



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 9, 2016 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Update by Charlie Baker, Exec. Director, Chittenden County Regional Planning Commission
 - c. Main St. Sidewalk Extension Scoping Study – Jim Donovan, Broadreach Planning & Design
 - d. Meet with State Representatives on Rutland Town Resolution – Tim Jerman and Paul Dame
5. **OLD BUSINESS**
 - a. Bid Award for Multiuse Safety Path – Robin Pierce
 - b. Adopt FYE 17 Proposed Budgets and Capital Programs – Pat Scheidel/Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Discuss Draft Annual Meeting Warning – George Tyler
 - b. Discuss Lighting on Pearl Street Near CVE – George Tyler
 - c. Approve and Sign 2016 Certificate of Highway Mileage – Pat Scheidel
7. **MANAGER’S REPORT**
 - a. Selectboard Appointments to Ad Hoc Governance Committee
 - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission 1/21/16
 - c. Letter from VT Dept. of Housing and Community Development re: Neighborhood Development Area Designation
 - d. 2015 ECOS Annual Report
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 1/26/16
 - b. Expense Warrant #16027 dated 1/28/16 in the amount of \$33,454.53
 - c. Banner Application for Vermont Quilt Festival 6/24-6/26/16
 - d. Banner Applications for Champlain Valley Exposition Events
 - e. Street Closure Request for Little League Parade 4/30/16
10. **ADJOURN**

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

Main Street Sidewalk Extension Scoping Study

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

February 9, 2016 6:30 PM
Lincoln Hall

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



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

To leave comments about the project, please email Darby Mayville
darby@essexjunction.org

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



Submitted by:

Broadreach Planning & Design

In conjunction with

Lamoureux & Dickinson Consulting Engineers

Heritage Landscapes LLC

University of Vermont Consulting Archaeology Program

October 15, 2015

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

I. INTRODUCTION

A. OVERVIEW

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

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

B. PURPOSE AND NEED

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

Needs for the improvements include:

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

C. PROJECT DEVELOPMENT PROCESS

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

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

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

The BRPD Team assisted with an Alternatives public work session on July 15, 2015 to review the alternatives and select a preferred alignment.

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

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

D. EXISTING CONDITIONS

1. TRANSPORTATION

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

Main Street heading northeast out of the Village Center is designated by the State as Vermont Route 15. Within the Village, the road is a Class 1 Highway, managed by

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

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

2. NATURAL RESOURCES

Indian Brook flows from the east to the west under Main Street just northeast of the intersection with Educational Drive. **Figure 2** shows the route of Indian Brook in the Study Area. Indian Brook is classified by Vermont as a stormwater impaired. The calculated elevation of the flood plain for Indian Brook is below the level of the existing Main Street bridge. As Indian Brook passes under Main Street, the 100-year flood plain is contained within the existing channel.

There is another un-named drainage heading west between Taft Street and Athens Drive the empties into Indian Brook.

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

A patch of *Phragmites australis*, considered to be an invasive species in Vermont, once grew in the drainage ditch on the northwest side of Main Street just south of Crestview Road. Construction of a new storm sewer constructed during the summer of 2015 dislodged it. The roots appear to have not been totally removed because it has started to grow again in the same location. The construction process does not appear to have spread the roots to other locations however, but this cannot be confirmed until the start of the growing season in 2016. **Figure 2** shows the location of the *Phragmites*.

The northern long eared bat is listed statewide as a threatened species which covers the project area.

3. UTILITIES

The Village constructed a new storm drain along the northwest side of Main Street from the high point southwest of Taft Street downhill to Indian Brook. The plans

also call for the installation of a new curb with drain inlets along Main Street in the same location.

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

II. RECOMMENDATIONS

A. MAIN STREET SIDEWALK

The recommended alternative is the addition of a sidewalk on the northwest side of Main Street from Educational Drive to the Village line, northeast from Athens Drive, separated from the edge of the pavement by a green space of variable size. The new sidewalk would be within the existing Main Street right-of-way (ROW) for the entire length.

Starting from Educational Drive and heading towards the Village line, the recommendation would include the following elements. **Figure 3** shows the location of these elements.

The sidewalk would begin with a new prefabricated bridge across Indian Brook, supported by two freestanding concrete foundations with no changes to the banks of the Brook or the brook itself. The bridge and foundations would be outside of the 100-year floodplain. The bridge would be at least eight feet wide and located higher than the existing Main Street bridge. The proposed positioning of the prefabricated bridge will most likely mean that it will not need a hydraulics report since it is out of the floodplain as it is now configured as it passes under the Main Street bridge. (See the Existing Conditions summary in **Appendix A** for more information on Indian Brook and the 100-year floodplain that forms the basis of this conclusion.) If the Main Street bridge is replaced at some time in the future, the new bridge can be configured to carry the sidewalk and the prefabricated bridge can be moved to be useful in some other location in the Village. Any changes in the elevation of the floodplain would not therefore impact the sidewalk bridge or vice-versa.

Illustrations 1 and **2** show a typical profile and cross section of the type of prefabricated bridge that is recommended. In order to keep the bridge within the Main Street right-of-way, it is shown as being close to the existing Main Street bridge. During the design phase, the final position could be modified to create a larger separation between the two bridges, if the Village is interested in pursuing the acquisition of either an easement or more right-of-way.

Illustration 1: Profile of Prefabricated Bridge over Indian Brook

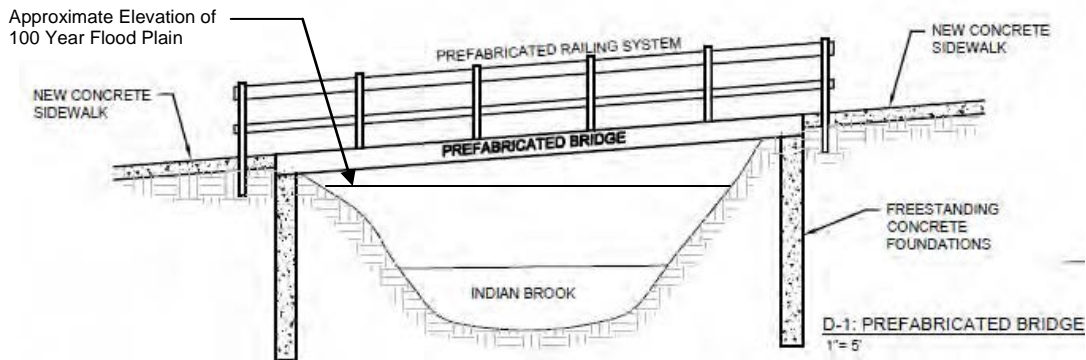
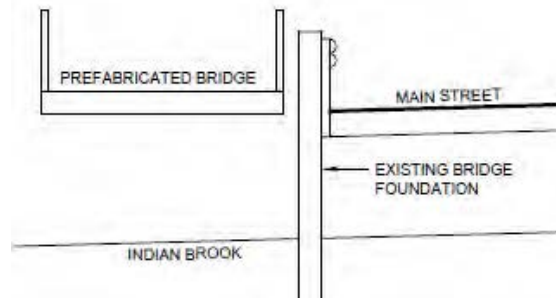


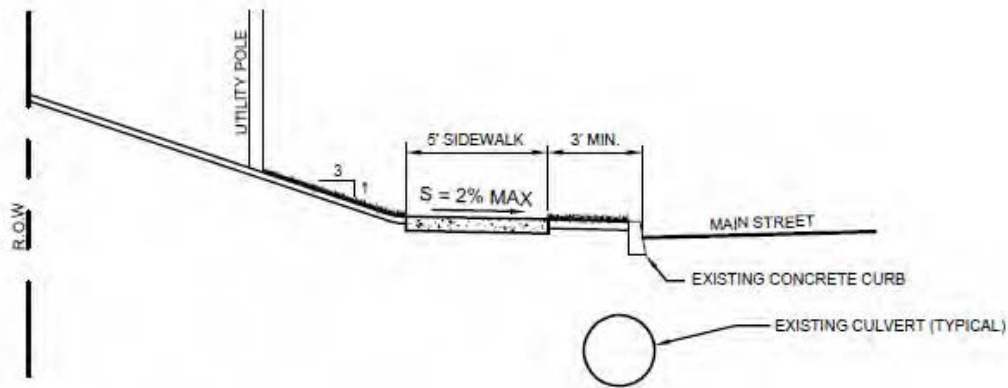
Illustration 2: Section of Prefabricated Bridge over Indian Brook



The sidewalk continues after the bridge with a new five-foot-wide, concrete, ADA compliant sidewalk, in most cases running between the existing utility poles and the streets. It would be separated from the new curb by a green space that would be as wide as it could be without requiring the relocation of the utility poles at the outer edge of the ROW or significant regrading of the slope between the new sidewalk and edge of the right-of-way. The green space would be at least three feet and preferably closer to five feet wide. **Illustration 3** on the next page shows a typical cross section of this portion of the sidewalk.

On the south side of the Crestwood Road intersection, the concrete base for the existing utility box would need to be checked to verify that it sufficient to serve as a portion of the sidewalk. If not, it would need to be replaced, and the box potentially located a bit further away from the edge of the sidewalk.

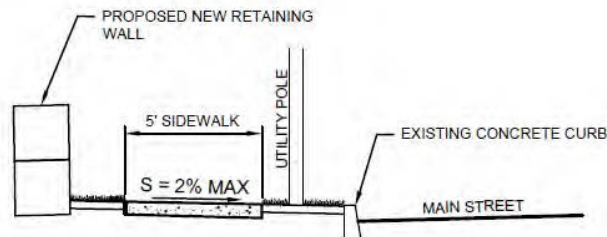
Illustration 3: Sidewalk Cross Section Southwest of Taft Street



At the three utility poles in front of 116-118, 120, and 124 Main Street, the sidewalk would shift to the outside of the poles, because there is not enough room between the existing utility pole and the edge of the street. In this location, which is about 350 feet long, the sidewalk would go behind the utility pole, again to avoid moving the poles themselves. The three utility poles would be located in the green space between the sidewalk and the road. Along most of the length, a small retaining wall will also be needed to create room for the sidewalk. The retaining walls would be similar to those just installed as part of the construction of the new storm drain installed in 2015 along this portion of Main Street. **Illustration 4** shows a typical cross section of this portion of the sidewalk.

The retaining wall would need to continue northeast in front of 128 Main Street to create a space large enough for the sidewalk. Alternately, the sidewalk could shift closer to the road in front of the lot, and/or the sidewalk could be reduced to only four feet wide for this section, which would be approximately 65 feet long.

Illustration 4: Sidewalk Cross Section with Sidewalk Outside of Utility Pole



Either in front or behind the utility pole, the sidewalk would typically not be located over the new storm drain. Stormwater runoff from the new sidewalk would percolate into the ground in the green strip adjacent to the sidewalk. The stormwater that did not move downward into the soil would flow over the curb after

passing through the grass and into the gutter, where it would join the flow of stormwater from the street heading towards the next storm drain inlet down slope.

The lower branches on the spruce tree in front of 130 Main Street would need to be removed to create enough clearance under the tree for pedestrians.

At the northeast end of the curbs, the five-foot-wide, ADA compliant sidewalk would continue, still separated by a green space from the edge of the road pavement. The green space would continue to be as wide as it can be without requiring the relocation of most of the utility poles or significant regrading of the slope between the new sidewalk and edge of the right-of-way, with the following exceptions.

Past the upper end of the new stormdrain, the utility pole in front of 140 Main Street would need to be shifted further away from the road. This pole is on the outer edge of curve, so shifting it into the curb should be create a difficult situation of the utility company. The large maple tree on the adjacent property has already been trimmed to accommodate the utility lines; the next trimming would need to remove enough vegetation to create a clear space for the new location of the utility lines. **Illustration 5** shows a view of this location that shows the utility pole that needs to be shifted further away from the road, as well as the maple tree that will need additional trimming. As the sidewalk continues to the northeast, it could again be located behind the next pole. The grade of the sidewalk might rise up to a foot above the elevation of the road to minimize grading on the adjacent property, or a short retaining wall could be used near the edge of the right-of-way to keep the sidewalk at the same elevation as the road.

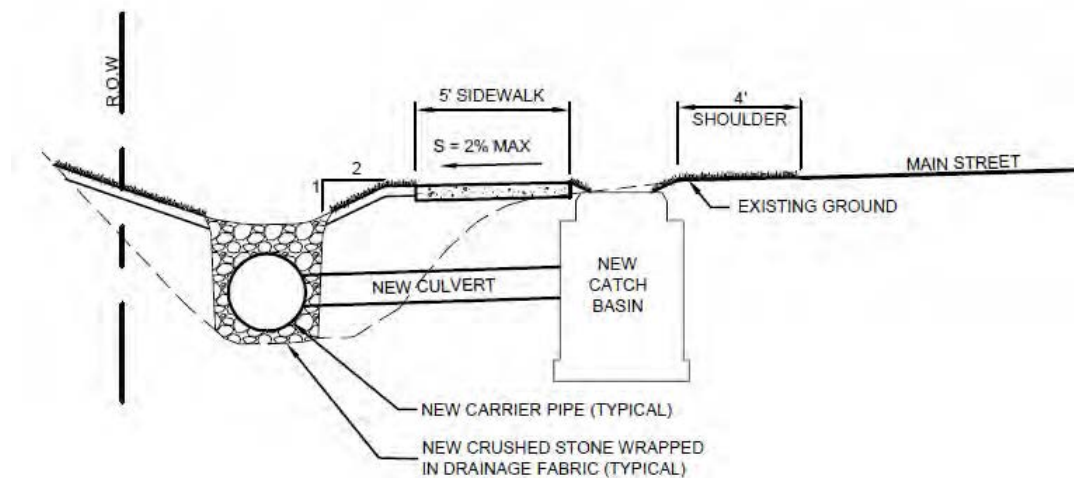
Illustration 5: View of Utility Pole To Be Relocated at 140 Main Street



The sidewalk would be narrowed to four feet for a distance of about four feet to go around the southern utility pole adjacent to 2 Taft Drive. Closer to the corner, the end of the existing culvert under Taft Street could need to be extended and shifted slightly to allow the sidewalk to reach the edge of the street pavement.

North of Taft Street, where the grade drops away for the drainage swale into an unnamed stream, the preferred alternative is to extend the existing culvert under Taft Street further to the northeast and fill in a portion of the ravine. The sidewalk would be separated from the roadway by a green strip that is approximately five feet wide. A vegetated surface swale over the new culvert would collect surface water and filter it prior to collecting it in a catch basin and adding it to the main stormwater flow exiting the culvert. **Illustration 5** shows a typical cross section of this alternative for the area north of Taft Street where the grade drops away. The utility poles in this section would remain in their current location, although they may be temporarily shifted during the installation of the new culvert/carrier pipe.

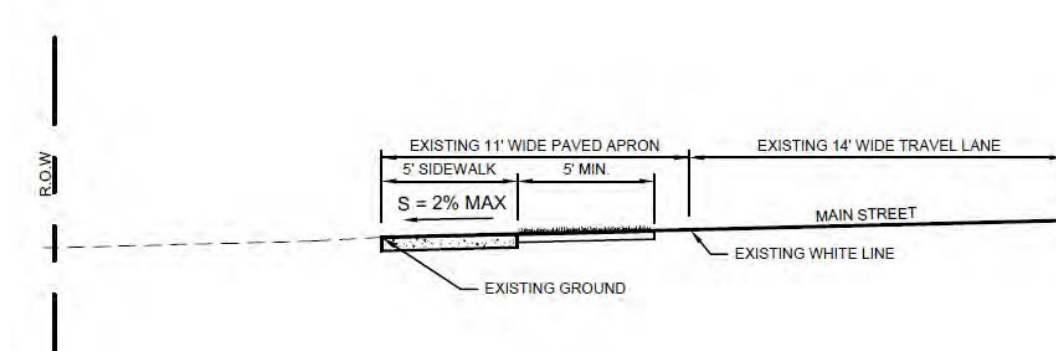
Illustration 5: Sidewalk Cross Section Northeast of Taft Street



The Essex Junction welcome sign would need to be relocated further from the road to create room for the sidewalk.

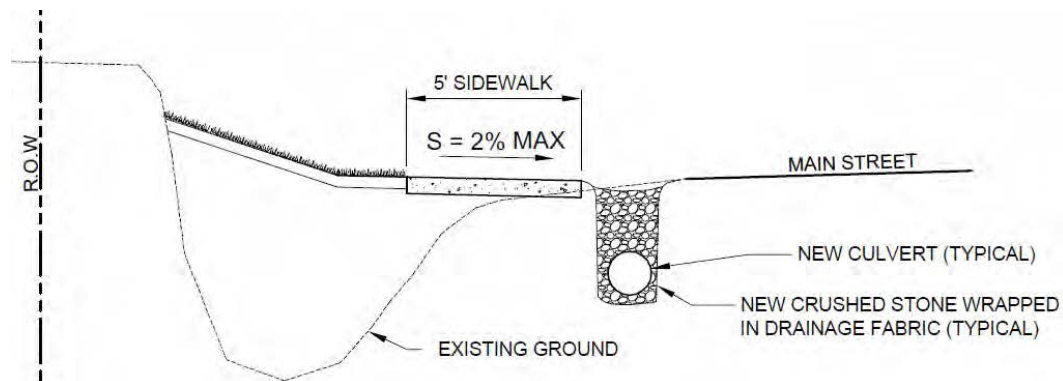
Southwest of Athens Drive, where Main Street widens to include a short section of eight-foot paved shoulder, the sidewalk would replace a portion of the shoulder. Another portion of the shoulder would be converted to grass area to provide a separation between the roadway and the sidewalk. The remaining paved shoulder would match the existing paved shoulder on Main Street closer to Taft Street. **Illustration 6** shows a typical cross section of this portion of the sidewalk.

Illustration 6: Sidewalk Cross Section Southwest of Athens Drive



North of Athens Drive, the grade begins to rise steeply at the edge of the right-of-way to the adjacent properties, moving the existing drainage ditch closer to the road. The existing drainage ditch would be converted to a culvert to create room for the sidewalk. The sidewalk would be separated from the road by a three-foot wide grass strip, which would contain a swale over the culvert. A small stormdrain inlet just north of the driveway north of Athens Road would collect the stormwater after it has passed along the swale and direct to the existing culvert under Athens Drive. Stormwater from the road would need to pass over the sidewalk to reach the drainage swale and percolate into the ground or be filtered by the vegetation as it travels along the swale before entering the drain inlet. **Illustration 7** shows a typical cross section of this portion of the sidewalk.

Illustration 7: Sidewalk Cross Section Northeast of Athens Drive



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

B. OTHER IMPROVEMENTS

In addition to the sidewalk and prefabricated bridge, the recommendations include the planting of new street trees in the green space between the sidewalk and roadway where the green space is at least five feet wide. The trees species should be selected to be salt-tolerant; they should also be species that mature at approximately 15 feet so that they can grow under the utility lines without the need for extensive pruning. The recommendations also call for a small surface drainage ditch on the outside of the sidewalk in the areas where there is no curb to help direct storm water to the unnamed stream or other appropriate existing drainage way. The surface swale should be vegetated to slow the flow of water and filter it before it is discharged. If appropriate, small sediment depressions can be incorporated into the swale as well to help cleanse the stormwater. If needed, additional stormwater treatment might be added at the outfall of the new storm drains into the unnamed tributary.

C. BASIS OF RECOMMENDATION

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

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

The Steering Committee had previously reviewed the alternatives and was comfortable that any one of them could be an appropriate way to address the purpose and need of the project. They also favored the separated walkway, however, and readily endorsed the recommendations that came out of the public work session.

D. ISSUES

1. GRADING

The positioning of the sidewalk as far from the road as possible could create the need for regrading of the slopes at the edge of the road to even more than they were graded during the installation of the storm sewer. The new slopes should be kept to a maximum of a three-to-one grade to minimize erosion potential in the future. Retaining walls could also be used to allow the sidewalk to be pushed further away from the roadway when it needs to go behind the existing utility poles.

North of Athens Drive, regrading of the existing steep slope would be kept to a minimum so as not to disturb the existing trees growing at the top of the slope along the edge of the right-of-way.

2. STORM WATER RUNOFF

There is no adjacent curb, a bit southwest of the Taft Street intersection northeast to the Village line. In the area just northeast of Taft Drive, where the ground drops off sharply beyond the edge of the existing pavement, the storm water runoff will be collected in a shallow swale between the sidewalk and the road and allowed to filter into the ground or pass through the vegetation in the swale before entering the drain inlet and conveyed to the new culvert leading to the unnamed stream. The vegetated swales would treat the stormwater as it passes through them. Sediment retention areas would also be included in the swales as space allows. Because Indian Brook is an impaired waterway, the final design should maximize ways to improve the treatment of stormwater from the road and sidewalk as much as possible. On additional means of treating the stormwater could be the installation of a last treatment area at the outfall of the new culvert leading to the unnamed tributary; this culvert will be collecting most of the stormwater runoff from the Study Area that will not be entering the new stormwater drain installed in 2015 along Main Street.

Only along the short stretch of sidewalk south of Athens drive that is replacing the existing wide paved shoulder will stormwater need to sheet flow across the new sidewalk. Draining across the sidewalk is not ideal, and it will require special attention in the winter to make sure that there are minimal snow piles between the road and the sidewalk that could melt during the day and then freeze at night, creating ice on the sidewalk.

3. INVASIVE SPECIES

The *Phragmites australis* that grew in the right-of-way south of Crestview Road might reappear after construction of the storm sewer. If it is present, the construction work to install the sidewalk should include careful isolation of the plant and roots with proper disposal, to eliminate the spread of this invasive species.

