seven members, all of whom are elected at-large on a non-partisan basis. Following the bi-annual Council election, the Council selects one of its members as Mayor, serving as the executive head of the City for a two-year term. Council Members serve staggered four-year terms with four of the Members elected in one election and three elected two years later. The Council also appoints the City Manager as the administrative head of the City who, in turn, appoints the various department heads.

The City has 16 Boards, Commissions, and Committees, 12 employee organizations, an annual budget of \$340 million, and an investment portfolio of \$328 million. The City Council has adopted the following Strategic Goals:

- Goal 1: Create a Strong, Sustainable Economic Base
- Goal 2: Promote a City Organization that is Sustainable and Maintains Employee Morale, Productivity, and Effectiveness
- Goal 3: Provide Leadership for Environmental Initiatives
- Goal 4: Maintain and Enhance our City's Cultural, Historical, and Recreational Assets
- Goal 5: Improve the Partnerships between Neighborhoods, Community Organizations, Schools, and the City to Support and Promote Thriving, Inclusive, and Diverse Neighborhoods
- Goal 6: Commit to Making Santa Rosa a Healthy Community Where People Feel Safe to Live, Work, and Play

The Position

The Director of Community Engagement is a member of the senior management team and reports directly to the City Manager, Sean McGivern. This is a newly created, at-will position that will be responsible for the overall direction and management of community engagement by developing, leading, and championing a comprehensive strategic community engagement plan that will advance the City's goal of open government, inclusiveness, and transparency. As a key ambassador of the City's management team, this position achieves on a wide-range of communications, community related, and intergovernmental issues including developing and implementing overall policies, engagement strategies, and short- and long-range plans and goals to strengthen the City of Santa Rosa's relationship with its communities. Responsibilities include maintaining community awareness/engagement with surrounding communities through good neighbor programs, special events, tours, briefings to various audience/holders, and developing and implementing an overall community engagement strategy for the City.

Typical duties and responsibilities include:

- Participates as an active member of the executive team, reporting to the City Manager, providing leadership for development of organizational goals and strategies, and special projects as assigned;
- Plans, organizes, integrates, and evaluates the work of the Division of Community Engagement;
- As a manager, exercises a leadership style that promotes collaboration, appreciates staff initiative, and creates opportunity for professional growth;

- As a department head, design and structure a department that instills a culture of openness, engagement, and transparency throughout the organization; and
- Actively involved in the development and design of the City's web page and responsible for keeping the information and support materials updated and dynamic.

Challenges and Opportunities for FY2015

- Develop, lead, and manage a strategic plan to accomplish broader community awareness and engagement, building on the recommendations of the Mayor's Open Government Task Force Report

Qualifying Knowledge, Ability, Experience and Education

Experience:

- Vacation: 80 hours upon hire; increases to 120 hours in 5th year; 160 hours in 10th year; 170 hours in 15th year; 180 hours in 20th year; and 200 hours in 25th year.
- Holidays: 12 paid holidays, or equivalent, per year.
- Sick & leave: 80 hours of sick leave per month with a positive credit

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. Removal of Section 511:C.6.f Concurrent Review.
- h. 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. Removed waiver of building height in the Transit Oriented District.
- d. Light Industrial District requires a waiver for building height.
- e. 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 511: GENERAL REVIEW PROCEDURES FOR PLANNED UNIT DEVELOPMENTS

C. Conceptual Plan. A Conceptual Plan review is required to discuss initial project feasibility and to give the applicant the right to proceed. Detailed engineering studies are not required but sufficient data shall be submitted to enable the Commission to review the merits of the proposal.

6. Final Development Plan.
~~(f) Concurrent Review. Any application for a Planned Development may be reviewed concurrently with other approvals needed for the development, including but not limited to, Subdivision, Conditional Use and any other application which may be put before the Zoning Board. Concurrent review of any application does not guarantee that one or more of the applications will not be denied.~~

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.~~

- ~~(e) — 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)~~ fifty-eight (58) feet (~~84²~~), 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.~~

~~(e) — 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 611: LIGHT INDUSTRIAL (LI)

F. Building Heights. The height of any structure shall not exceed seventy-two (72) feet. The Commission may waive this requirement upon clear determination that the waiver is necessary for proper functioning of any permitted industrial use and that it will not adversely impact any surrounding 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 ~~615601.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 Prohibitions.

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.

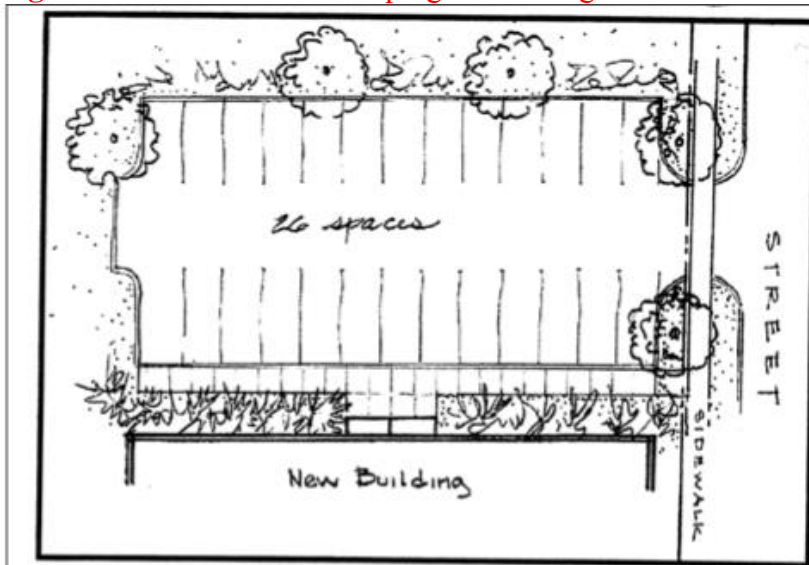
7. Applications utilizing municipally owned land must be reviewed by the Village of Essex Junction Tree Advisory Committee. The Planning Commission, at their discretion, may ask the Tree Advisory Committee and or the Village of Essex Junction Tree Warden to comment on any landscape plan with regard to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

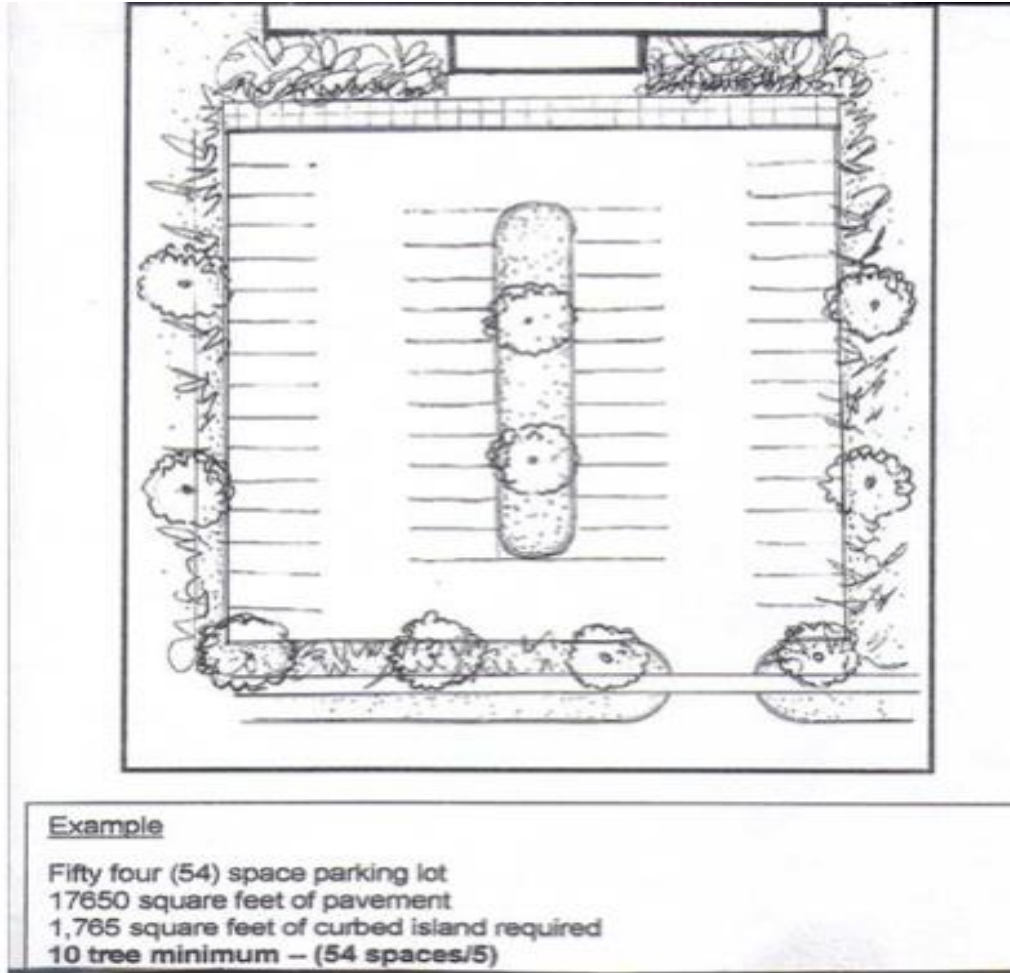


Illustration by Kathleen Ryan, ASLA

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"~~ **thirty-six (36) inch** diameter or smaller and with cement mortar for pipes larger than ~~24"~~ **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.**

MEMORANDUM

To: Village Trustees

From: Patrick C. Scheidel, Municipal Manager *PS*

Date: November 1, 2016

Re: Warning for Special Village Meeting – December 13, 2016

Issue

The issue is whether or not the Trustees will adopt and sign a warning for a Special Village Meeting on December 13, 2016 as recommended by the Recreation Governance Survey Committee.

