



TRUSTEES MEETING NOTICE & AGENDA - REVISED
TUESDAY, APRIL 25, 2017 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. 2017 Local Emergency Operations Plan – Chief Brad LaRose
5. **OLD BUSINESS**
 - a. Swearing in of Newly Elected Trustees – Susan McNamara-Hill
 - b. Board Reorganization
6. **NEW BUSINESS**
 - a. Bid Award for Pearl Street Link Project – Robin Pierce
 - b. Bid Award for Automatic Wastewater Samplers – James Jutras
 - c. Inter-municipal Agreement for Water and Sewer Connections – James Jutras
 - d. Chittenden County MS4 Stormwater Program Agreement – James Jutras
 - e. Reappointment of Village Representative to the CCRPC Clean Water Advisory Committee and MS4 Subcommittee – James Jutras
7. **PUBLIC HEARING – 7:30 PM** [7:30 PM]
 - a. Proposed Uses of One-Cent Economic Development Fund
 - Public parking lot at 3 Main Street
 - Street Light Banners
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
9. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Bike/Walk Advisory Committee 4/17/17
 - Tree Advisory Committee 4/18/17
 - c. Certification of Election Results 4/11/17
 - d. Letter to George Tyler from Arbor Day Foundation re: 2016 Tree City USA
 - e. EJRP Director’s Report for April 2017
 - f. Letter to Robin Pierce from Charlie Baker, CCRPC Director, re: CCRPC FY 18 UPWP
 - g. Testimony by James Jutras, Water Quality Superintendent, and Lorenzo Whitcomb of North Williston Cattle Co. to House Committee on Natural Resources re: H.211
 - h. 2017 Village Survey Final Results
 - i. Brochure for 2017 Essex Junction Neighbors Day 6/3/17

10. **CONSENT AGENDA**

- a. Approve and Attest Annual Meeting Minutes 4/5/17
- b. Approve Minutes of Previous Meeting 4/11/17
- c. Expense Warrant #17040 dated 4/13/17 in the amount of \$8,645.59
- d. Expense Warrant #17041 dated 4/21/17 in the amount of \$369,989.94
- e. FYE 17 Budget Status Report as of 3/31/17
- f. Approve Street Vending Permit for Mr. Ding-A-Ling
- g. WWTF Headworks Screen Replacement Select Vendors
- h. Requests from 2017 Memorial Day Parade Committee for Events and Street Closings

11. **EXECUTIVE SESSION - PERSONNEL/CONTRACTS**

- a. Manager Evaluation
- b. Contract Negotiations

12. **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.

DEPARTMENTAL MEMORANDUM



Date: April 11, 2017

To: Board of Trustees
Patrick Scheidel, Municipal Manager

From: Bradley J. LaRose
Chief of Police

Issue:

Board of Trustees review, modify (if necessary) and adopt the 2017 Village of Essex Junction Local Emergency Operations Plan template.

Discussion:

The Village of Essex Junction 2017 Local Emergency Operations Plan (LEOP) template is due for submission to the Chittenden County Regional Planning Commission (CCRPC) by May 1, 2017. Last year, the Trustees reviewed and adopted the 2016 plan. Trustee, Dan Karin, signed the verification of adoption section of the form (page 2) as he has completed the necessary training qualifying him to sign. The 2017 plan requires a qualifying official to sign verification of adoption. Trustee Karin remains qualified to sign.

Spring Village has been added to the 2017 Plan as a High Risk Population. The remainder of the 2017 Plan is essentially the same as the 2016 Plan. Facilities and businesses that house Tier II hazardous materials, and the location of State registered child care facilities will be included as attachments.

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

Cost: None

Recommendation:

It is recommended that the Board of Trustees review, modify (if necessary) and adopt the 2017 Essex Junction Local Emergency Operations Plan template.

Emergency Steps

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

Future steps

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

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

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

County: **Chittenden**

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

Date LEOP adopted:

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

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

Name

Date

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

Telephone: 879--8343

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

E-mail: dkerin@essexjunction.org

Alternate communication method: 878-8331

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

Response and Recovery Guidelines

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

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|------|
| 1) Establish an Incident Command Structure and make appropriate local decisions | | <input checked="" type="checkbox"/> | Time |
| a. Identify the Incident Commander | | <input type="checkbox"/> | |
| b. Identify the Incident Command Post | | <input type="checkbox"/> | |
| c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214)) | | <input type="checkbox"/> | |
| d. Assess the situation (deploy assessment teams) | | <input type="checkbox"/> | |
| Determine casualties | | <input type="checkbox"/> | |
| Determine structure/infrastructure losses | | <input type="checkbox"/> | |
| Determine resource needs | | <input type="checkbox"/> | |
| Identify emergency access sites or isolated citizens | | <input type="checkbox"/> | |
| e. Request additional resources (Mutual Aid) if needed. | | <input type="checkbox"/> | |
| f. Secure a perimeter around affected area if needed | | <input type="checkbox"/> | |
| g. Consider potential staffing needs (extended or multiple operational periods) | | <input type="checkbox"/> | |
| 2) Delegate Authorities to Incident Commander and request Declaration if appropriate | | <input checked="" type="checkbox"/> | Time |
| Have highest ranking town official (Selectboard Chair or Municipal Manager) delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority) | | <input type="checkbox"/> | |
| If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) | | <input type="checkbox"/> | |
| 3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors | | <input checked="" type="checkbox"/> | Time |
| Call State Emergency Operations Center and notify that additional resources may be needed. | 1-800-347-0488 | <input type="checkbox"/> | |
| If HAZMAT involved, contact HAZMAT Hotline | 1-800-641-5005 | <input type="checkbox"/> | |
| 4) Alert the general population and evacuate as needed | | <input checked="" type="checkbox"/> | Time |
| Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum, media, School notification network) | | <input type="checkbox"/> | |
| Complete Planning Task #1 (see page 4) | | <input type="checkbox"/> | |
| 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) | | <input checked="" type="checkbox"/> | Time |

| | | | | |
|------------------------------------------------------------------------|--------------------------------|---------------------|--------------------------|--|
| Facility Name | Address | Phone Number | | |
| Essex Police Department | 145 Maple St. – Essex Junction | 878-8331 | <input type="checkbox"/> | |
| Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) | | | <input type="checkbox"/> | |

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

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

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

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

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

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

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

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

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

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

PLANNING TASKS

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

| Planning Task #1 | | | | |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------|----------------------------------------------|-------------------------------------|
| High Risk Populations List (for special attention/possible evacuation during an incident) | | | Complete this information during an incident | |
| High Risk Population Type (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident) | High Risk Population Location (physical location) | Point of Contact | POC Phone Number | Evacuated To (physical location) |
| Whitcomb Woods | 128 West St., Essex Junction | | EPD Dispatch | |
| Green Mountain Nursing Home | Fort Ethan Allen | | EPD Dispatch | |
| Champlain Valley Tech and Innovation Park | River St., Essex Junction | | EPD Dispatch | |
| All Schools | Multiple Locations | School Safety Listings | | |
| Town Meadow Senior Housing | 20-22 Carmichael St. | | 863-2224 + PD | |
| Pinecrest Senior Living | 7 Joshua Way | Rae Rappold | 879-3333 +PD | |
| Mansfield Place | 18 Carmichael St. | Switchboard | 871-5808+PD | |
| Hawks Meadow | 17 Carmichael St. | | 879-6507 | |
| River Hill Mobile Home Park | 63 River Road | Barbara Sweeney | (802) 831-6468 | |
| Child Care Facilities on file | | | | |
| Spring Village (memory care) | 6 Freeman Woods | Nurse in charge | 872-1700 | |

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

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

Planning Task #3
Pre-designated Local Emergency Operations Centers

| Facility Name | Facility Address (physical location) | Facility Point of Contact | Facility Phone Number |
|----------------------------------------------|-----------------------------------------|------------------------------|--------------------------|
| Primary: Essex Police Department | 145 Maple St. | Police | 878-8331 |
| Secondary: Essex Junction Fire Department | Lincoln Street. | Police | 878-8331 |
| Tertiary: Essex Fire Dept. | Sand Hill Road | Police | 878-5308 878-8331 |

Planning Task #4
Functional Area/ Local Support Function

Please identify agencies responsible for maintaining resource lists, found in Appendix B5.

| Local Support Function | Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. Transportation - Assets in support of the movement of emergency resources, including the evacuation of <u>people</u> and distribution of food and <u>supplies</u> . | School Buses |
| 2. Communications - Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication. (siren, PA, door-to-door, town website, facebook, twitter, front porch forum, media, School notification network) | Police Department |
| 3. Public Works & Engineering - Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings. | Highway |
| 4. Firefighting - Resources in support of structural and wildfire firefighting. | Fire Department |
| 5. Emergency Management, Recovery & Mitigation - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government. | Police Department |
| 6. Mass Care, Food & Water - Resources available to coordinate sheltering, feeding and first aid for disaster victims. | Police Department / Red Cross |
| 7. Resource Support - Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations. | Police Department |
| 8. Health & Medical Services - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains. | Essex Rescue |
| 9. Search & Rescue - Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas. | Police / Fire Departments |
| 10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of hazardous materials. | Fire Department |
| 11. Agriculture & Natural Resources - Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency | Animal Control / Police Dept |
| 12. Energy - Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel. | Highway |
| 13. Law Enforcement - Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control. | Police Department |
| 14. Public Information - Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance. | Police Department |

**Planning Task #5
Disaster Lead Agency/Coordinator**

Who or what agency will likely be the lead for each type of disaster?

| Agency | Drought | Flood | Fire | Winter Storm | Ice Storm | Power Outage | Infectious Disease | Animal/Plant Emergency | Mass Casualty Incident | Hazardous Materials Spill | Public Gathering | Civil Unrest | Other (Please Specify) | Other (Please Specify) | Other (Please Specify) |
|-----------------------------------|---------|-------|------|--------------|-----------|--------------|--------------------|------------------------|------------------------|---------------------------|------------------|--------------|------------------------|------------------------|------------------------|
| Road Crew / Public Works | x | x | | x | x | | | | | | | | | | |
| Fire Department | | | x | | | | | | | x | | | | | |
| Town Selectboard | | | | | | | | | | | | | | | |
| Law Enforcement | | | | | | x | | | | | x | x | | | |
| 1 st Response / Rescue | | | | | | | | | | | | | | | |
| Shelter Coordinator | | | | | | | | | | | | | | | |
| Animal Control Officer | | | | | | | | x | | | | | | | |
| Town Health Officer | | | | | | | | | | | | | | | |
| Town Clerk | | | | | | | | | | | | | | | |
| Town Treasurer | | | | | | | | | | | | | | | |
| Essex Rescue / Med Center | | | | | | | | | x | | | | | | |
| VT Dept. Of Health | | | | | | | x | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |

**Planning Task # 6
Shelters**

Shelter 1

| | | |
|-----------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------|
| Shelter Name: Essex Alliance Church | 36 Old Stage Rd, Essex | Shelter Capacity: 500+ No Pets |
| Shelter Manager: Scott Slocum | Shelter Manager Cell #: 238-2639 h: 878-5075 Shelter Manager Pager #: | Other Contact: Gregg Walsh 238-2641 |
| <input checked="" type="checkbox"/> Warming Shelter | <input checked="" type="checkbox"/> Overnight Shelter | <input checked="" type="checkbox"/> Red Cross Agreement? |
| <input type="checkbox"/> Has a Backup Generator | <input type="checkbox"/> Has wiring in-place for generator hookup | |

Shelter 2

| | | |
|-----------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------|
| Shelter Name: Champlain Valley Exposition | Physical Address/Location of the Shelter: 105 Pearl St., Essex Junction | Shelter Capacity: 1000+ No Pets |
| Shelter Manager: Tim Shea | Shelter Manager Cell #: O: 878-5545 Shelter Manager Pager #: | Other Contact: Chris Ashby 316-2223 |
| <input checked="" type="checkbox"/> Warming Shelter | <input checked="" type="checkbox"/> Overnight Shelter | <input checked="" type="checkbox"/> Red Cross Agreement? |
| <input type="checkbox"/> Has a Backup Generator | <input type="checkbox"/> Has wiring in-place for generator hookup | |

Shelter 3

| | | |
|-----------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|
| Shelter Name: Essex Educational Center | Physical Address/Location of the Shelter: 2 Educational Dr. | Shelter Capacity: 500+ Pets Allowed |
| Shelter Manager: William LaWare 879-5500 | Shelter Manager Cell #: 922-0248 Shelter Manager Pager #: | Other Contact: Robert Reardon 233-3466 |
| <input checked="" type="checkbox"/> Warming Shelter | <input checked="" type="checkbox"/> Overnight Shelter | <input type="checkbox"/> Red Cross Agreement? |
| <input type="checkbox"/> Has a Backup Generator | <input type="checkbox"/> Has wiring in-place for generator hookup | |

American Red Cross – Vermont & the New Hampshire Region: 1-800-660-9130

Information about the NIMS Typed resources can be found at: <http://www.fema.gov/resource-management>

Planning Task #7 - NIMS Typed Resources

| Type | I | II | III | IV | Other | Type | I | II | III | IV | Other |
|---------------------------------------------------------|-----|-----|-----|-----|-------|-----------------------------------------------------|---|-----|-----|-----|-------|
| Critical Incident Stress Management Team | | | | N/A | | Hydraulic Excavator, Large Mass Excavation | | | | N/A | |
| Mobile Communications Center | | | | | | Hydraulic Excavator, Medium Mass Excavation | | | | | |
| Mobile Communications Unit | | 1 | N/A | N/A | | Hydraulic Excavator, Compact | | | | | |
| All-Terrain Vehicles | N/A | N/A | N/A | N/A | 1 | Road Sweeper | | | | | |
| Marine Vessels | N/A | N/A | N/A | N/A | | Snow Blower, Loader Mounted | | | | | |
| Snowmobile | N/A | N/A | N/A | N/A | | Track Dozer | | | | | |
| Public Safety Dive Team | | | | | | Track Loader | | | 1 | | |
| SWAT/Tactical Team | | | | 1 | | Trailer, Equipment Tag-Trailer | 2 | | | N/A | |
| Firefighting Brush Patrol Engine | N/A | N/A | N/A | | 2 | Trailer, Dump | 1 | N/A | N/A | N/A | |
| Fire Engine (Pumper) | 5 | | | | | Trailer, Small Equipment | 2 | | N/A | N/A | |
| Firefighting Crew Transport | 2 | | | N/A | | Truck, Pick-up | 6 | | | | |
| Aerial Fire Truck | 1L | | N/A | N/A | | Truck, Plow | 2 | 2 | 5 | | |
| Foam Tender | | | N/A | N/A | | Truck, Sewer Flusher | 1 | | | | |
| Hand Crew | | | | | | Truck, Tractor Trailer | | | | N/A | |
| HAZMAT Entry Team | 12 | | | N/A | | Water Pumps, De-Watering | | | | | |
| Engine Strike Team | | | | | | Water Pumps, Drinking Water Supply - Auxiliary Pump | | | | | |
| Water Tender (Tanker) | 1 | | | N/A | | Water Pumps, Water Distribution | | | | | |
| Fire Boat | | | | N/A | | Water Pumps, Wastewater | | | | | |
| Aerial Lift - Articulating Boom | | | | | | Water Truck | | N/A | N/A | N/A | |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain | | | | | | Wheel Dozer | | | N/A | N/A | |
| Aerial Lift - Telescopic Boom | | | | | | Wheel Loader Backhoe | 1 | | 1 | | |
| Aerial Lift - Truck Mounted | | | | | | Wheel Loader, Large | | | 3 | | |
| Air Compressor | 2 | | | | | Wheel Loader, Medium | | | | | |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator | | | | | | Wheel Loader, Small | 1 | | | N/A | |
| Electronic Boards, Arrow | | | | | | Wheel Loader, Skid Steer | 1 | | | N/A | |
| Electronic Boards, Variable Message Signs | | | | | | Wheel Loader, Telescopic Handler | | | | | |
| Floodlights | | | | N/A | 6 | Wood Chipper | | N/A | N/A | N/A | |
| Generator | 1 | | | | 5 | Wood Tub Grinder | | | | | |
| Grader | | 1 | | N/A | | Ambulance | | | | | 3 |



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Robin Pierce, Community Development Director *RP*
DATE: April 25, 2017
SUBJECT: Bid Award for Pearl Street Missing Link

Issue

The issue is whether or not the Trustees will award the bid for the Pearl Street Missing Link project.

Discussion

The Village of Essex Junction advertised for bids for the Pearl Street Missing Link. The following bids were received on 4/17/17:

| <u>Company</u> | <u>Bid</u> |
|---------------------------------------|-----------------|
| Don Weston Excavating, Inc. | \$ 1,896,417.02 |
| Desroches Construction Services, Inc. | \$ 2,328,721.52 |

The entire project will be funded by VTrans, with the exception of the preferred street lights and concrete sealant which are beyond VTrans Amenity Policy specifications. VTrans has approved the bid award to Don Weston Excavating, Inc.

Cost

The cost for the street lights and concrete sealant will be borne by the Village and amounts to \$24,350.00: 47 lights at \$500 (additional cost) each is \$23,500.00, and the sealant is \$850.00. We allocated \$30,000.00 for these items in our Capital Reserve Fund.

Recommendation

It is recommended that the Trustees award the bid for the Pearl Street Missing Link Project to Don Weston Excavating, Inc. for \$1,896,417.02, and approve the expenditure of \$24,350.00 for Village preferred street lights and concrete sealant from the Village Capital Reserve Fund.



April 19, 2017

Robin Pierce
Local Project Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

RE: Bid analysis
Essex Junction STP 5300(14)

Dear Robin:

Enclosed are two spreadsheet tabulations of the construction bids for the Pearl Street Link project. One is titled 'Bid Tabulation', and the other 'Bid Analysis'.

Two bids were received. Both bids met all of the required elements, and each of the bidders were prequalified by VTrans for this project. Both bidders acknowledged receipt of the one addendum on the Bid Form.

The base bid totals were \$1,896,417.02 and \$2,328,721.52. The Engineer's estimate of probable construction cost was \$2,306,846.63. The low base bid was 82.2% of the Engineer's estimate of probable construction cost.

As stated on the bid form, the lowest responsive and responsible bidder will be determined by the total base bid. The low base bid is from Don Weston Excavating, Inc. (DWE). The bid from Desroches Construction Services, Inc. (DCS) had a \$1.98 math error in the total base bid calculation.

We have reviewed the DWE bid in regards to the engineer's estimate and to the bid from DCS. There are two bid items that appear mathematically unbalanced:

Item 608.30 - Power Broom Rental, Type I - has a bid unit price of \$10.00 per hour. This item appears to be mathematically unbalanced given it's low value compared to the cost to provide the equipment with operator, particularly given the prevailing wage requirement.

Item 609.10 - Dust Control with Water - has a bid unit price of \$1.00 per thousand gallons. This item appears to be mathematically unbalanced given it's low value compared to the likely cost to provide the equipment and labor necessary to complete the work.

Both of these items are minor elements of the work with bid unit prices below the likely cost to accomplish the work. Given the amount of the DWE base bid compared to the Engineer's estimate of probable construction cost, it is our opinion that these items, when combined with the other bid unit prices, do not represent a mathematically unbalanced bid that results in an advantage to the Contractor, or a corresponding disadvantage to the Village.

Many DWE bid unit prices are higher or lower than the engineer's estimate, but only a few result in an extended cost equal to an amount exceeding 1% (\$18,964) of the total base bid amount. They include:

Item 616.28 - Cast in Place Concrete Curb, Type B

Engineer's estimate unit price = \$ 30.00

Bid unit price = \$ 22.50

Engineer's estimate total cost = \$ 116,100.00

Bid total cost = \$ 87,075.00

The DWE bid amount is 75% of the Engineer's estimate. The DCS bid amount for this item is \$22.00. The DWE bid amount is not mathematically unbalanced.

Item 635.11 - Mobilization / Demobilization

Engineer's estimate unit price = \$ 120,000.00

Bid unit price = \$ 100,000.00

Engineer's estimate total cost = \$ 120,000.00

Bid total cost = \$ 100,000.00

The DWE bid amount is 83% of the Engineer's estimate, and 5.3% of the total base bid amount. Although the DWE bid amount is less than typical, the unit price does not appear to be mathematically unbalanced.

Item 641.10 - Traffic Control

Engineer's estimate unit price = \$ 120,000.00

Bid unit price = \$ 43,102.00

Engineer's estimate total cost = \$ 120,000.00

Bid total cost = \$ 43,102.00

The DWE bid amount is 35.9% of the Engineer's estimate, and 2.3% of the total base bid amount. Although the DWE bid amount is less than typical, it does not appear to be mathematically unbalanced. Note that the bid unit prices for the flagger and uniformed traffic officer items were only slightly less than the Engineer's estimate. Payment for portable changeable message signs and portable arrow boards are paid separately. Given the nature of the proposed work, the Traffic Control item will primarily consist of long term and daily construction sign packages, implementation of channeling devices (cones and barrels), and coordination of traffic control between simultaneous activities.

Item 678.15 - Traffic Control System, Intersection (Post Office Square)

Engineer's estimate unit price = \$ 225,000.00

Bid unit price = \$ 188,000.00

Engineer's estimate total cost = \$ 225,000.00

Bid total cost = \$ 188,000.00

The DWE bid amount is 84% of the Engineer's estimate. Although the DWE bid amount is considerably less than both the Engineer's estimate and DCS's bid unit price, DWE has prior traffic signal installation experience and there do not appear to be any comparable 'high' bid unit price items. The unit price, therefore, does not appear to be mathematically unbalanced.

Item 678.15 - Traffic Control System, Intersection (So. Summit St)

| | |
|------------------------------------------------|--------------------------------|
| Engineer's estimate unit price = \$ 200,000.00 | Bid unit price = \$ 110,000.00 |
| Engineer's estimate total cost = \$ 200,000.00 | Bid total cost = \$ 110,000.00 |

The DWE bid amount is 55% of the Engineer's estimate. Although the DWE bid amount is considerably less than the Engineer's estimate and DCS's bid unit price, DWE has prior traffic signal installation experience and there do not appear to be any comparable 'high' bid unit price items. The unit price, therefore, does not appear to be mathematically unbalanced.

Item 678.23 - Wired Conduit (1.5 inch)

| | |
|------------------------------------------------|-------------------------------|
| Engineer's estimate unit price = \$ 30.00 | Bid unit price = \$ 14.00 |
| Engineer's estimate total cost = \$ 126,600.00 | Bid total cost = \$ 59,080.00 |

The DWE bid amount is 46.7% of the Engineer's estimate. The DCS bid amount for this item is \$10.00, less than the DWE unit price. The DWE unit price does not appear to be mathematically unbalanced.

Item 900.620 - Special Provision (Type S1 Luminaire & Pole Assembly, Base Bid)

| | |
|------------------------------------------------|--------------------------------|
| Engineer's estimate unit price = \$ 7,000.00 | Bid unit price = \$ 5,500.00 |
| Engineer's estimate total cost = \$ 329,000.00 | Bid total cost = \$ 258,500.00 |

The DWE bid amount is 78.6% of the Engineer's estimate. DWE has prior experience installing the specified luminaire and pole assembly on multiple projects in the Village of Essex Junction. The DWE unit price does not appear to be mathematically unbalanced.

Item 900.680 - Special Provision (Bituminous Concrete Pavement, Small Quantity)

| | |
|------------------------------------------------|--------------------------------|
| Engineer's estimate unit price = \$ 90.00 | Bid unit price = \$ 103.00 |
| Engineer's estimate total cost = \$ 153,000.00 | Bid total cost = \$ 175,100.00 |

The DWE bid amount is 114.4% of the Engineer's estimate, and is the only 'high' bid unit price item. However, DWE's unit price of \$103 per ton is essentially equivalent to DCS's unit price of \$106 per ton. This item involves small quantities, which are likely to occur in multiple locations and on separate days throughout the duration of the project. The DWE bid unit price is reasonable given the potential variation in the type and location of the work to be encountered.

Item 900.680 - Special Provision (Bituminous Concrete Pavement, Hand Placed)

| | |
|-----------------------------------------------|-------------------------------|
| Engineer's estimate unit price = \$ 160.00 | Bid unit price = \$ 125.00 |
| Engineer's estimate total cost = \$ 94,400.00 | Bid total cost = \$ 73,750.00 |

The DWE bid amount is 78.1% of the Engineer's estimate. This item for the placement of bituminous concrete pavement by hand, which is likely to occur in multiple locations and in varying quantities throughout the project. The DCS bid amount for this item is \$135.00.

The DWE unit price does not appear to be mathematically unbalanced.

Although there are substantial variations in the bid prices on some items, based upon our analysis of the DWE bid, there does not appear to be any advantage to the Contractor or a corresponding disadvantage to the Village.

Robin Pierce
April 19, 2017
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We understand that the Village does not wish to proceed with either of the two bid alternates. However, DWE's bid alternate unit prices do establish the differential costs for the decorative light poles and decorative RRFB poles that the Village will be responsible for. Those costs equal \$500.00 per light pole and \$0.00 for the RRFB system; for a total of \$23,500.

We recommend that the Village award the Contract to Don Weston Excavating, Inc. for the base bid amount of \$1,896,417.02. We understand that, pending concurrence from VTrans, the Village plans to present the above results to the Village Trustees at their April 25th meeting, and to award the Contract that evening.

Please contact our office with any questions.

Sincerely,



Roger Dickinson, PE, PTOE

Enclosures

cc w/ enclosures

Ande Deforge, VTrans Project Supervisor
Rick Hamlin, PE

CONCUR:

Joel Perrigo - VTrans Municipal Assistance Bureau

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID ANALYSIS

| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | Don Weston Excavating, Inc. | | Deviation ≥ 1% of Total Base Bid (\$18,964) |
|-------------|--------------------------------------------------------------|------|----------|--------------------|--------------|-----------------------------|--------------|---------------------------------------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | |
| 201.10 | CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS | LS | 1 | \$1,000.00 | \$1,000.00 | \$8,000.00 | \$8,000.00 | \$7,000.00 |
| 201.15 | REMOVING MEDIUM TREES | EACH | 1 | \$606.79 | \$606.79 | \$600.00 | \$600.00 | -\$6.79 |
| 203.15 | COMMON EXCAVATION | CY | 2,080 | \$15.58 | \$32,406.40 | \$20.00 | \$41,600.00 | \$9,193.60 |
| 203.16 | SOLID ROCK EXCAVATION | CY | 5 | \$243.65 | \$1,218.25 | \$400.00 | \$2,000.00 | \$781.75 |
| 203.28 | EXCAVATION OF SURFACES AND PAVEMENTS | CY | 280 | \$25.80 | \$7,224.00 | \$22.00 | \$6,160.00 | -\$1,064.00 |
| 204.20 | TRENCH EXCAVATION OF EARTH | CY | 160 | \$24.21 | \$3,873.60 | \$25.00 | \$4,000.00 | \$126.40 |
| 204.22 | TRENCH EXCAVATION OF EARTH, EXPLORATORY | CY | 20 | \$75.00 | \$1,500.00 | \$75.00 | \$1,500.00 | \$0.00 |
| 210.10 | COLD PLACING, BITUMINOUS PAVEMENT | SY | 10,920 | \$4.08 | \$44,553.60 | \$2.50 | \$27,300.00 | -\$17,253.60 |
| 301.25 | SUBBASE OF CRUSHED GRAVEL, COARSE GRADED | CY | 2,200 | \$40.00 | \$88,000.00 | \$32.00 | \$70,400.00 | -\$17,600.00 |
| 404.65 | EMULSIFIED ASPHALT | CWT | 140 | \$38.67 | \$5,413.80 | \$40.00 | \$5,600.00 | \$186.20 |
| 514.10 | WATER REPELLENT, SILANE | GAL | 85 | \$76.42 | \$6,495.70 | \$10.00 | \$850.00 | -\$5,645.70 |
| 604.40 | CHANGING ELEVATION OF DROP INLETS, CATCH BASINS, OR MANHOLES | EACH | 12 | \$784.37 | \$9,412.44 | \$500.00 | \$6,000.00 | -\$3,412.44 |
| 605.10 | 6 INCH UNDERDRAIN PIPE | LF | 320 | \$22.89 | \$7,324.80 | \$22.00 | \$7,040.00 | -\$284.80 |
| 608.30 | POWER BROOM RENTAL, TYPE I | HR | 40 | \$49.05 | \$1,962.00 | \$10.00 | \$400.00 | -\$1,562.00 |
| 609.10 | DUST CONTROL WITH WATER | MGAL | 5 | \$155.15 | \$775.75 | \$1.00 | \$5.00 | -\$770.75 |
| 616.28 | CAST-IN-PLACE CONCRETE CURB, TYPE B | LF | 3,870 | \$30.00 | \$116,100.00 | \$22.50 | \$87,075.00 | -\$29,025.00 |
| 616.41 | REMOVAL OF EXISTING CURB | LF | 3,510 | \$3.07 | \$10,775.70 | \$3.00 | \$10,530.00 | -\$245.70 |
| 618.10 | PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH | SY | 1,810 | \$71.64 | \$129,668.40 | \$65.00 | \$117,650.00 | -\$12,018.40 |
| 618.11 | PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH | SY | 80 | \$85.75 | \$6,860.00 | \$80.00 | \$6,400.00 | -\$460.00 |
| 618.30 | DETECTABLE WARNING SURFACE | SF | 224 | \$49.86 | \$11,168.64 | \$30.00 | \$6,720.00 | -\$4,448.64 |
| 619.20 | REMOVING AND RESETTING PROPERTY MARKERS | EACH | 2 | \$250.00 | \$500.00 | \$1,500.00 | \$3,000.00 | \$2,500.00 |
| 620.55 | REMOVAL OF EXISTING FENCE | LF | 40 | \$5.84 | \$233.60 | \$6.00 | \$240.00 | \$6.40 |
| 629.20 | ADJUST ELEVATION OF VALVE BOX | EACH | 28 | \$219.56 | \$6,147.68 | \$150.00 | \$4,200.00 | -\$1,947.68 |
| 630.10 | UNIFORMED TRAFFIC OFFICERS | HR | 600 | \$73.62 | \$44,172.00 | \$60.00 | \$36,000.00 | -\$8,172.00 |
| 630.15 | FLAGGERS | HR | 2,400 | \$33.70 | \$80,880.00 | \$30.00 | \$72,000.00 | -\$8,880.00 |
| 635.11 | MOBILIZATION/DEMOBILIZATION | LS | 1 | \$120,000.00 | \$120,000.00 | \$100,000.00 | \$100,000.00 | -\$20,000.00 |
| 641.10 | TRAFFIC CONTROL | LS | 1 | \$120,000.00 | \$120,000.00 | \$42,102.00 | \$42,102.00 | -\$77,898.00 |
| 641.15 | PORTABLE CHANGEABLE MESSAGE SIGN | EACH | 2 | \$3,490.91 | \$6,981.82 | \$5,000.00 | \$10,000.00 | \$3,018.18 |
| 641.16 | PORTABLE ARROW BOARD | EACH | 4 | \$2,467.39 | \$9,869.56 | \$2,000.00 | \$8,000.00 | -\$1,869.56 |
| 646.202 | 4 INCH WHITE LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 1,500 | \$0.60 | \$900.00 | \$0.75 | \$1,125.00 | \$225.00 |
| 646.2112 | 4 INCH YELLOW LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 4,600 | \$0.60 | \$2,760.00 | \$0.75 | \$3,450.00 | \$690.00 |
| 646.2142 | 6 INCH WHITE LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 3,400 | \$1.00 | \$3,400.00 | \$0.50 | \$1,700.00 | -\$1,700.00 |
| 646.232 | 8 INCH YELLOW LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 400 | \$1.20 | \$480.00 | \$0.60 | \$240.00 | -\$240.00 |

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID ANALYSIS

| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | Don Weston Excavating, Inc. | | Deviation ±1% of Total Base Bid (\$18,964) |
|----------------|------------------------------------------------------------------------|------|----------|--------------------|--------------|-----------------------------|--------------|--------------------------------------------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | |
| 646.262 | 24 INCH STOP BAR, LOW VOC CHLORINATED RUBBER PAINT | LF | 200 | \$4.23 | \$846.00 | \$5.00 | \$1,000.00 | \$154.00 |
| 646.302 | LETTER OR SYMBOL, LOW VOC CHLORINATED RUBBER PAINT | EACH | 95 | \$30.95 | \$2,940.25 | \$20.00 | \$1,900.00 | -\$1,040.25 |
| 646.312 | CROSSWALK MARKING, LOW VOC CHLORINATED RUBBER PAINT | LF | 600 | \$4.98 | \$2,988.00 | \$10.00 | \$6,000.00 | \$3,012.00 |
| 646.602 | TEMPORARY 4 INCH WHITE LINE, PAINT | LF | 900 | \$0.60 | \$540.00 | \$0.15 | \$135.00 | -\$405.00 |
| 646.612 | TEMPORARY 4 INCH YELLOW LINE, PAINT | LF | 4,950 | \$0.60 | \$2,970.00 | \$0.15 | \$742.50 | -\$2,227.50 |
| 646.692 | TEMPORARY LETTER OR SYMBOL, PAINT | EACH | 40 | \$19.71 | \$788.40 | \$15.00 | \$600.00 | -\$188.40 |
| 646.702 | TEMPORARY CROSSWALK MARKING, PAINT | LF | 400 | \$4.00 | \$1,600.00 | \$6.00 | \$2,400.00 | \$800.00 |
| 651.15 | SEED | LB | 100 | \$8.45 | \$845.00 | \$10.00 | \$1,000.00 | \$155.00 |
| 651.18 | FERTILIZER | LB | 100 | \$5.42 | \$542.00 | \$3.00 | \$300.00 | -\$242.00 |
| 651.25 | HAY MULCH | TON | 1 | \$792.25 | \$792.25 | \$300.00 | \$300.00 | -\$492.25 |
| 651.35 | TOPSOIL | CY | 175 | \$47.33 | \$8,282.75 | \$45.00 | \$7,875.00 | -\$407.75 |
| 653.20 | TEMPORARY EROSION MATTING | SY | 160 | \$3.80 | \$608.00 | \$4.00 | \$640.00 | \$32.00 |
| 653.41 | INLET PROTECTION DEVICE, TYPE II | EACH | 18 | \$226.46 | \$4,076.28 | \$80.00 | \$1,440.00 | -\$2,636.28 |
| 653.55 | PROJECT DEMARCATION FENCE | LF | 2,730 | \$1.20 | \$3,276.00 | \$2.00 | \$5,460.00 | \$2,184.00 |
| 656.30 | DECIDUOUS TREES | EACH | 2 | \$500.00 | \$1,000.00 | \$400.00 | \$800.00 | -\$200.00 |
| 656.65 | LANDSCAPE WATERING | MGAL | 1 | \$1,000.00 | \$1,000.00 | \$350.00 | \$350.00 | -\$650.00 |
| 656.80 | LANDSCAPE BACKFILL, TRUCK MEASUREMENT | CY | 3 | \$65.00 | \$195.00 | \$50.00 | \$150.00 | -\$45.00 |
| 656.85 | TREE PROTECTION | LS | 1 | \$1,000.00 | \$1,000.00 | \$100.00 | \$100.00 | -\$900.00 |
| 675.20 | TRAFFIC SIGNS, TYPE A | SF | 270 | \$18.56 | \$5,011.20 | \$14.25 | \$3,847.50 | -\$1,163.70 |
| 675.341 | SQUARE TUBE SIGN POST AND ANCHOR | LF | 440 | \$9.77 | \$4,298.80 | \$8.25 | \$3,630.00 | -\$668.80 |
| 675.50 | REMOVING SIGNS | EACH | 60 | \$4.98 | \$298.80 | \$10.00 | \$600.00 | \$301.20 |
| 675.60 | ERECTING SALVAGED SIGNS | EACH | 5 | \$30.78 | \$153.90 | \$50.00 | \$250.00 | \$96.10 |
| 678.15 | TRAFFIC CONTROL SIGNAL SYSTEM, INTERSECTION (POST OFFICE SQUARE) | EACH | 1 | \$225,000.00 | \$225,000.00 | \$188,000.00 | \$188,000.00 | -\$37,000.00 |
| 678.15 | TRAFFIC CONTROL SIGNAL SYSTEM, INTERSECTION (SO. SUMMIT ST) | EACH | 1 | \$200,000.00 | \$200,000.00 | \$110,000.00 | \$110,000.00 | -\$90,000.00 |
| 678.21 | ELECTRICAL CONDUIT (2 INCH) | LF | 270 | \$13.17 | \$3,555.90 | \$7.00 | \$1,890.00 | -\$1,665.90 |
| 678.23 | WIRED CONDUIT (1.5 INCH) | LF | 4,220 | \$30.00 | \$126,600.00 | \$14.00 | \$59,080.00 | -\$67,520.00 |
| 678.23 | WIRED CONDUIT (2 INCH) | LF | 1,400 | \$20.00 | \$28,000.00 | \$15.00 | \$21,000.00 | -\$7,000.00 |
| 678.23 | WIRED CONDUIT (2.5 INCH) | LF | 140 | \$28.76 | \$4,026.40 | \$16.00 | \$2,240.00 | -\$1,786.40 |
| 678.26 | JUNCTION BOX | EACH | 21 | \$484.71 | \$10,178.91 | \$600.00 | \$12,600.00 | \$2,421.09 |
| 678.30 | ELECTRICAL CONDUIT SLEEVE | LF | 260 | \$32.41 | \$8,426.60 | \$80.00 | \$20,800.00 | \$12,373.40 |
| 678.40 | TEMPORARY TRAFFIC SIGNAL SYSTEM (POST OFFICE SQUARE) | EACH | 1 | \$20,000.00 | \$20,000.00 | \$30,000.00 | \$30,000.00 | \$10,000.00 |
| 678.40 | TEMPORARY TRAFFIC SIGNAL SYSTEM (SO. SUMMIT ST) | EACH | 1 | \$20,000.00 | \$20,000.00 | \$25,000.00 | \$25,000.00 | \$5,000.00 |
| 678.45 | REMOVAL OF EXISTING TRAFFIC CONTROL SIGNAL SYSTEM (POST OFFICE SQUARE) | EACH | 1 | \$3,193.32 | \$3,193.32 | \$15,000.00 | \$15,000.00 | \$11,806.68 |

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID ANALYSIS

| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | Don Weston Excavating, Inc. | | Deviation ±1% of Total Base Bid (\$18,964) |
|---------------|----------------------------------------------------------------------------|------|----------|--------------------|-----------------------|-----------------------------|-----------------------|--------------------------------------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | |
| 678.45 | REMOVAL OF EXISTING TRAFFIC CONTROL SIGNAL SYSTEM (SO, SUMMIT ST) | EACH | 1 | \$3,193.32 | \$3,193.32 | \$12,000.00 | \$12,000.00 | \$8,806.68 |
| 679.25 | REMOVE AND RESET LIGHT POLE | EACH | 1 | \$1,000.00 | \$1,000.00 | \$1,200.00 | \$1,200.00 | \$200.00 |
| 900.620 | SPECIAL PROVISION (VALVE BOX AT CURB STOP) | EACH | 5 | \$150.00 | \$750.00 | \$200.00 | \$1,000.00 | \$250.00 |
| 900.620 | SPECIAL PROVISION (ELECTRICAL METER & POWER PANEL) | EACH | 2 | \$4,000.00 | \$8,000.00 | \$4,000.00 | \$8,000.00 | \$0.00 |
| 900.620 | SPECIAL PROVISION (STREET LIGHTING CONTROL DEVICE) | EACH | 2 | \$5,000.00 | \$10,000.00 | \$4,000.00 | \$8,000.00 | -\$2,000.00 |
| 900.620 | SPECIAL PROVISION (TYPE S1 LUMINAIRE & POLE ASSEMBLY, BASE BID) | EACH | 47 | \$7,000.00 | \$329,000.00 | \$5,500.00 | \$258,500.00 | -\$70,500.00 |
| 900.620 | SPECIAL PROVISION (TYPE S2 LUMINAIRE) | EACH | 8 | \$3,000.00 | \$24,000.00 | \$2,500.00 | \$20,000.00 | -\$4,000.00 |
| 900.620 | SPECIAL PROVISION (LIGHT POLE FOUNDATION) | EACH | 47 | \$1,000.00 | \$47,000.00 | \$850.00 | \$39,950.00 | -\$7,050.00 |
| 900.620 | SPECIAL PROVISION (MODIFIED LIGHT POLE FOUNDATION, TYPE A) | EACH | 2 | \$1,500.00 | \$3,000.00 | \$1,100.00 | \$2,200.00 | -\$800.00 |
| 900.620 | SPECIAL PROVISION (MODIFIED LIGHT POLE FOUNDATION, TYPE B) | EACH | 2 | \$2,500.00 | \$5,000.00 | \$1,400.00 | \$2,800.00 | -\$2,200.00 |
| 900.620 | SPECIAL PROVISION (RECTANGULAR RAPID FLASHING BEACON, SCHOOL ST, BASE BID) | EACH | 1 | \$16,000.00 | \$16,000.00 | \$20,000.00 | \$20,000.00 | \$4,000.00 |
| 900.640 | SPECIAL PROVISION (WHITE VINYL PICKET FENCE) | LF | 46 | \$30.00 | \$1,380.00 | \$75.00 | \$3,450.00 | \$2,070.00 |
| 900.645 | SPECIAL PROVISION (ALTERNATE CONCRETE CURING COMPOUND, ADDITIONAL COST) | LS | 1 | \$2,000.00 | \$2,000.00 | \$850.00 | \$850.00 | -\$1,150.00 |
| 900.645 | SPECIAL PROVISION (RELOCATE ROCK GARDEN) | LS | 1 | \$2,000.00 | \$2,000.00 | \$3,000.00 | \$3,000.00 | \$1,000.00 |
| 900.645 | SPECIAL PROVISION (STONE MASONRY WALL REPAIR) | LS | 1 | \$10,000.00 | \$10,000.00 | \$26,000.00 | \$26,000.00 | \$16,000.00 |
| 900.650 | SPECIAL PROVISION (MAT DENSITY PAY ADJUSTMENT, SMALL QUANTITY) (N.A.B.I) | LU | 1 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.00 |
| 900.650 | SPECIAL PROVISION (MIXTURE PAY ADJUSTMENT) (N.A.B.I) | LU | 1 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.00 |
| 900.675 | SPECIAL PROVISION (COLORED, TEXTURED CONCRETE, 5 INCH) | SY | 22 | \$150.00 | \$3,300.00 | \$150.00 | \$3,300.00 | \$0.00 |
| 900.675 | SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, 12 INCH) | SY | 145 | \$125.00 | \$18,125.00 | \$140.00 | \$20,300.00 | \$2,175.00 |
| 900.680 | SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, SMALL QUANTITY) | TON | 1,700 | \$90.00 | \$153,000.00 | \$103.00 | \$175,100.00 | \$22,100.00 |
| 900.680 | SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, HAND PLACED) | TON | 590 | \$160.00 | \$94,400.00 | \$125.00 | \$73,750.00 | -\$20,650.00 |
| Totals | | | | | \$2,306,846.63 | | \$1,896,417.02 | |

