



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, DECEMBER 13, 2016 at 6:30 PM
LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS**
 - a. Resolution of Support for VTRANS' Retention of the Circ Highway ROW – Pat Scheidel
 - b. Appointment of a Representative to Essex Community Parks & Recreation Board – Pat Scheidel
 - c. Discussion about Capital Fund for Green Space – George Tyler
6. **NEW BUSINESS**
 - a. Pedestrian Bridge on VT15 over Indian Brook – Dennis Lutz and Rick Jones
 - b. Bid Award for Library Masonry Work – Wendy Hysko
 - c. Amendments to Personnel Regulations – Pat Scheidel
 - d. 2016 Annual Report Cover and Dedication – Pat Scheidel
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. Budget Day Schedule 12/20/16
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Heart and Soul Public Engagement Workshop 12/2/16
 - Capital Program Review Committee 12/6/16
 - c. Letter from Pat Scheidel to Jennille Smith, Permitting Manager at Mobilitie
 - d. Email from Attorney David Barra re: Vermont Public Service Board
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 11/22/16
 - b. Expense Warrant #17021 dated 12/1/16 in the amount of \$14,074.72
 - c. Banner Application for Vermont Quilt Festival 6/23-6/25/17
 - d. Banner Application from KidSafe Collaborative for 8/12-8/13/17
 - e. Update Legal Ads Policy for 2017
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.

12/13/16 Agenda Addition
Reading File
8e.

COUNT ON IT
Business Services, Inc.

TO WHOM IT MAY CONCERN

FROM: Stephanie Barrett

RE: VT ROUTE 117/MAPLE STREET, ESSEX

DATE: 12/09/16

RECEIVED
DEC 09 2016
Village of Essex Junction

This project is complete for this construction season. We thank you all for your patience, understanding and cooperation during this construction season.

The final phase of this project which includes Park Street, Lincoln Street, Main Street and Pearl Street all within the Village limits will begin in the spring 2017.

Find specific daily updates at <http://countonitinc.com/vt-route-117maple-street-essex/>

The Public Relations telephone number to call with any questions or concerns regarding this project is 802-862-6085.

12/13/16 Agenda Addition
Consent Agenda 9f.

12/12/16
09:05 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17022 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/09/16 To 12/09/16 & Fund 2

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hpackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/09/16	ADVANCE AUTO PARTS ST paint 31440742	210-43110.610 SUPPLIES	24.77	8311	12/09/16
05290	11/10/16	ADVANCE AUTO PARTS ST screws 31853521	210-43110.610 SUPPLIES	11.00	8311	12/09/16
05290	11/16/16	ADVANCE AUTO PARTS ST back up alarm 32130839	210-43110.432 VEHICLE MAINTENANCE	39.29	8311	12/09/16
05290	11/16/16	ADVANCE AUTO PARTS ST anti freeze 32141043	210-43161.002 MEMORIAL PARK	48.00	8311	12/09/16
05290	11/17/16	ADVANCE AUTO PARTS ST lights for Belos 32226570	210-43110.432 VEHICLE MAINTENANCE	23.98	8311	12/09/16
05290	11/17/16	ADVANCE AUTO PARTS ST wiper blades 32253722	210-43110.432 VEHICLE MAINTENANCE	20.82	8311	12/09/16
42665	11/10/16	AMAZON/SYNCB BLBF books 698531110201	210-45551.641 JUVEN COLLECTION-PRNT & E	120.33	8313	12/09/16
42665	11/10/16	AMAZON/SYNCB BLBF books 698531110201	210-45551.640 ADULT COLLECTION-PRINT &	64.24	8313	12/09/16
42665	11/10/16	AMAZON/SYNCB BLBF books 698531110201	210-49345.000 LIBRARY DONATION EXPENDIT	5.64	8313	12/09/16
42665	11/10/16	AMAZON/SYNCB BLBF books 698531110201	210-45551.610 SUPPLIES	483.34	8313	12/09/16
23190	11/10/16	BAILEY SPRING & CHASSIS VA vac truck inspection W13031	210-43110.570 MAINTENANCE OTHER	18.00	8315	12/09/16
23190	11/10/16	BAILEY SPRING & CHASSIS VA vac truck ujoint repai W13032	210-43110.570 MAINTENANCE OTHER	135.87	8315	12/09/16
V10301	12/02/16	BARRA, PLC DAVID A. VA Nov legal fees EJ 25502556	210-41320.320 LEGAL SERVICES	1798.50	8317	12/09/16
V10301	12/02/16	BARRA, PLC DAVID A. VA Nov legal fees EJ 25502556	210-41970.320 LEGAL SERVICES	330.00	8317	12/09/16
00530	11/08/16	BRODART CO BL BOOKS B4784517	210-45551.641 JUVEN COLLECTION-PRNT & E	31.30	8321	12/09/16
00530	11/08/16	BRODART CO BL BOOKS B4784517	210-45551.610 SUPPLIES	1.80	8321	12/09/16
00530	11/08/16	BRODART CO BL BOOKS B4784632	210-45551.641 JUVEN COLLECTION-PRNT & E	20.78	8321	12/09/16
00530	11/08/16	BRODART CO BL BOOKS B4784632	210-45551.610 SUPPLIES	1.80	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787634	210-45551.641 JUVEN COLLECTION-PRNT & E	53.47	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787634	210-45551.610 SUPPLIES	3.60	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787891	210-45551.641 JUVEN COLLECTION-PRNT & E	10.44	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787891	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787980	210-45551.641 JUVEN COLLECTION-PRNT & E	14.95	8321	12/09/16
00530	11/09/16	BRODART CO BL BOOKS B4787980	210-45551.610 SURPLIES	0.90	8321	12/09/16
00530	11/10/16	BRODART CO BL BOOKS B4791029	210-45551.640 ADULT COLLECTION-PRINT &	9.60	8321	12/09/16

12/12/16
09:05 am

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hpaccount

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	11/10/16 BL BOOKS B4791029	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791032	210-45551.640 ADULT COLLECTION-PRINT &	101.17	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791032	210-45551.610 SUPPLIES	2.70	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791165	210-45551.641 JUVEN COLLECTION-PRNT & E	13.14	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791165	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791227	210-45551.640 ADULT COLLECTION-PRINT &	14.29	8321	12/09/16
00530	BRODART CO	11/10/16 BL BOOKS B4791227	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/10/16 BF BOOKS B4791276	210-49345.000 LIBRARY DONATION EXPENDIT	16.85	8321	12/09/16
00530	BRODART CO	11/14/16 BL BOOKS B4795883	210-45551.641 JUVEN COLLECTION-PRNT & E	12.58	8321	12/09/16
00530	BRODART CO	11/14/16 BL BOOKS B4795883	210-45551.610 SUPPLIES	1.80	8321	12/09/16
00530	BRODART CO	11/14/16 BL BOOKS B4796000	210-45551.641 JUVEN COLLECTION-PRNT & E	5.25	8321	12/09/16
00530	BRODART CO	11/14/16 BL BOOKS B4796000	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/16/16 BF BOOKS B4803368	210-49345.000 LIBRARY DONATION EXPENDIT	33.12	8321	12/09/16
00530	BRODART CO	11/17/16 BF BOOKS B4807808	210-49345.000 LIBRARY DONATION EXPENDIT	15.75	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4807924	210-45551.641 JUVEN COLLECTION-PRNT & E	14.95	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4807924	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4807990	210-45551.640 ADULT COLLECTION-PRINT &	40.59	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4807990	210-45551.610 SUPPLIES	0.60	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4808112	210-45551.641 JUVEN COLLECTION-PRNT & E	10.79	8321	12/09/16
00530	BRODART CO	11/17/16 BL BOOKS B4808112	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	BRODART CO	11/18/16 BF BOOKS B4809316	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	8321	12/09/16
00530	BRODART CO	11/23/16 BL BOOKS B4813377	210-45551.640 ADULT COLLECTION-PRINT &	29.88	8321	12/09/16
00530	BRODART CO	11/23/16 BF BOOKS B4813659	210-49345.000 LIBRARY DONATION EXPENDIT	28.47	8321	12/09/16
00530	BRODART CO	11/28/16 BL BOOKS B4815360	210-45551.640 ADULT COLLECTION-PRINT &	24.64	8321	12/09/16
00530	BRODART CO	11/28/16 BL BOOKS B4815360	210-45551.610 SUPPLIES	0.90	8321	12/09/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	11/28/16	BL BOOKS B4815621	210-45551.641 JUVEN COLLECTION-PRNT & E	13.16	8321	12/09/16
00530	11/28/16	BL BOOKS B4815621	210-45551.610 SUPPLIES	0.90	8321	12/09/16
00530	11/29/16	BL BOOKS B4817123	210-45551.640 ADULT COLLECTION-PRINT &	89.89	8321	12/09/16
00530	11/29/16	BL BOOKS B4817123	210-45551.610 SUPPLIES	1.20	8321	12/09/16
00530	11/30/16	BL BOOKS B4819649	210-45551.640 ADULT COLLECTION-PRINT &	107.61	8321	12/09/16
00530	11/30/16	BL BOOKS B4819649	210-45551.610 SUPPLIES	4.50	8321	12/09/16
00530	11/30/16	BL BOOKS B4819655	210-45551.640 ADULT COLLECTION-PRINT &	1359.94	8321	12/09/16
00530	11/30/16	BL BOOKS B4819655	210-45551.610 SUPPLIES	72.90	8321	12/09/16
00530	11/07/16	BL BOOKS B7/	210-45551.641 JUVEN COLLECTION-PRNT & E	118.23	8321	12/09/16
00530	11/07/16	BL BOOKS B7/	210-45551.610 SUPPLIES	9.90	8321	12/09/16
33545	11/15/16	ST fix sawzall 38057/56234	210-43110.610 SUPPLIES	39.74	8325	12/09/16
V10633	11/21/16	BL cd cases 30402378	210-45551.610 SUPPLIES	89.44	8326	12/09/16
21120	11/15/16	VF fire physicals 0001606500	210-42220.566 PHYSICAL EXAMS	725.00	8331	12/09/16
23170	11/30/16	VA Nov vehicle fuel CL189709	210-42220.626 GAS,GREASE AND OIL	293.68	8332	12/09/16
23170	11/30/16	VA Nov vehicle fuel CL189709	210-43110.626 GAS,GREASE AND OIL	1506.90	8332	12/09/16
V10614	12/01/16	AD cobra admin RC042464	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	8334	12/09/16
23525	11/08/16	ST DEF 381265	210-43110.626 GAS,GREASE AND OIL	17.88	8336	12/09/16
28790	12/03/16	VF shipping returns 110208 VF	210-42220.889 ROUTINE EQUIPMENT PURCHAS	28.32	8344	12/09/16
31545	12/02/16	VF supplies for open house 120216D	210-42220.610 SUPPLIES	221.54	8345	12/09/16
24305	11/15/16	BL supplies 6007709	210-45551.610 SUPPLIES	658.83	8346	12/09/16
V10657	12/06/16	BL youth program supplies 111416MKD	210-45551.837 CHILDRENS PROGRAMS	14.69	8347	12/09/16
25715	11/28/16	AD 4 Pearl engineering 11281614835	210-15102.000 EXCHANGE - ENGI/LEGAL	223.58	8348	12/09/16
35260	11/17/16	VF pullover sweatshirts 11111647	210-42220.612 UNIFORMS,BOOTS,ETC	2556.30	8353	12/09/16
25290	12/02/16	BL magazines 7817158	210-45551.640 ADULT COLLECTION-PRINT &	6585.02	8354	12/09/16
25290	12/02/16	BL magazines 7817158	210-45551.641 JUVEN COLLECTION-PRNT & E	1036.60	8354	12/09/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V10576	11/03/16	AD Oct web host/support 2242	210-41320.340 COMPUTER EXPENSES	99.00	8355	12/09/16
V10576	12/01/16	AD RSS feed develop/NEB H 2252	210-41320.340 COMPUTER EXPENSES	99.00	8355	12/09/16
V10576	12/01/16	AD RSS feed develop/NEB H 2252	210-41320.560 TRUSTEES EXPENDITURES	600.00	8355	12/09/16
V0795	12/01/16	AD 1/12 mgr contract Dec 120116D	210-41320.150 MANAGER CONTRACT	5381.25	8359	12/09/16
05395	11/11/16	ST gps subscription 1477247	210-43110.442 EQUIPMENT RENTALS	280.00	8371	12/09/16
34895	12/01/16	LH Nov Lincoln Hall 1195734	210-41940.565 RUBBISH REMOVAL	155.72	8374	12/09/16
08475	11/16/16	BL bulbs S2860350001	210-45551.610 SUPPLIES	162.40	8378	12/09/16
07160	11/21/16	BL GMLC, LUV G171853	210-45551.530 TECHNOLOGY ACCESS	995.68	8379	12/09/16
07160	11/21/16	BL GMLC, LUV G171853	210-14301.000 PREPAID EXPENSES	995.68	8379	12/09/16
21055	11/30/16	BL delivery 55116	210-45551.536 POSTAGE/DELIVERY	120.00	8382	12/09/16
33495	11/17/16	BL books 95716767	210-45551.640 ADULT COLLECTION-PRINT &	16.24	8392	12/09/16
03525	12/02/16	VA FYE16 audit 62612	210-41320.335 AUDIT	3850.00	8398	12/09/16
05010	11/10/16	AD Veterans Day ad 116751	210-41320.550 PRINTING AND ADVERTISING	165.00	8405	12/09/16
05010	11/17/16	AD warning for Dec 13 116850	210-41320.550 PRINTING AND ADVERTISING	204.00	8405	12/09/16
05010	11/17/16	AD voter info 116851	210-41320.550 PRINTING AND ADVERTISING	272.00	8405	12/09/16
13000	11/04/16	VA vac truck tires 42434	210-43110.570 MAINTENANCE OTHER	812.06	8406	12/09/16
23445	11/15/16	BL books 88420914	210-45551.640 ADULT COLLECTION-PRINT &	97.08	8408	12/09/16
12965	12/08/16	AD reimb mileage, expense 161208	210-41320.500 TRAINING, CONFERENCES, DU	87.16	8409	12/09/16
25140	11/11/16	ST asphalt 901186	210-43120.610 PAVEMENT MAINTENANCE	476.60	8418	12/09/16
25140	11/18/16	ST asphalt 902226	210-43120.610 PAVEMENT MAINTENANCE	364.20	8418	12/09/16
23465	11/23/16	AD 12/20/16-3/19/17 3302209682	210-41320.442 LEASED SERVICES	281.88	8419	12/09/16
26385	11/29/16	AD Nov minutes 765EJ	210-41320.530 COMMUNICATIONS	242.00	8421	12/09/16
24325	11/14/16	VF pager prog/battery 24137512	210-42220.443 RADIO MAINTENANCE	152.75	8424	12/09/16
18010	11/15/16	VF fire ranger straps 3288448	210-42220.612 UNIFORMS,BOOTS,ETC	61.11	8426	12/09/16
18010	11/29/16	VF charger CO meter 3289252	210-42220.889 ROUTINE EQUIPMENT PURCHAS	234.60	8426	12/09/16

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18010	11/29/16	VF calibration gas 3289253	210-42220.570 MAINTENANCE OTHER	328.00	8426	12/09/16
28785	11/14/16	VF 8461 svc fuse block 445326	210-42220.432 VEHICLE MAINTENANCE	611.72	8443	12/09/16
V20835	11/25/16	VF uniform shirts/hardwar 79247	210-42220.612 UNIFORMS,BOOTS,ETC	129.00	8446	12/09/16
V10558	12/01/16	BL computers 1107294	210-45551.677 COMPUTER REPLACEMENT	1249.00	8447	12/09/16
V10558	12/01/16	BL computers 1107294	210-45551.340 COMPUTER EXPENSES	129.00	8447	12/09/16
V2124	11/12/16	BL office chairs 3321088307	210-45551.434 MAINT. BUILDINGS/GROUNDS	299.97	8452	12/09/16
07665	12/02/16	VF flag spreaders 00009	210-42220.889 ROUTINE EQUIPMENT PURCHAS	51.80	8453	12/09/16
21000	11/30/16	LH mat service 0361781161	210-41940.434 MAINT. BUILDINGS/GROUNDS	56.60	8462	12/09/16
36130	11/18/16	VA cell phones, data 9775511494	210-42220.535 TELEPHONE SERVICES	160.04	8464	12/09/16
36130	11/18/16	VA cell phones, data 9775511494	210-41970.535 TELEPHONE SERVICES	40.01	8464	12/09/16
11935	11/10/16	ST broom sweeper 00004317	210-43110.610 SUPPLIES	285.70	8467	12/09/16
V10238	11/10/16	CD Color Run monitor 363	210-15101.000 EXCHANGE - GENERAL	542.50	8469	12/09/16
22825	11/11/16	BL building maint 13767	210-45551.434 MAINT. BUILDINGS/GROUNDS	140.00	8471	12/09/16
29825	11/22/16	VA natural gas Oct/Nov 111615331	210-43110.623 HEATING/NATURAL GAS	198.43	8472	12/09/16
29825	11/22/16	VA natural gas Oct/Nov 111615331	210-45551.623 HEATING/NATURAL GAS	536.04	8472	12/09/16
29825	11/22/16	VA natural gas Oct/Nov 111615331	210-41940.623 HEATING/NATURAL GAS	417.56	8472	12/09/16
29825	11/22/16	VA natural gas Oct/Nov 111615331	210-42220.623 HEATING/NATURAL GAS	256.85	8472	12/09/16
V2368	11/21/16	BL books 2116VHS	210-45551.640 ADULT COLLECTION-PRINT &	50.00	8477	12/09/16
30210	12/01/16	AD open govt workshop SMH 201618140	210-41320.500 TRAINING, CONFERENCES, DU	60.00	8478	12/09/16
30210	11/08/16	VA Q12017 Unemp inc 22142Q1	210-20215.000 STATE UNEMPLOYMENT PAYABL	681.00	8481	12/09/16
07565	11/10/16	LHADCD supplies 39286169	210-41940.610 SUPPLIES	77.96	8485	12/09/16
07565	11/10/16	LHADCD supplies 39286169	210-41320.610 SUPPLIES	47.34	8485	12/09/16
07565	11/10/16	LHADCD supplies 39286169	210-41970.610 SUPPLIES	23.32	8485	12/09/16
07565	11/17/16	AD/CD Office supplies 39475312	210-41320.610 SUPPLIES	63.49	8485	12/09/16
07565	11/17/16	AD/CD Office supplies 39475312	210-41970.610 SUPPLIES	31.27	8485	12/09/16

12/12/16
09:05 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17022 Current Prior Next FY Invoices For Fund (GENERAL FUND)
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VI0636	12/01/16	AD FSA admin Dec 161216463	210-41320.210 HEALTH INS & OTHER BENEFIT	3.45	16120908	12/09/16
01930	11/30/16	SC soup for sr meals 673335	225-45122.812 MEAL SITE EXPENSES	70.00	8329	12/09/16
01930	11/30/16	SC soup for sr meals 673335	225-45122.614 PROGRAM EXPENSES	15.00	8329	12/09/16
31545	11/12/16	SR operational, program 161121D	225-45122.610 OPERATIONAL SUPP/EXP	20.14	8345	12/09/16
31545	11/12/16	SR operational, program 161121D	225-45122.614 PROGRAM EXPENSES	10.99	8345	12/09/16
31545	11/30/16	SC cake, etc for potluck 161130D	225-45122.812 MEAL SITE EXPENSES	35.85	8345	12/09/16
21370	11/28/16	SC program supplies 161128D	225-45122.614 PROGRAM EXPENSES	103.12	8417	12/09/16
12255	11/21/16	SC monthly copier lease 97878853	225-45122.610 OPERATIONAL SUPP/EXP	83.74	8429	12/09/16
VI0301	12/02/16	VA Nov legal fees EJ 25502556	230-46801.007 PEARL ST. LINKING SIDEWAL	247.50	8317	12/09/16
25715	11/28/16	VR Crescent connector eng 11281612833	230-46801.008 CRESCENT CONNECTOR	2283.75	8348	12/09/16
25715	11/28/16	VR missing link eng 11281614807	230-46801.007 PEARL ST. LINKING SIDEWAL	975.00	8348	12/09/16
25715	11/28/16	VR multi use path eng 11281616803	230-46801.006 MULTI-USE PATH NORTH	7397.83	8348	12/09/16
25715	12/04/16	VR multiuse path final PY PAYAPP5	230-46801.006 MULTI-USE PATH NORTH	18013.41	8348	12/09/16
23190	11/10/16	VA vac truck inspection W13031	254-43200.570 MAINTENANCE OTHER	3.00	8315	12/09/16
23190	11/10/16	VA vac truck ujoint repai W13032	254-43200.570 MAINTENANCE OTHER	22.64	8315	12/09/16
23170	11/30/16	VA Nov vehicle fuel CL189709	254-43200.626 GAS, GREASE AND OIL	78.79	8332	12/09/16
25715	11/28/16	VW Briar Ln/Rosewood Eng 11281616816	254-43332.006 BRIAR/ROSEWOOD WTR LN	19708.23	8348	12/09/16
40025	11/14/16	VW water break clamp 5174282	254-43200.430 WATER LINES MAINT-BREAKS	145.81	8351	12/09/16
23215	11/14/16	VW mud sucker adapter 106243190001	254-43200.610 SUPPLIES	29.45	8357	12/09/16
18000	11/16/16	VW water breaks clamp 0730234	254-43200.430 WATER LINES MAINT-BREAKS	318.58	8365	12/09/16
03525	12/02/16	VA FYE16 audit 62612	254-43200.335 AUDIT	2300.00	8398	12/09/16
13000	11/04/16	VA vac truck tires 42434	254-43200.570 MAINTENANCE OTHER	135.35	8406	12/09/16
43435	11/16/16	VW filters 1601564	254-43200.570 MAINTENANCE OTHER	408.82	8415	12/09/16
38760	11/09/16	VW meter heads 0072040	254-43330.002 METER REPLACEMENT PROGRAM	374.10	8459	12/09/16
29825	11/22/16	VA natural gas Oct/Nov 111615331	254-43200.623 HEATING/NATURAL GAS	231.27	8472	12/09/16

12/12/16
09:05 am

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10609	2G ENERGY INC.	11/22/16	WW 6948 hr service 415081600658	255-43200.570 MAINTENANCE OTHER	2687.06	8308	12/09/16
V10609	2G ENERGY INC.	08/05/16	WW credit fan 425081600034	255-43200.570 MAINTENANCE OTHER	-363.26	8308	12/09/16
V10609	2G ENERGY INC.	12/02/16	WW credit gas valve repai 425081600056	255-43200.570 MAINTENANCE OTHER	-115.00	8308	12/09/16
05290	ADVANCE AUTO PARTS	11/22/16	WW plow truck 32726625	255-43200.626 GAS,GREASE AND OIL	6.53	8311	12/09/16
05290	ADVANCE AUTO PARTS	12/06/16	WW wiper return 34126847	255-43200.432 VEHICLE MAINTENANCE	-53.72	8311	12/09/16
05290	ADVANCE AUTO PARTS	12/06/16	WW repl wipers, plow avo 34126848	255-43200.432 VEHICLE MAINTENANCE	67.96	8311	12/09/16
05290	ADVANCE AUTO PARTS	12/06/16	WW wipers svc, plow trk 36141915	255-43200.432 VEHICLE MAINTENANCE	58.72	8311	12/09/16
23190	BAILEY SPRING & CHASSIS	11/10/16	VA vac truck inspection W13031	255-43200.610 SUPPLIES	3.00	8315	12/09/16
23190	BAILEY SPRING & CHASSIS	11/10/16	VA vac truck ujoint repai W13032	255-43200.610 SUPPLIES	22.65	8315	12/09/16
23170	CHAMPLAIN OIL CO., INC.	11/30/16	VA Nov vehicle fuel CL189709	255-43200.626 GAS,GREASE AND OIL	195.09	8332	12/09/16
23455	CHITTENDEN SOLID WASTE DI	11/28/16	WW 331.22 land sp equiv 201610E88	255-43200.568 SLUDGE MANAGEMENT	26428.45	8333	12/09/16
35260	EAST COAST PRINTERS INC	11/21/16	WW hats stock 11211640	255-43200.612 UNIFORMS,BOOTS,ETC	85.20	8353	12/09/16
38955	F W WEBB COMPANY	11/07/16	WW co gen vent 52817946	255-43200.570 MAINTENANCE OTHER	72.47	8362	12/09/16
38955	F W WEBB COMPANY	11/14/16	WW gas compressor h2o 528402322	255-43200.570 MAINTENANCE OTHER	149.77	8362	12/09/16
38955	F W WEBB COMPANY	11/09/16	WW gas compressor h2o 52850292	255-43200.570 MAINTENANCE OTHER	32.56	8362	12/09/16
38955	F W WEBB COMPANY	11/14/16	WW cham feed b flow cks 52850560	255-43200.570 MAINTENANCE OTHER	317.94	8362	12/09/16
38955	F W WEBB COMPANY	11/29/16	WW tubes, hardware 53052833	255-43200.570 MAINTENANCE OTHER	23.26	8362	12/09/16
24785	GRAINGER	11/18/16	WW Dechlor sample 9284529261	255-43200.570 MAINTENANCE OTHER	320.25	8377	12/09/16
07010	GREEN MOUNTAIN POWER CORP	11/18/16	WW 10/20-11/17/16 0132407	255-43200.622 ELECTRICAL SERVICE	8988.89	8383	12/09/16
09050	HACH COMPANY	11/22/16	WW reagents, spare parts 10206794	255-43200.618 SUPPLIES - LABORATORY	630.67	8387	12/09/16
V1210	JUTRAS/JAMES//	11/30/16	WW reimb key, mileage 113016D	255-43200.500 TRAINING, CONFERENCES, DU	65.88	8397	12/09/16
V1210	JUTRAS/JAMES//	11/30/16	WW reimb key, mileage 113016D	255-43200.570 MAINTENANCE OTHER	2.59	8397	12/09/16
03525	KITTELL BRANAGAN & SARGEN	12/02/16	VA FYE16 audit 62612	255-43200.335 AUDIT	2700.00	8398	12/09/16
13000	MARSHALL TIRE GROUP INC	11/04/16	VA vac truck tires 42434	255-43200.610 SUPPLIES	135.34	8406	12/09/16
22820	MOBIUS AUTOMATION LLC	11/29/16	WWBA modem vpn config 147	255-43200.570 MAINTENANCE OTHER	505.00	8411	12/09/16

12/12/16

Town of Essex / Village of EJ Accounts Payable

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09:05 am

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12265	11/21/16	RICOH USA, INC WW Nov-Dec copier 97878188	255-43200.610 SUPPLIES	115.94	8428	12/09/16
V2124	11/19/16	STAPLES ADVANTAGE WW general materials 3321650548	255-43200.610 SUPPLIES	121.21	8452	12/09/16
V2124	11/26/16	STAPLES ADVANTAGE WW bath supplies 3322257825	255-43200.610 SUPPLIES	20.99	8452	12/09/16
36130	11/18/16	VERIZON WIRELESS VA cell phones, data 9775511494	255-43200.535 TELEPHONE SERVICES	182.54	8464	12/09/16
29825	11/22/16	VT GAS SYSTEMS VA natural gas Oct/Nov 111615331	255-43200.623 HEATING/NATURAL GAS	1608.71	8472	12/09/16
07565	11/09/16	W B MASON CO INC WW general asstd 139257402	255-43200.610 SUPPLIES	302.06	8485	12/09/16
23190	11/10/16	BAILEY SPRING & CHASSIS VA vac truck inspection W13031	256-43200.570 MAINTENANCE OTHER	36.00	8315	12/09/16
23190	11/10/16	BAILEY SPRING & CHASSIS VA vac truck ujoint repai W13032	256-43200.570 MAINTENANCE OTHER	271.75	8315	12/09/16
V10301	12/02/16	BARRA, PLC DAVID A. VA Nov legal fees EJ 25502556	256-43200.330 OTHER PROFESSIONAL SERVIC	313.50	8317	12/09/16
23170	11/30/16	CHAMPLAIN OIL CO., INC. VA Nov vehicle fuel CL189709	256-43200.626 GAS, GREASE AND OIL	202.75	8332	12/09/16
03525	12/02/16	KITTELL BRANAGAN & SARGEN VA FYE16 audit 62612	256-43200.335 AUDIT	1150.00	8398	12/09/16
V9454	11/10/16	LENNY'S SHOE & APP SA pants for Steve 3097780	256-43200.612 UNIFORMS, BOOTS, ETC	129.00	8402	12/09/16
13000	11/04/16	MARSHALL TIRE GROUP INC VA vac truck tires 42434	256-43200.570 MAINTENANCE OTHER	1624.13	8406	12/09/16
22820	11/29/16	MOBIUS AUTOMATION LLC WWSA modem vpn config 147	256-43200.434 PUMP STATION MAINTENANCE	200.00	8411	12/09/16
22820	11/29/16	MOBIUS AUTOMATION LLC WWSA modem vpn config 147	256-43220.001 SUSIE WILSON PS COSTS	200.00	8411	12/09/16
22820	11/29/16	MOBIUS AUTOMATION LLC WWSA modem vpn config 147	256-43220.002 WEST ST PS COSTS	200.00	8411	12/09/16
36130	11/23/16	VERIZON WIRELESS SA Oct 24-Nov 23 phone 9775926284	256-43200.434 PUMP STATION MAINTENANCE	122.96	8466	12/09/16
36130	11/23/16	VERIZON WIRELESS SA Oct 24-Nov 23 phone 9775926284	256-43220.001 SUSIE WILSON PS COSTS	31.67	8466	12/09/16
36130	11/23/16	VERIZON WIRELESS SA Oct 24-Nov 23 phone 9775926284	256-43220.002 WEST ST PS COSTS	31.67	8466	12/09/16
29825	11/22/16	VT GAS SYSTEMS VA natural gas Oct/Nov 111615331	256-43220.001 SUSIE WILSON PS COSTS	35.02	8472	12/09/16
29825	11/22/16	VT GAS SYSTEMS VA natural gas Oct/Nov 111615331	256-43220.002 WEST ST PS COSTS	35.88	8472	12/09/16
29825	11/22/16	VT GAS SYSTEMS VA natural gas Oct/Nov 111615331	256-43200.623 HEATING/NATURAL GAS	252.41	8472	12/09/16

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09:05 am

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				145311.65		

MEMORANDUM

To: Village Trustees

From: Patrick C. Scheidel, Municipal Manager

Date: December 13, 2016

Re: Resolution of Support for VTRANS' Retention of the Circ Highway ROW

Issue

The issue is whether or not to adopt the Resolution of Support for VTRANS' Retention of the Circumferential Highway Right-of-Way.