Discussion

The Trustees previously discussed the language for a warning of a December 13, 2016 Special Village Meeting to vote on the formation of a union municipal district. The language for the warning was agreed to subject to revision. The attached warning incorporates the revised language.

Cost

The costs associated with this issue are those incurred with managing this election: approximately \$5,000 for the Town and \$2,600 for the Village.

Recommendation

It is recommended that the Trustees adopt and sign the warning for a Special Village Meeting to be held on December 13, 2016.

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 *Smh*

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



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, Clerk/Treasurer/HR *SMH*
DATE: November 8, 2016
SUBJECT: Health Insurance Advisory Services Agreement

Issue

The issue is whether the Trustees should approve the Health Insurance Advisory Agreement with Hickok & Boardman HR Intelligence and the VLCT Employment Resource and Benefits Trust (VERB).

Discussion

The above referenced agreement will provide access to advice and strategic planning regarding employee benefits. Currently, the Village clerk has been providing some of these services in-house through her role as HR director. As of January 1, 2017, the village clerk will also assume the office of Town Clerk and will no longer have the time required for planning, researching, and advising employees regarding benefits. The Town of Essex currently uses the services provided in the agreement and has been very satisfied with the service provided.

Cost

The cost of the service will be approximately \$4,640 for the first year.

Recommendation

Staff recommends the Trustees approve Health Insurance Advisory Agreement as presented and authorize the manager to sign the agreement.

has agreement

Health Insurance Advisory Services Agreement

This Health Insurance Advisory Services Agreement, hereinafter referred to as "Agreement" is between the Village of Essex Junction, hereinafter referred to as "Client" and Hickok & Boardman HR Intelligence and the Vermont League of Cities and Towns Employment Resource and Benefits Trust (VERB), hereinafter referred to as "Advisors."

WHEREAS, Client wishes to obtain the assistance of Advisors with strategic benefit planning, design, funding, administration, enrollment, reporting, employee education and communication with respect to its employee benefit programs;

WHEREAS, Advisors have superior knowledge and expertise in assisting employers with designing, administering and servicing employee benefit plans; and

WHEREAS, the parties wish to set forth their respective expectations;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the parties hereby agree as follows:

1. **Scope of Services to be Provided by Advisors**

Advisors will provide Client with managerial Advisory and brokerage services related to any or all decisions regarding the Client's employee benefits listed below:

- Medical
- Prescription Drugs
- Health Savings Accounts (HSA)
- Health Reimbursement Arrangements (HRA)
- Flexible Spending Accounts (FSA)

- A. **Strategic Benefit Planning.** Advisors will provide assistance in developing overall plan benchmarks and targets to ensure that the plan meets the objectives of Client and its employees.
- B. **Administration.** Advisors will identify core administrative services, assess vendor performance, and manage vendor relationships to provide appropriate program administration.
- C. **Renewal.** Advisors shall meet with Client annually to review the preceding year, discuss goals and objectives for the upcoming year. Advisors will provide pre-enrollment, enrollment and post enrollment assistance. This includes but is not limited to:
 - **Pre-enrollment assistance:** review employer demographics, discuss benefit plan options, cost and cost sharing options, competitive trends and employer strategy for benefit choices and costs
 - **Enrollment:** determine open enrollment calendar and communications, hold employee meetings to explain benefit options, assist employees with enrollment
 - **Day-to-Day Administrative Issues:** provide assistance in the daily administration of programs, including resolution of vendor service issues, resolving ongoing billing issues,

enrollment changes (new hires, terminations, etc.), assist in resolving claims issues and addressing questions and concerns raised by Client's employees and management.

- D. **Funding.** Advisors will advise and counsel regarding program funding options, recommend budget rates, employee contribution rates, and COBRA rates, if applicable.
 - E. **Enrollment.** Advisors will assist in the enrollment process with carrier systems to ensure efficient and accurate benefit plan enrollment and communication.
 - F. **Employee Education.** Advisors will provide employee education in allowing improved knowledge and selection assistance to employees
 - G. **Communication.** Advisors will assist in drafting employee communications regarding benefit program performance and changes, and assist in the review of plan documents and insurance certificates during the planning and enrollment process.
 - H. **Meeting Attendance.** Advisors will attend on-site meetings with governing boards, management and employees.
 - I. **Compliance Tools & Legislative Information.** Advisors will provide timely informational materials on legislative developments affecting employee benefit plans on topics such as PPACA, FMLA, COBRA, HIPAA, HIPAA Privacy, and Section 125.
2. **Additional and Optional Services (depending on services chosen):**
- A. **Health Advocate - included**
 - B. **ACA Compliance Support, including Excise Tax Planning and Analysis - included**
 - C. **Benepix Private Exchange – optional**
 - D. **Compliance Dashboard – optional**
 - E. **HR Hotline – optional**
 - F. **Wrap Document - optional**
3. **Disclosure and Recordkeeping**
- A. **Full Disclosure.** Client has the right to approve any arrangements and/or the utilization of any intermediaries in connection with, or arising out of, or in any way related to Client's insurance and risk management program. Advisors must seek approval from Client prior to the use of any of the above in connection with the Client's insurance and risk management program.
 - B. **Recordkeeping.** Advisors will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in accordance with industry standard record retention practice or as otherwise directed by Client.
4. **Term & Termination**
- A. **Term.** The initial term of this Agreement shall be one year, commencing on the first of the month following the date all parties have signed this agreement. Thereafter, this Agreement will remain in effect until terminated as described below.
 - B. **Termination.** This Agreement may be terminated by either party only as follows:
 - Effective upon thirty (30) days advance written notice to the other party stating that such other party is in breach of any of the provisions of this Agreement, provided such breach (if able to be cured) is not cured within fifteen (15) days after the notice is received;

- This agreement will automatically renew for a subsequent twelve (12) month term unless a minimum of thirty (30) days notice is provided by the terminating party prior to the end of the current 12 month term.
- By mutual written agreement of the parties.

5. Cost of Services

Advisors professional fees are based upon time expended by specific individuals. The fees do not include out-of-pocket expenses related to travel outside of the state. Client agrees to pay Advisors professional fees as outlined in Exhibit 1.

Additional programs and services will be provided on a project basis for an additional fee to be disclosed in writing and shall be undertaken upon mutual agreement between Advisors and Client. Such programs and services may include, but not be limited to, retiree medical plans, special employee surveys, and long-term care insurance.

6. Personnel

Advisors will assign its personnel according to the needs of Client and according to the disciplines required to complete the appointed task in a professional manner. Advisors retains the right to substitute personnel with reasonable cause. The Account Management Team consists of the following individuals:

Primary Service Team:

- Larry Smith**, *Vermont League of Cities and Towns*, Manager, Member Relations
- Kelley Avery**, *Vermont League of Cities and Towns*, Unemployment Insurance Underwriter & Health Benefit Programs Administrator
- Sally McKenzie**, *Hickok & Boardman HR Intelligence*, Account Lead and Senior Client Manager

7. Client's Responsibilities

Client will make available such reasonable information as required for Advisors to conduct its services. Such data will be made available as promptly as possible. It is understood by Advisors that the time of Client's personnel is limited, and judicious use of that time is a requirement of this Agreement. Client will make timely payments of the service fees as set forth elsewhere in this Agreement.