4. TREES

Only one Mugho Pine, located in front of 88 Main Street, is anticipated to be removed to allow the construction of the proposed sidewalk. As design work is done on the sidewalk, the wish to maximize the separation between the sidewalk and the pavement could result in the removal of a few more trees southwest of Athens drive. In these locations, along with other locations, new street trees can be planted as part of the construction to enhance the walking experience along the sidewalk and encourage more walking. It can also minimize the impacts of removing existing trees. The specific species should be selected so that they would not grow into utility lines overhead as they mature. Figure 3 shows the potential location of new street trees.

III. IMPLEMENTATION

A. PHASING

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

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

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

B. INITIAL ESTIMATE OF PROBABLE CONSTRUCTION COSTS

The BRPD Consulting Team has prepared an initial estimate of probable construction costs for the proposed sidewalk alignment and Indian Brook crossing.

The overall cost of the entire project would be approximately \$420,000. **Table 1** provides basic cost information.

Table 1: Initial Estimate of Probable Construction Costs

Phase A

Five Foot Wide Concrete Sidewalk	1365	SY	\$75	\$102,375
Topsoil, Seed and Mulch	300	CY	\$50	\$15,000
Concrete Block Retaining Wall	1200	SF	\$50	\$60,000
Crosswalk Marking	75	LF	\$7	\$525
Detectable Warning Surface	40	SF	\$60	\$2,400
24" culvert	400	LF	\$90	\$36,000
			Sub Total	\$216,300
Engineering (12%)				\$25,950
MPM (5%)				\$11,000
Contingency (15%)				\$32,500
			Total	\$285,750

Phase B

Item	Quantity	Unit	Unit Cost	Total
Five Foot Wide Concrete Sidewalk	560	SY	\$75	\$42,000
Bridge	1	EA	\$50,000	\$50,000
Topsoil, Seed and Mulch	130	CY	\$50	\$6,500
Crosswalk Marking	25	LF	\$7	\$175
Detectable Warning Surface	10	SF	\$60	\$600
			Sub Total	\$99,275
Engineering (12%)				\$12,000
MPM (5%)				\$5,000
Contingency (15%)				\$15,000
			Total	\$131,275

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

The use of a prefabricated concrete plan bridge was also examined but the cost appeared to be similar to using a prefabricated bridge. Since that type of bridge did not have as much portability as the prefabricated bridge, the prefabricated bridge was left in for this cost estimate. This comparison should be made again at the time of design work when more detailed information is available.

C. PERMITS

Because the project falls within the Village right-of-way, and based on past projects of this type, the project will not require any permit (s) from the Village. The project should not need a stream disturbance permit or a storm water permit due to the lack of disturbance to Indian Brook and the small scale of the overall project. The construction of the sidewalk will be within the watershed of Indian Brook, a Small Municipal Separate Storm Sewer System (MS4) watershed. The stormwater treatment methods to be incorporated into the sidewalk construction should address potential impacts to Indian Brook.

D. TIMELINE

The timeline for the construction of the Main Street sidewalk should not be significantly different from what the Village has experienced with other sidewalk construction projects. Once funding is secured, the design of the sidewalk could take from three months to a year, if state approvals are needed; obtaining necessary permits might add several more months to the process. Bidding would require at least another two months. The actual construction work on the new sidewalk could be accomplished within one to two months.

E. FUNDING

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

- VTrans Transportation Alternatives Program (TA Funds): the VTrans TA funds can be used to increase bicycle and pedestrian mobility. These funds will cover a maximum of 80 percent of the project with the remaining portions most likely coming from the project sponsoring organization. TA

funds are distributed in Vermont through a competitive grant program. The maximum size of a grant under this program is currently \$300,000.

- VTrans Bicycle and Pedestrian Program: These State funds cover specific bicycle and pedestrian improvement projects and are provided via a competitive grant program. In 2015, VTrans had approximately \$4 million available for these grants, with no specific limit as to how much each grant could be.
- Bonds: The Village could opt to use bonds to generate funds to undertake one or both phases at once.
- Vermont Community and Urban Forestry Council Grants (Caring for Canopies): These grants are awarded to municipalities to aid in conducting a street tree inventory and plan, as well as funding of street tree plantings. The grants range in size from \$500 to \$5,000 and require a 50 percent match.
- Chittenden County Regional Planning Commission (CCRPC) Sidewalk Grant Program: The CCRPC awards funds for scoping, design and construction of sidewalks and paths through a competitive grant program. This program currently provides 80 percent of project costs with a required 20 percent non-federal match. CCRPC has \$300,000 in funding available annual; there is no set limit as to how much any one individual grant might be.

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

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

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

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

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

F. PROCEDURES

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

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

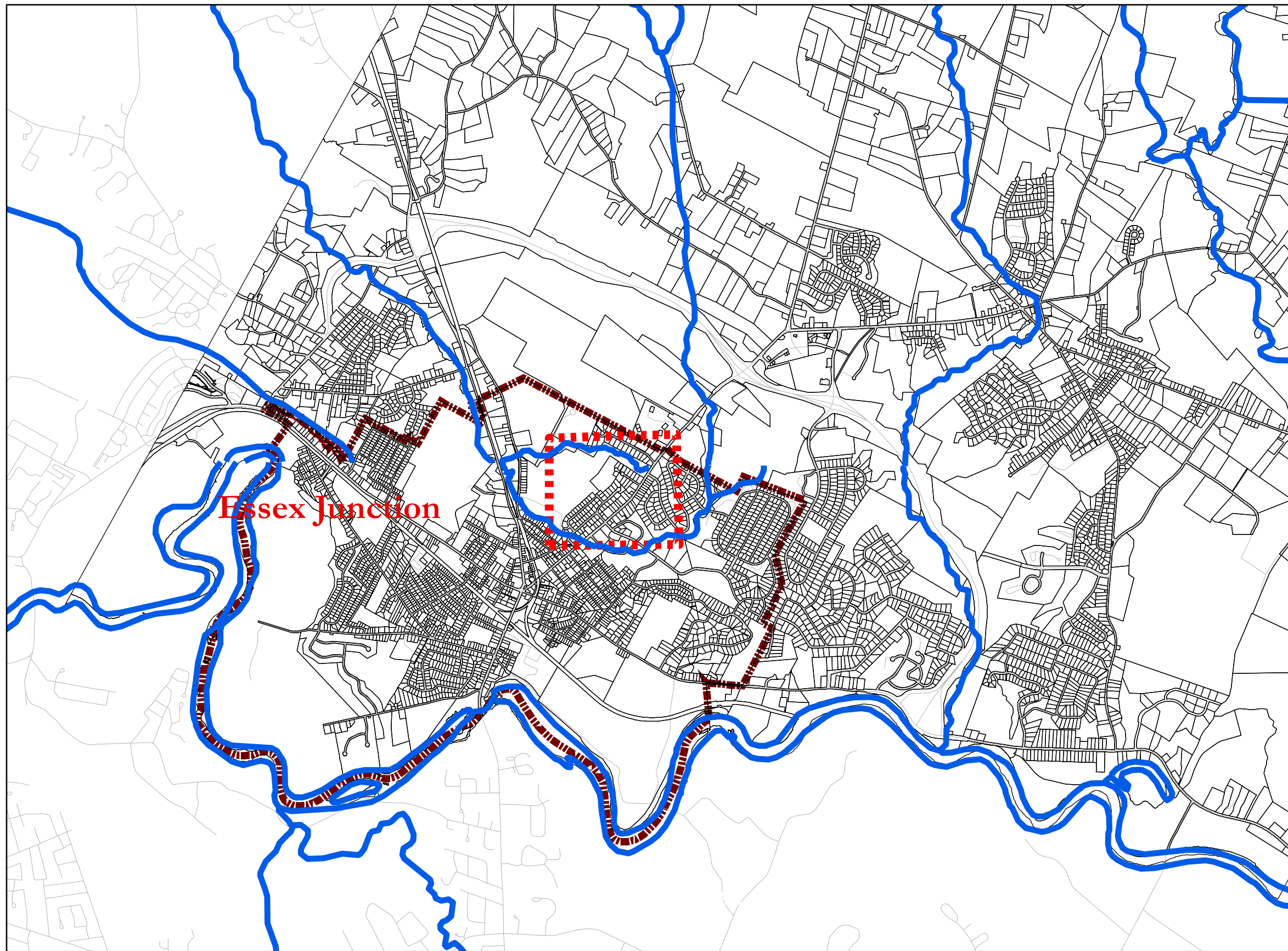
G. MAINTENANCE

The Village will need to add the new length of sidewalk to the existing sidewalks that it already maintains, including snow plowing in the winter. Assuming that the new sidewalk will be concrete, it will require little maintenance for the next 25 years or so. The only exception might be if the base material fails and one section of sidewalk rises or sinks, creating a difference in elevation greater than one quarter of an inch.





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

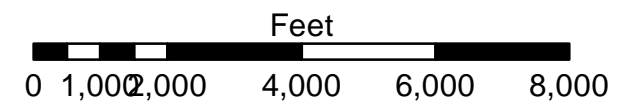
Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont





Legend

- Watercourse 
- Village Boundary 
- Study Area 
- Property Line 



BROADREACH
Planning & Design



Heritage Landscapes
Preservation Landscape Architects & Planners

**Project
Location**

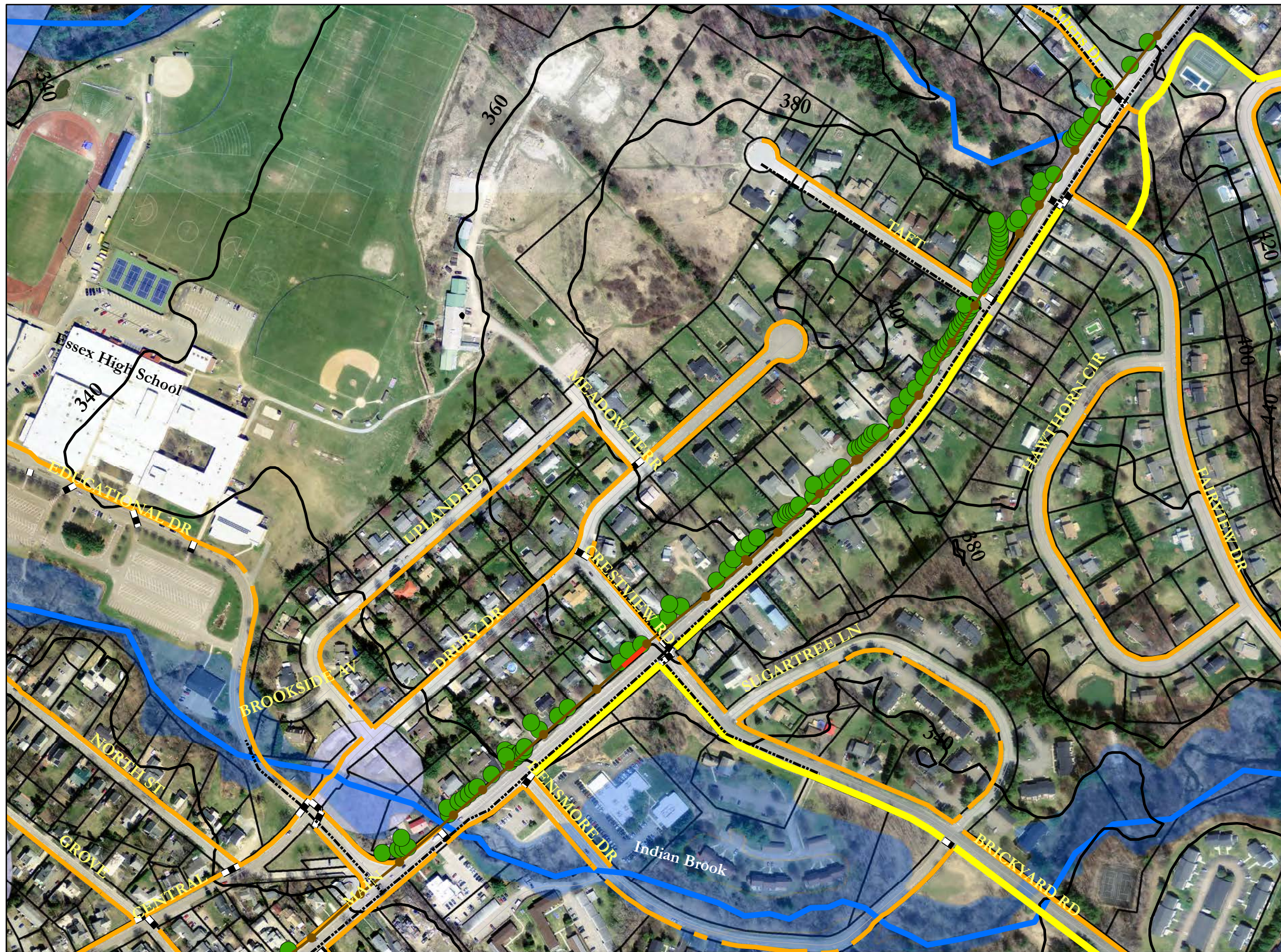


August 1, 2015

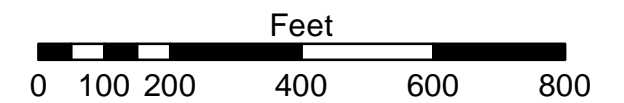
Figure 1

Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



Legend	
Invasive Species	Red line
Existing Street Tree	Green circle
Foot Contour 20	Black line
Watercourse	Blue line
Year Floodplain 100	Light blue shaded area
RTE Species	Purple shaded area
Gas Line	Dashed black line
Utility Pole	Brown dot
Utility Line	Brown line
Crosswalk	Black and white dashed line
Shared Use Path	Yellow line
Existing Sidewalk	Orange line
Property Line	Black outline



Existing
Conditions

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

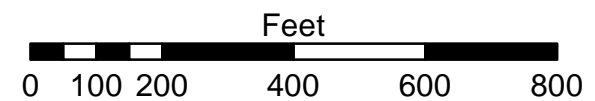
August 24, 2015

Figure 2

Main Street Bicycle & Pedestrian Scoping Study



Recommendations



BROADREACH
Planning & Design



Heritage Landscapes
Preservation Landscape Architects & Planners



October 15, 2015

Figure 3

Appendix A **Existing Conditions Summary**

Village of Essex Junction Main Street Bicycle & Pedestrian Scoping Study

Existing Conditions



Submitted by:

Broadreach Planning & Design

In conjunction with

Lamoureux & Dickinson Consulting Engineers

Heritage Landscapes LLC

University of Vermont Consulting Archaeology Program

November 15, 2015

A. INTRODUCTION

1. OVERVIEW

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

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

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

2. PURPOSE AND NEED

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

Needs for the improvements include:

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

3. PROJECTED USERS

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

There are three basic types of walkers:

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

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

4. ORIGINS, DESTINATIONS & TRAVEL PATTERNS

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

B. LAND USE

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

C. TRANSPORTATION FACILITIES

1. WALKING ACCOMMODATIONS

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

2. ROADWAYS

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

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

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

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

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

Athens Drive is also a cul-de-sac heading northwest from Main Street. The Athens Drive right-of-way is 50 feet wide. The pavement on Athens Drive is approximately 28 feet wide; the speed limit is not posted. A stop sign controls traffic on Athens Drive as it intersects Main Street. There are no traffic controls on Main Street at Athens Drive.

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

D. NATURAL RESOURCES

1. WETLANDS

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

2. WATERBODIES

There are no waterbodies within the Study Area.

3. WATERCOURSES

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

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



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



4. FLOODPLAINS

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

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

4. TOPOGRAPHY

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

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



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



6. FLORA & FAUNA

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

The Northern Long-Eared Bat is also listed statewide as a federally threatened species and a Vermont threatened species.

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

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

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

E. UTILITIES

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

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

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

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

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

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

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

Drainage ditches lined most of northwest side of Main Street southwest of Taft Street. Culverts carried the drainage under each of the driveways until the storm water entered the culvert closest to Indian Brook. The Village replaced this drainage ditch, from the high point on Main Street just southwest of Taft Street to Indian

Brook, with a new storm culvert. **Illustration 5** shows the drainage ditch as it was as it entered the culvert on Main Street.

Illustration 5: Storm Drainage Ditch along Main Street



F. OTHER STRUCTURES

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

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

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

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

G. CULTURAL RESOURCES

1. HISTORIC RESOURCES

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

2. ARCHEOLOGICAL RESOURCES

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

3. OPEN SPACE AND PUBLIC LANDS

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

H. PLANNING DOCUMENTS

1. ESSEX JUNCTION 2014 VILLAGE PLAN

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

2. REGIONAL PLANS

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

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

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

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

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

b. Regional Bicycle and Pedestrian Plan Update (2008)

Chittenden County is in the process of doing a new update of the Regional Bicycle and Pedestrian Plan. The existing 2008 Update generally encourages the addition of sidewalks in village centers, but it does not specifically cite locations that need sidewalks.

c. Pedestrian Policy and Sidewalk Plan (September 2000)

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

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

3. STATE PLANS

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

2008 VTrans Pedestrian and Bicycle Policy Plan

Select Goals

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

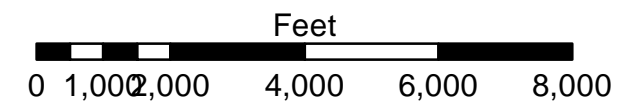
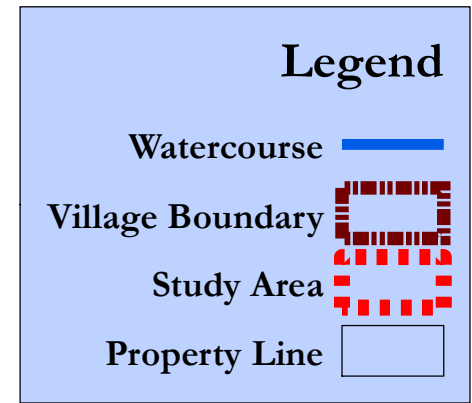
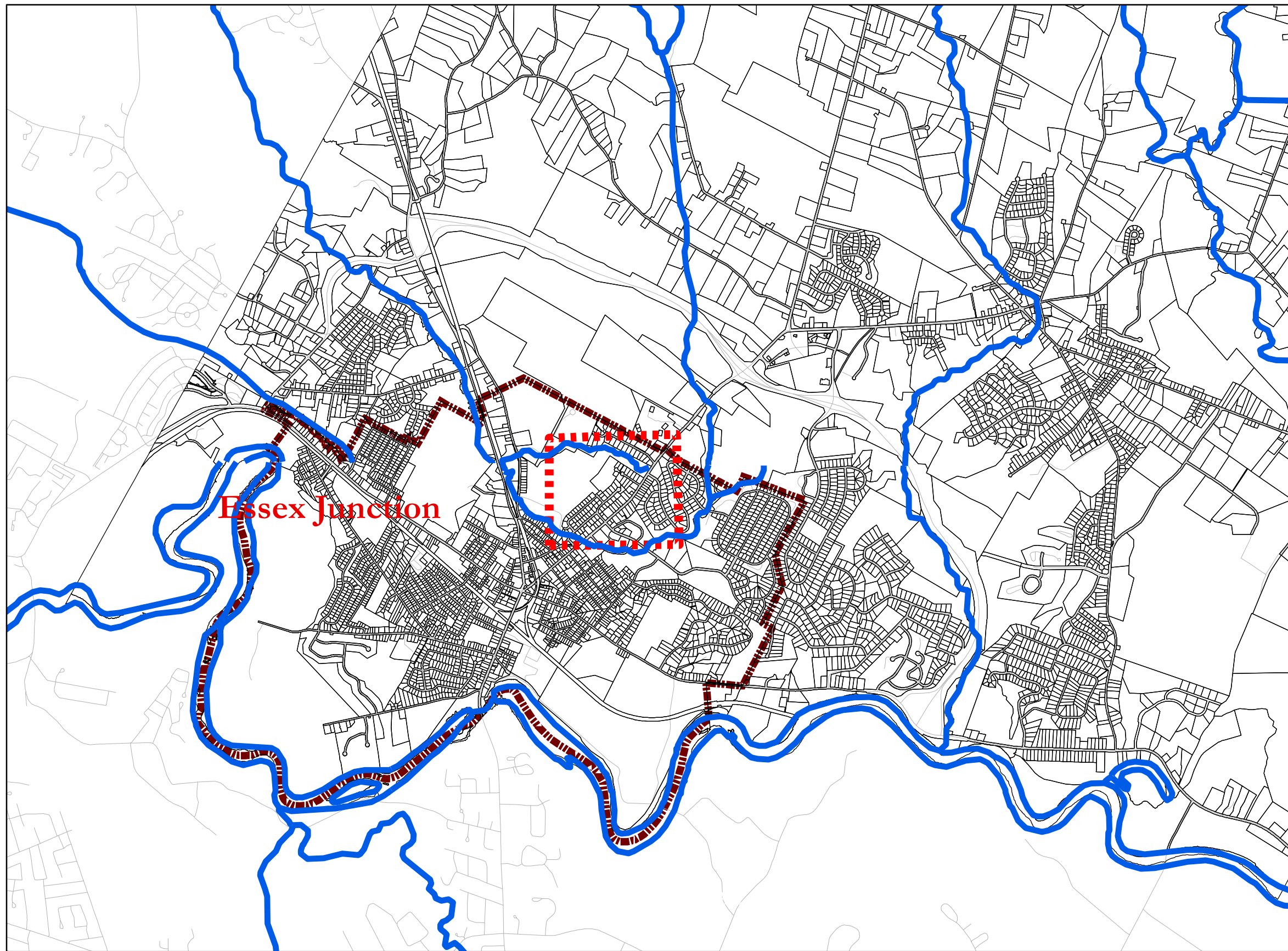
2008 VTrans Pedestrian and Bicycle Policy Plan