Discussion

The attached letter from the Colchester Town Manager explains the purpose of the Resolution.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees adopt the attached Resolution of Support for VTRANS' Retention of the Circumferential Highway Right-of Way.



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 Essex Junction Trustees and key staff have reviewed this policy; and,

WHEREAS, Essex Junction 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 Essex Junction Trustees wish 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, that the Essex Junction board 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 Trustees will work cooperatively with the Agency of Transportation on a case-by-case basis to review projects near the right-of-way, eligible per the policy, to ensure the interests of the Village, region and state are preserved and maintained in this important traffic corridor.

**ADOPTED THIS 13th DAY OF DECEMBER 2016,
BY THE VILLAGE OF ESSEX JUNCTION TRUSTEES**

George A. Tyler, President

Elaine H. Sopchak, Vice President

Daniel S. Kerin

Lori A. Houghton

Andrew P. Brown



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

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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

Chittenden County Circumferential Highway (CCCH)
Right of Way & Mitigation Site Management Plan



September 2, 2016

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1.0 Introduction & Background

1.1 Purpose

This plan is intended to document the State of Vermont Agency of Transportation's (VTTrans) intent for investments made in right of way acquisitions for the Chittenden County Circumferential Highway project, ensure the Agency is meeting all obligations associated with the land and easement acquisitions, and establish a process by which municipalities and other organizations may request use of the lands for appropriate purposes.

1.2 Project History

The history of the Chittenden County Circumferential Highway (CCCH) project formally begins in the sixties, when in 1967, the State Highway Board and the Governor approved a proposed twenty-one-mile limited access highway which included the Burlington Beltline as well as a section from Route 127 in Colchester to Williston. The project was placed on the ten-year highway construction plan adopted by the Legislature in 1968.

In 1975, the Chittenden County Regional Planning Commission (CCRPC) adopted a regional plan with completion of the circumferential highway as a major objective in the plan's transportation element. The project was called the Chittenden County Circumferential Highway project (CCCH), and consisted of a sixteen-mile limited access facility located in the Chittenden County towns of Williston, Essex, and Colchester.

A 1978 VTTrans traffic study of the Essex-Williston area projected inadequate levels of service at numerous intersections beginning as soon as 1983. The study recommended a circumferential highway designed to sixty mph standards with full access control.

In 1980, State funding was not available to advance the CCCH. As a result, funding for the project was sought by local and state officials through a Demonstration Grant from FHWA. This grant was secured through the 1982 Surface Transportation Act. This Demonstration Grant project was to determine the potential of saving time and costs by extending State certification coverage to a project of this size and diversity in areas that require improved access between rapidly growing suburban areas and established urban core areas.

In 1982, the municipalities of Colchester, Essex, Essex Junction and Williston formed a Union Municipal District called the Chittenden County Circumferential Highway District (CCCHD) and, in conjunction with the Vermont Agency of Transportation, undertook the task of planning, designing and constructing the project.

The estimated construction cost for the recommended four-lane facility was in excess of \$71 million in 1983 dollars, which exceeded the available funds allocated by Congress. Therefore, in November 1983, it was determined that a two-lane facility, with climbing lanes as necessary, on a four-lane right of way would be the design concept to be advanced.

In the fall of 1983, VTrans initiated the process for advancing the Environmental Impact Statement (EIS) for the proposed CCCH and to design the portion of it from Route 15 in Essex to I-89 in Williston. In late June of 1984, a report entitled Evaluation and Recommendation of Alignments to be Carried into the Draft Environmental Impact Statement was published and distributed to all interested parties, including state and federal agencies. The Draft EIS was released in August 1985.

In 1986, a bill was passed by the Vermont State Legislature, entitled “An Act for the Construction of the Chittenden County Circumferential Highway as Part of the State Highway System”. Included in this legislation were changes that designated the CCCH as a state highway, the formalization of the CCCHD Steering Committee process and the recognition of the opportunity for the CCCH to be included by a later session of the legislature for funding under the Five-Year Highway Transportation Program. Another piece of legislation added the two interchanges of the CCCH with I-89 into the interstate system, and provided for the funding of these interchanges from interstate construction monies.

In August 1986, VTrans completed the Final EIS, and a Record of Decision (ROD) was later approved for the project. The 1986 Final EIS divided the CCCH into Segments A-F for planning purposes, with Segment A beginning at VT127 in Colchester and Segment F ending at I-89 in Williston. Subsequent design plans, however, changed the segment designations used in the 1986 Final EIS to an A-J lettering scheme, with Segment A beginning at I-89 in Williston and Segment J ending at VT127 in Colchester.

As a result of the Record of Decision, the available Demonstration Grant funding, along with additional state and federal funding, was used to perform the design and permitting for the entire 16 miles, acquire all right of way for 12 miles (Segments A-H), acquire partial right of way for 4 miles (Segments I & J) and construct four miles of new highway in Essex, between VT117 east of Essex Junction and VT2A and Susie Wilson Road north of Essex Junction. This roadway (VT289 Segments C-F) opened to traffic in October of 1993 as a two-lane roadway, with the intention of expanding to four lanes in the future, when deemed necessary.

Subsequent legal and environmental permitting issues prevented the construction of the remaining planned segments of the roadway¹, and in 2011, VTrans in partnership with the CCRPC, the municipalities, and other regional entities began a multi-year implementation of projects intended to ease congestion and traffic demand in the CCCH project area. This program, known as “Circ Alternatives” created additional public transit services, support for transportation demand management (TDM) programs, intelligent transportation system (ITS) improvements to existing traffic signals to improve the level of service, and numerous intersection improvement projects on routes VT117, VT15, VT2A, and VT127 as well as significant I-89 interchange improvements.

¹ A more thorough history of the project and process is available in Chapter 1 of the 2010 Circ-Williston Final Environmental Impact Statement.

2.0 Goals

The specific goals of this plan are:

2.1 Meet federal and state investment requirements

Federal and state funds were utilized in the purchase of numerous properties necessary for the construction of the highway. Those properties that were purchased with federal transportation funding must show they are being used for, or are intended for use for, a transportation purpose. For those sections that were constructed, this requirement has been met. For those purchased but on which no functioning transportation facility was built, the state must establish its intent with regard to meeting this requirement. All proposed uses must comply with 23 C.F.R. § 710 Subpart D - Real Property Management. Any non-highway use, as defined by FHWA, may submit require a public interest determination by FHWA as specified in 23 C.F.R. § 1.23.

2.2 Preserve and maintain parcels with existing or potential transportation function

Many properties were utilized in the construction for sections C-F and are currently serving a transportation purpose. Others could feasibly serve a transportation purpose in the future. For those parcels upon which highway was constructed, VTrans is responsible for operations and maintenance. Those segments of planned right of way that could still serve a transportation function in the future should be preserved and maintained as necessary and appropriate.

2.3 Support goals of other state and municipal programs

It may be possible through leases, easements or other contractual arrangements to support other state programs or municipal projects. Examples might include state energy programs or projects such as solar installations, shared-use path and trails projects, or establishment of mitigation sites for other state transportation projects.

2.4 Create revenue streams where appropriate and viable

The most tangible example of this is the gas utility easement provided along Segments A-G. This results in a lease payment to the State of Vermont. Other potential utility easement opportunities may exist and could represent an appropriate, viable means of revenue generation.

2.5 Sell surplus property

Some parcels acquired as part of the CCCH project may be considered for sale. Parcels that would most likely be considered for sale are those "remainder" parcels that fall outside of the limited access highway limits throughout the corridor. Mitigation site parcels may be considered for alternative uses, though the state will retain ownership. Section 3.0 outlines the steps VTrans will take prior to considering a parcel for sale. Parcel status and details can be confirmed by contacting the VTrans Chief of Right of Way.

3.0 Potential Actions

The following range of possibilities will be considered in this order when contemplating action on any parcels in state-ownership:

1. Maintain and preserve
2. Maintain ownership and work with municipalities or other appropriate organizations to develop *transportation* uses for the property
3. Maintain ownership and work with municipalities or other appropriate organizations to develop *non-transportation* uses for the property
4. Sell the property

Any disposal of surplus real property shall follow Chapter 8, Property Management, of the VAOT (VTrans) Right of Way Manual. Chapter 8 outlines the rules, policies, and procedures to be followed by the VAOT in compliance with Federal and State laws and 23 C.F.R. § 710 Subpart D, for the overall management of real property acquired in connection with Federal-aid transportation projects. Any non-highway use, as defined by FHWA, may require a public interest determination by FHWA as specified in 23 C.F.R 1.23.

The VTrans Right of Way section serves as the primary point of contact for issues related to the parcels of land referenced in this plan. Questions, proposals for use, and general communications about the content of this plan should be directed first to that office.

3.1 Alternative Use Working Group

VTrans will review proposed uses of the corridor. Proposals for alternative uses of the corridor should be formally submitted in writing to the VTrans Chief of Right of Way for consideration. Proposals must be accompanied by a letter of support from the Chittenden County Regional Planning Commission (CCRPC) confirming the proposed use is consistent with the Regional Plan, including the Metropolitan Transportation Plan component. Proposals will be reviewed by the Director of the Policy, Planning and Intermodal Development Division, VTrans Chief of Right of Way, the VTrans Planning Coordinator assigned to CCRPC as their liaison, and other VTrans staff as appropriate. CCRPC staff may be consulted as necessary.

Applicants must understand that the State, subject to Federal Highway Administration requirements, holds ultimate authority over the corridor. Development of a state highway facility remains the originally intended purpose for the corridor. The original state highway use of the corridor may take precedence over any approved interim use.

3.2 Allowable Uses²

The following are examples of potentially allowable uses for the properties referred to in this plan:

- Municipal or state highway
- Shared-use path
- Non-motorized trail
- VAST trail
- Utility easements
- Grazing pasture
- Crop leases
- Alternative energy generation
- Property access
- Silviculture / forest management

4.0 Corridor Segment Inventory

The eastern-most segments are those furthest along in the development process. Segments A & B together form the “Circ-Williston” project. These sections extend from I-89 in Williston to the north where Segment B crosses the Winooski River, joining the VT117/River Road just on the other side of the river where existing VT289 / Segment C begins.

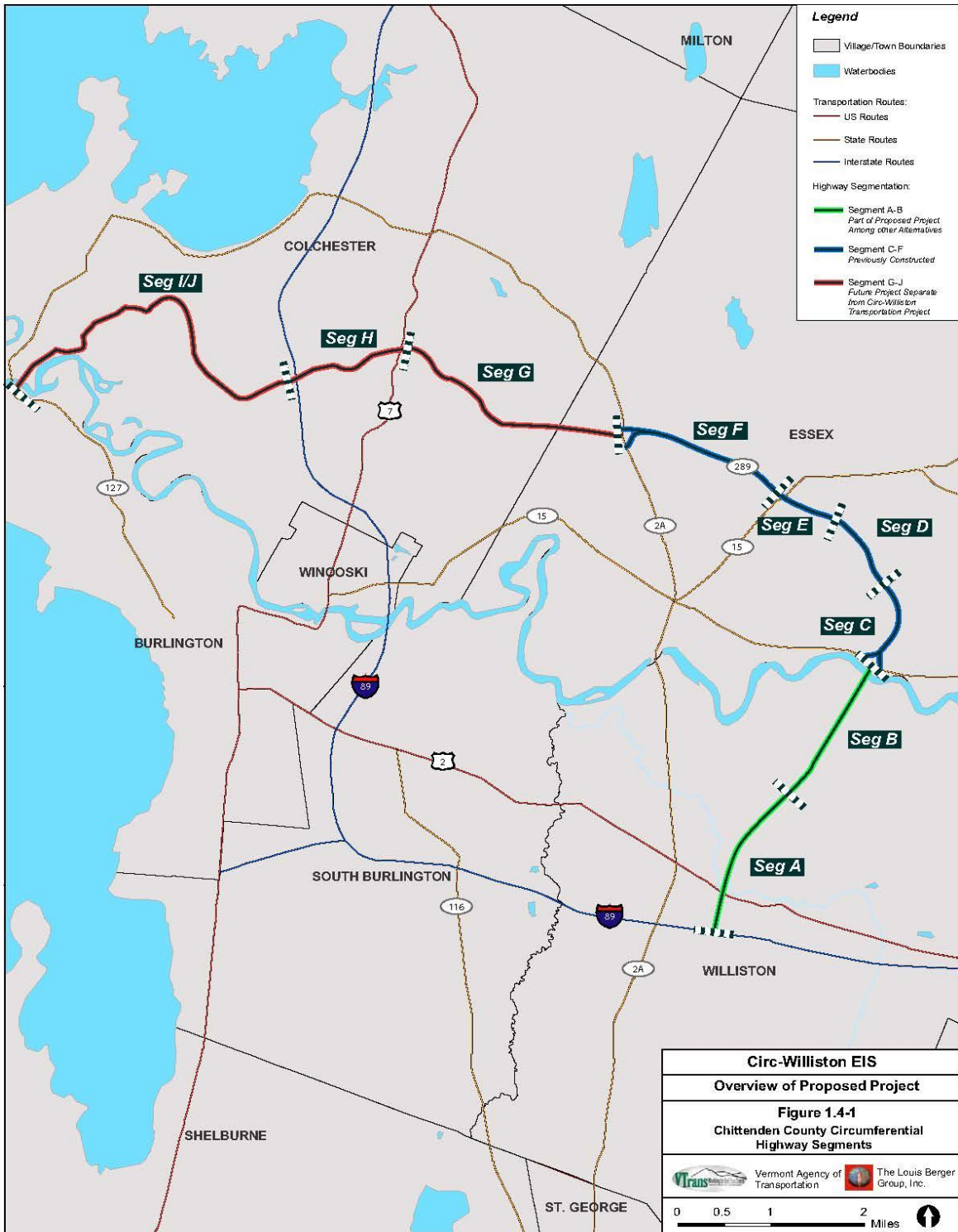
Segments C, D, E, and F are constructed and serving a highway transportation function. These segments collectively form VT289, between VT117 / River Road and VT2A in Essex.

Segments G-J comprise the remainder of the planned corridor, extending from VT2A in Essex to VT127 in Colchester.

See **Figure 1 - Circ-Williston EIS Overview of Proposed Project**, and **Figure 2 – Segment Descriptions** for more detailed information on each segment.

² This list is not exhaustive, nor should it be interpreted as automatic approval of a listed allowable use. Proposals for use must be submitted to VTTrans through the process outlined in this plan and will be considered on an individual basis.

Figure 1 - Circ-Williston EIS Overview of Proposed Project



Source: Census Transportation Planning Package 2000, Part 3. Bureau of Transportation Statistics, 2004.

Figure 2 – Segment Descriptions

	Segment A	Segment B	Segment C	Segment D	Segment E	Segment F	Segment G	Segment H	Segment I/J	Mitigation Sites
Town(s)	Williston	Williston	Essex	Essex	Essex	Essex	Essex – Colchester	Colchester	Colchester	Essex, Williston, Jericho
Terminus Points	I-89 to approximate midpoint between I-89 and VT117 (Start:761+00; End: 847+00)	Approximate midpoint between I-89 and VT117, to VT117 intersection with VT289 (Start: 673+00; End 761+00)	VT114 to one-third of the way to VT15 (Start 609+00; End 674+00)	One-third of the way between VT114 and VT15 to two-thirds of the way (Start 562+00; End 609+00)	Two-thirds of the way between VT114 and VT15 to VT15 (Start 536+00; End 562+00)	VT15 to VT2A (Start 433+00; End 536+00)	VT2A to US7 (Start 293+00; End 433+00)	US7 to I-89 (Start 236+00; End 293+00)	I-89 to VT127 (Start 28+00; End 236+00)	Three (3) sites in Essex, one (1) Williston, one (1) Jericho (see Section 5.0 of this plan for details)
Length (feet)	8,600	8,800	6,400	4,700	2,600	10,300	14,000	5,700	20,800	N/A
number of parcels (purchased / proposed) ³	12 / 8	7 / 7	15 / 15	5 / 5	9 / 10	18 / 18	19 / 17	10 / 9	10 / 52	5
Project Development Phase	Conceptual Design	Conceptual Design	Constructed	Constructed	Constructed	Constructed	Preliminary Design (outdated)	Preliminary Design (outdated)	Preliminary Design (outdated)	Purchased / Constructed
Permit Status	2010 NEPA Record of Decision (ROD) issued by FHWA	2010 NEPA Record of Decision (ROD) issued by FHWA	Storm-water must be maintained	Storm-water must be maintained	Storm-water must be maintained	Storm-water must be maintained	NEPA 1987 EIS ROD challenged as part of A/B lawsuit	NEPA 1987 EIS ROD challenged as part of A/B lawsuit	NEPA 1987 EIS ROD challenged as part of A/B lawsuit	
Environmental Considerations	Archaeological, wetland resources, impaired waterway (Allen Brook)	Forested wetlands; habitat connectivity	Forested wetlands; habitat connectivity	Forested wetlands; habitat connectivity	Forested wetlands; habitat connectivity	Forested wetlands; habitat connectivity	forested wetlands; habitat connectivity; threatened & endangered species	forested wetlands; habitat connectivity; threatened & endangered species	forested wetlands; habitat connectivity; threatened & endangered species	
Existing Leases, easements, agreements	Municipal path crossing; gas pipeline	Gas pipeline	Gas pipeline	Gas pipeline	Gas pipeline	Gas pipeline	Gas pipeline			
Maintenance Requirements	N/A	N/A	Roadway maintenance	Roadway maintenance	Roadway maintenance	Roadway maintenance	N/A	N/A	N/A	
Right of Way	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	All necessary property acquired based on original design	Some property acquired based on original design	N/A
Other Notes	2003 construction project to relocate US2 utilities and install ROW fence from I-89 to north of the school									See additional text in this plan for locations and details for each site

³ Number of parcels proposed based on 8/10/93 plans. Table attached as Appendix A

5.0 Mitigation Site Inventory

A number of properties were purchased as mitigation sites to offset impacts of the CCCH as it was planned and partially constructed. Some of these parcels were purchased in anticipation of impacts and others are active mitigation sites, accounting for impacts that were realized through constructed portions of the highway. Mitigation sites will be retained by the state for existing and future mitigation purposes. However, as exemplified below, alternative uses are compatible in many instances and can be proposed for consideration through the process outlined in this document.

The following provides basic information about the location, size, and mitigation status of these properties.

5.1 Tarbox Road / VT117, Jericho

This piece of property located between Tarbox Road and VT117 in Jericho, was purchased from the Faye Estate for future mitigation use. It consists of 237 acres. There are no current activities taking place on the parcel, and it does not require special maintenance actions.

5.2 North Williston Road, Williston

This parcel of property was purchased from Conant for future mitigation use. It consists of 40 acres, including wetland. Conant uses it for pasture as well as plant crops through a lease with the state. It doesn't require any special maintenance actions, but the status and conditions of the pasturing and farming activities should be monitored.

5.3 Towers Road, Essex

This parcel was purchased from Basillierre for future mitigation use. It consists of 24.8 acres. There is an active crop lease for this site. No special maintenance actions are necessary, but the status and conditions of the farming activities should be monitored.

5.4 Pettengil Road, Essex

This is a permitted wetland mitigation site. It consists of 123 acres with the Browns River on its eastern border. There is an active crop lease for this site. Of the 123 acres, 86 are committed to the existing projects. The remainder of the acreage is available for future mitigation or other uses.

5.5 VT289 / VT2A intersection, Essex

The only "on site" mitigation site, this 37.7 acre parcel is located in the southeast quadrant of the intersection of VT 289 and VT2A. It is an active, permitted mitigation site and must be conserved in its current state.

6.0 Summary & Recommendations

This plan is intended to document VTrans' efforts and intentions with regard to the planned right of way and associated property acquisitions for the Chittenden County Circumferential Highway.

A range of actions is possible for each parcel purchased in anticipation for the construction of the highway. Land acquired for use in the area of the portions of the highway that were constructed (C-F) will continue to be maintained as highway, with secondary uses possible as appropriate, such as the existing easement for the natural gas pipeline. Other parcels of land may be used by municipalities or other organizations for transportation uses and/or non-transportation uses.

VTrans will meet with the affected municipalities to consider proposed uses for any of the properties acquired for the highway. Preference will be given to transportation uses, though other uses may be approved.

The VTrans Right of Way section will serve as the primary point of contact for issues related to the land discussed in this plan. Proposals for alternative uses are to be submitted in writing to the VTrans Chief of Right of Way for consideration by an internal VTrans working group.

All actions will be governed by the Vermont Agency of Transportation Right of Way Manual and the state and federal rules referenced therein.

Appendix

A. August 10, 1993 CCCH ROW Record

A SCL Q	Owner	Involvement				Estimated Cost, \$				Expended To Date	Expended VT FY 93	Expended JUN 1993
		ROW	LOA	Total	BLDG #	ROW	LOA & Other	Appeals	Total			
8	Segment A	44.76	0.37	45.13	4	725,075.00	(29,300.98)	141,316.67	837,090.69	819,743.35	116,636.03	43,750.80
7	Segment B	101.26	55.11	156.37	1	677,330.00	30,744.00	0.00	708,074.00	708,074.00	0.00	0.00
1	Williston, Landfill	9.00	0.00	9.00	0	396,000.00	129,000.00	0.00	525,000.00	345,545.59	30,089.02	0.00
15	Segment C	65.51	22.00	87.51	8	2,045,848.60	81,503.64	502,007.46	2,629,359.70	2,388,213.02	1,000.00	0.00
15	Segment DE	92.81	16.70	109.51	3	1,816,689.00	393,480.88	143,007.04	2,353,176.92	2,358,074.07	89,302.43	5,000.00
18	Segment F	170.04	4.50	174.54	7	2,090,750.00	72,349.68	922,160.00	3,085,259.68	2,577,653.70	234,581.82	0.00
21	Susie Wilson Road	31.01	0.88	31.89	2	1,381,513.00	101,265.32	176,033.33	1,658,811.65	1,408,766.27	18,520.61	0.00
17	Segment G	85.14	72.83	157.97	6	879,050.43	154,590.00	145,833.33	1,179,473.76	988,908.57	89,390.14	(400.00)
9	Segment H	57.20	2.04	56.64	0	641,750.00	8,100.00	162,583.33	812,433.33	642,096.12	231.12	0.00
20	Section I	78.84	105.95	184.79	0	545,226.00	325,850.00	94,875.00	965,951.00	698.43	698.43	0.00
32	Section J	172.87	39.95	212.78	9	1,933,900.00	302,024.84	253,141.67	2,489,066.51	1,213,008.33	169,139.91	(667.17)
163	PB 033-1(1)	908.44	320.33	1,226.13	40	13,133,132.03	1,569,607.38	2,540,957.83	17,243,697.24	13,450,781.45	749,589.51	47,683.63
											0.00	0.00
4	IR 089-2(12)	42.20	0.00	42.20	0	191,708.10	20,100.90	41,066.67	252,875.67	230,003.20	294.20	294.20
6	IR 089-3(11)	24.43	0.00	24.43	0	182,180.00	0.00	12,726.67	194,906.67	0.00	0.00	0.00
											0.00	0.00
173	Project Total	975.07	320.33	1,292.76	40	13,507,020.13	1,589,708.28	2,594,751.16	17,691,479.57	13,680,784.65	749,883.71	47,977.83
											0.00	0.00
0116	CSD Inc.	(IR) 7.31		7.31		68,000.00		22,666.67	90,666.67	68,294.20	294.20	294.20
*	CSD Inc.	(IR)									0.00	0.00
0117	Burnett	(IR) 10.11		10.11		38,508.10	5,500.90		44,009.00	44,009.00	0.00	0.00
0118	Gregory	24.43		24.43		53,700.00	14,600.00	17,900.00	86,200.00	86,200.00	0.00	0.00
0119	Hillside East	0.35		0.35		31,500.00		500.00	32,000.00	31,500.00	0.00	0.00
4	IR 089-2(12)	42.20	0.00	42.20	0	191,708.10	20,100.90	41,066.67	252,875.67	230,003.20	294.20	294.20
											0.00	0.00
0106	Martel	7.94		7.94		42,750.00		14,250.00	57,000.00	87,750.00	45,000.00	45,000.00
0107	Brennan	6.79		6.79		35,325.00	375.00	11,900.00	47,600.00	118,078.28	81,914.98	0.00
0109H	Williston LTD PARTNR	8.83		8.83		71,000.00	638.00		71,638.00	71,638.00	0.00	0.00
0110	Flagg	1.23		1.23	1	260,000.00	(53,744.98)		206,255.02	201,225.27	(10,029.75)	(1,000.00)
*	Flagg										0.00	0.00
0111	Burnett	(PB) 2.03		2.03		7,100.00	9.00		7,109.00	7,109.00	0.00	0.00
0112	Williston, Town	0.14	0.37	0.51		30,500.00	8.00		30,508.00	30,508.00	0.00	0.00
0113	CSD Inc.	(PB) 17.69		17.69	3	278,300.00	22,200.00	115,166.67	415,666.67	302,120.80	(249.20)	(249.20)
*	CSD Inc.	(PB)									0.00	0.00
0114	Ely	0.11		0.11		100.00	1,214.00		1,314.00	1,314.00	0.00	0.00
8	Segment A	44.76	0.37	45.13	4	725,075.00	(29,300.98)	141,316.67	837,090.69	819,743.35	116,636.03	43,750.80
											0.00	0.00
0101	VELCO	75.63	24.81	100.44		500,000.00	36.00		500,036.00	500,036.00	0.00	0.00
*	VELCO										0.00	0.00
0101	VELCO (Wetland)	22.22		22.22		150,000.00	30,044.00		180,044.00	180,044.00	0.00	0.00
0102	Hinesburg S&G	1.38		1.38		2,300.00			2,300.00	2,300.00	0.00	0.00
0103	IBM	Rights		0.00		0.00	14.00		14.00	14.00	0.00	0.00
0104	Paquet	0.13		0.13		230.00			230.00	230.00	0.00	0.00
0214	Babcock	1.90	30.30	32.20		24,800.00			24,800.00	24,800.00	0.00	0.00
0215	CVRR-Williston	Rights			1		650.00		650.00	650.00	0.00	0.00
0216	Williston, Landfill	9.00		9.00		396,000.00	129,000.00		525,000.00	345,545.59	30,089.02	0.00
8	Segment B	110.26	55.11	165.37	1	1,073,330.00	159,744.00	0.00	1,233,074.00	1,053,619.59	30,089.02	0.00
											0.00	0.00
201H	Raymond	30.20	15.50	45.70	4	1,285,000.00	895.62	410,340.79	1,696,236.41	1,546,236.41	0.00	0.00
*	Raymond										0.00	0.00