8. Independent Contractor

It is understood and agreed that Advisors is engaged by Client to perform services under this Agreement as an independent contractor. Advisors shall use its best efforts to follow written, oral, or electronically transmitted (i.e., sent via facsimile or e-mail) instructions from Client as to policy and procedure.

9. Fiduciary Responsibility

Client acknowledges that: (i) Advisors shall have no discretionary authority or discretionary control respecting the management of any of the employee benefit plans; (ii) Advisors shall exercise no authority or control with respect to management or disposition of the assets of Client's employee benefit plans; and (iii) Advisors shall perform services pursuant to this Agreement in a non-fiduciary capacity. Client agrees to notify Advisors as soon as possible of any proposed amendments to the plans' legal documents to the extent that the amendments would affect Advisors in the

Exhibit I Fees

DESCRIPTION & TERMS	FEE
<p>Management Fee</p> <p>Full Advisory Services</p> <p>See Scope of Services to be provided by Advisors on Page 1 of the Agreement</p> <p>See Exhibit 2 for an annual estimate of fees based.</p>	<p>\$500 Per Year</p> <p>\$15 Per Employee Per Month (PEPM)</p> <p>Quarterly invoicing with payment due on the 15th day of January, April, July and October; Billing based on January, April, July and October enrollment numbers. January invoice will include the Management Fee.</p>
<p><i>Note: The above fees do not include actuarial services to the extent Client utilizes them. In addition, the above fees do not contemplate any special projects that would be billed incrementally to the annual retainer fee (i.e. implementation of employee cafeteria plans).</i></p>	

ADDITIONAL & OPTIONAL SERVICES	
<p>A. Health Advocate</p> <p>B. ACA Compliance Support, including Excise Tax Analysis</p> <p>C. Benepix Private Exchange – optional</p> <p>D. Compliance Dashboard – optional</p> <p>E. HR Hotline – optional</p> <p>F. Wrap Document - optional</p> <p>Note that a 10% discount applies if all available services are chosen.</p> <p>Other services not included in the above, but provided by Hickok & Boardman HR Intelligence and VLCT Employment Resource and Benefits Trust (VERB) will include a 10% discount.</p>	<p><i>Included</i></p> <p><i>Included</i></p> <p><i>\$8.50-\$10 per eligible employee per month*</i></p> <p><i>\$1,150 annually</i></p> <p><i>\$350-\$700 annually</i></p> <p><i>\$500 first year, \$250 ongoing</i></p> <p><i>* depending on group size</i></p>

performance of its obligations under this Agreement. Client agrees to submit (or cause its agent, Advisors, or vendors to submit) all information in its (or their) control reasonably necessary for Advisors to perform the services covered by this Agreement.

10. Entire Agreement

This constitutes the entire Agreement between the parties, and any other warranties or agreements are hereby superseded. Subsequent amendments to this Agreement shall only be in writing signed by both parties.

Village of Essex Junction

Organization Name

Contact Name

Signature

Date

Title

Hickok & Boardman HR Intelligence

Signature

Date

Title

**Vermont League of Cities and Towns
Employment Resource and Benefits Trust (VERB)**

Signature

Date

Title

Exhibit 2

Annual Cost Estimates Based on Selection of Services

VERB Benefits Service Selection Form

Instructions: Enter data only in the shaded yellow cells. For Yes or No, enter only Y for yes and N for no. All figures will calculate automatically.

Member Name:

Village of Essex Junction

Number of Estimated Eligible Employees:

23

BASE SERVICES

Benefit Support Annual Fee (\$15 PEPM)
Annual Management Fee
Health Advocate
ACA Compliance

Base Services Cost

\$4,140
\$500
Included
Included

Total Cost for Base Services

\$4,140
\$500
Included
Included

OPTIONAL SERVICES

Wrap Document
Compliance Dashboard
Benepix Private Exchange
HR Compliance Hotline
Client Resource Center

Optional Services Chosen (Y or N)

n
n
n
n
n

Optional Services Cost

\$0
\$0
\$0
\$0
\$0

Total Cost for Optional Services

\$0
\$0
\$0
\$0
\$0

Total Estimated Annual Fee:

\$4,640

Eligible for Discount (Enter Y or N):

n

Discount Amount:

\$0

Total Estimated Annual Fee w/Discount:

\$4,640

Village of Essex Junction

Organization Name

Contact Name

Signature

Date

Title



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: November 8, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

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 20 at 9:00 AM – FYE 18 Budget Day

January 10, 2017 at 6:30 PM – Regular Trustees Meeting

- Review FYE 18 Budget

January 24 at 6:30 – Regular Trustees Meeting/Public Hearing on FYE 18 Budget

February 14 at 6:30 – Regular Trustees Meeting

- Adopt FYE 18 Budget and Capital Programs

February 28 at 6:30 – Regular Trustees Meeting

- Adopt Warning for Annual Meeting

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
November 1, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: None.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

MOTION by Rick Hamlin, **SECOND** by Amber Thibeault, to approve the agenda as presented. **VOTING: unanimous (5-0); motion carried.**

3. PUBLIC COMMENTS

None.

4. RE-RANK OUTSTANDING PROJECTS

The reference to "Chapter 2" of the village comprehensive plan was removed from text on the ranking criteria worksheet (i.e. reference will simply be to the village comprehensive plan).

There was discussion of separating sidewalk projects from road projects and ranking each sidewalk project. Rick Hamlin noted there are situations where the roadway is fine, but the sidewalk is not and where the road needs to be rebuilt and the sidewalk is done at the same time so it would be difficult to isolate every sidewalk project.

U1 – Orchard Terrace Long Stretch of Sidewalk

Project consists of replacing sidewalk along the long stretch of road. Original project estimate done in 2005. Revised ranking: 33 (former ranking 33).

U2 – Orchard Terrace Short Stretch of sidewalk/Cul-de-Sac

Project consists of replacing sidewalk along the short stretch of road/cul-de-sac. Original project estimate done in 2005. Revised ranking: 33 (former ranking 33).

V – Pearl Street

Both projects consist of replacing the undersized water line from 235 Pearl Street to Susie Wilson Road. Original project estimate done in 2005. Revised ranking: 49 (former ranking 55).

Y – Railroad Avenue

Project design done in FY17. Construction will occur in FY18. Project ranking is 59.

Z – River Street (Park to Stanton)

Kevin Collins recused himself from the ranking of the project. Project consists of sidewalk from Park Street to Stanton Street. Original project estimate done in 2005. Revised ranking: 47 (former ranking 40).

AA – River Street (Stanton to Riverside)

Kevin Collins recused himself from the ranking of the project. Project consists of sidewalk from Stanton Street to Riverside. Original project estimate done in 2005. Revised ranking: 47 (former ranking 40).

5. APPROVE MINUTES

October 4, 2016

Tim Dahl suggested the minutes include the original ranking of each project along with the revised ranking.

MOTION by Rick Hamlin, SECOND by Kevin Collins, to table approval of the 10/4/16 minutes to allow the former rankings on projects that were re-ranked to be included in the minutes. VOTING: unanimous (5-0); motion carried.

6. NEXT MEETING/AGENDA

Next meeting: December 6, 2016 at 6 PM

Agenda: Continue Re-Ranking Projects as Needed

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Rick Hamlin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 7 PM.

RScty: MERiordan

Patty Benoit

Subject: FW: I'd sure like to see all tax rates available on same day each spring.

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

From: Glenn Rogers [<mailto:glenn.rogers@uvm.edu>]

Sent: Thursday, October 27, 2016 6:55 AM

To: George Tyler

Cc: Lauren Morrisseau; Patrick C. Scheidel; Patty Benoit

Subject: Re: I'd sure like to see all tax rates available on same day each spring.

Thank you George. It may not be possible for the March 2017 but 2018 is just 14 months away. I'd say if all could aim for this it sure would be a big help for those of us that like to know what our tax bill will be each year. (I mentioned it at the 2014 meetings and heads were nodding then).

Sure would be nice to see. (I think its also something that Heart and Soul of Essex recommended a couple years back).

Thank you much George. Thank you much.

Glenn

On 10/26/2016 10:00 PM, George Tyler wrote:

> Glenn,

>

> I hear you. It's not a bad idea. I'm assuming you mean the village and school district tax rates would appear in the town's annual report in February, along with the town's financial data? I think the glitch might be that the town's financial data is finalized a month earlier than the village's & school districts' because the town annual meeting and budget vote is in March; village & schools are in April -- so the annual reports are published a few weeks apart. On the municipal side we now have the same financial staff generating both sets of data and I know they're on a very tight timeline. I don't believe they can do both at once. Also, the town selectboard must finalized its proposed budget a few weeks ahead of the village trustees. So -- I'm not sure it's possible. But I've cc'd this to Lauren Morrisseau and Pat Schiedel. I've also cc'd it to Patty Benoit to include in the reading file for our next trustee meeting (to remind me to discuss it at the meeting and get an answer). Perhaps it's possible -- interesting idea. We'll see.