Select Objectives

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

Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



BROADREACH
Planning & Design



April 20, 2015

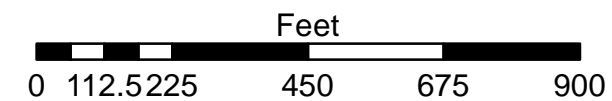
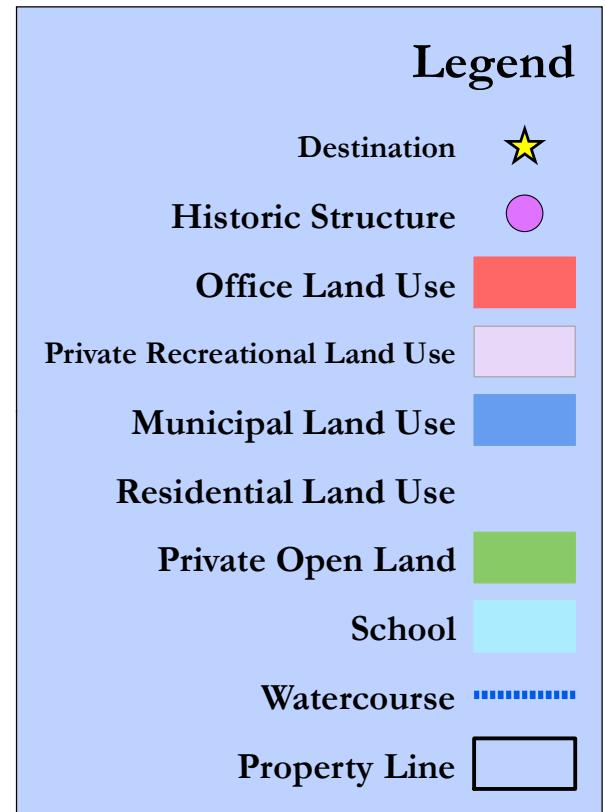
**Project
Location**



Figure A-1

Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



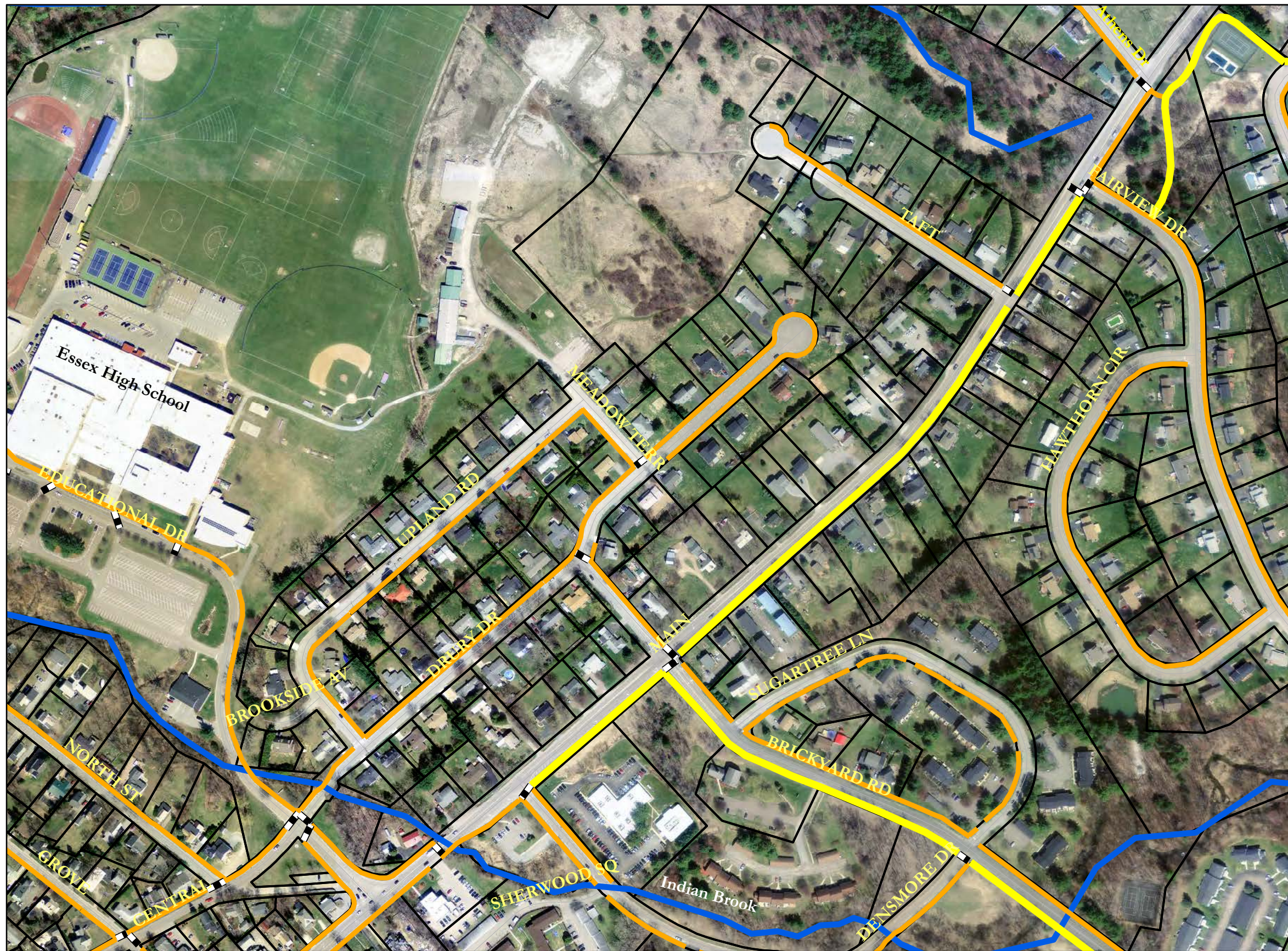
Existing
Conditions:
Land Use

October 25, 2015

Figure A-2

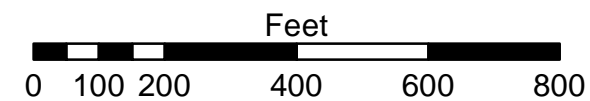
Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



Legend

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



BROADREACH
Planning & Design



April 20, 2015

**Existing
Conditions:
Transportation**



Figure A-3

Main Street Bicycle & Pedestrian Scoping Study

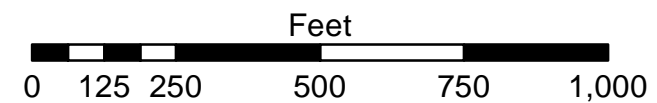
Essex Junction, Vermont



Legend

- Invasive Species —
- Existing Street Tree ●
- Foot Contour 20
- RTE Species

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



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Preservation Landscape Architects & Planners

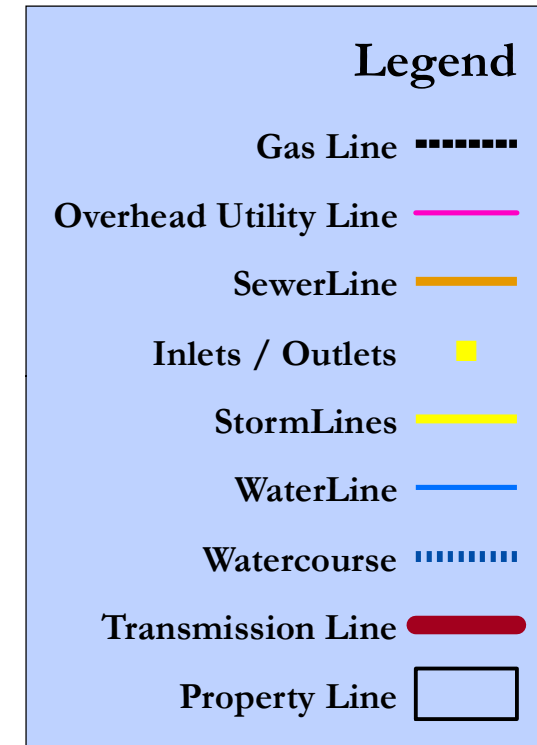
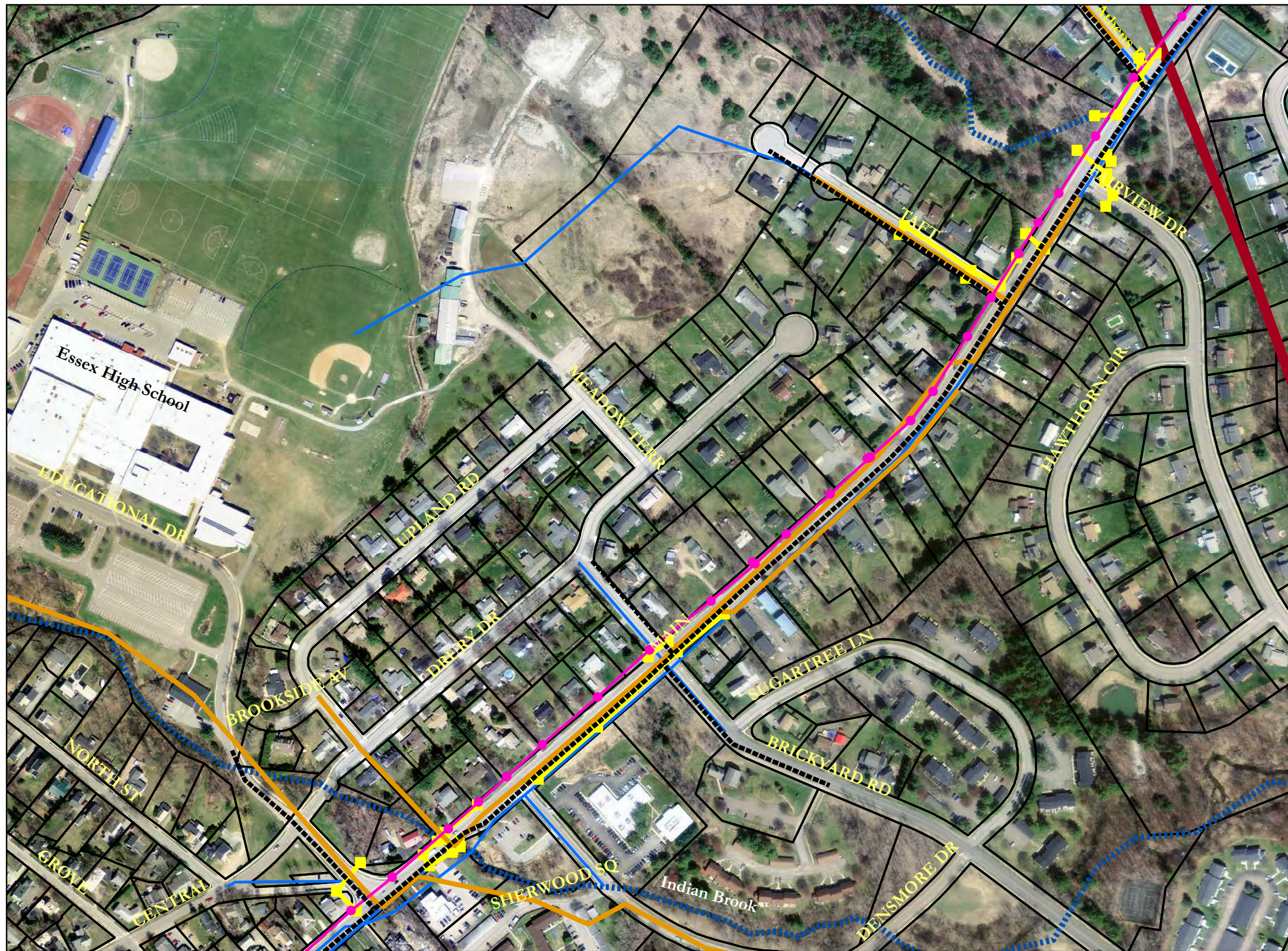
**Existing
Conditions:
Natural
Resources**

October 25, 2015

Figure A-4

Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont



August 25, 2015

Existing
Conditions:
Utilities



Figure A-5

Attachment A
HISTORIC RESOURCES REVIEW
Heritage Landscapes LLC
Charlotte, Vermont



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

22 April 2015

Submitted to:

Jim Donovan
Broadreach Planning & Design
Charlotte, VT 05445

Prepared by:

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

REVIEW INTRODUCTION

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

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

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

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

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

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

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

FINDINGS

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

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

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

- **1 Crestview Road:** This 1-story Ranch first appeared in the 1958 City Directory, as “house under construction.” The home fronts Crestview Road with a stacked stone wall extending along the front of the property toward Main Street. The proposed sidewalk alignment may interfere with the southeast end of the wall.

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

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



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



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



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



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



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

Attachment B
ARCHEOLOGICAL RESOURCES ANALYSIS
Consulting Archaeological Program
University of Vermont

**Archaeological Resources Assessment for the proposed Village of Essex Bicycle and
Pedestrian Study, Essex, Chittenden County, Vermont**

Submitted to:

**Jim Donovan, FASLA
Broadreach Planning & Design
PO Box 321
Charlotte, Vermont 05445**

Submitted by:

**Charles Knight, Ph.D.
University of Vermont
Consulting Archaeology Program
111 Delehanty Hall
180 Colchester Ave.
Burlington, VT 05405**

Report No. 911

October 5, 2015

Archaeological Site Inspection for the proposed Village of Essex Bicycle and Pedestrian Study, Essex, Chittenden County, Vermont

Project Description

The Village of Essex, with assistance from Broadreach Planning and Design, proposes the Village of Essex Bicycle and Pedestrian Study, Essex, Chittenden County, Vermont (Figure 1). The proposed project will examine the most appropriate ways to create a complete sidewalk on the west side of Main Street between Educational Drive and Athens Drive in the Village of Essex Junction. The Village has an extensive sidewalk network covering over 35 miles, but lacks a sidewalk on the northwest side of Main Street north of Educational Drive. The side streets north of the end of Educational Drive on the northwest side of Main Street have isolated sidewalks that currently end when they reach Main Street.

Alternatives in four different categories within the Study Area are considered (Figure 2) :

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

Study Goal

The goal of an ARA (or “review”) is to identify portions of a specific project’s APE that have the potential for containing precontact and/or historic sites. An ARA is to be accomplished through a “background search” and a “field inspection” of the project area. For this study, reference materials were reviewed following established guidelines. Resources examined included the National Register of Historic Places (NRHP) files; the Historic Sites and Structures Survey; and the USGS master archaeological maps that accompany the Vermont Archaeological Inventory (VAI). Relevant town histories and nineteenth-century maps also were consulted. Based on the background research, general contexts were derived for precontact and historic resources in the study area.

Archaeological Site Potential

No known precontact Native American archaeological sites exist within or adjacent to the proposed project alignment. The closest known archaeological site is the precontact Native American site of VT-CH-49, which is located 500 m to the southwest from the Main Street crossing of Indian Brook. This site represents a slate point recovered by a local collector and attributed to "somewhere in Essex Junction". As a result, it is not a good indicator of the archaeological sensitivity in association with the proposed project. Beyond this, historic Euroamerican site VT-CH-570 is 640 m southwest of the intersection of Taft Street and Main Street. This site represents the remains of an earth filled stone dam. Finally, historic period site VT-CH-16 represents the remains of the Densmore Brick Site and is located 200 m southwest of site VT-CH-49. None of the known archaeological sites will be disturbed by the proposed project.

In regard to historic period resources, both the historic 1857 Wallings map (Figure 3) and UVM CAP Report #911

the 1869 Beers map (Figure 4) do not depict any historic period structures within the limits of the proposed parcel. At that time, the portion of Essex Junction containing the proposed project had not been developed. As a result, no historic period sites are expected to exist within the limits of the proposed project.

Desk Review

As part of the desk review, the UVM CAP utilized the Vermont Division of Historic Preservation's (VDHP) predictive model for identifying precontact Native American archaeological sites. The Village of Essex Bicycle and Pedestrian Study area scores 24 on the Predictive Model, due to its location within 90 m of Indian Brook (12), and along an elevated ridge crest (12). In addition to the paper-based predictive model, the desk review uses a Geographical Information System (GIS) developed jointly by the UVM CAP, and its consultant Earth Analytic, Inc., which operationalizes the paper-based model. It does this by applying the VDHP's sensitivity criteria to all lands within the State of Vermont. In these maps, archaeological sensitivity is depicted by the presence of one or more overlapping factors, or types of archaeological sensitivity (i.e. proximity to water, etc.). The Village of Essex Bicycle and Pedestrian Study area crosses areas that contain three sensitivity factors, which are Drainage, Head-of-Draw, and Level Terrain (see Figure 1).

Field Inspection

A field inspection of the project area was carried out on September 22, 2015 by Charles Knight, Assistant Director of the UVM CAP. Knight walked along all the alignments and took soil cores where possible. The entire alignment along the west side of Main Street has been disturbed by some form of utility work. New shoulders have been built and trenching along the first 15 ft from edge of road has taken place along all of Main Street within the limits of the proposed project (Figure 5). The section along Taft Street will follow an existing sidewalk until the cul-de-sac at the end (Figure 6). However, at the time of the site visit, additional residential development was occurring at the end of Taft Street. This development constructed a significant gravel access road connecting the end of Taft Street to Meadow Terrace, parallel to the proposed path alignment (Figure 7). The only sensitive portion of the project was identified along the original Taft Street-to-Meadow Terrace alignment (Figure 8). This sensitive area comprises the undeveloped ridge top immediately northwest of the residences along Drury Drive. This sensitive area overlooks a science center and ball fields below, and the gravel access road. In light of this significant gravel road that connects these two area, we recommend that the proposed pedestrian path be attached to, or use, this gravel road rather than go through the archaeologically sensitive area. The last portion of the project is the alignment from Meadow Terrace to the high school. This section is all on slope and has been disturbed (Figure 9). A gravel impediment was encountered at approximately 12 inches below the surface along this alignment.

Conclusions

The Village of Essex proposes the Village of Essex Bicycle and Pedestrian Study, Essex, Chittenden County, Vermont. The UVM CAP conducted an Archaeological Resources Assessment of the proposed project parcel and identified one small area northeast of Meadows Terrace, and northwest of the back side of the residential yards along Drury Drive, as

archaeologically sensitive. This sensitive area likely can be avoided, if the gravel construction road linking Meadow Terrace and Tafts Road is kept in place. This gravel road could be used instead of a new path and thus, no archaeologically sensitive areas would be disturbed. The rest of the project alignment occurs in areas that either have been extensively disturbed, are located on slope, or are not archaeologically sensitive. A Phase I site identification survey is recommended for just that single sensitive area. However, if the gravel access road can be used as part of the proposed project, then the sensitive area can be avoided.

Thank you for working with us on this project. Please let me know if you have any questions or comments.

Charles Knight, Ph.D.
Assistant Director

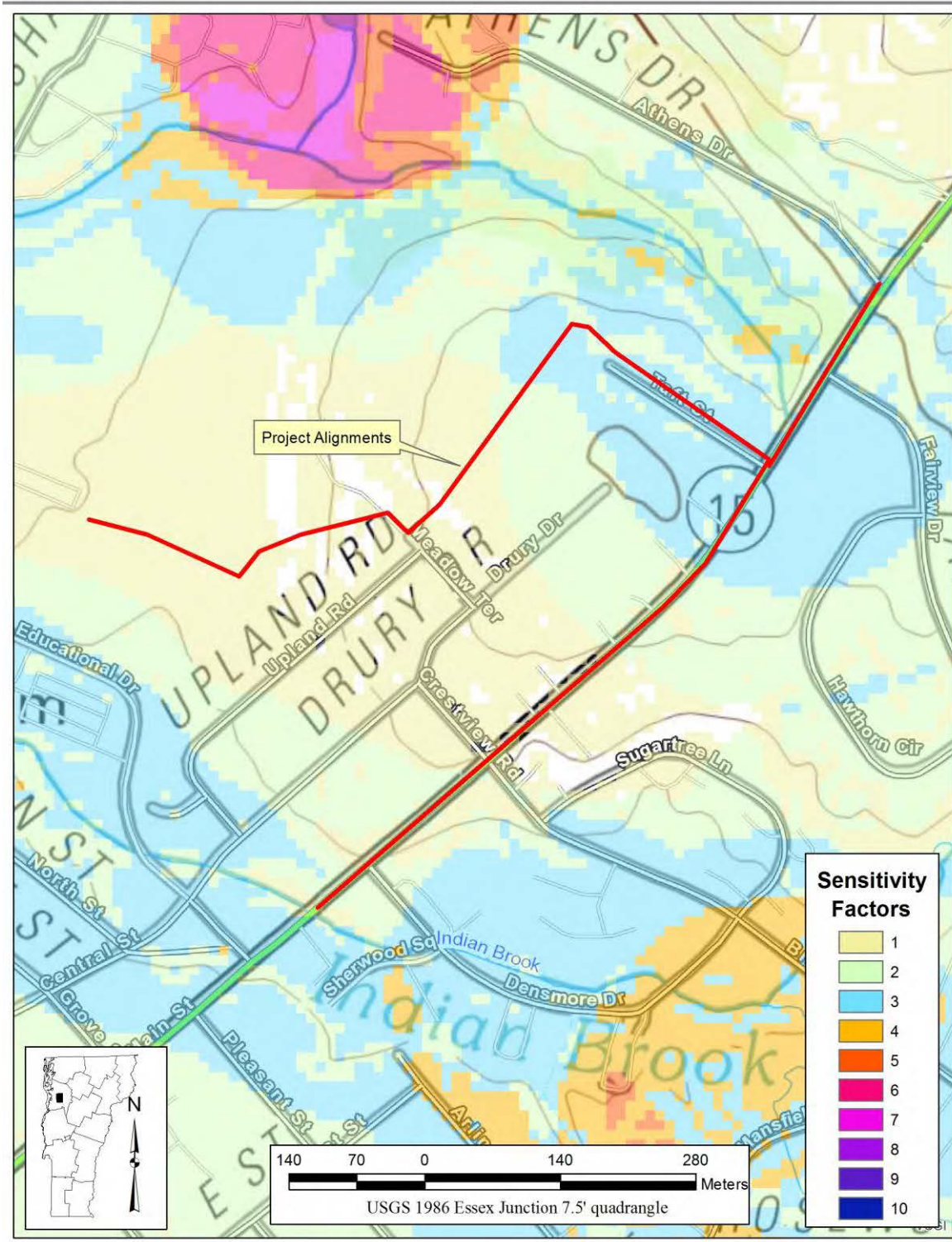


Figure 1. Map showing the location of the proposed project alternative alignments for the Village of Essex Bicycle and Pedestrian Study, in relation to archaeological sensitivity factors, Essex Junction, Chittenden County, Vermont.