A CL Q	Owner	(Involved Land, Acres) BLDG			----- Estimated Cost, \$ -----				Expended To Date	Expended VT FY 93	Expended JUN 1993	
		ROW	LOA	Total #	ROW	LOA & Other	Appeals	Total				
0202	Jenks	1.33		1.33	1	103,500.00	29,407.39		132,907.39	132,907.39	0.00	0.00
0203H	Perkins	9.86		9.86	2	325,000.00	759.22		325,759.22	325,759.22	0.00	0.00
	* Perkins										0.00	0.00
0205	Truax	0.02		0.02		100.00			100.00	100.00	0.00	0.00
0206	Thomas	0.06		0.06		100.00	38.00		138.00	138.00	0.00	0.00
0207	Kaushal	0.14		0.14		1,400.00			1,400.00	1,900.00	500.00	0.00
0208	Moreau	0.11		0.11		250.00			250.00	250.00	0.00	0.00
0209	Essex, Town	0.05		0.05		14.00			14.00	14.00	0.00	0.00
0210	Steiner	0.33		0.33		5,800.00	2,214.00		8,014.00	8,014.00	0.00	0.00
0211	Tomlinson	0.19		0.19		5,200.00	10,169.41		15,369.41	15,369.41	0.00	0.00
0212	Essex Green (Park)	0.23		0.23		400.00			400.00	400.00	0.00	0.00
0313	Forestdale Heights	13.98	3.70	17.68		40,000.00	10,020.00		50,020.00	50,520.00	500.00	0.00
	* Forestdale Heights										0.00	0.00
0314H	Pinewood Manor	8.93	2.80	11.73		275,000.00		91,666.67	366,666.67	275,007.99	0.00	0.00
	* Pinewood Manor										0.00	0.00
0315	Kieft	0.08		0.08	1	4,084.60	(0.00)		4,084.60	4,084.60	0.00	0.00
0326	Marcotte (Water)	Rights		0.00			28,000.00		28,000.00	27,512.00	0.00	0.00
15	Segment C	65.51	22.00	87.51	8	2,045,848.60	81,503.64	502,007.46	2,629,359.70	2,388,213.02	1,000.00	0.00
											0.00	0.00
0301	Deforge, Paul	3.31		3.31	1	108,500.00	43,262.86		151,762.86	151,762.86	0.00	0.00
0302	Ehler	1.22		1.22		16,000.00	500.00	83,507.04	100,007.04	100,007.04	83,317.08	0.00
0303	Lang, Jon	0.14		0.14		2,975.00			2,975.00	2,975.00	0.00	0.00
0304H	Durochia	4.43		4.43	2	344,000.00	3,816.26	59,500.00	407,316.26	407,213.41	575.35	0.00
	* Durochia (PROJ 3695)										0.00	0.00
0305	Lang, J & N	40.92	12.90	53.82		1,295,750.00	336,551.76	0.00	1,632,301.76	1,637,301.76	5,410.00	5,000.00
	* Lang, J & N										0.00	0.00
	* Lang, J & N										0.00	0.00
0306	Tveraas	0.23		0.23		1,000.00			1,000.00	1,000.00	0.00	0.00
0307	Sogoloff	0.35		0.35			300.00		300.00	300.00	0.00	0.00
0308	Busier	0.22		0.22		1,114.00			1,114.00	1,114.00	0.00	0.00
0309	Hannaford Brothers	Rights					0.00		0.00	0.00	0.00	0.00
0310	LTH Associates	10.59	3.80	14.39		26,475.00	9,525.00		36,000.00	36,000.00	0.00	0.00
	* LTH Associates										0.00	0.00
0311	Saybrook Homeowners	0.07		0.07		700.00			700.00	700.00	0.00	0.00
0312	BLMW Associates	27.42		27.42		19,500.00	0.00		19,500.00	19,500.00	0.00	0.00
0316	Homestead Design	0.10		0.10		100.00			100.00	100.00	0.00	0.00
0318	Essex, Roads	2.14		2.14		475.00	(475.00)		0.00	0.00	0.00	0.00
0319	H.E.F. Partnership	1.67		1.67		100.00			100.00	100.00	0.00	0.00
15	Segment DE	92.81	16.70	109.51	3	1,816,689.00	393,480.88	143,007.04	2,353,176.92	2,358,074.07	89,302.43	5,000.00
											0.00	0.00
0401	A-Team	0.17		0.17		3,500.00		5,000.00	8,500.00	3,500.00	0.00	0.00
0402	LeClair, M.	0.66		0.66		23,000.00		250.00	23,250.00	23,024.00	0.00	0.00
0403	Stevens	3.73		3.73	2	415,000.00		168,333.33	583,333.33	576,263.03	1.28	0.00
	* Stevens										0.00	0.00
0404	Beshaw	17.53		17.53	1	367,000.00	50,000.00	600.00	417,600.00	411,388.87	0.00	0.00
0405	Workman	4.97		4.97		367,000.00		122,333.33	489,333.33	440,436.04	39,472.28	0.00
	* Workman										0.00	0.00
0406	Nichols	0.14		0.14		1,900.00		50.00	1,950.00	1,900.00	0.00	0.00
0407	Medlar	0.10		0.10		1,300.00		50.00	1,350.00	1,300.00	0.00	0.00
0408	Workman (Petrie)	1.36		1.36		41,100.00		13,700.00	54,800.00	41,732.76	0.00	0.00
0409	Petrolane	2.44		2.44	2	260,000.00	448.35		260,448.35	260,448.35	0.00	0.00

A ACL Q	Owner	Involvement (Acres)			BLDG #	Estimated Cost, \$				Expended To Date	Expended VT FY 93	Expended JUN 1993	
		ROW	LOA	Total		ROW	LOA & Other	Appeals	Total				
* Petrolane											0.00	0.00	
0410	Lombard & Mayer	0.52		0.52		15,100.00			50.00	15,150.00	15,136.00	0.00	0.00
0411	Bartlett, Alan	0.84		0.84		214,850.00			71,616.67	286,466.67	201,076.73	0.00	0.00
0412	Gratton	0.17		0.17		1,700.00			250.00	1,950.00	1,700.00	0.00	0.00
0413	Mathieu, K	0.37		0.37	1	109,000.00	21,900.00		2,500.00	133,400.00	133,105.26	0.00	0.00
0414H	Leclerc	65.50		65.50	1	111,500.00			37,166.67	148,666.67	307,448.17	194,109.16	0.00
0415	Mathieu, L	0.15		0.15		6,300.00			210.00	6,510.00	6,300.00	0.00	0.00
0416H	Thibault, Jean	71.06	4.50	75.56		151,000.00			500,000.00	651,000.00	151,394.49	999.10	0.00
0419	CVRR-Essex	0.27		0.27		1,100.00	1.33			1,101.33	1,100.00	0.00	0.00
0456	Farnsworth	0.06		0.06		400.00			50.00	450.00	400.00	0.00	0.00
18	Segment F-1	170.04	4.50	174.54	7	2,090,750.00	72,349.68		922,160.00	3,085,259.68	2,577,653.70	234,581.82	0.00
												0.00	0.00
0417	Gravel	0.44		0.44		12,000.00			0.00	12,000.00	12,000.00	0.00	0.00
0418	Pade	2.56		2.56		54,300.00	6,200.00		0.00	60,500.00	54,300.00	0.00	0.00
0420	Rooney	0.16		0.16		2,000.00			0.00	2,000.00	2,000.00	0.00	0.00
0421	Baker, (SR)	10.20	0.88	11.08		498,000.00	5,954.88		0.00	503,954.88	503,954.88	0.00	0.00
0422	Baker (III)	0.91		0.91	1	198,500.00	(277.76)		0.00	198,222.24	198,222.24	0.00	0.00
0424	Mullis	0.18		0.18		4,300.00	24.00		0.00	4,324.00	4,324.00	0.00	0.00
0425	Miller	1.50		1.50	1	165,000.00	26,237.20		0.00	191,237.20	191,237.20	0.00	0.00
0426	Boudreau & Riley	0.76		0.76		40,000.00			35,833.33	75,833.33	40,749.68	0.00	0.00
0427	Coyne International Rights			0.00		50.00			0.00	50.00	50.00	0.00	0.00
0428	Champlain Oil	0.08		0.08		34,000.00			0.00	34,000.00	52,520.61	18,520.61	0.00
0430	Bouffard Rights					50.00			0.00	50.00	50.00	0.00	0.00
0431	Wilson Inn	0.07		0.07		200.00			0.00	200.00	200.00	0.00	0.00
0434	Weaver & Bartlett	13.31		13.31		354,200.00	63,100.00		139,100.00	556,400.00	329,520.66	0.00	0.00
0435	Casselman Rights			0.00		500.00			0.00	500.00	500.00	0.00	0.00
0436	Goss Leasing	0.01		0.01		3,300.00			1,100.00	4,400.00	4,000.00	0.00	0.00
0437	Bacigalupo	0.04		0.04		3,100.00	24.00		0.00	3,124.00	3,124.00	0.00	0.00
0443	Jones	0.25		0.25		4,700.00	2.00		0.00	4,702.00	4,700.00	0.00	0.00
0444	St. Peter	0.05		0.05		1,000.00			0.00	1,000.00	1,000.00	0.00	0.00
0446	Yankee Enterprises	0.04		0.04		6,200.00	1.00		0.00	6,201.00	6,200.00	0.00	0.00
0447	Ewing Rights			0.00		100.00			0.00	100.00	100.00	0.00	0.00
0448	Essex, Roads	0.45		0.45		13.00			0.00	13.00	13.00	0.00	0.00
21	Segment F-2	31.01	0.88	31.89	2	1,381,513.00	101,265.32		176,033.33	1,658,811.65	1,408,766.27	18,520.61	0.00
												0.00	0.00
0501	Severance Estate	5.10		5.10		22,850.00	32,150.00		18,333.33	73,333.33	55,000.00	0.00	0.00
* Severance Estate												0.00	0.00
0502	Nolin	3.38		3.38	1	143,850.43	9,440.00		0.00	153,290.43	153,290.43	0.00	0.00
0503H	Wells, Ray	9.54	7.36	16.90		93,000.00	4,400.00		0.00	97,400.00	94,643.13	1,643.13	0.00
* Wells, Ray												0.00	0.00
0504	Wells, Bernice	5.14	1.08	6.22		27,200.00	800.00		0.00	28,000.00	27,737.24	537.24	0.00
0505	Brigante, J,V,F&O	0.41		0.41		6,000.00			0.00	6,000.00	6,000.00	0.00	0.00
0506	Thibault, Lucien	5.87		5.87		23,500.00			0.00	23,500.00	23,500.00	0.00	0.00
0507	Page	0.35		0.35		4,500.00			0.00	4,500.00	4,500.00	0.00	0.00
0508	Jarvis	0.29		0.29		4,000.00			0.00	4,000.00	4,000.00	0.00	0.00
0509	Cade	0.28		0.28		3,800.00			0.00	3,800.00	3,800.00	0.00	0.00
0510	Villemaire	0.29		0.29		6,000.00			0.00	6,000.00	6,020.00	0.00	0.00
0511	Shephard et al	6.94		6.94	5	125,000.00			0.00	125,000.00	123,185.79	(1,858.21)	(400.00)
* Shephard et al												0.00	0.00
0512	Shangraw	9.90		9.90		59,500.00			0.00	59,500.00	59,514.00	0.00	0.00
0513	Shirland	7.28		7.28		37,000.00			12,333.33	49,333.33	25,500.00	0.00	0.00

A RCL Q	Owner	{(Involved Land, Acres)}{BLDG}				----- Estimated Cost, \$ -----				Expended To Date	Expended VT FY 93	Expended JUN 1993
		ROW	LOA	Total	#	ROW	LOA & Other	Appeals	Total			
0514	Essex, Landfill	5.53	0.66	6.19		82,000.00	2,600.00	0.00	84,600.00	88,667.98	4,067.98	0.00
0516	Gauthier	24.84	63.73	88.57		240,300.00	105,200.00	115,166.67	460,666.67	313,000.00	85,000.00	0.00
*	Gauthier										0.00	0.00
0517	Chetti	Rights		0.00		50.00		0.00	50.00	50.00	0.00	0.00
0518	LaMarche & Wells	Rights		0.00		500.00		0.00	500.00	500.00	0.00	0.00
17	Segment G	85.14	72.83	157.97	6	879,050.43	154,590.00	145,833.33	1,179,473.76	988,908.57	89,390.14	(400.00)
											0.00	0.00
0601	Safford (Edgewood)	1.32		1.32		10,000.00		0.00	10,000.00	10,000.00	0.00	0.00
0602	Stone	12.55		12.55		56,500.00		18,833.33	75,333.33	56,500.00	0.00	0.00
0603	Hawkes	15.94		15.94		71,750.00		23,916.67	95,666.67	71,981.12	231.12	0.00
*	Hawkes										0.00	0.00
0604	Noel	6.60		6.60		30,000.00		10,000.00	40,000.00	30,000.00	0.00	0.00
0605	Robenstein	6.12		6.12		113,000.00		37,666.67	150,666.67	113,000.00	0.00	0.00
0606H	Severance, M&G	4.98	1.69	6.67		145,000.00	7,000.00	0.00	152,000.00	145,000.00	0.00	0.00
*	Severance, M&G										0.00	0.00
0607	Ireland Industries	7.09	0.35	7.44		215,500.00	1,000.00	72,166.67	288,666.67	215,500.00	0.00	0.00
*	Ireland Industries										0.00	0.00
0609	Colchester, Roads	2.60	0.00	0.00		0.00		0.00	0.00	15.00	0.00	0.00
0610	Mansoor	Rights		0.00		0.00	100.00	0.00	100.00	100.00	0.00	0.00
9	Segment H	57.20	2.04	56.64	0	641,750.00	8,100.00	162,583.33	812,433.33	642,096.12	231.12	0.00
											0.00	0.00
0714	Shadow Cross Farm	Rights		0.00		100.00		33.33	133.33	0.00	0.00	0.00
0715	Edgewood Dev. Corp.	4.26		4.26		150,000.00		2,000.00	152,000.00	0.00	0.00	0.00
716	Canedy (IR)	Rights		0.00		230.00		76.67	306.67	0.00	0.00	0.00
J717	Mazza (IR)	7.33		7.33		22,700.00		7,566.67	30,266.67	0.00	0.00	0.00
0719	Munson (IR)	12.66		12.66		9,000.00		3,000.00	12,000.00	0.00	0.00	0.00
0727	Paquette	0.18		0.18		150.00		50.00	200.00	0.00	0.00	0.00
6	IR 089-3(11)	24.43	0.00	24.43	0	182,180.00		12,726.67	194,906.67	0.00	0.00	0.00
											0.00	0.00
0701	Colchester, Schools	17.59		17.59		84,500.00	11,800.00		96,300.00	698.43	698.43	0.00
0702	James Broadcasting	2.82	2.63	5.45		68,850.00	58,650.00		127,500.00	0.00	0.00	0.00
0703	Deforge, Mary	1.06		1.06		11,000.00		3,666.67	14,666.67	0.00	0.00	0.00
0704	Brigante, F&D	0.67		0.67		7,300.00		2,433.33	9,733.33	0.00	0.00	0.00
0705	Brigante, C&L, J&V, P&T	2.70		2.70		11,350.00		3,783.33	15,133.33	0.00	0.00	0.00
0706	Lomatire	4.52	18.42	22.94		18,080.00	6,220.00	8,100.00	32,400.00	0.00	0.00	0.00
0707	Mazza (West) (PB)	0.69	19.20	19.89		620.00	5,280.00	1,966.67	7,866.67	0.00	0.00	0.00
0708	Colchester (TH)	3.59		3.59		1.00	158,000.00	0.00	158,001.00	0.00	0.00	0.00
0709	Mazza (Perini)	2.96		2.96		3,200.00		0.00	3,200.00	0.00	0.00	0.00
0710	Brigante, J&V	0.91		0.91		1,200.00	1,200.00	800.00	3,200.00	0.00	0.00	0.00
0711	Spear & Stalker	2.30		2.30		2,800.00	1,200.00	1,333.33	5,333.33	0.00	0.00	0.00
0712	Brigante, C&L	0.52		0.52		625.00	1,200.00	608.33	2,433.33	0.00	0.00	0.00
0713	Fitzgerald	1.21		1.21		1,550.00		516.67	2,066.67	0.00	0.00	0.00
0708	Colchester, Town	23.70		23.70		201,450.00		0.00	201,450.00	0.00	0.00	0.00
0716	Canedy (PB)	3.00		3.00		11,300.00		3,766.67	15,066.67	0.00	0.00	0.00
0717	Mazza (East) (PB)	8.90	15.20	24.10		111,250.00	72,300.00	61,183.33	244,733.33	0.00	0.00	0.00
0718	Senesac	Rights		0.00		1,000.00		333.33	1,333.33	0.00	0.00	0.00
0720	Brigante, C&L	1.70		1.70		8,150.00		2,716.67	10,866.67	0.00	0.00	0.00
0721	Brigante, J&V	0.00	50.50	50.50		0.00	10,000.00	3,333.33	13,333.33	0.00	0.00	0.00
0722	Patterson	Rights		0.00		1,000.00		333.33	1,333.33	0.00	0.00	0.00
20	Section I	78.84	105.95	184.79	0	545,226.00	325,850.00	94,875.00	965,951.00	698.43	698.43	0.00
											0.00	0.00

A RCL Q	Owner	Involvement Land, Acres			BLDG		Estimated Cost, \$				Expended	Expended	Expended	
		ROW	LOA	Total	#	ROW	LOA & Other	Appeals	Total	To Date	VT FY 93	JUN 1993		
0723	Ayer	0.11		0.11				60,000.00		20,000.00	80,000.00	0.00	0.00	0.00
0724	Dunn	0.10		0.10				36,000.00		12,000.00	48,000.00	0.00	0.00	0.00
0803	Baldwin	4.95		4.95	3			620,000.00	25,000.00		645,000.00	609,875.40	(2,569.72)	0.00
0805	Driscoll	Rights		0.00				500.00	1.00	167.00	668.00	0.00	0.00	0.00
0806	Plunkett	Rights		0.00				500.00	1.00	167.00	668.00	0.00	0.00	0.00
0807	Liebman	Rights		0.00				500.00	1.00	167.00	668.00	0.00	0.00	0.00
0808	Handy	Rights		0.00				500.00	1.00	167.00	668.00	0.00	0.00	0.00
0809	Corey	Rights		0.00				500.00	1.00	167.00	668.00	0.00	0.00	0.00
0810	Couture	1.61		1.61				60,000.00		20,000.00	80,000.00	105.00	105.00	0.00
0811	Liscio	1.87		1.87				52,000.00		17,333.33	69,333.33	0.00	0.00	0.00
0812	Costopoulos	3.25		3.25				81,400.00		27,133.33	108,533.33	0.00	0.00	0.00
0813	Leveille	1.00		1.00				55,000.00	191.93		55,191.93	58,603.79	3,411.86	0.00
0815	Scribner, C & G	9.60		9.60				41,000.00	109,500.00	50,166.67	200,666.67	0.00	0.00	0.00
0816	Ruhl	1.12		1.12	1			28,000.00	55,000.00		83,000.00	0.00	0.00	0.00
0817	Leblanc	Rights		0.00				500.00		166.67	666.67	0.00	0.00	0.00
0819	Meyer	0.07		0.07				18,400.00		6,133.33	24,533.33	0.00	0.00	0.00
0820	Safford, Doris	Rights		0.00				500.00		166.67	666.67	0.00	0.00	0.00
0821	Greene	1.18		1.18	1			127,000.00	10,073.47		137,073.47	121,736.49	(9,530.44)	(667.17)
0822	Mashia	1.03		1.03	1			100,000.00	9,793.29	0.00	109,793.29	109,893.29	100.00	0.00
0823	Gilmour	0.87		0.87	2			123,000.00	12,461.15		135,461.15	135,271.15	100.00	0.00
0824	True	4.57	0.55	5.12				96,500.00	8,000.00	34,833.33	139,333.33	0.00	0.00	0.00
0825	Tebbetts	0.06		0.06				21,700.00		7,233.33	28,933.33	0.00	0.00	0.00
0826	Munson (PB)	11.20		11.20				53,900.00		17,966.67	71,866.67	0.00	0.00	0.00
0827	Winooski Valley Park	8.90	4.40	13.30				25,200.00	9,500.00		34,700.00	0.00	0.00	0.00
0828	Bartlett, R&B	0.45		0.45				2,300.00		766.67	3,066.67	0.00	0.00	0.00
0829	Hazelett Strip Cast.	39.73		39.73				207,000.00			207,000.00	0.00	0.00	0.00
0831	Colchester, Park	0.54		0.54				4,300.00			4,300.00	0.00	0.00	0.00
0832	Longley	Rights		0.00				500.00		1,141.67	1,641.67	0.00	0.00	0.00
0834	Jackson	0.62		0.62	1			43,000.00		29,333.33	72,333.33	41,481.52	41,481.52	0.00
0835	Lavallee	Rights		0.00				500.00		1,141.67	1,641.67	0.00	0.00	0.00
0837	Lacross	0.04		0.04				9,700.00		1,448.33	11,148.33	0.00	0.00	0.00
0844	Lamire (Wetland)	80.00	35.00	115.00				64,000.00	62,500.00	5,341.67	131,841.67	136,041.69	136,041.69	0.00
32	Section J	172.87	39.95	212.78	9			1,933,900.00	302,024.84	253,141.67	2,489,066.51	1,213,008.33	169,139.91	(667.17)

A CL Q	Owner	Appraiser	Proposal Request	Contract Received	Appraisal Executed	Appraisal Received	Appraisal Approved	Supplement Written	Supplement Approved	Offer Made	Days/ Offer	Option/ Condemn	Title Passed	Offer	Owned
8	Segment A										236			8.00	8.00
7	Segment B										202			7.00	7.00
1	Williston, Landfill										109			1.00	0.00
15	Segment C										145			15.00	15.00
15	Segment DE										270			15.00	15.00
18	Segment F										162			18.00	18.00
21	Susie Wilson Road										189			20.00	21.00
17	Segment G										344			17.00	17.00
9	Segment H										339			9.00	9.00
20	Section I										191			0.00	0.00
32	Section J										119			6.00	5.00
163	PB 033-1(1)										224			116.00	115.00
4	IR 089-2(12)										249			4.00	4.00
6	IR 089-3(11)													0.00	0.00
173	Project Total										225			120.00	119.00
0116	CSD Inc.	(IR)Keller	07/26/89	08/10/89	09/22/89	12/05/89	04/18/90	-----	-----	06/12/90	263	07/19/90	08/24/90	1.00	1.00
*	CSD Inc.	(IR)Robertson	07/26/89	08/10/89	09/29/89	12/12/89	-----	-----	-----	-----	-----	-----	-----	1.00	1.00
0117	Burnett	(IR)Keller	07/26/89	08/10/89	09/22/89	11/27/89	04/06/90	-----	-----	04/12/90	202	05/04/90	07/18/90	2.00	2.00
0118	Gregory	Keller	07/26/89	08/10/89	09/22/89	11/29/89	05/17/90	-----	-----	06/14/90	265	07/19/90	08/24/90	3.00	3.00
0119	Hillside East	Keller	07/26/89	08/10/89	09/22/89	11/27/89	03/15/90	-----	-----	06/13/90	264	07/19/90	08/24/90	4.00	4.00
4	IR 089-2(12)													4.00	4.00
											0			4.00	4.00
0106	Martel	Silver	12/07/88	12/23/88	02/01/89	08/03/89	11/09/89	-----	-----	11/30/89	302	01/26/90	02/14/90	5.00	5.00
0107	Brennan	Silver	12/07/88	12/23/88	02/01/89	07/27/89	10/02/89	-----	-----	10/13/89	254	01/26/90	02/14/90	6.00	6.00
0109H	Williston LTD PRTRR	Keller	07/26/89	08/10/89	09/22/89	11/27/89	03/09/90	-----	-----	06/13/90	264	07/17/90	09/12/90	7.00	7.00
0110	Flagg	Silver	4/09/87	4/24/87	06/30/87	8/10/87	10/02/87	-----	-----	10/06/87	98	12/07/87	01/13/88	8.00	8.00
*	Flagg	Robertson	4/09/87	4/24/87	7/09/87	7/15/87	-----	-----	-----	-----	-----	-----	-----	8.00	8.00
0111	Burnett	(PB)Keller	07/26/89	08/10/89	09/22/89	11/27/89	04/06/90	-----	-----	04/12/90	202	05/04/90	07/18/90	9.00	9.00
0112	Williston, Town	Keller	07/26/89	08/10/89	09/22/89	11/27/89	03/15/90	-----	-----	05/22/90	242	07/19/90	08/24/90	10.00	10.00
0113	CSD Inc.	(PB)Keller	07/26/89	08/10/89	09/22/89	12/05/89	04/18/90	-----	-----	06/12/90	263	07/19/90	08/24/90	11.00	11.00
*	CSD Inc.	(PB)Robertson	07/26/89	08/10/89	09/29/89	12/12/89	-----	-----	-----	-----	-----	-----	-----	11.00	11.00
0114	Ely	Keller	07/26/89	08/10/89	09/22/89	11/27/89	02/28/90	-----	-----	06/13/90	264	06/26/90	08/07/90	12.00	12.00
8	Segment A										0			12.00	12.00
											0			12.00	12.00
0101	VELCO	Silver	12/07/88	12/23/88	02/01/89	07/27/89	11/09/89	-----	-----	12/05/89	307	01/26/90	02/14/90	13.00	13.00
*	VELCO	Robertson	12/07/88	12/23/88	02/28/89	05/19/89	-----	-----	-----	-----	-----	-----	-----	13.00	13.00
0101	VELCO (Wetland)	Silver	N/A	N/A	02/05/91	06/04/91	06/24/91	-----	-----	06/28/91	143	07/08/91	11/15/91	14.00	14.00
0102	Hinesburg S&G	Silver	12/07/88	12/23/88	02/01/89	07/07/89	07/20/89	-----	-----	08/28/89	208	01/26/90	02/14/90	15.00	15.00
0103	IBM	Silver	12/07/88	12/23/88	02/01/89	07/05/89	07/20/89	-----	-----	09/18/89	229	03/03/90	08/22/90	16.00	16.00
0104	Paquet	Silver	12/07/88	12/23/88	02/01/89	05/18/89	07/21/89	-----	-----	08/29/89	209	09/06/89	11/06/89	17.00	17.00
0214	Babcock	Keller	4/11/88	5/02/88	06/08/88	8/08/88	9/29/88	-----	-----	10/12/88	126	07/19/90	08/24/90	18.00	18.00
0215	CVRR-Williston	Silver	12/07/88	12/23/88	02/01/89	05/11/89	07/20/89	-----	-----	08/11/89	191	01/26/90	02/14/90	19.00	19.00
0216	Williston, Landfill	Silver	11/13/91	12/04/91	01/09/92	04/03/92	04/22/92	-----	-----	04/27/92	109			20.00	19.00
8	Segment B										0			20.00	19.00
											0			20.00	19.00
201H	Raymond	Robertson	3/30/87	4/17/87	07/09/87	8/20/87	11/13/87	-----	-----	12/16/87	160	01/18/89	01/26/89	21.00	20.00
*	Raymond	Keller	3/30/87	4/17/87	06/22/87	9/25/87	-----	-----	-----	-----	-----	-----	-----	21.00	20.00