>

> Best regards,

>

> George

>

>

>

>

> George Tyler, President

> Village of Essex Junction

> 2 Lincoln Street

> Essex Junction, VT 05452

> (802) 878-6944

> (802) 310-8215 (mobile)

>

> _____
> From: Glenn Rogers [glenn.rogers@uvm.edu]
> Sent: Wednesday, October 26, 2016 9:22 PM
> To: George Tyler
> Subject: I'd sure like to see all tax rates available on same day each spring.
>
> George:
> I'm on my horse again. My apologies but....
> A few years ago I asked if it was possible to have our tax rates for
> the town, for the village, for the school, (and now a rec???)
> available on the same day, and even better on the same page in each of
> the books which would be available on the same day each spring.
>
> I know it takes a vote of each of the entities but when is that
> going to be discussed. This has been around for years.
>
> Oh well, if its not dead...can it be pursued?
>
> I'd just like to know what the total tax bill would be instead of
> being held in the dark each spring. (As a simile, when buying a
> vehicle one closes the deal all in one day rather than buy a motor one
> month, the tires the next month, and the car a couple of weeks
> later). (not really a fair simile -sorry. But it does make it a bit
> clearer -I hope???)
>
> Thanks much. Know its a process, but... I thought I'd just ask.
>
> take care, and thanks for your hard work.
>
> Glenn
>
> --
> Glenn Rogers
> 17 Fairview Dr.
> Essex Jct, Vt.
> 802-318-5387
>

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



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

October 28, 2016

Department of Public Service Board
Christopher Recchia, Commissioner
112 State Street, Third Floor
Montpelier, VT 05620-2601

Dear Mr. Recchia,

The Trustees of the Village of Essex Junction held a warned meeting on the 25th October and as part of the evenings Agenda recorded concerns regarding the parameters set by the Department of Public Service to develop standards and recommendations as required by Act 174.

Renewable energy is an important part of our present and future, however approval of renewable energy applications should be reviewed in the same way all applications for development are reviewed in Vermont. The Vermont Brand is compact settlements surrounded by open productive farmland. Any renewable energy proposal should fit within this metric.

It appears that the standards being considered are more akin to Performance Standards 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 a precedence that could create unintended issues for future applications.

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 (though existing conservation agreements) for onsite use then that should be right sized for the farm or an activity that is compatible with conserved land. They can hook into the grid, but only to share energy they can't use. For example if they need 50 kilowatts at their busy period and only 30 kilowatts at their quiet period then they can share 20 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.

These 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. Indeed, if designed well, it would look more at home in the landscape and tie into the Vermont Brand.

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 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.

There is no nexus yet between renewable energy and aesthetics. Someone who designs a wind turbine would find it beautifully engineered and very efficient. But does it look at home in the landscape? Over time this will change, we are not there yet.

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.

We should be right sizing renewable energy installations so that they produce the energy needed for the place they are in. Transmission lines are (currently) 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 (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.

Education for young children, not parents (old habits die hard) is a critical component of any energy policy as we move forward. As with the recycle movement children 'educate' 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 as a structural tenant of our energy future. Just because we get to a carbon free future doesn't mean we should have a laissez faire approach to energy use: Renewable energy will have a threshold as will the capacity of land to accommodate renewable infrastructure.

It would be more than ironic if we despoiled the Vermont Brand in a rush to add renewable energy to our list of achievements. We 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 we 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 for future generations of Vermonters.

Sincerely,

A handwritten signature in cursive script that reads "Robin Pierce".

Robin Pierce
Community Development Director

cc: Charles Baker, CCRPC, Executive Director
Chris Roy, CCRPC, Board of Directors, Chair



MEMORANDUM

To: Pat Scheidel, Municipal Manager *PS*
From: Susan McNamara-Hill, HR/Clerk/Treasurer
Date: October 31, 2016
Re: Library Substitutes

Issue

The issue is whether or not the pay rate for library substitutes should be increased to the same pay level as starting pay for Grade 2 positions at the library, with an automatic increase when the pay scale is adjusted.

Discussion

The pay rate for library substitutes was set at \$10 per hour on May 19, 2008 based on the recommendation of the library director. At the time, the rate was slightly higher than the starting rate for Grade 2 positions. The library director further recommended that the rate be increased when the pay scale increased. The increases did not occur, and the rate has remained at \$10 per hour since 2008.

Based on your conversation with the Library Director in August 2016, the pay rate for library substitutes was set at \$11.50 per hour effective September 1st. The current minimum pay for Grade 2 employees is \$11.79 per hour. The tasks that the library substitutes perform are similar to tasks performed by the part-time employees that are currently Grade 2 or above.

Cost

Library substitutes are hired to fill in when there are gaps in the schedule. Total hours for library substitutes in 2015 was approximately 30-35 hours, resulting in a new increase from \$10 to \$11.79 per hour, the net cost of which is under \$100.

Recommendation

It is recommended that the pay rate for library substitutes be increased from 11:50 to \$11.79 per hour effective November 1, 2016, with an automatic adjustment to the minimum of the Grade 2 pay scale.

CHITTENDEN SOLID WASTE DISTRICT

July 1, 2015 – June 30, 2016

CSWD is a municipality governed by a Board of Commissioners appointed by the 18 towns and cities of Chittenden County. Our mission is to reduce and manage the solid waste generated by our members.

ADMINISTRATION:

CSWD owns and oversees 10 solid waste or recycling facilities in Chittenden County for its 18 member municipalities. A Board of Commissioners, who sets policy and oversees financial matters, governs CSWD. One Commissioner is appointed by each member community.

THE BOARD OF COMMISSIONERS OFFICERS include: Chair Paul Stabler of South Burlington; Vice Chair Michelle DaVia of Westford, and Secretary/Treasurer Alan Nye of Essex. EXECUTIVE BOARD MEMBERS include Paul Stabler, of South Burlington, Michelle DaVia of Westford, Alan Nye of Essex, Craig Abrahams of Williston, and Chapin Spencer of Burlington. General Manager Tom Moreau retired in August of 2016 after twenty-one years of service. Sarah Reeves is the new CSWD General Manager.

FINANCES:

The unaudited FY16 General Fund expenditures were \$9.3 million and the revenues were \$10.4 million. This represents a \$720,000 increase in expenditures (8.4%) and a \$481,000 (4.8%) increase in revenues compared with the FY 15 General Fund operating results. Of the \$720,000 increase in expenditures for the year, approximately \$223,000 was associated with wages and benefits, as the District made small increases in staffing levels in various programs; \$253,000 was related to higher costs of sorting and handling recyclables, organics, and disposal of trash due to higher quantities of incoming materials; \$90,000 related to higher costs for materials used in compost production in conjunction with higher volumes of materials produced in FY16. The \$481,000 revenue increase for FY16 over the prior year is largely attributable to the tipping fee rates for recyclables dropped off at the Materials Recovery Facility (MRF). Effective 7/1/15, the per-ton rates increased from \$6 for In-District materials and \$11 for Out-Of-District materials to \$21 per ton for all incoming materials. This rate increase, along with an approximate 6% increase in quantity of incoming material, generated about \$616,000 more tip fee revenue for MRF operations in FY16; this was partially offset by a reduction of about \$158,000 in material sales revenue due to stagnant world-wide markets for recyclables. Also, product sales revenues at the Green Mountain Compost facility increased by about \$341,000 (81%) in FY16 over FY15, due to greater production volume and increased focus on marketing efforts.

SIGNIFICANT CHANGES/EVENTS:

In FY16 CSWD's major initiatives were: 1) a waste composition study that found that 60% of what our residents throw in the trash could be diverted from disposal through existing recycling, composting, and hazardous waste programs 2) revisions to the CSWD Solid Waste Management Ordinance, including trash disposal bans on asphalt shingles and unpainted/unstained plywood and oriented strand board 3) a new 5-year strategic plan; and 4) a nationwide search for a new General Manager. General Manager Tom Moreau retired after twenty-one years of service. Sarah Reeves was hired in August 2016.

ONGOING OPERATIONS:

DROP-OFF CENTERS located in Burlington, Essex, South Burlington, Milton, Williston, Richmond, and Hinesburg are available to District members who prefer to self-haul their trash and recyclables. Drop-Off Centers collected 3,117 tons of recyclables, an increase of 0.70% from FY15, and, 6,593 tons of household trash during FY16, a 3.79% increase from FY15.

