



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, APRIL 26, 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
5. **OLD BUSINESS**
 - a. Swearing In of Newly Elected Trustee – Susan McNamara-Hill
 - b. Board Reorganization
 - c. Discussion of Upcoming Retreat
6. **NEW BUSINESS**
 - a. Review and Adopt 2016 Local Emergency Operations Plan – Police Chief Brad LaRose
 - b. Bid Award for FYE 17 Paving – Rick Jones
 - c. Master Card Credit Limit Increase – Lauren Morrisseau
 - d. Amendments to Personnel Regulations – Pat Scheidel
7. **MANAGER'S REPORT**
 - a. Various Meetings
 - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 4/5/16
 - Planning Commission 4/7/16
 - Bike Walk Advisory Committee 4/11/16
 - c. Certification of Election Results 4/12/16
 - d. Email about Tree City USA Designation
 - e. Letter from George Tyler to Senator Patrick Leahy about Amtrak Station
 - f. CCRPC Notice of Public Hearings to Review FY17 UPWP and ECOS Plan Amendments
 - g. Letter of Support for AARP Community Demonstration Project Grant
9. **CONSENT AGENDA**
 - a. Approve and Sign Annual Meeting Minutes 4/6/16
 - b. Minutes of Previous Meetings 4/12/16
 - c. Expense Warrant #16039 dated 4/18/16 in the amount of \$44,202.18
 - d. Expense Warrant #16040 dated 4/21/16 in the amount of \$107,666.79

10. **EXECUTIVE SESSION**

- a. Personnel/Contracts
- b. Real Estate

11. **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.

Agende Addition
5d. Old Business



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Patty Benoit, Administrative Assistant *Patty*
DATE: April 25, 2016
SUBJECT: Lincoln Hall Restoration Project

Issue

The issue is to bring the Trustees current on the Lincoln Hall Restoration Project.

Discussion

Attached is a list of expenses for the project. There were two change orders to cover additional work that was discovered along the way, including rebuilding the chimney bases. Liszt Historical Restoration will also put a sealant on the building to protect it because of the sandblasting done years ago. All work by Liszt is expected to be completed in May, followed by the siding of the white building. Gutters will be added to the Pearl St. side of the building and new exterior signs will finish the project.

The cost of replacing the exterior signs is in the Lincoln Hall General Fund budget (see attached photos). Also attached is an email from Roger Sammel of Sammel Sign indicating his contribution to the project. There will be signs on different sides of Lincoln Hall indicating its age and status on the state historic register.

Cost

The Village has the funds to cover the budget overage.

Recommendation

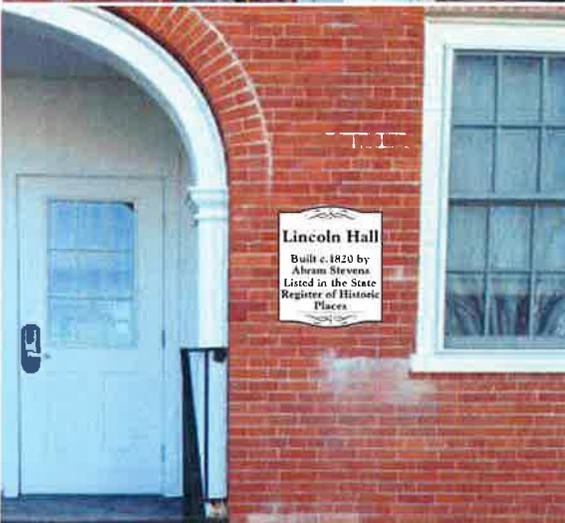
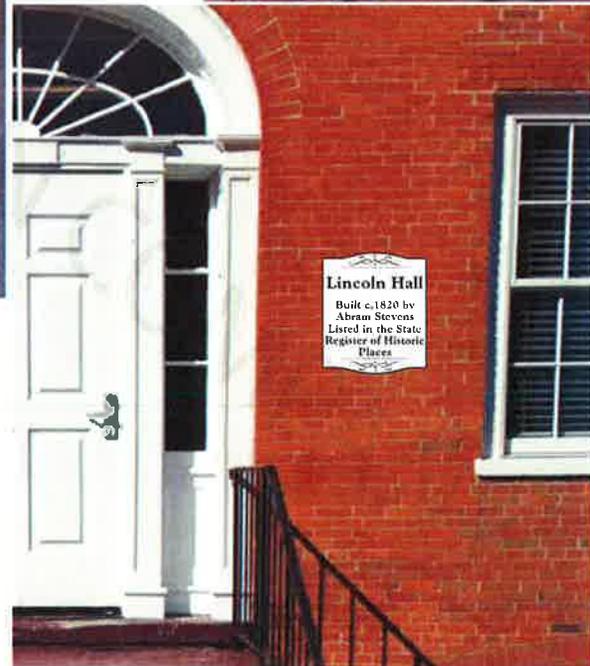
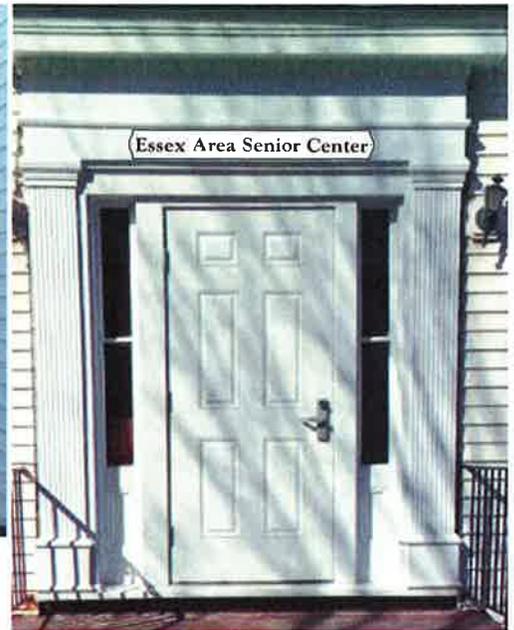
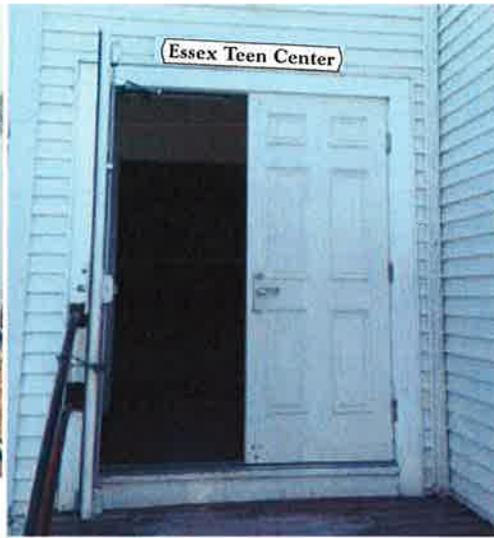
This is for information purposes only.

LINCOLN HALL RESTORATION PROJECT BUDGET

FYE 16

FYE 15

Scott & Partners Architects	\$	12,580.00	\$	7,220.00
Asbestos inspection	\$	350.00		
Bid ad	\$	210.50		
Liszt Historical Restoration original contract	\$	280,000.00		
Performance bond paid by Village	\$	8,500.00		
Change order #1 Feb. 2016	\$	18,500.00		
Siding on white building	\$	19,560.00		
New shutters	\$	5,230.00		
Deduct from Change order #1 - painting old shutters	\$	(1,800.00)		
Change order #2 April 2016	\$	17,450.00		
Deductions for damages - vent pipe & landscaping	\$	(2,360.00)		
Gutters on Pearl St. side	\$	1,100.00		
Total	\$	359,320.50		
Original budget in Capital Plan	\$	343,680.00		
Amount over budget	\$	15,640.50		
Other:				
New signs for exterior - not in Capital Plan, in Lincoln Hall budget, amount budgeted \$1,100. (See attached.)	\$	1,125.00		



One Sided Signs 3/4" PVC with inverted rounded edges and black carved lettering.

- 1 - 35" w x 11" h
- 1 - 43.5" w x 6" h
- 1 - 47.5" w x 5.5" h
- 1 - 28.5" w x 5" h
- 1 - 28.5" w x 5" h
- 3 - 20" w x 23.5" h



Cove detail around all perimeters.

SAMMEL
SIGN
and
Display

95 Chapin Road • Essex Junction • Vermont 05452
T (802) 879-3360
F (802) 764-5905

Copyright © 2016 Sammel Sign Company
All Rights Reserved

I approve this artwork as submitted. I understand that any changes or corrections after this approval is signed may result in additional charges and I agree to those if necessary. I further understand that the design is the property of Sammel Sign Company and may not be reproduced without written permission.

Approval Signature

Date

Patty Benoit

From: Roger Sammel <roger@sammelsign.com>
Sent: Friday, April 22, 2016 10:08 AM
To: Patty Benoit
Subject: Village Office Signs
Attachments: Town Office Signs Layout V2.pdf; Contract 3550.pdf

Good Morning Patty,

Attached are the revised layouts and contract for the building signs.

After meeting you at the site and seeing what a great job the restoration company did I can not allow you to do signs with vinyl lettering. I have decided to do all the signs v-groove carved at the same price as vinyl! My contribution to the effort and community and as a thank you for all the business you have given us over the years.

If everything looks good please sign layout, contract and return with deposit to begin production.

Please contact me with questions or concerns.

Best,
Roger

--

Roger Sammel
Sammel Sign Company
Mail 95 Chapin Road
Shop 20 Morse Drive, Suite C
Essex Junction, VT 05452
T 802 879 3360
F 802 764 5905
roger@sammelsign.com
sammelsign.com

RECEIVED

APR 25 2016

Village of Essex Junction

Memorandum

To: Essex Selectboard, Essex Junction Board of Trustees
Cc: Patrick C. Scheidel, Municipal Manager
From: Greg Duggan, Assistant Town Manager GSD
Re: Pursuing TGIA recommendations
Date: April 11, 2016

Issue

The issue is whether the Selectboard and Board of Trustees should act on the recommendations from the Thoughtful Growth in Action project.

Discussion

Thoughtful Growth in Action spent approximately six months studying the planning governance structures in Essex and Essex Junction and recommending ways to improve planning governance for the entire Essex community. The TGIA working group presented four recommendations in the project's report, dated March 15, 2016:

- 1) Move to create a Joint Planning Commission and two separate development review boards;
- 2) Use a phased approach to structural changes;
- 3) Empower boards to establish a timeframe and work with staff to make a plan for transition;
- 4) Continue to explore and implement ways to improve public participation in planning.

The TGIA working group met monthly from September 2015 to February 2016, but future work on planning governance will likely happen at a slower pace. The project consultants and steering committee have agreed that the legislative bodies should meet with their respective planning commissions, and the Trustees and Selectboard should also plan on a joint meeting in late May or early June. The legislative bodies should also seek input from the Zoning Boards of Adjustment and community development staff.

If the boards decide to pursue the TGIA recommendations, discussions will focus on timeframes, appointment processes, communication, and other considerations. Ultimately, changes to planning governance will require charter changes for the Village and quite possibly the Town.

Cost

None, other than staff and board time.

Recommendation

It is recommended that the Selectboard and Trustees pursue the TGIA recommendations to create a Joint Planning Commission for Essex, with separate Development Review Boards for the Village of Essex Junction and the Town outside the Village; and to include the TGIA recommendations on a list of potential charter changes for the municipalities.

Patty Benoit

From: Robin Pierce
Sent: Tuesday, April 26, 2016 1:55 PM
To: Patrick C. Scheidel
Cc: Patty Benoit; Terry Hass
Subject: Info you might want to share with the Trustees.

Multiuse Path. Contractor has presented the Right of Entry Permit to the railroad. We await Permit approval before commencing work.

Connector Road. The project is now in the VTrans fiscal year 2017 which commences July 2016. We are working to move the project ahead once we get final plans from the railroad engineer.

Missing Link. Working to get the last few residents to sign Deeds to enable the project to reach the point where we can put the work out to bid.

Update LDC. We hope to have the final version approved by the PC in May and then send it to the Trustees for Adoption.

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)
REQUEST FOR QUALIFICATIONS
Engineering Studies, Design and Permitting**

VILLAGE OF ESSEX JUNCTION TAP TA16 (7)

The Village of Essex Junction (Village) is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the retrofit of a natural depression into a gravel wetland adjacent to Mansfield Drive and Brickyard Road in the Village of Essex Junction. The Village is seeking a Consultant with expertise in designing, engineering and permitting such a project as outlined herein. The procurement process for selection of the Consultant will be a Qualifications Based Selection (QBS). We are not seeking a detailed scope of work or cost proposal at this time. The successful Consultant will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the selection committee.

Project Development

Through a grant agreement between the Village and the Vermont Agency of Transportation (VTrans), the Village will manage the project while the VTrans Municipal Assistance Bureau (MAB) administers funding and reviews project material for compliance to Federal and State standards and policies as laid out in the MAB Guidebook.

The owner of the project is the Village and the sole authority for the Consultant during the project rests with the Village of Essex Junction Trustees.

The Municipal Project Manager (MPM) for the Village will be Jim Jutras, and can be contacted at, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452. Phone (802) 878-6943 x101 or email jim@essexjunction.org. The consultant will work directly with the Municipal Project Manager throughout the development process.

The project will be developed according to the guidelines established by the VTrans Local Municipal Assistance Bureau. Questions related to the MAB project development process can be answered by VTrans Project Supervisor, Rachel Beauregard, VTrans, MAB, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 828-5608 or email rachel.beauregard@vermont.gov.

All technical questions related to this RFQ shall be directed to the MPM.

Project Requirements

All work will be accomplished in accordance with the following:

- VTrans CADD Manual / MicroStation format, if necessary.
- Specifications for Contractor Services dated June 2014 (from MAB Guidebook on Agency's web site).
- MAB Guidebook
- MAB Project Development Process

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Project Description

The project consists of converting an existing, natural depression into a gravel wetland. The proposed retrofit will convert the existing depression into a gravel wetland that will provide channel protection volume control for runoff from all of the “Creek” Condominiums as well as a portion of the Village-owned road. A fore bay will be installed at the inflow to the basin or elsewhere within the drainage basin where it may be determined appropriate.

The wetland will provide detention benefitting the high flow target of the Flow Restoration Plan (FRP). Water quality treatment will be provided in a subsurface gravel layer which would benefit future phosphorus TMDL goals. The retrofit will not change the character of the area significantly. New plantings and enhanced maintenance with the project would improve aesthetics.

History of the Project

Indian Brook is currently listed on the State of Vermont’s impaired waters (EPA 303(d)) list determined to be primarily a result of stormwater runoff. In the effort to restore Indian Brook and de-list its impaired designation, a flow-based Total Maximum Daily Load (TMDL) was developed, which outlines required reductions in stormwater high flows and increase in base flow. The flow targets are the basis for the FRP, developed in accordance with the Municipal Separate Storm Sewer (MS4) General Permit Subpart IV.C.1 as a required part of the MS4 Stormwater Management Program.

The purpose of the FRP is to outline a plan for retrofits of existing impervious cover with stormwater management Best Management Practices (BMPs) to meet the TMDL flow targets. In Indian Brook, the high flow is required to be reduced by 1.3%. The FRP identified key projects within the Town and Village that are ideal for reducing flow targets within the Indian Brook watershed. Each of the projects identified were ranked using a comprehensive matrix. This stormwater improvement project has been identified as one of the top four projects in the FRP. By converting the existing natural depression into a gravel wetland, 4.68 acres of impervious area will be managed and 23.7% of the high flow target will be addressed. With the issuance of the final draft Lake Champlain Phosphorus TMDL, the Village will be required to reduce the amount of phosphorus entering Lake Champlain. This project will mitigate 0.49 lbs of phosphorus that would otherwise enter into Lake Champlain.

Qualifications - Based Selection Process (QBS)

Engineering services for this project will be procured through a qualifications-based selection process (QBS) as determined by the Brooks Act (Public Law 92-582). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms. We are not seeking a scope of work or cost proposal at this time. For more information on the QBS process please contact VTrans, MAB, One National Life Drive, Montpelier, VT 05633-5001.

April 22, 2016

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Submission Requirements

Please furnish six (6) copies of the Statement of Qualifications with pages numbered consecutively. Statement of Qualifications (SOQ) s hould be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing and engineering services for the ESSEX VILLAGE TAP TA16 (7).