Main Street Bicycle & Pedestrian Scoping Study

Essex Junction, Vermont

Legend	
Alt A-1	[Red line]
Alt A-2	[Blue line]
Alt B-1	[Purple line]
Alt B-2/B-3	[Green line]
Alt C-1	[Black dashed line]
Alt C-1 Sidewalk	[Orange line]
Alt D-1	[Yellow line]
Crosswalk	[Black dashed box]
Shared Use Path	[Yellow line]
Existing Sidewalk	[Orange line]
Watercourse	[Blue line]
Property Line	[Black outline]



Alternatives

BROADBENT
Planning & Design



June 30, 2015



Figure B-2

Figure 2. Map showing the layout of the proposed project alternative alignments for the Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.

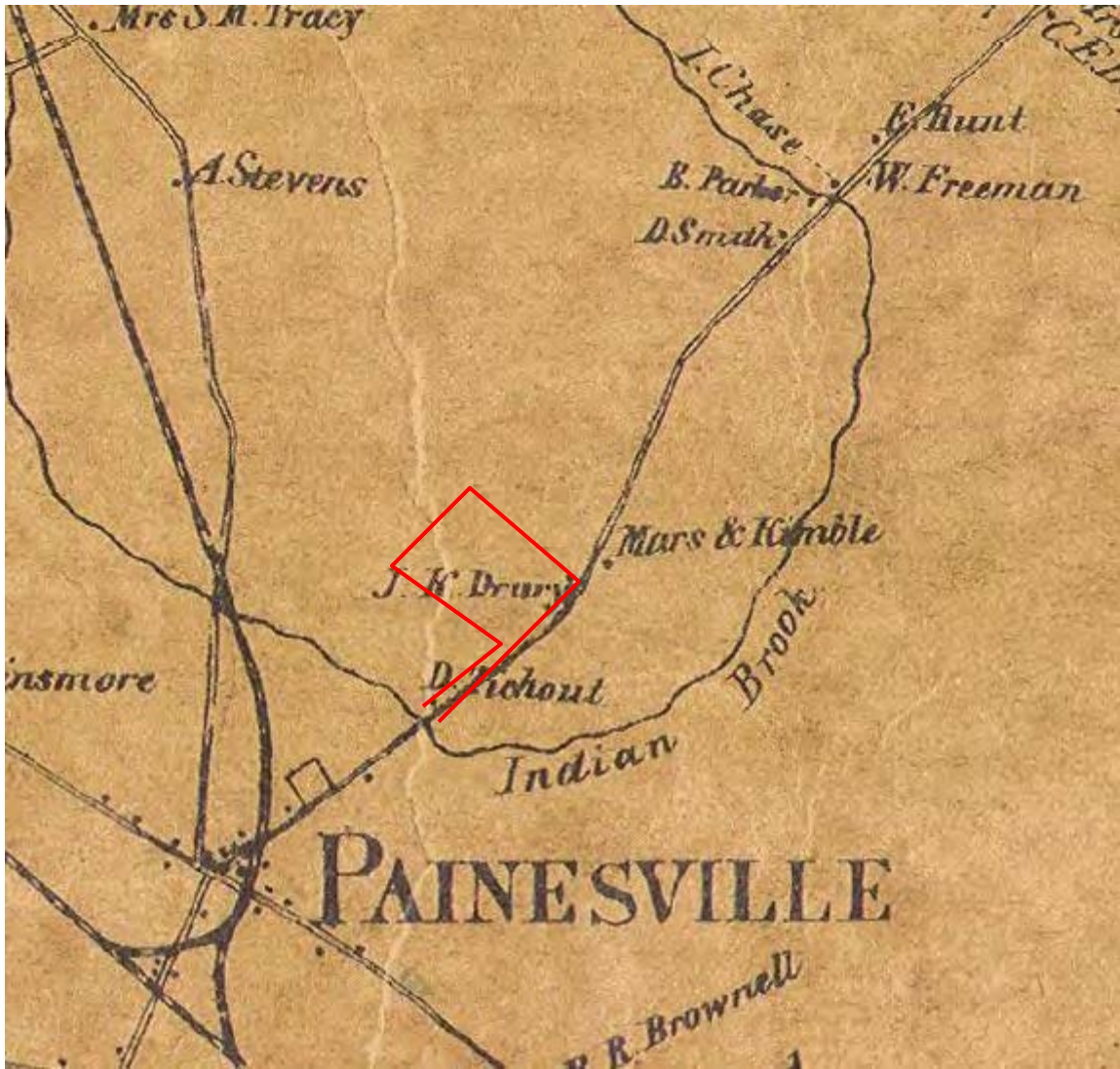


Figure 3. Historic 1857 Wallings map of Painesville (i.e. Essex Junction) showing the general location of the project alignment for the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.

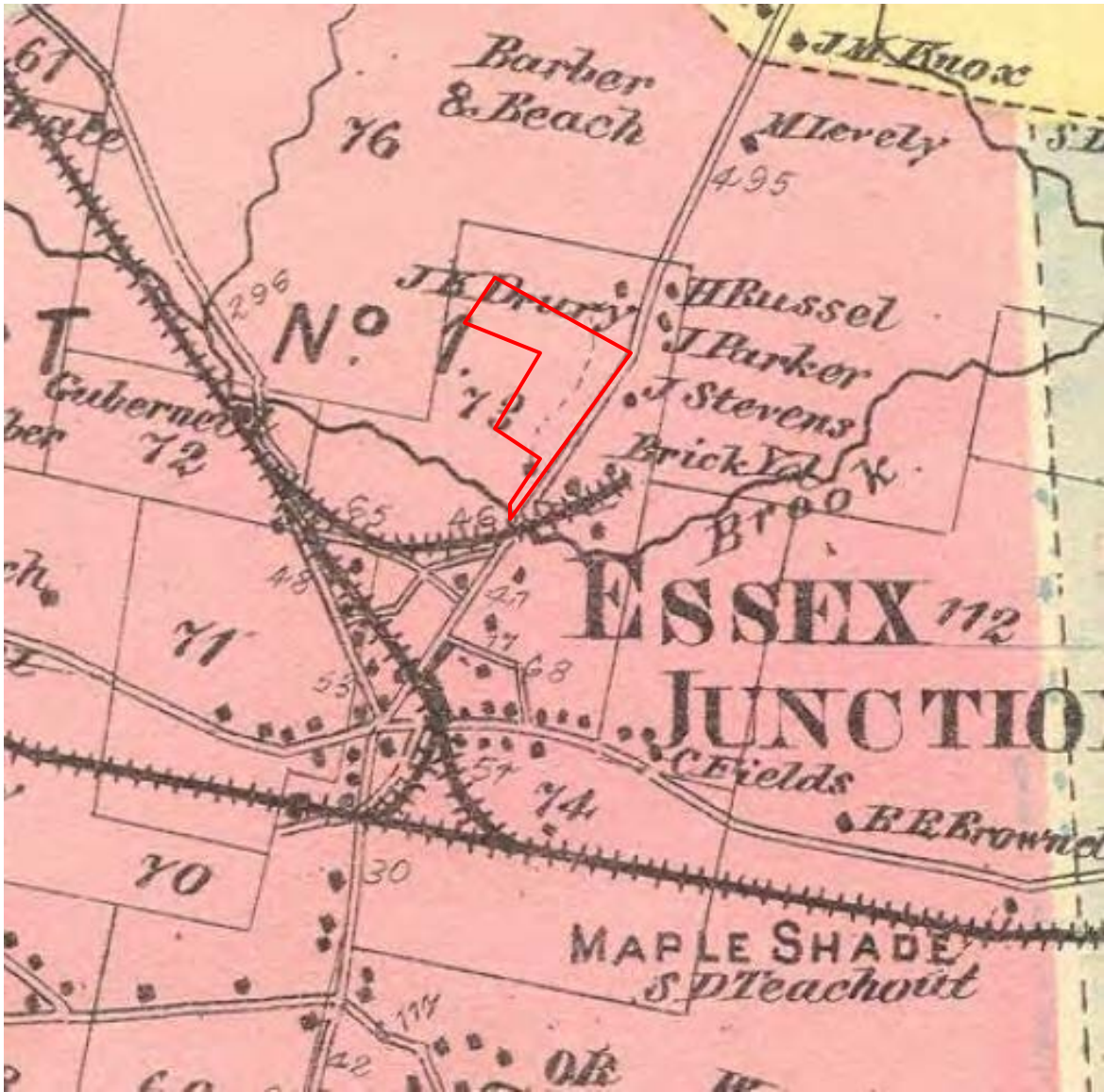


Figure 4. Historic 1869 Beer's atlas of Essex Junction showing the location of the project alignment for the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.



a



b

Figure 5. Photos looking southwest (a and b) along the west side of Main Street along the area of the recent utility work and disturbance in the location of the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.



a



b

Figure 6. Photos looking southeast along Taft street (a) and northwest at the new residential construction at the end of Taft Street (b) along the alignment of the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.



a



b

Figure 7. Photos looking southwest (a) and northeast (b) along the gravel construction access road adjacent to the alignment of the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.

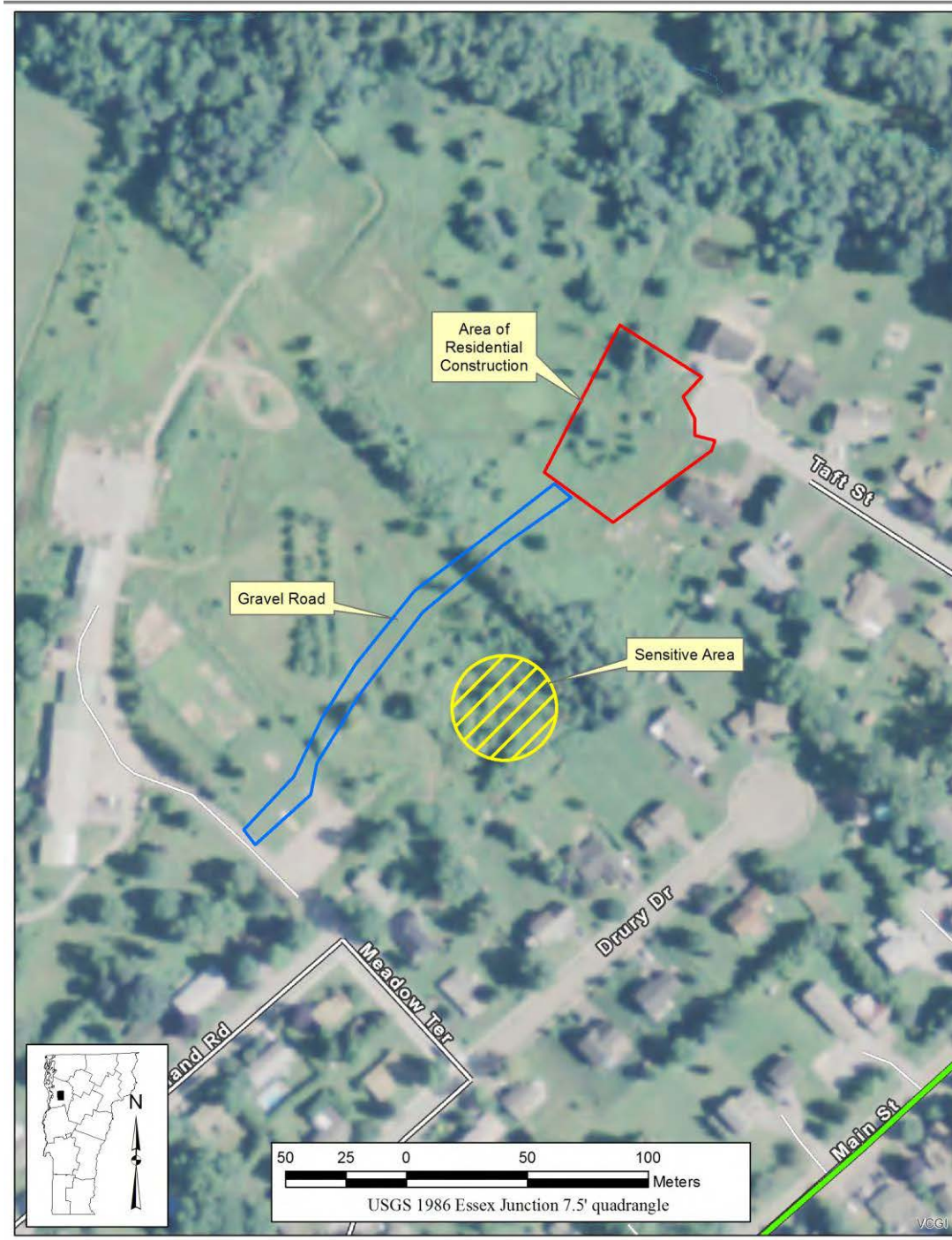


Figure 8. Map showing the location of the archaeologically sensitive portion of the project alignment of the proposed Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.



a



b

Figure 9. Photos looking west towards Essex High School (a) and east towards Meadow Terrace (b) along the alignment for the Village of Essex Bicycle and Pedestrian Study, Essex Junction, Chittenden County, Vermont.

Appendix B **Alternatives Analysis**

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

Alternative Analysis



Submitted by:

Broadreach Planning & Design

In conjunction with

Lamoureux & Dickinson Consulting Engineers

Heritage Landscapes, LLC

University of Vermont Consulting Archeology Program

August 25, 2015

A. INTRODUCTION

1. OVERVIEW

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

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

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

2. PURPOSE AND NEED

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

Needs for the improvements include:

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

3. ALTERNATIVES DEVELOPMENT PROCESS

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

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

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

B. ALTERNATIVES

1. OVERVIEW

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

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

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

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

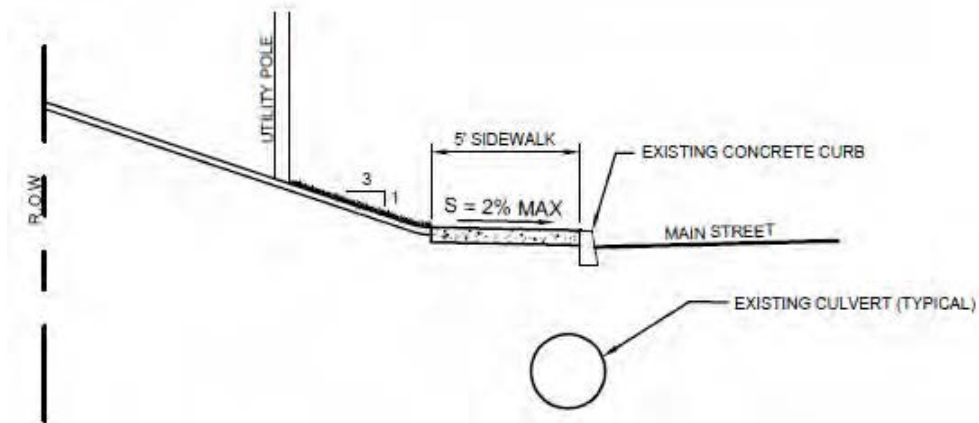
As part of the overall analysis, the Steering Committee also compared the various alternatives against the option of doing nothing.

2. MAIN STREET SOUTHWEST ALTERNATIVES

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

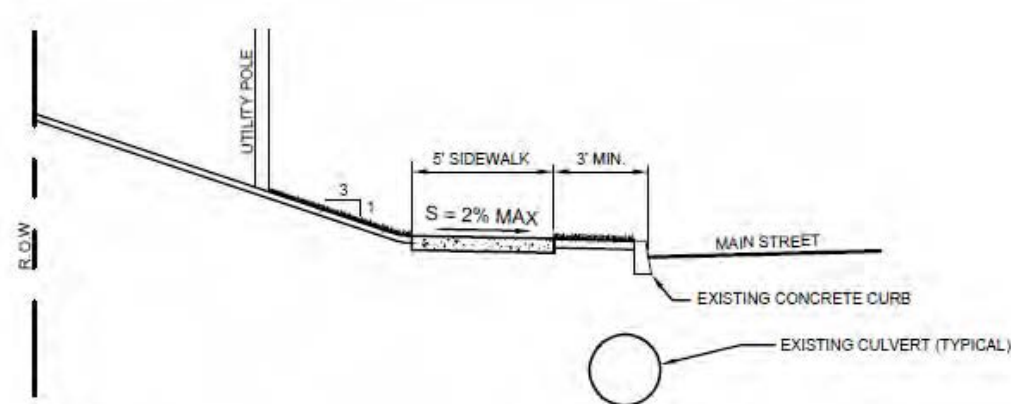
Alternative A-1: Sidewalk Adjacent to Curb - This alternative would add a new five-foot wide, concrete, ADA compliant sidewalk adjacent to the new curb constructed as part of the storm drain updates. **Illustration B-1** shows a typical cross section of Alternative A-1.

Illustration B-1: Alternative A-1



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

Illustration B-2: Alternative A-2

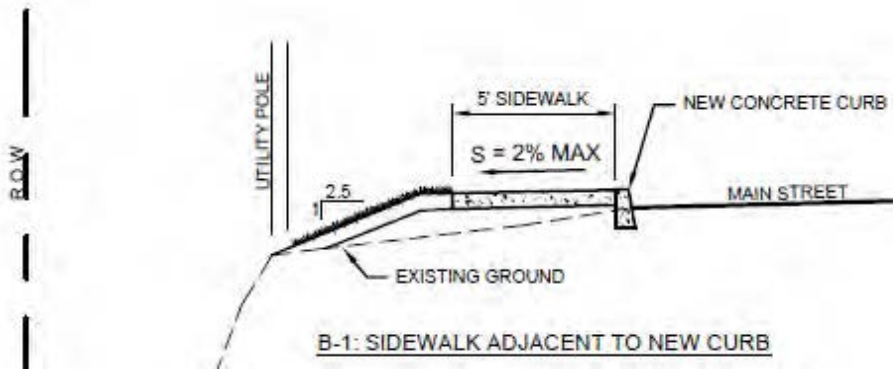


3. MAIN STREET NORTHEAST ALTERNATIVES

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

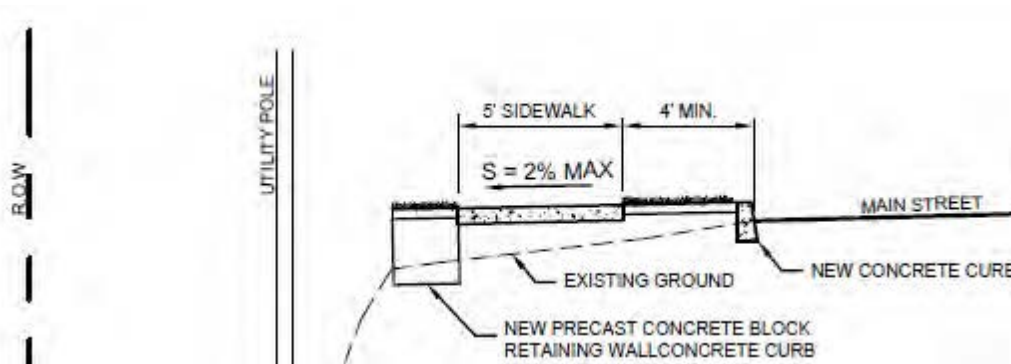
Alternative B-1: Sidewalk Adjacent to New Curb - Alternative B-1 would add a new five-foot wide, concrete, ADA compliant sidewalk adjacent to a new curb added as an extension of the new curb further southwest on Main Street. **Illustration B-3** shows a typical cross section of alternative B-1. This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

Illustration B-3: Alternative B-1



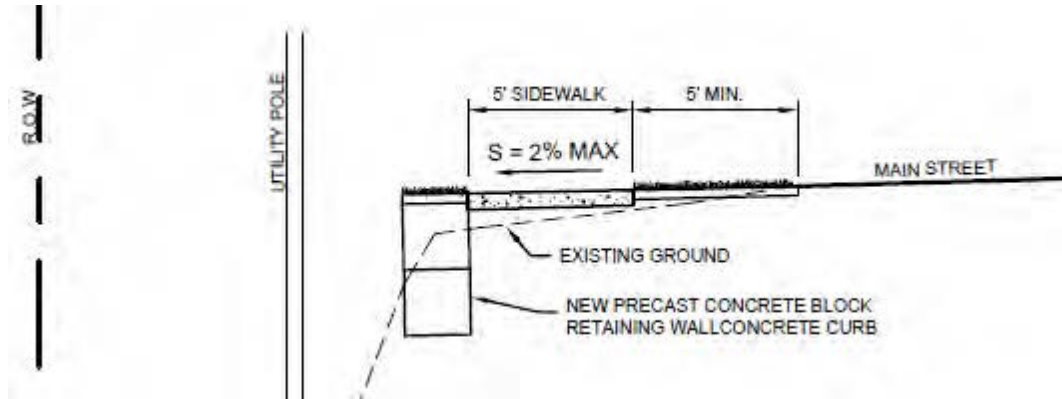
Alternative B-2: Sidewalk Separated from New Curb by Green Space - This alternative would add a new five-foot wide concrete ADA compliant sidewalk separated from a new curb by a four-foot wide green space. **Illustration B-4** shows a typical cross section of this alternative. This alternative would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

Illustration B-4: Alternative B-2



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

Illustration B-5: Alternative B-3



4. NON-MAIN STREET ALTERNATIVES

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

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

5. INDIAN CREEK CROSSING ALTERNATIVES

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

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

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

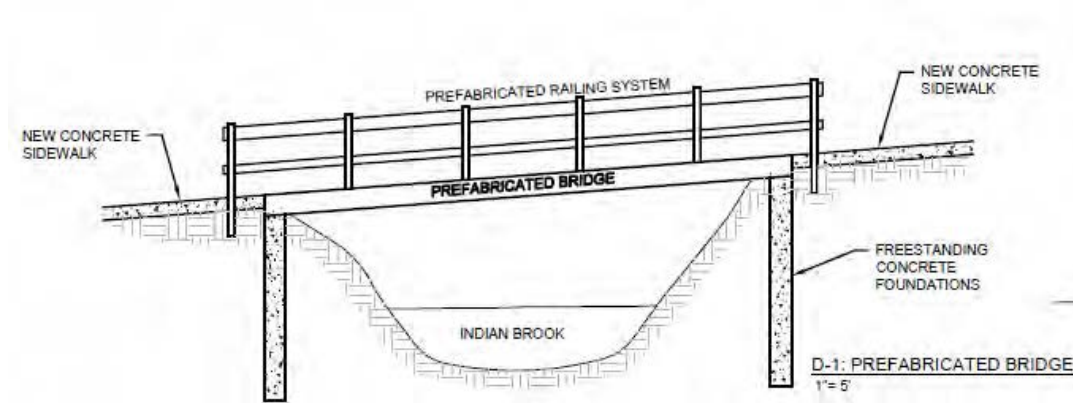
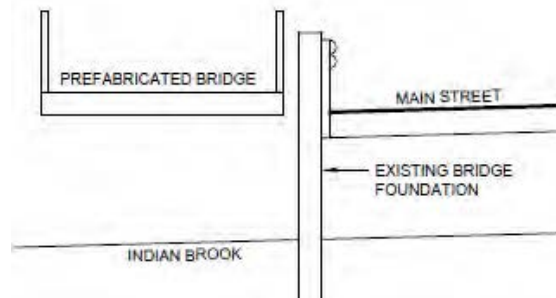


Illustration B-7: Alternative D-1 - Prefabricated Bridge



6. NO ACTION

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

Appendix C
Public Engagement Notes



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

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

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

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

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

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. EXECUTIVE SESSION

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

Executive Session was convened at 6:03 PM.

