



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, AUGUST 9, 2016 at 6:00 PM
LINCOLN HALL, 2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **EXECUTIVE SESSION/PERSONNEL/INTERVIEW**
 - a. Steven Shaw – Planning Commission
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Draft Recreation District Agreement – Recreation Governance Study Committee
6. **OLD BUSINESS**
 - a. Streetscape Improvements at 4 Pearl Street – Robin Pierce
 - b. Appointment to Planning Commission – Pat Scheidel
 - c. Resolution for Essex Area Senior Center – Pat Scheidel
7. **NEW BUSINESS**
 - a. None
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
9. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Zoning Board of Adjustment 7/19/16
 - Capital Program Review Committee 8/2/16
 - c. Essex Town Tax Rates
10. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 7/25/16
 - b. Expense Warrant #17004 dated 7/29/16 in the amount of \$191,020.89
11. **ADJOURN**

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

While You Were Out



“I’ve been away, what did I miss?”

- ✓ Proposal to Consolidate the Recreation Depts serving Town & Village residents.

“... Just like we merged Town & Village Finance and Highway Depts?”

- ✓ No. The Rec Depts would be combined into a separate Special Tax District (STD) instead of being part of the Town budget, as others are.

“... Creating another layer of bureaucracy?”

- ✓ Yes. A Special Tax District would be overseen by a separate, newly-elected, 5-member board – not by the Municipal Manager, Town Select-board, or Village Trustees.

“... Does this independent district take over our parks, pools, and reservoir?”

- ✓ A lease or conveyance will be worked out.

“... I’m gonna pay (via a new STD) to lease out a Park I already own as a taxpayer?”

- ✓ Sounds like it. Details will be forthcoming.

“... Wait a sec, is this plan a done deal?”

- ✓ You’ll get to vote by ballot on *Dec. 13*. Village voters get both Village & Town ballots.
 - * A ‘Yes’ vote creates an independent STD.
 - * A ‘No’ vote leaves the Town Rec Dept (EPR) as is, and leaves EJRP under the Prudential Committee / new school district.

“... What will this new STD cost taxpayers?”

- ✓ You won’t find out the costs until next April.

“... This seems to be moving very fast. What are the tax implications?”

- ✓ Residents will begin to pay for this STD at the same rate, no matter where they live – just as with prior consolidations. [But long-term tax rates can be expected to rise faster w/ STDs.]

“... So, initially, some residents will see a tax break; others will see a tax increase?”



While You Were Out..... p.2

- ✓ Yes. EJRP costs the average Village household about \$190 per year. Thus, a Town-outside increase could be ~\$95 per household, as the STD costs would be shared with all residents.

However, not all current EJRP expenses are known, because it relies on in-kind donations from EJ School District. Therefore, the actual tax impact has yet to be determined.

“... So, I’m being asked to vote to create a Special Tax District w/o hard numbers?”

- ✓ Yes. In fact, the Goldwater Institute warns: “[Special Tax Districts] have contributed heavily to the overall growth of local government spending and debt loads, all while operating virtually behind the scenes and at a lower standard of accountability than traditional local governments.”

“... How many Rec STDs are in VT?”

- ✓ None. This is untried in Vermont.

“... Why can’t we consolidate Rec just like our other Town & Village Depts?”

- ✓ We can. Just make sure you vote ‘No’ on 12/13!

“... This proposal makes no sense to me.”

- ✓ It doesn’t make sense to dozens of residents who wrote letters or attended recent meetings.

“... I have some comments and questions.”

- ✓ The Rec Governance Study Committee, who created this plan, meets publicly once more:

Wed., Aug. 10, ADL School, 6:30 pm.

Your last chance to change things before the RGSC dissolves. Some members may continue to work out the details and market their proposal as a special interest group w/ no legal standing.

- ✓ E-mail Irene Wrenner (imwren@aol.com) for updates. This document is a courtesy to Essex constituents.

Special districts are bad for taxpayers and bad for democracy.

Jonathan Rodden, Poli Sci Professor, Stanford U.

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**TOWN OF ESSEX
SELECTBOARD
SPECIAL MEETING
MINUTES OF MEETING
February 16, 2016**

7 **SELECTBOARD:** Max Levy (Chair); Irene Wrenner, Andy Watts, Mike
8 Plageman.
9 **ADMINISTRATION:** Patrick Scheidel, Municipal Manager.
10 **OTHERS PRESENT:** Village Trustees (George Tyler (Village President); Dan
11 Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton),
12 Prudential Committee (Michael Smith, Marla Durham, Tim
13 Kemerer, Jason DiRosa), EJRP Director (Brad Luck),
14 Essex Rec Director (Ally Vile), Wes McClellan, Diane
15 Clemens, Colin Flanders, Judith DeNova, Liam Haggerty,
16 Robert Haggerty, Aaron Potvin, Sue Cook, Brian Roy,
17 Adam Sollace, Kim Gleason, Bridget Meyer.

19 **1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

20 Max Levy called the special meeting to order at 7 PM. The Pledge of Allegiance was
21 recited.
22

23 **2. BUSINESS: Joint Meeting with Village Trustees and Prudential Committee.**

24 **1. Plan of Action**

25 George Tyler explained with the municipal shared services initiative it was not expected
26 to discuss the recreation programs at this time, but the school unification advanced the
27 issue. Presently, the Prudential Committee provides governance for EJRP and the Town
28 operates the Town's recreation program. Plans of action include:

- 29 ○ Consolidating the Village rec program into the Town program;
- 30 ○ Consolidating the Town rec program into the Village program;
- 31 ○ Having the Village rec program under the new unified school district;
- 32 ○ Creating an independent rec district.

33 A deadline is needed for the decision, which perhaps could be by budget development
34 time in the fall. A committee should be appointed to evaluate the options and provide a
35 recommendation to the three boards.
36

37 Max Levy confirmed the Essex Selectboard wants to be part of the solution and feels all
38 options should be reviewed, a timeline laid out, and an end date set. The unified union
39 school district board at this point is at its inception and not prepared to assume the rec
40 program at this time.
41

42 Tim Kemerer stated the Prudential Committee will still exist to be voting on the EJRP
43 budget for another year. The Prudential Committee will overlap the unified union school
44 district board for a period of time. Judy DeNova added the charter will be dissolved for
45 the Prudential Committee, but initial conversations can begin on the willingness and

46 interest in the rec program and once the board gets grounded, an opinion can be issued
47 based on legal counsel.

48

49 2. Composition of the Committee

50 There was discussion of the composition of the committee to review options and provide
51 recommendations, and agreement that change will occur at the top without noticeable
52 changes at the service level. Pat Scheidel said staff will be available to provide
53 information to the committee. Legal questions will be referred to the municipal attorneys.
54 The Village will pay for legal services from the Village Attorney. The Town will pay for
55 legal services from the Town Attorney. The school district will pay for legal services
56 from the school district's attorney. The recreation committee, once formed, will decide if
57 a facilitator is needed for their work. Brad Luck pointed out state statute requires an equal
58 number of representatives from each municipality serving on the committee.

59

60 Brad Luck reviewed his memo, dated 2/10/16, on the joint municipal survey committee,
61 stressing the need to follow statute with the composition of the committee. Documents
62 for the committee should be vetted by the Attorney General, state legislature, and the
63 respective municipal boards. It is recommended the committee look at all options with
64 the rec program, choose a direction and then pursue the transition.

65

66 There was mention of the committee including members from the Trustees, Selectboard,
67 Prudential Committee, and public at-large. Marla Durham pointed out any Prudential
68 Committee members appointed to the committee will be representing the Village as well
69 as the Prudential Committee. There was discussion of having alternates to cover absent
70 members and in order to remain current on discussions having the alternates attend all
71 meetings regardless of the regular members being present.

72

73 Michael Smith and Jason DiRosa from the Prudential Committee, and Lori Houghton and
74 Dan Kerin from the Trustees volunteered for the committee. The Selectboard will appoint
75 two members after the election on March 1st, 2016. Advertisement will be done for the
76 public at-large members. The Trustees will appoint the individuals from the Village and
77 the Selectboard will appoint the individuals from the Town outside the Village.

78

79 3. Process

80 The process to be followed by the appointed committee will be as outlined in the memo
81 from Brad Luck, dated 2/10/16. Essentially, the committee will review all options and
82 provide recommendations. The respective boards (Village, Town, school) will be kept
83 informed.

84

85 Tim Kemerer urged giving the committee the guidance that there is a philosophy being
86 embraced of consolidation. Marla Durham said to keep in mind EJRP managed by Brad
87 Luck and staff is successful because the department operates with its own budget
88 independent of the general budget for the community. Max Levy stated the goal is to
89 maintain and even improve the level of service. There is opportunity to look at both rec
90 departments and structure them in such a way that other items could be included, such as
91 cultural services and the Senior Center. George Tyler spoke in support of both rec

92 departments being independent of the municipal budgets. There was concurrence that a
93 unified and shared rec department between the Village and Town is the right direction to
94 take.

95

96 Marla Durham thanked the leadership of the Trustees and Selectboard that helped the
97 RED group be able to do what was done (i.e. unified school district).

98

99 4. Timeline

100 Brad Luck suggested the committee be finalized by March and the committee work
101 proceed through April, May, and June with the goal of having a recommendation by July,
102 2016 leaving approximately 12 months to complete the transition. George Tyler noted
103 Ally Vile (Essex Rec Director) and Brad Luck (EJRP Director) will be regular attendees
104 at the committee meetings as resources and guides.

105

106 5. Name of Committee

107 Following discussion there was agreement the name of the committee will be “Recreation
108 Governance Study Committee”.

109

110 *PUBLIC COMMENT*

111 Kim Gleason, Sydney Drive, commented the communication provided by the RED Study
112 Committee was very helpful. The RED committee had one board member and an
113 alternate and community members. George Tyler stated the rec committee will keep
114 minutes from the committee meetings which will be available. Marla Durham added rec
115 departments by their nature are great points of communication.

116

117 Sue Cook, Cedar Court, suggested advertising for the at-large committee members now.
118 Lori Houghton mentioned having more community members than board members on the
119 committee. Marla Durham noted it takes time for committee members to get to know one
120 another and get up to speed on the rec departments, and this should be kept in mind in
121 light of the short timeline for the committee to complete its work.

122

123 Bridget Meyer, Pleasant Street, spoke in support of having three community members
124 from each community (total of six members from the public at-large) to involve the
125 public and spread the word. There is a learning curve, but with good instruction and
126 guidance people can get up to speed. Andrew Brown suggested advertising for the
127 openings and making a decision on the at-large number after seeing the response.

128

129 There were no further comments.

130

131 **MOTION by Irene Wrenner, SECOND by Andy Watts, that the Essex Selectboard**
132 **agrees to form a committee named “Recreation Governance Study Committee”**
133 **which is a joint municipal survey committee to study recreation and to explore all**
134 **various options for potential restructure of the Village and Town recreation**
135 **departments as outlined in the memo from Brad Luck, dated 2/10/16, and further,**
136 **the composition of the committee is as follows:**

- 137 • **Three members from the public at large from the Town outside the**
- 138 **Village selected by the Town of Essex Selectboard;**
- 139 • **Three members from the public at large from the Village of Essex**
- 140 **Junction selected by the Essex Junction Board of Trustees;**
- 141 • **Two members from the Prudential Committee;**
- 142 • **Two members from the Essex Junction Board of Trustees, one of**
- 143 **which is an alternate;**
- 144 • **Two members from the Essex Selectboard, one of which is an**
- 145 **alternate.**