The MATERIALS RECOVERY FACILITY in Williston is owned by CSWD and privately operated by Casella Waste Management. In FY16, 43,206 tons of recyclables were collected, sorted, baled, and shipped to markets. This represents an 8.2% increase from the previous year. The weighted average sale price for materials was \$77.18 per ton, which is a 17.6% decrease over last year's average.

The ENVIRONMENTAL DEPOT and the ROVER are CSWD's hazardous waste collection facilities for residents and businesses. In FY16, 10,135 households and 715 businesses brought in 651,723 pounds of waste that were collected and processed at these facilities. This included 83,640 pounds (8,364 gallons) of latex paint re-blended and sold as "Local Color", and 98,450 pounds (9,845 gallons) of latex paint processed for recycling in Canada.

FY16 was a good year for CSWD's COMPOST facility. Sales and tipping fees were both strong, with total revenues outperforming budgeted goals for the first time in several years. Green Mountain Compost added many new customers in FY16 and made the shift to a full time Sales and Marketing hired position. These moves coupled with some large, one-time construction related projects led to the higher than expected sales. Premium Raised Bed Mix was added to the mix mid-fiscal year and has been met with praise from current and new customers. The quantity of diverted food residuals being composted continues to climb steadily with FY16 totals coming in 20% higher than the previous year. A total of 13,118 tons of material was accepted for composting in FY16 which included 4,679 tons of diverted food residuals, 4,501 of which was traditional food scraps.

BIOSOLIDS - CSWD is in the third year of a 5-year contract with Casella Organics for sewage sludge disposal. CSWD member community sludge that is not eligible for land application is processed at the Grasslands Alkaline Stabilization Facility in Chateaugay, NY, to be treated for Beneficial Reuse as a Class A soil amendment. CSWD brokered 14,586 wet tons of sewage sludge for our member communities in FY16, which is 1.9% more material than last year. The City of South Burlington's thermo-meso anaerobic digestion, 2PAD system, generated class "A" product which was distributed to local farms for land application, beneficial reuse, through FY16. CSWD staff is analyzing options for local treatment of District member sewage sludge with a focus on removing nutrient phosphorus from member waste-water treatment plants and providing a long-term economic benefit for sewage sludge disposal as compared to current options.

MARKETING - The 2016-18 Chuck It Guide was sent out at the end of June, 2016, chock-full of information about the new waste reduction laws. Press releases, TV, radio, and print ads, and social media were used to help residents and businesses understand how to reduce waste and to inform about recycling, composting, and landfill ban changes resulting from Act 148, Act 175, and CSWD's Ordinance. We ran Customer Appreciation Days at each of our seven Drop-Off Centers in the summer of 2015, allowing us to meet residents and businesspeople and discuss what does and doesn't work, and how we can improve our services to all the towns of Chittenden County. Dealer.com sponsored our Art of Recycling project, enabling us to hire artists to turn six of CSWD's recycling roll-off containers into murals, creating a more engaging recycling experience. Two of the containers were featured in the 2016 Mardi Gras parade in Burlington, and continue to be seen on the road and at DOCs. We collaborated with neighboring solid waste entities to create a website, 802recycles.com, where anyone anywhere in the state can find the solid waste entity that serves them.

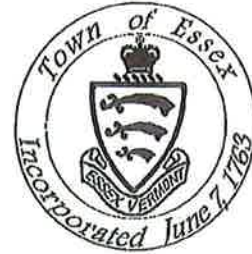
A variety of EDUCATIONAL PROGRAMS and tools were available to assist residents, schools, municipalities, organizations, businesses, and event planners to reduce and properly manage their wastes. The CSWD Hotline (872-8111); website: (www.cswd.net), e-newsletter, presentations, technical assistance, displays, workshops, facility tours, informational brochures, recycling bins and compost collectors (over 8,200 distributed), signage, discount compost bins, special event container loans, and grants (\$25,684 awarded) are part of this positive community outreach. Tens of thousands of employees, residents, students, and others were impacted by CSWD's business, school and youth, and community outreach programs.

Educational programs were complemented by the ENFORCEMENT PROGRAM with generator, hauler, and facility compliance checks and follow-ups. New procedures and policies were developed in response to CSWD Ordinance amendments and Act 148 requirements. In addition, 69 haulers, processors, scales, and transfer stations were licensed.

RESEARCH AND DEVELOPMENT efforts, which have dual goals of reducing the amount of waste generated and landfilled along with making programs more convenient and cost-effective, focused on recycling and composting incentives and collection, residential waste composition, construction and demolition debris, and markets for recyclables.

CSWD provides funding and staff time to support GREEN UP DAY efforts in Chittenden County. In May, 22.5 tons of litter, 2,599 tires, and 4 cubic yards of scrap metal were collected. CSWD covered the \$5,332 cost for recycling the tires and waived its fee on disposed litter. CSWD also contributed \$4,050 to Green Up Vermont on behalf of its member municipalities for bags, posters, and promotion.

The COMMUNITY CLEAN UP FUND helps members keep their communities clean and litter-free throughout the year. \$15,720 were used by CSWD's member municipalities.



November 2, 2016

Laura LaPierre, Program Manager
Wetlands Program
Department of Environmental Conservation
1 National Life Drive, Main 2
Montpelier, VT 05620

Dear Laura LaPierre,

Thank you for the opportunity to provide comments on the Vermont Wetland Rules. We are writing to express the Village of Essex Junction's and the Town of Essex's support of the comments provided jointly by the City of South Burlington, Town of Williston and Town of Shelburne.

Similar to the City of South Burlington and Towns of Williston and Shelburne, the Village and Town have taken an active role in improving water quality through joint development and implementation of stormwater management programs.

In the more densely populated areas of Chittenden County, stormwater management and wetlands are often interrelated as they work in combination to mitigate stormwater runoff and improve water quality. Consideration of this relationship in the Vermont Wetland Rules is important, not only to help improve water quality in the state but also allow Municipal Separate Storm Sewer Systems (MS4s) to complete maintenance requirements of stormwater systems and comply with new regulations imposed by Vermont Department of Environmental Conservation (VT DEC).

Please feel free to contact us if you would like to discuss modifications to the Vermont Wetland Rules in relation to comments submitted by the City of South Burlington, Town of Williston and Town of Shelburne.

Sincerely,

James L. Jutras
Water Quality Superintendent
Village of Essex Junction

Chelsea H. Mandigo
Stormwater Coordinator
Village of Essex Junction

Annie Costandi, E.I.
Stormwater Coordinator/Staff Engineer
Town of Essex

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



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

November 3, 2016

Laura LaPierre, Program Manager
Wetlands Program
Department of Environmental Conservation
1 National Life Drive, Main 2
Montpelier, VT 05620

Dear Ms. LaPierre,

In addition to comments submitted under a separate letter dated 11/2/16, please accept the following for your consideration.

In speaking to municipal needs to maintain infrastructure in and around designated wetlands, please consider that this may be addressed by the following suggested change(s):

Section 6.8 6.13 and 6.14 include "...water lines, sewer lines and appurtenant structures" in the narratives as they relate to repair, emergency repair and routine maintenance.

The Department might also consider a general permit for this infrastructure maintenance and repair work as allowed under section 9.8. The preferred method would be to address this concern under section 6.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "James L. Jutras", is written over the typed name.

James L. Jutras
Water Quality Superintendent
Village of Essex Junction



781 Blakely Road • PO Box 55 • Colchester, Vermont • 05446 • 802.264.5500

www.colchestervt.gov

RECEIVED

OCT 31 2016

Village of Essex Junction

October 25, 2016

Pat Scheidel
Town Manager
2 Lincoln St.
Essex Junction, VT 05452

Dear Pat,

I've enclosed a copy of the Town of Colchester's "Resolution of Support for VTRANS' Retention of the Circumferential Highway Right-Of-Way" passed by our Selectboard at their October 25th meeting. The policy's purpose is to retain the Circ right-of-way and allow limited uses. We support the Agency's plans for preserving and maintaining parcels with existing or potential transportation function, supporting local and state transportation improvements, creating revenue streams where appropriate and selling surplus/remnant property. We recommend avoiding any development that would encroach on possible future transportation improvements within the right of way that may be made by the State or Town and that would result in extraordinary costs of construction in the future.

The Circumferential Highway remains an important future traffic corridor for the region and it could still play a role in future transportation planning. Therefore, our Selectboard encourages you to consider a similar resolution for Essex Junction.