SOQ's should include the following items:

- Proposed Project Team
- Technical Abilities
- Examples of Previous Projects
- References
- Proposed Schedule
- Provisions for the Archeological and Historic Review Components of the Project
- Qualifications of all Proposed Sub-Consultants
- Any other information that you consider important

We are not seeking a detailed scope of work or cost proposal at this time. The successful consultant will be selected based upon their demonstrated ability to provide the highest qualified team with available hours to complete the task list above. All Statements of Qualification will become the property of the Village upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The Village reserves the right to reject any and all Statements of Qualification received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This Request for Qualifications in no way obligates the Town to award a contract.

Submission Schedule

Statements of Qualifications (SOQ) are to be hand submitted or mailed to:

Village of Essex Junction
Attn: Jim Jutras
2 Lincoln Street
Essex Junction, VT 05452

SOQ's must be received at the Village offices no later than **4:00 p.m. on May XX, 2016**. SOQ's received after the deadline will not be accepted. Each submittal will be both date and time stamped. Questions will be answered up to May XX, 2016, after which a compiled list of all questions asked and answers will be furnished to all interested consultants. It is the goal of the Village to review the Statements of Qualifications and the Selection Committee to meet collectively and choose the three most qualified firms within two weeks of the submission deadline. Interviews with selected consultants may begin shortly afterward and the selection of the most qualified firm and negotiations with that firm is anticipated to conclude sometime on or before May XX, 2016. An anticipated start date for the project would be June 6, 2016.

April 22, 2016

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Notification to all responding firms of the selection will follow immediately upon the decision of the Village of Essex Junction Trustees.

Selection

The Selection Committee includes the MPM, Village & VTrans Project Supervisor, and the Village Environmental Technician. They will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary in order to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated

Criteria for Selection

The following criteria, as a minimum, will be used to evaluate qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	3	5	15
Knowledge of the Project Area	2	5	10
Availability of Technical Disciplines	4	5	20
Qualifications / Experience of Proposed Staff	2	5	10
Ability to Meet Schedules & Budgets	2	5	10
Past Performance on Similar Projects	5	5	25
Knowledge of Federal and State Standards and Policies	2	5	10
TOTAL			100

Contract Requirements

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104. The fee is \$20.00. The telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The selected consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any

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financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is on file with VTrans.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for addition to that list.

The Consultant awarded this contract shall be responsible for furnishing the Village with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Consultant Contract Provisions located in the Municipal Assistance Bureau Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to the Village of Essex Junction Trustees, 2 Lincoln Street, Essex Junction, Vermont 05452. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Village Trustees is final.

All questions related to this RFQ shall be directed to the MPM, Jim Jutras, Village of Essex Junction, 2 Lincoln Street, Essex Junction 05452, Phone (802) 878-6943 x 101 or by email, jim@essexjunction.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

James L. Jutras
Water Quality Superintendent
Municipal Project Manager

April 22, 2016

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)
REQUEST FOR QUALIFICATIONS
Engineering Studies, Design and Permitting**

SCOPE OF WORK

General Scope of Work

1. **Background and Reference Materials:** This scope of work covers all the steps noted in the *VTrans Municipal Assistance Bureau Guidebook revised August 2014*.
2. **Project Limits:** The project is limited to the Village Right-of-Way and an approved piece of land owned by South Creek Condominium Homeowners Association.
3. **Coordination/Documentation:** All project meetings and telecommunications will be documented and sent to the MPM and possibly others as directed. A project file will be maintained with all pertinent correspondence.
4. **Project Status Updates:** Monthly project updates will be generated and sent by email to the Municipal Project Manager (MPM), MAB Project Manager (MABPM), the Village, Project Team and any other individuals the Village is asked to add to the copy list. A project status update shall also be submitted at the time of each monthly invoice.
5. **Contract Updates:** The Municipal Project Manager (MPM), MAB Project Manager (MABPM), and all members of Project Team shall be notified immediately of any design issue that will create any change to the executed contract. Any additional cost required to address the change would be agreed upon before any further design work takes place.

Project Definition and Work Task

1. **Pre-design Conference:** An initial meeting with the MPM, MABPM and Project Team will take place on **May XX, 2016**, where the anticipated scope of services will be discussed and clarified.
2. **Local Concerns Meeting:** A public meeting will be held to solicit input from abutters and other interested parties on the project, and to get further input on other issues that will be considered during the design process. A Notice of the Meeting will be created and mailed to the abutters. The Village will be asked to update the abutter mailing list prior to the notices being sent out. The selected consultant will be responsible for advertising the meeting in local media. It should be noted that the area proposed for the stormwater treatment system lies within a fully developed residential zone.
3. **Data Collection:**
 - a. **Topographic Survey:** will be collected by the selected consultant and/or by his or her sub consultant and followed by the plotting of a base plan. Prior to the survey, letter written on Village letterhead that introduces the surveyors and informs the property owners of the survey schedule will be used to notify individual property owners. The survey data will include the utility poles and existing culverts as well as any utilities that are present within the immediate

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project limits. Location of adjacent dwellings and sill elevations shall also be shown on the plans.

- b. The survey will be performed to VTrans Standards. The survey data will be imported into MicroStation using current VTrans Standards and will create a 3-dimensional digital terrain model (DTM) as well as an annotated base plan showing all the existing detail.
 - c. Three copies of the survey plots will be provided to the MPM at a 1" = 50' scale. After the initial plot, an engineering field review will be completed to verify the survey plot and to identify additional engineering related survey needs. The existing Right-of-Way (ROW) and limit of Village owned property will be depicted on the plan. Approximate existing property lines and owners names will be added to the base plan based on available electronic tax map information.
 - d. After the wetlands are flagged, a second survey request will be developed to collect the wetland flag information and other data along the project that is needed for engineering purposes. The survey plan and DTM will then be updated.
4. **Soils Investigations/Hydrogeological Survey:** Soil borings shall be appropriately spaced throughout the site. The soil data collected will be used to aid in storm water design. A hydrogeological survey shall be completed to determine how the installation of the underground stone and storage system will affect the water table and potentially affect neighboring houses. Ground water monitors shall be installed at the limit of the site boundary on the west, north and south sides for use throughout the design and construction process.
5. **Critical Environmental Resources and Permit Requirements:** Complete field research and a site review to identify potential constraints such as historic districts, structures or properties, hazardous waste, archaeologically sensitive areas and wetlands. If archaeological field investigations become necessary, a separate budget request will be made at the time the required scope is identified. Wetlands will be flagged in the spring. Act 250 and other permit related needs will be investigated to determine the implications related to various design options, cost and the project schedule.
6. **Initiate Conceptual Design:** Upon completion of the field survey, conceptual design will be completed to identify the major project design challenges. This work will include creating a template that will allow for modeling and developing proposed slope limits then completing several critical cross sections to depict potential impacts to utility poles, trees, fences etc that will need to be addressed. In addition, consideration will be given to potential storm water treatment related grading that will further extend the slope limits in certain areas.
7. **Town and Utility Officials Meeting:** Arrange a meeting with key Village officials. A representative(s) from the affected utility companies, if impacted, will need to be invited. The meeting purpose will be to discuss project challenges and agree upon resolutions.

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8. **Public Progress Meeting:** A public meeting will be held to update abutters and other interested parties on the project design status and to get further input on other issues that will be considered during the design process. A Notice of the Meeting will be created and mailed to the abutters. The Village will be asked to update the abutter mailing list prior to the notices being sent out. The selected consultant will be responsible for advertising the meeting in local media.

9. **Conceptual Plans Development:** Conceptual Plans will be developed according to the MAB guidelines. During the plans development, it is anticipated that two meetings will be required with the MPM, MABPM, Village Officials and other affected parties, if necessary to present various design options to address items such as degree of stormwater treatment, hydrogeological survey results, tree impact mitigation/avoidance options and other design related options for consideration. In addition, it is important to the Village that the layout and location of the site design is sensitive to adjacent property owners. Coordination with ANR officials will be completed early and that input will be used as a basis for the design. Protection measures for trees that can be saved and mitigation (plantings) for tree removals will be shown on the plans. Environmental permit related issues associated with each option as well as a detailed construction cost estimate will be available to facilitate decision making. Once the plan package is completed, it will be submitted along with supporting documentation to the MPM, VTrans MAB Project Manager and the Village for review and comment. After comments are received, a Comment Review Meeting will be held to agree upon resolutions. The agreed to resolutions will then be incorporated into the Conceptual Plans. A set of Revised Conceptual Plans will then be submitted. A Public Information Meeting will then be scheduled to present the project. A Notice of the Meeting will be created and mailed to the abutters. The Village will be asked to update the abutter mailing list prior to the notices being sent out. The selected consultant will be responsible for advertising the meeting in local media. Design Engineer will prepare meeting graphics and lead the presentation. It is assumed that any potential plan revisions associated with meeting input will be incorporated into the 60% Plans, as part of Phase B.

Plans and supporting data comparing design options for work session meetings.

- Meeting memos.
- Conceptual Plans (Title Sheet, Typical Sections including the proposed pavement and substructure treatment, Base Plan and Profile Sheets with proposed layout, Cross Sections, Conceptual Traffic Control).
- Summary of Conceptual Plan Comments with suggested resolution for discussion and updating at the Comment Review Meeting.
- Detailed Construction Cost Estimate.
- Draft list of abutters for Village to update.
- Public Notice of the meeting.
- Public Meeting memo.

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11. **Environmental Impact Resolution**: After acceptance of the Conceptual Plans by the Village, documentation will be submitted that is necessary to obtain the National Environmental Policy Act of 1969 (NEPA) permit, which for this project is expected to be a Categorical Exclusion Document. The submittal will include the standard Environmental Analysis Sheet. The VTrans Environmental Section will be responsible for submitting the environmental documentation to the FHWA for an expected categorical exempt determination. In addition, we will obtain the Act 250 Jurisdictional Determination.
12. **Utility Locations**: Initiate coordination with the utility companies, and locate all existing utility locations on the conceptual plans. The plans shall include but not be limited to the following, guy poles and wires, utility poles, natural gas lines, privately-owned utilities in the public right of way and underground communication lines. The Village of Essex Junction will provide the selected consultant with all known municipal utilities including water, sanitary sewer, and storm sewer within the project corridor.
13. **Project Right-of-Way Required**: The selected consultant shall provide all Right of Way data on the completed conceptual plans, including the limits of actual construction disturbance, and locations of any potential easements required for construction. These locations shall be clearly marked on the drawings.
14. **Final Plans**: The Village of Essex Junction reserves the right to amend the contract with the selected consultant to provide further design services on this project including but not limited to the following; Final Plans, Contract Plans, Project Bid Documents, and Construction Services.

DEPARTMENTAL MEMORANDUM



Date: April 12, 2016

To: Board of Trustees
Patrick Scheidel, Municipal Manager

From: Bradley J. LaRose
Chief of Police

Issue:

Board of Trustees review, modify (if necessary) and adopt the 2016 Village of Essex Junction Local Emergency Operations Plan template.

Discussion:

The Village of Essex Junction 2016 Local Emergency Operations Plan (LEOP) template is due for submission to the Chittenden County Regional Planning Commission (CCRPC) by May 1, 2016. Last year, the Trustees reviewed and adopted the 2015 plan. Trustee Dan Kerin signed the verification of adoption section of the form (page 2) as he has completed the necessary training qualifying him to sign. The 2016 plan requires a qualifying official to sign verification of adoption. Trustee Kerin remains qualified to sign.

The 2016 plan is similar to the 2015 plan, however, there are new requirements this year that include listing trailer parks, facilities with qualifying hazardous materials and childcare facilities. I received the necessary information (community wide) to update the Plan template from the CCRPC. The River Hill Trailer Park has been added to the template and the hazardous materials facilities and childcare facilities information will be submitted as attachments.

Use of the 2015 template is permissible with the addition of a reference to whether or not the listed emergency shelters will accommodate pets. That information has been added to the template. I will also be sending a street map as an attachment.

The template is designed for guidance in the event of an emergency. The Village/Town Emergency Operations Plan documents are much more comprehensive.

Cost: None

Recommendation:

It is recommended that the Board of Trustees review, modify (if necessary) and adopt the 2016 Essex Junction Local Emergency Operations Plan template.

ESSEX JUNCTION LOCAL EMERGENCY OPERATIONS PLAN 2016

Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment. Report to SEOC
- 10) Conduct and document 'Emergency Repairs'

Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) Contact State Emergency Operations Center for Long Term Recovery Case Management regarding possible humanitarian needs.
- 13) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 14) Conduct an after-action review and develop an improvement plan

Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)

Job Title	First Name	Last Name	Work #	Radio call sign
Emergency Management Chairperson / Chief of Police	Bradley	LaRose	878-1335	M395
Email Address	Cell #	Pager #	Home #	Time Contacted
blarose@essex.org	316-6114	N/A	434-4057	
Job Title	First Name	Last Name	Work #	Radio call sign
Municipal Manager – Emer. Mgmt. Director	Patrick	Scheidel	878-1341	Pat
Email Address	Cell #	Pager #	Home #	Time Contacted
pscheidel@essex.org	343-0850		878-0338	
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	Christopher	Gaboriault	657-6229	C1
Email Address	Cell #	Pager #	Home #	Time Contacted
cgaboriault@gdatp.com	598-9280		879-0197	

County: **Chittenden**

Name of town EMD/C: **Essex**

Date LEOP adopted:

Date NIMS adopted: **10/09/2006**

I, Village Trustee, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): Dan Kerin

Name

Date

Physical Municipal Address: **2 Lincoln St, Essex Jct., VT 05452**

Telephone: 879--8343

Fax: **802 878-1340 (PD)**

E-mail: dkerin@essexjunction.org

Alternate communication method: 878-8331

This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1st.

Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

1) Establish an Incident Command Structure and make appropriate local decisions		<input checked="" type="checkbox"/>	Time
a. Identify the Incident Commander		<input type="checkbox"/>	
b. Identify the Incident Command Post		<input type="checkbox"/>	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))		<input type="checkbox"/>	
d. Assess the situation (deploy assessment teams)		<input type="checkbox"/>	
	Determine casualties	<input type="checkbox"/>	
	Determine structure/infrastructure losses	<input type="checkbox"/>	
	Determine resource needs	<input type="checkbox"/>	
	Identify emergency access sites or isolated citizens	<input type="checkbox"/>	
e. Request additional resources (Mutual Aid) if needed.		<input type="checkbox"/>	
f. Secure a perimeter around affected area if needed		<input type="checkbox"/>	
g. Consider potential staffing needs (extended or multiple operational periods)		<input type="checkbox"/>	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate		<input checked="" type="checkbox"/>	Time
Have highest ranking town official (Selectboard Chair or Municipal Manager) delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority)		<input type="checkbox"/>	
If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration)		<input type="checkbox"/>	

3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors		<input checked="" type="checkbox"/>	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	1-800-347-0488	<input type="checkbox"/>	
If HAZMAT involved, contact HAZMAT Hotline	1-800-641-5005	<input type="checkbox"/>	

4) Alert the general population and evacuate as needed		<input checked="" type="checkbox"/>	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum, media, School notification network)		<input type="checkbox"/>	
Complete Planning Task #1 (see page 4)		<input type="checkbox"/>	

5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)		<input checked="" type="checkbox"/>	Time
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Facility Name	Address	Phone Number		
Essex Police Department	145 Maple St. – Essex Junction	878-8331	<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6)				<input checked="" type="checkbox"/>	Time
Notify the American Red Cross that shelters are needed				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
Essex Alliance Church	36 Old Stage Road Essex, VT	878-8213	500+ No Pets	<input type="checkbox"/>	Opened: Closed:
Champlain Valley Exposition	105 Pearl Street, Essex Jct., VT	878-5545	1000+ No Pets	<input type="checkbox"/>	Opened: Closed:
Essex Educational Center	2 Educational Drive, Essex Jct., VT	878-1384 879-7121	500+ Pets Allowed	<input type="checkbox"/>	Opened: Closed:

7) Expand the ICS Structure as needed (see Appendix A3 – Incident Briefing (ICS Form 201))

8) Determine if additional operational shift staffing is needed		<input checked="" type="checkbox"/>	Time
Determine the operational period (8hrs, 12hrs, etc)		<input type="checkbox"/>	
Identify staffing for future operational periods (see Appendix A3–Organizational Assignment List (ICS Form 203))		<input type="checkbox"/>	
Develop plans for the next operational period (see Appendix A3– Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		<input type="checkbox"/>	
	What is the Operational Period? hrs to hrs	<input type="checkbox"/>	
	What is the briefing time? hrs	<input type="checkbox"/>	
As the incident winds down, release excess resources as per demobilization plans		<input type="checkbox"/>	

9) Conduct damage assessment. Report to the State Emergency Operations Center		<input checked="" type="checkbox"/>	Time
Complete Planning Task #2 (see page 4)		<input type="checkbox"/>	
Conduct a complete damage assessment for public and private damages. Submit Local Situation Report to the State Emergency Operations Center (see Appendix A2 – Local Situation Report)		<input type="checkbox"/>	

10) Conduct and document ‘Emergency Repairs’		<input checked="" type="checkbox"/>	Time
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix C2)		<input type="checkbox"/>	

11) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs

Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)

Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)

12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet.