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

147

148 **3. ADJOURNMENT**

149 **MOTION by Andy Watts, SECOND by Irene Wrenner, to adjourn the meeting.**

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

151

152 The special meeting was adjourned at 8:31 PM.

153

154 *RScty: M.E.Riordan*

155

08/08/16
11:54 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17005 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 08/05/16 To 08/05/16 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	07/22/16	ADVANCE AUTO PARTS ST Belos 0459159	210-43110.432 VEHICLE MAINTENANCE	61.73	6555	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 69852071016D	210-45551.641 JUVEN COLLECTION-PRNT & E	46.66	6559	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 69852071016D	210-45551.610 SUPPLIES	97.10	6559	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 698522016D	210-45551.641 JUVEN COLLECTION-PRNT & E	139.65	6559	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 698522016D	210-45551.640 ADULT COLLECTION-PRINT &	1894.31	6559	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 698522016D	210-45551.837 CHILDRENS PROGRAMS	26.36	6559	08/05/16
42665	07/10/16	AMAZON/SYNCE BL Books Supplies 698522016D	210-45551.610 SUPPLIES	247.34	6559	08/05/16
02420	07/24/16	AUTOZONE VF Def Fluid 02420	210-42220.432 VEHICLE MAINTENANCE	7.49	6562	08/05/16
00530	07/20/16	BRODART CO BL books 4600537	210-45551.641 JUVEN COLLECTION-PRNT & E	13.16	6569	08/05/16
00530	07/20/16	BRODART CO BL books 4600537	210-45551.610 SUPPLIES	0.90	6569	08/05/16
00530	07/21/16	BRODART CO BL books 4602487	210-45551.641 JUVEN COLLECTION-PRNT & E	17.39	6569	08/05/16
00530	07/22/16	BRODART CO BF books 4603665	210-49345.000 LIBRARY DONATION EXPENDIT	24.08	6569	08/05/16
00530	07/22/16	BRODART CO BL books 4603823	210-45551.640 ADULT COLLECTION-PRINT &	35.19	6569	08/05/16
00530	07/22/16	BRODART CO BL books 4603839	210-45551.640 ADULT COLLECTION-PRINT &	102.90	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4586922	210-45551.641 JUVEN COLLECTION-PRNT & E	22.09	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4586922	210-45551.610 SUPPLIES	0.90	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4586931	210-45551.640 ADULT COLLECTION-PRINT &	1273.59	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4586931	210-45551.610 SUPPLIES	59.40	6569	08/05/16
00530	07/05/16	BRODART CO BF Books B4586986	210-49345.000 LIBRARY DONATION EXPENDIT	178.33	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587389	210-45551.641 JUVEN COLLECTION-PRNT & E	17.41	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587389	210-45551.610 SUPPLIES	1.80	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587390	210-45551.641 JUVEN COLLECTION-PRNT & E	258.28	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587390	210-45551.610 SUPPLIES	21.60	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587404	210-45551.640 ADULT COLLECTION-PRINT &	14.07	6569	08/05/16
00530	07/05/16	BRODART CO BL Books B4587404	210-45551.610 SUPPLIES	0.90	6569	08/05/16

Town of Essex / Village of EJ Accounts Payable

Check Warrant Report # 17005 Current Prior Next FY Invoices For Fund (GENERAL FUND)
 For Check Acct 01(GENERAL FUND) All check #s 08/05/16 To 08/05/16 & Fund 2

08/08/16
 11:54 am

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	07/05/16	BL Books B4587405	210-45551.640 ADULT COLLECTION-PRINT &	14.30	6569	08/05/16
00530	07/05/16	BL Books B4587405	210-45551.610 SUPPLIES	0.90	6569	08/05/16
00530	07/07/16	BF Books B4589395	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	6569	08/05/16
00530	07/11/16	BR Books B4592076	210-49346.001 ADULT COLLECTION-PRINT &	35.95	6569	08/05/16
00530	07/13/16	BL Books B4593716	210-45551.641 JUVEN COLLECTION-PRNT & E	12.45	6569	08/05/16
00530	07/13/16	BL Books B4593716	210-45551.610 SUPPLIES	2.70	6569	08/05/16
00530	07/13/16	BL Books B4593739	210-45551.641 JUVEN COLLECTION-PRNT & E	15.83	6569	08/05/16
00530	07/13/16	BL Books B4593739	210-45551.610 SUPPLIES	0.90	6569	08/05/16
00530	07/13/16	BL Books B4593779	210-45551.641 JUVEN COLLECTION-PRNT & E	19.21	6569	08/05/16
00530	07/13/16	BL Books B4593779	210-45551.610 SUPPLIES	1.80	6569	08/05/16
00530	07/13/16	BF Books B4593946	210-49345.000 LIBRARY DONATION EXPENDIT	10.24	6569	08/05/16
00530	07/14/16	BL Books B4594974	210-45551.641 JUVEN COLLECTION-PRNT & E	148.02	6569	08/05/16
00530	07/14/16	BL Books B4594974	210-45551.610 SUPPLIES	16.20	6569	08/05/16
00530	07/14/16	BF Books B4595099	210-49345.000 LIBRARY DONATION EXPENDIT	161.89	6569	08/05/16
00530	07/14/16	BL Books B4595122	210-45551.640 ADULT COLLECTION-PRINT &	17.40	6569	08/05/16
00530	07/14/16	BL Books B4595122	210-45551.610 SUPPLIES	0.30	6569	08/05/16
00530	07/14/16	BL Books B4595265	210-45551.641 JUVEN COLLECTION-PRNT & E	26.75	6569	08/05/16
00530	07/14/16	BL Books B4595265	210-45551.610 SUPPLIES	2.70	6569	08/05/16
00530	07/14/16	BL Books B4595311	210-45551.640 ADULT COLLECTION-PRINT &	184.90	6569	08/05/16
00530	07/14/16	BL Books B4595311	210-45551.610 SUPPLIES	8.10	6569	08/05/16
00530	07/20/16	BF Books B4600426	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	6569	08/05/16
16030	07/25/16	ST Fix Street Lights 31394	210-43160.610 STREET LIGHTS SUPPLIES/MA	1512.20	6571	08/05/16
11375	07/25/16	VE Block Party Tip Fee 1143	210-41335.835 BLOCK PARTY EXPENSE	35.00	6575	08/05/16
V9246	08/01/16	BL books 8116CHS	210-45551.640 ADULT COLLECTION-PRINT &	25.00	6581	08/05/16
V10614	08/01/16	AD Cobra Admin July RC040752	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	6582	08/05/16

08/08/16
11:54 am

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06530	07/14/16	BL books 10003001179	210-45551.640 ADULT COLLECTION-PRINT &	300.00	6583	08/05/16
23525	07/27/16	VF 8E21 air condition svc 58470	210-42220.432 VEHICLE MAINTENANCE	615.95	6584	08/05/16
V10382	07/25/16	ST paging svcs 1418786944	210-43110.442 EQUIPMENT RENTALS	3.05	6594	08/05/16
24305	07/25/16	BL supplies 5920900	210-45551.610 SUPPLIES	96.65	6595	08/05/16
43480	07/20/16	VF Electrical Cover 13057	210-42220.432 VEHICLE MAINTENANCE	38.96	6596	08/05/16
25290	03/13/16	BL BOOKS CREDIT 0017753	210-45551.641 JUVEN COLLECTION-PRNT & E	-38.43	6600	08/05/16
25290	07/29/16	TLBL collection core 1000039712	210-45551.640 ADULT COLLECTION-PRINT &	328.00	6600	08/05/16
25290	07/29/16	TLBL collection core 1000039712	210-45551.641 JUVEN COLLECTION-PRNT & E	328.00	6600	08/05/16
23215	07/25/16	VF plug cover 106123970001	210-42220.889 ROUTINE EQUIPMENT PURCHAS	11.71	6604	08/05/16
05020	07/29/16	VF water sewer 07161PEARL	210-42220.410 WATER AND SEWER CHARGE	84.19	6605	08/05/16
05020	07/29/16	LH Water/Sewer 0716LN0200	210-41940.410 WATER AND SEWER CHARGE	70.16	6605	08/05/16
05020	07/29/16	BL water sewer bill 0716LN06	210-45551.410 WATER AND SEWER CHARGE	105.25	6605	08/05/16
05020	07/29/16	LH Water/Sewer 0716LN2SPRI	210-41940.410 WATER AND SEWER CHARGE	43.05	6605	08/05/16
V9473	07/20/16	ST Streetscape 2840	210-43161.000 STREETSCAPE MAINT./IMP	1200.00	6609	08/05/16
12955	07/18/16	ST paint sprayer 071816D	210-43110.610 SUPPLIES	265.00	6613	08/05/16
12955	07/20/16	BLBF stamps,sups,gft crds 072016D	210-45551.610 SUPPLIES	20.14	6614	08/05/16
12955	07/20/16	BLBF stamps,sups,gft crds 072016D	210-45551.500 TRAINING, CONFERENCES, DU	150.00	6614	08/05/16
12955	07/20/16	BLBF stamps,sups,gft crds 072016D	210-45551.536 POSTAGE	235.00	6614	08/05/16
34895	08/01/16	LH rubbish removal July 1170691	210-41940.565 RUBBISH REMOVAL	155.72	6622	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-41940.622 ELECTRICAL SERVICE	689.04	6629	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-42220.622 ELECTRICAL SERVICE	689.04	6629	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-43110.622 ELECTRICAL SERVICE	296.71	6629	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-45551.622 ELECTRICAL SERVICE	1502.91	6629	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-43160.622 STREET LIGHTS - ELECTRICI	9924.02	6629	08/05/16
07010	07/20/16	VA July Consolidated Bill 07160206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	440.76	6629	08/05/16