Sincerely,

Dawn H. Francis
Colchester Town Manager



Colchester
VERMONT

TOWN OF COLCHESTER
781 BLAKELY RD.
COLCHESTER, VT 05446

**RESOLUTION OF SUPPORT FOR VTRANS' RETENTION OF
THE CIRCUMFERENTIAL HIGHWAY RIGHT-OF-WAY**

WHEREAS, The Vermont Agency of Transportation has issued a policy dated September 2, 2016 regarding the future of the Circumferential Highway right of way; and

WHEREAS, The Colchester Selectboard and key staff have reviewed this policy; and

WHEREAS, Colchester officials believe the Circumferential Highway right-of-way will be needed to accommodate the transportation needs of the community, region, and state in the future; now therefore

BE IT RESOLVED, that the Colchester Selectboard wishes to be on record in support of the Vermont Agency of Transportation's position on retaining the Circumferential Highway right-of-way; and

BE IT RESOLVED, the Colchester Selectboard members believe that no future property development, other than that specified in the policy, should be allowed to encroach on the right-of-way in a manner that would result in extraordinary costs for future transportation improvements; and

BE IT FURTHER RESOLVED, the Selectboard will work cooperatively with the Agency of Transportation on an case-by-case basis to review projects near the right-of-way, eligible per the policy, to ensure the interests of the Town, region, and state are preserved and maintained in this important traffic corridor.

ADOPTED THIS 25TH DAY OF OCTOBER 2016,

BY THE COLCHESTER SELECTBOARD

Nadine Scibek, Chair

Herbert Downing, Vice Chair

Tom Mulcahy, Clerk

Marc Landry

Jeffrey Bartley

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
October 25, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Rick Jones, Public Works Superintendent.
OTHERS PRESENT: Dennis Lutz, Diane Clemens (and Valerie), John Alden, Dylan Giambatista, Jim Goudie.

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 Old Business:
 - Email from Andrew Bolduc, dated 10/14/16, re: ballot wording
 - Email from Bill Ellis, dated 10/17/16, re: ballot wording
 - Draft warning for December 13th vote on union municipal district
- Add to Manager's Report:
 - Email from Cheryl Moomey, dated 10/24/16, re: vote on December 13th

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

4. OLD BUSINESS

1. Adopt Amended Land Development Code
Concept and Final Plan Review

There was discussion of combining conceptual and final plan review in one meeting before the Planning Commission or requiring separate hearings for the conceptual plan and the final plan with each application. It was noted the applicant has some risk by choosing to combine both reviews in one hearing because the Planning Commission could accept the concept plan, but not the final plan. Also, the public feeling is there was not enough time to become aware and comment on an application if both reviews are combined into one hearing. Following further discussion the Trustees agreed the Land Development Code should be revised to include separate review for the conceptual plan and final plan for an application.

Building Height

There was discussion of the waiver for building height to six stories in the Transit Oriented District and the previous position of the majority of the Trustees (per the 9/27/16 Trustees minutes) that greater than four stories will be allowed in the Light Industrial Zone only. The Trustees agreed the Land Development Code should be revised to allow a building waiver for up to six stories in the Light Industrial District, the criteria should be clarified, and the waiver shall be removed from the Transit Oriented District.

Staff will incorporate the changes in the LDC. The Trustees will review the final version of the LDC and take action at the next meeting.

2. Department of Public Service Draft Energy Planning Determination Standards
Robin Pierce reviewed his comments and concerns on the proposed energy planning standards as outlined in his memo, dated 10/25/16.

MOTION by George Tyler, SECOND by Elaine Sopchak, that the Trustees endorse the Village Development Director's insights and concerns regarding the Vermont Public Service Board Draft Energy Planning Determination Improvement Standards and authorize staff to communicate the information to the Vermont Public Service Board. VOTING: unanimous (5-0); motion carried.

3. Discuss Revised Warning for UMD Vote

Pat Scheidel reviewed the emails from Attorney Bolduc and Attorney Ellis on the language of the warning and clarification of the ballot questions for the December 13th vote. It was noted the village only votes on forming the Union Municipal District (UMD) and not on the election of the Board of Directors because the agreement approved by the Attorney General for the UMD covers the initial election where the election of the Board of Directors is done as one district, not as a separate village and town. The ballot for the town voters includes voting on the UMD and the Board of Directors.

Lori Houghton stressed making it clear to village voters that two ballots need to be marked. Information explaining the ballots could be posted at the polls. Also, it needs to be clear the vote for the director position is for the Board of Directors for the UMD.

Elaine Sopchak suggested the ballot be printed in the newspaper along with the FAQs. Dan Kerin suggested the town share the cost of publishing the ballot. Staff will pursue publishing the ballot in the local newspaper.

MOTION by George Tyler, SECOND by Andrew Brown, to accept and approve the revised warning for the UMD vote as presented by the Municipal Manager. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Winter Operations Plan 2016-2017

Dennis Lutz reported there are no substantial changes in the plan for winter operations from the prior year. The recommendation is to approve the document subject to any recommendations the public may make.

Mr. Lutz mentioned the consolidation of the two public works departments is working well. Village vehicles have been brought to the town garage for service because of the work space and vehicle lift. Maintenance on the sidewalk plows in the village will be done at the town garage as well. Salt/sand is mixed at the village shed. The town has sand to share with the village. Both the village and town work crews will hold a winter operations meeting.

Lori Houghton mentioned the section of the plan where overtime cost and materials are noted in numbers and in hours. Dennis Lutz said historically the data were collected that way, but the goal is to have a common document as the consolidation is fine tuned.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees approve the Winter Operations Plan for 2016-2017 following a period for public comment and subject to any changes made by the Trustees or Selectboard. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- November 8, 2016
- November 22, 2016
- December 13, 2016 (may be cancelled)

* December 9, 2016 – Village Tree Lighting and Train Hop

* December 13, 2016 – Special Village Meeting/Australian Vote

2. Fall & Spring Conference for Town Managers

Pat Scheidel reported the conference in Stowe was very good.

3. December 13th Vote

Pat Scheidel reviewed the memo, dated 10/24/16, from Cheryl Moomey, Essex Town Clerk, on why the vote on the UMD could not be in November and was set for December 13th. Lori Houghton noted RGSC wanted the vote in November, but understands the reasons for the December date.

4. Heart & Soul Consultant on Public Engagement

The Trustees would like to review the report from the consultant before release to the public.

5. Budget Day and Meeting Schedule

December 20, 2016 is set as budget day. Regular Trustees meeting on December 13th may be cancelled if not needed. December 27, 2016 meeting is cancelled.

6. Water Bills

Water bills are delayed one week.

7. New Hire in Manager's Office

Pat Scheidel reported the search will reopen to fill the position in the Manager's Office.

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

- Lori Houghton reported the third public forum on the UMD was held. The forum was in the village and many people from the town attended. There is a mixed reaction and many of the same questions are being asked. The questions and answers are posted on the website. Positive feedback was received on the explanations being clearer. The committee will clarify and correct information on Front Porch Forum so the facts are out, but will not respond to opinions.
- Elaine Sopchak suggested holding a "thank you" event for all committee members and volunteers, particularly RGSC.
- George Tyler said the Trustees need to discuss the Village Office space and staffing before the end of the year.

2. Reading File

- Minutes:
 - Planning Commission 10/6/16
 - Bike/Walk Advisory Committee 10/17/16
- Letter from Nick Meyer re: Capital Reserve Fund

8. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting(s), 10/10/16 & 10/11/16, with the following correction(s)/clarification(s) to the 10/10/16 minutes:**
 - Globally correct the spelling of "Maiberger";
 - Page 8, Tax Equalization Phase-In Plan, paragraph beginning "Elaine Sopchak..." – after the first sentence add: "Elaine Sopchak would like to see greater than two options for the tax phase-in between the village and town on paying for the UMD so that no one is accused of setting up a false comparison between two alternatives.", and delete the sentence reading: "When the consolidation is complete..."
- 2. Expense Warrant #17015, dated 10/13/16, in the amount of \$117,573.66.**
- 3. Expense Warrant #17016 dated 10/20/16 in the amount of \$1,266,528.18.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Lori Houghton, to find that premature knowledge of the negotiation strategy regarding real estate matters would clearly place the Village of Essex Junction at a substantial disadvantage. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Andrew Brown, that based on the finding of premature public knowledge placing the village at a substantial disadvantage to go into Executive Session pursuant to 1VSA313(a)(2) to discuss real estate matters and invite the Municipal Manager, Assistant Manager, Development Director, and Director of Nordic Soccer, Jim Goudie to attend. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 7:45 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to close the executive session. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned at 9:13 PM

MOTION by George Tyler, SECOND by Elaine Sopchak, to close the executive session. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:14 PM.