A RCL Q	Owner	Appraiser	Proposal Request	Contract Received	Contract Executed	Appraisal Received	Appraisal Approved	Supplement Written	Supplement Approved	Offer Made	Days/ Offer	Option/ Condemn	Title Passed	Offer	Owned
0202	Jenks	Silver	3/10/87	4/03/87	05/14/87	7/15/87	10/05/87	2/11/88	2/16/88	02/18/88	280	05/06/88	05/16/88	22.00	21.00
0203H	Perkins	Keller	4/11/88	5/02/88	06/08/88	8/08/88	11/04/88	-----	-----	11/16/88	161	12/28/88	03/10/89	23.00	22.00
*	Perkins	Robertson	4/11/88	5/02/88	08/10/88	9/08/88	-----	-----	-----	-----	-----	-----	-----	23.00	22.00
0205	Truax	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	10/03/88	117	01/26/90	02/14/90	24.00	23.00
0206	Thomas	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/21/88	105	09/21/88	11/16/88	25.00	24.00
0207	Kaushal	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/27/88	111	01/26/90	02/14/90	26.00	25.00
0208	Moreau	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/20/88	104	01/26/90	02/14/90	27.00	26.00
0209	Essex, Town	Keller	4/11/88	5/02/88	06/08/88	8/08/88	9/19/88	-----	-----	10/04/88	118	10/17/88	10/31/88	28.00	27.00
0210	Steiner	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/21/88	105	11/07/89	12/07/89	29.00	28.00
0211	Tomlinson	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/21/88	105	09/21/88	10/13/88	30.00	29.00
0212	Essex Green (Park)	Keller	4/11/88	5/02/88	06/08/88	8/08/88	8/31/88	-----	-----	09/29/88	113	01/18/89	01/26/89	31.00	30.00
0313	Forestdale Heights	Silver	12/07/88	12/23/88	02/01/89	08/02/89	02/08/90	-----	-----	02/14/90	378	02/23/90	03/20/90	32.00	31.00
*	Forestdale Heights	Robertson	12/07/88	12/23/88	02/28/89	05/19/89	-----	-----	-----	-----	-----	-----	-----	32.00	31.00
0314H	Pinewood Manor	Silver	12/07/88	12/23/88	02/01/89	08/11/89	10/02/89	-----	-----	10/17/89	214	01/26/90	02/14/90	33.00	32.00
*	Pinewood Manor	Robertson	12/07/88	12/23/88	02/28/89	05/19/89	-----	-----	-----	-----	-----	-----	-----	33.00	32.00
0315	Kieft	Keller	5/22/87	6/05/87	7/21/87	8/06/87	9/11/87	-----	-----	9/16/87	105	09/21/87	12/07/87	34.00	33.00
0326	Marcotte (Water)	(STE)	-----	-----	-----	05/24/91	05/24/91	-----	-----	05/24/91	1	05/24/91	05/24/91	35.00	34.00
15	Segment C										0			35.00	34.00
											0			35.00	34.00
0301	Deforge, Paul	Silver	3/10/87	4/03/87	05/14/87	7/15/87	10/16/87	10/29/87	10/30/87	11/12/87	182	04/15/88	04/28/88	36.00	35.00
0302	Ehler	Silver	12/07/88	12/23/88	02/01/89	07/07/89	08/10/89	-----	-----	08/16/89	196	01/26/90	02/14/90	37.00	36.00
0303	Lang, Jon	Silver	12/07/88	12/23/88	02/01/89	05/22/89	07/20/89	-----	-----	09/20/89	231	01/26/90	02/14/90	38.00	37.00
0304H	Durochia	Silver	3/10/87	4/03/87	05/14/87	7/15/87	10/28/87	12/23/87	12/29/87	12/31/87	231	01/18/89	01/26/89	39.00	38.00
*	Durochia (PROJ 3695)	Robertson	3/10/87	4/03/87	6/02/87	7/14/87	-----	-----	-----	-----	-----	-----	-----	39.00	38.00
0305	Lang, J & N	Silver	12/07/88	12/23/88	02/01/89	08/28/89	04/17/90	-----	-----	04/24/90	447	01/14/90	05/25/90	40.00	39.00
*	Lang, J & N	Robertson	12/07/88	12/23/88	02/28/89	06/14/89	-----	-----	-----	-----	-----	-----	-----	40.00	39.00
*	Lang, J & N	Keller	10/31/89	11/14/89	01/04/90	03/09/90	-----	-----	-----	-----	-----	-----	-----	40.00	39.00
0306	Tveraas	Silver	12/07/88	12/23/88	02/01/89	07/27/89	08/10/89	-----	-----	11/10/89	282	01/26/90	02/14/90	41.00	40.00
0307	Sogoloff	Silver	12/07/88	12/23/88	02/01/89	07/05/89	07/21/89	-----	-----	12/26/89	328	01/26/90	02/14/90	42.00	41.00
0308	Busier	Silver	12/07/88	12/23/88	02/01/89	05/19/89	07/21/89	-----	-----	08/29/89	209	09/05/89	10/18/89	43.00	42.00
0309	Hannaford Brothers	Silver	12/07/88	12/23/88	02/01/89	05/14/89	07/20/89	-----	-----	01/02/90	335	01/26/90	02/14/90	44.00	43.00
0310	LTH Associates	Silver	12/07/88	12/23/88	02/01/89	08/01/89	01/03/90	-----	-----	01/10/90	343	01/26/90	02/14/90	45.00	44.00
*	LTH Associates	Robertson	12/07/88	12/23/88	02/28/89	06/14/89	-----	-----	-----	-----	-----	-----	-----	45.00	44.00
0311	Saybrook Homeowners	Silver	12/07/88	12/23/88	02/01/89	07/27/89	08/10/89	-----	-----	08/25/89	205	01/29/90	02/14/90	46.00	45.00
0312	BLMW Associates	Silver	12/07/88	12/23/88	02/01/89	07/31/89	10/02/89	-----	-----	10/19/89	260	01/26/90	02/14/90	47.00	46.00
0316	Homestead Design	Silver	12/07/88	12/23/88	02/01/89	05/22/89	07/20/89	-----	-----	11/03/89	275	01/26/90	02/14/90	48.00	47.00
0318	Essex, Roads	Silver	12/07/88	12/23/88	02/01/89	05/18/89	07/20/89	-----	-----	10/06/89	247	01/26/90	02/14/90	49.00	48.00
0319	H.E.F. Partnership	Silver	12/07/88	12/23/88	02/01/89	05/17/89	07/20/89	-----	-----	11/06/89	278	01/26/90	02/14/90	50.00	49.00
15	Segment DE										0			50.00	49.00
											0			50.00	49.00
0401	A-Team	Keller	06/08/90	06/29/90	08/01/90	11/08/90	12/07/90	-----	-----	03/01/91	212	-----	04/18/91	51.00	50.00
0402	LeClair, M.	Keller	06/08/90	06/29/90	08/01/90	11/08/90	01/04/91	-----	-----	03/06/91	217	03/27/91	03/27/91	52.00	51.00
0403	Stevens	Keller	03/03/89	03/28/89	05/10/89	06/26/89	08/11/89	-----	-----	09/18/89	131	02/06/91	02/06/91	53.00	52.00
*	Stevens	Robertson	03/03/89	03/28/89	05/23/89	07/12/89	-----	-----	-----	-----	-----	-----	-----	53.00	52.00
0404	Beshaw	Allen	10/17/89	10/27/89	01/02/90	01/12/90	02/13/90	08/23/90	08/27/90	08/28/90	238	09/12/90	10/18/90	54.00	53.00
0405	Workman	Keller	03/03/89	03/28/89	05/10/89	06/26/89	07/05/89	-----	-----	07/10/89	61	02/06/91	02/06/91	55.00	54.00
*	Workman	Robertson	03/03/89	03/28/89	05/23/89	06/27/89	-----	-----	-----	-----	-----	-----	-----	55.00	54.00
0406	Nichols	Keller	06/08/90	06/29/90	08/01/90	11/14/90	12/07/90	-----	-----	03/11/91	222	-----	04/18/91	56.00	55.00
0407	Medlar	Keller	06/08/90	06/29/90	08/01/90	11/20/90	12/07/90	-----	-----	03/11/91	222	-----	04/18/91	57.00	56.00
0408	Workman (Petrie)	Keller	06/08/90	06/29/90	08/01/90	11/08/90	12/13/90	-----	-----	12/17/90	138	-----	04/18/91	58.00	57.00
0409	Petrolane	Keller	03/03/89	03/28/89	05/10/89	06/26/89	08/03/89	-----	-----	09/18/89	131	04/11/90	05/21/90	59.00	58.00


A	Owner	Appraiser	Proposal Request	Contract Received	Appraisal Received	Appraisal Approved	Supplement Written	Supplement Approved	Offer Made	Days/ Offer	Option/ Condemn	Title Passed	Offer	Owned
*	Petrolane	Robertson	03/03/89	03/28/89	05/23/89	07/12/89	-----	-----	-----	-----	-----	-----	59.00	58.00
0410	Lombard & Mayer	Keller	06/08/90	06/29/90	08/01/90	11/08/90	01/04/91	-----	-----	12/18/90	139	02/06/91 02/26/91	60.00	59.00
0411	Bartlett, Alan	Keller	06/08/90	06/29/90	08/01/90	12/27/90	01/02/91	-----	-----	01/02/91	154	02/06/91 02/06/91	61.00	60.00
0412	Gratton	Keller	06/08/90	06/29/90	08/01/90	11/14/90	12/26/90	-----	-----	02/28/91	211	-----04/18/91	62.00	61.00
0413	Mathieu, K	Robertson	04/16/90	05/01/90	06/13/90	06/25/90	07/13/90	08/01/90	08/02/90	08/03/90	51	09/25/90 09/25/90	63.00	62.00
0414H	Leclerc	Keller	06/08/90	06/29/90	08/01/90	11/20/90	01/15/91	-----	-----	01/17/91	169	-----04/18/91	64.00	63.00
0415	Mathieu, L	Keller	06/08/90	06/29/90	08/01/90	11/14/90	01/04/91	-----	-----	01/14/91	166	-----04/18/91	65.00	64.00
0416H	Thibault, Jean	Keller	06/08/90	06/29/90	08/01/90	11/26/90	01/18/91	-----	-----	03/11/91	222	-----04/18/91	66.00	65.00
0419	CVRR-Essex	Keller	06/08/90	06/29/90	08/01/90	11/21/90	12/07/90	-----	-----	03/01/91	212	-----04/18/91	67.00	66.00
0456	Farnsworth	(STE)	-----	-----	-----	02/01/91	02/12/91	-----	-----	02/27/91	26	-----04/18/91	68.00	67.00
18	Segment F-1										0		68.00	67.00
											0		68.00	67.00
0417	Gravel	Keller	06/08/90	06/29/90	08/01/90	11/08/90	12/12/90	-----	-----	04/17/91	259	HRNG B 06/25/91	69.00	68.00
0418	Pade	Keller	06/08/90	06/29/90	08/01/90	11/26/90	02/13/91	-----	-----	04/12/91	254	HRNG B 06/25/91	70.00	69.00
0420	Rooney	Keller	06/08/90	06/29/90	08/01/90	11/08/90	12/12/90	-----	-----	04/15/91	257	HRNG B 06/25/91	71.00	70.00
0421	Baker, (SR)	Keller	06/08/90	06/29/90	08/01/90	11/08/90	03/20/91	-----	-----	04/16/91	258	04/24/91 05/08/91	72.00	71.00
0422	Baker (III)	Keller	06/08/90	06/29/90	08/01/90	12/03/90	01/24/91	-----	-----	02/04/91	187	02/21/91 03/14/91	73.00	72.00
0424	Mullis	Keller	06/08/90	06/29/90	08/01/90	11/14/90	12/13/90	-----	-----	02/22/91	205	04/02/91 05/09/91	74.00	73.00
0425	Miller	Robertson	04/16/90	05/01/90	06/13/90	07/12/90	07/18/90	-----	-----	10/09/90	118	10/30/90 11/14/90	75.00	74.00
0426	Boudreau & Riley	Keller	06/08/90	06/29/90	08/01/90	11/20/90	04/10/91	-----	-----	04/16/91	258	HRNG B 06/25/91	76.00	75.00
0427	Coyne International	(STE)	-----	-----	-----	02/01/91	02/01/91	-----	-----	04/24/91	82	05/02/91 05/02/91	77.00	76.00
0428	Champlain Oil	Keller	06/08/90	06/29/90	08/01/90	11/26/90	01/10/91	-----	-----	04/16/91	258	HRNG B 06/25/91	78.00	77.00
0430	Bouffard	(STE)	-----	-----	-----	01/31/91	02/01/91	-----	-----	04/19/91	78	HRNG B 06/25/91	79.00	78.00
0431	Wilson Inn	Keller	06/08/90	06/29/90	08/01/90	11/14/90	-----	-----	-----	-----	-----	04/26/91 04/26/91	79.00	79.00
0434	Weaver & Bartlett	Keller	06/08/90	06/29/90	08/01/90	11/09/90	12/24/90	-----	-----	12/24/90	145	-----02/06/91	80.00	80.00
0435	Casselman	(STE)	-----	-----	-----	01/31/91	02/12/91	-----	-----	04/18/91	77	HRNG B 06/25/91	81.00	81.00
0436	Goss Leasing	Keller	06/08/90	06/29/90	08/01/90	11/14/90	12/14/90	-----	-----	01/25/91	177	HRNG B 06/25/91	82.00	82.00
0437	Bacigalupo	Keller	06/08/90	06/29/90	08/01/90	11/14/90	12/14/90	-----	-----	04/16/91	258	05/30/91 06/07/91	83.00	83.00
0443	Jones	Keller	06/08/90	06/29/90	08/01/90	11/08/90	12/12/90	-----	-----	04/18/91	260	HRNG B 06/25/91	84.00	84.00
0444	St. Peter	Keller	06/08/90	06/29/90	08/01/90	11/14/90	01/14/91	-----	-----	02/28/91	211	HRNG A 04/18/91	85.00	85.00
0446	Yankee Enterprises	Keller	06/08/90	06/29/90	08/01/90	11/20/90	01/14/91	-----	-----	04/18/91	260	HRNG B 06/25/91	86.00	86.00
0447	Ewing	(STE)	-----	-----	-----	01/31/91	02/01/91	-----	-----	04/23/91	82	HRNG B 06/25/91	87.00	87.00
0448	Essex, Roads	(STE)	-----	-----	-----	02/01/91	02/12/91	-----	-----	05/13/91	101	04/18/91 06/25/91	88.00	88.00
21	Segment F-2										0		88.00	88.00
											0		88.00	88.00
0501	Severance Estate	Capital	11/06/90	12/18/90	01/15/91	05/17/91	02/12/92	-----	-----	03/12/92	422	05/20/92 06/10/92	89.00	89.00
*	Severance Estate	Allen&Rob	07/03/91	07/22/91	09/09/91	12/11/91	-----	-----	-----	-----	-----	-----	89.00	89.00
0502	Molin	Allen	12/13/89	12/19/89	12/21/89	01/12/90	01/25/90	04/17/90	04/17/90	01/23/90	33	06/08/90 06/22/90	90.00	90.00
0503H	Wells, Ray	Capital	11/06/90	12/18/90	01/15/91	05/20/91	02/26/92	-----	-----	03/16/92	426	05/20/92 06/10/92	91.00	91.00
*	Wells, Ray	Allen&Rob	07/03/91	07/22/91	09/09/91	12/11/91	-----	-----	-----	-----	-----	-----	91.00	91.00
0504	Wells, Bernice	Capital	11/06/90	12/18/90	01/15/91	04/22/91	02/26/92	-----	-----	03/16/92	426	05/20/92 06/10/92	92.00	92.00
0505	Brigante, J,V,F&D	Capital	11/06/90	12/18/90	01/15/91	05/20/91	02/12/92	-----	-----	03/19/92	429	05/20/92 06/10/92	93.00	93.00
0506	Thibault, Lucien	Capital	11/06/90	12/18/90	01/15/91	05/13/91	02/27/92	-----	-----	03/17/92	427	05/20/92 06/10/92	94.00	94.00
0507	Page	Capital	11/06/90	12/18/90	01/15/91	04/22/91	12/27/91	-----	-----	01/27/92	377	05/20/92 06/10/92	95.00	95.00
0508	Jarvis	Capital	11/06/90	12/18/90	01/15/91	04/22/91	12/27/91	-----	-----	03/27/92	437	05/20/92 06/10/92	96.00	96.00
0509	Cade	Capital	11/06/90	12/18/90	01/15/91	04/22/91	12/27/91	-----	-----	01/28/92	378	05/20/92 06/10/92	97.00	97.00
0510	Villemaire	Capital	11/06/90	12/18/90	01/15/91	04/22/91	12/27/91	-----	-----	01/23/92	373	02/04/92 03/02/92	98.00	98.00
0511	Shephard et al	Capital	11/06/90	12/18/90	01/15/91	04/22/91	02/12/92	-----	-----	02/20/92	401	03/06/92 03/31/92	99.00	99.00
*	Shephard et al	Allen&Rob	07/03/91	07/22/91	09/09/91	12/11/91	-----	-----	-----	-----	-----	-----	99.00	99.00
0512	Shangraw	Capital	11/06/90	12/18/90	01/15/91	04/10/91	02/19/92	-----	-----	03/18/92	428	03/26/92 04/13/92	100.00	100.00
0513	Shirland	Capital	11/06/90	12/18/90	01/15/91	04/22/91	02/26/92	-----	-----	03/27/92	437	05/20/92 06/10/92	101.00	101.00

A	Owner	Appraiser	Proposal Request	Contract Received	Appraisal Received	Appraisal Approved	Supplement Written	Supplement Approved	Offer Made	Days/ Offer	Option/ Condemn	Title Passed	Offer	Owned
0514	Essex, Landfill	Capital	11/06/90	12/18/90	01/15/91	05/22/91	12/27/91	-----	01/15/92	365	05/20/92	06/10/92	102.00	102.00
0516	Gauthier	Capital	11/06/90	12/18/90	01/15/91	05/24/91	03/24/92	-----	03/25/92	435	05/20/92	06/10/92	103.00	103.00
*	Gauthier	Allen&Rob	07/03/91	07/22/91	09/09/91	12/03/91	-----	-----	-----	-----	-----	-----	103.00	103.00
0517	Chetti	(STE)	-----	-----	-----	03/02/92	03/02/92	-----	03/26/92	24	05/20/92	06/10/92	104.00	104.00
0518	LaMarche & Wells	(STE)	-----	-----	-----	03/02/92	03/09/92	-----	03/27/92	25	05/20/92	06/10/92	105.00	105.00
17	Segment G									0			105.00	105.00
										0			105.00	105.00
0601	Safford (Edgewood)	Capital	11/06/90	12/18/90	01/15/91	04/22/91	03/04/92	-----	03/20/92	430	05/20/92	06/10/92	106.00	106.00
0602	Stone	Capital	11/06/90	12/18/90	01/15/91	04/22/91	03/02/92	-----	03/27/92	437	05/20/92	06/10/92	107.00	107.00
0603	Hawkes	Capital	11/06/90	12/18/90	01/15/91	04/22/91	03/02/92	-----	03/25/92	435	05/20/92	06/10/92	108.00	108.00
*	Hawkes	Allen&Rob	07/03/91	07/22/91	09/09/91	12/11/91	-----	-----	-----	-----	-----	-----	108.00	108.00
0604	Noel	Capital	11/06/90	12/18/90	01/15/91	04/22/91	03/02/92	-----	03/27/92	437	05/20/92	06/10/92	109.00	109.00
0605	Robenstein	Capital	11/06/90	12/18/90	01/15/91	05/13/91	02/11/92	-----	03/19/92	429	05/20/92	06/10/92	110.00	110.00
0606H	Severance, M&G	Capital	11/06/90	12/18/90	01/15/91	05/20/91	02/11/92	-----	03/12/92	422	05/20/92	06/10/92	111.00	111.00
*	Severance, M&G	Allen&Rob	07/03/91	07/22/91	09/09/91	12/03/91	-----	-----	-----	-----	-----	-----	111.00	111.00
0607	Ireland Industries	Capital	11/06/90	12/18/90	01/15/91	05/24/91	02/11/92	-----	03/12/92	422	05/20/92	06/10/92	112.00	112.00
*	Ireland Industries	Allen&Rob	07/03/91	07/22/91	09/09/91	12/03/91	-----	-----	-----	-----	-----	-----	112.00	112.00
0609	Colchester, Roads	(STE)	-----	-----	-----	03/02/92	03/09/92	-----	04/06/92	35	05/20/92	06/10/92	113.00	113.00
0610	Mansoor	(STE)	-----	-----	-----	06/27/91	06/27/91	-----	07/01/91	4	05/20/92	06/10/92	114.00	114.00
9	Segment H									0			114.00	114.00
										0			114.00	114.00
										0			114.00	114.00
0714	Shadow Cross Farm									0			114.00	114.00
0715	Edgewood Dev. Corp.	Robertson	01/08/92	01/27/92	04/02/92	09/16/92				0			114.00	114.00
716	Canedy	(IR)Allen	01/08/92	01/27/92	04/02/92	07/16/92				0			114.00	114.00
J717	Mazza	(IR)Allen&Rob	01/08/92	01/27/92	04/02/92	[7/31]				0			114.00	114.00
0719	Munson	(IR)Allen	01/08/92	01/27/92	04/02/92	07/20/92				0			114.00	114.00
0727	Paquette	Robertson	01/08/92	01/27/92	04/02/92	06/24/92				0			114.00	114.00
6	IR 089-3(11)									0			114.00	114.00
										0			114.00	114.00
0701	Colchester, Schools	Robertson	11/13/91	12/04/91	01/15/92	03/13/92				0			114.00	114.00
0702	James Broadcasting	Allen	01/08/92	01/27/92	04/02/92	07/27/92				0			114.00	114.00
0703	DeForge, Mary	Robertson	01/08/92	01/27/92	04/02/92	06/24/92				0			114.00	114.00
0704	Brigante, F&D	Robertson	01/08/92	01/27/92	04/02/92	06/24/92				0			114.00	114.00
0705	Brigante, C&L, J&V, P&A	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0706	Lomatre	Robertson	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0707	Mazza (West)	(PB)Robertson	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0708	Colchester (TH)	Allen	01/08/92	01/27/92	04/02/92	07/20/92				0			114.00	114.00
0709	Mazza (Perini)	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0710	Brigante, J&V	Allen	01/08/92	01/27/92	04/02/92	06/19/92				0			114.00	114.00
0711	Spear & Stalker	Allen	01/08/92	01/27/92	04/02/92	06/19/92				0			114.00	114.00
0712	Brigante, C&L	Allen	01/08/92	01/27/92	04/02/92	06/19/92				0			114.00	114.00
0713	Fitzgerald	Allen	01/08/92	01/27/92	04/02/92	06/19/92				0			114.00	114.00
0708	Colchester, Town	Allen&Rob	01/08/92	01/27/92	04/02/92	[7/31]							114.00	114.00
0716	Canedy	(PB)Allen	01/08/92	01/27/92	04/02/92	06/17/92							114.00	114.00
0717	Mazza (East)	(PB)Allen&Rob	01/08/92	01/27/92	04/02/92	[7/31]							114.00	114.00
0718	Senesac	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0720	Brigante, C&L	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0721	Brigante, J&V	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
0722	Patterson	Allen	01/08/92	01/27/92	04/02/92	06/17/92				0			114.00	114.00
20	Section I									0			114.00	114.00
										0			114.00	114.00

A CL Q	Owner	Appraiser	Proposal		Contract		Appraisal		Supplement		Offer Made	Days/ Offer	Option/ Condemn	Title	
			Request	Received	Executed	Received	Approved	Written	Approved	Passed				Offer	Owned
0723	Ayer	Robertson	01/08/92	01/27/92	04/02/92	07/09/92						0		114.00	114.00
0724	Dunn	Robertson	01/08/92	01/27/92	04/02/92	07/09/92						0		114.00	114.00
0803	Baldwin	Allen	08/14/89	08/31/89	10/18/89	11/22/89	01/08/90	N/A	N/A	01/12/90	86	05/07/90	05/22/90	115.00	115.00
0805	Driscoll											0		115.00	115.00
0806	Plunkett											0		115.00	115.00
0807	Liebman											0		115.00	115.00
0808	Handy											0		115.00	115.00
0809	Corey											0		115.00	115.00
0810	Couture	Allen	01/08/92	01/27/92	04/02/92	08/25/92						0		115.00	115.00
0811	Liscio	Allen	01/08/92	01/27/92	04/02/92	08/25/92						0		115.00	115.00
0812	Costopoulos	Allen	01/08/92	01/27/92	04/02/92	08/25/92						0		115.00	115.00
0813	Leveille	Allen	09/14/89	10/21/89	10/18/89	11/22/89	12/11/89	N/A	N/A	12/19/89	62	01/09/90	02/27/90	116.00	116.00
0815	Scribner, C & G	Allen	01/08/92	01/27/92	04/02/92	07/29/92						0		116.00	116.00
0816	Ruhl	Allen	08/14/89	08/31/89	10/18/89	11/30/89	12/07/89	05/24/90	05/29/90	05/31/90	225			117.00	116.00
0817	Leblanc											0		117.00	116.00
0819	Meyer	Robertson	01/08/92	01/27/92	04/02/92	07/09/92	10/29/92	N/A	N/A	10/12/92	0	10/12/92		117.00	116.00
0820	Safford, Doris											0		117.00	116.00
0821	Greene	Allen	08/14/89	08/31/89	10/18/89	11/22/89	12/07/89	02/06/90	02/06/90	02/08/90	113	03/27/90	04/27/90	118.00	117.00
0822	Mashia	Allen	08/14/89	08/31/89	10/18/89	11/22/89	12/07/89	04/03/90	04/03/90	04/03/90	167	04/23/90	05/18/90	119.00	118.00
0823	Gilmour	Allen	08/14/89	08/31/89	10/18/89	11/22/89	12/07/89	12/14/89	12/14/89	12/18/89	61	12/18/89	12/29/89	120.00	119.00
0824	True	Robertson	01/08/92	01/27/92	04/02/92	07/29/92						0		120.00	119.00
0825	Tebbetts	Robertson	01/08/92	01/27/92	04/02/92	07/09/92						0		120.00	119.00
0826	Munson	(PB)Robertson	01/08/92	01/27/92	04/02/92	06/17/92						0		120.00	119.00
0827	Winooski Valley Park	Robertson	11/13/91	12/04/91	01/15/92	03/13/92						0		120.00	119.00
0828	Bartlett, R&B	Robertson	01/08/92	01/27/92	04/02/92	06/24/92						0		120.00	119.00
0829	Hazelett Strip Cast.	Allen	01/08/92	01/27/92	04/02/92	07/20/92						0		120.00	119.00
0831	Colchester, Park	Robertson	11/13/91	12/04/91	01/15/92	03/13/92						0		120.00	119.00
0832	Longley											0		120.00	119.00
0834	Jackson	Robertson	01/08/92	01/27/92	04/02/92	07/09/92						0		120.00	119.00
0835	Lavallee													120.00	119.00
0837	Lacross	Robertson	01/08/92	01/27/92	04/02/92	07/09/92								120.00	119.00
0844	Lamire (Wetland)	Allen		06/25/92		07/27/92						0		120.00	119.00
32	Section J													120.00	119.00

MEMORANDUM

To: Essex Selectboard and Village Trustees

From: Patrick C. Scheidel, Municipal Manager 

Date: December 1, 2016

Re: Appointment of a Representative to the Essex Community Parks & Recreation Board
(if the vote passes/has passed)

Issue

The issue is how the Selectboard and Trustees would like to proceed in the appointment of a representative to the Essex Community Parks & Recreation Board if the vote passes/has passed.