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID TABULATION

| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | DCS, Inc. | | Don Weston Excavating, Inc. | |
|-------------|--------------------------------------------------------------|------|----------|--------------------|--------------|--------------|--------------|-----------------------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 201.10 | CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS | LS | 1 | \$1,000.00 | \$1,000.00 | \$23,000.00 | \$23,000.00 | \$8,000.00 | \$8,000.00 |
| 201.15 | REMOVING MEDIUM TREES | EACH | 1 | \$606.79 | \$606.79 | \$800.00 | \$800.00 | \$600.00 | \$600.00 |
| 203.15 | COMMON EXCAVATION | CY | 2,080 | \$15.58 | \$32,406.40 | \$21.00 | \$43,680.00 | \$20.00 | \$41,600.00 |
| 203.16 | SOLID ROCK EXCAVATION | CY | 5 | \$243.65 | \$1,218.25 | \$165.00 | \$825.00 | \$400.00 | \$2,000.00 |
| 203.28 | EXCAVATION OF SURFACES AND PAVEMENTS | CY | 280 | \$25.80 | \$7,224.00 | \$28.00 | \$7,840.00 | \$22.00 | \$6,160.00 |
| 204.20 | TRENCH EXCAVATION OF EARTH | CY | 160 | \$24.21 | \$3,873.60 | \$10.00 | \$1,600.00 | \$25.00 | \$4,000.00 |
| 204.22 | TRENCH EXCAVATION OF EARTH, EXPLORATORY | CY | 20 | \$75.00 | \$1,500.00 | \$75.00 | \$1,500.00 | \$75.00 | \$1,500.00 |
| 210.10 | COLD PLANING, BITUMINOUS PAVEMENT | SY | 10,920 | \$4.08 | \$44,553.60 | \$2.50 | \$27,300.00 | \$2.50 | \$27,300.00 |
| 301.25 | SUBBASE OF CRUSHED GRAVEL, COARSE GRADED | CY | 2,200 | \$40.00 | \$88,000.00 | \$48.00 | \$105,600.00 | \$32.00 | \$70,400.00 |
| 404.65 | EMULSIFIED ASPHALT | CWT | 140 | \$38.67 | \$5,413.80 | \$40.00 | \$5,600.00 | \$40.00 | \$5,600.00 |
| 514.10 | WATER REPELLENT, SILANE | GAL | 85 | \$76.42 | \$6,495.70 | \$66.00 | \$5,610.00 | \$10.00 | \$850.00 |
| 604.40 | CHANGING ELEVATION OF DROP INLETS, CATCH BASINS, OR MANHOLES | EACH | 12 | \$784.37 | \$9,412.44 | \$500.00 | \$6,000.00 | \$500.00 | \$6,000.00 |
| 605.10 | 6 INCH UNDERDRAIN PIPE | LF | 320 | \$22.89 | \$7,324.80 | \$40.00 | \$12,800.00 | \$22.00 | \$7,040.00 |
| 608.30 | POWER BROOM RENTAL, TYPE I | HR | 40 | \$49.05 | \$1,962.00 | \$108.00 | \$4,320.00 | \$10.00 | \$400.00 |
| 609.10 | DUST CONTROL WITH WATER | MGAL | 5 | \$155.15 | \$775.75 | \$100.00 | \$500.00 | \$1.00 | \$5.00 |
| 616.28 | CAST-IN-PLACE CONCRETE CURB, TYPE B | LF | 3,870 | \$30.00 | \$116,100.00 | \$22.00 | \$85,140.00 | \$22.50 | \$87,075.00 |
| 616.41 | REMOVAL OF EXISTING CURB | LF | 3,510 | \$3.07 | \$10,715.70 | \$2.00 | \$7,020.00 | \$3.00 | \$10,530.00 |
| 618.10 | PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH | SY | 1,810 | \$71.64 | \$129,666.40 | \$65.00 | \$117,650.00 | \$65.00 | \$117,650.00 |
| 618.11 | PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH | SY | 80 | \$85.75 | \$6,860.00 | \$92.00 | \$7,360.00 | \$80.00 | \$6,400.00 |
| 618.30 | DETECTABLE WARNING SURFACE | SF | 224 | \$49.86 | \$11,168.64 | \$30.00 | \$6,720.00 | \$30.00 | \$6,720.00 |
| 619.20 | REMOVING AND RESETING PROPERTY MARKERS | EACH | 2 | \$250.00 | \$500.00 | \$1,100.00 | \$2,200.00 | \$1,500.00 | \$3,000.00 |
| 620.55 | REMOVAL OF EXISTING FENCE | LF | 40 | \$5.84 | \$233.60 | \$9.00 | \$360.00 | \$6.00 | \$240.00 |
| 629.20 | ADJUST ELEVATION OF VALVE BOX | EACH | 28 | \$219.56 | \$6,147.68 | \$105.00 | \$2,940.00 | \$150.00 | \$4,200.00 |
| 630.10 | UNIFORMED TRAFFIC OFFICERS | HR | 600 | \$73.62 | \$44,172.00 | \$80.00 | \$48,000.00 | \$60.00 | \$36,000.00 |
| 630.15 | FLAGGERS | HR | 2,400 | \$33.70 | \$80,880.00 | \$35.00 | \$84,000.00 | \$30.00 | \$72,000.00 |
| 635.11 | MOBILIZATION/DEMOBILIZATION | LS | 1 | \$120,000.00 | \$120,000.00 | \$130,000.00 | \$130,000.00 | \$100,000.00 | \$100,000.00 |
| 641.10 | TRAFFIC CONTROL | LS | 1 | \$120,000.00 | \$120,000.00 | \$60,000.00 | \$60,000.00 | \$42,102.00 | \$42,102.00 |
| 641.15 | PORTABLE CHANGEABLE MESSAGE SIGN | EACH | 2 | \$3,490.91 | \$6,981.82 | \$4,000.00 | \$8,000.00 | \$5,000.00 | \$10,000.00 |
| 641.16 | PORTABLE ARROW BOARD | EACH | 4 | \$2,467.39 | \$9,869.56 | \$1,800.00 | \$7,200.00 | \$2,000.00 | \$8,000.00 |
| 646.202 | 4 INCH WHITE LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 1,500 | \$0.60 | \$900.00 | \$0.30 | \$450.00 | \$0.75 | \$1,125.00 |
| 646.2112 | 4 INCH YELLOW LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 4,600 | \$0.60 | \$2,760.00 | \$0.30 | \$1,380.00 | \$0.75 | \$3,450.00 |
| 646.2142 | 6 INCH WHITE LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 3,400 | \$1.00 | \$3,400.00 | \$0.45 | \$1,530.00 | \$0.50 | \$1,700.00 |
| 646.232 | 8 INCH YELLOW LINE, LOW VOC CHLORINATED RUBBER PAINT | LF | 400 | \$1.20 | \$480.00 | \$0.60 | \$240.00 | \$0.60 | \$240.00 |
| 646.262 | 24 INCH STOP BAR, LOW VOC CHLORINATED RUBBER PAINT | LF | 200 | \$4.23 | \$846.00 | \$5.00 | \$1,000.00 | \$5.00 | \$1,000.00 |
| 646.302 | LETTER OR SYMBOL, LOW VOC CHLORINATED RUBBER PAINT | EACH | 95 | \$30.95 | \$2,940.25 | \$20.00 | \$1,900.00 | \$20.00 | \$1,900.00 |
| 646.312 | CROSSWALK MARKING, LOW VOC CHLORINATED RUBBER PAINT | LF | 600 | \$4.98 | \$2,988.00 | \$10.00 | \$6,000.00 | \$10.00 | \$6,000.00 |

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID TABULATION

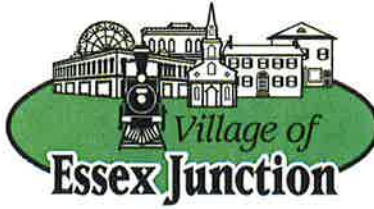
| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | DCS, Inc. | | Don Weston Excavating, Inc. | |
|-------------|------------------------------------------------------------------------|------|----------|--------------------|--------------|--------------|--------------|-----------------------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 646.602 | TEMPORARY 4 INCH WHITE LINE, PAINT | LF | 900 | \$0.60 | \$540.00 | \$0.15 | \$135.00 | \$0.15 | \$135.00 |
| 646.612 | TEMPORARY 4 INCH YELLOW LINE, PAINT | LF | 4,950 | \$0.60 | \$2,970.00 | \$0.15 | \$742.50 | \$0.15 | \$742.50 |
| 646.692 | TEMPORARY LETTER OR SYMBOL, PAINT | EACH | 40 | \$19.71 | \$788.40 | \$15.00 | \$600.00 | \$15.00 | \$600.00 |
| 646.702 | TEMPORARY CROSSWALK MARKING, PAINT | LF | 400 | \$4.00 | \$1,600.00 | \$6.00 | \$2,400.00 | \$6.00 | \$2,400.00 |
| 651.15 | SEED | LB | 100 | \$8.45 | \$845.00 | \$8.00 | \$800.00 | \$10.00 | \$1,000.00 |
| 651.18 | FERTILIZER | LB | 100 | \$5.42 | \$542.00 | \$4.00 | \$400.00 | \$3.00 | \$300.00 |
| 651.25 | HAY MULCH | TON | 1 | \$792.25 | \$792.25 | \$800.00 | \$800.00 | \$300.00 | \$300.00 |
| 651.35 | TOPSOIL | CY | 175 | \$47.33 | \$8,282.75 | \$85.00 | \$14,875.00 | \$45.00 | \$7,875.00 |
| 653.20 | TEMPORARY EROSION MATTING | SY | 160 | \$3.80 | \$608.00 | \$4.00 | \$640.00 | \$4.00 | \$640.00 |
| 653.41 | INLET PROTECTION DEVICE, TYPE II | EACH | 18 | \$226.46 | \$4,076.28 | \$75.00 | \$1,350.00 | \$80.00 | \$1,440.00 |
| 653.55 | PROJECT DEMARCATION FENCE | LF | 2,730 | \$1.20 | \$3,276.00 | \$2.00 | \$5,460.00 | \$2.00 | \$5,460.00 |
| 656.30 | DECIDUOUS TREES | EACH | 2 | \$500.00 | \$1,000.00 | \$400.00 | \$800.00 | \$400.00 | \$800.00 |
| 656.65 | LANDSCAPE WATERING | MGAL | 1 | \$1,000.00 | \$1,000.00 | \$350.00 | \$350.00 | \$350.00 | \$350.00 |
| 656.80 | LANDSCAPE BACKFILL, TRUCK MEASUREMENT | CY | 3 | \$65.00 | \$195.00 | \$55.00 | \$165.00 | \$50.00 | \$150.00 |
| 656.85 | TREE PROTECTION | LS | 1 | \$1,000.00 | \$1,000.00 | \$3,000.00 | \$3,000.00 | \$100.00 | \$100.00 |
| 675.20 | TRAFFIC SIGNS, TYPE A | SF | 270 | \$18.56 | \$5,011.20 | \$15.00 | \$4,050.00 | \$14.25 | \$3,847.50 |
| 675.341 | SQUARE TUBE SIGN POST AND ANCHOR | LF | 440 | \$9.77 | \$4,298.80 | \$9.00 | \$3,960.00 | \$8.25 | \$3,630.00 |
| 675.50 | REMOVING SIGNS | EACH | 60 | \$4.98 | \$298.80 | \$11.00 | \$660.00 | \$10.00 | \$600.00 |
| 675.60 | ERECTING SALVAGED SIGNS | EACH | 5 | \$30.78 | \$153.90 | \$26.00 | \$130.00 | \$50.00 | \$250.00 |
| 678.15 | TRAFFIC CONTROL SIGNAL SYSTEM, INTERSECTION (POST OFFICE SQUARE) | EACH | 1 | \$225,000.00 | \$225,000.00 | \$222,300.00 | \$222,300.00 | \$188,000.00 | \$188,000.00 |
| 678.15 | TRAFFIC CONTROL SIGNAL SYSTEM, INTERSECTION (SO. SUMMIT ST) | EACH | 1 | \$200,000.00 | \$200,000.00 | \$154,000.00 | \$154,000.00 | \$110,000.00 | \$110,000.00 |
| 678.21 | ELECTRICAL CONDUIT (2 INCH) | LF | 270 | \$13.17 | \$3,555.90 | \$9.00 | \$2,430.00 | \$7.00 | \$1,890.00 |
| 678.23 | WIRED CONDUIT (1.5 INCH) | LF | 4,220 | \$30.00 | \$126,600.00 | \$10.00 | \$42,200.00 | \$14.00 | \$59,080.00 |
| 678.23 | WIRED CONDUIT (2 INCH) | LF | 1,400 | \$20.00 | \$28,000.00 | \$10.00 | \$14,000.00 | \$15.00 | \$21,000.00 |
| 678.26 | WIRED CONDUIT (2.5 INCH) | LF | 140 | \$28.76 | \$4,026.40 | \$12.00 | \$1,680.00 | \$16.00 | \$2,240.00 |
| 678.26 | JUNCTION BOX | EACH | 21 | \$484.71 | \$10,178.91 | \$1,300.00 | \$27,300.00 | \$600.00 | \$12,600.00 |
| 678.30 | ELECTRICAL CONDUIT SLEEVE | LF | 260 | \$32.41 | \$8,426.60 | \$48.00 | \$12,480.00 | \$80.00 | \$20,800.00 |
| 678.40 | TEMPORARY TRAFFIC SIGNAL SYSTEM (POST OFFICE SQUARE) | EACH | 1 | \$20,000.00 | \$20,000.00 | \$41,500.00 | \$41,500.00 | \$30,000.00 | \$30,000.00 |
| 678.40 | TEMPORARY TRAFFIC SIGNAL SYSTEM (SO. SUMMIT ST) | EACH | 1 | \$20,000.00 | \$20,000.00 | \$34,000.00 | \$34,000.00 | \$25,000.00 | \$25,000.00 |
| 678.45 | REMOVAL OF EXISTING TRAFFIC CONTROL SIGNAL SYSTEM (POST OFFICE SQUARE) | EACH | 1 | \$3,193.32 | \$3,193.32 | \$38,200.00 | \$38,200.00 | \$15,000.00 | \$15,000.00 |
| 678.45 | REMOVAL OF EXISTING TRAFFIC CONTROL SIGNAL SYSTEM (SO. SUMMIT ST) | EACH | 1 | \$3,193.32 | \$3,193.32 | \$35,500.00 | \$35,500.00 | \$12,000.00 | \$12,000.00 |
| 679.25 | REMOVE AND RESET LIGHT POLE | EACH | 1 | \$1,000.00 | \$1,000.00 | \$4,100.00 | \$4,100.00 | \$1,200.00 | \$1,200.00 |
| 900.620 | SPECIAL PROVISION (VALVE BOX AT CURB STOP) | EACH | 5 | \$150.00 | \$750.00 | \$140.00 | \$700.00 | \$200.00 | \$1,000.00 |
| 900.620 | SPECIAL PROVISION (ELECTRICAL METER & POWER PANEL) | EACH | 2 | \$4,000.00 | \$8,000.00 | \$5,000.00 | \$10,000.00 | \$4,000.00 | \$8,000.00 |
| 900.620 | SPECIAL PROVISION (STREET LIGHTING CONTROL DEVICE) | EACH | 2 | \$5,000.00 | \$10,000.00 | \$1,200.00 | \$2,400.00 | \$4,000.00 | \$8,000.00 |
| 900.620 | SPECIAL PROVISION (TYPE 51 LUMINAIRE & POLE ASSEMBLY, BASE BID) | EACH | 47 | \$7,000.00 | \$329,000.00 | \$8,050.00 | \$378,350.00 | \$5,500.00 | \$258,500.00 |

ESSEX JUNCTION STP 5300(14) - PEARL STREET LINK

BID TABULATION

| ITEM NUMBER | ITEMS | UNIT | QUANTITY | Engineers Estimate | | DCS, Inc. | | Don Weston Excavating, Inc. | |
|---------------|----------------------------------------------------------------------------|------|----------|--------------------|-----------------------|-------------|-----------------------|-----------------------------|-----------------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 900.620 | SPECIAL PROVISION (TYPE S2 LUMINAIRE) | EACH | 8 | \$3,000.00 | \$24,000.00 | \$4,200.00 | \$33,600.00 | \$2,500.00 | \$20,000.00 |
| 900.620 | SPECIAL PROVISION (LIGHT POLE FOUNDATION) | EACH | 47 | \$1,000.00 | \$47,000.00 | \$975.00 | \$45,825.00 | \$850.00 | \$39,950.00 |
| 900.620 | SPECIAL PROVISION (MODIFIED LIGHT POLE FOUNDATION, TYPE A) | EACH | 2 | \$1,500.00 | \$3,000.00 | \$1,300.00 | \$2,600.00 | \$1,100.00 | \$2,200.00 |
| 900.620 | SPECIAL PROVISION (MODIFIED LIGHT POLE FOUNDATION, TYPE B) | EACH | 2 | \$2,500.00 | \$5,000.00 | \$2,700.00 | \$5,400.00 | \$1,400.00 | \$2,800.00 |
| 900.620 | SPECIAL PROVISION (RECTANGULAR RAPID FLASHING BEACON, SCHOOL ST, BASE BID) | EACH | 1 | \$16,000.00 | \$16,000.00 | \$35,000.00 | \$35,000.00 | \$20,000.00 | \$20,000.00 |
| 900.640 | SPECIAL PROVISION (WHITE VINYL PICKET FENCE) | LF | 46 | \$30.00 | \$1,380.00 | \$66.00 | \$3,036.00 | \$75.00 | \$3,450.00 |
| 900.645 | SPECIAL PROVISION (ALTERNATE CONCRETE CURING COMPOUND, ADDITIONAL COST) | LS | 1 | \$2,000.00 | \$2,000.00 | \$1,400.00 | \$1,400.00 | \$850.00 | \$850.00 |
| 900.645 | SPECIAL PROVISION (RELOCATE ROCK GARDEN) | LS | 1 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$3,000.00 | \$3,000.00 |
| 900.645 | SPECIAL PROVISION (STONE MASONRY WALL REPAIR) | LS | 1 | \$10,000.00 | \$10,000.00 | \$29,000.00 | \$29,000.00 | \$26,000.00 | \$26,000.00 |
| 900.650 | SPECIAL PROVISION (MAT DENSITY PAY ADJUSTMENT, SMALL QUANTITY) (N.A.B.) | LU | 1 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.01 |
| 900.650 | SPECIAL PROVISION (MIXTURE PAY ADJUSTMENT) (N.A.B.) | LU | 1 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.01 | \$0.01 |
| 900.675 | SPECIAL PROVISION (COLORED, TEXTURED CONCRETE, 5 INCH) | SY | 22 | \$150.00 | \$3,300.00 | \$139.00 | \$3,058.00 | \$150.00 | \$3,300.00 |
| 900.675 | SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, 12 INCH) | SY | 145 | \$125.00 | \$18,125.00 | \$134.00 | \$19,430.00 | \$140.00 | \$20,300.00 |
| 900.680 | SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, SMALL QUANTITY) | TON | 1,700 | \$90.00 | \$153,000.00 | \$106.00 | \$180,200.00 | \$103.00 | \$175,100.00 |
| 900.680 | SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, HAND PLACED) | TON | 590 | \$160.00 | \$94,400.00 | \$135.00 | \$79,650.00 | \$125.00 | \$73,750.00 |
| Totals | | | | | \$2,306,846.63 | | \$2,328,721.52 | | \$1,896,417.02 |

| | | | | | | | | | |
|---------|----------------------------------------------------------------------------|------|----|--|--|-------------|--------------|-------------|--------------|
| 900.620 | SPECIAL PROVISION (TYPE S1 LUMINAIRE & POLE ASSEMBLY, BID ALT.) | EACH | 47 | | | \$5,000.00 | \$235,000.00 | \$5,000.00 | \$235,000.00 |
| 900.620 | SPECIAL PROVISION (RECTANGULAR RAPID FLASHING BEACON, SCHOOL ST, BID ALT.) | EACH | 1 | | | \$29,000.00 | \$29,000.00 | \$20,000.00 | \$20,000.00 |



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Finance Director
DATE: April 17, 2017
SUBJECT: All Weather Automatic Wastewater Samplers

Issue: Whether to proceed with purchase of the low bid received for the Wastewater facility All weather Automatic Refrigerated Samplers

Discussion: The wastewater facility recently received bids for automatic samplers. The samplers specified are refrigerated automatic sampling devices required for weekly process and final effluent discharge required under the facility operating permit. The purchase will replace aging samplers.

Three samplers are required for weekly sampling. All samples must be collected and flow proportioned to ensure that the sample collected is representative of process conditions. Samples collected must be packed on ice in a particular way to ensure preservation or be refrigerated. A fourth portable battery operated sampler was specified to collect samples out in the collection systems of Williston, Essex and Essex Junction.

Two bids were received:

- | | |
|---------------------------|-------------|
| 1. Russell Resources Inc. | \$21,917.00 |
| 2. JWB Company | \$31,048.00 |

Costs: \$21,917.00

Recommendation: It is recommended that the Trustees award the bid for all weather automatic wastewater samplers to Russell Resources Inc. in the amount of \$21,917.00.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent, Rick Jones Public Works Superintendent, Robin Pierce Development Director
cc: Lauren Morrisseau, Finance Director
DATE: April 20, 2017
SUBJECT: #15 Upper Main Street

A handwritten signature in blue ink, which appears to be "James Jutras", written over the "FROM:" line of the memorandum.

Issue: Whether to proceed with inter-municipal connection of the Upper Main Street project to the Village of Essex Junction municipal infrastructure.

Discussion: In 1991, the Board of Trustees authorized a transfer of open space in exchange for a defined water and sewer capacity for future connection to 15 Upper Main Street in the Town of Essex. On February 28, 2017 the Trustees received a request to act upon an Essex Selectboard a request to consider whether or not to approve the inter-municipal water and sewer connections. The attached Town Selectboard meeting minutes note details regarding the requested interconnection.

Staff has performed due diligence on this interconnection since receipt of the formal request. We have reviewed all relevant information as currently approved by the Town. We also considered potential impacts on Village water, sewer and sanitation infrastructure by reviewing relevant components under the Village Land Development Code. A compilation of staff comments are included in the project review presented by Donald L. Hamlin Engineers dated April 18, 2017. The application was also reviewed by the Village Attorney who provided comment and then prepared the attached intermunicipal agreement for your consideration.

Costs: No Cost, all connections shall be by the applicant/developer. The installation will minimize future staff time with the exception of water and sewer billing and general compliance monitoring.

Recommendation: It is recommended that the Trustees approve the inter-municipal connection for the Upper Main Street project and forward the Village Engineers comments to the Town to address in their final approval consideration.

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT, hereinafter called the AGREEMENT, is made and entered into this ____ day of _____, 2017 between the Select Board of the Town of Essex, Vermont, hereinafter called TOWN, and the Board of Trustees of the Village of Essex Junction, Vermont, hereinafter called VILLAGE, as provided below:

WHEREAS, on July 2, 1991, the TOWN asked the VILLAGE to allocate VILLAGE sewer and water capacity to a 14 acre parcel of land and dwelling then owned by Phil and Louise Kolvoord, located northerly of the proposed Fairview Farm Community in the TOWN (hereafter, the PROPERTY), and

WHEREAS, on May 13, 1992, the VILLAGE approved a potential sewer and water allocation up to 8,400 gpd for the PROPERTY, subject to compliance with TOWN requirements at the time of development and the approval of an intermunicipal agreement between the TOWN and VILLAGE, and

WHEREAS, to comply with existing law, regulations and agreements and Champlain Water District policy, in order for a water connection that crosses the municipal boundary between the TOWN and VILLAGE within the Champlain Water District (hereafter, CWD) to be approved, the request must be approved by both municipalities and CWD, and

WHEREAS, to comply with existing law, regulations and the intermunicipal agreements between the TOWN and VILLAGE on wastewater, in order for a sewer connection that crosses the municipal boundary between the TOWN and VILLAGE to be approved, a request from the TOWN Select board must be made to the VILLAGE Trustees, who must then approve it, and,

WHEREAS, both the VILLAGE and the TOWN have an interest in the proposed development of the PROPERTY as it is in the TOWN directly abutting the VILLAGE and affects both the TOWN and VILLAGE directly regarding water, sewer, sanitation, and other infrastructure, to include public safety and service issues, and

NOW THEREFORE, the parties, in exchange for good and valuable consideration, as more particularly described below, agree to the following terms and conditions:

I. WATER CONNECTION

The following process shall be used in order to approve a water connection crossing the TOWN/VILLAGE boundary to serve the PROPERTY:

- A. Plans of the lines for the proposed water interconnection shall be submitted to and reviewed by the TOWN public works department, VILLAGE public works department and CWD. It is acknowledged that the TOWN public works department has approved the water plans as of the date of this agreement, subject to all conditions of that approval.
- B. Review of the plans shall be to ensure compliance with the respective requirements of the municipalities and approval may be conditioned on compliance.
- C. Once approved by all three, then the water connection may proceed to consideration for approval by the TOWN planning commission.

II. SEWER CONNECTION

The following process shall be used in order to approve a sewer connection crossing the TOWN/VILLAGE boundary to serve the PROPERTY:

- A. The specific capacity being requested shall be documented by the developer of the PROPERTY prior to approval.
- B. The developer of the PROPERTY shall be responsible for a monitoring manhole to be provided at its cost at the boundary set up to accommodate the TOWN's portable flow monitoring equipment.
- C. Plans of the lines for the proposed sewer interconnection shall be submitted to and reviewed by the TOWN and VILLAGE public works departments. It is acknowledged that the TOWN public works department has approved the sewer plans as of the date of this agreement, subject to all conditions of that approval.
- D. Review of the plans shall be to ensure compliance with the respective requirements of the municipalities and approval may be conditioned on compliance.
- E. Once approved by the TOWN and VILLAGE public works departments, then the sewer connection may proceed to consideration for approval by the TOWN planning commission.

III. OTHER APPROVALS

This Agreement does not constitute approval for any development, road construction or connection. Any further approvals beyond this request for a water and sewer connection that crosses the boundary between the TOWN and VILLAGE are beyond the scope of this Agreement.

TOWN OF ESSEX

BY: _____

Max G. Levy, Chair
Town of Essex Select Board

Attest: _____

Date: _____

VILLAGE OF ESSEX JUNCTION

BY: _____

George A. Tyler, President
Village of Essex Junction
Board of Trustees

Attest: _____

Date: _____

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

Tel. (802) 878-3956
Fax (802) 878-2679
Website: www.dlhce.com

April 18, 2017

Mr. Robin Pierce
Village of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Re: 15 Upper Main Street, Kolvoord
Submittal #4

Dear Mr. Pierce:

We have reviewed the fourth submittal of plans and supporting information that we received via email for the above referenced project. The plans reviewed as part of this submittal consisted of the sheets listed in the table below and were all prepared by O'Leary-Burke Civil Associates, PLC.

| 15 Upper Main Street, Kolvoord – Submittal #4 | | | |
|-----------------------------------------------|---------------------------------------------------------------------|------------|--------------|
| Sheet # | Sheet Name | Dated | Last Revised |
| 1 | 60-Scale Overall Plan | 08-14-13 | 12-9-16 |
| 2 | 30-Scale Site Plan 'A' | 08-14-13 | 12-9-16 |
| 3 | 30-Scale Site Plan 'B' | 08-14-13 | 12-9-16 |
| 4 | 60-Scale Landscape Plan | 08-14-13 | 12-9-16 |
| 5 | Roadway and Utilities Profiles State Street 10+00 to 21+00 | 08-14-13 | 12-9-16 |
| 6 | Roadway and Utilities Profiles Yarmouth Road 10+00 to 19+50 | 08-14-13 | 12-9-16 |
| 7 | Roads & Sewer, Details and Specifications | 08-14-13 | 12-9-16 |
| 8 | Water Details & Specifications | 08-14-13 | 12-9-16 |
| 9 | Lighting, Landscaping & Erosion Control Details & Specifications | 08-14-13 | 12-9-16 |
| E1 | EPSC Pre-Construction Plan | 08-14-13 | 12-9-16 |
| E2 | EPSC Construction Plan 'Phase 1' | 08-14-13 | 12-9-16 |
| E3 | EPSC Construction Plan 'Phase 2' | 08-14-13 | 12-9-16 |
| E4 | EPSC Construction Plan 'Phase 3' | 08-14-13 | 12-9-16 |
| E5 | EPSC Stabilization Plan | 08-14-13 | 12-9-16 |
| E6 | EPSC Details & Specifications | 08-14-13 | 12-9-16 |
| PL1 | Subdivision Plat of Lands Owned By R.A. Kolvoord & S.E. Kolvoord | 12/__/2016 | |
| S1 | Stormwater Management Plan | 08-14-13 | 12-9-16 |
| S2 | Stormwater Details & Specifications | 08-14-13 | 12-9-16 |

For our review, we utilized the most recent edition of the Village of Essex Junction Land Development Code, dated March 29, 2011, hereinafter referred to as the "LDC". The comments presented in this letter represent

WATER SUPPLY AND DISTRIBUTION
WASTEWATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI LIFTS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

LABORATORY ANALYSIS
(WATER AND WASTE WATER)
LAND SURVEYING
SOLID WASTE MANAGEMENT

Engineering – "The link between what we have and what we need"

a compilation of comments from our office and the Village of Essex Junction Public Works Department (EJPW).

We note that our review focused on the sanitary sewer system, which is proposed to be a private system connected to the Village municipal sanitary sewer collection system, and the infrastructure to be constructed within the Village of Essex Junction.

General

- 1) The applicant shall submit Homeowners Association documents for review by the Village Attorney detailing inspection and maintenance requirements for the sanitary sewer system and any other infrastructure (i.e. pedestrian pathway and emergency access drive) to be constructed within the Village of Essex Junction. These documents shall also address the requirements of Section 1101.J.7 of the LDC.

Emergency Access Drive

- 1) The plans depict a gate for the emergency access drive located at approximately the Village/Town boundary. The plans should be revised to provide an additional gate located near Juniper Ridge Road to prevent vehicles from traveling down this dead-end access drive.
- 2) The emergency access drive is proposed to have a gravel surface. Within the limits of the Village of Essex Junction, the emergency access drive must be paved. The plans shall be revised accordingly.

Sewer

- 1) It is our understanding that the entire sanitary sewer system constructed as part of this project is intended to be private beyond the existing sewer manhole the project is connecting into. Per the LDC, private sewers may serve no more than 3 lots. As this proposed system is to serve 20 lots, it cannot be a private system per the LDC. After consultation with the Village Attorney, this provision of the LDC does not apply as "we are being asked to agree to a connection from outside" and the "...LDC does not apply to land outside the Village." Accordingly, the entire sanitary sewer system constructed as part of this project will be an entirely private sanitary sewer system beyond the connection to the existing sewer manhole and will be completely owned and operated by the applicant/Homeowners Association. The applicant should provide a statement absolving the Village from any responsibility for the operation and maintenance of the private sewer system and indemnify the Village for any liability for damage associated with the private sewer system. In addition, the Village should reserve the right to require any necessary repairs to the private sewer system, including the connection to the Village municipal collection system. If the private owner refuses to make repairs when requested to do so by the Village, the Village will contract for the repairs and bill the private owner for all actual costs. No additional connections to this private sewer system shall be allowed unless reviewed and approved in writing by the Village of Essex Junction.
- 2) As this sewer system is to be privately owned and maintained by the Homeowners Association, the sanitary sewer flows shall be monitored on a monthly basis by the Association and the records submitted to the Village of Essex Junction. In addition, an annual sewer system inspection shall be performed and a report prepared by a Professional Engineer for the Association and submitted to the Village.
- 3) Per the letter from the Village of Essex Junction to Mr. Phil Kolvoord, dated 05/05/2003, this parcel was allocated up to 8,400 gallons per day of sewer and water capacity by the Village. Based on information provided by the applicant, the proposed project has an estimated sewer demand of 7,420 gpd. Per the Water Quality Superintendent, any of the 8,400 gpd of sewer capacity unused by this project shall not be available for transfer or future use by the applicant or by their assigns.

- 4) The applicant will be responsible for evaluating the capacity of the Village municipal sanitary sewer collection system downstream of the project connection, including the interconnected gravity mains and pump stations. Any necessary modifications or improvements to the collection system will be the responsibility of the applicant.
- 5) The applicant shall submit to the Village a plan of operation and maintenance requirements for the private sanitary sewer system, including requirements for annual inspection and reporting. Per the Water Quality Superintendent, the plan shall include sewage spill reporting responsibility as per the Vermont Agency of Natural Resources DEC Procedure for Public Notice of Untreated Discharges and Unpermitted Discharges to Vermont's Surface Waters (as amended).
- 6) The plans should be revised to present a detail for Proposed SMH#11 (monitoring manhole) to include the sewer flow monitoring equipment to be provided and installed by the applicant.
- 7) Proposed SMH#2 is too close to the proposed storm drainage pipe between New CB#6 and New CB#6A. A minimum of 5' of horizontal clearance shall be provided.
- 8) Proposed SMH#7 is too close to the proposed storm drainage pipe between New CB#9 and New CB#10. A minimum of 5' of horizontal clearance shall be provided.
- 9) Proposed SMH#10 is too close to the proposed storm drainage pipe between New CB#12 and New CB#13. A minimum of 5' of horizontal clearance shall be provided.
- 10) Proposed SMH#4 is too close to the proposed storm drainage pipe between New CB#3 and New CB#4. A minimum of 5' of horizontal clearance shall be provided.
- 11) New CB#3A is too close to the proposed sewer pipe between proposed SMH#4 and SMH#5. A minimum of 5' of horizontal clearance shall be provided.
- 12) The following pertain to the General Construction Notes presented on Sheet 7:
 - a) Note #1 shall be revised to require all of the sanitary sewer construction to conform to the Village of Essex Junction LDC and the Village Public Works Specifications.
 - b) Note #2 shall be revised to require 48 hours advance notification to the Village of Essex Junction for utility marking.
 - c) Note #9 shall be revised to require 48 hours advance notification to the Village of Essex Junction prior to work in the Village of Essex Junction and prior to construction of any of the sanitary sewer components.
 - d) Note #10 shall be revised to reference the Village LDC requirements for sewer, stormwater, and water separation.
 - e) Note #17 shall be revised to require 48 hours advance notification to the Village of Essex Junction for utility marking.
 - f) Note #18 shall be revised to require 48 hours advance notification to the Village of Essex Junction for inspection of the sanitary sewer components prior to backfilling.
- 13) The following pertains to the Typical Sanitary + Storm Trench detail presented on Sheet 7:
 - a) For sanitary sewer, the pipe bedding material shall be installed a minimum of 6" above the top of the pipe. This detail shall be revised accordingly.
 - b) This detail should be revised to present the compaction requirements for pipe bedding and backfill.

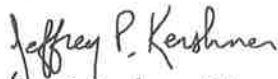
- 14) The following pertains to the Sanitary Sewer Service Connection detail presented on Sheet 7:
 - a) There is a note stating "*New connection to existing sewer service stub shall be made using a PVC fitting. Fernco style couplings will not be accepted.*" This note shall be revised to clarify the use of a gasketed PVC fitting.
 - b) This detail should be revised to specify that the "*temporary plug*" shall be a watertight, manufactured fitting.
- 15) The Typical Precast Sanitary Manhole detail presented on Sheet 7 shall be revised to specify that the "*plug*" shall be a watertight, manufactured fitting.
- 16) The plans shall be revised to describe the inspection and testing requirements for the sanitary sewer piping and sewer manholes.
- 17) The sewer/storm crossing at $\pm 12+05$ State has less than 12" of clearance between these pipes. We recommend that the plans be revised to provide a minimum of 12" of clearance.
- 18) The sewer/storm crossing at $\pm 13+30$ State has less than 12" of clearance between these pipes. We recommend that the plans be revised to provide a minimum of 12" of clearance.

Water

- 1) The applicant's engineer indicated in their cover letter, dated 01/05/2017, that "The Town of Essex will own and maintain the proposed water system for the development." For clarification, the Village waterline responsibilities will end at the discharge side of the newly installed gate valve (see item #2 below).
- 2) The plans should be revised to include a new 8" gate valve installed on the existing waterline stub to the project. This valve should be located within the Village right-of-way on the Village side of the Town/Village boundary.
- 3) The applicant shall evaluate hydraulic impacts to the Village water supply infrastructure in the subsystem served by the proposed connection. Impacts to water pressures and flows within the Village water system shall be identified and addressed by the applicant.
- 4) As mentioned above, the 05/05/2003 letter from the Village to Phil Kolvoord allocated 8,400 gpd of water capacity to the project parcel. Based on information provided by the applicant, the proposed project has an estimated water demand of 15,390 gpd, which exceeds the allocated capacity from the Village of 8,400 gpd. However, it is our understanding that the water allocation for this project will come from the Town of Essex. The Town shall provide water meter readings and shall bill for water. The Village shall provide water meter readings when billing for sanitation and sewer treatment. The water allocation will not come from the Village and any unused water allocation by this project shall not be available for transfer or future use by the applicant or their assigns. Water meters installed as part of this project shall be able to be read by both communities.
- 5) The plans show a new 8" PVC water main connected to the existing ductile iron waterline stub at the Village/Town boundary and extending to the concrete water meter vault. This segment of water main should be constructed with double cement lined class 52 ductile iron pipe, as it is before the meter vault.

We have no further comments at this time. Please feel free to contact me if you have any questions or if we may be of further service.

Respectfully,


Jeffrey P. Kershner, P.E.
President

Cc: Rick Jones

DONALD L. HAMLIN

Report that shows how the Town is doing things in a more effective way. Ms. Cook felt there could be additional value provided through those savings and efficiencies, and Mr. Scheidel agreed.

Ms. Wrenner asked if the handout on "Services Provided" could be included in the Annual Report, Mr. Scheidel would try to include it. Ms. Wrenner felt that everyone could benefit from seeing that information as opposed to just those attending Town Meeting.

Mr. Plageman asked about outreach from the SB. Mr. Levy explained that he is preparing a list of proposed events that the SB could attend to pass out information for Town Meeting. He is working on that for the meeting on February 6th and would appreciate any suggestions. Mr. Watts asked if there were any concerns about conflict of interest for him or Mr. Levy since they were running for office. Mr. Levy stated that the SB has done this for the past two years regardless of who is running for office, and there is no campaigning during this outreach. Mr. Scheidel explained to Mr. Watts that if anyone asks a question not related to the budget, then the members have to use their judgement on how to answer. Members did not see a conflict of interest in this situation.

Mr. Levy stated that the Channel 17 Budget Presentation is scheduled for February 10th and since he is running for office, this duty usually goes to the Vice Chair if that person is not running for office. He asked Ms. Wrenner if she would be willing to present the budget on Channel 17. Ms. Wrenner would rather not as it was a short timeline for her to prepare. She was fine with another member or Mr. Scheidel taking on this duty. Mr. Scheidel explained that usually a SB member does the presentation and he fills in as necessary. Mr. Levy stated that there was no protocol if the vice chair declines. The Charter calls for the Chair, but he did not want to risk there being a conflict of interest. Mr. Watts wondered if there would be a conflict of interest at Town Meeting, and Mr. Scheidel replied that staff usually answers the questions during Town Meeting. Mr. Plageman was willing to present the budget on Channel 17.

Mr. Watts would send out last year's Town Meeting survey results to the members. Upon request, he told Ms. Sheppard that he would contact the Girl Scouts to see if any of their troops can present the flag at Town Meeting.

Request for 5K Race – Gretchen Owens

Mr. Scheidel introduced this issue to the SB of a request for holding a Dream Big 5K Race to benefit the Eric D. Dettenrieder Memorial Fund. Because Chief LaRose and Mr. Lutz have no objections and no streets will be closed, this item is only for informational purposes. The race will be held on April 1st, and the race course is very similar to the course for the Essex CHIPS 5K.

Inter-Municipal Water and Sewer Interconnection Request – Aaron Martin and Greg Duggan

Mr. Martin introduced the issue of whether or not the SB will make a formal request to the Village of Essex Junction Board of Trustees to allow water and sewer lines at 15 Upper Main Street to cross municipal boundaries and connect from the Town to the Village.

Mr. Duggan provided some background to the issue. Attached to the memorandum dated January 18,

2017 from Dennis Lutz, Aaron Martin and Greg Duggan to the SB and the Municipal Manager, there is another memorandum from Dennis Luz, dated November 14, 2016, explaining that there is a process that must be followed to connect water and sewer utilities across the municipal boundary from the Town into the Village. The process begins by the applicant submitting a water and sewer design for approval by Public Works. When the proposed design meets or exceeds the Town's Standard Specifications for Construction, the applicant will then be required to make a formal request to the SB to interconnect with the Village. Once this approval is granted by the SB, the request will be made to the Trustees, on behalf of the applicant, to connect to the Village system. Per existing agreements between the Town and the Village, it is the governing body of each municipality that must request and/or approve interconnections between each system.

Mr. Levy noted that any time a request to extend the sewer core has come before the SB, the answer has been "no". However, he understood that this request is different. He asked how the SB could defend this decision should, for example, Essex Alliance Church question it? Mr. Martin explained that the SB would need to point to the fact that there is a preexisting agreement involving this owner of Town property that is outside the sewer core. He referred members to the sewer allocation map where it shows another lot outside the sewer core that is connected to Town sewer. He confirmed for Mr. Levy that this lot was a preexisting connection prior to the sewer core, which is similar to the current request at 15 Upper Main Street. Mr. Martin stated that this issue was pre-sewer allocation ordinance and pre-sewer core. He clarified that 15 Upper Main Street has a preexisting agreement between the property owner and the Village of Essex Junction for a sewer allocation/capacity, which predated the sewer core. Mr. Levy asked if the agreement was legal, and Mr. Scheidel pointed to the letter from the Attorney, David Barra from April of 2014. Mr. Martin explained that Public Works is of the opinion that the new sanitary sewer system proposed for the Brookside development should be a private system so that the Town is not maintaining sewer infrastructure outside the sewer core. Mr. Scheidel added that this recommendation has been acceptable through the Planning Commission process. Mr. Duggan explained that the PC has given the project preliminary plan approval and has begun the final plan approval process last week. If approved by the SB, then it goes to the Trustees and the Village staff for approval. After that, it goes back to the PC and the SB for final approval.

Ms. Wrenner recalled that this parcel used to exist in the Village and then something happened with the boundary line, which is another difference from the Essex Alliance Church. Mr. Scheidel explained that in 1990/1991, Mr. Phil Kolvoord asked the SB for a boundary adjustment so he could have a developable piece of property for his children. This led to many discussions, but ultimately the request was denied by the SB.

Ms. Cook wondered if there were other options to consider for a solution to this issue. Mr. Duggan replied that the developer could have a septic system as opposed to wastewater, but that was not presented in the application. He guessed that the developer was looking for a much higher density than possible with a septic system.

Ms. Wrenner asked if this would be the only private sewer system or if there were others in the Town. Mr. Martin replied that there is a private sewer system off Pinecrest Drive called Royal Park. Royal Park has one line that comes into the Town's gravity system. Beyond the Royal Park property, there is a series of gravity manholes connected to 12 buildings. He agreed with Ms. Wrenner and Mr. Levy that

there is precedent for requiring someone to maintain a collection system privately. Mr. Levy understood that this would be for sewer, but not for water, and Mr. Martin agreed. With regard to water, Public Works is of the opinion that the water distribution system, as proposed, should be owned and operated by the Town. However, because the proposed system crosses a municipal border, the Champlain Water District requires that a new meter vault be installed to meter all usage from the Village to the Town.

Mr. Martin explained to Mr. Levy that the lot across from 15 Upper Main Street is currently connected via service lines to the Village system. Then, there is a lot to the left that is not connected and he did not know the status of that agreement. Anything blue on the map has an agreement separate with the Village for water and sewer and is outside the sewer core. Mr. Martin agreed that this request is for four houses to be interconnected via a service line across Town property into the Village wastewater treatment, which was an agreement that predated the sewer core. Mr. Levy's first instinct is not to approve this request, but understood that the agreements are legal documents and predated the sewer core. Mr. Martin agreed that there are pre-existing agreements between the Town and the Village for connecting to sewer, and the whole process is spelled out in those agreements. Mr. Levy understood that those agreements make it very different than the request from Essex Alliance Church (EAC) and if EAC came to the SB to argue about the expansion of the sewer core in this instance, the SB could defend its position because the agreements were made prior to the sewer core. Mr. Duggan clarified that the SB is not being asked to extend the sewer core nor would the Town sewer core be expanded with this approval.

Ms. Cook asked what is the motivation of the Village to agree to this. She was trying to understand the pros and cons to the Agreement. Mr. Duggan explained that back in the early 1990s, this parcel received sewer capacity from the Village in return for providing open space for the Fairview Farms development. The Attorney's opinion is that the Village needs to uphold the Agreement because it granted that sewer capacity. Mr. Scheidel added that the Village does not want to go to court for denying what was already agreed upon. Mr. Levy asked if the Town Attorney would be in agreement, and Mr. Duggan replied that the Town Attorney was brought into the discussions early on as it is a 2-year process and that he is "on board" with this application. Mr. Levy commented that Ms. Higgins' signature is on the original agreement. Ms. Higgins was surprised and commented that it must have been back in the 1970s.

Mr. Watts asked if the residents will be paying Town rates or Village rates for their water and sewer. Mr. Martin replied that it would be Town water rates and Village sewer rates. Mr. Levy was concerned about setting a precedent for other requests, but Mr. Martin reassured the members that this request was different because of the pre-existing agreements.