RScty: M.E.Riordan



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES OF MEETING
October 28, 2016**

- BOARD OF TRUSTEES:** George Tyler (Village President); Lori Houghton, Elaine Sopchak.
- ESSEX SELECTBOARD:** Max Levy (Chair); Michael Plageman, Irene Wrenner.
- ADMINISTRATION:** Robin Pierce, Community Development Director; Ricky Jones, Public Works Superintendent; Greg Duggan, Town Planner; Darby Mayville, Community Relations/Economic Development Assistant.
- OTHERS PRESENT:** Greg & Toni Morgan, Ande DeForge (VTrans), Sandra Dahl, Susanna Olson, Jaye & Kenny O'Connell, Colin Flanders (Essex Reporter), John Alden, Rick Boucher (Genesee & Wyoming).

1. RIBBON CUTTING FOR NEW MULTI-USE SAFETY PATH BETWEEN CENTRAL AND NORTH STREETS

The ribbon cutting took place at the Central Street end of the path.

Village President, George Tyler, called the meeting to order at 3:30 PM. Trustee Lori Houghton thanked the parties involved with the development and construction of the path, and cut the ribbon. This was followed by a group walk down the path.

Following the ribbon cutting, the Trustees toured the new construction at 4 Pearl Street.

2. ADJOURNMENT

The meeting was adjourned at 4:15 PM.

Respectfully submitted by
Darby Mayville

DEM

10/28/16
01:27 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17017 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/27/16 To 10/27/16 & Fund 2

Page 1 of 5
HPackard

endor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	10/13/16	LH BL cleaning 10/2-11/5 2770	210-45551.423 CONTRACT SERVICES	3512.75	7808	10/27/16
14400	ABOVE AND BEYOND	10/13/16	LH BL cleaning 10/2-11/5 2770	210-41940.423 CONTRACT SERVICES	750.00	7808	10/27/16
05290	ADVANCE AUTO PARTS	10/12/16	ST Eng Degrease 8649379	210-43110.610 SUPPLIES	41.00	7809	10/27/16
05290	ADVANCE AUTO PARTS	10/12/16	ST Hi Suds 5 gals 8652581	210-43110.610 SUPPLIES	43.54	7809	10/27/16
05290	ADVANCE AUTO PARTS	10/14/16		210-43110.432 VEHICLE MAINTENANCE	14.73	7809	10/27/16
05290	ADVANCE AUTO PARTS	10/14/16	ST LIC Lights-LIL tree 8849489	210-43110.432 VEHICLE MAINTENANCE	14.42	7809	10/27/16
05290	ADVANCE AUTO PARTS	10/17/16	ST Trailer light-heat shr 9125764	210-43110.432 VEHICLE MAINTENANCE	59.64	7809	10/27/16
42665	AMAZON/SYNCB	10/10/16	BL books 698520101016	210-45551.640 ADULT COLLECTION-PRINT &	422.45	7811	10/27/16
42665	AMAZON/SYNCB	10/10/16	BL books 698520101016	210-45551.641 JUVEN COLLECTION-PRNT & E	320.48	7811	10/27/16
42665	AMAZON/SYNCB	10/10/16	BL books 698520101016	210-45551.610 SUPPLIES	72.35	7811	10/27/16
42665	AMAZON/SYNCB	10/10/16	BL books 698520101016	210-45551.837 CHILDRENS PROGRAMS	81.66	7811	10/27/16
42665	AMAZON/SYNCB	10/10/16	BL books 698520101016	210-45551.340 COMPUTER EXPENSES	94.11	7811	10/27/16
23190	BAILEY SPRING & CHASSIS	10/14/16	ST VT State insp. unit#5 V12935	210-43110.432 VEHICLE MAINTENANCE	60.00	7812	10/27/16
23190	BAILEY SPRING & CHASSIS	10/14/16	ST VT State insp unit #6 W12934	210-43110.432 VEHICLE MAINTENANCE	60.00	7812	10/27/16
23190	BAILEY SPRING & CHASSIS	10/14/16	ST VT state insp Unit#34 W12936	210-43110.432 VEHICLE MAINTENANCE	60.00	7812	10/27/16
23190	BAILEY SPRING & CHASSIS	10/18/16	ST VT state insp unit #7 W12946	210-43110.432 VEHICLE MAINTENANCE	60.00	7812	10/27/16
23190	BAILEY SPRING & CHASSIS	10/18/16	ST VT state insp unit#16 W12947	210-43110.432 VEHICLE MAINTENANCE	60.00	7812	10/27/16
V9963	BENOURE PLUMBING & HEATIN	10/21/16	VF new heater maint room 111492	210-42220.434 MAINT. BUILDINGS/GROUNDS	1033.64	7815	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	BL BFP newspaper 090716A	210-45551.640 ADULT COLLECTION-PRINT &	25.00	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	ST Computer docking statn 090816B	210-43110.610 SUPPLIES	347.95	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	CD lights for pergola 090816C	210-49340.000 MISC GRANT EXPENDITURES	29.99	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	CD lights for pergola 090816D	210-49340.000 MISC GRANT EXPENDITURES	3.99	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	CD train hop breakfast 091216G	210-41335.810 COMMUNITY EVENTS & PROGRA	222.53	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	LH/AD LH Trustees supplie 091316H	210-41320.560 TRUSTEES EXPENDITURES	3.99	7817	10/27/16
V941	BUSINESSCARD SERVICES	10/07/16	LH/AD LH Trustees supplie 091316H	210-41940.610 SUPPLIES	5.98	7817	10/27/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	10/07/16	ST dropbox offsite E file	210-43110.610	99.00	7817	10/27/16
			091416I	SUPPLIES			
V9941	BUSINESSCARD SERVICES	10/07/16	VF helmet cams	210-42220.889	617.88	7817	10/27/16
			092016K	ROUTINE EQUIPMENT PURCHAS			
V9941	BUSINESSCARD SERVICES	10/07/16	VF Phone Cord	210-42220.434	23.98	7817	10/27/16
			092016L	MAINT. BUILDINGS/GROUNDS			
V9941	BUSINESSCARD SERVICES	10/07/16	VF Whiteboards	210-42220.889	78.20	7817	10/27/16
			092016M	ROUTINE EQUIPMENT PURCHAS			
V9941	BUSINESSCARD SERVICES	10/07/16	BL youth programs supply	210-45551.837	70.00	7817	10/27/16
			092116N	CHILDRENS PROGRAMS			
V9941	BUSINESSCARD SERVICES	10/07/16	LH/AD Trustees supplies	210-41940.610	2.99	7817	10/27/16
			092716P	SUPPLIES			
V9941	BUSINESSCARD SERVICES	10/07/16	LH/AD Trustees supplies	210-41320.560	7.48	7817	10/27/16
			092716P	TRUSTEES EXPENDITURES			
V9941	BUSINESSCARD SERVICES	10/07/16	BL exit signs	210-45551.434	943.40	7817	10/27/16
			092816Q	MAINT. BUILDINGS/GROUNDS			
V9941	BUSINESSCARD SERVICES	10/07/16	Tires for 8461	210-42220.432	358.76	7817	10/27/16
			100416S	VEHICLE MAINTENANCE			
21210	CINTAS	10/17/16	ST First Aid supplies	210-43110.612	202.52	7821	10/27/16
			6318834	UNIFORMS,BOOTS,ETC			
23525	CLARK'S TRUCK CENTER INC	10/07/16	VF VT state inspection	210-42220.432	253.00	7822	10/27/16
			58896	VEHICLE MAINTENANCE			
25715	DONALD HAMLIN CONSULT ENG	10/12/16	CD Autumn Pond Chat Insp	210-15102.000	179.32	7823	10/27/16
			10121614921	EXCHANGE - ENGI/LEGAL			
V10686	EMERGENCY SERVICES MARKET	10/12/16	VF annual subscription	210-42220.570	725.00	7824	10/27/16
			12029	MAINTENANCE OTHER			
41410	FINANCIAL OPERATIONS	10/04/16	ST Labor-repl bulbs walk	210-43160.610	165.48	7827	10/27/16
			TR0406V10041	STREET LIGHTS SUPPLIES/MA			
24785	GRAINGER	10/14/16	VF hose reel	210-42220.434	665.50	7830	10/27/16
			9252840831	MAINT. BUILDINGS/GROUNDS			
33495	INGRAM LIBRARY SERVICES I	10/19/16	BL books	210-45551.640	76.95	7832	10/27/16
			95317683	ADULT COLLECTION-PRINT &			
V1204	JOHNSON/WENDY L.//	10/17/16	BL mileage	210-45551.500	79.92	7835	10/27/16
			10172016WJ	TRAINING, CONFERENCES, DU			
V10461	KELLEY BROS OF NEW ENGLAN	10/20/16	LH door for fire escape	210-41940.610	1646.30	7836	10/27/16
			16103587	SUPPLIES			
03525	KITTELL BRANAGAN & SARGEN	10/14/16	VA FYE16 audit	210-41320.335	288.75	7837	10/27/16
			62259	AUDIT			
23445	MATTHEW BENDER & CO., INC	10/12/16	AD Statute Updates	210-41320.610	241.98	7842	10/27/16
			87347903	SUPPLIES			
12965	MCMAMARA-HILL SUSAN	10/20/16	AD mileage & exp reimb	210-41320.500	37.80	7843	10/27/16
			161020	TRAINING, CONFERENCES, DU			
V9256	NATIONAL ASSOC OF FIRE IN	10/13/16	VF annual membership	210-42220.500	55.00	7845	10/27/16
			87032016	TRAINING, CONFERENCES, DU			
25140	PIKE INDUSTRIES INC	10/14/16	ST Asphalt	210-43120.610	298.20	7850	10/27/16
			896046	PAVEMENT MAINTENANCE			
03180	SAFETY SYSTEMS OF VT LLC	10/01/16	VF annual alarm maintenanc	210-42220.434	250.00	7856	10/27/16
			16379	MAINT. BUILDINGS/GROUNDS			
180	SAFETY SYSTEMS OF VT LLC	10/01/16	LH alarm system monitorin	210-41940.434	250.00	7856	10/27/16
			16385	MAINT. BUILDINGS/GROUNDS			