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
06915	07/18/16	VE Block Party Porto Lets	107630	210-41335.835 BLOCK PARTY EXPENSE	346.00	6633	08/05/16
27295	07/21/16	AD Employee Apprec/Misc	40496	210-41320.291 HEALTH IMPROV PROGRAMS	14.99	6652	08/05/16
27295	07/21/16	AD Employee Apprec/Misc	40496	210-41320.610 SUPPLIES	3.50	6652	08/05/16
38340	07/21/16	VF interior light	1105379	210-42220.432 VEHICLE MAINTENANCE	215.11	6654	08/05/16
38340	07/26/16	VF glass 8L3	1105919	210-42220.432 VEHICLE MAINTENANCE	189.40	6654	08/05/16
14585	07/20/16	VF battery assembly	1048558	210-42220.570 MAINTENANCE OTHER	277.50	6658	08/05/16
01175	08/01/16	BL children program	451	210-45551.837 CHILDRENS PROGRAMS	565.00	6661	08/05/16
25140	07/26/16	ST Asphalt	879231	210-43120.610 PAVEMENT MAINTENANCE	120.60	6670	08/05/16
26735	07/12/16	VF Compressor Maintenance	112436	210-42220.570 MAINTENANCE OTHER	643.95	6672	08/05/16
V9230	07/27/16	ST Streetscape Maint	1308	210-43161.000 STREETSCAPE MAINT./IMP	210.00	6673	08/05/16
V9230	07/27/16	VA tubing	1309	210-43110.570 MAINTENANCE OTHER	57.00	6673	08/05/16
26385	08/02/16	ADDV July minutes	761EJ	210-41320.530 COMMUNICATIONS	253.00	6675	08/05/16
26385	08/02/16	ADDV July minutes	761EJ	210-41970.530 COMMUNICATIONS	22.00	6675	08/05/16
18010	07/19/16	TN/VL Five AED	3280002	210-45551.891 CAPITAL OUTLAY	1479.80	6679	08/05/16
18010	07/19/16	TN/VL Five AED	3280002	210-41940.891 CAPITAL OUTLAY	1479.80	6679	08/05/16
18010	07/26/16	VF Foam	3280470	210-42220.889 ROUTINE EQUIPMENT PURCHAS	233.16	6679	08/05/16
42565	07/20/16	AD For Water Tech	165932	210-41320.550 PRINTING AND ADVERTISING	288.00	6693	08/05/16
40840	07/15/16	VF Telephone	3654150	210-42220.535 TELEPHONE SERVICES	101.56	6697	08/05/16
40840	07/15/16	ST Telephone Services	3654340	210-43110.535 TELEPHONE SERVICES	35.74	6698	08/05/16
V2124	07/16/16	BL supplies	3308493695	210-45551.610 SUPPLIES	73.66	6699	08/05/16
V10710	07/26/16	BL supplies	072616	210-45551.610 SUPPLIES	50.00	6701	08/05/16
14800	07/21/16	AD/VE July Managed Svcs	71241	210-41320.340 COMPUTER EXPENSES	444.88	6703	08/05/16
14800	07/21/16	AD/VE July Managed Svcs	71241	210-41970.340 COMPUTER EXPENSES	219.12	6703	08/05/16
36130	07/19/16	ST phones	9768937863	210-43110.535 TELEPHONE SERVICES	206.16	6713	08/05/16
V9968	07/18/16	VA Aug Vision Ins	081630023622	210-41320.210 HEALTH INS & OTHER BENEFIT	59.67	6714	08/05/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	210-43110.210 HEALTH INS & OTHER BENEFIT	50.71	6714	08/05/16
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	210-43151.210 HEALTH INS & OTHER BENEFIT	7.90	6714	08/05/16
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	210-45551.210 HEALTH INS & OTHER BENEFIT	89.48	6714	08/05/16
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	210-41970.210 HEALTH INS & OTHER BENEFIT	29.83	6714	08/05/16
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	210-41335.210 HEALTH INS & OTHER BENEFIT	14.91	6714	08/05/16
29825	VT GAS SYSTEMS	07/21/16	VA 6/20-7/20 20lb gas 14968	210-43110.623 HEATING/NATURAL GAS	69.04	6716	08/05/16
29825	VT GAS SYSTEMS	07/21/16	VA 6/20-7/20 20lb gas 14968	210-45551.623 HEATING/NATURAL GAS	56.91	6716	08/05/16
29825	VT GAS SYSTEMS	07/21/16	VA 6/20-7/20 20lb gas 14968	210-41940.623 HEATING/NATURAL GAS	60.04	6716	08/05/16
29825	VT GAS SYSTEMS	07/21/16	VA 6/20-7/20 20lb gas 14968	210-42220.623 HEATING/NATURAL GAS	49.34	6716	08/05/16
02535	WESCO INC	07/13/16	VF Batteries 037852	210-42220.610 SUPPLIES	55.44	6726	08/05/16
21570	PETTY CASH - LOU ANN PIOL	08/03/16	SS groceries for daily op 160802	225-45122.610 OPERATIONAL SUPP/EXP	14.97	6669	08/05/16
21570	PETTY CASH - LOU ANN PIOL	08/03/16	SS groceries for daily op 160802	225-45122.614 PROGRAM EXPENSES	20.93	6669	08/05/16
21570	PETTY CASH - LOU ANN PIOL	08/03/16	SS groceries for daily op 160802	225-45122.614 PROGRAM EXPENSES	15.33	6669	08/05/16
14230	PREMIER COACH CO INC	08/01/16	SC final bal Premier bus P33570	225-45122.810 TRIP EXPENSES	1080.00	6674	08/05/16
12265	RICOH USA, INC	07/22/16	SC Mon Lease Pmt-Aug copr 97238987	225-45122.610 OPERATIONAL SUPP/EXP	83.74	6683	08/05/16
WINNIPESA	WINNIPESAUKEE PLAYHOUSE	08/01/16	SC tickets for show Winne 414	225-45122.810 TRIP EXPENSES	1381.00	6728	08/05/16
21380	FUTURE FLOORS INC	07/20/16	VR capital project Browne 2998	230-46801.013 BROWNELL CARPET	11302.00	6620	08/05/16
34895	GAUTHIER TRUCKING, INC.	08/01/16	VR capital project Browne 12070	230-46801.013 BROWNELL CARPET	716.51	6622	08/05/16
05290	ADVANCE AUTO PARTS	07/25/16	VW Back hoe 0745353	254-43200.570 MAINTENANCE OTHER	33.44	6555	08/05/16
18000	FERGUSON WATERWORKS #590	07/22/16	VW Supplies 0408320	254-43200.610 SUPPLIES	73.99	6610	08/05/16
07010	GREEN MOUNTAIN POWER CORP	07/20/16	VA July Consolidated Bill 07160206201	254-43200.622 ELECTRICAL SERVICE	44.48	6629	08/05/16
43435	NORTRAX (PARTS)	07/20/16	W backhoe 1533001	254-43200.570 MAINTENANCE OTHER	175.80	6663	08/05/16
V9230	PREAVY/ RONNIE//	07/27/16	VA tubing 1309	254-43200.570 MAINTENANCE OTHER	9.50	6673	08/05/16
36130	VERIZON WIRELESS	07/19/16	ST phones 9768937863	254-43200.535 TELEPHONE SERVICES	88.06	6713	08/05/16
V9968	VISION SERVICE PLAN-	07/18/16	VA Aug Vision Ins 081630023622	254-43200.210 HEALTH INS & OTHER BENEFIT	22.37	6714	08/05/16

08/08/16

Town of Essex / Village of EJ Accounts Payable

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11:54 am

Check Warrant Report # 17005 Current Prior Next FY Invoices For Fund (GENERAL FUND)

IMorrisseau

For Check Acct 01(GENERAL FUND) All check #s 08/05/16 To 08/05/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	07/21/16	VA 6/20-7/20 20lb gas 14968	254-43200.623 HEATING/NATURAL GAS	36.53	6716	08/05/16
05290	07/22/16	WW Oil 2 Cycle 0459124	255-43200.626 GAS,GREASE AND OIL	5.56	6555	08/05/16
05290	07/25/16	WW Oil Filters 0737596	255-43200.626 GAS,GREASE AND OIL	58.54	6555	08/05/16
05290	07/25/16	WW Grease 0745376	255-43200.626 GAS,GREASE AND OIL	6.53	6555	08/05/16
07305	07/11/16	WW Acetylene Gas 9053215969	255-43200.570 MAINTENANCE OTHER	94.69	6556	08/05/16
11375	07/18/16	WW 1.13 Ton Grit Removal 1132	255-43200.565 GRIT DISPOSAL	94.19	6575	08/05/16
11375	07/25/16	WW 0.92 ton removal grit 1145	255-43200.565 GRIT DISPOSAL	76.68	6575	08/05/16
V10697	07/26/16	WW gas analysis 8183	255-43200.577 CONTRACT LABORATORY SERVI	1640.50	6579	08/05/16
V10411	07/05/16	WW GBJ Polymer 8020	255-43200.619 CHEMICALS	3732.70	6585	08/05/16
06870	07/28/16	WW weekly tkn 207734	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6602	08/05/16
V0710	07/21/16	WW Weekly TKN 207082	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6603	08/05/16
V0710	07/21/16	WW Weekly TKN 207083	255-43200.577 CONTRACT LABORATORY SERVI	25.00	6603	08/05/16
38955	07/22/16	WW Gas Compressor 51608408	255-43200.570 MAINTENANCE OTHER	236.03	6606	08/05/16
V0902	07/28/16	WW chart recorder 229232	255-43200.570 MAINTENANCE OTHER	371.73	6623	08/05/16
V0935	07/21/16	WW Bill Stamp 76714	255-43200.610 SUPPLIES	112.70	6624	08/05/16
07010	07/21/16	WW 6/20-7/20/16 WWTF 07160132407	255-43200.622 ELECTRICAL SERVICE	9919.84	6628	08/05/16
V9769	07/25/16	WW Full load Ferrous Chlo 9017508876	255-43200.619 CHEMICALS	3226.10	6644	08/05/16
V6590	07/19/16	WW Hogs Hair Filter 100072679001	255-43200.570 MAINTENANCE OTHER	84.92	6662	08/05/16
V9230	07/27/16	VA tubing 1309	255-43200.610 SUPPLIES	9.50	6673	08/05/16
12265	07/22/16	WW Copier Plus Color Chrg 97236578	255-43200.610 SUPPLIES	279.41	6682	08/05/16
25480	07/15/16	WW Hardware 36456	255-43200.570 MAINTENANCE OTHER	11.15	6689	08/05/16
V2093	07/25/16	WW caustic 3400 gal 329603	255-43200.619 CHEMICALS	6685.34	6695	08/05/16
23855	07/21/16	WW oil analysis kits 0704408	255-43200.626 GAS,GREASE AND OIL	108.96	6696	08/05/16
23855	07/25/16	WW Gen Set Service 168268	255-43200.570 MAINTENANCE OTHER	550.00	6696	08/05/16
V9968	07/18/16	VA Aug Vision Ins 081630023622	255-43200.210 HEALTH INS & OTHER BENEFIT	77.10	6714	08/05/16

08/08/16
11:54 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17005 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 08/05/16 To 08/05/16 & Fund 2

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LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	07/21/16	VT GAS SYSTEMS VA 6/20-7/20 201b gas 14968	255-43200.623 HEATING/NATURAL GAS	1190.75	6716	08/05/16
07010	07/20/16	GREEN MOUNTAIN POWER CORP VA July Consolidated Bill 07160206201	256-43200.622 ELECTRICAL SERVICE	761.34	6629	08/05/16
07010	07/20/16	GREEN MOUNTAIN POWER CORP VA July Consolidated Bill 07160206201	256-43220.001 SUSIE WILSON PS COSTS	370.79	6629	08/05/16
07010	07/20/16	GREEN MOUNTAIN POWER CORP VA July Consolidated Bill 07160206201	256-43220.002 WEST ST PS COSTS	495.91	6629	08/05/16
V9230	07/27/16	PREAVY/ RONNIE// VA tubing 1309	256-43200.570 MAINTENANCE OTHER	114.00	6673	08/05/16
23855	07/25/16	SOUTHWORTH-MILTON, INC. SA Gen Set Service 168271	256-43200.434 PUMP STATION MAINTENANCE	590.00	6696	08/05/16
23855	07/25/16	SOUTHWORTH-MILTON, INC. SA gen set svc swps 168279	256-43220.002 WEST ST PS COSTS	570.00	6696	08/05/16
23855	07/25/16	SOUTHWORTH-MILTON, INC. SA gen set svc swps 168281	256-43220.001 SUSIE WILSON PS COSTS	570.00	6696	08/05/16
V9968	07/18/16	VISION SERVICE PLAN- VA Aug Vision Ins 081630023622	256-43200.210 HEALTH INS & OTHER BENEFIT	35.79	6714	08/05/16
29825	07/21/16	VT GAS SYSTEMS VA 6/20-7/20 201b gas 14968	256-43220.001 SUSIE WILSON PS COSTS	37.66	6716	08/05/16
29825	07/21/16	VT GAS SYSTEMS VA 6/20-7/20 201b gas 14968	256-43220.002 WEST ST PS COSTS	38.50	6716	08/05/16
29825	07/21/16	VT GAS SYSTEMS VA 6/20-7/20 201b gas 14968	256-43200.623 HEATING/NATURAL GAS	45.11	6716	08/05/16
Report Total				79881.71		

AGREEMENT TO FORM A REC DISTRICT



Goals of Tonight

- Overview of process
- Present contents of Agreement
- Request feedback on Agreement
 - ▣ Feedback evaluated by RGSC on 8/10, 6:30p.m., ADL

This is Just the Beginning....

- Many questions to be answered
 - ▣ Four months until the vote
- Will work to provide information prior to vote
 - ▣ Public forums this fall
- Developing Agreement is first step
 - ▣ Framework/big picture now

Who are we?

Recreation Governance Study Committee (RGSC)

Board Representation

- Max Levy – Selectboard
- Lori Houghton – Village Trustees
- Michael Smith – Prudential Committee
- Jason DiRosa – Prudential Committee

Community Representation

- Erika Baldasaro – Village
- Betzi Bilodeau – Town (o.v.)
- Raj Chawla – Village
- Theresa Fletcher – Town (o.v.)
- Kim Maiberger – Village
- Christine Packard – Town (o.v.)

How did we get here?

- Nov 2015: Communities voted to consolidate school districts
- Feb 2016: Selectboard & Trustees agree to form joint municipal survey committee to study recreation
- Mar 2016: Committee identified
- Apr 2016: Committee begins to meet

Committee Goals

- Maintain or enhance quality
- Explore all avenues
- Engage the community
- Affordability in mind, fiscally responsible
- Consensus by mid June

Summary of Work

- 12 meetings April 5 – August 10
- Informational video
- Info on web & in community
- Community survey
- Evaluated 7 governance options

Union Municipal (Rec) District Option Selected

A new municipal entity created to perform a governmental service, activity, or undertaking

- Statute allows two municipalities to form a municipal district
- District will be an independent municipality
- Governed by 5-member Board
- Budget voted by Australian ballot

Why This Option?