Ms. Higgins suggested that the members be very cautious because even though this is not an extension of the sewer core, the SB needs to make it very clear that the Town has no obligation for the system going forward. Mr. Levy thought that was a good question and asked how the Town makes sure that the Homeowner's Association (HOA) can't renege on its responsibility to maintain the system. Mr. Martin explained that Public Works has made requirements for the HOA documents and that the Town has also included a requirement that the Town inspect their system annually. Mr. Levy asked if the HOA will have money in escrow to deal with any issues that may arise, and Mr. Martin was unsure, but that it should be addressed in the HOA documents. Mr. Plageman confirmed for Mr. Levy that the SB did not

have purview over the HOA documents. Mr. Plageman suggested that, because there have been other homeowner's associations come before the SB with requests, that there be an immediate establishment of a sinking fund for the maintenance of that system. He thought that there were steps that the Town could take to make sure than language is in the bylaws to protect the Town. Ms. Higgins stated that if the HA didn't maintain the system, the Town could be held liable for health and safety issues. She asked what responsibilities the Village has with the system since it will be an extension of the Village sewer core. She also asked about the agreement she signed and if it was still valid. Mr. Martin replied that the agreement was on the sewer collection system and it was still in effect. Mr. Levy asked who is responsible if the system fails. He thought it was a valid point to get clarified and wondered if that could happen before making a decision. Ms. Wrenner thought that might hold up the PC process.

Mr. Paul O'Leary from, O'Leary Burke Civil Associates, stated that it has been clear in the process that the Town is not taking over the gravity sewer system and that the HA is responsible for it. The HA documents have been drafted, and they clearly state that they are responsible for the maintenance similar to the storm water system. Mr. Levy was concerned with what would happen if the HA did not follow through with maintaining the system and it failed. Someone has to do it, and the Town can't jeopardize the health of its citizens. Therefore, he wanted to have a clear understanding if that responsibility would fall on the Town or the Village. Mr. O'Leary replied that it is the HA's responsibility, not the Town or the Village, and collection systems are much less maintenance than storm water, which they have already agreed to hiring a professional to clean once a year. There is also an operation manual as part of the HOA documents that has to get approved by Public Works before final application gets approval.

Mr. Scheidel explained to Mr. Levy that, in a similar situation of a private business, a bankrupt owner that had sewer related problems would require an inspection from the Town Health Officer, who would cite the owner. If it became apparent that it was a hazard to citizens, the Town might step in and put a lien on the property and that would be as far as they would be expected to go. Ms. Cook was worried about the perception because the members might understand the unique intricacies of the relationship, but if there is a problem, residents could still be vocal that the Town is not taking care of its residents. Mr. Plageman explained that a similar issue surfaced not that long ago with a Class 4 road that was the responsibility of a homeowner's association. There was a change of ownership of homes, and no sinking fund set up for maintenance of the road. When the road was washed out from a storm, residents came to the SB to ask for money to fix it. The SB denied that request. He agreed with Ms. Cook that with regard to perception, they run that risk, but if the agreement is written correctly the first time clearly putting the responsibilities where they belong, then the Town has done its job.

Mr. Levy asked how the Town could be sure that the HOA had a sinking fund, and Mr. Martin and Mr. O'Leary agreed that a condition could be made to have the Town Attorney review and approve the HOA documents before a zoning permit can be approved, which is fairly typical in subdivision work. He confirmed for Ms. Wrenner that the cost for the Town Attorney would be incurred by the applicant.

Ms. Higgins assumed the applicant attached the agreement to the application because it states that the Village, at any time, could modify or add to the existing collection system to specifically serve the Village requirements, etc. She suggested checking with the lawyer on this issue. Mr. Duggan referred to the memorandum from Mr. Lutz regarding interconnection and the 1975 Agreement, which states,

“Under Article C.I.B.d, it is clear the Town must submit a request for the interconnection to the Village for consideration.” “If the request is approved by the Selectboard, then a request from the Town will need to be submitted to the Village Trustees as outlined in the Agreement.” This means that the Trustees do have to approve it first. Mr. Levy commented that this made him a little nervous. Ms. Wrenner and Mr. Plageman trusted that Mr. Duggan would relay the SB concerns to the Attorney and the PC.

IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION THAT THE SELECTBOARD AUTHORIZE THE MUNICIPAL MANAGER TO SUBMIT A WRITTEN REQUEST TO THE VILLAGE TRUSTEES TO ALLOW PROPOSED DEVELOPMENT AT 15 UPPER MAIN STREET TO CONNECT TO EXISTING WATER AND SEWER STUBS AT THE TOWN/VILLAGE BOUNDARY. THE MOTION PASSED 4-1 (Susan Cook opposed).

2017 Acceptance of Town Highways – Aaron Martin

Mr. Martin introduced the issue of whether the SB will sign the 2017 Certificate of Highway Mileage. He explained that the Town did not take over any new roads in 2016, and the road mileage lengths on the Certificate of Highway Mileage will remain the same as last year. The Town will not accept any new roads from a developer unless final pavement has been installed, and staff has inspected the construction for any deficiencies.

IRENE WRENNER MOVED AND SUSAN COOK SECONDED A MOTION TO SIGN THE 2017 CERTIFICATE OF HIGHWAY MILEAGE THAT IS ATTACHED TO THE MEMORANDUM DATED JANUARY 17, 2017 FROM DENNIS LUTZ AND AARON MARTIN TO THE TOWN MANAGER AND THE SELECTBOARD REGARDING 2017 ACCEPTANCE OF TOWN HIGHWAY.

Mr. Martin estimated for Mr. Levy that the Town will receive around \$200, and he confirmed that no Class 4 roads were included. The formalized adjustment on Osgood Hill Road was .02 miles.

THE MOTION PASSED 5-0.

Approval of Warning for Capital Budget and Plan 2018-22 Public Hearing – Pat Scheidel


Mr. Scheidel introduced the issue of whether or not the SB will warn a public hearing for the 2018-2022 Capital Budget and Five-Year Plan.

IRENE WRENNER MOVED AND SUSAN COOK SECONDED A MOTION TO WARN A PUBLIC HEARING FOR FEBRUARY 6, 2017 AT 8:15 P.M. FOR THE PURPOSE OF SOLICITING COMMENTS ON THE FYE 2018 CAPITAL BUDGET AND FIVE YEAR PLAN. THE MOTION PASSED 5-0.

Warning of Vermont League of Cities and Towns (VLCT) Special Membership Meeting – Pat Scheidel

Agenda Addition 2/28/17
Consent Agenda

Memorandum

To: Essex Junction Board of Trustees
Cc: Robin Pierce, Community Development Director; Jim Jutras, Water Quality Superintendent; Rick Jones, Public Works Superintendent; Dennis Lutz, P.E., Public Works Director; Aaron Martin, P.E., Town Engineer/Utilities Director; Greg Duggan, Town Planner/Assistant Town Manager
From: Patrick C. Scheidel, Municipal Manager 
Re: Inter-municipal water & sewer connections
Date: February 23, 2017

Issue

The issue is whether the Trustees will approve inter-municipal water and sewer connections to accept water and wastewater flows from Town property into the Village systems.

Discussion

The Town Planning Commission has been reviewing a proposal for a 32-unit residential planned unit development at 15 Upper Main St. in the Town. The project is designed to rely on wastewater allocation from the Village. In 1992, the Trustees voted "to approve sewer and water allocation up to 8,400 gpd for the 14 acres of land and dwelling owned by Phil and Louise Kolvoord as of May 13, 1992" (minutes attached). The Village attorney wrote a letter to the applicant's engineer in 2014 acknowledging the 1992 approval (attached).

Inter-municipal connections must be approved through several steps. The attached November 14, 2016 memo from Public Works Director Dennis Lutz, P.E. details the process. In short, the process begins when an applicant submits a water and sewer design for approval by Public Works. When the proposed design meets or exceeds the Town's Standard Specifications for Construction, the applicant is then required to make a formal request to the Town Selectboard to interconnect with the Village of Essex Junction. Once this approval is granted by the Town Selectboard, the request will be made to the Village Trustees, on behalf of the applicant, to connect to the Village system. Per existing agreements between the Town and the Village, the governing body of each municipality must request and/or approve interconnections between each system.

The proposed water and sewer design meets the Town's Standard Specifications for Construction. The applicant asked the Selectboard to make a formal request to the Trustees to allow the proposed development to connect to existing water and sewer stubs at the Town/Village boundary (attached). The Selectboard voted 4-1 on Jan. 23, 2017 to authorize the municipal manager to submit a written request to the Trustees to allow the proposed development at 15 Upper Main Street to connect to existing water and sewer stubs at the Town/Village boundary (draft minutes attached).

Public Works is of the opinion that the water distribution system, as proposed, should be owned and operated by the Town of Essex where it is located in the Town outside the Village. Because the proposed system crosses a municipal border, the Champlain Water District (CWD) requires that a new meter vault be installed to meter all usage from the Village to the Town. Comments from CWD are attached. Furthermore, Public Works is of the opinion that the new sanitary

system proposed for the development should be a private system so that the Town is not maintaining sewer infrastructure outside the Town sewer core.

The Public Works Department, in reviewing the project, recommended that the Village consider impacts to the municipal water and sewer systems before accepting the flows (memo attached).

Cost

None.

Recommendation

It is recommended that the Trustees consult with appropriate Village staff and respond to the request of whether or not to approve the inter-municipal connections.

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 28, 1992

MEMBERS PRESENT: Village President, George Dunbar; Larry Yandow, Harris Abbott, Greg Morgan, Rene Blanchard.
ADMINISTRATION: Village Manager, William Dugan.

I. CALL TO ORDER

Village President, George Dunbar, called the meeting to order at 7:00 p.m.

II. MINUTES

April 14, 1992 - Regular Meeting

MOTION by Blanchard, supported by Yandow, to approve the minutes as written. Voting: 5 ayes; motion carried.

April 14, 1992 - Executive Session

MOTION by Morgan, supported by Abbott, to approve the minutes as written. Voting: 5 ayes; motion carried.

III. AUDIENCE

Public Hearing re: Sewer Allocation for Countryside II

President Dunbar opened the public hearing at 7:04 p.m.

Bob Snyder, President of Snyder Companies, referred to his letter to the Village Manager, dated 4/22/92, regarding the request for 59,400 gpd of water and sewer allocation for Fairview Farm (Countryside II) development plus 8,400 gpd of allocation for the 14 acres of land with the Kolvoord house on it (this smaller allocation is in exchange for acreage to be conveyed to the Village. Snyder stated that his company has agreed to take care of the engineering and storage upgrades to the sewer pump station on the high school property and will work with the Village to get an easement from the School Department. Snyder commented that the upgrade to the pump station will benefit the school with the extra storage capacity.

Snyder also mentioned a reimbursement agreement for the excess storage capacity at the pump station for any undeveloped property which will ultimately flow into the pump station.

Abbott asked if the 14 acres to be donated to the Village is the property along the brook. Phil Kolvoord, owner of the property to be conveyed to the Village, clarified that the acreage is approximately 19 acres going to the Village, leaving approximately 14 acres around the existing house.

Abbott asked Kolvoord if he feels the swap (sewer capacity for the land located in the Village) is equitable. Kolvoord replied yes.

Blanchard asked for clarification that the 15 acres of the Kolvoord property to receive the allocation from the Village capacity is located in the Town of Essex. Kolvoord confirmed this. Snyder interjected that there appears to be plenty of capacity to cover both the Kolvoord and the Yandow properties for allocation.

ESSEX JUNCTION BOARD OF TRUSTEES APRIL 28, 1992 PAGE 2

Abbott asked, regarding the capacity of the storage tank, what happens with the storage now if there is a power outage, for example. Dugan stated that the wet wells have little capacity, but the line and manholes on the high school property to Main St. have quite a bit of capacity. Also, Dugan noted, power outages in the area fortunately do not last very long.

Abbott asked if the gallonage requested includes the capacity needed for the proposed new school off of Brickyard Rd. Dugan stated that it does not, adding Act 250 reviews the capacity numbers and determines the proper gallonage. Dugan noted that the flow from the Brickyard Rd. area would go to the Mansfield Ave. pump station in any case.

Abbott asked if the infiltration of the lines has been corrected. Public Works Director, Craig Cushing, replied that 95% of the infiltration has been corrected. Abbott asked if excess capacity is needed to cover infiltration loss. Dugan said this is not necessary.

Morgan asked if 600 gpd per house is standard. Snyder stated that the State requires 150 gpd per bedroom which is probably greater than twice the actual amount of flow (past experience with similar sized houses in Williston has been a flow of 225 to 300 gpd total). Snyder said that he is requesting a letter from the Village saying capacity is available for the proposed 99 units per the mandate of Act 250; the State will take out the gross amount of allocation and return any unused portion when the actual numbers are known.

Morgan asked if Snyder Co. would consider using the lowest flow toilets and water fixtures available to help conserve water and sewer capacity. Snyder stated that low-flow toilets, shower heads and faucets are standard equipment per Act 250.

Blanchard asked about assigning the gallonage for the Kolvoord property to Phil Kolvoord. Snyder felt that this is the proper way to handle the matter. Kolvoord stated that if he decides to develop his property, he would be in contact with Snyder, but right now [Kolvoord] is waiting to see if the Circumferential Highway can positively impact the traffic on Main St.

Dunbar called for public input; there was none. Dunbar then closed the public hearing on the Countryside II sewer allocation at 7:15 p.m.

Lorraine Carpentier, Fanny Allen Hospital Thrift Shop, re: Rental Agreement

Lorraine Carpentier appeared before the Board to discuss renting of storage space in Lincoln Hall. Carpentier suggested the Board go upstairs to view the area rented currently from the Village by the Thrift Shop and the area requested for storage; the Board did this.

Carpentier explained that the Village Manager offered space in the basement for storage, but this space would not be suitable for the clothing (clothing would smell musty and would not be

ESSEX JUNCTION BOARD OF TRUSTEES MAY 13, 1992 PAGE 7

Trustees' Schedule

1) Code Hearings: June 23rd; July 14th
MOTION by Dunbar, supported by Yandow, to schedule the public hearings on the draft code for June 23, 1992, and July 14, 1992.
Voting: 5 ayes; motion carried.

2) Capital Budget

The Board approved the dates of August 11th and 25th as noted in the May 4, 1992 memo from Frank McDaniel as the dates to discuss the capital budget.

3) One Day Work Session

The Board approved the date of October 13, 1992 as the meeting date. Dugan stated that the Planner is working on the agenda for this meeting. Dunbar suggested the Board hold budget hearings with department heads.

4) Centennial Re-enactment of First Meeting of the First Trustees
Dugan suggested the Board might want to participate in a re-enactment of the first Trustees meeting in costume for authenticity. The Board will consider this suggestion.

5) 1993 Budget Meeting November 24, 1992

The Board was in support of an all day budget meeting off-site, perhaps at Marble Island again.

6) Training Session for Personnel Development

Trustees Morgan and Dunbar will work on this item further.

Sewer Allocation for Countryside II (Fairview Farm Community)

MOTION by Abbott, supported by Blanchard, to approve sewer and water allocation not to exceed 59,400 gpd for up to 99 homes in the proposed Fairview Farm Community located on the easterly side of Rte. 15 (a.k.a. Main St.) plus the inclusion of the Yandow home located at 203 Main St. Voting: 4 ayes, 1 abstention (Yandow); motion carried.

MOTION by Abbott, supported by Blanchard, to approve sewer and water allocation up to 8,400 gpd for the 14 acres of land and dwelling owned by Phil and Louise Kolvoord as of May 13, 1992, located northerly of the proposed Fairview Farm Community in the Town of Essex. Voting: 4 ayes, 1 abstention (Yandow); motion carried.

Yandow asked if he would be able to withdraw his abstention to the voting on this allocation and vote now that the motion has been voted and passed. Dunbar will check on the rules in Roberts Rules. Dugan suggested that since Trustee Yandow is an abutting property owner, it may be best not to vote on the matter.

Water Rate Increase Effective July 1, 1992

Dugan reviewed the increase of about 14% for residential and industrial users to accommodate the increase from the Champlain Water District. The residential/commercial rate will be \$1.3770/kgal (minimum \$26/six months) and the industrial rate will be \$1.1297/kgals., stated Dugan.



TOWN OF ESSEX
VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452

July 2, 1991

Mr. William Dugan
Village Manager
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

Dear Bill:

Please consider this letter as a formal request made to you on behalf of Philip Kolvoord. This request is for Village sewer capacity for a 14 acre parcel owned by Mr. Kolvoord which is located in the Town. Further, this request is being made to you only because of the fact that the property to be served by the sewer when construction occurs is contiguous with the Village boundary and that this capacity represents a substitution for capacity in the Village boundaries already allotted to Mr. Kolvoord.

It is the Town's intention that this sewer capacity request not exceed 6,000 gallons per day. This sewer capacity is based upon a rate of 200 gallons per day per allowable residential unit given current Town regulations.

This letter is not intended to circumvent any Town requirements at the time of actual development. I have attached a copy of Mr. Kolvoord's letter for your review.

If you have any further questions, please call me.

Sincerely yours,

Patrick C. Scheidel
Town Manager

PCS/sal

encl.

TOWN
MANAGER
878-1341

COMMUNITY
SERVICES
878-1342

COMMUNITY
DEVELOPMENT
878-1343

PUBLIC
WORKS
878-1344

ASSESSOR
878-1345

TOWN CLERK
FINANCE
878-0411

LIBRARY
878-0316

POLICE
878-0317



LAW OFFICES OF
DAVID A. BARRA, PLC



April 19, 2014

Paul O'Leary Jr., P.E.
O'Leary-Burke Civil Associates, PLC
1 Corporate Drive, Suite #1
Essex Junction, VT 05452

Re: *Kolvoord Property, 15 & 21 Upper Main Street, Essex Junction, VT*

Dear Mr. O'Leary:

I have reviewed your letter to Village Manager Patrick Scheidel dated April 14, 2014 and the documents referred to therein.

The approval you rely on was subject to satisfaction of any Town requirements in effect at the time of actual development. Therefore, the letter you seek must be conditioned on the proposal's meeting any and all Town requirements.

Further, in order to provide the connection and related services, an intermunicipal agreement must be in place to provide its legal basis.

With these two caveats, the Village can acknowledge that it will allow these parcels to connect to the Village water and sanitary sewer systems.

Very truly yours,

LAW OFFICES OF DAVID A. BARRA, PLC

By: 

David A. Barra
Attorney

Cc: Pat Scheidel

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26 Railroad Ave
PO Box 123
Essex Junction, VT 05452-0123

PHONE (802) 879-8102
FAX (802) 879-0408
E-MAIL dbarra@barralaw.com

Memorandum

TO: For the Record

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

DATE: 14 November 2016

SUBJECT: Inter-municipal Sewer Connection – Kolvoord Upper Main Project

There has been much discussion about this project and the issues relating to cross-boundary sewer and water transfer. This memo outlines the procedures that in my opinion need to be followed to enable this to occur. No final development approval should occur until all the requirements noted in this memorandum are satisfied.

Water service

Both the Village of Essex Junction and the Town of Essex are separate members of the Champlain Water District. Whenever water main services cross municipal boundaries within the Champlain Water District, the cross-boundary interconnect must be approved by both municipalities and CWD and a meter vault acceptable and approved by CWD must be installed at the boundary. This insures that the billed water between communities is accurate and represents the actual water use by each municipality. This is the formal procedure that has been utilized exclusively in the past.

The plans for this interconnect need to be submitted to each of the three parties (Village public Works, Town Public Works and CWD) and approved by them. Once this documentation is received from all three parties, the development can be approved for Town of Essex water connection. The water lines exiting from the meter vault and within the system to be constructed in the Town of Essex become part of the Town of Essex Water system, subject to all Town of Essex specifications and fees.

Only after this process has been completed can the final project approval be given by the Town Planning Commission. Without satisfying these requirements, the project has no water capacity or approval to connect to the system.

Sewer service

Sewer service for this project is much more complicated due to the history of the project and existing agreements between the Town and the Village. There is the dual issue of capacity at the wastewater treatment plant and actual approval for connection cross boundary.

Capacity:

3

The project lands lie outside the Town sewer Core. However, the Town Sewer Core Map contains three asterisks for the property stating... "*Lands approved for Village of Essex Junction sewer capacity prior to the adoption of the Town sewer core allocation.*"

In a letter dated April 14, 2014 from the Village Attorney, Village capacity for the project was acknowledged but also indicated that an inter-municipal agreement had to be secured. This has not been done. There also needs to be documentation provided to the Village that the Town requirements have been met. This also has not been done.

In addition, the specific capacity being requested needs to be documented, based upon the State requirements defining capacity.

Article B Collection of wastewater from the Tri-Town wastewater agreement is also provided. It requires that monitoring of the wastewater flow be provided. Since the proposed system is a gravity system, there will need to be a monitoring manhole provided at the boundary set up to accommodate the Town's portable flow monitoring equipment.

So although the clear intent on the part of the Village is to provide capacity, the requirements to secure that capacity have not yet been met.

Inter-Connection:

Sewer connections between the two communities is covered in an Agreement dated 24 June 1975, a copy of which is attached. Under Article C. I, B, d, it is clear that the Town must submit a request for the interconnection to the Village for consideration. Because this request is technically outside the sewer core, this request must be from the Selectboard and not staff.

Procedurally, once the project plans for sewer lines in the Town have been approved by Public Works, a request will need to be submitted to the Selectboard to obtain Town approval to submit to the Village. It will need to contain information on the specific flows to be approved as well as compliance with the monitoring requirement.

If the request is approved by the Selectboard, then a request from the Town will need to be submitted to the Village Trustees as outlined in the Agreement. Plans for the sewer connecting lines within the Village will need to be approved by the Village. The inter-municipal agreement also requires that the impact of the flows on the Village system be identified and that involves an evaluation of the lines that carry this added flow through the Village system and any pump stations. The Village may also have requirements under their codes and application that will need to be satisfied by the applicant. Once the application and plans are approved by the Village Trustees, the approval process for the interconnection will be deemed complete.

Only after this process has been completed can the final project approval be given by the Town Planning Commission. Without satisfying these requirements, the project has no sewer capacity or approval to connect to the system.

3

Sewerage System shall mean all facilities for collecting and conveying sewage to a point for treatment.

Stormwater shall mean the runoff of surface waters.

Suspended Solids shall mean the quantity of material deposited from a quantity of unsettled sewage under standard laboratory procedures defined in the latest edition of "Standard Methods for Examination of Water and Wastewater," expressed in parts per million (ppm).

Wastewater shall mean sewage.

ARTICLE B COLLECTION OF WASTEWATER

Each municipality agrees to construct and maintain, entirely at its own expense, those sewers within its boundary which serve exclusively its own citizens. Each municipality shall construct, operate and maintain such monitoring devices as are necessary to measure the quantity and pollutant load of wastewater being transmitted for treatment. The Village does, however, reserve the right to periodically have calibrated by the manufacturer's representative, all monitoring devices. In the event monitoring stations deemed necessary are not installed or are not properly maintained by the Towns, the Village may perform such construction or maintenance as is found necessary and shall be equitably compensated for same by the Town served by said device.

Each municipality further agrees that all new construction of sewerage systems shall comply with Federal and State requirements for infiltration rates and that all new construction of sewerage systems shall exclude the collection of stormwaters.

ARTICLE C TREATMENT OF WASTEWATER

The Village agrees to construct, operate, and maintain, in accordance with the requirements as set forth by the State of Vermont Agency of Environmental Conservation or its successor, modifications and additions to its existing sewage treatment plant so as to provide a level of treatment compatible with the waste receiving stream requirements.

The Towns and Village hereby agree to restrict their respective wastewater discharges to the system so that their respective designated capacity of the treatment plant is not exceeded and so that the discharged wastewater is compatible with treatment processes provided at the plant.

ARTICLE D DETERMINATION, ALLOCATION, AND PAYMENT OF COSTS

1. DETERMINATION AND ALLOCATION OF COSTS

a. Capital Improvements

- (1) Capital Improvement Costs shall include the following:



LAW OFFICES OF
DAVID A. BARRA, PLC

April 10, 2014

Paul O'Leary Jr., P.E.
O'Leary-Burke Civil Associates, PLC
1 Corporate Drive, Suite #1
Essex Junction, VT 05452

Re: *Kolvoord Property, 15 & 21 Upper Main Street, Essex Junction, VT*

Dear Mr. O'Leary:

I have reviewed your letter to Village Manager Patrick Scheidel dated April 14, 2014 and the documents referred to therein.

The approval you rely on was subject to satisfaction of any Town requirements in effect at the time of actual development. Therefore, the letter you seek must be conditioned on the proposal's meeting any and all Town requirements.

Further, in order to provide the connection and related services, an intermunicipal agreement must be in place to provide its legal basis.

With these two caveats, the Village can acknowledge that it will allow these parcels to connect to the Village water and sanitary sewer systems.

Very truly yours,

LAW OFFICES OF DAVID A. BARRA, PLC

By: 

David A. Barra
Attorney

Co: Pat Scheidel

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26 Railroad Ave
PO Box 123
Essex Junction, VT 05452-0123

PHONE (802) 879-8102
FAX (802) 879-0408
E-MAIL dabarra@barralaw.com

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AGREEMENT ON SEWAGE COLLECTION SYSTEM.

Articles of Agreement made and concluded this 24th day of June, 1975, by and between the Village of Essex Junction, Vermont, acting through its Board of Trustees, hereinafter called the Village, and the Town of Essex, Vermont, acting through its Selectmen, hereinafter called the Town.

WITNESSETH:

WHEREAS, the Village has constructed certain sewerage facilities, including sewer lines, within the Village of Essex Junction and is contemplating the modification and addition to its present sewage plant so as to treat sewage from the Town of Essex; and

WHEREAS, the Village and the Town of Essex have entered into an agreement regarding the treatment of sewage at the Village Sewage Treatment Plant; and

WHEREAS, the Town of Essex may desire to discharge sanitary sewage into the Village sewerage system, thereby transporting said sewage to the treatment plant, and/or have the Village construct transmission lines for this purpose; and

WHEREAS, it is in the best interest of the Village and the Town to cooperate on this matter;

NOW THEREFORE, for and in consideration of the premises, the mutual covenants herein recited and for other good, valuable and sufficient considerations, the parties hereto agree as follows:

ARTICLE A DEFINITIONS

The meanings of certain words and phrases used in this Agreement shall be as follows unless the context specifically indicates otherwise:

Capacity shall mean the limiting condition of a facility to handle sewage. For a sewer system, capacity shall be determined by hydraulic analysis.

Designated Capacity shall mean that portion of the capacity of a sewerage facility, or element thereof, specifically reserved for and contracted for by a community.

Operating Costs shall mean the costs of operation and maintenance of a facility and shall include the costs of labor, administrative costs, equipment, materials, power, fuel and any other items or incidentals required for operation and labor, equipment, materials and items for maintenance.

Fair share shall mean the ratio of the Town's designated capacity to the capacity of the facility.

Fair value shall include but not be limited to, consideration of condition of pipe, remaining useful life, initial cost, and hydraulic capacity, but shall not be based solely upon replacement cost.

Facility shall mean the collection system or any portion of the collection system.

Project costs shall mean the summation of construction costs, legal, fiscal (including interest on money borrowed during construction) and administrative costs, engineering costs, land costs, easement costs, and other costs normally associated with the construction of a sewage collection system.

Sewage shall mean the combination of sanitary and industrial waste-waters together with such quantities of groundwater as may enter the sewer through inconvertible conditions and surface water and storm waters as may presently exist.

Sewer shall mean a pipe or conduit for carrying sewage.

Waste-water shall mean sewage.

ARTICLE B COLLECTION OF SEWAGE

Each municipality agrees to maintain its existing collection system at its own expense and to construct and maintain at its own expense any new sewage collection system within its own boundary which serves exclusively its own citizens. Each municipality shall construct, operate, and maintain such monitoring devices as are necessary to measure the quantity and pollutant load of waste-water being transmitted for treatment. The Village does, however, reserve the right to periodically calibrate all monitoring devices. In the event monitoring stations deemed necessary are either not installed or are not properly maintained by the Town, the Village may perform such construction or maintenance as is found necessary and shall be equitably compensated for same by the Town.

Each municipality agrees to restrict its respective waste-water discharges to the collection system so that its designated capacity of the elements of the system is not exceeded. Each municipality further agrees that all new construction of sewage collection systems shall comply with Federal and State requirements for infiltration rates and that all new construction of sewage collection systems shall exclude the collection of storm waters.

ARTICLE C DETERMINATION AND ALLOCATION OF COSTS

I Capital Costs

- A. Except as otherwise provided herein, the Village, at any time may modify or add to its existing collection system to specifically serve Village requirements. The Village shall bear the total project cost for this construction.
- B. The Town may request the Village to modify or add to its existing collection system so as to specifically serve the Town's requirements. Upon request of the Town, the Village

agree to prepare plans and specifications and to construct the required facilities. The Town will bear the total project cost for this construction.

1. The facilities, so constructed by the Village within the Village, shall become and remain the property of the Village, or its successors.

2. It is agreed that the Village shall have the right to connect to such facilities, but only to the extent that such additional Village connection will not then cumulatively, with both initial and projected Town connections, exceed the capacity of said facilities.

3. Upon determination that the Village desires to connect to these facilities, the Village and the Town shall then mutually determine the fair value of the facilities to be used jointly. The Village's share of the fair value to be repaid to the Town shall then be computed by multiplying the ratio of the Village's designated capacity to the capacity of the facility by the fair value of the facility.

4. This paragraph should not be construed to include the Village's financial participation in a project cost for facilities that are solely required for the Town, even if said facilities may be jointly used, if the existing facilities, which the Village has available, have adequate capacity for Village flows.

c. The Village and Town may find it necessary to replace, modify or add to the existing collection system within the Village limits to serve the requirements of both municipalities. The total project costs of said facilities shall be borne by each municipality in the ratio of its designated capacity to the sum of designated capacities for the facility.

d. The Town may request that the Village give consideration to accepting Town sewage flows into its existing collection system. Within the limits of capacity of the system to handle initial and projected Village sewage flows, plus the flows from the Town, the Village shall accept these flows into its mains. The determination of capacity required by the Town shall consider initial flows and projected flows from the expected service areas.

3. Upon determination that the Village can accept the flow from the Town, the Village and the Town shall then mutually determine the fair value of the facilities to be used jointly. The Town's share of the fair value to be paid to the Village

shall then be computed by multiplying the ratio of the Town's designated capacity to the capacity of the facilities by the fair value of the facilities.

2. Sewer line capacity as determined above in excess of that reserved for projected Village and Town requirements will remain assigned to the Village. The excess capacity or portion thereof may be sold to any third party only after the Town has indicated no interest in purchasing the excess capacity or portion thereof.

II Operating Costs

The Town shall bear its fair share of the operating cost of the collection system within the Village that is used either jointly with the Village or separately by the Town.

A. In determining the Town's share, the total operating cost of the Village collection system, excluding the pump or lift stations, shall be divided by the total length of the sewer lines within the Village. This number shall then be multiplied by the length of the sewer line used exclusively by the Town and by either 50% of the length of sewer lines used jointly by the Village and the Town or by the ratio of the number of Town connections to the total connections multiplied by the length of the sewer lines used jointly by the Town and Village. The sum of these two numbers shall be the Town's share of operating costs of the Village sewer lines.

B. The Town's share of operating costs for pump or lift stations shall equal the total operating costs of the pump or lift stations used exclusively for pumping Town sewage plus the total operating costs of pump stations used jointly by the Village and the Town multiplied by the ratio of Town flow to total flow through the pump or lift station.

In the event that actual Town flows through any pump or lift station cannot be readily determined, the total operating cost of the pump station shall be multiplied by the ratio of the Town's equivalent population to total equivalent population connected to said pump station to determine the Town's share of operating costs for that pump station.

C. At the beginning of each fiscal year, the estimated operating costs will be established with the Town and a monthly payment schedule will be determined. The actual operating cost shall be established at the end of each fiscal year and the estimated operating cost shall then be adjusted accordingly with either rebates to or additional assessments against the Town.

(2)

ARTICLE D PAYMENT OF COST

- I The Town of Essex agrees to pay the Village for its fair share of the cost including any interest charges of the portion of the existing Village collection system which is used by the Town.
- A. This payment may be made as an initial lump sum payment or paid quarterly each year over a period of time not to exceed 20 years.
- II The Town agrees to pay its fair share of the project cost of all replacements, modifications and/or additions to that portion of the Village collection system that will be jointly used or used solely by the Town as follows:
- A. For work done by the Village forces, payment in full within 30 days following the billing of the completed work.
- B. For projects for which monies are raised by bond issues, payments of its share of project costs including interest at least two weeks prior to the date on which such bond and/or interest payments are due.
- C. For projects for which monies are not raised by bond issues, the Town will pay to the Village the Town's share of the project cost for which the Village has been billed, not later than the day upon which the billed work must be paid. The Village shall notify the Town of the receipt of any bills upon receipt thereof.
- III The Town agrees to pay its share of the operating costs of this Village collection system under the terms of this Agreement on a monthly basis within 30 days of billing.
- IV If, as defined in this Agreement, the Village desires to connect to collection systems constructed specifically for the Town as defined in Article C, I, b the Village agrees to pay the Town for its share of the costs, including any interest charges of that portion of the collection system which is to be used by the Village.
- A. This payment may be made as an initial lump sum payment or paid quarterly each year over a period of time not to exceed 20 years.

ARTICLE E INTENT OF AGREEMENT

- I It is the specific intent of this Agreement to effect a basis of mutual understanding of the conditions under which sewage will be transported from the Town of Essex through the Village of Essex Junction to the waste-water treatment plant.

- II. By becoming a party to this Agreement, both the Town and the Village do hereby commit themselves to work harmoniously toward the implementation of this Agreement in a manner equitable to each municipality. The Town of Essex is hereby assured that the Village (under the terms of this Agreement) will provide, within the Village limits, for the transporting of sewage from the Town across outside the Village to the treatment plant. The Village of Essex Junction is assured, hereby, that the Town of Essex will pay its fair and equitable share for the costs of installation, construction and operation of the collection system within the Village limits, under the terms of this Agreement.
- III. Both parties also hereby agree to participate within the limits of this Agreement in any and all upgrading of the sewage collection system as may be dictated by State or Federal regulatory agencies and sound engineering practices.

ARTICLE F FORMATION OF A COMMITTEE

- I. The parties hereto agree to form a committee composed of two members of the Village of Essex Junction Board of Trustees, two members of the Town of Essex Board of Selectmen, or their respective appointed representatives, who will meet at least once each three months. This committee shall meet to review and attempt to resolve all problems that may arise regarding this Agreement, the computation of the payments as provided for herein and to report to their respective legislative bodies their findings on these matters.

ARTICLE G DISPUTES

- I. The parties hereto agree that if any dispute arising out of this Agreement and/or its continuation cannot be resolved by the committee, the legislative bodies will, within 30 days, attempt to resolve said dispute. If said dispute is not settled within another 30 days, said dispute shall be submitted to the State of Vermont Agency of Environmental Conservation Department of Water Resources or its successor for arbitration. If either party is then dissatisfied with the decision rendered by Vermont Water Resources Department or its successor, the dissatisfied party may then bring an action in the County Court.

ARTICLE H MODEL ORDINANCE

- I. The parties hereto agree to conform to the intent of the Model Ordinance as recommended by the Water Pollution Control Federation in its Manual of Practices No. 3 dated 1963, and to conform to all

laws, rules, regulations and ordinances enacted or promulgated
by legally constituted Federal and State agencies.

IN WITNESS WHEREOF, parties hereto have caused their duly authorized
and legal representative to affix hereto the proper signatures on the
date and year first above written.

APPROVED BY THE TOWN OF ESSEX

Witness Linda J. Rosen

By: Barbara A. Higgins
Sec. 1990

APPROVED BY THE VILLAGE OF ESSEX JUNCTION

Witness Walter A. King

By: Robert J. Kelley
RE Secy



O'Leary-Burke Civil Associates, PLC

CIVIL ENGINEERING | REGULATORY AND PERMIT PREPARATION | LAND SURVEYING | CONSTRUCTION SERVICES | LAND USE PLANNING

January 9, 2017

**Patrick Scheidel, Town Manager
Town of Essex
81 Main St. Essex Jct., VT**

**RE: 15 Upper Main Street, Essex, VT
Inter-Municipal Water & Sewer Interconnection Request**

Dear Patrick:

We are writing on behalf of Dousevicz Inc. and Philip and Louise Kolvoord to request the Town of Essex Selectboard make a formal request to the Village of Essex Junction Board of Trustees to allow the proposed development at 15 Upper Main Street to connect to existing water and sewer stubs at the Town/Village boundary. The proposed development will require 15,390 gpd of water allocation and 7,420 gpd of sewer allocation.

If you have any question or need additional information, please let us know.

Sincerely,

Bryan Currier, PE



Location Plan

N.T.S.

SELECTBOARD

January 23, 2017

**TOWN OF ESSEX
SELECTBOARD MINUTES
January 23, 2017**

SELECTBOARD: Max Levy, Chair, Irene Wrenner, Vice Chair, Michael Plageman, Andrew Watts, Susan Cook.

OTHERS PRESENT: Patrick Scheidel, Town Manager; Doug Fisher, Director of Administrative Services; Greg Duggan, Town Planner/Assistant Manager; Aaron Martin, Utilities Director; Jim Bernegger, Economic Development Commission; John and Ramona Sheppard, Barbara Higgins, Paul O'Leary, O'Leary Burke Civil Associates; Catherine Michael; Colin Flanders, Essex Reporter.

Mr. Levy called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."

AGENDA ADDITIONS/CHANGES

Mr. Scheidel provided the following additions to the Agenda: an e-mail dated January 23, 2017 from Dawn Francis to Pat Scheidel, Brad LaRose and Doug Fisher regarding Regional Dispatch, a summary sheet of the Town of Essex Proposed Capital Budget and Program and a map from O'Leary Burke Civil Associates that relates to the discussion on the Agenda regarding Inter-municipal Water and Sewer Connections.

APPROVAL OF AGENDA

IRENE WRENNER AND MICHAEL PLAGEMAN SECONDED A MOTION TO APPROVE THE AMENDED AGENDA. THE MOTION PASSED 5-0.

PUBLIC TO BE HEARD

Ms. Ramona Sheppard noticed that the flag was raised outside without a light shining on it. Mr. Fisher went outside to take down the flag. Mr. Scheidel explained that the employee who is usually responsible for the flag is out having shoulder surgery. Once that employee returns and the light gets addressed, the Town will have the flag flown properly.

Ms. Sheppard asked for a date for the issuance of the 6/30/16 audit financial report. Mr. Levy stated that Mr. Fisher will get her than answer when he returns from taking down the flag.

PUBLIC HEARING
FYE 2018 Operating Budget

At 7:35 p.m., Mr. Levy declared the Public Hearing for the FYE 2018 Operating Budget open. He

SELECTBOARD

January 23, 2017

Report that shows how the Town is doing things in a more effective way. Ms. Cook felt there could be additional value provided through those savings and efficiencies, and Mr. Scheidel agreed.

Ms. Wrenner asked if the handout on "Services Provided" could be included in the Annual Report, Mr. Scheidel would try to include it. Ms. Wrenner felt that everyone could benefit from seeing that information as opposed to just those attending Town Meeting.

Mr. Plageman asked about outreach from the SB. Mr. Levy explained that he is preparing a list of proposed events that the SB could attend to pass out information for Town Meeting. He is working on that for the meeting on February 6th and would appreciate any suggestions. Mr. Watts asked if there were any concerns about conflict of interest for him or Mr. Levy since they were running for office. Mr. Levy stated that the SB has done this for the past two years regardless of who is running for office, and there is no campaigning during this outreach. Mr. Scheidel explained to Mr. Watts that if anyone asks a question not related to the budget, then the members have to use their judgement on how to answer. Members did not see a conflict of interest in this situation.

Mr. Levy stated that the Channel 17 Budget Presentation is scheduled for February 10th and since he is running for office, this duty usually goes to the Vice Chair if that person is not running for office. He asked Ms. Wrenner if she would be willing to present the budget on Channel 17. Ms. Wrenner would rather not as it was a short timeline for her to prepare. She was fine with another member or Mr. Scheidel taking on this duty. Mr. Scheidel explained that usually a SB member does the presentation and he fills in as necessary. Mr. Levy stated that there was no protocol if the vice chair declines. The Charter calls for the Chair, but he did not want to risk there being a conflict of interest. Mr. Watts wondered if there would be a conflict of interest at Town Meeting, and Mr. Scheidel replied that staff usually answers the questions during Town Meeting. Mr. Plageman was willing to present the budget on Channel 17.

Mr. Watts would send out last year's Town Meeting survey results to the members. He told Ms. Sheppard that he would contact the Girl Scouts to see if any of their troops can present the flag at Town Meeting.

Request for 5K Race – Gretchen Owens

Mr. Scheidel introduced this issue to the SB of a request for holding a Dream Big 5K Race to benefit the Eric D. Dettenrieder Memorial Fund. Because Chief LaRose and Mr. Lutz have no objections and no streets will be closed, this item is only for informational purposes. The race will be held on April 1st, and the race course is very similar to the course for the Essex CHIPS 5K.

Inter-Municipal Water and Sewer Interconnection Request – Aaron Martin and Greg Duggan

Mr. Martin introduced the issue of whether or not the SB will make a formal request to the Village of Essex Junction Board of Trustees to allow water and sewer lines at 15 Upper Main Street to cross municipal boundaries and connect from the Town to the Village.

Mr. Duggan provided some background to the issue. Attached to the memorandum dated January 18,

SELECTBOARD

January 23, 2017

2017 from Dennis Lutz, Aaron Martin and Greg Duggan to the SB and the Municipal Manager, there is another memorandum from Dennis Luz, dated November 14, 2016, explaining that there is a process that must be followed to connect water and sewer utilities across the municipal boundary from the Town into the Village. The process begins by the applicant submitting a water and sewer design for approval by Public Works. When the proposed design meets or exceeds the Town's Standard Specifications for Construction, the applicant will then be required to make a formal request to the SB to interconnect with the Village. Once this approval is granted by the SB, the request will be made to the Trustees, on behalf of the applicant, to connect to the Village system. Per existing agreements between the Town and the Village, it is the governing body of each municipality that must request and/or approve interconnections between each system.

Mr. Levy noted that any time a request to extend the sewer core has come before the SB, the answer has been "no". However, he understood that this request is different. He asked how the SB could defend this decision should, for example, Essex Alliance Church question it? Mr. Martin explained that the SB would need to point to the fact that there is a preexisting agreement between this property owner within the Town, that is outside the sewer core. He referred members to the sewer allocation map where it shows another lot outside the sewer core that is connected to Town sewer. He confirmed for Mr. Levy that this lot was a preexisting connection prior to the sewer core, which is similar to the current request at 15 Upper Main Street. Mr. Martin stated that this issue was pre-sewer allocation ordinance and pre-sewer core. He clarified that 15 Upper Main Street has a preexisting agreement between the property owner and the Village of Essex Junction for a sewer allocation/capacity, which predated the sewer core. Mr. Levy asked if the agreement was legal, and Mr. Scheidel pointed to the letter from the Attorney, David Barra from April of 2014. Mr. Martin explained that Public Works is of the opinion that the new sanitary sewer system proposed for the Brookside development should be a private system so that the Town is not maintaining sewer infrastructure outside the sewer core. Mr. Scheidel added that this recommendation has been acceptable through the Planning Commission process. Mr. Duggan explained that the PC has given the project preliminary plan approval and has begun the final plan approval process last week. If approved by the SB, then it goes to the Trustees and the Village staff for approval. After that, it goes back to the PC and the SB for final approval.

Ms. Wrenner recalled that this parcel used to exist in the Village and then something happened with the boundary line, which is another difference from the Essex Alliance Church. Mr. Scheidel explained that in 1990/1991, Mr. Phil Kolvoord asked the SB for a boundary adjustment so he could have a developable piece of property for his children. This led to many discussions, but ultimately the request was denied by the SB.

Ms. Cook wondered if there were other options to consider for a solution to this issue. Mr. Duggan replied that the developer could have a septic system as opposed to wastewater, but that was not presented in the application. He guessed that the developer was looking for a much higher density than possible with a sewer system.

Ms. Wrenner asked if this would be the only private sewer system or if there were others in the Town. Mr. Martin replied that there is a private sewer system off Pinecrest Drive called Royal Park. Royal Park has one line that comes into the Town's gravity system. Beyond the Royal Park property, there is a series of gravity manholes connected to 12 buildings. He agreed with Ms. Wrenner and Mr. Levy that

there is precedent for requiring someone to maintain a collection system privately. Mr. Levy understood that this would be for sewer, but not for water, and Mr. Martin agreed. With regard to water, Public Works is of the opinion that the water distribution system, as proposed, should be owned and operated by the Town. However, because the proposed system crosses a municipal border, the Champlain Water District requires that a new meter vault be installed to meter all usage from the Village to the Town.