Discussion

Per the Agreement: "After voter approval of this agreement, each Member shall appoint one representative according to each municipality's method of making appointments."

The appointed representatives from each Member shall serve terms of two (2) years. The term for the appointed representatives will be from the date of appointment through June 30, 2019. Upon completion, both board seats will be elected by the District (Essex Town) at-large.

Additionally, the Agreement states that: "At the expiration of the terms of the appointed directors in the initial election as outlined by Section 1-8(b) of this Agreement, there shall be one additional 'ex-officio' non-voting director per Member, appointed according to each Member's method of making appointments."

The Agreement does not specify if the appointed representatives to the initial board shall be a member of the Selectboard or Trustees, or a citizen of their choosing. That is up to each Board.

In the event that the vote passes/has passed, time is of the essence in terms of getting someone appointed as the Board will need to begin conducting business as soon as possible.

Cost

There are no anticipated costs to taking action unless either Board intends to use paid advertisements to seek interested community members.

Recommendation

It is recommended that each board discuss and identify a plan for appointing a representative to the Essex Community Parks & Recreation Board.

RECEIVED

OCT 11 2016

Village of Essex Junction

10/9/16

Dear Trustees,

As you know, I am a member of the Tree Advisory Committee and previously sat on the Planning Commission. I would like to make a suggestion to the board.

As you know, the LDC requires a developer to furnish a landscape plan as part of a development application. If the application is approved, the applicant is required to allocate at least 3% of the total project cost on landscaping for projects costing up to \$250,000. On projects above this amount, the rate declines to 2% of the total project cost. The value of a well landscaped project can not be overstated. Unfortunately, there are a few situations when the proposal may have limited landscaping opportunities resulting in the projects not spending the required amount.

I propose that the Village establish a capital fund dedicated to green space improvements and beautification projects in the Village. This fund could be leveraged to obtain grants. Downtown greening projects are very expensive. For example, the proposed Crescent Connector does not include any budget for tree planting. This fund might be used to help fund the project as well as other downtown projects.

At the August 18 PC meeting the Commission approved the Flex-A-Seal application. In the comment phase, Robin Pierce made the suggestion that the applicant make a donation to the Center for Technology and the CTE Urban Nursery in lieu of the landscaping requirement. This suggestion was adopted in the project approval, Motion #6, found on page 4 of the August 18, 2016 minutes. The Village has already given a sizable amount of seed money toward this program. I certainly hope that the Tree Nursery project becomes a reality, but I do not believe that the PC is in a position to direct applicants to make donations to other organizations. I would suggest that the required funds be placed in the new capital fund dedicated to green space improvements and beautification in the Village.

I know this may not be at the top of your priority list but green space, particularly in our downtown, is beneficial to everyone and the Village should collect the required funds which then could be allocated to the green space capital fund.

Thanks for your consideration. Feel free to contact me for further conversation.

Nick Meyer
233-9493

Response to Nicks Letter to the Trustees 10/9/2016

Nick stated correctly that the cost allocated to landscaping in percentage ranges from 3% on a project costing less than \$250,000 to 2% on projects over that threshold. However the 2% is a minimum on larger projects. In addition hard and soft landscaping is included in the percentages.

In terms of projects not spending the required amount because the project has limited landscaping opportunities I am not aware of a project that did not spend the required amount on landscaping in one form or another. In some cases the applicant makes a cash payment to the Village in lieu of the landscape and (ideally) this is allocated to other landscaping needs. In one instance it was allocated to the general fund, I believe, to make up for a shortfall elsewhere.

CTE has entered into an innovative partnership with the Village that enabled them (CTE) to expand the curriculum opportunities they provide to residents and, once the Urban Tree Nursery produces sizable product, will reduce the cost of trees, tree planting and maintenance into the future for the Village. This will also take pressure of our Public Works Department. Some information I was given tells me that in 2012 the cost to supply and plant a tree ranged from \$360-\$400 per tree. In 2013 it ranged from \$350-\$500 per tree. In some cases Public Works have planted trees.

The Village enabled this startup with a grant Staff obtained from the State. The grant had a fifty percent Village match, which seems to not have been paid in full. To date the grant has contributed \$3,000 for the CTE nursery. It looks like the Village was supposed to match this with another \$3,000 but we can only find records of a \$1,500 match. Therefore we owe CTE \$1,500 to meet the requirements of the grant. For the Village cost to start an urban tree nursery be \$1,500 (to date), or even \$3,000, when the supply and planting of three trees can cost that much means we have made a very good deal that, once the nursery is established, will bring benefits well into the future. It is not as Nick said, 'a sizable amount of seed money' from the Village to start an Urban Tree Nursery. We get the advantage of not having to buy land, pay salaries and benefits for employees, pay utility costs etc.

The PC approval Nick mentioned on August 18, asked that the landscaping fee be provided to the Village for the purposes of providing the funding for the Tree Nursery. Not a direct payment to the Tree Nursery as Nick suggested. Direct quote from the Decision: "**The applicant will donate a percentage of the required landscape budget to CTE via the Village for the urban tree nursery project.**" This gives the Village the ability to control payment of the funds based on progress at the Nursey.

The whole idea of Staff negotiating the partnership with CTE was to increase the potential for greening the urban streetscape. Now, and going into the future. Staff, residents, may come and go. It is probable that CTE will be here longer than both. As the program develops and students graduate with urban tree skills it will add richness to the Village landscape in a way that we could never accomplish getting intermittent funds from projects that may or may not occur. The relationship with CTE creates a pipeline that will provide (free) trees to the Village for the foreseeable future. It should be nurtured. It is something to be proud of.



Memorandum

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

CC: Rick Hamlin, P.E.

Aaron Martin, PE

Dan Gregoire

Lauren Morrisseau

FROM: Dennis Lutz, P.E.

Ricky Jones

DATE: 30 November 2016

SUBJECT: Pedestrian Bridge on Bridge #1A on VT15 over Indian Brook

ISSUE: The issue is whether or not the Trustees will concur with staff actions taken in response to structural problems with the pedestrian bridge crossing and respond to the VTRANS letter concerning the bridge dated November 22, 2016, in the affirmative to replace the deteriorated beams.

DISCUSSION: VTRANS alerted the Village to a significant deficiency at the pedestrian bridge noted as Bridge #1A over Indian Brook on VT15 (Main Street). The letter was received on 28 November 2016. A copy of the letter is attached.

Dan Gregoire from the Town Public Works staff investigated the situation and reported that the deficiencies were as noted by the State inspectors and that immediate action was warranted. Contact was then made with a number of parties including Pat Scheidel, Rick Hamlin and Lauren Morrisseau.

Following internal discussions, Tim Dall, P.E., a structural engineer at Engineering Ventures, was asked to visit the site and provide notes on his observations and recommendations for a fix. Tim is also an appointed member of the Village Capital Committee. His field notes are attached as well as e-mails and a few of the many pictures he took.

Because of the immediate safety concerns, further discussions took place to determine whether immediate closure of the pedestrian walkway was needed. The answer was yes but the alternatives to closing the walkway temporarily were untenable. Even if the walkway was closed and properly signed, pedestrians would utilize the adjacent roadway over the bridge to get around the bottleneck. To protect the pedestrians, jersey barriers could be put up over the short term. However, the bridge is narrow and further reducing the vehicle travel lanes greatly increases the risk of hitting the barriers and creating a head-on accident. Closing the walkway is not the answer.

To resolve these issues, a three part strategy evolved, as follows

STEP 1: Two steel beams would be placed on the existing walkway but supported at each end by the concrete abutments by extending over those abutments. The size recommended was two W10x30 beams (5 ¾ inches wide x 10.5 inches high), 28 feet long. Two spacer/bracer bars would be welded near each end for proper separation of the two beams. A pressure treated wood rail would be placed on top of the beams along their lengths and attached via bolts through the steel beams. Wood decking would then be attached, the unit anchored at both ends and temporary guard rail attached. The wood decking would have to be covered with a non-slip material or coating. The bridge walkway would now be approximately 14 to 15 inches above the approach walkways so temporary ramps would have to be built. The cost of this option is approximately \$1,100 for the steel, \$400 to \$500 for the wood, \$400 for the hot mix on the approaches and a few hundred in miscellaneous costs - total \$2,200.

One drawback to this approach is that the temporary walkway would be narrower than existing and the Village sidewalk plow could not navigate it. The intent is to have the Town employees who shovel the adjacent Town offices go over and shovel off the walkway.

STEP 2: This step may or may not be needed, depending how successful Step # 1 is. Step # 2 involves using a re-cast concrete slab poured offsite (lead time is about one week from notice to proceed) that also spans the width and would be laid over the existing failed structure. Essentially, the fix in Step 1 would be replaced by this fix. Guard rails would be put onto the concrete structure. The structure would be placed by the fabricator as well as the guard rails. Village crews would do the approaches or a contractor would do the work. This has about a two week total lead time and the cost is on the order of \$8,000 to \$10,000. If the step 1 approach works successfully, step 2 will not be needed.

STEP 3: This step involves securing a VTRANS Structures grant in the spring to redo the entire pedestrian crossing, making it a permanent fix with a wider width -- say 8 to 10 feet. In discussion with VTRANS, it is highly likely that the Village would secure the grant. The issue is one of timing. Designs can't start until after the grant is obtained and usually the grants aren't received until after the Legislature adjourns. Step 3 construction may not occur until the summer of 2018. The local share of the grant would be part of the 2018 Village Capital Plan and the Village costs would be on the order of \$20,000 or less.

On the basis of the above, the steel beam approach is being put into place and should be up and functional by December 2nd.

RECOMMENDATION: It is recommended that the Trustees reply to the November 22, 2016 VTRANS letter with respect to the pedestrian crossing at Bridge#1A over Indian Brook with a response that the issue has been addressed with a temporary solution as noted by the content of this memorandum and that a permanent solution is being sought through a VTRANS Structural grant in the spring of 2017.

State of Vermont
Agency of Transportation - Highway Division
Bureau of Asset Management and Performance - Bridge Inspection
One National Life Drive
Montpelier, VT 05633-5001
www.aot.state.vt.us

[phone] 802-828-2621
[fax] 802-828-3566
[ttd] 800-253-0191

November 22, 2016

Mr. George Tyler, Village President
Mr. Patrick Scheidel, Municipal Manager
Village of Essex Junction
c/o Ms. Susan McNamara-Hill, Village Clerk/Treasurer
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED
NOV 28 2016
Village of Essex Junction

RE: Essex Junction, bridge #1A on VT 15 over Indian Brook

Dear Mr. Tyler and Mr. Scheidel:

As part of our commitment to ensure safe structures the subject short structure, measuring between 6 and 20 feet, has been inspected. A two-member team performs the inspection, with at least one member specially trained for this work. The Agency of Transportation provides this inspection as a service to the Municipality.

The above referenced structure is a single span concrete slab bridge spanning Indian Brook. During a recent inspection the following problems were noted which are in need of attention.

- The supporting beams under the sidewalk have failed with large areas of section loss in the beam ends at abutment #1.

Based on these findings it is recommended that the beams be replaced and town snow removal equipment stay off the sidewalk until repairs are made. We advise the town to monitor the sidewalk for any changes until such time that corrective action is taken.



To: Essex Junction Vermont
RE: Essex Junction, bridge #1A on VT15 over Indian Brook
Date: November 22, 2016
Page 2



This structure is owned by the town and as such is the responsibility of the town. **Failure to comply with the recommendations may compromise public safety, result in additional damage, and/or substantially reduce the service life of the structure.**

Even though a bridge is recommended for repair due to deterioration, impact damage, or scour by the State, the decision to properly respond to the recommendations is the responsibility of municipal officials. However, it is in the best interest of the municipality to address these recommendations. A failure to address potential bridge hazards may result in tort liability claims.

Please send WRITTEN notification of your intent to comply with, your compliance with, or reasons for non-compliance with these recommendations within 60 days from receipt of this letter. We are required by the Federal Highway Administration to report to them when the recommended posting, closure, and/or safety repairs have been implemented. A response form has been provided for your use.

If you have any questions concerning the matter, please contact your local District Transportation Administrator, DTA David Blackmore at 655-1580 or me at 828-0041. A representative from Bridge Inspection would be willing to meet with you at the site to discuss the contents of this letter.

Sincerely,

Pamela M. Thurber, P.E.
Bridge Inspection and Budget Program Manager

WMH: PMT: JWW
cc: David Blackmore, DTA District #5
NBIS Inspection Files via JWW



State of Vermont
Agency of Transportation - Highway Division
Bureau of Asset Management and Performance - Bridge Inspection
One National Life Drive
Montpelier, VT 05633-5001

RE: Essex Junction, bridge #1A on VT15 over Indian Brook

The Board of Trustees of Essex Junction ...

provide a structurally acceptable solution, both temporary
WILL replace the deteriorated beams under the sidewalk. Anticipated completion of this work is
by 2 Dec 2016 (date). *and permanent at a later date.* *Essex Junction WILL notify the State in writing when work is complete.

OTHER *Reason(s) for non-compliance _____

Printed Name and

George Tyler, President

Signatures:

Elaine Sopchuk, Vice President

Essex Junction

Daniel S. Kern

Vermont

Lori A. Houghton

Board of Trustees

Andrew P. Brown

DATE:



Dennis Lutz

From: Aaron Martin
Sent: Wednesday, November 30, 2016 9:55 AM
To: Daniel Gregoire
Cc: Dennis Lutz
Subject: FW: bridge
Attachments: 113016 - IFC - Essex Route 15 Bridge Sidewalk.pdf

FYI

Take this copy with you at noon.

From: Tim Dall [mailto:timd@engineeringventures.com]
Sent: Wednesday, November 30, 2016 9:42 AM
To: Dennis Lutz <dultz@ESSEX.ORG>; Rick Jones (rickessexjunction@yahoo.com) <rickessexjunction@yahoo.com>; Aaron Martin <amartin@ESSEX.ORG>
Subject: RE: bridge

Good morning, attached please find revised sketches depicting the temporary sidewalk bridge structure incorporating revisions from this morning's meeting with Ricky. Please don't hesitate to let me know if there are any additional questions or comments.

We have shown P.T. decking for durability as discussed this morning. As wood decking (P.T. in particular) can be slippery when wet, consideration may want to be given to providing the decking boards with a non-slip coating. This could be as simple as paint mixed with sand to provide a grit finish.

Ricky, following is a bill of materials for a Queen City Steel order, you will need to fill in lengths to account for your fabrication process/tolerances. We included threaded rod for anchor bolts, not sure if you can procure that there or not. Bolts for the 2x6 nailer are NOT included, we are assuming these will be purchased elsewhere.

- (2) W10x30 beams, ASTM A992, Grade 50
- (4) 1"x6"x1'-2" steel plates, ASTM A36
- (4) PC L2x2x1/4, ASTM A36 (can be one longer piece that is cut to fit)
- (8) 3/4" diameter galvanized threaded rod
- (8) galv flat washers
- (8) galv heavy-hex nut for 3/4" diameter threaded rod

Thank you.

Tim.

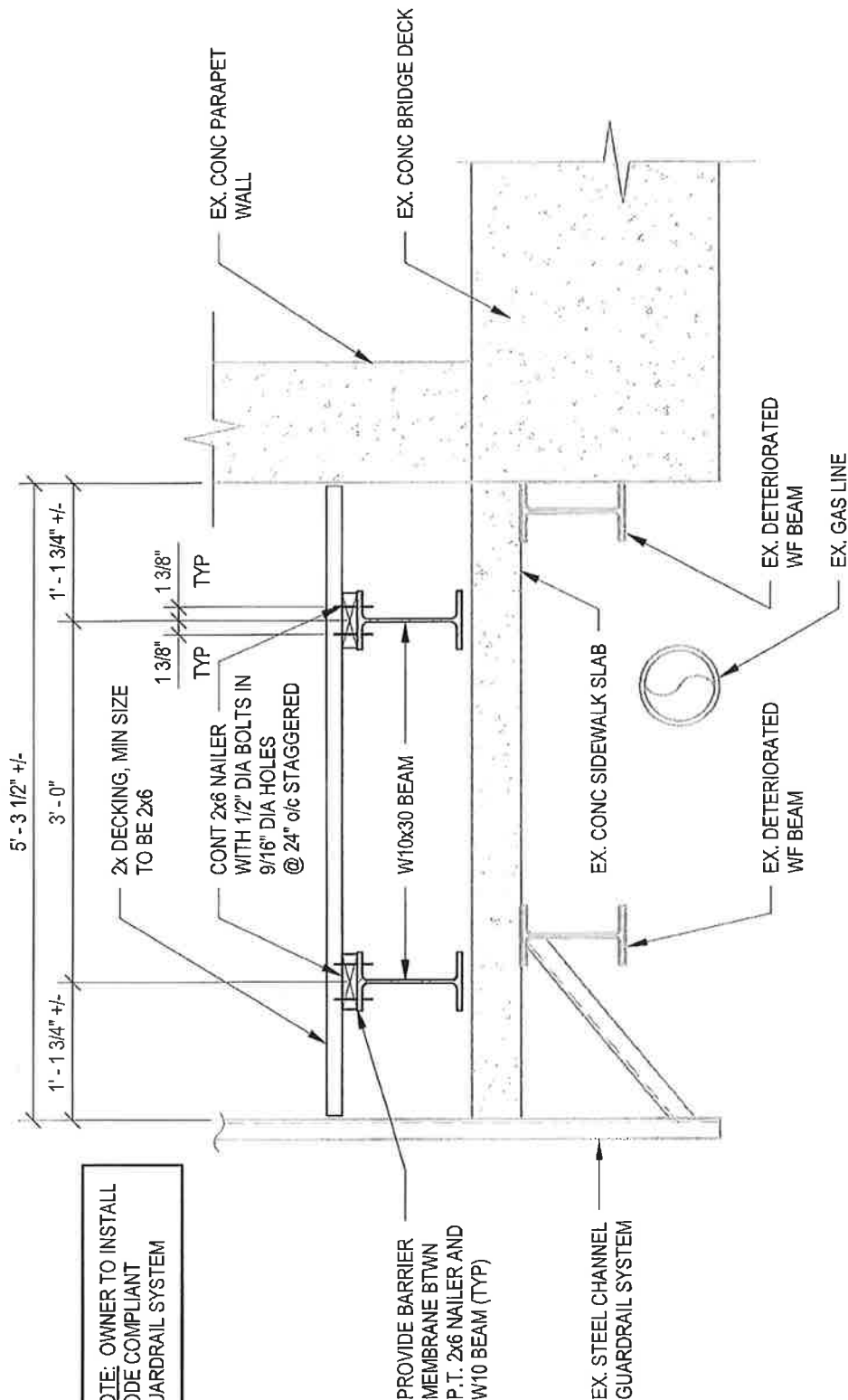
From: Dennis Lutz [mailto:dultz@ESSEX.ORG]
Sent: Tuesday, November 29, 2016 3:47 PM
To: Tim Dall <timd@engineeringventures.com>; Rick Jones (rickessexjunction@yahoo.com) <rickessexjunction@yahoo.com>; Aaron Martin <amartin@ESSEX.ORG>
Subject: bridge

All,

I am going to be out in the morning for PT on my shoulder 9AM Appt. I won't be in until almost 10:30. If Tim is able to find beams (W10x30), please pass that on to Aaron and Ricky. If we can get them then the idea would be to get Step 1 started.

I drafted a memo to go to the Trustees and Pat but it is only valid if we can find and get the beams. You guys are the only ones to see the memo so far. It is a draft.

Dennis



NOTE: OWNER TO INSTALL
CODE COMPLIANT
GUARDRAIL SYSTEM

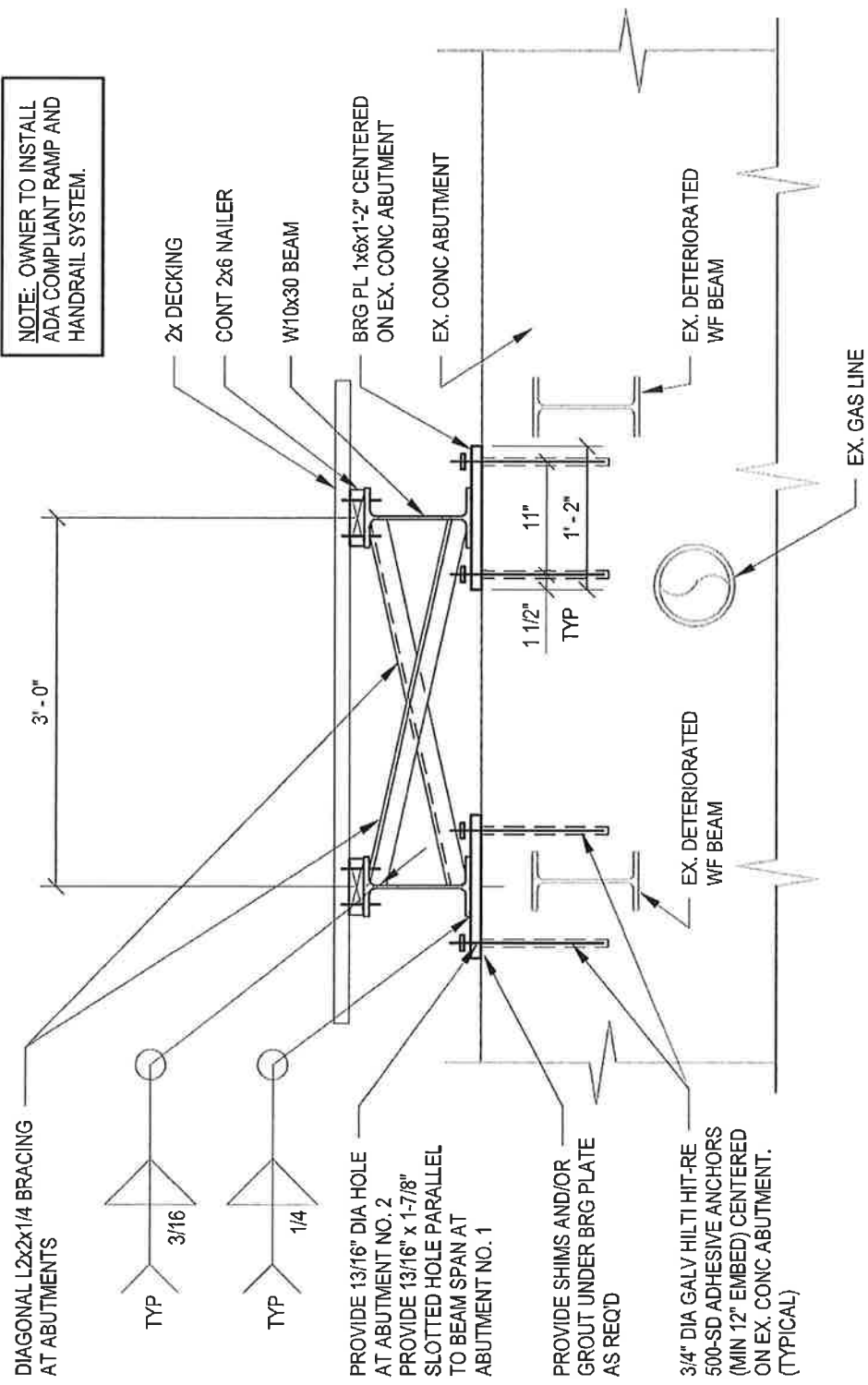
TEMPORARY SIDEWALK BRIDGE CROSS SECTION

1 3/4" = 1'-0"

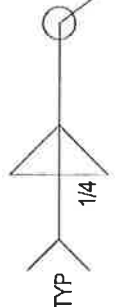
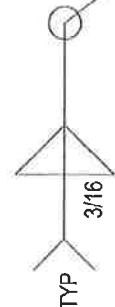
1. MATERIAL PROPERTIES TO BE AS FOLLOWS:

- WF BEAM: ASTM A992, GRADE 50
- STEEL PLATE: ASTM A36
- WOOD: SOUTHERN PINE NO. 2 OR BETTER, PRESERVATIVE TREATED
- BOLTS: ASTM A307, GALVANIZED
- WELD: E70XX ELECTRODE

NOTE: OWNER TO INSTALL ADA COMPLIANT RAMP AND HANDRAIL SYSTEM.