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

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

3. AGENDA ADDITIONS/CHANGES

Additions:

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

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

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Glenn McPeters, 6 South Street

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

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

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

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

Greg Morgan, Essex Economic Development Committee

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

2. Public Input on Main Street Sidewalk Extension Scoping Study

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

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

COMMENTS

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

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

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

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

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

3. CCTA Service Change Proposal

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

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

- CCTA bus routes include Essex Junction (busiest in the CCTA system with 1800 boardings per weekday), Essex Center (90 boardings per weekday), Williston-Essex, and Jeffersonville commuter route (two runs in the morning and two runs in the evening). Three of the four routes go to the Amtrak station. The Jeffersonville route takes 289 to Burlington.
- The Williston-Essex route is proposed to be changed by decreasing the rush hour service between Walmart and the Amtrak station to every hour and then determining what trips will be retained. Departure times from the Amtrak station will be consistent and on the hour. An independent bus will be used between Walmart and the Amtrak station that will not go into Burlington. There will be bus connections to Burlington at Walmart and the Amtrak station.
- The cost savings from the change in the Williston-Essex route will be reallocated to Sunday service on the route which will allow connection to Amtrak services on Sunday.
- It is anticipated the annual increase in boardings with the Sunday service will be 10,000 riders. A loss of 4800 boardings from the previous service is expected.
- CCTA will field test the Sunday run staying on Pearl Street rather than going through the Acres.
- Per federal ADA paratransit service requirements the Sunday service must be available.
- Meetings are scheduled to discuss the route change with Williston, Essex, and the CCTA Board. If all parties agree the Sunday service will go into effect August 24, 2015.

COMMENTS

Diane Clemens, village resident, suggested coordinating the new service with the start date of the Champlain Valley Fair.

Lori Houghton asked how late the bus runs in Essex Junction. Jon Moore said the bus departs Cherry Street at 9:40 PM and the Amtrak station at 10:10 PM.

Elaine Sopchak asked if service from the Amtrak station to Richmond or Montpelier has been considered. Jon Moore said both routes have been discussed because traffic on Route 2A would likely be alleviated. Funding is the hurdle. The park-and-ride facility at Exit 12 will be served by the bus which should help traffic congestion in the area.

5. OLD BUSINESS

1. Appointments to Planning Commission and Tree Advisory Committee

MOTION by Lori Houghton, SECOND by Dan Kerin, to appoint Joe Weith to the Planning Commission through June 30, 2017. VOTING: unanimous (4-0); motion carried.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to appoint Mary Jo Engel to the Tree Advisory Committee through June 30, 2018. VOTING: unanimous (4-0); motion carried.

2. Approve Whitcomb Heights II Draft Open Space Agreement and Draft Nature Trail Easement Deed

Robin Pierce suggested in addition to the revisions incorporated in the document there should be language saying no wheeled vehicles of any kind other than those used for maintenance of the open space or trail and/or approved by the village shall be permitted on the property. The Trustees concurred.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to exercise the option to enter into an Open Space Agreement with the suggested modifications and a Nature Trail Easement with the homeowners at Whitcomb Heights II and to authorize the Municipal Manager to execute the Open Space and Nature Trail agreements to protect the homeowners at Whitcomb Heights II and ensure the open space and trail are available to village residents in perpetuity. VOTING: unanimous (4-0); motion carried.

Tom Weaver thanked the Trustees for the agreements which will benefit all.

3. Approve New Street Name for portion of Jackson Street

Robin Pierce reported E-911 decides the house numbering and suggested the street name of “Hammond Lane” which is compliant with the E-911 system and does not conflict with any other streets. The previous suggestion of “Old Farmhouse Lane” is too long for the street sign.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to select “Hammond Lane” as the new name for the location on Jackson Street to comply with the State E-911 system and to comply with the E-911 Board requirement for the numbering of Hammond Lane thus improving efficiency of access to the properties in an emergency situation and for postal deliveries.

DISCUSSION: Scott Barnier said he just received the letter regarding the street name and if the letter had been received earlier in the week he would have had time to think about the name. Mr. Barnier said he did not agree to “Hammond Lane” as indicated in the letter and finds no significance with the name as the Hammond family has only been living in the neighborhood since the 1970s. Mr. Barnier suggested the name “Farmhouse Lane” if “Old Farmhouse Lane” is too long for the sign. Robin Pierce recalled in his conversation with Mr. Barnier on the suggested street name by E-911 that Mr. Barnier said there is nothing that can be done about the name then. George Tyler explained to Mr. Barnier that the Trustees have no authority on the name which must be acceptable to the E-911 system. Mr. Barnier asked about the list of street names provided at the last meeting. Elaine Sopchak asked why “Hammond” was chosen over “Willow” which is on the list of approved names. Robin Pierce said he was told that “Hammond” meets the E-911 criteria. Pat Scheidel added E-911 dispatch does so for multiple jurisdictions and does not want responders going to the wrong address. There are certain standards for street names and when a name meets the standard it is a fait accompli. Mr. Barnier suggested a letter be sent

to the four property owners in the neighborhood to decide the name as a group. Robin Pierce said all the property owners should have received the same letter sent to Mr. Barnier. George Tyler asked Mr. Barnier to select a name from the list since he is the only neighbor in attendance. Mr. Barnier chose “Bass Lane”.

VOTING: Prior to the vote the motion was withdrawn.

MOTION by George Tyler, **SECOND** by Lori Houghton, to approve the name change to a portion of Jackson Street to be “Bass Lane” with the E-911 appropriate address changes (house numbers) on the condition the name of “Bass Lane” is acceptable to the E-911 system, and if not, then the name will default to “Hammond Lane”.

DISCUSSION: Mr. Barnier pointed out there is a cost to the village for the street sign so the memo is misleading to say there is no cost associated with the street name change. There were no further comments.

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

Robin Pierce will confirm with E-911 the street name of “Bass Lane”.

6. NEW BUSINESS

1. Approve Grant Application for VTrans Bicycle and Pedestrian Program

Robin Pierce explained the grant for a pedestrian crossing using a long ago discontinued road crossing over the railroad tracks through the hedgerow to the community gardens and dog park on West Street. There will be a gate installed to stop anyone crossing when a train is coming down the track. The path has been narrowed to 4’ wide with 3’x 3’ blocks so a vehicle cannot use the crossing. Estimated cost of the project is \$74,000. The grant requires a 10% local match. People have been requesting a mid-block pedestrian crossing on Pearl Street. The MUTCD says there is not enough official pedestrian traffic to justify the crossing, but the opening comes out at a bus stop and if the people using the crossing now are counted then the numbers may be met. Jon Kaplan, VTrans Manager of the Bike and Pedestrian Program, said the UVM scoping study that was done meets the scoping study standard so the village can apply for the grant (savings for the study is \$50,000). Right-of-way from the state and the railroad must be secured for the crossing.

There was discussion of using the grant funding if received for pedestrian signals at existing crosswalks in the village that are not safe and having the Bike/Walk Committee pursue money for signs, pavement markings, crossing enhancements, and striping for on-road bike facilities from the “Small Projects” category funded by state money. Robin Pierce said the village can apply for scoping study funds (20% match) to prove the project is necessary, but cannot apply for construction funds. Pat Scheidel suggested the Bike/Walk Committee make a list of items that are a priority and include the list in the grant application. The Trustees need to know the list and the Capital Committee needs to know the list. Lori Houghton requested information on getting a grant for a scoping study and the “small projects” items paid by the state. Robin Pierce will gather the information.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve a 2015 VTrans Bicycle and Pedestrian Program grant application by the Bike/Walk Advisory Committee that will be reviewed and approved by staff prior to submittal, and to commit to the 10% match for the grant. VOTING: unanimous (4-0); motion carried.

2. Approve FY2015 Audit Contract

Lauren Morrisseau stated with all the consolidation activity taking place it may be prudent to wait until next year to go out to bid for an auditor as one with the town. Pat Scheidel added it will be essential to have a consolidated audit of the consolidated services because that will provide proof as to whether the consolidation is working or not. Staff recommends entering into a contract with Sullivan Power & Company for the FY2015 audit.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the contract with Sullivan Power & Company for the FY2015 audit. VOTING: unanimous (4-0); motion carried.

3. Approve Reappointment of CCRPC and TAC Representatives

MOTION by George Tyler, SECOND by Elaine Sopchak, to reappoint the following representatives to CCRPC and TAC for a two year term from July 1, 2015 through June 30, 2017:

- **Dan Kerin – CCRPC representative**
- **Andrew Brown – CCRPC alternate**
- **Jeffrey Carr – CCRPC 2nd alternate**
- **Robin Pierce – TAC representative**

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

7. **MUNICIPAL MANAGER'S REPORT**

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

- June 9, 2015
- June 23, 2015
- July 14, 2015
- July 28, 2015
- August 11, 2015
- August 25, 2015
- September 8, 2015

Special Meetings/Events:

- June 2, 2015 @ 3 PM – Annual Employee Appreciation Party
- July 18, 2015 @ 5 PM – Block Party & Street Dance

2. Land Development Code Update

Pat Scheidel explained the proposal to contract with a consultant to assist the Development Director with the update of the Land Development Code.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize the Municipal Manager to approve the temporary personnel arrangement with Will Hayden for the purpose of updating the Land Development Code for the sum of \$5,000. VOTING: unanimous (4-0); motion carried.

3. Library Director Position

Pat Scheidel reviewed the process of recruitment for the Library Director position which resulted in 14 respondents and scheduled interviews of five candidates. The position was offered to and accepted by Wendy Hysko. A press release will be published. Staff will begin the search to fill the IT/Assistant Director position at the library.

4. Municipal Manager Contract

Pat Scheidel announced he will request a two year extension (to June 30, 2017) from the Essex Selectboard on the contract for a municipal manager of the village and town in order to shepherd the consolidation through the three year trial period. George Tyler mentioned if the shared manager model will be permanent after the trial period and a charter change is needed then some thought should be given now about developing a selection process on how the two boards will choose the shared manager. Pat Scheidel suggested holding a team building retreat with the manager and the two boards to determine what needs to be done and assign responsibilities. Department heads in the village and town should do the same team building exercise based on the decisions by the legislative bodies so the process is fair and inclusive. This will make for the greatest chance of success for a combined manager and shared services. George Tyler noted the ‘blueprint’ should also cover one finance administrator for the village and town and assistant managers and staff. The Trustees will discuss the matter further at the next Trustees meeting.

5. Joint Meeting to Discuss EGG

Pat Scheidel will schedule a joint meeting with the Trustees and Selectboard at a future Trustees meeting.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton publicly thanked the Tree Committee for the tree planting that was done around the community
- Lori Houghton asked about the crosswalk painting schedule. Lauren Morrisseau reported Public Works is working on the task. Scott’s Line Striping will do some of the work. Much of the work is done at night and is weather dependent.
- Dan Kerin commented positively on the outstanding Memorial Day Parade.
- Thanks were extended to Dan Kerin on his success in securing a team of horses to pull the caisson in the parade.

2. Reading File

- Minutes
 - Capital Program Review Committee 5/5/15

9. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of the information brief to be posted on Front Porch Forum regarding the report on Five Corners by Julie Campoli:

- 1. Approve Minutes of Previous Meeting 5/12/15.**
- 2. Approve Final Draft Minutes of Joint Meeting with Essex Selectboard 5/4/15**
- 3. Approve Warrants Check #10051482 to Check #10051574 totaling \$367,697.33.**

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

10. ADJOURNMENT

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

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

The meeting was adjourned at 8:40 PM.

RScty: M.E.Riordan



BROADREACH
Planning & Design



Heritage Landscapes LLC

UVM
CAP

Patty Benoit

From: Christine lang <cmlangvt@gmail.com>
Sent: Thursday, January 21, 2016 11:14 PM
To: Patrick C. Scheidel; Patty Benoit
Subject: Rutland Town Resolution
Attachments: Rutland Town Resolution.pdf

Hello Pat

Thank you for your service to Vermonters and your desire to make Vermont the best place possible for all who live here. I appreciated talking to you about this resolution. We know your job is not an easy one and becomes more complicated every year with changing legislation. Some of that legislation has spurred grave concern among Vermont residents, Selectboards, Regional Planning Commissions, Legislators, and more.

Attached is the Rutland Town Resolution that was distributed about a year ago. The Resolution addresses the input of municipalities regarding the siting of renewable energy projects in the certificate of public good proceedings before the Public Service Board. To date, at least 70 municipalities have signed on. We are working with several legislators on implementing new bills that will protect our beautiful landscape, the health and welfare of the residents, our property value investments, water quality, and more.

We ask that you forward this Resolution to your Selectboard and encourage them to sign on. If enough of our voices are heard they will have to listen to us!

A selectboard may register its adoption of the resolution by emailing a scanned image of the signed resolution to: rutlandtown@rutlandtown.com

For questions, call Joseph at [802-770-5072](tel:802-770-5072).

You may also mail your signed resolution to:
Rutland Town Administrator
181 Business Route 4
CENTER RUTLAND, VT 05736

You may go here for more information and to see the current towns that have signed on:
<http://energizevermont.org/energy-rebellion-towns/>

On **January 20** we convened at the Statehouse for a day of education. As part of this big day we presented the Rutland Resolution and the number of towns signed on to various legislative committees.

Thank you. We hope to hear from you soon.

Sincerely,

Swanton Wind Opposition (Swanton, Fairfield)

Rutland Town Resolution

RESOLUTION TO INCREASE THE INPUT OF VERMONT MUNICIPALITIES REGARDING THE SITING OF RENEWABLE ENERGY PROJECTS IN CERTIFICATE OF PUBLIC GOOD PROCEEDINGS BEFORE THE PUBLIC SERVICE BOARD.

WHEREAS, The General Assembly has set aggressive goals for the development of renewable energy in Vermont.

WHEREAS, as a result of these aggressive goals the number of certificate of public good (CPG) applications before the Public Service Board (PSB) has increased substantially.

WHEREAS, at best, the current CPG process provided by 30 V.S.A. §248 affords a limited and ineffectual role for Vermont municipalities, municipal planning commissions, and town selectboards. Regardless of the content, scope, or impact on a proposed renewable energy project or a municipality's efforts to have a say in the project's siting, the §248 process and the legal analysis employed by the PSB enable the PSB to disregard and/or avoid the policies and standards of the very municipality in which the renewable energy project is to be located. By focusing on regional impacts, to the exclusion of local municipal impacts, the PSB routinely ignores the input and evidence offered by Vermont municipalities. As a result, the "due consideration" of municipal viewpoints required by 30 V.S.A. §248(b)(1) has become consideration in name only.

WHEREAS, it has become clear that legislative changes are needed to afford Vermont municipalities a greater say in the approval and siting of renewable energy projects.

THEREFORE, it is RESOLVED by the undersigned Vermont municipalities, to instruct their state representatives and senators to develop amendments to the statutes that concern the siting and approval of renewable energy projects and to the procedures of the PSB in order to ensure that Vermont municipalities have a more meaningful role in the CPG process and to require compliance with appropriately-developed municipal siting standards.

- February 16, 2016 @ 7 PM – Joint Meeting with Selectboard, Prudential Committee, and Trustees at EJRP Maple Street
- April 6, 2016 @ 6 PM – Annual Community Supper
- April 6, 2016 @ 7 PM – Annual Meeting
- April 12, 2016 – Australian Ballot Voting, 7 AM – 7 PM

2. Ad Hoc Committee

The purpose and mission of the ad hoc governance committee are decided so the interviews for members can be held. Elaine Sopchak mentioned the commitment of the committee members will be closer to a year, not two months.

3. Housing Code

Winooski Fire Chief offered to discuss the Winooski housing code with the Trustees. The Trustees will add the topic to a future agenda.

3. Town Budget & Meeting

Essex Selectboard held a public hearing and approved the proposed town budget of \$13,182,890 (4.73% increase). The highway tax was decreased by one cent due to the \$200,000 transfer of funds from the village into the Highway Budget for paving work. He “Public to be Heard” article will continue at annual meeting. The 2016 Town Plan will be on the ballot. There are two incumbents seeking re-election to the Selectboard and two individuals running for the two year unexpired term. The annual town dinner before town meeting will begin at 6:30 PM. Free childcare and bus service to the meeting will be provided.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak suggested the Trustees discuss the Rutland Town resolution on renewable energy projects. The village needs to have a voice in these matters and may want to adopt a similar resolution. Following further discussion there was agreement to invite the state legislators to the next meeting to discuss the matter.
- Lori Houghton announced the village received an Orton Foundation grant for \$11,800 for public engagement, community report card, and co-working space. An additional \$2,500 will be received with a progress report.
- George Tyler reported on the Vermont Neighborhood Designation received by the village that exempts some development in the village from Act 250 review.
- George Tyler explained the letter to Vermont Energy Investment Corporation in support of the “Smart Growth” grant. There is no commitment by the village.

2. Reading File

- Minutes
 - Capital Program Review Committee 1/5/16
 - Bike/Walk Advisory Committee 1/11/16
 - Tree Advisory Committee 1/5/16
- Grant Award Letter from VTrans for Brickyard Road Storm Water Improvement Project
- Grant Award Letter from Hoehl Family Foundation for Senior Center



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PLS*
DATE: February 5, 2016
SUBJECT: Bid Award for Multiuse Safety Path Project

The bids for the above referenced project were opened on Thursday, February 4, 2016 and are being analyzed at this time.

The bid results and award recommendation will be ready for the Trustees on February 9, 2016.



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director *LM*
DATE: 2/4/16
SUBJECT: FYE17 Budgets

Issue

The issue is whether or not the Trustees will adopt the proposed FYE17 Budgets.

Discussion

The amounts of the proposed FYE17 Village Operating Budgets are as follows:

General Fund	\$3,953,074
Water Fund	\$3,808,008
Wastewater Treatment Fund	\$1,783,203
Sanitation Fund	\$472,184

The amounts of the proposed FYE17 Capital Funds budgets are as follows:

General Fund Capital Reserve	\$145,467
Rolling Stock Fund	\$95,204
Water Fund Capital Reserve	\$166,903*
WWTF Capital Reserve	\$127,457
Sanitation Fund Capital Reserve	\$198,468*

- Please note, the Water Fund Capital and Sanitation Fund Capital Budgets have increased by \$10,000 and \$20,000 respectively since the Budget Hearing because dollars were added to convert the water/sewer billing from the Village's current billing system to the

system that the Town of Essex uses, NEMRC. New Water and Sanitation Capital Budget summaries are attached.

Cost

The estimated tax rate to support the General Fund budget is \$0.2269, a decrease of 4.1%. The utility rates to support the enterprise funds budgets are estimated to remain flat.

Recommendation

Staff recommends the Trustees adopt the various FYE17 budgets in the amounts listed above.