13) Conduct an after-action review and develop an improvement plan.

PLANNING TASKS

Please complete the white portion of these planning tasks prior to an incident occurring. During the incident, please complete the shaded portions.

Planning Task #1					
High Risk Populations List (for special attention/possible evacuation during an incident)					
Complete this information before an incident				Complete this information during an incident	
High Risk Population Type <small>(school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)</small>	High Risk Population Location <small>(physical location)</small>	Point of Contact	POC Phone Number	Evacuated To <small>(physical location)</small>	Time
Whitcomb Woods	128 West St., Essex Junction		EPD Dispatch		
Green Mountain Nursing Home	Fort Ethan Allen		EPD Dispatch		
Champlain Valley Tech and Innovation Park	River St., Essex Junction		EPD Dispatch		
All Schools	Multiple Locations	School Safety Listings			
Town Meadow Senior Housing	20-22 Carmichael St.		863-2224 + PD		
Pinecrest Senior Living	7 Joshua Way	Rae Rappold	879-3333 +PD		
Mansfield Place	18 Carmichael St.	Switchboard	871-5808+PD		
Hawks Meadow	17 Carmichael St.		879-6507		
River Hill Mobile Home Park	63 River Road	Barbara Sweeney	(802) 831-6468		
See attached list of Child Care Facilities					

Planning Task #2 Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident		Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	Site Location (physical location)	Checked by	Status	Time
Champlain Valley Tech and Innov. PK Chemical Storage	River St., Essex Junction			
Main St., Park St, North St, Old Colchester Rd. Railroad Crossings	Essex Junction			
Park St. Bridge / Dam	Essex Junction			
Indian Brook Dam	Indian Brook Road			
See Attachments RE: Haz Mat Loc.				

* If additional space is needed, please attach information on a separate sheet.

Memorandum

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

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

Ricky Jones, Village Public Works Superintendent

DATE: 19 April 2016

SUBJECT: Town/Village Paving Bid

ISSUE: The issue is whether or not to accept the Paving Bid for FYE2017.

DISCUSSION: The paving bid for projects in the Town and Village were opened on 15 April 2016 and the results of the bid are tabulated on the attached sheets. Five qualified firms submitted bids With Pike being the low bidder at a total cost of \$497,221.00 and a unit cost of \$61.50/ton. All bids were checked for accuracy and completeness.

The Village projects totaled \$197,391.50 against an approved budget of \$200,000. Because these numbers are so close, the following plan will be set in motion:

- 1) The Village will not learn whether or not it has obtained a Class 2 Paving Grant for South Summit Street for a few weeks or more.
- 2) If the Class 2 Paving Grant is obtained, then Kiln and Mason Drive will not be paved this summer, saving \$28,597.50. This puts the paving amount to be spent at \$168,794. This will allow some leeway for the upcoming winter, as well as project contingency. If there are sufficient funds in the spring, these roads can be done then.
- 3) If the Village does not obtain the Class 2 Paving Grant, then Kiln and Mason will be done this summer and the paving savings would be \$17,504. There would be \$179,887.50 spent, leaving sufficient contingency for the other projects.

The Town has provided all bidders with letters acknowledging the low bid from Pike. The award to Pike is contingent on acceptance of the bid by the Village Trustees. In the letter to them, they have been alerted to the plan for Village paving outlined in this memo.

RECOMMENDATION: It is recommended that the Village approve the award of the paving bid to Pike for projects within the Village for FYE2017.

Town of Essex, Vermont
2016
Paving Bid

LOW BIDDER

BASE BID	Description	Quantity	Unit	E.W. Whitcomb		S.T. Paving		EQI		S.D. Inland		Project Bid Award	
				Unit Price	Unit Total	Unit Price	Unit Total						
	Type III B.C. Pavement (1.5 inch Thick)	625	Ton	\$ 61.00	\$ 38,125.00	\$ 69.60	\$ 43,500.00	\$ 66.70	\$ 41,887.50	\$ 64.90	\$ 40,562.50	\$ 64.74	\$ 40,462.50
	Total			\$ 61.00	\$ 38,125.00	\$ 69.60	\$ 43,500.00	\$ 66.70	\$ 41,887.50	\$ 64.90	\$ 40,562.50	\$ 64.74	\$ 40,462.50
	Type III B.C. Pavement (1.5 inch Thick)	210	Ton	\$ 67.00	\$ 14,070.00	\$ 69.60	\$ 14,616.00	\$ 66.70	\$ 14,007.00	\$ 64.90	\$ 13,629.00	\$ 65.94	\$ 13,827.40
	Total			\$ 67.00	\$ 14,070.00	\$ 69.60	\$ 14,616.00	\$ 66.70	\$ 14,007.00	\$ 64.90	\$ 13,629.00	\$ 65.94	\$ 13,827.40
	Type III B.C. Pavement (1.5 inch Thick)	525	Ton	\$ 62.00	\$ 32,550.00	\$ 69.60	\$ 36,540.00	\$ 66.70	\$ 35,017.50	\$ 64.90	\$ 34,072.50	\$ 65.94	\$ 34,193.50
	Total			\$ 62.00	\$ 32,550.00	\$ 69.60	\$ 36,540.00	\$ 66.70	\$ 35,017.50	\$ 64.90	\$ 34,072.50	\$ 65.94	\$ 34,193.50
	Type III B.C. Pavement (2.5 inch Thick)	125	Ton	\$ 75.00	\$ 9,375.00	\$ 83.60	\$ 10,480.00	\$ 80.70	\$ 10,087.50	\$ 78.90	\$ 9,862.50	\$ 79.94	\$ 10,017.50
	Type III B.C. Pavement (1.5 inch Thick)	75	Ton	\$ 65.00	\$ 4,875.00	\$ 69.60	\$ 5,220.00	\$ 66.70	\$ 5,002.50	\$ 64.90	\$ 4,867.50	\$ 65.94	\$ 4,930.50
	Total			\$ 70.00	\$ 14,250.00	\$ 81.60	\$ 15,700.00	\$ 78.70	\$ 15,090.00	\$ 76.80	\$ 14,730.00	\$ 77.88	\$ 14,948.00
	Type IV B.C. Pavement (1.0 inch Thick)	500	Ton	\$ 64.00	\$ 32,000.00	\$ 69.60	\$ 34,800.00	\$ 66.70	\$ 33,350.00	\$ 64.90	\$ 32,450.00	\$ 65.94	\$ 32,870.00
	Total			\$ 64.00	\$ 32,000.00	\$ 69.60	\$ 34,800.00	\$ 66.70	\$ 33,350.00	\$ 64.90	\$ 32,450.00	\$ 65.94	\$ 32,870.00
	Type III B.C. Pavement (1.5 inch Thick)	385	Ton	\$ 63.00	\$ 24,255.00	\$ 69.60	\$ 26,796.00	\$ 66.70	\$ 25,679.50	\$ 64.90	\$ 25,056.50	\$ 65.94	\$ 25,232.90
	Total			\$ 63.00	\$ 24,255.00	\$ 69.60	\$ 26,796.00	\$ 66.70	\$ 25,679.50	\$ 64.90	\$ 25,056.50	\$ 65.94	\$ 25,232.90
	Type III B.C. Pavement (1.5 inch Thick)	745	Ton	\$ 62.00	\$ 46,190.00	\$ 69.60	\$ 51,852.00	\$ 66.70	\$ 49,840.50	\$ 64.90	\$ 48,478.50	\$ 65.94	\$ 48,678.30
	Total			\$ 62.00	\$ 46,190.00	\$ 69.60	\$ 51,852.00	\$ 66.70	\$ 49,840.50	\$ 64.90	\$ 48,478.50	\$ 65.94	\$ 48,678.30
	Type III B.C. Pavement (2.0 inch Thick)	185	Ton	\$ 73.00	\$ 13,505.00	\$ 83.60	\$ 15,481.60	\$ 80.70	\$ 14,977.50	\$ 78.90	\$ 14,617.50	\$ 79.94	\$ 14,751.90
	Total			\$ 73.00	\$ 13,505.00	\$ 83.60	\$ 15,481.60	\$ 80.70	\$ 14,977.50	\$ 78.90	\$ 14,617.50	\$ 79.94	\$ 14,751.90
	Type III B.C. Pavement (2.0 inch Thick)	445	Ton	\$ 67.00	\$ 29,815.00	\$ 83.60	\$ 37,208.00	\$ 80.70	\$ 35,972.00	\$ 78.90	\$ 35,072.00	\$ 79.94	\$ 35,160.00
	Cold Plane (1.5 inch Depth)	3405	SY	\$ 2.00	\$ 6,810.00	\$ 2.20	\$ 7,491.00	\$ 2.50	\$ 8,512.50	\$ 3.15	\$ 10,725.75	\$ 2.67	\$ 9,091.35
	Total			\$ 69.00	\$ 36,625.00	\$ 85.80	\$ 44,699.00	\$ 83.20	\$ 44,484.50	\$ 82.05	\$ 45,787.75	\$ 82.61	\$ 44,251.35
	Type III B.C. Pavement (2.0 inch Thick)	1125	Ton	\$ 65.00	\$ 73,125.00	\$ 69.60	\$ 78,300.00	\$ 66.70	\$ 75,037.50	\$ 64.90	\$ 72,862.50	\$ 65.74	\$ 73,957.50
	Total			\$ 65.00	\$ 73,125.00	\$ 69.60	\$ 78,300.00	\$ 66.70	\$ 75,037.50	\$ 64.90	\$ 72,862.50	\$ 65.74	\$ 73,957.50
	Type III B.C. Pavement (2.0 inch Thick)	280	Ton	\$ 71.00	\$ 19,880.00	\$ 83.60	\$ 23,489.60	\$ 80.70	\$ 22,671.00	\$ 78.90	\$ 22,158.00	\$ 79.94	\$ 22,350.00
	Total			\$ 71.00	\$ 19,880.00	\$ 83.60	\$ 23,489.60	\$ 80.70	\$ 22,671.00	\$ 78.90	\$ 22,158.00	\$ 79.94	\$ 22,350.00
	Type III B.C. Pavement (2.0 inch Thick)	810	Ton	\$ 68.00	\$ 55,080.00	\$ 83.60	\$ 67,701.60	\$ 80.70	\$ 65,427.00	\$ 78.90	\$ 64,171.00	\$ 79.94	\$ 73,957.50
	Cold Plane (1.5 inch Depth)	6200	SY	\$ 2.25	\$ 13,950.00	\$ 2.50	\$ 15,500.00	\$ 2.50	\$ 15,500.00	\$ 3.95	\$ 24,490.00	\$ 2.93	\$ 18,166.00
	4 inch Double Yellow Line (Paint)	1700	LF	\$ 1.00	\$ 1,700.00	\$ 0.50	\$ 850.00	\$ 0.50	\$ 850.00	\$ 1.60	\$ 2,720.00	\$ 0.77	\$ 1,309.00
	Change Elevation on DI and CB	25	EA	\$ 1,200.00	\$ 30,000.00	\$ 400.00	\$ 10,000.00	\$ 625.00	\$ 15,625.00	\$ 525.00	\$ 13,125.00	\$ 690.00	\$ 17,250.00
	Change Elevation on Sewer Manhole	6	EA	\$ 2,000.00	\$ 12,000.00	\$ 700.00	\$ 4,200.00	\$ 700.00	\$ 4,200.00	\$ 525.00	\$ 3,150.00	\$ 725.00	\$ 4,350.00
	Change Elevation on Valve Box	10	EA	\$ 600.00	\$ 6,000.00	\$ 200.00	\$ 2,000.00	\$ 300.00	\$ 3,000.00	\$ 300.00	\$ 3,000.00	\$ 310.00	\$ 3,100.00
	Unformed Traffic Officer	12	EA	\$ 75.00	\$ 900.00	\$ 65.00	\$ 780.00	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 76.00	\$ 912.00
	Flags	24	EA	\$ 105.00	\$ 2,520.00	\$ 1,200.00	\$ 28,800.00	\$ 30.00	\$ 720.00	\$ 80.00	\$ 1,920.00	\$ 291.00	\$ 6,984.00
	Total			\$ 105.00	\$ 2,520.00	\$ 1,200.00	\$ 28,800.00	\$ 30.00	\$ 720.00	\$ 80.00	\$ 1,920.00	\$ 291.00	\$ 6,984.00
	Type III B.C. Pavement (2.5 inch Thick)	300	Ton	\$ 65.00	\$ 19,500.00	\$ 69.60	\$ 20,880.00	\$ 66.70	\$ 20,010.00	\$ 64.90	\$ 19,470.00	\$ 65.94	\$ 19,842.00
	Type III B.C. Pavement (1.5 inch Thick)	180	Ton	\$ 66.00	\$ 11,880.00	\$ 69.60	\$ 12,528.00	\$ 66.70	\$ 12,006.00	\$ 64.90	\$ 11,682.00	\$ 65.94	\$ 11,941.20
	Total			\$ 65.50	\$ 31,380.00	\$ 70.80	\$ 33,408.00	\$ 66.70	\$ 32,016.00	\$ 64.90	\$ 31,152.00	\$ 65.94	\$ 31,783.20
	Type III B.C. Pavement (2.0 inch Thick)	835	Ton	\$ 62.00	\$ 51,770.00	\$ 69.60	\$ 58,116.00	\$ 66.70	\$ 55,694.50	\$ 64.90	\$ 53,956.50	\$ 65.94	\$ 54,725.90
	Total			\$ 62.00	\$ 51,770.00	\$ 69.60	\$ 58,116.00	\$ 66.70	\$ 55,694.50	\$ 64.90	\$ 53,956.50	\$ 65.94	\$ 54,725.90
	TOTAL BASE BID			\$ 546,275.00	\$ 497,221.00	\$ 615,546.50	\$ 539,552.50	\$ 500,935.75	\$ 452,491.15	\$ 452,491.15	\$ 452,491.15	\$ 452,491.15	

Total Pavement Quantity 7,350 Tons
Avg. Unit Price for Pavement \$ 66.71 Per Ton
Avg. Unit Price for Milling \$ 2.80 Per SY

Village Summer 2016 Paving
Project Savings

WITH 2017 CLASS II PAVING GRANT BASE BID	Description	Quantity	Unit	Bids		Project Bid Average		Project Estimate		Project Budget	Savings
				Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total		
Paving Project 2016V-P6 - Drury Drive	Type IV B.C. Pavement (1.0 Inch Thick) Total	500	Ton	\$ 61.50	\$ 30,750.00	\$ 65.74	\$ 32,870.00	\$ 73.00	\$ 36,500.00	\$	\$ 36,500.00
Paving Project 2016V-P8 - Klin Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	185	Ton	\$ 61.50	\$ 11,377.50	\$ 67.74	\$ 12,531.90	\$ 73.00	\$ 13,505.00	\$	\$ 13,505.00
Paving Project 2016V-P10 - Mansfield Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	1125	Ton	\$ 61.50	\$ 69,187.50	\$ 65.74	\$ 73,957.50	\$ 73.00	\$ 82,125.00	\$	\$ 82,125.00
Paving Project 2016V-P11 - Mason Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	280	Ton	\$ 61.50	\$ 17,220.00	\$ 67.34	\$ 18,855.20	\$ 73.00	\$ 20,440.00	\$	\$ 20,440.00
Paving Project 2016V-P13 - South Summit Street (CLASS II PAVING GRANT, 20% MATCH)	Type III B.C. Pavement (2.0 Inch Thick) Cold Plane (1.5 Inch Depth) 4 Inch Double Yellow Line (Paint) Change Elevation on DI and CB Change Elevation on Sewer Manhole Change Elevation on Valve Box Uniformed Traffic Officer Flaggers Total	810 6200 1700 25 6 10 12 24	Ton SY LF EA EA EA EA EA	\$ 59.00 \$ 2.20 \$ 0.50 \$ 700.00 \$ 700.00 \$ 150.00 \$ 90.00 \$ 40.00	\$ 47,790.00 \$ 13,640.00 \$ 850.00 \$ 17,900.00 \$ 4,200.00 \$ 1,500.00 \$ 1,080.00 \$ 960.00	\$ 72.12 \$ 2.93 \$ 0.77 \$ 690.00 \$ 725.00 \$ 310.00 \$ 76.00 \$ 291.00	\$ 58,417.20 \$ 18,166.00 \$ 1,309.00 \$ 17,250.00 \$ 4,350.00 \$ 3,100.00 \$ 912.00 \$ 6,984.00	\$ 73.00 \$ 2.00 \$ 4.86 \$ 1,200.00 \$ 1,200.00 \$ 275.00 \$ 53.61 \$ 23.33	\$ 59,130.00 \$ 12,400.00 \$ 8,282.00 \$ 30,000.00 \$ 7,200.00 \$ 2,750.00 \$ 643.32 \$ 559.92	\$	\$ 120,945.24
Paving Project 2016V-P14 - Woods End Drive / Briar Lane	Type III B.C. Pavement (2.0 Inch Thick) Total	835	Ton	\$ 61.50	\$ 51,352.50	\$ 65.54	\$ 54,725.90	\$ 73.00	\$ 60,955.00	\$	\$ 60,955.00
TOTAL BASE BID (\$200,000.00 Budget)				\$	\$ 197,391.50	\$	\$ 303,428.70	\$	\$ 334,470.24	\$	\$ 334,470.24