DIAGONAL L2x2x1/4 BRACING AT ABUTMENTS



PROVIDE 13/16" DIA HOLE AT ABUTMENT NO. 2
PROVIDE 13/16" x 1'-7/8" SLOTTED HOLE PARALLEL TO BEAM SPAN AT ABUTMENT NO. 1

PROVIDE SHIMS AND/OR GROUT UNDER BRG PLATE AS REQD

3/4" DIA GALV HILTI HIT-RE 500-SD ADHESIVE ANCHORS (MIN 12" EMBED) CENTERED ON EX. CONC ABUTMENT. (TYPICAL)

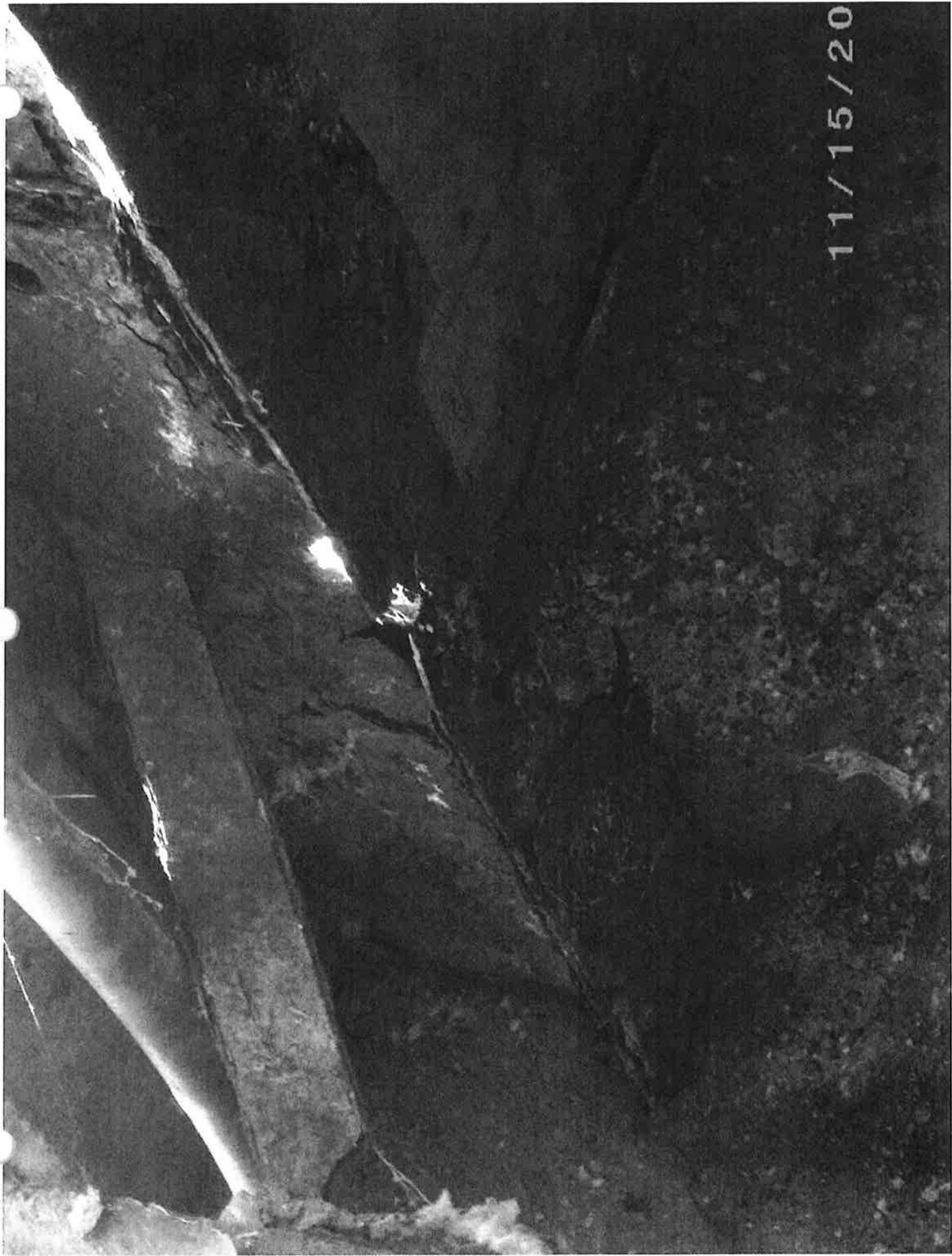
TEMPORARY SIDEWALK BRIDGE CROSS SECTION AT ABUTMENT
2 3/4" = 1'-0"



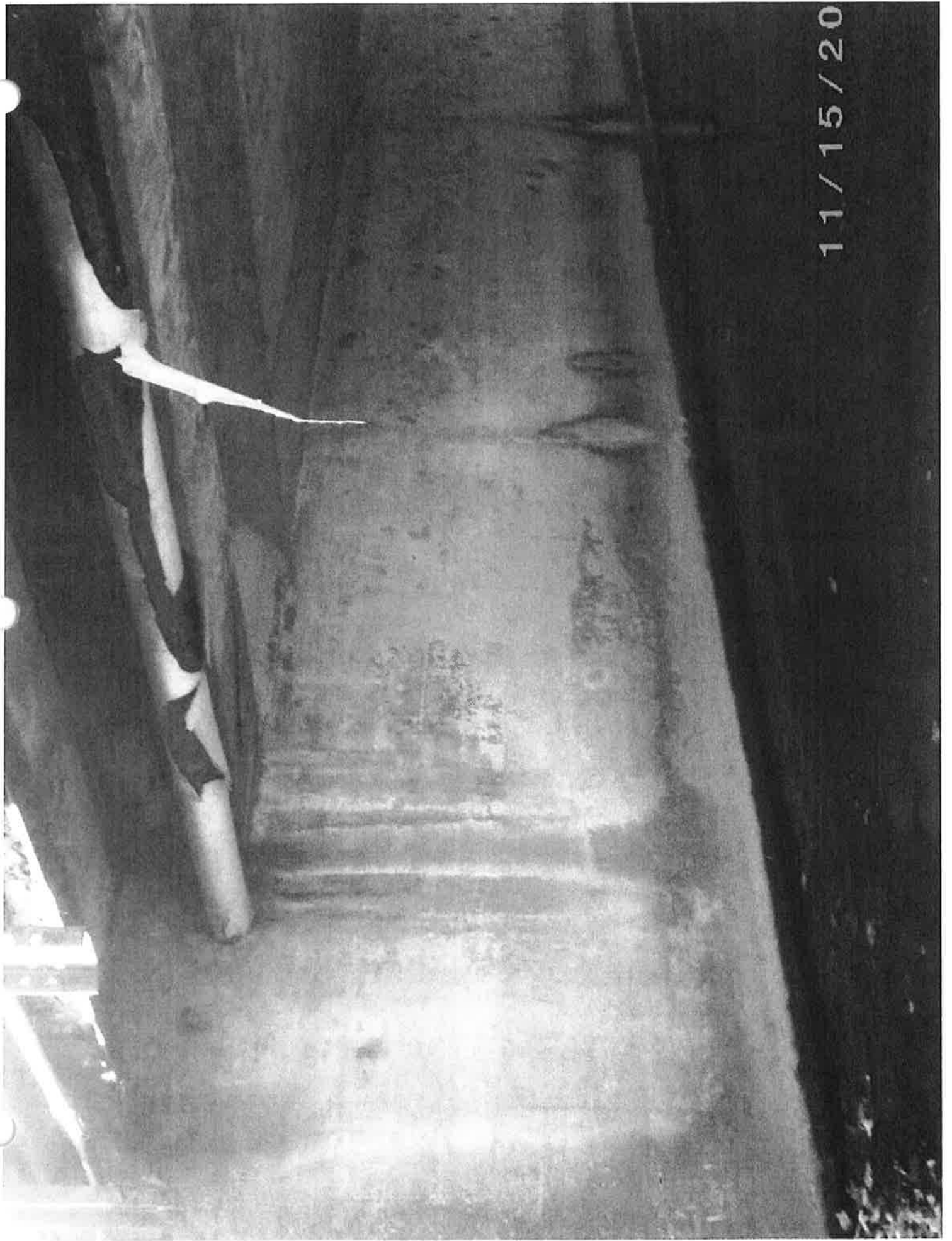
11/15/20

11/15/20





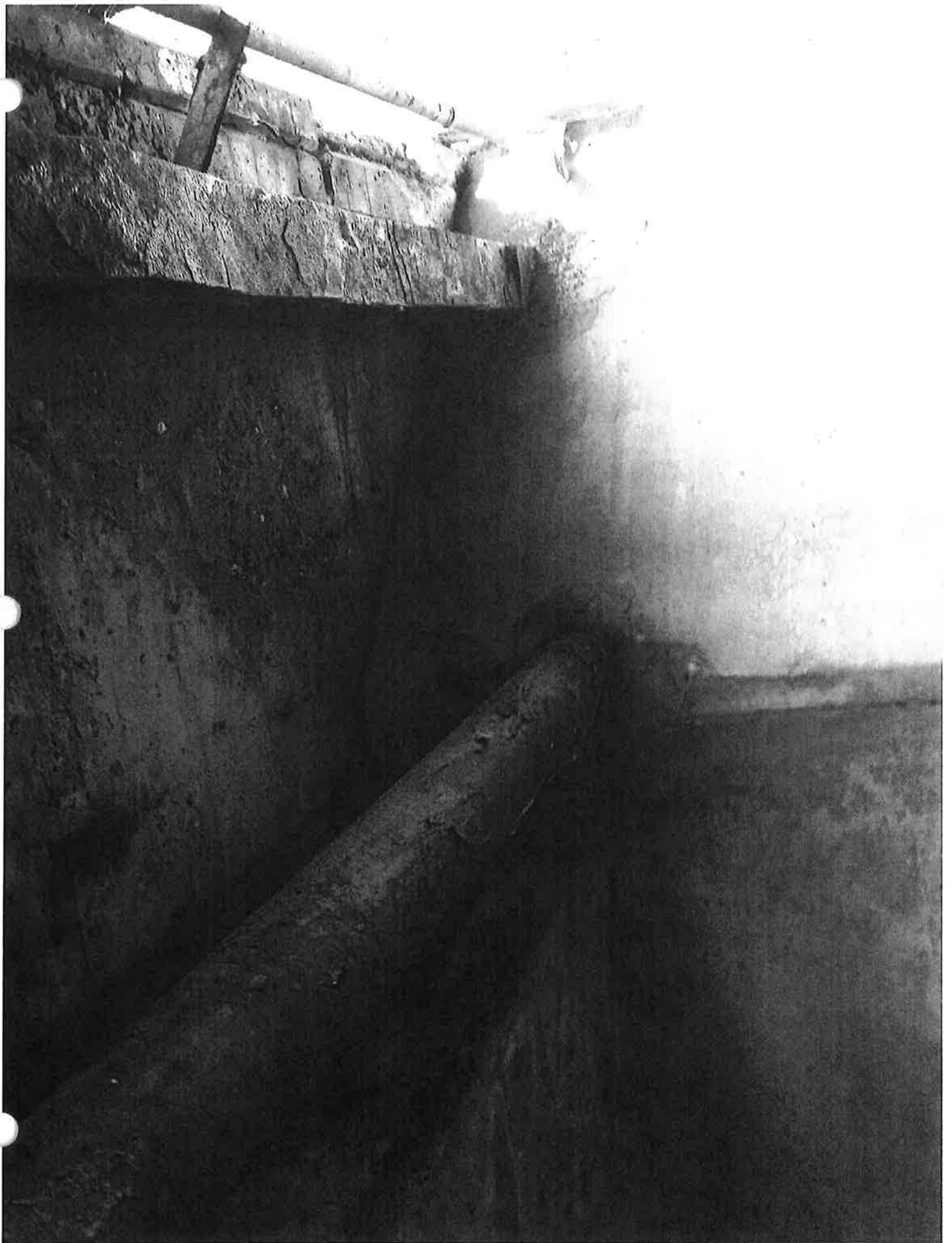
11/15/20



11/15/20







Dennis Lutz

From: Susan McNamara-Hill <susan@essexjunction.org>
Sent: Tuesday, November 22, 2016 8:32 AM
To: Patrick Scheidel; Dennis Lutz; Rick J. (rickessexjunction@yahoo.com)
Cc: Lauren Morrisseau; Doug Fisher
Subject: FW: VT15 Br. 1A
Attachments: IMG0005.JPG; IMG0008.JPG; IMG0011.JPG; IMG0012.JPG

Not sure why this came to me. You may have also received it?
Susan

Susan McNamara-Hill, Clerk/Treasurer
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
Phone: 802-878-6951
Fax: 802-878-6946
Email: susan@essexjunction.org

From: White, Justin [mailto:Justin.White@vermont.gov]
Sent: Tuesday, November 22, 2016 8:25 AM
To: Susan McNamara-Hill <susan@essexjunction.org>
Cc: Joy, Matt <Matt.Joy@vermont.gov>; Thurber, Pam <Pam.Thurber@vermont.gov>; Scribner, Sven <Sven.Scribner@vermont.gov>; Salvatori, Jeremy <Jeremy.Salvatori@vermont.gov>
Subject: VT15 Br. 1A

Good Morning,

I wanted to inform the appropriate town officials of a potential hazard with bridge 1A on VT 15 that is located directly next to the town municipal building. The supporting beams under the sidewalk have failed and currently the segmental sections of the sidewalk are supported mostly by their interlocking connections, remaining cantilevered beam sections, and the abutments. The structure will be looked at to have plans made for appropriate repairs but until then we would recommend that town snow removal equipment stay off of the sidewalk. Sorry for the inconvenience but wanted to bring these concerns to the towns attention before other failures occur.

I have attached pictures of the beams so you can see what condition they are in.

Justin White
Lead Bridge Inspector
Underwater Inspection
Vermont AOT
Beauru of Asset Management & Performance
1 National Life Drive
Montpelier, VT 05604
justin.white@vermont.gov
802-595-2694



State of Vermont
Agency of Transportation - Highway Division
Bureau of Asset Management and Performance - Bridge Inspection
One National Life Drive
Montpelier, VT 05633-5001
www.aot.state.vt.us

[phone] 802-828-2621
[fax] 802-828-3566
[ttd] 800-253-0191

November 22, 2016

Mr. George Tyler, Village President
Mr. Patrick Scheidel, Municipal Manager
Village of Essex Junction
c/o Ms. Susan McNamara-Hill, Village Clerk/Treasurer
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED
NOV 28 2016
Village of Essex Junction

RE: Essex Junction, bridge #1A on VT 15 over Indian Brook

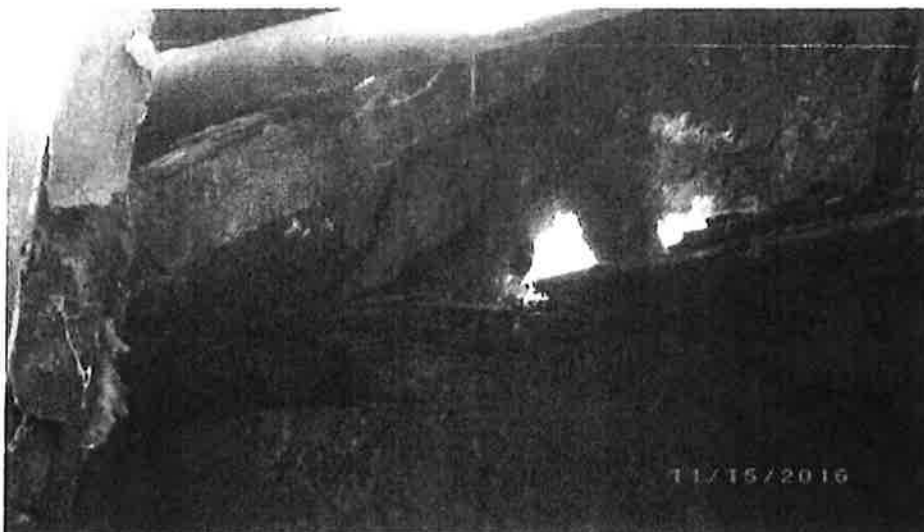
Dear Mr. Tyler and Mr. Scheidel:

As part of our commitment to ensure safe structures the subject short structure, measuring between 6 and 20 feet, has been inspected. A two-member team performs the inspection, with at least one member specially trained for this work. The Agency of Transportation provides this inspection as a service to the Municipality.

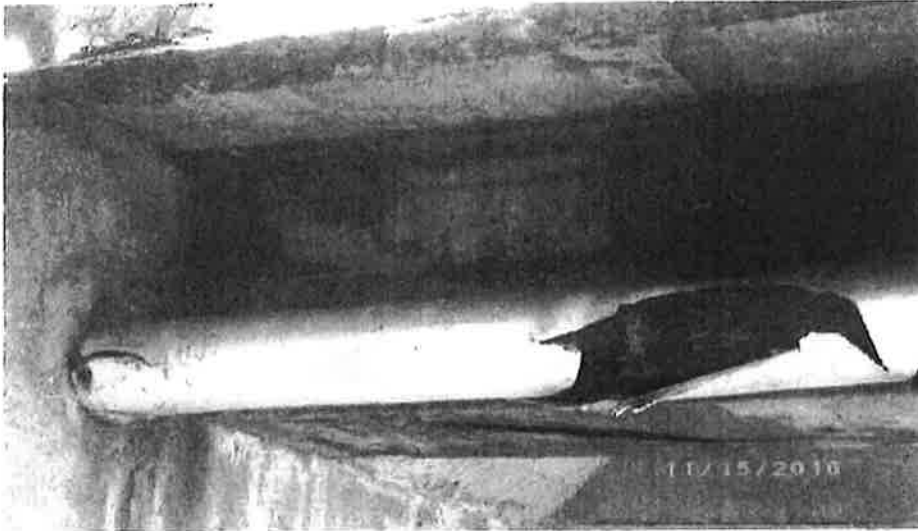
The above referenced structure is a single span concrete slab bridge spanning Indian Brook. During a recent inspection the following problems were noted which are in need of attention.

- The supporting beams under the sidewalk have failed with large areas of section loss in the beam ends at abutment #1.

Based on these findings it is recommended that the beams be replaced and town snow removal equipment stay off the sidewalk until repairs are made. We advise the town to monitor the sidewalk for any changes until such time that corrective action is taken.



To: Essex Junction Vermont
RE: Essex Junction, bridge #1A on VT15 over Indian Brook
Date: November 22, 2016
Page 2



This structure is owned by the town and as such is the responsibility of the town. Failure to comply with the recommendations may compromise public safety, result in additional damage, and/or substantially reduce the service life of the structure.

Even though a bridge is recommended for repair due to deterioration, impact damage, or scour by the State, the decision to properly respond to the recommendations is the responsibility of municipal officials. However, it is in the best interest of the municipality to address these recommendations. A failure to address potential bridge hazards may result in tort liability claims.

Please send WRITTEN notification of your intent to comply with, your compliance with, or reasons for non-compliance with these recommendations within 60 days from receipt of this letter. We are required by the Federal Highway Administration to report to them when the recommended posting, closure, and/or safety repairs have been implemented. A response form has been provided for your use.

If you have any questions concerning the matter, please contact your local District Transportation Administrator, DTA David Blackmore at 655-1580 or me at 828-0041. A representative from Bridge Inspection would be willing to meet with you at the site to discuss the contents of this letter.

Sincerely,

Pamela M. Thurber, P.E.
Bridge Inspection and Budget Program Manager

WMH: PMT: JWW
cc: David Blackmore, DTA District #5
NBIS Inspection Files via JWW



State of Vermont
Agency of Transportation - Highway Division
Bureau of Asset Management and Performance - Bridge Inspection
One National Life Drive
Montpelier, VT 05633-5001

RE: Essex Junction, bridge #1A on VT15 over Indian Brook

The Board of Trustees of Essex Junction ...

provide a structurally acceptable solution, both temporary
WILL ~~replace the deteriorated beams under the sidewalk.~~ Anticipated completion of this work is
and permanent at a later date.
by 2 Dec 2016 (date). *Essex Junction WILL notify the State in writing when work is complete.

OTHER *Reason(s) for non-compliance _____

Printed Name and

George Tyler, President

Signatures:

Elaine Sopchuk, Vice President

Essex Junction

Daniel S. Kern

Vermont

Lori A. Houghton

Board of Trustees

Andrew P. Brown

DATE:



Dennis Lutz

From: Richard F. Hamlin, P.E. <rhamlin@dlhce.com>
Sent: Tuesday, November 22, 2016 5:43 PM
To: Dennis Lutz; Rick Jones (rickessexjunction@yahoo.com)
Subject: RE: VT15 Br. 1A

Dennis-

We have included the replacement of the entire Bridge in the Capital Projects list as a part of another project on Main Street. The other option would be to remove the existing "added on" walk structure and replace it with a separate ped/bike bridge like the one at the soccer fields. UVM students have already identified an alignment on the other side of the bridge to install one of these type bridges.

There is also a scoping study to put walk up the northern side of Main Street over the area where the drainage was recently enclosed, so there may be another route option in the future.

Based on their observation: "currently the segmental sections of the sidewalk are supported mostly by their interlocking connections, remaining cantilevered beam sections, and the abutments", the current walk should probably be closed to all use?

-Rick H.

From: Dennis Lutz [mailto:dlutz@ESSEX.ORG]
Sent: Tuesday, November 22, 2016 8:42 AM
To: Rick Jones (rickessexjunction@yahoo.com); Richard F. Hamlin, P.E.
Subject: FW: VT15 Br. 1A

I am forwarding this on to you. We should discuss this and see what action needs to be taken both short term and longer term. Is this project on the Village's capital list?

Dennis

From: Susan McNamara-Hill [mailto:susan@essexjunction.org]
Sent: Tuesday, November 22, 2016 8:32 AM
To: Patrick Scheidel <pscheidel@ESSEX.ORG>; Dennis Lutz <dlutz@ESSEX.ORG>; Rick J. (rickessexjunction@yahoo.com) <rickessexjunction@yahoo.com>
Cc: Lauren Morrissette <lauren@essexjunction.org>; Doug Fisher <dfisher@ESSEX.ORG>
Subject: FW: VT15 Br. 1A

Not sure why this came to me. You may have also received it?
Susan

Susan McNamara-Hill, Clerk/Treasurer
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
Phone: 802-878-6951
Fax: 802-878-6946

Village of Essex Junction

Brownell Library

Lincoln Street
Essex Junction, Vermont 05452
(802) 878-6955

Memorandum

To: Village Trustees and Pat Scheidel, Village Manager
From: Wendy Hysko, Brownell Library Director *WH*
Date: 11/30/16

Issue

The issue is whether or not to approve the bid for Library masonry, and related work, on the original section of the building.

Discussion

Repointing the chimneys on the original section of the Brownell Library building was flagged as the highest priority in historic building assessment walkthroughs in 2014 and 2015.

During the Lincoln Hall renovation in Fall 2015, Liszt Historical Restoration offered to take a close look at the Brownell chimneys, which they noted to be in bad shape from the ground view, and thought they could offer an accurate estimate with a closer look when they had lift equipment available from the Lincoln Hall project. They indicated that there would be a cost savings to do the work at Brownell with the equipment needed already on site at 2 Lincoln St. While there was a cost savings in the quote provided, the cost of the work prohibited pursuing that opportunity at that time.

Three contractors specializing in historic masonry were contacted, including Liszt, in Summer 2016 to pursue quotes on the re-pointing work needed. Two contractors responded, including Liszt. Both contractors indicated that cleaning the brickwork was the only way to match the mortar properly and highlighted the other sediment that had collected over time and pointed out the peeling, and in some areas decaying, woodwork.

In comparing the two quotes received, one was very low and required seeking a second contractor for woodwork, and there was no response from attempts to contact sites that had work done by this contractor for reference checks. The other quote was an updated quote from Liszt, a company that has already established themselves as a quality contractor for the Village.

Cost

\$78,000 which includes site prep, chimneys rebuilt above roofline including flashing and caps, masonry repointing, patching and jack arch repairs, masonry cleaning of historic section, repair, stabilization and repainting on all visible woodwork and sealant work on wood/masonry junctures and vertical stone joints. \$45,000 is available in the Village Building Maintenance fund and the \$33,000 balance can be transferred from the General Fund Fund Balance.

Recommendation

Staff recommends approving the bid from Liszt Historical Restoration as it includes all needed work on the historic section of the Brownell Library building, and they have provided excellent work on all levels for the Village in the recent past.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, Clerk/Treasurer/HR *SMH*
DATE: December 13, 2016
SUBJECT: Paid Sick Leave

Issue

The issue is whether the Trustees should approve amending the General Rules and Personnel Regulations.

Discussion

The state of Vermont has adopted legislation requiring paid sick leave for all employees who meet the following criteria:

- Must be at least 18 years old
- Must work more than 20 weeks per year
- Must work at least 18 hours per week.

The village already provides paid sick leave to all employees who work at least 20 hours per week on a regular, year-round basis. The proposed amendments add paid sick leave to those employees who work more than 18 hours per week but less than 20. Also included is new language as specified in state statute describing when paid sick leave can be used.

Additional amendments include:

- Remove Sections 310 and 311 from the Personnel Regulations as the two sections belong to the association contract and do not affect non-association employees.
- Remove Appendices I, IV & V as this information is not necessary as part of this document.
- Renumber remaining Appendices, including form for full-time employees to use when requesting conversion of sick time to vacation (Pre-existing in regulations and contract – amendment is only to add form).

Cost

There are only one or two employees who will be affected by the new law. Staff anticipates the cost of implementing the law will be minimal.

Recommendation

Staff recommends the Trustees approve the amendments to the General Rules and Personnel Regulations regarding paid sick leave and other changes as requested.

ARTICLE 1
GENERAL RULES FOR PUBLIC OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS

101. EFFECT

The provisions of these rules shall apply alike to all public officials, volunteer firefighters and all employees of the Village, regardless of the time of the creation of the position or the time of their appointment.

These rules and regulations are subject to change at any time by majority vote of the Village Trustees.

102. DEFINITIONS

"Department Head" is the appointed Fire Chief or an employee who has direct supervision and responsibility for personnel of a municipal department.

"Employee - Full-Time" is an employee who works at least thirty (30) hours per week, year round. Full-time employees are eligible for all benefits and may only be discharged for cause. Full-time employees who work less than forty (40) hours per week will have their fringe benefits, such as vacation leave, sick leave and holiday pay, pro-rated (e.g., an employee who normally works 30 hours per week would be paid for 30 hours when taking a vacation week).

"Employee - Part-Time" is any person who routinely works less than thirty (30) hours per week, or is hired for seasonal work only. A part-time employee is an at-will employee and may be discharged at any time without cause. Part-time employees who work an average of at least 18 hours per week and are over age 18 are eligible for paid sick leave in accordance with state law. Part-time employees are not eligible for other benefits, except that those who are scheduled to work at least twenty (20) hours per week year round and have completed an initial six month probationary period are entitled to vacation, holiday, and sick leave on a prorated basis. All employees have access to the Employee Assistance Program.

"Seasonal Employee" is any employee hired to perform services on a seasonal basis. Seasonal employees are not eligible for benefits and are not included in the merit pay scale. Seasonal employees may be discharged at any time without cause.

"Public Official" is any person who is elected by the voters of the Village or has been appointed by the Village Trustees.

"Volunteer Firefighter" is any person appointed to the Essex Junction Fire Department. In accordance with the Fair Labor Standards Act, they are volunteers and not employees. Volunteer firefighters are appointed by the Essex Junction Fire Chief. All appointed volunteer firefighters are at-will. They are not eligible for benefits, except for the Employee Assistance Program, and may be discharged at any time without cause by the Fire Chief or by the Village Trustees. Pay rates for volunteer firefighters are set by the Fire Chief and approved by the Village Trustees. Volunteer firefighters are not included in the merit pay scale.

"Library Substitute" is any employee hired to fill in on an "as-needed basis" at the Brownell Library. Library substitutes are not eligible for benefits and are not classified in the merit pay scale. All library substitutes are to be paid the same hourly wage as established by the Library Director and Municipal Manager. Library Substitutes may be discharged at any time without

cause.

ARTICLE 3 EMPLOYEE BENEFITS

The benefits listed below are for full-time employees except that part-time employees scheduled to work at least 20 hours per week year-round, and who have completed an initial six month probationary period, are entitled to paid sick leave, vacation and holidays on a pro-rated basis. In addition, part-time employees who work at least 18 hours per week are entitled to paid sick leave in accordance with Vermont Statute 21 §482 & 483. (See Appendix III)

301. SICK LEAVE:

Full-time employees will accumulate 1.5 sick days (12 hours) per month which may be used [~~in the case of employee or a member of employees' family's illness~~] for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

~~[Sick leave may also be used for medical or dental appointments]~~

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child

Sick time is a privilege and is to be used only for legitimate absences.

Department Heads and the Manager will have the authority to require that an employee who is on sick leave be examined by a physician selected by the municipality. This option would afford the Village with a "second opinion" regarding sick leave. This would, of course, not prevent an employee from seeing their own physician.

~~[310. UNIFORMS AND EQUIPMENT~~

~~Employees in the Departments of Public Works and the Waste Water Treatment Plant shall be entitled to a uniform allowance. A new employee will have an allotment of \$750 during the first fiscal year of the employee's employment. In the second fiscal year of employment, the allotment amount will be \$750 with the ability to carry over up to 40 percent of this \$750 into the third fiscal year allotment so a pool of up to \$300 can be added to the \$750 allotment that can be spent if needed. The amount of \$1050 is the maximum allowed to be accumulated in any fiscal year thereafter. All work uniforms must be from suppliers approved by the Department Head.]~~

~~[311. LICENSES~~

- ~~_____ (a) The Village shall pay for driver's license fees for renewal or other, for all employees required to obtain CDL licenses and appropriate endorsements less the cost of the domestic license.~~
- ~~_____ (b) Wastewater employees who obtain a Vermont Level 1 through Level 5 wastewater facility license shall receive a one-time \$150 bonus payment upon obtaining each level. An employee who obtains a water operator's certification (Class D) shall receive a one-time \$150 bonus payment.]~~

...

...

314. FULL-TIME EMPLOYEE BENEFITS RELATED TO SICK LEAVE

314.1. Sick Leave Conversion. A full-time employee who has accumulated 75 or more sick days (600 hours) may convert (on a 2:1 basis) up to 10 sick days into up to 5 days additional vacation per year. See Appendix IIA.

PROPOSED AMENDMENTS TO GENERAL RULES AND PERSONNEL REGULATIONS.
 New language is underlined, language to be deleted is struck out.