- Unites under one umbrella
- One budget, voted by community
- Independent budget
- Increased transparency
- Greater oversight
- Equal starting ground
- Community decision
- Eliminate redundancies
- Potential for cost savings
- Long-term stability of option
- One-stop shopping
- Equity in community
- Ability to “house” other initiatives
- In line with recent consolidation efforts

The Agreement

- 1st step in forming District is to write Agreement
 - This is what voters are saying yes or no to enter into
- Task of the study committee (by statute)
- Agreement developed on statutory requirements in 24 VSA § 4862:
 - Duration
 - Organization
 - Purposes
 - Selection of officers
 - Means of establishing a budget
 - Terminating/amending the Agreement
 - Withdrawing from the District

Name

- Essex Community Parks & Recreation

Purpose

- Provide diverse year-round high quality & affordable recreational opportunities for all age groups
- Maintain variety of public recreation facilities & community spaces
- Create affordable & accessible opportunities for physical activity
- Maintain aesthetic beauty of parks & open spaces
- Provide health, fitness, quality of life & well-being

Composition

- Board of Directors consisting of five (5) members
- Serve three (3) year, staggered terms
- File a petition with signatures from 30 voters to be on ballot
- Reside in Essex

Selection of Directors

□ Initial Board

□ Appointed:

- 1 member by Selectboard (2 yr)
- 1 member by Trustees (2yr)

□ Elected (by all):

- 1 member from Village (3 yr)
- 1 member from Town outside Village (3 yr)
- 1 member at large (1 yr)

□ Subsequent Boards

□ Elected (by all):

- Members at large (3 yr terms)
 - April 2018 – 1 member
 - April 2019 – 2 members
 - April 2020 – 2 members

Budget & Tax Rate

- Annually presented to Board
- Board holds public hearing
- Board reviews and approves
- Australian ballot by voters in April

Financials

- Board must annually conduct an independent audit of finances
- May borrow money (with voter approval)
- May establish a sinking fund (for retirement of debt)
- May establish a capital reserve fund (for public improvements)

Withdrawal of a Community

- Requires a community wide vote
- Cannot happen for first three years
- Cannot happen if District votes to bond for improvements

Addition of a Community

- Board of District must vote yes
- Voters of District must vote yes
- Voters of the community wanting to join must vote yes

Dissolution of the District

- In first 3 years:
 - ▣ Approved by Selectboard, Trustees & District Board
 - AND
 - ▣ Approved by voters of District at special meeting
- Year 4 and beyond:
 - ▣ Vote by Board of District
 - AND
 - ▣ Majority of voters of District at special meeting

Amending the District Agreement

- Petition by five percent of the voters
 - OR
- Affirmative vote by the Board
 - AND
- Majority of voters at special meeting

Developing a Charter

- Plan for new Board to develop Charter for District
- Charter will have to be adopted by:
 - ▣ Board
 - ▣ Voters of District
 - ▣ Legislature
- Further protect District in event of merger
- More easily allow District to bond for debt
- Make amendments more challenging to accomplish

Important Dates

October 8, 2016	Petitions available for candidates for Rec District Board
November 7, 2016	Petitions due for candidates for Rec District Board
November 2016	Selectboard (11/7) & Trustees (11/8) warn special meeting
November 23, 2016	Absentee ballots available
December 13, 2016	Agreement is submitted to voters & election of Rec District Board
January 2017	Rec District Board takes seats, begins holding meetings
April 11, 2017	Rec District budget vote
July 1, 2017	Rec District commences

Next Steps

- Aug 4: Public hearing on Agreement (6:30p.m., EMS, 60 Founders Rd)
- Aug 10: RGSC reviews feedback, considers changes, adopts final agreement (6:30p.m., ADL, 104 Maple Street)
- Aug-Dec: Information for community; public forums, etc.
- Dec 13: Both communities vote on whether or not to join the District
 - ▣ Each community must vote “yes” by majority
 - ▣ Village voters may vote on question for Village and for Town



Questions, Comments, Suggestions

ESSEX COMMUNITY PARKS & RECREATION AGREEMENT

§ 1-1. Purpose and Composition

The purpose of the District is to provide the member municipalities with diverse year-round high quality and affordable recreational opportunities for all age groups, maintain a variety of public recreation facilities and community spaces, create affordable and accessible opportunities for physical activity, maintain the aesthetic beauty of parks and open spaces and to provide for the general health, fitness, quality of life and well-being of the community. The District is composed of those municipalities in the State of Vermont that vote to approve and enter into this District at the time of its creation and other municipalities which may be added as provided by this chapter. The municipalities composing the District shall constitute its Members.

§ 1-2. Term

The District shall continue perpetually unless and until dissolved according to the procedures set forth in this chapter.

§ 1-3. Powers

The District shall have all of the power and authority listed in 24 V.S.A. § 4866 (union municipal authorities) as the same presently exist, together with any additional powers which may be added thereto by amendment in the future, all of which powers are incorporated herein by reference. The District shall also have the power:

- (1) To operate, cause to be operated, contract, or any of those, for the operation of any and all facilities as voted by the Board.
- (2) To purchase, sell, own, lease, acquire, convey, mortgage, improve, and use real and personal property.
- (3) To file lawsuits on its behalf.
- (4) To enter into contracts for any term or duration.
- (5) To adopt a capital budget and program.
- (6) To adopt rules implementing the purposes of the District, subject to the requirements of 24 V.S.A. chapter 59 (adoption and enforcement of ordinances and rules), relating to the functions of the District.
- (7) To provide recreational and community services and programs for the members and general public.

(8) To develop a clear operational philosophy and a definite policy of priority for the use of the parks and facilities.

(9) To exercise the authority of eminent domain, using the procedures and definition of “necessary” set forth in 19 V.S.A. chapter 5 (condemnation); to the extent they are applicable. The exercise of eminent domain shall be approved in advance by the legislative body of the member towns affected by the proceeding.

(10) To borrow money and issue evidence of indebtedness as provided by 24 V.S.A. chapter 53 (indebtedness) or other provisions of law authorizing general obligations or revenue debt, including but not limited to, 10 V.S.A. chapter 12 (Vermont Economic Development Authority) and 24 V.S.A. chapter 119 (Municipal Bond Bank).

(11) To establish a budget and levy and assess taxes in accordance with this chapter and applicable provisions of State law.

(12) To appropriate and expend monies.

(13) To establish sinking funds for the retirement of bonded or other indebtedness.

(14) To establish capital reserve funds.

(15) To accept and administer gifts, grants and bequests in trust.

(16) To exercise all powers incident to public corporations.

(17) To appoint an executive director of parks and recreation.

(18) To make payments in lieu of taxes to members hosting District facilities.

(19) To enter into contracts with banks, insurance companies, or other financial institutions so as to obtain a letter of credit, bond insurance, or other forms of financial guarantees or credit enhancement in connection with District bonds, notes, or other evidence of indebtedness.

(20) To contract with private and public businesses, nonprofit corporations, and other governments for the provision of services associated with the District’s functions.

(22) To do all things set forth in or necessary to this chapter.

(23) The power to hire and fire employees.

§ 1-4. Sovereign immunity

The District shall have the benefit of sovereign immunity to the same extent that a municipality of the State does. The District shall provide liability and other insurance for itself

and the members of the Board. The District shall hold harmless and indemnify all members of the Board from all claims of every kind and nature arising out of or connected with duties as directors, excepting only willful negligence and criminal conduct.

§ 1-5. Definitions

As used in this chapter:

(1) “Board” means the Board of Directors of Essex Community Parks & Recreation.

(2) “District” means Essex Community Parks & Recreation.

(3) “Members” means those municipalities that comprise the District and include the Town of Essex and Village of Essex Junction and any other that join pursuant to Section 39 of this Agreement. Other municipalities may, at the District’s discretion, contract with the District for provision of one or more services from time to time.

§ 1-6. Authority

All power and authority of the District shall be exercised by the Board.

§ 1-7. Composition

There shall be a Board of Directors consisting of five (5) directors. Each director shall be a resident of his or her municipality and registered to vote in municipal elections at the time of the director’s election.

§ 1-8. Selection of directors

(a) Directors. Directors shall be elected by filing a petition signed by 30 voters of the municipalities and filing it with the District Clerk before 5:00 p.m. on the sixth Monday prior to the day of elections, which shall be the filing deadline. Except for the election of the initial Board, elections shall be held in April and the term shall be for three (3) years. Votes shall be tallied by the clerks of the respective members and certified to the District Clerk within a week of the day of election. The directors receiving a plurality of the votes shall be deemed elected after the vote is confirmed by the District Clerk.

(b) Initial Election. In the initial election, the members of the Board of Directors shall serve staggered terms of three (3) years. After voter approval of this agreement by the Members, the residents of the Members eligible to vote shall elect one director that is a resident of the Town of Essex located outside the Village of Essex Junction, one director that is a resident of the Village of Essex Junction and one director elected at-large from either Member. After voter approval of this agreement, each Member shall appoint one representative according to each municipality’s method of making appointments. The terms shall be staggered such that the elected director representing the Town of Essex located outside the Village of Essex Junction as well as the elected director serving the Village of Essex Junction shall serve terms of three (3)

years. The appointed representatives from each Member shall serve terms of two (2) years. The at-large director shall serve a term of one (1) year.

(c) Oath of office. All directors shall take an oath of office similar to that taken by members of legislative bodies of municipalities, as in 24 V.S.A. § 831. The oath shall be administered by the clerk of the director's municipality.

(d) The District shall pay directors such reimbursement of expenses or stipend as the Board shall determine.

§ 1-9. Organizational meeting

(a) Annually, on the first meeting after the April election, the Board shall hold its organizational meeting at a time and place designated by the Board Chair or by a majority of the Board in the event there is no acting Board Chair.

(b) At the organization meeting, the Board shall elect from among its membership a Chair, and a Vice Chair, each of whom shall hold office for one year and until a successor is duly elected and qualified.

(c) The Board shall determine its own rules of procedure.

§ 1-10. Regular meetings

A schedule of regular meetings of the Board shall be established at its annual organizational meeting. The schedule shall be sent to the clerk of each Member for posting.

§ 1-11. Special meetings

(a) Special meetings of the Board may be called at any time by the Chair or shall be called upon written request of a majority of the members of the Board.

(b) Each director shall be given at least 24-hours' notice of any special meeting by telephone, written notice delivered personally, e-mail, fax, or regular mail. Directors waive the notice requirements if they attend the special meeting, unless attendance is for the sole purpose of protesting the holding of the meeting.

(c) No action may be taken at a special meeting that is not warned specifically in the notice.

§ 1-12. Quorum and rules

(a) To transact business, a majority of all directors shall be present and shall vote in favor of a motion for it to be effective. No proxies shall be allowed. A smaller number may adjourn to a later date provided notice is given to all members as if such adjourned meeting were a special meeting.

(b) Each member of the Board shall be entitled to cast one vote for the municipality.

(c) Any member of the Board may participate in any meeting of the Board through electronic or other means in accordance with the provisions of 1 V.S.A. § 312.

§ 1-13. Vacancy

(a) A director may resign at any time by notice to the Chair of the District.

(b) When a director resigns, dies, becomes incapacitated, or removes residency from the District, such seat shall be considered vacant. When a vacancy occurs, the Board shall forthwith, by appointment, in writing, fill such a vacancy until the election of a successor at the annual election next thereafter. At such election, the voters of the District shall fill the vacancy for the remainder of the term. Incapacity shall include the failure by any member of the Board to attend at least 50 percent of the meetings of the Board in a calendar year.

(c) Each vacancy or withdrawal of a director shall not reduce the number of directors needed to constitute a quorum or binding vote of the District.

§ 1-14. Officers

The officers of the District shall be the Chair, the Vice Chair of the Board of Directors, District Clerk, Treasurer and the Executive Director of Parks and Recreation.

§ 1-15 Executive Director of Parks and Recreation

The Board shall appoint an Executive Director of Parks and Recreation, based on experience and demonstrated competence, and shall set the salary and benefits for this office. The Executive Director of Parks and Recreation shall oversee the operations and hire and supervise the personnel of the District. In addition, the Executive Director shall have the following responsibilities:

(a) Prepare an annual report of the activities of the District to be distributed to the legislative bodies of the members.

(b) Prepare and distribute any other reports required by laws of the State of Vermont and resolutions or rules of the Board.

(c) Enter into employment contracts without Board approval.

(d) Issue purchase orders, enter into lease agreements and other contracts provided the duration does not exceed ten (10) years or when the cost is equal to or below \$25,000.

(e) Maintain custody and distribute the funds of the District and sign, make, or endorse in the name of the District all checks and orders for the payment of monies and pay out and disburse the same.

(f) Keep a record of every note or bond issued by the District and of every payment thereon of principal and interest and, if coupons are taken up, shall cancel and preserve them.

(g) Render a statement of the condition of the finances of the District quarterly and at all other times as shall be required by the Board.

(h) Prepare an annual financial statement of the District and distribute it to the Members.

(i) Assign a Collector of Taxes who shall perform the same duties and have the same authority and power in the collection of taxes as those given by law to the collectors of taxes and collectors of delinquent taxes in towns.

§ 1-16. District Clerk

The District Clerk shall be appointed by the Board of Directors, shall not be a member of the Board and shall serve at its pleasure. The Clerk shall have the exclusive charge and custody of the public records of the District. The Clerk shall perform all of the duties and functions incident to the office of secretary or clerk of a body corporate.