(\$200,000. - \$197,391.50 = \$2,608.50 Remaining)

WITHOUT 2017 CLASS II PAVING GRANT BASE BID	Description	Quantity	Unit	Bids		Project Bid Average		Project Estimate		Project Budget	Savings
				Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total		
Paving Project 2016V-P5 - Drury Drive	Type IV B.C. Pavement (1.0 Inch Thick) Total	500	Ton	\$ 61.50	\$ 30,750.00	\$ 65.74	\$ 32,870.00	\$ 73.00	\$ 36,500.00	\$	\$ 36,500.00
Paving Project 2016V-P8 - Klin Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	185	Ton	\$ 61.50	\$ 11,377.50	\$ 67.74	\$ 12,531.90	\$ 73.00	\$ 13,505.00	\$	\$ 13,505.00
Paving Project 2016V-P10 - Mansfield Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	1125	Ton	\$ 61.50	\$ 69,187.50	\$ 65.74	\$ 73,957.50	\$ 73.00	\$ 82,125.00	\$	\$ 82,125.00
Paving Project 2016V-P11 - Mason Drive	Type III B.C. Pavement (2.0 Inch Thick) Total	280	Ton	\$ 61.50	\$ 17,220.00	\$ 67.34	\$ 18,855.20	\$ 73.00	\$ 20,440.00	\$	\$ 20,440.00
Paving Project 2016V-P14 - Woods End Drive / Briar Lane	Type III B.C. Pavement (2.0 Inch Thick) Total	835	Ton	\$ 61.50	\$ 51,352.50	\$ 65.54	\$ 54,725.90	\$ 73.00	\$ 60,955.00	\$	\$ 60,955.00
TOTAL BASE BID (\$200,000.00 Budget)				\$	\$ 179,887.50	\$	\$ 182,940.50	\$	\$ 213,525.00	\$	\$ 213,525.00

(\$200,000. - \$179,887.50 = \$20,112.50 Remaining)



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, Clerk/Treasurer/HR *smh*
Lauren Morrisseau, Finance Director *JM*
DATE: April 26, 2016
SUBJECT: Business Credit Card

Issue

The issue is whether or not the Trustees should approve increasing the credit line on the Village MasterCard from \$5,000 to \$10,000.

Discussion

1. The MasterCard that is kept in the Village office (issued by People's United Bank) has recently been used to pay freight charges on foam insulation that we have been able to purchase at a discount for the Briar Lane project. Hamlin Engineering found this source of insulation from construction projects throughout the northeast. When the foam is available we have to act fast to request shipment and the credit card is used to pay the shipping costs (from \$1,375 to \$1,675) per shipment. With a credit limit of \$5,000 we have to carefully monitor outstanding charges and make sure there is credit available on the card.

Raising the credit line to \$10,000 will help with making sure we have the credit available when we need it.

2. Based on prior Trustee approval (2013), the finance department has opened a second credit card account through First National Bank of Omaha (the same credit card company used by the Town of Essex). The purpose of the second account is to have individual cards for each department. We were able to get separate cards for each department, but the total credit line on this account is \$5,000. The Trustee approval granted in 2013 authorized cards for each department with a \$5,000 credit limit each. As of now, we can only issue the other departments a \$1,000 credit card.

We plan to keep the People's United Bank MasterCard under finance department control and use it for large expenditures. The First National Bank of Omaha card will be distributed to the departments heads to have on hand for smaller expenses.

Cost

The credit card balance is paid in full with each statement and no cost is incurred.

Recommendation

It is recommended that the Trustees adopt the BusinessCard Resolution Form for the Village of Essex Junction to allow a credit limit of \$10,000 and authorize the Village President to sign the resolution.



Government Banking & Finance

Two Burlington Square
Burlington, Vermont 05401

T: 802.660.1358 F: 844.885.3580 Toll Free: 800.367.6711

**BUSINESSCARD RESOLUTION FORM
FOR THE
VILLAGE OF ESSEX JUNCTION**

**Officer's Certificate Regarding
BusinessCard Agreement Authorization**

The undersigned, the Board President of the Village of Essex Junction (the "Village"), a municipality created under the laws of the State of Vermont, hereby certifies that the following resolutions were adopted by the Board of Trustees of the Village at a meeting duly called and held on the 26th day of April, 2016 at which a quorum was present and acting throughout, and that such resolutions are now in full force and effect:

RESOLVED, that the following officer(s) of this municipality:

<u>Name</u>	<u>Title</u>
Susan McNamara-Hill	Treasurer

is hereby authorized and empowered, for and in behalf and in the name of the Village of Essex Junction (i) to execute and deliver to People's United Bank (the "Bank") a BusinessCard Application for business purposes (the "agreement") setting forth the conditions on which the Bank shall on request issue MasterCard ("Credit Cards") jointly in the names of this municipality and authorized employees or other persons, for use only in connections with the business of this municipality, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and this municipality, and to charge purchases for the amount of this municipality by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of this municipality evidencing such purchases.

BE IT FURTHER RESOLVED, that the bank be requested to extend credit to this municipality up to a maximum of \$10,000.00 any time outstanding with respect to charges for the account of this municipality pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and this municipality, on which agreement the Bank may rely and this municipality shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of this municipality or by the majority of the Board of Trustees.

I, the Village President of the Village of Essex Junction certify that the above resolutions were approved by a majority of the Board of Trustees on the 26th day of April, 2016.

Attest: _____
Village President



MEMORANDUM

TO: Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, HR Director/Clerk/Treasurer *SMH*
DATE: April 26, 2016
SUBJECT: Vacation

Issue

The issue is whether or not the Trustees will approve amending the Personnel Regulations to allow Village employees to accrue more vacation time and to amend the amount of vacation time required to be used each year.

Discussion

In the interest of providing consistent service delivery in the town and village, it makes sense for both sets of employees to have similar benefit practices. The attached sheet lists the sections from the various documents regarding usage and accrual of vacation time in the two municipalities. To summarize:

Accrual

- Town employees may accrue up to 10 to 12 weeks of vacation.
- Village employees may accrue up to 6 weeks of vacation.

Usage

- Town employees are encouraged to take at least five continuous days of vacation each year.
- Village employees are required to take at least 50% of their yearly vacation accrual each year (ranges from 1 ½ weeks to 2 ½ weeks).

Consequences

- Town employees who accrue more than the allowed hours may either take time off or be paid for the excess time.
- Village employees who accrue more than the allowed hours could lose accrued vacation time.

Cost

There is the potential for additional cost as employees would earn vacation hours that could be paid to them at a higher rate if the time is saved for future use.

Recommendation

It is recommended that the Trustees make a motion to amend Section 302 of the Personnel Regulations to allow employees to accrue up to 400 hours of vacation and to change the annual usage requirement from 50% of accrual to 5 continuous days.

vacation

Vacation usage requirements and accrual

Village personnel regulations & Employees' Association contract:

Employees may not accrue more than 240 vacation hours on their annual anniversary date, and must take at least 50% of their yearly vacation accrual.

All requests for vacation time must be approved by the Department Head.

Town personnel handbook:

Unused vacation time may be accrued from one year to the next; however, each employee is encouraged to take a minimum of five continuous days of vacation during the calendar year. A maximum of twelve weeks of vacation may be accrued by an employee unless the employee applies for and receives written approval from the Town Manager to accrue more.

Town of Essex Local 1343 AFSCME AFL-CIO Agreement:

Each employee must take a minimum of five (5) continuous days of vacation during the calendar year.

Twelve (12) weeks of vacation may be accumulated at any one time and an employee may take up to four (4) weeks of accumulated vacation at any one time. Employees must apply for and receive management approval for vacation.

Police Employees Association Agreement:

Each employee must take at least 40 hours or one-half, whichever is greater, of the employee's vacation time earned each year. At least three (3) days of the vacation time must be consecutive days.

An employee may accumulate and carry over into a new fiscal year up to 400 hours of vacation time. Employees who accumulate more than 400 hours of vacation time may take time off or elect to be paid for the excess time over 400 hours. In addition, an employee who has accumulated at least 80 hours of vacation shall have the option of requesting cashing in up to 40 hours annually at the employee's regular rate. Request will not be unreasonably denied.

Proposed amendment to Section 302 of Personnel Regulations:

302. VACATION

Vacation time will be accrued at the following rates:

New hire to 5 years: 3 weeks (10 hours/month)

5 years to 10 years: 4 weeks (13.34 hours/month)

After 10 years: 5 weeks (16.67 hours/month)

Employees may not accrue more than ~~[240]~~ 400 vacation hours on their annual anniversary date, and [must take at least 50% of their yearly vacation accrual] are encouraged to take at least 5 continuous days of vacation annually.

All requests for vacation time must be approved by the Department Head.



MEMORANDUM

TO: Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, HR Director/Clerk/Treasurer *smh*
DATE: April 26, 2016
SUBJECT: Vacation Cash In

Issue

The issue is whether or not the Trustees will approve amending the Personnel Regulations to allow Village employees to cash in excess accrued vacation time.

Discussion

In the interest of providing consistent service delivery in the town and village, it makes sense for both sets of employees to have similar benefit practices. It has been a long standing practice in the Town of Essex to allow employees to cash in up to a week of excess accrued vacation time each year.

The practice in the Village has been that employees must use up to 50% of their accrued vacation and are not allowed to accrue more than 240 hours total. Some employees have felt forced to take vacation in order to avoid losing the accrued time. Other employees who have been unable to take vacation because of job requirements have been paid for excess vacation in order to get the total accrual back to 240. The practice has not been consistent for all employees.

Cost

Allowing employees to cash in vacation time at their current rate of pay may help to save money in the long run if people save up vacation time and use it when their pay is higher.

Recommendation

It is recommended that the Trustees make a motion to amend Section 302 of the Personnel Regulations to allow employees who have accrued up to 80 hours of vacation to cash in up to 1 week (40 hours) of vacation each year.

Proposed amendment to Section 302 of Personnel Regulations:

302. VACATION

Vacation time will be accrued at the following rates:

New hire to 5 years: 3 weeks (10 hours/month)

5 years to 10 years: 4 weeks (13.34 hours/month)

After 10 years: 5 weeks (16.67 hours/month)

Employees may not accrue more than ~~[240]~~ 400 vacation hours on their annual anniversary date, and ~~[must take at least 50% of their yearly vacation accrual]~~ are encouraged to take at least 5 continuous days of vacation annually.

In addition, an employee who has accumulated at least 80 hours of vacation shall have the option of requesting cashing in up to 40 hours annually at the employee's regular rate. Request will not be unreasonably denied.

All requests for vacation time must be approved by the Department Head.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: April 26, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

May 10 at 4:00 – Trustees Retreat

May 24 at 6:30 – Regular Trustees Meeting

May 28 at 10 AM – Memorial Day Parade

June 14 at 6:30 – Regular Trustees Meeting

- FYE 17 Water Rate Public Hearing

June 28 at 6:30 – Regular Trustees Meeting

- Set FYE 17 Water/Sewer Rates

July 12 at 6:30 – Regular Trustees Meeting

July 16, 5-10 PM – Block Party & Street Dance

July 26 at 6:30 – Regular Trustees Meeting

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

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
April 5, 2016**

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

ADMINISTRATION: Darby Mayville, Community Relations and Economic Development Assistant

1. CALL TO ORDER

The meeting was called to order at 5:37 PM by Nick.

2. MINUTES REVIEW

Mary Jo noted that the date of the May event (May 14th) was not included in the March minutes.

MOTION by Mary Jo, SECOND by Rich to approve the March minutes, with changes. All in favor.

3. MAPLE STREET PARK EVENT PLANNING

It was decided that this event would be held on May 14th from 10 AM-noon. The tree planting would be first, followed by the tree walk at 11 AM. The kid's activities will be running continuously.

Nick mentioned that he had invited the Essex Conservation Committee, and hoped that they would have a table to educate the public about invasives at the event. There would also be a general information table as well as a kids' activity table. He noted that he had reserved a pavilion at EJRP for the event, and that the event will be held rain or shine.

Rich said that he would reach out the Essex High Athletic Leadership Council to see if any of their students could volunteer for the event. He is also working on ordering the seedlings.

Woody noted that he was collecting old plant pots from Gardener's Supply, and anticipated that we would be able to get all of these at no cost. Nick noted that the Village would also be setting up a corporate account at Gardener's Supply.

The committee discussed the possibility of purchasing a banner for the event. It was noted that, if everything goes well, the Village should be awarded Tree City recognition in time for this event.

The committee brainstormed potential names for the event, and came up with "Celebrate Spring With A Walk in the Park." They also discussed the event PR, and noted that they wanted the following things to be included in the press release:

- A mention of Arbor Day.
- The first 50 kids to come to the event will take home a Norway Spruce seedling to plant at home.
- A mention of Essex Junction's Tree City status;
- The planting will take around 45 minutes, and will include the actual digging of the hole as well as discussion on the planting.
- The playground is available for kids to play on while the parents are attending the tree walk.

Woody noted that he let the Maple Street concession stand know that they may have additional customers that day. He alerted the committee that CHIPS would be holding a 5K the same day as this event.

Woody showed the committee a draft press release to be sent to the Essex Reporter. All members approved.

There was some discussion on the way in which the maps should be permanently displayed at the park. Mary Jo noted that every tree was mapped using GPS, and asked for the committee's opinion on the best way to show this data. She suggested using QR codes that would be linked to the Village's website for interested persons to get more information.

It was decided to name the map brochure the "Maple Street Park Tree Walk." The contact information and website for the TAC would also be listed.

4. 2016 TREE PLANTING

There was some discussion regarding planting locations, and it was decided that locations on Main and Maple Streets are top priorities.

5. NEW ITEMS/PUBLIC INPUT

None.

6. NEXT MEETING

TBD.

7. ADJOURNMENT

MOTION by Mary Jo, SECOND by Woody to adjourn. All in favor. Meeting adjourned at 6:52 PM.

Respectfully submitted,
Darby Mayville

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
April 7, 2016**

MEMBERS PRESENT: David Nistico (Chairman); John Alden, Amber Thibeault, Diane Clemens, Nick Meyer, Joe Weith, Andrew Boutin.
ADMINISTRATION: Robin Pierce, Development Director; Will Hayden, intern.
OTHERS PRESENT: Brad Luck.

AGENDA:

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

1. CALL TO ORDER

Chairman Dave Nistico called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

Brad Luck, EJRP Director, requested the Planning Commission consider allowing an LED display sign at Maple Street Park to inform the public of recreational opportunities. Presently, the Land Development Code does not allow internally illuminated signs in the village center district. Also, the required 10' setback from the property line (in this case the sidewalk in front of the park) would be challenging in terms of visibility. Details of the proposed sign include:

- The two-sided sign will be 3'8" x 6'9" in size (LED display area is 6'6").
- New LED technology allows the sign to dim during daylight hours and to be programmed to turn on/off at a certain hour.
- The sign could be used to display emergency messages if needed.
- The proposed sign is similar to the sign at Colchester High School or CVU Union High School.
- The support structure for the sign is proposed to be wood with wood posts on each side rather than brick.
- Setting the sign back four feet from the sidewalk will allow for good visibility.