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

01/08/16
11:35 AM

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

GENERAL FUND REVENUES

01/08/16

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

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

Tax Rate Calculation

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

ADMINISTRATION BUDGET

01/08/16

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

TRANSFERS & MISC EXPENDITURES

01/21/16
11:01 AM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	274,961	-38%
	Transfer for Building Maintenance	0	0	0	0	50,000	100%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
TOTALS		620,051	649,623	649,623	690,448	583,585	-15%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/08/16
11:35 AM

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

SENIORS SUPPORT

01/08/16
11:35 AM

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

FIRE DEPARTMENT BUDGET

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
42220.140	Salaries - Firefighters	119,015	138,000	140,248	144,000	150,000	4%
42220.200	Employee Assistance Program	864	900	864	900	864	-4%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	9,105	10,590	10,729	11,050	11,511	4%
42220.226	Workers Compensation Insurance	23,241	27,334	27,066	22,789	27,000	18%
42220.410	Water and Sewer Charges	449	900	606	600	600	0%
42220.432	Vehicle Maintenance	14,536	9,000	17,672	14,000	14,000	0%
42220.434	Maintenance - Building/Grounds	7,596	6,000	5,160	6,000	6,000	0%
42220.443	Radio Maintenance	3,219	2,000	1,551	2,000	2,000	0%
42220.500	Training, Conferences, Dues	2,861	5,000	3,303	5,000	5,000	0%
42220.521	Liability & Property Ins.	5,694	7,301	6,291	7,545	8,767	16%
42220.535	Telephone Services	3,386	3,800	2,091	3,400	3,400	0%
42220.566	Physical Exams	6,552	7,000	5,058	6,500	6,000	-8%
42220.570	Maintenance - Other	13,971	13,000	16,283	14,000	14,500	4%
42220.578	Emergency Generator Maintenance	500	650	500	500	500	0%
42220.610	Supplies	2,455	2,400	2,816	2,400	2,400	0%
42220.611	New Equipment - Radios	2,349	4,000	3,254	2,000	2,000	0%
42220.612	Uniforms, Boots, Etc.	23,991	19,200	19,837	20,000	21,000	5%
42220.615	EMS Supplies	1,061	1,500	171	1,500	1,000	-33%
42220.622	Electrical Service	7,153	7,000	7,232	7,000	7,000	0%
42220.623	Heating	5,280	5,200	5,817	5,200	5,200	0%
42220.626	Gas, Grease and Oil	6,051	7,200	5,080	7,200	6,500	-10%
42220.838	Fire Prevention	2,239	2,000	2,104	2,000	2,000	0%
42220.889	Routine Equipment Purchases	16,625	14,500	13,018	15,000	14,500	-3%
TOTALS		281,793	298,075	300,351	304,184	315,342	3.67%

BROWNELL LIBRARY BUDGET

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

LINCOLN HALL BUDGET

01/08/16
11:35 AM

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

COMMUNITY DEVELOPMENT

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

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

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

STREET DEPARTMENT BUDGET

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43110.110	Salaries - Regular	173,054	205,654	179,307	173,911	156,245	-10.2%
43110.130	Salaries - Overtime	14,425	15,000	15,469	16,300	16,300	0.0%
43110.140	Salaries - Part-time	17,603	11,907	16,943	12,619	17,000	34.7%
43110.210	Health Insurance & Other Benefits	51,968	76,515	49,296	68,742	65,445	-4.8%
43110.220	Social Security	15,127	17,819	15,778	15,695	14,956	-4.7%
43110.226	Workers Compensation Insurance	11,835	13,970	15,660	15,732	12,654	-19.6%
43110.230	Retirement	15,347	20,565	17,750	17,391	15,625	-10.2%
43110.250	Unemployment Insurance	789	1,169	617	824	631	-23.4%
43110.410	Water and Sewer Charges	870	2,500	1,376	2,000	1,517	-24.1%
43110.432	Vehicle Maintenance	18,635	20,000	24,987	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	586	2,500	2,397	2,500	2,500	0.0%
43110.441	ROW Leases	0	0	0	11,076	11,343	2.4%
43110.442	Equipment Rentals	54	1,000	6,041	1,000	8,000	700.0%
43110.443	Radio Maintenance	28	200	125	200	200	0.0%
43110.500	Training, Conferences, Dues	60	500	199	500	500	0.0%
43110.521	Liability & Property Ins.	10,571	15,104	12,863	14,807	16,878	14.0%
43110.535	Telephone Services	2,228	2,000	2,052	2,850	3,000	5.3%
43110.565	Rubbish Removal	5,108	6,200	4,682	6,500	6,500	0.0%
43110.570	Maintenance - Other	749	1,000	1,516	1,000	1,200	20.0%
43110.572	Interview Costs	1,287	0	1,034	0	500	100.0%
43110.573	Accident Claims	0	0	300	0	500	100.0%
43110.576	Engineering Services	41,955	15,000	13,326	15,000	10,000	-33.3%
43110.582	Traffic Calming	0	1,500	0	1,000	500	-50.0%
43110.610	Supplies	14,843	20,000	13,132	20,000	17,500	-12.5%
43110.612	Uniforms, Boots, Etc.	4,206	4,500	5,339	5,000	6,000	20.0%
43110.616	Gravel & Topsoil	3,191	4,000	5,503	4,000	5,000	25.0%
43110.617	Signs and Posts	1,875	4,000	5,072	4,000	3,500	-12.5%
43110.622	Electrical Service	3,842	4,000	3,499	4,000	4,200	5.0%
43110.623	Heating	3,924	4,000	4,377	4,000	4,000	0.0%
43110.626	Gas, Grease and Oil	36,943	26,000	29,561	35,000	30,000	-14.3%
43110.891	Capital Outlay	7,361	3,500	2,012	8,000	9,000	12.5%
43120.444	Street Marking	5,932	7,000	10,195	7,000	7,000	0.0%
43120.570	Sidewalk and Curb Maintenance	4,717	3,000	8,473	4,000	5,000	25.0%
43120.610	Pavement Maintenance	18,987	15,000	23,380	16,000	218,000	1262.5%
43123.570	Traffic/Street Light Maintenance	4,731	8,000	2,662	7,000	3,500	-50.0%
43123.622	Traffic Lights (electrical)	5,687	6,000	5,609	6,000	6,000	0.0%
43123.730	Traffic Light System Improvements	0	0	0	0	0	0.0%
43125.570	Contractual Services	22,534	0	21,660	0	17,000	100.0%
43125.610	Winter Maintenance	142,405	75,000	129,680	90,000	112,000	24.4%
43151.110	Stormwater Salaries	0	0	0	40,158	40,766	1.5%
43151.210	Stormwater Health and Other Ins	0	0	0	9,847	9,374	-4.8%
43151.220	Stormwater Social Security	0	0	0	3,072	3,119	1.5%
43151.226	Stormwater Workers Comp	0	0	0	2,306	1,940	-15.9%
43151.230	Stormwater Retirement	0	0	0	4,016	4,077	1.5%
43151.250	Stormwater Unemployment	0	0	0	76	76	0.0%
43151.430	Storm Sewer Maintenance	22,996	9,000	6,573	10,000	15,000	50.0%
Town Budget	Storm Sewer Permit Fees	3,452	3,000	2,481	0	0	0.0%
Town Budget	Storm Sewer Public Education	8,912	9,500	7,856	0	0	0.0%
Town Budget	Stream Flow Monitoring	0	30,000	0	0	0	0.0%
43160.622	Street Lights (rental/electrical)	128,105	127,000	124,730	131,948	131,948	0.0%
43161.000	Streetscape Maint./Imp.	3,292	16,000	12,657	16,000	16,000	0.0%
43161.001	Village Garden Spots	1,287	3,000	160	3,000	3,000	0.0%
43161.002	Memorial Park Maintenance	2,665	3,000	2,763	3,500	3,000	-14.3%
TOTALS		834,166	814,603	809,092	839,570	1,059,993	26.3%

DEBT SERVICE

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

GENERAL FUND CAPITAL RESERVE PLAN										
PROJECTS FUNDED BY VILLAGE \$ ONLY	Rev. Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
Woods End Reconstruction		592,691	438,868	149,090	4,733					
Library Surveillance Cameras		12,599		12,599						
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	W	93,846		7,288		86,558				
Brownell Library Main Floor & Stairs Carpet Replacement		20,000			20,000					
Village Server Replacement		20,000				20,000				
Hillcrest Sidewalk Imp from Pearl to Fleming School		488,303				38,909	449,394			780,239
Pearl Sidewalk West St. to Susie Wilson		780,239								
Lincoln Hall Restoration		388,045		44,365	343,680					
Algonquin Ave. Waterline Installation/Roadway Reconst.	W	157,765						157,765		
West St. & West St. Ext. Intersection Improvements		110,249						110,249		
Central St. Waterline Lincoln St. to Main St. (FY22)	W,S	919,303								919,303
Brownell Library Asphalt Shingle Roots replace (FY23)		45,228								45,228
Paving		495,913	125,000	150,358	220,555					
Totals Project Funded by Village \$ Only			563,868	363,700	588,968	145,467	449,394	268,013	0	1,744,771
PROJECTS FUNDED BY GRANTS										
Fire House LED Lighting Project	1	15,173			15,173					
Efficiency Vermont		(5,000)								
Fire House LED Lighting Net Cost to Village		10,173								
Main St. Sidewalk Scoping Study	2	35,000		8,538	26,462					
Fed & State Grants		(31,500)								
Main St. Sidewalk Scoping Study Net Cost to Village		3,500								
Main St. New Sidewalk & Lighting Bridge to Crestview West Sid	3	269,426					269,426			
Fed & State Grants		(215,541)								
Main St. Sidewalk & Lighting Net Cost to Village		53,885								
Crescent Connector Park St. to Main St.	4	4,592,000	484,659	258,831	3,848,510					
Fed & State Grants		(4,500,000)								
Crescent Connector Net Cost to Village		92,000								
Multituse Path North	5	550,527	68,144	25,601	456,782					
Federal & State Grants through CCRPC & Vtrans		(389,835)								
Multituse Path North Net Cost to Village		160,692								
Pearl St. Missing Link Project	6	2,120,000	750	75,214	2,044,036					
Federal & State Grants through CCRPC & Vtrans		(2,120,000)								
Pearl St. Missing Link Net Cost to Village		0								
Totals Project Funded by Grants Awarded			553,553	368,184	6,390,963	0	269,426			0
Total Cost of all Projects Funded by Village \$ Only and Grants			1,117,421	731,884	6,979,931	145,467	718,820	268,013	0	1,744,771

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE										
	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future		
Beginning Fund Balance			255,155	61,448	205,941	13,244	77,981			
Planned Spending			(6,979,931)	(145,467)	(718,820)	(268,013)	0			
Funding Sources										
Efficiency VT for Fire House Lighting		5,000								
Main St. Scoping Study Grant		31,500								
Main St. Sidewalk Grant		215,541			215,541					
Crescent Connector Grant		4,500,000	445,390	250,811						
Multiuse Path North Grants		389,835	46,692	12,058						
Pearl St. Missing Link Grants		2,120,000	56,984	2,063,016						
VLCT Equipment Grant		5,000								
Vermont Historic Preservation Grant			20,000							
CVE Annual Contribution		150,000	15,000	15,000	15,000	15,000				
Transfer in of Fund Balance			75,000							
General Fund Transfer In		391,427	410,999	274,960	295,582	317,751	341,582			
Total Revenues			6,786,224	289,960	526,123	332,751	341,582			
Ending Fund Balance			61,448	205,941	13,244	77,981	419,563			

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.

SANITATION BUDGET

01/08/16
12:58 PM

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

SANITATION FUND REVENUES

01/08/16
12:58 PM

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

Sanitation Fund Capital Reserve Plan

Project or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21
Vactor Truck Partial Share (Place Holder)							207,303
Miscellaneous Pump Station Work (alarms, etc.)	8,524	41,476					
Water Meter upgrades to radio reads	135,618	35,584	50,388	51,756	53,352		
Water/Sewer Billing Conversion to NEMRC			20,000				
Manhole Rehab/Slip lining		20,000		40,000		40,000	
River Street PS Control Panel, anodes	2,850	21,566					
School St.Rd Reconst. Waterline, Sanitary Sewer	102,637	1,146					
South Street PS Replace pump #1, 2 and valves, vent, anodes			40,000				
Trailer Pump		30,000					
HS Pump Station Upgrade Bond Payment	73,200	73,200	73,200	73,200	73,200	73,200	73,200
ARRA Stimulus Loan Repayment	14,880	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense		237,852	198,468	179,836	141,432	128,080	295,383

Sanitation Capital Reserve Funding and Fund Balance

Beginning Fund Balance	607,790	464,938	361,470	276,634	230,202	197,122
Planned Spending	(237,852)	(198,468)	(179,836)	(141,432)	(128,080)	(295,383)
Transfer in From Sanit. Operating Budget	95,000	95,000	95,000	95,000	95,000	95,000
Projected Ending Fund Balance	464,938	361,470	276,634	230,202	197,122	(3,261)

WATER FUND BUDGET

12/02/15
6:00 PM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	104,739	107,890	86,141	100,902	105,379	4.4%
43200.130	Salaries - Overtime	15,408	14,000	9,682	16,000	14,000	-12.5%
43200.140	Salaries - Part-time	4,345	8,798	3,650	5,081	5,166	1.7%
43200.210	Health Insurance & Other Benefits	33,524	41,604	32,643	42,732	40,682	-4.8%
43200.220	Social Security	8,988	9,447	7,505	9,020	9,658	7.1%
43200.226	Workers Compensation Insurance	5,696	5,277	6,383	6,223	5,528	-11.2%
43200.230	Retirement	9,845	10,789	8,558	10,090	10,538	4.4%
43200.250	Unemployment Insurance	408	616	305	425	353	-16.9%
43200.330	Other Professional Services	657	1,000	925	1,000	1,000	0.0%
43200.335	Audit Services	3,266	3,500	3,335	3,605	4,217	17.0%
43200.340	Computer Expenses	1,067	1,200	1,169	1,200	2,100	75.0%
43200.410	Water & Sewer Charges	503	350	170	600	400	-33.3%
43200.430	Water Lines Maintenance - Breaks	233	16,000	140,656	16,000	16,000	0.0%
43200.441	ROW Leases	0	0	0	142	142	0.0%
43200.491	Contractual Services	111,336	106,840	106,840	108,760	113,288	4.2%
43200.500	Training, Conferences, Dues	1,013	2,000	1,370	2,000	2,000	0.0%
43200.521	Liability & Property Ins.	2,960	3,402	3,089	2,787	3,347	20.1%
43200.535	Telephone Services	234	0	986	1,000	1,000	0.0%
43200.536	Postage	1,616	1,500	1,643	1,700	2,000	17.6%
43200.550	Printing and Advertising	1,725	1,700	1,485	2,000	2,000	0.0%
43200.570	Maintenance - Other	1,629	1,000	1,944	1,000	1,000	0.0%
43200.610	Supplies	2,824	5,000	6,821	5,000	5,500	10.0%
43200.612	Uniforms, Boots, Etc.	933	1,000	2,340	1,500	1,500	0.0%
43200.613	Meters and Parts	672	1,000	1,658	0	0	0.0%
43200.614	Distribution Materials	2,210	5,700	7,293	6,000	6,500	8.3%
43200.622	Electricity	679	700	672	700	700	0.0%
43200.626	Gas, Grease and Oil	3,468	2,000	2,512	3,500	3,500	0.0%
43200.626	Heating	3,069	3,500	2,525	3,500	3,000	-14.3%
43200.742	Capital Reserve Fund Contribution	113,503	120,000	120,000	130,000	140,000	7.7%
43200.805	Interest Expense	0	50	4	0	0	0.0%
43200.891	Capital Outlay	930	3,850	1,322	0	0	0.0%
SUB TOTALS		437,480	479,713	563,626	482,467	500,498	4%
43200.412	State Water Tax	11,076	10,371	12,283	11,480	11,352	-1%
43200.411	CWD Water Purchase	412,589	451,212	534,685	457,733	460,300	1%
SUBTOTAL VILLAGE EXPENSE		861,145	941,296	1,110,594	951,680	972,150	2%
43210.412	State Water Tax - GF	51,944	51,275	54,211	59,752	68,255	14%
745.043	CWD Water Purchase - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16%
TOTALS		3,091,006	3,223,451	3,524,388	3,393,933	3,808,008	12%

WATER FUND REVENUES

12/02/15
6:00 PM

Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
Unrestricted Fund Balance	0	0		0	0	0.0%
34801.000 Sale of Water Residential	783,550	826,553	921,694	836,727	860,635	2.9%
34900.000 Sale of Water - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16.2%
34902.000 Sale of Water - GF VT Tax	51,944	51,275	54,211	59,752	68,255	14.2%
34812.000 Sale of Water - Large User	81,768	96,243	93,437	96,453	92,515	-4.1%
34811.000 Penalties	3,938	3,500	4,228	3,500	4,000	14.3%
34403.000 Hook on Fees	22,535	15,000	23,059	15,000	15,000	0.0%
34402.000 Interest on Investments	283	0	240	0	0	0.0%
TOTALS	3,121,935	3,223,451	3,456,452	3,393,933	3,808,008	12%

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Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Vector Truck (complete share)							17,275		
Algonquin complete loop between Cherokee & Iroquois Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921		95,530		69,778				
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson							402,669		
Water meter upgrades to Radio Reads	131,417	17,792	25,194	25,787	26,676				
Water/Sewer Billing Conversion to NEMRC			10,000						
Maple St. Water Line	18,723	181,277						542,083	
Central St. Waterline Lincoln St. to Main St.									114,333
Backhoe Replacement									41,527
Water Pickup Truck									33,427
Bond Payment		36,372	36,179	35,926	35,589	35,165	34,655	34,073	
Subtotal		235,441	166,903	61,713	132,043	35,165	454,600	576,156	189,287
Bond Projects									
School St. Waterline	172,545								
Hillcrest Waterline	7,272	64,898							
Biar Lane Waterline	243	156,094							
Bond Legal Costs	644								
Subtotal	180,704	220,992							
Total Spent		456,433	166,903	61,713	132,043	35,165	454,600	576,156	189,287

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		149,258	48,199	21,296	109,583	137,540	272,375	(2,224)	(388,381)
Planned Spending		(456,433)	(166,903)	(61,713)	(132,043)	(35,165)	(454,600)	(576,156)	(189,287)
Bond Reimbursement	176,322	225,374							
Transfer in From Water. Operating Budget		130,000	140,000	150,000	160,000	170,000	180,000	190,000	200,000
Projected Ending Fund Balance		48,199	21,296	109,583	137,540	272,375	(2,224)	(388,381)	(377,668)

WWTF OPERATIONS & MAINTENANCE BUDGET

11/30/15
11:43 AM

Wholesale Rate 2.7306 per 1000 gal Increase = 3.85%

Acct. #	Account	FYE					% Change 17 vs 16
		FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	
43200.110	Salaries - Regular	285,576	308,467	326,718	327,515	333,046	1.7%
43200.130	Salaries - Overtime	33,463	45,000	41,042	45,000	48,000	6.7%
43200.140	Salaries - Part-time	6,519	15,000	12,377	7,979	8,139	2.0%
43200.210	Health Insurance & Other Benefits	93,826	107,085	76,168	114,632	109,133	-4.8%
43200.220	Social Security	23,749	28,612	26,386	29,367	30,142	2.6%
43200.226	Workers Compensation Insurance	13,944	16,530	17,178	17,747	17,400	-2.0%
43200.230	Retirement	27,520	30,847	29,431	32,752	33,305	1.7%
43200.250	Unemployment Insurance	916	1,535	785	1,535	837	-45.5%
43200.320	Legal Services	6,451	1,000	775	1,000	1,000	0.0%
43200.330	Other Professional Services	0	4,000	0	4,000	6,000	50.0%
43200.335	Audit Services	3,834	4,000	3,915	4,000	4,950	23.8%
43200.410	Water & Sewer Charge	11,664	7,000	2,605	5,000	4,000	-20.0%
43200.432	Vehicle Maintenance	1,977	2,500	3,366	2,500	3,500	40.0%
43200.491	Contractual Services	55,668	53,420	53,420	54,380	56,644	4.2%
43200.500	Training, Conferences, Dues	4,596	6,500	7,684	6,500	6,500	0.0%
43200.521	Liability & Property Ins.	20,888	25,000	21,148	22,854	23,808	4.2%
43200.535	Telephone Services	3,843	4,500	4,568	4,800	6,000	25.0%
43200.565	Grit Disposal	6,806	10,000	6,247	8,500	9,000	5.9%
43200.567	Sludge Processing	131,109	150,000	107,536	150,000	130,000	-13.3%
43200.568	Sludge Management	137,142	178,000	133,341	175,000	150,000	-14.3%
43200.569	WWTF Annual Permit Fee	9,510	7,500	5,411	8,500	7,500	-11.8%
43200.570	Maintenance - Other	66,356	70,000	130,300	75,000	85,000	13.3%
43200.573	Accident Claims	0	0	634	0	0	0.0%
43200.577	Contract Laboratory Service	6,713	7,000	6,919	8,500	9,000	5.9%
43200.610	Supplies	18,348	9,000	10,315	10,000	10,000	0.0%
43200.612	Uniforms, Boots, Etc.	3,778	4,000	6,326	5,000	6,000	20.0%
43200.618	Supplies - Laboratory	0	10,000	17,865	11,000	13,000	18.2%
43200.619	Chemicals	162,971	195,000	203,201	195,000	195,000	0.0%
43200.622	Electrical Service	184,545	200,000	166,661	200,000	150,000	-25.0%
43200.623	Heating	34,632	20,000	29,569	20,000	20,000	0.0%
43200.626	Gas, Grease and Oil	5,102	6,000	4,196	6,000	6,000	0.0%
43200.742	Contribution to WWTF Cap Reserve	170,000	260,000	260,000	280,000	300,000	7.1%
43200.805	Interest Expense	0	500	0	0	0	0.0%
43200.891	Capital Outlay	15,269	10,000	0	0	0	0.0%
	*Budgeted Fund Balance Replenish	20,000	-	0	0	0	0.0%
755.013	**Loan Payment for Deficit (Prin&Int)	51,430	0		0	0	0.0%
TOTAL WWTF BUDGET		1,618,145	1,797,996	1,716,087	1,834,061	1,782,903	-2.8%

WWTF OPERATION & MAINTENANCE REVENUES

11/30/15
11:43 AM

Acct. #	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
34801.000 Village Wastewater Reveneus	698,965	726,876	750,570	739,541	699,041	-5%
34900.000 Wastewater Charge - Essex	434,246	465,440	465,440	460,706	436,901	-5%
34901.000 Wastewater Charge - Williston	567,365	569,380	568,060	598,684	611,661	2%
34402.000 Interest Income	406	0	664	0	0	0%
34403.000 Miscellaneous	79	0	1,124	0	0	0%
34903.005 Misc. Pump Station Fees	30,300	30,300	30,300	30,300	30,300	0%
34903.001 Shared Septage Revenues	5,530	6,000	8,298	3,000	5,000	67%
34903.003 Shared Leachate Revenue	3,606	0	8,921	0	0	0%
TOTAL WWTF REVENUE	1,740,497	1,797,996	1,833,377	1,832,232	1,782,903	-3%

11/30/15
11:43 AM

	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
Breakdown of Village Revenues						
34801.000 Village User Charge	677,390	711,876	712,301	730,541	681,041	-7%
34811.000 Village Users Penalties	3,278	3,000	3,309	3,000	3,000	0%
34812.000 Village Septage Revenues	11,075	12,000	16,848	6,000	15,000	150%
34813.000 Village Leachate Revenues	7,222	0	18,112	0	0	0%
Total Village Revenues	698,965	726,876	750,570	739,541	699,041	-5%

WWTF Capital Reserve Plan

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

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

WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 6 & 12, 2016

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 6, 2016 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 12, 2016 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters act upon the report of the auditor?