§ 1-17. Treasurer

The Treasurer for the district shall be appointed by the Board of Directors, shall not be a member of the Board and shall serve at its pleasure. The Board shall determine the duties of the Treasurer.

§ 1-18. Chair

The Chair shall preside at all meetings of the Board and shall make and sign all communications on behalf of the District upon approval of the Board. The Chair shall perform all the duties incident to the position and office.

§ 1-19. Vice Chair

The Vice Chair shall preside during the absence of the Chair or in the event the Chair elects not to preside. In either case, the Vice Chair shall have the same duties and authority as the Chair.

§ 1-20. Acting Chair

When both the Chair and the Vice Chair are either absent or elect not to preside, the Board shall designate a member of the Board to serve as acting chair. In any such case, the acting

chair shall have the same duties and authority of the Chair and shall serve until either the Chair or Vice Chair resume his or her duties.

§ 1-21. Open meeting and public records

The conduct of all meetings and the maintenance of all records of the District and the Board shall be governed by the laws of this State relating to open meetings and accessibility of public records.

§ 1-22. Audit

The Board shall cause an audit of its financial records to be performed annually by an independent professional accounting firm or a certified public accountant.

§ 1-23. Committees

The Board shall have the authority to establish any and all committees as it may deem necessary.

§ 1-24. Fiscal year

The fiscal year of the District shall commence on July 1 and end on June 30 of each year.

§ 1-25. Grand List

The grand lists of the member municipalities composed of the taxable property and estate within the limits of the District shall constitute the grand list of the District. The District may at any regular or special meeting legally warned for that purpose vote to lay and assess a tax on its grand list for District purposes, all taxes so voted, laid, or assessed shall be paid and collected in the same manner as is provided by law for the payment and collection of town taxes.

§ 1-26. Preparation and Approval of Budget and Tax Rate

(a) At least 50-days prior to the public vote, the Board of Directors shall prepare a budget for the district for the next fiscal year, which shall include reasonably detailed estimates of:

- (1) Deficits and surpluses from prior fiscal years;
- (2) Anticipated expenditures for the administration of the District;
- (3) Anticipated expenditures for the operation and maintenance of any District facilities;
- (4) Costs of debt service;
- (5) Payments due on long-term contracts;

- (6) Payments due to any sinking funds for the retirement of debts;
- (7) Payments due to any capital reserve funds;
- (8) Estimates of revenue from taxes and others sources;
- (9) Any threatened or reasonably anticipated lawsuits or other contingent expenses.

The budget shall be in such form as deemed desirable by the Board and shall be so arranged as to show budgeted income and expenditures of the current fiscal year and budgeted and actual income and expenditures of the preceding fiscal year.

(b) The Board of Directors shall call a public hearing on or before April 1 of each year for the purpose of presenting and inviting discussion on the proposed budget, which shall include the amount to be raised by taxes and rate on a dollar of the grand list. The hearing shall be held within the boundaries of one of the Members of the District and shall be warned by a notice published in a newspaper of general circulation in each member municipality at least 15 days prior to the hearing. The notice shall contain a copy of the proposed budget.

(c) Following the public hearing, the Board of Directors shall review the proposed budget in light of comments received at the hearing, and shall thereupon submit the amount to be raised by taxes or the rate on a dollar of the grand list to the District voters for approval with or without changes. If approved by a majority of the District voters, the Board shall then appropriate the sums that it deems necessary to operate and carry out the District's functions for the fiscal year, and upon notice, assess and collect a tax upon the taxable property of the District. If the District votes specific amounts in lieu of a rate on a dollar of the grand list, the Board shall, after the grand list book has been computed and lodged in the office of the District Clerk, set the tax rate necessary to raise the specific amounts voted. The District may apply for grants and may accept and expend grants or gifts above those which are approved in the budget. The Executive Director shall include, in its annual report, a description of all grants or gifts accepted during the year and associated expenditures.

§ 1-27. Limitations of appropriations

(a) The Executive Director may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within a category of funds (i.e. parks, events, etc.).

(b) At the request of the Executive Director, the Board may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the budget.

(c) The amount of any deficit at the end of the fiscal year shall be included in the next proposed operating budget and paid out of the appropriations for that budget year. At the discretion of the Board, any unencumbered balance may be placed in a reserve fund.

§ 1-28. Sinking Fund

(a) The Board may establish and provide for a sinking fund for the retirement of bond issue or other debt, or to provide security for the payment thereof.

(b) When so established, the sinking fund shall be kept intact and separate from other monies at the disposal of the District, and shall be accounted for as a pledged asset for the purpose of retiring or securing such obligations.

(c) The cost of payments to any sinking fund shall be included in the annual budget of the District.

§ 1-29. Capital Reserve Fund

(a) The Board may establish and provide for a capital reserve fund to pay for public improvements, replacement of worn-out buildings and equipment, and major repairs of District facilities.

(b) Any such capital reserve fund shall be kept in a separate account and invested as are other public funds and shall be expended for such purposes for which established.

(c) The cost of payments to any capital reserve fund shall be included in the annual budget of the District.

§ 1-30. Special Authority meetings

(a) The Board may on its own motion call special meetings of the District and shall call a special meeting of the District when action by the voters of the District is required.

(b) The Board shall call a special meeting of the District if petitioned to do so by not less than five percent of the voters of the District.

(c) The Board may rescind the call of the special meeting called on its own motion.

(d) The Board shall endeavor to schedule the time of special meetings to coincide with the time of annual municipal meetings, primary elections, general elections, or similar meetings when the electorate within the members will be voting on other matters.

§ 1-31. Signing of warning

The original warning of any annual or special meeting of the District shall be signed by the District Clerk and Chair of the Board.

§ 1-32. Warning contents

The posted notification shall include the date, time, place, and nature of the meeting. It shall be separate articles and specifically indicate the questions to be voted upon.

§ 1-33. Australian ballot

The Australian ballot system shall be used at all annual and special meetings of the District.

§ 1-34. Qualifications and registration of voters

All legal voters of the members shall be legal voters of the District. The municipality shall post and revise checklists in the same manner as for municipal meetings prior to any District meeting.

§ 1-35. Conduct of meetings

(a) At all special meetings of the District, the provisions of Title 17 shall apply except where clearly inapplicable.

(b) The District Clerk shall perform the functions assigned to the Secretary of State under that title. The Chittenden Unit of the Vermont Superior Court shall have jurisdiction over petitions for recounts. Election expenses shall be borne by the District.

§ 1-36. Reconsideration or rescission of vote

(a) A question voted on at any special meeting of the District shall not be submitted for reconsideration or rescission except at a subsequent special meeting duly warned for that purpose and called by the Board on its own motion or pursuant to a petition requesting such reconsideration or rescission signed and submitted in accordance with subsection (b) of this section.

(b) Where a petition signed by not less than five percent of the qualified voters of the District requesting reconsideration or rescission of a question considered or voted on at a previous special meeting is submitted to the Board within 30 days following the date of that meeting, the Board shall provide for a vote by the District in accordance with the petition within 60 days of the submission at a special meeting duly warned for that purpose.

(c) A vote taken by a special meeting shall remain in effect unless rescinded at a special meeting called and warned in accordance with this section.

(d) A question voted on shall not be presented for reconsideration or rescission at more than one subsequent meeting.

§ 1-37. Validation of District meetings

(a) When any of the requirements as to notice or warning of a special District meeting have been omitted or not complied with, if the meeting and the business transacted is otherwise legal, the omission or noncompliance may be corrected and legalized by vote at a special meeting of the District called and duly warned for that purpose.

(b) The question to be voted upon shall substantially be: "Shall the action taken at the meeting of the District held on (state date), in spite of the fact that (state the error or omission), and any act or action of the District officers or agents pursuant thereto be readopted, ratified, or confirmed?"

(c)(1) Errors or omissions in the conduct of any prior special meeting which are not the result of an unlawful notice or warning or noncompliance within the scope of the warning may be cured by a resolution of the Board by a vote of at least two-thirds of all the votes entitled to be cast at a regular meeting or a special meeting called for that purpose, stating that a defect was the result of an oversight, inadvertence, or mistake.

(2) When an error or omission has been corrected by resolution, all business within the terms of the action of the qualified voters shall be as valid as if the requirements had been in compliance initially on the condition that the original action by the Board was otherwise in compliance with the legal exercise of its corporate powers.

§ 1-38. Priority

When a special meeting of the District is called to act to incur bonded or other indebtedness and the meeting procedures in this chapter conflict with the procedures in 24 V.S.A. chapter 53, subchapter 1, the procedures in 24 V.S.A. chapter 53, subchapter 1 shall prevail.

§ 1-39. Withdrawal of a municipality

(a)(1) Subject to the provisions of subsection (b) of this section, a Member may vote to withdraw from this Agreement in the same manner as it votes to adopt the Agreement if three (3) years have elapsed since the District has become a body politic and corporate and if the District has not voted to bond for construction and improvements, all in accordance with 24 V.S.A. § 4863(g).

(2) The provisions of 24 V.S.A. § 4863(i) shall apply so that any vote of withdrawal taken less than three (3) years from the time the District has become a body politic and corporate or any vote of withdrawal taken after the District has voted to bond for construction and improvements shall be null and void.

(3) The membership of a withdrawing Member shall terminate as of one year following a valid vote to withdraw or as soon after such one-year period as the financial obligations of the withdrawing Member have been paid to the District.

(4) Notwithstanding the provisions of this subsection (a), in the event that the General Assembly of the State of Vermont shall specifically approve, a Member may vote to withdraw from the District at any time.

(b) The financial obligations of a withdrawing Member shall include all ongoing costs of the District until the withdrawing Member has entered into a written agreement satisfactory to counsel for the District obliging the withdrawing municipality as follows:

(1) to continue to pay its share of all debts incurred by the District for the remaining terms of all bonds and contracts in existence at the time when the vote to withdraw was taken;

(2) to pay its share, based upon its tax rate for the year in which it withdraws, of the defense costs and judgment rendered in any legal action brought against the District arising or accruing in any year during which it was a member of the District;

(3) to pay its share, based upon its tax rate for the year in which it withdraws, of all unbudgeted costs and expenses of the District arising out of the activities of the District during the withdrawing Member's term of membership, regardless of when such costs and expenses may be discovered; and

(4) to pay all of these additional costs either in a lump sum or in installments at such times and in such amounts as required by the Board.

(c)(1) After a Member has voted to withdraw, the Board shall give notice to the remaining Members of the vote to withdraw and shall hold a meeting to determine if it is in the best interest of the District to continue to exist. All interested parties shall be given an opportunity to be heard.

(2) If the Board determines that it would be in the best interests of the District to cease operations, the Board may prepare and implement a plan for dissolution of the District.

§ 1-40. Admission of additional municipalities

(a) The Board, by the affirmative vote of directors representing a majority of all possible directors (including vacancies), may authorize the inclusion of additional municipalities in the District upon such terms and conditions as it shall deem to be fair, reasonable, and in the best interests of the District.

(b) After an affirmative vote by the Board of Directions, the question shall be submitted to the District voters thereof at a special meeting to be held for that purpose. If the voters by a majority vote for the admission of the additional municipality, the District Clerk shall inform the petitioning municipality of the voters' decision.

(c) The petitioning municipality shall comply thereafter with the approval procedures specified in 24 V.S.A. chapter 121 (intermunicipal cooperation and services). If a majority of the voters of the petitioning municipality present and voting at a meeting of such municipality duly warned for such purpose shall vote to approve the agreement and the terms and conditions for admission, the vote shall be certified by the clerk of that municipality to the District Clerk of the District, and the municipality shall be a Member.

§ 1-41. Dissolution of the District

(a)(1) Prior to three (3) years from the formation of the District, upon affirmative vote of directors representing a majority of all votes entitled to be cast on behalf of all Members, and affirmative vote of the legislative bodies of the Members, the Board may prepare a plan of dissolution for submission to the voters of the District at a special meeting of the District duly warned for such purposes. After three (3) years elapse from the formation of the District, upon affirmative vote of directors representing a majority of all votes entitled to be cast on behalf of all Members, and without an affirmative vote of the legislative bodies of the Members, the Board may prepare a plan of dissolution for submission to the voters of the District at a special meeting of the District duly warned for such purposes.