The Planning Commission discussed the design of LED signs for parks versus schools or municipal offices, controlling the number of signs that will be requested, and potential to share a sign to post information. Section 714.M & N of the LDC discusses signs. The Planning Commission is generally in support of an illuminated sign allowance for special locations. Robin Pierce suggested adding language to the LDC to say: "A non-movable internally illuminated sign that uses only text and the purpose is as an informational sign for village residents."

Staff will research what other communities have for LED signs and provide recommendations.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

March 17, 2016

MOTION by Amber Thibeault, SECOND by Nick Meyer, to approve the minutes of 3/17/16 as written. VOTING: unanimous (7-0); motion carried.

5. WORK SESSION: LAND DEVELOPMENT CODE UPDATE

The Planning Commission reviewed the following:

- Comments from Village Attorney on various items in the LDC
- Updates to the sewer, water, and public works specifications from the Village Engineer
- Public Participation Guide
- Enlarged Map of the Village Center
- Map 6: Non-Motorized Transportation Essex Junction
- Fee Schedule

Staff will add the definition of “new unit” as drafted by the Village Attorney to the Definitions section of the LDC.

Staff will investigate the change by the Village Engineer in the lighting section of the LDC (Section 704) to reduce the interval between streetlights from 400’ to 150’.

The Public Participation Guide should be inserted at the beginning of the LDC document.

There was discussion of including the maps in the LDC as well as the Comprehensive Plan to fully inform the applicant of the vision the village is seeking with development (i.e. superior design). Joe Weith cautioned that if the maps are in the LDC and the Planning Commission requires an applicant to do something that is not on the map the village could lose in a lawsuit if the applicant appeals the requirement. Joe Weith suggested the maps be in the Comprehensive Plan only and staff inform the applicant to look at both the LDC and Comprehensive Plan. It was suggested a statement could be added to the Public Participation Guide to direct the applicant to both the LDC and Comprehensive Plan. Following further discussion there was agreement the enlarged Village Center Map should be included in the LDC and the Non-Motorized Transportation Map should be in the Comprehensive Plan. Joe Weith suggested language in the LDC be strengthened to say ties to the Comprehensive Plan allow the Planning Commission to look at both the LDC and Comprehensive Plan when reviewing an application.

There was also mention of the need to have all the information on an application in place so the Planning Commission knows exactly what is proposed before making a decision.

Robin Pierce assured an application is not put on the Planning Commission agenda unless it meets all the stated requirements in the LDC and is thus complete, so the discussion is really about aesthetic details.

MOTION by John Alden, SECOND by Nick Meyer, to approve the draft of the updated Land Development Code contingent upon further information including:

- **Add definition of “new unit”,**
- **Clarify the reason for the reduction of spacing between streetlights to 150’,**
- **Add Public Participation Guide to the beginning of LDC document,**
- **Strengthen language in LDC relative to the tie-in to the Comprehensive Plan for development applications.**

VOTING: unanimous (7-0); motion carried.

6. OTHER PLANNING COMMISSION ITEMS

Letter from Anne Whyte, dated 3/11/16, re: 9-11 Park Street

The Planning Commission will review the letter for discussion at the next meeting.

Tree Advisory Committee Plantings

Nick Meyer announced the tree committee is planning to do plantings and streetscape work on Main Street. John Alden suggested a master tree plan for the village be done. Will Hayden will handle the task for a fee from the Tree Advisory Committee.

Next Meeting(s)

Tuesday, April 12, 2016 – Joint Meeting with Board of Trustees

Thursday, April 21, 2016 – Regular Planning Commission Meeting

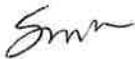
7. ADJOURNMENT

MOTION by Nick Meyer, SECOND by Diane Clemens, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 7:15 PM.

Rcdg Scty: MERiordan



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

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
April 11, 2016**

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

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:44 PM.

2. AGENDA ADDITONS

None.

3. MINUTES REVIEW

Gabe noted that the woman speaking in the public input section should have been identified as Cheryl Van Epps.

MOTION BY MICAH, SECOND BY ERIC TO ACCEPT MARCH MEETING MINUTES, WITH CHANGES. MOTION PASSED.

4. CYCLE DE MAYO PLANNING

The 2016 Cycle de Mayo will be held on Saturday, May 7th from 11 AM-2 PM at Maple Street Park.

The following is a list of tasks that need to be completed, and the people that are responsible for them.

Jud

- Create event checklist.
- Bring canopy tent to Cycle de Mayo.

Eric

- He noted that Earl's Bike Shop and Ski Rack will both be supplying materials at the event, and is waiting to hear back from two other shops.
- The Richard Tom Foundation will be at Cycle de Mayo.
- We will be able to use the back portion of the EJRP parking lot for the event.

- He will be in contact with former committee member Rosalind Hutton to see if she is able to help with the event.
- Continue to coordinate with the Maple Street Pump Track.
- Ask Kayhl Cooper if he would be able to DJ the event.
- Eric will bring paint and cones to be used for trigger point paintings, as well as a large broom to help with clean up.

Raj

- Raj did not attend the meeting, but had previously notified committee members that Olympian Leah Davis would not be able to attend Cycle de Mayo.

Rick

- He will be ordering t-shirts for the event, and has asked all committee members to send him the size they would like.
- Check in with Patty Benoit regarding banner specs and placement.
- Contact CVE and the Essex Police closer to the event.
- He will modify the logo to be put on stickers, which will be distributed at the event.
- Contact Local Motion to see if they are willing to cater the event.
- Reach out to former committee member Rosalind Hutton to see if she can bring her canopy tent to the event.
- Rick will bring his first aid kit, a tire pump, as well as the barrels, cones, and racks that are borrowed from Public Works.

Phoebe

- She said that Local Motion is aware of the event, but not certain if they can commit to attend.
- She is waiting to hear back from the UVM Bike Users Group (BUG) to see if they are interested in volunteering for the event.
- Invite the Green Mountain Bike Club, Fellowship of the Wheel, and Essex Trails Committee.

Micah

- Contact chilidog vendor.

Darby

- Create an event page on Facebook, and tag participating businesses for maximum exposure.
- Post request for volunteers.
- Post event information on Front Porch Forum.
- Bring balloons and helium tanks to event.

Gabe

- He reached out to but has not had any luck in contacting the Tweed Riders.

Phoebe asked how many people attended the event last year. Rick estimated around 50-60 people.

Micah asked if EJRP would help to promote Cycle de Mayo. Eric said that they would promote it though their e-mail lists and social media.

Eric suggested that the committee consider creating a map for the slow ride. He also suggested contacting the bike recycle group to see if they could use Cycle de Mayo as a special drop-off spot.

It was decided that the raffle will be held right before the slow ride at 1:30 PM.

The committee will do an e-mail check in on April 25th to finalize all details.

4. PUBLIC INPUT

None.

5. NEXT MEETING & AGENDA

TBD

8. ADJOURNMENT

MOTION BY RICK, SECOND BY ERIC TO ADJOURN THE MEETING. MEETING ADJOURNED AT 6:33 PM.

Respectfully submitted, Darby Mayville.

**VILLAGE OF ESSEX JUNCTION
CERTIFICATION OF RESULTS
ANNUAL ELECTION
APRIL 12, 2016**

Number of Voters on Checklist	7185
Number of Voted Ballots	374
Number of Blank/Spoiled ballots	4
Annual Meeting 4/6	73

Under Article 6 of the Warning:

To elect Village officers required by law including: Moderator (one year term); one Village Trustee (three year term); two Library Trustees ((one 1-year term, one 5-year term)?

<u>Office</u>	<u>Name</u>	<u>Number of Votes</u>
Moderator	Steven Eustis	355
Trustee (1, 3-year term)	Lori Houghton	354
Library Trustee (5 yr term)	Nina Curtiss	347
Library Trustee (1 yr term)	Elizabeth Glaspie	335

Attest: *Susan McNamara-Hill*
Susan McNamara-Hill, Village Clerk
4/12/16

Patty Benoit

Subject: FW: Essex Junction Tree City USA Designation

From: Elise Schadler [<mailto:Elise.Schadler@uvm.edu>]
Sent: Thursday, April 14, 2016 12:30 PM
To: Darby Mayville
Cc: nmeyer52@aol.com; 'danielle.fitzko@vermont.gov'
Subject: Essex Junction Tree City USA Designation

Darby and Nick –

Just spoke with Amber with the AD Foundation and you are officially **APPROVED** for 2015 Tree City Designation! YAY!
She is going to send the designation materials to me and I'll hand deliver them as soon as they are in --- will definitely be before May 14th.

Congratulations, you deserve it!

Elise

From: Darby Mayville [<mailto:darby@essexjunction.org>]
Sent: Thursday, April 14, 2016 8:56 AM
To: Elise Schadler
Cc: nmeyer52@aol.com
Subject: FW: Signed Proclamations

Hi Elise,
Here is our Arbor Day proclamation! We would love it if we were able to know if we received Tree City status by our celebration on May 14th.
Thanks,
Darby

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



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

April 15, 2016

The Honorable Patrick Leahy
199 Main Street, 4th Floor
Burlington, VT 05401

Dear Senator Leahy,

I hope this letter finds you in good health.

I am writing to request your support in helping us renovate our busy but worn out Amtrak station. The Essex Junction Amtrak/CCTA station is the terminal station for passengers coming to Burlington via the Eastern Amtrak route from New York through Connecticut and Massachusetts. It would serve as the Chittenden County-Burlington station on the renovated Montreal route. It also serves as the busiest CCTA bus station outside of Burlington.

Yet, the station is in poor condition. The waiting room has only one bathroom and extremely limited space. The building exterior is deteriorating in many places. The patched asphalt platform is hazardous in multiple areas and exposed to the weather. Due to restricted parking and accessibility, passengers, cars, taxis, and buses vie with each other whenever a train arrives or departs.

The Essex Junction Trustees have pursued multiple efforts to improve the station and surrounding infrastructure. We installed security cameras and additional lighting near the station. We have obtained funding to install a new sidewalk extending north alongside the tracks leading from the station. We have also approved an engineering study (enclosed) to provide guidance for an efficient, low-cost renovation of the building and platform. The proposed re-build would enclose the existing building in a New England-style train roof that's more appropriate for the setting. It would add bathroom facilities and greatly improve interior and exterior passenger waiting areas, parking, and vehicle access. The total cost of the renovation is \$1.3 million.

I certainly appreciate the great demands on Washington for infrastructure improvement funds. But given the central location of Essex Junction's station, we believe the relatively modest amount of funding needed to improve it would provide a major boost to public transportation throughout the greater Burlington/Chittenden County region. Any assistance you can provide would be greatly appreciated and used wisely.

Best Regards,

A handwritten signature in black ink, appearing to read "George Tyler", written over a horizontal line.

George Tyler, President



CHITTENDEN COUNTY RPC

Communities Planning Together

110 WEST CANAL STREET, SUITE 202

WINOOSKI, VERMONT 05404

(802) 846-4490

WWW.CCRPCVT.ORG

RECEIVED

APR 15 2016

Mr. Patrick Scheidel, Vlg. Mgr

Village of Essex Junction

2 Lincoln Street

Essex Jct., VT 05452

April 14, 2016

Village of Essex Junction

TO: Chittenden County Regional Planning Commission Member Municipalities and CCRPC Representatives

FROM: Bernadette Ferenc, Transportation Business Manager

RE: Notice of Public Hearing to Review FY2017 Unified Planning Work Program & Second Public Hearing for the ECOS Plan Amendments

At its meeting on March 26th the CCRPC voted to warn **two public hearings for Wednesday, May 18, 2016 at 6:00 p.m.** at its offices at 110 W. Canal Street, Suite 202, Winooski. This mailing provides the communities of Chittenden County with a 30-day notice of the public hearings as required by our bylaws and relevant statutes. Copies of this hearing notice and enclosures are being sent to municipal clerks for posting on public bulletin boards.

The first hearing is to review and hear public comments on its proposed FY2017 Unified Planning Work Program (UPWP) and budget. The UPWP includes the tasks the CCRPC proposes to have completed by staff and/or consultants during our fiscal year, which will run from July 1, 2016 through June 30, 2017. We are enclosing a copy of the full document for your review.

Please review the proposed UPWP and budget at <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/> and contact your CCRPC representative or Charlie Baker, CCRPC Executive Director (cbaker@ccrpcvt.org) with any questions or comments. Information regarding the full list of project ideas submitted through our UPWP solicitation process conducted during January and February may also be found on our website. Any suggestions submitted by municipal staff, commissions, associate transportation organizations and the public are included on the list, along with the disposition of the request.

The second hearing, pursuant to Title 24 VSA, Chapter 117, 23 CFR Part 450, and 13 CFR 303.6, is to review and hear comments on proposed amendments to the 2013 *Chittenden County ECOS Plan*. The *ECOS Plan* is the Regional Plan, Metropolitan Transportation Plan (MTP), and the Comprehensive Economic Development Strategy (CEDS). The purpose of these amendments is to address a few sections that need revision in order to better meet State requirements. Therefore, this is not a full update, and only a few sections have been amended. There were a few changes made between the first public hearing version, and this second version. These changes are in yellow highlight for easy identification.

A copy of the draft amendments to the 2013 *Chittenden County ECOS Plan* is available at CCRPC's offices (110 West Canal Street, Winooski, VT 05404), on the Commission's website (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>) and the ECOS Plan website (www.ecosproject.com/plan), and at municipal clerks offices. Please contact your CCRPC representative or Regina Mahony, Planning Program Manager, rmahony@ccrpcvt.org with any questions or comments on the ECOS Plan amendments.

Public comments will be accepted, in writing (mailed to CCRPC, 110 West Canal St, Ste 202, Winooski, VT 05404) or via email, until the scheduled public hearing on May 18th. Citizens may also provide oral comments at the public hearing.

bf

Enclosures (to municipalities only)

- Proposed FY2017 Unified Planning Work Program (UPWP) and budget
- Proposed ECOS Plan amendments

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



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

April 21, 2016

Kelly Stoddard Poor, Associate State Director of Outreach
AARP Vermont
199 Main Street, #225
Burlington, VT 05401

Dear Ms. Stoddard Poor:

On behalf of the Essex Junction Trustees I am writing to enthusiastically support Heart & Soul of Essex's application for an AARP Community Demonstration Project grant.

The grant would greatly help our ongoing efforts to strengthen community spirit and highlight the value of transitioning our Village center from a place primarily designed for accommodating vehicles to a shared, pedestrian-friendly space. Our downtown has experienced steady growth in residential development over the last few years, and many of those moving in are seniors who wish to be closer to neighbors and municipal services, and become part of a vibrant community. For that reason, as a Village official, I applaud the vision of AARP's Livable Communities program and believe Essex Junction is an appropriate target community.

I would add that Heart & Soul of Essex has cultivated a new era of constructive, public dialogue in Essex Junction and Essex Town, and has been a responsible and enthusiastic partner on several excellent civic engagement projects. The Trustees are very appreciative that they have taken the lead on this grant opportunity.

Please let me know if I or the Village staff can provide any additional information or support.

Best Regards,

A handwritten signature in cursive script, appearing to read "George Tyler".

George Tyler, President
Essex Junction Board of Trustees

**VILLAGE OF ESSEX JUNCTION
ANNUAL MEETING MINUTES
April 6, 2016**

Moderator Steve Eustis welcomed the assemblage to the 122nd Annual Meeting of the Village of Essex Junction. The meeting was broadcast live on Channel 17. The assemblage was led in the Pledge of Allegiance and Gary Moreau sang the Star Spangled Banner. The recent passing of former village trustee, George Boucher, was noted. Attendees included:

- Village Board of Trustees - Village President, George Tyler, Village Vice President, Dan Kerin, Trustees, Andrew Brown, Elaine Sopchak, Lori Houghton.
- Village Administration - Municipal Manager, Pat Scheidel; Village Assistant Manager & Finance Director, Lauren Morrissette, Village Clerk/Treasurer, Susan McNamara-Hill; Village Community Development Director, Robin Pierce; Administrative Assistant to the Village Manager, Patty Benoit; Assistant Zoning Administrator, Terry Hass; Public Works Supervisor, Rick Jones; Water Quality Supervisor, Jim Jutras; Village Engineer, Rick Hamlin; Village Attorney, Dave Barra; Essex Junction Fire Chief, Chris Gaboriault; Brownell Library Director, Wendy Hysko, Brownell Library Board Chairwoman, Christine Packard.
- State Representatives - Tim Jerman and Paul Dame.
- Essex Selectboard – Max Levy, Irene Wrenner, Andy Watts, Mike Plageman, Sue Cook.
- Recording Secretary, Marianne Riordan.