ARTICLE 2. Shall the voters approve an annual General Fund Budget in the amount of \$3,953,074 for fiscal year July 1, 2016 to June 30, 2017, \$2,482,765 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve adding 1 cent to the current year tax rate to establish a fund for village capital improvement projects designated by the Village Trustees?

ARTICLE 4. Shall the voters approve holding the 2017 Annual Meeting on Wednesday, April 5, 2017 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 11, 2017 to vote for the Village officers and transact any business involving voting by Australian ballot?

ARTICLE 5. To transact any other business that may lawfully come before the meeting?

BALLOT QUESTIONS

ARTICLE 6. To elect Village officers required by law including: Moderator (one year term); one Village Trustees (three year term); two Library Trustee (1 five year term and 1 one year term)?

Dated this 23rd day of February, 2016

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

By:

George A. Tyler, President

Dan Kerin, Vice President

Lori Houghton, Trustee

Andrew Brown, Trustee

Elaine Sopchak, Trustee

ATTEST:

Susan McNamara-Hill, Village Clerk

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2016

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2016 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of ESSEX JCT. VILLAGE in CHITTENDEN County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Table with 6 columns: Town Highways, Previous Mileage, Added Mileage, Subtracted Mileage, Total, Scenic Highways. Rows include Class 1, Class 2, Class 3, State Highway, Total, Class 1 Lane, Class 4, and Legal Trail.

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- 1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".
2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).
3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).
4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. [X]

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____ DATE: _____
Representative, Agency of Transportation

MEMORANDUM

TO: Essex Selectboard and Village Trustees
FROM: Pat Scheidel, Municipal Manager *PLS*
DATE: February 1, 2016
SUBJECT: Joint Meeting Reminder 2/16/16

Issue

The issue is to remind the Selectboard and Trustees about the joint meeting with the Prudential Committee on Tuesday, February 16, 2016.

Discussion

The joint meeting will be held at 7:00 PM at Maple Street Park, 75 Maple Street.

Cost

There is no cost associated with this issue.

Recommendation

This memorandum is for information only.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: February 9, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

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

February 23 at 6:30 – Regular Trustees Meeting

- FYE 15 Audit Report
- Adopt Annual Meeting Warning

March 8 at 6:30 – Regular Trustees Meeting

March 22 at 6:30 – Regular Trustees Meeting

April 6 at 6:00 PM – Annual Community Supper

April 6 at 7:00 – Annual Meeting

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

April 12 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
January 21, 2016**

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

ADMINISTRATION: Will Hayden, intern.

OTHERS PRESENT: None.

AGENDA:

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

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

December 3, 2015

MOTION by John Alden, SECOND by Diane Clemens, to table action on the 12/3/15 minutes until the next meeting. VOTING: unanimous (7-0); motion carried.

5. WORK SESSION: LDC UPDATE

The Planning Commission reviewed the revised LDC and noted the following:

- The sections of the LDC reviewed by the Water Quality Superintendent have not yet been received.
- Response from the Village Attorney is needed on all the questions that were submitted.
- Staff will find out if the fee schedule has been adjusted.
- The Floodplain Map and Zoning Map need to be reviewed.
- The flowchart of procedure with applications needs to be reviewed.
- Typos and grammatical errors need to be corrected in the document. (Diane Clemens submitted her marked up version to staff.)
- It is confusing for the reader to have information on a subject in several places in the document instead of grouped together in one place.

- With review of the sign standards (Section 714) there needs to be discussion of the request by the Board of Trustees relative to signs and signs in the village right-of-way.
- Chapter 1, Section 102, Purpose – add a statement noting that the intention of the document is to represent minimum standards and the village strives to meet or exceed these standards.
- Chapter 1, Section 104 – delete “The most recent version was published on March 29, 2011” and rewrite to read: “The Land Development Code shall be readopted with revisions within five (5) years after the last published date.”
- Chapter 2, Definitions, Section 201 – add a definition of “dark sky compliant”, “electronic signs”, “zero lot line” and “Commercial PUD” in the proper alphabetical order.
- Definition #13, Internally Illuminated Signs – the definition may need adjustment if electronic signs are allowed.
- Definition #75, Dwelling Unit, does not include garages.
- In Definition #144 – eliminate PRD and use PUD to be consistent with state statute (replace each incidence of PRD with PUD throughout the document). The definition of PUD could be borrowed from the definition by South Burlington. PUDs should be allowed in the residential districts.
- Chapter 4, Regulation of Land Use Activities, Section 401 – add: “Any building permit may be subject to additional state or federal permits.”
- Chapter 5, Development Review Procedures, Section 502.A.1 (Zoning Permit Requirement) – revise to reference PUD generically and delete reference to Exposition Center PUD, Commercial PUD, Agricultural PUD (move all to Section 511).
- Chapter 5, Section 502.A – clarification is needed on whether there is a difference between a ‘zoning permit’ and ‘development permit’ and what the difference is.
- Chapter 5, Section 502.P, PRD – delete.
- Chapter 5, Section 502.Q, Telecommunications – an expanded explanation is needed from legal counsel.
- Chapter 5, Section 509.B.1, Activities involving Access to Public Roads – change “The decision of the Board...” to “The decision of the Board of Trustees shall be final.”
- Chapter 6, Zoning District Regulations, Section 601.C.b – delete the sentence reading: “Applicants may apply for a variance...”
- Chapter 6, Section 601.G – change PRD to PUD and strike “24VSA4407(12)”.
- Chapter 6, Section 602.C.b – delete the sentence reading “Applicant may apply for a variance...”
- Chapter 6, Section 602.G – change PRD to PUD and strike “24VSA4407(12)”.
- Chapter 6, Section 604, Purpose – use staff’s suggested text for the Purpose and insert “state” before “designated village center district” and add: “The village has applied for and received state designated village center district designation.”

- Chapter 6, Section 604.C, Setback Requirements – clarify that there are no setbacks for commercial development, but there are setbacks for residential development.
- Chapter 6, Section 604.E.1 – change “Twenty First Center” to “21st Century”.
- Chapter 6, Section 604.E.6.b.ii and Section 604.E.6.b.iii – delete both subsections.
- Chapter 6, Section 604.G.2.h – clarify how the purchase/lease-back arrangement is an ‘innovative technique’.
- Chapter 6, Section 608, Transit Oriented Development – John Alden will discuss the TOD with staff as to how existing businesses in the district will transition when nothing is confirming and if the district is a long term vision for the village.
- Chapter 6, Section 608.B.2 – delete.
- Chapter 6, Section 608.K, PUD – delete “24VSA4407(12)” and use lower case for “mixed use development”.
- Chapter 6, Section 615.F, Building Height – clarify why 72’ is used rather than 84’.

6. OTHER PLANNING COMMISSION ITEMS

Next meeting: February 4, 2016

Agenda: Work Session: LDC Update (begin at Section 620 Use Table)
Approve 12/3/15 & 1/21/16 minutes

7. ADJOURNMENT

MOTION by John Alden, SECOND by Amber Thibeault, to adjourn the meeting.
VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:50 PM.

Rcdg Scty: MERiordan



State of Vermont
Department of Housing and Community Development
National Life Building – North [phone] 802-828-3211
One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

January 26, 2016

Patrick Scheidel, Municipal Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED
FEB 01 2016
Village of Essex Junction

Re: Neighborhood Development Area Designation for the Village of Essex Junction

Dear Patrick:

I am pleased to provide you with formal notification that the Vermont Downtown Development Board approved the Village of Essex Junction's request for Neighborhood Development Area (NDA) designation at its meeting on January 25, 2016. On behalf of the Vermont Downtown Board, I congratulate you and hope this new program can help Essex Junction attain its housing goals. We look forward to hearing of future successes in your community.

The designated area is now eligible for all benefits available to a designated Neighborhood Development Area (NDA) and eligibility will continue until the Village Center Designation is due for renewal in September 2020. At that time, the Village of Essex Junction will need to request renewal of both designations. A reminder will be sent to you prior to your renewal date. The Village is welcome to request changes to the designation boundary at any time.

It is a pleasure to have the Village of Essex Junction recognized as a designated Neighborhood Development Area and on behalf of both the Vermont Neighborhood Development Area Program and the Vermont Downtown Development Board, we look forward to working with you to improve the availability of homes for Vermonters.

Sincerely,



Noelle MacKay, Commissioner
Department of Housing & Community Development

CC: Robin Pierce, Community Development Director
Chittenden County Regional Planning Commission



2015 **ecos** Annual Report

The State of Chittenden County

POPULATION
160,531



RESIDENTS UNDER 18



RESIDENTS OVER 65

RESIDENTS 20-64



PEOPLE OF COLOR

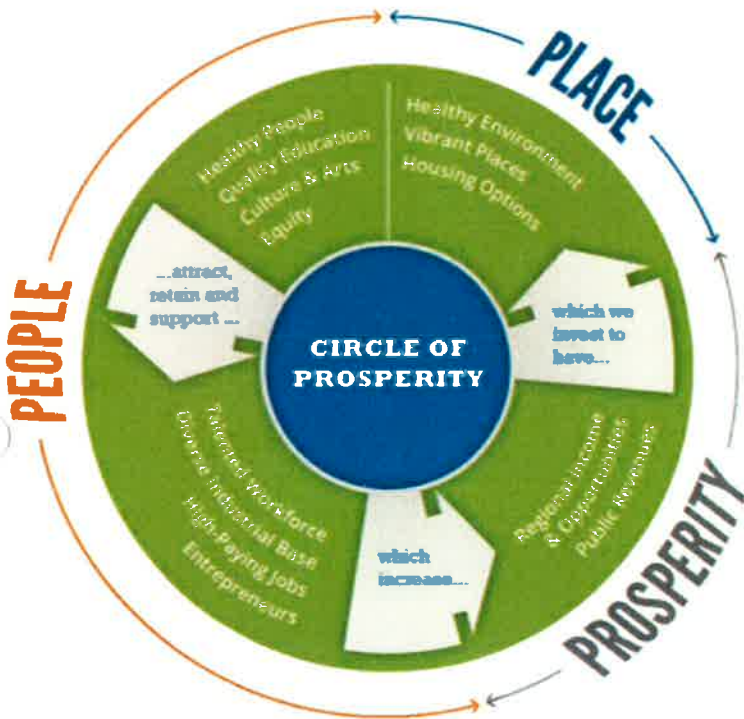
Source: American Community Survey, 2010-2012

Prepared by the
ECOS Partnership



INTRODUCTION & PARTNERSHIP ACCOMPLISHMENTS

Three years since the adoption of the ECOS Plan, the ECOS Partners remain invested in making progress toward accomplishing the plan's vision for a healthy, prosperous, and inclusive Chittenden County. The challenges we face are multi-faceted and often interrelated. We keep working to break down silos and keep in mind that our efforts are mutually supportive in achieving our goals. This interdependence is reflected in the Circle of Prosperity below.



Elements of the ECOS Plan are integrated into each partner organization's work plans, and the partners approach work differently as a result of implementing the principles of collective impact.

In an effort to monitor and build on successes, bring new information to the legislature and community leaders, and continue to work on areas that need improvement, the ECOS Partnership prepares this Annual Report and an online Scorecard each year. These data-driven resources provide insight into current and future needs in Chittenden County, and allow us to focus on long-term solutions rather than just treating short-term symptoms.

"ECOS is embedded in the culture of our community. This partnership is unique; the way we deal with challenges in the community is through cross-sector collaboration, which transcends changes in leadership."

*-Martha Maksym, Executive Director
United Way of Chittenden County*

In 2015, the ECOS Partners report the following **accomplishments** as a result of their cross-sector relationships and the principles of collective impact. Watch for the check marks ✓ throughout this report for more accomplishments.

✓ **Collective Impact Conference**
Promoting the use of collective impact by multiple organizations.

By: United Way of Chittenden County & Chittenden County Regional Planning Commission

✓ **Passed the VT Clean Water Act**
"All in" effort to improve water quality.

By: State Legislature, Agency of Natural Resources, VTtrans, Agency of Agriculture, Lake Champlain Regional Chamber of Commerce, GBIC, CCRPC, & many others

✓ **Form-Based Codes**
Drafted zoning updates to better achieve denser, mixed use, and walkable centers in their communities.

By: Westford, Shelburne, Burlington, Winooski, South Burlington, & CCRPC

✓ **Passed the ASSIST loan program**
Helping first-time home buyers with down payment and closing costs.

By: State Legislature, Vermont Housing Finance Agency, Lake Champlain Regional Chamber of Commerce, & GBIC

✓ **Food Insecurity Messaging**
Developed effective messaging about the reality of food insecurity within the County.

By: United Way of CC, Health Dept, UVM Medical Center, Hunger Free VT, & CCRPC

✓ **Preserved tax deductions for Vermont's non-profit sector and business community**

By: State Legislature, Lake Champlain Regional Chamber of Commerce, GBIC, & United Way

PEOPLE

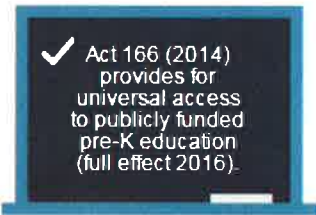
Education | Health | Shelter

ACCESS TO CHILDCARE



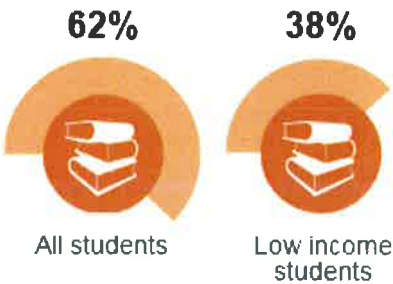
Source: American Community Survey, 2014 5 Year Estimates, Child Care Resources

\$ Middle income Vermont families with two parents and two young children are spending up to 40% of their income on child care.



READING PROFICIENCY

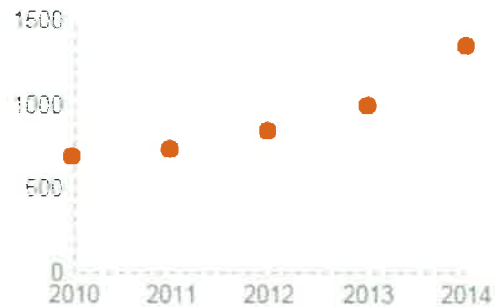
Third grade reading proficiency rates are lower for low income students.



Source: Agency of Education, School Year 2014/2015

OPIOID TREATMENT

Although treatment is increasing, the waitlist remains steady due to staffing capacity at the Chittenden Clinic. The UVM-MC is working on a robust plan for physician's practices and health centers to offer medication-assisted treatment.



Source: Vermont Department of Health, Surveillance and Control Office, Alcohol and Drug Abuse Programs

✓ The Medication Assisted Therapy program helped 466 suboxone patients (14% increase) in Chittenden County, with funding from Medicaid.

ADULT SMOKING

Overall adult smoking remains at 14% while over 27% of low-income adults are current smokers.

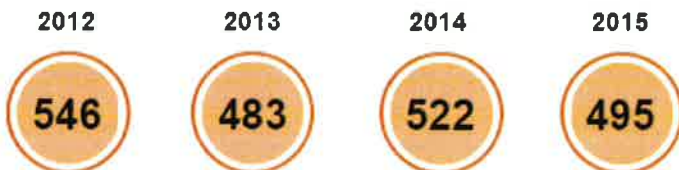


Source: Vermont Department of Health, Surveillance and Control Office, Alcohol and Drug Abuse Programs

✓ Church Street Marketplace has been tobacco-free since December 2014.

✓ The University of Vermont began enforcing a tobacco-free campus, including the UVM Medical Center, in August 2015.

NUMBER OF HOMELESS PEOPLE



Source: Housing Data Center, Vermont Department of Community Health & Well-Being, Chittenden County

✓ The "Housing First" approach to address homelessness resulted in securing permanent supportive housing for 42 of the 96 (out of 495) most vulnerable people in 2015.



PLACE

Housing | Transportation | Energy | Environment

RENTAL HOUSING VACANCY RATE



3% County-wide
3.7% Urban
2.3% Suburban
 A healthy vacancy rate is between 3% and 5%.

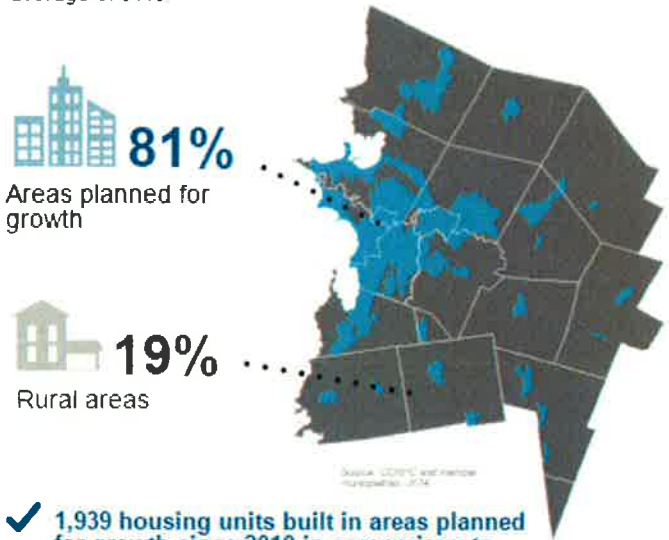
Source: American Housing Survey 2015

- ✓ For the first time in 15 years, the county-wide vacancy rate has reached 3%. This is largely a result of 534 units built and available for lease in 2015 in Burlington and Winooski.

NOTE: The data is collected at two points within the year and could be skewed if new units were open for lease but not yet filed at that time; therefore, the data does not reflect that new units fill very quickly, an indication that we are still not meeting the market needs. The long-term average vacancy county-wide is still extremely low at 1.5%.

RESIDENTIAL DEVELOPMENT

The ECOS goal to focus 80% of new residential development in areas planned for growth has been achieved since 2010 with an average of 81%

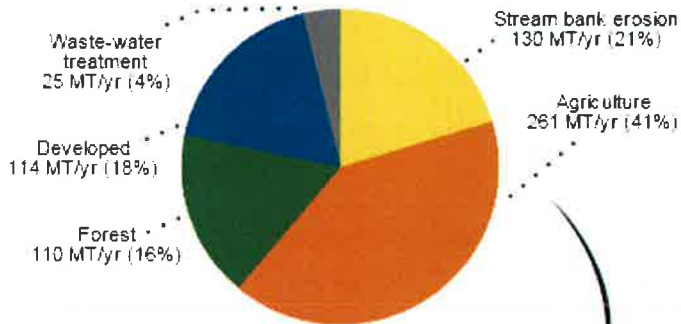


- ✓ 1,939 housing units built in areas planned for growth since 2010 in comparison to 390 housing units built in rural areas.
- ✓ Westford, Shelburne, Burlington, Winooski and South Burlington drafted zoning updates to better achieve denser, mixed use, and walkable centers in their communities.

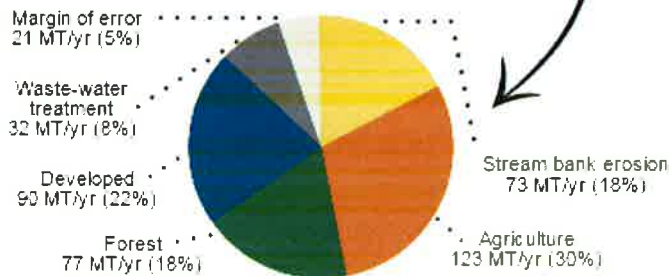
WATER POLLUTION

Phosphorus concentration is currently 631 metric tons (MT/year), which does not meet EPA water quality standards.

Base Load 631 Metric Tons/Year



Target 415 Metric Tons/Year (-34%)



Source: Vermont Falls in Phosphorus Load (October-August) 2016, Vermont Water Agency

- ✓ The Vermont Clean Water Act was passed in June 2014, and the Clean Water Fund was established to support a continual process of planning, prioritizing, developing, implementing and evaluating strategies for improvement.

TRANSPORTATION



Vehicle miles traveled decreased by 0.4% in 2014, while the population increased by 2.4% between 2010 and 2014.

- ✓ 3.8% more miles of designated bike lanes, sidewalks, and shared-use paths have been built since 2010 to support people choosing active transportation modes.

Source: Agency of Transportation 2014 American Community Survey, New York Times

RENEWABLE ENERGY

In 2015, Vermont generated 16% of total energy from renewable sources.

Within Chittenden County:

- ✓ 1,300 renewable energy generating sites
- ✓ 48% increase in renewable energy since 2011
- ✓ 362 electric vehicles registered & 38 public charging stations available

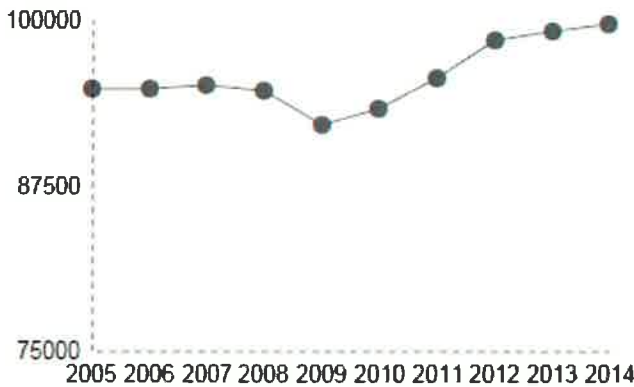
Source: 2015 Vermont State of Energy, Greenhouse Gas Emissions, Vermont Energy Data, www.veer.vt.gov

PROSPERITY

Employment | Income | Housing

TOTAL EMPLOYMENT

The number of employees has been increasing since 2009.