(2) If the voters of the District present and voting at such special meeting of the District vote to dissolve the District, the District shall cease to conduct its affairs except insofar as may be necessary to complete the plan of dissolution and conclude its affairs.

(3) The Board of Directors shall cause a notice of the plan of dissolution to be mailed to each known creditor of the District and to the Secretary of State.

(b) The plan of dissolution shall, at a minimum:

(1) identify and value all assets of the District;

(2) identify all liabilities of the District, including contract obligation;

(3) determine how the assets of the District shall be liquidated and how the liabilities and obligations of the District shall be paid, to include assessments against municipalities of the District; and

(4) specify that any assets remaining after payment of all liabilities shall be apportioned and distributed among the municipalities according to the same basic formula used in apportioning the costs of the District to the municipalities.

(b) When the plan of dissolution has been fully implemented, the Board shall certify that fact to the members whereupon this chapter and the District shall be terminated.

(c) In the event any of the Members decide to merge to form one member municipality so that there is only one Member in this Agreement, the District shall continue in full force and

effect unless and until the District votes to dissolve in accordance with the provisions of this section.

§ 1-42. Amendment of the District agreement

(a) Amendments to this agreement may be proposed by a petition signed by five percent of the voters of the members, or by the Board by a resolution expressing the intention to amend the agreement. The amendment shall then be submitted to the District voters thereof at an annual or special meeting to be held for that purpose.

(b) If the voters by a majority vote for the proposed amendment, the amendment shall take effect following confirmation of the vote by the District Clerk.

(c) No amendment shall substantially impair the rights of the holders of any bonds or other notes or other evidence of indebtedness or substantially affect any obligations under long-term contracts of the District then outstanding or in effect, or the rights of the District to procure the means for payment, continuation, or termination thereof.

(d) The Board may determine that it is in the best interest of the District to adopt a District charter pursuant to the provisions of 17 V.S.A. § 2645. In such event, the ratified charter shall supersede this Agreement.

§ 1-43. Severability

Should any court of competent jurisdiction judge any term, phrase, clause, sentence, or provision of this chapter to be invalid, illegal, or unenforceable in any respect, such judgment shall not affect the validity, legality, or enforceability of the chapter as a whole or any other part of this chapter.



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Municipal Manager and Trustees
FROM: Robin Pierce, Community Development Director
DATE: August 9, 2016
SUBJECT: 4 Pearl Street Village Right-of-Way

Issue

The issue is whether or not the Trustees will permit some of the streetscape improvements for the 4 Pearl Street building in the Village ROW.

Discussion

The developer of 4 Pearl Street, as part of the Planning Commission decision, agreed to maintain in perpetuity the entire sidewalk from his building to the edge of the sidewalk. This includes sidewalk in the Village ROW. During the design development stage of the project, Village staff asked that the designers remove some low walls that were scheduled to be constructed to help with grade changes on the sidewalk that would meet the ADA requirements for wheelchair accessibility. This was to make the enlarged sidewalk read as one (the applicant permitted fifteen feet of their property on Park and Pearl to become sidewalk), and make the facility more open and welcoming to the entire community. To meet staff requests, the designers reconfigured the sidewalk and this means that in some places their design bleeds into the Village ROW.

A second mitigating factor is that Public Works Dept. wanted a minimum clearance of five feet from the inside of any street light post to the nearest obstruction. Once the walls were removed from the design this requirement became more difficult to achieve. However, the Public Works standard has been met in the redesign. Tree grates and the steps at the front of the building at the intersection of Park and Pearl are the areas where the design is most in the Village ROW.

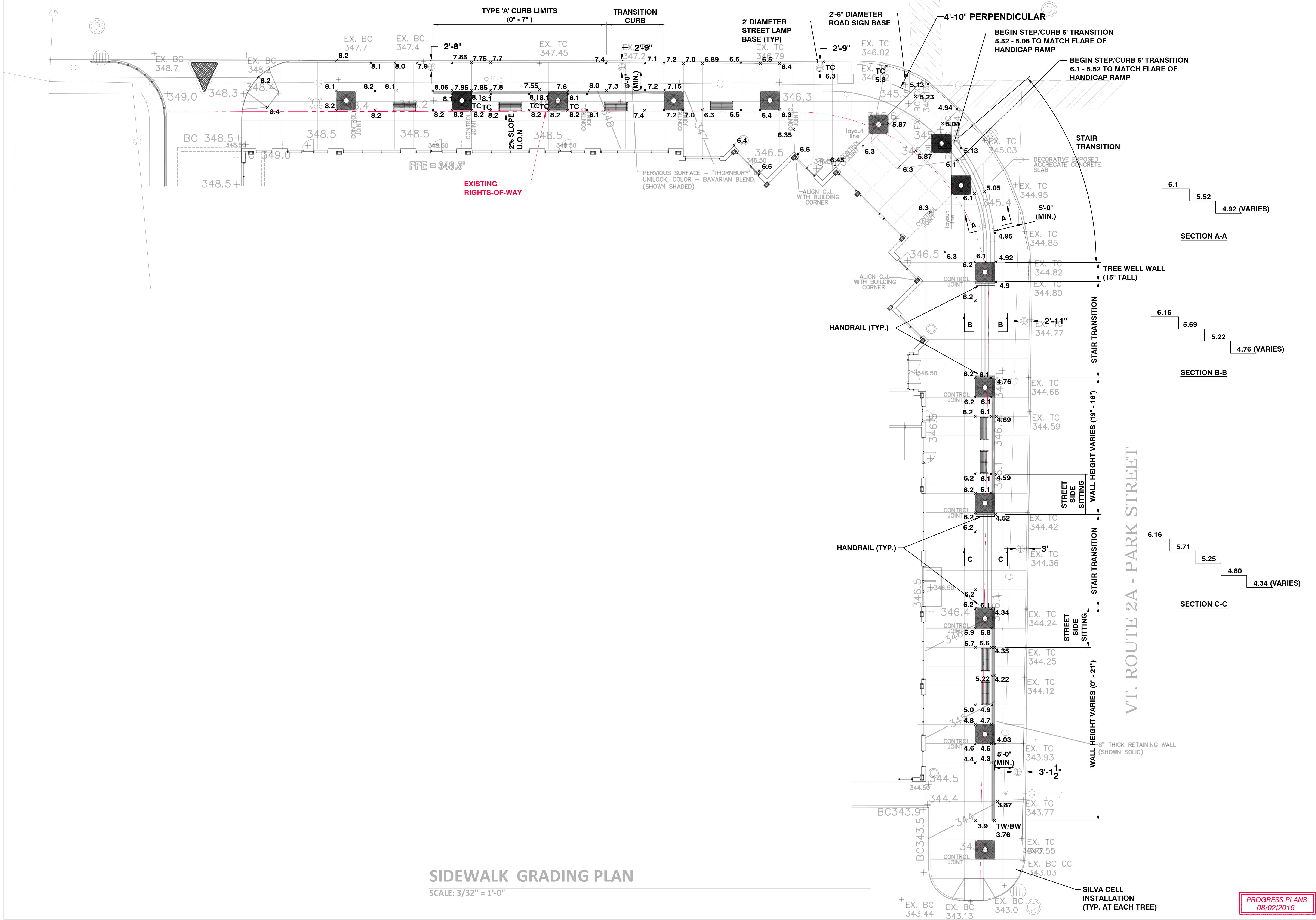
Cost

There is no cost to the Village.

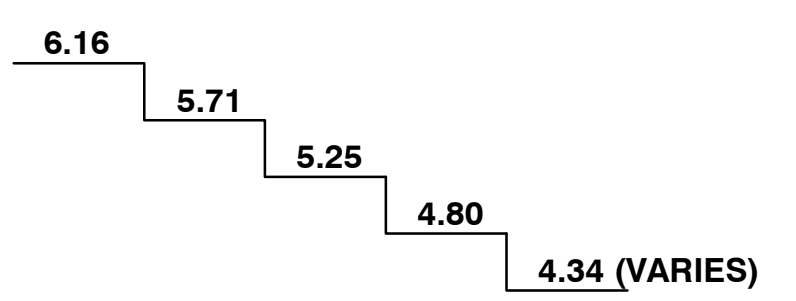
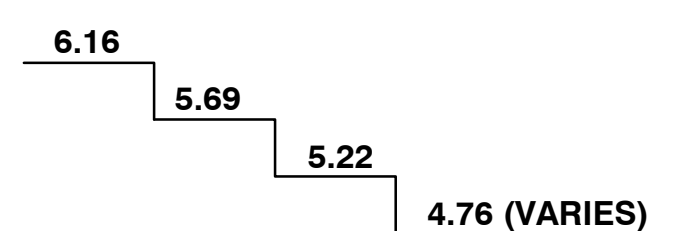
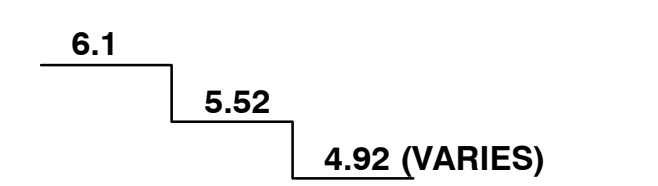
Recommendation

It is recommended that the Trustees approve the streetscape improvements necessary to meet ADA standards and staff requests be permitted to occur in the Village ROW. These improvements will be maintained in perpetuity by the owners of 4 Pearl Street.

VT. ROUTE 15 - PEARL STREET



VT. ROUTE 2A - PARK STREET



SIDWALK GRADING PLAN

SCALE: 3/32" = 1'-0"

REVISIONS:

DATE:	06/20/16
REVISED GRADING AND SIDEWALK SURFACES	
RELOCATION OF RET. WALL FOR 5' CLEARANCE	08/02/16

HARDSCAPE DETAILS

4 PEARL STREET

VERMONT

ESSEX JCT.

Rabideau Architects

550 Hinesburg Road
Suite 101
South Burlington, VT 05403
802.863.0222
Rabideau-Architects.com

SHEET NUMBER

L-2

DATE: 6/15/2016

PROGRESS PLANS
08/02/2016



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: August 9, 2016
SUBJECT: Appointment to Planning Commission

Issue

The issue is whether or not the Trustees appoint a citizen to the Essex Junction Planning Commission.

Discussion

There is a vacancy on the Planning Commission for a full term through June 30, 2019.

Cost

There is no cost associated with this issue.

Recommendation

If the Trustees are in agreement, it is recommended that you appoint Steven Shaw to the Planning Commission for a term ending June 30, 2019.



MEMORANDUM

TO: Village Trustees
FROM: Patrick C. Scheidel, Municipal Manager
DATE: August 1, 2016
SUBJECT: Essex Area Senior Center Resolution

A handwritten signature in blue ink is located to the right of the "FROM:" line. The signature appears to be "P.C. Scheidel" and is written in a cursive style.

Issue

The issue is whether or not the Trustees adopt a Resolution providing services for the Essex Area Senior Center (EASC).

Discussion

EACS Inc. was a non-profit corporation housed at 2 Lincoln Street that provided activities to the senior community. The EASC Inc. Board of Directors called for a vote of its membership to dissolve and become part of the Village of Essex Junction municipality.

The day-to-day operations of the new EASC are managed by the Senior Center Coordinator and Director of Parks and Recreation, employees of the Town of Essex. It is important to codify the services and other administrative functions to be offered to the seniors by way of the attached Resolution.

Cost

The costs associated with providing these services are borne by the Village of Essex Junction and the employee services costs are borne by the Town of Essex.

Recommendation

It is recommended that the attached Resolution, which serves as a commitment to maintain existing senior activities, be approved.