Mr. Martin explained to Mr. Levy that the lot across from 15 Upper Main Street is currently connected via service lines to the Village system. Then, there is a lot to the left that is not connected and he did not know the status of that agreement. Anything blue on the map has an agreement separate with the Village for water and sewer and is outside the sewer core. Mr. Martin agreed that this request is for four houses to be interconnected via a service line across Town property into the Village wastewater treatment, which was an agreement that predated the sewer core. Mr. Levy's first instinct is not to approve this request, but understood that the agreements are legal documents and predated the sewer core. Mr. Martin agreed that there are pre-existing agreements between the Town and the Village for connecting to sewer, and the whole process is spelled out in those agreements. Mr. Levy understood that those agreements make it very different than the request from Essex Alliance Church (EAC) and if EAC came to the SB to argue about the expansion of the sewer core in this instance, the SB could defend its position because the agreements were made prior to the sewer core. Mr. Duggan clarified that the SB is not being asked to extend the sewer core nor would the Town sewer core be expanded with this approval.

Ms. Cook asked, what is the motivation of the Village to agree to this? She was trying to understand the pros and cons to the Agreement. Mr. Duggan explained that back in the early 1990s, this parcel received sewer capacity from the Village in return for providing open space for the Fairview Farms development. The Attorney's opinion is that the Village needs to uphold the Agreement because it granted that sewer capacity. Mr. Scheidel added that the Village does not want to go to court for denying what was already agreed upon. Mr. Levy asked if the Town Attorney would be in agreement, and Mr. Duggan replied that the Town Attorney was brought into the discussions early on as it is a 2-year process and that he is "on board" with this application. Mr. Levy commented that Ms. Higgins' signature is on the original agreement. Ms. Higgins was surprised and commented that it must have been back in the 1970s.

Mr. Watt asked if the residents will be paying Town rates or Village rates for their water and sewer. Mr. Martin replied, that it would be Town water rates and Village sewer rates. Mr. Levy was concerned about setting a precedent for other requests, but Mr. Martin reassured the members that this request was different because of the pre-existing agreements.

Ms. Higgins suggested that the members be very cautious because even though this is not an extension of the sewer core, the SB needs to make it very clear that the Town has no obligation for the system going forward. Mr. Levy thought that was a good question and asked how the Town makes sure that the Homeowner's Association (HA) can't renege on its responsibility to maintain the system. Mr. Martin explained that Public Works has made requirements for the HA documents and that the Town has also included a requirement that the Town inspect their system annually. Mr. Levy asked if the HA will have money in escrow to deal with any issues that may arise, and Mr. Martin was unsure, but that it should be addressed in the HA documents. Mr. Plageman confirmed for Mr. Levy that the SB did not have

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purview over the HA documents. Mr. Plageman suggested that, because there have been other homeowner's associations come before the SB with requests, that there be an immediate establishment of a sinking fund for the maintenance of that system. He thought that there were steps that the Town could take to make sure than language is in the bylaws to protect the Town. Ms. Higgins stated that if the HA didn't maintain the system, the Town could be held liable for health and safety issues. She asked what responsibilities the Village has with the system since it will be an extension of the Village sewer core. She also asked about the agreement she signed and if it was still valid. Mr. Martin replied that the agreement was on the sewer collection system and it was still in effect. Mr. Levy asked who is responsible if the system fails? He thought it was a valid point to get clarified and wondered if that could happen before making a decision. Ms. Wrenner thought that might hold up the PC process.

Mr. Paul O'Leary from, O'Leary Burke Civil Associates, stated that it has been clear in the process that the Town is not taking over the gravity sewer system and that the HA is responsible for it. The HA documents have been drafted, and they clearly state that they are responsible for the maintenance similar to the stormwater system. Mr. Levy was concerned with what would happen if the HA did not follow through with maintaining the system and it failed. Someone has to do it, and the Town can't jeopardize the health of its citizens. Therefore, he wanted to have a clear understanding if that responsibility would fall on the Town or the Village. Mr. O'Leary replied that it is the HA's responsibility, not the Town or the Village, and collection systems are much less maintenance than stormwater, which they have already agreed to hiring a professional to clean once a year. There is also an operation manual as part of the HA documents that has to get approved by Public Works before final application gets approval.

Mr. Scheidel explained to Mr. Levy that, in a similar situation of a private business, a bankrupt owner that had sewer related problems would require an inspection from the Town Health Officer who would cite the owner. If it became apparent that it was a hazard to citizens, the Town might step in and put a lien on the property and that would be as far as they would be expected to do. Ms. Cook was worried about the perception because the members might understand the unique intricacies of the relationship, but if there is a problem, residents could still be vocal that the Town is not taking care of its residents. Mr. Plageman explained that a similar issue surfaced not that long ago with a Class 4 road that was the responsibility of a homeowner's association. There was a change of ownership of homes, and no sinking fund set up for maintenance of the road. When the road was washed out from a storm, residents came to the SB to ask for money to fix it. The SB denied that request. He agreed with Ms. Cook that with regard to perception, they run that risk, but if the agreement is written correctly the first time clearly putting the responsibilities where they belong, then the Town has done its job.

Mr. Levy asked how the Town could be sure that the HA had a sinking fund, and Mr. Martin and Mr. O'Leary agreed that a condition could be made to have the Town Attorney review and approve the HA documents before a zoning permit can be approved, which is fairly typical in subdivision work. He confirmed for Ms. Wrenner that the cost for the Town Attorney would be incurred by the applicant.

Ms. Higgins assumed the applicant attached the agreement to the application because it states that the Village, at any time, could modify or add to the existing collection system to specifically serve the Village requirements, etc. She suggested checking with the lawyer on this issue. Mr. Duggan referred to the memorandum from Mr. Lutz regarding interconnection and the 1975 Agreement, which states

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451 "Under Article C.I.B,d, it is clear the Town must submit a request for the interconnection to the Village
452 for consideration." "If the request is approved by the SB, then a request from the Town will need to be
453 submitted to the Village Trustees as outlined in the Agreement." This means that the Trustees do have
454 to approve it first. Mr. Levy commented that this made him a little nervous. Ms. Wrenner and Mr.
455 Plageman trusted that Mr. Duggan would relay the SB concerns to the Attorney and the PC.

456
457 **IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION THAT**
458 **THE SELECTBOARD AUTHORIZE THE MUNICIPAL MANAGER TO SUBMIT A**
459 **WRITTEN REQUEST TO THE VILLAGE TRUSTEES TO ALLOW PROPOSED**
460 **DEVELOPMENT AT 15 UPPER MAIN STREET TO CONNECT TO EXISTING WATER AND**
461 **SEWER STUBS AT THE TOWN/VILLAGE BOUNDARY. THE MOTION PASSED 4-1 (Susan**
462 **Cook opposed).**

463
464 **2017 Acceptance of Town Highways – Aaron Martin**
465

466 Mr. Martin introduced the issue of whether the SB will sign the 2017 Certificate of Highway Mileage.
467 He explained that the Town did not take over any new roads in 2016, and the road mileage lengths on
468 the Certificate of Highway Mileage will remain the same as last year. The Town will not accept any
469 new roads from a developer unless final pavement has been installed, and staff has inspected the
470 construction for any deficiencies.

471
472 **IRENE WRENNER MOVED AND SUSAN COOK SECONDED A MOTION TO SIGN THE**
473 **2017 CERTIFICATE OF HIGHWAY MILEAGE THAT IS ATTACHED TO THE**
474 **MEMORANDUM DATED JANUARY 17, 2017 FROM DENNIS LUTZ AND AARON MARTIN**
475 **TO THE TOWN MANAGER AND THE SELECTBOARD REGARDING 2017 ACCEPTANCE**
476 **OF TOWN HIGHWAY.**

477
478 Mr. Martin estimated for Mr. Levy that the Town will receive around \$200, and he confirmed that no
479 Class 4 roads were included. The formalized adjustment on Osgood Hill Road was .02 miles.

480
481 **THE MOTION PASSED 5-0.**
482

483 **Approval of Warning for Capital Budget and Plan 2018-22 Public Hearing – Pat Scheidel**
484

485 Mr. Scheidel introduced the issue of whether or not the SB will warn a public hearing for the 2018-
486 2022 Capital Budget and Five-Year Plan.

487
488 **IRENE WRENNER MOVED AND SUSAN COOK SECONDED A MOTION TO WARN A**
489 **PUBLIC HEARING FOR FEBRUARY 6, 2017 AT 8:15 P.M. FOR THE PURPOSE OF**
490 **SOLICITING COMMENTS ON THE FYE 2018 CAPITAL BUDGET AND FIVE YEAR PLAN.**
491 **THE MOTION PASSED 5-0.**

492
493 **Warning of Vermont League of Cities and Towns (VLCT) Special Membership Meeting – Pat**
494 **Scheidel**
495



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

February 15, 2017

Mr. Bryan Currier, PE
O'Leary-Burke Civil Associates, PLC
13 Corporate Drive
Essex Junction, VT 05452

RE: Ability to Serve Creekside Village, Route 15, Essex VT

Dear Mr. Currier:

In response to your request dated February 8, 2017 for information regarding the capability of Champlain Water District (CWD) to supply water to the referenced proposed project, we submit the following:

1. Water is supplied to the referenced area via locally-owned distribution mains.
2. Existing water storage is provided by the 2.2 MG Essex West Tank off Route 15 in the Town of Essex.
3. Your water supply requirement for this proposed project can be furnished by CWD without restricting or encumbering its present users on the CWD supply system.
4. Capability of the local water distribution system and adequacy of local water storage volume must be verified by the local water system official.
5. This letter of availability is valid for a three-year period commencing on today's date and ending on February 15, 2020.

Please don't hesitate to contact us with any questions.

Sincerely,
CHAMPLAIN WATER DISTRICT

Joseph J. Duncan, PE, F.NSPE
Director of Projects & Programs / Chief Engineer

cc: J. Fay
P. Tice
A. Martin

Memorandum

To: Dana Hanley, Community Development Director
Sharon Kelley, Zoning Administrator
Greg Duggan, Town Planner

From: Aaron K. Martin, P.E., Utilities Director / Town Engineer *AM*
Dennis Lutz, P.E., Public Works Director
Annie Costandi, E.I., Storm water Coordinator / Staff Engineer *AC*

Date: January 05, 2017

Subject: Brookside Village, 15 Upper Main Street
Final Plan <<<SECOND REVIEW>>>

The Town of Essex Public Works Department has reviewed the response to our November 16, 2016 final project review memo. All new comments are provided in red below.

Transportation:

1. In previous reviews, Public Works requested the applicant submit a Traffic Study to a third party for review. Roger Dickinson, P.E. of Lamoureux & Dickinson reviewed the traffic study for the proposed project and provided comments in a letter dated July 20, 2016. L&D agreed with the conclusions of the study and recommended adding the following: *(We believe it appropriate, though, to add a recommendation that the 60 ft. right-of-way for State St. extend to the southerly project perimeter property line; matching up with the existing 60 ft. public right-of-way that extends from Juniper Ridge Rd. Extending this right-of-way will preserve future options with regard to public access (particularly for alternative travel modes) and utilities.)* Public Works is of the opinion that all recommendations provided by L&D be made conditions of project approval.

Comment Addressed

2. Public Works strongly recommends the developer be required to provide an easement, and construct a 10 foot wide paved multi-purpose path along the 675' frontage of VT RT 15. This path link is currently part of the Town's 2016 Town Plan and listed as a "First Priority Bike Path", (see attachment D). Furthermore, the Town of Essex is very aware that this path would require approval from VTrans before construction. Being this proposed path link is a high priority, the Town of Essex has submitted an application to the CCRPC for project scoping which will begin the VTrans design process. Funding for this project will be provided in FY 2018.

Comment Addressed

3. The Town of Essex understands that construction of this path link is years away from construction. Public Works is of the opinion that in lieu of constructing the path, the developer could provide the Town with the funding to proceed with design and construction of the section of path that will front the proposed project. Being any path project along this section of VT RT 15 will be a VTrans project, and the Town has initiated the scoping process. Public Works has calculated a total project cost including design and construction using historical construction costs of similar path projects. The total design and construction cost for the 1,100' section of paved path along VT RT 2A constructed in 2015 was \$290,800. This cost has been adjusted using current ENR construction data. As stated above, this project will likely be designed and constructed using State and/or Federal funding through VTrans grant programs. Most grants available are 80/20. Meaning the local project share would be 20% of the total cost. The total per foot cost of the local share for a new paved bike path would be \$52.87 per foot. The total local share for the 675 foot section of path along the frontage of this project would be \$35,687.25.

The applicant has offered a counter proposal to Staff's recommended payment in lieu of full construction of a multi-use pedestrian path along the VT RT 15 frontage of the project that was detailed in the previous review of this project. As stated in the previous review of this project, the proposed path link is a high priority for the Town of Essex. The Town of Essex submitted an UPWP, (Unified Planning Work Program) application for FY2017 to the CCRPC, and will do so again for FY 2018. See attached email from CCRPC.

There is a process the Town of Essex must follow to become eligible for State and Federal funding for design / construction of municipal path projects. Project identification, project need, scoping, ROW & Permitting, design and construction. The multi-use path project is currently within this process. Project Scoping is but one step within this process. Furthermore, Town funding for this project will be provided in FY 2018. Staff is of the opinion that the previous offer was fair to both the developer and the Town of Essex. Staff recommends that the path fee as proposed in the previous review, be made a condition of approval for this project.

Sewer:

1. Public Works has expressed its position on the proposed private sanitary sewer issue in previous reviews and will reiterate the position again. The Town will not be responsible for ownership, operation or maintenance of new municipal sewer lines that are outside the Town sewer core. This position stands unless the Selectboard decides otherwise. The sewer collection system as designed will connect to the Village of Essex Junction by gravity infrastructure. This project is outside the approved Town of Essex Sewer Core Area and therefore has no Town sewer allocation within the Town. Public Works is aware that the applicant has an agreement with the Village of Essex Junction regarding sewer capacity. Attachment C of this memo clearly articulates the position of the Village of Essex Junction regarding the development as currently proposed.

No further comment necessary

2. As outlined in a memo from Dennis Lutz, P.E. dated November 14, 2016, there are many outstanding issues with regards to sewer for this project. This letter can be found as Attachment A of this memo. Public Works understands that the applicant does have sewer capacity from the Village of Essex Junction, but it does not have any authorization to interconnect the sewer between the two communities. As stated herein, further documentation and approval by both the Village Trustees and the Town of Essex Select Board must be provided before further review of this project can be completed.

The applicant has a formally requested to connect to the Village of Essex Junction sanitary sewer system in a letter dated December 21, 2016. The Town of Essex has seen no further documentation regarding the status of this request.

3. The current gravity infrastructure proposed does meet the requirements of the current Sewer Use Ordinance and the Town of Essex standard Specifications for Construction. All infrastructure as proposed will be privately owned and maintained by the proposed project's homeowner's association. A copy of the proposed association documents must include the following, a sewer spill prevention plan, operations and maintenance manual, and a yearly inspection requirement by the Town of Essex to ensure proper system maintenance is being completed regularly.

The operation and maintenance manual submitted must be more comprehensive. The EPA has guidance on putting together operation and maintenance manuals. The link below provides a template for a manual. The applicants engineer should concentrate on the portions of the guidance that relates to gravity collection systems.

<https://www3.epa.gov/region1/sso/other/PreventiveMaintenanceSewerOverflowResponsePlanTemplateNovember2009.doc>

The emergency response plan submitted must meet the current Vermont ANR requirements. The applicants engineer can refer to the link provided below for required information and a template. The plan must clearly reference spill reporting procedures required under H.674, Mandatory Sewage Release Reporting Law.

<http://dec.vermont.gov/sites/dec/files/wsm/wastewater/docs/Guidelines%20for%20Spill%20Prevention%20Plan%202.pdf>

4. All sanitary sewer discharged into the Village system from the proposed development must be accurately metered. The applicant will be required to install a metering manhole at the municipal boundary. Based on this flow measurement, the homeowner's association will be billed on sewer flows discharged into the Village system, and any additional maintenance costs the Village may require on gravity systems impacted

downstream of the proposed gravity connection. It is not only the cost to clean and maintain lines within the project boundary that may be internal to an association but external costs that must be based on measured usage.

Comment Addressed

5. The plans show a sewer stub to the lot known as 21 Upper Main Street. This sewer service cannot be allowed under the Town's current ordinance. This parcel is not within the existing sewer core nor does it have pre-existing sewer allocation from the Village of Essex Junction. The applicants engineer must remove this sewer service stub from the revised plans.

Comment Addressed

6. Further direction regarding the proposed sewer infrastructure, capacity, and inter-connection between the Village and Town has been provided in a memo from Dennis Lutz, P.E. November 14, 2016. This memo can be found as Attachment A of this review memo.

The applicant has made a formal request to the Village of Essex Junction for the proposed sewer demand of 7,420 GPD. As of the date of this review memo, the applicant's engineer has not provided any data or information assessing the future impacts to the Village sewer system that will be caused by the Brookside Village project.

Water:

1. Town Public Works has reviewed the municipal water infrastructure as submitted by the applicant's engineer and has the following comments. As stated in previous review memos, there is no direct connection between the Town of Essex existing water system and this project. Any municipal waterline extension directly from the Village of Essex Junction system would require, at the minimum, the following:

Public Works has not seen any response from the applicants engineer regarding the comments provided in our previous review memo dated November 16, 2016 nor to the memo from Dennis Lutz, P.E., Public Works Director, dated November 14, 2016.

- a. Written approval from the Village to support the specific flow and capacity for the project from the Village system. The water demand from this proposed development will have a direct impact on the pressures and flows within the Village water system. The applicant's engineer must look at these impacts, and provide a response on how each will be addressed.

The applicant has made a formal request to the Village of Essex Junction for the proposed water demand of 6,720 GPD. As of the date of this review

memo, the applicant's engineer has not provided any data or information assessing the future impacts to the Village water system that will be caused by the Brookside Village project.

- b. Written approval from the Village to utilize the existing waterline from Juniper Ridge. Public Works acknowledges that there is an 8-Inch stub located at the municipal border between the Town and the Village.

Public Works has been made aware that the applicant has made a formal request to the Village of Essex Junction to connect to the Village's water distribution system in a letter dated December 21, 2016.

- c. Written approval from the Village for all new municipal water infrastructure located within the Village to make the connection

As stated in section (b.) above, Public Works has been made aware that the applicant has made a formal request to the Village of Essex Junction in a letter dated December 21, 2016 to install new water infrastructure within the Village.

As of the date of this review memo, Public Works has not received any of the above referenced documentation.

2. Further direction regarding the proposed water infrastructure has been provided in a memo from Dennis Lutz, P.E. November 14, 2016. This memo can be found as Attachment A of this review memo.

The portion of the above referenced memo regarding proposed water infrastructure has not been addressed by the applicant's engineer.

3. Being that the proposed water system will be municipally owned and operated by the Town of Essex, and the new system and connection will cross a municipal boundary within the Champlain Water District service area, the applicant will be required to install a meter vault between the Town and Village water systems. The meter vault is required by CWD to accurately reflect the water use between the two communities. Public Works provided a copy of the plan sheet and the vault detail provided to CWD for review by the district engineer. The comments regarding the vault as proposed can be found as Attachment B of this review memo. It is the opinion of Public Works that all comments provided by CWD be addressed by the applicant's engineer prior to any approval of this project

The Town of Essex has been in contact with the Champlain Water District regarding their November 15, 2016 review memo for the Brookside Village project. A copy of this memo can be found as Attachment B of the previous project review memo dated November 16, 2016. As of the date of this current

review memo, the district has not received any response from the applicant's engineer.

Storm water:

1. Indian Brook is an impaired waterway. All storm water must be treated and detained in accordance with the 2002 Vermont Storm water Management Manual. The applicant will also be subjected to additional offset fees which will be determined by the State.

Comment Addressed

2. The site will require a state storm water permit. The applicant shall provide Public Works with a copy of the application and calculations when submitted to the State for review.

Comment Addressed

3. EPA issued the Lake Champlain TMDL Implementation Plan which calls for higher levels of phosphorus removal for all stormwater discharges to the Lake or its tributaries. Because of this Plan, the applicant will need to provide design details for the proposed stormwater system as well as the pounds of phosphorus to be removed by the proposed system.

If the State has provided the Town with a target for total phosphorus removal before the date of the final approval of this project, the Town will require a proportional share of phosphorus removal by the applicant. This should be made a condition of final approval.

Comment Addressed

4. Public Works reserves the right to make additional comments at the final review.

Comment Addressed

Recommendation:

It is the opinion of the Town of Essex Public Works that the applicant has not supplied adequate information regarding the proposed Water and Sewer utilities as requested back in November. Without written concurrence / non-concurrence by the Village of Essex Junction on specific issues relating to the portions of the infrastructure that impact directly on the Village, Public Works is not able to perform a thorough final review of this project and is of the opinion that the project submittal remains incomplete.

Memorandum

To: Dana Hanley, Community Development Director
Sharon Kelley, Zoning Administrator
Greg Duggan, Town Planner
From: Aaron K. Martin, P.E., Utilities Director / Town Engineer
Dennis Lutz, P.E., Public Works Director
Date: April 8, 2015
Subject: Brookfield Village, 15 Upper Main Street
Preliminary Plan <<<SECOND>>>Review

The review of this project indicates that there are a number of significant conflicts with regard to the review authority of the Town of Essex Public Works Department. Below is a list of issues that require further information from the applicants engineer and input from the Village of Essex Junction.

Transportation:

1. The Traffic Evaluation submitted for this project analyzes the impacts on existing roads and intersections within the Village of Essex Junction and to VT15 in the Town. Of the three intersections analyzed, only one (VT RT 15 and Sycamore Lane) is in the Town of Essex and that access is onto a State highway with VTRANS jurisdiction. The other two, (Sycamore Lane/Juniper Ridge and Fairview Drive/VT RT 15), are located within the Village of Essex Junction. Both require the review and input by the Village of Essex Junction.
2. In the absence of an approval from the Village of Essex Junction to allow public road access onto Juniper Ridge Road, the assumption must be made that such an access will not be allowed. However, this is an unknown until the Village provides a response on the acceptability of connecting Sycamore Ave to Juniper Ridge Road. No action should be taken on the proposed project until the status of this potential interconnect is determined.
3. If the Village allows the connection, then we believe that there are significant traffic implications due to the use of Sycamore Road as an alternative route to VT15. Due to the location of the Sycamore Ave access to VT15 well north of the current access for most of the Countryside residents at Fairview Drive, Sycamore Road will act as the major primary route for all traffic heading north out of or south into Countryside from VT15. This greatly impacts on the "functional characteristic" of Sycamore Drive.
 - a. With a non-connected roadway into the Village meeting all Town requirements for a dead end road, the development traffic is self-contained and the only traffic on Sycamore is the traffic that is directly associated with going to or from the residential units. This would be a classic case of a road which functions with its primary purpose being only access. Speed would be lower, traffic would be substantially less than for a through road and the road would

function to protect the area as a self-contained “neighborhood.” It would be significantly more user friendly to residents who live there.

- b. Alternatively, with the connection to Juniper Ridge, the road tries to act as both an ‘access road’ and a “through connector”. The curb cuts are close together, on-street parking becomes a problem, and speeding becomes an issue for residents. Overall, the through nature of the road affects the quality of life in the development. In some locations, this does not present a significant problem. On this project it does because of the sole existing access to a large number of Village residents in Countryside who will use this road instead of Fairview Drive. All the major grocery stores serving the area lie to the north off VT15. A map of the Village streets clearly identifies this route as being the primary one if it is constructed.
 - c. In our opinion, if the scope and density of the project has to change to enable the standards for Town dead-end roads to be met, then the project design needs to be changed to meet the standards.
4. The Town Public Works staff cannot provide a review of traffic impacts within the Village nor can it review the traffic impacts that are not defined at this time if the project cannot access the Village street system via Juniper Ridge Road. If the project is reduced in scope for submission as a dead-end road, then the traffic study will have to be redone as resubmitted for only that level of development.
 5. Public Works strongly recommends the developer be required to construct a 10 foot wide multi-purpose path along the length of the property on VT15.
 6. The application at this time must be considered incomplete and not reviewable based upon the information provided.

Sewer:

1. The sewer appears to be designed as a municipal system connecting to the Village of Essex Junction by gravity infrastructure. This existing lot is outside the approved Town of Essex Sewer Core Area and therefore has no Town sewer allocation within the Town. Public Works is aware that the applicant has an agreement with the Village of Essex Junction regarding sewer capacity. This Village’s position regarding the allocation, was provided via a letter dated April 19, 2014, a copy of which is attached. However the letter is silent as to Village ownership, operation and maintenance of the sewer lines and to a specific allocation of flow relative to the applicant’s request.
2. The submitted project narrative indicates that the sewer system will be privately owned and maintained by the homeowner’s association. While this may be possible, the sewer usage will have to be accurately measured and provided to the Village, since the cost for providing transmission through the Village lines and the cost for treatment of the flow at the Village wastewater plant will be based on the flow measurement. It is not only the cost to clean and maintain lines within the project boundary that may be internal to an association but external costs that must be based on measured usage.
3. The Town’s position is that it cannot be responsible for ownership, operation or maintenance of new municipal sewer lines that are outside the Town sewer core. Public Works is of the opinion that the Village of Essex Junction has the review authority of the sanitary sewer infrastructure designed for this project.

Water:

1. Town Public Works has reviewed the municipal water infrastructure as submitted by the applicants engineer and has the following comments.

- a. There is no direct connection between the Town of Essex existing water system and this project. Any municipal waterline extension directly from the Village of Essex Junction system would require, at the minimum, the following:
 - 1) Approval from the Village to support the specific flow and capacity for the project from the Village system. **The water demand from this proposed development will have a direct impact on the pressures and flows within the Village water system. The applicants engineer must look at these impacts, and provide a response on how each will be addressed.**
 - 2) Approval from the Village to utilize the existing waterline from Juniper Ridge. **Public Works acknowledges that there is an 8-Inch stub located at the municipal border between the Town and the Village.**
 - 3) Approval from the Village for all new municipal water infrastructure located within the Village to make the connection
 - 4) A new meter vault between the Village system and the proposed system within the Town to meter all water crossing from the Village to the Town. The meter vault is required between CWD communities to accurately reflect the water use between the two communities. It shall be designed and constructed to meet Champlain Water District standards, see attached. There are no exceptions to this requirement and it applies whether or not the water system is private or public.
- b. For the water system to be private, it is our opinion that it will require a certified water operator per State requirements. In addition, there is the issue of usage measurement and billing for water use.
The applicants engineer has stated that the proposed water system will not be a private water system.
- c. In the opinion of Public Works staff, the water system must be municipally owned and operated to protect the public health and guarantee that usage measurements will be taken, that there is always a certified operator and there will be funds and staff to provide the services needed to protect the public health. Public Works staff is of the opinion that the water system needs to be a component of the Town municipal system and any project approval should require this as a condition of approval.
The applicants engineer has stated that the water system, as designed, will be a municipal system.
- d. All hydrants must be located on the same side as the water main. There is no need to design an extra 110 LF of 6-Inch hydrant service lines that the Town may have to take over and maintain.
Comment Addressed
- e. The Town understands that the project area has a substantial amount of silt and clay. These types of soils lend themselves to increased corrosion. The applicants

engineer has selected ductile iron pipe as the proposed material for the water main. If the Town is to take over this water infrastructure, all mains shall be C900 PVC. Extra caution should be taken with the installation of any metal fittings, glands, and service saddles. Stainless steel shall be required. Comment Addressed

- f. The applicant shall provide two valves on the two 8-Inch tees that connect the water main loop on Yarmouth Road, (Sta. 16+75 and 20+80). One off of the branch and one on the southern side of the Tee. No Exception.
Comment Addressed

Recommendation:

It is the opinion of the Town of Essex Public Works that the applicant has not supplied adequate information regarding the proposed design of the new infrastructure to provide an accurate and thorough review nor written concurrence/non-concurrence by the Village on specific issues relating to the portions of the infrastructure that impact directly on the Village and the project. The submittal is incomplete.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Finance Director
Dennis Lutz, Essex Public Works Director
DATE: April 20, 2017
SUBJECT: Chittenden County Regional Stormwater Changes

Issue: Whether to authorize staff to sign the Chittenden County MS4 Stormwater Program Agreement Effective July 1, 2017.

Discussion: The Village complies with Municipal Separate Storm Sewer System (MS4) stormwater permit Minimum Measure #1 Public Education and Minimum Measure #2 Public Participation and Involvement through service agreements administered by the Chittenden County Regional Planning Commission. Legislative action in 2016 required Planning Commissions to amend bylaws in order to provide Intermunicipal Service Agreements such as the stormwater program contract being noted here.

With the changes in CCRPC By-laws passed April 19, 2017, the revised contract allows the municipal service agreements to continue. These two programs are managed through the MS4 subcommittee of Clean Water Advisory Committee (CWAC) within CCRPC. The changes in the bylaws also make CWAC and MS4 committees lasting under the CCRPC umbrella. All other operations components of these two compliance contracts remain the same.

Costs: No Change in cost. Annual cost is currently \$5,500 subject to annual review.

Recommendation: It is recommended that the Trustees authorize the Water Quality Superintendent to sign the revised Chittenden County MS4 Stormwater Program Agreement when completed.

members of the Chittenden County Rural Planning Organization.

These bylaws hereby replace the charter and bylaws of the CCRPC and bylaws of the CCMPO.

ARTICLE III. DUTIES, RESPONSIBILITIES AND DUES

In keeping with its purpose, the Chittenden County Regional Planning Commission will have the following duties and responsibilities:

A. In order to carry out the responsibilities of the regional planning commission, the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 24 V.S.A. Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.

B. In order to carry out the responsibilities of the metropolitan planning organization (MPO), the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 23 CFR § 450.300 et seq., as amended, and such other laws and rules as may be enacted by the Congress of the United States, the United States Department of Transportation or the General Assembly of the State of Vermont.

C. Member communities provide local match funds for Chittenden County Regional Planning Commission programs funded in the annual work program under State and Federal law. Communities shall be assessed their reasonable fair share based on their community's proportional equalized education grand list of the Chittenden County Regional Planning Commission region. The most current data available for this grand list shall always be utilized in this distribution

D. The duties and responsibilities of members and alternates will be articulated in job descriptions developed by the Chittenden County Regional Planning Commission.

E. The Chittenden County Regional Planning Commission may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within a service agreement under section XI of this bylaw, capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

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D.F. Such other duties and responsibilities as are required by federal, state and local law or regulations, or otherwise authorized by law and endorsed by majority vote of its members.

**CHITTENDEN COUNTY MS4
STORMWATER PROGRAM AGREEMENT
EFFECTIVE July 1, 2017**

Preamble

This Stormwater Program Agreement ("Agreement") is entered into by and between a group of Municipal Separate Storm Sewer System ("MS4") permittees ("MS4 Permittees") and the Chittenden County Regional Planning Commission ("CCRPC") to operate an MS4 Stormwater Program ("Program") that conforms with and satisfies the relevant requirements of both Minimum Control Measure One (Public Outreach and Education) and Minimum Control Measure Two (Public Involvement and Participation) of the Phase II NPDES Permit issued by the Vermont Department of Environmental Conservation ("DEC") on December 2012 through General Permit 3-9014 ("MS4 Permit"), as these requirements may be continued, renewed, amended, or otherwise modified during the term of this Agreement.

1. **Prior Agreements** – Effective July 1, 2017, this Agreement
 - a. supersedes an MOU signed by the CCRPC and twelve MS4 permittees, effective March 10, 2013 through March 9, 2018, governing the operation of a Regional Stormwater Education Program to satisfy the relevant requirements of Minimum Control Measure One (Public Outreach and Education), and
 - b. supersedes an MOU signed by the CCRPC and eleven MS4 permittees, effective July 1, 2011 through June 30, 2016, and an amendment to this MOU extending its effective date through June 30, 2017, governing the operation of a Regional Stormwater Public Involvement and Participation Program to satisfy the relevant requirements of Minimum Control Measure Two (Public Involvement and Participation).
2. **Service Agreement** – This Agreement constitutes a service agreement pursuant to 24 V.S.A. § 4345b (Intermunicipal Service Agreements).
3. **Definitions**—For purposes of this Agreement, the term "MS4 Permittees" includes the Vermont Agency of Transportation, which on December 28, 2016 became eligible for coverage under General Permit 3-9007 for Stormwater Discharges from the State Transportation Separate Storm Sewer System (TS4).
4. **Parties** – The following are the parties to this Agreement:
 - a. **MS4 Permittees** – the undersigned MS4 Permittees, and
 - b. **CCRPC** – the undersigned regional planning commission.
5. **MS4 Steering Committee**
 - a. **Composition** – The Members of the Steering Committee shall consist of one representative from each of the signatory MS4 Permittees to this Agreement. Another MS4 may request to join this Agreement if approved by a two-thirds vote of the Members. The Members shall be appointed

either by the governing bodies of their municipalities at publicly warned meetings or, if a Member representing an MS4 Permittee is non-municipal agency, via a process consistent with that agency's policies. At its first meeting, the Steering Committee shall elect a Chair by a majority vote. The Chair shall serve until such time as the Chair resigns or the Steering Committee elects a new Chair.

- b. **Duties** – The Steering Committee shall direct the CCRPC on the development and performance of Program Services in particular and on all other matters bearing on the administration of this Agreement. All actions of the Steering Committee shall be by majority vote unless otherwise specified in this Agreement.
- c. **Organization of Meetings** – The Steering Committee shall meet on a quarterly basis at a minimum. The CCRPC shall provide Steering Committee Members with reasonable notice of meetings. Notice shall include a meeting agenda and draft meeting minutes. In addition, the CCRPC shall post notice of Steering Committee meetings on its website and on the Program website.

6. **CCRPC**

- a. **Duties** – The CCRPC shall:

- 1) Administer this Agreement and agreements with contractors (including executing contracts approved by the Steering Committee, receiving and disbursing funds, and monitoring the provision of services) for the benefit of the MS4 Permittees.
- 2) Provide other services contributing to the operation of the Program (including, but not limited to, social media management, public relations, grant writing, creating and managing a Program website, organizing meetings as set forth in Section 4.c, above, etc.) as directed by the Steering Committee; and at a level consistent with each year's Program Budget as described in Section 8.b, below.
- 3) Provide a quarterly budget report to the Steering Committee detailing expenses the CCRPC incurred and the payments it has received.
- 4) Pay contractors and vendors for charges consistent with the relevant contract, using funds from the Program Budget, as defined in Section 8, below.
- 5) Upon approval of the Steering Committee or its designee, reimburse itself for personnel and other expenses for charges consistent with its duties, using funds from the Program Budget.
- 6) Consult with the Steering Committee prior to authorizing any contractor activities or charges outside the scope of work of a contract.
- 7) Notify the Steering Committee when 75% of the annual budget (as defined in Section 8, below) for an individual category of expenses (e.g., contractors, CCRPC fees, advertising, etc.) is reached. When these levels are reached, subsequent expenditures by the CCRPC in that category shall be reviewed and approved by the Steering Committee Chair in advance.

- 8) At the request of the Steering Committee, assign any or all contracts that the CCRPC has entered into pursuant to this Agreement to the MS4 Permittees who are signatories to this Agreement at the time or to another contractor of the Steering Committee's choosing.
 - 9) Comply with all applicable federal, state, and local laws, including Burlington's Livable Wage Ordinance as applicable.
- b. **Compensation** – Through the Program Budget, the MS4 Permittees shall compensate the CCRPC for the actual costs of performing its duties defined in Section 5.a, above; provided, however, that the CCRPC shall not be entitled to compensation that would exceed ten percent (10%) of the Program Budget as specified in Section 8.b, below, without the prior approval of a majority of the Steering Committee.
 - c. **Invoices** – The CCRPC shall invoice the Program to cover personnel charges, mileage reimbursement, and other direct expenses necessary to perform its duties. Personnel charges for CCRPC staff shall be calculated at a rate of salary plus fringe. The CCRPC shall not charge the Program an Indirect Rate. As set forth in Section 5.b, above, upon approval of the Steering Committee or its designee, the CCRPC may reimburse itself for charges consistent with its duties, using funds from the Program Budget.

7. **Selection of Contractors**

- a. The CCRPC, in consultation with the Steering Committee, shall competitively bid for contract(s) for Program services that collectively satisfy the requirements for Minimum Control Measure One (Public Outreach and Education) and Minimum Control Measure Two (Public Involvement and Participation) of the Phase II NPDES Permit then in effect. The parties to the contracts shall be the contractors and the CCRPC. All contracts shall require the contractor to indemnify and hold harmless the MS4 Permittees from any claims related to the contract and to procure and maintain liability insurance for all services performed under the contract.
- b. All contracts shall be awarded based on qualifications, price, and the ability of the entity to provide services that meet the relevant MS4 Permit requirements. The selection of contractors shall comply with the procurement policy of the CCRPC and with applicable state and federal procurement laws and procedures.
- c. Contracts shall generally be 1 to 5 years in length and shall include, but not be limited to, a Maximum Limiting Amount and the right of the CCRPC to 1) cancel a contract if services are not being adequately provided, 2) specify that payments to contractors shall be made only for services rendered, 3) specify the annual scope of work and budget as approved by the Steering Committee, 4) allow a contract extension if desired, and 5) assign the contract to the MS4 Permittees that are signatories to this Agreement at the time of the assignment or to a contractor of the Steering Committee's choosing.
- d. Contracting for services under this Agreement shall comply with the Fair Employment Act and Americans with Disabilities Act: the CCRPC shall comply with the requirement of Title 21 V.S.A Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. The CCRPC shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services,

programs, and activities provided by the Steering Committee under this Agreement. This provision shall also be included in all contracts and subcontracts executed under this Agreement.

- e. The CCRPC and the Steering Committee recognize the important contribution and vital impact which small businesses have on the State's economy. In this regard, the CCRPC shall ensure a free and open bidding process that affords all businesses equal access and opportunity to compete, except under circumstances where competitive bidding may not be practicable and is not required by applicable procurement policies. The CCRPC and the Steering Committee also recognize the existence of businesses owned by minorities and women, and the CCRPC shall make a good faith effort to encourage these firms to compete for contracts involving state or federal funds and comply with applicable law relating to civil rights and disadvantaged business enterprises.

- 8. **Program Services** – The Steering Committee, assisted by the CCRPC and its contractors, shall implement a unified Program that satisfies the relevant requirements of Minimum Control Measure One (Public Education and Outreach) and Minimum Control Measure Two (Public Involvement and Participation) of the MS4 Permit.

The Program Content for each Program Year shall be as defined in writing by a majority of the Steering Committee. The Program Year shall be the State of Vermont's fiscal year. The Program Content shall implement the following deliverables:

- a. **Public Education and Outreach** – Elements shall include, at a minimum:
 - 1) operating the Program's website, www.smartwaterways.org, or its equivalent; and
 - 2) advertising in various media.
- b. **Public Involvement and Participation** – Elements shall include, at a minimum:
 - 1) operating the Program's website, www.ccstreamteam.org, or its equivalent;
 - 2) hosting and/or organizing workshops, projects, and other events to engage the public; and
 - 3) recruiting volunteers to support projects, promote events, and/or engage the public.
- c. **End of MS4 permit year annual reporting** – Elements shall include preparation of a narrative report 25 business days prior to the MS4 Permittees' reporting deadline to DEC.

9. **Program Dues, Budget, Costs, and Payments**

a. **Dues**

- 1) For State Fiscal Year, FY18, July 2017-June 2018, the annual dues for each of the undersigned MS4 Permittees shall be \$5,500.

- 2) For the following fiscal years, the annual dues shall be set by a two-thirds majority by October 15th of the preceding calendar year. In the absence of agreement, the dues shall remain at \$5,500.
- 3) The CCRPC shall invoice each MS4 Permittee on or about July 1st of each year with payment to the CCRPC due 30 days later.
- 4) All Members shall pay equal dues.

b. Program Budget

- 1) The annual Program Budget shall consist of the sum of the annual payments for each Program Year made by MS4 Permittees, plus any funds from other sources made available to the Program by majority vote of the Steering Committee.
- 2) Prior to the start of each Program Year, the Steering Committee shall adopt a Program Budget governing expenditures for the subsequent Program Year. Budget categories shall include, but not be limited to: CCRPC Duties, Contractual Services, and Expenses.
- 3) Once the Program Year starts, a majority of the Steering Committee may amend the Program Budget as needed, for example to reflect any surplus or deficits from the prior Program Year, receipt of new sources of funds, or a desired change in the Program Budget, subject to Section 8.a, above.
- 4) In the event that costs are less than anticipated or that grants or other funding sources become available, a majority of the voting Members of the Steering Committee may decide to reduce each Member's payment by an equal amount or to credit all or part of the following Program Year assessment to each MS4 Permittee.

- c. **Maximum Annual Costs and Payments** – Except as otherwise provided by this section, each MS4 Permittee shall within 30 days of receipt of an invoice make a single annual dues payment, as provided by Section 8.a, above.
- d. **Other Funds** – Any funds made available to the Program shall be dedicated to reducing the annual costs of each MS4 Permittee participating in the Program, except as a majority of the voting Members of the Steering Committee may decide.
- e. **Excess Funds** – Any funds remaining at the end of a Program Year shall be carried over to the next Program Year, unless a majority of the voting Members of the Steering Committee decides otherwise.
- f. **Non-appropriation** – The obligations of each MS4 Permittee to make payments under this Agreement shall constitute a current expense of the MS4 Permittee and shall not in any way be construed to be a debt of the MS4 Permittee in contravention of any applicable constitutional or statutory limitation or requirement, or the MS4 Permittee's charter or articles of incorporation; nor shall anything contained in this Agreement constitute a pledge of the credit or tax revenues, funds, or monies of the MS4 Permittee. The decision whether or not to budget and appropriate funds during each fiscal year of the MS4 Permittee is within the discretion of the governing body

of the MS4 Permittee. The obligations of a MS4 Permittee under the Agreement are subject to annual appropriations by the governing body of the MS4 Permittee, except as provided by Section 12 of this Agreement. An MS4 Permittee cannot choose to not appropriate funds and then withdraw in a manner that shifts prior contractual obligations on to the others. Non-appropriation will be considered withdrawal and must be prospective in fairness to all signatories as per Section 13.

10. **Contract Approval** – All CCRPC contracts shall be conditioned upon approval by a majority of the voting Members of the Steering Committee and shall be consistent with Section 6, above.
11. **Termination of CCRPC** – The CCRPC on its own or the Steering Committee by a majority vote of its full Membership may elect to terminate the CCRPC's future participation in this Agreement by providing 90 days' written notice to the other. In the event of termination under this section, the CCRPC shall continue to administer and comply with each existing contract, and the MS4 Permittees shall continue to reimburse the CCRPC from the Program Budget for the actual costs of administering and complying with each contract, as provided by this Agreement, unless and until the CCRPC assigns the contract pursuant to Sections 5.a.8 and 6.c of this Agreement.
12. **Termination of Agreement**
 - a. This Agreement shall become null and void with no further obligation of the parties if:
 - 1) Two-thirds of the Members of the Steering Committee vote to end participation, or
 - 2) DEC determines that the Program outlined in this Agreement does not meet the relevant requirements for Minimum Control Measure One (Public Education and Outreach) or Minimum Control Measure Two (Public Involvement and Participation), and the parties to this Agreement are unable to craft a Program to satisfy DEC.
 - b. In the event of termination, any funds remaining in the Program Budget (after payment of obligations to vendors or to satisfy debts) shall be reimbursed to the MS4 Permittees with each MS4 Permittee receiving a share proportional to the number of MS4 Permittees at the time of termination. For example, if there are twelve MS4 Permittees at the time of termination, each MS4 Permittee shall receive a 1/12th share.
13. **Withdrawal of Member** – An MS4 Permittee may withdrawal from participation in this Agreement only at the end of a state fiscal year. If an MS4 Permittee wishes to withdrawal from participation, it shall provide at least 90 days' notice to the other MS4 Permittees and the CCRPC. After withdrawal, a MS4 Permittee shall remain responsible for its share of the costs of contracts that the Steering Committee approved prior to the effective date of the withdrawal.
14. **Effective Date and Duration of Agreement** – The effective date of this Agreement shall be July 1, 2017, and this Agreement shall terminate June 30, 2022.
15. **Amendment** – This Agreement may be amended only upon unanimous action of all the Members.