Moderator Eustis called the meeting to order at 7 PM and explained the procedure to be followed.

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

MOTION by Chuck Barry, **SECOND** by Tim Jerman, to approve Article 1 as read.

DISCUSSION: George Dunbar, III, congratulated Pat Scheidel for 40 years of public service. Mr. Dunbar asked about the statement in the village audit that expenditures in governmental funds exceeded revenues and whether there is an audit report on the land acquisition fund. Finance Director, Lauren Morrissette, explained the expenditures were capital investments and the audit report on the land acquisition fund shows a balance of \$80,000. There were no further comments.

VOTING ON ARTICLE 1: unanimous; motion carried. Article 1 is adopted.

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

MOTION by Chuck Barry, **SECOND** by Mary Jo Engel, to approve Article 2 as read.

DISCUSSION: Village President George Tyler highlighted the following:

- The amount to be raised by taxes is less than the proposed General Fund budget because the paving budget for the village is incorporated into the town's highway budget and there are other anticipated revenues the village will receive. The tax rate decreased as a result of shared services initiatives with the town.
- Capital reserve projects total \$145,467 for water line work, sidewalk, and a new server in the Village Office. Expenditures for rolling stock total \$95,204.

DISCUSSION: Village President George Tyler explained one cent on the tax rate will raise \$109,000 each year. The money will be used to make public improvements in the village center such as pocket parks or benches when the opportunity arises. Any expenditure would be discussed at a Trustees meeting and public comment would be gathered.

PUBLIC COMMENTS

- George Dunbar, III, expressed concern about the proposed fund, noting the Land Development Code already empowers the village to require developers to do improvements and if the fund is used to purchase real estate the discussion of such purchase could be in Executive Session so there would be no public input.

AMENDMENT by George Dunbar, III, **SECOND** by Alison Wermer, to add the following wording to Article 3 to read: "Shall the voters approve adding one (1) cent to the tax rate to establish a fund for village capital improvement projects designated by the Village Trustees with a cap of \$250,000 and expenditures from which are at the request of voters at the annual meeting or a special meeting called for that purpose."

DISCUSSION OF AMENDMENT: The following comments were made:

- Tim Jerman, Sycamore Lane, spoke against the amendment because the Trustees have the best interest of the village downtown in mind and need to have the ability to act when opportunity comes up.
- Carl Wermer, Lincoln Street, mentioned the cost and burden to call a special meeting. Trustee Sopchak said the cost is thousands of dollars to warn and organize a special meeting.
- Trustee Sopchak stated one of the many purposes of the fund is to have the nimbleness and ability to help local businesses in the village with a revolving loan or a small grant for façade improvements or other beautification activities, for example. A public hearing would be held on how to use the funds. A cap on the fund would limit opportunity for the village to be part of a large grant that required a local match.
- Greg Morgan, Grove Street, compared the concept of the proposed one cent fund to the rolling stock fund that avoids having to bond for purchases and gives the village some flexibility. Mr. Morgan noted the Economic Development Committee in the town often cannot act because the town does not have the resources. Mr. Morgan supported the concept of the fund provided there is public process.
- Darryl Stultz, Seneca Ave., spoke in support of having a cap on the fund and asked how long the taxpayers would pay into the fund if there is not a cap. George Tyler said without a cap the fund would continue to accrue or could be spent each year. The Trustees would review the fund each year.
- A gentleman in the audience asked about discussion in Executive Session per state statute. Elaine Sopchak explained state law is strict on what can be discussed in Executive Session.

CALL THE QUESTION by Chuck Barry, **SECOND** by Dorothy Bergendahl.
VOTING on call the question: unanimous; motion carried. Debate ceased.

VOTING ON AMENDMENT (cap of \$250,000): majority of nays; motion does not carry. The amendment fails.

CONTINUED DISCUSSION (on original wording of Article 3): The following comments were made:

- Molly Dillon, Jackson Street, asked how other places, such as St. Albans, supported the fund. Elaine Sopchak said St. Albans established a special tax district (TIF) and worked with the state and developers.
- Alison Wermer, Lincoln Street, suggested putting a sunset on the fund of five years and discussing continuation at that time.

AMENDMENT by Alison Wermer, **SECOND** by Darryl Stultz, to add wording to Article 3 to read: "Shall the voters approve adding one (1) cent to the tax rate to establish a fund for village capital improvement projects designated by the Village Trustees and such tax rate to be reconsidered by the voters at the annual meeting in 2021?"

DISCUSSION OF AMENDMENT: The following comments were made:

- Brad Luck, Main Street, asked if the article will be before the voters each year. Moderator Eustis said as currently worded the article will not be before the voters again.
- George Dunbar, III, spoke of following the same process for the fund that is followed with the Rolling Stock Fund and the Capital Improvement Fund in that the Trustees discuss the project and transfer money into the fund. Village President Tyler pointed out the Trustees borrowed the one cent fund concept from the town which has two cents on the tax rate for capital projects. The Trustees felt one cent was reasonable and not overly burden the taxpayers. George Dunbar stressed the need to set priorities for use of the money. There are already various funds established.
- Jeffrey Thompson, Rosewood Lane, asked the impact of one cent on the tax rate. George Tyler said the impact is \$28 per household. One cent raises \$109,000.
- Aaron Smith, Main Street, asked who will own and maintain items such as pocket parks. George Tyler said that will be determined by the circumstance. Pocket parks may be the responsibility of the village. The village can require developers to do a lot, but there is a limit. The fund can provide an incentive.

CALL THE QUESTION by Tim Jerman, **SECOND** by Chuck Barry. **VOTING** on call the question: unanimous; motion carried. Debate ceased.

VOTING ON AMENDMENT (five year sunset/review): majority of ayes; motion carried. The amendment is adopted.

CONTINUED DISCUSSION on Article 3 as amended: There were no further comments.

VOTING ON ARTICLE 3 as amended (five year sunset/review): unanimous; motion carried. Article 3 as amended is adopted.

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?

MOTION by Chuck Barry, SECOND by Tim Jerman, to approve Article 4 as read.

DISCUSSION: None.

VOTING ON ARTICLE 4: unanimous; motion carried. Article 4 is adopted.

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

Brownell Library Foundation

Dorothy Bergendahl announced donation to the Brownell Library Foundation from Hannaford’s for every purchase of a blue reuse grocery bag. All were urged to purchase a blue reuse bag.

State Representative Tim Jerman

Tim Jerman announced he is not seeking re-election to the state legislature after serving for the past 12 years.

Rec Governance Committee

Michael Smith mentioned the Recreation Governance Study Committee meetings that will be discussing the future of the village and town recreation departments. All are urged to attend the meetings.

Elections

- Moderator (one year term)
- One Village Trustee (three year term)
- Two Library Trustees (five year term and one year term)

Adjournment

MOTION by Bob O’Neill, SECOND by Tim Jerman, to adjourn the 122nd Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:31 PM. Voting by Australian ballot will take place on April 12, 2016 from 7 AM to 7 PM at Essex Community Educational Center.

Village Trustee

Village Trustee

Village Clerk

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 12, 2016**

- BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
- PLANNING COMMISSION:** David Nistico (Chair); John Alden (Vice Chair), Nick Meyer, Amber Thibeault, Diane Clemens, Joe Weith. (Andrew Boutin absent.)
- ADMINISTRATION:** Lauren Morrissette, Finance Manager and Assistant Village Manager; Robin Pierce, Development Director; Jim Jutras, Water Quality Superintendent; Wendy Hysko, Brownell Library Director. (Patrick Scheidel, Municipal Manager, absent.)
- OTHERS PRESENT:** Sharon Kelly, Ned & Kitty Daly, Dan Heil, Irene Wrenner, Sue Cook, Wayne Beebe, Greg Morgan, Paul O'Leary.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

The following changes to the agenda were noted:

- Add to Reading File – Letter from Mike Plageman, dated 4/12/16, re: Marijuana Legalization Bill.
- Add to New Business – Revised Briar Lane Scope of Work.
- Remove from New Business – Possible Joint Meeting with Selectboard on Marijuana Law.

MOTION by Elaine Sopchak, 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
None.

2. Joint Meeting with Essex Junction Planning Commission

George Tyler gave a brief presentation on the Design Five Corners Project, noting that Design Five Corners is a strategic visioning process to educate board members and the public on development in the downtown and the guidance in the Land Development Code (LDC) and village comprehensive plan. Further study would be done before moving forward on the vision. John Alden commented there are visual improvements happening all around the community which is exciting. The Planning Commission is sensitive to feedback from the community on the improvements. George Tyler agreed there are investment dollars coming into the village and the Trustees want to be engaged with this.

There was mention of the updates to the LDC. The final document is being completed to be forwarded to the Trustees. There is language on the village center vision. Elaine Sopchak asked if forming a downtown development authority would assist with achieving the vision for the village center. Incentives could be offered via grants or revolving loans. John Alden said the Planning Commission has not seen this much interest or energy around development of the downtown for quite a while. Joe Weith added market demand is what drives development. A developer willing to take the risk to invest is needed. The business community also needs to be engaged.

George Tyler noted Regional Planning is interested in studying a four-way intersection design for Five Corners after the crescent connector is built. There was discussion of closing Main Street to vehicles before and after the crescent connector is built to gather data on traffic. Parking in the village is an issue that needs to be addressed. The development at 4 Pearl Street will be a good test.

Elaine Sopchak stated the village needs to coordinate with developers to bring in businesses to the village that fit the vision. Diane Clemens added buy-in to the vision is needed by current businesses and landowners. Lori Houghton reminded that further study must be done. Everyone should keep an open mind and not simply focus on Main Street because there is development happening all over the village.

Nick Meyer mentioned the federal building on Lincoln Street with space that is under-utilized. George Tyler said it would be a tremendous bureaucratic effort to get permission to use federally owned space.

COMMENTS

Ned Daly, 7 Pleasant Street, asked how to avoid another tall building being constructed on the corner opposite the one at 4 Pearl Street and having buildings that are too large in the village center. George Tyler confirmed a four story building could potentially be built, but the idea is to inspire different development with the Design Five Corners vision. Dave Nistico said there is strong language in the comprehensive plan that encourages the vision to be incorporated into a development proposal.

Greg Morgan, Grove Street, mentioned some businesses cannot find space in the village to locate or for growth. Incubator businesses are being forced to move out of the village due to lack of expansion space.

4. OLD BUSINESS

1. Sign Arbor Day Proclamations

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to sign the proclamations retroactively declaring May 15, 2015 and currently May 14, 2016 as Arbor Day in the Village of Essex Junction. VOTING: unanimous (5-0); motion carried.

2. Agreement with Town of Williston for Sale of Surplus Sewer Capacity

Jim Jutras, Water Quality Superintendent, briefly explained the agreement with Williston for the purchase of surplus sewer capacity.

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize the Municipal Manager to sign the sales agreement with the town of Williston for sale of sewer capacity from the treatment plant. VOTING: unanimous (5-0); motion carried.

3. Hannaford Offset Capacity

Jim Jutras reviewed his memo, dated 4/6/16, explaining the release of capacity for the Hannaford expansion project. There will be capacity remaining for the village.

MOTION by George Tyler, SECOND by Dan Kerin, to authorize the Municipal Manager and Water Quality Superintendent to release the balance of the TMDL offset capacity as requested by Hannaford's. VOTING: unanimous (5-0); motion carried.

4. Bid Award for Library Carpet Project

Wendy Hysko, Library Director, reviewed the bid to replace the carpet at the library which is worn and creating a hazard. The bid amount covers associated expenses such as moving furniture and disposal of the old carpet. The new carpet should have a lifespan of 25 years or more with proper care.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the bid from Future Floors for carpet replacement at the Brownell Library as the bid is the most cost effective price and covers all aspects of the project. VOTING: unanimous (5-0); motion carried.

5. Reappoint CSWD Representatives

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to reappoint Alan Nye as the village representative to the CSWD Board of Commissioners and George Tyler as the alternate through May 31, 2018. VOTING: unanimous (5-0); motion carried.

5. NEW BUSINESS

1. Review/Discuss AARP Livable Communities Grant

Lori Houghton briefly described the AARP grant that will be used to show how space can be better used in the village. One proposal is to close a block in the village downtown for a weekend by hosting a block party on Main Street one day and food vendors and games on the next day. Other village committees and the community will be involved.

MOTION by George Tyler, SECOND by Dan Kerin, that the Trustees support the application for the AARP Better Block Grant. VOTING: unanimous (5-0); motion carried.

2. Bid Award for Briar Lane Water Line and Roadway Improvements

Lauren Morrisseau noted the scope of work has expanded because replacement of the water line is extended.

MOTION By Elaine Sopchak, **SECOND** by Lori Houghton, to award the bid for the Briar Lane Water Line and Roadway Improvement Project to Don Weston Excavating, Inc. in the amount of \$898,417, and to authorize the Municipal Manager to execute the contract.

DISCUSSION: George Tyler commented the work on Briar Lane is long overdue. Andrew Brown suggested the new sidewalk be located on the same side of the road as the streetlights.

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

3. Bid Award for Lincoln Hall Siding

MOTION by Dan Kerin, **SECOND** by Andrew Brown, to award the bid for the Lincoln Hall white building siding to All Season Siding, Windows & Doors in the amount of \$19,560, and to authorize the Municipal Manager to execute the contract.

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

6. **MUNICIPAL MANAGER'S REPORT**

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

- April 26, 2016
- May 10, 2016* (tentative retreat date)
- May 24, 2016
- June 14, 2016
- June 28, 2016
- July 12, 2016
- July 26, 2016

*Special Events/Meetings

- May 10, 2016 @ 3 PM – Trustees Retreat
- May 28, 2016 @ 10 AM – Memorial Day Parade
- July 16, 2016 @ 5 PM – Block Party & Street Dance

2. Trustees Retreat

The retreat was tentatively scheduled for May 10, 2016 from 3 PM to 8 PM. Start time may be adjusted to accommodate attendees.

3. Village Finance Office Moving to 81 Main Street

The village's finance office and Finance Director will now be at 81 Main Street along with the town's finance office and staff. George Tyler mentioned the need to discuss the chain of command at Lincoln Hall when both the Municipal Manager and Assistant Village Manager/Finance Director are not in the building. Also, use of the space within Lincoln Hall needs to be discussed. Both topics are good agenda items for the Trustees upcoming retreat.

Elaine Sopchak commented positively on the flexibility and professionalism demonstrated by Lauren Morrisseau throughout the process of consolidating services and co-locating the finance operation with the town.

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

- Lori Houghton announced the first meeting of the Rec Governance Committee covered review of the town and village rec departments. The next meeting (April 25, 2016) will discuss nine governance options.
- Lori Houghton reported the public engagement consultant (Matt Lininger) will provide recommendations for activities in the fall.
- Andrew Brown mentioned the public information process used by the City of Winooski to alert people to the upcoming work on the traffic circle could be borrowed by the village to notify the citizenry of roadwork in the village. Following further discussion the Trustees agreed Darby Mayville should be invited to a Trustees meeting to discuss communications and outreach. Also, the village could host a video discussion of projects on Channel 17.
- Andrew Brown announced the first annual meeting of the consolidated school district on May 4, 2016 at 6:30 PM at the high school.

2. Reading File

- Minutes
 - Planning Commission 3/17/16
 - Bike/Walk Advisory Committee 3/21/16
 - Block Party Committee Meeting 3/28/16
 - Capital Program Review Committee 4/5/16
- VLCT 2015 Annual Report
- Memo from Dennis Lutz re: List of Current/Expected Grants or Major Projects
- Memo from Dennis Lutz & Aaron Martin re: 2017 Class II Town Highway Paving Grant

8. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 3/22/16.**
2. **Expense Warrant #16036 dated 3/25/16 in the amount of \$335,707.84.**
3. **Expense Warrant #16037 dated 4/1/16 in the amount of \$89,926.52.**
4. **Expense Warrant #16038 dated 4/7/16 in the amount of \$80,308.64.**
5. **FYE16 Budget Status Report.**
6. **Street Vending Permit for Mr. Ding-A-Ling.**
7. **Request for Noise Waiver for EJRP Fireworks 7/4/16.**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 8:20 PM.