Resolution

WHEREAS, The membership of Essex Area Senior Center, Inc. (EASC, Inc.) had an affirmative vote of two-thirds of those attending a special meeting for the purpose of changing the EASC, Inc. by-laws to allow for quorum and distribution of its assets to the Village of Essex Junction for specific use of the new municipality-supported senior center. This special meeting was held on June 27, 2016; and,

WHEREAS, the Village of Essex Junction agrees to provide space and support for the continuation of existing senior programs and activities (including, but not limited to, such activities as Bingo, Bridge, Cards, Cribbage, Duplicate Bridge, Games, Genealogy, Jazzercise, Knitting and Crocheting, Mah Jongg, Puzzles, Scrabble, Seated Yoga, Perfect Blend Cafe, Monthly Soup & Sandwich, guest speakers, trips, special events, etc.). The Town of Essex Department of Parks and Recreation will provide a Senior Activities Coordinator or Senior Center Director to manage the successor senior center. Town of Essex staff will be under the supervision and guidance of the Director of Parks and Recreation; and,

WHEREAS, EASC, Inc. agreed to transfer all physical and financial assets to the Village of Essex Junction by the end of business on June 30, 2016. It is expected that notice of dissolution will be filed with the Vermont Secretary of State by this date as well, and no further business of the non-profit corporation will be conducted at the senior center after this date. Both EASC, Inc. and the Village of Essex Junction agree to work cooperatively to ensure minimal disruption to the EASC, Inc. membership activities; and,

WHEREAS, the Town of Essex will assume the Ricoh four-year lease contract (signed March 2016 by EASC, Inc.) as of the date of dissolution of EASC, Inc. The successor of EASC, Inc. will be responsible for making the monthly lease payments under the current terms of the agreement with Town of Essex Parks and Recreation (dated February 12, 2016); and,

WHEREAS, the successor senior center will continue to operate at 2 Lincoln Street, Essex Junction, VT; and,

WHEREAS, the successor senior center will accept all existing members without any additional payment of dues through December 31, 2016; and,

WHEREAS, EASC, Inc. provided to the Village of Essex Junction a complete and comprehensive list of current membership including names, addresses, phone numbers, emails, emergency contact

information, and any volunteer roles, committees, etc. members who signed up by the end of business on June 30, 2016; and,

WHEREAS, EASC, Inc. provided to the Village of Essex Junction a list of all physical and financial assets, and legally transferred ownership of said assets by the end of business on June 30, 2016; and,

WHEREAS, the Village of Essex Junction will accept EASC, Inc.'s physical and financial assets and agrees to earmark all monies transferred specifically for the use of senior center expenses (to include supplies for meals, cleaning services, copier lease, program expenses, paper products, etc.); and,

WHEREAS, The Village of Essex Junction agrees to provide liability insurance for the successor senior center under its insurance; and,

WHEREAS, the Village of Essex Junction and/or Town of Essex will be responsible for budget formulation and financial record-keeping for the successor senior center; and,

WHEREAS, the Village of Essex Junction agrees to support the continuation of the meal site function based at the Maple Street Park facility from September through June under the successor senior center; and,

WHEREAS, The Village of Essex Junction agrees to earmark any income from after-hours rentals or senior center fundraisers (i.e., bridge tournament, craft fair, cribbage tournament, meal site, etc.) for the successor senior center; and,

WHEREAS, nothing in this Resolution limits or alters the Village's authority to make changes to the existing senior activities and/or services in the future; therefore, so be it

RESOLVED that the Village of Essex Junction commits to providing municipal services for the Essex Area Senior Center to allow for the continuation of activities and programs for the senior community.

Dated this 9th day of August 2016.

Village of Essex Junction Trustees

George A. Tyler, President

Elaine H. Sopchak, Vice President

Daniel S. Kerin, Trustee

Andrew P. Brown, Trustee

Lori A. Houghton, Trustee



MEMORANDUM

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

TRUSTEES MEETING SCHEDULE/EVENTS

August 23 at 6:30 – Regular Trustees Meeting

- Public Hearing and Adoption of Land Development Code

September 13 at 6:30 – Regular Trustees Meeting

September 27 at 6:30 – Regular Trustees Meeting

October 11 at 6:30 – Regular Trustees Meeting

October 25 at 6:30 – Regular Trustees Meeting

November 8 at 6:30 – Regular Trustees Meeting

November 22 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
ZONING BOARD OF ADJUSTMENT
MINUTES OF MEETING
July 19, 2016**

MEMBERS PRESENT: Tom Weaver (Chairman); Bruce Murdough, Aaron Martin, Jim Moody (Martin Hughes was absent.)
ADMINISTRATION: Robin Pierce.
OTHERS PRESENT: Emily and Torrey Mack.

1. CALL TO ORDER and AUDIENCE FOR VISITORS

Chairman Tom Weaver called the meeting to order at 6 PM. There were no comments from the audience.

2. ADDITIONS/AMENDMENTS TO AGENDA

There were no changes to the agenda.

3. MINUTES

March 15, 2016

MOTION by Aaron Martin, SECOND by Jim Moody, to approve the March 15, 2016 minutes as written. VOTING: unanimous (4-0); motion carried.

4. PUBLIC HEARING

The function of the Zoning Board as a quasi-judicial board and the hearing procedure were explained. Individuals to give testimony before the Board were sworn in.

Variance application for an existing storage shed located two feet from the side property line at 22 Pleasant Street in the R-2 District by Emily and Torrey Mack

Emily and Torrey Mack appeared on behalf of the application.

STAFF REPORT

The Zoning Board received a written staff report on the application, dated 7/19/16.

Tom Weaver noted the following:

- A letter from the applicant, dated 3/23/16, was received that explained without a variance for the shed there would be little functional space in the backyard.
- There is a 6' high stockade fence on the property line and 2 ½ feet from the shed.
- A letter from Sueann Van Buren, 24 Pleasant Street, was received in support of the variance requested for 22 Pleasant Street.
- There are unique topographical features on the lot.
- The variance is the minimum necessary.

APPLICANT COMMENTS

The applicant stated the letter explains the need for a variance. The back of the lot is only 35' wide.

PUBLIC COMMENT

None.

MOTION by Aaron Martin, SECOND by Jim Moody, to close the public portion of the application for a variance at 22 Pleasant Street by Emily & Torrey Mack.

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

DELIBERATION/DECISION

Variance, Shed, 2' from Side Property Line, 22 Pleasant Street, Mack

FINDINGS OF FACT:

1. The subject property is located at 22 Pleasant Street in the R-2 District with a lot size of approximately 7,854 s.f.
2. The minimum lot size in the R-2 District is 7,500 s.f.
3. The owners of record are Emily and Torrey Mack.
4. Section 619.C.2 of the Land Development Code requires a minimum side yard setback of 8' for all structures.
5. A variance of 6' is requested for the current shed location.
6. The maximum permitted total lot coverage in the R-2 District is 40%. The maximum permitted building coverage is 25%. Total lot coverage with the shed is 34.9%.
7. The subject lot is 35' wide at the rear and 67'6" at the front.
8. There is a 6' high stockade fence along the east side property line.
9. It is common in the neighborhood surrounding the subject property for structures to be closer to the side property line than the minimum side setback of 8 feet.
10. There was no public comment on the application except a letter from the neighbor at 24 Pleasant Street (Van Buren) in support of the variance.

CONCLUSIONS:

1. Findings #1-#10 support the variance criteria in Section 1703.C (1-6).

MOTION by Aaron Martin, SECOND by Jim Moody, based on the Findings and Conclusion to approve the variance application for an existing storage shed located two feet from the side property line at 22 Pleasant Street by Emily & Torrey Mack.

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

5. OTHER BUSINESS*Joint Meeting*

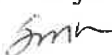
Tom Weaver announced a joint meeting with the Trustees, Planning Commission, and Zoning Board on 7/25/16 to discuss potential changes that could result in the Zoning Board being replaced with a Development Review Board which will handle development applications while the Planning Commission will focus on planning issues.

6. ADJOURNMENT

MOTION by Aaron Martin, SECOND by Bruce Murdough, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 6:17 PM.

RScty: M.E. Riordan



**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
August 2, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Amber Thibeault. (David Nistico and Rick Hamlin were absent.)
ADMINISTRATION: Lauren Morrissette, Village Finance Director & Assistant Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

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

2. AGENDA

There were no changes to the agenda.

3. PUBLIC COMMENTS

None.

4. DISCUSS PAVEMENT CATALOGUING

Tabled until Rick Hamlin is in attendance.

5. ANNUAL REVIEW OF CAPITAL BOOK FOR AGED PROJECTS

Andrew Brown advised the committee should review the list of aged projects in the capital book from lowest ranked to highest ranked to determine if projects should be ranked again. Lauren Morrissette will try to find the original project book and forward a copy of the most up-to-date book to Amber Thibeault and Kevin Collins. Andrew Brown will update and send the spreadsheet of projects noting those projects that are complete and re-sorting per the ranking, lowest to highest. The committee should review the list and be prepared at the next meeting to re-rank projects as needed.

Lauren Morrissette mentioned plans to redo the water line on Rosewood Lane due to multiple leaks that have occurred recently. The work will be going out to bid and has not been ranked by the committee because it is emergency repair work. Estimated cost is \$250,000 to \$300,000. The funding will come from the Water Fund.

6. APPROVE MINUTES

June 7, 2016

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the minutes of 6/7/16 as written. VOTING: unanimous (3-0); motion carried.

7. NEXT MEETING/AGENDA

Next meeting: September 6, 2016 at 6 PM.

Agenda: Review Capital Book and Re-rank Projects as Needed.

8. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting.

VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 6:24 PM.

RScty: MERiordan

ESSEX TOWN TAX RATES

TOWN SCHOOL DISTRICT

<u>2016 (FYE 6/30/2017)</u>	
Essex Town General Fund	\$0.4671
Essex Town Capital	\$0.0200
Essex Town Highway	\$0.0111
Local Agreement Rate	\$0.0019
<i>Total Municipal Rate</i>	\$0.5001
Residential Education Rate	\$1.5670
Non-Residential Education Rate	\$1.5508
Total - HOMESTEAD	\$2.0671
Total - NON-RESIDENTIAL	\$2.0509

ESSEX JUNCTION I.D.

<u>2016 (FYE 6/30/2017)</u>	
Essex Town General Fund	\$0.4671
Essex Town Capital	\$0.0200
Essex Junction Village	\$0.2289
Essex Junction Recreation	\$0.0685
Essex Junction Development	\$0.0100
Local Agreement Rate	\$0.0019
<i>Total Municipal Rate</i>	\$0.7964
Residential Education Rate	\$1.5851
Non-Residential Education Rate	\$1.5494
Total - HOMESTEAD	\$2.3815
Total - NON-RESIDENTIAL	\$2.3458

TOWN SCHOOL DISTRICT

<u>2015 (FYE 6/30/2016)</u>	
Essex Town General Fund	\$0.4443
Essex Town Capital	\$0.0200
Essex Town Highway	\$0.0218
Local Agreement Rate	\$0.0019
<i>Total Municipal Rate</i>	\$0.4880
Residential Education Rate	\$1.5537
Non-Residential Education Rate	\$1.5271
Total - HOMESTEAD	\$2.0417
Total - NON-RESIDENTIAL	\$2.0151

ESSEX JUNCTION I.D.

<u>2015 (FYE 6/30/2016)</u>	
Essex Town General Fund	\$0.4443
Essex Town Capital	\$0.0200
Essex Junction Village	\$0.2366
Essex Junction Recreation	\$0.0676
Local Agreement Rate	\$0.0019
<i>Total Municipal Rate</i>	\$0.7704
Residential Education Rate	\$1.5644
Non-Residential Education Rate	\$1.5309
Total - HOMESTEAD	\$2.3348
Total - NON-RESIDENTIAL	\$2.3013

<u>2014 (FYE 6/30/2015)</u>	
Essex Town General Fund	\$0.3817
Essex Town Capital	\$0.0200
Essex Town Highway	\$0.0800
Local Agreement Rate	\$0.0017
<i>Total Municipal Rate</i>	\$0.4834
Residential Education Rate	\$1.5077
Non-Residential Education Rate	\$1.5006
Total - HOMESTEAD	\$1.9911
Total - NON-RESIDENTIAL	\$1.9840

<u>2014 (FYE 6/30/2015)</u>	
Essex Town General Fund	\$0.3817
Essex Town Capital	\$0.0200
Essex Junction Village	\$0.2830
Essex Junction Recreation	\$0.0679
Local Agreement Rate	\$0.0017
<i>Total Municipal Rate</i>	\$0.7543
Residential Education Rate	\$1.5163
Non-Residential Education Rate	\$1.5027
Total - HOMESTEAD	\$2.2706
Total - NON-RESIDENTIAL	\$2.2570

<u>2013 (FYE 6/30/2014)</u>	
Essex Town General Fund	\$0.3620
Essex Town Capital	\$0.0200
Essex Town Highway	\$0.0800
Local Agreement Rate	\$0.0015
<i>Total Municipal Rate</i>	\$0.4635
Residential Education Rate	\$1.4009
Non-Residential Education Rate	\$1.4225
Total - HOMESTEAD	\$1.8644
Total - NON-RESIDENTIAL	\$1.8860

<u>2013 (FYE 6/30/2014)</u>	
Essex Town General Fund	\$0.3620
Essex Town Capital	\$0.0200
Essex Junction Village	\$0.2666
Essex Junction Recreation	\$0.0651
Local Agreement Rate	\$0.0015
<i>Total Municipal Rate</i>	\$0.7152
Residential Education Rate	\$1.4060
Non-Residential Education Rate	\$1.4263
Total - HOMESTEAD	\$2.1212
Total - NON-RESIDENTIAL	\$2.1415

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
SPECIAL JOINT MEETING
MINUTES
July 25, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Lori Houghton, Elaine Sopchak. (Dan Kerin was absent.)
PLANNING COMMISSION: John Alden, Amber Thibeault, Diane Clemens, Joe Weith.
ZONING BOARD OF ADJUSTMENT: Tom Weaver, Aaron Martin, Martin Hughes, Jim Moody.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director.
OTHERS PRESENT: Karyn Roberts, Dylan Giambatista, Greg Duggan.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

With a quorum present for the Planning Commission, Vice Chairman John Alden called the planning commission meeting to order.