16. **Counterparts** – This Agreement may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one and the same document. Each such counterpart may be a facsimile or PDF copy, and such facsimile or PDF copy shall be deemed an original.
17. **Public Records** – Any and all records submitted to the CCRPC or MS4 Permittees - including Bids, Proposals, Qualifications, Contracts, etc.-- whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act.

Signature of CCRPC

Chris Roy, Board Chair, Chittenden County Regional Planning Commission

Date

Signatures of Members

Name Title The Burlington International Airport

Date

Name Title The City of Burlington

Date

Name Title The Town of Colchester

Date

Name Title The Town of Essex

Date

Name Title The Village of Essex Junction

Date

Name Title The Town of Milton

Date

Name Title The Town of Shelburne

Date

Name Title The City of South Burlington

Date

Joe Flynn, Secretary of Transportation, Vermont Agency of Transportation

Date

Linda Seavey, Director, Campus Planning Services, The University of Vermont

Date

Name Title The Town of Williston

Date

Name Title The City of Winooski

Date

1 **CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION**
2 **BYLAWS**
3 **DRAFT – 4/6/2017**
4
5

6 **ARTICLE I. NAME, VISION AND MISSION**
7

8 The name of this regional planning organization is the Chittenden County Regional Planning
9 Commission. These by-laws shall regulate and govern the affairs of the Chittenden County
10 Regional Planning Commission.
11

12 The Chittenden County Regional Planning Commission's organizational vision is to be a pre-
13 eminent, integrated regional organization that plans for healthy, vibrant communities, economic
14 development, and efficient transportation of people and goods while improving the region's
15 livability.
16

17 The mission of the Chittenden County Regional Planning Commission is to act as the principal
18 forum for planning, policy and community development in the region. We will do this by
19 providing planning and technical assistance that meets the needs of our member municipalities
20 and the public, while remaining consistent with our federal and state requirements. Our work
21 will result in the development and implementation of plans that support sustainable development
22 and improve the region's quality of life and environment.
23

24
25 **ARTICLE II. ENABLING LEGISLATION**
26

27 The Chittenden County Regional Planning Commission is an organization that combines the
28 previously separate Chittenden County Regional Planning Commission (CCRPC) and
29 Chittenden County Metropolitan Planning Organization (CCMPO). The CCRPC and CCMPO
30 were combined with the adoption of these bylaws and subsequent actions to form one combined
31 organization by action of the CCRPC and CCMPO Boards of Directors on May 18, 2011.
32

33 The legal basis and powers for Chittenden County Regional Planning Commission serving as the
34 region's regional planning commission stem from and are as stipulated in 24 V.S.A. § 4301 et
35 seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General
36 Assembly of the State of Vermont. The CCRPC was chartered by the municipalities of
37 Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997
38 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax
39 as outlined in 24 V.S.A. § 4306(a). To the extent a conflict exists with a provision in Vermont
40 statutes governing regional planning commissions, the Vermont statutes will control.
41

42 The CCMPO conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was
43 designated by the Governor of Vermont on June 10, 1983 pursuant to Federal Highway Act of
44 1962, as amended (23 U.S.C. 101 et. seq.); the Urban Mass Transportation Act of 1964, as
45 amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28,
46 1998 to serve as the metropolitan planning organization (MPO). In an agreement dated January
47 28, 1998 the CCMPO added membership to include the nine rural communities formerly

members of the Chittenden County Rural Planning Organization.

These bylaws hereby replace the charter and bylaws of the CCRPC and bylaws of the CCMPO.

ARTICLE III. DUTIES, RESPONSIBILITIES AND DUES

In keeping with its purpose, the Chittenden County Regional Planning Commission will have the following duties and responsibilities:

- A. In order to carry out the responsibilities of the regional planning commission, the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 24 V.S.A. Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.
- B. In order to carry out the responsibilities of the metropolitan planning organization (MPO), the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 23 CFR § 450.300 et seq., as amended, and such other laws and rules as may be enacted by the Congress of the United States, the United States Department of Transportation or the General Assembly of the State of Vermont.
- C. Member communities provide local match funds for Chittenden County Regional Planning Commission programs funded in the annual work program under State and Federal law. Communities shall be assessed their reasonable fair share based on their community's proportional equalized education grand list of the Chittenden County Regional Planning Commission region. The most current data available for this grand list shall always be utilized in this distribution
- D. The duties and responsibilities of members and alternates will be articulated in job descriptions developed by the Chittenden County Regional Planning Commission.
- E. The Chittenden County Regional Planning Commission may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within a service agreement under section XI of this bylaw, capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.
- D.F. Such other duties and responsibilities as are required by federal, state and local law or regulations, or otherwise authorized by law and endorsed by majority vote of its members.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Finance Director
Dennis Lutz, Essex Public Works Director
DATE: April 14, 2017
SUBJECT: Essex Junction Representative to the Clean Water Advisory Committee and the MS4 sub-committee of Chittenden County Regional Planning Commission (CCRPC)

Issue: Whether re-appoint Chelsea Mandigo as the Village representative to the CCRPC Clean Water Advisory Committee and the MS4 subcommittee within the CCRPC.

Discussion: The Village complies with MS4 stormwater permit Minimum Measure #1 Public Education and Minimum Measure #2 Public Participation and Involvement through service agreements administered by the Chittenden County Regional Planning Commission. These two committees require a representative from each participating community. Chelsea is the current Village representative and is presently co-chair of the MS4 sub-committee. At this time, we are asking you to reappoint Chelsea Mandigo to continue on in this capacity on behalf of the Village.

Costs: No Change in cost, no additional staff time required.

Recommendation: It is recommended that the Trustees re-appoint Chelsea Mandigo as the Village Representative to the CCRPC Clean Water Advisory Committee and MS4 subcommittee.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Robin Pierce, Community Development Director *Rp*
DATE: April 25, 2017
SUBJECT: Public parking behind Road ResQ

Issue

The issue is whether or not the Trustees wish to authorize the Community Development Department and Public Works to develop a more formal public parking lot behind Road ResQ.

Discussion

The lot behind Road ResQ is currently used for public parking. The surface has not been levelled leading to large puddles after rain or snow melt, and the parking spaces are undesignated. The area is also unlit. It is proposed to install a level surface, (perhaps Sure Pac), stripe the parking spaces, install parking and directional signs and have GMP erect a pole with a light on it.

Cost

It is estimated that the cost of the project will be \$10,000.

Recommendation

It is recommended that the Trustees approve \$10,000 to make the lot more parking friendly and authorize the Community development department and Public Works to undertake the work.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Patty Benoit, Administrative Assistant *Patty*
DATE: April 20, 2017
SUBJECT: Street Light Banners

Issue

The issue is whether or not the Trustees will support designating funds from the economic development fund to replace all of the street light banners in the Village.

Discussion

The current banners have been used for many years and the Village has not budgeted for replacements in the operating budget. Some of the Trustees previously expressed interest in using the one-cent economic development fund to purchase new banners. We presently have 56 street banners and would order 30 additional banners for the Pearl St. Link project. We have not factored in the Crescent Connector project.

Attached are pictures of sample banners to give you an idea of what we could do. We welcome your input and suggestions for designs.

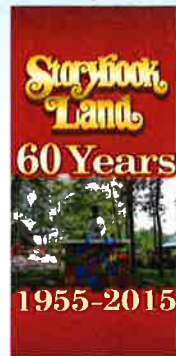
Cost

The current banners were purchased locally but we can save substantially by going through a catalog company with a volume discount. One company quoted \$3,311 for 86 fabric banners at \$38.50 each, including a custom design. We also propose getting some (not 86) banners for the Village's 125th anniversary this year. We could get those in vinyl at \$27.50 each, including design costs. If we purchased 20 anniversary banners, the total for both banners would be \$3,861, not including shipping. A local company we have used in the past quoted \$4,328, excluding design costs.

Recommendation

It is recommended that the Trustees support designating up to \$5,000 from the economic development fund to purchase new street light banners this year.

COMMUNITY PRIDE



PARKS AND ZOOS



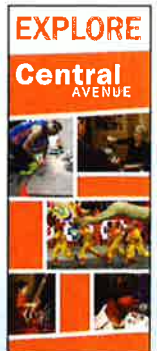
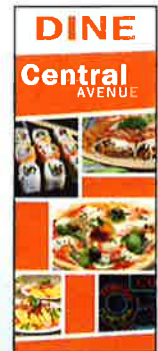
HISTORICAL SIGHTS

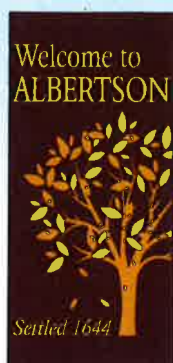
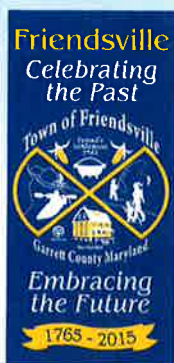
DOWNTOWNS AND BUSINESS DISTRICTS



LOCAL COMMUNITIES

Businesses have their name imprinted on the banner in exchange for a donation that will help offset the price of the banners.





Fabric banners have long been a staple item in the industry. Inks are silk screened onto dark fabric backgrounds to produce vibrant images.

Fabric banners are based on size, quantity, and ink colors. Please call **877-444-8888** for a prompt quote.



18"x36"

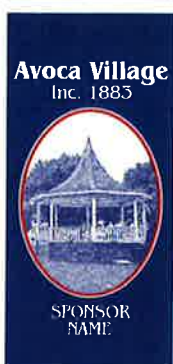
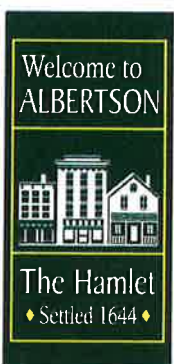


24"x48"

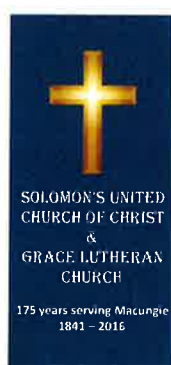


30"x60"

Popular Sizes



Warranty - Rileighs Outdoor Decor warrants that all banners will be free of defects in material and workmanship for three full years of use or five seasons (short term use), when used with our bracket system.



FABRIC COLORS

These are our most popular choices, additional colors are available.



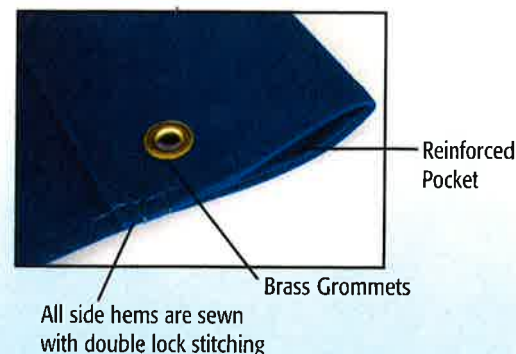
Made of 100% Acrylic fabric, banners are designed for repeated exposure to all kinds of weather. Light color fabrics may require double fabric with filler to eliminate shadowing through of images. Warrantied for five full years against loss of color.

Long Lasting - Our banners are constructed with a reinforced pocket at the top and bottom. The hems are sewn with a double row of stitching. Brass grommets are located on the pole side of each banner pocket. The grommet provides additional reinforcement and secures the banner to the bracket using PVC coated wire.

Inks - Our inks are made specifically for outdoor banners. The use of light color inks on dark fabrics requires inks that produce better coverage and remain flexible. We can closely match most Pantone ink colors you choose.

Fabric - Sunbrella fabric is used for Rileighs Outdoor Decor banners. Sunbrella is 100% solution-dyed acrylic fabric used in the marine and awning industry. It is colorfast and mildew resistant with an exclusive fluorocarbon finish. The tight weave reduces bleed and show through of inks.

Banners are printed on both sides of fabric.



Let Us Help You Create Your Next Banner Design



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: April 25, 2017
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

| | |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 9 6:30 PM | <ul style="list-style-type: none"> • FYE 18 CSWD Budget Presentation • Second Public Hearing on Proposed Use of Economic Devel. Fund • Update on 2017 Neighbors Day |
| May 23 6:30 PM | Regular Meeting |
| May 27 10 AM | <i>Memorial Day Parade</i> |
| June 13 6:30 PM | Regular Meeting Annual Appointments – Attorney, Engineer, Fire Chief, Village Clerk |
| June 27 6:30 PM | Regular Meeting |
| July 11 6:30 PM | Regular Meeting |
| July 4 6 PM | <i>4th of July Celebration at Maple St. Park</i> |
| July 15 4-9 PM | <i>Block Party & Street Dance</i> |
| July 25 6:30 PM | Regular Meeting |

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

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
April 17, 2017**

MEMBERS PRESENT: Rick Hamlin, Jud Lawrie, Gabe Epstein, Micah Hagan, Raj Chawla, Phoebe Spencer (via Skype), Jeff Frolik

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:45 PM.

2. MINUTES REVIEW

MOTION by MICAH, SECOND by JUD, to approve the MARCH meeting minutes. ALL IN FAVOR. MOTION PASSED.

3. CYCLE DE MAYO

The committee composed a task list for the event:

| What | Who | Comments/Status | Target Date |
|-------------------------------------------------------------------------------------------------|------------|------------------------|--------------------|
| Contact local bike shops to see if any of them are able to attend and/or provide raffle prizes. | Eric | ? | |
| Acquire materials for the bike skills course – cones, etc. | “ | ? | |
| Contact Richard Tom Foundation. | “ | ? | |
| Conduct Bike Rodeo. | “ | | |
| Confirm date with EJRP. | “ | Done. | |
| Ask Rosalind Hutton if she is able to help out with the event. | “ | ? | |
| Get in touch with bike polo players. | “ | ? | |
| Check into the possibility of moving the event location to the front parking lot at EJRP. | “ | Done. | |
| Contact Cycle Recycle re. participating, interest in receiving bicycle donations. | “ | ? | |

| | | | |
|----------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------|--|
| Tables, chairs. | “ | Will check in with Brad. | |
| Pavement marking spray cans. | Rick | In hand. | |
| Make EPD aware of event. | “ | Will do. | |
| Logo stickers for event. | “ | “ | |
| Barrels, racks, cones. | “ | “ | |
| Caution tape/first aid kit. | “ | “ | |
| Event info on CVE sign. | “ | “ | |
| Map of slow ride. | Raj | | |
| Contact Del's Ride. | “ | | |
| Contact the Green Mountain Bike Club, the Fellowship of the Wheel, and the Essex Trails Committee. | “ | | |
| Scavenger Hunt. | “ | In progress. | |
| Contact local businesses re. scavenger hunt. | “ | | |
| Develop a cover letter to send to businesses. | “ | | |
| Contact Local Motion to see if they can assist. | Phoebe | Will do. | |
| Lend work stand. | Jeff | Will leave in garage. | |
| Bring bike pump/repair tools | Micah/Rick | | |
| Work on media relations. | Micah | | |
| Contact chilidog cart vendor. | “ | Working on it. | |
| Continue to coordinate with the Maple Street Pump Track. | “ | Working on it. | |
| BWAC shirt printing. | Darby | Shirts ready. | |
| Create and event page on Facebook, tag existing businesses. | “ | Working on it. | |
| Post request for volunteers. | “ | Will do on Facebook. | |
| Post event on FPF. | “ | Will do. | |
| Raffle tickets. | “ | In hand. | |
| Photos | Darby/Raj | Working on this. | |
| Banner | Darby/Raj | Cycle de Mayo banner will be displayed the week before the event. | |
| Two pop up tents | Jud (1), Rosalind/Rick (1) | Yes | |
| Push brooms. | Eric (1), Rick (1) | | |
| Bring bullhorn | ? | ? | |

The committee will check back on the status of all of these items at their next meeting.

The BWAC discussed how to run the scavenger hunt. Rick saw the event as a self-directed bike tour. Phoebe suggested doing a shorter and longer scavenger hunt. The shorter one would be better for families and walkers.

There was some discussion on the logistics of the scavenger hunt, and how to fairly distribute the prizes.

Raj expressed concern with the Village policy requiring a release form for pictures. Darby said that she would look into the policy.

The BWAC confirmed that the time of the event would be 10 AM- 1 PM.

Jud asked if there would be a rain date for the event? All agreed that the event would just be cancelled in case of inclement weather.

4. BIKE RACK FABRICATION UPDATE

Rick said that he had sent over a one page spec list, with addendum, to the CTE instructor. It is possible that the students may produce a bike rack before the end of the school year, however it will depend on their pace.

5. LEADERSHIP TRANSITION PLANNING

In September, it is anticipated that Rick will step down as chair and Phoebe will take over as chair. This will mean that the Vice-Chair position will need to be filled. Rick will continue on as a member of the committee.

Jud suggested that this position be filled by someone who hopes to be chair at some point.

6. PUBLIC INPUT

Rick noted that the CCRPC will be looking at the possibility of changing the lane structure on Pearl Street to better accommodate bicycles, make turning easier, and eliminate the barrier in the middle of the road. The scoping study for this project will take about a year.

7. NEXT MEETING & AGENDA

The next meeting will be held on May 8th at 5:45 PM. The agenda is TBD.

8. ADJOURNMENT

MOTION by JUD, SECOND by RAJ to ADJOURN. Adjourned at 6:40 PM.

Respectfully submitted, Darby Mayville.

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
APRIL 18, 2017**

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

OTHERS PRESENT: Tim Kemerer

ADMIN PRESENT: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

The meeting was called to order at 5:40 PM by Nick.

2. MINUTES REVIEW

**MOTION BY NICK, SECOND BY RICH TO APPROVE THE MARCH MEETING MINUTES.
ALL IN FAVOR. MOTION PASSED.**

3. 2017 PLANTING SPECIES

Nick said that it is anticipated that the Village will plant seventeen trees this year: on Arlington Street, Maple Street, and South Summit Street. He reported that several families who will be getting trees this year attended the Tree Keeper Training earlier this month.

Some of the trees have been ordered already, however Nick wanted to check in with the committee to see what type of input they wanted to have on this process. The Trees will be ordered from Gardener's Supply and Cobble Creek Nursery. The Village will be responsible for watering for the first year after the tree is planted.

Mary Jo asked if species varieties will be mixed? Nick said that they would be. He also noted that he is working with the homeowners to choose an appropriate species for each location. Many homeowners do not want crab apple trees due to their bad reputation.

All agreed that Nick would be the main contact on species selection.

4. LOGO DESIGN UPDATE

Rich said that he had nothing to report on this project. Tim suggested the possibility of paying a high school student to work on this project over the summer.

5. ARBOR DAY & CTE

The Village Arbor Day celebration will take place on May 5th, 2017. CTE students will be working with the committee to plant maples near the high school flag pole. Around 10-12 students will be helping with this project. Nick plans to invite the Essex Reporter to this event.

Rich asked if CTE students would be planting street trees for the Village at some point? Nick said that he was not sure, but that it would be a good goal.

6. ARBOR DAY CONFERENCE MONTPELIER

This conference will be held on May 4th. Mary Jo, Warren, and Nick will all be in attendance.

7. TREE MAINTENANCE PRIORITIES

Nick said that he hoped to have Public Works begin pruning soon.

Tim asked how records are kept for these projects. Nick informed him of the Village tree inventory, and said that when the initial inventory was done all trees were ranked by problem severity, if applicable.

8. MAPLE STREET PARK TREE INVENTORY

Nick said that EJRP will not be applying for the Caring for Canopy grant to do a tree inventory of Maple Street Park. It is hoped that they will be able to work with UVM to do an inventory sometime this summer.

Mary Jo suggested that the committee assist with this project during the summer in lieu of their regular meetings.

Tim noted that there were some issues regarding trees when the bike track was created. Many trees and their roots were displaced in order to construct this.

9. OTHER BUISNESS

Nick said that it would be good if a committee member took the lead on public relations. He said that there are many article skeletons available on the Vermont Urban & Community Forestry website. These would just need to be personalized and submitted to the Essex Reporter or other media outlets. The main goal of these articles would be to publicize the benefits of trees. Rich and Mary Jo both offered to help with this.

Nick said that he is going to encourage homeowners to tell others about their plantings, in order to bring more attention to the program.

Darby will send out the Tree City USA press release.

10. ADJOURNMENT

MOTION by NICK, SECOND by MARY JO to adjourn. All in favor. Meeting adjourned at 6:27 PM.

Respectfully Submitted: Darby Mayville

**VILLAGE OF ESSEX JUNCTION
CERTIFICATION OF RESULTS
ANNUAL ELECTION
APRIL 11, 2017**


| | |
|--------------------------------------------------------------|-------|
| Number of Voters on Checklist | 7,828 |
| Number of Voted Ballots (Includes 43 early/absentee ballots) | 504 |
| Annual Meeting 4/5 | 117 |

Under Article 7 of the Warning:

To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms); three Library Trustees ((one 1-year term, one 3-year term, one 5-year term)?

| Office | Name | Number of Votes |
|------------------------------|--------------------------|-----------------|
| Moderator | Steven Eustis | 444 |
| | Write-ins | 2 |
| Trustee (2, 3-year term) | Dan Kerin | 402 |
| | George Tyler | 417 |
| | Write-ins | 5 |
| Library Trustee (1 yr. term) | Max Holzman | 405 |
| | Write-ins | 4 |
| Library Trustee (3 yr. term) | Ann Wadsworth (write-in) | 101 |
| | Write-ins | 19 |
| Library Trustee (5 yr. term) | Write-ins | 23 |

Attest: _____


Susan McNamara-Hill, Village Clerk

RECEIVED

APR 07 2017

Village of Essex Junction

President-Board of Trustees George Tyler
2 Lincoln St
Essex Junction, VT 05452

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Essex Junction on earning recognition as a 2016 Tree City USA. Residents of Essex Junction should be proud to live in a community that makes the planting and care of trees a priority.

Essex Junction is one of more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Essex Junction and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Warren Spinner

enclosure

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Essex Junction Tree City USA

Essex Junction, VT was named a 2016 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Essex Junction achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, President of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

EJRP Director's Report

April 2017

1. Recent or pending celebrations for Staff and RAC Members

- We started the conversation as a staff and with the Advisory Council of what the Recreation Advisory Council could/should look like after the transition to the Village. More to come on these deliberations.

2. Progress made over the past month on facilities or programs

- Registration has begun for all summer programs. Residents had a two-week window to register for programs prior to non-resident registration opening up.
- We placed returning staff in their roles for this summer. We received 94-applications for new summer hires and have started the interview process.
- We began training on a new version of RecTrac and WebTrac, our recreation software. Starting at the end of August we will go live with the new version, which is a complete make over of the existing software. Seven of our staff have committed to 15-hours of training in April and May to prepare for the transition.

3. Facility or program priorities for the next month

- We are heading to Washington, DC, with 48 eighth graders over April break.
- We continue to work with CCSU and Village staff to ensure a smooth transition on July 1. We have selected a new online time sheet vendor, started the process of changing our e-mails to @ejrp.org, established new Internet/phone connections, and ordered new wireless access points. We met with Village/Town staff to discuss the processes for payroll and accounts payable.
- Our fifth and final session of Afterschool Enrichment activities will be released in early May.
- Our Special Events brochure will come out in late May. We are working on enhancing our Friday Night Family Fun Series – expanding it to all 10-weeks of the summer and to include food vendors and live music.
- The park is finally being opened up for spring!
- Registration for new families for Village Kids begins on May 1.
- We are in the process of rounding out registrations for the fall for EJRP Preschool.

4. Community events over the next month.

5. Communications scheduled over the next month

- Usual: social media updates, e-newsletter, web postings, flyers in schools for programs, e-mails, etc.
- Summer Special Events brochure – late May



April 14, 2017

Robin Pierce, Development Director
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED

APR 14 2017

Village of Essex Junction

RE: CCRPC FY18 Unified Planning Work Program (UPWP)

Dear Robin,

Thank you for your project request as part of the CCRPC's FY18 Unified Planning Work Program (UPWP) development process. A draft UPWP, which details the recommended projects and proposed budget amounts, is available here: <http://www.ccrpcvt.org/wp-content/uploads/2016/02/FY18-UPWP-Draft-for-Public-Hearing.pdf>. Below is a summary status of your request:

| Project Name | Brief Description | UPWP Request | Local Match | Total Budget | Recommendation |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|-------------------------------------------------------------------|
| E. Jct Village Transportation Plan Update | The goal of this project is to update the transportation component of the current Municipal Plan to ensure that the principles developed by the Design Five Corners Initiative are captured in the Plan to guide development and enhance public infrastructure to benefit all modes of transportation in the Village. | \$32,000 | \$8,000 | \$40,000 | Approval of \$40,000 budget which includes a \$8,000 local match. |
| For your information the draft FY18 UPWP also includes the VT 15/Pearl Street Scoping Study Revision/Alternatives Analysis for the section of roadway between Ethan Allen Ave (Town) and West Street Extension (Village) that was submitted by the Town of Essex. | | | | | |

The CCRPC Board warned a public hearing for May 17, at which time they may vote to adopt the draft FY18 UPWP, effective July 1, 2017.

Thank you for your ongoing partnership, and for participating in this process. Please let me know if you have any comments or concerns by the end of April.

Sincerely,

A handwritten signature in cursive script, reading "Charlie L. Baker".

Charlie Baker
Executive Director

CC: Daniel Kerin, CCRPC Representative

James L. Jutras
Water Quality Superintendent
Village of Essex Junction
802-878-6943 ext 101
jim@essexjunction.org

Chairman Representative David Deen House Committee on Natural Resource, Fish and Wildlife

Chairman Deen and members of the committee:

I appreciate the opportunity to discuss the contents of H.211. Out of respect for the Committees time, I defer my comments on the sections titled NOTIFICATION OF DRINKING WATER QUALITY VIOLATION, CYANOBACTERIA MONITORING AND NOTIFICATION and IMPLEMENTATION OF ELECTRONIC MONITORING AT POLLUTION ABATEMENT FACILITIES to other water quality professionals who are scheduled to testify. I feel that these sections of the bill are covered by current regulation.

Section 5 AGENCY OF NATURAL RESOURCES STRATEGY FOR PHASE OUT OF LAND APPLICATION OF SEPTAGE: During this presentation, the terms Sludge and Biosolids will be used interchangeably.

1. We are all producers of the sludge and septage. What is in the sludge comes from us Vermonters, not industry, not from other sources. We are the producer. What we take in to our bodies is what ends up in our wastewater process residuals.
2. As a society, it is our responsibility to manage wastes we produce. This bill is contrary to this objective.
3. Water Resource Recovery Facilities provide Public Health protection from waterborne disease. Facilities are highly regulated for our processes and the byproducts of the treatment processes.
4. Act 64 and the increased demands on Water Resource Recovery Facilities: more demands mean that more sludge is produced
5. Safety of Wastewater residuals is addressed by current Federal and State laws with decades of research and thousands of active and retired land application sites.
6. Current sludge management options are limited to: landfilling, land application or out of state. This Bill definitions lump all sludge and septage material together as one. As written, all would require all final management in landfills or out of state.
7. New England is seeing a reduced capacity for solids management. (see enclosed NEWEA article). I feel that the Bill, as written, misrepresents some of the findings produced in the ANR report referenced. The study referenced is strongly supportive of continued land application practices.
8. H.454 is regarding the zero waste economy. Sludge and water resource recovery facilities are an integral component to Vermont's economy. Sludge generation is "a biologically inspired ... process and material". Vermont Sludge is mainly generated from human sources without significant industrial contribution. Biosolids contain nutrients essential for crop growth. Land application is a "...productive use of waste and by-products;" The land application of biosolids is sharing an important nutrient resource with farms in an integrated nutrient management plan in compliance with Lake Champlain Phosphorus TMDL goals. Please see enclosed testimony from Lorenzo Whitcomb, North Williston Cattle Company, Whitcomb Farm Essex Junction)
9. H.211 Section 4 states: "(4) The Sludge and Septage report acknowledged that the land application of sludge and septage poses an increased risk to water resources from nutrient runoff or leaching, poses risk of runoff of emerging contaminants of concern, and potentially exposes human and livestock to disease-causing pathogens." The rules governing land application require incorporation of the residual into the soil, control of public access and control of cattle exposure. Vermont requires groundwater monitoring plus a minimum depth to groundwater to prevent the nutrients

- from leaching. Elevated levels of nutrients that I am aware of were not due to the application of biosolids, rather farm legacy pollutants discovered while setting up a site for biosolids application
10. Emerging contaminants of concern: Regulating these materials in sludge and septage is regulation at the wrong end of the pipe.
 11. From a broader environmental perspective, local sludge solutions provide decreased transportation which is better for the environment
 12. Everything in WQ is interconnected: water, wastewater, sludge, solid waste, economic development.....
 - a. Water quality demands have increased. Facilities are optimizing to meet the challenge
 - b. Most of Act 64 demands are pushed to the local community level with some assistance
 - c. Increased water treatment generates more process sludge
 - d. Sludge must be treated and managed. Current regulations accomplish this management need while protecting the public health
 - e. Land application fields used are controlled for access and runoff
 - f. Without septage land application, septage would be sent to Water Resource Recovery facilities. These Facilities are not designed for increased septage loading
 - g. Expanding capacity to handle septage is not a sewered community's responsibility. Capacity expansion would likely be met by legal challenge
 - h. The farm fields support the various TMDL requirements as sludge and septage is regulated as a nutrient and a highly viable fertilizer
 - i. Removing sludge from an active field would require more soluble commercial fertilizer to replace these crop nutrients
 13. Lack of septage disposal option would likely increase costs to homeowners. Decreased system maintenance will occur as well as decreased revenues tied to septage pumping.
 14. Landfilling: leachate is required to be treated at Water Resource Recovery Facilities
 15. There will be increased competition for Capital dollars to address water quality. Communities are not likely to invest local money to handle material from outside of their service area.
 16. WWTF facility permits require us to maintain compliance. If problems arise, our first defense is to shut down external waste sources and concentrate on the process compliance. Outside waste sources can be impacted including manufacturers, etc.

In summary and in my opinion, Environmental Management is an exercise in personal responsibility. What we consume becomes our waste. Our waste is for us to manage, not for somebody else to take responsibility or blame for. For years, wastewater facilities have been implicated as polluters. If we were truly polluters, we could stop what we do and the environment would be better off. We all know that is not the case.

With increasing demand on facilities required under Act 64, the Lake Champlain TMDL, the Long Island Sound TMDL and the other TMDL's that are being applied to Waters of the State of Vermont, Water Resource Recovery Facilities are facing increased treatment demands that these facilities are not designed for. That noted, as environmental professionals, we are rising to the challenge. Communities are also rising to the challenge by making the investments needed for the next decades. Any legislative action must be soundly based in science, not perception or unsupported fears. Please do not process H.211 and shift our responsibility to manage these treatment byproducts out of state.

Thank you for your consideration.

Lorenzo Whitcomb : North Williston Cattle Co

I would like to thank the Committee for the opportunity to speak about my experience in land applying Biosolids.

We have two farms. One is in Williston and One is in Essex. We grow crops and house our 500 head of milking cows and young stock. On our Essex farm we have 400 acres of land we use to pasture cows in the summer and grow additional crops for our herd. 200 acres of the Essex Farm is permitted for Biosolid application.

My father used Biosolids for a few years in the early 1990's. I approached Jim Jutras at the Essex Waste Water Treatment Plant in 2006 about starting up the practice again. We have been working together since 2009.

Our Essex farm represents about 25% of the land permitted for biosolids application in the state.

Our farm has 12 ground water test wells that are sampled every year. The fields are also soil sampled every year. This information, along with the testing of the biosolids themselves is used to determine the proper application rate per acre. As a medium size farm we follow the required agriculture practices which include using buffers to eliminate any runoff leaving the fields.

By utilizing our large tractor and manure injector we can inject a year's worth of biosolids in about a week in the spring and another week in the fall. This allows us to keep all the fields in production every year and also allows us to get cover crops planted in the fall. I would like to emphasize that the biosolids are injected 8 inches below the surface which ensures there is no surface runoffs from the field.

Along with the biosolids, we also use wood ash from Burlington Electric to supply our fields with the potash they need. Some year's we use a small amount of nitrogen on the corn. Quite often, we use no commercial fertilizer.

One of the additional benefits of this arrangements is that we can use the same equipment to inject our cow manure. A farm as small as ours would not otherwise be able to afford equipment like this.

In closing, I would like to invite any committee member who would like to ride along in the tractor to please contact myself or Jim Jutras as we would be more than happy to show you how well land application works for us and the State of Vermont.

2017 Village of Essex Junction Resident Survey – 330 responses as of 4/18/17 (7% response rate)

Please indicate whether you **strongly agree, agree, disagree, strongly disagree, or have no opinion** about the following statements. (Comments are bulleted.)

Quality of Life, Taxes, and Development

1. The Village should promote mixed use development (residential and business) in all commercial areas of the Village.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 14% | 47% | 18% | 10% | 11% |

- Continue to work with Smart Growth VT
- See enclosed article on community benefit agreements
- Say what?
- Not sure (at this point). Think it is a lost cause.
- Totally depends on what kinds of businesses you want to bring in!
- Business only
- I do not approve a vape shop within walking distance from h.s.
- But responsibly
- Responsibly
- When you build, make sure there are interested tenants – not helpful to overbuild
- We do not understand the ramifications of this approach to city planning

2. I approve of the development that's been taking place in the Village center and believe it should continue.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 13% | 35% | 24% | 23% | 5% |

- Ugly
- Essex Jct. is starting to look like Winooski
- Ugly!! 5 Corners: way too busy before this monstrosity
- We are beginning to look like Winooski
- 1 building
- I hate the albatross you've allowed built at the 5 corners!
- 5 corners is ruined
- Especially that eyesore that replaced the bank – out of place, too big
- Brooklyn Junction
- If you mean the ugly monstrosity that used to be the Chittenden Bank
- Not sure
- Depends on where and how big
- The eyesore at 5 corners
- Not aesthetically pleasing, an eyesore makes me sad, it does not maintain its historical or small community character and I've never understood why – who approves the eyesores? Too late now
- Too many condos; not enough parking; the McGillicuddy's sign is awful
- Tear down ugliness
- New building horrible and no parking
- But not at the size of current development
- Traffic horrible
- New building too tall
- New building too large
- Not sure, some yes, some no

3. The Village has incorporated the Design Five Corners plan into the Land Development Code. The Village should maintain its historical, small community character by following this plan to balance the needs of local businesses and future economic development with the needs of local residents.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 28% | 55% | 5% | 4% | 8% |

- Something must be done about 5 corners traffic. It is getting worse and new businesses/apartments will make it worse. 5 corners is UGLY.
- Not familiar with "Design Five Corners" plan
- Closing off Main Street is a terrible idea - it's not Church Street. Traffic would just back up worse if you cut off an artery.
- Already failed on this
- However, the Crescent Connector is the wrong approach. It will add more congestion with additional traffic lights.
- What happened to that small community character
- More traffic lights with the Crescent Connector will mean more frustrated drivers making more dangerous driving maneuvers - a problem now
- Except I don't know what the plan is
- Giant taxes – we're running out of money!
- But you have already lost the small community and historical character on the village center with that monstrosity and butt ugly 4 story building @ 5 corners. Not enough parking! No green space
- Although too late with that monstrosity!
- The apartments, etc. at 5 Corners is a disappointment
- There is a huge lack of parking in the entire Village Center and that should be a priority
- The Village should maintain its historical, small community character!!!
- It's too late! You ruined the country character of the Village.
- Hell no!
- What was built at 5 corners this year does not maintain the above described character
- Not have the large building at 5 corners
- I do not want Robin on this work. He is not good at his job. Robin spends zero time out in this community looking at it. Please remove him.
- We do not like the new building height allowances!
- Historical? I think you have created a tired, old, depressed mill-town in Essex Jct. You should spend more time on what you will do when Global Foundries leaves.

4. Village government should work to bring more businesses to the downtown.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 24% | 55% | 10% | 3% | 8% |

- Central downtown
- If I were a newcomer traveling through E. Jct., I would have wonder, "What's going on here?" Tons of traffic, ugly large building, train tracks, Police 2x/day to allow school kids to travel safely...Nothing about it is attractive. Top this off with the extra cars/people from the UGLY building!! I love Martones but rarely go there because of traffic. What to do? Too Late. Connector should have been built.
- No room
- It's not a true downtown - it's a block and a half
- Small businesses would be ok
- You mean that coffee shack on Main St.

- That would depend on what kind of business! We've got enough nail salons, fast food, smut/smoke/pawn shops!
- Depends on where and how big
- No parking space!
- Agree - unless you're giving tax credit/subsidize/variances that are not in community benefit
- No opinion because I don't trust the Trustees. This is true of most questions here.
- Not unless traffic is addressed
- Just fill the stores that are empty
- Not too many

5. The Trustees should pursue bonding to rehabilitate the train station.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 19% | 42% | 15% | 10% | 14% |

- Surcharge every train ticket sold
- Not familiar enough with this issue to say
- Let Government, Amtrak and Freight do this
- Not sure – need more info
- Should be moved to an area that accommodates parking!
- Need to know more
- What would be the economic benefit vs. cost of rehab?
- The Village doesn't own the train station and taxpayers should not have to pay for it
- Is this necessary? That would change my answer
- Why us? Why not Amtrak?
- Agree, after investigating how a downtown Burlington station would affect EJ
- Agree, bus stop
- The Village shouldn't put tax dollars into private property
- Please pursue this!
- Parking: consider parking enforcement around Amtrak station

6. The Essex Police, fire departments, and local governments should make a renewed effort to publicize public safety and emergency response plans.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 16% | 58% | 4% | 1% | 21% |

- If plans available, don't know what they are
- No need
- Need more info
- I think we have great access to public safety/services now
- What kind of emergencies?
- Doing a good job now

Municipal Services

7. I am satisfied with the quality of maintenance of Village roads, sidewalks, bike paths, and parks.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 11% | 50% | 23% | 16% | 0% |

- Sidewalk plow chewing up people's lawns

- Horrible roads and sidewalks!
- Sidewalks are terrible
- Bike paths and parks are fine – roads and sidewalks are abominable!
- Need better sidewalks with trees, etc. in downtown areas
- Would like to see Village and/or homeowners keep shrubs cut back to allow use of the full width of bike path/sidewalk
- 2A South
- Pearl Street the busiest street and last to be fixed
- Agree most of the time
- Sidewalk plows should be more considerate of home owners lawns!
- Sidewalks are crumbling
- Roads – no; sidewalks, bike paths and parks – yes
- Five corners roads have been a worsening disgrace for ten years, at least. Winter roads should be cleared/treated 7/24 – why aren't they? Important people work at night, too.
- Roads are the worst!
- Roads and sidewalks – they are terrible!!
- The village does a poor job. The town highway dept. does a great job.
- Paving of Maple St., Mansfield Ave. to name a few, still have to dodge the manholes
- Roads – disagree; sidewalks, bike paths and parks – agree
- Mostly roads
- Parts of Pearl St. road has been bad
- The roads in the Junction suck
- You need to re-surface Pearl St. in Essex Jct.
- Need to pave Rt. 15, Brickyard Rd. and North St. All of it and Park St.
- Roads are real bad, been that way for yrs.
- Bike paths missing on Pearl St. Others often unkept.
- Roads
- I wish there was even a stronger one. The road and sidewalks are a JOKE!!
- Sidewalks on West St. are underwater and/or a tripping hazard. No drainage on West St. so if you are walking, passing cars splash you.
- Sidewalks on West St. need improvement, “no asphalt” especially in St. Lawrence Church area. Plowing could be better. The plows that push the snow are inadequate. Sidewalks are being ruined by our salting.
- Concern about age of pipes
- Sidewalks need attention
- Roads and sidewalks are a mess
- Roads
- Roads are neglected
- Poor road conditions, poor sidewalk conditions, poor sidewalk snow plowing
- Rotate sidewalks plowed. It's only fair.
- Strongly agree – thank you!
- Some sidewalks are in great shape but some need help, especially on older streets
- More bike paths
- Pearl St. needs lots of help!
- Sidewalks have not been cleared of snow like they used to be in years past
- Could be better
- Snow removal is not bad. The road surfaces are a mess.

8. I am satisfied with the quality of Village water and sewer services.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 26% | 66% | 4% | 2% | 2% |

- Quarterly bills have just about doubled our previous water bills
- Not aware of any current issues
- Albeit, too expensive compared to other towns
- My water bill has doubled, and counting, since the new fee structure, which punishes low users and does not encourage water conservation
- Stop fluoride, remove chloramine. Pipe system???
- Service ok. Price is too high.
- Something has changed the past 6 months – tastes funny!
- Costs are very high
- South St. to Cascade St. storm drain problems

9. I am satisfied with the quality of the services being provided to the Village by the Town.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 7% | 53% | 12% | 3% | 25% |

- Which services?
- I am not sure what the town does for the village that the village doesn't already do
- Unsure what they are
- The village is part of the town and no services are provided to the village by the town
- Not sure
- What is the quality??
- Am not interested in joining town
- Hard to say when I'm still trying to decipher which services the town provides us
- Delineate please! More info needed
- We are not represented fairly!
- Don't know what they provide
- Like what? Indian Brook Reservoir
- Police doing good!

10. I am satisfied with the quality of Village administration services (Village office, planning and zoning).

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 10% | 61% | 13% | 4% | 12% |

- Need better zoning reps and consistency
- Sometimes yes, sometimes no, depends on the service
- Planning/Zoning: bad choice at 5 corners
- Please merge with town
- Redundant with town
- Again, the eyesore at 5 corners
- Planning Department seems to favor developers and not existing community
- Not enough transparency
- Disagree, if 5 corners development is a sample of planning/zoning!
- Strongly disagree – planning and zoning

- Not happy with 5 corners building at former Chittenden Bank. Village spent many thousands of dollars to rehab original building then allowed 5 story modern building across the road
- Not a fan of our Village Planner. Please get a new one.

11. I am satisfied with the quality of the Brownell Library.

| | | | | |
|----------------|-------|----------|-------------------|------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
| 40% | 45% | 2% | 1% | 12% |

- Too expensive for taxpayers
- Merge with town
- 5 corners is a deterrent
- Overpriced
- Love the Brownell
- Do a study on library costs compared to costs in VT and US. It's way overpriced for services offered and used. Way, way, way too expensive. I prefer the town library.
- It needs to be less stuffy
- Great quality, but expensive. Do we need 2 great libraries?

12. I am satisfied with the quality of programs offered by Essex Junction Recreation & Parks (EJRP).

| | | | | |
|----------------|-------|----------|-------------------|------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
| 32% | 48% | 3% | 3% | 14% |

- I would strongly agree if they weren't so expensive
- Would be nice to have more Preschool activities: We did soccer in Essex town because EJRP didn't. I hope the merger has more offerings!
- Merge with town
- More adult options – very weak for a town our size
- Behavioral issues are not screened or considered or enforced!
- Pools are too small/limited number of enrollment for number of children in Village and Town
- Should charge non-residents more for pool use and programs. \$5 or \$10 difference is nothing.
- Love EJRP
- There is a lot of kids/teens and seniors...but not in between!
- Summer programs great for kids, but...
- Don't want many changes to affect families

Village-Town Consolidation Efforts

Essex Junction is an incorporated village within the Town of Essex. Village residents share the cost of Town municipal services with Town residents outside the Village. Village residents must also pay the full cost of services provided by the Village government. The ongoing effort to consolidate municipal services by the Village Trustees and Town Selectboard are intended to address this disproportionate tax burden. If carried to its logical conclusion, this effort could result in the eventual end of the Village of Essex Junction as a distinct municipality. To help the Trustees understand how to proceed with consolidation efforts, please indicate whether you **strongly agree, agree, disagree, strongly disagree, or have no opinion** with the following statements.

- We have voted multiple times in the past to not "become one" with the Town, and to remain a Village. Yet thru consolidation, we keep inching our way to "becoming one". This is frustrating.
- Not enough info to decide
- This "quiet consortium" seems to violate voter "preference" against Town/Village consolidation

13. The Village community should resist further efforts to consolidate services with the Town.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 14% | 10% | 26% | 47% | 3% |

- Must consolidate
- Strongly agree if there is more drama!
- The Village is in a very disadvantaged position because of the Selectboard member who conspires with other town residents against both boards and the Village
- Agree, under current circumstances

14. Essex Junction's historic identity as a chartered Vermont village should be preserved even if it prevents full consolidation and tax equity with the Town of Essex.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 14% | 23% | 25% | 30% | 8% |

- Consolidation should preserve this identity, while creating tax equity. Both can happen!
- Village should stop paying taxes for Essex Town unless it brings down taxes for both
- Just consolidate!
- Historical identity should be preserved regardless – this is irresponsible
- How are these mutually exclusive?
- What does that even mean?
- Hmmm...I like this idea...what does this mean money wise
- Not an easy answer – don't know – no opinion!
- We need to reduce costs!
- Clean up the town, pave the roads, attract businesses to strengthen tax base, no one cares about historic identity. They care about having a vital, flourishing town.