10/28/16
01:27 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17017 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/27/16 To 10/27/16 & Fund 2

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
07225	SHEARER CADILLAC PONTIAC	10/14/16	VF 8U61 inspection/mainte 443368	210-42220.432 VEHICLE MAINTENANCE	772.38	7857	10/27/16
29835	SHERWIN-WILLIAMS	10/12/16	ST supplies economy brush 8491-2	210-43110.610 SUPPLIES	11.58	7858	10/27/16
40840	SOVERNET COMMUNICATIONS	10/15/16	VF telephone 3687465	210-42220.535 TELEPHONE SERVICES	104.82	7861	10/27/16
V2124	STAPLES ADVANTAGE	10/08/16	AD/CD supplies 3317533295	210-41320.610 SUPPLIES	73.08	7862	10/27/16
V2124	STAPLES ADVANTAGE	10/08/16	AD/CD supplies 3317533295	210-41970.610 SUPPLIES	36.00	7862	10/27/16
V2124	STAPLES ADVANTAGE	10/15/16	BL supplies 3318085797	210-45551.610 SUPPLIES	68.00	7862	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-15109.000 EXCHANGE - COBRA	12.45	7865	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-43110.210 HEALTH INS & OTHER BENEFI	51.05	7865	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-43151.210 HEALTH INS & OTHER BENEFI	7.96	7865	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-41320.210 HEALTH INS & OTHER BENEFI	60.05	7865	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-41970.210 HEALTH INS & OTHER BENEFI	30.02	7865	10/27/16
V9968	VISTON SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-45551.210 HEALTH INS & OTHER BENEFI	75.06	7865	10/27/16
V9968	VISION SERVICE PLAN-	10/17/16	VA Vision Insurance 111630023622	210-41335.210 HEALTH INS & OTHER BENEFI	15.01	7865	10/27/16
34580	VT GOVERNMENT FINANCE OFF	10/19/16	AD VTGFOA workshop-SMH 161019	210-41320.500 TRAINING, CONFERENCES, DU	50.00	7867	10/27/16
30485	VT STATE FIREFIGHTERS ASS	10/24/16	VF annual membership VSFA 102416D	210-42220.500 TRAINING, CONFERENCES, DU	688.00	7869	10/27/16
03180	SAFETY SYSTEMS OF VT LLC	09/28/16	VM alarm system upgrade 16355	222-46802.001 LINCOLN HALL MAINT	4350.61	7856	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	SC pots for center 090916F	225-45122.610 OPERATIONAL SUPP/EXP	28.75	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	SC Meal Site outing 091416J	225-45122.812 MEAL SITE EXPENSES	357.00	7817	10/27/16
V9941	BUSINESSCARD SERVICES	10/07/16	SC Dup Bridge supplies 092316O	225-45122.614 PROGRAM EXPENSES	26.03	7817	10/27/16
21570	PETTY CASH - LOU ANN PIOL	10/24/16	SC Start-up Change draft 161024D	225-15101.000 SR CTR EXCHANGE	390.00	7848	10/27/16
21570	PETTY CASH - LOU ANN PIOL	10/19/16	SC Sr Ctr Programs 161024D1	225-45122.810 TRIP EXPENSES	40.00	7848	10/27/16
21570	PETTY CASH - LOU ANN PIOL	10/19/16	SC Sr Ctr Programs 161024D1	225-45122.614 PROGRAM EXPENSES	26.94	7848	10/27/16
21570	PETTY CASH - LOU ANN PIOL	10/19/16	SC Sr Ctr Programs 161024D1	225-45122.612 FUND RAISER EXPENSES	57.00	7848	10/27/16
21570	PETTY CASH - LOU ANN PIOL	10/19/16	SC Sr Ctr Programs 161024D1	225-45122.430 REPAIRS & MAINTENANCE	42.84	7848	10/27/16
V124	STAPLES ADVANTAGE	10/08/16	AD/CD supplies 3317533295	225-45122.610 OPERATIONAL SUPP/EXP	27.85	7862	10/27/16

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Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01 (GENERAL FUND) All check #s 10/27/16 To 10/27/16 & Fund 2

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endor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12000	09/30/16	VR missing link design 43533	230-46801.007 PEARL ST. LINKING SIDEWAL	545.17	7838	10/27/16
25715	10/12/16	Briar Ln/ Rosewood wtr li 10121616816	254-43332.006 BRIAR/ROSEWOOD WTR LN	4075.26	7823	10/27/16
03525	10/14/16	VA FYE16 audit 62259	254-43200.335 AUDIT	172.50	7837	10/27/16
07495	10/08/16	WS Repair Hydrant 1901	254-43200.430 WATER LINES MAINT-BREAKS	225.00	7844	10/27/16
V9968	10/17/16	VA Vision Insurance 111630023622	254-43200.210 HEALTH INS & OTHER BENEFIT	22.52	7865	10/27/16
05290	10/21/16	WW Lubricant 9552859	255-43200.570 MAINTENANCE OTHER	6.53	7809	10/27/16
V9941	10/07/16	WW odor control storage 090816E	255-43200.570 MAINTENANCE OTHER	347.90	7817	10/27/16
V9941	10/07/16	WW odor control storage 090816E	255-43200.619 CHEMICALS	1150.00	7817	10/27/16
V9941	10/07/16	WW newspapers 092816R	255-43200.610 SUPPLIES	22.00	7817	10/27/16
06870	10/18/16	WW Batch Biosolids 215421	255-43200.577 CONTRACT LABORATORY SERVI	565.00	7825	10/27/16
06870	10/20/16	WW Weekly TKN 10-7-16 215701	255-43200.577 CONTRACT LABORATORY SERVI	25.00	7825	10/27/16
06870	10/20/16	WW Weekly TKN 10-12-16 215702	255-43200.577 CONTRACT LABORATORY SERVI	25.00	7825	10/27/16
38955	10/14/16	WW Black Poly Chem Line 52537115	255-43200.570 MAINTENANCE OTHER	96.30	7826	10/27/16
03525	10/14/16	VA FYE16 audit 62259	255-43200.335 AUDIT	202.50	7837	10/27/16
42805	10/07/16	WW odor control 10JJ1025	255-43200.619 CHEMICALS	3516.14	7841	10/27/16
12265	10/21/16	WW Oct Nov copier 97719917	255-43200.610 SUPPLIES	280.33	7854	10/27/16
V2093	10/12/16	WW Full Load Bleach 334609	255-43200.619 CHEMICALS	3897.00	7859	10/27/16
V9968	10/17/16	VA Vision Insurance 111630023622	255-43200.210 HEALTH INS & OTHER BENEFIT	77.61	7865	10/27/16
03525	10/14/16	VA FYE16 audit 62259	256-43200.335 AUDIT	86.25	7837	10/27/16
V9968	10/17/16	VA Vision Insurance 111630023622	256-43200.210 HEALTH INS & OTHER BENEFIT	36.03	7865	10/27/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				37794.13		