APPENDIX I
 JOB STRUCTURE

EXEMPT/ NON EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
NE	n/a	Library Substitute	PT
NE	n/a	Seasonal Grounds Maint/General Labor & Administrative Support	PT
NE	0	Library Assistant/Shelver	PT
NE	1	(No classifications at present)	
NE	2	Library Technical Ass't II Circ. Dept.	PT
NE	3	Library Technical Ass't I Circ. Dept.	PT
NE	3	Library Technical Ass't I Youth & Circ. Dept.	PT
NE	4	Library Technical Assistant I Tech. Svcs.	PT
NE	4	Library Ass't Youth & YA Services	PT
NE	4	Secretary to Water Quality Superintendent	PT
NE	4	Office Assistant	PT
NE	3	Equip Operator/Maint. Tech II	FT
NE	3	Wastewater Plant Attendant	FT
NE	4	Equip Operator/Maint. Tech I	FT
NE	4	Wastewater Plant Operator II	FT
NE	5	Assistant Youth Librarian	FT
NE	5	Assistant Librarian	FT
NE	5	Administrative Ass't to Village Mgr.	FT
NE	5	Ass't Zoning Administrator/ Admin Ass't to Community Dev. Director	FT
NE	5	Ec. Dev/Community Relations Ass't	FT
NE	5	Water System Technician	FT
NE	5	Equip Op/Maint Tech/Crew Leader	FT
NE	5	Environmental Technician	FT
NE	6	Accountant	FT
NE	6	Youth Services Librarian	FT
NE	6	Circulation Librarian	FT
NE	6	Wastewater Plant Op I	FT
NE	7	Ass't Chief WW Plant Operator	FT
E	7	Assistant Library Director	FT
NE	8	Public Works Foreman	FT
E	9	Library Director	FT
E	12	Finance/MIS Director	FT
E	10	HR Dir/Clerk/Treasurer	FT
E	10	Community Development Director	FT
E	11	Water Quality Superintendent	FT
E	11	Public Works Superintendent	FT
E	13	Manager	FT

APPENDIX II
COMPENSATORY TIME CONVERSION FORM

Employee Name: _____

Date of Request: _____

Requested number of Comp Time Hours to be converted to pay (minimum of 4 hrs.):

Gross compensation expected (hours to be converted x hourly rate): _____

Accrued comp time balance before conversion: _____

Accrued comp time balance expected after conversion: _____

Number of comp time hours previously converted this [~~calendar~~] fiscal year (max is 40):

Total number of hours converted this [~~calendar~~] fiscal year after this conversion:

APPENDIX
SICK TIME CONVERSION FORM

Employee Name: _____

Date of Request: _____

Requested number of Sick Time Hours to be converted to Vacation: _____

(2 hours sick to 1 hour vacation up to a maximum of 10 hours sick to 5 hours vacation.)

Accrued sick time balance before conversion: _____ (must be at least 600 hours)

Accrued sick time balance expected after conversion: _____

Accrued vacation time balance before conversion: _____

Accrued vacation time balance expected after conversion: _____

Number of sick time hours previously converted this fiscal year (annual max. is 40):

Total number of hours converted this fiscal year after this conversion: _____

PROPOSED AMENDMENTS TO GENERAL RULES AND PERSONNEL REGULATIONS.
New language is underlined, language to be deleted is struck out.

APPENDIX III
VILLAGE OF ESSEX JUNCTION
PART-TIME EMPLOYEE BENEFITS IMPLEMENTATION

~~[The Essex Junction Employees Association Contract effective 7/1/14 contains the following language regarding benefits extended to part-time employees:]~~

~~["An employee who has satisfactorily completed an initial six month probationary period and is employed in a position year round and works an average of 20 hours per week is entitled to the following benefits: vacation, holiday, and sick leave prorated based on an average number of hours per week."]~~

The Village of Essex Junction General Rules and Personnel Regulations states in Article 3, Employee Benefits, that part-time employees scheduled to work at least 20 hours per week year-round, and who have completed an initial six month probationary period, are entitled to paid sick leave, vacation and holidays on a pro-rated basis. In addition, state law enacted in 2016 requires that employers provide paid sick leave to employees that work at least 18 hours per week.

Purpose

The purpose of this document is to provide detail in how the part time benefits are to be accrued and guidance in how they are to be used.

Opt out

Employees meeting the above criteria may opt out of the benefits provided if they do not wish to adhere to the requirements listed below, except for paid sick leave as required by state law.

Definitions: **"Week"** means the normally scheduled work week (i.e., 20 or 24 hours).
 "Day" means 1/5 of the normally scheduled work week.

Paid leave hours are intended to offset, not add to, the employees' normally scheduled paid work week. If an employee has worked their normally scheduled week, they are not entitled to additional paid leave time. The exception is that when a Village paid holiday falls in the work week, the employee shall receive their holiday pay plus pay for all hours worked. Supervisors should consider paid holidays when scheduling part-time staff hours.

- ◆ Paid Holidays: 13 Village scheduled holidays, plus 2 personal holidays of the employee's choice to be prorated based upon employees normal work schedule. The two personal holidays are available at the beginning of each fiscal year (July 1) and **must** be used during the fiscal year; they do not carry over.
 - ◆ An employee scheduled to work 20 hours per week will receive 4 hours of holiday pay for the week that includes a holiday. The 2 personal holidays would be at 4 hours each, or 8 hours total.
 - ◆ An employee scheduled to work 24 hours per week will receive 4.8 hours of holiday pay for the week that includes a holiday. The 2 personal holidays would be 4.8 hours each, or 9.6 hours total.
- Part-time employees may not be paid for more than their normally scheduled day when using Personal Holiday pay. Personal Holiday time may be taken in units of ½ hour or more at the discretion of the employee. However, staffing needs should be considered

PROPOSED AMENDMENTS TO GENERAL RULES AND PERSONNEL REGULATIONS.
New language is underlined, language to be deleted is struck out.

when taking personal holiday time. Department head must be notified if employee plans to use two personal holidays in a row.

- ◆ Paid Vacation: New Hire to 5 years, 3 weeks (15 days); 6 years to 10 years, 4 weeks (20 days); after 10 years, 5 weeks (25 days). Employees **must** use 50% of their annual vacation accrual each year and may carry over unused accrued vacation time but are limited to a balance of 6 weeks at their anniversary date (120 hours for 20 hour/week employees, 144 hours for 24 hour/week employee). Vacation time is accrued monthly to be prorated based on employee's normal work schedule.
 - ◆ An employee scheduled to work 20 hours per week will accrue:
 - ◆ 7.5 days per year (5 hours per month) if new hire to 5 years
 - ◆ 10 days per year (6.67 hours per month) if 5 years to 10 years
 - ◆ 12.5 days per year (8.33 hours per month) after 10 years of employment.
 - ◆ An employee scheduled to work 24 hours per week will accrue:
 - ◆ 9 days per year (6 hours per month) if new hire to 5 years
 - ◆ 12 days per year (8 hours per month) if 5 years to 10 years
 - ◆ 15 days per year (10 hours per month) after 10 years of employment.
- Part-time employees may not be paid for more than their normally scheduled week when using paid vacation. Requests for vacation time must be approved by the Department Head. Vacation time may be used in units of ½ hour or more with the approval of the Department head. Employees must use accrued paid vacation time before requesting unpaid leave.
- ◆ Paid Sick Leave for employees that are scheduled to work at least 20 hours per week, year round: 18 days per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. The 18 days per year are prorated according to employee's normal work schedule:
 - ◆ An employee scheduled to work 20 hours per week will accrue 9 days of sick leave per year, or 6 hours per month.
 - ◆ An employee scheduled to work 24 hours per week will accrue 10.8 days of sick leave per year, or 7.2 hours per month.
- Part-time employees may not be paid for more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used ~~[when an employee is too ill to come to work or when an immediate family member is ill and requires care by the employee. Sick leave may also be used for medical or dental appointments, if necessary.]~~ for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child

Except for emergency situations, employees should make every effort to schedule appointments outside of their regular work day.

- ◆ Paid Sick Leave for employees who work an average of 18 hours per week shall earn

PROPOSED AMENDMENTS TO GENERAL RULES AND PERSONNEL REGULATIONS.
New language is underlined, language to be deleted is struck out.

paid sick leave of 48 hours per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. Part-time employees may not be paid for more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child

Except for emergency situations, employees should make every effort to schedule appointments outside of their regular work day.

Part-time employees are not entitled to payment for unused sick time upon separation from employment.

APPENDIX IV
 MERIT PAY SCALE

Salary Merit Pay Scale (assumes employees at GOOD unless otherwise defined)

	Rating	Percentage Increase		
		Min – 25th percentile (low tier)	25% – 50% (mid-tier)	50% to Max. (top tier)
OUTSTANDING	5.00	6.00%	5.000%	4.500%
-	4.75	5.75%	4.750%	4.325%
Very Good/Outstanding	4.50	5.50%	4.500%	4.150%
-	4.25	5.25%	4.250%	3.975%
VERY GOOD	4.00	5.00%	4.000%	3.800%
-	3.75	4.75%	3.875%	3.600%
Good/Very Good	3.50	4.50%	3.750%	3.400%
-	3.25	4.25%	3.625%	3.200%
GOOD	3.00	4.00%	3.500%	3.000%
-	2.75	3.50%	3.125%	2.675%
Adequate/Good	2.50	3.00%	2.750%	2.350%
-	2.25	2.50%	2.375%	2.025%
ADEQUATE	2.00	2.00%	2.000%	1.700%
-	1.75	1.50%	1.500%	1.275%
Marg./Adequate	1.50	1.00%	1.000%	0.850%
-	1.25	0.50%	0.500%	0.425%
MARGINAL	1.00	0.00%	0.000%	0.000%

Some employees have reached the cap of their grade levels and may not be able to receive the full percentage increase as indicated by their rating.

If an employee is given a rating that would result in a percentage raise higher than that allowed by their position in the pay scale, the employee may be eligible to receive a bonus for the difference.

The bonus would be recommended by the Department Head and approved by the Manager and would not change the employee's hourly rate as set in the pay scale.

The employee will be given the option of taking the bonus as a lump sum or of spreading it out evenly over their employment year.

Act 69, Vermont's new paid sick leave law, will require all Vermont employers to provide many of their employees, with certain exceptions, with at least one hour of paid sick leave for every 52 hours worked. The paid leave must be permitted for five specific reasons. Some categories of employees are excluded from coverage. Members should note that employers may choose to be more generous than the law's provisions.

The Vermont Department of Labor (VDOL) has been charged with developing administrative rules for overseeing the new law's implementation. Once written, these rules will be made available on the VDOL website for comment.

VLCT wrote the Q&As below based on our general understanding of the provisions of this new law. While we make every effort to provide members with the most accurate information possible, please note that this document does not constitute legal advice. We recommend that members consult with an attorney for specific legal guidance.

1. When does this new law go into effect?

There are different dates for when employees' paid leave must begin to accrue depending upon the size of the employer. Under each scenario, the law permits an employer to require up to a one year waiting period before taking their accrued leave. Additionally, in 2019, there is an increase in the amount to which an employer may limit the leave. See timeline below.

2. Does the law apply to all workers?

No. The law does not cover bona fide independent contractors. Additionally, municipalities may exclude employees and municipal officials who:

- are under age 18; or
- work an average of fewer than 18 hours per week; or
- are expected to work 20 weeks or fewer per year.

3. Are elected and appointed officials covered?

Yes, if they work at least 18 hours per week for more than 20 weeks during the year.

4. Our municipality has a personnel policy. Will we need to update it?

Yes, you need to ensure that, by the effective dates indicated above, your policy includes the five reasons for which an employee may take accrued paid leave as outlined by the law*, that your policy provides at least the minimum leave accrual amounts, and that your policy covers full-time and part-time employees who:

- are age 18 or older;
- work at least an average of 18 hours per week;
- are scheduled to work more than 20 weeks during the year.

The *five reasons* for taking accrued paid leave are:

1. The employee is ill or injured.
2. The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
3. The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care.
4. The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
5. The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

5. Our town already provides a generous Combined Time Off (CTO) policy that provides several weeks of paid leave per year. Employees may use the time for sick, vacation, or any personal reason they choose. What if an employee uses all of their CTO to go on vacation? Must we provide additional paid leave if they then get sick?

As long as it has been made clear to employees that their CTO (sometimes called "Paid Time Off" or "PTO") may be used for the reasons the law spells out, this law does not entitle them to additional leave if they use up CTO for another reason. *Tip:* In order to be in compliance, a municipality must add the five reasons spelled out in the law to its CTO or other leave policy and be sure it includes all employees except categories specifically exempted.

6. What is the best way to comply with the requirement that we notify new hires of this leave mandate?

As long as your personnel policy is updated to comply with the law, providing it to new employees will suffice. If your town does not have a personnel policy, you may provide a copy of the notice that the VDOL is writing.

7. When will the new workplace poster for this law be ready?

Presumably, by January 1, 2017. VLCT will notify members when it is issued.

8. Our town requires employees to take at least 4 hours when they use sick, vacation or personal leave. Is that allowed?

The new sick leave mandate requires that employees be allowed to take their accrued leave in "the smallest time increments that the employer's payroll system uses to account for other absences or that the employer's paid time off policy permits," though the law does not require increments to be shorter than *one hour*. Also note that the Vermont Parental and Family Leave Act (VPFLA) allows employers to require employees to use two-hour increments so, if your town has at least 10 employees, the 4-hour requirement does not comply with the VPFLA.

9. What if a part-time employee requests paid leave for a medical checkup that will occur during their regular work shift?

Employers are permitted to require employees to make reasonable efforts to avoid scheduling routine or preventive health care during regular work hours. They may also require employees to notify the employer as soon as practicable of their intent to take their earned sick time.

10. Our union contract does not mention the reasons for leave that are specified in this law. What should we do?

A union contract does not alleviate an employer's responsibilities to follow the law. Some union contracts defer to a municipality's personnel policy regarding areas not covered by the collective bargaining agreement (CBA) and most outline a process for making any changes to the contract. You should work with the union(s) to insert appropriate language into your CBA.

FREQUENTLY ASKED QUESTIONS ABOUT VERMONT'S PAID SICK LEAVE LAW

11. What adjustments will we have to make to our recordkeeping? Our employees accrue leave on a fiscal year basis, July 1 through June 30.

The law requires that accrual of paid leave begin on January 1, 2017. You may find it easier to adjust your timekeeping to match the calendar year. If you continue to calculate leave on a fiscal year basis, you will still need to additionally track accruals during the first six months, January to June, and be certain the leave is being earned and carried forward in the required amounts.

12. We sometimes have employees who separate from employment and later are re-hired. How should their accruals be handled?

As noted in the first question and in the timeline below, an employer may choose to require up to a one year waiting period before an employee uses his or her accruals. If an employee is *discharged* by the municipality after reaching his or her waiting period and then rehired within 12 months, the waiting period for using the leave is waived, although the leave accrued prior to discharge need not be retained. If a rehired employee had separated voluntarily, he or she is entitled neither to accruals earned prior to separation nor to a waiver of the waiting period. In other words, this law gives them no more rights than any other new hire, unless granted by the employer.


13. Does an employee have to be compensated for accrued sick leave upon separation from employment?

No. There is no requirement to compensate employees for their accrued leave upon separation.

FREQUENTLY ASKED QUESTIONS ABOUT VERMONT'S PAID SICK LEAVE LAW

Act 69 Timeline	
January 1, 2017	<ul style="list-style-type: none">• “Large” employers (those with six or more employees who work 30 or more hours per week) must begin to allow their eligible employees to accrue paid leave.• Employers may require employees to wait up to one year before using such leave.• Employers may limit the amount of accrued leave to as few as 24 hours per year.
January 1, 2018	<ul style="list-style-type: none">• “Small” employers (those with five or fewer employees who work 30 or more hours per week) must begin to provide the minimum accruals.• Larger employers that have imposed a waiting period must allow employees to use their accrued leave time.• Employers may limit the amount of accrued leave to as few as 24 hours per year.
January 1, 2019	<ul style="list-style-type: none">• Small employers that have imposed waiting periods must allow employees to use their accrued leave time.• Employers may limit the amount of accrued leave to as few as 40 hours per year.

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: December 13, 2016
SUBJECT: 2016 Annual Report Cover and Dedication

Issue

The issue is whether or not the Trustees approve the draft 2016 Annual Report cover and Dedication.

Discussion

The Essex Junction Fire Department has not been on the cover of the Annual Report since 2007. The attached picture, which is not clear, is from the EJFD website and they will be taking an updated picture soon.

George Boucher, a former Trustee, passed away this year and we feel it is very appropriate to dedicate the report to him.

Cost

There are no costs associated with this issue.

Recommendation

It is recommended that the Trustees approve the 2016 Annual Report cover and Dedication.

DRAFT

2016
ANNUAL REPORT
of the
VILLAGE OF ESSEX JUNCTION, VT



Essex Junction Fire Department
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DEDICATION *DRAFT*



George R. Boucher

The Village of Essex Junction Board of Trustees are gratefully dedicating the 2016 Annual Report to George Boucher, who passed away on March 27, 2016.

George was a very active member of our community. He was a Village Trustee for two terms and served on several boards, such as the Tri-Town Wastewater Treatment Committee, Chittenden Solid Waste District and the Chittenden County Metropolitan Planning Organization. He was always present and participated at Annual Meeting until his illness.

George loved his country and his village. He served in the U.S. Air Force and Vermont Air National Guard for most of his life. George was a strong defender of the Village of Essex Junction and we are very grateful for his service to the community.



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: December 13, 2016
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

December 20 9:00 AM	FYE 18 Budget Work Session/Meetings with Department Heads
January 10, 2017 6:30 PM	Review FYE 18 Proposed Budget
January 24 6:30 PM	Public Hearing on FYE 18 Proposed Budget and Capital Programs
February 14 6:30 PM	Adopt FYE 18 Proposed Budget and Capital Programs
February 28 6:30 PM	Adopt Warning for Annual Meeting
March 14 6:30 PM	Regular Meeting
March 28 6:30 PM	Regular Meeting
April 5 6:00 PM	Community dinner at Essex High School cafeteria
April 5 7:00 PM	Annual Meeting at Essex High School auditorium
April 11 7 AM-7 PM	Annual Meeting Australian ballot voting at Essex High School

**TRUSTEES FYE 18 BUDGET DAY SCHEDULE
TUESDAY, DECEMBER 20, 2016
LINCOLN HALL**

9:00 - 9:45	Budget Overview - Pat Scheidel & Lauren Morriseau
	Revenues - Pat Scheidel & Lauren Morriseau
9:45 -10:15	Transfers & Misc. Exp./Grants & Unantic. Exp./Administration/ Lincoln Hall/Capital Reserve/Rolling Stock/Debt Service - Pat & Lauren.
10:15 - 10:30	Break
10:30 - 11:00	Fire Dept. - Chris Gaboriault
11:00 - 11:30	Senior Center - Ally Vile and Lou Ann Pioli
11:30 - 12:00	Community Development - Robin Pierce
12:00 - 1:00	Lunch/Work Session/Agenda items
1:00 - 1:30	Library - Wendy Hysko
1:30 - 2:00	WWTF - Jim Jutras
2:00 - 2:15	Sanitation - Jim Jutras and Rick Jones
2:15 - 2:45	Street Dept./Water Fund - Rick Jones

Essex Public Engagement Workshop

Holy Family Parish Community Center

Essex, VT

December 2, 2016, 8:30 - 4 p.m.

Hosted by Heart & Soul of Essex with support from the Orton Family Foundation.

Designed and facilitated by Matt Leighninger, Public Agenda

Participants:

Mark Andrews - Superintendent, ETSD
Dijana Kulasic - Essex Planning Commission
Max Levy - Essex Selectboard
Mark Drapa - Westford School Board
Pat Scheidel - Town/Village Manager
Dana Hanley - Town of Essex
Betzi Bilodeau - Recreation Study Governance Committee
Darby Mayville - Village of Essex Jct
Diane Clemens - EWSD Board
Adam Sollace - EJRP
Barbara Higgins - Essex Development Commission
Sharon Kelley - Town of Essex
Paula DeMichele - Town & Village
Matt Whalen - Essex CHIPS
Dawn Hill-Fleury - BCA/Town School Board
Kim Gleason - ETSD Board/EWSD Board
Janet Hunt - VT Assoc. Of Area Agencies on Aging
Jill Evans - Essex Community Justice Center
Brad Luck - EJRP
Julie Miller-Johnson - 5 Corners Farmers Market
Greg Duggan - Town of Essex
Ally Vile - Essex Parks and Rec
Liz Subin - H&S Essex, EWSD and U#46 School Board
Susan Clark - Slow Democracy
Leanne Tingay - Orton Family Foundation
Elaine Sopchak - Village Trustees
Sue McCormack - H&S Essex, Everyday Democracy
John Alden - Village Planning Commission

Purpose:

The purpose of the workshop was to:

- o provide an overview of public engagement practices, benefits, and innovations;
- o explore the state of engagement in Essex;

- Gap in engagement with businesses. This was stronger back in the 1990s and has fallen off in the 2000's.
- If you don't have students in the school, there is a lack of awareness about what is happening in schools. Need to do better engagement so community members without students understand what is happening in the schools
- May need better relationships/more communication among town and school officials - perhaps a structure for joint meetings
- There are opportunity gaps in our schools based on income, ethnicity, etc. How do we do true engagement with diverse people in order to create an education system that works for all of the community's children
- Need to measure our engagement - who participates, who is missing, etc.
- Capacity issues around online engagement.
- The municipality is doing more than the community is aware of (town went to meet with New American families and people don't know about it)
- Need central engagement infrastructure that holds people accountable
 - Need policies that lay out expectations for engagement
- Ongoing weight of merger vs non-merger. That thread should be superimposed across everything. That movement or lack of movement is constantly in the background and has impacted the community.
 - Many people still don't know whether they live in the village and the town
 - Need to find new ways to engage people across the boundaries that don't always involve going to public forums, etc.
 - There are different governance structures here that complicates the situation
 - We often have the same people at the same tables and we focus more on historical issues, and not as much on newcomers who have a different perspective

What Can We Build On?

- Personal face to face engagement
- Online platforms for engagement have strong participation
- Charrette for Design 5 Corners
- Go to the people (neighborhoods, churches, existing events, etc.)
- Free food and child care

What Can we Learn From?

- Ongoing tension between village and town
- Design 5 Corners (NIMBY)
- How can we engage better in our more formal settings
- Provide various times and dates for meetings
- Town is as very different culture from village. The approach must be different and respectful of differences
- Sustainability is difficult

- Difficult in getting people involved
- Build understanding about how public gets their information
- Challenging rules about how we can conduct our business (open meeting laws, etc.) - these structures sometimes work against being inclusive and transparent.

2. Presentation

Matt gave a presentation and large-group discussion on the factors driving the need for engagement, the strengths and limitations of current engagement practices, and the latest directions for innovation

- Online engagement
 - Often disconnect. People who know the law, don't know the internet, people who know the internet don't know the law. Bring these people together to help figure out what can be done
 - Some cities have changed their ordinances around public participation. State laws are also a challenge.
 - One reason capacity is such a problem is the silo issue. No single group has the capacity to do what is needed. Lack of coordination among entities
- Common shortcoming of project based engagement is that it is often difficult to carry ideas forward.
 - Communities that have regular patterns of engagement have more accountability (citizens are more accountable to officials, officials are more accountable to citizens)
- State of modern citizens
 - Citizens are different from how they were 50 years ago
 - we have had a parent child relationship with our leaders. We want an adult adult relationship
 - Less good at being governed. Better at participating in Governance
 - Parents most motivated to get engaged
 - People don't just want to engage in politics, they want to engage in community
 - People now belong to geographic AND online communities
- Be clear about purpose of engagement BEFORE you decide on structures for engagement
- Often, it is helpful to broaden the process beyond a very targeted decision. This can offer multiple incentives for participation
- Build in opportunities for individual action
- Weekly meetings good timeframe
- Meaningful engagement
 - Information
 - Chance to tell their story
 - Choices
 - Legitimacy

- Chances to take action
- Good process
- Food & Fun

3. Debrief of small group discussions re Matt's Presentation

- The idea of regular engagement vs. episodic engagement is interesting
- One important idea is that you can't just wing it. This work takes lots of intention and planning
- Need physical infrastructure for online and face to face engagement
 - Where are welcoming places where people can go to engage?
- 100% necessary to stop thinking and working in silos
 - Heart & Soul work was a way to communicate engagement results out to all segments of community
- There is a need for "code switching" and use of language that speaks to every community member (even term "community engagement" problematic)
 - Like the name "Portsmouth Listens"
- Engage with community in many different ways - one on one conversations that are the most fun and informal, then gatherings like this workshop, then adversarial regulatory processes that are the most difficult
 - Planning commission has open mic nights and are prepared for negative comments - maybe change format and have everyone sit in a circle to change the dynamic
- Could be important to have a hired person to carry out engagement work, but having someone who is independent and not directly connected with municipality could be good
- Could be good to have a public engagement coach who could help existing staff with their engagement work

4. Examples of sustained engagement

- Neighborhood Learning Circles
 - Twice monthly meetings happening since 1998
 - Two hour meetings on weeknights
 - First hour is social event (performances, food, party)
 - Hour two is small group discussion about a particular issue
 - Always a kids circle as part of the gathering
 - Incentives
 - Many recent immigrants participate - incentive to learn English
- Weekly Meet & Eat since 2009
 - Have issues on the tables for people to discuss
 - Public officials started coming now that this has a critical mass of people
- Town that runs on Twitter, Jun Spain
 - Mayor uses twitter for all questions, requests, complaints, policy discussions
 - 25% of town residents participate

- Trained residents who didn't know how to use Twitter
- Collected everyone's twitter address
- Trained all town employees to use twitter to communicate about what they were doing
- Space connects citizens and elected officials w/range of incentives to work collaboratively
- Participatory Budgeting
 - Fall: People work on ideas, work with municipal officials to make sure they are feasible (sometimes neighborhood assemblies)
 - Spring: Idea fair where people vote on how to spend the money - which ideas to fund
 - Amount of \$\$ available not that significant. Could do this with small pot of money.
- Budgets & Beer
 - People go to pubs to talk about the city budget with city officials
 - Touch a budget
 - Bring police cars, etc. to the square with label showing how much they cost

5. Matt's Recommendations

- Pay attention to the different blocks of engagement
 - Individual decision-making opportunities/collective decision-making/volunteer
 - missing that middle level - add in
 - Dissemination of information
- Engagement advisory committee
- Track engagement (participation, etc.)
- Annual engagement report
- Have annual or semi-annual large community gathering
- Make some adjustments to annual town/school meetings
 - Small advisory groups working with staff ahead of time
 - Using online forums for moderated discussions ahead of time
 - Hold some small group discussion during town/school meeting
 - Keypad technology/text, talk, act to allow people to weigh in during the meeting
- Make student centered learning a centerpiece of engagement
- Using online community forum
- Develop a protocol for engagement

6. Engagement Structures

Possible structures:

1. Hire a director of engagement (independent but funded by institutions) AND a commission of representatives (trained facilitators?) from each of 10 Front Porch Forum areas AND a process of PB by neighborhood

2. Use Heart and Soul nonprofit (with paid director—funded by multiple sources and institutions), network, and task teams for the six core value areas (and some kind of geographical representation)
3. Create “Essex and Westford Listens” – elements of 1 and 2, plus other constituencies (not just geographic)
4. Establish and Engagement Advisory Board with appointed members (raise eng’t to a cabinet-level position) funded by elected bodies – staff person who reports to elected bodies.

Options:

- Engagement commission (members elected by neighborhood)
- Engagement advisory board (members appointed)
- Committee of officials (town, village, school, etc.)
- Collective impact steering committee and backbone organization
- Appoint a civic engagement ‘czar’
- Use Heart & Soul coordinating group/nonprofit (and its subcommittees)

Common themes:

1. Paid staff person
2. Concerns about representation (geographic)
3. To be Decided: lines of accountability

Questions/Comments:

1. Can we phase into this slowly over time?
2. Isn't it important to have grass-roots buy-in?
 - a. ML: It is important to have buy-in from both the grassroots and the the official institutions
3. Neighborhood Assemblies was a recommendation of the EGG - that report is a resource that we should look at
4. Sometimes, public engagement people hired through municipalities, do fill more of a pr kind of role. This is a common thing that happens, often because engagement is poorly defined.