RScty: M.E.Riordan



Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V10301	04/01/16	BARRA, PLC DAVID A. AD/VR/DV MAR LEGAL SVCS EJ23322336	210-41970.320 LEGAL SERVICES	99.00	4906	04/15/16
V10301	04/01/16	BARRA, PLC DAVID A. AD/VR/DV MAR LEGAL SVCS EJ23322336	210-41320.320 LEGAL SERVICES	643.50	4906	04/15/16
02035	03/27/16	BURLINGTON FREE PRESS #10 VA BID & MEETING ADS 5719300	210-41970.550 PRINTING AND ADVERTISING	115.50	4907	04/15/16
14615	04/08/16	CCSU CHILD NUTRITION PROG AD ANNUAL MEETING DINNER 2485	210-41320.560 TRUSTEES EXPENDITURES	968.75	4908	04/15/16
23455	04/08/16	CHITTENDEN SOLID WASTE DI VF hazardous waste dispos 20805	210-42220.570 MAINTENANCE OTHER	32.21	4909	04/15/16
23525	03/17/16	CLARK'S TRUCK CENTER INC VF 8E21 maintenance 57777	210-42220.432 VEHICLE MAINTENANCE	596.10	4910	04/15/16
V0797	04/07/16	FALCON PLUMBING SERVICE, LH boiler pipe repair 907413	210-41940.434 MAINT. BUILDINGS/GROUNDS	277.00	4914	04/15/16
34895	04/01/16	GAUTHIER TRUCKING, INC. ST TRASH - JACKSON 1146344	210-43110.565 RUBBISH REMOVAL	85.52	4917	04/15/16
34895	04/01/16	GAUTHIER TRUCKING, INC. ST TRASH -PRL MAIN MEMPK 1146346	210-43110.565 RUBBISH REMOVAL	415.77	4917	04/15/16
34895	04/01/16	GAUTHIER TRUCKING, INC. ST TRASH - BIKEPATH 1146477	210-43110.565 RUBBISH REMOVAL	55.27	4917	04/15/16
07160	03/27/16	GREEN MOUNTAIN LIBRARY CO BL courier supplies C16-1765	210-49340.000 MISC GRANT EXPENDITURES	37.00	4918	04/15/16
21055	03/31/16	GREEN MOUNTAIN MESSENGER, BL courier 51421	210-45551.536 POSTAGE	150.00	4919	04/15/16
11710	04/08/16	INVEST EAP VF EAP quarterly 412016D	210-42220.200 EMPLOYEE ASSISTANCE PROGR	216.00	4921	04/15/16
08645	03/16/16	LOWES BUSINESS ACCT/SYNCB LH KEYS FOR LINCOLN HALL 11079	210-41940.610 SUPPLIES	7.48	4927	04/15/16
05010	03/31/16	LYNN PUBLICATIONS DV PC MEETING AD 112820	210-41970.550 PRINTING AND ADVERTISING	55.25	4929	04/15/16
24100	03/31/16	PERMA-LINE CORP.OF NEW EN ST SIGNS STOCK STOP/SPEED 155510	210-43110.617 SIGNS AND POSTS	1518.95	4930	04/15/16
V10641	04/05/16	PPG ARCHITECTURAL COATING ST PAINT FOR PLOWS 823203022595	210-43110.432 VEHICLE MAINTENANCE	145.78	4932	04/15/16
23855	03/21/16	SOUTHWORTH-MILTON, INC. VF generator maintenance SCINV137824	210-42220.432 VEHICLE MAINTENANCE	895.57	4938	04/15/16
V2124	03/26/16	STAPLES ADVANTAGE BL supplies 3297140265	210-45551.610 SUPPLIES	57.03	4939	04/15/16
V2124	03/26/16	STAPLES ADVANTAGE AD/DV SUPPLIES 3297140266	210-41320.610 SUPPLIES	133.22	4939	04/15/16
V2124	03/26/16	STAPLES ADVANTAGE AD/DV SUPPLIES 3297140266	210-41970.610 SUPPLIES	80.64	4939	04/15/16
14800	03/31/16	TECH GROUP INC VF IT service 70328	210-42220.570 MAINTENANCE OTHER	1050.00	4940	04/15/16
11935	04/01/16	VIKING-CIVES USA ST SWEEPER FENDER FLAPS 4467836	210-43110.432 VEHICLE MAINTENANCE	76.47	4943	04/15/16
V10636	04/01/16	HEALTHQUITY AD APRIL ADMIN FEE 160416463	210-41320.210 HEALTH INS & OTHER BENEFIT	3.45	1604164	04/16/16
10301	04/01/16	BARRA, PLC DAVID A. AD/VR/DV MAR LEGAL SVCS EJ23322336	230-46801.007 PEARL ST. LINKING SIDEWAL	346.50	4906	04/15/16

04/18/16
03:22 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16039 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 04/14/16 To 04/16/16 & Fund 2

Page 2 of 2
JMorrisseau

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
02035	03/27/16	VA BID & MEETING ADS 5719300	230-46801.010 LINCOLN HALL RESTORATIONS	129.00	4907	04/15/16
V10679	03/31/16	VR LH Restoration Mar APP #7	230-46801.010 LINCOLN HALL RESTORATIONS	27000.00	4926	04/15/16
39425	04/06/16	VR LH architect svcs 930	230-46801.010 LINCOLN HALL RESTORATIONS	255.00	4937	04/15/16
02035	03/27/16	VA BID & MEETING ADS 5719300	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	481.14	4907	04/15/16
02035	03/27/16	VA BID & MEETING ADS 5719300	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	66.36	4907	04/15/16
18000	04/06/16	VW FAIRGROUNDS - METER 0399859	254-43200.613 METERS AND PARTS	521.76	4915	04/15/16
V9454	04/08/16	WW BOOTS - NF 3067342	254-43200.612 UNIFORMS,BOOTS,ETC	199.00	4924	04/15/16
38760	04/05/16	VW 2 INCH METER INV0062578	254-43330.002 METER REPLACEMENT PROGRAM	124.71	4942	04/15/16
36520	03/23/16	VW water licence renewal 032316D	254-43200.500 TRAINING, CONFERENCES, DU	80.00	4944	04/15/16
42625	03/29/16	WW ALKALINITY & DISINFECT 76186	255-43200.330 OTHER PROFESSIONAL SERVIC	626.00	4903	04/15/16
V10655	03/31/16	WW SHIPGE CONTROL 17992	255-43200.619 CHEMICALS	5991.94	4904	04/15/16
V0560	04/02/16	WW SHIPPING GAS METER RPR 63004A	255-43200.570 MAINTENANCE OTHER	24.07	4912	04/15/16
08645	03/15/16	WW WOOD FOR DRYING RACK 01118	255-43200.570 MAINTENANCE OTHER	60.55	4927	04/15/16
11695	03/30/16	WW HMI & CABLES M2095	256-43220.002 WEST ST PS COSTS	331.26	4931	04/15/16
38760	04/05/16	VW 2 INCH METER INV0062578	256-43330.002 METER REPLACEMENT PROGRAM	249.43	4942	04/15/16
Report Total				44202.18		

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14400	ABOVE AND BEYOND	04/14/16	BLAD contract services 2549	210-45551.423 CONTRACT SERVICES	1920.00	4948	04/21/16
14400	ABOVE AND BEYOND	04/14/16	BLAD contract services 2549	210-41940.423 CONTRACT SERVICES	600.00	4948	04/21/16
05290	ADVANCE AUTO PARTS	04/15/16	ST mild steel 0649691	210-43110.610 SUPPLIES	90.89	4951	04/21/16
05290	ADVANCE AUTO PARTS	04/18/16	ST degreaser 0934820	210-43110.610 SUPPLIES	49.20	4951	04/21/16
08185	ADVANCED EMEGENCY PRODUCT	04/01/16	VF mounting hardware 40634	210-42220.889 ROUTINE EQUIPMENT PURCHAS	557.02	4952	04/21/16
07305	AIRGAS USA LLC	04/11/16	ST weldins wire 9050234231	210-43110.610 SUPPLIES	95.22	4953	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-45551.610 SUPPLIES	167.13	4955	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-45551.641 JUVEN COLLECTION-PRNT & E	423.87	4955	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-45551.340 COMPUTER EXPENSES	539.98	4955	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-49345.000 LIBRARY DONATION EXPENDIT	121.53	4955	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-49346.002 JUVEN COLLECTION-PRNT & E	110.98	4955	04/21/16
42665	AMAZON/SYNCB	04/10/16	VA materials 041016D	210-45551.640 ADULT COLLECTION-PRINT &	430.81	4955	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-41335.210 HEALTH INS & OTHER BENEFIT	883.05	4961	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-45551.210 HEALTH INS & OTHER BENEFIT	5298.28	4961	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-41320.210 HEALTH INS & OTHER BENEFIT	3532.20	4961	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-41970.210 HEALTH INS & OTHER BENEFIT	1766.09	4961	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-43110.210 HEALTH INS & OTHER BENEFIT	3002.36	4961	04/21/16
V1655	BLUE CROSS BLUE SHIELD OF	04/15/16	VA May health ins ZIG10001198	210-43151.210 HEALTH INS & OTHER BENEFIT	468.01	4961	04/21/16
00530	BRODART CO	04/07/16	BL books B3484044	210-45551.610 SUPPLIES	2.70	4966	04/21/16
00530	BRODART CO	04/07/16	BL books B3484044	210-45551.641 JUVEN COLLECTION-PRNT & E	28.73	4966	04/21/16
00530	BRODART CO	03/30/16	BL books B4354878	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	BRODART CO	03/30/16	BL books B4354878	210-45551.641 JUVEN COLLECTION-PRNT & E	15.80	4966	04/21/16
00530	BRODART CO	03/31/16	BL books B4360104	210-45551.641 JUVEN COLLECTION-PRNT & E	4.79	4966	04/21/16
00530	BRODART CO	03/31/16	BL books B4360104	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	BRODART CO	03/31/16	BL books B4360105	210-45551.641 JUVEN COLLECTION-PRNT & E	69.63	4966	04/21/16

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00530	03/31/16	BL books B4360105	210-45551.610 SUPPLIES	5.40	4966	04/21/16
00530	03/31/16	BF books B4360106	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	4966	04/21/16
00530	03/31/16	BL books B4360172	210-45551.610 SUPPLIES	1.80	4966	04/21/16
00530	03/31/16	BL books B4360172	210-45551.641 JUVEN COLLECTION-PRNT & E	27.88	4966	04/21/16
00530	04/01/16	BF books B4365789	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	4966	04/21/16
00530	04/04/16	BL books B4370246	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	4966	04/21/16
00530	04/04/16	BL books B4370246	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	04/04/16	BL books B4370307	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	04/04/16	BL books B4370307	210-45551.641 JUVEN COLLECTION-PRNT & E	12.28	4966	04/21/16
00530	04/05/16	BL books B4375042	210-45551.641 JUVEN COLLECTION-PRNT & E	13.94	4966	04/21/16
00530	04/05/16	BL books B4375042	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	04/06/16	BL books B4379644	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	04/06/16	BL books B4379644	210-45551.641 JUVEN COLLECTION-PRNT & E	15.83	4966	04/21/16
00530	04/06/16	BL books on cd B4379645	210-45551.610 SUPPLIES	0.60	4966	04/21/16
00530	04/06/16	BL books on cd B4379645	210-45551.640 ADULT COLLECTION-PRINT &	41.75	4966	04/21/16
00530	04/07/16	BL books B4383989	210-45551.640 ADULT COLLECTION-PRINT &	711.72	4966	04/21/16
00530	04/07/16	BL books B4383989	210-45551.610 SUPPLIES	36.90	4966	04/21/16
00530	04/07/16	BF books B4384045	210-49345.000 LIBRARY DONATION EXPENDIT	43.23	4966	04/21/16
00530	04/08/16	BF books B4388810	210-49346.001 ADULT COLLECTION-PRINT &	820.53	4966	04/21/16
00530	04/08/16	BL books B4388883	210-45551.610 SUPPLIES	0.90	4966	04/21/16
00530	04/08/16	BL books B4388883	210-45551.640 ADULT COLLECTION-PRINT &	15.40	4966	04/21/16
00530	04/08/16	BF books B4388884	210-49345.000 LIBRARY DONATION EXPENDIT	15.75	4966	04/21/16
00530	04/13/16	BL books B4402267	210-45551.641 JUVEN COLLECTION-PRNT & E	185.74	4966	04/21/16
00530	04/13/16	BL books B4402267	210-45551.610 SUPPLIES	11.70	4966	04/21/16
V10262	04/14/16	BL supplies 14004	210-45551.610 SUPPLIES	285.00	4968	04/21/16

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V10577	04/06/16	VF smoke liquid 87846	210-42220.500 TRAINING, CONFERENCES, DU	269.69	4969	04/21/16
V9941	04/20/16	BL March newspapers 030716A2	210-45551.640 ADULT COLLECTION-PRINT &	16.12	4971	04/21/16
V9941	04/01/16	PW Outdoor signage holder 030816E	210-43161.000 STREETSCAPE MAINT./IMP	42.12	4971	04/21/16
V9941	04/01/16	DV Rutland rpc training 031816F	210-41970.500 TRAINING,CONF,DUES	26.05	4971	04/21/16
V9941	03/22/16	ADLH trusteeed & LH suppli 032216H	210-41320.560 TRUSTEES EXPENDITURES	5.99	4971	04/21/16
V9941	03/22/16	ADLH trusteeed & LH suppli 032216H	210-41940.610 SUPPLIES	12.06	4971	04/21/16
V9941	04/20/16	AD GFOA membership IM 032216I	210-41320.500 TRAINING, CONFERENCES, DU	170.00	4971	04/21/16
V9941	03/31/16	AD mgr & staff luncheon 033116N	210-41320.291 HEALTH IMPROV PROGRAMS	155.17	4971	04/21/16
V9941	04/20/16	VF dry erase sheet 0404160	210-42220.889 ROUTINE EQUIPMENT PURCHAS	23.38	4971	04/21/16
V9941	04/05/16	BL training & conference 040516P	210-45551.500 TRAINING, CONFERENCES, DU	445.00	4971	04/21/16
V9941	04/20/16	VF parade pike poles 040516Q	210-42220.889 ROUTINE EQUIPMENT PURCHAS	261.04	4971	04/21/16
V9941	03/04/16	VF fire tactics book 1809038	210-42220.500 TRAINING, CONFERENCES, DU	19.19	4971	04/21/16
V9941	03/08/16	BL supplies 60376	210-45551.610 SUPPLIES	75.91	4971	04/21/16
V9941	03/08/16	ADLH trustees & LH suppli MACS	210-41940.610 SUPPLIES	19.32	4971	04/21/16
V0455	04/01/16	BL supplies 4018783367	210-45551.610 SUPPLIES	61.11	4973	04/21/16
V10633	03/30/16	BL supplies 30391731	210-45551.610 SUPPLIES	100.19	4977	04/21/16
14615	04/12/16	AD coffee for election 2487	210-41320.820 ELECTIONS	20.00	4978	04/21/16
V04609	04/01/16	BL books 1364825	210-45551.640 ADULT COLLECTION-PRINT &	88.68	4980	04/21/16
04940	04/03/16	VF cable service 040316D	210-42220.535 TELEPHONE SERVICES	13.59	4988	04/21/16
38280	03/31/16	LH bottled water March 030116D	210-41940.610 SUPPLIES	38.90	4991	04/21/16
38280	03/31/16	ST bottled water 031650122590	210-43110.610 SUPPLIES	45.40	4991	04/21/16
27420	04/14/16	ST truck # 4 tire chng 1996	210-43110.432 VEHICLE MAINTENANCE	64.00	4992	04/21/16
42640	03/31/16	AD COPIER CONTRT4/15-5/14 49587834	210-41320.442 LEASED SERVICES	249.52	4993	04/21/16
24305	04/06/16	BL supplies 5843351	210-45551.610 SUPPLIES	459.10	4995	04/21/16
24305	04/08/16	BL supplies 5846497	210-45551.610 SUPPLIES	189.26	4995	04/21/16