15. The Trustees and Selectboard should proceed with consolidation efforts until complete tax equity is achieved, even if it means the end of the Village as a separate municipality.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 28% | 32% | 16% | 18% | 6% |

- Can't it still be referred to as a village while merged?
- Not sure
- Strongly agree if TOV residents & SB Wrenner & Cook are on board; strongly disagree if they will continue to fight it
- Strongly disagree: Again – no trust after what you did at Five Corners – who got paid off?
- Merger might be best but also might never happen
- Not without vote to do so!

16. The recent vote to consolidate recreation departments was approved by Village residents but defeated by Town-outside-the-Village residents. I believe the Village should take no further steps to consolidate recreation departments with the Town of Essex even if it prevents full Village-Town consolidation.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 15% | 20% | 29% | 28% | 8% |

- Would like to consolidate but eventually not have a separate tax

- Confusing question
- Has the town vote rationale been published for the defeat?
- Double negatives not good in surveys
- It is "Town" move now
- This question wildly exceeds average reading level!
- Try again – 1 more time
- Would like consolidation without separate tax district
- Consolidate everything
- Concerned about Wrenner/Cook gutting EJP
- Find another method
- Consolidation is fine, but the S.T.D. was not the way to go
- Not at this time
- But no separate tax entity
- If it reduces costs, then consolidate
- Work on it

17. I would prefer to see tax equity achieved in some way that preserves the Village's identity as a separate entity within the Town of Essex.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 27% | 30% | 17% | 12% | 14% |

- Don't know where you're going with this
- Not sure
- Never mind equity – lower taxes so people can afford to live
- It would be best to be one community
- Agree if possible
- Strongly agree but don't see how that could happen
- Either merge completely or separate. Should re-investigate separation.
- The village will always be the town center in spite of Lang Farm Center

18. The Trustees should petition the Vermont Legislature to allow the Village to become a completely independent community from the Town of Essex. Residents in each community would then pay taxes only for those services provided by their local governments.

| Strongly Agree | Agree | Disagree | Strongly Disagree | No Opinion |
|----------------|-------|----------|-------------------|------------|
| 19% | 18% | 25% | 29% | 9% |

- Would like as much consolidation has possible – crazy to duplicate services when avoidable – but would like strong voice in planning and zoning issues.
- Would need to see overall tax and service impact
- Get rid of the Charter
- Would like to know more about this
- They should be merged or completely separate
- This is dumb – why do what we have been doing – transfer of services. Plus, we have been there and done that!
- We need to become one entity called "Essex"
- This is an option I have never considered. I need more information before I form an opinion. How would the school merger impact this, for example?
- Yes! If consolidation is not possible. Merge or split!
- Is this a real question? What a joke! Grow up
- If the town keeps resisting, to heck with them. Let's move on

- I'm increasingly dismayed by the attitudes of the Town Selectboard toward the Village residents (as least as portrayed in the press). It is as if they forget we help subsidize their services. I can't imagine a separate Village would save money, but it would feel better.
- First and foremost to above
- Need more info
- Village taxpayer since 1962. General fund taxes way out of line. Probably the only way it could happen.
- Agree if the Town and Village cannot join
- It's much more than that! (Strongly disagree)
- If no merge then yes separate them
- Doesn't make sense. Would that mean establishing separate fire and police depts. for example?
- Check tax outlook – maybe not so bleak now
- YES!
- I want our history and differences acknowledged not ignored. I would be for unification if it weren't for the animosity of late (Wrenner especially) and for overall ignorance of and no "care" to know our different needs and desires than those of town (e.g., walking, town-like nature vs. country/suburb, zoning, etc.)
- Let's compare costs for both options

Misc. comments not connected to a question:

- Concerning the Champlain Valley Expo: In 2012 they paid (to Village) \$15,000 in lieu of property taxes. I would hope this amount is increased each year. They have an extraordinary "deal" considering what Village residents deal with during event time.
- Re-front Pearl St. strip malls; it is a pretty dumpy looking town. X-mas tree was a joke. Just use the one in the center park.
- The Selectboard should stop allowing shooting guns in Essex. We are now a suburb with too large of a population.

How are neighbors notified about Neighbors Day celebrations?

In many ways, hopefully!
Here are some ideas:

- ☐ Flyers/invitations delivered door-to-door by hosts or helpers
- ☐ Front Porch Forum
- ☐ Posts on the Facebook Neighbors Day page
- ☐ An email sent to neighborhood lists (if they exist)
- ☐ Knocking on doors to invite people personally
- ☐ A combination of all of these things will yield the greatest turnout!



Is there a rain date?

If you need to reschedule due to terrible weather, just pick a different date and time that work for you and most people in your neighborhood

What can you do to make Neighbors Day a success?

- ★ Connect to the Essex Junction Neighbors Day Facebook page to show your support
- ★ Plan a Neighbors Day celebration for your neighborhood
- ★ Attend a Neighbors Day event
- ★ Post photos of your event on the Neighbors Day Facebook page
- ★ Send your Neighbors Day photos to the Essex Reporter or the Facebook page
- ★ Start thinking about next year's event!



Neighbors Day 2017
Essex Junction

June 3, 2017



After its start in Paris in 1999, Neighbors Day is now celebrated by over 30 million people worldwide on 5 continents

Why Do We Want to Celebrate Neighbors Day?

Getting to know those who live around you can promote friendships, create feelings of belonging, and promote understanding of those who are different from you.

Overall, Neighbors Day is about:

- ★ Spending time with neighbors you know well and getting to know those you don't
- ★ Developing a sense of belonging, mutual support, and a sense of security in your neighborhood and in our larger community
- ★ Improving the quality of life in your neighborhood and fueling dynamic participation in neighborhood or community activities
- ★ Forming relationships with people living around you to provide a long-term benefit in a crisis or at a time of need
- ★ Having fun!

What does a Neighbors Day celebration look like?

It can be as simple or complex as you want it to be!

Here are some ideas:

- ☐ Potluck
- ☐ Barbecue
- ☐ Dessert party/ice cream social
- ☐ Spaghetti supper
- ☐ Pancake breakfast
- ☐ Food drive event
- ☐ Book/plant exchange
- ☐ Whiffle ball or kickball game
- ☐ Picnic
- ☐ Pizza party
- ☐ Cocktail party
- ☐ Bake-off
- ☐ Take out food
- ☐ Outdoor movie screening
- ☐ Karaoke party
- ☐ Horseshoes/Bocce

If you live in a neighborhood that is already active, friendly, and connected, that's fantastic! We hope you will use Neighbors Day to reach out to new neighbors or those you don't know well.

Who plans the Neighbors Day celebrations and where do they happen?

You! Neighbors Day is organized and hosted by the residents themselves. Plan it yourself, or get friends/neighbors to help. You can choose to keep it simple or make it complex. Just pick a location that works for you and start planning.

Neighbors Day is dependent on the citizens for success!

What defines a "neighborhood" for Neighbors Day?

Neighbors Day is not a party for the whole Village. The goal is to get to know the people living closest to you. That said, you can define your own neighborhood any way you like. It could be:

- ★ Your street, block, or surrounding blocks
- ★ Your apartment or condominium
- ★ A floor of your apartment building
- ★ Area surrounding your nearby school or place of worship
- ★ Houses along your stretch of road
- ★ Your local business district

**VILLAGE OF ESSEX JUNCTION
ANNUAL MEETING MINUTES
April 5, 2017**

Moderator Steve Eustis welcomed the assemblage to the 123rd Annual Meeting of the Village of Essex Junction. The meeting was broadcast live on Channel 17. The assemblage was led in the Pledge of Allegiance. The high school chorus quartet of Shanti Boyle, Hannah Baker, Tommy Bergeron, and Keegan Fitzgerald sang "The Star Spangled Banner" and "Our Green Mountains". Attendees included:

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

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

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

MOTION by Carl Houghton, SECOND by Bob O'Neill, to approve Article 1 as read.

DISCUSSION: None.

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

ARTICLE 2: Shall the voters approve the annual General Fund budget in the amount of \$4,816,309 for fiscal year July 1, 2017 to June 30, 2018 of which \$3,285,170 is to be levied in taxes against the Village Grand List?

MOTION by Mary Jo Engel, SECOND by Marla Durham, to approve Article 2 as read.

DISCUSSION: Village President George Tyler highlighted the following:

- The budget is up by \$800,000 over last year due to the transfer of the Recreation Department (EJRP) to the General Fund budget. Total budget with the General Fund and enterprise funds (Wastewater Treatment Plant, Water, Sanitation) is \$12,550,070. Total capital fund spending including the reserve, rolling stock, water, wastewater treatment plant, sanitation, and recreation is \$5,049,866 of which \$2.8 million will come from grants.
- Tax appropriation for the village will decrease 1.05%.

- Challenges to the budget include incorporating the recreation budget, holding the budget to the rate of inflation, further combining of services with the town, increasing the capital reserve by 7.5%, adding 10% to the rolling stock and adding recreation capital expenditures to the budget.
- Cost savings have been realized by combining the following with the town: Public Works, Finance, sharing IT services, and grant procurements.
- Capital projects in the village include the Main Street pedestrian bridge, crescent connector road, Hillcrest sidewalk improvement, Greenwood Avenue drainage, and rolling stock replacement per the schedule.
- FY2017 taxes are made up of school tax (67%), town tax (20%), village tax (10%), and parks & rec tax (3%). The average tax increase for FY17 taxes on an average house in the village is \$8.

PUBLIC COMMENTS

- Diane Clemens asked about the Greenwood Avenue project. Village Engineer, Rick Hamlin, explained the project is the best cost effective solution. The true solution is to tear up the entire street and resize the pipes.
- Saramichelle Stultz spoke in support of the non-resident fee charged by EJRP.

There were no further comments.

VOTING ON ARTICLE 2: unanimous; motion carried. Article 2 is adopted.

ARTICLE 3: Shall the voters approve the transfer of \$96,000 from the General Fund balance to the Capital Reserve Fund for future capital projects?

MOTION by Bob O'Neill, SECOND by Richard Smith, to approve Article 3 as read.

DISCUSSION: Village President George Tyler explained the transfer of fund balance is from the present budget.

VOTING ON ARTICLE 3: unanimous; motion carried. Article 3 is adopted.

ARTICLE 4: Shall the voters approve the purchase of the Park Street School property from the Essex Junction School District for \$1?

MOTION by Carl Houghton, SECOND by Marla Durham, to approve Article 4 as read.

DISCUSSION: The following comments were made:

- Village President George Tyler explained through the school consolidation the school properties will go into the new school district, but Park Street School is used heavily by the village recreation department so the village will buy the school at a cost of \$1.
- Darryl Stultz asked about estimated expenses and revenues from the school. Marla Durham explained expenses average \$14,800 per year. The village rec department pays the school district \$5,000 per year for

use of the school. The ACE Program will remain at the school for the next couple of years until a new location for the program is found.

- Steve Gragg asked if the money is in the recreation budget. Brad Luck, EJRP, confirmed \$5,000 was included in the budget so net expense for the building is \$9,000. Also, the rec program will take over the space occupied by the ACE Program once that program leaves so there will be more space to potentially generate additional revenue.
- Lori Houghton mentioned the preschool at the school is funded by the parents.

There were no further comments.

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

ARTICLE 5: Shall the voters approve holding the 2018 Annual Meeting on Wednesday, April 4, 2018 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 10, 2018 to vote for the village officers and transact any business involving voting by Australian ballot?

MOTION by Bob O'Neill, SECOND by Mike Plageman, to approve Article 5 as read.

DISCUSSION: The following comments were made:

- Marla Durham said people have been asking to have all community votes on the same day. Elaine Sopchak said the Essex Governance Group is looking at voting in the village and town to streamline the voting.
- A woman asked about changing the voting date. Elaine Sopchak said to change the voting day involves changing the charter which must be approved by the state legislature. The process to change the voting date at a minimum would take two years.

There were no further comments.

VOTING ON ARTICLE 5: unanimous; motion carried. Article 5 is adopted.

ARTICLE 6: To transact any other business that may lawfully come before the meeting.

Status of Consolidation of Village and Town Services

Consolidated services to date include the Administration (Manager, Administrative Director, Finance Director, Treasurer/Village Clerk, and support staff), Storm Water Committee, and Public Works. Remaining services to consider for consolidation include governance, planning and development, library, fire department, and rec department.

Village Survey

Results of the village survey show:

- Overall people are satisfied with village services, but are concerned with costs.
- There is support of mixed uses (residential and business) in the downtown and support for following the Design Five Corners plan.
- There is support for bonding to rehab the train station if the opportunity becomes available.

- The village character should be maintained. Maximum building height should be four stories in the village.
- Consolidation of services to maintain and achieve efficiencies and tax equity should continue.
- Costs should be managed at every opportunity.
- Traffic and parking should be improved.
- Communicate better and often.

Road and Sidewalk Work in the Village

Route 2A (Park St. and Lincoln St.) and Route 15 (Pearl St. and Main St.) going into Five Corners will be repaved by the state beginning April 17, 2017. There will be information boards set up on the roads with project information.

Prudential Committee

Prudential Committee will continue until the end of 2017. All are urged to attend the Prudential Committee annual meeting and support the sale of Park Street School.

Recreation Governance Study Committee

The work done by volunteers on committees, especially the work done by the recreation governance study committee, was applauded.

Elections

- Two Village Trustees (three year terms)
- Three Library Trustees (one one-year term, one three-year term, and one five-year term)

Adjournment

MOTION by Bob O'Neill, SECOND by Richard Smith, to adjourn the 124th Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:41 PM. Voting by Australian ballot will take place on April 11, 2017 from 7 AM to 7 PM at Essex Community Educational Center.

ATTEST:

Village Trustee

Village Trustee

Village Clerk

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 11, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Dan Kerin, Lori Houghton [via telephone].

ESSEX SELECTBOARD: Max Levy, Mike Plageman, Andy Watts, Sue Cook, Irene Wrenner.

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Doug Fisher, Director of Administrative Services; Greg Duggan, Assistant Town Manager/Planner.

OTHERS PRESENT: Mary Jo Engel, Kevin Collins, Marla Durham, Sharon Kelley, Darryl Stultz, John Sheppard, Barbara Higgins, Paula DeMichele, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add to New Business: Memo on Bid Award for Hillcrest/Prospect Street Sidewalk Project.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

4. OLD BUSINESS

1. Update on Pearl Street Link Project & Crescent Connector/Parking

Pearl Street Link Project

Robin Pierce reported the bid for the Pearl Street Link project should be to the Trustees by April 25, 2017 for approval. The work will start thereafter. It is hoped to complete the project by the end of August. Signs will be posted and regular updates given on the village website to communicate information on the project to the public.

Crescent Connector

Robin Pierce stated effort continues to get the signaling information from the railroad. The appraiser has looked at the site. The village is discussing with the railroad the potential of buying the land rather than leasing the land. Upgrade of streetlights to match the streetlamps in the village will be at the village's expense. It is not likely the crescent connector project will start this summer.

George Tyler noted the owners of property to the west of the rail line have included the crescent connector in the plans for their property.

Parking Lot behind Road ResQ

Robin Pierce reported the estimated cost for improvements to the parking lot behind Road ResQ to make the lot more like a municipal parking lot for public use is \$5,000. Dan Kerin suggested using accrued funds from the penny set aside that was approved by the voters (a public hearing would have to be held on how the money will be used). Pat Scheidel mentioned that public funds are being used to improve private property. George Tyler recommended asking to spend \$10,000 rather than \$5,000, in case the parking lot estimate is too low and to allow for a cushion. Then if a lower amount is spent, the funds will remain. The board concurred with his recommendation.

The Trustees decided on two public hearings, on April 25 and May 9, regarding proposed uses of the one-cent economic development fund.

Robin Pierce said a map showing where public parking is located in the village is being done. Dan Kerin mentioned taking steps to prevent people from using the parking spaces like those behind Road ResQ for long term parking. Robin Pierce said signage can be posted to not allow overnight parking. Lori Houghton pointed out some local businesses/property owners allow after hours parking and that information should be included in the parking plan. Elaine Sopchak said we need a list of the parking signage in the village to determine if more or different signage is needed.

5. NEW BUSINESS

1. Bid Award for Hillcrest/Prospect Street Sidewalk Project

George Tyler said the estimate for the Hillcrest sidewalk project that was budgeted in the Capital Reserve Fund is higher than the bids received. The Trustees are not obligated to spend the amount estimated for the project. The savings could move other capital projects forward.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to award the bid for the Hillcrest/Prospect Street Sidewalk Project to Don Weston Excavating, Inc. for \$189,423.25. VOTING: unanimous (5-0); motion carried.

Robin Pierce mentioned Fred Kinney is willing to meet with the Trustees to discuss TIF funding. A meeting will be scheduled.

6. MANAGER'S REPORT

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

- April 25, 2017
- May 9, 2017
- May 23, 2017
- June 13, 2017
- June 27, 2017

- July 11, 2017
- July 25, 2017

- * May 27, 2017 @ 10 AM – Memorial Day Parade
- * July 4, 2017 @ 6 PM – July 4th Celebration at Maple St. Park
- * July 15, 2017 @ 4 PM – Block Party & Street Dance

2. Meetings

Meetings with staff and organizations are ongoing. The collective bargaining process is underway with the Employees Association.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Andrew Brown thanked staff for the successful annual meeting results.
- George Tyler said he will follow up with Robin Pierce on parking and signage. Consistent signage must be used.

2. Reading File

- Minutes:
 - Planning Commission 3/16/17
 - Capital Program Review Committee 4/4/17
- Press Release re: Paving of Class 1 Roads by VTrans
- Memo from CCRPC re: Public Hearing to Review FYE2018 UPWP and Participation Plan Amendments 5/17/17

8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meeting(s), 3/28/17
2. Expense Warrant #17038, dated 3/30/17, in the amount of \$62,604.49.
3. Expense Warrant #17039, dated 4/7/17, in the amount of \$113,359.62.
4. Approve Accounts Receivable Abatement for WWTF.

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

MOTION by George Tyler, SECOND by Elaine Sopchak, to recess the Board of Trustees meeting until 7:30 PM. VOTING: unanimous (5-0); motion carried.

9. JOINT MEETING WITH ESSEX SELECTBOARD

The Trustees held a joint meeting with the Essex Selectboard to discuss continuing the municipal manager model and the recruitment process.

Continue with Municipal Manager Model

Doug Fisher distributed responses from town department heads to five questions about consolidation and the shared manager model. Mr. Fisher also distributed information on cost savings through FY17 with the unified manager since 2014 (\$236,000 for the town and \$392,000 for the village), with the finance department and clerk since 2015 (\$167,000 for the town and \$18,000 for the village), with storm water and public works

since 2016 (\$183,000 for the town and \$96,000 for the village). For FY18 and beyond, the savings per year for the unified manager is \$66,000 for the town and \$103,000 for the village, for finance and clerk is \$46,000 for the town and \$40,000 for the village, for storm water and public works is \$70,000 for the town and \$25,000 for the village. Total savings is \$182,000 for the town and \$168,000 for the village.

The following comments were made:

- George Tyler said the general sense is to move forward with consolidation.
- Max Levy spoke in support of continuing with consolidation, checking what is working and making adjustments. Having consolidated departments with a manager separate from the departments that are not consolidated does not seem workable.
- Andy Watts spoke about looking at what consolidation looks like in the end, and if some services cannot be combined then they remain separate. A governance model is needed for the departments not consolidated. The municipal manager would manage the consolidated pieces.
- Lori Houghton agreed with having a unified manager, noting there is strong support in the village for continued consolidation. The boards need to discuss governance and equal representation. This should be done before moving forward with more consolidation so everyone has equal representation which will not be the case if all departments are consolidated under the town. Also, there are unquantifiable benefits to having a shared manager such as communications between the two boards and opportunities for grants. Having a shared manager ensures the boards are working hand-in-hand.
- Elaine Sopchak agreed governance should be discussed as the first priority. The Trustees and the Selectboard need to be equally represented when making decisions. Regarding tax equity, it appears consolidation has resulted in efficiencies and savings for village residents and approximately 50% of the town. Work should continue on savings and efficiencies, and if consolidation becomes too difficult to achieve at some point then the effort to consolidate should stop because there may not be a savings going forward.
- Dan Kerin agreed the governance issue needs discussion including legal aspects and charter changes. The process will be lengthy and does not need to move fast.
- Sue Cook spoke in support of consolidation where it makes sense. An assessment to determine where consolidation makes sense is needed so results can be quantified. All should be on the same page with the meaning of consolidation which is a convergence of two municipalities into one. Equity of services needs to be ensured. The movement toward tax equity is a key tenet. The municipal manager should have one office with support staff in the two separate locations.
- Andrew Brown said he is in favor of continued consolidation in the areas that make sense and in a method that makes sense with services the same or better than today. There must be equity for both the village and town.
- Mike Plageman said governance is the issue at the top of the list. It is the duty of the boards to ensure every citizen has equal representation throughout the Essex community. Early consolidation efforts were the easiest to achieve, but now the more difficult areas must be handled and handled with thoughtful consideration

and discussion with a slow, methodical approach. Having dual managers managing what is consolidated is unworkable and unfair. Also, a different and better way to educate the public on the consolidation effort is needed. Rules on how to educate the public will be very important and must be fair, unbiased, not slanted, but just presenting the facts and letting the public decide.

- Irene Wrenner stated truthful communication means appointing boards that decide tricky issues in a manner where people feel they have representation. Appointment of committees must be thoughtful and intentional so there are equitable outcomes. There are departments best operated by the village separately which may not need a municipal manager for oversight. A charter change should not be made until all this is worked out. There are intangibles that need to be measured. Staff burnout is an issue. Not having full staffing just to say money is being saved is not good. Departments, like the fire departments, should not be pressured into becoming part of the consolidated organization, but can stay as separate teams and work together. Now that there are some metrics there can be checking and adjusting with the consolidation.

Process with Municipal Manager Model

The following comments were made:

- George Tyler said a process is needed to fill the municipal manager position because the village charter says the Trustees will appoint a manager. Perhaps the process for hiring and firing should be codified to avoid a situation where the Trustees and the Selectboard do not agree on the municipal manager.
- Irene Wrenner said a job description is needed and performance appraisals should be done on a regular basis which has not been the practice. Discussion of the municipal manager model can continue, but there should be representatives from outside the village involved and it must be acknowledged that an individual who wants to manage two sizable municipalities may not be found.
- Elaine Sopchak suggested doing a 360 evaluation of the manager that includes both boards. The municipal manager model is the way forward.
- Mike Plageman agreed regular performance reviews should be done and the search for a unified manager should continue. The model will work and there are candidates with the skill set that is needed.
- Andrew Brown said the unified manager model should continue with both boards evaluating the individual. Both boards need to have the same decision making power on hiring, evaluation, and firing. Presently the Trustees do not have the ability to enter into a contract with a manager, but can end the contract. The Selectboard can enter and end a contract and therefore can take away the municipal manager from the village. Going forward this cannot be the situation.
- Sue Cook said the model needs to be flexible and take what is working, add to it and eliminate what is not working. The model must satisfy all the needs. The candidate must be the best for both communities. A strong transition plan is also needed.
- Dan Kerin urged learning from the past, but looking to the future. The municipal manager needs to be someone who can adapt and accept change and move with the flow as the community changes and evolves. Regarding performance

evaluation of the manager, the staff is the best to provide information because they work with the manager every day. The manager needs to reach down to all employees not just department heads and listen to all input.

- Max Levy spoke in support of the shared manager model especially as the consolidation model moves forward, but this does not have to be codified. A memorandum of understanding could be done. The evaluation process needs to be included. Both boards working together to search and hire the special individual to be manager is the immediate focus.
- Lori Houghton stated the municipal manager and the process to hire should move forward.
- Andy Watts said the municipal manager model should be for management of consolidated services. “Guide to Recruiting a Municipal Manager”, dated June 8, 2015 and the April 2015 handbook for evaluation of a municipal manager are good resources that were previously provided to the Selectboard.
- Pat Scheidel recommended hiring a professional recruiter as the first step in the process to hire a municipal manager. The recruiter will help the two boards make decisions on the job description and performance evaluation, interview process, and contract terms. The recruiter will want the two board to be unanimous in their decisions. The process will take three to five months.

Conclusions

- The shared manager model will continue.
- A professional recruiter will be hired. The parameters must be defined (recruitment region, when the manager needs to be in place, etc.)

Pat Scheidel will forward to both boards a list of recruiting agencies and where ads for the recruiter should be placed.

10. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 9:15 PM.

RScty: M.E.Riordan

04/13/17

Town of Essex / Village of EJ Accounts Payable

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01:37 pm

Check Warrant Report # 17040 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/13/17 To 04/14/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|-----------------------------------------------|--------------------------------------------|-------------|--------------|------------|
| V10301 | BARRA, PLC DAVID A. | 04/01/17 VA Mar legal fees EJ26772680 | 210-41320.320 LEGAL SERVICES | 132.00 | 10081 | 04/13/17 |
| V10301 | BARRA, PLC DAVID A. | 04/01/17 VA Mar legal fees EJ26772680 | 210-15101.000 EXCHANGE - GENERAL | 297.00 | 10081 | 04/13/17 |
| 14615 | CCSU CHILD NUTRITION PROG | 04/06/17 AD community dinner 4/5/1 2679 | 210-41320.560 TRUSTEES EXPENDITURES | 968.75 | 10084 | 04/13/17 |
| 44980 | FACE MANIA | 04/05/17 Face painting deposit 715 DEPOSIT | 210-14301.000 PREPAID EXPENSES | 425.00 | 10093 | 04/13/17 |
| 01735 | GOMEZ CONSTENCIO | 04/04/17 BF yough program 442017CG | 210-49345.000 LIBRARY DONATION EXPENDIT | 130.00 | 10096 | 04/13/17 |
| 37605 | NEW ENGLAND MUNICIPAL RES | 03/28/17 ADFN software consult 39343 | 210-41320.340 COMPUTER EXPENSES | 578.13 | 10104 | 04/13/17 |
| V10098 | PIERCE ROBIN | 04/06/17 CD cell phone Feb/Mar 040617D | 210-41970.535 TELEPHONE SERVICES | 126.16 | 10106 | 04/13/17 |
| 26385 | PROFESSIONAL WRITING SERV | 04/05/17 ADCD March minutes 769EJ | 210-41320.530 COMMUNICATIONS | 209.00 | 10107 | 04/13/17 |
| 14695 | RANDALL MIKE | 04/07/17 BL deposit youth program 4717MR | 210-45551.837 CHILDRENS PROGRAMS | 850.00 | 10108 | 04/13/17 |
| V10301 | BARRA, PLC DAVID A. | 04/01/17 VA Mar legal fees EJ26772680 | 230-46801.008 CRESCENT CONNECTOR | 528.00 | 10081 | 04/13/17 |
| 37605 | NEW ENGLAND MUNICIPAL RES | 03/28/17 W/SA Ub software conv 39344 | 254-43332.007 UB CONVERSION TO NEMRC | 666.67 | 10104 | 04/13/17 |
| 28010 | BEARINGS SPECIALTY CO., I | 03/21/17 WW screen brush bearing 3542093 | 255-43200.570 MAINTENANCE OTHER | 93.74 | 10082 | 04/13/17 |
| 28790 | COPY SHIP FAX PLUS | 04/01/17 WW methane gas analysis 040107 | 255-43200.570 MAINTENANCE OTHER | 55.31 | 10089 | 04/13/17 |
| 35260 | EAST COAST PRINTERS INC | 03/30/17 WW LaJoy 03201749 | 255-43200.612 UNIFORMS,BOOTS,ETC | 214.40 | 10090 | 04/13/17 |
| 38955 | F W WEBB COMPANY | 03/16/17 WW NaOH insulatin 54188470 | 255-43200.570 MAINTENANCE OTHER | 145.44 | 10092 | 04/13/17 |
| V1210 | JUTRAS/JAMES// | 04/11/17 WW mileage 01117D1 | 255-43200.500 TRAINING, CONFERENCES, DU | 225.77 | 10100 | 04/13/17 |
| V1210 | JUTRAS/JAMES// | 04/11/17 WW mileage 041117D | 255-43200.500 TRAINING, CONFERENCES, DU | 29.70 | 10100 | 04/13/17 |
| 45190 | LAJOY SCOTT | 03/27/17 WW rain suit safety color 032717D | 255-43200.612 UNIFORMS,BOOTS,ETC | 84.88 | 10101 | 04/13/17 |
| V9454 | LENNY'S SHOE & APP | 04/03/17 WW boots J Jutras 3124656 | 255-43200.612 UNIFORMS,BOOTS,ETC | 173.00 | 10102 | 04/13/17 |
| 00315 | NOCO DISTRIBUTION LLC | 04/02/17 WW 2 G oil 5880066 | 255-43200.626 GAS, GREASE AND OIL | 1047.99 | 10105 | 04/13/17 |
| 23855 | SOUTHWORTH-MILTON, INC. | 03/14/17 WW 2 G oil tests INV0907626 | 255-43200.570 MAINTENANCE OTHER | 145.28 | 10115 | 04/13/17 |
| 37605 | NEW ENGLAND MUNICIPAL RES | 03/28/17 W/SA Ub software conv 39344 | 256-43332.007 UB CONVERSION TO NEMRC | 1333.33 | 10104 | 04/13/17 |
| 36130 | VERIZON WIRELESS | 03/23/17 SA Feb 24-Mar 23 VPN 9782749143 | 256-43200.434 PUMP STATION MAINTENANCE | 122.78 | 10117 | 04/13/17 |
| 36130 | VERIZON WIRELESS | 03/23/17 SA Feb 24-Mar 23 VPN 9782749143 | 256-43220.002 WEST ST PS COSTS | 31.63 | 10117 | 04/13/17 |
| 36130 | VERIZON WIRELESS | 03/23/17 SA Feb 24-Mar 23 VPN 9782749143 | 256-43220.001 SUSIE WILSON PS COSTS | 31.63 | 10117 | 04/13/17 |

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01:37 pm

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Check Warrant Report # 17040 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 04/13/17 To 04/14/17 & Fund 2

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

8645.59

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09:59 am

Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--------------------------------------------------|---------------------------------------------|----------------|-----------------|---------------|
| V0003 | ACFA | 04/18/17 VF FIRE SCHOOL 041817D | 210-42220.500 TRAINING, CONFERENCES, DU | 110.00 | 10125 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/27/17 ST light 552708629003 | 210-43110.432 VEHICLE MAINTENANCE | 10.44 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/27/17 ST fuse 552708657713 | 210-43110.610 SUPPLIES | 6.38 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/29/17 ST credit 552708857848 | 210-43110.610 SUPPLIES | -18.44 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/29/17 ST lube/hydraulic 552708857849 | 210-43110.626 GAS, GREASE AND OIL | 21.51 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST trailer connector 552708934966 | 210-43110.610 SUPPLIES | 8.29 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST hydraulic hose 552708947439 | 210-43110.432 VEHICLE MAINTENANCE | 101.09 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST def, halogen capsule 552708947452 | 210-43110.626 GAS, GREASE AND OIL | 21.98 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST def, halogen capsule 552708947452 | 210-43110.432 VEHICLE MAINTENANCE | 18.98 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST relay 552708957800 | 210-43110.432 VEHICLE MAINTENANCE | 42.98 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/30/17 ST relay 552708957887 | 210-43110.432 VEHICLE MAINTENANCE | 24.13 | 10126 | 04/21/17 |
| 05290 | ADVANCE AUTO PARTS | 03/31/17 ST phillips screwdriver 552709047511 | 210-43110.610 SUPPLIES | 19.94 | 10126 | 04/21/17 |
| 45240 | AMERICAN HEART ASSOCIATIO | 04/17/17 AD PAULINE ANN BRADY GIFT 041717D | 210-41320.610 SUPPLIES | 50.00 | 10131 | 04/21/17 |
| 26990 | BLANCHARD REBECCA | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 60.00 | 10137 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-15109.000 EXCHANGE - COBRA | 686.76 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-43110.210 HEALTH INS & OTHER BENEFIT | 3353.87 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-41320.210 HEALTH INS & OTHER BENEFIT | 3945.73 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-41335.210 HEALTH INS & OTHER BENEFIT | 986.43 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-43151.210 HEALTH INS & OTHER BENEFIT | 522.81 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-45551.210 HEALTH INS & OTHER BENEFIT | 5918.59 | 10138 | 04/21/17 |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins 20710001188 | 210-41970.210 HEALTH INS & OTHER BENEFIT | 1972.86 | 10138 | 04/21/17 |
| 24475 | BOND AUTO-ESSEX JCT. INC | 04/01/17 ST fuses 14IV088236 | 210-43110.432 VEHICLE MAINTENANCE | 8.38 | 10140 | 04/21/17 |
| 22160 | BOSTWICK JENNIFER | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 50.00 | 10141 | 04/21/17 |
| 00530 | BRODART CO | 03/30/17 BL books B4945642 | 210-45551.641 JUVEN COLLECTION-PRNT & E | 50.58 | 10143 | 04/21/17 |
| 0530 | BRODART CO | 03/31/17 BL books B4947655 | 210-45551.640 ADULT COLLECTION-PRINT & | 12.64 | 10143 | 04/21/17 |

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For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

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| 00530 | BRODART CO | 03/31/17 BL books B4947655 | 210-45551.610 SUPPLIES | 0.90 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 03/31/17 BL books B4948111 | 210-45551.640 ADULT COLLECTION-PRINT & | 33.52 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 03/31/17 BL books B4948111 | 210-45551.610 SUPPLIES | 1.80 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/03/17 BF BOOKS B4949939 | 210-49345.000 LIBRARY DONATION EXPENDIT | 64.09 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/04/17 BL BOOKS B4951538 | 210-45551.640 ADULT COLLECTION-PRINT & | 13.20 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/04/17 BL BOOKS B4951538 | 210-45551.610 SUPPLIES | 0.90 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955117 | 210-45551.610 SUPPLIES | 24.30 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955117 | 210-45551.641 JUVEN COLLECTION-PRNT & E | 292.54 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955239 | 210-45551.640 ADULT COLLECTION-PRINT & | 117.31 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955239 | 210-45551.610 SUPPLIES | 5.40 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955366 | 210-45551.610 SUPPLIES | 7.20 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/06/17 BL BOOKS B4955366 | 210-45551.640 ADULT COLLECTION-PRINT & | 108.98 | 10143 | 04/21/17 |
| 00530 | BRODART CO | 04/07/17 BF BOOKS B4957493 | 210-49345.000 LIBRARY DONATION EXPENDIT | 33.15 | 10143 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 AD ESURVEY-RESIDENT SURVE 030617E | 210-41320.530 COMMUNICATIONS | 38.00 | 10147 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 03/07/17 BL MARCH NEWSPAPERS 030717D | 210-45551.640 ADULT COLLECTION-PRINT & | 26.00 | 10147 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 HS SELF RETRACT 50' LF LI 030817B | 210-43151.430 STORM SEWER MAINTENANCE | 1151.46 | 10147 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 AD PIZZA 031017D | 210-41320.291 HEALTH IMPROV PROGRAMS | 20.00 | 10147 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 AD 4/11/17 CONF-ELAINE 032817G | 210-41320.560 TRUSTEES EXPENDITURES | 70.00 | 10147 | 04/21/17 |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 AD TRUSTEE MEETING 032817I | 210-41320.560 TRUSTEES EXPENDITURES | 16.98 | 10147 | 04/21/17 |
| 21500 | CANON FINANCIAL SERVICES | 04/12/17 AD COPIER LEASE MAY 17176341 | 210-41320.442 LEASED SERVICES | 245.00 | 10148 | 04/21/17 |
| V0455 | CANON SOLUTIONS AMERICA | 04/01/17 VL SUPPLIES 4021906451 | 210-45551.610 SUPPLIES | 61.86 | 10149 | 04/21/17 |
| V0455 | CANON SOLUTIONS AMERICA | 04/07/17 AD copies 3/7-4/6/17 4021952453 | 210-41320.442 LEASED SERVICES | 34.48 | 10149 | 04/21/17 |
| 14615 | CCSU CHILD NUTRITION PROG | 04/11/17 AD coffee for poll worker 2683 | 210-41320.820 ELECTIONS | 15.00 | 10152 | 04/21/17 |
| V04609 | CENTER POINT LARGE PRINT | 04/01/17 VL BOOKS 1461162 | 210-45551.640 ADULT COLLECTION-PRINT & | 91.08 | 10154 | 04/21/17 |
| 6955 | CLEMENS DIANE | 04/11/17 AD presiding officer poll 170411 | 210-41320.820 ELECTIONS | 225.00 | 10159 | 04/21/17 |

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|------------------------------------------------|---------------------------------------------|-------------|--------------|------------|
| 06965 | COSTELLO LINDA | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 70.00 | 10162 | 04/21/17 |
| 41725 | COUTURE BERNIE | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 45.00 | 10163 | 04/21/17 |
| 38280 | CRYSTAL ROCK BOTTLED WATE | 03/31/17 LH MARCH BOTTLED WATER MARCH17 | 210-41940.610 SUPPLIES | 30.25 | 10164 | 04/21/17 |
| 24305 | DEMCO INC | 04/06/17 BL supplies 6105474 | 210-45551.610 SUPPLIES | 114.81 | 10165 | 04/21/17 |
| 25715 | DONALD L. HAMLIN CONSULT | 03/21/17 ST pedestrian bridge 03211716827 | 210-43110.576 ENGINEERING SERVICES | 77.50 | 10166 | 04/21/17 |
| 25715 | DONALD L. HAMLIN CONSULT | 03/21/17 ST sewer 03211717802 | 210-43110.576 ENGINEERING SERVICES | 268.57 | 10166 | 04/21/17 |
| 25715 | DONALD L. HAMLIN CONSULT | 03/21/17 ST various 03211717810 | 210-43110.576 ENGINEERING SERVICES | 766.28 | 10166 | 04/21/17 |
| V10576 | ECOPIXEL LLC | 04/05/17 AD Mar web host/supp/cal 2314 | 210-41320.340 COMPUTER EXPENSES | 129.00 | 10173 | 04/21/17 |
| V0795 | ESSEX TOWN OF | 04/19/17 AD 1/12 MGR CONTRACT 041917D | 210-41320.150 MANAGER CONTRACT | 5381.25 | 10176 | 04/21/17 |
| 38955 | F W WEBB COMPANY | 03/27/17 ST tube 54291579 | 210-43110.610 SUPPLIES | 22.60 | 10177 | 04/21/17 |
| 16000 | FISHER AUTO PARTS | 03/31/17 ST fuse 293179960 | 210-43110.432 VEHICLE MAINTENANCE | 14.85 | 10180 | 04/21/17 |
| V10226 | G & K SERVICES | 03/23/17 ST SHOP TOWELS 1295560504 | 210-43110.610 SUPPLIES | 75.37 | 10183 | 04/21/17 |
| 08380 | GROVE MARY ELLEN | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 65.00 | 10193 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-43151.210 HEALTH INS & OTHER BENEFIT | 31.01 | 10199 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-41335.210 HEALTH INS & OTHER BENEFIT | 58.52 | 10199 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-41320.210 HEALTH INS & OTHER BENEFIT | 234.08 | 10199 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-43110.210 HEALTH INS & OTHER BENEFIT | 198.96 | 10199 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-41970.210 HEALTH INS & OTHER BENEFIT | 117.04 | 10199 | 04/21/17 |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt 033117DV | 210-45551.210 HEALTH INS & OTHER BENEFIT | 351.11 | 10199 | 04/21/17 |
| 28070 | HP FAIRFIELD LLC | 03/28/17 ST OIL PRESSURE SENDER 03282017D | 210-43110.432 VEHICLE MAINTENANCE | 129.88 | 10201 | 04/21/17 |
| 08645 | LOWES BUSINESS ACCT/SYNCB | 03/08/17 ST DRILL BITS 02082 | 210-43110.610 SUPPLIES | 36.07 | 10216 | 04/21/17 |
| V10432 | MANDIGO/CHELSEA// | 04/13/17 WW MILEAGE 041317D | 210-43110.500 TRAINING, CONFERENCES, DU | 57.03 | 10219 | 04/21/17 |
| V10154 | MAX-R | 03/22/17 ST BAGS FOR DOGGIE WASTE 681268 | 210-43151.430 STORM SEWER MAINTENANCE | 444.00 | 10220 | 04/21/17 |
| V10402 | MAYVILLE/DARBY// | 04/14/17 CD MILEAGE 041417D | 210-41335.835 BLOCK PARTY EXPENSE | 6.42 | 10221 | 04/21/17 |
| 1720 | MEYER BRIDGET | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 65.00 | 10222 | 04/21/17 |

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|-----------------------------------------------|---------------------------------------------|-------------|--------------|------------|
| 24620 | MILTON RENTAL AND SALES | 02/02/17 ST WACKER RENTAL 15375892 | 210-43110.442 EQUIPMENT RENTALS | 1750.00 | 10224 | 04/21/17 |
| 39965 | MOREAU JUDY | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 60.00 | 10225 | 04/21/17 |
| 45220 | NEMCI&I | 04/12/17 TC DEPOSIT-TRAINING REG 170501 | 210-14301.000 PREPAID EXPENSES | 75.00 | 10226 | 04/21/17 |
| V10729 | OVERDRIVE INC | 04/07/17 BL EBOOKS CD1459040717 | 210-45551.640 ADULT COLLECTION-PRINT & | 1000.00 | 10235 | 04/21/17 |
| 12775 | PRATT & SMITH ELECTRICAL | 03/31/17 BL BUILDING MAINTENANCE 6690 | 210-45551.434 MAINT. BUILDINGS/GROUNDS | 2800.00 | 10243 | 04/21/17 |
| 36010 | PRO-TECH SYSTEMS, INC | 03/31/17 BL ALARM SYSTEM 5283 | 210-45551.436 ALARM SYSTEM MAINTENANCE | 299.00 | 10245 | 04/21/17 |
| 28785 | SHEARER CHEVROLET CO. INC | 03/23/17 ST TRUCK SERV 2011 451998 | 210-43110.432 VEHICLE MAINTENANCE | 1491.94 | 10254 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 03/15/17 ST PHONE 3739361 | 210-43110.535 TELEPHONE SERVICES | 35.67 | 10258 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 VA APRIL PHONE/INTERNET 3745574 | 210-41320.530 COMMUNICATIONS | 34.95 | 10258 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 VA APRIL PHONE/INTERNET 3745574 | 210-41970.535 TELEPHONE SERVICES | 31.33 | 10258 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 VA APRIL PHONE/INTERNET 3745574 | 210-41320.535 TELEPHONE SERVICES | 140.27 | 10258 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 VA APRIL PHONE/INTERNET 3745574 | 210-41940.535 TELEPHONE SERVICES | 39.81 | 10258 | 04/21/17 |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 VL PHONE & TECH ACCESS 3745600 | 210-45551.530 TECHNOLOGY ACCESS | 39.95 | 10258 | 04/21/17 |
| 14800 | TECH GROUP INC | 04/01/17 Apr mcd srvs antivirus 73746 | 210-42220.570 MAINTENANCE OTHER | 21.00 | 10262 | 04/21/17 |
| 14800 | TECH GROUP INC | 04/01/17 Apr mcd srvs antivirus 73746 | 210-41970.340 COMPUTER EXPENSES | 242.88 | 10262 | 04/21/17 |
| 14800 | TECH GROUP INC | 04/01/17 Apr mcd srvs antivirus 73746 | 210-41320.340 COMPUTER EXPENSES | 493.12 | 10262 | 04/21/17 |
| 08395 | TOOF CAROLYN | 04/11/17 AD poll worker 170411 | 210-41320.820 ELECTIONS | 65.00 | 10266 | 04/21/17 |
| 21000 | UNIFIRST CORPORATION | 04/05/17 BL mats 0361804169 | 210-45551.434 MAINT. BUILDINGS/GROUNDS | 50.25 | 10270 | 04/21/17 |
| 45205 | UP AND RUNNING INFORMATIO | 04/14/17 BL WIFI 1396 | 210-45551.340 COMPUTER EXPENSES | 2735.00 | 10271 | 04/21/17 |
| 45205 | UP AND RUNNING INFORMATIO | 04/14/17 BL WIFI 1396 | 210-45551.677 COMPUTER REPLACEMENT | 1134.90 | 10271 | 04/21/17 |
| 36130 | VERIZON WIRELESS | 03/19/17 ST/VW PHONES VARIOUS 9782390851 | 210-43110.535 TELEPHONE SERVICES | 194.54 | 10273 | 04/21/17 |
| 22070 | VILLAGE COPY & PRINT INC. | 03/31/17 CD printing brochures 6578 | 210-41970.550 PRINTING AND ADVERTISING | 290.00 | 10274 | 04/21/17 |
| V2410 | VT BUSINESS MAGAZINE | 04/03/17 BL MAGAZINE RENEWAL 024700D | 210-45551.640 ADULT COLLECTION-PRINT & | 42.80 | 10277 | 04/21/17 |
| 43280 | VT MECHANICAL INC. | 03/21/17 ST FIX SHOP HEATERS 29549 | 210-43110.434 MAINT. BUILDINGS/GROUNDS | 1603.25 | 10278 | 04/21/17 |
| 10636 | HEALTHEQUITY | 04/01/17 AD FSA ADMIN COST-APRIL 170416463 | 210-41320.210 HEALTH INS & OTHER BENEFIT | 3.45 | 17042108 | 04/21/17 |