December 6, 2016.

Submitted by Liz Subin

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
December 6, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Lauren Morrisseau, Finance Director & Assistant Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

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

2. AGENDA

MOTION by Amber Thibeault, **SECOND** by Rick Hamlin, to approve the agenda with the addition of Item 4.5 – Ranking Main Street pedestrian/bike bridge project.

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

3. PUBLIC COMMENTS

None.

4. LETTER FROM VTRANS re: MAIN STREET BRIDGE

Tim Dall reported the condition of the pedestrian bridge on Main Street is very poor. In place now are two steel beams decked with pressure treated lumber and cold patch for ramps. Chain link fence is up for protection from falling off the bridge. Rick Hamlin added the repair is temporary. The project includes removal of the old bridge and building a new self-supporting, separate pedestrian bridge adjacent to the vehicle bridge. Grant money is available for the repair/replacement (possibly up to a 90:10 match).

4.5 RANKING MAIN STREET PEDESTRIAN BRIDGE - JJJ

JJJ – Main Street Pedestrian Bridge (town office side of Main Street)

Mr. Dall recused himself from ranking the project due to potential conflict of interest with being hired to evaluate the condition of the bridge.

Project consists of removing existing pedestrian bridge and building a self-supporting, separate pedestrian bridge adjacent to the vehicle bridge on the town office side of Main Street. Evaluation done in 2016. Ranking: 86.

Rick Hamlin will forward the capital estimate for JJJ. Andrew Brown will update the spreadsheet to include the project and ranking.

5. RE-RANK OUTSTANDING PROJECTS

BB – Rosewood Lane

Project consists of replacing sidewalk on the south side of Rosewood Lane from Mansfield Avenue to Briar Lane and removing the sidewalk on the north side of the street. Original project estimate done in 2001. Revised ranking: 37 (former ranking 41).

CC – South Street

Project consists of replacing water line and sidewalk on South Street from Park Street to Doon Way. At least three hydrants need to be installed. Original project estimate done in 2001. Revised ranking: 42 (former ranking 33).

UU – Pearl Street

Project consists of bike lane and sidewalk and road from West Street to Susie Wilson Road. Original project estimate done in 2009. Revised ranking: 51 (former ranking 55).

Top ranking projects:

- Main Street pedestrian bridge – JJJ (ranking: 86)
- Hillcrest sidewalk – DDD (ranking: 59)
- Railroad Avenue waterline – Y (ranking: 59)
- Greenwood Avenue drainage – EEE (ranking: 56)
- West Street Extension intersection – BBB (ranking: 55)
- South Street drainage – GGG (ranking: 54)
- Pearl Street bike lane, sidewalk, road West St. to Susie Wilson Road – UU (ranking: 51)
- Central Street roadway, sidewalk Lincoln Street to North Street – H (ranking: 50)
- Pearl Street water line 235 Pearl St. to Susie Wilson Road – V (ranking: 49)
- Main Street sidewalk, lighting on west side from bridge to Crestview Road – Yya (ranking: 49)

6. APPROVE MINUTES

October 4, 2016

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the 10/4/16 minutes as written. VOTING: unanimous (5-0); motion carried.

November 1, 2016

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the 11/1/16 minutes with the following correction(s)/clarification(s):

- **Page 1, Re-Ranking, 2nd paragraph – add “Consensus was reached to continue re-ranking projects alphabetically using project letter designation.”;**
- **Page 1, Re-ranking, Orchard Terrace (U2) short length – correct the revised ranking to 33;**
- **Page 1, Re-ranking, Pearl Street (V), 1st sentence – change “Both projects” to “Project”.**

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

7. NEXT MEETING/AGENDA

Next meeting: January 3, 2017 at 6 PM

Agenda: Continue Re-Ranking Projects as Needed

8. ADJOURNMENT

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

The meeting was adjourned at 7:25 PM.

RScty: MERiordan



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • E-mail: manager@essex.org • Website: www.essex.org

29 November 2016

Jennille Smith, Permitting Manager
Mobilitie
3475 Piedmont RD, NE Suite1000
Atlanta, Georgia 30305

Dear Ms. Smith:

This letter responds to your request for consideration of placement of a 120 foot high, 3- foot base diameter utility pole within the Village of Essex Junction, Vermont, at a proposed location within the Right of Way on Pearl Street based upon sketch plans submitted to the Public Works Director.

The Trustees of the Village control the referenced right of way. At their meeting on November 22nd, they denied your application.

If you consider using another location that is not a municipal right of way within the Village, then the appropriate channel for that request would be to the Village Planning Commission. The Land Development Code, which is available on the Village web site, would apply to that request.

The Trustees, Village staff or myself do not assist applicants in finding or suggesting sites that might be suitable. Any future requests will be considered by the appropriate municipal body.

Sincerely,

Patrick C. Scheidel, Municipal Manager

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

Patty Benoit

Subject: FW: PSB

From: David Barra [<mailto:dbarra@barralaw.com>]

Sent: Monday, November 28, 2016 1:59 PM

To: Robin Pierce <robin@essexjunction.org>

Subject: Re: PSB

Robin:

You have asked me to outline the function and role of the Vermont Public Service Board (hereafter "PSB") and in particular its relationship to local municipal board functions.

The PSB is a three member, quasi-judicial board that supervises the rates, quality of service, and overall financial management of Vermont's public utilities: cable television, electric, gas, telecommunications, water and large wastewater companies. The PSB also reviews the environmental and economic impacts of proposals to purchase energy supply or build new energy facilities. It monitors the safety of hydroelectric dams. It evaluates the financial aspects of nuclear plant decommissioning and radioactive waste storage. It reviews rates paid to independent power producers and oversees the statewide Energy Efficiency Utility. Generally its responsibilities are separate and distinct from those entrusted to local municipal boards.

Similar to that used by local municipal boards, the regulatory process the PSB administers often requires public hearings, evidentiary hearings, and other forms of inquiry and investigation. The PSB investigates issues ranging from existing or proposed rates to the siting of utility plant. These inquiries may be the subject of informal investigations or formal hearings in which PSB members or individual hearing officers sit in a quasi-judicial capacity. Hearings before the PSB are open to the public and are transcribed by a court reporter. After the hearings are held, the PSB renders a decision which is written into an order. PSB orders are available for public review in the office of the PSB Clerk and also are posted on its web site. In most instances, PSB orders are appealable to the Vermont Supreme Court.

In relation to **electrical utilities**, the PSB regulates:

- Utility franchise territory boundaries
- Rates paid by consumers
- Quality of service
- Service disconnection
- Safety
- Line extensions
- Siting and construction of generation and transmission facilities
- Long-term out-of-state power purchase agreements
- Long-term resource planning
- Energy efficiency programs
- Rates paid to independent power producers
- Intrastate interconnection of transmission or distribution facilities
- Net metering

Section 248 of Title 30 requires companies to obtain PSB approval before beginning site preparation or construction of electric transmission facilities, electric generation facilities and certain gas pipelines within Vermont. Section 248 also requires PSB approval for some long-term contracts for purchasing power from outside Vermont and for some investments in transmission and generation facilities outside Vermont.

PSB Rule 5.400 also requires companies seeking PSB approval to submit plans for construction to affected municipal and regional planning commissions, and municipal legislative bodies at least 45 days prior to filing its PSB petition including a reference to the PSB's "*Guide to the Vermont Public Service Board's Section 248 Process*," available on the PSB's website. The petitioner must inform the municipal and regional planning commissions of the requirement in Section 248(f) that "Such commissions shall make recommendations, if any, to the Public Service Board and to the petitioner at least 7 days prior to filing of the petition with the Public Service Board" and of the opportunity for those commissions to provide revised recommendations pursuant to PSB Rule 5.402(A)(1)(b), below. Petitioner must inform the municipal and regional planning commissions of its intended filing date. Any of the entities entitled to receive notice under this section may waive the 45-day notice requirement. A municipality may seek party status.

The PSB does not regulate:

- Transmission of electricity in interstate commerce (except facility siting)
- Wholesale electricity sales in interstate commerce
- Hydroelectric facilities subject to federal regulation

Regarding **nuclear power**, the PSB regulates:

- Reliability of nuclear power generated in Vermont
- Siting and construction of facilities, including waste storage facilities

It does not regulate:

- Nuclear power plant radiological safety
- Health concerns due to radiation exposure
- Nuclear waste transportation or permanent disposal

Regarding **hydroelectric projects**, the PSB regulates:

- Hydroelectric dam ownership/operating issues arising under Vermont law

It does not not regulate:

- Hydroelectric dam ownership/operating issues arising under federal law
- Interconnection to the interstate transmission system
- Wholesale electricity transmission in interstate commerce
- Wholesale electricity sales in interstate commerce

The PSB regulates:

- Siting and construction of **wind generation** facilities

Individuals interested in constructing meteorological towers as a means of acquiring wind data to determine the feasibility of constructing a commercial wind generation facility in a specific area in Vermont must apply for a certificate of public good. Applicants must provide notice to various entities and landowners of record of property adjoining the project site regarding how to comment on the project and request a hearing before the PSB.

As for **natural gas**, the PSB regulates:

- Rates paid by consumers
- Quality of service
- Service disconnection
- Line extensions
- Siting and construction of intrastate transmission facilities
- Long-term power purchase agreements
- Long-term resource planning
- Energy efficiency programs
- Local distribution pipelines
- Pipeline safety

It does not regulate:

- Interstate transmission pipelines
- International transmission pipelines

Regarding **telecommunications**, the PSB regulates:

- Intrastate telephone service rates and quality
- Interstate telephone service quality
- Service disconnection
- Wholesale telephone service quality
- Line extensions
- Siting and construction of certain telecommunications towers
- Interconnection agreements (arbitration per Federal Telecommunications Act)
- Administration of the extended area service process
- Franchise territory boundaries
- E911 Service
- Lifeline Program
- Telecommunications relay service
- Basic exchange telecommunications services

Section 248(n) of Title 30 Vermont Statutes Annotated authorizes the PSB to issue a certificate of public good ("CPG") for the placement of wireless communications facilities on electric transmission and generation facilities, if such placement meets certain criteria.

It does not regulate:

- Interstate telephone service rates
- Cellular telephone service rates or availability
- Paging service rates, quality or availability
- Most internet service providers

Regarding **cable television**, the PSB regulates:

- Service quality
- Service disconnection
- Line extensions
- Franchise territory boundaries
- Public Education and Governmental ("PEG") system capacity
- Adequacy of funding and facilities for meeting PEG obligations
- Activities of PEG Access Management Organizations

It does not regulate:

- Rates paid by consumers
- Channel offerings to consumers

For **water and sewer**, the PSB regulates:

- Rates paid by consumers
- Utility finances
- Service quality
- Service disconnection

It does not not regulate:

- Water quality
- Water systems owned by users, municipalities or fire districts
- Privately-owned sewer systems with less than 750 source connections
- Sewer systems owned by users, municipalities, or fire districts

Although not automatically parties to a case, certain state agencies and affected municipalities and local and regional planning commissions are required by statute to receive notice, pursuant to 30 V.S.A. § 248(A)(4)(C). In addition, plans for construction of facilities covered by Section 248 must be provided by the petitioner to the relevant municipal and regional planning commissions at least 45 days prior to the date that the petition is filed with the PSB. Municipalities may become formal parties to a case through the intervention process described below. Once allowed in as a party the municipality may provide testimony and evidence, and participate in discovery and the hearing.

In order to intervene, the municipality must file a motion to intervene explaining the nature of the interest which may be affected by the outcome of the proceeding. Typically, motions to intervene must address the following standards, as described in PSB Rule 2.209(A) and (B): (1) the applicant for party status demonstrates substantial interest which may be adversely affected by the outcome of the case; (2) whether the applicant's interest will be adequately protected by other parties; (3) whether alternative means exist by which the applicant's interest can be protected; and (4) whether intervention will unduly delay the proceeding or prejudice the interests of existing parties or the public.

Final PSB Orders are subject to motions for reconsideration under the Rules of Civil Procedure. Any final decision by the PSB may be appealed to the Vermont Supreme Court. Any appeals from a PSB Order are governed by the Rules of Appellate Procedure.

I hope this broad overview addresses your concerns. If you have further questions, please let me know.

Dave

--
David A. Barra, Esq.

Law Offices of David A. Barra, PLC
PO Box 123, 26 Railroad Avenue
Essex Junction, VT 05453-0123
E-mail: dbarra@barralaw.com

Phone: [802-879-8102](tel:802-879-8102)

Fax: [802-879-0408](tel:802-879-0408)

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On Wed, Nov 23, 2016 at 12:05 PM, Robin Pierce <robin@essexjunction.org> wrote:

Hi Dave,

The Trustees are looking for an overview of the PSB and what they can do to impact local communities without that communities input. Also the reason they are set up in the first place.

Thanks,

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
November 22, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Lori Houghton. (Andrew Brown was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager.
OTHERS PRESENT: Nick Meyer, Dennis Lutz, Jim Fay, Dylan Giambatista.

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 New Business:
 - Memo from Dennis Lutz, dated 11/21/16, re: Communication Tower on Pearl Street
 - Memo from Dave Barra, dated 11/21/16, re: Communication Tower on Pearl Street
 - Memo from Chris Gaboriault, dated 11/21/16, re: Engine Replacement Fire Dept.
- Add to Manager's Report:
 - Memo from Pat Scheidel, dated 11/22/16, re: Autumn Pond Winter Contractor Parking
- Add to Consent Agenda:
 - Warrant Report #17020, dated 11/18/16, in the amount of \$433,498.68.

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Dennis Lutz briefed the Trustees on the request from Mobilite for a 120' high, three foot diameter communication tower (pole) in the public right-of-way on Pearl Street by the shopping center. Mobilite has secured a Certificate of Public Good from the Public Service Board. The pole is large and would impact aesthetics. As well there are sewer lines in the right-of-way and the area has heavy vehicular and pedestrian traffic. The Town of Colchester received a similar request from Mobilite which they denied. Mobilite returned with a request in another location. The Village Attorney advises that the Trustees are on firm ground to deny the request. Dennis Lutz said he will draft a letter to Mobilite explaining the requested location is not workable. The Village Attorney will review the letter before mailing. There may be other locations that could be vetted. Mr. Lutz will do more research on the matter.

MOTION by George Tyler, **SECOND** by Elaine Sopchak, to deny the request from Mobilite for a tower site.

DISCUSSION: Pat Scheidel pointed out the subject was not on the agenda for action so the agenda should be amended to allow the motion to proceed.

VOTING: Prior to the vote the motion was withdrawn.

MOTION by George Tyler, **SECOND** by Dan Kerin, to allow consideration of the communication tower on Pearl Street under “New Business”. **VOTING:** unanimous (4-0); motion carried.

There was discussion of the company (Mobilite, an overseas company) being able to come to the village and choose a location for the tower without consideration by the village. Dennis Lutz cited an example of a company bypassing approval from the community and adding equipment to electric utility poles after the community denied permission to add the equipment to the traffic poles.

4. OLD BUSINESS

1. Adopt Amended Land Development Code

Pat Scheidel confirmed the requested changes have been incorporated into the code.

MOTION by George Tyler, **SECOND** by Dan Kerin, to approve the amended Land Development Code. **VOTING:** unanimous (4-0); motion carried.

2. Champlain Water District Easement on Cascade Street

Jim Fay, Champlain Water District, explained the 50’ x 20’ extension of the Cascade Street meter vault easement because the as-built document did not show the infrastructure (main encased in cement).

MOTION by George Tyler, **SECOND** by Lori Houghton, to authorize the Municipal Manager to sign a revision to the recently signed Champlain Water District Cascade Street meter vault easement. **VOTING:** unanimous (4-0); motion carried.

5. NEW BUSINESS

1. Transfer General Fund Balance for Library Building Repairs

Lauren Morrisseau explained the repairs needed at the library (repoint chimney and other masonry and wood work). Only two vendors responded to the request for work. One of the vendors did not look at the site and their references did not return calls. Liszt was the lowest responsible bidder and can do the work in the spring. There is only \$45,000 in the Building Maintenance Fund so a transfer of funds is needed. Staff recommends a transfer of \$33,000 to cover the cost of the work on the library (\$78,000).

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to approve the transfer of General Fund fund balance in the amount of \$33,000 in FYE17 to complete work on the Brownell Library before further building decay occurs. **VOTING:** unanimous (4-0); motion carried.

2. Communication Tower Request

MOTION by Elaine Sopchak, **SECOND** by Lori Houghton, to deny the request by Mobilite for a 120' high, three foot diameter communication tower in the public right-of-way on Pearl Street in the village based on the legal advice that it is within the authority of the village to approve/deny the request.

DISCUSSION: George Tyler noted there will be further research on the matter by Dennis Lutz. Elaine Sopchak said she specifically wants to know the village's responsibilities and rights when faced with a company holding a Certificate of Public Good. There were no further comments.

VOTING: unanimous (4-0); motion carried.

3. Engine Replacement Fire Department

MOTION by George Tyler, **SECOND** by Lori Houghton, to approve the request to work exclusively with Pierce Manufacturing to replace the 1996 E-One Engine in the Fire Department. **VOTING:** unanimous (4-0); motion carried.

6. MANAGER'S REPORT

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

- December 13, 2016
- January 10, 2017
- January 24, 2017
- February 14, 2017
- February 28, 2017

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

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

* December 20, 2016 – Full Day FYE18 Budget Day

2. December 2nd Civic Engagement Event

The Trustees will participate in the civic engagement event on 12/2/16. Elaine Sopchak expressed concern that the Trustees have not yet discussed the recommendations before attending a day long conversation on the recommendations. There are some recommendations the Trustees may not support. Lori Houghton clarified the event is more to learn about ways the community can do public engagement. The village will decide whether to move forward on the recommendations. Concerns should be voiced to Liz Subin prior to the meeting rather than at the meeting. One key element is the school boards and municipalities will be in one room as a way to facilitate better communication.

3. Youth Services Library Position Description

In preparation for the recruitment and selection of a new Youth Services Librarian, a new job description has been developed.

4. Consolidation of the Clerk's Office

Two assistant town clerk positions are in the process of being filled with the consolidation of the Clerk's Office.

5. Autumn Pond Winter Contractor Parking

The Selectboard approve the temporary winter contractor parking by Autumn Pond with specific criteria.

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

1. Board Member Comments

- Lori Houghton announced the Rec Governance Study Committee will disband after the last public forum on 12/6/16. If the vote passes on December 13th the newly elected board must begin work immediately. The Trustees need to make an appointment to the board.
- George Tyler mentioned a student intern (Zack Pratt) is doing a project in local government. The intern will attend meetings and meet with elected officials.
- George Tyler reported on the State Transportation Board meeting he attended on the Amtrak Station. Commuter rail service from St. Albans to Essex to Burlington to Waterbury to Montpelier was also discussed. The need for crossing gates at the Central Street crossing in Essex Junction was mentioned at the meeting.
- George Tyler stated an ad explaining the ballot vote on 12/13/16 has been drafted. A special meeting of the Trustees may be needed to approve the ad prior to publishing.
- George Tyler mentioned the suggestion from Nick Meyer to establish a "green space fund" for plantings and green space improvement in the village, perhaps using unspent landscaping budgets from development projects as the seed money, and the response from Robin Pierce to nurture the partnership with the CTE urban tree nursery project. The Trustees will discuss the matter at the 12/13/16 meeting and during the day long budget work session.
- Dan Kerin said the Regional Planning Commission had a presentation by Don Sinex on the mall redevelopment project in Burlington.
- Next legislative breakfast is 12/13/16. The Trustees will be at the polls to provide information on the rec vote.

2. Reading File

- Minutes:
 - Tree Advisory Committee 11/1/16
 - Bike/Walk Advisory Committee 11/14/16
- Letter from Frank Cioffi, GBIC President, re: FYE18 Appropriation
- Response from Robin Pierce to Nick Meyer's Letter to Trustees on Green Space Fund
- Email from Water Infrastructure Finance Team at DEC

8. **CONSENT AGENDA**

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda with the addition of Warrant Report #17020, dated 11/18/16, in the amount of \$433,498.68 and as follows:

-
1. Approve Minutes of Previous Meeting, 11/8/16.
 2. Expense Warrant #17019, dated 11/10/16, in the amount of \$21,644.78.
 3. FYE17 Budget Status Report as of 10/31/16.

VOTING: unanimous (4-0); motion carried.

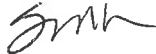
9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7:50 PM.

RScty: M.E.Riordan



12/02/16

Town of Essex / Village of EJ Accounts Payable

Page 1 of 2

08:41 am

Check Warrant Report # 17021 Current Prior Next FY Invoices For Fund (GENERAL FUND)
 For Check Acct 01(GENERAL FUND) All check #s 12/01/16 To 12/01/16 & Fund 2

hpaccount

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	11/04/16	BF BOOKS B4778624	210-49345.000 LIBRARY DONATION EXPENDIT	49.99	8276	12/01/16
00530	11/04/16	BF BOOKS B4778703	210-49345.000 LIBRARY DONATION EXPENDIT	48.44	8276	12/01/16
00530	11/04/16	BL BOOKS B4778854	210-45551.641 JUVEN COLLECTION-PRNT & E	13.43	8276	12/01/16
00530	11/04/16	BL BOOKS B4778854	210-45551.610 SUPPLIES	1.80	8276	12/01/16
00530	11/04/16	BL BOOKS B4778855	210-45551.610 SUPPLIES	1.80	8276	12/01/16
00530	11/04/16	BL BOOKS B4778855	210-45551.641 JUVEN COLLECTION-PRNT & E	12.46	8276	12/01/16
00530	11/07/16	BL BOOKS B4781320	210-45551.640 ADULT COLLECTION-PRINT &	214.56	8276	12/01/16
00530	11/07/16	BL BOOKS B4781320	210-45551.610 SUPPLIES	3.00	8276	12/01/16
00530	11/07/16	BL BOOKS B4781434	210-45551.610 SUPPLIES	0.30	8276	12/01/16
00530	11/07/16	BL BOOKS B4781434	210-45551.640 ADULT COLLECTION-PRINT &	18.56	8276	12/01/16
16030	11/12/16	ST FIX LIGHT AT SHOP 31703	210-43110.434 MAINT. BUILDINGS/GROUNDS	351.12	8277	12/01/16
V04609	11/01/16	BL BOOKS 1424525	210-45551.640 ADULT COLLECTION-PRINT &	91.08	8279	12/01/16
21120	10/15/16	VF FIRE PHYSICALS 00015525	210-42220.566 PHYSICAL EXAMS	1300.00	8280	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-41940.622 ELECTRICAL SERVICE	526.24	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	262.17	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-42220.622 ELECTRICAL SERVICE	526.24	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-43110.622 ELECTRICAL SERVICE	132.46	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-43160.622 STREET LIGHTS - ELECTRICI	5517.31	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	210-45551.622 ELECTRICAL SERVICE	1046.24	8284	12/01/16
V10568	11/29/16	VF DOOR LOCK W/KEYPAD FD 032460	210-42220.434 MAINT. BUILDINGS/GROUNDS	388.03	8287	12/01/16
V10565	07/23/16	ST POISIN IVY CONTROL 14834	210-43161.000 STREETSCAPE MAINT./IMP	75.00	8288	12/01/16
V10402	11/29/16	CD MILEAGE 11292016	210-41335.810 COMMUNITY EVENTS & PROGRA	14.58	8291	12/01/16
V10098	11/29/16	CD CELL PHONE JULY-NOV 112916D	210-41970.535 TELEPHONE SERVICES	315.40	8292	12/01/16
25140	11/08/16	ST ASPHALT 900418	210-43120.610 PAVEMENT MAINTENANCE	119.40	8293	12/01/16
V10397	11/22/16	CD TRAIN HOP TRAIN 11222016	210-41335.810 COMMUNITY EVENTS & PROGRA	1090.00	8298	12/01/16

12/02/16

08:41 am

Town of Essex / Village of EJ Accounts Payable

Check Warrant Report # 17021 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpaccount

For Check Acct 01(GENERAL FUND) All check #s 12/01/16 To 12/01/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28785	09/30/16	ST FIX TRUCK #15 442250	210-43110.432 VEHICLE MAINTENANCE	200.00	8301	12/01/16
40840	11/15/16	VF TELEPHONE SERVICE 3693593	210-42220.535 TELEPHONE SERVICES	101.34	8302	12/01/16
21060	11/08/16	ST SALTER WIRES FOR PICK 4974	210-43110.432 VEHICLE MAINTENANCE	103.00	8303	12/01/16
07565	11/11/16	VF CLEAR 45 GAL TRASH BAG 139333308	210-42220.610 SUPPLIES	117.98	8306	12/01/16
12265	11/01/16	SC COPIES 5045332804	225-45122.610 OPERATIONAL SUPP/EXP	37.80	8294	12/01/16
38955	11/07/16	VW HYD PUMP PARTS 528196076	254-43200.610 SUPPLIES	10.76	8282	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	254-43200.622 ELECTRICAL SERVICE	38.45	8284	12/01/16
21740	11/18/16	WW TRAINING REFRESHMNTS 111616B	255-43200.500 TRAINING, CONFERENCES, DU	8.75	8283	12/01/16
21740	11/18/16	WW OIL TEST KIT 111616C	255-43200.570 MAINTENANCE OTHER	102.07	8283	12/01/16
21740	11/18/16	SA HSFS OIL FILTERS 102516	256-43200.434 PUMP STATION MAINTENANCE	190.83	8283	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	256-43200.622 ELECTRICAL SERVICE	456.87	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	256-43220.002 WEST ST PS COSTS	329.29	8284	12/01/16
07010	11/14/16	VA NOV CONSOLIDATED BILL 11160206201	256-43220.001 SUSIE WILSON PS COSTS	257.97	8284	12/01/16

Report Total

14074.72

NOV 22 2016

Village of Essex Junction

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant's Name: VERMONT QUILT FESTIVAL

Organization: PATRICIA NOWLAN

Tax Exempt #: 72334 Non-Profit: Yes

Address: 11 PEARL STREET #205

Phone: 872-0034 Email: INFO@VQF.ORG

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: SAME BANNER AS PAST YEARS: 3.5'x30'

VERMONT QUILT FESTIVAL, CHAMPLAIN VALLEY EXPOSITION, JUNE 23-25, 2017

Locations you would like the event flags displayed:

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: Patricia Nowlan Date: 11/22/2016

Please return completed application to the Manager, Village of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No
\$250 fee received: Yes No
Application complete: Yes No
Waiver signed: Yes No

Trustees' approval (date):

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION

RECEIVED

Please Print

NOV 28 2016

Applicant=s Name: Sally Borden

Village of Essex Junction

Organization: KidSafe Collaborative

Tax Exempt #: 03-0303867 Non-Profit: X Yes No

Address: 45 Kilburn Street, Burlington VT 05401

Phone: 802 863-9626 Email: kidsafe@kidsafevt.org

Application for: Street Banner X Gas Lamp Banners Event Flags

Message and dimensions: KidSafe Community Yard Sale August 12-13

Champlain Valley Expo 30 feet by 3 feet

Locations you would like the event flags displayed: NA

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: November 22, 2016

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: ✓ Yes No

Liability Waiver received: ✓ Yes No

\$250 fee received: ✓ Yes No

Application complete: ✓ Yes No

Waiver signed: Yes ✓ No

Trustees= approval (date):

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

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

Designated Paper:

For calendar year ~~2016~~ 2017, The *Essex Reporter* shall be designated as the paper in which warnings and other legal ads will be published, except for purchasing or advertising for employment openings.

Exceptions:

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