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09325	04/18/16	DJ'S TREE SERVICE & LOGGI	ST Arlington tree removal	210-43161.000	2600.00	4996	04/21/16
			10426	STREETSCAPE MAINT./IMP			
25715	04/15/16	DONALD HAMLIN CONSULT ENG	ST class 1 paving 2/20/16	210-43110.576	3102.50	4997	04/21/16
			04151615830	ENGINEERING SERVICES			
V10576	04/04/16	ECOPIXEL LLC	AD MAR WEB HOST & SUPPORT	210-41320.530	99.00	5001	04/21/16
			2153	COMMUNICATIONS			
01010	04/11/16	ESSEX AGWAY	ST grass seed	210-43110.616	129.99	5002	04/21/16
			319770	GRAVEL, TOPSOIL			
01010	04/13/16	ESSEX AGWAY	ST grass seed	210-43110.616	116.99	5002	04/21/16
			319791	GRAVEL, TOPSOIL			
01010	04/18/16	ESSEX AGWAY	ST grass seed	210-43110.617	116.99	5005	04/21/16
			319868	SIGNS AND POSTS			
01010	04/19/16	ESSEX AGWAY	ST grass seed	210-43110.617	129.99	5005	04/21/16
			319906	SIGNS AND POSTS			
23215	04/11/16	ESSEX EQUIPMENT INC	VF cut off blades	210-42220.889	32.87	5007	04/21/16
			106015970001	ROUTINE EQUIPMENT PURCHAS			
23215	04/18/16	ESSEX EQUIPMENT INC	ST grade stakes	210-43110.610	23.14	5007	04/21/16
			106023070001	SUPPLIES			
05020	04/08/16	ESSEX JCT VILLAGE OF	SSQ3 SR Ctr director	210-45300.150	2672.15	5009	04/21/16
			856	DIRECTOR CONTRACT			
V0795	04/20/16	ESSEX TOWN OF	AD 1/12 mgr contract	210-41320.150	5125.00	5011	04/21/16
			0415160	MANAGER CONTRACT			
V9473	04/07/16	FARRELL-LEA FARM	ST library clean up mulch	210-43161.001	1075.00	5014	04/21/16
			2716	VILLAGE GARDEN SPOTS			
V9473	04/11/16	FARRELL-LEA FARM	LH landscaping repairs	210-41940.434	4013.00	5014	04/21/16
			2717	MAINT. BUILDINGS/GROUNDS			
41410	04/08/16	FINANCIAL OPERATIONS	ST ped button fixing	210-43123.622	129.86	5017	04/21/16
			RE-TRO406V	TRAFFIC LIGHTS - ELECTRIC			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-43123.622	464.04	5026	04/21/16
			03160206201	TRAFFIC LIGHTS - ELECTRIC			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-42220.622	574.33	5026	04/21/16
			03160206201	ELECTRICAL SERVICE			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-41940.622	574.32	5026	04/21/16
			03160206201	ELECTRICAL SERVICE			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-43110.622	320.08	5026	04/21/16
			03160206201	ELECTRICAL SERVICE			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-43160.622	10201.92	5026	04/21/16
			03160206201	STREET LIGHTS - ELECTRICI			
07010	03/30/16	GREEN MOUNTAIN POWER CORP	VA March consolidated bil	210-45551.622	1351.32	5026	04/21/16
			03160206201	ELECTRICAL SERVICE			
33495	04/04/16	INGRAM LIBRARY SERVICES I	BL books	210-45551.640	10.32	5033	04/21/16
			92547050	ADULT COLLECTION-PRINT &			
33495	04/04/16	INGRAM LIBRARY SERVICES I	BL books	210-45551.640	16.24	5033	04/21/16
			92547051	ADULT COLLECTION-PRINT &			
33585	04/14/16	LHS ASSOCIATES, INC.	AD ballots & mem cards	210-41320.820	881.00	5040	04/21/16
			50590	ELECTIONS			
14025	04/09/16	LINCOLN NATIONAL LIFE INS	VA May life ins	210-41320.210	192.42	5041	04/21/16
			05161532732	HEALTH INS & OTHER BENEFI			
14025	04/09/16	LINCOLN NATIONAL LIFE INS	VA May life ins	210-43151.210	25.49	5041	04/21/16
			05161532732	HEALTH INS & OTHER BENEFI			

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14025	04/09/16	VA May life ins 05161532732	210-43110.210 HEALTH INS & OTHER BENEFIT	163.55	5041	04/21/16
14025	04/09/16	VA May life ins 05161532732	210-45551.210 HEALTH INS & OTHER BENEFIT	288.61	5041	04/21/16
14025	04/09/16	VA May life ins 05161532732	210-41335.210 HEALTH INS & OTHER BENEFIT	48.10	5041	04/21/16
14025	04/09/16	VA May life ins 05161532732	210-41970.210 HEALTH INS & OTHER BENEFIT	96.20	5041	04/21/16
V10154	04/13/16	ST dog waste bags Beech S 673684	210-43151.430 STORM SEWER MAINTENANCE	354.00	5045	04/21/16
V1539	04/12/16	AD Mileage 8/3/15-4/11/16 041216D	210-41320.500 TRAINING, CONFERENCES, DU	12.46	5046	04/21/16
V1539	04/12/16	AD Mileage 8/3/15-4/11/16 041216D	210-41320.580 TRAVEL	151.48	5046	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-41335.210 HEALTH INS & OTHER BENEFIT	76.43	5050	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-43110.210 HEALTH INS & OTHER BENEFIT	259.87	5050	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-41320.210 HEALTH INS & OTHER BENEFIT	305.72	5050	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-43151.210 HEALTH INS & OTHER BENEFIT	40.51	5050	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-41970.210 HEALTH INS & OTHER BENEFIT	152.86	5050	04/21/16
24960	04/15/16	VA May dental insurance 041516D	210-45551.210 HEALTH INS & OTHER BENEFIT	458.59	5050	04/21/16
21255	04/11/16	BL adult program 41416PJC	210-45551.836 ADULT PROGRAMS	50.00	5054	04/21/16
V10098	04/18/16	DV NECR lunch , mileage 041816D	210-41970.500 TRAINING,CONF,DUES	72.36	5055	04/21/16
V1793	04/15/16	BL postage 41216SP	210-45551.536 POSTAGE	29.70	5056	04/21/16
V1793	04/12/16	BL adult programs 6117042	210-45551.836 ADULT PROGRAMS	93.18	5056	04/21/16
V9587	04/01/16	ST topsoil 134450	210-43110.616 GRAVEL, TOPSOIL	175.00	5060	04/21/16
29835	04/05/16	ST paint supplies 0320-1	210-43110.610 SUPPLIES	10.69	5067	04/21/16
40840	04/01/16	BL technology access 3619731	210-45551.535 TELEPHONE SERVICES	91.62	5069	04/21/16
40840	04/01/16	BL technology access 3619731	210-45551.530 TECHNOLOGY ACCESS	39.95	5069	04/21/16
40840	04/01/16	VA Mar phone/internet 3620552	210-41320.530 COMMUNICATIONS	34.95	5069	04/21/16
40840	04/01/16	VA Mar phone/internet 3620552	210-45300.535 TELEPHONE SERVICES	39.35	5069	04/21/16
40840	04/01/16	VA Mar phone/internet 3620552	210-41970.535 TELEPHONE SERVICES	32.37	5069	04/21/16
40840	04/01/16	VA Mar phone/internet 3620552	210-41320.535 TELEPHONE SERVICES	142.51	5069	04/21/16

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21260	04/18/16	BR replacement book 41816ILL	210-49346.001 ADULT COLLECTION-PRINT &	10.00	5070	04/21/16
V2124	04/02/16	BL supplies 3298034014	210-45551.610 SUPPLIES	104.74	5072	04/21/16
V2124	04/09/16	AD toner for finance 3298897133	210-41320.610 SUPPLIES	49.31	5072	04/21/16
14800	04/15/16	ADDV May managed svcs 70447	210-41320.340 COMPUTER EXPENSES	444.88	5076	04/21/16
14800	04/15/16	ADDV May managed svcs 70447	210-41970.340 COMPUTER EXPENSES	219.12	5076	04/21/16
11815	03/31/16	BL alarm monitoring 5283	210-45551.434 MAINT. BUILDINGS/GROUNDS	299.00	5077	04/21/16
V2410	04/04/16	BL periodicals 040416D	210-45551.640 ADULT COLLECTION-PRINT &	40.00	5084	04/21/16
11935	04/14/16	ST spinner motor #7 4468022	210-43110.432 VEHICLE MAINTENANCE	148.75	5086	04/21/16
30210	04/06/16	BL gutter leak deductible 040616D	210-45551.434 MAINT. BUILDINGS/GROUNDS	395.55	5088	04/21/16
07565	04/12/16	ADLH supplies 33758623	210-41320.610 SUPPLIES	6.95	5090	04/21/16
07565	04/12/16	ADLH supplies 33758623	210-41940.610 SUPPLIES	95.98	5090	04/21/16
10120	03/31/16	VR Main St sdwk scoping 3	230-46801.011 MAIN ST. SDWLK SCOPING ST	4643.67	4965	04/21/16
25715	04/15/16	VR VRES cntr pri,gmt 04151612-833	230-46801.008 CRESCENT CONNECTOR	1196.25	4997	04/21/16
25715	04/15/16	VR Pearl St link prjmgmt 04151614-807	230-46801.007 PEARL ST. LINKING SIDEWAL	1200.00	4997	04/21/16
25715	04/15/16	VR multiuse path res eng 04151616-803	230-46801.006 MULTI-USE PATH NORTH	2666.25	4997	04/21/16
V10098	04/18/16	DV NECR lunch , mileage 041816D	230-46801.008 CRESCENT CONNECTOR	20.00	5055	04/21/16
V9941	04/20/16	VBVW truck fee Briar foam 032316J	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	1375.00	4971	04/21/16
V1655	04/15/16	VA May health ins ZIG10001198	254-43200.210 HEALTH INS & OTHER BENEFIT	2207.62	4961	04/21/16
04640	04/12/16	VW tree farm meter bolts VTBUR216736	254-43200.613 METERS AND PARTS	20.41	5015	04/21/16
18000	04/08/16	WW fair grd meter parts 0400272	254-43200.610 SUPPLIES	88.08	5016	04/21/16
18000	04/08/16	WW fair grd meter parts 0400272	254-43200.613 METERS AND PARTS	27.19	5016	04/21/16
18000	04/08/16	WW fair srd meter parts 0400280	254-43200.613 METERS AND PARTS	31.72	5016	04/21/16
18000	04/14/16	VW probe 0400594	254-43200.610 SUPPLIES	99.09	5016	04/21/16
18000	04/15/16	VW fernco for stock 0400746	254-43200.430 WATER LINES MAINT-BREAKS	70.28	5016	04/21/16
77010	03/30/16	VA March consolidated bil 03160206201	254-43200.622 ELECTRICAL SERVICE	71.17	5026	04/21/16

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	04/09/16	VA May life ins 05161532732	254-43200.210 HEALTH INS & OTHER BENEFIT	120.26	5041	04/21/16
24960	04/15/16	VA May dental insurance 041516D	254-43200.210 HEALTH INS & OTHER BENEFIT	191.08	5050	04/21/16
43010	04/19/16	WW filter for backhoe 1478533	254-43200.570 MAINTENANCE OTHER	78.02	5052	04/21/16
V1836	04/05/16	VWSA water/sewer bills 94742	254-43200.550 PRINTING AND ADVERTISING	218.24	5058	04/21/16
V1836	04/05/16	VWSA reminder notices wa 94743	254-43200.550 PRINTING AND ADVERTISING	67.73	5058	04/21/16
12840	03/31/16	WW 2048 ton grit 3255	255-43200.565 GRIT DISPOSAL	206.71	4950	04/21/16
05290	04/05/16	WW HOSE & RADIATOR TANKER 9649070	255-43200.432 VEHICLE MAINTENANCE	42.87	4951	04/21/16
05290	04/07/16	WW dump trailer safety 9834560	255-43200.570 MAINTENANCE OTHER	51.69	4951	04/21/16
05290	04/07/16	WW mower battery 9849244	255-43200.570 MAINTENANCE OTHER	48.49	4951	04/21/16
V1655	04/15/16	VA May health ins ZIG10001198	255-43200.210 HEALTH INS & OTHER BENEFIT	4565.35	4961	04/21/16
V9941	04/01/16	WW March newspapers 032846L	255-43200.610 SUPPLIES	23.00	4971	04/21/16
23455	04/07/16	WW direct fees IVC022611	255-43200.565 GRIT DISPOSAL	122.58	4984	04/21/16
14025	04/09/16	VA May life ins 05161532732	255-43200.210 HEALTH INS & OTHER BENEFIT	248.69	5041	04/21/16
V10432	04/14/16	WW pants on line purchase EXPENSE	255-43200.612 UNIFORMS,ROOTS,ETC	53.20	5043	04/21/16
V1661	04/04/16	WW Asstd lab supplies 370875	255-43200.618 SUPPLIES - LABORATORY	951.86	5049	04/21/16
24960	04/15/16	VA May dental insurance 041516D	255-43200.210 HEALTH INS & OTHER BENEFIT	395.15	5050	04/21/16
03160	04/11/16	WW polymer dewatering 19776	255-43200.619 CHEMICALS	6900.00	5053	04/21/16
40840	04/01/16	WW phones internet 3620551	255-43200.535 TELEPHONE SERVICES	175.84	5069	04/21/16
15020	04/14/16	WW VPN completion 2016-23	255-43330.005 NETWORKING & SOFTWARE	600.00	5078	04/21/16
V1655	04/15/16	VA May health ins ZIG10001198	256-43200.210 HEALTH INS & OTHER BENEFIT	2119.31	4961	04/21/16
07010	03/30/16	VA March consolidated bil 03160206201	256-43200.622 ELECTRICAL SERVICE	863.80	5026	04/21/16
07010	03/30/16	VA March consolidated bil 03160206201	256-43220.002 WEST ST PS COSTS	672.03	5026	04/21/16
07010	03/30/16	VA March consolidated bil 03160206201	256-43220.001 SUSIE WILSON PS COSTS	416.40	5026	04/21/16
14025	04/09/16	VA May life ins 05161532732	256-43200.210 HEALTH INS & OTHER BENEFIT	67.34	5041	04/21/16
24960	04/15/16	VA May dental insurance 041516D	256-43200.210 HEALTH INS & OTHER BENEFIT	183.44	5050	04/21/16

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12775	02/16/16	SA Roscoe Ct for reimb 6130	256-43330.003 MISC PS WORK - (FY12 BUDG	759.75	5057	04/21/16
12775	02/16/16	SA Maple St controls inte 6131	256-43330.003 MISC PS WORK - (FY12 BUDG	1841.59	5057	04/21/16
12775	02/16/16	SA high school controls 6132	256-43330.003 MISC PS WORK - (FY12 BUDG	138.40	5057	04/21/16
12775	02/16/16	SA River St controls inte 6133	256-43330.005 RIVER ST. PS CNTL PANEL,	1073.92	5057	04/21/16
12775	02/16/16	SA Cascade St controls 6134	256-43330.003 MISC PS WORK - (FY12 BUDG	567.86	5057	04/21/16
12775	02/16/16	SA Susie Wilson Ctrls int 6136	256-43330.003 MISC PS WORK - (FY12 BUDG	957.81	5057	04/21/16
12775	02/16/16	SA West St controls inter 6137	256-43330.003 MISC PS WORK - (FY12 BUDG	1199.79	5057	04/21/16
12775	02/16/16	SA South St controls 6315	256-43330.006 SO ST PS PUMPS, VALVS, VENT	1407.27	5057	04/21/16
V1836	04/05/16	VWSA water/sewer bills 94742	256-43200.550 PRINTING AND ADVERTISING	436.47	5058	04/21/16
V1836	04/05/16	VWSA reminder notices wa 94743	256-43200.550 PRINTING AND ADVERTISING	135.46	5058	04/21/16
11555	04/04/16	SA filter element s&l 162442	256-43200.434 PUMP STATION MAINTENANCE	344.60	5064	04/21/16
36130	04/01/16	SA Feb 24 Mar 23 2016 9762711054	256-43220.001 SUSIE WILSON PS COSTS	235.47	5083	04/21/16
36130	04/01/16	SA Feb 24 Mar 23 2016 9762711054	256-43220.002 WEST ST PS COSTS	235.46	5083	04/21/16
36130	04/01/16	SA Feb 24 Mar 23 2016 9762711054	256-43200.434 PUMP STATION MAINTENANCE	874.57	5083	04/21/16
06185	04/19/16	AD Int VCE Noise Escrow 20169317	275-22904.001 LIABT TO CVE (NOISE ESCROW	2.97	4982	04/21/16
Report Total				107666.79		