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Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|----------------|-----------------|---------------|
| V9941 | BUSINESSCARD SERVICES | 04/07/17 SC GROCERIES FOR SOUP3/10 | 225-45122.614 | 22.57 | 10147 | 04/21/17 |
| | | 031017C | PROGRAM EXPENSES | | | |
| V9941 | BUSINESSCARD SERVICES | 04/07/17 SC BINGO SUPPLIES | 225-45122.614 | 25.24 | 10147 | 04/21/17 |
| | | 040417H | PROGRAM EXPENSES | | | |
| 01930 | CENTER FOR TECHNOLOGY | 03/29/17 SC LUNCHEON | 225-45122.812 | 85.00 | 10153 | 04/21/17 |
| | | 671864 | MEAL SITE EXPENSES | | | |
| 01930 | CENTER FOR TECHNOLOGY | 03/29/17 SC LUNCHEON | 225-45122.614 | 15.00 | 10153 | 04/21/17 |
| | | 671864 | PROGRAM EXPENSES | | | |
| 45230 | DONNA HARNISH | 04/04/17 SC OVERPAYMENT AFTER HRS | 225-34703.000 | 25.00 | 10167 | 04/21/17 |
| | | 950909 | SR CTR AFTER HR FEES | | | |
| 21570 | PETTY CASH - LOU ANN PIOL | 04/10/17 SC ITEMS-CTR & MEALSITE | 225-45122.430 | 2.42 | 10238 | 04/21/17 |
| | | 170410D | REPAIRS & MAINTENANCE | | | |
| 21570 | PETTY CASH - LOU ANN PIOL | 04/10/17 SC ITEMS-CTR & MEALSITE | 225-45122.610 | 14.97 | 10238 | 04/21/17 |
| | | 170410D | OPERATIONAL SUPP/EXP | | | |
| 21570 | PETTY CASH - LOU ANN PIOL | 04/10/17 SC ITEMS-CTR & MEALSITE | 225-45122.812 | 54.99 | 10238 | 04/21/17 |
| | | 170410D | MEAL SITE EXPENSES | | | |
| 45250 | NORTHSTAR FIREWORK DISPLA | 01/17/17 VP 7-4-17 FIREWORKS-PREPD | 226-14301.000 | 7000.00 | 10232 | 04/21/17 |
| | | 011717D | PREPAID EXPENSE | | | |
| 02035 | BURLINGTON FREE PRESS | 03/26/17 VR bid ad for Hillcrest p | 230-46801.015 | 561.00 | 10146 | 04/21/17 |
| | | 0006013111 | HILLCREST SIDEWALK | | | |
| 36240 | DUBOIS & KING, INC. | 03/27/17 VR CRES CNTR DSGN 1/13-3/ | 230-46801.008 | 8929.29 | 10169 | 04/21/17 |
| | | 317054 | CRESCENT CONNECTOR | | | |
| 05010 | LYNN PUBLICATIONS | 03/30/17 CR Pearl St link bid ad | 230-46801.007 | 374.00 | 10218 | 04/21/17 |
| | | 118865 | PEARL ST. LINKING SIDEWAL | | | |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins | 254-43200.210 | 1479.65 | 10138 | 04/21/17 |
| | | 20710001188 | HEALTH INS & OTHER BENEFIT | | | |
| 23435 | CHAMPLAIN WATER DISTRICT | 03/31/17 VW Mar water usage | 254-43210.411 | 232417.60 | 10155 | 04/21/17 |
| | | 033117D | CWD WATER PURC - GF | | | |
| 23435 | CHAMPLAIN WATER DISTRICT | 03/31/17 VW Mar water usage | 254-43200.412 | 938.31 | 10155 | 04/21/17 |
| | | 033117D | STATE WATER TAX | | | |
| 23435 | CHAMPLAIN WATER DISTRICT | 03/31/17 VW Mar water usage | 254-43210.412 | 5702.10 | 10155 | 04/21/17 |
| | | 033117D | STATE WATER TAX - GF | | | |
| 23435 | CHAMPLAIN WATER DISTRICT | 03/31/17 VW Mar water usage | 254-43200.411 | 38245.39 | 10155 | 04/21/17 |
| | | 033117D | CWD WATER PURCHASE | | | |
| 25715 | DONALD L. HAMLIN CONSULT | 03/21/17 VW utility maps | 254-43200.330 | 80.25 | 10166 | 04/21/17 |
| | | 03211717818 | OTHER PROFESSIONAL SERVIC | | | |
| 18000 | FERGUSON WATERWORKS #590 | 03/23/17 VW 3/4 copper | 254-43200.614 | 397.80 | 10178 | 04/21/17 |
| | | 0744880 | DISTRIBUTION MATERIALS | | | |
| 05525 | HD SUPPLY WATERWORKS, LTD | 03/24/17 VW MUD PLUG FOR VALVE BOX | 254-43200.610 | 180.00 | 10197 | 04/21/17 |
| | | G956005 | SUPPLIES | | | |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt | 254-43200.210 | 87.78 | 10199 | 04/21/17 |
| | | 033117DV | HEALTH INS & OTHER BENEFIT | | | |
| 08645 | LOWES BUSINESS ACCT/SYNCH | 03/24/17 VW WATER FITTINGS | 254-43200.610 | 180.97 | 10216 | 04/21/17 |
| | | 09138 | SUPPLIES | | | |
| V1816 | POSTMASTER/BURLINGTON// | 04/19/17 SA/VW POSTCARD W/S | 254-43200.536 | 338.34 | 10242 | 04/21/17 |
| | | 041917D | POSTAGE | | | |
| V1836 | PRINTING SYSTEMS INC. | 03/28/17 VW WATER/SEWER BILLS | 254-43200.550 | 147.92 | 10244 | 04/21/17 |
| | | 99978 | PRINTING AND ADVERTISING | | | |
| 6130 | VERIZON WIRELESS | 03/19/17 ST/VW PHONES VARIOUS | 254-43200.535 | 139.33 | 10273 | 04/21/17 |
| | | 9782390851 | TELEPHONE SERVICES | | | |

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 04/21/17 To 04/21/17 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|-------------|--------------|------------|
| 42625 | ALDRICH & ELLIOTT PC | 04/04/17 WW screen design specs | 255-43330.011 | 759.03 | 10127 | 04/21/17 |
| | | 76914 | HEADWORKS SCREEN | | | |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins | 255-43200.210 | 6086.28 | 10138 | 04/21/17 |
| | | 20710001188 | HEALTH INS & OTHER BENEFIT | | | |
| 22140 | BSC INDUSTRIES INC | 04/07/17 WW SEC SCUM PUMP | 255-43200.570 | 100.18 | 10145 | 04/21/17 |
| | | 3544550 | MAINTENANCE OTHER | | | |
| 11375 | CASELLA WASTE SYSTEMS INC | 04/01/17 WW April service | 255-43200.565 | 918.66 | 10150 | 04/21/17 |
| | | 2637179 | GRIT DISPOSAL | | | |
| 23455 | CHITTENDEN SOLID WASTE DI | 03/27/17 87.70 wet tons NY | 255-43200.568 | 7484.32 | 10157 | 04/21/17 |
| | | 20172ESS | SLUDGE MANAGEMENT | | | |
| 35260 | EAST COAST PRINTERS INC | 04/18/17 WW FLEECE LAJOY | 255-43200.612 | 100.00 | 10172 | 04/21/17 |
| | | 04061748 | UNIFORMS,BOOTS,ETC | | | |
| 01010 | ESSEX AGWAY | 03/31/17 WW PROPANE 20 LB | 255-43200.626 | 15.99 | 10174 | 04/21/17 |
| | | 322199 | GAS,GREASE AND OIL | | | |
| 38955 | F W WEBB COMPANY | 04/05/17 WW 3/8 TUBE | 255-43200.570 | 25.14 | 10177 | 04/21/17 |
| | | 54397827 | MAINTENANCE OTHER | | | |
| 38955 | F W WEBB COMPANY | 04/06/17 WW SMALL B.I.FITTINGS | 255-43200.570 | 5.05 | 10177 | 04/21/17 |
| | | 54407021 | MAINTENANCE OTHER | | | |
| 38955 | F W WEBB COMPANY | 04/07/17 WW sludge dewater drain | 255-43200.570 | 70.11 | 10177 | 04/21/17 |
| | | 54421981 | MAINTENANCE OTHER | | | |
| 38955 | F W WEBB COMPANY | 04/06/17 WW dewater sample drain | 255-43200.570 | 41.90 | 10177 | 04/21/17 |
| | | 54424771 | MAINTENANCE OTHER | | | |
| 24785 | GRAINGER | 04/05/17 WW air regulators | 255-43200.570 | 77.70 | 10189 | 04/21/17 |
| | | 818403636-17 | MAINTENANCE OTHER | | | |
| 09050 | HACH COMPANY | 03/27/17 WW salt bridges buffer | 255-43200.570 | 616.54 | 10194 | 04/21/17 |
| | | 10380985 | MAINTENANCE OTHER | | | |
| 09050 | HACH COMPANY | 03/27/17 WW salt bridges buffer | 255-43200.618 | 61.55 | 10194 | 04/21/17 |
| | | 10380985 | SUPPLIES - LABORATORY | | | |
| 09050 | HACH COMPANY | 03/29/17 WW LDO aeration caps | 255-43200.570 | 416.00 | 10194 | 04/21/17 |
| | | 10385637 | MAINTENANCE OTHER | | | |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt | 255-43200.210 | 361.06 | 10199 | 04/21/17 |
| | | 033117DV | HEALTH INS & OTHER BENEFIT | | | |
| V9454 | LENNY'S SHOE & APP | 04/18/17 WW UNIFORMS KIMBALL | 255-43200.612 | 348.00 | 10214 | 04/21/17 |
| | | 3126682 | UNIFORMS,BOOTS,ETC | | | |
| V1585 | NEW ENG WATER ENVIRONMNT | 04/13/17 WW LAB CERT & TRAINING-2 | 255-43200.500 | 100.00 | 10227 | 04/21/17 |
| | | 041317D | TRAINING, CONFERENCES, DU | | | |
| V1661 | NORTH CENTRAL LABORATORIE | 03/29/17 WW do cap / cable wt | 255-43200.618 | 134.91 | 10230 | 04/21/17 |
| | | 387672 | SUPPLIES - LABORATORY | | | |
| V2093 | SLACK CHEMICAL COMPANY IN | 04/03/17 WW CAUSTIC BULK LOAD | 255-43200.619 | 6898.50 | 10256 | 04/21/17 |
| | | 342510 | CHEMICALS | | | |
| 40840 | SOVERNET COMMUNICATIONS | 04/01/17 WW Mar phone/internet | 255-43200.535 | 178.10 | 10258 | 04/21/17 |
| | | 3745573 | TELEPHONE SERVICES | | | |
| V2124 | STAPLES ADVANTAGE | 04/08/17 WW BINDERS INK | 255-43200.610 | 74.39 | 10260 | 04/21/17 |
| | | V2124 | SUPPLIES | | | |
| V1655 | BLUE CROSS BLUE SHIELD OF | 04/01/17 VA May health ins | 256-43200.210 | 2367.44 | 10138 | 04/21/17 |
| | | 20710001188 | HEALTH INS & OTHER BENEFIT | | | |
| 21240 | HICKOK & BOARDMAN HRI | 03/31/17 VA Q4 fy 17 advisory agmt | 256-43200.210 | 140.44 | 10199 | 04/21/17 |
| | | 033117DV | HEALTH INS & OTHER BENEFIT | | | |
| 4100 | PERMA-LINE CORP.OF NEW EN | 03/30/17 SA call sign Roscoe/South | 256-43200.434 | 43.45 | 10237 | 04/21/17 |
| | | 161306 | PUMP STATION MAINTENANCE | | | |

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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|--------------|-------------------------|---------------------------------------|--------------------------|----------------|-----------------|---------------|
| V1816 | POSTMASTER/BURLINGTON// | 04/19/17 SA/VW POSTCARD W/S | 256-43200.536 | 676.66 | 10242 | 04/21/17 |
| | | 041917D | POSTAGE | | | |
| V1836 | PRINTING SYSTEMS INC. | 03/28/17 VW WATER/SEWER BILLS | 256-43200.550 | 295.83 | 10244 | 04/21/17 |
| | | 99978 | PRINTING AND ADVERTISING | | | |
| Report Total | | | | 369989.94 | | |

04/11/17

12:03 pm

Town of Essex / Village of EJ General Ledger

Current Yr Pd: 9 - Budget Status Report

GENERAL FUND

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LMorrisseau

| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|---------------------|---------------------|-------------------|-----------------------|
| 210-31101.000 PROPERTY TAXES-CURRENT | 2,482,765.00 | 2,480,772.44 | 1,992.56 | 99.92% |
| 210-33546.000 STATE FOR VT PILOT & CURR | 1,900.00 | 4,301.00 | -2,401.00 | 226.37% |
| 210-33582.000 ESSEX TOWN CONTRIB. TO LI | 15,000.00 | 0.00 | 15,000.00 | 0.00% |
| 210-33582.001 TOWN STORMWATER PAYMENT | 59,352.00 | 44,514.00 | 14,838.00 | 75.00% |
| 210-33582.002 TOWN STREET DEPT PAYMENT | 1,000,642.00 | 750,481.50 | 250,160.50 | 75.00% |
| 210-34130.000 LICENSE AND ZONING FEE | 50,000.00 | 34,732.00 | 15,268.00 | 69.46% |
| 210-34131.000 WHITCOMB FARM SOLAR PILOT | 5,400.00 | 5,279.56 | 120.44 | 97.77% |
| 210-34221.000 MISCELLANEOUS FIRE RECEIP | 20.00 | 0.00 | 20.00 | 0.00% |
| 210-35130.000 STATE DISTRICT COURT FINE | 500.00 | 1,171.00 | -671.00 | 234.20% |
| 210-36102.000 INTEREST EARNINGS | 1,500.00 | 1,929.08 | -429.08 | 128.61% |
| 210-36201.000 PARKING SPACE FEES | 4,800.00 | 3,200.00 | 1,600.00 | 66.67% |
| 210-36202.000 LINCOLN HALL RENTALS | 1.00 | 0.00 | 1.00 | 0.00% |
| 210-36400.000 BLOCK PARTY CONTRIBUTIONS | 1,500.00 | 0.00 | 1,500.00 | 0.00% |
| 210-36603.000 MISC. - UNCLASSIFIED RECE | 2,000.00 | 2,411.12 | -411.12 | 120.56% |
| 210-36605.000 MISCELLANEOUS STREET RECE | 3,000.00 | 2,901.00 | 99.00 | 96.70% |
| 210-36606.000 MISCELLANEOUS LIBRARY REC | 400.00 | 612.40 | -212.40 | 153.10% |
| 210-39154.000 SERVICE FEE - WATER | 113,888.00 | 85,416.00 | 28,472.00 | 75.00% |
| 210-39155.000 SERVICE FEE - WWTP | 56,944.00 | 42,708.00 | 14,236.00 | 75.00% |
| 210-39156.000 SERVICE FEE - SANITATION | 113,888.00 | 85,416.00 | 28,472.00 | 75.00% |
| 210-395 UNBUDGETED REVENUE | | | | |
| 210-39501.000 OTHER DONATIONS | 4,575.00 | 526.00 | 4,049.00 | 11.50% |
| 210-39508.000 DONATIONS TO LIBRARY | 0.00 | 7,893.55 | -7,893.55 | 100.00% |
| 210-39508.001 BROWNELL LIBRARY GRANTS | 0.00 | 522.50 | -522.50 | 100.00% |
| 210-39581.000 MISCELLANEOUS STATE GRANT | 0.00 | 650.00 | -650.00 | 100.00% |
| 210-39583.000 CARING FOR CANOPY GRANT | 0.00 | 1,500.00 | -1,500.00 | 100.00% |
| 210-39590.001 ADULT REPLACEMENT RECEIPT | 0.00 | 908.00 | -908.00 | 100.00% |
| 210-39590.002 JUVENILE REPLACEMENT RECE | 0.00 | 702.99 | -702.99 | 100.00% |
| Total UNBUDGETED REVENUE | 4,575.00 | 12,703.04 | -8,128.04 | 277.66% |
| Total Revenues | 3,918,075.00 | 3,558,548.14 | 359,526.86 | 90.82% |
| 210-41 GENERAL GOVERNMENT | | | | |
| 210-413 GENERAL EXPENSES | | | | |
| 210-41320 ADMINISTRATION | | | | |
| 210-41320.1 ADMIN SALARIES | | | | |
| 210-41320.110 SALARIES REGULAR | 280,713.00 | 206,661.74 | 74,051.26 | 73.62% |
| 210-41320.130 SALARIES OVERTIME | 2,500.00 | 4,800.41 | -2,300.41 | 192.02% |
| 210-41320.140 SALARIES PART TIME | 13,751.00 | 13,642.52 | 108.48 | 99.21% |
| 210-41320.150 MANAGER CONTRACT | 64,575.00 | 48,431.25 | 16,143.75 | 75.00% |
| Total ADMIN SALARIES | 361,539.00 | 273,535.92 | 88,003.08 | 75.66% |
| 210-41320.2 ADMIN BENEFITS | | | | |
| 210-41320.210 HEALTH INS & OTHER BENEFI | 70,751.00 | 50,143.22 | 20,607.78 | 70.87% |
| 210-41320.220 SOCIAL SECURITY | 23,333.00 | 18,391.74 | 4,941.26 | 78.82% |
| 210-41320.225 WORKERS COMP INSURANCE | 896.00 | 680.34 | 215.66 | 75.93% |
| 210-41320.230 RETIREMENT | 28,071.00 | 20,270.05 | 7,800.95 | 72.21% |
| 210-41320.250 UNEMPLOYMENT INSURANCE | 607.00 | 239.18 | 367.82 | 39.40% |

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| 210-41320.291 HEALTH IMPROV PROGRAMS | 1,600.00 | 1,063.01 | 536.99 | 66.44% |
| Total ADMIN BENEFITS | 125,258.00 | 90,787.54 | 34,470.46 | 72.48% |
| 210-41320.310 BOARD MEMBER FEES | 2,500.00 | 1,875.00 | 625.00 | 75.00% |
| 210-41320.320 LEGAL SERVICES | 15,000.00 | 9,883.50 | 5,116.50 | 65.89% |
| 210-41320.330 OTHER PROFESSIONAL SERVIC | 1,000.00 | 0.00 | 1,000.00 | 0.00% |
| 210-41320.335 AUDIT | 7,059.00 | 5,745.98 | 1,313.02 | 81.40% |
| 210-41320.340 COMPUTER EXPENSES | 13,000.00 | 8,211.46 | 4,788.54 | 63.17% |
| 210-41320.442 LEASED SERVICES | 4,800.00 | 3,430.35 | 1,369.65 | 71.47% |
| 210-41320.500 TRAINING, CONFERENCES, DU | 13,734.00 | 3,767.43 | 9,966.57 | 27.43% |
| 210-41320.521 LIABILITY & PROPERTY INS. | 8,619.00 | 9,191.81 | -572.81 | 106.65% |
| 210-41320.522 PUBLIC OFFICIALS LIABILIT | 6,386.00 | 6,265.25 | 120.75 | 98.11% |
| 210-41320.530 COMMUNICATIONS | 16,806.00 | 15,536.58 | 1,269.42 | 92.45% |
| 210-41320.535 TELEPHONE SERVICES | 1,980.00 | 1,271.52 | 708.48 | 64.22% |
| 210-41320.536 POSTAGE | 4,000.00 | 3,159.80 | 840.20 | 79.00% |
| 210-41320.550 PRINTING AND ADVERTISING | 5,500.00 | 3,054.28 | 2,445.72 | 55.53% |
| 210-41320.560 TRUSTEES EXPENDITURES | 4,000.00 | 2,117.30 | 1,882.70 | 52.93% |
| 210-41320.571 PAY & CLASSIFICATION STUD | 200.00 | 0.00 | 200.00 | 0.00% |
| 210-41320.580 TRAVEL | 0.00 | 133.41 | -133.41 | 100.00% |
| 210-41320.610 SUPPLIES | 6,000.00 | 3,598.83 | 2,401.17 | 59.98% |
| 210-41320.820 ELECTIONS | 1,500.00 | 1,323.40 | 176.60 | 88.23% |
| 210-41320.835 HOLIDAY EXPENSE | 1,250.00 | 709.33 | 540.67 | 56.75% |
| 210-41320.891 CAPITAL OUTLAY | 3,000.00 | 0.00 | 3,000.00 | 0.00% |
| Total ADMINISTRATION | 603,131.00 | 443,598.69 | 159,532.31 | 73.55% |
| 210-41335 ECONOMIC DEVELOPMENT | | | | |
| 210-41335.1 ECON DEV SALARIES | | | | |
| 210-41335.110 SALARIES REGULAR | 29,532.00 | 21,378.87 | 8,153.13 | 72.39% |
| 210-41335.140 SALARIES PART TIME | 5,850.00 | 4,320.00 | 1,530.00 | 73.85% |
| Total ECON DEV SALARIES | 35,382.00 | 25,698.87 | 9,683.13 | 72.63% |
| 210-41335.2 ECON DEV BENEFITS | | | | |
| 210-41335.210 HEALTH INS & OTHER BENEFI | 17,688.00 | 12,015.29 | 5,672.71 | 67.93% |
| 210-41335.220 SOCIAL SECURITY | 2,733.00 | 1,662.66 | 1,070.34 | 60.84% |
| 210-41335.226 WORKERS COMP INSURANCE | 107.00 | 76.82 | 30.18 | 71.79% |
| 210-41335.230 RETIREMENT | 2,953.00 | 2,138.09 | 814.91 | 72.40% |
| 210-41335.250 UNEMPLOYMENT INSURANCE | 170.00 | 38.49 | 131.51 | 22.64% |
| Total ECON DEV BENEFITS | 23,651.00 | 15,931.35 | 7,719.65 | 67.36% |
| 210-41335.521 LIABILITY & PROPERTY INS. | 188.00 | 360.90 | -172.90 | 191.97% |
| 210-41335.810 COMMUNITY EVENTS & PROGRA | 4,000.00 | 3,567.81 | 432.19 | 89.20% |
| 210-41335.811 ANNUAL SUPPORT OF ORGNIZA | 9,300.00 | 7,590.00 | 1,710.00 | 81.61% |
| 210-41335.812 NEW PROGRAMS | 2,500.00 | 0.00 | 2,500.00 | 0.00% |
| 210-41335.813 MATCHING GRANT FUNDS | 10,000.00 | 1,500.00 | 8,500.00 | 15.00% |
| 210-41335.835 BLOCK PARTY EXPENSE | 7,000.00 | 7,673.10 | -673.10 | 109.62% |
| Total ECONOMIC DEVELOPMENT | 92,021.00 | 62,322.03 | 29,698.97 | 67.73% |

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| Total GENERAL EXPENSES | 695,152.00 | 505,920.72 | 189,231.28 | 72.78% |
| 210-41940 LINCOLN HALL | | | | |
| 210-41940.410 WATER AND SEWER CHARGE | 1,000.00 | 668.29 | 331.71 | 66.83% |
| 210-41940.423 CONTRACT SERVICES | 9,565.00 | 6,906.60 | 2,658.40 | 72.21% |
| 210-41940.434 MAINT. BUILDINGS/GROUNDS | 9,000.00 | 6,469.81 | 2,530.19 | 71.89% |
| 210-41940.521 LIABILITY & PROPERTY INS. | 7,125.00 | 6,233.20 | 891.80 | 87.48% |
| 210-41940.535 TELEPHONE SERVICES | 460.00 | 354.42 | 105.58 | 77.05% |
| 210-41940.550 PRINTING | 300.00 | 0.00 | 300.00 | 0.00% |
| 210-41940.565 RUBBISH REMOVAL | 2,000.00 | 1,245.76 | 754.24 | 62.29% |
| 210-41940.610 SUPPLIES | 2,500.00 | 2,561.14 | -61.14 | 102.45% |
| 210-41940.622 ELECTRICAL SERVICE | 7,500.00 | 5,140.48 | 2,359.52 | 68.54% |
| 210-41940.623 HEATING/NATURAL GAS | 6,400.00 | 3,338.49 | 3,061.51 | 52.16% |
| 210-41940.891 CAPITAL OUTLAY | 3,300.00 | 3,058.80 | 241.20 | 92.69% |
| Total LINCOLN HALL | 49,150.00 | 35,976.99 | 13,173.01 | 73.20% |
| 210-41970 COMMUNITY DEVELOPMENT | | | | |
| 210-41970.1 COM DEV SALARIES | | | | |
| 210-41970.110 SALARIES REGULAR | 138,199.00 | 100,923.71 | 37,275.29 | 73.03% |
| Total COM DEV SALARIES | 138,199.00 | 100,923.71 | 37,275.29 | 73.03% |
| 210-41970.2 COM DEV BENEFITS | | | | |
| 210-41970.210 HEALTH INS & OTHER BENEFIT | 35,375.00 | 23,330.69 | 12,044.31 | 65.95% |
| 210-41970.220 SOCIAL SECURITY | 10,894.00 | 8,007.30 | 2,886.70 | 73.50% |
| 210-41970.226 WORKERS COMP INSURANCE | 418.00 | 306.55 | 111.45 | 73.34% |
| 210-41970.230 RETIREMENT | 13,820.00 | 9,966.92 | 3,853.08 | 72.12% |
| 210-41970.250 UNEMPLOYMENT INSURANCE | 252.00 | 97.08 | 154.92 | 38.52% |
| Total COM DEV BENEFITS | 60,759.00 | 41,708.54 | 19,050.46 | 68.65% |
| 210-41970.310 BOARD MEMBER FEES | 3,600.00 | 2,525.00 | 1,075.00 | 70.14% |
| 210-41970.320 LEGAL SERVICES | 12,000.00 | 445.50 | 11,554.50 | 3.71% |
| 210-41970.330 OTHER PROFESSIONAL SVCS | 6,000.00 | 0.00 | 6,000.00 | 0.00% |
| 210-41970.340 COMPUTER EXPENSES | 4,000.00 | 2,146.32 | 1,853.68 | 53.66% |
| 210-41970.500 TRAINING, CONF, DUES | 3,500.00 | 1,815.67 | 1,684.33 | 51.88% |
| 210-41970.521 LIABILITY & PROPERTY INS. | 3,124.00 | 3,500.21 | -376.21 | 112.04% |
| 210-41970.522 PUBLIC OFFICIALS LIABILITY | 6,386.00 | 6,265.25 | 120.75 | 98.11% |
| 210-41970.530 COMMUNICATIONS | 2,500.00 | 508.75 | 1,991.25 | 20.35% |
| 210-41970.535 TELEPHONE SERVICES | 1,644.00 | 1,048.28 | 595.72 | 63.76% |
| 210-41970.536 POSTAGE | 600.00 | 292.89 | 307.11 | 48.82% |
| 210-41970.550 PRINTING AND ADVERTISING | 3,000.00 | 1,600.50 | 1,399.50 | 53.35% |
| 210-41970.580 TRAVEL | 2,400.00 | 2,273.26 | 126.74 | 94.72% |
| 210-41970.610 SUPPLIES | 2,000.00 | 924.69 | 1,075.31 | 46.23% |
| 210-41970.891 CAPITAL OUTLAY | 1,500.00 | 0.00 | 1,500.00 | 0.00% |
| Total COMMUNITY DEVELOPMENT | 251,212.00 | 165,978.57 | 85,233.43 | 66.07% |
| Total GENERAL GOVERNMENT | 995,514.00 | 707,876.28 | 287,637.72 | 71.11% |

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| 210-42220 FIRE DEPARTMENT | | | | |
| 210-42220.1 FIRE SALARIES | | | | |
| 210-42220.140 SALARIES - FIREFIGHTERS | 150,000.00 | 106,545.04 | 43,454.96 | 71.03% |
| Total FIRE SALARIES | 150,000.00 | 106,545.04 | 43,454.96 | 71.03% |
| 210-42220.2 FIRE BENEFITS | | | | |
| 210-42220.200 EMPLOYEE ASSISTANCE PROGR | 864.00 | 648.00 | 216.00 | 75.00% |
| 210-42220.210 ACCIDENT & DISABILITY INS | 3,600.00 | 3,320.00 | 280.00 | 92.22% |
| 210-42220.220 SOCIAL SECURITY | 11,511.00 | 7,915.81 | 3,595.19 | 68.77% |
| 210-42220.226 WORKERS COMP INSURANCE | 27,000.00 | 18,440.49 | 8,559.51 | 68.30% |
| Total FIRE BENEFITS | 42,975.00 | 30,324.30 | 12,650.70 | 70.86% |
| 210-42220.410 WATER AND SEWER CHARGE | 600.00 | 457.96 | 142.04 | 76.33% |
| 210-42220.432 VEHICLE MAINTENANCE | 14,000.00 | 17,996.42 | -3,996.42 | 128.55% |
| 210-42220.434 MAINT. BUILDINGS/GROUNDS | 6,000.00 | 10,068.53 | -4,068.53 | 167.81% |
| 210-42220.443 RADIO MAINTENANCE | 2,000.00 | 1,110.25 | 889.75 | 55.51% |
| 210-42220.500 TRAINING, CONFERENCES, DU | 5,000.00 | 2,717.55 | 2,282.45 | 54.35% |
| 210-42220.521 LIABILITY & PROPERTY INS. | 8,767.00 | 8,502.42 | 264.58 | 96.98% |
| 210-42220.535 TELEPHONE SERVICES | 3,400.00 | 2,218.26 | 1,181.74 | 65.24% |
| 210-42220.566 PHYSICAL EXAMS | 6,000.00 | 3,650.00 | 2,350.00 | 60.83% |
| 210-42220.570 MAINTENANCE OTHER | 14,500.00 | 8,275.25 | 6,224.75 | 57.07% |
| 210-42220.578 EMERGENCY GENERATOR MAINT | 500.00 | 739.14 | -239.14 | 147.83% |
| 210-42220.610 SUPPLIES | 2,400.00 | 1,736.94 | 663.06 | 72.37% |
| 210-42220.611 NEW EQUIPMENT-RADIOS | 2,000.00 | 0.00 | 2,000.00 | 0.00% |
| 210-42220.612 UNIFORMS,BOOTS,ETC | 21,000.00 | 12,770.00 | 8,230.00 | 60.81% |
| 210-42220.615 EMS SUPPLIES | 1,000.00 | 0.00 | 1,000.00 | 0.00% |
| 210-42220.622 ELECTRICAL SERVICE | 7,000.00 | 5,140.48 | 1,859.52 | 73.44% |
| 210-42220.623 HEATING/NATURAL GAS | 5,200.00 | 2,614.88 | 2,585.12 | 50.29% |
| 210-42220.626 GAS,GREASE AND OIL | 6,500.00 | 2,338.97 | 4,161.03 | 35.98% |
| 210-42220.838 FIRE PREVENTION | 2,000.00 | 1,930.63 | 69.37 | 96.53% |
| 210-42220.889 ROUTINE EQUIPMENT PURCHAS | 14,500.00 | 11,813.37 | 2,686.63 | 81.47% |
| Total FIRE DEPARTMENT | 315,342.00 | 230,950.39 | 84,391.61 | 73.24% |
| 210-431 STREET DEPARTMENT | | | | |
| 210-43110 STREET GENERAL | | | | |
| 210-43110.1 STREET GENERAL SALARIES | | | | |
| 210-43110.110 SALARIES REGULAR | 156,245.00 | 110,479.20 | 45,765.80 | 70.71% |
| 210-43110.130 SALARIES OVERTIME | 16,300.00 | 13,350.27 | 2,949.73 | 81.90% |
| 210-43110.140 SALARIES PART TIME | 17,000.00 | 13,426.67 | 3,573.33 | 78.98% |
| Total STREET GENERAL SALARIES | 189,545.00 | 137,256.14 | 52,288.86 | 72.41% |
| 210-43110.2 STREET GENERAL BENEFITS | | | | |
| 210-43110.210 HEALTH INS & OTHER BENEFI | 65,445.00 | 41,024.36 | 24,420.64 | 62.69% |
| 210-43110.220 SOCIAL SECURITY | 14,956.00 | 10,651.95 | 4,304.05 | 71.22% |
| 210-43110.226 WORKERS COMP INSURANCE | 12,654.00 | 8,685.12 | 3,968.88 | 68.64% |

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| 210-43110.230 RETIREMENT | 15,625.00 | 11,457.63 | 4,167.37 | 73.33% |
| 210-43110.250 UNEMPLOYMENT INSURANCE | 631.00 | 163.23 | 467.77 | 25.87% |
| Total STREET GENERAL BENEFITS | 109,311.00 | 71,982.29 | 37,328.71 | 65.85% |
| 210-43110.410 WATER AND SEWER CHARGE | 1,517.00 | 1,612.39 | -95.39 | 106.29% |
| 210-43110.432 VEHICLE MAINTENANCE | 22,000.00 | 32,596.47 | -10,596.47 | 148.17% |
| 210-43110.434 MAINT. BUILDINGS/GROUNDS | 2,500.00 | 2,690.18 | -190.18 | 107.61% |
| 210-43110.441 RIGHT OF WAY AGREEMENTS | 11,343.00 | 10,163.16 | 1,179.84 | 89.60% |
| 210-43110.442 EQUIPMENT RENTALS | 8,000.00 | 5,920.09 | 2,079.91 | 74.00% |
| 210-43110.443 RADIO MAINTENANCE | 200.00 | 65.95 | 134.05 | 32.98% |
| 210-43110.500 TRAINING, CONFERENCES, DU | 500.00 | 129.93 | 370.07 | 25.99% |
| 210-43110.521 LIABILITY & PROPERTY INS. | 16,878.00 | 15,817.74 | 1,060.26 | 93.72% |
| 210-43110.535 TELEPHONE SERVICES | 3,000.00 | 2,313.21 | 686.79 | 77.11% |
| 210-43110.565 RUBBISH REMOVAL | 6,500.00 | 5,297.48 | 1,202.52 | 81.50% |
| 210-43110.570 MAINTENANCE OTHER | 1,200.00 | 1,301.23 | -101.23 | 108.44% |
| 210-43110.572 INTERVIEW COSTS | 500.00 | 0.00 | 500.00 | 0.00% |
| 210-43110.573 ACCIDENT CLAIMS | 500.00 | 0.00 | 500.00 | 0.00% |
| 210-43110.576 ENGINEERING SERVICES | 10,000.00 | 13,430.93 | -3,430.93 | 134.31% |
| 210-43110.582 TRAFFIC CALMING | 500.00 | 0.00 | 500.00 | 0.00% |
| 210-43110.610 SUPPLIES | 17,500.00 | 22,651.04 | -5,151.04 | 129.43% |
| 210-43110.612 UNIFORMS,BOOTS,ETC | 6,000.00 | 3,093.41 | 2,906.59 | 51.56% |
| 210-43110.616 GRAVEL,TOPSOIL | 5,000.00 | 205.08 | 4,794.92 | 4.10% |
| 210-43110.617 SIGNS AND POSTS | 3,500.00 | 1,106.55 | 2,393.45 | 31.62% |
| 210-43110.622 ELECTRICAL SERVICE | 4,200.00 | 2,583.06 | 1,616.94 | 61.50% |
| 210-43110.623 HEATING/NATURAL GAS | 4,000.00 | 2,011.49 | 1,988.51 | 50.29% |
| 210-43110.626 GAS,GREASE AND OIL | 30,000.00 | 16,985.20 | 13,014.80 | 56.62% |
| 210-43110.891 CAPITAL OUTLAY | 9,000.00 | 0.00 | 9,000.00 | 0.00% |
| Total STREET GENERAL | 463,194.00 | 349,213.02 | 113,980.98 | 75.39% |
| 210-43120 STREET-PAVEMENT MAINT | | | | |
| 210-43120.444 STREET MARKINGS | 7,000.00 | 4,653.62 | 2,346.38 | 66.48% |
| 210-43120.570 SIDEWALK AND CURB MAINTEN | 5,000.00 | 1,296.00 | 3,704.00 | 25.92% |
| 210-43120.610 PAVEMENT MAINTENANCE | 218,000.00 | 161,440.76 | 56,559.24 | 74.06% |
| Total STREET-PAVEMENT MAINT | 230,000.00 | 167,390.38 | 62,609.62 | 72.78% |
| 210-43123 STREETS - TRAFFIC LIGHTS | | | | |
| 210-43123.570 TRAFFIC LIGHTS MAINTENANC | 2,000.00 | 683.42 | 1,316.58 | 34.17% |
| 210-43123.622 TRAFFIC LIGHTS - ELECTRIC | 6,000.00 | 3,776.56 | 2,223.44 | 62.94% |
| Total STREETS - TRAFFIC LIGHTS | 8,000.00 | 4,459.98 | 3,540.02 | 55.75% |
| 210-43125 WINTER MAINTENANCE | | | | |
| 210-43125.570 CONTRACT SERVICES | 17,000.00 | 10,557.00 | 6,443.00 | 62.10% |
| 210-43125.610 WINTER MAINTENANCE | 110,000.00 | 106,194.83 | 3,805.17 | 96.54% |
| Total WINTER MAINTENANCE | 127,000.00 | 116,751.83 | 10,248.17 | 91.93% |

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| 210-43151 STREET - STORMWATER | | | | |
| 210-43151.1 STREET-STORMWATER SALARIE | | | | |
| 210-43151.110 SALARIES - REGULAR | 40,766.00 | 29,059.85 | 11,706.15 | 71.28% |
| Total STREET-STORMWATER SALARIE | 40,766.00 | 29,059.85 | 11,706.15 | 71.28% |
| 210-43151.2 STREET-STORMWATER BENEFIT | | | | |
| 210-43151.210 HEALTH INS & OTHER BENEFIT | 9,374.00 | 6,182.61 | 3,191.39 | 65.95% |
| 210-43151.220 SOCIAL SECURITY | 3,119.00 | 2,225.69 | 893.31 | 71.36% |
| 210-43151.226 WORKERS COMP INSURANCE | 1,940.00 | 1,393.13 | 546.87 | 71.81% |
| 210-43151.230 RETIREMENT | 4,077.00 | 2,987.76 | 1,089.24 | 73.28% |
| 210-43151.250 UNEMPLOYMENT INSURANCE | 76.00 | 28.13 | 47.87 | 37.01% |
| Total STREET-STORMWATER BENEFIT | 18,586.00 | 12,817.32 | 5,768.68 | 68.96% |
| 210-43151.430 STORM SEWER MAINTENANCE | 15,000.00 | 1,792.02 | 13,207.98 | 11.95% |
| Total STREET - STORMWATER | 74,352.00 | 43,669.19 | 30,682.81 | 58.73% |
| 210-43160 STREET STREET LIGHTS | | | | |
| 210-43160.610 STREET LIGHTS SUPPLIES/MA | 3,500.00 | 14,232.39 | -10,732.39 | 406.64% |
| 210-43160.622 STREET LIGHTS - ELECTRICI | 131,948.00 | 84,147.64 | 47,800.36 | 63.77% |
| Total STREET STREET LIGHTS | 135,448.00 | 98,380.03 | 37,067.97 | 72.63% |
| 210-43161 STREETS - CONSERVATION | | | | |
| 210-43161.000 STREETSCAPE MAINT./IMP | 16,000.00 | 3,155.00 | 12,845.00 | 19.72% |
| 210-43161.001 VILLAGE GARDEN SPOTS | 3,000.00 | 203.94 | 2,796.06 | 6.80% |
| 210-43161.002 MEMORIAL PARK | 3,000.00 | 582.98 | 2,417.02 | 19.43% |
| Total STREETS - CONSERVATION | 22,000.00 | 3,941.92 | 18,058.08 | 17.92% |
| Total STREET DEPARTMENT | 1,059,994.00 | 783,806.35 | 276,187.65 | 73.94% |
| 210-453 SENIOR SUPPORT | | | | |
| Total SENIOR SUPPORT | 0.00 | 0.00 | 0.00 | 0.00% |
| 210-45551 BROWNELL LIBRARY | | | | |
| 210-45551.1 LIBRARY SALARIES | | | | |
| 210-45551.110 SALARIES REGULAR | 314,229.00 | 226,577.46 | 87,651.54 | 72.11% |
| 210-45551.140 SALARIES PART TIME | 106,800.00 | 74,026.33 | 32,773.67 | 69.31% |
| Total LIBRARY SALARIES | 421,029.00 | 300,603.79 | 120,425.21 | 71.40% |
| 210-45551.2 LIBRARY BENEFITS | | | | |
| 210-45551.210 HEALTH INS & OTHER BENEFIT | 106,126.00 | 67,651.12 | 38,474.88 | 63.75% |
| 210-45551.220 SOCIAL SECURITY | 32,695.00 | 23,022.83 | 9,672.17 | 70.42% |
| 210-45551.226 WORKERS COMP INSURANCE | 1,274.00 | 905.75 | 368.25 | 71.09% |
| 210-45551.230 RETIREMENT | 31,423.00 | 19,978.30 | 11,444.70 | 63.58% |