With a quorum present for the Zoning Board, Chairman Tom Weaver called the zoning board meeting to order.

2. AGENDA CHANGES/APPROVAL

The following change(s) to the agenda were noted:

- Add to Consent Agenda – Warrant #17003, dated 7/22/16

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

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Karyn Roberts, 28 Lamoille Street, spoke about the application for a PRD at 32 Lamoille Street noting the following:

- The results and the meeting process were disappointing.
- The public meeting law was violated by the Final Plan application process because the public was not given the opportunity to speak on the application. Community members were not recognized with their hand raised to speak.
- Comments from two missing planning commissioners were not introduced at the meeting so the public did not hear the dissenting point of view.
- Accelerating the process of Preliminary Plan and Final Plan approval in the same meeting is concerning.

- The Planning Commission exercised lack of discretion relative to Section 724 (PRD) which has language to protect the community and character of the area.
- Several planning commissioners expressed unease with the project yet voted in the affirmative out of fear of being sued.
- There is disagreement the existing house on the lot at 28 Lamoille Street meets the definition of the density bonus for affordable housing.
- Every return trip to Essex Junction after being away for a period of time finds changes that are not for the better simply because the Land Development Code does not have language about something. For example, just because the Code does not have language about five story buildings does not mean these buildings should be allowed. The changes in the village are not the vision of the village.

George Tyler urged Ms. Roberts to attend the next Planning Commission meeting that is broadcast on Channel 17 and state her remarks again.

4. **JOINT MEETING: Board of Trustees, Planning Commission & Zoning Board**

1. Discussion of Thoughtful Growth In Action (TGIA) Final Report & Recommendations
George Tyler explained the next step with TGIA is for the Trustees and Selectboard to initiate an effort to fill in the details framed by the TGIA process including combining the Land Development Code with the town's Subdivision Regulations, consolidating the village plan and town plan, and the structure of government. The Trustees are looking at the short and long term future of Essex Junction to build a community with more capacity and flexibility for the future.

Village and Town Development Review Boards and Combined Planning Commission

The following comments were made:

- Amber Thibeault, Planning Commission, said she is open to the idea of a development review board, but has concern about how to populate the board. Public participation is an issue. Getting more public participation and education about the process is needed. Training of members, especially for the development review board, is important.
- Aaron Martin, Zoning Board, said forming development review boards and one planning commission is going in the right direction with the concept of planning as a whole. On the forefront the idea is good, but the character of the town is different from the village. Having separate development review boards reviewing development proposals is key.
- Andrew Brown, Trustee, said the village center and town center are distinct growth centers that need to complement each other, not compete with each other. The governance piece must be done fairly and done well. The direction is the right one.
- Elaine Sopchak, Trustee, spoke in favor of the process, but expressed reservation on governance. There is optimism with the role of the planning commission and two separate development review boards so the planning commission can focus on planning and the future and marrying the code to that. There is commitment to

having the village center district remain vibrant and attractive to businesses. Communication to residents is a priority.

- Lori Houghton, Trustee, echoed statements previously made about the DRBs and planning commission, and that governance is a non-starter. Enforcement needs to be incorporated into the discussion.
- Tom Weaver, Zoning Board Chairman, said combining the village and town has been a topic of discussion for a long time, and it is about time. The village has an identity and that should not be lost. The name of the board does not matter (planning commission, zoning board or development review board) as much as how the boards function.
- George Tyler, Village President, agreed with previous comments about maintaining the village identity. The village is involved in infrastructure projects that impact planning and zoning at a different level than the town. There is concern about changing a process that works now. The Trustees would be involved in making appointments to both the planning commission and the development review board for the village.
- John Alden, Planning Commission, urged making sure the various special and unique parts of the village and town are protected and enhanced. One planning commission will be able to evaluate and plan for the unique parts of the town including the village. Having two boards (DRBs) administering the planning documents is an intermediate step. Planning is stronger for the combined total area. Selection of members on the boards is critical. Having one planning commission for the public to provide input on changes to the code will simplify the process for the public. Changing the boards is not likely to alter participation. There are talented people in the community who want to do public service.
- Diane Clemens, Planning Commission, agreed having two development review boards and one planning commission is a nice intermediate step. How the rules are set up and having people with the right skills in the right place at the right time is key. The town should be rezoned to reflect growth centers and individual characteristics the community wants to accentuate. Education of the public is the hard part. People should be sent to the planning commission, not the development review board, for the education piece. The plan and code merging together can be done at the next round of updates (8 year span). The hurdles can be overcome with commitment. The public needs to be on board.
- Joe Weith, Planning Commission, agreed the comments that have been made make sense. The light workload of the planning commission is surprising. Most of the time has been spent updating the zoning regulations. Eliminating a board or two makes sense and will help with recruiting. There will be more people available to serve on the development review board and more to do.
- Martin Hughes, Zoning Board, agreed forming development review boards and one planning commission is a move in the right direction, but it will have its challenges (lot sizes in the village versus the town, public perception, public education of the planning process).

The consensus of the group is in support of more coordinated planning.

Dealing with Communications

George Tyler stated the public communication piece has been a long standing issue as well as how this should be addressed (board, office, group dealing with public communication).

The following comments were made:

- John Alden said each community should have a staff position with the individual trained in communications. The village website needs to be current, informative, and correct as well as easy to navigate.
- Tom Weaver stated there is a certain responsibility on the part of the public to seek information about an issue just as the boards have a responsibility to publicize information. There are many ways today to notify the public (Front Porch Forum, village webpage, and such)
- Lori Houghton said the boards have the responsibility to get out information. Boards and staff are doing so many good things, but the public is not aware because the information is not being posted.
- Elaine Sopchak suggested the budget process next year include funding for a Communications Director position.
- Diane Clemens said electronic and written messages should be posted. The public has to step up and participate. The village as a whole needs to reach out to the public. There is a large amount of miscommunication on Front Porch Forum.
- Robin Pierce said a report will be forthcoming from the recent meeting facilitated by Regional Planning on increasing participation and attendance at meetings. People mostly attend meetings because they are opposed to an issue. Those in support are not compelled to attend.
- Amber Thibeault urged using social media to reach the younger generation.
- George Tyler mentioned misinformation on social media is a problem.

There was brief discussion of the function of HR and the cost of a Communications Director position.

Next Steps

George Tyler said a merged planning and community development entity will likely be a town entity (village community development effort and oversight moved into town government) and village services will be incorporated into the town. The Trustees retain and maintain control of the village budget, but ultimately the movement is toward one elected board, unified governance, and one planning and community development entity.

John Alden said the TGIA process was long and arduous, covering lots of territory and trying to build consensus. In the end there was focus on the issues at hand which are outlined in the report. Implementation is a critical component. There is still work to do. Having a balanced representation on the planning commission is key so districts do not completely disappear. Balance should be maintained for some period of time so people can see that life will not be completely different from today.

Diane Clemens said there were suggestions noted through the process questions and great suggestions and approaches offered by individuals at the TGIA sessions. This information should be evaluated and the raw data put in an appendix to the report. Regarding a combined planning commission, half the population in the village and town live in 5 square miles of the village and the other half lives in the 30 square miles of the town. No matter where people live they come to the village to comment on Five Corners, for example, and vice versa. The village needs to be clear what is wanted with planning.

Joe Weith stressed there must be fair representation on the planning commission with some members from the village and some from the town. George Tyler said there would be an MOU between the Trustees and Selectboard to jointly appoint members to the planning commission and development review boards.

Elaine Sopchak stated boards change and an MOU is not as binding as an ordinance. There should be a permanent agreement or charter in place regarding appointment of board members so there is equal representation and equal membership.

Tom Weaver said once something is changed it is unlikely to change back, but the village may not have the luxury of not looking at change.

Andrew Brown agreed with equal representation and say on the new boards and that an MOU can be changed or eliminated. Consideration and thought needs to be given to whether the village/town arrangement will work for the community 20 years down the road.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Joe Weith, to adjourn the Planning Commission meeting. VOTING: unanimous (4-0); motion carried.

The Planning Commission meeting was adjourned at 7:55 PM.

Without objection and with no further business before the Zoning Board the meeting was adjourned at 7:55 PM.

5. NEW BUSINESS

1. Set FYE17 Tax Rate

MOTION by George Tyler, SECOND by Andrew Brown, to set the FYE17 tax rate at \$0.2289 per \$100 of assessed property value.

DISCUSSION: George Tyler noted the tax rate which shows a 3.25% decrease is headed in the right direction. The work and effort by staff on the budget is appreciated. It was noted the impact of the assessment for Global Foundries is included in the rate. There were no further comments.

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

6. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- There was brief discussion of the Handy property/parking lot on Main Street and the planned coffee shop and food truck.
- Lori Houghton asked that the meeting material for one month past be retained in DropBox.

7. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the consent agenda as follows and with the addition of Warrant #17003, dated 7/22/16:

1. **Approve Minutes of Previous Meetings 7/12/16**
2. **Expense Warrant #17002 dated 7/15/16 in the amount of \$119,673.71.**

DISCUSSION: Elaine Sopchak asked about the comment on “Massage Therapist” in the Land Development Code. Lori Houghton asked about language on building height in the Code. The Trustees will discuss any issues at the next public hearing on the Land Development Code. There were no further comments.

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

8. ADJOURNMENT

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to adjourn the meeting.

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

The meeting was adjourned at 8:30 PM.

RScty: M.E.Riordan



08/01/16

Town of Essex / Village of EJ Accounts Payable

08:45 am

Check Warrant Report # 17004 Current Prior Next FY Invoices For Fund (GENERAL FUND)

LMorrisseau

For Check Acct 01(GENERAL FUND) All check #s 07/29/16 To 07/29/16 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23525	07/05/16	CLARK'S TRUCK CENTER INC VF 8L3 State Inspection 58359	210-42220.432 VEHICLE MAINTENANCE	711.60	6539	07/29/16
31545	07/19/16	COSTCO #314 VF Drinks 31411107138	210-42220.610 SUPPLIES	166.72	6540	07/29/16
V10559	07/26/16	DEPT OF TREASURY AD PCORI Fees 7/26/16	210-41320.610 SUPPLIES	56.42	6542	07/29/16
25920	07/08/16	FIRE PRO TEC INC VF Air Bottle Testing 328196	210-42220.570 MAINTENANCE OTHER	196.00	6545	07/29/16
11710	07/01/16	INVEST EAP VF EAP Payment 3rd Qtr 7-1-2016	210-42220.200 EMPLOYEE ASSISTANCE PROGR	216.00	6546	07/29/16
12000	06/30/16	LAMOUREUX & DICKINSON INC VR Pearl St Link Design 43058	230-46801.007 PEARL ST. LINKING SIDEWAL	919.01	6547	07/29/16
31275	07/25/16	DON WESTON EXCAVATING INC WV/VB Briar Lane WTR/RDWAY PAYAP8	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	161914.23	6544	07/29/16
31275	07/25/16	DON WESTON EXCAVATING INC WV/VB Briar Lane WTR/RDWAY PAYAP8	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	25812.41	6544	07/29/16
V1816	07/28/16	POSTMASTER/BURLINGTON// SA/VW Postcard w/s July 072816D	254-43200.536 POSTAGE	342.83	6551	07/29/16
V1816	07/28/16	POSTMASTER/BURLINGTON// SA/VW Postcard w/s July 072816D	256-43200.536 POSTAGE	685.67	6551	07/29/16

Report Total

191020.89