Source: Vermont Department of Labor, Economic and Labor Market Information

✓ Chittenden County high schools participated in the Lake Champlain Regional Chamber of Commerce's "Learn to Earn" program, giving students exposure to a variety of career paths and college readiness through mentoring, internship, and job shadowing.

EMPLOYMENT & PAY FOR STEM JOBS

STEM jobs pay higher on average than non-STEM jobs. Chittenden County hosts a 6% STEM workforce, comparable to the national average of 6.5%.

BURLINGTON, VT Metro Area

6% of total workforce

\$72,193
STEM Pay

\$49,895
NON-STEM Pay

ALBANY, NY Metro Area

7.5% of total workforce

\$74,170
STEM Pay

\$37,550
NON-STEM Pay

BOSTON, MA Metro Area

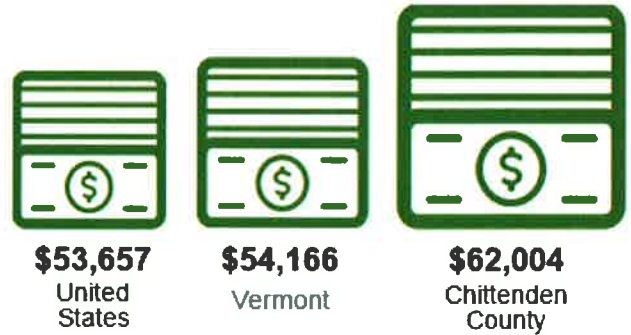
11.20% of total workforce

\$91,850
STEM Pay

\$45,750
NON-STEM Pay

MEDIAN HOUSEHOLD INCOME

Chittenden County income is higher than both VT and US. After a decline between 2008 and 2010, income levels are increasing within Chittenden County.



Source: American Community Survey (2012)

POVERTY LEVEL

1 in 14 families in Chittenden County live in poverty.



Source: American Community Survey (2012)

✓ The "Drop the Box" campaign was initiated to expand the prospective workforce and offer greater opportunity for community members with prior criminal records by removing the standard criminal history question on the initial application.

HOUSING COST BURDEN

Households paying more than 30% of their income on housing is 20% higher for renters than for homeowners.



Source: American Community Survey (2012)

✓ The ASSIST loan program was passed by the State Legislature, which provides first-time home buyer assistance with down payment and closing costs.

✓ BTV Ignite launched as an organization that seeks to increase the talent and infrastructure for an innovation-based economy for Chittenden County through cross-sector collaboration.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 26, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Development Director.
OTHERS PRESENT: Wayne Beebe, John Alden, Al Villa, John Gaworecki, Greg & Toni Morgan, Fran Kinghorn, Jaye O'Connell, Christine Forde, Bob Chamberlin, Roxanne Meuse, James Melone.

[Note: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA CHANGES/APPROVAL

Add:

- Memo on Ad Hoc Governance Committee to Manager's Report
- Information on Winooski housing code to Manager's Report

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

John Gaworecki, caretaker of the Amtrak train station, requested more parking spaces on Ivy Lane for Amtrak passengers. Mr. Gaworecki explained the recent incident involving an Amtrak passenger who parked his car on Ivy Lane with an Amtrak parking permit in a parking space not designated as Amtrak parking and the car was towed. The cost to retrieve the car was \$305. No one was aware the village had reserved spaces or a parking policy on Ivy Lane. Mr. Gaworecki said he is planning to pay the fine himself in order to maintain an Amtrak customer and a friend of Essex Junction. Mr. Gaworecki also mentioned a junk car was parked on Ivy Lane for a couple of months without consequence.

Jim Melone, former train station caretaker, said it is time for Essex Junction to rise and shine for Amtrak passengers coming to the village and ensure they have a pleasant experience. At one time the village had a pamphlet listing stores and restaurants to visit while in the village. Regarding parking, the number of Amtrak passengers leaving their car overnight while taking the train is increasing. Adding a clause to the parking regulations that says Amtrak passengers with a parking permit are allowed to park on Ivy

Lane should rectify the problem. Mr. Melone recalled when Ivy Lane was built Amtrak had parking spaces and people applied for a permit for the remaining spaces.

The Trustees will add discussion of parking on Ivy Lane to a future agenda.

2. Public Hearing: FYE17 Proposed Budgets and Capital Programs

The public hearing was opened at 7:55 PM. Lauren Morrisseau gave a presentation on the proposed FYE17 budgets and capital programs. The following was highlighted:

- Proposed FYE17 General Fund Budget is \$3,953,074 (4% increase due to salaries, salt, paving, insurance, debt service, capital contributions).
- Proposed FYE17 enterprise fund budgets (Water, Waste Water, Sanitation) total \$10,016,169 (5.6% increase).
- Proposed FYE17 Capital Funds (General Fund Capital Reserve, Rolling Stock, Water Capital, Waste Water Capital, Sanitation Capital) total \$703,499. Capital projects include the water line on Railroad Avenue, meter upgrades to radio reads, server replacement in the Village Office, engineering the Hillcrest sidewalk, South Street pump station repairs/maintenance, digester cleaning at the treatment plant, capital planning (20 year), and waste water return activated sludge pump. Rolling stock purchases include a pickup truck, compressor, and payment on the fire truck note.
- With the Town of Essex contributing 100% of the Street Department Budget, the village tax rate will decrease from \$0.2366 to \$0.2269 (one cent decrease).
- The combined services initiative with the town has saved money.

George Tyler commented the proposed budget maintains present service levels. The budget and the one cent shaved off the tax rate to be designated for a village improvement project will be voted as two separate items at annual meeting. There has been much discussion on encouraging public engagement and giving the public opportunity to comment. The public hearing on the proposed budget was advertised and yet there are only two citizens in attendance.

There were no further comments.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to close the public hearing on the proposed FYE17 budgets and capital programs. VOTING: unanimous (5-0); motion carried.

The hearing was closed at 8:10 PM.

3. Train Station Access and Circulation Study

Christine Forde, CCRPC, Bob Chamberlin, RSG, and John Booth, Scott + Partners, held the third public meeting on the train station project being funded with federal transportation planning funds. The following was highlighted:

- The project encompasses the train station building and surrounding transportation issues.

- Several alternatives were studied for both the train station building design and transportation alternatives.
- The recommendation is for a partial building canopy (no plaza) over the train station and a one-way traffic circulation pattern. The recommendation is the lowest cost, addresses key access and circulation deficiencies, results in the least loss of parking, and maximizes green space. The station canopy can be expanded at some point in the future if desired.

There was discussion of the loss of parking with all the alternatives and the interaction of one-way traffic circulation when the crescent connector is built and if Main Street becomes a pedestrian mall from Brownell Block to Five Corners. There was mention of the current problem with buses waiting by the train station in the travel lane and taxicabs parking by the station.

MOTION by George Tyler, SECOND by Lori Houghton, to approve Alternative #4 of the Train Station Access and Circulation Study with the caveat that the waiting area for taxicabs is not ideal and if further study is done this situation will be reviewed.

DISCUSSION: Elaine Sopchak suggested the Police Chief update the Trustees on enforcement of parking by the train station and provide an opinion on traffic flow and parking in the village. There were no further comments.

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

4. OLD BUSINESS

None.

5. NEW BUSINESS

1. Draft 2015 Annual Report Dedication and Cover

The Trustees concurred with the 2015 Annual Report dedication to Pat Scheidel. Staff will be asked to find pictures of the annual block party and farmers market for inclusion in the report if possible (perhaps removing one or two pictures of the Lincoln Hall restoration work).

2. Real Estate Opportunities

Discussed in Executive Session

6. MUNICIPAL MANAGER'S REPORT

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

- February 9, 2016
- February 23, 2016
- March 8, 2016
- March 22, 2016
- April 12, 2016

*Special Events/Meetings

-
- February 16, 2016 @ 7 PM – Joint Meeting with Selectboard, Prudential Committee, and Trustees at EJRP Maple Street
 - April 6, 2016 @ 6 PM – Annual Community Supper
 - April 6, 2016 @ 7 PM – Annual Meeting
 - April 12, 2016 – Australian Ballot Voting, 7 AM – 7 PM

2. Ad Hoc Committee

The purpose and mission of the ad hoc governance committee are decided so the interviews for members can be held. Elaine Sopchak mentioned the commitment of the committee members will be closer to a year, not two months.

3. Housing Code

Winooski Fire Chief offered to discuss the Winooski housing code with the Trustees. The Trustees will add the topic to a future agenda.

3. Town Budget & Meeting

Essex Selectboard held a public hearing and approved the proposed town budget of \$13,182,890 (4.73% increase). The highway tax was decreased by one cent due to the \$200,000 transfer of funds from the village into the Highway Budget for paving work. He “Public to be Heard” article will continue at annual meeting. The 2016 Town Plan will be on the ballot. There are two incumbents seeking re-election to the Selectboard and two individuals running for the two year unexpired term. The annual town dinner before town meeting will begin at 6:30 PM. Free childcare and bus service to the meeting will be provided.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak suggested the Trustees discuss the Rutland Town resolution on renewable energy projects. The village needs to have a voice in these matters and may want to adopt a similar resolution. Following further discussion there was agreement to invite the state legislators to the next meeting to discuss the matter.
- Lori Houghton announced the village received an Orton Foundation grant for \$11,800 for public engagement, community report card, and co-working space. An additional \$2,500 will be received with a progress report.
- George Tyler reported on the Vermont Neighborhood Designation received by the village that exempts some development in the village from Act 250 review.
- George Tyler explained the letter to Vermont Energy Investment Corporation in support of the “Smart Growth” grant. There is no commitment by the village.

2. Reading File

- Minutes
 - Capital Program Review Committee 1/5/16
 - Bike/Walk Advisory Committee 1/11/16
 - Tree Advisory Committee 1/5/16
- Grant Award Letter from VTrans for Brickyard Road Storm Water Improvement Project
- Grant Award Letter from Hoehl Family Foundation for Senior Center

- Email from Swanton Wind Opposition re: Rutland Town Resolution

8. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting 1/12/16.**
- 2. Expense Warrant #16026 dated 1/15/16 in the amount of \$42,594.05.**
- 3. FYE16 Budget Status Report through December 2015.**
- 4. CCSU Request to Close Streets for Stream of Lights Parade 2/12/16.**
- 5. CCRPC Application FYE17 UPWP for Main Street Closure Scoping Study.**
- 6. Letter of Support to Vermont Energy Investment Corporation.**

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, SECOND by Lori Houghton, pursuant to the Open Meeting Law and 1VSA313(a)(2) to go into Executive Session to discuss real estate opportunities where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage, and to invite the Municipal Manager and Assistant Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:50 PM and adjourned at 9 PM. No action was taken following Executive Session.

With no further business and without objection the meeting was adjourned at 9 PM.

RScty: M.E.Riordan



02/02/16
11:04 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16027 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 01/28/16 To 01/28/16 & Fund 2

Page 1 of 3
Imorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	01/10/16 BL BOOKS & SUPPLIES 011016D	210-45551.610 SUPPLIES	33.72	3821	01/28/16
42665	AMAZON/SYNCB	01/10/16 BL BOOKS & SUPPLIES 011016D	210-45551.641 JUVEN COLLECTION-PRNT & E	362.32	3821	01/28/16
42665	AMAZON/SYNCB	01/10/16 BL BOOKS & SUPPLIES 011016D	210-45551.640 ADULT COLLECTION-PRINT &	472.94	3821	01/28/16
41410	FINANCIAL OPERATIONS	01/06/16 ST light repair D10616D	210-43123.570 TRAFFIC LIGHTS MAINTENANC	816.53	3830	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	1445.60	3834	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-43160.622 STREET LIGHTS - ELECTRICI	10350.54	3834	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-41940.622 ELECTRICAL SERVICE	555.55	3834	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-42220.622 ELECTRICAL SERVICE	555.55	3834	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-45551.622 ELECTRICAL SERVICE	1127.00	3834	01/28/16
07010	GREEN MOUNTAIN POWER CORP	01/04/16 VA Jan summary elec 010416D	210-43110.622 ELECTRICAL SERVICE	189.69	3834	01/28/16
V10129	HYSKO WENDY	01/26/16 BL MATERIALS 012616D	210-45551.640 ADULT COLLECTION-PRINT &	16.99	3835	01/28/16
27295	MAPLEHURST FLORIST	01/18/16 AD cards 36169	210-41320.610 SUPPLIES	7.49	3839	01/28/16
V10098	PIERCE/ROBIN//	01/25/16 DV MILEAGE REIMBURSE RP 012516D	210-41970.500 TRAINING, CONF, DUES	38.88	3843	01/28/16
V2124	STAPLES ADVANTAGE	12/29/15 VF MONITOR BRACKET 3289925075	210-42220.889 ROUTINE EQUIPMENT PURCHAS	31.79	3850	01/28/16
14800	TECH GROUP INC	12/31/15 ST wifi fix 69457	210-43110.610 SUPPLIES	249.38	3851	01/28/16
14800	TECH GROUP INC	01/15/16 ad/dv Feb managed svcs 69583	210-41320.340 COMPUTER EXPENSES	444.88	3851	01/28/16
14800	TECH GROUP INC	01/15/16 ad/dv Feb managed svcs 69583	210-41970.340 COMPUTER EXPENSES	219.12	3851	01/28/16
14800	TECH GROUP INC	01/19/16 AD sonic wall license ren 69594	210-41320.340 COMPUTER EXPENSES	385.00	3851	01/28/16
09930	VT ELEVATOR INSPECTION SV	01/11/16 BL building maint 17584	210-45551.434 MAINT. BUILDINGS/GROUNDS	200.00	3855	01/28/16
05570	WELLS RIVER FIRE DEPT	01/25/16 VF training class 012516D	210-42220.500 TRAINING, CONFERENCES, DU	200.00	3858	01/28/16
V9941	BUSINESSCARD SERVICES	01/10/16 BL tech sup sftwre montr 011016D	210-45551.340 COMPUTER EXPENSES	1003.00	1601283	01/28/16
V9941	BUSINESSCARD SERVICES	01/11/16 LH/AD bldg, trustee suppl 011116D	210-41320.560 TRUSTEES EXPENDITURES	13.19	1601283	01/28/16
V9941	BUSINESSCARD SERVICES	01/11/16 LH/AD bldg, trustee suppl 011116D	210-41940.610 SUPPLIES	3.69	1601283	01/28/16
V9941	BUSINESSCARD SERVICES	01/21/16 ST cable #34 012116D	210-43110.432 VEHICLE MAINTENANCE	145.30	1601283	01/28/16
V9941	BUSINESSCARD SERVICES	01/22/16 VF new battery for apc SO194580	210-42220.610 SUPPLIES	46.55	1601283	01/28/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10636	01/01/16	HEALTH/EQUITY AD Jan admin fee 0116463	210-41320.210 HEALTH INS & OTHER BENEFI	3.45	1601284	01/28/16
39425	01/11/16	SCOTT & PARTNERS INC VR LH exterior rehab 816	230-46801.010 LINCOLN HALL RESTORATIONS	775.00	3847	01/28/16
07010	01/04/16	GREEN MOUNTAIN POWER CORP VA Jan summary elec 010416D	254-43200.622 ELECTRICAL SERVICE	50.37	3834	01/28/16
V1816	01/29/16	POSTMASTER/BURLINGTON// VWSA water bills postage 012916D	254-43200.536 POSTAGE	345.33	3844	01/28/16
12840	12/31/15	ADS BURLINGTON TRANSFER S 2.97 Ton 3168	255-43200.565 GRIT DISPOSAL	247.55	3819	01/28/16
V10734	01/01/16	ENCORE ESSEX JUNCTION SOL WW Jan solar fxd pymnt 1612-JAN1	255-43200.622 ELECTRICAL SERVICE	2969.11	3828	01/28/16
V97100	01/06/16	NEBRA WW Nebra renewal 1985	255-43200.500 TRAINING, CONFERENCES, DU	800.00	3840	01/28/16
10220	01/10/16	NEW ENGLAND AIR SYSTEMS L WW boiler gas line ins 138625	255-43200.570 MAINTENANCE OTHER	237.00	3841	01/28/16
23855	12/30/15	SOUTHWORTH-MILTON, INC. WW plant gen service SCINV118555	255-43200.570 MAINTENANCE OTHER	550.00	3849	01/28/16
V2124	07/18/15	STAPLES ADVANTAGE WW CREDIT RETURN 3272009372	255-43200.610 SUPPLIES	-20.15	3850	01/28/16
V2124	12/23/15	STAPLES ADVANTAGE WW FILE INDEXES 3289925071	255-43200.610 SUPPLIES	5.40	3850	01/28/16
07010	01/04/16	GREEN MOUNTAIN POWER CORP VA Jan summary elec 010416D	256-43220.001 SUSIE WILSON PS COSTS	516.76	3834	01/28/16
07010	01/04/16	GREEN MOUNTAIN POWER CORP VA Jan summary elec 010416D	256-43200.622 ELECTRICAL SERVICE	1244.51	3834	01/28/16
07010	01/04/16	GREEN MOUNTAIN POWER CORP VA Jan summary elec 010416D	256-43220.002 WEST ST PS COSTS	840.41	3834	01/28/16
V1816	01/29/16	POSTMASTER/BURLINGTON// VWSA water bills postage 012916D	256-43200.536 POSTAGE	690.67	3844	01/28/16
11555	01/07/16	RUSSELL RESOURCES INC SA PARTS VARIOUS P STA'S 162351	256-43220.002 WEST ST PS COSTS	2196.00	3846	01/28/16
11555	01/07/16	RUSSELL RESOURCES INC SA PARTS VARIOUS P STA'S 162351	256-43200.230 RETIREMENT	1613.39	3846	01/28/16
23855	12/30/15	SOUTHWORTH-MILTON, INC. SAHs psta gen svc SCINV118551	256-43200.434 PUMP STATION MAINTENANCE	590.00	3849	01/28/16
23855	12/30/15	SOUTHWORTH-MILTON, INC. SA batteries SCINV118559	256-43220.002 WEST ST PS COSTS	885.03	3849	01/28/16

02/02/16
11:04 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16027 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 01/28/16 To 01/28/16 & Fund 2

Page 3 of 3
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		33454.53		
				=====		

RECEIVED

JAN 25 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: Richard Cleveland, Chairman

Organization: Vermont Quilt Festival, Inc.

Tax Exempt #: 72334 Non-Profit: Yes No

Address: 11 Pearl St, Suite 205, Essex Jct VT 05452

Phone: _____ Email: info@vqf.org

Application for: Street Banner Gas Lamp Banners _____ Event Flags _____

Message and dimensions: Vermont Quilt Festival,
June 24-25-26

Locations you would like the event flags displayed: Park Street, just south of Cascade St.

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

Signed: Richard L. Cleveland Date: 01/25/16

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

OFFICE USE ONLY

Insurance Certificate received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Waiver signed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Liability Waiver received:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
\$250 fee received:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Application complete:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Trustees= approval (date): _____

RECEIVED
JAN 28 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: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Spring Craft & Antique Show April 30 & May 1

Locations you would like the event flags displayed: _____

Route 2 by the power dam

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

Signed:  Date: 01/28/2016

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

RECEIVED

JAN 28 2016

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
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Please Print

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Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Circus Smirkus – June 28-30

Locations you would like the event flags displayed: _____

Route 2 by the power dam

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

Signed:  Date: 01/28/2016

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

RECEIVED

JAN 28 2016

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
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Please Print

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Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

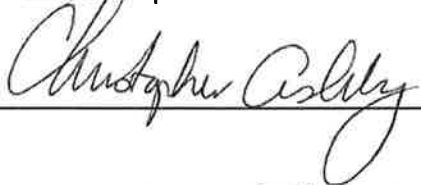
Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: 2016 Champlain Valley Fair – Aug 26 – Sept 4

Locations you would like the event flags displayed: _____

Route 2 by the power dam

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

Signed:  Date: 01/28/2016

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

RECEIVED

JAN 28 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: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Welcome Street Rodders

Locations you would like the event flags displayed: _____

Route 2 by the power dam

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

Signed:  Date: 01/28/2016

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

RECEIVED

JAN 28 2016

Village of Essex Junction

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FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Fall Craft Show Oct 28-30

Locations you would like the event flags displayed: _____

Route 2 by the power dam

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

Signed:  Date: 01/28/2016

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

OFFICE USE ONLY

Insurance Certificate received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Liability Waiver received:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
\$250 fee received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Application complete:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Waiver signed: Yes No

David Angus

From: David Angus [dangus@angusfirm.com]
Sent: Friday, January 29, 2016 8:59 AM
To: 'patty@essexjunction.org'
Subject: Essex Junction Little League Road Closure Request

Patty,

It was nice speaking with you yesterday and I appreciate your help with these Little League matters. As we discussed, Essex Junction Little League desires to submit a road closure request so that we may hold our annual Opening Day parade. Specifically, we request that on Saturday, April 30, 2016 from 9:30 AM to 10:00 AM the closure of Maple Street from Mansfield Avenue to Rivendell Avenue.

Please let me know if you need any further information. I appreciate your help.

David
Secretary – Essex Junction Little League

David J. Angus, II, Attorney



1 Kennedy Drive, Suite U2 • South Burlington • VT 05403

Main: (802) 399-2260 • Fax: (802) 399-2171

dangus@angusfirm.com • www.angusfirm.com