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-------------------------------------------|-------------------|-------------------|-------------------|-----------------------|
| 210-45551.250 UNEMPLOYMENT INSURANCE | 1,324.00 | 364.56 | 959.44 | 27.53% |
| Total LIBRARY BENEFITS | 172,842.00 | 111,922.56 | 60,919.44 | 64.75% |
| 210-45551.340 COMPUTER EXPENSES | 3,500.00 | 509.61 | 2,990.39 | 14.56% |
| 210-45551.410 WATER AND SEWER CHARGE | 900.00 | 473.31 | 426.69 | 52.59% |
| 210-45551.423 CONTRACT SERVICES | 28,425.00 | 22,574.50 | 5,850.50 | 79.42% |
| 210-45551.434 MAINT. BUILDINGS/GROUNDS | 19,000.00 | 8,872.90 | 10,127.10 | 46.70% |
| 210-45551.436 ALARM SYSTEM MAINTENANCE | 525.00 | 269.51 | 255.49 | 51.34% |
| 210-45551.500 TRAINING, CONFERENCES, DU | 3,000.00 | 603.08 | 2,396.92 | 20.10% |
| 210-45551.521 LIABILITY & PROPERTY INS. | 12,375.00 | 13,163.47 | -788.47 | 106.37% |
| 210-45551.530 TECHNOLOGY ACCESS | 5,500.00 | 4,721.23 | 778.77 | 85.84% |
| 210-45551.535 TELEPHONE SERVICES | 1,200.00 | 839.59 | 360.41 | 69.97% |
| 210-45551.536 POSTAGE/DELIVERY | 3,500.00 | 1,141.82 | 2,358.18 | 32.62% |
| 210-45551.572 INTERVIEW COSTS | 500.00 | 517.17 | -17.17 | 103.43% |
| 210-45551.574 VOLUNTEER EXPENSES | 600.00 | 644.71 | -44.71 | 107.45% |
| 210-45551.610 SUPPLIES | 13,000.00 | 9,000.53 | 3,999.47 | 69.23% |
| 210-45551.622 ELECTRICAL SERVICE | 15,250.00 | 10,327.69 | 4,922.31 | 67.72% |
| 210-45551.623 HEATING/NATURAL GAS | 7,400.00 | 4,097.11 | 3,302.89 | 55.37% |
| 210-45551.640 ADULT COLLECTION-PRINT & | 34,500.00 | 24,148.74 | 10,351.26 | 70.00% |
| 210-45551.641 JUVEN COLLECTION-PRNT & E | 17,250.00 | 9,358.43 | 7,891.57 | 54.25% |
| 210-45551.677 COMPUTER REPLACEMENT | 8,000.00 | 5,725.00 | 2,275.00 | 71.56% |
| 210-45551.836 ADULT PROGRAMS | 500.00 | 350.76 | 149.24 | 70.15% |
| 210-45551.837 CHILDRENS PROGRAMS | 3,200.00 | 1,123.99 | 2,076.01 | 35.12% |
| 210-45551.891 CAPITAL OUTLAY | 4,400.00 | 6,534.20 | -2,134.20 | 148.50% |
| Total BROWNELL LIBRARY | 776,396.00 | 537,523.70 | 238,872.30 | 69.23% |
| 210-47 DEBT SERVICE | | | | |
| 210-47116.000 CAPITAL IMP PRINCIPAL | 141,900.00 | 128,535.00 | 13,365.00 | 90.58% |
| 210-47216.000 CAPITAL IMP - INTEREST | 80,344.00 | 32,933.68 | 47,410.32 | 40.99% |
| Total DEBT SERVICE | 222,244.00 | 161,468.68 | 60,775.32 | 72.65% |
| 210-491 CAPITAL/MISC TRANSFERS | | | | |
| 210-49100.030 CAP RESRV FND CONT - BEG | 274,961.00 | 206,220.75 | 68,740.25 | 75.00% |
| 210-49100.031 ROLLING STOCK FUND CONTRI | 203,624.00 | 152,718.00 | 50,906.00 | 75.00% |
| 210-49100.040 TRANS FOR BUILDING MAINT | 50,000.00 | 70,500.00 | -20,500.00 | 141.00% |
| 210-49100.802 EMP TERM BENEFITS TRANSFE | 5,000.00 | 3,750.00 | 1,250.00 | 75.00% |
| 210-49101.031 HALF PENNY FOR LDR TRUCK | 50,000.00 | 37,500.00 | 12,500.00 | 75.00% |
| Total CAPITAL/MISC TRANSFERS | 583,585.00 | 470,688.75 | 112,896.25 | 80.65% |
| 210-493 GRANT AND OTHER UNBUDGETE | | | | |
| 210-4930 TERMINATION BENEFITS FROM | | | | |
| Total TERMINATION BENEFITS FROM | 0.00 | 0.00 | 0.00 | 0.00% |
| 210-4934 GRANT EXPENDITURES | | | | |
| 210-49340.000 MISC GRANT EXPENDITURES | 0.00 | 2,217.87 | -2,217.87 | 100.00% |

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|---------------------|---------------------|---------------------|-----------------------|
| 210-49340.006 LIBRARY GRANT EXPENDITURE | 0.00 | 147.50 | -147.50 | 100.00% |
| 210-49340.008 STATE GRANT EXPENDITURES | 0.00 | 2,150.00 | -2,150.00 | 100.00% |
| 210-49345 DONATION EXPENDITURES | | | | |
| 210-49345.000 LIBRARY DONATION EXPENDIT | 0.00 | 6,802.81 | -6,802.81 | 100.00% |
| Total DONATION EXPENDITURES | 0.00 | 6,802.81 | -6,802.81 | 100.00% |
| 210-49346 LIBRARY REPLACEMENT EXPEN | | | | |
| 210-49346.001 ADULT COLLECTION-PRINT & | 0.00 | 52.69 | -52.69 | 100.00% |
| Total LIBRARY REPLACEMENT EXPEN | 0.00 | 52.69 | -52.69 | 100.00% |
| Total GRANT EXPENDITURES | 0.00 | 11,370.87 | -11,370.87 | 100.00% |
| Total GRANT AND OTHER UNBUDGETE | 0.00 | 11,370.87 | -11,370.87 | 100.00% |
| Total Expenditures | 3,953,075.00 | 2,903,685.02 | 1,049,389.98 | 73.45% |
| Total GENERAL FUND | -35,000.00 | 654,863.12 | -689,863.12 | |

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MEMORIAL PARK FUND

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| Account | Budget | Actual | Budget Balance % of Budget | Actual |
|--------------------------|--------|--------|-------------------------------|--------|
| Total Revenues | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Expenditures | 0.00 | 0.00 | 0.00 | 0.00% |
| Total MEMORIAL PARK FUND | 0.00 | 0.00 | 0.00 | |

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BUILDING MAINT FUND

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| Account | | | Budget | Actual |
|--------------------------------------|------|-----------|------------|-------------|
| | | | Balance | % of Budget |
| <hr/> | | | | |
| 222-39110.000 GENERAL FUND TRANS IN | 0.00 | 70,500.00 | -70,500.00 | 100.00% |
| <hr/> | | | | |
| Total Revenues | 0.00 | 70,500.00 | -70,500.00 | 100.00% |
| <hr/> | | | | |
| 222-46802.001 LINCOLN HALL MAINT | 0.00 | 4,350.61 | -4,350.61 | 100.00% |
| 222-46802.002 BROWNELL LIBRARY MAINT | 0.00 | 14,500.00 | -14,500.00 | 100.00% |
| <hr/> | | | | |
| Total Expenditures | 0.00 | 18,850.61 | -18,850.61 | 100.00% |
| <hr/> | | | | |
| Total BUILDING MAINT FUND | 0.00 | 51,649.39 | -51,649.39 | |
| <hr/> | | | | |

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TRUSTEE CAP IMP PROJECTS

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| Account | | | Budget | Actual |
|--------------------------------|------|------------|-------------|-------------|
| | | | Balance | % of Budget |
| 223-31101.000 PENNY TAX | 0.00 | 108,463.00 | -108,463.00 | 100.00% |
| Total Revenues | 0.00 | 108,463.00 | -108,463.00 | 100.00% |
| Total TRUSTEE CAP IMP PROJECTS | 0.00 | 108,463.00 | -108,463.00 | |

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SENIOR CENTER FUND

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|---------------------------------------|-------------|------------------|-------------------|-----------------------|
| 225-34700.000 SR CTR MEMBERSHIPS | 0.00 | 3,171.00 | -3,171.00 | 100.00% |
| 225-34701.000 SR CTR FUND RAISING REV | 0.00 | 3,480.95 | -3,480.95 | 100.00% |
| 225-34702.000 SR CTR ACTIVITY FEES | 0.00 | 7,170.50 | -7,170.50 | 100.00% |
| 225-34702.001 SR. CTR TRIP FEES | 0.00 | -44.00 | 44.00 | 100.00% |
| 225-34703.000 SR CTR AFTER HR FEES | 0.00 | 1,400.00 | -1,400.00 | 100.00% |
| 225-36400.000 SR CTR DONATIONS | 0.00 | 1,433.93 | -1,433.93 | 100.00% |
| 225-36603.000 MISCELLANEOUS REV | 0.00 | 109.00 | -109.00 | 100.00% |
| Total Revenues | 0.00 | 16,721.38 | -16,721.38 | 100.00% |
| 225-45122.330 OTHER PROF SERVICES | 0.00 | 815.00 | -815.00 | 100.00% |
| 225-45122.430 REPAIRS & MAINTENANCE | 0.00 | 2,969.63 | -2,969.63 | 100.00% |
| 225-45122.610 OPERATIONAL SUPP/EXP | 0.00 | 2,521.78 | -2,521.78 | 100.00% |
| 225-45122.612 FUND RAISER EXPENSES | 0.00 | 506.15 | -506.15 | 100.00% |
| 225-45122.614 PROGRAM EXPENSES | 0.00 | 1,249.64 | -1,249.64 | 100.00% |
| 225-45122.810 TRIP EXPENSES | 0.00 | 6,765.99 | -6,765.99 | 100.00% |
| 225-45122.812 MEAL SITE EXPENSES | 0.00 | 2,892.08 | -2,892.08 | 100.00% |
| 225-49340.801 HOEHL DONATION EXP | 0.00 | 990.76 | -990.76 | 100.00% |
| 225-49340.802 HOEHL GRANT EXP | 0.00 | 899.56 | -899.56 | 100.00% |
| Total Expenditures | 0.00 | 19,610.59 | -19,610.59 | 100.00% |
| Total SENIOR CENTER FUND | 0.00 | -2,889.21 | 2,889.21 | |

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GEN FUND CAP RESERVE

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-------------------------------------------|-------------|-------------------|--------------------|-----------------------|
| 230-331 GRANT REVENUE | | | | |
| 230-33120.000 CRES CNCTR GRANT STP 5300 | 0.00 | 38,896.34 | -38,896.34 | 100.00% |
| 230-33121.000 MU SAFETY PATH SDWK(17) | 0.00 | 65,425.76 | -65,425.76 | 100.00% |
| 230-33122.000 MU SAFETY PATH TAP TA13(6 | 0.00 | 249,999.77 | -249,999.77 | 100.00% |
| 230-33123.000 PEARL MISS LNK EJ STP 530 | 0.00 | 11,888.88 | -11,888.88 | 100.00% |
| 230-33124.000 MAIN SDWK STUDY CA0417 | 0.00 | 6,797.54 | -6,797.54 | 100.00% |
| 230-33125.000 So. Summit VTrans PO1708 | 0.00 | 74,833.01 | -74,833.01 | 100.00% |
| Total GRANT REVENUE | 0.00 | 447,841.30 | -447,841.30 | 100.00% |
| 230-341 CONTRIBUTIONS | | | | |
| Total CONTRIBUTIONS | 0.00 | 0.00 | 0.00 | 0.00% |
| 230-361 INTEREST EARNINGS | | | | |
| Total INTEREST EARNINGS | 0.00 | 0.00 | 0.00 | 0.00% |
| 230-391 GENERAL FUND TRANSFER IN | | | | |
| 230-39110.000 CONTRIB FROM GENERAL FUND | 0.00 | 206,220.75 | -206,220.75 | 100.00% |
| Total GENERAL FUND TRANSFER IN | 0.00 | 206,220.75 | -206,220.75 | 100.00% |
| Total Revenues | 0.00 | 654,062.05 | -654,062.05 | 100.00% |
| 230-46801.006 MULTI-USE PATH NORTH | | | | |
| 230-46801.006 MULTI-USE PATH NORTH | 0.00 | 422,245.53 | -422,245.53 | 100.00% |
| 230-46801.007 PEARL ST. LINKING SIDEWAL | 0.00 | 61,754.34 | -61,754.34 | 100.00% |
| 230-46801.008 CRESCENT CONNECTOR | 0.00 | 95,720.96 | -95,720.96 | 100.00% |
| 230-46801.013 BROWNELL CARPET | 0.00 | 12,018.51 | -12,018.51 | 100.00% |
| 230-46801.014 So. Summit Paving | 0.00 | 74,833.01 | -74,833.01 | 100.00% |
| 230-46801.015 HILLCREST SIDEWALK | 0.00 | 21,626.17 | -21,626.17 | 100.00% |
| Total Expenditures | 0.00 | 688,198.52 | -688,198.52 | 100.00% |
| Total GEN FUND CAP RESERVE | 0.00 | -34,136.47 | 34,136.47 | |

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ROLLING STOCK FUND

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|-------------|-------------------|--------------------|-----------------------|
| 231-39110.000 CONTRIB FROM GENERAL FUND | 0.00 | 190,218.00 | -190,218.00 | 100.00% |
| Total Revenues | 0.00 | 190,218.00 | -190,218.00 | 100.00% |
| 231-43131.161 4WD PICKUP - TRK #3 | 0.00 | 12,583.30 | -12,583.30 | 100.00% |
| 231-47117.000 FIRE TRUCK LOAN PRINCIPAL | 0.00 | 50,000.00 | -50,000.00 | 100.00% |
| 231-47217.000 INTEREST EXPENSE | 0.00 | 1,562.74 | -1,562.74 | 100.00% |
| Total Expenditures | 0.00 | 64,146.04 | -64,146.04 | 100.00% |
| Total ROLLING STOCK FUND | 0.00 | 126,071.96 | -126,071.96 | |

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LAND ACQUISITION FUND

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| Account | | | Budget | Actual |
|-----------------------------|--|--|---------|-------------|
| | | | Balance | % of Budget |
| <hr/> | | | | |
| Total Revenues | | | 0.00 | 0.00 |
| <hr/> | | | | |
| Total LAND ACQUISITION FUND | | | 0.00 | 0.00 |
| <hr/> | | | | |

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BOND FUND

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|-------------|--------------------|--------------------|-----------------------|
| 253-39310.000 PROCEEDS OF LT DEBT | 0.00 | -134,968.55 | 134,968.55 | 100.00% |
| Total Revenues | 0.00 | -134,968.55 | 134,968.55 | 100.00% |
| 253-468 CAPITAL PROJECTS | | | | |
| 253-46801.002 MAIN ST. DRAINAGE-BRDG TO | 0.00 | 19,994.85 | -19,994.85 | 100.00% |
| 253-46801.003 HILLCREST DRNG/N HILLCRST | 0.00 | 322.60 | -322.60 | 100.00% |
| 253-46801.005 BRIAR LANE RD/SDWK/WTR LI | 0.00 | 393,869.23 | -393,869.23 | 100.00% |
| Total CAPITAL PROJECTS | 0.00 | 414,186.68 | -414,186.68 | 100.00% |
| Total Expenditures | 0.00 | 414,186.68 | -414,186.68 | 100.00% |
| Total BOND FUND | 0.00 | -549,155.23 | 549,155.23 | |

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WATER FUND

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| Account | Budget | Actual | Budget Balance % of Budget | Actual |
|-----------------------------------------|---------------------|---------------------|-------------------------------|----------------|
| 254-3 REVENUE | | | | |
| 254-34 OPERATING REVENUE | | | | |
| 254-34403.000 MISC. - UNCLASSIFIED RECE | 0.00 | 1,138.43 | -1,138.43 | 100.00% |
| 254-348 USER CHARGES | | | | |
| 254-34801.000 SALE OF WATER-RESIDENTIAL | 846,258.00 | 569,585.67 | 276,672.33 | 67.31% |
| 254-34811.000 WATER BILLING PENALTIES | 4,000.00 | 2,895.82 | 1,104.18 | 72.40% |
| 254-34812.000 WATER SALES - LARGE USERS | 107,492.00 | 69,851.06 | 37,640.94 | 64.98% |
| 254-34813.000 WATER RECONNECT FEES | 0.00 | 462.50 | -462.50 | 100.00% |
| 254-34821.000 HOOK ON FEES | 15,000.00 | 7,050.00 | 7,950.00 | 47.00% |
| Total USER CHARGES | 972,750.00 | 649,845.05 | 322,904.95 | 66.80% |
| 254-349 GF PASS THROUGH REVENUES | | | | |
| 254-34900.000 SALE OF WATER-GF | 2,767,603.00 | 1,674,781.52 | 1,092,821.48 | 60.51% |
| 254-34902.000 SALE OF WATER - GF VT TA | 68,255.00 | 41,088.85 | 27,166.15 | 60.20% |
| Total GF PASS THROUGH REVENUES | 2,835,858.00 | 1,715,870.37 | 1,119,987.63 | 60.51% |
| Total OPERATING REVENUE | 3,808,608.00 | 2,366,853.85 | 1,441,754.15 | 62.14% |
| 254-390 NON OPERATING REVENUE | | | | |
| 254-39000.001 CURRENT YR CONTRIBUTION I | 0.00 | 105,000.00 | -105,000.00 | 100.00% |
| Total NON OPERATING REVENUE | 0.00 | 105,000.00 | -105,000.00 | 100.00% |
| Total REVENUE | 3,808,608.00 | 2,471,853.85 | 1,336,754.15 | 64.90% |
| Total Revenues | 3,808,608.00 | 2,471,853.85 | 1,336,754.15 | 64.90% |
| 254-43 EXPENSES | | | | |
| 254-432 OPERATING EXPENSES | | | | |
| 254-4320 GENERAL EXPENSES | | | | |
| 254-43200.1 WATER FUND SALARIES | | | | |
| 254-43200.110 SALARIES REGULAR | 105,379.00 | 48,985.41 | 56,393.59 | 46.48% |
| 254-43200.130 SALARIES OVERTIME | 14,000.00 | 8,303.44 | 5,696.56 | 59.31% |
| 254-43200.140 SALARIES PART TIME | 5,166.00 | 1,781.22 | 3,384.78 | 34.48% |
| Total WATER FUND SALARIES | 124,545.00 | 59,070.07 | 65,474.93 | 47.43% |
| 254-43200.2 WATER FUND BENEFITS | | | | |
| 254-43200.210 HEALTH INS & OTHER BENEFI | 40,682.00 | 19,624.15 | 21,057.85 | 48.24% |
| 254-43200.220 SOCIAL SECURITY | 9,658.00 | 4,535.57 | 5,122.43 | 46.96% |
| 254-43200.226 WORKERS COMP INSURANCE | 5,528.00 | 3,140.79 | 2,387.21 | 56.82% |
| 254-43200.230 RETIREMENT | 10,538.00 | 4,947.34 | 5,590.66 | 46.95% |
| 254-43200.250 UNEMPLOYMENT INSURANCE | 353.00 | 64.51 | 288.49 | 18.27% |
| Total WATER FUND BENEFITS | 66,759.00 | 32,312.36 | 34,446.64 | 48.40% |
| 254-43200.330 OTHER PROFESSIONAL SERVIC | 1,000.00 | 1,510.00 | -510.00 | 151.00% |

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WATER FUND

| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|---------------------|---------------------|---------------------|-----------------------|
| 254-43200.335 AUDIT | 4,217.00 | 3,432.66 | 784.34 | 81.40% |
| 254-43200.340 COMPUTER EXPENSES | 2,100.00 | 1,105.21 | 994.79 | 52.63% |
| 254-43200.410 WATER AND SEWER CHARGE | 400.00 | 69.55 | 330.45 | 17.39% |
| 254-43200.411 CWD WATER PURCHASE | 460,300.00 | 311,952.54 | 148,347.46 | 67.77% |
| 254-43200.412 STATE WATER TAX | 11,352.00 | 7,653.40 | 3,698.60 | 67.42% |
| 254-43200.430 WATER LINES MAINT-BREAKS | 16,000.00 | 21,197.39 | -5,197.39 | 132.48% |
| 254-43200.441 RIGHT OF WAY AGREEMENTS | 142.00 | 0.00 | 142.00 | 0.00% |
| 254-43200.491 CONTRACTUAL SERVICES | 113,888.00 | 85,416.00 | 28,472.00 | 75.00% |
| 254-43200.500 TRAINING, CONFERENCES, DU | 2,000.00 | 510.00 | 1,490.00 | 25.50% |
| 254-43200.521 LIABILITY & PROPERTY INS. | 3,347.00 | 3,619.50 | -272.50 | 108.14% |
| 254-43200.535 TELEPHONE SERVICES | 1,000.00 | 941.16 | 58.84 | 94.12% |
| 254-43200.536 POSTAGE | 2,000.00 | 1,163.60 | 836.40 | 58.18% |
| 254-43200.550 PRINTING AND ADVERTISING | 2,000.00 | 0.00 | 2,000.00 | 0.00% |
| 254-43200.570 MAINTENANCE OTHER | 1,000.00 | 3,540.84 | -2,540.84 | 354.08% |
| 254-43200.572 INTERVIEW COSTS | 0.00 | 1,055.00 | -1,055.00 | 100.00% |
| 254-43200.610 SUPPLIES | 5,500.00 | 3,808.52 | 1,691.48 | 69.25% |
| 254-43200.612 UNIFORMS, BOOTS, ETC | 1,500.00 | 806.47 | 693.53 | 53.76% |
| 254-43200.613 METERS AND PARTS | 0.00 | 302.80 | -302.80 | 100.00% |
| 254-43200.614 DISTRIBUTION MATERIALS | 6,500.00 | 20,963.60 | -14,463.60 | 322.52% |
| 254-43200.622 ELECTRICAL SERVICE | 700.00 | 501.91 | 198.09 | 71.70% |
| 254-43200.623 HEATING/NATURAL GAS | 3,000.00 | 1,592.46 | 1,407.54 | 53.08% |
| 254-43200.626 GAS, GREASE AND OIL | 3,500.00 | 675.06 | 2,824.94 | 19.29% |
| 254-43200.742 TRANS TO CAPITAL RESERVE | 140,000.00 | 105,000.00 | 35,000.00 | 75.00% |
| 254-43200.891 CAPITAL OUTLAY | 0.00 | 3,446.63 | -3,446.63 | 100.00% |
| Total GENERAL EXPENSES | 972,750.00 | 671,646.73 | 301,103.27 | 69.05% |
| 254-4321 OF WATER EXPENSES | | | | |
| 254-43210.411 CWD WATER PURC - GF | 2,767,603.00 | 1,674,781.52 | 1,092,821.48 | 60.51% |
| 254-43210.412 STATE WATER TAX - GF | 68,255.00 | 41,088.85 | 27,166.15 | 60.20% |
| Total OF WATER EXPENSES | 2,835,858.00 | 1,715,870.37 | 1,119,987.63 | 60.51% |
| Total OPERATING EXPENSES | 3,808,608.00 | 2,387,517.10 | 1,421,090.90 | 62.69% |
| 254-433 CAPITAL PROJECT EXPENSES | | | | |
| 254-43330.001 RAILROAD AVE. REDY/WTR LN | 0.00 | 1,266.01 | -1,266.01 | 100.00% |
| 254-43330.002 METER REPLACEMENT PROGRAM | 0.00 | 5,292.32 | -5,292.32 | 100.00% |
| 254-43330.004 MAPLE ST. CULVT/WTRLIN | 0.00 | 39,580.83 | -39,580.83 | 100.00% |
| 254-43330.005 SERIES 3 BOND INTEREST | 0.00 | 14,154.75 | -14,154.75 | 100.00% |
| 254-43332 BONDED PROJECTS | | | | |
| 254-43332.003 HILLCREST DRNG/N HILLCRES | 0.00 | 102.40 | -102.40 | 100.00% |
| 254-43332.005 BRIAR LANE RD/SDWK/WTR LN | 0.00 | 63,140.75 | -63,140.75 | 100.00% |
| 254-43332.006 BRIAR/ROSEWOOD WTR LN | 0.00 | 316,502.40 | -316,502.40 | 100.00% |
| Total BONDED PROJECTS | 0.00 | 379,745.55 | -379,745.55 | 100.00% |
| Total CAPITAL PROJECT EXPENSES | 0.00 | 440,039.46 | -440,039.46 | 100.00% |
| Total EXPENSES | 3,808,608.00 | 2,827,556.56 | 981,051.44 | 74.24% |

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WATER FUND

| Account | Budget | Actual | Budget Balance % of Budget | Actual |
|--------------------|--------------|--------------|-------------------------------|--------|
| Total Expenditures | 3,808,608.00 | 2,827,556.56 | 981,051.44 | 74.24% |
| Total WATER FUND | 0.00 | -355,702.71 | 355,702.71 | |

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WASTEWATER FUND

| Account | Budget | Actual | Budget Balance % of Budget | Actual |
|-----------------------------------------|---------------------|---------------------|-------------------------------|----------------|
| 255-3 REVENUE | | | | |
| 255-34 OPERATING REVENUE | | | | |
| 255-348 VILLAGE USER CHARGES | | | | |
| 255-34801.000 VILLAGE USER CHARGE | 681,161.00 | 466,774.38 | 214,386.62 | 68.53% |
| 255-34811.000 VILLAGE USER PENALTIES | 3,000.00 | 2,287.43 | 712.57 | 76.25% |
| 255-34812.000 VILL. SEPTAGE DISCHARGE I | 15,000.00 | 15,671.45 | -671.45 | 104.48% |
| 255-34813.000 VILLAGE LEACHATE REVENUES | 0.00 | 919.94 | -919.94 | 100.00% |
| Total VILLAGE USER CHARGES | 699,161.00 | 485,653.20 | 213,507.80 | 69.46% |
| 255-349 TRI-TOWN REVENUES | | | | |
| 255-34900.000 WASTEWATER CHARGE - ESSEX | 436,976.00 | 254,902.69 | 182,073.31 | 58.33% |
| 255-34901.000 WASTEWATER CHARGE - WILLI | 611,766.00 | 531,653.84 | 80,112.16 | 86.90% |
| 255-34903.001 SHARED SEPTAGE REVENUES | 5,000.00 | 0.00 | 5,000.00 | 0.00% |
| 255-34903.005 PUMP STATION MAINT. FEES | 30,300.00 | 22,725.00 | 7,575.00 | 75.00% |
| Total TRI-TOWN REVENUES | 1,084,042.00 | 809,281.53 | 274,760.47 | 74.65% |
| Total OPERATING REVENUE | 1,783,203.00 | 1,294,934.73 | 488,268.27 | 72.62% |
| 255-39 NON OPERATING INCOME | | | | |
| 255-39000.001 CURRENT YR CONTRIBUTION I | 0.00 | 225,000.00 | -225,000.00 | 100.00% |
| 255-39200.000 SALE OF ASSET | 0.00 | 1,126.00 | -1,126.00 | 100.00% |
| 255-39700.002 ESSEX - DEBT PAYMENT | 0.00 | 263,483.53 | -263,483.53 | 100.00% |
| 255-39700.003 WILLISTON - DEBT PAYMENT | 0.00 | 249,111.70 | -249,111.70 | 100.00% |
| 255-39700.004 ESSEX JCT - DEBT PAYMENT | 0.00 | 307,422.05 | -307,422.05 | 100.00% |
| Total NON OPERATING INCOME | 0.00 | 1,046,143.28 | -1,046,143.28 | 100.00% |
| Total REVENUE | 1,783,203.00 | 2,341,078.01 | -557,875.01 | 131.28% |
| Total Revenues | 1,783,203.00 | 2,341,078.01 | -557,875.01 | 131.28% |
| 255-43 EXPENSES | | | | |
| 255-4320 GENERAL EXPENSES | | | | |
| 255-43200.1 WWTF SALARIES | | | | |
| 255-43200.110 SALARIES REGULAR | 333,046.00 | 217,306.62 | 115,739.38 | 65.25% |
| 255-43200.130 SALARIES OVERTIME | 48,000.00 | 32,370.66 | 15,629.34 | 67.44% |
| 255-43200.140 SALARIES PART TIME | 8,139.00 | 17,713.34 | -9,574.34 | 217.64% |
| Total WWTF SALARIES | 389,185.00 | 267,390.62 | 121,794.38 | 68.71% |
| 255-43200.2 WWTF BENEFITS | | | | |
| 255-43200.210 HEALTH INS & OTHER BENEFI | 109,133.00 | 60,817.34 | 48,315.66 | 55.73% |
| 255-43200.220 SOCIAL SECURITY | 30,142.00 | 20,303.44 | 9,838.56 | 67.36% |
| 255-43200.226 WORKERS COMP INSURANCE | 17,400.00 | 11,634.02 | 5,765.98 | 66.86% |
| 255-43200.230 RETIREMENT | 33,305.00 | 21,434.91 | 11,870.09 | 64.36% |
| 255-43200.250 UNEMPLOYMENT INSURANCE | 837.00 | 288.99 | 548.01 | 34.53% |
| Total WWTF BENEFITS | 190,817.00 | 114,478.70 | 76,338.30 | 59.99% |

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|------------------------------------------|---------------------|---------------------|-------------------|-----------------------|
| 255-43200.320 LEGAL SERVICES | 1,000.00 | 0.00 | 1,000.00 | 0.00% |
| 255-43200.330 OTHER PROFESSIONAL SERVIC | 6,000.00 | 985.95 | 5,014.05 | 16.43% |
| 255-43200.335 AUDIT | 4,950.00 | 4,029.65 | 920.35 | 81.41% |
| 255-43200.410 WATER AND SEWER CHARGE | 4,000.00 | 1,351.07 | 2,648.93 | 33.78% |
| 255-43200.432 VEHICLE MAINTENANCE | 3,500.00 | 1,819.62 | 1,680.38 | 51.99% |
| 255-43200.491 CONTRACTUAL SERVICES | 56,944.00 | 42,708.00 | 14,236.00 | 75.00% |
| 255-43200.500 TRAINING, CONFERENCES, DU | 6,500.00 | 2,900.81 | 3,599.19 | 44.63% |
| 255-43200.521 LIABILITY & PROPERTY INS. | 23,808.00 | 22,988.67 | 819.33 | 96.56% |
| 255-43200.535 TELEPHONE SERVICES | 6,000.00 | 3,139.50 | 2,860.50 | 52.33% |
| 255-43200.565 GRIT DISPOSAL | 9,000.00 | 7,600.51 | 1,399.49 | 84.45% |
| 255-43200.567 SLUDGE PROCESSING | 130,000.00 | 60,300.00 | 69,700.00 | 46.38% |
| 255-43200.568 SLUDGE MANAGEMENT | 150,000.00 | 62,596.25 | 87,403.75 | 41.73% |
| 255-43200.569 WWTF ANNUAL PERMIT FEE | 7,500.00 | 0.00 | 7,500.00 | 0.00% |
| 255-43200.570 MAINTENANCE OTHER | 85,000.00 | 55,688.65 | 29,311.35 | 65.52% |
| 255-43200.572 INTERVIEW COSTS | 0.00 | 493.00 | -493.00 | 100.00% |
| 255-43200.577 CONTRACT LABORATORY SERVI | 9,000.00 | 8,268.49 | 731.51 | 91.87% |
| 255-43200.610 SUPPLIES | 10,000.00 | 6,428.13 | 3,571.87 | 64.28% |
| 255-43200.612 UNIFORMS,BOOTS,ETC | 6,000.00 | 2,533.10 | 3,466.90 | 42.22% |
| 255-43200.618 SUPPLIES - LABORATORY | 13,000.00 | 11,120.38 | 1,879.62 | 85.54% |
| 255-43200.619 CHEMICALS | 195,000.00 | 197,204.47 | -2,204.47 | 101.13% |
| 255-43200.622 ELECTRICAL SERVICE | 150,000.00 | 98,124.54 | 51,875.46 | 65.42% |
| 255-43200.623 HEATING/NATURAL GAS | 20,000.00 | 13,878.49 | 6,121.51 | 69.39% |
| 255-43200.626 GAS,GREASE AND OIL | 6,000.00 | 3,013.69 | 2,986.31 | 50.23% |
| 255-43200.742 TRANS TO CAPITAL RESERVE | 300,000.00 | 225,000.00 | 75,000.00 | 75.00% |
| Total GENERAL EXPENSES | 1,783,204.00 | 1,214,042.29 | 569,161.71 | 68.08% |
| 255-433 CAPITAL PROJECTS/EXPENSES | | | | |
| 255-43330.000 ARRA Loan-AR1-004 Admin F | 0.00 | 631.29 | -631.29 | 100.00% |
| 255-43330.001 RZEDB Interest | 0.00 | 24,112.14 | -24,112.14 | 100.00% |
| 255-43330.002 DIGESTER CLEARNING | 75,000.00 | 0.00 | 75,000.00 | 0.00% |
| 255-43330.006 RETRN ACTIVATED SLUDGE PU | 20,000.00 | 10,963.00 | 9,037.00 | 54.82% |
| 255-43330.007 CWSRF RF1-148 ADMIN FEE | 0.00 | 258,500.00 | -258,500.00 | 100.00% |
| 255-43330.008 GAS COMPRESSOR | 18,000.00 | 11,239.23 | 6,760.77 | 62.44% |
| 255-43330.009 AUTOMATIC SAMPLERS | 30,000.00 | 0.00 | 30,000.00 | 0.00% |
| 255-43330.010 20 YR CAPITAL PLANNING | 30,000.00 | 0.00 | 30,000.00 | 0.00% |
| 255-43330.011 HEADWORKS SCREEN | 200,000.00 | 1,104.12 | 198,895.88 | 0.55% |
| 255-43330.012 ALKALINITY CNTRL INSTALLA | 95,000.00 | 0.00 | 95,000.00 | 0.00% |
| Total CAPITAL PROJECTS/EXPENSES | 468,000.00 | 306,549.78 | 161,450.22 | 65.50% |
| 255-434 NON-OPERATING EXPENSES | | | | |
| Total NON-OPERATING EXPENSES | 0.00 | 0.00 | 0.00 | 0.00% |
| Total EXPENSES | 2,251,204.00 | 1,520,592.07 | 730,611.93 | 67.55% |
| Total Expenditures | 2,251,204.00 | 1,520,592.07 | 730,611.93 | 67.55% |

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WASTEWATER FUND

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| Account | Budget | Actual | Budget Balance % of Budget | Actual |
|-----------------------|-------------|------------|-------------------------------|--------|
| <hr/> | | | | |
| Total WASTEWATER FUND | -468,001.00 | 820,485.94 | -1,288,486.94 | |

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|-------------------|-------------------|--------------------|-----------------------|
| 256-3 REVENUE | | | | |
| 256-33 INTERGOVERNMENTAL REVENUE | | | | |
| 256-33900.000 ESSEX PUMP STATION FEES | 23,128.00 | 12,144.15 | 10,983.85 | 52.51% |
| 256-33900.001 PARY AGREEMNT REV | 15,000.00 | 7,500.00 | 7,500.00 | 50.00% |
| Total INTERGOVERNMENTAL REVENUE | 38,128.00 | 19,644.15 | 18,483.85 | 51.52% |
| 256-34 OPERATING REVENUE | | | | |
| 256-348 USER CHARGES | | | | |
| 256-34801.000 ANNUAL CUSTOMER CHARGE | 552,556.00 | 389,878.48 | 162,677.52 | 70.56% |
| 256-34811.000 ANNUAL CUSTOMER CHARGE - | 2,500.00 | 1,886.75 | 613.25 | 75.47% |
| 256-34821.000 HOOK ON FEES | 30,000.00 | 55,000.00 | -25,000.00 | 183.33% |
| Total USER CHARGES | 585,056.00 | 446,765.23 | 138,290.77 | 76.36% |
| Total OPERATING REVENUE | 585,056.00 | 446,765.23 | 138,290.77 | 76.36% |
| 256-39 NON OPERATING REVENUE | | | | |
| 256-39000.001 CURRENT YR CONTRIBUTION I | 0.00 | 71,250.00 | -71,250.00 | 100.00% |
| 256-39200.001 WWTF CAPACITY SALE REVENU | 0.00 | 100,000.00 | -100,000.00 | 100.00% |
| Total NON OPERATING REVENUE | 0.00 | 171,250.00 | -171,250.00 | 100.00% |
| Total REVENUE | 623,184.00 | 637,659.38 | -14,475.38 | 102.32% |
| Total Revenues | 623,184.00 | 637,659.38 | -14,475.38 | 102.32% |
| 256-43 EXPENSES | | | | |
| 256-432 OPERATING EXPENSES | | | | |
| 256-43200.1 SANITATION SALARIES | | | | |
| 256-43200.110 SALARIES REGULAR | 82,591.00 | 62,258.33 | 20,332.67 | 75.38% |
| 256-43200.130 SALARIES OVERTIME | 12,000.00 | 11,679.28 | 320.72 | 97.33% |
| 256-43200.140 SALARIES PART TIME | 5,166.00 | 1,781.22 | 3,384.78 | 34.48% |
| Total SANITATION SALARIES | 99,757.00 | 75,718.83 | 24,038.17 | 75.90% |
| 256-43200.2 SANITATION BENEFITS | | | | |
| 256-43200.210 HEALTH INS & OTHER BENEFI | 40,682.00 | 29,310.65 | 11,371.35 | 72.05% |
| 256-43200.220 SOCIAL SECURITY | 7,690.00 | 5,922.62 | 1,767.38 | 77.02% |
| 256-43200.226 WORKERS COMP INSURANCE | 4,581.00 | 3,716.24 | 864.76 | 81.12% |
| 256-43200.230 RETIREMENT | 8,259.00 | 6,273.80 | 1,985.20 | 75.96% |
| 256-43200.250 UNEMPLOYMENT INSURANCE | 328.00 | 93.33 | 234.67 | 28.45% |
| Total SANITATION BENEFITS | 61,540.00 | 45,316.64 | 16,223.36 | 73.64% |
| 256-43200.330 OTHER PROFESSIONAL SERVIC | 1,000.00 | 366.00 | 634.00 | 36.60% |
| 256-43200.335 AUDIT | 2,108.00 | 1,716.33 | 391.67 | 81.42% |
| 256-43200.340 COMPUTER EXPENSES | 1,000.00 | 2,210.41 | -1,210.41 | 221.04% |
| 256-43200.410 WATER AND SEWER CHARGE | 500.00 | 210.48 | 289.52 | 42.10% |

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| Account | Budget | Actual | Budget Balance | Actual % of Budget |
|-----------------------------------------|--------------------|-------------------|----------------------|-----------------------|
| 256-43200.430 SANITATION LINES MAINTENA | 6,000.00 | 972.19 | 5,027.81 | 16.20% |
| 256-43200.434 PUMP STATION MAINTENANCE | 8,000.00 | 8,691.84 | -691.84 | 108.65% |
| 256-43200.436 SANIT. LINE BACK-UP CLEAN | 1,500.00 | 0.00 | 1,500.00 | 0.00% |
| 256-43200.441 RIGHT OF WAY AGREEMENTS | 1,058.00 | 1,562.88 | -504.88 | 147.72% |
| 256-43200.491 CONTRACTUAL SERVICES | 144,188.00 | 108,141.00 | 36,047.00 | 75.00% |
| 256-43200.500 TRAINING, CONFERENCES, DU | 150.00 | 0.00 | 150.00 | 0.00% |
| 256-43200.521 LIABILITY & PROPERTY INS. | 8,183.00 | 7,712.58 | 470.42 | 94.25% |
| 256-43200.536 POSTAGE | 3,500.00 | 2,322.61 | 1,177.39 | 66.36% |
| 256-43200.550 PRINTING AND ADVERTISING | 500.00 | 0.00 | 500.00 | 0.00% |
| 256-43200.570 MAINTENANCE OTHER | 1,500.00 | 12,463.86 | -10,963.86 | 830.92% |
| 256-43200.610 SUPPLIES | 1,000.00 | 170.26 | 829.74 | 17.03% |
| 256-43200.612 UNIFORMS,BOOTS,ETC | 1,500.00 | 1,031.37 | 468.63 | 68.76% |
| 256-43200.622 ELECTRICAL SERVICE | 11,000.00 | 6,981.75 | 4,018.25 | 63.47% |
| 256-43200.623 HEATING/NATURAL GAS | 1,700.00 | 946.32 | 753.68 | 55.67% |
| 256-43200.626 GAS,GREASE AND OIL | 2,500.00 | 952.68 | 1,547.32 | 38.11% |
| 256-43200.742 TRANS TO CAPITAL RESERVE | 95,000.00 | 71,250.00 | 23,750.00 | 75.00% |
| 256-43200.891 CAPITAL OUTLAY | 0.00 | 5,133.33 | -5,133.33 | 100.00% |
| 256-43220 ESSEX PS COSTS | | | | |
| 256-43220.001 SUSIE WILSON PS COSTS | 9,000.00 | 6,051.25 | 2,948.75 | 67.24% |
| 256-43220.002 WEST ST PS COSTS | 10,000.00 | 7,481.85 | 2,518.15 | 74.82% |
| Total ESSEX PS COSTS | 19,000.00 | 13,533.10 | 5,466.90 | 71.23% |
| Total OPERATING EXPENSES | 472,184.00 | 367,404.46 | 104,779.54 | 77.81% |
| 256-433 CAPITAL PROJECTS/EXPENSE | | | | |
| 256-43330.002 METER REPLACEMENT PROGRAM | 0.00 | 9,836.41 | -9,836.41 | 100.00% |
| 256-43330.007 ARRA Loan-AR1-004 Admin F | 0.00 | 3,823.82 | -3,823.82 | 100.00% |
| 256-43330.009 RF1-157 PS UpGrd Admin Fe | 0.00 | 20,125.15 | -20,125.15 | 100.00% |
| Total CAPITAL PROJECTS/EXPENSE | 0.00 | 33,785.38 | -33,785.38 | 100.00% |
| 256-434 NON OPERATING EXPENSES | | | | |
| 256-43455.001 TRANS TO WWTF FOR DEBT PY | 0.00 | 307,422.05 | -307,422.05 | 100.00% |
| Total NON OPERATING EXPENSES | 0.00 | 307,422.05 | -307,422.05 | 100.00% |
| Total EXPENSES | 472,184.00 | 708,611.89 | -236,427.89 | 150.07% |
| Total Expenditures | 472,184.00 | 708,611.89 | -236,427.89 | 150.07% |
| Total SANITATION FUND | 151,000.00 | -70,952.51 | 221,952.51 | |
| Total All Funds | -352,001.00 | 748,697.28 | -1,100,698.28 | |

**VILLAGE OF ESSEX JUNCTION
STREET VENDING PERMIT**

RECEIVED

APR 19 2017

APPLICATION

Village of Essex Junction

Name of Business MR. PING-A-LANG ICE CREAM

Name of Owner(s) GARY HATHAWAY

Address 153 CHURCH RD.

City/State/Zip COLCHESTER, VT. 05446

Telephone 802-373-4632

Nature and Type of Activity NEIGHBORHOOD ICE CREAM
SALES

License Plate Number of Vehicle(s) 35953-JY
NEW YORK

Date 4/18/17 Signature [Signature]

Date _____ Signature _____

APPROVAL



Required Certificate of Insurance received.

Conditions:

- 1) Keep required \$1 million of general liability insurance in place.
- 2) Vending is restricted to class 3 residential roads.
- 3) No parking except to serve customers.
- 4) No street vending is allowed between the hours of 9 PM and 7 AM.
- 5) The Village of Essex Junction, through its Village Manager, reserves the right to revoke the street vending permit at any time.
- 6) Permit is good for one year from date of issue.

Village Manager

Date



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Finance Director
Wayne Elliott, Aldrich + Elliott
DATE: April 14, 2017
SUBJECT: Headworks Screen Replacement Select Vendors

Issue: Whether or not to purchase a replacement Headworks Influent Screen from select vendors.

Discussion: The wastewater facility capital plan calls for a replacement screen for the headworks building. The purpose of the screen is to remove inorganic material from the flow and dispose of that collected material separately. This screen is also the prime protector of everything downstream in our process. Materials screened often include rocks and other large and damaging debris. The bid package also includes a washer compactor unit which significantly reduces the volume of material that we dispose of by removing excess water and organic material

The current screen is the second that we have owned in the past 15 years +/- . Though this particular brand is successful in securing low bid, while the performance of the screen removal is marginal at best. The installation increases downstream maintenance costs significantly. The last maintenance cleaning cycle on the anaerobic digester cost nearly \$75,000 more than a normal cleaning due to rag accumulation and debris that made it past the screen. Maintenance of the screen to prevent sewer overflows is also a frequent and time consuming operation.

Our project engineer is working in collaboration with our facility to bid a specific style of replacement screen with select vendors. The vendors will supply competitive bids on the specific style of equipment that we specify. The selected vendors make a particular style of bar screen that will eliminate the dumping of collected rags and screening back into the process flow. It is also simpler in design and more robust in its construction. All moving parts are installed above water for ease of access.

Costs: \$200,000 plus installation costs to be determined. Staff will manage the project and has experience installing the two prior screens. The installation will not require use of a general contractor.

Recommendation: It is recommended that...authorize staff to proceed with select vendor pricing for the replacement headworks screen at the wastewater treatment facility.

RECEIVED

APR 20 2017

Village of Essex Junction

April 18, 2017

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex junction, Vt 05452

Dear Trustees:

On behalf of the 2017 Memorial Day Parade Committee, I would like to request permission for the following:

- 1) Candlelight vigil to be held on Friday May 26 2016⁷ This vigil will be the same as previous years starting with a service at the First Congregational Church followed by a march to the Five Corners with lighted candles which will be placed around Veterans Park and left in place for the remainder of the night. We will provide security throughout the night.
- 2) The placement of a sign on Village property announcing the closing of the Five Corners for the Memorial Day Parade on May 27. We plan to have the sign in place on Monday May 22, 2017 until the parade. This has been helpful in past years for motorists to plan their route the day of the parade.
- 3) The Memorial Day Parade is on Saturday May 27, 2017

The Police Department plans to start closing Lincoln Street and Pearl Street at 9a.m. for the memorial service at 9:30 and have them completely closed by 10a.m. for the start of the parade. They will remain closed until the parade ends at approximately noon. The other streets at the Five Corners will remain open under control of a police officer during the Memorial and parade.

Thank you for your consideration and I hope to see you at the vigil and parade. Please join us and be on the reviewing stand.

Sincerely yours



Edward Von Sitas
2017 Parade Committee